

Village of Mukwonago
MEETING OF THE VILLAGE OF MUKWONAGO
COMMITTEE OF THE WHOLE

Notice of Meeting and Agenda
Tuesday, February 2, 2016

Time: **5:30 p.m.**
Place: **Mukwonago Municipal Building/Committee Room, 440 River Crest Court**

Any items not discussed or acted on at this meeting will be forwarded to a meeting of the Village of Mukwonago Committee of the Whole on **Wednesday, February 3, 2016, at 5:30 p.m.**, 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 January 4, 2016 Committee of Whole meeting minutes
4. Committee Reports

Discussion and Possible Action on the Following Items

A. Finance Committee

- 1) Vouchers payable batches
 - a. M-1-2016-1 \$286,373.24
 - b. M-12-2015-3 \$8,272.98
 - c. AP-2-2016-1 \$102,441.74
 - d. AP-12-2015-5 \$18,480.95
- 2) Approval of purchase requisitions (Committee Approval Only)
 - a. DPW – Purchase of Utility Tractor in the amount of \$23,043
 - b. DPW – Purchase of Chassis with Plow in the amount of \$42,173
 - c. Police – Purchase of two Police Interceptors in the amount of \$56,200
 - d. Water Utility – Purchase of water meters in the amount of \$26,160
 - e. Sewer Utility – Purchase of skid steer and stump grinder in the amount of \$42,200
- 3) Request by Cynthia Eggleston, Mukwonago Food Pantry, to waive conditional use permit application fee
- 4) Request for funding Administrative and Public Works office renovations
- 5) Monthly Treasury Report (Preliminary December 2015) *(These reports are 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 report, the Committee will direct that item to be placed on the next Committee of the Whole agenda.)*

B. Health and Recreation Committee

- 1) Policy about open space property within subdivisions
- 2) Mukwonago Area Farmers Market report for 2015 from Mukwonago Area Chamber of Commerce

- 3) Comprehensive Outdoor Recreation Plan
- 4) Funding related to Mukwonago Community Library recreation services and youth sports management

C. Judicial Committee

- 1) Options for potential granting of liquor license to Khasria Two Inc., 712 Main St., Unit 101, d/b/a Village Express Liquor
- 2) Consideration of exceeding the alcohol license quota and granting of license pertaining to the 2015-16 Original "Class B" Fermented Malt Beverage and Intoxicating Liquors License for DAA Smokehouse LLC (Tina O'Bryan – Agent), 325 Bay View Road, Suites D and E, d/b/a David Alan Alan's Smokehouse & Saloon
- 3) Ordinance to amend Chapter 2, Articles II and V pertaining to Village Board meetings and Committee of the Whole
- 4) Review of Elected Officials Handbook draft

D. Personnel Committee

- 1) Employee Handbook Updates related to benefits, part-time employees and rehires

E. Protective Services Committee

- 1) A resolution to establish a snowmobile route within the limits of the Village of Mukwonago

F. Public Works Committee

- 1) Clarification and possible amendments to Sec. 74-8 pertaining to snow and ice removal
- 2) Options for walking pathway along CTH NN from Mukwonago High School to STH 83
- 3) Monthly Report for Water and Sanitary Sewer Utilities, Public Works Department, and Engineering Department *(These reports are 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 report, the Committee will direct that item to be placed on the next Committee of the Whole agenda.)*

5. Adjournment

It is possible that members of, and possibly a quorum of, members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Please note that, upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through appropriate aids and services. For additional information or to request this service, contact the Clerk's Office, 440 River Crest Court, (262) 363-6420, Option 4.

MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING

Monday, January 4, 2016

Call to Order

Clerk-Treasurer Steven Braatz, Jr. 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

Board members present: Arnold Fickau
Darlene Johnson
Jim Decker
Mark Penzkover
Jerry Gasser
Ken Werner

Board members excused: Fred Winchowky, Village President

Also present: Kevin Schmidt, Police Chief
Ron Bittner, Director of Public Works
Diana Doherty, Finance Director
Dave Brown, Interim Utilities Director
John Weidl, Village Administrator
Ann Lininger, Library Director
Mark Blum, Village Attorney
Steven Braatz, Jr., Clerk-Treasurer

Minutes

Motion by Decker/Penzkover to approve the December 1, 2015 Committee of Whole meeting minutes carried.

Review and consideration of Committee of the Whole Structure

Fickau expressed concerns that certain items may require more attention and discussion, which could lead to longer meetings. Penzkover agreed that in the past, there have been times during Public Works Committee that more discussion was needed, but if that were to happen in the future, then it would be the time to spill over to the second night of the Committee of the Whole. Decker expressed concern about having special Board meetings due to only having one regular Board meeting per month. Gasser likes the change in time commitment, especially for future Board members with families. Werner likes the fact that the issues are spoken about in front of all Board members. Motion by Decker/Penzkover to keep the Committee of the Whole structure and authorize the Village Clerk to prepare amendments to Municipal Code to reflect the change in meetings carried (Fickau voted no).

Committee Reports

Finance Committee

Vouchers payable batches

Motion by Johnson/Decker to recommend the Village Board approve the following batches of vouchers payable carried:

AP-1-2016-1 \$ 1,108,192.94

M-11-2015-2 \$ 7,020.97
M-12-2015-1 \$ 213,531.99
M-12-2015-2 \$ 1,413.00
OVRPT12-15-1 \$ 17,513.29

Purchase requisitions

Motion by Johnson/Decker to approve the purchase requisition for DPW for the purchase of a picnic table kits from RJ Manufacturing Co. in the amount of \$9,860 carried.

Mukwonago Food Pantry

Motion by Decker/Fickau to recommend the Village Board deny the request by Cynthia Eggleston, Mukwonago Food Pantry, to reduce the conditional use permit application fee for Cynthia Eggleston, Mukwonago Food Pantry, to the costs incurred by the Clerk's Office for publication, postage, and professional service review as determined by the Clerk's Office, not to exceed \$450 failed on a tie vote. Motion by Gasser/Penzkover to forward to the Village Board the request by Cynthia Eggleston, Mukwonago Food Pantry, to reduce the conditional use permit application fee without a recommendation failed on a tie vote. Motion by Decker/Penzkover to postpone the request by Cynthia Eggleston, Mukwonago Food Pantry, to reduce the conditional use permit application fee until the next Committee meeting carried.

Budget Amendments

Motion by Johnson/Decker to recommend the Village Board adopt the resolution amending the 2015 adopted budgets for Village General, Fire Department, TID #3, Recycling, Library, Storm Water District #1, Water Utility, Wastewater Utility, Capital Equipment and Capital Improvement Funds to increase 2015 Budget for extra pay period in 2015, transfer Wastewater funds towards purchase of front-loader, and transfer remaining balance in Fund 490 to Fund 480 to combine capital improvement activity into one fund carried.

Motion by Johnson/Decker to recommend the Village Board adopt the resolution amending the 2016 adopted budgets for Village General, Fire Department, TID #3, Recycling, Library, Storm Water District #1, Water Utility, and Wastewater Utility Funds to decrease the 2016 Budget for extra pay period accounted for in 2015 carried.

Doherty will be formally present a resolution amending the 2015 adopted budgets for TID #3, Water Utility, and Wastewater Utility Funds to transfer TID-related utility expenses at the next regular Village Board meeting. No action taken.

Health and Recreation Committee Utility Forestry Fee

Item will remain on the agenda.

Judicial Committee

Hearings to appeal Judicial Committee decision to deny 2015-16 Application for Operator's License:

John M. Bruner

John M. Bruner appeared before the Committee. The application was denied by the Committee for omitted offenses on the application and habitual offender. Mr. Bruner stated that the only reason he did not place the other violations on the application is because they were so old that he simply forgot. Chief Schmidt stated that enough time has passed regarding the two OWI convictions, and he does have a problem with approving the license.

Motion by Decker/Johnson to recommend the Village Board approve the 2015-16 Operator's License for John M. Bruner based on the testimony given at the hearing carried.

Amanda D. Gerou-Hawley

Amanda D. Gerou-Hawley appeared before the Committee. The application was denied by the Committee for omitted offenses on the application and habitual offender. Ms. Gerou-Hawley stated that the only reason she did not place the other violations on the application is because they were so old battery violations relate to a non-alcohol-related incident and they were no longer on CCAP. Chief Schmidt stated that enough time has passed regarding the two OWI convictions, and he does have a problem with approving the license. Regarding the OWI convictions, Chief Schmidt stated he likes to see more time go by without repeat offenses. Ms. Gerou-Hawley stated she was going through tough times without much support when she received the violations. Store Manager Brian Marinello spoke on behalf of the applicant. Mr. Marinello stated the store and company takes alcohol violations very seriously. She was previously employed at the Walgreens in Burlington, and had no issue receiving a license from the City of Burlington. If there are issues with substance abuse, there are programs that Walgreens offers to employees. He also stated that Ms. Gerou-Hawley rarely approves alcohol sales. Chief Schmidt stated if the Committee feels it appropriate to grant a license, then he would have no problem with it.

Motion by Decker/Johnson to recommend the Village Board approve the 2015-16 Operator's License for Amanda D. Gerou-Hawley based on the testimony given at the hearing carried (Gasser voted no).

Village Express Liquor alcohol license

Motion made by Decker/Werner to recommend the Village Board deny request to exceed the alcohol license quota pertaining to the 2015-16 Original "Class B" Fermented Malt Beverage and Intoxicating Liquors License for Khasria Two Inc. (Harjinder S. Khasria – Agent), 712 Main St., Unit 101, d/b/a Village Express Liquor. The information provided by the applicant does not give enough information to prove a substantial economic benefit to the Village as stated in Sec. 6-36 (b)(2) of the Municipal Code. Motion carried.

Personnel Committee

Personnel policies

Doherty stated that in light of a recent hiring of a former employee and several employment separation agreements, she asked the Committee if they would like to see formal policies in place to handle rehiring of former employees, status changes, and employment separation. The Committee would like to see policies drafted. Gasser will work with Doherty to come up with some policies, and they will appear on a future meeting agenda. No action taken.

Mukwonago Community Library personnel policies

Motion by Decker/Werner to recommend the Village Board restrict all Board members and staff from having any discussions with the Library Board regarding Mukwonago Community Library personnel policies carried (Penzkover and Gasser voted no).

Public Works Committee

CTH NN Multi-use trail cost estimates

Penzkover would like to work with Ron Bittner and Ruckert & Mielke on more details regarding the three options. Decker would like to ensure that snow removal is determined. Fickau would like to see if we are getting any reimbursement from the school system. Motion by Penzkover/Decker to postpone the CTH NN Multi-use trail cost estimates until the next Committee meeting carried.

River Park Estates Rehabilitation Project

Motion by Penzkover/Decker to recommend the Village Board approve Change Order #1 for the River Park Estates Rehabilitation Project in the amount of \$40,633.80 decrease due to adjustment in final contract price to reflect actual quantities of work installed carried.

Monthly Reports

The monthly reports for Water and Sanitary Sewer Utilities, Public Works Department, and Engineering Department are on file in the Clerk's Office. No action taken.

Adjournment

Meeting adjourned at 6:52 p.m.

Respectfully Submitted,
Steven Braatz, Jr., Clerk-Treasurer

Vouchers Payable Cover Sheet

Payments batch AP-12-2015-5	\$18,480.95
Payments batch AP-2-2016-1	\$102,441.74
Manuals batch M-12-2015-3	\$8,272.98
Manuals batch M-1-2016-1	\$286,373.24
Total for board approval:	\$415,568.91

VILLAGE OF MUKWONAGO

01/28/16 4:17 PM

Page 1

Payments

Current Period: January 2016

Batch Name	M-1-2016-1 Payments	User Dollar Amt	\$286,373.24		
		Computer Dollar Amt	\$286,373.24		
			\$0.00	In Balance	
Refer	74932 RACINE CLERK OF COURTS	Ck# 019120	1/4/2016		
Cash Payment	G 100-233200 Court Partial Payments	RAYMOND BARBER			\$191.40
Invoice	BARBER 1/4/2016				
Transaction Date	1/14/2016	Citizens	111000	Total	\$191.40
Refer	74933 VILLAGE OF EAST TROY	Ck# 019122	1/4/2016		
Cash Payment	G 100-233200 Court Partial Payments	DAVID BEECHTREE CITATION 15-0131C			\$98.80
Invoice	15-0131C 1/4/2016				
Transaction Date	1/14/2016	Citizens	111000	Total	\$98.80
Refer	74934 TOWN OF WATERFORD	Ck# 019123	1/4/2016		
Cash Payment	G 100-233200 Court Partial Payments	ANGELA TORRES 15-1491			\$159.00
Invoice	15-1491 1/4/2016				
Transaction Date	1/14/2016	Citizens	111000	Total	\$159.00
Refer	74935 WEST ALLIS POLICE DEPT	Ck# 019124	1/4/2016		
Cash Payment	G 100-233200 Court Partial Payments	ANGELA TORRES T611142-0			\$421.80
Invoice	T611142-0 1/4/2016				
Transaction Date	1/14/2016	Citizens	111000	Total	\$421.80
Refer	74936 MID MORAINNE MUNICIPAL COURT	Ck# 019125	1/11/2016		
Cash Payment	G 100-233200 Court Partial Payments	DYLAN KILP 28533085			\$114.00
Invoice	28533085 1/11/2016				
Transaction Date	1/14/2016	Citizens	111000	Total	\$114.00
Refer	74937 BIG BEND POLICE DEPT	Ck# 019126	1/11/2016		
Cash Payment	G 100-233200 Court Partial Payments	JOSEPH BUDKA 28400125/126			\$200.00
Invoice	28400125-126 1/11/2016				
Transaction Date	1/14/2016	Citizens	111000	Total	\$200.00
Refer	74938 MUKWONAGO POLICE DEPT	Ck# 019127	1/11/2016		
Cash Payment	G 100-233200 Court Partial Payments	MELISSA LIESKE N1342520			\$439.00
Invoice	N1342520 1/11/2016				
Transaction Date	1/14/2016	Citizens	111000	Total	\$439.00
Refer	74939 LIESKE MELISSA	Ck# 019128	1/11/2016		
Cash Payment	G 100-233200 Court Partial Payments	OVERPAYMENT N1342520			\$10.00
Invoice	N1342520 1/11/2016				
Transaction Date	1/14/2016	Citizens	111000	Total	\$10.00
Refer	74940 RODRIGUEZ JOSHUA	Ck# 019130	1/11/2016		
Cash Payment	G 100-233200 Court Partial Payments	OVERPAYMENT W080514/W080515			\$7.20
Invoice	W080514/15 1/11/2016				
Transaction Date	1/14/2016	Citizens	111000	Total	\$7.20
Refer	74941 VANTAGEPOINT TRANSFER AGEN	Ck# 019139	1/15/2016		
Cash Payment	G 100-215250 Deferred Compensation	P/R ENDING 1/8/216			\$1,669.16
Invoice	1/8 1/15/2016				
Cash Payment	G 150-215250 Deferred Compensation	P/R ENDING 1/8/216			\$35.97
Invoice	1/8 1/15/2016				

VILLAGE OF MUKWONAGO

01/28/16 4:17 PM

Page 2

Payments

Current Period: January 2016

Cash Payment	G 220-215250 Deferred Compensation	P/R ENDING 1/8/216		\$34.00
Invoice 1/8	1/15/2016			
Cash Payment	G 410-215250 Deferred Compensation	P/R ENDING 1/8/216		\$36.94
Invoice 1/8	1/15/2016			
Cash Payment	G 440-215250 Deferred Compensation	P/R ENDING 1/8/216		\$412.11
Invoice 1/8	1/15/2016			
Cash Payment	G 500-215250 Deferred Compensation	P/R ENDING 1/8/216		\$14.43
Invoice 1/8	1/15/2016			
Cash Payment	G 610-215250 Deferred Compensation	P/R ENDING 1/8/216		\$362.66
Invoice 1/8	1/15/2016			
Cash Payment	G 620-215250 Deferred Compensation	P/R ENDING 1/8/216		\$240.78
Invoice 1/8	1/15/2016			
Transaction Date	1/14/2016	Citizens	111000	Total \$2,806.05
Refer	74942 MINNESOTA LIFE INSURANCE	Ck# 019140	1/15/2016	
Cash Payment	G 100-215300 Insurance Payable	FEB 2016 PREMIUM		\$1,013.57
Invoice FEB 2016	1/15/2016			
Cash Payment	G 150-215300 Insurance Payable	FEB 2016 PREMIUM		\$68.72
Invoice FEB 2016	1/15/2016			
Cash Payment	G 220-215300 Insurance Payable	FEB 2016 PREMIUM		\$8.69
Invoice FEB 2016	1/15/2016			
Cash Payment	G 410-215300 Insurance Payable	FEB 2016 PREMIUM		\$10.98
Invoice FEB 2016	1/15/2016			
Cash Payment	G 440-215300 Insurance Payable	FEB 2016 PREMIUM		\$101.64
Invoice FEB 2016	1/15/2016			
Cash Payment	G 500-215300 Insurance Payable	FEB 2016 PREMIUM		\$5.61
Invoice FEB 2016	1/15/2016			
Cash Payment	G 610-215300 Insurance Payable	FEB 2016 PREMIUM		\$43.56
Invoice FEB 2016	1/15/2016			
Cash Payment	G 620-215300 Insurance Payable	FEB 2016 PREMIUM		\$44.67
Invoice FEB 2016	1/15/2016			
Transaction Date	1/14/2016	Citizens	111000	Total \$1,297.44
Refer	74943 ALDI INC.	Ck# 019141	1/14/2016	
Cash Payment	E 220-5670-5895 Grant \$ Disbursed to De	FINAL INSTALLMENT TIF GRANT		\$100,000.00
Invoice TIF FINAL	1/14/2016	Project D00004		
Transaction Date	1/14/2016	Citizens	111000	Total \$100,000.00
Refer	75015 ASSOCIATED BANK	Ck# 019352	1/26/2016	
Cash Payment	E 440-5511-5329 AV Material	AV MATERIALS		\$887.23
Invoice 1/8	1/8/2016			
Transaction Date	1/27/2016	Citizens	111000	Total \$887.23
Refer	75016 VANTAGEPOINT TRANSFER AGEN	Ck# 019353	1/29/2016	
Cash Payment	G 100-215250 Deferred Compensation	P/R ENDING 1/22/16		\$1,576.04
Invoice 1/22	1/29/2016			
Cash Payment	G 150-215250 Deferred Compensation	P/R ENDING 1/22/16		\$36.85
Invoice 1/22	1/29/2016			
Cash Payment	G 220-215250 Deferred Compensation	P/R ENDING 1/22/16		\$34.00
Invoice 1/22	1/29/2016			
Cash Payment	G 410-215250 Deferred Compensation	P/R ENDING 1/22/16		\$36.94
Invoice 1/22	1/29/2016			

VILLAGE OF MUKWONAGO

01/28/16 4:17 PM

Page 3

Payments

Current Period: January 2016

Cash Payment	G 440-215250	Deferred Compensation	P/R ENDING 1/22/16		\$421.34
Invoice	1/22	1/29/2016			
Cash Payment	G 500-215250	Deferred Compensation	P/R ENDING 1/22/16		\$14.43
Invoice	1/22	1/29/2016			
Cash Payment	G 610-215250	Deferred Compensation	P/R ENDING 1/22/16		\$318.43
Invoice	1/22	1/29/2016			
Cash Payment	G 620-215250	Deferred Compensation	P/R ENDING 1/22/16		\$264.23
Invoice	1/22	1/29/2016			
Transaction Date	1/27/2016	Citizens	111000	Total	\$2,702.26
Refer	75017	AFLAC	Ck# 019354	1/29/2016	
Cash Payment	G 100-215300	Insurance Payable	JANUARY 16		\$404.62
Invoice	569085	2/1/2016			
Cash Payment	G 150-215300	Insurance Payable	JANUARY 16		\$208.20
Invoice	569085	2/1/2016			
Cash Payment	G 220-215300	Insurance Payable	JANUARY 16		\$0.66
Invoice	569085	2/1/2016			
Cash Payment	G 410-215300	Insurance Payable	JANUARY 16		\$2.38
Invoice	569085	2/1/2016			
Cash Payment	G 610-215300	Insurance Payable	JANUARY 16		\$109.00
Invoice	569085	2/1/2016			
Cash Payment	G 620-215300	Insurance Payable	JANUARY 16		\$82.85
Invoice	569085	2/1/2016			
Transaction Date	1/27/2016	Citizens	111000	Total	\$807.71
Refer	75018	MUKWONAGO PROFESSIONAL FI	Ck# 019355	1/29/2016	
Cash Payment	G 150-215500	Union Dues Payable	JANUARY 16 DUES		\$135.00
Invoice	JAN 2016	1/29/2016			
Transaction Date	1/27/2016	Citizens	111000	Total	\$135.00
Refer	75019	MUKWONAGO PROFESSIONAL PO	Ck# 019356	1/29/2016	
Cash Payment	G 100-215500	Union Dues Payable	JANUARY 16 DUES		\$462.00
Invoice	JAN 2016	1/29/2016			
Transaction Date	1/27/2016	Citizens	111000	Total	\$462.00
Refer	75020	VILLAGE OF MUKWONAGO MRA	Ck# 019357	1/29/2016	
Cash Payment	G 100-215350	Flexible Spending Contributi	JANUARY 16 CONTRIBUTIONS		\$1,102.63
Invoice	JAN 2016	1/29/2016			
Cash Payment	G 150-215350	Flexible Spending Contributi	JANUARY 16 CONTRIBUTIONS		\$221.06
Invoice	JAN 2016	1/29/2016			
Cash Payment	G 220-215350	Flexible Spending Contributi	JANUARY 16 CONTRIBUTIONS		\$11.42
Invoice	JAN 2016	1/29/2016			
Cash Payment	G 410-215350	Flexible Spending Contributi	JANUARY 16 CONTRIBUTIONS		\$5.76
Invoice	JAN 2016	1/29/2016			
Cash Payment	G 440-215350	Flexible Spending Contributi	JANUARY 16 CONTRIBUTIONS		\$40.61
Invoice	JAN 2016	1/29/2016			
Cash Payment	G 500-215350	Flexible Spending Contributi	JANUARY 16 CONTRIBUTIONS		\$3.24
Invoice	JAN 2016	1/29/2016			
Cash Payment	G 610-215350	Flexible Spending Contributi	JANUARY 16 CONTRIBUTIONS		\$41.55
Invoice	JAN 2016	1/29/2016			
Cash Payment	G 620-215350	Flexible Spending Contributi	JANUARY 16 CONTRIBUTIONS		\$16.79
Invoice	JAN 2016	1/29/2016			

VILLAGE OF MUKWONAGO

01/28/16 4:17 PM

Page 4

Payments

Current Period: January 2016

Transaction Date	1/27/2016	Citizens	111000	Total	\$1,443.06
Refer	75021	<i>GREAT WEST RETIREMENT SERV</i>	Ck# 005922	1/15/2016	
Cash Payment	G 100-215250	Deferred Compensation	/R ENDING	1/8/16	\$803.48
Invoice	1/8	1/15/2016			
Cash Payment	G 150-215250	Deferred Compensation	/R ENDING	1/8/16	\$86.26
Invoice	1/8	1/15/2016			
Cash Payment	G 610-215250	Deferred Compensation	/R ENDING	1/8/16	\$60.87
Invoice	1/8	1/15/2016			
Cash Payment	G 620-215250	Deferred Compensation	/R ENDING	1/8/16	\$140.39
Invoice	1/8	1/15/2016			
Transaction Date	1/27/2016	Citizens	111000	Total	\$1,091.00
Refer	75022	<i>EMPLOYEE TRUST FUNDS</i>	Ck# 005923	1/24/2016	
Cash Payment	G 100-215300	Insurance Payable	FEB 16	PREMIUMS	\$46,809.40
Invoice	FEB 2016	1/24/2016			
Cash Payment	G 150-215300	Insurance Payable	FEB 16	PREMIUMS	\$5,547.88
Invoice	FEB 2016	1/24/2016			
Cash Payment	G 220-215300	Insurance Payable	FEB 16	PREMIUMS	\$301.82
Invoice	FEB 2016	1/24/2016			
Cash Payment	G 410-215300	Insurance Payable	FEB 16	PREMIUMS	\$363.04
Invoice	FEB 2016	1/24/2016			
Cash Payment	G 440-215300	Insurance Payable	FEB 16	PREMIUMS	\$6,260.42
Invoice	FEB 2016	1/24/2016			
Cash Payment	G 500-215300	Insurance Payable	FEB 16	PREMIUMS	\$138.52
Invoice	FEB 2016	1/24/2016			
Cash Payment	G 610-215300	Insurance Payable	FEB 16	PREMIUMS	\$2,188.30
Invoice	FEB 2016	1/24/2016			
Cash Payment	G 620-215300	Insurance Payable	FEB 16	PREMIUMS	\$1,540.92
Invoice	FEB 2016	1/24/2016			
Transaction Date	1/27/2016	Citizens	111000	Total	\$63,150.30
Refer	75023	<i>TASC</i>	Ck# 005925	1/26/2016	
Cash Payment	E 620-8400-8560	Misc General Expense	FLEX ADMIN/RENEWAL FEE		\$52.95
Invoice	IN725235	1/25/2016			
Cash Payment	E 610-6920-6930	Misc General Expenses	FLEX ADMIN/RENEWAL FEE		\$52.95
Invoice	IN725235	1/25/2016			
Cash Payment	E 440-5511-5399	Other	FLEX ADMIN/RENEWAL FEE		\$88.25
Invoice	IN725235	1/25/2016			
Cash Payment	E 150-5221-5399	Other	FLEX ADMIN/RENEWAL FEE		\$70.60
Invoice	IN725235	1/25/2016			
Cash Payment	E 100-5241-5399	Other	FLEX ADMIN/RENEWAL FEE		\$35.28
Invoice	IN725235	1/25/2016			
Cash Payment	E 100-5211-5399	Other	FLEX ADMIN/RENEWAL FEE		\$176.50
Invoice	IN725235	1/25/2016			
Cash Payment	E 100-5212-5399	Other	FLEX ADMIN/RENEWAL FEE		\$176.50
Invoice	IN725235	1/25/2016			
Cash Payment	E 100-5213-5311	Supplies	FLEX ADMIN/RENEWAL FEE		\$35.30
Invoice	IN725235	1/25/2016			
Cash Payment	E 100-5142-5399	Other	FLEX ADMIN/RENEWAL FEE		\$105.90
Invoice	IN725235	1/25/2016			

VILLAGE OF MUKWONAGO

01/28/16 4:17 PM

Page 5

Payments

Current Period: January 2016

Cash Payment	E 100-5323-5311 Supplies	FLEX ADMIN/RENEWAL FEE	\$105.90
Invoice	IN725235 1/25/2016		
Transaction Date	1/27/2016	Citizens 111000	Total \$900.13
Refer	<u>75024 HASLER MAILING SOLUTIONS</u>	<u>Ck# 005926 1/26/2016</u>	
Cash Payment	E 100-5142-5315 Postage	POSTAGE	\$1,500.00
Invoice	1/26/16 1/26/2016		
Transaction Date	1/27/2016	Citizens 111000	Total \$1,500.00
Refer	<u>75025 WI DEPT OF REVENUE QTRLY TA</u>	<u>Ck# 005927 1/26/2016</u>	
Cash Payment	E 410-5140-5399 Other	4TH QTR SALES/USE TAX 2015	\$20.85
Invoice	4TH QTR 15 1/26/2016		
Cash Payment	E 440-5511-5399 Other	4TH QTR SALES/USE TAX 2015	\$82.71
Invoice	4TH QTR 15 1/26/2016		
Cash Payment	E 440-5511-5399 Other	4TH QTR SALES/USE TAX 2015	\$7.77
Invoice	4TH QTR 15 1/26/2016		
Cash Payment	E 100-5521-5399 Other	4TH QTR SALES/USE TAX 2015	\$14.68
Invoice	4TH QTR 15 1/26/2016		
Cash Payment	E 100-5160-5399 Other	4TH QTR SALES/USE TAX 2015	\$4.74
Invoice	4TH QTR 15 1/26/2016		
Transaction Date	1/27/2016	Citizens 111000	Total \$130.75
Refer	<u>75026 PAYROLLDATA.COM</u>	<u>Ck# 005928 1/29/2016</u>	
Cash Payment	E 100-5142-5399 Other	JAN 16 PROCESSING FEES	\$558.90
Invoice	JAN 16 1/29/2016		
Cash Payment	E 150-5221-5219 Professional Services	JAN 16 PROCESSING FEES	\$520.40
Invoice	JAN 16 1/29/2016		
Cash Payment	E 440-5511-5399 Other	JAN 16 PROCESSING FEES	\$344.40
Invoice	JAN 16 1/29/2016		
Cash Payment	E 610-6920-6930 Misc General Expenses	JAN 16 PROCESSING FEES	\$190.40
Invoice	JAN 16 1/29/2016		
Cash Payment	E 620-8400-8560 Misc General Expense	JAN 16 PROCESSING FEES	\$184.90
Invoice	JAN 16 1/29/2016		
Transaction Date	1/27/2016	Citizens 111000	Total \$1,799.00
Refer	<u>75027 GREAT WEST RETIREMENT SERV</u>	<u>Ck# 005929 1/29/2016</u>	
Cash Payment	G 100-215250 Deferred Compensation	P/R ENDING 1/22/2016	\$803.48
Invoice	1/22 1/22/2016		
Cash Payment	G 150-215250 Deferred Compensation	P/R ENDING 1/22/2016	\$86.26
Invoice	1/22 1/22/2016		
Cash Payment	G 610-215250 Deferred Compensation	P/R ENDING 1/22/2016	\$91.63
Invoice	1/22 1/22/2016		
Cash Payment	G 620-215250 Deferred Compensation	P/R ENDING 1/22/2016	\$109.63
Invoice	1/22 1/22/2016		
Transaction Date	1/27/2016	Citizens 111000	Total \$1,091.00
Refer	<u>75028 WE ENERGIES MLWAUKEE</u>	<u>Ck# 005924 1/29/2016</u>	
Cash Payment	E 100-5160-5222 Electric	HALL	\$1,164.37
Invoice	1/20 1/20/2016		
Cash Payment	E 100-5211-5222 Electric	FLASHERS	\$9.97
Invoice	1/20 1/20/2016		
Cash Payment	E 100-5211-5222 Electric	PD	\$1,441.41
Invoice	1/20 1/20/2016		

VILLAGE OF MUKWONAGO

01/28/16 4:17 PM

Page 6

Payments

Current Period: January 2016

Cash Payment	E 100-5211-5222 Electric	PD GARAGE	\$88.91
Invoice 1/20	1/20/2016		
Cash Payment	E 100-5254-5222 Electric	MUK DAM	\$23.71
Invoice 1/20	1/20/2016		
Cash Payment	E 100-5323-5222 Electric	DPW ELEC	\$647.73
Invoice 1/20	1/20/2016		
Cash Payment	E 100-5323-5224 Gas	DPW GAS	\$551.27
Invoice 1/20	1/20/2016		
Cash Payment	E 100-5342-5222 Electric	St LIGHTS	\$11,169.47
Invoice 1/20	1/20/2016		
Cash Payment	E 100-5342-5222 Electric	St LIGHTS	\$167.81
Invoice 1/20	1/20/2016		
Cash Payment	E 100-5342-5222 Electric	SCH CROSS LIGHTS	\$19.24
Invoice 1/20	1/20/2016		
Cash Payment	E 100-5512-5222 Electric	MUSEUM	\$333.50
Invoice 1/20	1/20/2016		
Cash Payment	E 100-5521-5222 Electric	ANDREWS ST	\$104.64
Invoice 1/20	1/20/2016		
Cash Payment	E 100-5521-5222 Electric	FIELD PARK	\$120.04
Invoice 1/20	1/20/2016		
Cash Payment	E 100-5521-5222 Electric	FLD PRK BB LIGHTS	\$24.38
Invoice 1/20	1/20/2016		
Cash Payment	E 100-5521-5222 Electric	PaRKS	\$30.22
Invoice 1/20	1/20/2016		
Cash Payment	E 100-5521-5222 Electric	CONSESSION BLDG	\$100.16
Invoice 1/20	1/20/2016		
Cash Payment	E 100-5521-5222 Electric	PaRKS	\$49.73
Invoice 1/20	1/20/2016		
Cash Payment	E 100-5521-5222 Electric	FLD PRK SUMP PUMP	\$19.10
Invoice 1/20	1/20/2016		
Cash Payment	E 100-5521-5222 Electric	PaKRS	-\$33.91
Invoice 1/20	1/20/2016		
Cash Payment	E 100-5521-5222 Electric	MINIWAUKAN	\$28.46
Invoice 1/20	1/20/2016		
Cash Payment	E 100-5522-5222 Electric	CELEBRATIONS	\$17.88
Invoice 1/20	1/20/2016		
Cash Payment	E 150-5221-5222 Electric	FD	\$1,874.82
Invoice 1/20	1/20/2016		
Cash Payment	E 440-5511-5222 Electric	ELECTRIC	\$2,953.17
Invoice 1/20	1/20/2016		
Cash Payment	E 440-5511-5224 Gas	Gas	\$1,288.97
Invoice 1/20	1/20/2016		
Cash Payment	E 610-6200-6622 Fuel or Power Purchase	WeLL #3 ELEC	\$1,579.34
Invoice 1/20	1/20/2016		
Cash Payment	E 610-6200-6622 Fuel or Power Purchase	WeLL #3 GAS	\$65.17
Invoice 1/20	1/20/2016		
Cash Payment	E 610-6200-6622 Fuel or Power Purchase	WeLL #4 ELEC	\$1,342.99
Invoice 1/20	1/20/2016		
Cash Payment	E 610-6200-6622 Fuel or Power Purchase	WeLL #4 GAS	\$125.11
Invoice 1/20	1/20/2016		

VILLAGE OF MUKWONAGO

01/28/16 4:17 PM

Page 7

Payments

Current Period: January 2016

Cash Payment	E 610-6200-6622 Fuel or Power Purchase	WeLL #5			\$1,334.46
Invoice 1/20	1/20/2016				
Cash Payment	E 610-6200-6622 Fuel or Power Purchase	WeLL #6			\$948.20
Invoice 1/20	1/20/2016				
Cash Payment	E 610-6200-6622 Fuel or Power Purchase	WeLL #7			\$1,006.23
Invoice 1/20	1/20/2016				
Cash Payment	E 610-6200-6622 Fuel or Power Purchase	GREENWALD			\$31.71
Invoice 1/20	1/20/2016				
Cash Payment	E 610-6200-6622 Fuel or Power Purchase	TOWER			\$32.56
Invoice 1/20	1/20/2016				
Cash Payment	E 620-8020-8210 Pumping Power & Fuel	ATKINSON PUMP			\$602.70
Invoice 1/20	1/20/2016				
Cash Payment	E 620-8020-8210 Pumping Power & Fuel	FOX RIVER VIEW			\$165.56
Invoice 1/20	1/20/2016				
Cash Payment	E 620-8020-8210 Pumping Power & Fuel	RP ESTATES			\$426.34
Invoice 1/20	1/20/2016				
Cash Payment	E 620-8020-8210 Pumping Power & Fuel	1224 RIVERTON DR			\$100.61
Invoice 1/20	1/20/2016				
Cash Payment	E 620-8020-8210 Pumping Power & Fuel	1240 N ROCHESTER			\$112.62
Invoice 1/20	1/20/2016				
Cash Payment	E 620-8010-8211 WWTP Electric Power	HoLZ ELEC			\$6,583.92
Invoice 1/20	1/20/2016				
Cash Payment	E 620-8010-8212 Nat Gas/Admin Bldg/Hea	HoLZ GAS			\$197.70
Invoice 1/20	1/20/2016				
Cash Payment	E 620-8010-8212 Nat Gas/Admin Bldg/Hea	DiGESTER GAS			\$10.80
Invoice 1/20	1/20/2016				
Transaction Date	1/27/2016	Citizens	111000	Total	\$36,861.07
Refer	75034 JP MORGAN CHASE	Ck#	005930 1/29/2016		
Cash Payment	E 100-5211-5324 Membership Dues	WI CHIEFS - 2016 MEMBERSHIP - #1646			\$100.00
Invoice 129	1/29/2016				
Cash Payment	E 100-5211-5219 Professional Services	UNIFI - COPIER - #1646			\$97.58
Invoice 129	1/29/2016				
Cash Payment	E 100-5211-5335 Training & Travel	KALAHARI - RESERVATION - #1646			\$79.00
Invoice 129	1/29/2016				
Cash Payment	E 100-5211-5311 Supplies	HoME DEPOT - HAND TRUCK - #1646			\$49.97
Invoice 129	1/29/2016				
Cash Payment	E 100-5213-5311 Supplies	VARIOUS - LABELS/CLEANER - #5772			\$204.95
Invoice 129	1/29/2016				
Cash Payment	E 100-5213-5335 Training & Travel	KALAHARI - RESERVATION - #5772			\$109.00
Invoice 129	1/29/2016				
Cash Payment	E 100-5213-5324 Membership Dues	NATW - MEMBERSHIP - #5772			\$35.00
Invoice 129	1/29/2016				
Cash Payment	E 100-5212-5395 Repairs & Maintenance	BEST BUY - CAMERA SUPP - #5772			\$395.62
Invoice 129	1/29/2016				
Cash Payment	E 100-5212-5811 Equipment (non-Capitaliz	BEST BUY - CAMERA SUPP - #5772			\$395.62
Invoice 129	1/29/2016				
Cash Payment	E 100-5141-5335 Training & Travel	VARIOUS - MEALS - #7698			\$59.05
Invoice 129	1/29/2016				
Cash Payment	E 100-5141-5399 Other	CRAZY BEARS - PIZZA - #7698			\$65.20
Invoice 129	1/29/2016				

VILLAGE OF MUKWONAGO

01/28/16 4:17 PM

Page 8

Payments

Current Period: January 2016

Cash Payment	E 100-5141-5311 Supplies	VARIOUS - BEVERAGES - #7698	\$54.95
Invoice 129	1/29/2016		
Cash Payment	E 100-5521-5311 Supplies	S&P EQUIP - DELIVERY - #9356	\$309.00
Invoice 129	1/29/2016		
Cash Payment	E 100-5323-5311 Supplies	WaLMART - INK - #9356	\$118.82
Invoice 129	1/29/2016		
Cash Payment	E 100-5241-5311 Supplies	WaLMART - AUDIO CABLE - #9398	\$4.96
Invoice 129	1/29/2016		
Cash Payment	E 100-5323-5311 Supplies	AmAZON - COMPUTER ACCESS - #8848	\$756.48
Invoice 129	1/29/2016		
Cash Payment	E 100-5142-5324 Membership Dues	WMCA - 2016 BRAATZ MEMBERSHIP - #8848	\$65.00
Invoice 129	1/29/2016		
Cash Payment	E 100-5142-5332 Mileage	WaLMART 100 CT CLEAR #8848	\$10.43
Invoice 129	1/29/2016		
Cash Payment	E 100-5142-5332 Mileage	VARIOUS - GAS - #8848	\$11.14
Invoice 129	1/29/2016		
Cash Payment	E 100-5141-5225 Telephone	GOOGLE - EMAIL - #0751	\$24.99
Invoice 129	1/29/2016		
Cash Payment	E 100-5241-5225 Telephone	GOOGLE - EMAIL - #0751	\$7.14
Invoice 129	1/29/2016		
Cash Payment	E 100-5142-5225 Telephone	GOOGLE - EMAIL - #0751	\$14.28
Invoice 129	1/29/2016		
Cash Payment	E 100-5323-5225 Telephone	GOOGLE - EMAIL - #0751	\$7.14
Invoice 129	1/29/2016		
Cash Payment	E 100-5111-5399 Other	GOOGLE - EMAIL - #0751	\$24.99
Invoice 129	1/29/2016		
Cash Payment	E 150-5221-5219 Professional Services	BLU - WEB SITE - #2334	\$323.73
Invoice 129	1/29/2016		
Cash Payment	E 150-5221-5346 Clothing Allowance	SQUAREUP - CLOTHING STIEN/SLOCUM - #2334	\$446.00
Invoice 129	1/29/2016		
Cash Payment	E 150-5222-5311 Supplies	WaLMART - LATCH TOTES - #8764	\$19.97
Invoice 129	1/29/2016		
Cash Payment	E 150-5221-5811 Equipment (non-Capitaliz	NEWEGG - KEYBOARD/MOUSE - #0931	\$14.99
Invoice 129	1/29/2016		
Cash Payment	E 150-5222-5311 Supplies	AmAZON - STUFF- #0931	\$151.29
Invoice 129	1/29/2016		
Cash Payment	E 150-5221-5311 Supplies	VARIOUS - SOFTWARE/CLEAN SUPP - #0931	\$134.37
Invoice 129	1/29/2016		
Cash Payment	E 150-5221-5395 Repairs & Maintenance	AmAZON - STUFF - #0931	\$93.85
Invoice 129	1/29/2016		
Cash Payment	E 150-5231-5311 Supplies	VARIOUS - STETHO/FLOOR MATS/CAR BARRIER - #0931	\$1,052.13
Invoice 129	1/29/2016		
Cash Payment	E 430-5700-5711 Police Dept Capital Exp	GODADDY - DOMAIN NAME - #9430	\$356.97
Invoice 129	1/29/2016		
Cash Payment	E 430-5700-5711 Police Dept Capital Exp	AmAZON - 911 SYSTEM - #9430	\$505.72
Invoice 129	1/29/2016		
Cash Payment	E 430-5700-5711 Police Dept Capital Exp	HoME DEPOT - 911 SYSTEM - #9430	\$182.05
Invoice 129	1/29/2016		

VILLAGE OF MUKWONAGO

01/28/16 4:17 PM

Page 9

Payments

Current Period: January 2016

Cash Payment	E 440-5511-5315 Postage	USPS - POSTAGE - #1900		\$49.00
Invoice 129	1/29/2016			
Cash Payment	E 440-5511-5311 Supplies	VARIOUS - VACUUM PARTS/PAPER/LINERS/SWIFFER - #1900		\$532.19
Invoice 129	1/29/2016			
Cash Payment	E 440-5890-5806 Donated Fund Expenditu	VARIOUS - TY GIFTS/PROGRAM-#1900		\$336.99
Invoice 129	1/29/2016			
Cash Payment	E 440-5511-5811 Equipment (non-Capitaliz	AmAZON - TABLET/IPAD - #0751		\$443.97
Invoice 129	1/29/2016			
Cash Payment	E 440-5511-5340 Digital Materials	VARIOUS - DATA/DIGITAL - #0751		\$77.75
Invoice 129	1/29/2016			
Cash Payment	E 440-5511-5311 Supplies	AmAZON - SUPPLIES - #0751		\$148.56
Invoice 129	1/29/2016			
Cash Payment	E 440-5511-5328 Books	DoVER - BOOKS - #0751nations-Village Designated		\$51.58
Invoice 129	1/29/2016			
Cash Payment	E 440-5511-5328 Books	AmAZON - BOOKS - #0751		\$69.28
Invoice 129	1/29/2016			
Cash Payment	E 440-5890-5806 Donated Fund Expenditu	AmAZON REIMBURSE - #0751		\$30.85
Invoice 129	1/29/2016			
Cash Payment	E 610-6920-6903 Supplies & Expense	OFFICE MAX - INK - #9513		\$107.98
Invoice 129	1/29/2016			
Cash Payment	E 610-6920-6921 Office Supplies & Expen	GOOGLE - EMAIL - #0751		\$7.15
Invoice 129	1/29/2016			
Cash Payment	E 620-8400-8510 Office Supplies & Expen	GOOGLE - EMAIL - #0751		\$7.16
Invoice 129	1/29/2016			
Cash Payment	E 620-8400-8510 Office Supplies & Expen	OFFICE MAX - INK - #9513		\$107.98
Invoice 129	1/29/2016			
Transaction Date	1/28/2016	Citizens	111000	Total \$8,251.82
Refer	75035 <u>WI RETIREMENT SYSTEM</u>	Ck#	005931 1/26/2016	
Cash Payment	G 100-215200 Retirement	DECEMBER 2015		\$35,838.34
Invoice DEC 2015	1/26/2016			
Cash Payment	G 150-215200 Retirement	DECEMBER 2015		\$10,122.28
Invoice DEC 2015	1/26/2016			
Cash Payment	G 220-215200 Retirement	DECEMBER 2015		\$468.02
Invoice DEC 2015	1/26/2016			
Cash Payment	G 410-215200 Retirement	DECEMBER 2015		\$364.76
Invoice DEC 2015	1/26/2016			
Cash Payment	G 440-215200 Retirement	DECEMBER 2015		\$6,879.35
Invoice DEC 2015	1/26/2016			
Cash Payment	G 500-215200 Retirement	DECEMBER 2015		\$75.42
Invoice DEC 2015	1/26/2016			
Cash Payment	G 610-215200 Retirement	DECEMBER 2015		\$2,807.96
Invoice DEC 2015	1/26/2016			
Cash Payment	G 620-215200 Retirement	DECEMBER 2015		\$2,637.44
Invoice DEC 2015	1/26/2016			
Cash Payment	G 100-215200 Retirement	DECEMBER 2015		-\$0.15
Invoice DEC 2015	1/26/2016			
Transaction Date	1/28/2016	Citizens	111000	Total \$59,193.42
Refer	75036 <u>MUKWONAGO POLICE DEPT</u>	Ck#	019129 1/11/2016	

VILLAGE OF MUKWONAGO

01/28/16 4:17 PM

Page 10

Payments

Current Period: January 2016

Cash Payment	G 100-233200 Court Partial Payments	CITATION JOSHUA RODRIQUEZ W080514/W080515	\$222.80
Invoice W080514	1/11/2016		
Transaction Date	1/28/2016	Citizens 111000	Total <u>\$222.80</u>

Fund Summary

	111000 Citizens
100 GENERAL FUND	\$114,138.67
150 FIRE/AMBULANCE FUND	\$21,250.63
220 TID#3 - GENERAL	\$100,858.61
410 RECYCLING FUND	\$841.65
430 CAPITAL EQUIPMENT FUND	\$1,044.74
440 LIBRARY FUND	\$21,508.14
500 STORM WATER UTILITY	\$251.65
610 WATER UTILITY FUND	\$12,848.21
620 SEWER UTILITY FUND	\$13,630.94
	<u>\$286,373.24</u>

Pre-Written Checks	\$286,373.24	
Checks to be Generated by the Computer	\$0.00	
Total	<u>\$286,373.24</u>	

VILLAGE OF MUKWONAGO

12/30/15 12:48 PM

Page 1

Payments

Current Period: December 2015

Batch Name	M-12-2015-3	User Dollar Amt	\$8,272.98		
Payments		Computer Dollar Amt	\$8,272.98		
				\$0.00	In Balance
Refer	74644 MUKWONAGO PROFESSIONAL FI	Ck# 018938	12/18/2015		
Cash Payment	G 150-215500 Union Dues Payable	UNION DUES DEC 2015			\$135.00
Invoice	DEC 2015	12/18/2015			
Transaction Date	12/30/2015	Citizens	111000	Total	\$135.00
Refer	74645 MUKWONAGO PROFESSIONAL PO	Ck# 018939	12/18/2015		
Cash Payment	G 100-215500 Union Dues Payable	UNION DUES DEC 2015			\$462.00
Invoice	DEC 2015	12/18/2015			
Transaction Date	12/30/2015	Citizens	111000	Total	\$462.00
Refer	74646 VILLAGE OF MUKWONAGO MRA	Ck# 018940	12/18/2015		
Cash Payment	G 100-215350 Flexible Spending Contributi	CONTRIBUTIONS DEC 2015			\$596.14
Invoice	DEC 2015	12/18/2015			
Cash Payment	G 150-215350 Flexible Spending Contributi	CONTRIBUTIONS DEC 2015			\$189.05
Invoice	DEC 2015	12/18/2015			
Cash Payment	G 220-215350 Flexible Spending Contributi	CONTRIBUTIONS DEC 2015			\$4.32
Invoice	DEC 2015	12/18/2015			
Cash Payment	G 410-215350 Flexible Spending Contributi	CONTRIBUTIONS DEC 2015			\$6.72
Invoice	DEC 2015	12/18/2015			
Cash Payment	G 440-215350 Flexible Spending Contributi	CONTRIBUTIONS DEC 2015			\$46.90
Invoice	DEC 2015	12/18/2015			
Cash Payment	G 500-215350 Flexible Spending Contributi	CONTRIBUTIONS DEC 2015			\$3.13
Invoice	DEC 2015	12/18/2015			
Cash Payment	G 610-215350 Flexible Spending Contributi	CONTRIBUTIONS DEC 2015			\$166.53
Invoice	DEC 2015	12/18/2015			
Cash Payment	G 620-215350 Flexible Spending Contributi	CONTRIBUTIONS DEC 2015			\$33.21
Invoice	DEC 2015	12/18/2015			
Transaction Date	12/30/2015	Citizens	111000	Total	\$1,046.00
Refer	74647 VANTAGEPOINT TRANSFER AGEN	Ck# 018948	12/31/2015		
Cash Payment	G 100-215250 Deferred Compensation	P/R ENDING 12/25/2015			\$1,572.83
Invoice	12/25	12/31/2015			
Cash Payment	G 150-215250 Deferred Compensation	P/R ENDING 12/25/2015			\$33.41
Invoice	12/25	12/31/2015			
Cash Payment	G 220-215250 Deferred Compensation	P/R ENDING 12/25/2015			\$34.70
Invoice	12/25	12/31/2015			
Cash Payment	G 410-215250 Deferred Compensation	P/R ENDING 12/25/2015			\$36.79
Invoice	12/25	12/31/2015			
Cash Payment	G 440-215250 Deferred Compensation	P/R ENDING 12/25/2015			\$376.62
Invoice	12/25	12/31/2015			
Cash Payment	G 500-215250 Deferred Compensation	P/R ENDING 12/25/2015			\$11.67
Invoice	12/25	12/31/2015			
Cash Payment	G 610-215250 Deferred Compensation	P/R ENDING 12/25/2015			\$336.08
Invoice	12/25	12/31/2015			
Cash Payment	G 620-215250 Deferred Compensation	P/R ENDING 12/25/2015			\$234.09
Invoice	12/25	12/31/2015			
Transaction Date	12/30/2015	Citizens	111000	Total	\$2,636.19

VILLAGE OF MUKWONAGO

12/30/15 12:48 PM

Page 2

Payments

Current Period: December 2015

Refer	74648	MUKWONAGO PROFESSIONAL FI	Ck# 018949	12/29/2015			
Cash Payment	G 150-215500	Union Dues Payable	REMAINDER DEC 2015 DUES				\$67.50
Invoice	DEC2 2015	12/29/2015					
Transaction Date	12/30/2015		Citizens	111000		Total	\$67.50
Refer	74649	MUKWONAGO PROFESSIONAL PO	Ck# 018950	12/29/2015			
Cash Payment	G 100-215500	Union Dues Payable	REMAINDER DEC 2015 DUES				\$231.00
Invoice	DEC2 2015	12/29/2015					
Transaction Date	12/30/2015		Citizens	111000		Total	\$231.00
Refer	74650	VILLAGE OF MUKWONAGO MRA	Ck# 018951	12/29/2015			
Cash Payment	G 100-215350	Flexible Spending Contributi	REMAINDER DEC 2015 CONTRIBUTIONS				\$263.37
Invoice	DEC2 2015	12/29/2015					
Cash Payment	G 150-215350	Flexible Spending Contributi	REMAINDER DEC 2015 CONTRIBUTIONS				\$94.58
Invoice	DEC2 2015	12/29/2015					
Cash Payment	G 220-215350	Flexible Spending Contributi	REMAINDER DEC 2015 CONTRIBUTIONS				\$2.20
Invoice	DEC2 2015	12/29/2015					
Cash Payment	G 410-215350	Flexible Spending Contributi	REMAINDER DEC 2015 CONTRIBUTIONS				\$3.41
Invoice	DEC2 2015	12/29/2015					
Cash Payment	G 440-215350	Flexible Spending Contributi	REMAINDER DEC 2015 CONTRIBUTIONS				\$23.46
Invoice	DEC2 2015	12/29/2015					
Cash Payment	G 500-215350	Flexible Spending Contributi	REMAINDER DEC 2015 CONTRIBUTIONS				\$1.59
Invoice	DEC2 2015	12/29/2015					
Cash Payment	G 610-215350	Flexible Spending Contributi	REMAINDER DEC 2015 CONTRIBUTIONS				\$79.28
Invoice	DEC2 2015	12/29/2015					
Cash Payment	G 620-215350	Flexible Spending Contributi	REMAINDER DEC 2015 CONTRIBUTIONS				\$20.73
Invoice	DEC2 2015	12/29/2015					
Transaction Date	12/30/2015		Citizens	111000		Total	\$488.62
Refer	74651	HAFEMEISTER/LINDA	Ck# 018952	12/29/2015			
Cash Payment	G 610-126242	SA-Hwy ES	REFUND FROM OVPY SPECIAL ASSESSMENT				\$496.76
Invoice	SP ASSESS	12/29/2015					
Cash Payment	R 610-4800-4899	Misc. Revenues	REFUND FROM OVPY SPECIAL ASSESSMENT				-\$99.72
Invoice	SP ASSESS	12/29/2015					
Cash Payment	G 620-126242	SA-Hwy ES	REFUND FROM OVPY SPECIAL ASSESSMENT				\$569.24
Invoice	SP ASSESS	12/29/2015					
Cash Payment	R 620-4800-4899	Misc. Revenues	REFUND FROM OVPY SPECIAL ASSESSMENT				-\$123.86
Invoice	SP ASSESS	12/29/2015					
Transaction Date	12/30/2015		Citizens	111000		Total	\$842.42
Refer	74652	GREAT WEST RETIREMENT SERV	Ck# 005920	12/29/2015			
Cash Payment	G 100-215250	Deferred Compensation	P/R ENDING 12/25/2015				\$803.52
Invoice	12/25	12/29/2015					
Cash Payment	G 150-215250	Deferred Compensation	P/R ENDING 12/25/2015				\$86.24
Invoice	12/25	12/29/2015					
Cash Payment	G 610-215250	Deferred Compensation	P/R ENDING 12/25/2015				\$69.50
Invoice	12/25	12/29/2015					
Cash Payment	G 620-215250	Deferred Compensation	P/R ENDING 12/25/2015				\$131.74
Invoice	12/25	12/29/2015					

VILLAGE OF MUKWONAGO

12/30/15 12:48 PM

Page 3

Payments

Current Period: December 2015

Transaction Date	12/30/2015	Citizens	111000	Total	\$1,091.00
Refer	74653 PAYROLLDATA.COM	Ck# 005921	12/31/2015		
Cash Payment	E 100-5142-5399 Other	DEC 2015 ADMIN FEES			\$254.65
Invoice	DEC 2015 12/31/2015				
Cash Payment	E 150-5221-5219 Professional Services	DEC 2015 ADMIN FEES			\$254.65
Invoice	DEC 2015 12/31/2015				
Cash Payment	E 440-5511-5399 Other	DEC 2015 ADMIN FEES			\$254.65
Invoice	DEC 2015 12/31/2015				
Cash Payment	E 610-6920-6930 Misc General Expenses	DEC 2015 ADMIN FEES			\$254.65
Invoice	DEC 2015 12/31/2015				
Cash Payment	E 620-8400-8560 Misc General Expense	DEC 2015 ADMIN FEES			\$254.65
Invoice	DEC 2015 12/31/2015				
Transaction Date	12/30/2015	Citizens	111000	Total	\$1,273.25

Fund Summary

	111000 Citizens
100 GENERAL FUND	\$4,183.51
150 FIRE/AMBULANCE FUND	\$860.43
220 TID#3 - GENERAL	\$41.22
410 RECYCLING FUND	\$46.92
440 LIBRARY FUND	\$701.63
500 STORM WATER UTILITY	\$16.39
610 WATER UTILITY FUND	\$1,303.08
620 SEWER UTILITY FUND	\$1,119.80
	<u>\$8,272.98</u>

Pre-Written Checks	\$8,272.98
Checks to be Generated by the Computer	\$0.00
Total	\$8,272.98

VILLAGE OF MUKWONAGO

01/27/16 2:47 PM

Page 1

Payments

Current Period: December 2015

Batch Name	AP-12-2015-5	User Dollar Amt	\$18,480.95		
	Payments	Computer Dollar Amt	\$18,480.95		
			\$0.00	In Balance	
Refer	74980	<i>BADGER LUBRICATION</i>	-		
AP Payment	E 620-8010-8250	Sludge Conditioning Che	BROSER MS 10 DRUM		\$668.85
Invoice	111819	12/7/2015			
Transaction Date	1/26/2016	Due 1/26/2016	Accounts Payable	211000	Total \$668.85
Refer	74981	<i>DIGGERS HOTLINE</i>	-		
AP Payment	E 610-6920-6923	Outside Services Employ	CONTRACT SERVICE		\$43.78
Invoice	151238301	12/31/2015			
AP Payment	E 620-8400-8520	Outside Services Employ	CONTRACT SERVICE		\$43.78
Invoice	151238301	12/31/2015			
AP Payment	E 100-5344-5219	Professional Services	CONTRACT SERVICE		\$43.78
Invoice	151238301	12/31/2015			
Transaction Date	1/26/2016	Due 1/26/2016	Accounts Payable	211000	Total \$131.34
Refer	74983	<i>GATEWAY TECHNICAL COLLEGE</i>	-		
AP Payment	E 150-5232-5335	Training & Travel	CUOMO/FICKAU/SCHROEDER TRAINING		\$70.02
Invoice	20828	1/14/2016			
Transaction Date	1/26/2016	Due 1/26/2016	Accounts Payable	211000	Total \$70.02
Refer	74984	<i>KIESLERS POLICE SUPPLY</i>	-		
AP Payment	E 100-5212-5811	Equipment (non-Capitaliz	SPARE WEAPON		\$357.00
Invoice	770393	1/13/2016			
Transaction Date	1/26/2016	Due 1/26/2016	Accounts Payable	211000	Total \$357.00
Refer	74985	<i>LANGE ENTERPRISES</i>	-		
AP Payment	E 100-5348-5311	Supplies	ROAD SIGNS		\$49.82
Invoice	56684	1/13/2016			
Transaction Date	1/26/2016	Due 1/26/2016	Accounts Payable	211000	Total \$49.82
Refer	74986	<i>MATERIALS DISTRIBUTION SERVI</i>	-		
AP Payment	E 100-5142-5311	Supplies	REPORT COVERS/PENS/BINDERS		\$182.71
Invoice	12/15MD05869	1/8/2016			
AP Payment	E 100-5241-5311	Supplies	REPORT COVERS/PENS/BINDERS		\$26.78
Invoice	12/15MD05869	1/8/2016			
Transaction Date	1/26/2016	Due 1/26/2016	Accounts Payable	211000	Total \$209.49
Refer	74987	<i>MUK AREA MINISTERIAL ASSN</i>	-		
AP Payment	R 100-4430-4453	Special Event Permit	REIMBURSE SPECIAL EVENT FEE		\$300.00
Invoice	2015/726	12/31/2015			
Transaction Date	1/26/2016	Due 1/26/2016	Accounts Payable	211000	Total \$300.00
Refer	74988	<i>TERRACON CONSULTANTS</i>	-		
AP Payment	E 200-5335-5219	Professional Services	SERVICES 11/22-12/26/15		\$2,146.25
Invoice	T731151	1/5/2016		Project EDC005	
Transaction Date	1/26/2016	Due 1/26/2016	Accounts Payable	211000	Total \$2,146.25
Refer	74989	<i>TREASURER STATE OF WI</i>	-		
AP Payment	G 100-242400	Court Fees due to State	STATE JAIL FINES DEC 2015		\$3,802.50
Invoice	DEC 2015	1/12/2016			
Transaction Date	1/26/2016	Due 1/26/2016	Accounts Payable	211000	Total \$3,802.50

VILLAGE OF MUKWONAGO

01/27/16 2:47 PM

Page 2

Payments

Current Period: December 2015

Refer	74990	TREASURER WAUKESHA COUNTY	-				
AP Payment	G 100-243240	Waukesha County Court Fe	CTY JAIL FINES DEC 2015			\$1,239.00	
Invoice	DEC 2015	1/12/2016					
Transaction Date	1/26/2016	Due 1/26/2016	Accounts Payable	211000	Total	\$1,239.00	
Refer	74991	WAUKESHA COUNTY CLERK	-				
AP Payment	G 100-243300	County Dog License	DOG LICENSES			\$2,223.00	
Invoice	11242015	11/24/2015					
Transaction Date	1/26/2016	Due 1/26/2016	Accounts Payable	211000	Total	\$2,223.00	
Refer	74992	WAUKESHA CTY TREASURER	-				
AP Payment	E 100-5144-5311	Supplies	Election Equipment			\$2,924.50	
Invoice	2016-00000001	1/20/2016					
AP Payment	E 100-5212-5219	Professional Services	INMATE BILLING			\$30.18	
Invoice	2015-00000261	12/31/2015					
Transaction Date	1/26/2016	Due 1/26/2016	Accounts Payable	211000	Total	\$2,954.68	
Refer	74993	WI DEPT OF JUSTICE CIB	-				
AP Payment	G 100-242205	WI DOJ - Background Chec	BACKGROUND CHECKS			\$28.00	
Invoice	G2112-12/31/201	12/31/2015					
Transaction Date	1/26/2016	Due 1/26/2016	Accounts Payable	211000	Total	\$28.00	
Refer	74994	ASSOCIATED TRUST CO.	-				
AP Payment	E 610-6920-6930	Misc General Expenses	WATER/SEWER REVENUE BONDS			\$181.50	
Invoice	3064	1/8/2016					
AP Payment	E 620-8400-8560	Misc General Expense	WATER/SEWER REVENUE BONDS			\$181.50	
Invoice	3064	1/8/2016					
AP Payment	E 610-6920-6930	Misc General Expenses	WATER/SEWER REVENUE BONDS			\$181.50	
Invoice	3065	1/8/2016					
AP Payment	E 620-8400-8560	Misc General Expense	WATER/SEWER REVENUE BONDS			\$181.50	
Invoice	3065	1/8/2016					
Transaction Date	1/26/2016	Due 1/26/2016	Accounts Payable	211000	Total	\$726.00	
Refer	75010	NATURAL LANDSCAPES, INC	-				
AP Payment	E 100-5521-5311	Supplies	INDIANHEAD PARK VEG MANAGEMENT			\$1,500.00	
Invoice	1460	1/19/2016					
Transaction Date	1/27/2016	Due 1/27/2016	Accounts Payable	211000	Total	\$1,500.00	
Refer	75029	KUNKEL ENGINEERING GROUP	-				
AP Payment	E 220-5335-5219	Professional Services	ENGINEERING SERVICES			\$2,075.00	
Invoice	161914	1/18/2016			Project TID001		
Transaction Date	1/27/2016	Due 1/27/2016	Accounts Payable	211000	Total	\$2,075.00	

VILLAGE OF MUKWONAGO

01/27/16 2:47 PM

Page 3

Payments

Current Period: December 2015

Fund Summary

	211000 Accounts Payable	
100 GENERAL FUND		\$12,707.27
150 FIRE/AMBULANCE FUND		\$70.02
200 COMMUNITY DEVELOPMENT FUND		\$2,146.25
220 TID#3 - GENERAL		\$2,075.00
610 WATER UTILITY FUND		\$406.78
620 SEWER UTILITY FUND		\$1,075.63
		<hr/>
		\$18,480.95

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$18,480.95
Total	<hr/>
	\$18,480.95

VILLAGE OF MUKWONAGO

01/27/16 2:53 PM

Page 1

Payments

Current Period: February 2016

Batch Name	AP-2-2016-1	User Dollar Amt	\$102,441.74		
Payments		Computer Dollar Amt	\$102,441.74		
				\$0.00	In Balance
Refer	74945 ASSOCIATED APPRAISAL	-			
Cash Payment	E 100-5153-5219 Professional Services	CONTRACT SERVICE			\$1,362.27
Invoice	120353 1/19/2016				
Transaction Date	1/26/2016	Citizens	111000	Total	\$1,362.27
Refer	74946 AUTO BRAKE CLUTCH & GEAR CO	-			
Cash Payment	E 150-5222-5395 Repairs & Maintenance	AUTO DRAIN V			\$60.00
Invoice	337217 1/8/2016				
Transaction Date	1/26/2016	Citizens	111000	Total	\$60.00
Refer	74947 AVILES MARKUS	-			
Cash Payment	E 150-5222-5346 Clothing Allowance	REIMBURSE CLOTHING			\$50.00
Invoice	18199995 1/16/2016				
Transaction Date	1/26/2016	Citizens	111000	Total	\$50.00
Refer	74948 BERGLES BENJAMIN	-			
Cash Payment	G 720-121100 Overpayment/Refund of Tax	PROP TAX OVRPY MUKV 1967174			\$13.75
Invoice	2015/1967174 1/21/2016				
Transaction Date	1/26/2016	Citizens	111000	Total	\$13.75
Refer	74949 BOUND TREE MEDICAL	-			
Cash Payment	E 150-5231-5311 Supplies	EPINEPHRINE			\$248.80
Invoice	82028423 1/18/2016				
Cash Payment	E 150-5231-5311 Supplies	ADRENALIN/IV CATHETER/NEEDLE/DEFIB PADS			\$312.77
Invoice	82025478 1/14/2016				
Cash Payment	E 150-5231-5311 Supplies	GLOVES/CONVENIENCE BAG/SUCTION TUBING/BANDAGE/DEFIB PADS/PED SENSOR/MASKS/SPINAL NEEDLES/SCISSORS			\$1,011.91
Invoice	82022136 1/12/2016				
Cash Payment	E 150-5231-5311 Supplies	IV CATHETER			\$3.99
Invoice	82031713 1/20/2016				
Cash Payment	E 150-5231-5311 Supplies	AmIODARONE/CONV BAG/LANCETS/BATTERY/ALBUTERAL			\$735.21
Invoice	82030206 1/19/2016				
Cash Payment	E 150-5231-5311 Supplies	NITROMIST			\$151.35
Invoice	82030207 1/19/2016				
Transaction Date	1/26/2016	Citizens	111000	Total	\$2,464.03
Refer	74950 C & M AUTO PARTS INC	-			
Cash Payment	E 150-5222-5395 Repairs & Maintenance	SCHRADER SENSORS			\$50.49
Invoice	6079-202741 1/6/2016				
Cash Payment	E 150-5222-5395 Repairs & Maintenance	SCHRADER SENSORS			\$50.49
Invoice	6079-202857 1/7/2016				
Cash Payment	E 100-5324-5395 Repairs & Maintenance	HEADLIGHT			\$19.98
Invoice	6079-203146 11/12/2016				
Cash Payment	E 100-5212-5395 Repairs & Maintenance	FILTERS			\$4.19
Invoice	6079-203148 1/11/2016				

VILLAGE OF MUKWONAGO

01/27/16 2:53 PM

Page 2

Payments

Current Period: February 2016

Cash Payment	E 100-5347-5311 Supplies	HDR: FLURREDOR GUIDE		\$41.49
Invoice	6079-203236 1/12/2016			
Cash Payment	E 100-5323-5311 Supplies	BRK CLEANER/HD SILICONE/BLASTER PENETRATING		\$33.46
Invoice	6079-203238 1/12/2016			
Cash Payment	E 100-5347-5311 Supplies	HDR: FLURREDOR GUIDE		\$82.98
Invoice	6079-203237 1/12/2016			
Cash Payment	E 100-5323-5311 Supplies	OIL ABSORBENT		\$39.95
Invoice	6079-203452 1/14/2016			
Cash Payment	E 150-5222-5395 Repairs & Maintenance	BWD EMISSION PARTS		\$22.49
Invoice	6079-203451 1/14/2016			
Cash Payment	E 150-5231-5395 Repairs & Maintenance	FILTER		\$2.59
Invoice	6079-203718 1/18/2016			
Cash Payment	E 100-5347-5311 Supplies	HDR: FLUREDOR RETURN		-\$41.49
Invoice	6079-203717 1/18/2016			
Cash Payment	E 100-5323-5311 Supplies	OIL/H/D CIRCUIT TESTER		\$28.97
Invoice	6079-203719 1/18/2016			
Transaction Date	1/26/2016	Citizens	111000	Total \$335.59
Refer	74951 DYNAMIC AWARDS	-		
Cash Payment	E 100-5211-5399 Other	DISPLAY CASE/PLAQUE		\$179.00
Invoice	11022 1/16/2016			
Transaction Date	1/26/2016	Citizens	111000	Total \$179.00
Refer	74952 EMERGENCY MEDICAL PRODUCT	-		
Cash Payment	E 150-5231-5311 Supplies	EPINEPHRINE/HOSPIRA DEXTROSE		\$355.85
Invoice	1795452 1/15/2016			
Cash Payment	E 150-5231-5311 Supplies	DISP SUCTION CUP/OXYGEN FLOWMETER		\$45.95
Invoice	1795760 1/18/2016			
Cash Payment	E 150-5231-5311 Supplies	EPINEPHRINE/IV SOLUTION/HOSPIRA SODIUM CHLORIDE		\$99.40
Invoice	1794334 1/12/2016			
Cash Payment	E 150-5231-5311 Supplies	EPINEPHRINE		\$110.00
Invoice	1796143 1/19/2016			
Transaction Date	1/26/2016	Citizens	111000	Total \$611.20
Refer	74953 FASTENAL COMPANY	-		
Cash Payment	E 100-5323-5348 Safety Supplies	FOAM EAR PLUGS		\$37.10
Invoice	WIMUK58794 1/11/2016			
Transaction Date	1/26/2016	Citizens	111000	Total \$37.10
Refer	74954 GINETE, AIDEE	-		
Cash Payment	G 720-121100 Overpayment/Refund of Tax	PROP TAX OVRPY MUKV 1973137		\$12.45
Invoice	2015/1973137 1/18/2016			
Transaction Date	1/26/2016	Citizens	111000	Total \$12.45
Refer	74955 HART TYLER	-		
Cash Payment	G 720-121100 Overpayment/Refund of Tax	PROP TAX OVRPY MUKV 1970988002		\$23.30
Invoice	2015/197098800 1/21/2016			
Transaction Date	1/26/2016	Citizens	111000	Total \$23.30
Refer	74956 HOME DEPOT	-		
Cash Payment	E 620-8010-8330 Maint-Treatment/Dispos	ROLL INSULATION		\$8.98
Invoice	32509 1/12/2016			

VILLAGE OF MUKWONAGO

01/27/16 2:53 PM

Page 3

Payments

Current Period: February 2016

Cash Payment	E 610-6200-6625 Maintenance-Pumping	150 PSI 2.6SCRM OIL FREE			\$99.00
Invoice 9763	1/21/2016				
Cash Payment	E 100-5323-5348 Safety Supplies	PHOTOCELL/SHARPIE			\$21.91
Invoice 8773	1/20/2016				
Transaction Date	1/26/2016	Citizens	111000	Total	\$129.89
Refer	74957 KCS ENTERPRISES	-			
Cash Payment	E 150-5223-5311 Supplies	ABC DRY CHEMICAL EXTINGUISHER			\$89.00
Invoice 160003	1/13/2016				
Transaction Date	1/26/2016	Citizens	111000	Total	\$89.00
Refer	74958 LYNCH CHRYSLER DODGE	-			
Cash Payment	E 100-5212-5395 Repairs & Maintenance	GENERATOR ENGINE			\$444.00
Invoice 502194	1/6/2016				
Transaction Date	1/26/2016	Citizens	111000	Total	\$444.00
Refer	74959 MAILFINANCE	-			
Cash Payment	E 100-5142-5315 Postage	LEASE 2/16-5/16			\$409.35
Invoice N5725934	1/12/2016				
Transaction Date	1/26/2016	Citizens	111000	Total	\$409.35
Refer	74960 MARSHALL-BOND PUMPS	-			
Cash Payment	E 620-8010-8330 Maint-Treatment/Dispos	NoRGREN REPAIR KIT/GUAGE			\$303.90
Invoice 37695.0	1/15/2016				
Cash Payment	E 620-8010-8330 Maint-Treatment/Dispos	REPAIR KIT/MAC VALVE			\$801.64
Invoice 37690.0	1/13/2016				
Transaction Date	1/26/2016	Citizens	111000	Total	\$1,105.54
Refer	74961 MED ALLIANCE	-			
Cash Payment	E 150-5231-5311 Supplies	DISPOSABLE AIR-Q			\$64.94
Invoice 86283	1/12/2016				
Transaction Date	1/26/2016	Citizens	111000	Total	\$64.94
Refer	74962 NEOPOST	-			
Cash Payment	E 100-5142-5315 Postage	POSTAGE INK			\$36.74
Invoice 14773749	1/8/2016				
Cash Payment	E 150-5231-5315 Postage	POSTAGE INK			\$4.41
Invoice 14773749	1/8/2016				
Cash Payment	E 410-5140-5315 Postage	POSTAGE INK			\$4.41
Invoice 14773749	1/8/2016				
Cash Payment	E 440-5511-5315 Postage	POSTAGE INK			\$2.94
Invoice 14773749	1/8/2016				
Cash Payment	E 500-5140-5315 Postage	POSTAGE INK			\$1.47
Invoice 14773749	1/8/2016				
Cash Payment	E 610-6920-6921 Office Supplies & Expen	POSTAGE INK			\$48.51
Invoice 14773749	1/8/2016				
Cash Payment	E 620-8400-8510 Office Supplies & Expen	POSTAGE INK			\$48.51
Invoice 14773749	1/8/2016				
Transaction Date	1/26/2016	Citizens	111000	Total	\$146.99
Refer	74963 NORTH CENTRAL LABORATORIES	-			
Cash Payment	E 620-8010-8260 Other Chemicals	TUBE, NESSLER, LOW			\$176.86
Invoice 366928	1/14/2016				

VILLAGE OF MUKWONAGO

01/27/16 2:53 PM

Page 4

Payments

Current Period: February 2016

Transaction Date	1/26/2016	Citizens	111000	Total	\$176.86
Refer	74964 PETRUCCI ANTHONY	-			
Cash Payment	G 720-121100 Overpayment/Refund of Tax	PROP TAX OVRPY MUKV 1960047			\$4,427.47
Invoice	2015/1960047	1/21/2016			
Transaction Date	1/26/2016	Citizens	111000	Total	\$4,427.47
Refer	74965 PRINT PACK & SHIP CENTER	-			
Cash Payment	E 150-5231-5315 Postage	SHIPPING CHARGES			\$37.90
Invoice	23147	1/13/2016			
Cash Payment	E 610-6300-6632 Operation Supply/Exp-Tr	SHIPPING CHARGES			\$374.22
Invoice	23147	1/13/2016			
Transaction Date	1/26/2016	Citizens	111000	Total	\$412.12
Refer	74966 PROPHOENIX	-			
Cash Payment	E 100-5211-5219 Professional Services	ANNUAL MAINTENANCE/SUPPORT 2016			\$14,693.40
Invoice	2016030	12/9/2015			
Transaction Date	1/26/2016	Citizens	111000	Total	\$14,693.40
Refer	74967 RAVE MOBILE SAFETY	-			
Cash Payment	E 100-5211-5219 Professional Services	MOBILE ALERT			\$337.50
Invoice	6104	1/15/2016			
Cash Payment	E 100-5521-5311 Supplies	MOBILE ALERT			\$337.50
Invoice	6104	1/15/2016			
Cash Payment	E 100-5142-5219 Professional Services	MOBILE ALERT			\$337.50
Invoice	6104	1/15/2016			
Cash Payment	E 100-5211-5219 Professional Services	MOBILE ALERT			\$337.50
Invoice	6104	1/15/2016			
Cash Payment	E 150-5221-5219 Professional Services	MOBILE ALERT			\$337.50
Invoice	6104	1/15/2016			
Cash Payment	E 440-5511-5310 Outside Services	MOBILE ALERT			\$337.50
Invoice	6104	1/15/2016			
Cash Payment	E 610-6920-6923 Outside Services Employ	MOBILE ALERT			\$337.50
Invoice	6104	1/15/2016			
Cash Payment	E 620-8400-8520 Outside Services Employ	MOBILE ALERT			\$337.50
Invoice	6104	1/15/2016			
Transaction Date	1/26/2016	Citizens	111000	Total	\$2,700.00
Refer	74968 RAYMOND A MERLIN	-			
Cash Payment	E 100-5211-5219 Professional Services	TRAFFIC STOP/NELSON/DISCIPLINARY			\$2,400.00
Invoice	NELSON/2015	1/16/2016			
Transaction Date	1/26/2016	Citizens	111000	Total	\$2,400.00
Refer	74969 RICOH AMERICAS CORPORATION	-			
Cash Payment	E 150-5221-5311 Supplies	FEB LEASE			\$104.28
Invoice	20814959	1/15/2016			
Cash Payment	E 100-5142-5312 Printing	Copies			\$418.72
Invoice	5039985393	1/12/2016			
Cash Payment	E 100-5142-5312 Printing	FEB LEASE			\$172.19
Invoice	20814921	1/15/2016			
Transaction Date	1/26/2016	Citizens	111000	Total	\$695.19
Refer	74970 STEINHART DANIEL	-			

VILLAGE OF MUKWONAGO

01/27/16 2:53 PM

Page 5

Payments

Current Period: February 2016

Cash Payment	G 720-121100 Overpayment/Refund of Tax PROP TAX OVRPY MUKV 1967183				\$25.84
Invoice	2015/1967183	1/18/2016			
Transaction Date	1/26/2016	Citizens	111000	Total	\$25.84
Refer	74971 STREICHERS	-			
Cash Payment	E 100-5215-5311 Supplies	TRAINING AMMO			\$1,126.52
Invoice	I1189861	1/13/2016			
Transaction Date	1/26/2016	Citizens	111000	Total	\$1,126.52
Refer	74972 TELEDYNE INSTRUMENTS	-			
Cash Payment	E 620-8010-8260 Other Chemicals	SAMPLER REPAIRS			\$1,080.43
Invoice	S020109559	1/14/2016			
Transaction Date	1/26/2016	Citizens	111000	Total	\$1,080.43
Refer	74974 USA BLUEBOOK	-			
Cash Payment	E 620-8010-8260 Other Chemicals	GLASS FIBER FILTER/BUFFER YELLOW/BUFFER BLUE			\$736.37
Invoice	843420	1/11/2016			
Cash Payment	E 620-8010-8260 Other Chemicals	PaPER TOWELS			\$104.85
Invoice	851429	1/20/2016			
Transaction Date	1/26/2016	Citizens	111000	Total	\$841.22
Refer	74975 UW-GREEN BAY	-			
Cash Payment	E 100-5141-5324 Membership Dues	2016 MEMBERSHIP			\$25.00
Invoice	DD 2016	1/21/2015			
Transaction Date	1/26/2016	Citizens	111000	Total	\$25.00
Refer	74976 VERIZON WIRELESS	-			
Cash Payment	E 150-5221-5225 Telephone	CELL PHONES			\$464.38
Invoice	9758812041	1/12/2016			
Cash Payment	E 100-5323-5225 Telephone	CELL PHONES			\$71.55
Invoice	9758883076	1/13/2016			
Cash Payment	E 100-5241-5225 Telephone	CELL PHONES			\$83.41
Invoice	9758837425	1/13/2016			
Cash Payment	E 100-5141-5225 Telephone	CELL PHONES			\$119.83
Invoice	9758837425	1/13/2016			
Cash Payment	E 620-8400-8510 Office Supplies & Expen	CELL PHONES			\$47.80
Invoice	9758837425	1/13/2016			
Cash Payment	E 610-6920-6921 Office Supplies & Expen	CELL PHONES			\$47.80
Invoice	9758837425	1/13/2016			
Cash Payment	E 620-8400-8510 Office Supplies & Expen	CELL PHONES			\$87.72
Invoice	9758883072	1/13/2016			
Cash Payment	E 610-6920-6921 Office Supplies & Expen	CELL PHONES			\$87.72
Invoice	9758883072	1/13/2016			
Cash Payment	E 620-8400-8510 Office Supplies & Expen	CELL PHONES			\$92.69
Invoice	9758883073	1/13/2016			
Cash Payment	E 610-6920-6921 Office Supplies & Expen	CELL PHONES			\$92.69
Invoice	9758883073	1/13/2016			
Transaction Date	1/26/2016	Citizens	111000	Total	\$1,195.59
Refer	74977 WAUKESHA CITY OF	-			
Cash Payment	E 150-5221-5219 Professional Services	16 CONF SPACE			\$1,519.00
Invoice	22150153	12/8/2015			

VILLAGE OF MUKWONAGO

01/27/16 2:53 PM

Page 6

Payments

Current Period: February 2016

Cash Payment	E 150-5221-5219 Professional Services	2016 TECH RESCUE			\$1,519.00
Invoice	22160001	1/11/2016			
Transaction Date	1/26/2016	Citizens	111000	Total	\$3,038.00
Refer	74979	WI SUPREME COURT	-		
Cash Payment	E 100-5120-5335 Training & Travel	CONT EDUCATION			\$700.00
Invoice	67-0153-16	1/19/2016			
Transaction Date	1/26/2016	Citizens	111000	Total	\$700.00
Refer	74995	ARNOLDS ENVIRONMENTAL SER	-		
Cash Payment	E 100-5521-5311 Supplies	PHANTOM GLEN BOAT LAUNCH			\$74.00
Invoice	A-198715	1/26/2016			
Transaction Date	1/26/2016	Citizens	111000	Total	\$74.00
Refer	74996	ARROW INTERNATIONAL INC	-		
Cash Payment	E 150-5231-5311 Supplies	NEEDLE BOX			\$1,108.86
Invoice	93629173	1/14/2016			
Transaction Date	1/26/2016	Citizens	111000	Total	\$1,108.86
Refer	74997	BAKER & TAYLOR INC.	-		
Cash Payment	E 440-5511-5328 Books	BOOKS			\$929.13
Invoice	1/5/16	5/5/2016			
Transaction Date	1/26/2016	Citizens	111000	Total	\$929.13
Refer	74998	BERGMAN ANDREW & RACHEL	-		
Cash Payment	G 720-121100 Overpayment/Refund of Tax	PROP TAX OVRYPY MUKV 1967030			\$265.98
Invoice	2015/1967030	1/26/2016			
Transaction Date	1/26/2016	Citizens	111000	Total	\$265.98
Refer	74999	BLUE TARP FINANCIAL	-		
Cash Payment	E 620-8010-8270 Operation Supply/Expen	WALK BEHIND SPREADER			\$426.48
Invoice	34652634	1/14/2016			
Transaction Date	1/26/2016	Citizens	111000	Total	\$426.48
Refer	75000	BRODART	-		
Cash Payment	E 440-5511-5328 Books	BOOKS			\$256.07
Invoice	B4232456	1/12/2016			
Cash Payment	E 440-5511-5328 Books	BOOKS			\$35.96
Invoice	B4228410	1/5/2016			
Transaction Date	1/26/2016	Citizens	111000	Total	\$292.03
Refer	75001	COMPASS MINERALS AMERICA	-		
Cash Payment	E 100-5347-5311 Supplies	ROAD SALT			\$18,699.91
Invoice	71440271	1/20/2016			
Transaction Date	1/26/2016	Citizens	111000	Total	\$18,699.91
Refer	75002	DEMCO	-		
Cash Payment	E 440-5511-5311 Supplies	LABELS			\$420.57
Invoice	5778326	1/14/2016			
Transaction Date	1/26/2016	Citizens	111000	Total	\$420.57
Refer	75003	HIPPENMEYER, REILLY	-		
Cash Payment	E 100-5130-5219 Professional Services	MISC MATTERS			\$1,077.50
Invoice	41964	1/26/2016			

VILLAGE OF MUKWONAGO

01/27/16 2:53 PM

Page 7

Payments

Current Period: February 2016

Cash Payment	E 610-6920-6923 Outside Services Employ	DECOMM & EASEMENT			\$206.25
Invoice 41965	1/26/2016				
Cash Payment	E 100-5211-5219 Professional Services	PD			\$577.50
Invoice 41966	1/26/2016				
Cash Payment	G 100-162010 Potential TID Accum. Costs	TID 4 LYNCH			\$165.00
Invoice 41967	1/26/2016				
Cash Payment	E 100-5130-5219 Professional Services	PROSECUTION			\$2,187.00
Invoice 41968	1/26/2016				
Transaction Date	1/26/2016	Citizens	111000	Total	\$4,213.25
Refer	75004 KAPCO	-			
Cash Payment	E 440-5511-5311 Supplies	BANDAGES/SCISSORS/TAPE			\$523.12
Invoice 210763	1/19/2016				
Transaction Date	1/26/2016	Citizens	111000	Total	\$523.12
Refer	75005 LARK UNIFORM, INC	-			
Cash Payment	E 150-5880-5806 Donated Fund Expenditu	STIEN CLOTHING			\$72.85
Invoice 6435	1/20/2016				
Transaction Date	1/26/2016	Citizens	111000	Total	\$72.85
Refer	75006 NORTHERN LAKE SERVICE	-			
Cash Payment	E 610-6920-6923 Outside Services Employ	NITRATE TEST			\$60.00
Invoice 289405	1/22/2016				
Transaction Date	1/26/2016	Citizens	111000	Total	\$60.00
Refer	75007 OFFICE COPYING EQUIPMENT	-			
Cash Payment	E 440-5511-5310 Outside Services	Copies			\$149.63
Invoice C323544	1/14/2016				
Cash Payment	E 440-5511-5311 Supplies	COPIER PARTS			\$181.79
Invoice S866791	1/12/2016				
Transaction Date	1/26/2016	Citizens	111000	Total	\$331.42
Refer	75008 WI DNR ATV RENEWAL	-			
Cash Payment	E 150-5222-5395 Repairs & Maintenance	ATV RENEWAL MAR 2016			\$30.00
Invoice 2016	1/26/2016				
Transaction Date	1/26/2016	Citizens	111000	Total	\$30.00
Refer	75011 JOHNS DISPOSAL	-			
Cash Payment	E 410-5140-5220 Contractual Services	GarBAGE			\$20,578.48
Invoice 55406	1/26/2016				
Cash Payment	E 410-5140-5310 Outside Services	RECYCLE			\$12,464.40
Invoice 55406	1/26/2016				
Transaction Date	1/27/2016	Citizens	111000	Total	\$33,042.88
Refer	75012 OVERLIEN ERIC	-			
Cash Payment	G 720-121100 Overpayment/Refund of Tax	PROP TAX OVRPY MUKV 1974960001			\$429.17
Invoice 2015/197496000	1/27/2016				
Transaction Date	1/27/2016	Citizens	111000	Total	\$429.17
Refer	75013 TRACTOR SUPPLY CREDIT PLAN	-			
Cash Payment	E 100-5521-5311 Supplies	BULD SEED			\$45.55
Invoice 240393	1/19/2016				
Transaction Date	1/27/2016	Citizens	111000	Total	\$45.55
Refer	75030 BANDT COMMUNICATIONS	-			

VILLAGE OF MUKWONAGO

01/27/16 2:53 PM

Page 8

Payments

Current Period: February 2016

Cash Payment	E 150-5222-5395 Repairs & Maintenance	FLEX, INTERFACE RADIO			\$206.50
Invoice	2016001196	1/18/2016			
Cash Payment	E 150-5222-5395 Repairs & Maintenance	FLEX, INTERFACE RADIO			\$194.00
Invoice	2016001195	1/18/2016			
Transaction Date	1/27/2016	Citizens	111000	Total	\$400.50

Fund Summary

	111000 Citizens	
100 GENERAL FUND		\$46,686.98
150 FIRE/AMBULANCE FUND		\$9,063.91
410 RECYCLING FUND		\$33,047.29
440 LIBRARY FUND		\$2,836.71
500 STORM WATER UTILITY		\$1.47
610 WATER UTILITY FUND		\$1,353.69
620 SEWER UTILITY FUND		\$4,253.73
720 TAX ESCROW AGENCY FUND		\$5,197.96
		<u>\$102,441.74</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$102,441.74
Total	<u>\$102,441.74</u>

VILLAGE OF MUKWONAGO PURCHASE REQUISITION

PLEASE TYPE OR PRINT IN INK CLEARLY ON THIS FORM

DATE:	1/21/16	NUMBER:	
--------------	---------	----------------	--

VENDOR NAME & ADDRESS:	SHIP TO:
Deere & Company 2000 John Deere Run Cary, NC 27513	Village of Mukwonago DPW 630 CTH NN East Mukwonago, WI 53149

DEPT NAME:	SUGGESTED VENDOR	AUTHORIZED SIGNATURE
DPW		

BUDGETED ITEM?	Yes	BUDGETED SOURCE:	430-5700-5712
-----------------------	-----	-------------------------	---------------

ITEM	QTY	DESCRIPTION	UNIT PRICE	AMOUNT	ACCT #
1	1	John Deere 2025R Compact Utility Tractor	\$23,042.09	\$23,042.09	430-5700-5712
			TOTAL	\$23,042.09	

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



ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

Proven Power, Inc.
S65w22065 National Avenue
Waukesha, WI 531899660
262-679-0100
office@proven-power.com

Quote Summary

Prepared For:

Village Of Mukwonago
627 S Rochester St
Mukwonago, WI 53149
Business: 262-363-6420

Delivering Dealer:

Proven Power, Inc.
Bob Burmeister
S65w22065 National Avenue
Waukesha, WI 531899660
Phone: 262-679-0100
bob.provenpower@gmail.com

Quote ID: 11855575
Created On: 27 July 2015
Last Modified On: 06 January 2016
Expiration Date: 28 August 2015

Equipment Summary

	Selling Price	Qty	Extended
JOHN DEERE 2025R Compact Utility Tractor (18 PTO hp) Contract: Dodge County Contract 14-04-00777-B Price Effective Date: July 27, 2015	\$ 14,475.05 X	1 =	\$ 14,475.05
JOHN DEERE 47 In. Quick-Hitch Two-Stage Snow Blower (X400/X500 HDGT's, X700's, 425-455, 1023E, 1025R, 1026R, 2210, 2305, 2025R, 2032R, 2320, 2520, 2720, 4010, 4100, 4110, 4115 Tractors) Contract: Dodge County Contract 14-04-00777-B Price Effective Date: July 27, 2015	\$ 2,809.89 X	1 =	\$ 2,809.89
CURTIS 1JD2520AS Contract: Dodge County Contract 14-04-00777-B Price Effective Date:	\$ 5,757.15 X	1 =	\$ 5,757.15

Equipment Total

\$ 23,042.09

* Includes Fees and Non-contract items

Quote Summary

Equipment Total	\$ 23,042.09
Trade In	
SubTotal	\$ 23,042.09
Total	\$ 23,042.09
Down Payment	(0.00)
Rental Applied	(0.00)

Salesperson : X _____

Accepted By : X _____



**ALL PURCHASE ORDERS MUST BE MADE OUT
TO (VENDOR):**

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580; DUNS#: 60-7690989

**ALL PURCHASE ORDERS MUST BE SENT
TO DELIVERING DEALER:**

Proven Power, Inc.
S65w22065 National Avenue
Waukesha, WI 531899660
262-679-0100
office@proven-power.com

Balance Due

\$ 23,042.09

Salesperson : X _____

Accepted By : X _____

Confidential



Quote Summary

Prepared For:
Village Of Mukwonago
440 Rivercrest Ct
Mukwonago, WI 53149

Prepared By:
Jason Hawkinson
Mid-state Equip Watertown
N8690 Highland Road
Watertown, WI 53094
Phone: 920-261-8118
jhawkinson@midstateequipment.com

Quote Id: 12616255
Created On: 06 January 2016
Last Modified On: 07 January 2016
Expiration Date: 31 January 2016

Equipment Summary	Selling Price	Qty	Extended
JOHN DEERE 2025R Compact Utility Tractor (18 PTO hp)	\$ 14,995.77 X	1 =	\$ 14,995.77
JOHN DEERE 47 In. Quick-Hitch Two-Stage Snow Blower (X400/X500 HDGT's, X700's, 425-455, 1023E, 1025R, 1026R, 2210, 2305, 2025R, 2032R, 2320, 2520, 2720, 4010, 4100, 4110, 4115 Tractors)	\$ 2,786.86 X	1 =	\$ 2,786.86
Curtis Cab 2025R Hard Sided Deluxe Cab	\$ 6,236.36 X	1 =	\$ 6,236.36
Equipment Total			\$ 24,018.99

Quote Summary	
Equipment Total	\$ 24,018.99
SubTotal	\$ 24,018.99
Total	\$ 24,018.99
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 24,018.99

Salesperson : X _____

Accepted By : X _____

VILLAGE OF MUKWONAGO PURCHASE REQUISITION

PLEASE TYPE OR PRINT IN INK CLEARLY ON THIS FORM

DATE:	January 27, 2016	NUMBER:	
--------------	------------------	----------------	--

VENDOR NAME & ADDRESS:	SHIP TO:
Lynch's Horter Chevrolet	Village of Mukwonago

DEPT NAME:	SUGGESTED VENDOR	AUTHORIZED SIGNATURE
DPW	Lynch's Horter Chevrolet	<i>Ronald B. Butcher</i>

BUDGETED ITEM?	Yes	BUDGETED SOURCE:	
-----------------------	-----	-------------------------	--

ITEM	QTY	DESCRIPTION	UNIT PRICE	AMOUNT	ACCT #
1	1	Chevrolet 3500HD 4WD Cab & Chassis equipped with a Western Wide Out Plow	\$42,173.00	42,173.00	430-5700-5712
			TOTAL	42,173.00	

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

Prepared For:
 Ron Bittner
 Village Of Mukwonago
 Mukwonago, WI 53149
 Phone: (262) 363-6447
 Email: rbittner@villageofmu
 kwonago.com
 Primary FAN: 870683
 Requested Quantity: 1

LYNCH'S
 HORTER
CHEVROLET



Paul "Woody" Woodson
 General Sales Manager

915 Main Street
 Mukwonago, WI 53149
 pwoodson@shoplynch.com
 www.lynmukwonago.com

(262) 363-4061
 (800) 454-8688
 Cell: (262) 424-0436
 Fax: (262) 363-4073

2016 Fleet/Non-Retail Chevrolet Silverado 3500HD 4WD Reg Cab 137.5" W

QUOTE WORKSHEET

QUOTE WORKSHEET - 2016 Fleet/Non-Retail CK36003 4WD Reg Cab 137.5" WB, 59.06" CA WT

MSRP		\$36,605.00
Destination Charge		\$1,195.00
Optional Equipment		\$11,155.00
Dealer Advertising		\$0.00
PRE-TAX ADJUSTMENTS:		
DI-WESTERN 8-10 WIDEOUT PLOW	\$6,000.00	
STATE OF WISCONSIN MUNI DISCOUNT	(\$12,782.00)	
Total Pre-Tax Adjustments		(\$6,782.00)
Taxable Price		\$42,173.00
TOTAL		\$42,173.00

Customer Signature / Date

Dealer Signature / Date

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 422.0, Data updated 1/19/2016
 ©Copyright 1986-2005 Chrome Systems Corporation. All rights reserved.

Customer File:

VILLAGE OF MUKWONAGO PURCHASE REQUISITION

PLEASE TYPE OR PRINT IN INK CLEARLY ON THIS FORM

DATE:	February 1, 2016	NUMBER:	
--------------	------------------	----------------	--

VENDOR NAME & ADDRESS:	SHIP TO:
John Amato Ford 1015 S Main St Mukwonago, WI 53149	Mukwonago Police Dept 627 S Rochester St Mukwonago, WI 53149

DEPT NAME:	SUGGESTED VENDOR	AUTHORIZED SIGNATURE
Police Dept	John Amato Ford	

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

ITEM	QTY	DESCRIPTION	UNIT PRICE	AMOUNT	ACCT #
1	2	2016 Ford Utility Police Interceptor	\$28,100.00	\$56,200.00	430-5700-5711
			TOTAL	\$56,200.00	

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

VILLAGE OF MUKWONAGO PURCHASE REQUISITION

PLEASE TYPE OR PRINT IN INK CLEARLY ON THIS FORM

DATE:	January 11, 2016	NUMBER:	
--------------	------------------	----------------	--

VENDOR NAME & ADDRESS:	SHIP TO:
John Amato Ford 1015 S. Main Street Mukwonago, WI 53149	Village of Mukwonago Police Department 627 S. Rochester Street Mukwonago, WI 53149

DEPT NAME:	SUGGESTED VENDOR	AUTHORIZED SIGNATURE
Police Department	John Amato Ford	

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

ITEM	QTY	DESCRIPTION	UNIT PRICE	AMOUNT	ACCT #
1	2	2016 Ford Utility Police Interceptor	\$ 28,100.00	\$ 56,200.00	430-5700-5711
			TOTAL	\$ 56,200.00	

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

Chief,

Listed below is a proposal for two new squads. The options are listed with descriptions. Amato Ford has bid the same price as Ewald Automotive, which is a state price. Attached is the quote with options for a new police vehicle.

Amato Ford =This is the government price for the Ford Interceptor. I added some options for lighting equipment. The options for wire kits will save the department time up-fitting the squad for duty. It will also save DPW time wiring the squad. The keyed like feature allows us to use one squad key for each vehicle. The dark car feature prevents the dome light from turning on when officers exit the squad. This officer safety feature prevents back lighting and targeting the officer(s). The LED spotlight will replace the old incandescent spotlight with a brighter option, using less power. The grill LED lights and siren help with quicker up-fitting. The price listed is for one vehicle but we would order two vehicles. Once the Ford Interceptors are in-service we will be retiring two of our Dodge Chagres.

(2) 2016 Ford Utility Police Interceptor AWD, four door with 3.7L V6 engine, black in color. Added options are cargo wiring uplift, driver side LED spot light, keyed alike, dark car feature, Police wire harness connector kit rear and front, reverse sensing and grill LED lights, siren and speaker pre-wiring. Squad, title and service fee per vehicle is \$28,100

Total \$56,200

Respectfully Submitted,



Sgt Chris DeMotto

**PROPOSAL
2016 FORD UTILITY POLICE INTERCEPTOR AWD**

**VILLAGE OF MUKWONAGO
CHRIS DEMOTTO**

See attached standard equipment list page 3

OPTIONS INCLUDED ON THIS PROPOSAL

**SHADOW BLACK EXTERIOR
CHARCOAL BLACK FRONT SEATING
VINYL REAR SEATING**

CARGO WIRING UPFIT PACKAGE

DRIVER ONLY LED LAMP

KEYED ALIKE

DARK CAR FEATURE

POLICE WIRE HARNESS CONNECTOR KIT-FRONT

POLICE WIRE HARNESS CONNECTOR KIT-REAR

REVERSE SENSING

GRILLE LED LIGHTS, SIREN & SPEAKER PRE-WIRING

REAR CONSOLE PLATE

TOTAL COST

\$27,821 PLUS TITLE AND \$279 SERVICE FEE

ALLOW 90-120 DAYS FROM RECEIPT OF ORDER

NO DEPOSIT REQUIRED

PREPARED BY

**Paul Weinstock
John Amato Ford
Mukwonago
262-363-3085**

2016 UTILITY POLICE INTERCEPTOR STANDARD EQUIPMENT

The following items are std. 2016MY UTILITY POLICE INTERCEPTOR vehicle:

MECHANICAL

- Alternator – 220-Amp
- Axle Ratio – 3.65 (AWD)
- Battery – H.D. maintenance-free 78A/750-CCA
- Brakes – 4-Wheel Heavy-Duty Disc w/H.D. Front and Rear Calipers
- Column Shifter
- Drivetrain – All-Wheel-Drive
- Electric Power-Assist Steering (EPAS) – Heavy-Duty
- Engine – 3.7L V6 Ti-VCT
- Engine Hour Meter
- Engine Oil Cooler
- Fuel Tank – 18.6 gallons
- Suspension – independent front & rear
- Transmission – 6-speed automatic

EXTERIOR

- Antenna, Roof-mounted
- Cladding – Lower bodyside cladding (Black)
- Deflector Plate – Undercarriage deflector plate protect the underbody, powertrain and chassis components (Standard on EcoBoost® Only)
- Door Handles – Black (MIC)
- Exhaust True Dual
- Front-Door-Lock Cylinders (Front Driver / Passenger / Liftgate – Lock cylinder repositioned into decklid appliqué trim)
- Glass – 2nd Row, Rear Quarter and Liftgate Privacy Glass
- ★ Grille – Black
- ★ Headlamps – LED Low Beam; Incandescent (Halogen) High Beam
- Liftgate – Manual 1-Piece – Fixed Glass w/Door-Lock Cylinder
- Mirrors – Black Caps (MIC), Power Electric Remote, Manual Folding with Integrated Spotter (integrated blind spot mirrors not included when equipped with BLIS®)
- Spare – Full size 18" Tire w/TPMS
- Spoiler – Painted Black
- Tailgate Handle – Painted Black
- Tail lamps – LED
- Tires – 245/55R18 A/S BSW
- Wheel-Lip Molding – Black (MIC)
- Wheels – 18" x 8.0 painted black steel with wheel hub cover
- Windshield – Acoustic Laminated

INTERIOR/COMFORT

- Cargo Hooks
- Climate Control – Single-Zone Manual
- Door-Locks
 - Power
 - Rear-Door Handles and Locks Operable
- Floor – Flooring – Heavy-Duty Thermoplastic Elastomer
- Glove Box – Locking/non-Illuminated
- Grab Handles – (1 – Front-passenger side, 2-Rear)
- ★ Liftgate Release Switch located in overhead console (45 second timeout feature)
- Lighting
 - Overhead Console with sunglass holder
 - 1st row task lights (driver and passenger)
 - Dome Lamp – 1st row (red/white)
 - 2nd/3rd row overhead map light
- Mirror – Day/night Rear View
- Particulate Air Filter
- Power-Adjustable Pedals (Driver Dead Pedal)
- Powerpoints – (2) First Row
- Scuff Plates – Front & Rear

INTERIOR/COMFORT (continued)

- Seats
 - 1st Row Police Grade Cloth Trim, Dual Front Buckets
 - 1st Row – Driver 6-way Power track (fore/aft, Up/down, tilt with manual recline, 2-way manual lumbar)
 - 1st Row – Passenger 2-way manual track (fore/aft, with manual recline)
 - Built-in steel intrusion plates in both driver/passenger seatbacks
 - 2nd Row Vinyl, 60/40 Split Bench Seat (manual fold-flat, no tumble) – fixed seat track
- Speed (Cruise) Control
- Speedometer – Calibrated (includes digital readout)
- Steering Wheel – Manual / Tilt, Urethane wheel finish w/Silver Painted Bezels) with Speed Controls and Redundant Audio Controls
- Sun visors, color-keyed, non-illuminated
- Universal Top Tray – Center of I/P for mounting aftermarket equipment
- ★ Windows, Power, 1-touch Up/Down Front Driver/Passenger-Side with disable feature

SAFETY/SECURITY

- AdvanceTrac® w/RSC® (Roll Stability Control™) w/Hydraulic Brake Assist
- Airbags, 2nd generation driver & front-passenger, side seat, Roll Curtain Airbags and Safety Canopy®
- Anti-Lock Brakes (ABS) with Traction Control
- Belt-Minder® (Front Driver / Passenger)
- Child-Safety Locks (capped)
- LATCH (Lower Anchors and Tethers for Children) system on rear outboard seat locations
- Seat Belts, Pretensioner/Energy-Management System w/adjustable height in 1st Row
- SOS Post-Crash Alert System™
- Tire Pressure Monitoring System (TPMS)

FUNCTIONAL

- Easy Fuel® Capless Fuel-Filler
- Front door tether straps (driver/passenger)
- MyFord®
 - AM/FM / CD / MP3 Capable / Clock / 6 speakers
 - 4.2" Color LCD Screen Center-Stack "Smart Display"
 - 5-way Steering Wheel Switches, Redundant Controls
- Note: Radio does "not" include USB Port or Aux. Audio Input Jack
- Note: USB Port and Aux. Audio Input Jack requires SYNC® (53M)
- Power pigtail harness
- ★ Rearview Camera with Washer viewable in 4" centerstack – OR – Rear View Camera viewable in rear view mirror 87R (No charge option)
- Recovery Hook, Rear Only (3.5L EcoBoost® Late Availability)
- Simple Fleet Key (w/o microchip, easy to replace)
- Two-way radio pre-wire
- Windows – Rear Defroster
- Wipers – Front Speed-Sensitive Intermittent; Rear Dual Speed Wiper

★ = New for this model year

VILLAGE OF MUKWONAGO PURCHASE REQUISITION

PLEASE TYPE OR PRINT IN INK CLEARLY ON THIS FORM

DATE:	February 1, 2016	NUMBER:	
--------------	------------------	----------------	--

VENDOR NAME & ADDRESS:	SHIP TO:
HD Supply 15655 N Rogers Dr New Berlin, WI 53151	Mukwonago Utilities 1200 Holz Parkway Mukwonago, WI 53149

DEPT NAME:	SUGGESTED VENDOR	AUTHORIZED SIGNATURE
Water Utility	HD Supply	

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

ITEM	QTY	DESCRIPTION	UNIT PRICE	AMOUNT	ACCT #
1	2	1" I-Pearl Water Meter	\$205.00	\$410.00	610-134600
2	150	¾" I-Pearl Water Meter	\$105.00	\$15,750.00	610-134600
3	100	Single Port MXD	\$100.00	\$10,000.00	610-134600
			TOTAL	\$26,160.00	

FINANCE COMMITTEE USE ONLY	
APPROVED (COMMITTEE INITIALS):	
DATE:	
SPECIAL INSTRUCTIONS	
Costs to be paid from sale of department vehicles	

VILLAGE OF MUKWONAGO PURCHASE REQUISITION

PLEASE TYPE OR PRINT IN INK CLEARLY ON THIS FORM

DATE:	1/28/2016	NUMBER:	
--------------	-----------	----------------	--

VENDOR NAME & ADDRESS:	SHIP TO:
Brooks Tractor Inc., 12101 West Silver Spring Dr., Milwaukee, Wi. 53225	Mukwonago Sewer Utility, 1200 Holz Pkwy, P.O. Box 149, Mukwonago, Wi 53149

DEPT NAME:	SUGGESTED VENDOR	AUTHORIZED SIGNATURE
Mukwonago Sewer Utility, DPW	Brooks Tractor, Inc.	Dave Brown

BUDGETED ITEM?	Yes	BUDGETED SOURCE:	Sewer Utility Capital Expense, DPW
-----------------------	-----	-------------------------	------------------------------------

ITEM	QTY	DESCRIPTION	UNIT PRICE	AMOUNT	ACCT #
	1	John Deere 328E Skid Steer W/85.5" Virning Bucket	\$36,300	\$36,300	Sewer Capital
	1	Erskine High Flow Stump Grinder	\$5900	\$5,900	DPW
			TOTAL	\$42,200	

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

Quote Id: 12664489

Prepared For:
MUKWONAGO DPW



Prepared By: **SCOTT BERLOWSKI**

Brooks Tractor Incorporated
12101 West Silver Spring Dr.
Milwaukee, WI 53225

Tel: 414-462-9790

Mobile Phone: 414-531-3676

Fax: 414-462-7242

Email: sberlowski@brookstractor.com

Date: 19 January 2016

Offer Expires: 29 February 2016

Confidential

Quote Summary

Prepared For:

MUKWONAGO DPW
 630 County Road Nn
 Mukwonago, WI 53149
 Business: 262-363-6447

Prepared By:

SCOTT BERLOWSKI
 Brooks Tractor Incorporated
 12101 West Silver Spring Dr.
 Milwaukee, WI 53225
 Phone: 414-462-9790
 Mobile: 414-531-3676
 sberlowski@brookstractor.com

Quote Id: 12698410
Created On: 26 January 2016
Last Modified On: 26 January 2016
Expiration Date: 29 February 2016

Equipment Summary	Selling Price	Qty	Extended
JOHN DEERE 328E SKID STEER LOADER BASE	\$ 48,800.00 X	1 =	\$ 48,800.00
Equipment Total			\$ 48,800.00

Trade In Summary	Qty	Each	Extended
1998 BOBCAT 863	1	\$ 12,500.00	\$ 12,500.00
PayOff			\$ 0.00
Total Trade Allowance			\$ 12,500.00
Trade In Total			\$ 12,500.00

Quote Summary	
Equipment Total	\$ 48,800.00
Trade In	\$ (12,500.00)
SubTotal	\$ 36,300.00
Total	\$ 36,300.00
Balance Due	\$ 36,300.00

Salesperson : X _____

Accepted By : X _____

Selling Equipment

Quote Id: 12698410

Customer: MUKWONAGO DPW

JOHN DEERE 328E SKID STEER LOADER BASE

Equipment Notes: Warranty:

12 Months Full Machine
24 Months / 2000 Hour Power Train & Hydraulic

Optional Equipment:

Erskine High Flow Stump Grinder = \$5900.00

Hours:

Stock Number:

Code	Description	Qty
8390T	328E SKID STEER	1
Standard Options - Per Unit		
0825	Deluxe Cab Package With ISO Pattern Joystick Controls & Hi-Flow	1
0950	E-H (ISO Pattern) Joystick Controls	1
1050	Two-Speed	1
1301	Engine - Turbocharged	1
1501	English Operator's Manual & Decals	1
2320	14x17.5 14 PR Titan HD2000-II	1
3002	High Flow Hydraulics	1
3100	Ride Control	1
4003	3-Inch Seat Belt with Shoulder Harness	1
5001	Power Quik-Tatch	1
5204	Cab Enclosure with Air-Conditioning, Heat and Defrost	1
6003	Vinyl, Air-Ride Seat	1
6501	Reversing Fan Drive	1
6800	Horn	1
7100	EH Joystick Performance Package	1
8040	Backup Alarm	1
8050	Cold Start Package	1
8060	Engine Air Precleaner	1
8225	Chrome Exhaust	1
8340	Radio, AM/FM/WB with Aux Input	1
8350	Rear View Mirror (Interior cab mount)	1
8370	HD Rear Grille	1
8380	Foot Rest with Floormat	1
8395	Keyless Start (Sealed Switch Module)	1
Dealer Attachments		
001	Virnig 84" Bucket	1
002	Wheel Spacers - 4" Per Side	1

Selling Equipment

Quote Id: 12698410 Customer: MUKWONAGO DPW

003	Rotating Beacon	1
Other Charges		
	Freight	1
	CWP Travel	1
	Predelivery Inspection	1
	Delivery charges.	1



Mukwonago Food Pantry

325 Eagle Lake Avenue • Mukwonago, WI 53149 • 262-363-3452 • www.MukwonagoFoodPantry.org

December 21, 2015

Village of Mukwonago Planning Commission/ Village of Mukwonago Board
Attention: Clerk –Treasurer, Mr. Steven A. Braatz
PO Box 206 / 440 River Crest Court
Mukwonago, WI 53149

Mukwonago Food Pantry
325 Eagle Lake Avenue
Mukwonago, WI 53149

RE: Request Waiver of Fees

Members of the Mukwonago Village Board,

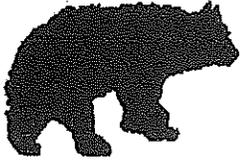
I am requesting a waiver of fees for our upcoming proposal change in our conditional use permit, at MFP Resource Center, 225 Eagle Lake Avenue, within the Village of Mukwonago.

Every penny the Mukwonago Food Pantry saves is put right back in to free services and programs for our residents in need. Your decision to waive fees for this proposal immediately helps those community residents and any future residents by allowing us to facilitate further development of resources, services and programs.

Thank you very much for your consideration on this matter.

Sincerely,

Cynthia Eggleston
Executive Director
Mukwonago Food Pantry / MFP Resource Center



Background

A discussion for offices being constructed in the Village Hall has been ongoing since Bruce Kaniewski was proposed to be both the Planner and Zoning Administrator. As the discussion has proceeded, additional discussion included the Deputy Clerk/Treasurer work area, the Finance Directors office, and the accounting staff space. The proposed plan would be to create offices on the south side of the building (currently Judy's and Bruce's space) into two offices. Judy would return to her present location by Steve's office and the area Bruce occupies now would be utilized by the accounting staff (so they could better back up the front counter staff). The space now occupied by the accounting staff would become Diana's office with the creation of walled off space about 213 sq. ft instead of the 144 sq. ft she is currently using. Bruce would then take over Diana's current office space for planning and zoning.

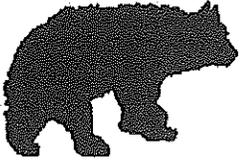
As the discussions have continued, the painting of the Village Board Room and the Vestibule was brought up; the building has not received any painting since we moved into this location.

It appears that furniture for the offices for the most part would just be moved around for the account staff, Judy would be keeping her furniture, and Bruce would be moved into Diana's room with the existing furniture. The only new furniture would be for the Finance Director's new office space.

The intent is to use Public Works employees for the general construction, painting, and moving furniture. There needs to be some sprinkler heads added to the system to comply with the fire protection requirements, and an electrical contractor would be required.

Public Works Director, Ron Bittner is also entertaining a new office space in the Public Works Garage. The space there now is being used by all employees and other departments when requesting services from DPW. A private office space would allow for privacy and a cleaner environment.

A new expenditure account will be set up under "Village Hall" in the General Fund Budget to track Village Hall improvements.



Village of Mukwonago

Office of the Village Building Dept.

P.O. Box 206, 440 River Crest Court, Mukwonago, Wisconsin 53149
(262) 363-6419 Fax: (262)363-6425

www.villageofmukwonago.com

Fiscal Impact

Office at Village Hall

Building Material	\$3,500
Sprinkler Addition of Head, And moving heads	\$1,700
Electrical & Communication	\$1,500
Furniture	\$2,800
Painting in Village Hall Board Room/ Vestibule and Scaffolding	\$1,500

Public Works

Office Building material	\$2,500
Electrical	\$ 500

Action Requested

Motion to authorize the use of General Fund balance to complete the above, not to exceed \$14,000.

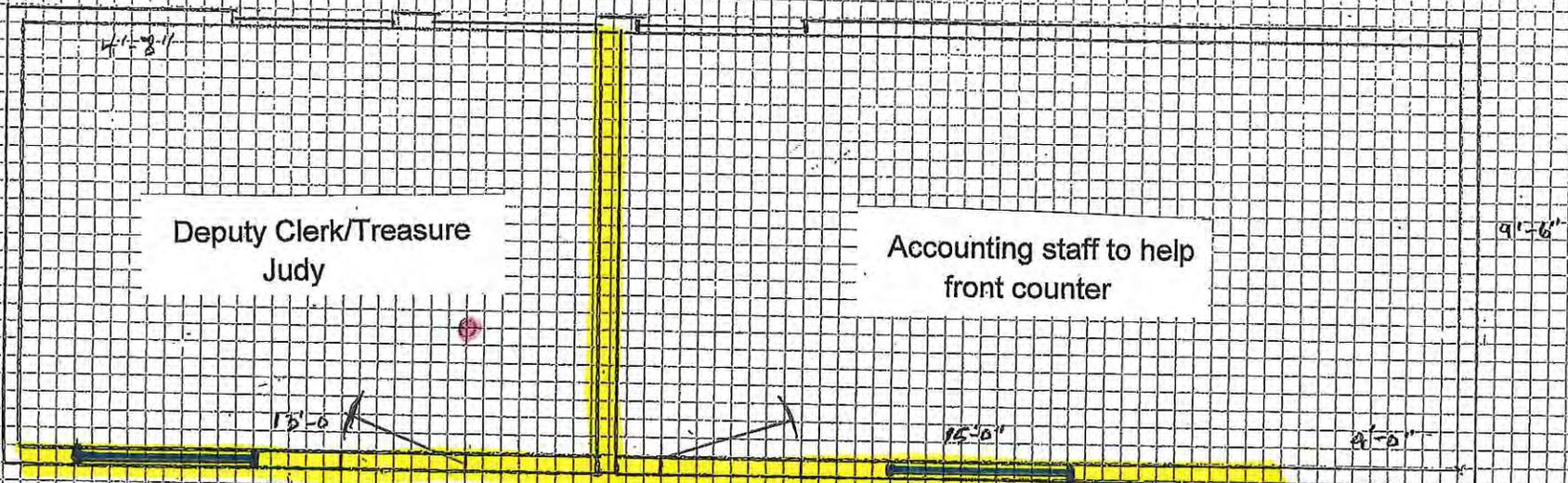
River Crest Court



New Sprinkler Heads



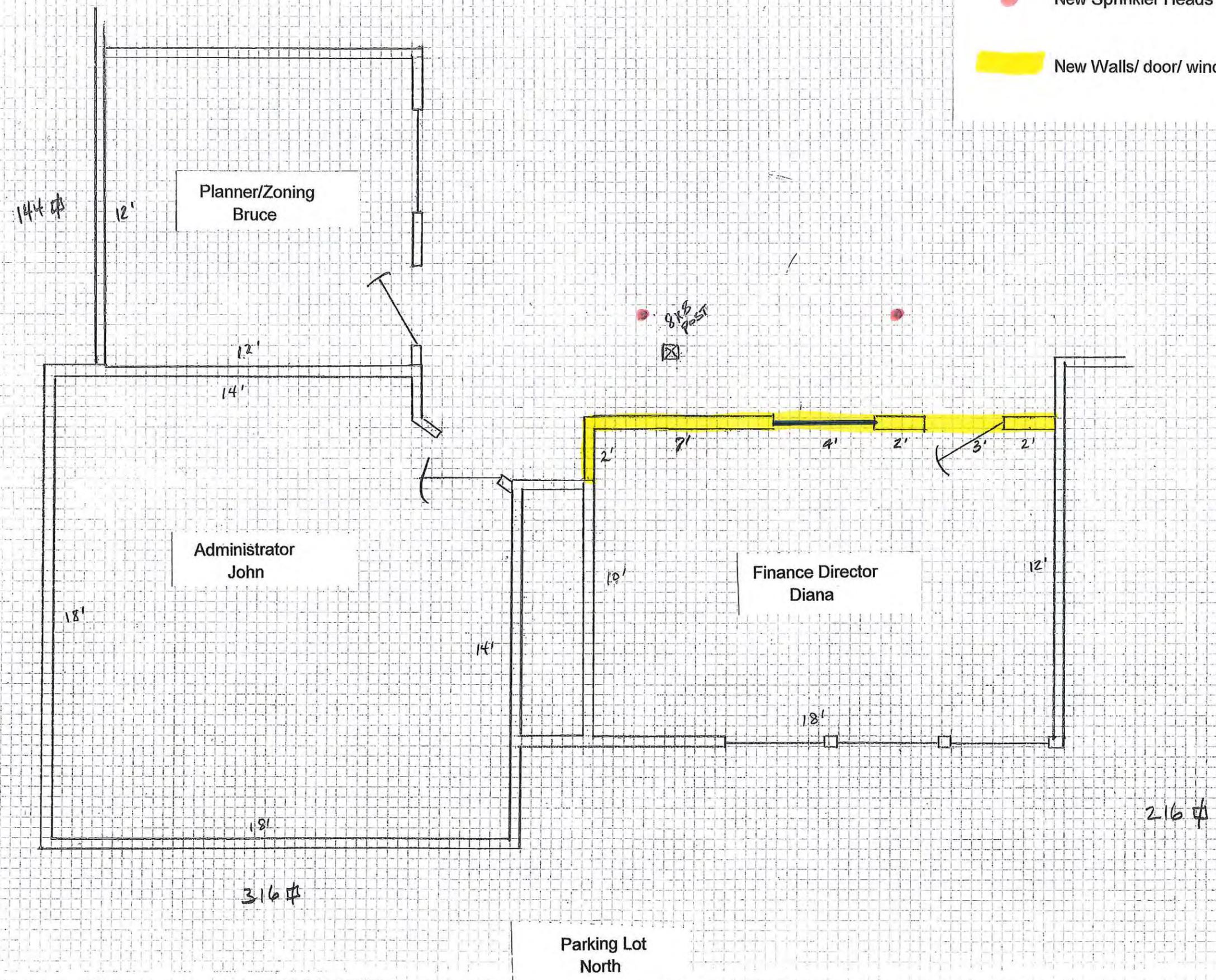
New Walls/ door/ window



Deputy Clerk/Treasure
Judy

Accounting staff to help
front counter

- New Sprinkler Heads
- New Walls/ door/ window



PRELIMINARY RESULTS

VILLAGE OF MUKWONAGO Revenue Guideline - Village Board December 2015

Cat	Cat Descr	2015 Adopted	2014 Revised Budget	2015 YTD Amt	YTD Balance	%YTD Budget	Fund
Fund 100 GENERAL FUND							
4100	TAXES	\$2,696,240.00	\$2,696,240.00	\$2,699,680.93	-\$3,440.93	100.13%	100
4300	INTERGOV T REVENUES	\$838,676.00	\$838,676.00	\$853,286.77	-\$14,610.77	101.74%	100
4410	LICENSES	\$27,921.00	\$27,921.00	\$29,280.90	-\$1,359.90	104.87%	100
4430	PERMITS & FEES	\$201,600.00	\$201,600.00	\$400,895.67	-\$199,295.67	198.86%	100
4500	LAW & ORDINANCE VIOLATIONS	\$152,160.00	\$152,160.00	\$158,270.80	-\$6,110.80	104.02%	100
4600	PUBLIC CHARGES FOR SERVICES	\$15,537.00	\$15,537.00	\$23,051.99	-\$7,514.99	148.37%	100
4620	PUBLIC SAFETY	\$10,095.00	\$10,095.00	\$8,783.29	\$1,311.71	87.01%	100
4670	LEISURE ACTIVITIES	\$106,000.00	\$106,000.00	\$70,296.93	\$35,703.07	66.32%	100
4700	INTERGOV T CHARGES FOR SERVICE	\$132,438.00	\$132,438.00	\$85,731.13	\$46,706.87	64.73%	100
4800	MISC REVENUE	\$1,250.00	\$1,250.00	\$5,849.62	-\$4,599.62	467.97%	100
4810	INTEREST REVENUE	\$4,150.00	\$4,150.00	\$5,693.53	-\$1,543.53	137.19%	100
4820	COMMERCIAL REVENUE	\$17,240.00	\$17,240.00	\$20,180.00	-\$2,940.00	117.05%	100
4900	OTHER FINANCING SOURCES	\$2,000.00	\$153,292.00	\$0.00	\$153,292.00	0.00%	100
Fund 100 GENERAL FUND		\$4,205,307.00	\$4,356,599.00	\$4,361,001.56	-\$4,402.56	100.10%	

PRELIMINARY RESULTS

VILLAGE OF MUKWONAGO Revenue Guideline - Village Board December 2015

Cat	Cat Descr	2015 Adopted	2014 Revised Budget	2015 YTD Amt	YTD Balance	%YTD Budget	Fund
Fund 150 FIRE/AMBULANCE FUND							
4100	TAXES	\$210,000.00	\$210,000.00	\$210,000.00	\$0.00	100.00%	150
4300	INTERGOV T REVENUES	\$5,900.00	\$5,900.00	\$5,902.08	-\$2.08	100.04%	150
4600	PUBLIC CHARGES FOR SERVICES	\$13,050.00	\$13,050.00	\$13,037.06	\$12.94	99.90%	150
4620	PUBLIC SAFETY	\$645,500.00	\$787,500.00	\$895,287.77	-\$107,787.77	113.69%	150
4700	INTERGOV T CHARGES FOR SERVICE	\$210,000.00	\$210,000.00	\$192,500.00	\$17,500.00	91.67%	150
4800	MISC REVENUE	\$0.00	\$0.00	\$9,025.00	-\$9,025.00	0.00%	150
4810	INTEREST REVENUE	\$200.00	\$200.00	\$318.41	-\$118.41	159.21%	150
4820	COMMERCIAL REVENUE	\$1,000.00	\$1,000.00	\$16,766.05	-\$15,766.05	1676.61%	150
4900	OTHER FINANCING SOURCES	\$0.00	\$3,922.00	\$0.00	\$3,922.00	0.00%	150
Fund 150 FIRE/AMBULANCE FUND		\$1,085,650.00	\$1,231,572.00	\$1,342,836.37	-\$111,264.37	109.03%	

PRELIMINARY RESULTS

VILLAGE OF MUKWONAGO Revenue Guideline - Village Board December 2015

01/26/16 3:28 PM

Page 3

Cat	Cat Descr	2015 Adopted	2014 Revised Budget	2015 YTD Amt	YTD Balance	%YTD Budget	Fund
Fund 610 WATER UTILITY FUND							
4010	METERED SALES	\$1,625,040.00	\$1,625,040.00	\$1,671,828.31	-\$46,788.31	102.88%	610
4020	OTHER OPERATING REVENUE	\$178,700.00	\$178,700.00	\$138,284.69	\$40,415.31	77.38%	610
4200	SPECIAL ASSESSMENTS	\$2,000.00	\$2,000.00	\$6,234.21	-\$4,234.21	311.71%	610
4420	IMPACT FEES COLLECTED	\$62,186.00	\$214,986.00	\$214,990.84	-\$4.84	100.00%	610
4800	MISC REVENUE	\$0.00	\$0.00	\$7,249.98	-\$7,249.98	0.00%	610
4810	INTEREST REVENUE	\$3,290.00	\$3,290.00	\$2,481.79	\$808.21	75.43%	610
4900	OTHER FINANCING SOURCES	\$0.00	\$94,463.00	\$0.00	\$94,463.00	0.00%	610
Fund 610 WATER UTILITY FUND		\$1,871,216.00	\$2,118,479.00	\$2,041,069.82	\$77,409.18	96.35%	

PRELIMINARY RESULTS

VILLAGE OF MUKWONAGO Revenue Guideline - Village Board December 2015

01/26/16 3:28 PM

Page 4

Cat	Cat Descr	2015 Adopted	2014 Revised Budget	2015 YTD Amt	YTD Balance	%YTD Budget	Fund
Fund 620 SEWER UTILITY FUND							
4010	METERED SALES	\$1,428,000.00	\$1,428,000.00	\$1,429,795.59	-\$1,795.59	100.13%	620
4020	OTHER OPERATING REVENUE	\$150,400.00	\$279,250.00	\$297,116.10	-\$17,866.10	106.40%	620
4200	SPECIAL ASSESSMENTS	\$3,000.00	\$3,000.00	\$5,414.55	-\$2,414.55	180.49%	620
4420	IMPACT FEES COLLECTED	\$30,225.00	\$126,825.00	\$126,845.36	-\$20.36	100.02%	620
4700	INTERGOV T CHARGES FOR SERVICE	\$0.00	\$0.00	\$1,218.96	-\$1,218.96	0.00%	620
4800	MISC REVENUE	\$0.00	\$0.00	\$5,550.87	-\$5,550.87	0.00%	620
4810	INTEREST REVENUE	\$2,335.00	\$2,335.00	\$5,649.66	-\$3,314.66	241.96%	620
4900	OTHER FINANCING SOURCES	\$44,985.00	\$189,448.00	\$10,000.00	\$179,448.00	5.28%	620
Fund 620 SEWER UTILITY FUND		\$1,658,945.00	\$2,028,858.00	\$1,881,591.09	\$147,266.91	92.74%	

PRELIMINARY RESULTS

VILLAGE OF MUKWONAGO
Revenue Guideline - Village Board
December 2015

Cat	Cat Descr	2015 Adopted	2014 Revised Budget	2015 YTD Amt	YTD Balance	%YTD Budget	Fund
------------	-----------	-----------------	---------------------------	-----------------	----------------	----------------	-------------

VILLAGE OF MUKWONAGO
Expenditure Guideline Village Board
December 2015

Cat	Cat Descr	2015 Adopted	2015 YTD Budget	2015 YTD Amt	YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
Cat Alt Code 31-General Government						
5111	VILLAGE BOARD	\$52,137.00	\$52,137.00	\$62,271.90	-\$10,134.90	119.44%
5112	HISTORIC PRESERVATION	\$400.00	\$400.00	\$65.00	\$335.00	16.25%
5120	MUNICIPAL COURT	\$34,002.00	\$34,002.00	\$35,528.94	-\$1,526.94	104.49%
5130	VILLAGE ATTORNEY	\$73,000.00	\$73,000.00	\$76,200.21	-\$3,200.21	104.38%
5141	VILLAGE ADMINISTRATION/FINANCE	\$163,772.00	\$172,404.00	\$171,347.52	\$1,056.48	99.39%
5142	CLERK-TREASURER	\$130,717.00	\$131,699.00	\$136,062.51	-\$4,363.51	103.31%
5144	ELECTIONS	\$19,608.00	\$19,608.00	\$6,696.33	\$12,911.67	34.15%
5151	INDEPENDENT AUDITING	\$11,970.00	\$11,970.00	\$11,482.13	\$487.87	95.92%
5153	ASSESSMENT OF PROPERTY	\$18,890.00	\$18,890.00	\$14,999.02	\$3,890.98	79.40%
5154	RISK & PROPERTY INSURANCE	\$121,233.00	\$121,233.00	\$122,268.51	-\$1,035.51	100.85%
5160	VILLAGE HALL	\$29,392.00	\$29,392.00	\$36,036.91	-\$6,644.91	122.61%
5191	UNCOLLECTIBLE TAX	\$0.00	\$0.00	\$11,826.74	-\$11,826.74	0.00%
5192	JUDGEMENTS AND LOSSES	\$0.00	\$0.00	\$584.94	-\$584.94	0.00%
5247	BOARD OF APPEALS	\$650.00	\$650.00	\$9,369.68	-\$8,719.68	1441.49%
Cat Alt Code 31-General Government		\$655,771.00	\$665,385.00	\$694,740.34	-\$29,355.34	104.41%
Cat Alt Code 32-Public Safety						
5211	POLICE ADMINISTRATION	\$920,015.00	\$930,897.00	\$982,735.35	-\$51,838.35	105.57%
5212	POLICE PATROL	\$1,016,543.00	\$1,016,543.00	\$1,037,818.83	-\$21,275.83	102.09%
5213	CRIME INVESTIGATION	\$224,597.00	\$224,597.00	\$231,375.12	-\$6,778.12	103.02%
5215	POLICE TRAINING	\$6,200.00	\$6,200.00	\$4,683.99	\$1,516.01	75.55%
5220	FIRE STATION (Village)	\$5,000.00	\$5,000.00	\$12,794.23	-\$7,794.23	255.88%
5235	EMERGENCY GOVERNMENT	\$650.00	\$650.00	\$2,791.32	-\$2,141.32	429.43%
5241	BUILDING INSPECTOR	\$149,514.00	\$152,755.00	\$147,108.15	\$5,646.85	96.30%
5254	DAMS	\$14,075.00	\$14,075.00	\$5,066.91	\$9,008.09	36.00%
Cat Alt Code 32-Public Safety		\$2,336,594.00	\$2,350,717.00	\$2,424,373.90	-\$73,656.90	103.13%
Cat Alt Code 33-Public Works						
5300	DPW GENERAL ADMINISTRATION	\$218,629.00	\$221,595.00	\$252,006.12	-\$30,411.12	113.72%
5323	GARAGE	\$43,906.00	\$43,906.00	\$47,477.32	-\$3,571.32	108.13%
5324	MACHINERY & EQUIPMENT	\$94,880.00	\$94,880.00	\$75,250.76	\$19,629.24	79.31%
5335	ENGINEERING	\$40,000.00	\$40,000.00	\$44,155.39	-\$4,155.39	110.39%
5341	STREETS & ALLEYS	\$35,000.00	\$35,000.00	\$31,677.12	\$3,322.88	90.51%

VILLAGE OF MUKWONAGO
Expenditure Guideline Village Board
December 2015

Cat	Cat Descr	2015 Adopted	2015 YTD Budget	2015 YTD Amt	YTD Balance	%YTD Budget
5342	STREET LIGHTING	\$127,508.00	\$127,508.00	\$120,506.31	\$7,001.69	94.51%
5343	CURBS GUTTERS & SIDEWALKS	\$500.00	\$500.00	\$981.66	-\$481.66	196.33%
5344	STORM SEWER	\$9,500.00	\$9,500.00	\$6,748.55	\$2,751.45	71.04%
5345	STREET CLEANING	\$7,000.00	\$7,000.00	\$7,335.98	-\$335.98	104.80%
5346	BRIDGES & CULVERTS	\$2,250.00	\$2,250.00	\$51.72	\$2,198.28	2.30%
5347	SNOW & ICE CONTROL	\$126,375.00	\$126,375.00	\$76,831.97	\$49,543.03	60.80%
5348	STREET SIGNS & MARKINGS	\$9,500.00	\$9,500.00	\$11,234.28	-\$1,734.28	118.26%
5349	TREE & BRUSH CONTROL	\$2,600.00	\$2,600.00	\$13,547.61	-\$10,947.61	521.06%
5362	GARBAGE COLLECTION	\$3,700.00	\$3,700.00	\$4,123.88	-\$423.88	111.46%
Cat Alt Code 33-Public Works		\$721,348.00	\$724,314.00	\$691,928.67	\$32,385.33	95.53%
Cat Alt Code 34-Health & Human Services						
5431	ANIMAL POUND	\$2,900.00	\$2,900.00	\$2,865.00	\$35.00	98.79%
Cat Alt Code 34-Health & Human Services		\$2,900.00	\$2,900.00	\$2,865.00	\$35.00	98.79%
Cat Alt Code 35-Culture/Rec/Education						
5512	MUSEUM	\$10,250.00	\$10,250.00	\$8,050.50	\$2,199.50	78.54%
5521	PARKS	\$191,350.00	\$191,350.00	\$167,660.57	\$23,689.43	87.62%
5522	CELEBRATIONS	\$5,000.00	\$5,000.00	\$8,617.44	-\$3,617.44	172.35%
Cat Alt Code 35-Culture/Rec/Education		\$206,600.00	\$206,600.00	\$184,328.51	\$22,271.49	89.22%
Cat Alt Code 36-Conservation & Development						
5611	FORESTRY	\$13,500.00	\$13,500.00	\$412.27	\$13,087.73	3.05%
5613	WEED CONTROL	\$1,400.00	\$1,400.00	\$1,647.15	-\$247.15	117.65%
5632	PLANNING DEPARTMENT	\$106,957.00	\$110,864.00	\$118,564.04	-\$7,700.04	106.95%
5660	STORMWATER MASTER PLAN	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	0.00%
5670	ECONOMIC DEVELOPMENT	\$46,150.00	\$46,150.00	\$38,939.71	\$7,210.29	84.38%
Cat Alt Code 36-Conservation & Development		\$183,007.00	\$186,914.00	\$159,563.17	\$27,350.83	85.37%
Cat Alt Code 37-Capital Outlay						
5880	USE OF GRANTS/DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Cat Alt Code 37-Capital Outlay		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Cat Alt Code 60-Transfers Out						
5900	OTHER FINANCING USES	\$99,087.00	\$219,769.00	\$219,769.00	\$0.00	100.00%
Cat Alt Code 60-Transfers Out		\$99,087.00	\$219,769.00	\$219,769.00	\$0.00	100.00%
Fund 100 GENERAL FUND		\$4,205,307.00	\$4,356,599.00	\$4,377,568.59	-\$20,969.59	100.48%

VILLAGE OF MUKWONAGO
Expenditure Guideline Village Board
December 2015

Cat	Cat Descr	2015 Adopted	2015 YTD Budget	2015 YTD Amt	YTD Balance	%YTD Budget
Fund 150 FIRE/AMBULANCE FUND						
Cat Alt Code 31-General Government						
5140	ADMINISTRATIVE & GENERAL	\$23,651.00	\$24,291.00	\$24,472.83	-\$181.83	100.75%
Cat Alt Code 31-General Government		\$23,651.00	\$24,291.00	\$24,472.83	-\$181.83	100.75%
Cat Alt Code 32-Public Safety						
5221	FIRE ADMINISTRATION	\$498,859.00	\$502,141.00	\$511,906.05	-\$9,765.05	101.94%
5222	FIRE SUPPRESSION	\$112,236.00	\$112,236.00	\$96,154.34	\$16,081.66	85.67%
5223	FIRE TRAINING	\$37,884.00	\$37,884.00	\$46,674.77	-\$8,790.77	123.20%
5231	AMBULANCE	\$391,636.00	\$391,636.00	\$413,175.37	-\$21,539.37	105.50%
5232	AMBULANCE TRAINING	\$15,484.00	\$15,484.00	\$23,685.03	-\$8,201.03	152.96%
5233	CRITICAL CARE TRANSPORTS	\$0.00	\$0.00	\$11,616.28	-\$11,616.28	0.00%
Cat Alt Code 32-Public Safety		\$1,056,099.00	\$1,059,381.00	\$1,103,211.84	-\$43,830.84	104.14%
Cat Alt Code 37-Capital Outlay						
5880	USE OF GRANTS/DONATIONS	\$0.00	\$0.00	\$9,410.53	-\$9,410.53	0.00%
Cat Alt Code 37-Capital Outlay		\$0.00	\$0.00	\$9,410.53	-\$9,410.53	0.00%
Cat Alt Code 60-Transfers Out						
5900	OTHER FINANCING USES	\$5,900.00	\$147,900.00	\$142,000.00	\$5,900.00	96.01%
Cat Alt Code 60-Transfers Out		\$5,900.00	\$147,900.00	\$142,000.00	\$5,900.00	96.01%
Fund 150 FIRE/AMBULANCE FUND		\$1,085,650.00	\$1,231,572.00	\$1,279,095.20	-\$47,523.20	103.86%

VILLAGE OF MUKWONAGO
Expenditure Guideline Village Board
December 2015

Cat	Cat Descr	2015 Adopted	2015 YTD Budget	2015 YTD Amt	YTD Balance	%YTD Budget
Fund 610 WATER UTILITY FUND						
Cat Alt Code 30-Operation/Maintenance						
6200	PUMPING OPERATIONS	\$100,300.00	\$100,300.00	\$83,498.88	\$16,801.12	83.25%
6210	PUMPING MAINTENANCE	\$11,600.00	\$11,600.00	\$13,498.13	-\$1,898.13	116.36%
6300	WATER TREATMENT OPERATIONS	\$66,245.00	\$66,245.00	\$76,942.75	-\$10,697.75	116.15%
6310	WATER TREATMENT MAINTENANCE	\$7,700.00	\$7,700.00	\$3,411.57	\$4,288.43	44.31%
6450	T&D-DISTR RSRVR/STNDP MAINT	\$1,500.00	\$1,500.00	\$4,493.07	-\$2,993.07	299.54%
6451	T&D-MAINS MAINTENANCE	\$33,600.00	\$33,600.00	\$25,851.32	\$7,748.68	76.94%
6452	T&D-SERVICES MAINTENANCE	\$18,800.00	\$18,800.00	\$16,081.76	\$2,718.24	85.54%
6453	T&D-METERS MAINTENANCE	\$10,550.00	\$10,550.00	\$11,186.75	-\$636.75	106.04%
6454	T&D-HYDRANTS MAINTENANCE	\$19,200.00	\$19,200.00	\$14,885.79	\$4,314.21	77.53%
6901	METER READING LABOR	\$300.00	\$300.00	\$2,531.92	-\$2,231.92	843.97%
6902	ACCOUNTING & COLLECTING LABOR	\$62,922.00	\$65,385.00	\$65,036.81	\$348.19	99.47%
6920	ADMINISTRATIVE & GENERAL EXP	\$809,889.00	\$809,889.00	\$811,759.48	-\$1,870.48	100.23%
Cat Alt Code 30-Operation/Maintenance		\$1,142,606.00	\$1,145,069.00	\$1,129,178.23	\$15,890.77	98.61%
Cat Alt Code 31-General Government						
5140	ADMINISTRATIVE & GENERAL	\$0.00	\$0.00	\$139.23	-\$139.23	0.00%
Cat Alt Code 31-General Government		\$0.00	\$0.00	\$139.23	-\$139.23	0.00%
Cat Alt Code 60-Transfers Out						
5900	OTHER FINANCING USES	\$345,315.00	\$590,115.00	\$10,000.00	\$580,115.00	1.69%
Cat Alt Code 60-Transfers Out		\$345,315.00	\$590,115.00	\$10,000.00	\$580,115.00	1.69%
Fund 610 WATER UTILITY FUND		\$1,487,921.00	\$1,735,184.00	\$1,139,317.46	\$595,866.54	65.66%

VILLAGE OF MUKWONAGO
Expenditure Guideline Village Board
December 2015

Cat	Cat Descr	2015 Adopted	2015 YTD Budget	2015 YTD Amt	YTD Balance	%YTD Budget
Fund 620 SEWER UTILITY FUND						
Cat Alt Code 30-Operation/Maintenance						
8010	WWTP-TREATMENT/DISPOSAL/GP	\$275,500.00	\$275,500.00	\$281,066.08	-\$5,566.08	102.02%
8020	LIFT STATIONS/PUMPING EQUIP	\$18,186.00	\$18,186.00	\$13,764.09	\$4,421.91	75.69%
8030	WASTEWATER COLLECTION SYSTEM	\$79,100.00	\$79,100.00	\$76,478.43	\$2,621.57	96.69%
8100	DPW	\$0.00	\$0.00	\$2,447.82	-\$2,447.82	0.00%
8300	ACCOUNTING/COLLECTING	\$62,922.00	\$65,385.00	\$65,428.07	-\$43.07	100.07%
8400	ADMINISTRATIVE & GENERAL	\$487,162.00	\$487,162.00	\$542,781.27	-\$55,619.27	111.42%
Cat Alt Code 30-Operation/Maintenance		\$922,870.00	\$925,333.00	\$981,965.76	-\$56,632.76	106.12%
Cat Alt Code 31-General Government						
5140	ADMINISTRATIVE & GENERAL	\$0.00	\$0.00	\$67.67	-\$67.67	0.00%
Cat Alt Code 31-General Government		\$0.00	\$0.00	\$67.67	-\$67.67	0.00%
Cat Alt Code 60-Transfers Out						
5900	OTHER FINANCING USES	\$30,225.00	\$397,675.00	\$50,000.00	\$347,675.00	12.57%
Cat Alt Code 60-Transfers Out		\$30,225.00	\$397,675.00	\$50,000.00	\$347,675.00	12.57%
Fund 620 SEWER UTILITY FUND		\$953,095.00	\$1,323,008.00	\$1,032,033.43	\$290,974.57	78.01%

PRELIMINARY RESULTS

VILLAGE OF MUKWONAGO
Expenditure Guideline Village Board
December 2015

01/26/16 3:26 PM

Page 6

Cat	Cat Descr	2015 Adopted	2015 YTD Budget	2015 YTD Amt	YTD Balance	%YTD Budget
-----	-----------	-----------------	--------------------	-----------------	----------------	----------------

Steven Braatz

From: MEMC President <president@memc53149.com>
Sent: Wednesday, January 13, 2016 4:28 PM
To: Steven Braatz
Subject: Re: Mukwonago Estates Subdivision common property

ok, thanks for the response.
I will plan on attending feb 2nd.
Again, I am just looking for info. I dont want to actually do this.

John

On Wed, Jan 13, 2016 at 4:01 PM, Steven Braatz <sbraatzjr@villageofmukwonago.com> wrote:

Hi John-

I could present the issue to the Public Works Committee at their next meeting on Feb 2, 5:30 pm, Village Board Room, 440 River Crest Court. I encourage you to attend. In the meantime, Ron and I can gather potential short term and long term costs on the Village's side. I have advised the past MEMC president that you may want to contact an attorney on your behalf. Unfortunately, there will be legal matters to consider, so attorneys are going to need to be involved.

Steven A. Braatz, Jr.

Village Clerk-Treasurer

Village of Mukwonago

[262-363-6421](tel:262-363-6421)

www.villageofmukwonago.com

From: MEMC President [mailto:president@memc53149.com]
Sent: Wednesday, January 13, 2016 3:55 PM
To: sbraatzjr@villageofmukwonago.com
Subject: Mukwonago Estates Subdivision common property

Hello,

I am currently the president of our maintenance corporation here in our subdivision. We collect an annual assessment from the residents to fund the maintenance of the common property here.

The comment comes up periodically from residents that we should give the property to the village to maintain. While I don't want to do this, I would like to know the position of the village on this topic so I have some reasons to argue against it.

I talked to Ron Bittner and he gave me some info but referred me to you for further info. I guess I'm looking for costs involved from the village or if this is even an option.

You can reach me thru this email or call [262-232-5715](tel:262-232-5715)

Thank You

--



John Schulz

President, MEMC

www.memc53149.com

--



John Schulz

President, MEMC

Mukwonago Area Farmers Market- Report For 2015

We greatly appreciate the Village Board's continued partnership with the Mukwonago Area Farmers' Market.

The Chamber Board believes the Farmers' Market is a positive asset to the Mukwonago community and looks forward to a successful market season.

We feel Field Park has given us the opportunity to expand the market due to space and better visibility. The vendors appreciate being able to secure their tents, which was a safety concern in past years.

Our 2015 season was up from 2014. We had 47 vendors, up 19 from 2014. Please keep in mind; they are never all there at the same time, as it depends what they sell and when those items are in season.

Our improved signage, one large banner over the park and 8 small yard signs, helped with attendance.

Having a Market Manager on-site has worked out extremely well for vendors and patrons alike. Following this meeting, we will be in search of a new Market Manager. This is a paid position.

We have filed the appropriate paperwork to continue to be a WIC/FMNP (Farmers' Market Nutrition Program) market. This allows us to partner with the Mukwonago Food Pantry to bring 100, \$25. Vouchers into 100 senior homes in Mukwonago, giving them the opportunity to purchase healthy food options.

We will continue to partner with local artisans and entertainers to showcase their local talent.

Areas to continue to improve upon in 2016:

- Marketing
 1. Continue to attract more vendors
 2. Continue to increase attendance
 - A) Special Events
 - B) Website
 - C) Social Media
 - D) Partnerships: Pizza Boxes, Banks, Schools, Village/Town Mailings, etc...

We are hoping the DPW can assist with some pot holes on the south side of the main entrance.

We would like to continue to have the market on Wednesdays, from 2- 6pm, May 18-October 5, 2016 (21weeks).

Respectfully Submitted,

April D. Reszka- Executive Director

David Alan Alan's Smokehouse & Saloon
325 Bay View Road, Mukwonago

We are not just another restaurant or sports bar. We are filling the need in this area for a smokehouse. We are specializing in smoked meats and smoke infused cocktails. We are making as much in house food as possible including making our own corn beer and bacon. Smokehouses are becoming more and more popular and we want to keep the people of Mukwonago in Mukwonago by offering another great food option in their home town. Our atmosphere is rustic modern with lots of woods and metals. We will have TVs (and be a great place to watch a Packer game) but we want to be more intimate and a relaxed setting, with some upscale finishes. Our goal is to make our smokehouse a destination and also attract people from Waukesha, Waterford, East Troy, and more. We hope to bring our neighbors from surrounding communities to Mukwonago and help all the stores in our strip mall succeed. Our space has been vacant for over a year and with us filling it the entire strip mall is full. And that benefits everyone.

The restaurant is run by husband and wife team David and Tina O'Bryan. David is from Mukwonago and attended elementary school, middle school, and high school here. So it only made sense for him to buy his first house in Mukwonago and stay here after college. Tina grew up in Franklin and moved to Mukwonago 7 years ago after getting a bartending job out here and discovering what a great community it is. From 2009 – 2011 she bartended/managed at Half-Time when it was at the 325 Bay View Road location. And from 2011 – 2015 she managed and bartended at Boneyard. She has been in the industry since age 14 and has a true passion for hospitality. She will be a great owner as she has done every job in the restaurant possible.

We are bringing about 40 new jobs to Mukwonago. Tina has a good relationship with the Mukwonago High School work program and plans to employ several students a semester from the program. She has worked with the program in the past and found it very rewarding to watch the young adults transform. We plan to get involved with the Mukwonago food pantry and other programs in the community to help improve this already great community we call home.


David O'Bryan 1/14/16


Tina O'Bryan 1/14/16

ARTICLE II. - VILLAGE BOARD

Sec. 2-26. - Meetings.

- (a) *Regular.* Regular meetings of the village board shall be held on the ~~first and third Tuesdays~~ of each calendar month at 6:30 p.m. Any regular meeting falling on a legal holiday recognized as such in the state shall be held on ~~the succeeding Thursday~~ at the same hour and place or at the next regularly scheduled meeting.
- (b) *Special.* Special meetings of the village board may be called by any two trustees who shall file a written request with the village clerk at least 24 hours prior to the time specified for such meeting. The village clerk shall ~~seasonally~~ notify each trustee of the time and purpose of such meeting. The notice shall be delivered to each trustee ~~personally or left at his usual place of abode by phone, U.S. Mail, electronic mail, or in person.~~ The village clerk shall cause an affidavit of service of such notice to be filed in his ~~or her~~ office prior to the time fixed for such special meeting. ~~Special meetings may be held without notice when all members of the village board are present, or consent in writing to the holding of such meeting. Unless all trustees are in attendance, no business shall be transacted at a special meeting except for the purpose stated in the notice thereof.~~
- (c) *Place.* All meetings of the village board, including special and adjourned meetings, shall be held in the village hall ~~unless noticed otherwise.~~
- (d) *Quorum.* A majority of the members-elect, including the village president, shall constitute a quorum, but a lesser number may adjourn from time to time or compel the attendance of absent members.

Commented [SB1]: Would you be willing to consider a change in day to the third Wednesday of each month? This would allow the Village Attorney to attend meetings.

Commented [SB2]: When would be a good day for an alternate. With the change to the 3rd week, there will most likely not be any conflicting legal holidays, but I suppose you would want this just in case. This really only happened with the first week of the month.

Sec. 2-27. - Order of business.

- (a) *Order of business.* The business of the village board shall be conducted in the following order:
- (1) Call to order by presiding officer;
 - (2) Roll call (if a quorum is not present, the meeting may be held with no action taken, or adjourned subject to call);
 - (3) Pledge of allegiance;
 - ~~(4) Approval of minutes of previous meetings;~~
 - ~~(5)~~(4) Public input (all parties wishing to address the village board, for whatever reason, will be afforded such opportunity);
 - ~~(6)~~(5) Consent agenda;
 - ~~(7)~~(6) Unfinished business;
 - ~~(8)~~(7) Committee/commission reports;
 - ~~(9)~~(8) Correspondence;
 - ~~(10)~~(9) New business; and
 - ~~(11)~~(10) Miscellaneous business.
- (b) *Consent agenda.* The village clerk, subject to approval of the village president, shall place on the consent agenda items which in his ~~or~~ her judgment are

routine, including approval of minutes of previous meetings. Items that are recommended for approval by a unanimous vote of the committee of the whole may also be placed on the consent agenda. No separate discussion or debate on matters on the consent agenda shall be permitted. A single motion, seconded and adopted by majority vote of the board shall be sufficient to approve, adopt, enact or otherwise favorably resolve any matter listed on the consent agenda without separate discussion thereof. When the consent agenda is reached, any trustee may request removal of any item from the consent agenda, and such item shall be removed ~~without further debate or vote by majority vote of the board.~~ Any item or part thereof removed from the consent agenda by action of the board shall be considered separately at the appropriate time in the board's regular order of business, ~~under unfinished business.~~

Sec. 2-28. - Presiding officer.

- (a) *Control of meeting.* The village president shall preserve order and conduct the proceedings of the meeting. A member may appeal from the decision of the presiding officer. Such appeal is not debatable and must be sustained by a majority of the members present, exclusive of the presiding officer.
- (b) *Absence of village president.* If the village president is absent from any meeting, the village clerk shall call the meeting to order and preside until the village board selects a trustee to preside for that meeting.
- (c) *Participation in debate.* The presiding officer may speak upon any question or make any motion if he vacates the chair and designates a trustee to preside temporarily.

Sec. 2-29. - Ordinances and resolutions.

Ordinances, resolutions, bylaws, communications and other matters submitted to the village board shall be read by title and author and referred to the appropriate committee by the village president. No ordinance, resolution or bylaws shall be considered unless presented in writing by a trustee or village attorney. Unless requested by a trustee before final vote is taken, no ordinance, resolution or bylaw need be read in full.

Sec. 2-30. – Voting Procedure.

- (a) Mode of voting. A roll call vote is not required as to any action taken by the Village Board, except as required by Wisconsin Statutes or except when requested by any Board member entitled to vote on any motion or question presented to the Board for deliberation or decision. The Village President may request a roll call vote at his or her discretion.
- (b) Abstention. Any member may formally decline to vote either for or against a proposal or motion. An abstention is not a vote and is not counted as a vote.
- (c) Recusal.

Commented [SB3]: Do you want to keep this section intact, or modify to allow the President to speak but not make motions, or remove completely to allow the President to speak on a question and make motions? My recommendation would be to allow the presiding officer to speak on a question, but still not be allowed to make motions unless he or she vacates the seat.

- (1) A Board member shall not participate in discussion or debate and shall not vote on any proposed ordinance, order, resolution, or proposition in which he or she has a direct pecuniary or personal interest not common to the other members of the Board.
- (2) A Board member who is required by law to recuse from participation and voting on any particular matter shall not be counted for determining
 - a. The number of members present, if passage of that measure requires a favorable vote by a majority or other fractional vote (i.e. 2/3 or 3/4) of the members present; or
 - b. The presence of a quorum for purposes of that particular vote.

Sec. 2-3031. - General rules: Standing rules.

~~The deliberations of the village board shall be conducted in accordance with the parliamentary rules contained in Robert's Rules of Order, Newly Revised, which is hereby incorporated in this section by reference. Persons in general attendance at a meeting may be afforded the opportunity to speak at the discretion of the presiding officer as long as comments are germane to the topic under discussion. No ordinance, resolution or other motion shall be discussed or acted upon unless it has been seconded.~~

In the absence of a standing rule, the deliberations of the Village Board shall be conducted in accordance with the parliamentary rules as contained in Robert's Rules of Order, Newly Revised 10th Edition (2000), unless contrary to state law. Included in these standing rules, but not limited to this itemization, are the following rules:

Formatted: Font: Arial

- (a) No person other than a member or Village staff shall address the Board, except by majority vote of the members present.
- (b) No ordinance, resolution or other motion shall be discussed or acted upon unless it has been seconded.
- (c) No motion shall be withdrawn without the consent of the person making the same and the person seconding it.
- (d) No Trustee shall address the Board until he or she has been recognized by the presiding officer. The Trustee shall confine his or her remarks to the question under discussion and avoid all personal remarks.
- (e) When two or more members simultaneously seek recognition, the presiding officer shall name the member who is to speak first.
- (f) When a question is under debate, no action shall be in order except to adjourn debate, to lay on the table, to move the previous question, to postpone to a certain day, to refer to a committee, to amend, and to postpone indefinitely. These motions shall have precedence in the order listed.

(g) Any member desiring to terminate the debate may move the previous question, or call the question, in which event the President shall announce the question as, "Shall the main question now be put?" If a majority of the members present vote in the affirmative, the main question shall be taken without further debate, its effect being to put an end to all debate and bring the Board to a direct vote, first upon any pending amendments and then upon the main question.

(h) A motion to adjourn debate or to lay on the table and a call for the previous question shall be decided without debate.

(i) No member of the Board, whether he or she is a Trustee or the President, shall vote on any question involving his or her own character or conduct, the right as a member, or his or her pecuniary interest.

Sec. 2-~~34~~32. - Suspension of rules.

These rules or any part thereof may be temporarily suspended in connection with any matter under consideration by a recorded vote of two-thirds of the members present.

~~Sec. 2-32. - Reserved.~~

Sec. 2-33. - Reconsideration of motions or questions.

- (a) When a motion or question has been decided, it shall always be in order for any member of the board who voted on the prevailing side to move for reconsideration at the same or next succeeding meeting of the board. If a motion to reconsider is made at the same or succeeding meeting, then a simple majority of the board members may decide whether a motion or question is to be reconsidered.
- (b) A motion to reconsider any motion or question shall not be heard if it is not made at the same or succeeding meeting at which the original motion or question was proposed.
- (c) If a motion or question is raised which had previously been decided by the board during the same term, but not at the same or at the succeeding meeting, then the board in order to consider the motion or question must first vote to suspend the rules (as set forth in section 2-~~34~~32) to allow the question or motion to be brought before it.
- (d) If the board votes to suspend the rules to consider a question or motion once, the board shall not vote to suspend the rules to consider the question or motion again until the beginning of a new term.

Sec. 2-34. - Committee of the Whole.

(a) STANDING COMMITTEE, APPOINTMENTS AND JURISDICTION. A Committee of the Whole is hereby established as a standing committee. All members of the Village Board shall be members of this committee with the Village President serving as chair. At the first regular Board meeting following the spring election, the Village President shall designate Trustees as Committee of the Whole sub-committee chairpersons. Sub-committee chairs will serve as chairs for their particular sections of the agenda. This committee shall meet on the first Tuesday of the month at 5:30 p.m. The committee shall have the discretion hold a meeting the succeeding day or a different day to discuss or consider any items on the agenda that were not discussed at the original meeting. Any regular meeting falling on a legal holiday recognized as such in the state shall be held on the succeeding Thursday at the same hour and place or at the next regularly scheduled meeting. The sub-committees within the Committee of the Whole are as follows:

Commented [SB4]: If the Board considers changing the Board meeting day, this, too, should be changed.

Commented [SB5]: When would be a good day for an alternate?

- (1) Finance. This sub-committee shall be responsible for reviewing policies and implementation of auditor's recommendations, options for borrowing capital funds, outlay expenditures and depositories for village funds, claims against the village, accounting procedures, ordinances and resolutions having a fiscal impact on the village, the annual budget from the Village President and Village Administrator and proposing a legislative budget to the Village Board, budget amendments, accounts payable, approving purchase requisitions, and making recommendations for revenue generation, including investment of village funds and intergovernmental revenues. Advisory members to this sub-committee shall be the Village Administrator, Village Finance Director and Village Clerk-Treasurer.
- (2) Health and Recreation. This sub-committee shall be responsible for reviewing acquisition of any park or recreation lands, facilities and equipment by gift, devise, bequest or condemnation, Class I special events permits, policies related to usage of Village parks, refuse collection contracts, and policies and contracts related to recreation. Advisory members to this sub-committee shall be Public Works Director.
- (3) Judicial. This sub-committee shall be responsible for reviewing applications relating to retail fermented malt beverages and intoxicating liquors and other licenses as directed by law, alcohol operator licenses that need further review based upon request by Chief of Police, ordinances regarding environment, public safety and law enforcement, and conduct appeal hearings on all alcohol licenses pertaining to revocation, suspension, non-renewal or denial of licenses as well as abandoned and junked motor vehicles. Advisory members shall be the Police Chief and Village Clerk-Treasurer.
- (4) Personnel. This sub-committee shall be responsible for reviewing all personnel matters, including establishment of wage and salary schedules for management and unclassified employees, all labor contracts, and labor relations policies of the Village. Advisory members to this sub-committee shall be the Village Finance Director.

- (5) Protective Services. This sub-committee shall be responsible for providing general oversight to the operation of the Police and Fire Departments except for disciplinary matters. Advisory members to this sub-committee shall be the Fire Chief and the Village Police Chief.
- (6) Public Works. This sub-committee shall be responsible for reviewing all matters pertaining to the construction and maintenance of streets, alleys, sidewalks, gutters, storm sewers, and other public works projects, policies on all transportation related topics including sidewalks, trails, signage, taxis, bicycles and all forms of public and/or mass transit service, amendments or other revisions of the official map of the Village, and policies on general operation of all municipal utilities. Advisory members to this sub-committee shall be the Village Public Works Director, Village Utilities Director, and Village Engineer.
- (b) ATTENDANCE. The full Village Board is required to attend all Committee of the Whole meetings. The Village Administrator, Clerk/Treasurer, Finance Director, Police Chief, Fire Chief, Public Works Director, Utilities Director, Engineer, Attorney and Zoning Administrator shall also be required to attend Committee of the Whole meetings whenever matters pertaining to his or her department are on the agenda.
- (c) NONOFFICIAL ACTION. The Committee of the Whole shall meet for the purpose of discussing all matter pertinent to the Village. Unless it is noticed and posted as a Special Village Board meeting, a meeting of the Committee of the Whole shall not have the power or be construed to be official action of the Village Board. All actions of the Committee of the Whole be they deliberations, recommendations or formal actions, shall be thereafter voted upon at the regular or special meeting of the Village Board.
- (d) CONSENT AGENDA. All recommendations unanimously voted upon by the Committee may be placed on the consent agenda at the next regular Board meeting.
- (e) SUB-COMMITTEES/TASK FORCE. From time to time, the Committee of the Whole may wish to appoint certain members of the Committee to a sub-committee or task force to work on certain projects. Any member of the Committee may make a motion to appoint members subject to confirmation by a majority of the Committee.
- (f) SPECIAL COMMITTEES. The Village President shall, subject to confirmation by the Village Board, appoint special committees and designate the chairperson of each.

Formatted: Font: Font color: Black

Formatted: Left, Indent: Left: 0.5", No bullets or numbering

Secs. 2-~~34~~35—2-50. - Reserved.

ARTICLE V. - BOARDS, COMMISSIONS AND COMMITTEES

~~DIVISION 1. - GENERALLY~~

~~Sec. 2-116. Committee appointments.~~

~~(a) No later than the first regular board meeting in May, the village president shall appoint trustees to each of the following standing committees:~~

(1)	Finance committee	Three members
(2)	Public works committee	Three members
(3)	Judicial committee	Two members
(4)	Health and recreation committee	Two members
(5)	Protective services committee	Three members
(6)	Personnel committee	Three members

~~(b) The village president shall be ex-officio chairman of the committee on finance and shall designate the chairmen of other standing committees. The village president shall appoint all special committees and designate the chairman of each. The chairman of the protective services committee shall also serve as the village board appointee of the joint fire commission. All committee appointments, except designation of chairmen, shall be subject to confirmation by a majority vote of the village board.~~

~~Sec. 2-117. Committee meetings and minutes.~~

~~(a) Committees should meet on a monthly basis. If more meetings are required, it shall be at the discretion of the chairman to so call. In like manner, meetings may be cancelled by the chairman if no business is pending. However, all committees should meet a minimum of bimonthly so as to afford citizens access to the committee.~~

~~(b) Minutes shall be kept of all committee meetings and turned over to the village clerk as part of the public record.~~

~~(c) Any committee may require any village officer to confer with it and supply information in connection with any matter pending before it.~~

~~Sec. 2-118. Committee reports.~~

~~Each committee shall at the next regular meeting report on all matters referred to it. Such report shall recommend a definite action on each item.~~

~~Secs. 2-119—2-130. Reserved.~~

INTRODUCTION

This handbook has been prepared to orient you to the functions and activities of the various boards, committees, and commissions. The handbook is designed to increase your knowledge and understanding of public affairs and to aid you in fulfilling the responsibilities you have accepted within the framework of the Village of Mukwonago's government.

As a member of one of the Village's boards, committees, or commissions, you will focus upon community needs that require your understanding, dedication, enthusiasm, vision, and experience.

Your appointment to a Committee, Commission or Ad hoc Committee is an honor, which signifies the Village President and Village Board's confidence in your wisdom and judgment. It demonstrates the Village President and Village Board's desire to have the benefit of your input during the decision-making process.

As an advisor to the Village President and the rest of the Village Board, you must be continually aware that the decisions formed by that body, even after receiving and evaluating your recommendations, are not made easily. The Village President and Board have the ultimate political and legal responsibility for the conduct of local government and the welfare of the entire community. Yours is an important role in assisting the Village President and Board to fulfill its obligations to our citizens.

Participation on a board, committee, or commission can be a satisfying and challenging experience. It provides an opportunity to develop firsthand knowledge of the operating policies and problems of municipal government in general and of a specific departmental unit. It personifies citizen participation in policy determination. It gives you an opportunity to play a vital role in the communication process between citizen and elected representative.

A challenging and meaningful experience awaits you. Immediate satisfaction should come from sharing your thoughts and insights with your fellow committee members or Village Board as you deal with a variety of conditions, problems, and situations in our Village.

It is rewarding to see your interpretations and advice translated into action by the Village President and Board, the Village Administrator, and the Village Departments.

It must be recognized that not all of the recommendations made by the Trustees, Boards, Committees, or Commissions will be accepted. The rejection of advice in a given situation does not imply lack of confidence or disinterest in the body's decisions. Elected officials must weigh all advice against other information and considerations as they reach the decisions for which they are responsible.

SECTION I - GENERAL INFORMATION ABOUT THE VILLAGE OF MUKWONAGO

Village of Mukwonago History

“Nestled amid the glacial hills of south west Waukesha County is the semi-rural Village of Mukwonago. One of the early settlers described it as the most beautiful area that he had ever seen.

The Mukwonago River, fed by springs in the surrounding hills waters of Spirit Lake, would provide ample water for a flour and mill. The countryside, a mixture of forest and prairie, would provide an abundance of food and lumber for a growing community.



and the a saw provide an

Formerly the site of the Bear Clan of the Potawatomi Indians, Mukwonago was the first platted village of what is now Waukesha County. The first brick house in the County (built from brick locally made) is now the home of the local Historical Society. Mukwonago was the junction of roads from Platteville and Janesville to Milwaukee and Green Bay.



The first settlers, mostly New England Yankees, by use of brain and brawn, built a thriving community. Many of their descendants are still living in the community.”

-D. E. Wright, 1990

The Village of Mukwonago was first settled by the Potawatomi Indians in the 1700's. The term “Mukwonago” translates to “Place of the Bear.” In spring of 1836, Sewall Andrews and Henry H. Camp built their homes just northwest of the Indian Village. In 1836, Mukwonago's first plat was made. Soon afterward, more residents would begin developing homesteads and businesses in the area. The Andrew's house still stands today and is now home to the Mukwonago Museum.



For the duration of the 19th century, Mukwonago grew as a farming community. In 1885, construction of the Wisconsin Central Railroad, which runs through the Village, provided farmers with transportation and distribution of their crops. During this period milk processing was the main economic activity.

In the early 1900's, the character of Waukesha County began changing from an agricultural-only-region, to include resort and tourist activities. Travelers from Milwaukee, Chicago, and all over the country, came to enjoy the fresh water springs located throughout the Town of Mukwonago. The Village of Mukwonago was incorporated separate from the Town of Mukwonago in 1905.

Throughout the 1970's and 1980's, an influx of new homes began to encompass the Village. Construction of Interstate-43 (the Rock Freeway) from Milwaukee passing through Mukwonago toward Beloit, aided this influx of new residents.



In the mid 1980's, the Village of Mukwonago made the commitment to invest in industrial development. The Mukwonago Industrial Park (176 acres) was established in 1986 and sold its last available lot in 1999. *(This section should probably be updated to include TID #3 and the new Business Park)*

TO BE REVISED

Today, Mukwonago receives monthly inquiries from companies looking to locate in the area. Large commercial developments such as Pick-N-Save Grocery Store, Home Depot and Wal-Mart already anchor the north and south ends of the Village. The reality that Mukwonago could become a regional employment and/or shopping center increases with each passing year. The Village's commercial Trade Area services approximately 46,000 residents, of which, more than 7,000 residents call the Village home and another 14,000 live immediately nearby in the surrounding towns (Mukwonago's regional population is approximately 20,000). Residential growth in the Mukwonago region is expected to increase significantly in the coming years just as in other favorable Milwaukee suburbs.



DRAFT

SECTION II - PERTINENT INFORMATION

A. Appointments

Appointments to the Village's boards, committees, or commissions are made by the Village President subject to confirmation by the Village Board. Applications for board, committee, and commission appointments must be submitted to the Village President and in most cases applicants must be eligible electors of the Village of Mukwonago.

When applying for membership of boards, committees, or commissions, applicants are referred to Wisconsin Statutes 19.59 to determine if the applicant would have a conflict of interest. Assistance from the office of the Village Clerk-Treasurer and/or the Village Attorney is available if applicants have questions regarding this matter.

It is desirable that members of each board, committee, or commission be independent of the Village Board, of other boards and commissions, and of other local governmental units, and that the members of all boards, committees, and commissions exercise free and unbiased judgment in addressing issues and tasks before them.

It should be noted that appointments to a Village board, committee, or commission is recognition of expertise and interest in a specific area as well as an honor bestowed upon a citizen.

B. Term of Office

The terms of office for members of boards, committees, or commissions usually range from one to three years. Appointments made for vacancies created by expired terms are usually made at least two months in advance of the actual beginning of the term so that new members have an opportunity to attend meetings and can become familiar with the advisory body before becoming a voting member. Appointments made to fill vacancies created by resignations are effective upon date of appointment.

C. Resignation

If an appointee resigns from office before the end of the term, a letter announcing the resignation shall be forwarded to the Village President in care of the Village Clerk-Treasurer's office.

D. Attendance

It should be emphasized that regular attendance at meetings is critical to the effective operation of any board, committee, or commission. Such attendance ensures a steady flow of communication and keeps everyone abreast of current topics under discussion. A member who continuously misses meetings may be subject to removal and/or replacement. The purpose of this policy is to provide a vehicle whereby all boards, committees, or commissions can maintain, to the greatest extent possible, a full complement of active, participating members.

E. Legal Basis of Government

Village government in Wisconsin is based on the Constitutional laws of the State. The power and duties of the Village government are outlined in the Wisconsin State Statutes, Chapters 61 and 62. The power and duties of the Village Board and its Committees are defined in the Village Code of Ordinances. This handbook will provide you with a general understanding of the Village's government. Types of governmental bodies include:

1. Permanent Bodies - Village Board and various committees created in accordance with State law

and Village ordinances.

2. Study Committees/Task Force - Created by the Village Board and the appropriate committees.

F. Budget Process

The Village prepares a biennial budget with an opportunity to review allocations in the 2nd year of the budget. Expenditure targets are established for each department for the biennium and Department Heads are allowed some leeway in how the funds are split between the two years. The Finance Director issues operating budget targets and worksheets to all Department Heads by the 4th week in August. Department Heads are given 3 weeks to submit their initial budgets during which time they should meet with the Finance Director to work out any problems they may encounter.

A budget workshop for the Village Board and open to the public will be held in October to review the summary budgets that have been submitted by the Department Heads. Any items still pending information will be discussed as to their potential impact on the budget. Additional budget workshops will be scheduled as necessary with the goal of finalizing the budget by early-November.

A public hearing on the budget will be held during the third week in November to adopt the subsequent year's budget.

G. Purchasing Policies

Once the budget is adopted, departments may not begin to purchase items for that budget year prior to January 1 of that year, unless otherwise allowed by the Village Board.

Department Heads are granted authority to purchase items below \$5,000 that were previously approved by the Village Board as part of the budget process.

The Finance Director is granted the authority to approve purchases below \$25,000 that were approved by the Village Board as part of the budget process and that follow the documentation criteria as listed in the Village's adopted Purchasing Policy.

Purchases greater than \$25,000 must be approved by the Village Board.

Unbudgeted purchases must be approved by the Village Board after the Department Head submits a report on the need for the item and how it can be funded within the constraints of the approved budget. Any capital purchases not listed in the 5 year Capital plan specifically for the budgeted year must be presented to the Village Board for approval.

The Village Administrator or Finance Director may approve purchases prior to Village Board approval outside of these restrictions where emergency or continuity of operations (i.e. pump failure at the WWTF) requires purchasing before the next scheduled Village Board meeting. In those cases the Village Board should be made aware of the purchase at the next appropriate meeting.

H. Long Range Planning

Capital budgets are based on the Village's 5-year Capital Plan – which includes both major equipment and infrastructure projects. The plan is reviewed annually in August with the Department Heads and Village Board for any changes in project priority or funding.

SECTION III - COMMISSION EFFECTIVENESS

Organized groups exist to complete certain tasks and to achieve certain agreed upon purposes and goals. A board, committee, or commission is a set of individuals held together by a web of inter-relationships and feelings. Members have feelings about themselves, about the group, and the group's tasks.

The nature and intensity of these feelings set the "climate" of the advisory body at any given moment. A positive climate encourages member involvement and responsibility to take actions.

Optimum participation is achieved when members experience encouragement for their contributions, freedom to honestly and freely express their feelings, and freedom from internal group strife which interferes with carrying out the body's tasks.

Optimum productivity is achieved when the body's stated tasks are understood. Members should keep tasks visibly and clearly defined.

A. Functions and Behaviors

Effective boards, committees, and commissions usually pay attention to the following functions and behaviors:

1. Prioritizing tasks.
2. Anticipating problems.
3. Analyzing problems.
4. Setting clear objectives.
5. Developing actions-options.
6. Deciding.
7. Active listening.
 - a. Not interrupting.
 - b. Listening to feelings.
 - c. Not judging others
 - d. Summarizing and feeding-back.
8. Supporting your colleagues.
 - a. Accepting their ideas.
 - b. Showing concern.
 - c. Creating opportunities to involve members.
 - d. Building on members' ideas.
 - e. Encouraging different ideas.
9. Confronting what's happening.
 - a. Questioning your and others' assumptions.
 - b. Dealing directly with conflict.
 - c. Focusing attention on the idea, not the person.
10. Diagnosis skills.
 - a. How are you working together?
 - b. Who is not involved?
 - c. What is not being discussed?
 - d. Where is your help needed?
 - e. When are YOU going to help?

B. Effective Conflict Management

Public hearings or citizen input meetings are difficult to manage. Participants are usually highly motivated and often nervous. When you have a group of potential adversaries in one room, the possibility of uncontrolled conflict is very high. As board, committee, and commission members, your role is to guide conflict to positive results, not to eliminate it, which is usually not possible.

The following suggestions should help manage conflict and confrontation effectively:

1. Anticipate conflicts by doing your homework so you can concentrate on the dynamics of the meeting rather than learning about the topic at hand.
2. Treat all sides fairly. Set the rules of the hearing early and make sure everyone abides by them without exception.
3. Explain carefully the purpose of the public hearing and what action is expected at the conclusion of the hearing. Insistence on playing by the rules is your best tool for conflict management in public hearings.
4. All persons speaking must clearly identify themselves, not only for the record, but also so that you may address them by name.
5. Set an acceptable time limit for testimony (generally three minutes) and stick to it.
6. Make decisions as promptly as possible. It is all too easy to get so bogged down in procedural distractions, petty details, and endless searches for more information that the issue never seems to get resolved.
7. Try not to overreact to inflammatory comments. Most are expressions of frustration and do not require answers. Try to turn frustration to constructive avenues. Ask questions. Be specific if you can. Refer to the speaker by name. Reinforce areas where you agree. Do not return insult for insult. Your insults can turn the audience against you for your lack of control and perceived unfairness.
8. Try to avoid speaker-to-audience conversation. The purpose of the hearing is to help your board, committee or commission to act, not to engage in debate.
9. If other members have questions of the speaker, permit these questions only during the speaker's time at the podium. Have the speaker write down the questions to be answered after obtaining 56 questions and repeat the process as necessary.
10. Be careful not to prejudge the action of the board, committee, or commission. Use the hearing to gather necessary information about the project and individual desires concerning the proposal. Members should not express their views on the proposal until after testimony has ended. Their comments and questions should not suggest a position one way or the other.
11. Once testimony has ended, each member should be invited to discuss their views on the proposal.
12. View the public hearing as an example of basic democracy in action at the local level. Make it your personal goal to make the public hearing work.

SECTION IV - RELATIONSHIPS

A. Relationships with Staff

The Village's administrative staff works for and is responsible to the Village Administrator and it is, therefore, the Village Administrator's responsibility to allocate staff's time and efforts. Members should not attempt to direct or decide the priority of work for the department or the individual staff person. These bodies should, however, set priorities for their own agendas in order that staff may best use the time available for board, committee, or commission business. If the advisory bodies are in need of staff assistance for a project that is atypical of the normal assistance provided by staff, the request for assistance should be included in the minutes of the meeting.

It is not expected that every staff recommendation will be followed; but, based on the technical knowledge of staff personnel, consideration should be given to their proposals and recommendations. A board, committee, or commission may choose to agree or disagree with a staff recommendation. In the latter case, staff has the option of including its recommendations in the staff report to the Village Board. Any differences in opinion will be discussed at the Village Board meeting.

The Village Board expects that a mutually respectful and professional relationship is maintained between the staff personnel and the board, committee, or commission. The effectiveness of an advisory body is hampered by internal tension and personality conflicts. In the event a conflict does arise between an individual member and the staff, the member should approach the chairperson who will, in turn, try to mediate the conflict. If the problem cannot be solved at that level, the chairperson will approach the Village Administrator. In the event a conflict does arise between an individual member and the Administrator, the member should approach the chairperson who will approach the Village President. However, it should be emphasized that every effort should be made to maintain a respectful and professional relationship with staff in order to facilitate and enhance the body's operation and effectiveness.

B. Relationships with Village Board

With the exception of the Board of Building and Zoning Appeals, Board of Review, Library Board, Police Commission, and Fire Commission, it is the primary responsibility of boards, committees, and commissions to make recommendations to the Village Board. It is the Village Board's role to consider the advice and recommendations offered by numerous sources and to make decisions to the best of its ability. Because the Village Board is in such a position to see the broader context and is aware of other concerns, it may not always follow the recommendation offered by individual boards, committees, and commissions.

Although there may be disagreement with the Village Board on an issue, once the Board has established its position, the board, committee, or commission, or individual members, should not act contrary to the established policies and programs adopted by the Village Board.

Letters from boards, committees, or commissions, addressed to the public or other agencies and concerning official positions being taken, must first be forwarded to the Village Board for approval before being mailed.

When a member of a board, committee, or commission addresses the Village Board at a public meeting, it should be made clear whether he/she is speaking on behalf of the body or as an individual citizen.

C. Board Policy on Legislative or Political Issues

The Village Board is the body politic for the Village of Mukwonago. Board members are responsible to the electorate to act as a body in establishing Village policy and determining any public position of the Village on legislative or political issues. The Village Board takes the position that public stands by boards, committees, or commissions on legislative or political issues are taken only upon review and approval by the Village Board.

This policy should not be construed to prevent boards, committees, and commissions from discussing regulations, procedures or other similar matters with administrative agencies, nor is it meant to discourage boards, committees, and commissions from carrying out their normal functions publicly and openly. It is assumed that normal responsibilities include making public recommendations to the Village Board on a variety of issues to include those of a legislative or political nature. The purpose of this policy is to ensure that boards, committees, and commissions do not make policy statements or take public positions which fall solely within the realm of the Village Board responsibilities, but which might nevertheless be construed as representing the official position of the Village of Mukwonago.

In the event that a board, committee, or commission wishes the Village Board to take a public position or to approve or endorse a public stand on a legislative or political issue, this request should be clearly reflected on the record of the meeting at which this action is approved. The staff liaison person should be instructed to immediately submit the request or recommendation, in letter form and addressed to the Village Board, to the Village Clerk-Treasurer's office for inclusion on the next Village Board agenda. In the interim, a copy of the request or recommendation will be made available to all Board members so that informal discussion, if deemed appropriate by the Board, can take place at the earliest possible time. The communication should include some indication of the degree of urgency which is perceived as necessary for receiving a response from the Board. This will facilitate the timeliness of policy statements as well as contacts with legislators during those times when they are in session.

Village staff will assist in every way possible to achieve timely and effective communication with the Village Board as it relates to these issues. All such communications will be coordinated through the Village Clerk-Treasurer's office.

D. Relationships with the Public

Members are encouraged to become aware of public opinion relating to their field of influence. They should welcome citizen input at meetings and ensure that the rules and procedures for these public hearings are clearly understood.

Members should conduct themselves at public meetings in a manner that is fair, understanding, and gracious. Members should be considerate of all interests, attitudes, and difference of opinion. They should also take care to maintain the appearance as well as observe the principle of impartiality.

The State of Wisconsin has set forth a code of ethics for local government officials governing conduct in office, which includes persons appointed to boards, committees, and commissions. No public official "may use his or her public position or office to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for any organization with which he or she is associated."

Any person who violates this State Statute may be required to forfeit not more than \$1,000.00 for each violation. If you have any questions regarding this matter, please call the Village Attorney (262) 549-8181.

SECTION V - OPERATING PROCEDURES

A. Wisconsin Open Meetings Law

The Village Board supports the principles of the open meeting law and its guarantees of citizen access to governmental policy making and decision making processes. Therefore, all boards, committees, and commissions are directed to observe the requirements and constraints of the Wisconsin Open Meeting Law, Section 19.81 through 19.98, Wisconsin Statutes, in the conduct of all boards, committees, and commission meetings.

A notice giving the time, date, and place of each meeting, and its tentative agenda shall be posted at least 24 hours prior to the meeting of any board, committee, or commission. The notice should be posted on the official bulletin board in the lobby of the Village Hall and also furnished to the news media.

B. Executive Sessions (Closed Meetings)

Wisconsin State Statutes, Chapter 19, Section 85, says a closed meeting may be held to discuss the following topics.

1. Deliberate after a judicial or quasi-judicial hearing. (Board of Review, Appeals Board, etc.)
2. Consider dismissal, demotion, licensing or disciplining an employee or person being licensed or investigating charges against such person. If there is a hearing on such dismissal, the employee has a right to be there and the right to demand an open meeting.
3. Consider employment, promotion, compensation or performance evaluation of any public employee.
4. Consider application of probation or parole, strategy for crime detection or prevention.
5. Negotiate or deliberate purchase of public property, investment or public funds or other public business, competition or bargaining reason requiring a closed session.
6. Deliberating by the council on unemployment compensation in a meeting at which all employer members of the council or all employee members of the council are excluded.
7. Deliberating by the council on worker's compensation in a meeting at which all employer members of the council or all employee members of the council are excluded.
8. Deliberating under s. 157.70 if the location of a burial site, as defined in s. 157.70 (1) (b), is a subject of the deliberation and if discussing the location in public would be likely to result in disturbance of the burial site.
9. Consider financial, medical, social, or personal history or disciplinary data of a specific person, preliminary consideration of specific personal problem or the investigation of charges against a specific person, if discussed in public would be likely to have a substantial adverse effect on the reputation of any person referred to in such history or data or investigation.
10. Confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is likely to become involved.
11. Consider requests for confidential or written advice from the Ethics Board or any local governmental ethics board.

C. Exclusion of Village President or Trustee

No duly elected member of the Village Board may be excluded from any Board or committee meeting.

D. General Rules of Order

In the absence of a standing rule, the deliberations of the Village Board shall be conducted in

accordance with the parliamentary rules as contained in Robert's Rules of Order, Newly Revised 10th Edition (2000), unless contrary to state law. Included in these standing rules, but not limited to this itemization, are the following rules:

1. No person other than a member or Village staff shall address the Board, except by majority vote of the members present.
2. No ordinance, resolution or other motion shall be discussed or acted upon unless it has been seconded.
3. No motion shall be withdrawn without the consent of the person making the same and the person seconding it.
4. No Trustee shall address the Board until he or she has been recognized by the presiding officer. The Trustee shall confine his or her remarks to the question under discussion and avoid all personal remarks.
5. When two or more members simultaneously seek recognition, the presiding officer shall name the member who is to speak first.
6. When a question is under debate, no action shall be in order except to adjourn debate, to lay on the table, to move the previous question, to postpone to a certain day, to refer to a committee, to amend, and to postpone indefinitely. These motions shall have precedence in the order listed.
7. Any member desiring to terminate the debate may move the previous question, or call the question, in which event the President shall announce the question as, "Shall the main question now be put?" If a majority of the members present vote in the affirmative, the main question shall be taken without further debate, its effect being to put an end to all debate and bring the Board to a direct vote, first upon any pending amendments and then upon the main question.
8. A motion to adjourn debate or to lay on the table and a call for the previous question shall be decided without debate.
9. No member of the Board, whether he or she is a Trustee or the President, shall vote on any question involving his or her own character or conduct, the right as a member, or his or her pecuniary interest.
10. Any member voting in the majority may move for a reconsideration of the vote of any question at that meeting or at a succeeding regular meeting. A motion to reconsider being put and lost shall not be renewed.
11. These rules or any part thereof may be temporarily suspended in connection with any matter under consideration by a recorded vote of two-thirds of the members present.

E. Reconsideration of motions or questions.

1. When a motion or question has been decided, it shall always be in order for any member of the board who voted on the prevailing side to move for reconsideration at the same or next succeeding meeting of the board. If a motion to reconsider is made at the same or succeeding meeting, then a simple majority of the board members may decide whether a motion or question is to be reconsidered.
2. A motion to reconsider any motion or question shall not be heard if it is not made at the same or succeeding meeting at which the original motion or question was proposed.
3. If a motion or question is raised which had previously been decided by the board during the same term, but not at the same or at the succeeding meeting, then the board in order to consider the motion or question must first vote to suspend the rules (as set forth in section 2-32) to allow the question or motion to be brought before it.
4. If the board votes to suspend the rules to consider a question or motion once, the board shall not vote to suspend the rules to consider the question or motion again until the beginning of a new term.

F. Regular Meetings

All meetings of all boards, committees, and commissions of the Village shall be held in public buildings of the Village or on public grounds, in rooms or chambers which are handicapped accessible, the location designated by such committee by a vote of a majority of members. Regular meetings shall be held at regular times and places and consistent with the necessity for such meetings, shall be at regular days of the week, regular weeks of the month and regular days of the month. The time, date, place and tentative agendas of regular meetings of boards, committees, and commissions shall be made public in accordance with the requirements of the open meeting law.

G. Public Meetings

Any person shall have the right to be present at any meeting of any board, committee, or commission of the Village except when closed meetings are permitted by State Statutes. However, any public agency may make and enforce reasonable rules and regulations for the conduct of persons attending its meetings.

H. Informal Public Hearings

An informal public hearing is one which is not required by law but which is called in order to give the public a chance to comment on a subject. The board, committee, or commission can set rules for notifying the public of any informal hearing, establish a time frame, and conduct the hearing in any fair way it chooses.

I. Formal Public Hearings

A formal public hearing is one that must be conducted according to State Statutes or Village ordinances and is designed to solicit comment from the general public.

An official Notice of Public Hearing must be published in official newspaper.

J. Hearing Procedures

Hearings held by an advisory body should be fair and impartial. If a member is biased or has a personal interest in the outcome of the hearing, that member should recuse (disqualify) himself/herself and not participate.

Persons and/or groups who may be affected by the subject of the hearing should be given sufficient notice of the time and place of the hearing and a reasonable opportunity to be heard. They may be represented by counsel at their own expense and be permitted to present oral and documentary evidence.

At the appropriate time, the chair should open the hearing and explain to the audience the hearing procedures. If there are numerous persons who would like to participate, and all represent the same views and opinions, the chair may ask that a spokesperson be selected to speak for the group. If this arrangement cannot be made, the chair may restrict each speaker to a limited time (generally three minutes) so all may be heard. Irrelevant and off-the-subject comments should be ruled out of order by the chair.

The usual procedure after the hearing has been opened is for staff to present the staff report, followed by committee members' questions relating to the report. Proponents should be given the opportunity to present their case first. This is followed by an opportunity for opponents to present their case.

After all interested persons have had an opportunity to speak; the hearing is closed, ending audience participation. Board, committee, or commission members may discuss the proposal and take an action on the proposal.

K. Motions

When a member wishes to propose an idea for the body to consider, the member must make a motion. This is the only way an idea or proposal from a member may be presented to the body for discussion and possible action. A motion goes through the following steps:

1. The member asks to be recognized by the chair.
2. After being recognized, the member makes the motion (I move...).
3. Another member seconds the motion.
4. The chair states the motion and asks for discussion (debate).
5. When the chair feels there has been sufficient discussion, the debate is closed (i.e., "Are you ready for the question?" or "Is there any further discussion?").
6. If no one asks for permission to speak, the chair puts the question to vote.
7. After the vote, the chair announces the decision ("The motion is carried" or "The motion fails", as the case may be).

Phrasing a motion is often difficult and corrections may be necessary before it is acted upon. Until the chair states the motion (step 4), the member making the motion may rephrase or withdraw it. After an amendment, the motion as amended still must be seconded and then voted upon. It is particularly important when a motion is amended that the chair restate the motion in order that members are clear as to what they are voting on.

In making a motion, members should try to avoid including more than one proposal in the same motion. This is especially important when members are likely to disagree. If a member would prefer to see proposals divided and voted upon separately, the member should ask the chair to divide the motion. If other members do not object, the chair may proceed to treat each proposal as a distinct motion to be acted upon separately. The request to divide may also be made by motion.

Script of a motion

1. **Member addresses the Chair.**
"Mr. /Madam President or Chairperson."
2. **Chair recognizes the member.**
3. **Member:**
"I move that _____ (states motion)."
4. **Second to motion.**
"I second the motion." If the motion comes as a recommendation from two or more members (i.e. Committee), the motion does not need a second.
5. **Chair states motion:**
"It has been moved by (name) and seconded that _____."
6. **Discussion:**
If the motion is debatable, every member has the right to debate; the Chair refrains from debate while presiding. The Chair carefully determines the order in which members are recognized to speak, giving first opportunity to the pro poser of the motion. Care should be given to assure that discussion is related to the question.
7. **The Chair says,**
"If there is no further discussion, the motion is _____ (restate motion)."
8. **Vote:**
The Chair says, "All those in favor of _____ (the motion stated) say 'aye.' Those opposed

say ‘no.’” 9. Result of the vote is stated by the Chair. “The motion is carried” or “the motion is lost.”

Some most used motions

Some of the most often used motions are these. Their purposes are also explained.

1. **Main Motion** – a motion to bring a matter before the assembly for discussion and action.
2. **Amendments** – primary and secondary amendments are to modify or change a motion.
3. **Postpone Indefinitely** – to reject a motion or question pending without taking a direct vote. The effect is to “kill” the main motion.
4. **Refer to a Committee** – to delay action; to give more time for consideration or study of the matter.
5. **Postpone to a Definite Time** – to delay action on a proposed question to a specified time.
6. **Limit or Extend Debate** – to limit by decreasing the allotted time or to extend by increasing the allotted time.
7. **Call for the Previous Question** – a motion to determine whether the assembly will cut off debate and vote at once on the pending question (requires two-thirds vote).
8. **Lay on the Table** – a motion which enables the assembly to put aside a pending question temporarily; can be brought back by a motion to take from the table (not intended as a killing motion).
9. **Call for Orders of the Day** – a request that the prescribed rules of order be followed.
10. **Questions of Privilege (Personal and General)** – a motion requesting special privilege for an individual or the assembly.
11. **Recess** – to dissolve an assembly temporarily.
12. **Adjourn** – to close a meeting officially.
13. **Fix Time and Place to Which to Adjourn** – to provide for another meeting (called “adjourned meeting”) to continue business that was not completed in present session.
14. **Point of Order** – to request enforcement of the rules of order.
15. **Appeal From the Decision of the Chair** – to question a decision of the Chair; an effort to reverse the decision of the Chair on a point of order.
16. **Objection to Consideration** – to suppress and prevent discussion of an undesirable or sensitive question (must be raised before debate begins).
17. **Withdraw** – to remove a matter for consideration without a vote upon it. (May be made by the mover or by permission of assembly.)
18. **Take From the Table** – to take up a matter which has been laid on the table.
19. **Reconsider** – to consider or bring back a matter previously voted. Motion to reconsider must be made by voter on prevailing side and must be made on the same day or in the same session.
20. **Rescind** – to repeal or annul action previously taken. Requires majority vote with previous notice, two-thirds without notice.
21. **Ratify** – to make legal action taken in an emergency.

L. Adjournment

When a commission, committee, or board has finished its business, the chair shall call the meeting adjourned. It is the duty of the chair to see that no important business is overlooked.

M. Minutes

Minutes of all meetings must be kept and will be prepared by staff. Written minutes, upon approval by the board, committee, or commission, constitute the official record of its activities.

Additions and corrections of the minutes may be made only in public meetings, with the approval of the body, and not by the private request of individual members.

It is the policy of the Village Board that minutes of boards, committees, and commissions be submitted to be included in the Village Board packet in a timely fashion. The time frame is within 1 week. Minutes may be labeled "Draft" if a meeting to approve the minutes cannot be scheduled within that time frame.

It is the policy of the Village Board that minutes are not verbatim. They are, instead, action minutes, recording the essence of the decisions made and significant action.

Boards, committees, and commissions should use an identical format for minutes. The following is recommended:

1. Members present.
2. Members absent.
3. Staff present.
4. Approval of minutes of the previous meeting.
5. Recommendation to the Village Board.
 - a. Items should be listed as separate agenda items to distinguish them from formal receipt and filing of minutes.
 - b. All recommendations should be accompanied by the appropriate staff report(s). Information pertaining to any alternatives that were considered and the rationale for the recommendation should be included when appropriate.
 - c. When items come to the Village Board for which there is a designated board, committee, or commission to which those items should be referred, that board, committee, or commission should consider them and report or comment back to the Village Board.
6. Requests to the Village Administrator for information or staff assistance.
7. List of matters pending commission/board disposition.
8. Summary of discussion and final action(s) taken.

N. Agenda Packets

Agenda packets detailing the items of business to be discussed and any communications to be presented will be prepared by the staff and furnished to the members of the body within a reasonable amount of time before the meeting. In order to be prepared for meetings, members should read these packets and contact the chairperson, the Village administration or the staff liaison if there are any questions regarding information presented in the staff reports.

O. Area of Interest

When a board, committee, or commission is established by the Village Board, the specific duties of that body are set forth in the ordinance, resolution, etc., that creates it. It is implicitly understood that the advisory body is limited to the consideration of those matters which are specifically assigned to its jurisdiction. In special or unusual circumstances, when interest spreads into an area beyond its jurisdiction, the board, committee or commission should formally request specific authorization from the Village Board to consider the matter and to formulate a recommendation in that area.

P. Sub-Committees

In certain instances, a board, committee or commission may determine that it is necessary to form a sub-committee to study a particular matter relating to that body in some detail.

1. A sub-committee may be formed by a majority vote of the board, committee, or commission members taken at a regular meeting but may not be comprised of a majority of the members.
2. Appointments to the sub-committee are made by the consensus of the board, committee, or

commission.

3. After the completion of the particular study and presentation of recommendations to the board, committee, or commission, the sub-committee should be disbanded.

Q. Role of Chairperson

It is incumbent upon the chairperson of the board, committee, or commission to ascertain the responsibility of his/her advisory body and to limit the discussion and deliberation to appropriately assigned areas of responsibility.

The chairperson position exists to encourage the input of ideas, to guide discussions in a logical and orderly fashion, and to generally facilitate the decision-making process. The chairperson should clarify ideas as they are discussed and repeat motions made in order that all members fully understand the wording of the item on which they are voting.

The Chairperson is responsible for the setting of the agenda and facilitating the meeting in an orderly and timely fashion. The Chairperson should meet regularly with the Village Administrator to go over goals and objectives, future agenda items and to discuss current or future policy decisions.

Each board, committee, or commission is comprised of a diverse group of people and it is inevitable that not everyone will agree on each issue all of the time; however, all efforts should be made to maintain amicable relations among the individual members. Personality conflicts only hamper an organization's effectiveness. Nevertheless, in the event that a personality conflict does arise between individual members, it is the chairperson's responsibility to try to mediate and resolve the problem. If the conflict cannot be resolved, the chairperson should approach the Village Administrator.

SECTION VI – VILLAGE GOVERNMENT STRUCTURE

A. Village Board

The Village of Mukwonago operates under the laws of the State of Wisconsin as a village and uses a village president-board form of government. The Village Board appoints a full-time Village Administrator who directs and coordinates the Village's operations and services on a day-to-day basis.

The Village President, elected at large for a two-year term of office, together with six trustees elected at large for two-year, staggered terms, comprise the Mukwonago Village Board. The Board serves as the legislative branch of village government, enacting ordinances and resolutions, approving the annual budget, setting policies and taking other actions to guide the operations of the Village. Elections are held on a nonpartisan basis in April of each year, preceded by a February primary if there are more than double the candidates running for the seats available.

The Board regularly meets on third Tuesday of each month at 6:30 p.m. in the Mukwonago Village Hall. Special meetings are also held when required. All meetings are open to the general public, although on occasion, the Board may meet in closed session to discuss a subject permitted by the Wisconsin Open Meeting Law to be held in closed session (e.g., personnel evaluations, labor negotiations or other strategic matters).

Public notice is given of all meetings, including closed sessions, with the notice stating the date, time, location and topics to be considered. All meeting notices are posted on the bulletin board located outside the downstairs main entrance of the Village hall, e-mailed to local papers, and posted on the Village website (www.villageofmukwonago.com). Along with an agenda, there may be copies of proposed ordinances, resolutions, reports and other supporting documents available for public review at the Village Clerk's office and on the Village website prior to each meeting.

The Board enacts legislation and takes official action in various ways, operating under Robert's Rules of Order:

1. **Motions** are used to approve, reject or postpone/table procedural matters, such as appointing members to boards, committees, and commissions, accepting reports, authorizing contracts, paying claims, giving direction to Village Staff and similar routine business.
2. **Ordinances** are local laws dealing with matters such as traffic, zoning, health and safety regulations, governmental organization, annexation, building and other construction codes, licenses, user fees, etc. Once an ordinance is adopted it can only be amended through enactment of another ordinance. Ordinances that contain fines and forfeitures must be published in the Village's official newspaper before they become effective. In general, ordinances that are three or more pages in length shall be placed on file for two weeks, and a public notice, stating the date, time, and location of the Board consideration and a general description of the ordinance to be considered, shall be published in the Village's official newspaper prior to Village Board action. All current ordinances are compiled in a volume entitled the Municipal Code Village of Mukwonago, or simply the "Village Code".
3. **Resolutions** are used to establish policy, express the opinion of the Board in a more formal manner, direct or authorize administrative action, offer official congratulations or appreciation on behalf of the Village, or to make various ceremonial acts.

B. Administration

1. Village Administrator

The Village Administrator is the chief administrative officer for the Village and is appointed for an indefinite term by the Village President subject to confirmation by the Village Board. The Administrator has administrative powers and responsibilities over all Village staff. The Village Administrator directly supervises the Department Heads and has general oversight of the Police Services and Fire/EMS. The position of Administrator is a full-time position that is responsible for the following duties:

- Coordinates the administrative activities of the Village Departments.
- Effectuates all actions of the Village Board which require administrative action.
- Reviews and presents the Annual Village Budget to the Village Board.
- Acts as Personnel Officer for the Village.
- Evaluates job classifications and, when necessary, formulates and proposes new classifications.
- Reports to the Village Board and President any variations in the operation of the Village Budget.
- Submits recommendations to the Village Board for improving the welfare of the Village.
- Assures proper and efficient business conduct between the Village staff, the Village Board, and the citizens of the Village.
- Recommends to the Village Board the designation of an officer for the transaction of any business which is not of a routine nature.
- Administers the operation and maintenance of all Village owned property.
- Attends all official meetings of the Village Board and its committees, unless otherwise excused.
- Keeps himself/herself informed concerning current state and federal legislation affecting the Village.
- Acts as press officer for the Village.
- Sees that all Village ordinances are efficiently and equally enforced.

2. Economic Development Director

The Economic Development Director develops and implements proactive economic development strategies designed to increase the residential, commercial, and manufacturing tax base, coordinating the efforts of the Village Planner, Zoning Administrator, and other stakeholders as required. The position of Economic Development Director is a full-time position, currently combined with the Village Administrator position, that is responsible for the following duties:

- Promote economic growth in the community, and address economic issues confronting the community.
- Provide professional economic development advice, facilitate the application and permitting process, and serves as an advocate for economic development in line with the Comprehensive Plan, zoning ordinances, and goals as established by the Village Board or designee(s).
- Work with all departments in providing guidance to individuals and companies to establish, relocate, or expand their businesses within the community.
- Lead the development of short and long term economic and community development plans, as well as the gathering of information and preparation of studies, reports, and recommendations to achieve such goals.

- Oversee planning and coordination of community development projects, ensuring business and residential applicants receive assistance with local and State permitting processes, and managing Village-sponsored projects.
- Coordinate and recommend project activities including real estate acquisition and disposition, relocation, demolition, eminent domain actions, building construction and rehabilitation, property management and project improvements.
- Assist potential new businesses in site analysis, including demographic, tax, fee, (re)development, and related information.
- Meet with potential investors and developers to secure participation in redevelopment projects.
- Provide information and/or make presentations to developers, boards, commissions, civic groups, businesses, individuals, and the general public on economic development issues, programs, services, and plans.
- Prepare information for dissemination to potential business clients, including economic, statistical, financial, population, growth, demographic and other information.
- Spearhead the creation and analysis of joint economic development districts, tax incentive financing districts, business incentive programs and cooperative economic development agreements.
- Become familiar with the existing inventory of available buildings and business and residential development sites within the community including both public and private buildings and land areas.
- Oversee preparation of grant proposals and applications, contracts and other necessary documents as may be required for necessary community services.
- Recommend and oversee the use of consultants and outside professional service providers.
- Maintain a liaison to coordinate with various local, State, and Federal agencies as deemed necessary and appropriate.
- Monitor local, state and federal legislation and legislation relating to economic development.
- Administer the Village's Economic Development Loan Program and other development incentive programs.

3. Clerk/Treasurer

The Clerk/Treasurer works closely with the Village Administrator and Village President and is responsible for the following duties:

- Supervises and trains office staff.
- Maintains multiple computer systems.
- Handles license issuance for retail alcohol, alcohol operators, dance, pool tables, tobacco and cigarette, amusement devices, weights and measures, dog and cat, taxicab business, and taxicab operators.
- Processes permits for building, electrical, plumbing, HVAC, fire inspections, special events, block party, and right-of-way usage.
- Prepares ordinances and updates the Municipal Code.
- Coordinates and supervises all election activities.
- Attends and takes minutes of Village Board, Plan Commission, and Board of Building and Zoning Appeals meetings.
- Prints reports from the cash register and prepares bank deposits as necessary.
- Acts as Secretary to the Board of Appeals including preparing findings of facts and conclusions.
- Assists in cash collections and telephone inquiries.
- Prepares resolutions, reports, specifications, and letters, as necessary.

- Assists the accountants in times of absence.
- Maintenance of official records.

4. Finance Department

The Finance Director is responsible for the financial management of the Village. The director is supported by two part-time accountants and a full-time administrative clerk. The Village uses an independent auditing firm to conduct an annual audit of its financial records and outsources the processing of ambulance billing and payroll. The Finance Director is responsible for the following duties:

- Budget preparation & administration
- Manage annual independent audit
- Preparation of internal and external financial reports, including the PSC and State reports
- Supervision of all accounting functions including accounts payable/receivable; payroll preparation; utility billing/collection; purchase order preparation, and ledger reconciliations
- Long term financial and debt planning
- Creation and implementation of financial and internal control policies
- Collection and investment of funds
- Creation and implementation of Human Resources policies and procedures
- Employee Benefit administration
- Personnel and union contract administration
- Finance and Personnel Committee support

5. Village Administrative Offices

The Village's Administrative Offices are responsible for ensuring the smooth day to day operation of all administrative functions and services. The Administrative Office is staffed by the Village Administrator, the Administrator Intern, the Clerk-Treasurer, the Deputy Clerk-Treasurer, one full-time Administrative Assistant, one part-time Administrative Assistants, the Finance Director, and two part-time accountants. The goal of the department is to execute responsibly and professionally all duties and responsibilities in a responsive, courteous, and cost-effective manner by ensuring that all administrative requirements are met. Specific department responsibilities include:

- Budget preparation and administration
- Issue and administer licenses
- Prepares purchase orders
- Maintenance of SVRS
- Manage annual independent audit
- Purchasing and billing
- Grant administration
- Preparation of reports
- Bookkeeping and accounting
- Long-term financial and debt planning
- Tax calculation and collection
- Utility billing and collection
- Personnel and union contract administration
- Collection and investment of funds
- Maintenance of official records
- Insurance administration

- Payroll preparation
- Committee support
- Cash collection and telephone inquiries.

6. Assessor

The valuation and assessment of property is the responsibility of the assessor's office. The Village Assessor shall be appointed by the Village President subject to confirmation by the Village Board every even year. The Village subcontracts with Associated Appraisal Consultants, Inc. The current appointed Village Assessor is Nick Laird. The Assessor performs the statutory duties of appraising all newly-constructed buildings and major remodeling of real property, the re-appraisal of land values where a property has been divided or where significant changes in value are indicated, to review and follow-up on personal property statements by April 1st of each year, and to enter real estate and personal property assessments into the assessment roll for delivery to the Village Clerk for the annual Board of Review meeting in late Spring/early Summer.

7. Village Attorney/Labor Attorney

The Village Attorney shall be appointed by the Village President subject to confirmation by the Village Board every even year. The Village subcontracts with Hippenmeyer, Reilly, Moodie & Blum, S.C. The current appointed Village Attorney is Mark Blum. The Attorney's duties include attending Board and department head meetings, providing legal advisement to Village Board and staff, representing the Village in an court cases, and assisting in drafting and reviewing proposed ordinances.

The Village subcontracts with Beulow Vetter Bulkema Olson & Vliet, LLC to provide labor-related legal services. The Labor Attorney is responsible for labor contract negotiations, collective bargaining, the administration of resulting contracts, and assisting staff with personnel-related issues. Contracts are approved by the Village Board.

C. Public Works

1. Public Works Department

The Public Works Department goal is to provide responsive and cost-effective maintenance of all public property and transportation related public infrastructure and to respond to all citizen complaints and concerns in a courteous, professional, and timely manner. The Public Works Department is staffed by the Public Works Director, a Public Works Crew Supervisor/Mechanic, four full-time public works crewpersons, and two seasonal/summer employees. Specific responsibilities of the Public Works Department include:

- Snow plowing and salting
- Storm sewer system maintenance
- Storm Water Utility District #1 maintenance
- Storm water reporting
- Street sweeping
- Operation and maintenance of the Village dam
- Tree and brush control
- Village plantation and forestry services
- Maintenance of roads and parking areas
- Vehicle and equipment maintenance

- Installation and maintenance of signs
- Maintain all village owned buildings
- Maintain and improve all village park lands
- Does set up and clean up for major events such as Maxwell Street Days, Mukwonago Lions Summerfeste, Fall Fest, Midnight Magic and picnics.
- Supervises the general appearance, repair, and maintenance of all Village Park lands, playgrounds, recreational equipment, fields and athletic surfaces.
- Budgets for programs, equipment, supplies and services.

2. Engineering

The Village subcontracts with Ruekert & Mielke for engineering services. The Engineering Department is responsible for providing professional and timely information on matters involving evaluation and improvement of public infrastructure, and for assisting residents, business owners, and developers in solving engineering related problems and gathering information. Specific departmental responsibilities include:

- Planning of larger and more complex Public Works Projects
- Assist Village staff with management of local infrastructure
- Provide project cost estimates when requested
- Provide design, bidding and construction documents for larger and more complex Village Projects
- Review public infrastructure for development projects
- Review storm water management and erosion control submittals for larger projects
- Provide erosion control inspections for larger projects
- Provide construction review services for larger and more complex development projects
- Provide construction review and contract administration services for larger and more complex Village projects
- Provide village GIS system, tools and updates as requested by village staff
- Update and maintain Village maps
- Assist the Village in capital improvement planning and budgeting as requested
- Assist the Village in system planning as requested
- Prepare record drawings of projects
- Review CSMs and plats for land divisions
- Prepare Engineer's Report for special assessments as required
- Prepare and update standard construction details
- Attend Department Head and development meetings
- Attend Village Board meetings as requested
- Provide land survey services as requested

3. Wastewater Treatment Plant and Water Utility

The Village of Mukwonago Wastewater Treatment Plant is a 3.75 million-gallon per day, Grade 4 WWTF permitted by the Wisconsin Department of Natural Resources. A Director of Operations and four full-time employees operate, maintain and assure that the WDNR permitted facility meet the requirements prescribed. The staff maintains 43 miles of sanitary sewer main and three lift stations located within the Village.

The Village of Mukwonago Water Utility currently operates 5 groundwater wells to provide water to the Village. The Village Utility operates 2 deep wells, and 3 shallow wells. Deep groundwater wells have great tasting water, but do contain naturally occurring radium. Shallow

wells avoid the radium issue, but do contain iron which will cause “rusty water”. The Village Utility blends water from both wells, to provide the best water possible and minimize the issues of each type of well. The Utility supplies water via two 500,000 gallon water towers and one 330,000 gallon reservoir. The Utility maintains 46 miles of water main; with 1,519 system valves and 717 fire hydrants. Accounting and billing is operated by the Administrative Offices.

The Village Board directed that the water and wastewater utilities be combined into one single utility for operating purposes. For accounting purposes, the utilities remain two separate entities. The consolidation of operations enables the utility to serve the residents in a more efficient and cost effective way.

4. Storm Water Utility District #1

In response to Federal mandates, the Village of Mukwonago was required to obtain a permit from the Wisconsin Department of Natural Resources to discharge storm water from our municipal storm sewer into area streams. The permit requires the Village to address six specific areas:

- Public education and outreach
- Public involvement and participation
- Elimination of illicit discharges
- Construction site runoff management
- Post-construction site runoff management
- Pollution prevention & good housekeeping

In response to the unfunded federal mandate, the Village Board created a Storm Water Utility District (consisting of the Gateway District properties near I43) to fund the actions required by our permit. The utility is funded by a \$10.31/month per equivalent runoff unit fee that appears on the sewer and water bill for those properties. All fees collected are used exclusively for meeting the permit requirements.

The Storm Water Utility fee structure does include a credit system that provides discounts to property owners that have paid for and maintain measures that improve storm water quality. The system also includes an appeal process for property owners to present justification for a reduced rate.

5. Refuse Collection

The Village subcontracts with Johns Disposal Services for garbage, recycling, and yard waste collection services. Garbage collection occurs weekly on Wednesdays. Recycling service occurs bi-weekly on Wednesdays. Bulky Item collection occurs on the first Wednesday of odd numbered months. Yard Waste collection occurs five times throughout the year.

D. Public Safety & Welfare

1. Mukwonago Fire Department

The Mukwonago Fire Department has a proud history of providing emergency response services to the community since 1913. The organization is made up of Full time, Paid on Premise and Paid on Call members who have undergone training that enables them to provide professional quality services in a cost-effective manner. There are four full time positions, the Fire Chief, and three Firefighter/Critical Care Paramedics Our members enjoy a high level of

camaraderie and fellowship that few organizations can match. While we develop a high level of proficiency through our training and operations, we also make time for social functions that include the entire family.

The majority of Mukwonago Fire Department members are paid-on call. The Department goals are to minimize the risk of death, injury, and/or property loss from fire, medical emergency, or disaster. In addition to providing a coordinated and timely response to emergencies, the Department attempts to enhance public safety through preventative activities and public education programs.

The Fire Chief is appointed by the Fire Commission, and heads the Mukwonago Fire Department and oversees the day-to-day operation of both the Fire/EMS duties of the department. The department consists of one Fire Chief, one Assistant Chief, one Deputy Chief, one Captain, five Lieutenants and the rest being firefighter/EMT's (approximately fifty total members). The department is responsible for inspecting all commercial, industrial and multi-tenant residential buildings in the Village and Town of Mukwonago to ensure compliance with State and local fire codes.

2. Police Department

The Mukwonago Police Department's goal is to make the Village of Mukwonago a place where all citizens can live safely and without fear, protected by a police department with the highest ethical and professional standards.

The Police Department's mission is to provide all residents, businesses and visitors with professional, competent, ethical and compassionate law enforcement services. We pledge to work in partnership with the members of the community to make Mukwonago a better place to live, work and visit. We accomplish this mission by not only working for the community, but working with the community to make Mukwonago safe.

The Police Chief is appointed by the Police Commission. The department currently consists of one (1) Police Chief, two (2) Lieutenants, one (1) Sergeant, ten (10) Police Officers (1 of who serves as the School Liaison Officer for the Mukwonago High School and Parkview Middle School), seven (7) Dispatcher/Clerks, and twelve (12) Police Reserve Officers.

We currently provide police services to the Village of Mukwonago, and dispatch services to the Village and Town of Mukwonago Police Departments, the Mukwonago Fire Department, the Town of Mukwonago Boat Patrol, and the Town of Eagle Boat Patrol.

3. Emergency Government

Emergency Government organizes, coordinates and directs operations in the event that a catastrophe occurs in the Village in order to save the maximum number of lives, minimize damage to property, receive and disseminate information and warnings, control affected areas and maintain law and order.

4. Planning and Development

The Village subcontracts with BK Planning Strategies for planning services. The Village Planner prepares, implements and updates current and long range Village plans, meets with the general public regarding proposed neighborhood or community plans, and coordinates planning activities with those of neighboring communities and of other levels of government. The Planner provides staff assistance to the Plan Commission, which is responsible for enforcing the Village

Comprehensive Plan and ensure orderly growth and development in the Village. The Planner also provides assistance to the Economic Development Committee whose primary responsibility is to promote economic and community development activities in the Village.

5. Zoning and Inspections

The Department of Zoning Administration is responsible for policy analysis, development site plan review, zoning code administration, zoning code enforcement, and general information processing relative to development and redevelopment within the community. The Inspection Department provides professional inspection services for all residential and non-residential construction and alteration projects within the Village of Mukwonago, in order to ensure compliance with all required Federal, State and local codes, ordinances and requirements. The department issues all building permits for residential, commercial and industrial buildings. All plumbing, electrical, heating, air conditioning and ventilating permits must be obtained from this department.

The Department is staffed by the Supervisor of Inspections/Zoning Administrator and a full-time Building Codes Official.

E. Leisure Services

1. Village Parks

The Village of Mukwonago is proud of the quality of the park sites they provide for their residents. The Village Park sites vary widely in both size and the amenities offered. The Village parks include Field, Miniwaukan, Minor, Indianhead, Phantom Glen, and Washington. There are other Village lands dedicated and/or set aside for future park developments.

2. Mukwonago Community Library

There has been library service in Mukwonago since at least 1883 and a municipal village library was established in 1933. The library has an eleven-member board made up citizens from the Village of Mukwonago and the Towns of Vernon and Mukwonago as well as the School District. The library is funded by the municipalities according to a formula based on equalized assessed valuation, which changes every year. It is one of sixteen public libraries in the Waukesha County Federated Library System.

The library has programs and services for every resident: lap sit story time for infants birth through 3, story time for 3-5 year olds, and other special programs for everyone from teens to senior citizens. To publicize its services, the library publishes an email newsletter monthly. It also has its own website (www.mukcom.lib.wi.us) which has separate homepages for children, young adults and adults, as well as links to hundreds of helpful sites. The library also maintains and active Facebook presence.

At the end of 2014 the library had approximately 80,000 books and more than 20,000 items in various other formats: DVD, audiobooks, compact discs, and more. It checks out more than 325,000 items a year. In addition to two individual study rooms, there is access to the Internet through 31 adult and 8 children's public Internet workstations. The library is also a member of the consortium known as CAFÉ (Catalog Access For Everyone), which enables patrons to easily search and borrow from ten times as many items. All sixteen libraries in Waukesha County are members of this consortium. Your library card is valid at all Waukesha County Libraries.

People can get involved in helping the library through its active Friends of the Library group, which raises money through an ongoing book sale and an annual bake sale, and also by supporting the Mukwonago Community Library Foundation, which has provided substantial funds for renovations and building projects. Volunteers of all ages and skill levels help with summer library programs, shelf reading, gardening and other special projects.

DRAFT

SECTION VII – BOARDS, COMMITTEES AND COMMISSIONS

The Village Board is assisted by various citizen boards, committees, task forces and commissions. These bodies are charged with the following responsibilities:

- Advise the Village President and the Village Board and the Village Administrator on matters within their area of responsibility and interest, as prescribed by the Village Board and its ordinances.
- Help focus attention on specific issues and problems within their scope of responsibilities and recommend actions and alternatives for Board consideration.
- Act as channels of communication and information between Village government, the general public, and special interest groups.
- Reconcile contradictory viewpoints and provide direction toward achievement of village wide goals and objectives.
- Encourage broad citizen participation in the definition and formulation of village goals and actions for their achievement.

A. Board of Zoning and Building Appeals

Wis. Stat. §62.23(7)(e)7,8. and Sec. 100-801 of the Municipal Code

The Board of Building and Zoning Appeals has the following powers:

1. To hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination made by an administrative official in the enforcement of this section or of any ordinance adopted pursuant thereto
2. To hear and decide special exception to the terms of the ordinance upon which such board is required to pass under such ordinance;
3. To authorize upon appeal in specific cases such variance from the terms of the ordinance as will not be contrary to the public interest, where, owing to special conditions, a literal enforcement of the provisions of the ordinance will result in practical difficulty or unnecessary hardship, so that the spirit of the ordinance shall be observed, public safety and welfare secured, and substantial justice done. The Village Board may enact an ordinance specifying an expiration date for a variance granted under this subdivision if that date relates to a specific date by which the action authorized by the variance must be commenced or completed. If no such ordinance is in effect at the time a variance is granted, or if the board of appeals does not specify an expiration date for the variance, a variance granted under this subdivision does not expire unless, at the time it is granted, the board of appeals specifies in the variance a specific date by which the action authorized by the variance must be commenced or completed. An ordinance enacted after April 5, 2012, may not specify an expiration date for a variance that was granted before April 5, 2012. A variance granted under this subdivision runs with the land. The board may permit in appropriate cases, and subject to appropriate conditions and safeguards in harmony with the general purpose and intent of the ordinance, a building or premises to be erected or used for such public utility purposes in any location which is reasonably necessary for the public convenience and welfare.

The Board of Building and Zoning Appeals consists of five regular citizen members and two alternate citizen members appointed by the Village President and confirmed by the Village Board. The Board meets on the Thursday after the fourth Tuesday of each month at 6:30 p.m. in the Village Hall Board Room.

B. Board of Review

The Board of Review receives the assessment roll from the Assessor and examines and corrects all

apparent errors in description or computation and adds all omitted property. The Board shall schedule a hearing for each written objection to assessment it receives. It is the Board's duty to hear evidence by the property owner and the assessor and to decide if the assessment is correct.

The Board of Review consists of the Village President, the Village Clerk, and three Village Trustees appointed by the Village President and confirmed by the Village Board. The Board meets in the Village Hall Board Room annually at any time during the 30-day period beginning on the second Monday in May in the Village Hall Board Room.

C. Economic Development Committee

The purpose of the Economic Development Committee shall be to advise the village board on matters of economic development, implementing economic development activities that will assist in improving economic conditions in the village and administer the Village's Economic Development Loan Program.

The Economic Development Committee consists of the Village President, the Village Administrator, the Village Finance Director, a member of the Plan Commission, three citizens whose principal occupations shall be business owners or managers of businesses in the village with known interest in local economic development, or residents having general knowledge of the affairs of the village, and interest in local economic development, and three citizens having general knowledge of the affairs of the village, and interest in local economic development who are non-voting members-at-large appointed by the Village President and confirmed by the Village Board. The Committee meets on the Monday before the second Tuesday of even-numbered months at 4:00 p.m. in the Village Hall Board Room.

D. Fire Commission

The Fire Commission has jurisdiction with regard to the hiring, firing, disciplining, or promotion of personnel in the Fire Department.

The Commission is a joint Commission with the Town of Mukwonago and consists of Village citizen appointments, appointed by the Village President and confirmed by the Village Board, and Town citizen appointments, appointed by the Town Chairperson and confirmed by the Town Board. On even numbered years, the Town has three appointments and the Village has two. On the odd numbered years, the Village has three appointments and the Town has two. The Commission also consists of a Village Trustee and the Town Chairperson, both of which are advisory members only. The Commission meets on an unspecified evening every quarter at 6:00 p.m. at the Fire Station #1, 1111 Fox St.

E. Library Board (Mukwonago Community Library Board)

The Mukwonago Community Library Board consist of eleven (11) members. Six (6) members shall be appointed by the Mukwonago Village President, subject to confirmation of the Mukwonago Village Board, and four (4) members shall be appointed by the Waukesha County Executive, subject to confirmation by the Waukesha County Board. One (1) member shall be the Mukwonago School District Superintendent or his/her designee. The term of office of the Mukwonago Community Library Board members shall be three (3) years. A President, Vice-President, Treasurer and Secretary shall be selected by the Board members for two years, with the selection being made annually in the month of July.

Legal responsibilities for the operation of the Mukwonago Community Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine rules

and regulations governing operations and services. The Board shall select, appoint and supervise a properly certified and competent library director, who shall be evaluated on an annual basis. The library director shall determine the duties and compensation of all library employees for the Board to approve. The Board shall approve the budget and make sure that adequate funds are provided to finance the approved budget. The Board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall audit and approve all library expenditures. The Board shall supervise and oversee buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program. The Board shall study and support legislation that will bring about the greatest good to the greatest number of library users. The Board shall cooperate with other public officials and boards and maintain vital public relations. The library director, with Board approval, shall submit the required annual report to the Division for Libraries, Technology and Community Learning, and the village board.

F. Plan Commission

The Plan Commission is an advisory body that reviews all commercial and residential development plans, rezoning applications, annexation and attachment petitions, and conditional use, unspecified use and home occupation permits, and recommends to the Village Board any action to be taken on the issues. The Commission also reviews and approves any plans that were reviewed by the Historic Preservation Commission. Changes to the Zoning Code and the Master Plan must also be reviewed by the Commission.

The Plan Commission consists of the Village President, the chairperson of the Public Works Committee, the chairperson of the Health and Recreation Committee, the Supervisor of Inspections, and three citizen members appointed by the Village President and confirmed by the Village Board. The Commission meets on the second Tuesday of each month at 6:30 p.m. in the Village Hall Board Room.

G. Police Commission

The Police Commission has jurisdiction with regard to the hiring, firing, disciplining, or promotion of personnel in the Police Department.

The Police Commission consists of five citizen members appointed by the Village President and confirmed by the Village Board. The Commission meets when needed.

H. Committee of the Whole of the Village Board/Standing Committees

A Committee of the Whole has been established as a standing committee. All members of the Village Board are members of this committee with the Village President serving as chair. At the first regular Board meeting following the spring election, the Village President shall designate Trustees as Committee of the Whole sub-committee chairpersons. This committee shall meet on the first Tuesday of the month at 5:30 p.m.

The sub-committees within the Committee of the Whole are as follows:

1. Finance Committee.

The role of the Finance Committee is:

- a. Review policies and implementation of auditor's recommendations
- b. Review options for borrowing capital funds, outlay expenditures and depositories for village

funds

- c. Review claims against the village, accounting procedures, ordinances and resolutions having a fiscal impact on the village.
- d. Receive and review the annual budget from the Village President and Village Administrator and proposes a legislative budget to the Village Board. Reviews budget amendments.
- e. Receive and review accounts payable. Approves purchase requisitions.
- f. Recommendations are made for revenue generation, including investment of village funds and intergovernmental contracts.
- g. All recommendations are made to the Village Board.

2. Health and Recreation Committee

The role of the Health and Recreation Committee is:

- a. Review acquisition of any park or recreation lands, facilities and equipment by gift, devise, bequest or condemnation, either absolutely or in trusts; money, real or personal property, or any incorporated right or privilege.
- b. Review Class I special events permits, policies related to usage of Village parks, refuse collection contracts, and policies and contracts related to recreation.
- c. All recommendations are made to the Village Board.

3. Judicial Committee

The role of the Judicial Committee is:

- a. Review applications relating to retail fermented malt beverages and intoxicating liquors and other licenses as directed by law.
- b. Review alcohol operator licenses that need further review based upon request by Chief of Police.
- c. Review ordinances regarding environment, public safety and law enforcement.
- d. Conduct appeal hearings on all alcohol licenses pertaining to revocation, suspension, non-renewal or denial of licenses as well as abandoned and junked motor vehicles.
- e. All recommendations are made to the Village Board.

4. Personnel Committee

The role of the Personnel Committee is:

- a. Review all personnel matters, including establishment of wage and salary schedules for management and unclassified employees
- b. Review all labor contracts and labor relations policies of the Village.
- c. All recommendations are made to the Village Board.

5. Protective Services Committee

The role of the Protective Services Committee is:

- a. Provide general oversight to the operation of the Police and Fire Departments except for disciplinary matters.
- b. All recommendations are made to the Village Board.

6. Public Works Committee

The role of the Public Works Committee is:

- a. Review all matters pertaining to the construction and maintenance of streets, alleys, sidewalks, gutters, storm sewers, and other public works projects.
- b. Review policies on all transportation related topics including sidewalks, trails, signage, taxis, bicycles and all forms of public and/or mass transit service
- c. Review amendments or other revisions of the official map of the Village.
- d. Review policies on general operation of all municipal utilities.
- e. All recommendations are made to the Village Board.

DRAFT

SECTION VIII. CONCLUSION

On behalf of the Village, we would like to thank you for accepting this position and for devoting your time and effort to become actively involved in the affairs of this community. It is sincerely hoped that you will enjoy your participation in the governing process in the Village of Mukwonago as a member of one of its boards, committees, or commissions, and that you will feel totally free to call upon any of its representatives for advice, background information, or assistance.

It is with this in mind that this brief handbook has been prepared. Please consider it a guide as you begin your new duties as member of an advisory body and not as an all-inclusive restrictive set of regulations.

Welcome aboard.

DRAFT

SECTION IX. VILLAGE CONTACTS

Village Hall:	(262) 363-6421	
Village Hall Hours:	8 a.m. to 5 p.m., Monday thru Thursday, 8 a.m. to noon, Friday	
Village Board Meetings:	3 rd Tuesday's, 6:30 p.m.	
Websites:	Village Website:	www.villageofmukwonago.com
	Fire Department Website:	mukwonagofire.org
	Library Website:	www.mukcom.lib.wi.us
	Museum Website:	www.mukwonagomuseum.org
Village President	Fred Winchowky 520 Fox St.	(262) 363-7884 president@villageofmukwonago.com
Trustee	Arnold Fickau 262 MacArthur Dr.	(262) 363-7345 trustee1@villageofmukwonago.com
Trustee	James Decker 1138 Eastern Tr.	(262) 363-2245 trustee2@villageofmukwonago.com
Trustee	Darlene Johnson 621 Small Farm Rd.	(414) 916-3876 – Cell trustee3@villageofmukwonago.com
Trustee	Jerry Gasser 216 Oakland Ave.	(262) 363-3955 trustee4@villageofmukwonago.com
Trustee	Mark Penzkover 659 Plank Rd.	(262) 363-0665 trustee5@villageofmukwonago.com
Trustee	Ken Werner 1308 Two Rivers Ct.	(262) 363-3915 trustee6@villageofmukwonago.com
Administrator	John Weidl	(262) 363-6886 – Office (262) 441-0186 – Cell jweidl@villageofmukwonago.com
Clerk-Treasurer	Steven Braatz, Jr.	(262) 363-6424 – Office (414) 651-9767 – Cell sbraatzjr@villageofmukwonago.com
Finance Director	Diana Doherty	(262) 363-6421 ddoherty@villageofmukwonago.com
Fire Chief	Jeff Stien	(262) 363-6426 – Office (262) 441-0723 – Cell chiefstien@mukwonagofire.org
Library Director	Ann Lininger	(262) 363-6411 alininger@mukcom.lib.wi.us
Municipal Judge	Daniel Smart	(262) 363-6433

Police Chief	Kevin Schmidt	(262) 363-6434 – Office (262) 613-1026 – Cell kschmidt@mkpd.org
Public Works Director	Ron Bittner	(262) 363-6447 – Office (414) 550-7507 – Cell rbittner@villageofmukwonago.com
Supervisor of Inspections/ Zoning Administrator	Joe Hankovich	(262) 363-6419 – Office (414) 881-0639 – Cell jhankovich@villageofmukwonago.com
Interim Utilities Director	Dave Brown	(262) 363-6416 – Office (920) 728-1429 – Cell
Village Attorney	Mark Blum Hippenmeyer, Reilly Moodie & Blum P.O. Box 766 Waukesha, WI 53187-0766 www.hrmblawfirm.com	(262) 549-8181 – Office mdblum@hrmblawfirm.com
Village Assessor	Nick Laird Associated Appraisal Consultants P.O. Box 2111 Appleton, WI 54912 www.apraz.com	(800) 721-4157 – Office nickl.apraz@gmail.com
Court Attorney	Ronald English, III Hippenmeyer, Reilly Moodie & Blum P.O. Box 766 Waukesha, WI 53187-0766 www.hrmblawfirm.com	(262) 549-8181 – Office renghish@hrmblawfirm.com
Labor Attorney	Rob Buikema Buelow Vetter 20855 Watertown Rd., Ste 200 Waukesha, WI 53186 www.buelowvetter.com	(262) 364-0252 – Office rbuikema@buelowvetter.com
Village Engineer	Kurt Peot Ruekert & Mielke W233N2080 Ridgeview Pkwy Waukesha, WI 53188 www.ruekert-mielke.com	(262) 953-3060 – Office (262) 894-0476 – Cell kpeot@ruekert-mielke.com
Village Planner	Bruce Kaniewski BK Planning Strategies 7719 W Coventry Dr. Franklin, WI 53132 www.bkplanning.com	(414) 339-4105 – Cell bkaniewski@bkplanning.com

Humane Animal Officer

Humane Animal Welfare Society
701 Northview Rd.
Waukesha, WI 53188
www.hawspets.org

(262) 542-8851

DRAFT

ADMINISTRATIVE HANDBOOK FOR MEMBERS OF BOARDS, COMMISSIONS AND COMMITTEES

I understand that I am to read the Administrative Handbook and become familiar with and understand the policies and procedures therein. I understand that the handbook may be amended or revised from time to time by the Village.

I have thoroughly read and understand my duties and responsibilities as a Board, Commission or Committee Member.

Signature of Board, Commission or Committee Member

Print Name of Board, Commission or Committee Member

Board, Commission or Committee Name

Date of Orientation and /or Administrative Handbook issuance: _____

Please sign and return this page to the Village Clerk.

BENEFITS SUMMARY – 2016

(Based on Village of Mukwonago Employee Handbook effective January 1, 2015)

- Employees are considered Full-Time if they work a minimum of 37.50 regularly scheduled hours per week. Full-time employees are eligible for all benefits offered by the Village with some exceptions if health insurance coverage is waived.
- Part-Time employees who are regularly scheduled between 30 and 37.5 hours per week are eligible for most benefits on a prorated basis against 37.5 hours.
 - Currently the handbook has the proration against 37.5 hours but in reality, the majority of full-time employees work 40 hours and in actual practice, we've used the 40 hours as the basis for the proration. I would like to amend the employee handbook to state 40 hours as the basis for the proration of benefits for eligible part-time employees.
 - The Board may recall that we established 5 ranges for the calculation of health insurance premiums for part-time employees. This enables us to use a single-factor per range to calculate prorated benefits rather than build tables in payroll for every possible scenario. I would like to add language to the handbook that states part-time hours are categorized into ranges for proration purposes of health insurance and related benefit costs.
- Part-Time employees who are regularly scheduled for less than 30 hours per week are eligible for WRS participation after attaining either 600 hours (if hired prior to 7/1/2011) or 1,200 hours (if hired on or after 7/1/2011) in a 12 month period. Once in WRS, they are eligible for health insurance and life insurance although they pay more towards those benefits if they choose to take them.

Health Insurance & Dental

- The health insurance offered by the Village is through Wisconsin Public Employers Group Health Insurance Program – aka the State Health Plan. The plans offered are low deductible (\$500 single coverage / \$1,000 family coverage) HMO-type plans within the Village's primary service area (Waukesha County) and employees may choose among those plans which do differ in premium costs. All of the health plans offered through the State now have an optional dental benefit which employees may opt out of and pay a reduced premium. Employees must be enrolled in the health plan in order to receive the dental benefit.
 - For Full-Time employees, the Village pays 88% of the cost of the lowest cost qualified plan offered within the service area. Employees pay 12% of that plan plus any additional cost if they choose a higher cost plan.
 - For Part-Time employees who are WRS eligible and who choose the health coverage, the share of the premium cost between the Village & Employee is prorated based on the ranges established for the hours the employee is regularly scheduled to work. The ranges are as follows: 35-37 hours per week; 30-34 hours per week; 25-29 hours per week; 20-24 hours per week; Less than 20 hours per week

Flex Spending

- Based on the health coverage chosen, the Village contributes \$250 for Single and \$500 for Family into a flex spending account. Additional money can be added by the employee up to \$2,500. **The Village contribution is only offered to Full-Time employees. Full-Time employees not enrolled in health insurance receive \$250 in their flex account.** Per IRS rules, the maximum Village contribution is the \$250 and \$500. The plan is set up to allow up to a \$500 carryover of unused balance to the subsequent year. Any unspent balances above that limit in any given year are retained by the Village.
 - **I recommend either pro-rating this benefit in the same manner that health insurance premiums are calculated for Part-Time employees enrolled in the health plan or contributing the full \$500 or \$250 for them. The Board should also consider why we are contributing anything to Full-Time employees who are not enrolled in the health plan.**

HRA Account

- In 2015, the Village began offering a Health Reimbursement Arrangement (HRA) to both Full-Time & Part-Time employees enrolled in Health Insurance with contribution amounts of \$1,000 for Family coverage and \$500 for Single coverage (prorated for Part-Time employees in the same manner in which health insurance premiums are prorated). The HRAs are restricted to dental & vision expenses not covered under the health plan. Beginning in 2016, Village contribution to this benefit is only offered to employees enrolled in health insurance and who opt out of the dental coverage. Any balances in the HRA from prior year contributions remain available for the employee to use as long as they continue active participation in the health insurance plan. There is a cap on the amount of money an employee can accumulate over time in the HRA (\$3,000/Family and \$1,500/Single). Employees who reach those balances will not receive additional contributions from the Village until they start using the benefit. Any balances in the accounts upon employee separation are retained by the Village. This benefit is not available to any employees (Full-Time or Part-Time) who are not actively participating in the Village's health insurance coverage.
 - **Beginning in 2017, I recommend adjusting the amount the Village will contribute to match what the Village is paying for those employees who take dental coverage with their health insurance. In 2016, the Village funding would have been approximately \$694 for Family and \$278 for Single (vs \$1,000 and \$500). I would further recommend reducing the \$3,000 and \$1,500 caps on balances carried in the accounts to \$2,000 and \$1,000 respectively which should be more in-line with contributions going forward.**
 - **An employee who changes coverage mid-year or drops health insurance coverage will have Village contributions to HRAs adjusted accordingly.**

Life Insurance (after 6 months employment)

- The Village pays the premium for the eligible employee based on the employee's annual pay. The Village paid benefit is only offered to Full-Time employees. Part-Time employees are eligible for this benefit but will pay 80% of the cost for the basic coverage on themselves and 100% of any additional coverage. Spouse/Dependent and additional life insurance may be purchased by any full or part-time employee who is eligible for the benefit.

Vacation

Full-Time employees receive the following vacation benefit.

- 1 week (40 hours) after 1 year of employment
- 2 weeks (80 hours) after 2 years of employment
- 3 weeks (120 hours) after 5 years of employment
- 4 weeks (160 hours) after 10 years of employment
- 5 weeks (200 hours) after 15 years of employment

Part-Time (30-37.50 regularly scheduled) receive the benefit on a **prorated 40 hour basis**.

Part-Time under 30 hours do not receive any paid vacation time.

Holidays & Personal Days

- Full-Time employees receive 8 paid holidays and 4 paid personal days. Part-Time (30-37.5 regularly scheduled) receive the benefit on a **prorated 40 hour basis**. Part-Time under 30 hours do not receive any paid holidays or personal days.
 - **Any thoughts on granting some holiday pay to regularly scheduled Part-Time (under 30 hour employees) who would normally be scheduled to work on a particular holiday??**

Sick Leave

- Full-Time employees accrue 1 day (8 hours) of sick leave for 1 month employment. Part-Time (30-37.5 regularly scheduled) receive the benefit on a **prorated 40 hour basis**. Part-Time under 30 hours do not receive paid sick days.

Sick Leave Pay Out

- Full-Time and Part-Time (30-37.5 regularly scheduled hours) who receive the sick leave benefit can accumulate unused hours up to the limits specified in the Employee Handbook (Full-Time = 150 days or 1,200 hours; Part-Time hour limits calculated on a **prorated 40 hour basis**.) At the time of separation from the Village, employees who were here a minimum of 20 years can convert that time (up to 960 hours for Full-Time employees; pro-rated for Part-Time employees) into a retirement HRA to fund future health care premiums. **This payout option has been eliminated for any employees hired on or after January 1, 2014, although they can still accumulate unused hours in the event they ever have an extended medical leave absence.**

Discussion on this topic

Retirement

- Wisconsin Retirement System
 - Full-Time and regularly scheduled part time employees who will attain either 600 hours (if hired prior to 7/1/2011) or 1,200 hours (if hired on or after 7/1/2011) in a 12 month period will automatically be enrolled in WRS.
 - Part-time employees who are “paid-on-call” or regularly scheduled in a manner that won’t attain either the 600 or 1,200 hours are not enrolled in the benefit but are monitored on a 12-month rolling calendar basis. Upon attaining the 600 or 1,200 hours, the employee is enrolled in the benefit. Once enrolled, they remain eligible even if the hours are not maintained going forward.

- Both the employee and the Village pay the same WRS determined contribution rate on eligible earnings. Represented (public safety union) employees have an additional % dictated by WRS added which is the Village's responsibility.
- ICMA (Deferred Compensation Plan)
 - Village pays an additional 2 ½% for non-represented Full-Time employees who are enrolled in WRS. The total of the WRS required contribution plus this 2 ½% cannot exceed the total amount the Village contributes on the behalf of represented employees to WRS.
 - Employees have the option to contribute additional money into their ICMA accounts

Additional Benefits available to employees who wish to utilize and/or contribute to them:

- Great West Retirement (Deferred Comp)
- North Shore (Deferred Comp)
- AFLAC (various plans)
- Summit Credit Union

Specific Questions related to employees originally hired as part-time with no benefits to either Part-Time (regularly scheduled 30-37.5 hours) with pro-rated on 40 hour basis benefits or to Full-Time with full benefits.

- Does vacation benefit count from original hire date or the date the employee becomes eligible for the benefit.
 - Example: Original Hire Date was 1/1/2010 (as part-time less than 30 hours per week) Hours increased to range eligible for benefit as of 1/1/2016 (pro-rated if 30-37.5 hours)
 - Does the employee get one week after 1 year employed as benefit eligible)?
 - Does the employee get three weeks of vacation right away since they technically have been employed by the Village for 7 years?
 - Can we calculate an equivalent to recognize that there are some years of service prior to becoming eligible for the benefit:
 - E.g. an employee who has been part time at 20 hours per week for 7 years prior to becoming full time, would get 3.5 years of "credit" for vacation granting purposes. In this example, this person would get 2 weeks of vacation when they become eligible for the benefit.
- Similar question as above: The longevity benefit is only offered to full-time employees after 5 years of continuous service. Annual payout is as follows:
 - \$250 after 5 years of service
 - \$350 after 10 years of service
 - \$450 after 15 years of service
 - \$500 after 20 years of service

Does "years of service" count from the original hire date or the date the employee becomes full-time and eligible for the annual payout of the benefit?

- For the sick leave pay-out benefit (which is discontinued for employees hired after 1/1/14):
 - Does the original hire date if prior to 1/1/14 determine whether the employee is now eligible for the payout? Or does the date the employee becomes eligible for the benefit determine whether or not they could potentially receive the payout? (The payout of this benefit is something we are trying to phase out which is why new hires will no longer be eligible for it)
 - The opinion we received was employees hired prior to 1/1/14 should be grandfathered in for the payout of the benefit even if they were not eligible to accrue sick leave at the time they were hired.
 - “Years of Service” prior to becoming eligible for the benefit would also then count towards the 20 year requirement for the payout.

Specific Questions related to employees who have terminated and are re-hired. These questions assume the re-hired employee was eligible for benefits when they left.

- Do we treat re-hired employees as new hires for vacation granting purposes and other “years of service” driven benefits?
 - The opinion we received was once there is a break in service, the employee should be treated as a brand new hire. Any exceptions should be approved by the Personnel Committee and there should be a good reason for the exceptions.
- Sick leave payout – should any previously accrued hours be granted back to the employee or do we start from scratch with accruing unused sick leave for future potential use but not for payout since re-hire date would now be after 1/1/14.
 - The opinion we received was to treat the re-hired person as a brand new hire who could accrue unused sick leave going forward but not be eligible for a future payout nor receive credit for any previous time accrued.
- With our newly adopted wage & salary ranges, what happens if the rehired employee was making more when he or she left than what is now the max for the range? Is there room for negotiation or is the new max the most an employee should be offered?
 - The opinion we received was, as a general rule, to not re-hire an employee above the maximum range established for the position. Exceptions (which should always be approved by the personnel committee) can be granted but should be rare and only done when there is a specific reason to do so.

RESOLUTION 2016-006

**A RESOLUTION TO ESTABLISH A SNOWMOBILE ROUTE
WITHIN THE LIMITS OF THE VILLAGE OF MUKWONAGO**

WHEREAS, the Protective Services Committee has recommended to the Village Board that a snowmobile route be established within the Village limits, and;

WHEREAS, the Village Board has considered the recommendation of the Protective Services Committee, and;

WHEREAS, the trail shall follow the map as shown on the attached Exhibit "A," and;

WHEREAS, the snowmobile trail shall generally be 10 to 12 feet wide and correctly marked per Wisconsin Department of Natural Resources Standards, and;

WHEREAS, snowmobile traffic down Andrews Street is limited to the hours of 6:00 a.m. to 10:00 p.m.

NOW THEREFORE, be it resolved that the Village Board hereby approves a snowmobile route as shown in the attached pictorial description.

Dated and approved this 16th day of February, 2016.

Fred H. Winchowky, Village President

Attest: _____
Steven A. Braatz, Jr., Clerk-Treasurer

January 20, 2016

RE: Protective Services Committee
Sno-snoops Trail

Please find attached copies of the trail routes provided by Ken Flanum of the Sno-snoops. There have been no changes to the trail for the past two years. The Judicial Committee has advised that the Mr. Flanum does not have to appear at the meetings if the routes have not changed.

There are no changes to the trail routes through the Village of Mukwonago and we recorded no complaints last year.

Mr. Flanum advised that any trail grooming operations shall occur during the day to avoid evening noise issues.

The only trail not depicted on the attached maps is the south side of Andrews Street from Main Street to Phantom Lake. This is a posted route for snowmobiles only to obtain fuel at the Village Pumper.

If you have any questions, please do not hesitate to contact me.

Respectfully submitted,

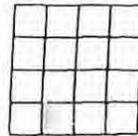
A handwritten signature in black ink, appearing to read "Kevin Schmidt", with a long horizontal flourish extending to the right.

Chief Kevin Schmidt

Village of Mukwonago Police Department

WALWORTH COUNTY

SNO-SNOOPS
MAP

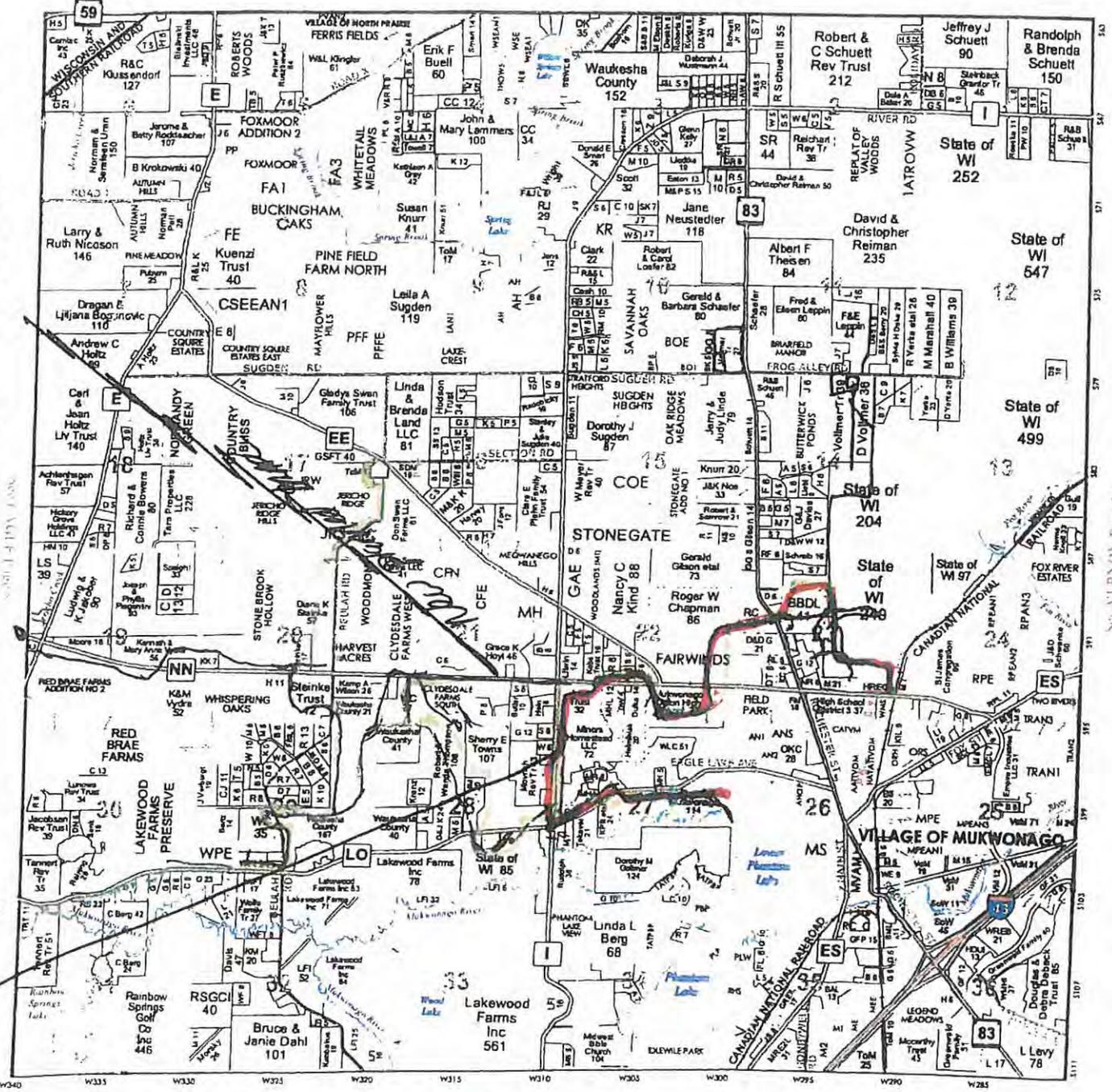


T.05N. - R.18E.

See Legend Page 9

Area Concerned with

Problem question



WALWORTH COUNTY

SEPTIC TANKS & HOLDING TANKS CLEANED

STANLEY P. WALTER

A Family Owned Business Since 1953
Reasonable Prices - Give Us a Call!

State Licensed

262-679-1383

565W22240 W National Ave

East Troy Septic

Waukesha, WI 53189

262-642-5364





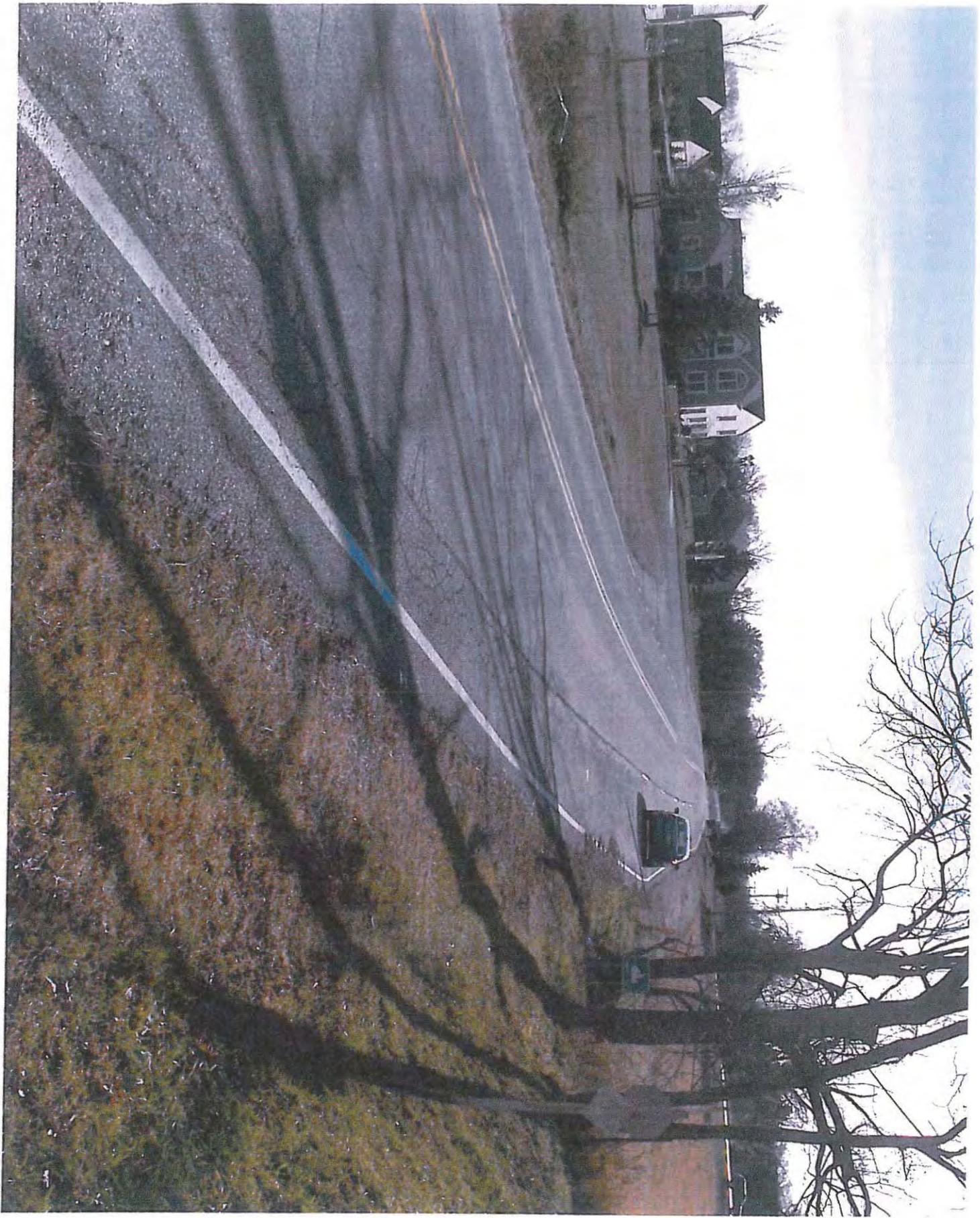


12/2011 Kara Granum / Snow Swoops

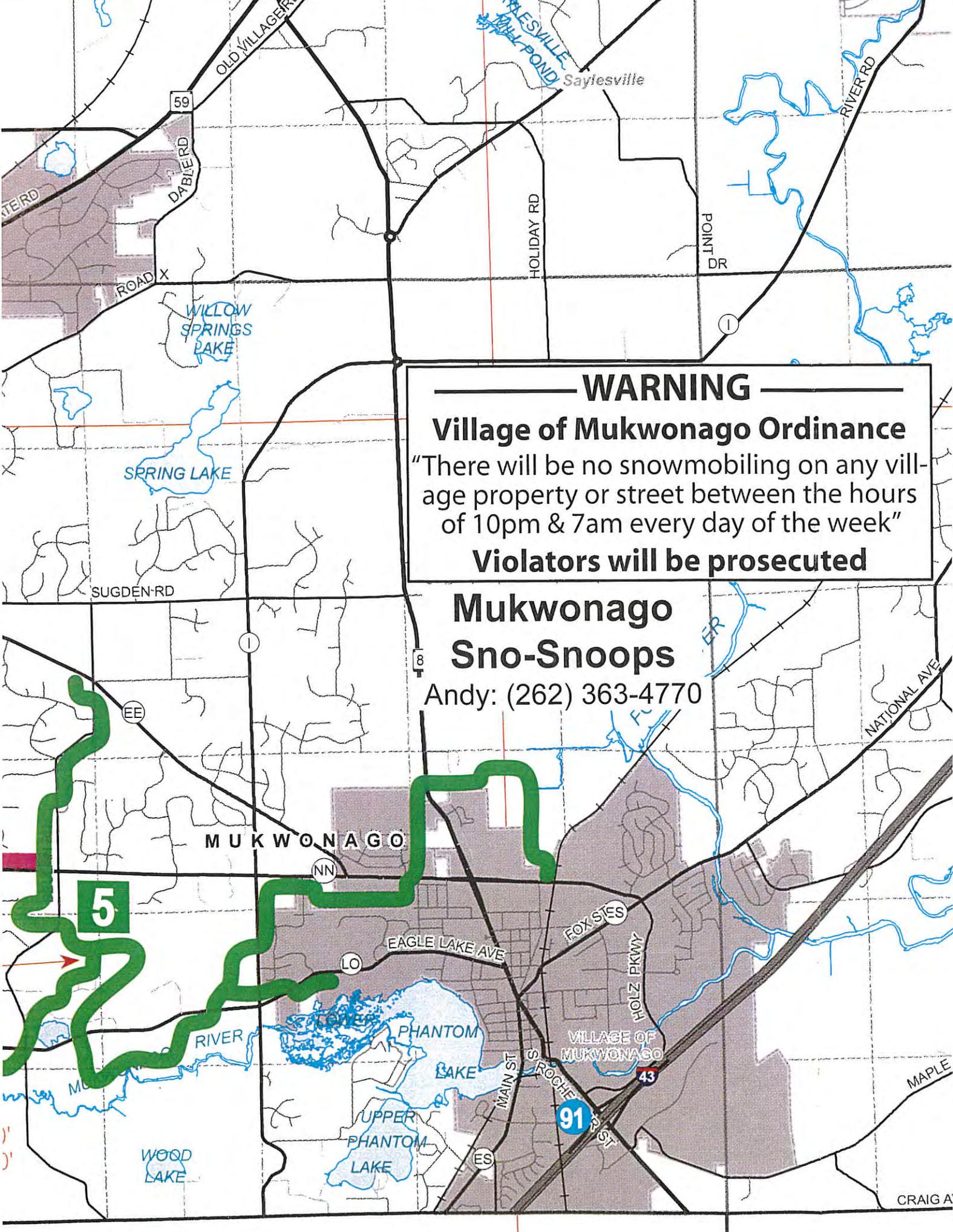




12/2011 / Kona FRANKUM / SNO SNOWPS



12/2011 Ron GUNN / SMO SNOOP



— WARNING —

Village of Mukwonago Ordinance

"There will be no snowmobiling on any village property or street between the hours of 10pm & 7am every day of the week"

Violators will be prosecuted

**Mukwonago
Sno-Snoops**

Andy: (262) 363-4770

5

→

ESTIMATED CONSTRUCTION COST

CTH NN Trail Alternate 1 - 5' Sidewalk on Back of Curb - 2,050 LF
Village of Mukwonago
Project # 12-10040.200

Preliminary

#	Description	Unit	Quantity	Unit Price	Total
1	Construct Sidewalk to Subgrade	L.S.	1	\$11,000	\$11,000
2	2" Crushed Limestone Base Course	TON	152	\$15	\$2,280
3	5-inch Concrete Sidewalk	S.F.	10,000	\$6	\$60,000
4	5-inch Concrete Sidewalk Curb Ramps	S.F.	250	\$10	\$2,500
5	Spot Removal and Replacement of Concrete Curb and Gutter	L.F.	50	\$40	\$2,000
6	Detectable Warning Field	S.F.	40	\$45	\$1,800
7	Full Depth Saw Cutting	L.F.	25	\$2	\$50
8	Sign Relocation/Removal	EA	3	\$150	\$450
9	Asphalt Driveway Replacement	S.F.	200	\$7	\$1,400
10	Topsoil, Seed, Fertilizer and Mulch	S.Y.	1,665	\$5	\$8,325
11	Silt Fence	L.F.	1,665	\$2	\$3,330
12	Inlet Protection - Type C	EA	7	\$50	\$350
13	Tree Removal	Inch Dia.	42	\$20	\$840
14	Clearing and Grubbing	L.S.	1	\$150	\$150
Sub Total					\$94,325
Administration, Engineering & Contingencies				30%	\$28,298
Estimated Total Project Cost					\$122,623

The 5-foot sidewalk within R.O.W. and adjacent to the back of curb. Sidewalk becomes 4-feet wide along the back of curb when in conflict to the We-Energy poles.

ESTIMATED CONSTRUCTION COST

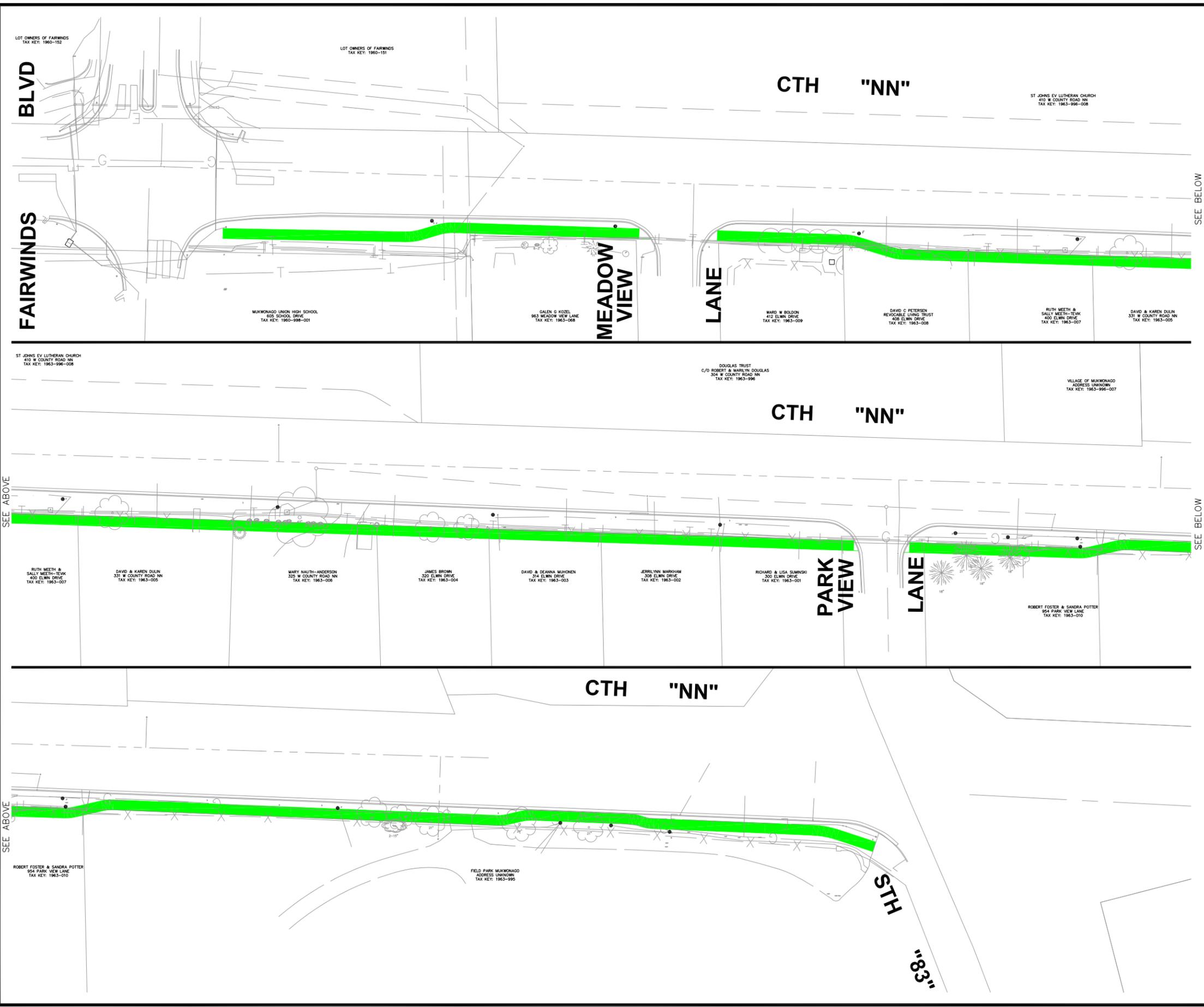
CTH NN Trail Alternate 3 - 8' Multi Use Trail - 2,050 LF
Village of Mukwonago
Project # 12-10040.200

Preliminary

#	Description	Unit	Quantity	Unit Price	Total
1	Construct Trail to Subgrade	L.S.	1	\$16,000	\$16,000
2	6" Crushed Limestone Base Course	TON	760	\$15	\$11,400
3	2-inch Asphalt Concrete Surface Course	TON	220	\$65	\$14,300
4	5-inch Concrete Sidewalk Curb Ramps	S.F.	250	\$10	\$2,500
5	Spot Removal and Replacement of Concrete Curb and Gutter	L.F.	60	\$40	\$2,400
6	Detectable Warning Field	S.F.	60	\$45	\$2,700
7	Full Depth Saw Cutting	L.F.	25	\$2	\$50
8	Sign Relocation/Removal	EA	4	\$150	\$600
9	Asphalt Driveway Replacement	S.F.	140	\$7	\$980
10	Remove and Reinstall Fence	L.F.	600	\$10	\$6,000
11	Topsoil, Seed, Fertilizer and Mulch	S.Y.	1,500	\$5	\$7,500
12	Silt Fence	L.F.	1,665	\$2	\$3,330
13	Inlet Protection - Type C	EA	7	\$50	\$350
14	Tree Removal	Inch Dia.	160	\$20	\$3,200
15	Clearing and Grubbing	L.S.	1	\$150	\$150
16	Right of Way Acquisition	L.S.	1	\$80,000	\$80,000
	Sub Total				\$151,460
	Administration, Engineering & Contingencies			30%	\$45,438
	Estimated Total Project Cost				\$196,898

8-foot multi-use trail located within the R.O.W. and in easements designed to not be in conflict with We-Energy poles.

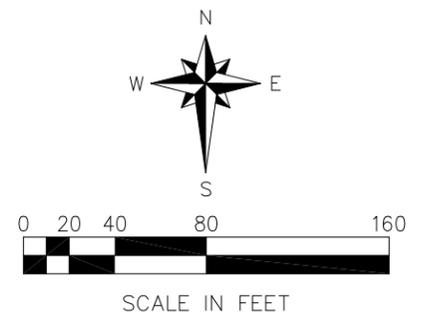
RM1117LB
 Dec 28, 2015 2:17pm PLOTTED BY: dklermm SAVED BY: dklermm
 W:\Projects\12 Mukwonago\10040\dwg\Zcex-F6th Location-01.dwg ALT (3)
 W:\Projects\12 Mukwonago\10040\dwg\Zcex-F6th Location-01.dwg ALT (3)
 W:\Projects\12 Mukwonago\10040\dwg\Zcex-F6th Location-01.dwg ALT (3)
 W:\Projects\12 Mukwonago\10040\dwg\Zcex-F6th Location-01.dwg ALT (3)



Mukwonago - Place of the Bear
a Waukesha County blue chip community

MAP 3
PROPOSED TRAIL - ALTERNATE 3
VILLAGE OF MUKWONAGO
WAUKESHA COUNTY, WISCONSIN

- LEGEND**
- ALTERNATE 3 TRAIL LOCATION
 - UTILITY POLE LOCATION



DATE: DECEMBER, 2015
 © 2015 Copyright Ruerkert & Mielke, Inc.