

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

Notice of Meeting and Agenda
Tuesday, March 1, 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, March 2, 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.

*Denotes amendment to the agenda

1. Call to Order
2. Roll Call
3. Approval of February 2, 2016 Committee of Whole meeting minutes
4. Consideration of rescheduling or relocation of April 5, 2016 Committee of the Whole meeting
5. Committee Reports

Discussion and Possible Action on the Following Items

A. Finance Committee

- 1) Vouchers payable batches
 - a. TAXSET2-2016 \$3,728,199.84
 - b. AP-3-2016-1 \$300,632.00
 - c. M-2-2016-1 \$163,580.44
- 2) Approval of purchase requisitions (Committee Approval Only)
 - a. DPW – Purchase of dumpbox and spreader in the amount of \$17,700
- 3) Updates to Schedule of Building Permit Fees
- 4) *Update on 2015 Fire Department settlement
- 5) 2015 Year-end Budget Amendments to various funds
- 6) Update on internal 2015 Budget re-allocations
- 7) Monthly Treasury Report and Library Circulation Report *(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 reports, the Committee will direct that item to be placed on the next Committee agenda.)*

B. Health and Recreation Committee

- 1) Holz Parkway Multi-use Trail Project cost estimate
- 2) 2015 4th Quarter Recycling Report *(This report is from Staff to Committee members. No item in the report 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 agenda.)*

C. Judicial Committee

- 1) *Razing of barn and milk house on the property located at S93W28220 CTH ES
- 2) 2015-16 Operators License for Darlene M. Tadych
- 3) Review of Fair Housing Analysis of Impediments by Waukesha County
- 4) Ordinance to amend Chapter 2, Articles II and V pertaining to Village Board meetings and Committee of the Whole
- 5) Review of Elected Officials Handbook draft

D. Personnel Committee

- 1) A resolution relating to wage schedules for Election Officials
- 2) Position description for Building Codes Official
- 3) Position description for Supervisor of Inspections
- 4) Amendments to the Village Employee Handbook

E. Protective Services Committee

- 1) Permit from WiDOT for Yellow/Black Vertical Panel on State Right-of-way for the placement in the public right-of-way on STH 83 at Atkinson St. of a vertical panel curb system
- 2) Correspondence from WiDOT regarding the median opening at STH 83 and Arrowhead Drive
- 3) Monthly Police Report *(This report is from Staff to Committee members. No item in the report 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 agenda.)*

F. Public Works Committee

- 1) An ordinance to amend Section 74-8 of the Municipal Code of the Village of Mukwonago pertaining to the regulation of streets, sidewalks and other public places
- 2) Request by DPW Director for authorization to apply for an Urban Nonpoint Source grant with WiDNR to incorporate storm water information into the Village GIS
- 3) Fairwinds status of restriction on sale of lots agreement
- 4) CTH NN Reconstruction Project funding analysis
- 5) CTH NN Water Main Relay Project
- 6) Correspondence from WiDOT regarding the Traffic Impact Analysis covering the Chapman Property Development
- 7) 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 reports, the Committee will direct that item to be placed on the next Committee agenda.)*

6. 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 Tuesday, February 2, 2016

Call to Order

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

Roll Call

Board members present: Darlene Johnson
Jim Decker
Jerry Gasser
Ken Werner (entered at 5:50 p.m.)
Fred Winchowky, Village President

Board members excused: Arnold Fickau
Mark Penzkover

Also present: Kevin Schmidt, Police Chief
Ron Bittner, Director of Public Works
Diana Doherty, Finance Director
Dave Brown, Interim Utilities Director
Bruce Kaniewski, Village Planner
Violet Razo, Village Engineer
Steven Braatz, Jr., Clerk-Treasurer

Minutes

Motion by Decker/Johnson to approve the January 4, 2016 Committee of Whole meeting minutes carried.

Committee Reports

Finance Committee

Vouchers payable batches

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

- 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

Purchase requisitions

Motion by Johnson/Decker to approve the purchase requisition for DPW for the purchase of a Utility Tractor from Deere & Co. in the amount of \$23,043 carried.

Motion by Johnson/Decker to approve the purchase requisition for DPW for the purchase of a Chassis with plow from Lynch's Horter Chevrolet in the amount of \$42,173 carried.

Motion by Johnson/Decker to approve the purchase requisition for the Police Department for the purchase of two Police Interceptors from John Amato Ford in the amount of \$56,200 carried.

Motion by Johnson/Decker to approve the purchase requisition for the Water Utility for the purchase of water meters from HD Supply in the amount of \$26,160 carried.

Motion by Johnson/Decker to approve the purchase requisition for the Sewer Utility and DPW for the purchase of a skid steer and stump grinder from Brooks Tractor Inc. in the amount of \$42,200 carried.

Mukwonago Food Pantry

Motion by Gasser/Johnson to recommend the Village Board approve the request by Cynthia Eggleston, Mukwonago Food Pantry, to waive conditional use permit application fee. The costs for publication, postage, and professional service fees will be charged back. Motion carried (Decker voted no).

Village Hall and Public Works office renovations

Motion by Johnson/Decker to recommend the Village Board authorize the use of General Fund fund balance not to exceed \$3,000 for office renovations in the Public Works garage carried.

Motion by Johnson/Decker to recommend the Village Board authorize the use of General Fund fund balance not to exceed \$11,000 for office renovations in the Village Hall carried.

Monthly Financial Report

Report is on file in the Clerk's Office.

Health and Recreation Committee

Policy about open space property within subdivisions

John Schulz, President of the Mukwonago Estates Maintenance Corporation, asked the Committee what their position is about the possibility of the Village taking over the maintenance of the open space within Mukwonago Estates subdivision. He stated he receives occasional inquiries from the residents in the subdivision. The Committee agreed that the policy was subdivisions are required to have and maintain their own parks. At this time, the Village would not be interested in acquiring any open property within any subdivision due to high costs of maintenance and ownership. No action taken.

Mukwonago Area Farmers Market

April Reszka, Chamber Director, gave a report on the 2015 Farmer's Market. Report is on file in the Clerk's Office. Use of the park for the 2016 Farmer's Market will be on the next agenda.

Comprehensive Outdoor Recreation Plan

Bittner handed out a list of future park projects and asked the Committee to review, prioritize, and comment on the plan at a future meeting.

Recreation services and youth sports management funding

The \$15,000 approved in the 2016 budget for the Village recreation programs will remain allocated for this use, including Clerk's Office and Public Works staff wages to manage the youth sports team scheduling. After a meeting with Library Director Ann Lininger, Bittner noted the management of sports scheduling services and providing recreation programs by the Library has been withdrawn at this time. No action taken.

Judicial Committee

Options for potential granting of liquor license to Khasria Two Inc., 712 Main St., Unit 101, d/b/a Village Express Liquor

Item removed from the agenda at the request of the applicant.

David Alan Alan's Smokehouse & Saloon alcohol license

Motion by Decker/Johnson to recommend the Village Board approve the request to exceed the alcohol license quota pursuant to Sec. 6-36 (b) of the Municipal Code and grant a 2015-16 Original "Class B" Fermented Malt Beverage and Reserve Intoxicating Liquors License to DAA Smokehouse LLC (Tina O'Bryan – Agent) for the property located at 325 Bay View Road, Suites D and E, d/b/a David Alan Alan's Smokehouse & Saloon carried.

Ordinance to amend Chapter 2, Articles II and V pertaining to Village Board meetings and Committee of the Whole

Item will remain on agenda.

Review of Elected Officials Handbook draft

Item will remain on agenda.

Personnel Committee

Employee Handbook Updates

Doherty explained various potential employee handbook changes related to benefits, part-time employees, and rehires, and asked the Committee for policy direction regarding certain sections. Committee agreed on the following:

- Benefits for eligible part-time employees will be pro-rated against 40 hours per week (2,080 annual hours).
- Part-time employees eligible for health insurance and the related HRA account, will have the Village's cost of the benefit* (which is not the total premium) prorated based on 5 ranges
- Beginning in the budget year 2017, the Village's annual funding to an HRA account for eligible employees who enroll in health insurance but who opt out of the dental option, will equal the difference in the Village's cost of the premium including the dental option.
- Village funding to employee Flex Spending Accounts remains a benefit only available to full-time employees. Full-time employees who waive health insurance coverage will also receive this benefit in the amount of \$250.
- Part-time employees who work less than 30 hours per week are not eligible for paid-time-off benefits or benefits related to length of service (longevity payout, sick leave payout, etc.) If these employees transition to a position where they will permanently work more than 30 hours per week, eligibility for these benefits begins on the date of transition, not the employees' original hire date.
- Employees who are eligible for benefits but who permanently transition to less than 30 hours per week will have benefits removed or reduced accordingly.
- Employees who separate from the Village and who are later rehired will accrue any eligible length-of-service benefits based on their new rehire date. Any exceptions to this must be approved by the Village Board.
- A rehired employee's salary or wage must conform to the Village's adopted wage and salary ranges. If an employee's wage at the time of separation, exceeds the range's current maximum for that position, the employee may be offered the maximum. Any exceptions to this must be approved by the Village Board.

Doherty will provide a summary memo of the amendments to the Committee members. They will be placed in a resolution for formal review and approval in March. No action taken.

Protective Services Committee

Snowmobile routes

Motion by Gasser/Decker to recommend the Village Board adopt the resolution to establish a snowmobile route within the limits of the Village of Mukwonago as presented carried.

Public Works Committee

Snow and ice removal policy

Bittner asked the Committee if they wish to include sidewalk ramps as part of the snow and ice removal policy in Sec. 74-8 of the Municipal Code, making it the responsibility of the property owner, or if they wish to make it the responsibility of the Village. The Committee agreed to make it the responsibility of the property owner. Bittner will incorporate it into the Code and present the ordinance at a future meeting. No action taken.

CTH NN walking pathway

Committee agreed the 5' sidewalks alternate for the CTH NN pathway is the cheapest and less intrusive option. Motion by Gasser/Decker to recommend the Village Board approve Alternate 1 for the CTH NN Trail Project in the projected amount of \$122,623, which includes concrete sidewalk, carried.

Monthly Reports

Water and Sanitary Sewer Utilities, Public Works Department, and Engineering Department reports are on file in the Clerk's Office.

Adjournment

Meeting adjourned at 8:08 p.m.

Respectfully Submitted,

Steven Braatz, Jr.
Clerk-Treasurer

Vouchers Payable Cover Sheet

Payments batch TAXSET2-2016	\$3,728,199.84
Payments batch AP-3-2016-1	\$81,864.69
Manuals M-2-2016-1	\$163,580.44
Total for board approval:	\$3,973,644.97

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Payments

Current Period: February 2016

Batch Name	TAXSET2-2016	User Dollar Amt	\$3,728,199.84	
	Payments	Computer Dollar Amt	\$3,728,199.84	
			\$0.00	In Balance
Refer	75151 EAST TROY SCHOOL DISTRICT	-		
Cash Payment	G 720-246200 East Troy School Tax	FEB 2016 TAX SETTLEMENT		\$40,357.04
Invoice	FEB 2016 2/19/2016			
Transaction Date	2/18/2016	Citizens	111000	Total \$40,357.04
Refer	75152 GATEWAY TECHNICAL COLLEGE	-		
Cash Payment	G 720-246300 Gateway College Tax	FEB 2016 TAX SETTLEMENT		\$3,341.98
Invoice	FEB 2016 2/19/2016			
Transaction Date	2/18/2016	Citizens	111000	Total \$3,341.98
Refer	75153 MUKWONAGO AREA SCHOOLS	-		
Cash Payment	G 720-246000 Mukwonago School Tax	WAUK FEB 2016 TAX SETTLEMENT		\$1,595,322.37
Invoice	FEB 2016 2/19/2016			
Cash Payment	G 720-246000 Mukwonago School Tax	WAL FEB 2016 TAX SETTLEMENT		\$1,365.27
Invoice	FEB 2016 2/19/2016			
Transaction Date	2/18/2016	Citizens	111000	Total \$1,596,687.64
Refer	75154 PHANTOM LAKES MGMT DISTRIC	-		
Cash Payment	G 720-245000 Phantom Lakes Mgt District	FEB 2016 TAX SETTLEMENT		\$7,068.41
Invoice	FEB 2016 2/19/2016			
Transaction Date	2/18/2016	Citizens	111000	Total \$7,068.41
Refer	75155 W C T C	-		
Cash Payment	G 720-246100 Waukesha Tech College Ta	FEB 2016 TAX SETTLEMENT		\$69,094.54
Invoice	FEB 2016 2/19/2016			
Transaction Date	2/18/2016	Citizens	111000	Total \$69,094.54
Refer	75156 WALWORTH CTY TREASURER	-		
Cash Payment	G 720-243110 Walworth County Tax	CTY FEB 2016 TAX SETTLEMENT		\$19,205.33
Invoice	FEB 2016 2/19/2016			
Cash Payment	G 720-242200 State Taxes	STATE FEB 2016 TAX SETTLEMENT		\$713.99
Invoice	FEB 2016 2/19/2016			
Transaction Date	2/18/2016	Citizens	111000	Total \$19,919.32
Refer	75157 WAUKESHA CTY TREASURER	-		
Cash Payment	G 720-243100 Waukesha County Tax	CTY FEB 2016 TAX SETTLEMENT		\$371,500.65
Invoice	FEB 2016 2/19/2016			
Cash Payment	G 720-242200 State Taxes	STATE FEB 2016 TAX SETTLEMENT		\$32,614.64
Invoice	FEB 2016 2/19/2016			
Transaction Date	2/18/2016	Citizens	111000	Total \$404,115.29
Refer	75158 VILLAGE OF MUKWONAGO DUE T	-		
Cash Payment	G 720-250022 Due to TID	WaUK CTY TIF		\$194,158.56
Invoice	FEB 2016 2/19/2016			
Cash Payment	G 720-250010 Due to General Fund	WaUK CTY GEN FUND		\$604,294.13
Invoice	FEB 2016 2/19/2016			
Cash Payment	G 720-250030 Due to Debt Service	WaUK CTY DEBT SERV		\$541,883.76
Invoice	FEB 2016 2/19/2016			
Cash Payment	G 720-250041 Due to Recycling	WaUK CTY SOLID WASTE		\$77,443.48
Invoice	FEB 2016 2/19/2016			

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Payments

Current Period: February 2016

Cash Payment	G 720-250043 Due to Capital Equipment	WaUK CTY CAP EQUIP		\$29,159.49
Invoice FEB 2016	2/19/2016			
Cash Payment	G 720-250044 Due to Library	WaUK CTY LIB FUND		\$110,844.52
Invoice FEB 2016	2/19/2016			
Cash Payment	G 720-250010 Due to General Fund	WaL CTY GEN FUND		\$13,219.99
Invoice FEB 2016	2/19/2016			
Cash Payment	G 720-250030 Due to Debt Service	WaL CTY DEBT SERV		\$11,854.65
Invoice FEB 2016	2/19/2016			
Cash Payment	G 720-250041 Due to Recycling	WaL CTY SOLID WASTE		\$1,694.21
Invoice FEB 2016	2/19/2016			
Cash Payment	G 720-250043 Due to Capital Equipment	WaL CTY CAP EQUIP		\$637.91
Invoice FEB 2016	2/19/2016			
Cash Payment	G 720-250044 Due to Library	WaL CTY LIB FUND		\$2,424.92
Invoice FEB 2016	2/19/2016			
Transaction Date	2/18/2016	Citizens	111000	Total \$1,587,615.62

Fund Summary

	111000 Citizens
720 TAX ESCROW AGENCY FUND	\$3,728,199.84
	<u>\$3,728,199.84</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$3,728,199.84
Total	<u>\$3,728,199.84</u>

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Payments

Current Period: March 2016

Batch Name	AP-3-2016-1	User Dollar Amt	\$81,864.69		
	Payments	Computer Dollar Amt	\$81,864.69		
			\$0.00	In Balance	
Refer	<u>75206 AIRGAS NORTH CENTRAL</u>	-			
Cash Payment	E 150-5231-5311 Supplies	OXYGEN			\$168.69
Invoice	9048053890 2/4/2016				
Transaction Date	2/24/2016	Citizens	111000	Total	\$168.69
Refer	<u>75207 AM TOWING</u>	-			
Cash Payment	E 100-5212-5219 Professional Services	ARREST TOW			\$125.00
Invoice	28979 2/13/2016				
Cash Payment	E 100-5212-5219 Professional Services	ARREST TOW			\$125.00
Invoice	28981 2/14/2016				
Cash Payment	E 100-5212-5219 Professional Services	ARREST TOW			\$125.00
Invoice	29138 2/8/2016				
Cash Payment	E 100-5212-5219 Professional Services	ARREST TOW			\$125.00
Invoice	29108 2/5/2016				
Cash Payment	E 100-5212-5395 Repairs & Maintenance	PD TO DPW			\$70.00
Invoice	28756 1/12/2016				
Transaction Date	2/24/2016	Citizens	111000	Total	\$570.00
Refer	<u>75208 AMERICAN PUBLIC WORK</u>	-			
Cash Payment	E 100-5300-5324 Membership Dues	MEMBERSHIP 5/2016-4/2017			\$199.00
Invoice	2016/2017 2/9/2016				
Transaction Date	2/24/2016	Citizens	111000	Total	\$199.00
Refer	<u>75209 ARROW INTERNATIONAL INC</u>	-			
Cash Payment	E 150-5231-5311 Supplies	EZ-STABILIZER			\$59.78
Invoice	93692810 2/9/2016				
Transaction Date	2/24/2016	Citizens	111000	Total	\$59.78
Refer	<u>75210 ASSOCIATED APPRAISAL</u>	-			
Cash Payment	E 100-5153-5219 Professional Services	CONTRACT SERVICE			\$1,362.27
Invoice	120780 2/17/2016				
Transaction Date	2/24/2016	Citizens	111000	Total	\$1,362.27
Refer	<u>75211 BATTERIES PLUS</u>	-			
Cash Payment	E 150-5222-5311 Supplies	BATTERIES			\$154.80
Invoice	580-295249-01 2/17/2016				
Transaction Date	2/24/2016	Citizens	111000	Total	\$154.80
Refer	<u>75212 BAKER & TAYLOR INC.</u>	-			
Cash Payment	E 440-5511-5328 Books	BOOKS			\$192.50
Invoice	1/29 1/29/2016				
Cash Payment	E 440-5511-5328 Books	BOOKS			\$1,351.80
Invoice	2/2-2/8 2/8/2016				
Cash Payment	E 440-5511-5328 Books	BOOKS			\$258.30
Invoice	2/12 2/12/2016				
Transaction Date	2/24/2016	Citizens	111000	Total	\$1,802.60
Refer	<u>75213 BEST TRUCK REPAIR</u>	-			
Cash Payment	E 100-5324-5395 Repairs & Maintenance	HYDRAULIC OIL			\$56.75
Invoice	25775 2/12/2016				

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Payments

Current Period: March 2016

Transaction Date	2/24/2016	Citizens	111000	Total	\$56.75
Refer	75214 BLACKSTONE	-			
Cash Payment	E 440-5511-5329 AV Material	AV MATERIAL			\$10.72
Invoice	812649 2/1/2016				
Transaction Date	2/24/2016	Citizens	111000	Total	\$10.72
Refer	75215 BOUND TREE MEDICAL	-			
Cash Payment	E 150-5231-5311 Supplies	GLOVES/TUBING/IV FLUSH/ELECTRODES			\$415.82
Invoice	82049822 2/8/2016				
Cash Payment	E 150-5231-5311 Supplies	CLOTH WIPES			\$40.80
Invoice	82051376 2/9/2016				
Cash Payment	E 150-5231-5311 Supplies	QUELICIN			\$178.68
Invoice	82051375 2/9/2016				
Transaction Date	2/24/2016	Citizens	111000	Total	\$635.30
Refer	75216 BRODART	-			
Cash Payment	E 440-5511-5328 Books	BOOKS			\$466.73
Invoice	B4257668 2/9/2016				
Transaction Date	2/25/2016	Citizens	111000	Total	\$466.73
Refer	75217 C & M AUTO PARTS INC	-			
Cash Payment	E 100-5323-5311 Supplies	ENG TREAT/F/G REPAIR KIT			\$34.48
Invoice	6079-204566 1/28/2016				
Cash Payment	E 100-5212-5395 Repairs & Maintenance	PLUGS/IGNITION PARTS			\$39.77
Invoice	6079-204897 2/2/2016				
Cash Payment	E 100-5212-5395 Repairs & Maintenance	BWD FUEL INJECTION			\$61.99
Invoice	6079-204905 2/2/2016				
Cash Payment	E 100-5323-5311 Supplies	COLD WELD EPOXY			\$5.99
Invoice	6079-204990 2/3/2016				
Cash Payment	E 100-5212-5395 Repairs & Maintenance	BULB/LAMP			\$8.18
Invoice	6079-205370 2/8/2016				
Cash Payment	E 100-5323-5311 Supplies	AXLE NUT SCKT			\$29.98
Invoice	6079-205622 2/11/2016				
Cash Payment	E 100-5324-5395 Repairs & Maintenance	SpRGBK/CLEVIS			\$45.48
Invoice	6079-205732 2/12/2016				
Transaction Date	2/25/2016	Citizens	111000	Total	\$225.87
Refer	75218 CASPERS TRUCK EQUIPMENT	-			
Cash Payment	E 100-5324-5395 Repairs & Maintenance	MOTOR,HYD,4506 CIR, 4B			\$429.57
Invoice	14151-IN 2/12/2016				
Transaction Date	2/25/2016	Citizens	111000	Total	\$429.57
Refer	75219 CLEAN MATS	-			
Cash Payment	E 100-5211-5394 Bldg Repairs & Maintena	JANUARY 2016 MATS			\$89.00
Invoice	38126 2/8/2016				
Cash Payment	E 100-5160-5219 Professional Services	JANUARY 2016 MATS			\$74.00
Invoice	38151 2/8/2016				
Transaction Date	2/25/2016	Citizens	111000	Total	\$163.00
Refer	75220 CREATIVE PRODUCT SOURCE	-			
Cash Payment	E 100-5213-5311 Supplies	MARKETING GIVEAWAYS			\$276.63
Invoice	CPI056421 2/22/2016				

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Payments

Current Period: March 2016

Transaction Date	2/25/2016	Citizens	111000	Total	\$276.63
Refer	75221 DE ANGELIS JANE	-			
Cash Payment	E 440-5511-5332 Mileage				\$32.40
Invoice FEB 16	2/18/2016				
Transaction Date	2/25/2016	Citizens	111000	Total	\$32.40
Refer	75222 DEMCO	-			
Cash Payment	E 440-5511-5311 Supplies				\$104.29
Invoice 5803252	2/15/2016				
Transaction Date	2/25/2016	Citizens	111000	Total	\$104.29
Refer	75223 EMERGENCY MEDICAL PRODUCT	-			
Cash Payment	E 150-5231-5311 Supplies				\$240.07
Invoice 1801028	2/8/2016				
Cash Payment	E 150-5231-5311 Supplies				\$57.90
Invoice 1801027	2/8/2016				
Transaction Date	2/25/2016	Citizens	111000	Total	\$297.97
Refer	75224 EXCEL BUILDING SERVICES	-			
Cash Payment	E 100-5211-5394 Bldg Repairs & Maintena				\$975.00
Invoice 2530	2/9/2016				
Transaction Date	2/25/2016	Citizens	111000	Total	\$975.00
Refer	75225 GALE	-			
Cash Payment	E 440-5511-5328 Books				\$23.79
Invoice 57534559	2/12/2016				
Cash Payment	E 440-5511-5328 Books				\$95.16
Invoice 57433261	2/4/2016				
Cash Payment	E 440-5511-5328 Books				\$176.33
Invoice 57452050	2/5/2016				
Transaction Date	2/25/2016	Citizens	111000	Total	\$295.28
Refer	75226 GENERAL FIRE EQUIPMENT CO	-			
Cash Payment	E 150-5222-5811 Equipment (non-Capitaliz				\$2,459.00
Invoice 133000	2/17/2016				
Transaction Date	2/25/2016	Citizens	111000	Total	\$2,459.00
Refer	75227 GLEN OF MUKWONAGO	-			
Cash Payment	G 610-235100 Customer Refund				\$4,200.00
Invoice HYD REFUND	2/19/2016				
Transaction Date	2/25/2016	Citizens	111000	Total	\$4,200.00
Refer	75228 HALF-TIME SPORTS GRILLE	-			
Cash Payment	G 610-235100 Customer Refund				\$3,360.00
Invoice HYD REFUND	2/12/2016				
Transaction Date	2/25/2016	Citizens	111000	Total	\$3,360.00
Refer	75229 HARLEY BOB	-			
Cash Payment	E 100-5241-5399 Other				\$200.00
Invoice W452854783	1/21/2016				
Cash Payment	E 100-5241-5351 Motor Fuel & Oil				\$17.28
Invoice 2/19	2/19/2016				

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Payments

Current Period: March 2016

Transaction Date	2/25/2016	Citizens	111000	Total	\$217.28
Refer	75230 HAWKINS WATER TREATMENT	-			
Cash Payment	E 620-8010-8240 Phosphorous Removal C	FERROUS CHLORIDE			\$3,055.29
Invoice	3835737	1/28/2016			
Transaction Date	2/25/2016	Citizens	111000	Total	\$3,055.29
Refer	75231 HD SUPPLY WATERWORKS	-			
Cash Payment	G 610-134600 T&D Meters	MeTERS			\$10,080.00
Invoice	F129316	2/17/2016			
Cash Payment	G 610-134600 T&D Meters	MeTERS			\$8,180.00
Invoice	F120931	2/15/2016			
Cash Payment	G 610-134600 T&D Meters	MeTERS			\$1,611.66
Invoice	F127066	2/15/2016			
Cash Payment	G 610-134600 T&D Meters	MeTERS			\$615.00
Invoice	F093485	2/5/2016			
Transaction Date	2/25/2016	Citizens	111000	Total	\$20,486.66
Refer	75232 HIPPENMEYER, REILLY	-			
Cash Payment	E 100-5130-5219 Professional Services	MiSC MATTERS			\$1,072.50
Invoice	42118	2/24/2016			
Cash Payment	E 150-5221-5219 Professional Services	FD			\$82.50
Invoice	42119	2/24/2016			
Cash Payment	E 100-5130-5219 Professional Services	POLiCE COMMISSION			\$5,006.85
Invoice	42120	2/24/2016			
Cash Payment	G 100-162010 Potential TID Accum. Costs	TID 4 LYNCH REDEV			\$165.00
Invoice	42121	2/24/2016		Project TID004	
Cash Payment	E 100-5130-5219 Professional Services	PROSECUTION			\$1,484.00
Invoice	42122	2/24/2016			
Cash Payment	E 100-5130-5219 Professional Services	MiSC MATTERS			\$864.75
Invoice	42056	2/24/2016			
Cash Payment	E 610-6920-6923 Outside Services Employ	CELL TOWER TERM AGREE			\$165.00
Invoice	42057	2/24/2016			
Cash Payment	E 100-5130-5219 Professional Services	POLiCE COMMISSION			\$1,526.25
Invoice	42058	2/24/2016			
Cash Payment	G 100-162010 Potential TID Accum. Costs	TID 4 LYNCH REDEV			\$57.75
Invoice	42059	2/24/2016		Project TID004	
Cash Payment	E 100-5130-5219 Professional Services	PROSECUTION			\$1,652.00
Invoice	42060	2/24/2016			
Transaction Date	2/25/2016	Citizens	111000	Total	\$12,076.60
Refer	75233 HOME DEPOT	-			
Cash Payment	E 100-5160-5821 Improvements	VH REMODEL			\$60.49
Invoice	4921142228	2/23/2016			
Cash Payment	E 100-5323-5395 Repairs & Maintenance	DPW REMODEL			\$96.26
Invoice	4921142228	2/23/2016			
Cash Payment	E 100-5323-5395 Repairs & Maintenance	DPW REMODEL			\$238.00
Invoice	4921142228	2/23/2016			
Cash Payment	E 100-5160-5821 Improvements	VH REMODEL			\$118.25
Invoice	4921142021	2/17/2016			
Cash Payment	E 100-5323-5395 Repairs & Maintenance	DPW REMODEL			\$55.38
Invoice	4921142021	2/17/2016			

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Refer	75240	MELO ROBERT	-				
Cash Payment	E 100-5212-5346	Clothing Allowance	CLOTHING REIMBURSEMENT			\$477.15	
Invoice	316122	2/8/2016					
Transaction Date	2/25/2016		Citizens	111000	Total	\$477.15	
Refer	75241	MUKWONAGO CHAMBER OF COM	-				
Cash Payment	E 100-5141-5399	Other	ANNUAL MTG/BANQUET (JOHN/FRED)			\$30.00	
Invoice	6055	1/13/2016					
Transaction Date	2/25/2016		Citizens	111000	Total	\$30.00	
Refer	75242	MUSKEGO/CITY OF	-				
Cash Payment	E 430-5700-5711	Police Dept Capital Exp	911 PROJECT			\$2,036.67	
Invoice	56309	2/16/2016					
Transaction Date	2/25/2016		Citizens	111000	Total	\$2,036.67	
Refer	75243	NORTHERN LAKE SERVICE	-				
Cash Payment	E 610-6920-6923	Outside Services Employ	TESTS			\$205.00	
Invoice	290444	2/16/2016					
Transaction Date	2/25/2016		Citizens	111000	Total	\$205.00	
Refer	75244	POMPS TIRE SERVICE, INC	-				
Cash Payment	E 150-5231-5395	Repairs & Maintenance	TIRES			\$446.12	
Invoice	60086990	2/11/2016					
Cash Payment	E 150-5231-5395	Repairs & Maintenance	TIRES			\$669.18	
Invoice	60086917	2/10/2016					
Transaction Date	2/25/2016		Citizens	111000	Total	\$1,115.30	
Refer	75245	QUILL CORPORATION	-				
Cash Payment	E 440-5511-5311	Supplies	CLEANING SUPP			\$199.45	
Invoice	3063346	2/5/2016					
Cash Payment	E 440-5511-5311	Supplies	TOILET BOWL CLEANER			\$27.18	
Invoice	3122001	2/9/2016					
Cash Payment	E 440-5511-5311	Supplies	CLEANING SUPP			\$162.67	
Invoice	3063277	2/5/2016					
Cash Payment	E 440-5511-5311	Supplies	TISSUES/BEVERAGES			\$52.71	
Invoice	3338559	2/16/2016					
Cash Payment	E 100-5142-5311	Supplies	PaPER			\$177.93	
Invoice	3341344	2/16/2016					
Cash Payment	E 100-5144-5311	Supplies	LaBELS ROLLS			\$107.94	
Invoice	3341344	2/16/2016					
Transaction Date	2/25/2016		Citizens	111000	Total	\$727.88	
Refer	75246	REINDERS, INC.	-				
Cash Payment	E 100-5324-5395	Repairs & Maintenance	MOWER REPAIR PARTS			\$1,636.93	
Invoice	1619223.00	2/16/2016					
Transaction Date	2/25/2016		Citizens	111000	Total	\$1,636.93	
Refer	75247	RICOH AMERICAS CORPORATION	-				
Cash Payment	E 150-5221-5311	Supplies	COPY USAGE			\$133.97	
Invoice	5040476666	2/11/2016					
Cash Payment	E 150-5221-5311	Supplies	MARCH 16			\$104.28	
Invoice	20941104	2/12/2016					
Cash Payment	E 100-5142-5312	Printing	MARCH 16			\$24.12	
Invoice	20941066	2/12/2016					

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Cash Payment	E 150-5221-5311 Supplies	MARCH 16		\$22.38
Invoice	20941066 2/12/2016			
Cash Payment	E 220-5140-5312 Printing	MARCH 16		\$1.72
Invoice	20941066 2/12/2016			
Cash Payment	E 410-5140-5312 Printing	MARCH 16		\$3.44
Invoice	20941066 2/12/2016			
Cash Payment	E 440-5511-5312 Printing	MARCH 16		\$8.61
Invoice	20941066 2/12/2016			
Cash Payment	E 500-5140-5312 Printing	MARCH 16		\$1.72
Invoice	20941066 2/12/2016			
Cash Payment	E 610-6920-6930 Misc General Expenses	MARCH 16		\$56.82
Invoice	20941066 2/12/2016			
Cash Payment	E 620-8400-8560 Misc General Expense	MARCH 16		\$53.38
Invoice	20941066 2/12/2016			
Cash Payment	E 100-5142-5312 Printing	COPY USAGE		\$74.62
Invoice	5040476748 2/11/2016			
Cash Payment	E 150-5221-5311 Supplies	COPY USAGE		\$69.29
Invoice	5040476748 2/11/2016			
Cash Payment	E 220-5140-5312 Printing	COPY USAGE		\$5.33
Invoice	5040476748 2/11/2016			
Cash Payment	E 410-5140-5312 Printing	COPY USAGE		\$10.66
Invoice	5040476748 2/11/2016			
Cash Payment	E 440-5511-5312 Printing	COPY USAGE		\$26.65
Invoice	5040476748 2/11/2016			
Cash Payment	E 500-5140-5312 Printing	COPY USAGE		\$5.33
Invoice	5040476748 2/11/2016			
Cash Payment	E 610-6920-6930 Misc General Expenses	COPY USAGE		\$175.88
Invoice	5040476748 2/11/2016			
Cash Payment	E 620-8400-8560 Misc General Expense	COPY USAGE		\$165.22
Invoice	5040476748 2/11/2016			
Transaction Date	2/25/2016	Citizens	111000	Total \$943.42
Refer	75248 RIVISTAS	-		
Cash Payment	E 440-5511-5326 Periodicals	PERIODICALS		\$14.76
Invoice	3336 2/15/2016			
Transaction Date	2/25/2016	Citizens	111000	Total \$14.76
Refer	75249 RJ THOMAS MFG CO	-		
Cash Payment	E 100-5521-5311 Supplies	PICNIC TABLES		\$9,859.84
Invoice	181770 2/16/2016			
Transaction Date	2/25/2016	Citizens	111000	Total \$9,859.84
Refer	75250 SHERWIN-WILLIAMS	-		
Cash Payment	E 100-5323-5311 Supplies	PAINT		\$55.84
Invoice	611-5 2/19/2016			
Transaction Date	2/25/2016	Citizens	111000	Total \$55.84
Refer	75251 SOMAR ENTERPRISES	-		
Cash Payment	E 100-5212-5395 Repairs & Maintenance	STINGER DS LED		\$273.98
Invoice	99556 2/10/2016			
Transaction Date	2/25/2016	Citizens	111000	Total \$273.98
Refer	75252 STREIT DAN	-		

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Cash Payment	E 100-5211-5346 Clothing Allowance	CLOTHING REIMBURSEMENT		\$162.41
Invoice	2637915	1/29/2016		
Cash Payment	E 100-5211-5346 Clothing Allowance	CLOTHING REIMBURSEMENT		\$142.80
Invoice	9999870	1/29/2016		
Cash Payment	E 100-5211-5346 Clothing Allowance	CLOTHING REIMBURSEMENT		\$72.06
Invoice	9999787	2/12/2016		
Transaction Date	2/25/2016	Citizens	111000	Total \$377.27
Refer	75253 TERRACON CONSULTANTS	-		
Cash Payment	E 200-5335-5219 Professional Services	LYNCH REDEVEL SITE		\$285.00
Invoice	T738337	2/1/2016	Project EDC005	
Transaction Date	2/25/2016	Citizens	111000	Total \$285.00
Refer	75254 TIPTON TRACY	-		
Cash Payment	E 100-5211-5346 Clothing Allowance	CLOTHING REIMBURSEMENT		\$54.78
Invoice	2/7	2/21/2016		
Transaction Date	2/25/2016	Citizens	111000	Total \$54.78
Refer	75255 TOWN OF VERNON	-		
Cash Payment	E 100-5144-5312 Printing	ELECTION AD		\$14.17
Invoice	2611	2/8/2016		
Transaction Date	2/25/2016	Citizens	111000	Total \$14.17
Refer	75256 UNDERWATER CONNECTION	-		
Cash Payment	E 150-5222-5395 Repairs & Maintenance	REPAIR/CLEAN/PARTS		\$189.98
Invoice	30020	2/2/2016		
Transaction Date	2/25/2016	Citizens	111000	Total \$189.98
Refer	75257 U.S. CELLULAR	-		
Cash Payment	E 100-5211-5225 Telephone	CELLS		\$403.79
Invoice	121237618	1/28/2016		
Transaction Date	2/25/2016	Citizens	111000	Total \$403.79
Refer	75258 USA BLUEBOOK	-		
Cash Payment	E 620-8010-8260 Other Chemicals	PIPET TIP/PHOSPHATE/CFLEX TUBING		\$356.36
Invoice	877981	2/19/2016		
Cash Payment	E 620-8010-8260 Other Chemicals	PaRAFILM		\$133.34
Invoice	873278	2/15/2016		
Transaction Date	2/25/2016	Citizens	111000	Total \$489.70
Refer	75259 VERIZON	-		
Cash Payment	E 100-5213-5219 Professional Services	CI PRESERVATION		\$50.00
Invoice	160038025	2/19/2016		
Transaction Date	2/25/2016	Citizens	111000	Total \$50.00
Refer	75260 VERIZON WIRELESS	-		
Cash Payment	E 150-5221-5225 Telephone	CELLS		\$35.12
Invoice	9759898177	2/3/2016		
Cash Payment	E 100-5211-5225 Telephone	CELLS		\$1.52
Invoice	9759599574	1/26/2016		
Cash Payment	E 100-5323-5225 Telephone	CELLS		\$71.46
Invoice	9760511271	2/13/2016		
Cash Payment	E 100-5141-5225 Telephone	CELLS		\$119.83
Invoice	9760465892	2/13/2016		

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Cash Payment	E 100-5241-5225 Telephone	CELLS			\$44.77
Invoice	9760465892	2/13/2016			
Cash Payment	E 620-8400-8510 Office Supplies & Expen	CELLS			\$335.54
Invoice	9760465892	2/13/2016			
Cash Payment	E 610-6920-6921 Office Supplies & Expen	CELLS			\$335.54
Invoice	9760465892	2/13/2016			
Cash Payment	E 620-8400-8510 Office Supplies & Expen	CELLS			\$9.17
Invoice	9760511268	2/13/2016			
Cash Payment	E 610-6920-6921 Office Supplies & Expen	CELLS			\$9.18
Invoice	9760511268	2/13/2016			
Cash Payment	E 620-8400-8510 Office Supplies & Expen	CELLS			\$87.72
Invoice	9760511267	2/13/2016			
Cash Payment	E 610-6920-6921 Office Supplies & Expen	CELLS			\$87.72
Invoice	9760511267	2/13/2016			
Cash Payment	E 150-5221-5225 Telephone	CELLS			\$462.16
Invoice	9760440622	2/12/2016			
Transaction Date	2/25/2016	Citizens	111000	Total	\$1,599.73
Refer	75261 WAUKESHA CTY TREASURER	-			
Cash Payment	E 100-5212-5219 Professional Services	INMATE BILLING			\$49.86
Invoice	2016-00000017	2/10/2016			
Cash Payment	E 100-5347-5311 Supplies	BRINE			\$230.12
Invoice	2016-00000039	2/12/2016			
Cash Payment	G 100-211400 Billable Disbursements	DNR PILT 2016			\$339.66
Invoice	3/1	3/1/2016			
Transaction Date	2/25/2016	Citizens	111000	Total	\$619.64
Refer	75262 WAUKESHA MEMORIAL HOSPITAL	-			
Cash Payment	E 150-5231-5311 Supplies	SUPPLIES			\$490.54
Invoice	118209	1/31/2016			
Transaction Date	2/25/2016	Citizens	111000	Total	\$490.54
Refer	75263 WELDER SUPPLY CO.	-			
Cash Payment	E 100-5323-5311 Supplies	ANNUAL RENTAL			\$180.00
Invoice	377751	2/12/2016			
Transaction Date	2/25/2016	Citizens	111000	Total	\$180.00
Refer	75264 WI DEPT OF JUSTICE CIB	-			
Cash Payment	E 100-5211-5219 Professional Services	BACKGROUND CHECKS			\$7.00
Invoice	L6812T-13116	1/31/2016			
Transaction Date	2/25/2016	Citizens	111000	Total	\$7.00
Refer	75265 WI DSPTS	-			
Cash Payment	E 440-5511-5399 Other	LIBRARY ELEVATOR			\$50.00
Invoice	399055	2/9/2016			
Transaction Date	2/25/2016	Citizens	111000	Total	\$50.00
Refer	75266 WI EMS ASSOCIATION	-			
Cash Payment	E 150-5221-5324 Membership Dues	MEMBERSHIP			\$425.00
Invoice	2016	2/4/2016			
Transaction Date	2/25/2016	Citizens	111000	Total	\$425.00
Refer	75267 ZEP SALES & SERVICE	-			

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Cash Payment	E 150-5221-5311 Supplies	PH PERFECT			\$161.50
Invoice	9002115619 2/18/2016				
Cash Payment	E 150-5231-5311 Supplies	40 (AEROSOL)			\$135.88
Invoice	902109649 2/15/2016				
Cash Payment	E 150-5222-5311 Supplies	AERO DZ			\$135.87
Invoice	9002109649 2/15/2016				
Transaction Date	2/25/2016	Citizens	111000	Total	\$433.25
Refer	75268 MUKWONAGO AREA SCHOOLS	-			
Cash Payment	G 100-211400 Billable Disbursements	DNR PILT 2016			\$1,458.58
Invoice	3/1 3/1/2016				
Transaction Date	2/25/2016	Citizens	111000	Total	\$1,458.58
Refer	75269 W C T C	-			
Cash Payment	G 100-211400 Billable Disbursements	DNR PILT 2016			\$150.62
Invoice	3/1 3/1/2016				
Transaction Date	2/25/2016	Citizens	111000	Total	\$150.62

Fund Summary

	111000 Citizens
100 GENERAL FUND	\$34,695.35
150 FIRE/AMBULANCE FUND	\$8,014.26
200 COMMUNITY DEVELOPMENT FUND	\$285.00
220 TID#3 - GENERAL	\$7.05
410 RECYCLING FUND	\$14.10
430 CAPITAL EQUIPMENT FUND	\$2,036.67
440 LIBRARY FUND	\$3,666.76
500 STORM WATER UTILITY	\$7.05
610 WATER UTILITY FUND	\$28,942.43
620 SEWER UTILITY FUND	\$4,196.02
	<u>\$81,864.69</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$81,864.69
Total	<u>\$81,864.69</u>

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Current Period: February 2016

Batch Name	M-2-2016-1	User Dollar Amt	\$163,580.44
Payments		Computer Dollar Amt	\$163,580.44
		\$0.00	In Balance
Refer	75142 MUKWONAGO POLICE DEPT	Ck# 019358 2/1/2016	
Cash Payment	G 100-233200 Court Partial Payments	LORI PFISTER CITATION W061990	\$124.00
Invoice	W061990 2/1/2016		
Transaction Date	2/18/2016	Citizens 111000	Total \$124.00
Refer	75143 BRANDEMUEHL THOMAS	Ck# 019359 2/1/2016	
Cash Payment	G 100-215200 Retirement	REIMBURSE WRS EE/ER CONTRIBUTION	\$2,057.00
Invoice	2014/WRS 2/1/2016		
Transaction Date	2/18/2016	Citizens 111000	Total \$2,057.00
Refer	75144 MUKWONAGO POLICE DEPT	Ck# 019427 2/9/2016	
Cash Payment	G 100-233200 Court Partial Payments	CLAIRE BRZENIK CITATION W093595	\$125.00
Invoice	W093595 2/9/2016		
Transaction Date	2/18/2016	Citizens 111000	Total \$125.00
Refer	75145 MID MORAINNE MUNICIPAL COURT	Ck# 019428 2/9/2016	
Cash Payment	G 100-233200 Court Partial Payments	STEPHAINE SHEEHAN DOB 7/7/1991	\$150.00
Invoice	SHEEHAN 2/9/2016		
Transaction Date	2/18/2016	Citizens 111000	Total \$150.00
Refer	75146 MINNESOTA LIFE INSURANCE	Ck# 019438 2/12/2016	
Cash Payment	G 100-215300 Insurance Payable	MARCH 2016 PREMIUMS	\$1,003.28
Invoice	MARCH 16 2/12/2016		
Cash Payment	G 150-215300 Insurance Payable	MARCH 2016 PREMIUMS	\$70.32
Invoice	MARCH 16 2/12/2016		
Cash Payment	G 220-215300 Insurance Payable	MARCH 2016 PREMIUMS	\$8.69
Invoice	MARCH 16 2/12/2016		
Cash Payment	G 410-215300 Insurance Payable	MARCH 2016 PREMIUMS	\$10.98
Invoice	MARCH 16 2/12/2016		
Cash Payment	G 440-215300 Insurance Payable	MARCH 2016 PREMIUMS	\$75.02
Invoice	MARCH 16 2/12/2016		
Cash Payment	G 500-215300 Insurance Payable	MARCH 2016 PREMIUMS	\$5.61
Invoice	MARCH 16 2/12/2016		
Cash Payment	G 610-215300 Insurance Payable	MARCH 2016 PREMIUMS	\$48.90
Invoice	MARCH 16 2/12/2016		
Cash Payment	G 620-215300 Insurance Payable	MARCH 2016 PREMIUMS	\$47.70
Invoice	MARCH 16 2/12/2016		
Transaction Date	2/18/2016	Citizens 111000	Total \$1,270.50
Refer	75147 VANTAGEPOINT TRANSFER AGEN	Ck# 019439 2/12/2016	
Cash Payment	G 100-215250 Deferred Compensation	P/R ENDING 2/5/2016	\$1,597.01
Invoice	2/5 2/12/2016		
Cash Payment	G 150-215250 Deferred Compensation	P/R ENDING 2/5/2016	\$40.17
Invoice	2/5 2/12/2016		
Cash Payment	G 220-215250 Deferred Compensation	P/R ENDING 2/5/2016	\$34.00
Invoice	2/5 2/12/2016		
Cash Payment	G 410-215250 Deferred Compensation	P/R ENDING 2/5/2016	\$36.94
Invoice	2/5 2/12/2016		

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Current Period: February 2016

Cash Payment	G 440-215250 Deferred Compensation	P/R ENDING 2/5/2016		\$565.68
Invoice 2/5	2/12/2016			
Cash Payment	G 500-215250 Deferred Compensation	P/R ENDING 2/5/2016		\$14.43
Invoice 2/5	2/12/2016			
Cash Payment	G 610-215250 Deferred Compensation	P/R ENDING 2/5/2016		\$295.90
Invoice 2/5	2/12/2016			
Cash Payment	G 620-215250 Deferred Compensation	P/R ENDING 2/5/2016		\$293.77
Invoice 2/5	2/12/2016			
Transaction Date	2/18/2016	Citizens	111000	Total \$2,877.90
Refer	<u>75148 ASSOCIATED BANK</u>	<u>Ck# 019440 2/26/2016</u>		
Cash Payment	E 440-5511-5329 AV Material	AV MATERIALS		\$2,081.63
Invoice 2/5	2/26/2016			
Transaction Date	2/18/2016	Citizens	111000	Total \$2,081.63
Refer	<u>75149 WAUKESHA COUNTY SHERIFF</u>	<u>Ck# 019441 2/15/2016</u>		
Cash Payment	G 100-233200 Court Partial Payments	RONALD BURGHHAUS CASE 68036;SI29060443		\$210.00
Invoice 68036	2/15/2016			
Transaction Date	2/18/2016	Citizens	111000	Total \$210.00
Refer	<u>75150 RACINE CLERK OF COURTS</u>	<u>Ck# 019442 2/16/2016</u>		
Cash Payment	G 100-233200 Court Partial Payments	ROBERT BRAUN CITATION 14-2760		\$511.00
Invoice 14-2760	2/16/2016			
Transaction Date	2/18/2016	Citizens	111000	Total \$511.00
Refer	<u>75193 WERNER KEN</u>	<u>Ck# 019538 12/19/2016</u>		
Cash Payment	G 100-111000 Treasurers Cash @ Citizen	PAYMENT OF SOCIAL SECURITY/MEDICARE		\$20.04
Invoice 2015 SS	12/19/2016			
Transaction Date	2/24/2016	Citizens	111000	Total \$20.04
Refer	<u>75194 WI DEPT OF REVENUE COLLECTI</u>	<u>Ck# 005932 2/10/2016</u>		
Cash Payment	E 100-5142-5399 Other	BUSINESS TAX REGISTRATION RENEWAL		\$10.00
Invoice 2016-17	2/10/2016			
Transaction Date	2/24/2016	Citizens	111000	Total \$10.00
Refer	<u>75196 GREAT WEST RETIREMENT SERV</u>	<u>Ck# 005933 2/12/2016</u>		
Cash Payment	G 100-215250 Deferred Compensation	P/R ENDING 2/5/2016		\$803.48
Invoice 2/5	2/12/2016			
Cash Payment	G 150-215250 Deferred Compensation	P/R ENDING 2/5/2016		\$86.26
Invoice 2/5	2/12/2016			
Cash Payment	G 610-215250 Deferred Compensation	P/R ENDING 2/5/2016		\$91.63
Invoice 2/5	2/12/2016			
Cash Payment	G 620-215250 Deferred Compensation	P/R ENDING 2/5/2016		\$109.63
Invoice 2/5	2/12/2016			
Transaction Date	2/24/2016	Citizens	111000	Total \$1,091.00
Refer	<u>75197 WE ENERGIES MLWAUKEE</u>	<u>Ck# 005934 2/29/2016</u>		
Cash Payment	E 100-5160-5222 Electric	HALL		\$1,913.65
Invoice FEB 16	2/29/2016			
Cash Payment	E 100-5211-5222 Electric	FLASHERS		\$9.96
Invoice FEB 16	2/29/2016			
Cash Payment	E 100-5211-5222 Electric	PD		\$2,106.80
Invoice FEB 16	2/29/2016			

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Current Period: February 2016

Cash Payment	E 100-5211-5222 Electric	PD GARAGE	\$68.20
Invoice FEB 16	2/29/2016		
Cash Payment	E 100-5254-5222 Electric	MUK DAM	\$27.38
Invoice FEB 16	2/29/2016		
Cash Payment	E 100-5323-5222 Electric	DPW ELEC	\$712.06
Invoice FEB 16	2/29/2016		
Cash Payment	E 100-5323-5224 Gas	DPW GAS	\$1,050.53
Invoice FEB 16	2/29/2016		
Cash Payment	E 100-5342-5222 Electric	St LIGHTS	\$11,054.40
Invoice FEB 16	2/29/2016		
Cash Payment	E 100-5342-5222 Electric	St LIGHTS	\$141.75
Invoice FEB 16	2/29/2016		
Cash Payment	E 100-5342-5222 Electric	SCH CROSS LIGHTS	\$17.08
Invoice FEB 16	2/29/2016		
Cash Payment	E 100-5512-5222 Electric	MUSEUM	\$424.15
Invoice FEB 16	2/29/2016		
Cash Payment	E 100-5521-5222 Electric	ANDREWS ST	\$104.57
Invoice FEB 16	2/29/2016		
Cash Payment	E 100-5521-5222 Electric	FIELD PARK	\$119.98
Invoice FEB 16	2/29/2016		
Cash Payment	E 100-5521-5222 Electric	FLD PRK BB LIGHTS	\$23.32
Invoice FEB 16	2/29/2016		
Cash Payment	E 100-5521-5222 Electric	PaRKS	\$28.07
Invoice FEB 16	2/29/2016		
Cash Payment	E 100-5521-5222 Electric	CONSESSION BLDG	\$91.60
Invoice FEB 16	2/29/2016		
Cash Payment	E 100-5521-5222 Electric	PaRKS	\$51.30
Invoice FEB 16	2/29/2016		
Cash Payment	E 100-5521-5222 Electric	FLD PRK SUMP PUMP	\$17.88
Invoice FEB 16	2/29/2016		
Cash Payment	E 100-5521-5222 Electric	PaRKS	-\$14.95
Invoice FEB 16	2/29/2016		
Cash Payment	E 100-5521-5222 Electric	MINIWAUKEN	\$42.09
Invoice FEB 16	2/29/2016		
Cash Payment	E 100-5522-5222 Electric	CELEBRATIONS	\$18.96
Invoice FEB 16	2/29/2016		
Cash Payment	E 150-5221-5222 Electric	FD	\$2,664.92
Invoice FEB 16	2/29/2016		
Cash Payment	E 440-5511-5222 Electric	LIB ELEC	\$3,008.40
Invoice FEB 16	2/29/2016		
Cash Payment	E 440-5511-5224 Gas	LIB GAS	\$1,595.82
Invoice FEB 16	2/29/2016		
Cash Payment	E 610-6200-6622 Fuel or Power Purchase	WeLL #3 ELEC	\$1,687.89
Invoice FEB 16	2/29/2016		
Cash Payment	E 610-6200-6622 Fuel or Power Purchase	WeLL #3 GAS	\$99.90
Invoice FEB 16	2/29/2016		
Cash Payment	E 610-6200-6622 Fuel or Power Purchase	WeLL #4 ELEC	\$1,531.51
Invoice FEB 16	2/29/2016		
Cash Payment	E 610-6200-6622 Fuel or Power Purchase	WeLL #4 GAS	\$199.01
Invoice FEB 16	2/29/2016		

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Current Period: February 2016

Cash Payment	E 610-6200-6622 Fuel or Power Purchase	WeLL #5			\$1,742.47
Invoice FEB 16	2/29/2016				
Cash Payment	E 610-6200-6622 Fuel or Power Purchase	WeLL #6			\$1,382.80
Invoice FEB 16	2/29/2016				
Cash Payment	E 610-6200-6622 Fuel or Power Purchase	WeLL #7			\$1,134.72
Invoice FEB 16	2/29/2016				
Cash Payment	E 610-6200-6622 Fuel or Power Purchase	GREENWALD			\$274.95
Invoice FEB 16	2/29/2016				
Cash Payment	E 610-6200-6622 Fuel or Power Purchase	TOWER			\$32.54
Invoice FEB 16	2/29/2016				
Cash Payment	E 620-8020-8210 Pumping Power & Fuel	ATKINSON PUMP			\$644.22
Invoice FEB 16	2/29/2016				
Cash Payment	E 620-8020-8210 Pumping Power & Fuel	FOX RIVER VIEW			\$175.92
Invoice FEB 16	2/29/2016				
Cash Payment	E 620-8020-8210 Pumping Power & Fuel	RP ESTATES			\$371.28
Invoice FEB 16	2/29/2016				
Cash Payment	E 620-8020-8210 Pumping Power & Fuel	1224 RIVERTON			\$202.55
Invoice FEB 16	2/29/2016				
Cash Payment	E 620-8020-8210 Pumping Power & Fuel	1240 N ROCHESTER			\$154.51
Invoice FEB 16	2/29/2016				
Cash Payment	E 620-8010-8211 WWTP Electric Power	HoLZ ELECTRIC			\$8,348.41
Invoice FEB 16	2/29/2016				
Cash Payment	E 620-8010-8212 Nat Gas/Admin Bldg/Hea	HoLZ GAS			\$309.32
Invoice FEB 16	2/29/2016				
Cash Payment	E 620-8010-8212 Nat Gas/Admin Bldg/Hea	DiGESTER			\$12.71
Invoice FEB 16	2/29/2016				
Transaction Date	2/24/2016	Citizens	111000	Total	\$43,582.63
Refer	75201 JP MORGAN CHASE	Ck# 005935	2/29/2016		
Cash Payment	E 100-5212-5311 Supplies	WaSP - PAPER LABEL - #1646			\$81.20
Invoice FEB 16	2/29/2016				
Cash Payment	E 100-5211-5219 Professional Services	CONLEY PUB - DISPATCHER JOB - #1646			\$200.79
Invoice FEB 16	2/29/2016				
Cash Payment	E 100-5211-5335 Training & Travel	VARIOUS - GAS/HOTEL - #1646			\$178.60
Invoice FEB 16	2/29/2016				
Cash Payment	E 100-5141-5311 Supplies	PICKNSAVE - BEVERAGES - #7698			\$23.73
Invoice FEB 16	2/29/2016				
Cash Payment	E 100-5241-5311 Supplies	TRACTOR SUPP - RUBBER HI TOP - #9398			\$21.99
Invoice FEB 16	2/29/2016				
Cash Payment	E 100-5141-5225 Telephone	GMAIL - #0751			\$24.99
Invoice FEB 16	2/29/2016				
Cash Payment	E 100-5241-5225 Telephone	GMAIL - #0751			\$7.14
Invoice FEB 16	2/29/2016				
Cash Payment	E 100-5142-5225 Telephone	GMAIL - #0751			\$14.28
Invoice FEB 16	2/29/2016				
Cash Payment	E 100-5323-5225 Telephone	GMAIL - #0751			\$7.14
Invoice FEB 16	2/29/2016				
Cash Payment	E 100-5111-5399 Other	GMAIL - #0751			\$24.99
Invoice FEB 16	2/29/2016				
Cash Payment	E 100-5142-5311 Supplies	VARIOUS - COFFEE/SIGNS - #8848			\$89.77
Invoice FEB 16	2/29/2016				

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Current Period: February 2016

Cash Payment	E 100-5144-5311 Supplies	VARIOUS - COFFEE/SIGNS - #8848	\$134.23
Invoice FEB 16	2/29/2016		
Cash Payment	E 100-5142-5332 Mileage	VARIOUS - GAS - #8848	\$22.28
Invoice FEB 16	2/29/2016		
Cash Payment	E 100-5144-5332 Mileage	VARIOUS - GAS - #8848	\$69.12
Invoice FEB 16	2/29/2016		
Cash Payment	E 100-5142-5335 Training & Travel	WMCA - MEETING BRAATZ - #8848	\$35.00
Invoice FEB 16	2/29/2016		
Cash Payment	E 100-5142-5324 Membership Dues	WMCA - MEMBERSHIP GOURDOUX/TAUBERT - #8848	\$130.00
Invoice FEB 16	2/29/2016		
Cash Payment	E 100-5144-5335 Training & Travel	WMCA - MEETING TAUBERT - #8848	\$35.00
Invoice FEB 16	2/29/2016		
Cash Payment	E 100-5111-5324 Membership Dues	LeAGUE MUNICIPALITIES - MEMBERSHIP - #8848	\$2,437.04
Invoice FEB 16	2/29/2016		
Cash Payment	E 100-5211-5311 Supplies	AmAZON - OFF SUPP - #9430	\$23.67
Invoice FEB 16	2/29/2016		
Cash Payment	E 100-5323-5311 Supplies	MiCROSOFT - SOFTWARE - #9356	\$105.49
Invoice FEB 16	2/29/2016		
Cash Payment	E 100-5324-5351 Motor Fuel & Oil	TEREX - PARTS - #9356	\$94.96
Invoice FEB 16	2/29/2016		
Cash Payment	E 100-5323-5335 Training & Travel	WaUK CTY - WORKSHOP - #9356	\$100.00
Invoice FEB 16	2/29/2016		
Cash Payment	E 100-5324-5395 Repairs & Maintenance	VARIOUS - PARTS - #9356	\$2,126.60
Invoice FEB 16	2/29/2016		
Cash Payment	E 100-5211-5335 Training & Travel	KALAHARI - STREIT HOTEL - #5772	\$267.00
Invoice FEB 16	2/29/2016		
Cash Payment	E 100-5213-5311 Supplies	VARIOUS - TEST KITS/COMP PARTS - #5772	\$80.96
Invoice FEB 16	2/29/2016		
Cash Payment	E 100-5212-5395 Repairs & Maintenance	VARIOUS - BATTERIES/SHOP VAC - #5772	\$113.70
Invoice FEB 16	2/29/2016		
Cash Payment	E 100-5212-5346 Clothing Allowance	ViSTA PRINT - BUSINESS CARDS - #5772	\$69.51
Invoice FEB 16	2/29/2016		
Cash Payment	E 100-5211-5346 Clothing Allowance	ViSTA PRINT - STREIT BUSINESS CARDS - #5772	\$22.90
Invoice FEB 16	2/29/2016		
Cash Payment	E 150-5231-5315 Postage	USPS - POSTAGE - #2334	\$5.09
Invoice FEB 16	2/29/2016		
Cash Payment	E 150-5221-5311 Supplies	WaLMART - WASTEBASKET - #2334	\$31.54
Invoice FEB 16	2/29/2016		
Cash Payment	E 150-5223-5311 Supplies	DoMINOS PIZZA - #2334	\$16.77
Invoice FEB 16	2/29/2016		
Cash Payment	E 150-5222-5311 Supplies	VARIOUS - PLUG/CONNECTOR/WATER - #2334	\$68.62
Invoice FEB 16	2/29/2016		
Cash Payment	E 150-5233-5335 Training & Travel	TaRGETSOLUTIONS - TRAINING - #0931	\$299.75
Invoice FEB 16	2/29/2016		
Cash Payment	E 150-5231-5311 Supplies	VERATHON - GVL 4 STAT - #0931	\$191.41
Invoice FEB 16	2/29/2016		

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Current Period: February 2016

Cash Payment	E 150-5221-5346 Clothing Allowance	EmBROIDME - SURA CLOTHING - #0931	\$77.76
Invoice FEB 16	2/29/2016		
Cash Payment	E 150-5221-5311 Supplies	VARIOUS - COMPUTER SUPP/RETURNS - #0931	-\$38.19
Invoice FEB 16	2/29/2016		
Cash Payment	E 430-5700-5711 Police Dept Capital Exp	VARIOUS - 911 SYSTEM - #9430	\$604.63
Invoice FEB 16	2/29/2016		
Cash Payment	E 430-5700-5711 Police Dept Capital Exp	CDW RETURN - #5772	-\$52.99
Invoice FEB 16	2/29/2016		
Cash Payment	E 440-5511-5333 Outreach	WaLMART - CRATES - #1900	\$17.91
Invoice FEB 16	2/29/2016		
Cash Payment	E 440-5511-5315 Postage	USPS - POSTAGE - #1900	\$12.39
Invoice FEB 16	2/29/2016		
Cash Payment	E 440-5511-5399 Other	WaLGREENS- STAFF CARDS - #1900	\$11.97
Invoice FEB 16	2/29/2016		
Cash Payment	E 440-5890-5806 Donated Fund Expenditu	VARIOUS - PROGRAM PRIZES/STAFF RETIREMENT/DECORATION - #1900	\$173.82
Invoice FEB 16	2/29/2016		
Cash Payment	E 440-5511-5311 Supplies	IMAGE SUPPLY - LABELS - #1900	\$114.95
Invoice FEB 16	2/29/2016		
Cash Payment	E 440-5511-5311 Supplies	WaLMART - OFFICE/CLEANING SUPP - #1900	\$183.71
Invoice FEB 16	2/29/2016		
Cash Payment	E 440-5511-5340 Digital Materials	MAILCHIMP - DIGITAL - #0751	\$50.00
Invoice FEB 16	2/29/2016		
Cash Payment	E 440-5511-5311 Supplies	OFFICE MAX - SUPPLIES - #0751	\$43.58
Invoice FEB 16	2/29/2016		
Cash Payment	E 440-5890-5806 Donated Fund Expenditu	AmAZON - PROGRAM SUPP - #0751	\$11.95
Invoice FEB 16	2/29/2016		
Cash Payment	E 440-5511-5811 Equipment (non-Capitaliz	TECHSOUP - WINDOWS UPGRADE - #0751	\$750.00
Invoice FEB 16	2/29/2016		
Cash Payment	E 440-5511-5328 Books	AmAZON - BOOKS - #0751	\$142.28
Invoice FEB 16	2/29/2016		
Cash Payment	E 440-5511-5326 Periodicals	CHILE PEPPER - MAGAZINE - #5436	\$26.99
Invoice FEB 16	2/29/2016		
Cash Payment	E 440-5511-5345 Local Databases	VARIOUS - #0751	\$67.70
Invoice FEB 16	2/29/2016		
Cash Payment	E 610-6210-6623 Operation Supply/Exp-P	HoME DEPOT - PIPING - #6855	\$139.37
Invoice FEB 16	2/29/2016		
Cash Payment	E 610-6920-6921 Office Supplies & Expen	GMAIL - #0751	\$7.15
Invoice FEB 16	2/29/2016		
Cash Payment	E 610-6920-6921 Office Supplies & Expen	WaSP - SCANNER - #8848	\$44.49
Invoice FEB 16	2/29/2016		
Cash Payment	E 610-6920-6923 Outside Services Employ	MAD COL STUD - CLASSES - #9513	\$133.75
Invoice FEB 16	2/29/2016		
Cash Payment	E 620-8400-8510 Office Supplies & Expen	GMAIL - #0751	\$7.16
Invoice FEB 16	2/29/2016		
Cash Payment	E 620-8300-8400 Operation Supply/Expen	WaSP - SCANNER - #8848	\$44.50
Invoice FEB 16	2/29/2016		
Cash Payment	E 620-8400-8541 Educational/Training Exp	VARIOUS - MEMBERSHIP/CLASSES - #9513	\$323.75
Invoice FEB 16	2/29/2016		

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Current Period: February 2016

Transaction Date	2/24/2016	Citizens	111000	Total	\$10,053.89
Refer	75271 VANTAGEPOINT TRANSFER AGEN		Ck# 019539	2/26/2016	
Cash Payment	G 100-215250	Deferred Compensation	P/R ENDING 2/19/2016		\$1,584.86
Invoice	2/19	2/26/2016			
Cash Payment	G 150-215250	Deferred Compensation	P/R ENDING 2/19/2016		\$38.72
Invoice	2/19	2/26/2016			
Cash Payment	G 220-215250	Deferred Compensation	P/R ENDING 2/19/2016		\$34.00
Invoice	2/19	2/26/2016			
Cash Payment	G 410-215250	Deferred Compensation	P/R ENDING 2/19/2016		\$36.94
Invoice	2/19	2/26/2016			
Cash Payment	G 440-215250	Deferred Compensation	P/R ENDING 2/19/2016		\$365.29
Invoice	2/19	2/26/2016			
Cash Payment	G 500-215250	Deferred Compensation	P/R ENDING 2/19/2016		\$14.43
Invoice	2/19	2/26/2016			
Cash Payment	G 610-215250	Deferred Compensation	P/R ENDING 2/19/2016		\$299.97
Invoice	2/19	2/26/2016			
Cash Payment	G 620-215250	Deferred Compensation	P/R ENDING 2/19/2016		\$282.69
Invoice	2/19	2/26/2016			
Transaction Date	2/25/2016	Citizens	111000	Total	\$2,656.90
Refer	75272 AFLAC		Ck# 019540	2/26/2016	
Cash Payment	G 100-215300	Insurance Payable	FEBRUARY PREMIUMS		\$399.10
Invoice	10731	3/1/2016			
Cash Payment	G 150-215300	Insurance Payable	FEBRUARY PREMIUMS		\$210.97
Invoice	10731	3/1/2016			
Cash Payment	G 220-215300	Insurance Payable	FEBRUARY PREMIUMS		\$0.66
Invoice	10731	3/1/2016			
Cash Payment	G 410-215300	Insurance Payable	FEBRUARY PREMIUMS		\$2.38
Invoice	10731	3/1/2016			
Cash Payment	G 610-215300	Insurance Payable	FEBRUARY PREMIUMS		\$105.61
Invoice	10731	3/1/2016			
Cash Payment	G 620-215300	Insurance Payable	FEBRUARY PREMIUMS		\$88.99
Invoice	10731	3/1/2016			
Transaction Date	2/25/2016	Citizens	111000	Total	\$807.71
Refer	75273 VILLAGE OF MUKWONAGO MRA		Ck# 019541	2/26/2016	
Cash Payment	G 100-215350	Flexible Spending Contributi	FEBRUARY 2016		\$1,101.86
Invoice	FEB 2016	2/26/2016			
Cash Payment	G 150-215350	Flexible Spending Contributi	FEBRUARY 2016		\$221.06
Invoice	FEB 2016	2/26/2016			
Cash Payment	G 220-215350	Flexible Spending Contributi	FEBRUARY 2016		\$11.42
Invoice	FEB 2016	2/26/2016			
Cash Payment	G 410-215350	Flexible Spending Contributi	FEBRUARY 2016		\$5.76
Invoice	FEB 2016	2/26/2016			
Cash Payment	G 440-215350	Flexible Spending Contributi	FEBRUARY 2016		\$39.70
Invoice	FEB 2016	2/26/2016			
Cash Payment	G 500-215350	Flexible Spending Contributi	FEBRUARY 2016		\$3.24
Invoice	FEB 2016	2/26/2016			
Cash Payment	G 610-215350	Flexible Spending Contributi	FEBRUARY 2016		\$37.21
Invoice	FEB 2016	2/26/2016			

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Current Period: February 2016

Cash Payment	G 620-215350 Flexible Spending Contributi	FEBRUARY 2016			\$22.81
Invoice	FEB 2016	2/26/2016			
Transaction Date	2/25/2016	Citizens	111000	Total	\$1,443.06
Refer	75274 MUKWONAGO PROFESSIONAL FI	Ck# 019542	2/26/2016		
Cash Payment	G 150-215500 Union Dues Payable	FEB 2016 DUES			\$135.00
Invoice	FEB 2016	2/26/2016			
Transaction Date	2/25/2016	Citizens	111000	Total	\$135.00
Refer	75275 MUKWONAGO PROFESSIONAL PO	Ck# 019543	2/26/2016		
Cash Payment	G 100-215500 Union Dues Payable	FEB 2016 SUES			\$462.00
Invoice	FEB 2016	2/26/2016			
Transaction Date	2/25/2016	Citizens	111000	Total	\$462.00
Refer	75276 GREAT WEST RETIREMENT SERV	Ck# 005936	2/26/2016		
Cash Payment	G 100-215250 Deferred Compensation	P/R ENDING 2/19/2016			\$803.59
Invoice	2/19	2/26/2016			
Cash Payment	G 150-215250 Deferred Compensation	P/R ENDING 2/19/2016			\$86.21
Invoice	2/19	2/26/2016			
Cash Payment	G 610-215250 Deferred Compensation	P/R ENDING 2/19/2016			\$85.96
Invoice	2/19	2/26/2016			
Cash Payment	G 620-215250 Deferred Compensation	P/R ENDING 2/19/2016			\$115.24
Invoice	2/19	2/26/2016			
Transaction Date	2/25/2016	Citizens	111000	Total	\$1,091.00
Refer	75277 PAYROLLDATA.COM	Ck# 005937	2/26/2016		
Cash Payment	E 100-5142-5399 Other	FEB 2016 ADMINISTRATION FEES			\$165.91
Invoice	FEB 2016	2/26/2016			
Cash Payment	E 150-5221-5219 Professional Services	FEB 2016 ADMINISTRATION FEES			\$165.91
Invoice	FEB 2016	2/26/2016			
Cash Payment	E 440-5511-5399 Other	FEB 2016 ADMINISTRATION FEES			\$165.91
Invoice	FEB 2016	2/26/2016			
Cash Payment	E 610-6920-6930 Misc General Expenses	FEB 2016 ADMINISTRATION FEES			\$165.91
Invoice	FEB 2016	2/26/2016			
Cash Payment	E 620-8400-8560 Misc General Expense	FEB 2016 ADMINISTRATION FEES			\$165.91
Invoice	FEB 2016	2/26/2016			
Transaction Date	2/25/2016	Citizens	111000	Total	\$829.55
Refer	75278 WI RETIREMENT SYSTEM	Ck# 005938	2/26/2016		
Cash Payment	G 100-215200 Retirement	JANUARY 2016 CONTRIBUTIONS			\$22,262.40
Invoice	JAN 2016	2/26/2016			
Cash Payment	G 150-215200 Retirement	JANUARY 2016 CONTRIBUTIONS			\$5,639.72
Invoice	JAN 2016	2/26/2016			
Cash Payment	G 220-215200 Retirement	JANUARY 2016 CONTRIBUTIONS			\$316.68
Invoice	JAN 2016	2/26/2016			
Cash Payment	G 410-215200 Retirement	JANUARY 2016 CONTRIBUTIONS			\$231.72
Invoice	JAN 2016	2/26/2016			
Cash Payment	G 440-215200 Retirement	JANUARY 2016 CONTRIBUTIONS			\$4,823.82
Invoice	JAN 2016	2/26/2016			
Cash Payment	G 500-215200 Retirement	JANUARY 2016 CONTRIBUTIONS			\$63.16
Invoice	JAN 2016	2/26/2016			
Cash Payment	G 610-215200 Retirement	JANUARY 2016 CONTRIBUTIONS			\$2,037.06
Invoice	JAN 2016	2/26/2016			

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Current Period: February 2016

Cash Payment	G 620-215200 Retirement	JANUARY 2016 CONTRIBUTIONS	\$1,752.42
Invoice	JAN 2016	2/26/2016	
Cash Payment	G 100-215200 Retirement	JANUARY 2016 CONTRIBUTIONS	-\$0.05
Invoice	JAN 2016	2/26/2016	
Cash Payment	G 100-215200 Retirement	BRANDEMUEHLE ADJUSTMENT FROM 2014	-\$2,057.00
Invoice	JAN 2016	2/26/2016	
Transaction Date	2/25/2016	Citizens 111000	Total \$35,069.93
Refer	75279 EMPLOYEE TRUST FUNDS	Ck# 005939 2/26/2016	
Cash Payment	G 100-215300 Insurance Payable	MARCH 2016 PREMIUMS	\$44,524.22
Invoice	MAR 2016	2/26/2016	
Cash Payment	G 150-215300 Insurance Payable	MARCH 2016 PREMIUMS	\$5,592.73
Invoice	MAR 2016	2/26/2016	
Cash Payment	G 220-215300 Insurance Payable	MARCH 2016 PREMIUMS	\$301.82
Invoice	MAR 2016	2/26/2016	
Cash Payment	G 410-215300 Insurance Payable	MARCH 2016 PREMIUMS	\$363.04
Invoice	MAR 2016	2/26/2016	
Cash Payment	G 440-215300 Insurance Payable	MARCH 2016 PREMIUMS	\$2,183.34
Invoice	MAR 2016	2/26/2016	
Cash Payment	G 500-215300 Insurance Payable	MARCH 2016 PREMIUMS	\$138.52
Invoice	MAR 2016	2/26/2016	
Cash Payment	G 610-215300 Insurance Payable	MARCH 2016 PREMIUMS	\$1,738.54
Invoice	MAR 2016	2/26/2016	
Cash Payment	G 620-215300 Insurance Payable	MARCH 2016 PREMIUMS	\$2,078.49
Invoice	MAR 2016	2/26/2016	
Transaction Date	2/25/2016	Citizens 111000	Total \$56,920.70

Fund Summary

	111000 Citizens
100 GENERAL FUND	\$100,408.56
150 FIRE/AMBULANCE FUND	\$15,604.74
220 TID#3 - GENERAL	\$707.27
410 RECYCLING FUND	\$687.76
430 CAPITAL EQUIPMENT FUND	\$551.64
440 LIBRARY FUND	\$16,511.86
500 STORM WATER UTILITY	\$239.39
610 WATER UTILITY FUND	\$13,317.24
620 SEWER UTILITY FUND	\$15,551.98
	<u>\$163,580.44</u>

Pre-Written Checks	\$163,580.44
Checks to be Generated by the Computer	\$0.00
Total	<u>\$163,580.44</u>

VILLAGE OF MUKWONAGO PURCHASE REQUISITION

PLEASE TYPE OR PRINT IN INK CLEARLY ON THIS FORM

DATE:	February 5,2016	NUMBER:	
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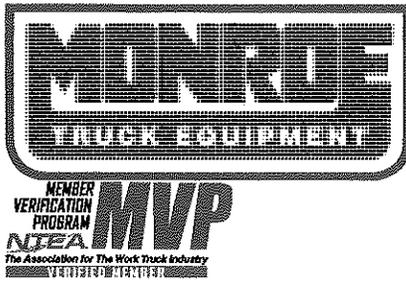
VENDOR NAME & ADDRESS:	SHIP TO:
Lynch Mukwonago Chevrolet	Village of Mukwonago

DEPT NAME:	SUGGESTED VENDOR	AUTHORIZED SIGNATURE
DPW	Lynch Mukwonago Chevrolet	<i>Robert R. Bille</i>

BUDGETED ITEM?	Yes	BUDGETED SOURCE:	430-5700-5712
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ITEM	QTY	DESCRIPTION	UNIT PRICE	AMOUNT	ACCT #
1	1	Monroe stainless dump box, stainless under tailgate spreader. poly fenders and emergency lighting for 2016 baby dump.	\$17,700	\$17,700	430-5700-5712
			TOTAL	\$17,700	

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



QUOTATION
 Monroe Truck Equipment
 1051 W 7th Street
 Monroe, WI 53566
 Phone: 608-329-8185
 Fax: 608-329-8521
 Email: sdevoe@monroetruck.com
 www.monroetruck.com

Quote Number: 9SD000429
 Job Order Number:
 Quote Date: 2/3/2016
 Quote valid until: 3/4/2016
 Terms: NET 30
 Salesperson: HAWKINS, MAX
 Quoted By: Seth DeVoe

Customer: MUKWONAGO, VILLAGE OF,
 (5152650)
 525 ROBERTS LANE
 MUKWONAGO, WI 53149

Contact:
 Phone: 262-363-6420 Fax: 262-363-6425
 Email:

Dealer Code: _____
P.O. Number: _____

REASSIGN (Required for pool units): Fleet Retail

MSO/MCO (ONLY check if legally required): MSO MCO

Accepted by: _____
Customer must fill out the information above before the order can be processed.

Date: _____

Chassis Information

Year: 2016	Make: CHEVROLET	Model: 3500 CHASSIS CAB	Chassis Color:	Cab Type: REGULAR
Single/Dual: DRW	Cab-to-Axle: 60.0	Wheelbase: 138.0	F.O. Number #:	Vin:

Comments:

Monroe Truck Equipment, Inc. is pleased to offer the following quote for your review:

DESCRIPTION	AMOUNT
-------------	--------

MTE-ZEE 9', STAINLESS STEEL, 3-4 YD CAPACITY, RIGID SIDE, DUMP BODY
 - 10 GA. AR-235 (ABRASIVE RESISTANCE) FLOOR
 - 12 GA. SIDES & ENDS, 16" H SIDES, 22" H TAILGATE
 - 80,000 PSI YIELD HIGH-STRENGTH STAINLESS STEEL CONSTRUCTION
 - HEAVY DUTY FRONT BULKHEAD WITH INTEGRAL 12" TAPERED CAB SHIELD & TAPERED LASER CUT WINDOW
 - INTERNAL DIRT SHEDDING TOP RAILS & TAILGATE
 - CROSS-MEMBERLESS UNDERSTRUCTURE W/ STAINLESS STEEL LONG SILLS
 - SINGLE-LEVER RELEASE, QUICK DROP TAILGATE
 - LED FMVSS108 LIGHTS & REFLECTORS
 - RUBBER REAR FLAPS
 - LONG LIFE & CORROSION RESISTANT
 - UNDERCOATED
 - DOUBLE ACTING ELECTRIC HOIST
 - MINIMIZER POLY FENDERS
 - 7 WAY RV STYLE TRAILER PLUG
 - 2.5" TRAILER RECEIVER
 - BACK-UP ALARM
 - INSTALLED

BUYERS ELECTRIC UNDER TAILGATE SPREADER
 Spread Material: bulk salt, salt & sand mix
 Feed Mechanism: 6" Auger with 3/8" flighting
 Power Source: electric

- 304 stainless steel
 - Material spread up to 25'
 - Two 12 VDC direct drive motors (3/4 HP for auger, 1/2 HP for spinner)
 - Standard discharge or center discharge
 - 14" poly spinner and stainless steel dump body mounting plates
 - 10-gauge trough has 3-point hinged bottom cover for easy access to entire auger assembly and one-person cleanout.
 - 6" auger with 3/8" flighting, includes auger screen
 - Sealed, self-aligning 1-1/4" diameter bearings with grease fittings
 - Stainless steel spill shields (924F0106SSPR)
- INSTALLED

LIGHTING PACKAGE

- WHELEN MINI LIGHT BAR INSTALLED IN SELF LEVELING LIGHT BRACKET MOUNTED ON CAB SHIELD
- (2) VTX609 AMBER STROBE LIGHTS MOUNTED ON REAR POSTS
- (2) ADDITIONAL LED S/T/T SURFACE MOUNTED LIGHTS ON REAR POSTS

DESCRIPTION	AMOUNT
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Quote Total: \$17,700.00

Additional Options:

DESCRIPTION	AMOUNT	ADD TO QUOTE Yes / No
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Notes:

- ◆ Terms are Due Upon Receipt unless prior credit arrangements are made at the time of order.
- ◆ Please note if chassis is furnished, it is as a convenience and terms are Net Due on Receipt of Chassis.
- ◆ State and Federal taxes will be added where applicable.

BURKE TRUCK & EQUIPMENT, INC.

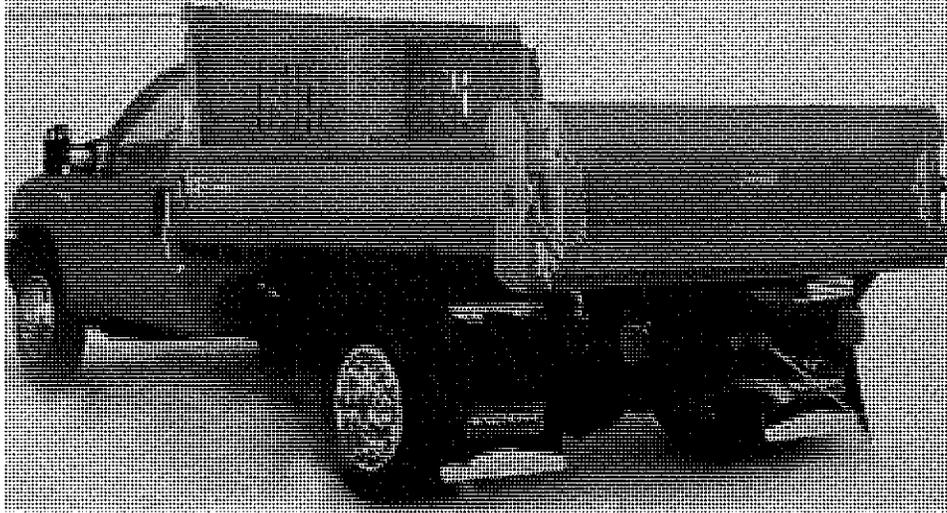
5337 REINER RD., MADISON, WISCONSIN 53718

888-249-9788 / 608-249-9788 / FAX: 608-837-7530

Email: sales@burketruck.com / Web: www.burketruck.com

1/21/16

Prepared for the Village of Mukwonago



2016 Truck Package

Truck Engineering Dump Body SS

Capacity:	3.5 to 4.7 Yard depending on side height.
Length:	9-ft
Sides:	18" stationary sides
Structural:	Unibody design (no cross members, very low mounting height); 5" I-beam longitudinal on underbody hoist; 12" clearance with 10' UB hoist; 4" structural channel subframe; 10-gauge sides of 201 stainless steel; one-piece 1/4" AR400 steel floor; full-height front corner post; one intermediate horizontal side brace on each side; 5-3/4" X 12" full-depth rear corner post tied to an 8" structural channel rear apron; manual double-over-center tailgate release mechanism; tailgate with full perimeter boxing and sloped horizontal brace and top rail; 4" structural channel subframe with 6" X 4" X 3/8" structural angle rear hinge; 1-1/2" diameter nitrided rear hinge pins with greaseless composite bushings; all pivot points with greasable nitrided pins
Hydraulic:	scissors hoist Electric
Coating:	Body chemically cleaned with a phosphate solution before being primed; underside of body and subframe primed black
Rear Hitch	receiver style pintol hitch

Burke Truck & Equipment, Inc. detailed spec list

Full fenders Full fenders over rear duals
Undercoating DuPont Rust free system baked on

Spreader **Buyers Salt Dogg Electric UTS Spreader**
Auger uses a .75 hp motor spinner uses a .5 hp
14" poly spinner
Center discharge
6" Auger w/3/8"fliting

Electrical System

Wiring: All wiring is double jacketed with ethylene-propylene rubber to seal out moisture and to protect against damage. In addition to the double jacket, all wires that are in an abrasion area are covered with vinyl tubing for additional protection. All electrical plug connectors outside the cab area are waterproof. All lights are grounded through the wiring system, not to mounting bolts. All bulbs and electrical plugs are coated with dielectric grease to seal out moisture. Wiring harnesses are securely fastened to prevent damage.

Junction Boxes: All junction boxes outside the cab area are potted (completely encased in plastic) to make them 100% waterproof. All junction boxes are grounded to the chassis in addition to the wiring system.

Controls: Box control to be mounted in dash,

Tail/Stop Lights: The tail/stop lights will be 6-inch oval LED lights mounted in cutouts on the rear of the dump box. These lights on the box will be in addition to the standard tail/stop/turn lights that are mounted to the truck chassis. All LED lights will carry a 10-year warranty.

Side Marker Lights: The side/marker lights will be 2 ½" round LED lights that are installed in cutouts in the dump box sides. All LED lights will carry a 10-year warranty.

Identification Lights: The identification lights will be 2 ½" round LED lights that are installed in a bracket welded to the truck chassis. All LED lights will carry a 10-year warranty.

Burke Truck & Equipment, Inc. detailed spec list

Emergency Warning Light: The emergency warning light will be a Federal signal low profile, that is mounted on a self leveling bracket attached to the cab shield.

Rear Light: One- (1) floodlight mounted in a rubber housing will be located at the rear of the truck and directed in a direction behind the vehicle.

Burke Truck & Equipment, Inc. detailed spec list

Village of Mukwonago
630 CTH NN E.
Mukwonago, WI 53149

Attn: Mr. Ron Bittner

Subject: F550 equipment package

Dear Mr. Bittner, thank you for the opportunity to quote you on the equipment package listed in this specification. Please feel free to contact me with any questions. All prices are valid for 60 days.

Total package price..... \$24,305.00

Burke Truck & Equipment is pleased to offer the Village of Mukwonago a 1 ½% discount if they pay one half of the total equipment package at the time of order, with the remaining balance due after delivery of completed unit.

Total package price.....	\$24,305.00
First half payment.....	\$12,152.50
1 ½% discount.....	\$364.57
Second half payment.....	\$11,787.93
Total package price after discount.....	\$23,940.43

Sincerely

Jeff Smith
Burke Truck & Equipment Inc.

**VILLAGE OF MUKWONAGO
SCHEDULE OF BUILDING PERMIT FEES FOR 2016**

A)	Minimum permit fee for all permits.....	\$50.00 \$60.00
B)	Residence- one & two family and attached garages.....	\$ 0.34/ sq. ft.
	1) Service fee for extension of time (12 months) if the permit is not expired:	
	a. 50% of the building permit fee	
	b. 50% of the erosion control fee	
	c. 50% of all other permits outstanding	
	2) Permits that have expired require new permits at current fees schedule.	
C)	Residential three family or more apartments, condo's..... row housing, multiple family dwellings, institutional	\$ 0.34/ sq. ft.
D)	Residential additions.....	\$ 0.34/ sq. ft. or fraction thereof
E)	Residential remodeling.....	\$11.50 per \$1,000 of value
F)	Local business, office buildings or addition thereto.....	\$ 0.32/ sq. ft. or fraction thereof
G)	Local business, office buildings interior remodeling	\$11.25 per \$1,000 of value or \$.32/ sq. ft.
	1) New Sign, Permits	\$2.00/ sq. ft. \$3.00/ sq. ft. \$50.00 minimum each sign
	2) Face replacements including sign review	\$75.00 per sign
H)	Manufacturing or industrial (office area under E).....	\$ 0.28/ sq. ft. or fraction thereof
I)	Agriculture buildings, detached garages & accessory..... structures	\$ 0.28/ sq. ft. or fraction thereof
J)	All other buildings, structures, alterations, and repairs..... where square footage cannot be calculated	\$11.50/ \$1,000.00 of valuation
K)	Permit to start construction of footings and foundations.....	\$200.00 1 & 2 family \$260.00 multi-family, industrial and commercial
L)	Heating, incinerator units, wood burning appliances, gas fireplaces and energy recovery ventilators	\$50.00 per unit up to and including 150,000 input BTU units. Additional fee of \$17.00/ each 50,000 BTU or fraction \$785.00 maximum per unit

- M) Commercial/ industrial exhaust hoods & exhaust systems... See heating permit (\$165.00)
- N) Heating & air conditioning distribution systems..... See heating permit
(\$0.04/ sq. ft., \$50.00 minimum)
- O) Air conditioning..... See heating permit
(\$50.00 per unit up to 3 ton or 36,000 BTU's add ~~\$16.50~~ \$17.00 each ton or fraction of a ton)
- P) Wrecking, razing and interior demolition fees may be \$80.00 minimum plus
Waived at the discretion of the Building Inspector \$.10/ sq. ft. with a maximum
fee of \$785.00 per building
- Q) Moving buildings over public road ways \$210.00 plus \$.10/ sq. ft.
- R) Re-inspection fee \$50.00 per re-inspection
- S) PLAN EXAMINATION
- 1) One & two family dwellings..... \$230.00
- 2) Alterations to one and two family dwellings:
a. project under \$3,500..... \$30.00
b. project over \$3,500..... \$55.00
- 3) Additions to one and two family dwellings: \$100.00
- 4) Deck or swimming pools \$35.00 each
a. Commercial Tents 400 plus sq. ft. \$50.00
- 5) Accessory buildings greater than 150 square feet.....\$60.00
- 6) Apartments: three family dwellings, row housing \$280.00 plus \$25.00 per unit
multi family buildings
- 7) Commercial & industrial additions..... \$275.00
- 8) Commercial /industrial interior alterations:
a. Alterations under \$5,000 \$100.00
b. Alterations under \$10,000..... \$160.00
c. Alterations over \$10,000..... \$275.00
- 9) Sign Plan Review:
a. Sign plan review 50 sq. ft. or less..... \$50.00
b. 100 sq. ft. or less \$100.00
c. 101 sq. ft. or more \$200.00
- 10) Heating plans, energy calculations to heating plans.... \$60.00
or lighting plans submitted separately
- 11) Resubmission of previously approved plans..... \$50.00 minimum

12) Priority Plan Review is at the discretion of the building inspector, depending upon the department workload. Priority plan review would be two (2) business days at double the regular rate for plan review fees. Priority plan review shall not apply to submittals requiring review and/ or approval by other governing agencies of the municipality. (examples: Zoning Review, Plan Commission, Board of Appeals, Historical District, DNR, US Army Corps of Engineers, Village Engineers, etc.)

T) Special Inspections and reports, \$160.00
(including reports for no permits on jobs started)

U) Wisconsin Uniform Building Permit Seals..... \$60.00

1) An additional fee for plan review may be assessed at the time of application for renewal of the permit.

2) State Seals may be obtained individually or on one form in the categories of construction, electrical, plumbing and heating, ventilation & air conditioning.

V) Occupancy permits

1) Residential..... \$50.00 per dwelling unit or addition, alteration or accessory building over 150 square feet. (Minimum)

2) Commercial or Industrial..... \$200.00 plus \$.04/ sq. ft.
a. Change of Occupancy/ Tenant..... \$195.00

3) Temporary occupancy permits (6 months or less). \$80.00

4) Occupancy taken before final inspection..... \$200.00

5) Medical, Schools, Churches
a. New building or additions..... \$200.00 plus \$.06/ sq. ft. Maximum \$1,500.00
b. Change of Occupancy/ Tenant..... \$200.00 plus \$.02/ sq. ft.

W) Swimming Pools

1) In ground or above ground..... ~~\$50.00~~ \$60.00 minimum fee or

2) Spas \$11.50 per \$1,000.00 of valuation

X) Miscellaneous fees..... \$50.00 minimum fee or

1) Deck \$11.50 per \$1,000.00 of valuation
2) Shed
3) Fencing

- Y) Erosion Control
- 1) One and two family lots..... \$160.00 per lot
 - 2) Multi-family development, industrial lots, commercial lots, and institutional lots \$190.00 per building plus \$5.00/ 1,000 sq. ft. of disturbed lot area with a maximum of \$2,085
 - 3) Other..... \$50.00 minimum
Village ordinance 70-15 allows the Village to charge back all professional services.
- Z) Re-roofing, residing, fascia / gutters, stripping roof or siding
- 1) Residential..... ~~\$50.00 each~~ **\$60.00 each**
 - 2) Commercial and industrial..... \$11.50 per \$1,000.00 of valuation with a \$255.00 maximum per building

NOTE: THE APPLICANT IS REQUIRED TO ARRANGE FOR INSPECTION APPOINTMENTS. CALL (262) 363-6419 FOR INSPECTION APPOINTMENTS MONDAY THROUGH FRIDAY 8:00 TO 9:30 AM.

- AA) Failure to call for required inspection(s)..... \$100.00 per inspection
Double fee 2nd offence
Triple fee subsequent offence
- BB) Failure to obtain permit before work commences..... Double fees 1st offence
Triple fee subsequent offence
- CC) Work not ready at time of scheduled inspection..... \$100.00
- DD) Application not filled out correctly and returned..... \$ 25.00
- EE) Administrative Fee\$ 5.00

NOTES:

- 1) Other fees charged to the municipality from other governing entities or professional services for reviewing plans or permits shall be billed through invoices and no occupancy issued until paid.
- 2) The state fee schedule for commercial buildings (SPS 5) project may be charged in lieu of or in addition to this fee schedule at the municipality's discretion.
- 3) Gross square footage calculations are based on exterior dimensions, including garage and each finished floor level. Unfinished basement areas therefore are not included.
- 4) In determining building costs, only construction costs shall be included. Do not include heating, air conditioning electrical or plumbing.
- 5) All fee categories shall be rounded up to the next dollar amount.

2015 JOINT VILLAGE TOWN SETTLEMENT as of 2/26/16

Cat Descr	Account Descr	Adopted Budget	Revised Budget	YTD Amount as of		%YTD Budget	
				12/31/15	Balance Remaining		
TAXES	R 150-4100-4111 General Property Tax	210,000.00	210,000.00	210,000.00	0.00	100%	Village Contribution
OTHER FINANCING SOURCES	R 150-4900-4910 Transfer from General Fund**	0.00	0.00	0.00	0.00		
TOTAL FROM VILLAGE		210,000.00	210,000.00	210,000.00	0.00	100%	
INTERGOV T CHARGES FOR SERVICE	R 150-4700-4731 Fire/Ambulance Service to Town	210,000.00	210,000.00	210,000.00	0.00	100%	Town Contribution
INTERGOV T CHARGES FOR SERVICE	R 150-4700-4733 Cash Flow Supplement from Town**	0.00	0.00	0.00	0.00		
TOTAL FROM TOWN		210,000.00	210,000.00	210,000.00	0.00	100%	

INTERGOV T REVENUES	R 150-4300-4342 State Aid or Grant	0.00	0.00	4,380.11	(4,380.11)		Shared Revenue for Year End Settlement
INTERGOV T REVENUES	R 150-4300-4343 County Grant	0.00	0.00	0.00	0.00		
MISC REVENUE	R 150-4800-4370 Private Grants	0.00	0.00	0.00	0.00		
PUBLIC CHARGES FOR SERVICES	R 150-4600-4304 Treasurer s Fees	13,000.00	13,000.00	14,182.42	(1,182.42)	109%	
PUBLIC CHARGES FOR SERVICES	R 150-4600-4716 Paramedic Ride-Along Fee	50.00	50.00	0.00	50.00	0%	
PUBLIC SAFETY	R 150-4620-4320 Fire Dept Charges for Services	2,000.00	2,000.00	3,535.00	(1,535.00)	177%	
PUBLIC SAFETY	R 150-4620-4325 Ambulance County Collections	23,000.00	23,000.00	17,203.74	5,796.26	75%	
PUBLIC SAFETY	R 150-4620-4730 Ebix Ambulance Revenue	610,000.00	752,000.00	872,761.29	(120,761.29)	116%	
PUBLIC SAFETY	R 150-4620-4737 Ebix Fire Revenue	10,500.00	10,500.00	1,875.00	8,625.00	18%	
INTEREST REVENUE	R 150-4810-4871 Interest Revenue	200.00	200.00	361.35	(161.35)	181%	
COMMERCIAL REVENUE	R 150-4820-4880 Sale of Owned Property	1,000.00	1,000.00	14,476.05	(13,476.05)	1448%	
MISC REVENUE	R 150-4800-4899 Misc Revenue	0.00	0.00	0.00	0.00		
Revenue to be Shared with the Town		659,750.00	801,750.00	928,774.96	(127,024.96)	116%	

INTERGOV T REVENUES	R 150-4300-4344 EMS Act102 Grant	5,900.00	5,900.00	5,902.08	(2.08)	100%	Shared when used
MISC REVENUE	R 150-4800-4890 Donations Received	0.00	0.00	9,025.00	(9,025.00)		
COMMERCIAL REVENUE	R 150-4820-4880 Sale of Owned Property	1,000.00	1,000.00	2,290.00	(1,290.00)	229%	
OTHER FINANCING SOURCES	R 150-4900-4920 Transfer from Other Funds	0.00	0.00	0.00	0.00		
OTHER FINANCING SOURCES	R 150-4900-4930 Fund Balance Applied	0.00	3,922.00	0.00	3,922.00	0%	
Designated Funds - Share with Town when used		6,900.00	10,822.00	17,217.08	(6,395.08)	159%	

TOTAL REVENUE GUIDELINE	1,086,650.00	1,232,572.00	1,365,992.04	(133,420.04)	111%
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Regular Operating Expenditures	Account Descr	Adopted Budget	Revised Budget	YTD Amount as of		%YTD Budget
				12/31/15	Balance Remaining	
	ADMINISTRATIVE & GENERAL	23,651.00	24,291.00	24,472.83	(181.83)	101%
	FIRE ADMINISTRATION	498,859.00	502,141.00	513,447.72	(11,306.72)	102%
	FIRE SUPPRESSION	112,236.00	112,236.00	97,213.48	15,022.52	87%
	FIRE TRAINING	37,884.00	37,884.00	46,674.77	(8,790.77)	123%
	AMBULANCE	391,636.00	391,636.00	413,385.37	(21,749.37)	106%
	AMBULANCE TRAINING	15,484.00	15,484.00	23,755.05	(8,271.05)	153%
	Critical Care Transport Expenses	0.00	0.00	11,616.28	(11,616.28)	
	Transfer to Other Funds (AMBULANCE REMOUNT)	0.00	142,000.00	140,394.57	1,605.43	99%
Total Operating Budget		1,079,750.00	1,225,672.00	1,270,960.07	(45,288.07)	104%

Designated Expenditures	ACT 102 or Designated Fund Expenses	0.00	0.00	2,502.07	(2,502.07)	
	Donated Fund Expenditures	0.00	0.00	6,908.46	(6,908.46)	
	Transfer to Fund Balance (aka Split)	0.00	0.00	0.00	0.00	
	E 150-5900-5925 Transfer to Designated Funds	5,900.00	5,900.00	0.00	5,900.00	0%
	Other Financing Uses	5,900.00	5,900.00	9,410.53	(3,510.53)	160%
Total Expenditure Budget		1,085,650.00	1,231,572.00	1,280,370.60	(48,798.60)	118%

2015 PRELIMINARY Settlement	Actual
Total Shared Revenues	928,774.96
Total Operating Expenses	(1,270,960.07)
	(342,185.11)
Town Contribution as of 12/31/14	210,000.00
Village Contribution as of 12/31/14	210,000.00
Revenue Excess (Shortfall):	77,814.89
Revenue Excess (Shortfall):	38,907.45 Due to Each Entity or placed in reserves

VILLAGE OF MUKWONAGO

Revenue Guideline - Fire Dept December 2015

Act Status	Account Descr	2015 Adopted	2015 YTD Budget	2015 YTD Amt	YTD Balance	%YTD Budget	Fund
Fund 150 FIRE/AMBULANCE FUND							
Cat 4100 TAXES							
Active	R 150-4100-4111 General Property Tax	\$210,000.00	\$210,000.00	\$210,000.00	\$0.00	100.00%	150
Cat 4100 TAXES		\$210,000.00	\$210,000.00	\$210,000.00	\$0.00	100.00%	
Cat 4300 INTERGOV T REVENUES							
Active	R 150-4300-4342 State Aid or Grant	\$0.00	\$0.00	\$4,380.11	-\$4,380.11	0.00%	150
Active	R 150-4300-4344 EMS Act102 Grant	\$5,900.00	\$5,900.00	\$5,902.08	-\$2.08	100.04%	150
Cat 4300 INTERGOV T REVENUES		\$5,900.00	\$5,900.00	\$10,282.19	-\$4,382.19	174.27%	
Cat 4600 PUBLIC CHARGES FOR SERVICES							
Active	R 150-4600-4304 Treasurer s Fees	\$13,000.00	\$13,000.00	\$14,182.42	-\$1,182.42	109.10%	150
Active	R 150-4600-4716 Paramedic Ride-Along Fee	\$50.00	\$50.00	\$0.00	\$50.00	0.00%	150
Cat 4600 PUBLIC CHARGES FOR SERVICES		\$13,050.00	\$13,050.00	\$14,182.42	-\$1,132.42	108.68%	
Cat 4620 PUBLIC SAFETY							
Active	R 150-4620-4320 Fire Dept Charges for Services	\$2,000.00	\$2,000.00	\$3,535.00	-\$1,535.00	176.75%	150
Active	R 150-4620-4325 Ambulance County Collections	\$23,000.00	\$23,000.00	\$17,203.74	\$5,796.26	74.80%	150
Active	R 150-4620-4730 Ebix Ambulance Revenue	\$610,000.00	\$752,000.00	\$872,761.29	-\$120,761.29	116.06%	150
Active	R 150-4620-4737 Ebix Fire Revenue	\$10,500.00	\$10,500.00	\$1,875.00	\$8,625.00	17.86%	150
Cat 4620 PUBLIC SAFETY		\$645,500.00	\$787,500.00	\$895,375.03	-\$107,875.03	113.70%	
Cat 4700 INTERGOV T CHARGES FOR SERVICE							
Active	R 150-4700-4731 Fire/Ambulance Service to Town	\$210,000.00	\$210,000.00	\$210,000.00	\$0.00	100.00%	150
Cat 4700 INTERGOV T CHARGES FOR SERVICE		\$210,000.00	\$210,000.00	\$210,000.00	\$0.00	100.00%	
Cat 4800 MISC REVENUE							
Active	R 150-4800-4890 Donations Received	\$0.00	\$0.00	\$9,025.00	-\$9,025.00	0.00%	150
Cat 4800 MISC REVENUE		\$0.00	\$0.00	\$9,025.00	-\$9,025.00	0.00%	
Cat 4810 INTEREST REVENUE							
Active	R 150-4810-4871 Interest Revenue	\$200.00	\$200.00	\$361.35	-\$161.35	180.68%	150
Cat 4810 INTEREST REVENUE		\$200.00	\$200.00	\$361.35	-\$161.35	180.68%	
Cat 4820 COMMERCIAL REVENUE							
Active	R 150-4820-4880 Sale of Owned Property	\$1,000.00	\$1,000.00	\$16,766.05	-\$15,766.05	1676.61%	150
Cat 4820 COMMERCIAL REVENUE		\$1,000.00	\$1,000.00	\$16,766.05	-\$15,766.05	1676.61%	
Cat 4900 OTHER FINANCING SOURCES							
Active	R 150-4900-4930 Fund Balance Applied	\$0.00	\$3,922.00	\$0.00	\$3,922.00	0.00%	150
Cat 4900 OTHER FINANCING SOURCES		\$0.00	\$3,922.00	\$0.00	\$3,922.00	0.00%	
Fund 150 FIRE/AMBULANCE FUND		\$1,085,650.00	\$1,231,572.00	\$1,365,992.04	-\$134,420.04	110.91%	

VILLAGE OF MUKWONAGO

Expenditure Guideline - Fire Dept Current Period: December 2015

Account Descr	2015 Adopted	2015 YTD Budget	2015 YTD Amt	YTD Balance	%YTD Budget	Fund
Fund 150 FIRE/AMBULANCE FUND						
Cat 5140 ADMINISTRATIVE & GENERAL						
E 150-5140-5110 Salaries & Wages	\$16,571.00	\$17,118.00	\$17,335.84	-\$217.84	101.27%	150
E 150-5140-5112 Social Security	\$1,271.00	\$1,313.00	\$1,244.77	\$68.23	94.80%	150
E 150-5140-5152 Retirement	\$1,545.00	\$1,596.00	\$1,609.39	-\$13.39	100.84%	150
E 150-5140-5154 Health	\$3,963.00	\$3,963.00	\$3,841.02	\$121.98	96.92%	150
E 150-5140-5159 Other Fringe Benefits	\$301.00	\$301.00	\$419.49	-\$118.49	139.37%	150
E 150-5140-5399 Other	\$0.00	\$0.00	\$22.32	-\$22.32	0.00%	150
Cat 5140 ADMINISTRATIVE & GENERAL	\$23,651.00	\$24,291.00	\$24,472.83	-\$181.83	100.75%	
Cat 5221 FIRE ADMINISTRATION						
E 150-5221-5110 Salaries & Wages	\$245,078.00	\$247,879.00	\$263,046.11	-\$15,167.11	106.12%	150
E 150-5221-5111 Overtime	\$26,432.00	\$26,432.00	\$20,158.86	\$6,273.14	76.27%	150
E 150-5221-5112 Social Security	\$20,771.00	\$20,982.00	\$20,746.19	\$235.81	98.88%	150
E 150-5221-5152 Retirement	\$28,146.00	\$28,416.00	\$27,573.18	\$842.82	97.03%	150
E 150-5221-5154 Health	\$49,525.00	\$49,525.00	\$48,930.78	\$594.22	98.80%	150
E 150-5221-5159 Other Fringe Benefits	\$5,332.00	\$5,332.00	\$6,111.40	-\$779.40	114.62%	150
E 150-5221-5219 Professional Services	\$35,000.00	\$35,000.00	\$36,383.66	-\$1,383.66	103.95%	150
E 150-5221-5221 Water-Sewer	\$2,125.00	\$2,125.00	\$2,408.00	-\$283.00	113.32%	150
E 150-5221-5222 Electric	\$18,000.00	\$18,000.00	\$14,743.92	\$3,256.08	81.91%	150
E 150-5221-5225 Telephone	\$9,000.00	\$9,000.00	\$9,015.66	-\$15.66	100.17%	150
E 150-5221-5226 Insurance Premiums	\$42,000.00	\$42,000.00	\$46,369.29	-\$4,369.29	110.40%	150
E 150-5221-5311 Supplies	\$5,500.00	\$5,500.00	\$6,521.49	-\$1,021.49	118.57%	150
E 150-5221-5313 Fire Prevention Materials	\$3,250.00	\$3,250.00	\$2,751.64	\$498.36	84.67%	150
E 150-5221-5324 Membership Dues	\$2,200.00	\$2,200.00	\$2,046.00	\$154.00	93.00%	150
E 150-5221-5335 Training & Travel	\$4,000.00	\$4,000.00	\$3,042.85	\$957.15	76.07%	150
E 150-5221-5346 Clothing Allowance	\$2,000.00	\$2,000.00	\$1,710.86	\$289.14	85.54%	150
E 150-5221-5395 Repairs & Maintenance	\$500.00	\$500.00	\$515.58	-\$15.58	103.12%	150
E 150-5221-5399 Other	\$0.00	\$0.00	\$489.30	-\$489.30	0.00%	150
E 150-5221-5811 Equipment (non-Capitalized)	\$0.00	\$0.00	\$882.95	-\$882.95	0.00%	150
Cat 5221 FIRE ADMINISTRATION	\$498,859.00	\$502,141.00	\$513,447.72	-\$11,306.72	102.25%	
Cat 5222 FIRE SUPPRESSION						
E 150-5222-5110 Salaries & Wages	\$27,140.00	\$27,140.00	\$14,074.61	\$13,065.39	51.86%	150
E 150-5222-5112 Social Security	\$2,076.00	\$2,076.00	\$1,077.09	\$998.91	51.88%	150
E 150-5222-5152 Retirement	\$1,020.00	\$1,020.00	\$682.37	\$337.63	66.90%	150
E 150-5222-5311 Supplies	\$3,000.00	\$3,000.00	\$6,251.91	-\$3,251.91	208.40%	150

VILLAGE OF MUKWONAGO

Expenditure Guideline - Fire Dept Current Period: December 2015

Account Descr	2015 Adopted	2015 YTD Budget	2015 YTD Amt	YTD Balance	%YTD Budget	Fund
E 150-5222-5346 Clothing Allowance	\$3,000.00	\$3,000.00	\$1,181.62	\$1,818.38	39.39%	150
E 150-5222-5351 Motor Fuel & Oil	\$10,000.00	\$10,000.00	\$5,919.86	\$4,080.14	59.20%	150
E 150-5222-5395 Repairs & Maintenance	\$38,000.00	\$38,000.00	\$37,611.30	\$388.70	98.98%	150
E 150-5222-5811 Equipment (non-Capitalized)	\$28,000.00	\$28,000.00	\$30,414.72	-\$2,414.72	108.62%	150
Cat 5222 FIRE SUPPRESSION	\$112,236.00	\$112,236.00	\$97,213.48	\$15,022.52	86.62%	
Cat 5223 FIRE TRAINING						
E 150-5223-5110 Salaries & Wages	\$29,453.00	\$29,453.00	\$39,497.27	-\$10,044.27	134.10%	150
E 150-5223-5112 Social Security	\$2,253.00	\$2,253.00	\$3,021.65	-\$768.65	134.12%	150
E 150-5223-5152 Retirement	\$1,428.00	\$1,428.00	\$1,972.86	-\$544.86	138.16%	150
E 150-5223-5311 Supplies	\$750.00	\$750.00	\$464.01	\$285.99	61.87%	150
E 150-5223-5335 Training & Travel	\$4,000.00	\$4,000.00	\$1,718.98	\$2,281.02	42.97%	150
Cat 5223 FIRE TRAINING	\$37,884.00	\$37,884.00	\$46,674.77	-\$8,790.77	123.20%	
Cat 5231 AMBULANCE						
E 150-5231-5110 Salaries & Wages	\$212,113.00	\$212,113.00	\$196,921.63	\$15,191.37	92.84%	150
E 150-5231-5112 Social Security	\$16,227.00	\$16,227.00	\$15,044.67	\$1,182.33	92.71%	150
E 150-5231-5152 Retirement	\$8,704.00	\$8,704.00	\$10,065.00	-\$1,361.00	115.64%	150
E 150-5231-5154 Health	\$2,338.00	\$2,338.00	\$1,841.49	\$496.51	78.76%	150
E 150-5231-5159 Other Fringe Benefits	\$254.00	\$254.00	\$37.03	\$216.97	14.58%	150
E 150-5231-5219 Professional Services	\$52,000.00	\$52,000.00	\$71,151.45	-\$19,151.45	136.83%	150
E 150-5231-5311 Supplies	\$45,000.00	\$45,000.00	\$50,615.70	-\$5,615.70	112.48%	150
E 150-5231-5315 Postage	\$1,000.00	\$1,000.00	\$402.01	\$597.99	40.20%	150
E 150-5231-5351 Motor Fuel & Oil	\$13,000.00	\$13,000.00	\$10,607.08	\$2,392.92	81.59%	150
E 150-5231-5395 Repairs & Maintenance	\$14,000.00	\$14,000.00	\$24,794.94	-\$10,794.94	177.11%	150
E 150-5231-5811 Equipment (non-Capitalized)	\$27,000.00	\$27,000.00	\$31,904.37	-\$4,904.37	118.16%	150
Cat 5231 AMBULANCE	\$391,636.00	\$391,636.00	\$413,385.37	-\$21,749.37	105.55%	
Cat 5232 AMBULANCE TRAINING						
E 150-5232-5110 Salaries & Wages	\$9,639.00	\$9,639.00	\$17,680.50	-\$8,041.50	183.43%	150
E 150-5232-5112 Social Security	\$786.00	\$786.00	\$1,352.40	-\$566.40	172.06%	150
E 150-5232-5152 Retirement	\$359.00	\$359.00	\$818.64	-\$459.64	228.03%	150
E 150-5232-5311 Supplies	\$1,200.00	\$1,200.00	\$610.62	\$589.38	50.89%	150
E 150-5232-5324 Membership Dues	\$500.00	\$500.00	\$425.00	\$75.00	85.00%	150
E 150-5232-5335 Training & Travel	\$3,000.00	\$3,000.00	\$2,867.89	\$132.11	95.60%	150
Cat 5232 AMBULANCE TRAINING	\$15,484.00	\$15,484.00	\$23,755.05	-\$8,271.05	153.42%	
Cat 5233 CRITICAL CARE TRANSPORTS						
E 150-5233-5311 Supplies	\$0.00	\$0.00	\$1,850.23	-\$1,850.23	0.00%	150

VILLAGE OF MUKWONAGO

Expenditure Guideline - Fire Dept Current Period: December 2015

Account Descr	2015 Adopted	2015 YTD Budget	2015 YTD Amt	YTD Balance	%YTD Budget	Fund
E 150-5233-5335 Training & Travel	\$0.00	\$0.00	\$3,685.47	-\$3,685.47	0.00%	150
E 150-5233-5811 Equipment (non-Capitalized)	\$0.00	\$0.00	\$6,080.58	-\$6,080.58	0.00%	150
Cat 5233 CRITICAL CARE TRANSPORTS	\$0.00	\$0.00	\$11,616.28	-\$11,616.28	0.00%	
Cat 5880 USE OF GRANTS/DONATIONS						
E 150-5880-5805 Act 102 Expenses	\$0.00	\$0.00	\$2,502.07	-\$2,502.07	0.00%	150
E 150-5880-5806 Donated Fund Expenditures	\$0.00	\$0.00	\$6,908.46	-\$6,908.46	0.00%	150
Cat 5880 USE OF GRANTS/DONATIONS	\$0.00	\$0.00	\$9,410.53	-\$9,410.53	0.00%	
Cat 5900 OTHER FINANCING USES						
E 150-5900-5920 Transfers to Other Funds	\$0.00	\$142,000.00	\$140,394.57	\$1,605.43	98.87%	150
E 150-5900-5925 Transfer to Designated Funds	\$5,900.00	\$5,900.00	\$0.00	\$5,900.00	0.00%	150
Cat 5900 OTHER FINANCING USES	\$5,900.00	\$147,900.00	\$140,394.57	\$7,505.43	94.93%	
Fund 150 FIRE/AMBULANCE FUND	\$1,085,650.00	\$1,231,572.00	\$1,280,370.60	-\$48,798.60	103.96%	
	\$1,085,650.00	\$1,231,572.00	\$1,280,370.60	-\$48,798.60	103.96%	

2015

Revenues (from 12/31/15 ebix Interfacility summary report:	# Of Calls per ebix	Charges (Billing)	Minutes	Payments (Revenue recognized)	Adjustments (writeoffs)
Critical Care Activity	97	142,761.84	10,993	100,229.13	27,520.87
TOTAL INTERFACILITY ACTIVITY	362	405,061.84	37,502	289,113.81	89,876.16
% of Critical Care Activity to Total	27%	35%	29%	35%	31%

this is the % that will be averaged over time to determine % of future ambulance capital costs that should come from the Village's accumulated Prohealth CC donation**

Critical Care Expenditures		multiplied by # of Critical Care Calls	These costs are charged to various lines under "ambulance"
Average Expenditures per Critical Care Call (per Chief Stien):	731.14	70,920.58	150-5233-5311
Supplies charged directly to Critical Care expense:		1,850.23	150-5233-5335
Training charged directly to Critical Care expense:		3,685.47	150-5233-5811
Equipment (non-capitalized) charged directly to Critical Care Expense:		6,080.58	
Total Operating Expenditures related to Critical Care:		82,536.86	
Operating Revenue Over (Under) Operating Expenditure:		17,692.27	
This figure is included in the operating budget year end settlement			

**For example, assuming the average over 3 years stays consistent at 27%, and a new ambulance is purchased in 2018 at a cost of \$200,000; \$54,000 would come out of the Village's accumulated prohealth CC donation. The difference of \$146,000 would be split by the Town and Village.

Inter-facility Ambulance Service Cost Analysis (BLS/ALS)			
	Unit Cost	# Units (hrs/miles)	Cost
Paramedic	37.00	2.00	\$ 74.00
EMT	16.00	2.00	32.00
Paramedic (Standby)	37.00	2.00	74.00
EMT	16.00	2.00	32.00
Medical supplies (billed separately)		1	-
Mileage (billed by mile)		29	-
Depreciation *	96.00	1	96.00
Overhead **	162.97	1	176.11
Average Ambulance Call Cost:	\$		484.11

Component Cost Detail:

Average run time	Staff	Hours
- On-call	Paramedic/EMT	2.00
- Reporting (paperwork)	Paramedic	0.50
Average miles		29

	Cost	Service Life	Annual Cost
Ambulance:	200,000	6	33,333
Ambulance Capital Equipment	78,000	6	13,000
Annual depreciation:			46,333
Annual # calls (Per Ambulance):			500
* Depreciation per call:	\$		92.67

*** AmbulanceEquipment		** Overhead	
Toughbook	\$ 8,000		0.00
Life Pack 15 Monitor/Defib.	38,000	**** Prof. Svcs./Maint	66,000.00
Ventilator	15,000	Training	15,484.00
Lucas CPR Device	17,000	Total:	81,484.00
Glide Scope	12,000	Annual # calls (Per Ambulance):	500.00
Misc.	3,000	Per call cost:	162.97
Total:	\$ 93,000	Admin (5140)	13.14
			176.11

**** Prof. Svcs. = EBIX costs, annual equipment tests & certifications, computer support, eqpt. support and maintenance (86.5% of total annual budget (5231-5219))

	Cost	Service Life	Annual Cost
**Avg Ambulance:	210,000	6	35,000
Ambulance Capital Equipment	78,000	6	13,000
Annual depreciation:			48,000
Annual # calls (Per Ambulance):			500
* Depreciation per call:	\$		96.00

Inter-facility Ambulance Service Cost Analysis (Critical Care)			
	Unit Cost	# Units (hrs/miles)	Cost
CC Paramedic	37.00	2.00	\$ 74.00
Paramedic	37.00	2.00	74.00
Paramedic	37.00	2.00	74.00
CC Paramedic (Standby)	37.00	2.00	74.00
Paramedic (Standby)	37.00	2.00	74.00
Paramedic (Standby)	37.00	2.00	74.00
Medical supplies (billed separately)		1	-
Mileage (billed by mile)		29	-
Depreciation *	96.00	1	96.00
Overhead **	178.00	1	191.14
Average Ambulance Call Cost:	\$		731.14

Component Cost Detail:

Average run time	Staff	Hours
- On-call	CC Paramedic/ Paramedic	2.00
- Reporting (paperwork)	Paramedic	0.50
Average miles		29

	Cost	Service Life	Annual Cost
Ambulance:	230,000	6	38,333
Ambulance Capital Equipment	78,000	6	13,000
Annual depreciation:			51,333
Annual # calls (Per Ambulance):			500
* Depreciation per call:	\$		102.67

*** AmbulanceEquipment		** Overhead	
Toughbook	\$ 8,000		0.00
Life Pack 15 Monitor/Defib.	38,000	**** Prof. Svcs./Main	66,000.00
Ventilator	15,000	Training	23,000.00
Lucas CPR Device	17,000	Total:	89,000.00
Glide Scope	12,000	Annual # calls (Per Ambulance):	500.00
Misc.	3,000	Per call cost:	178.00
Total:	\$ 93,000	Admin (5140)	13.14
			191.14

**** Prof. Svcs. = EBIX costs, annual equipment tests & certifications, computer support, eqpt. support and maintenance (86.5% of total annual budget (5231-5219))

01/07/2016
User: BIN
Qry: MPDINTRFY2
Procedures

VILLAGE OF MUKWONAGO
Year to Date Interfacility Summary
Posting Dates: 01/01/2015 - 12/31/2015

Page: 1

	Procedures	Charges	Minutes	Payments	Adjustments
A0426 INTERFACILITY ALS 1	150	150,000.00	14,737	114,035.10	31,714.87
A0426 INTERFACILITY ALS 2	44	48,400.00	4,873	36,190.32	10,889.68
A0428 INTERFACILITY BLS	71	63,900.00	6,899	38,659.26	19,750.74
A0434 INTERFACILITY CRITICAL CARE TRANSP	97	142,761.84	10,993	100,229.13	27,520.87
TOTAL	362	405,061.84	37,502	289,113.81	89,876.16

Fire Department Year End Budget Amendments Needed

Sale Proceeds in excess of originally budgeted amount; approved for use to paint Department Vehicles			
Sale of Owned Property	R 150-4820-4880	15,766.00	
Fire Suppression - Repairs & Maintenance	E 150-5222-5395		7,009.00
Fire Suppression - Equipment (non-capitalized)	E 150-5222-5811		3,435.00
Ambulance - Repairs & Maintenance	E 150-5231-5395		3,032.00
Transfer to Fund Balance (rev in excess of exp)	E 150-5900-5905		2,290.00
		15,766.00	15,766.00
**Chief Stien has one more vehicle that needs to be painted and would like to request this amount be designated for use in the 2016 budget for that purpose. If Approved, account # would change to E 150-5900-5925; If not approved, the amount would be included in the 2015 Settlement			
Donations Received & Spent in 2015			
Donations Received in 2015	R 150-4800-4890	9,025.00	
Donated Fund Expenditures	E 150-5880-5806		6,909.00
Transfer to Designated Fund Balance (rev in excess of exp) for future use	E 150-5900-5925		2,116.00
		9,025.00	9,025.00
Use of Act 102 Funds			
Fund Balance Applied	R 150-4900-4930	2,502.00	
Act 102 Expenses	E 150-5880-5805		2,502.00
Grant \$\$ received (not previously budgeted) reimbursement for Skid Unit purchased in 2015			
State Aid or Grants	R 150-4300-4342	4,380.00	
Fire Suppression - Equipment (non-capitalized)	E 150-5222-5811		4,380.00
Revenues and expenditures resulting from Critical Care Transport (CCT) activity			
Ebix Critical Care Transport Revenue***	R 150-4620-4735	100,229.00	
Critical Care Transports - Supplies	E 150-5233-5311		1,850.00
Critical Care Transports - Training & Travel	E 150-5233-5335		3,685.00
Critical Care Transports - Equipment (non-capitalized)	E 150-5233-5811		6,081.00
Transfer to Fund Balance (rev in excess of exp)	E 150-5900-5905		88,613.00
		100,229.00	100,229.00
***New Revenue Account to track revenue specific to Critical Care Transport calls			
Note: Actual employee compensation costs related to CCT calls were charged directly to the appropriate Fire Administration or Ambulance expenditure accounts. Based on 97 calls, these compensation costs are estimated to be \$70,921			

Fire Department Year End Budget Amendments Needed

Year End Settlement			
Transfer to Other Funds (Fire Department Designated)	150-5900-5920	38,907.00	
Transfer to Town of Mukwonago	150-5900-5930	38,907.00	
Fund Balance Applied	150-4900-4930		77,814.00
Village Only Entry to record Village's Settlement in Fire Dept Designated Fund			
Transfer from Other Funds	320-4900-4920	38,907.00	
Transfer to Fund Balance	320-5900-5920		38,907.00

Mukwonago Community Library

Statistics January 2016

Circulation

Bridges Library System	This Year	Last Year	Increase/ Decrease	Year To Date
Village of Mukwonago	8,441	8,124	4%	8,441
Town of Mukwonago	6,763	6,398	6%	6,763
Eagle	819	1,091	-25%	819
Genesee	717	517	39%	717
North Prairie	733	605	21%	733
Vernon	2,862	2,703	6%	2,862
All other Waukesha County	990	950	4%	990
Jefferson County	117	227	-48%	117
<i>Subtotal Bridges System</i>	21,442	20,615	4%	21,442
Other Wisconsin Counties				
Milwaukee County	25	11	127%	25
Racine County	612	457	34%	612
Walworth County	3,129	3,337	-6%	3,129
All other Wisconsin Counties	19	17	12%	19
<i>Subtotal Wisconsin Counties</i>	3,785	3,822	-1%	3,785
Total All Counties	25,227	24,437	3%	25,227
YEAR TO DATE ALL COUNTIES	25,227	24,437	3%	25,227

Facility Use & Other Highlights

	This Year	Last Year	Increase/ Decrease	Year To Date
Meeting Room Library Use	35	27	29.6%	35
Meeting Room Public Use	35	38	-7.9%	35
Study Room Use	158	170	-7.1%	158
Patron Visits	10546	10717	-1.6%	10546
Active Volunteers	8	6	33.3%	8
Flipster Usage (System wide)	5623	2479	126.8%	5623
E-Book Circulation	1530	1273	20.2%	1530
Computer Usage	1214	1463	-17.0%	1214
New Cards Issued	73	62	17.7%	73
New Items Added	527	493	6.9%	527
Gale Course Completed (System Wide)	9	209	-95.7%	9

TREASURERS REPORT	Jan-16	TOTAL	Citizens	Other	LGIP	Long Term Investments
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GENERAL VILLAGE

100-111xxx	General Fund	2,102,622.68	169,940.82	300.00	832,686.94	1,099,694.92
100-111005/020/033	Checking/MRA/Accrued Sick	317,397.83		108,850.22	208,547.61	
150-111000	Fire/Ambulance	198,591.91	198,591.91			
200-110xxx	2014 Taxable Note - Lynch Purchase	980,819.27	376.10		980,443.17	
210-111xxx	Wisc Development	202,270.41	-			202,270.41
220-111xxx	TID#3-General	1,106,895.40	63.25		757,342.96	349,489.19
300-111xxx	Debt Service	1,409,720.93	1,057,220.73		352,500.20	
320-111000	Ambulance-designated	169,964.18	-		169,964.18	
340-111xxx	Designated Funds	374,149.04	7,032.05		367,116.99	
410-111000	Recycling	202,924.50	151,827.19		51,097.31	
430-111000	Capital Equipment	209,930.72	33,099.36		176,831.36	
440-111xxx	Library	256,954.39	143,032.19	-	113,922.20	
450-111xxx	Library Bldg	21,203.09		-		21,203.09
480-111xxx	2004/07/08 G.O. Note	971,255.28	184.79		565,166.79	405,903.70
490-111xxx	2009 G.O. Note	-	-		-	
500-111000	Stormwater District #1	29,659.00	8,569.89		21,089.11	
600-111xxx	Impact Fees	188,400.02	7,436.80		180,963.22	-
720-111xxx	Taxroll	3,760,571.64	3,305,316.24	-	455,255.40	
810-111xxx	Parkland Site	167,647.66	1,884.48		165,763.18	
TOTAL		12,670,977.95	5,084,575.80	109,150.22	5,398,690.62	2,078,561.31

WATER UTILITY

610-111000	Cash	317,101.19	317,101.19			
610-111200	Bonds & Unrestricted Cash	772,068.06			772,068.06	
610-111050	Current Year Debt Reserve	96,086.36	57,908.23		38,178.13	
610-111060	Required Debt Reserve	445,045.68	-			445,045.68
610-111080	Impact Fee	219,182.82	4,012.15		215,170.67	
610-111033	Accrued Sick Pay	46,094.01				46,094.01
TOTAL		1,895,578.12	379,021.57	-	1,025,416.86	491,139.69

SEWER UTILITY

620-111000	Cash	226,004.54	226,004.54			
620-111200	Bonds & Unrestricted Cash	40,603.42			40,603.42	
620-111030	Reserve Capacity Assessment	711,589.70	5,361.46		341,208.33	365,019.91
620-111060	Required Debt Reserve	751,277.43	-		-	751,277.43
620-111050	Current Year Debt Reserve	104,468.69	58,099.85		46,368.84	
620-111070	Equipment Replacement Fund	790,152.15	-		-	790,152.15
620-111080	Impact Fee	356,224.97	2,938.66		353,286.31	
620-111033	Accrued Sick Pay	9,581.68			-	9,581.68
TOTAL		2,989,902.58	292,404.51	-	781,466.90	1,916,031.17

GRAND TOTAL	17,556,458.65	5,756,001.88	109,150.22	7,205,574.38	4,485,732.17
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Prepared by Diana Doherty

balance check

17,556,458.65

VILLAGE OF MUKWONAGO

Revenue Guideline - Village Board January 2016

Cat	Cat Descr	2016 Adopted	2014 Revised Budget	2016 YTD Amt	YTD Balance	%YTD Budget	Fund
Fund 100 GENERAL FUND							
4100	TAXES	\$0.00	\$2,717,784.00	\$1,178,684.09	\$1,539,099.91	43.37%	100
4300	INTERGOV T REVENUES	\$0.00	\$825,577.00	\$109,269.21	\$716,307.79	13.24%	100
4410	LICENSES	\$0.00	\$28,090.00	\$10,562.00	\$17,528.00	37.60%	100
4430	PERMITS & FEES	\$0.00	\$224,995.00	\$18,639.72	\$206,355.28	8.28%	100
4500	LAW & ORDINANCE VIOLATIONS	\$0.00	\$148,000.00	\$13,821.00	\$134,179.00	9.34%	100
4600	PUBLIC CHARGES FOR SERVICES	\$0.00	\$17,480.00	\$1,024.84	\$16,455.16	5.86%	100
4620	PUBLIC SAFETY	\$0.00	\$9,530.00	\$382.76	\$9,147.24	4.02%	100
4670	LEISURE ACTIVITIES	\$0.00	\$94,000.00	\$0.00	\$94,000.00	0.00%	100
4700	INTERGOV T CHARGES FOR SERVICE	\$0.00	\$140,869.00	\$625.32	\$140,243.68	0.44%	100
4800	MISC REVENUE	\$0.00	\$1,300.00	\$0.00	\$1,300.00	0.00%	100
4810	INTEREST REVENUE	\$0.00	\$5,000.00	\$1,645.59	\$3,354.41	32.91%	100
4820	COMMERCIAL REVENUE	\$0.00	\$17,000.00	\$950.00	\$16,050.00	5.59%	100
4900	OTHER FINANCING SOURCES	\$0.00	\$27,407.00	\$0.00	\$27,407.00	0.00%	100
Fund 100 GENERAL FUND		\$0.00	\$4,257,032.00	\$1,335,604.53	\$2,921,427.47	31.37%	

VILLAGE OF MUKWONAGO

Revenue Guideline - Village Board
January 2016

Cat	Cat Descr	2016 Adopted	2014 Revised Budget	2016 YTD Amt	YTD Balance	%YTD Budget	Fund
Fund 150 FIRE/AMBULANCE FUND							
4100	TAXES	\$0.00	\$210,000.00	\$0.00	\$210,000.00	0.00%	150
4300	INTERGOV T REVENUES	\$0.00	\$5,900.00	\$0.00	\$5,900.00	0.00%	150
4600	PUBLIC CHARGES FOR SERVICES	\$0.00	\$13,050.00	\$0.00	\$13,050.00	0.00%	150
4620	PUBLIC SAFETY	\$0.00	\$1,010,923.00	\$75,580.09	\$935,342.91	7.48%	150
4700	INTERGOV T CHARGES FOR SERVICE	\$0.00	\$210,000.00	\$0.00	\$210,000.00	0.00%	150
4800	MISC REVENUE	\$0.00	\$0.00	\$250.00	-\$250.00	0.00%	150
4810	INTEREST REVENUE	\$0.00	\$200.00	\$39.94	\$160.06	19.97%	150
4820	COMMERCIAL REVENUE	\$0.00	\$1,000.00	\$0.00	\$1,000.00	0.00%	150
Fund 150 FIRE/AMBULANCE FUND		\$0.00	\$1,451,073.00	\$75,870.03	\$1,375,202.97	5.23%	

VILLAGE OF MUKWONAGO

Revenue Guideline - Village Board January 2016

Cat	Cat Descr	2016 Adopted	2014 Revised Budget	2016 YTD Amt	YTD Balance	%YTD Budget	Fund
Fund 610 WATER UTILITY FUND							
4010	METERED SALES	\$0.00	\$1,658,000.00	-\$3,150.36	\$1,661,150.36	-0.19%	610
4020	OTHER OPERATING REVENUE	\$0.00	\$148,800.00	\$46,683.01	\$102,116.99	31.37%	610
4200	SPECIAL ASSESSMENTS	\$0.00	\$8,000.00	\$0.00	\$8,000.00	0.00%	610
4420	IMPACT FEES COLLECTED	\$0.00	\$97,500.00	\$4,012.00	\$93,488.00	4.11%	610
4800	MISC REVENUE	\$0.00	\$2,700.00	\$454.89	\$2,245.11	16.85%	610
4810	INTEREST REVENUE	\$0.00	\$1,990.00	\$387.70	\$1,602.30	19.48%	610
Fund 610 WATER UTILITY FUND		\$0.00	\$1,916,990.00	\$48,387.24	\$1,868,602.76	2.52%	

VILLAGE OF MUKWONAGO

Revenue Guideline - Village Board January 2016

Cat	Cat Descr	2016 Adopted	2014 Revised Budget	2016 YTD Amt	YTD Balance	%YTD Budget	Fund
Fund 620 SEWER UTILITY FUND							
4010	METERED SALES	\$0.00	\$1,420,500.00	-\$6,432.10	\$1,426,932.10	-0.45%	620
4020	OTHER OPERATING REVENUE	\$0.00	\$215,900.00	\$13,353.71	\$202,546.29	6.19%	620
4200	SPECIAL ASSESSMENTS	\$0.00	\$8,000.00	\$0.00	\$8,000.00	0.00%	620
4420	IMPACT FEES COLLECTED	\$0.00	\$90,000.00	\$1,950.00	\$88,050.00	2.17%	620
4700	INTERGOV T CHARGES FOR SERVICE	\$0.00	\$2,000.00	\$0.00	\$2,000.00	0.00%	620
4800	MISC REVENUE	\$0.00	\$500.00	\$0.00	\$500.00	0.00%	620
4810	INTEREST REVENUE	\$0.00	\$4,550.00	\$400.84	\$4,149.16	8.81%	620
4900	OTHER FINANCING SOURCES	\$0.00	\$10,000.00	\$0.00	\$10,000.00	0.00%	620
Fund 620 SEWER UTILITY FUND		\$0.00	\$1,751,450.00	\$9,272.45	\$1,742,177.55	0.53%	

VILLAGE OF MUKWONAGO

Expenditure Guideline Village Board

January 2016

Cat	Cat Descr	2016 Adopted	2016 YTD Budget	2016 YTD Amt	YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
Cat Alt Code 31-General Government						
5111	VILLAGE BOARD	\$0.00	\$61,454.00	\$3,031.57	\$58,422.43	4.93%
5112	HISTORIC PRESERVATION	\$0.00	\$400.00	\$0.00	\$400.00	0.00%
5120	MUNICIPAL COURT	\$0.00	\$34,920.00	\$5,730.09	\$29,189.91	16.41%
5130	VILLAGE ATTORNEY	\$0.00	\$73,000.00	\$2,162.50	\$70,837.50	2.96%
5141	VILLAGE ADMINISTRATION/FINANCE	\$0.00	\$189,012.00	\$11,084.62	\$177,927.38	5.86%
5142	CLERK-TREASURER	\$0.00	\$165,578.00	\$11,380.40	\$154,197.60	6.87%
5144	ELECTIONS	\$0.00	\$20,058.00	\$291.71	\$19,766.29	1.45%
5151	INDEPENDENT AUDITING	\$0.00	\$12,000.00	\$0.00	\$12,000.00	0.00%
5153	ASSESSMENT OF PROPERTY	\$0.00	\$19,150.00	\$0.00	\$19,150.00	0.00%
5154	RISK & PROPERTY INSURANCE	\$0.00	\$127,298.00	-\$16.00	\$127,314.00	-0.01%
5160	VILLAGE HALL	\$0.00	\$34,802.00	\$2,099.68	\$32,702.32	6.03%
5191	UNCOLLECTIBLE TAX	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
5192	JUDGEMENTS AND LOSSES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
5247	BOARD OF APPEALS	\$0.00	\$650.00	\$0.00	\$650.00	0.00%
Cat Alt Code 31-General Government		\$0.00	\$738,322.00	\$35,764.57	\$702,557.43	4.84%
Cat Alt Code 32-Public Safety						
5211	POLICE ADMINISTRATION	\$0.00	\$940,339.00	\$68,733.70	\$871,605.30	7.31%
5212	POLICE PATROL	\$0.00	\$1,032,148.00	\$72,429.91	\$959,718.09	7.02%
5213	CRIME INVESTIGATION	\$0.00	\$219,896.00	\$17,383.72	\$202,512.28	7.91%
5215	POLICE TRAINING	\$0.00	\$6,400.00	\$574.10	\$5,825.90	8.97%
5220	FIRE STATION (Village)	\$0.00	\$5,515.00	\$0.00	\$5,515.00	0.00%
5235	EMERGENCY GOVERNMENT	\$0.00	\$1,550.00	\$0.00	\$1,550.00	0.00%
5241	BUILDING INSPECTOR	\$0.00	\$180,012.00	\$11,913.62	\$168,098.38	6.62%
5254	DAMS	\$0.00	\$13,520.00	\$394.38	\$13,125.62	2.92%
Cat Alt Code 32-Public Safety		\$0.00	\$2,399,380.00	\$171,429.43	\$2,227,950.57	7.14%
Cat Alt Code 33-Public Works						
5300	DPW GENERAL ADMINISTRATION	\$0.00	\$210,452.00	\$22,696.29	\$187,755.71	10.78%
5323	GARAGE	\$0.00	\$45,855.00	\$2,412.50	\$43,442.50	5.26%
5324	MACHINERY & EQUIPMENT	\$0.00	\$97,890.00	\$2,713.48	\$95,176.52	2.77%
5335	ENGINEERING	\$0.00	\$50,000.00	\$0.00	\$50,000.00	0.00%
5341	STREETS & ALLEYS	\$0.00	\$36,730.00	\$0.00	\$36,730.00	0.00%

VILLAGE OF MUKWONAGO

Expenditure Guideline Village Board

January 2016

Cat	Cat Descr	2016 Adopted	2016 YTD Budget	2016 YTD Amt	YTD Balance	%YTD Budget
5342	STREET LIGHTING	\$0.00	\$138,200.00	\$11,356.52	\$126,843.48	8.22%
5343	CURBS GUTTERS & SIDEWALKS	\$0.00	\$1,338.00	\$0.00	\$1,338.00	0.00%
5344	STORM SEWER	\$0.00	\$14,880.00	\$0.00	\$14,880.00	0.00%
5345	STREET CLEANING	\$0.00	\$9,880.00	\$0.00	\$9,880.00	0.00%
5346	BRIDGES & CULVERTS	\$0.00	\$5,851.00	\$0.00	\$5,851.00	0.00%
5347	SNOW & ICE CONTROL	\$0.00	\$125,423.00	\$8,216.24	\$117,206.76	6.55%
5348	STREET SIGNS & MARKINGS	\$0.00	\$11,865.00	\$139.67	\$11,725.33	1.18%
5349	TREE & BRUSH CONTROL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
5362	GARBAGE COLLECTION	\$0.00	\$4,190.00	\$0.00	\$4,190.00	0.00%
Cat Alt Code 33-Public Works		\$0.00	\$752,554.00	\$47,534.70	\$705,019.30	6.32%
Cat Alt Code 34-Health & Human Services						
5431	ANIMAL POUND	\$0.00	\$2,800.00	\$250.00	\$2,550.00	8.93%
Cat Alt Code 34-Health & Human Services		\$0.00	\$2,800.00	\$250.00	\$2,550.00	8.93%
Cat Alt Code 35-Culture/Rec/Education						
5512	MUSEUM	\$0.00	\$10,550.00	\$333.50	\$10,216.50	3.16%
5521	PARKS	\$0.00	\$166,888.00	\$2,369.01	\$164,518.99	1.42%
5522	CELEBRATIONS	\$0.00	\$9,530.00	\$767.32	\$8,762.68	8.05%
Cat Alt Code 35-Culture/Rec/Education		\$0.00	\$186,968.00	\$3,469.83	\$183,498.17	1.86%
Cat Alt Code 36-Conservation & Development						
5611	FORESTRY	\$0.00	\$20,839.00	\$1,093.45	\$19,745.55	5.25%
5613	WEED CONTROL	\$0.00	\$935.00	\$0.00	\$935.00	0.00%
5632	PLANNING DEPARTMENT	\$0.00	\$108,358.00	\$4,866.07	\$103,491.93	4.49%
5660	STORMWATER MASTER PLAN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
5670	ECONOMIC DEVELOPMENT	\$0.00	\$46,876.00	\$1,163.44	\$45,712.56	2.48%
Cat Alt Code 36-Conservation & Development		\$0.00	\$177,008.00	\$7,122.96	\$169,885.04	4.02%
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	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Cat Alt Code 60-Transfers Out		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 100 GENERAL FUND		\$0.00	\$4,257,032.00	\$265,571.49	\$3,991,460.51	6.24%

VILLAGE OF MUKWONAGO

Expenditure Guideline Village Board

January 2016

Cat	Cat Descr	2016 Adopted	2016 YTD Budget	2016 YTD Amt	YTD Balance	%YTD Budget
Fund 150 FIRE/AMBULANCE FUND						
Cat Alt Code 31-General Government						
5140	ADMINISTRATIVE & GENERAL	\$0.00	\$24,029.00	\$1,845.76	\$22,183.24	7.68%
Cat Alt Code 31-General Government		\$0.00	\$24,029.00	\$1,845.76	\$22,183.24	7.68%
Cat Alt Code 32-Public Safety						
5221	FIRE ADMINISTRATION	\$0.00	\$713,003.00	\$35,562.52	\$677,440.48	4.99%
5222	FIRE SUPPRESSION	\$0.00	\$101,096.00	\$1,981.98	\$99,114.02	1.96%
5223	FIRE TRAINING	\$0.00	\$40,131.00	\$2,793.66	\$37,337.34	6.96%
5231	AMBULANCE	\$0.00	\$444,982.00	\$20,286.08	\$424,695.92	4.56%
5232	AMBULANCE TRAINING	\$0.00	\$22,300.00	\$265.71	\$22,034.29	1.19%
5233	CRITICAL CARE TRANSPORTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Cat Alt Code 32-Public Safety		\$0.00	\$1,321,512.00	\$60,889.95	\$1,260,622.05	4.61%
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	\$0.00	\$105,532.00	\$0.00	\$105,532.00	0.00%
Cat Alt Code 60-Transfers Out		\$0.00	\$105,532.00	\$0.00	\$105,532.00	0.00%
Fund 150 FIRE/AMBULANCE FUND		\$0.00	\$1,451,073.00	\$62,735.71	\$1,388,337.29	4.32%

VILLAGE OF MUKWONAGO

Expenditure Guideline Village Board

January 2016

Cat	Cat Descr	2016 Adopted	2016 YTD Budget	2016 YTD Amt	YTD Balance	%YTD Budget
Fund 610 WATER UTILITY FUND						
Cat Alt Code 30-Operation/Maintenance						
6200	PUMPING OPERATIONS	\$0.00	\$95,580.00	\$7,629.70	\$87,950.30	7.98%
6210	PUMPING MAINTENANCE	\$0.00	\$13,000.00	\$393.11	\$12,606.89	3.02%
6300	WATER TREATMENT OPERATIONS	\$0.00	\$75,600.00	\$1,091.37	\$74,508.63	1.44%
6310	WATER TREATMENT MAINTENANCE	\$0.00	\$5,300.00	\$104.86	\$5,195.14	1.98%
6450	T&D-DISTR RSRVR/STNDP MAINT	\$0.00	\$2,220.00	\$98.29	\$2,121.71	4.43%
6451	T&D-MAINS MAINTENACE	\$0.00	\$41,000.00	\$444.55	\$40,555.45	1.08%
6452	T&D-SERVICES MAINTENANCE	\$0.00	\$14,500.00	\$720.73	\$13,779.27	4.97%
6453	T&D-METERS MAINTENANCE	\$0.00	\$8,600.00	\$650.95	\$7,949.05	7.57%
6454	T&D-HYDRANTS MAINTENANCE	\$0.00	\$17,200.00	\$27.81	\$17,172.19	0.16%
6901	METER READING LABOR	\$0.00	\$2,500.00	\$13.91	\$2,486.09	0.56%
6902	ACCOUNTING & COLLECTING LABOR	\$0.00	\$66,810.00	\$4,409.47	\$62,400.53	6.60%
6920	ADMINISTRATIVE & GENERAL EXP	\$0.00	\$792,312.00	\$9,398.31	\$782,913.69	1.19%
Cat Alt Code 30-Operation/Maintenance		\$0.00	\$1,134,622.00	\$24,983.06	\$1,109,638.94	2.20%
Cat Alt Code 31-General Government						
5140	ADMINISTRATIVE & GENERAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Cat Alt Code 31-General Government		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Cat Alt Code 60-Transfers Out						
5900	OTHER FINANCING USES	\$0.00	\$393,358.00	\$0.00	\$393,358.00	0.00%
Cat Alt Code 60-Transfers Out		\$0.00	\$393,358.00	\$0.00	\$393,358.00	0.00%
Fund 610 WATER UTILITY FUND		\$0.00	\$1,527,980.00	\$24,983.06	\$1,502,996.94	1.64%

VILLAGE OF MUKWONAGO

Expenditure Guideline Village Board

January 2016

Cat	Cat Descr	2016 Adopted	2016 YTD Budget	2016 YTD Amt	YTD Balance	%YTD Budget
Fund 620 SEWER UTILITY FUND						
Cat Alt Code 30-Operation/Maintenance						
8010	WWTP-TREATMENT/DISPOSAL/GP	\$0.00	\$294,900.00	\$10,745.33	\$284,154.67	3.64%
8020	LIFT STATIONS/PUMPING EQUIP	\$0.00	\$16,500.00	\$1,441.54	\$15,058.46	8.74%
8030	WASTEWATER COLLECTION SYSTEM	\$0.00	\$78,200.00	\$270.78	\$77,929.22	0.35%
8100	DPW	\$0.00	\$3,000.00	\$0.00	\$3,000.00	0.00%
8300	ACCOUNTING/COLLECTING	\$0.00	\$67,010.00	\$4,409.46	\$62,600.54	6.58%
8400	ADMINISTRATIVE & GENERAL	\$0.00	\$528,417.00	\$7,785.07	\$520,631.93	1.47%
Cat Alt Code 30-Operation/Maintenance		\$0.00	\$988,027.00	\$24,652.18	\$963,374.82	2.50%
Cat Alt Code 31-General Government						
5140	ADMINISTRATIVE & GENERAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Cat Alt Code 31-General Government		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Cat Alt Code 60-Transfers Out						
5900	OTHER FINANCING USES	\$0.00	\$70,923.00	\$0.00	\$70,923.00	0.00%
Cat Alt Code 60-Transfers Out		\$0.00	\$70,923.00	\$0.00	\$70,923.00	0.00%
Fund 620 SEWER UTILITY FUND		\$0.00	\$1,058,950.00	\$24,652.18	\$1,034,297.82	2.33%

ESTIMATED CONSTRUCTION COST

*Holz Parkway 8' Multi Use Trail from CTH ES to Perkins Drive (2,700 LF)
Village of Mukwonago*

Preliminary

#	Description	Unit	Quantity	Unit Price	Total
1	Construct Trail to Subgrade	L.S.	1	\$15,000	\$15,000
2	6" Crushed Limestone Base Course	TON	1,000	\$15	\$15,000
3	2-inch Asphalt Concrete Surface Course	TON	270	\$65	\$17,550
4	5-inch Concrete Sidewalk Curb Ramps	S.F.	160	\$10	\$1,600
5	Detectable Warning Field	S.F.	48	\$45	\$2,160
6	Topsoil, Seed, Fertilizer and Mulch	S.Y.	1,800	\$5	\$9,000
7	Erosion Control	L.S.	1	\$3,000	\$3,000
8	Street light at Perkins Dr.	EA.	1	\$3,777	\$3,777
	Sub Total				\$67,087
	Administration, Engineering & Contingencies			25%	\$16,772
	Estimated Total Project Cost				\$83,859

** Project would require the acquisition of a multiuse trail easement on private property*



Village of Mukwonago GIS
 Holz Parkway multiuse trail

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



SCALE: 1" = 500'

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

Print Date: 2/25/2016

The Village of Mukwonago

2015 4th Quarter Recycling Report

Single Stream, Tons	Year Total	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Paper	382.3	95.1	110.9	92.9	83.4
Cardboard	88.3	19.4	22.6	24.4	21.9
Glass	111.3	18.6	21.7	37.4	33.6
#1 Plastic	23.3	5.6	6.5	5.9	5.3
#2 Plastic	17.5	4.5	5.2	4.1	3.7
* #3-7 Plastic	7.5	0.0	0.0	3.9	3.5
* Rigid Plastic	3.7	0.0	0.0	2.0	1.8
Tin Cans	19.7	4.6	5.4	5.1	4.6
Al Cans	6.1	1.3	1.5	1.8	1.6
Single Stream Total	660	149	174	177	159
Recycled bulk Items					
Scrap Metal	20.7	3.2	4.0	5.4	8.2
Tires	4.4	0.7	0.8	1.1	1.7
Batteries	1.2	0.2	0.2	0.3	0.5
Drain Oil	0.2	0.1	0.1	0.0	0.0
Recycled bulk Items Total	26.4	4.1	5.1	6.8	10.4
Total Recyclables	686	153	179	184	170
Bulk Trash	169.45	23.56	37.59	70.67	37.63
Total Garbage**	2219	454	569	651	545

Population 7355

Year to date Lbs per capita recycled **186.6**

WI DNR requires 107 Lbs per year

	Year Total	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Recycling Compliance	23	6	4	13	0

* Additional categories for plastic recycling have been added to this report for 3rd quarter 2015.

** Total garbage weight includes weekly garbage, trash from monthly bulk and residual garbage removed from recyclables.

Report completed by:

Johns Disposal Service, Inc.
 PO Box 329
 Whitewater, WI 53190
 262 473 4700





Village of Mukwonago Police Department

627 S. Rochester Street • Mukwonago, Wisconsin 53149

(262) 363-6435 • FAX (262) 363-6438 • Hearing Impaired (262) 363-6453

KEVIN B. SCHMIDT, CHIEF OF POLICE

MEMO

DATE: February 18, 2016
FROM: Chief Kevin Schmidt
TO: Steve Braatz
RE: 2016 Application for Operator's License for Darlene M. Tadych

After reviewing the application for an operator's license filled out and signed by Darlene Tadych and dated January 15, 2016, along with other paperwork you provided, it is my opinion that the Judicial Committee should deny the operator's license for Darlene Tadych for the following reasons:

1. Omitted Offenses on Application

The question asked of Ms. Tadych on the application reads "Have you been arrested or cited for any other offenses?" Ms. Tadych put an 'X' in the No box. She did not list any information in the space provided. In checking Ms. Tadych's Wisconsin Criminal History, she actually has two convictions on her record.

- ▶ On September 26, 1997, Ms. Tadych was issued a citation in Milwaukee County for Failure to Notify Police of Accident. She pled guilty/no contest and posted a fine in March of 1998.
- ▶ On March 23, 2010, Ms. Tadych was cited by the Wisconsin State Patrol in Dunn County for operating while intoxicated. The charge was amended to inattentive driving in August of 2010 and she paid a fine.

Again, the question asked on the application form is "Have you been arrested or cited for any other offenses?" Ms. Tadych should have listed the above arrests on the application.

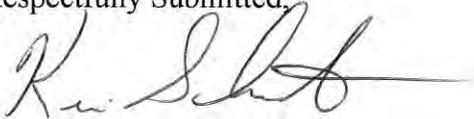
When she signed the application, she "further certify that the statements in the foregoing application subscribed by me are true and correct to the best of my knowledge". While I understand that she may not have remembered the citation in 1997, as it was nearly 19

years ago, I have a hard time believing that she does not recall being arrested and cited for operating while intoxicated nearly 6 years ago.

Had she answered the questions truthfully, I would not object to the issuance of an operator's license to Ms. Tadych.

Should you have any questions, feel free 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.

Kevin Schmidt
Chief of Police

Wisconsin Circuit Court Access (WCCA)

State vs Darlene Mary Tadych

Milwaukee County Case Number 1997CT975864

Filing Date	Case Type	Case Status
10-03-1997	Criminal Traffic	Closed
Defendant Date of Birth	Address	
12-04-1963	2318 S 34TH ST, MILWAUKEE, WI 53207	
Branch Id	DA Case Number	
46	310013710	

Charge(s)

Count No.	Statute	Description	Severity	Disposition
1	346.70(1)	Failure to Notify Police of Accident	Forf. U	Guilty / No Contest

Defendant Owes the Court: \$ 0.00

Responsible Official	Prosecuting Agency	Prosecuting Attorney	Defense Attorney
Gordon, Bonnie L.			Tadych, Albert R.

Defendant

Defendant Name	Date of Birth	Sex	Race¹
Tadych, Darlene Mary	12-04-1963	Female	Caucasian
Address			Address Updated On
2318 S 34TH ST, MILWAUKEE, WI 53207			10-03-1997
JUSTIS ID	Finger Print ID		
59200679			
Defendant Attorney(s)			
Attorney Name	Entered		
Tadych, Albert R.	03-02-1998		

Charge(s)/Sentence(s)

Charge Detail

The Defendant was charged with the following offense:

Count No.	Statute Cite	Description	Severity	Offense Date	Plea
1	346.70(1)	Failure to Notify Police of Accident	Forf. U	09-26-1997	No Contest on 03-11-1998

On 03-11-1998 there was a finding of:

Action	Court Official
Guilty / No Contest	Gordon, Bonnie L.

On 03-11-1998 the following was ordered:

Sentence	Time	Begin Date	Notes
Forfeiture / Fine			

Total Receivables

Court Assessments	Adjustments ³	Paid to the Court	Probation/Other Agency Amount ⁴	Balance Due to Court	Due Date ⁵
\$ 200.00	\$ 0.00	\$ 200.00	\$ 0.00	\$ 0.00	08-01-1998

¹ The designation listed in the Race field is subjective. It is provided to the court by the agency that filed the case.

² Non-Court activities do not require personal court appearances. For questions regarding which court type activities require court appearances, please contact the Clerk of Circuit Court in the county where the case originated.

³ Includes collection agency fees; bankruptcy discharge of debt; Department of Revenue collection fees; and forgiven debts due to indigence, death, time served, or community service.

⁴ Some amounts assessed by the courts are collected by the Department of Corrections or other agencies. This column is rarely updated by the courts and may be less than the actual amount owed.

⁵ For cases with multiple assessments, the due date represents the assessment with the latest date.

⁶ Your payment may not be processed immediately.

LAW OFFICES OF
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February 19, 2016

Via Email (jweidl@villageofmukwonago.com)

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

Re: Fair Housing – Analysis of Impediments

Dear John:

Enclosed is the County Analysis of Impediments form, which I have prepared to the extent I believe we can at this point. As we discussed at the Department Head meeting, I think that education is the low hanging fruit here and therefore, I think we should definitely anticipate attending the County training. We may also want to consider conducting internal training as part of the Development or Department Head meetings.

As I believe I made you aware, I have attended training provided by the Milwaukee Fair Housing Council and in addition, in 2015, made a presentation on fair housing issues along with the former local Director of HUD in Milwaukee as part of the League of Wisconsin Municipalities Attorney's Institute. Obviously, that presentation does not directly translate; however, I think I could put something together that might be more generally applicable to local government staff. Let me know if you want to explore this.

I am copying Bruce with this letter, as the first section on Impediments really deals with Zoning Code issues. If Bruce is aware of projects or Code sections that he thinks we should be citing here, please let me know and we can incorporate that information. I have forwarded the Impediments form in Excel to hopefully facilitate making any modifications that we think are appropriate.

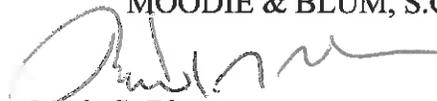
When we send this in to the County, I think it is important to note that, while this is a 2015 report, the practical matter is that the Village did not enter into an agreement with the County on this until late in 2015. Therefore, we are just beginning to address the issues of impediments to fair housing in the Village. My point is, I think they need to cut us some slack relative to the extent of our efforts in 2015 in light of the timing of the agreement.

Mr. John Weidl
February 19, 2016
Page | 2

Please let me know if you have questions or further concerns regarding this issue.

Sincerely,

HIPPENMEYER, REILLY,
MOODIE & BLUM, S.C.



Mark G. Blum
Village Attorney

MGB/jb
Enc.

Cc: Mr. Bruce Kaniewski
Mr. Steve Braatz

Analysis of Impediments

Waukesha County 2015--2019

Please review the 2015--2019 Analysis of Impediments to Fair Housing, located at <http://www.waukeshacounty.gov/communitydevelopment> for more information.

Mark an "X" in the box next to any Action Item(s) your community chose to address for 2015. You need to address two action items within the 2015--2019 time period, but please report on any progress towards action items every year. Add additional information in the "Other" section. Please explain your actions in detail in the Community Narrative section.

Community Name: VILLAGE OF MUKWONAGO

Impediments to Fair Housing	Check Box	Action Items to Address Impediments	Community Narrative
Impediment #1: Zoning Regulations and Housing Mix Ratios that Reduce Opportunities for Affordable Housing Development	<input type="checkbox"/>	1. In municipalities served by sewer service, allow for the development of new single-family and two-family homes on lots of 10,000 square feet or smaller.	At the present time, the minimum lot size in the residential districts in the Village is 12,000 square feet. However, the Village is in the process of reviewing its Comprehensive Plan and in concurrent with that, there may be modifications made to Village's Zoning Code accordingly.
	<input type="checkbox"/>	2. Allow for home sizes less than 1,200 square feet.	Under the Village's R3, Single Family District, residences with 1,200 square feet are permitted.
	<input type="checkbox"/>	3. In municipalities served by sewer service, allow for the development of multi-family housing at a density of at least 10 units per acre.	The Village's current Comprehensive Plan does allow for density with ten units per acre. However, a review of that standard is currently under consideration as part of the Comprehensive Plan amendment process. A change was made to the Village's R10 District to allow for a higher density; however, the Comprehensive Plan will need to be modified before that can become effective.
	<input type="checkbox"/>	4. To support higher density residential development, expand sanitary sewer services consistent with adopted Regional Sewer Service Plans.	The Village has adopted the Regional Sewer Service Plan.
	<input type="checkbox"/>	5. Adopt flexible zoning regulations such as Planned Unit Developments (PUD) and Traditional Neighborhood Developments (TND) to permit higher densities and a mix of housing types.	The Village does have a Planned Unit Development Ordinance. However, the current Ordinance does not allow for increases in the amount of density or changes to dimensional standards beyond the constraints allowed for in that section.
	<input type="checkbox"/>	6. Adopt inclusionary zoning provisions, such as higher density allowances and a waiver or modification of other development standards where certain set-asides are made for affordable housing for moderate and low-income families.	
	<input type="checkbox"/>	7. Amend design regulations to promote flexibility in development and construction costs.	

Analysis of Impediments

Waukesha County 2015--2019

Please review the 2015--2019 Analysis of Impediments to Fair Housing, located at <http://www.waukeshacounty.gov/communitydevelopment> for more information.

Mark an "X" in the box next to any Action Item(s) your community chose to address for 2015. You need to address two action items within the 2015--2019 time period, but please report on any progress towards action items every year. Add additional information in the "Other" section. Please explain your actions in detail in the Community Narrative section.

Community Name: VILLAGE OF MUKWONAGO

Impediments to Fair Housing	Check Box	Action Items to Address Impediments	Community Narrative
Impediment #2: Lack of Fair Housing Knowledge	<input type="checkbox"/>	1. Attend a fair housing seminar or educational opportunity.	The Village Attorney has attended presentations by the Milwaukee Fair Housing Council on May 29, 2012 and July 13, 2015. In addition, the Villaged Attorney presented (along with Tom Nelson of the former Director of the Milwaukee Office of the Dept. of Housing & Urban Development) a presentation on fair housing issues impacting local governments at the League of Wisconsin Municipalities Conference in June of 2015. It is the Village's understanding that Waukesha County will be providing a training opportunity through the Milwaukee Fair Housing Council in 2016. It is anticipated that Village Staff and leadership will be attending this traing.
	<input type="checkbox"/>	2. Provide education or training for rental property owners and managers on the requirements of the Fair Housing Act, the definitions of protected classes, discriminatory practices, and potential consequences for non-compliance.	
Impediment #3: Imbalance Between Job Centers and Affordable Housing Options	<input type="checkbox"/>	1. Encourage the development of new affordable and/or mixed-income housing near job centers by offering density bonuses, fee waivers or other incentives.	The Village was approached by a developer and entered into a preliminary agreement with the developer to allow for a workforce housing project using Section 42 LIHTC credits in conjunction with a projected job incubation center. Unfortunately, this project did not go forward, as the developer was not able to obtain WHEDA approval for the tax credit financing. The Village was prepared to provide assistance to the project using TIF financing.
Impediment #4: NIMBY/Prejudiced Attitudes	<input type="checkbox"/>	1. Develop and integrate appropriate diversity awareness information into staff and organizational development training.	The Village intends to participate in the training provided by the Milwaukee Fair Housing Council through an event sponsored by Waukesha County. The Village holds regular development and department head meetings, and anticipates having training provided during the course of these events regarding affordable housing issues and awareness of how these issues impact housing in the Village
	<input type="checkbox"/>	2. Create and disseminate information regarding what affordable, workforce and mixed-income housing is and what economic benefits they offer to your community, via printed materials, training sessions, website education or other methods.	

Analysis of Impediments

Waukesha County 2015--2019

Please review the 2015--2019 Analysis of Impediments to Fair Housing, located at <http://www.waukeshacounty.gov/communitydevelopment> for more information.

Mark an "X" in the box next to any Action Item(s) your community chose to address for 2015. You need to address two action items within the 2015--2019 time period, but please report on any progress towards action items every year. Add additional information in the "Other" section. Please explain your actions in detail in the Community Narrative section.

Community Name: VILLAGE OF MUKWONAGO

Impediments to Fair Housing	Check Box	Action Items to Address Impediments	Community Narrative
	<input type="checkbox"/>	3. Participate in regional housing initiatives and collaborative efforts.	The Village is open to working with the HUD, Waukesha County and other stakeholders regarding regional housing initiatives. The Village is open to considering another workforce housing project, possibly in connection with a job center type project if adequate funding can be obtained for the work.
Impediment #5: Limited Housing Options for People with Disabilities and the Aging Population	<input type="checkbox"/>	1. Prioritize public funding for housing developments that address the needs of people with disabilities or the elderly.	
	<input type="checkbox"/>	2. Adopt or promote construction design concepts such as universal design (UD) and Visit-ability standards and features in all new housing, including consideration of providing density bonuses or other incentives to encourage such housing.	

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:

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- (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.

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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.



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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.



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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.

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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 (262) 542-8851
701 Northview Rd.
Waukesha, WI 53188
www.hawspets.org

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.

RESOLUTION 2016-008

A RESOLUTION RELATING TO WAGE SCHEDULES FOR ELECTION OFFICIALS

WHEREAS, the Village Board adopted the 2016 Village Budget on November 30, 2015, and,

WHEREAS, the Budget included the following salary and hourly rates for non-represented full-time and part-time employees for the calendar year 2016:

1. Part-time Positions	2016
Chief Election Inspector	\$8.36
Deputy Chief Election Inspector	\$8.06

THEREFORE, BE IT RESOLVED, this Resolution shall supersede and repeal any and all resolutions relating to the same subject matter previously adopted, and,

BE IT FURTHER RESOLVED, the terms of this Resolution shall take effect on the 1st day of January 2016 for the 2016 Fiscal Year.

ADOPTED this 15th day of March 2016.

Fred Winchowky, Village President

Attest:

Steven Braatz, Jr., Clerk-Treasurer

Population: 7,507

**VILLAGE OF MUKWONAGO, WISCONSIN
Position Description**

Title: Building Codes Official
Department: Inspections Department
Reports to: Supervisor of Inspections

Status: Full-Time Wage, NR
Revision Date: December 9, 2014
Adoption Date: December 16, 2014

- I. MISSION.** To protect public health, safety, and general welfare by ensuring compliance with local, state, and federal regulations relating to construction and occupancy of buildings and structures, and making knowledgeable recommendations for local regulations.

- II. PRIMARY FUNCTION.** This is a qualified position, requiring a working knowledge of local, state, and national codes and regulations. A professional, constructive approach to a host of public and official concerns is essential. This official plays a major role in public safety, legal compliance, and the reputation of the Village of Mukwonago.

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

A. GENERAL FUNCTIONS AND SCOPE

- 1. Inspect buildings and structures to determine their structural soundness and compliance with specifications, regulations, and codes.
- 2. Prepare, file, and maintain reports which track and archive project history, building records, and legal details.
- 3. Act as a qualified source to builders, owners, and interested parties by clarifying details, occasionally seeking out answers from state and national authorities when necessary.
- 4. Contribute to discussions and planning relating to the development of local regulations and policies concerning buildings and structures, including zoning.
- 5. Foster a positive image for the Village of Mukwonago, by striving to nurture productive working relationships while presenting a friendly, but professional image to citizens, businesses, and the general public.

B. GENERAL DUTIES

- 1. Perform all tasks related to commercial and residential building, electrical, HVAC, plumbing, and erosion control regulations and codes.
- 2. Inspect new building construction as well as additions, expansions, and renovations for both commercial and residential projects.
- 3. Prepare reports recording all details relating to inspections and results of such inspections, including photographic and supportive data, code and regulations reference, and identification details.

4. Share and review, as necessary, copies of inspection reports with authorized building owner or contractors.
5. Maintain accurate records of all reports in a systematic, secured manner.
6. Respond to public complaints and concerns as needed, relating to buildings, structures, and public nuisances.
7. Verify zoning compliance for 1- and 2-family dwellings, sheds, decks, fences, pools, etc.
8. Provide office hours as stated in the employee handbook, and as additionally necessary, consult with and answer the needs of builders, contractors, owners, developers, and the general public.
9. Attend meetings with builders, contractors, and developers related to plan reviews as necessary.

C. ADDITIONAL DUTIES

1. Maintain all required certifications by earning all necessary continuing education units, attending seminars, code development meetings, and other sanctioned events.
2. Obtain Wisconsin certification in a variety of topics as required to enhance inspection abilities.

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

- A. Working knowledge of building, electrical, or plumbing construction materials, methods and practices.
- B. Working knowledge building, electrical, or plumbing codes and municipal code of ordinances.
- C. Ability to read blue prints.
- D. Ability to inspect structures in a thorough and efficient manner, draw plans sketches and locate facilities.
- E. Communicate effectively orally and in writing.
- F. Establish and maintain effective working relationships with supervisors, employees, and members of the public.
- G. Perform the physical requirements of the position in conducting inspections.
- H. Completions of a standard high school course or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- I. Minimum education: High School Diploma or GED;
- J. Preferred education: Two years trade or technical college with coursework related to plumbing, electrical, HVAC or general construction.
- K. Any combination of training and experience which would provide the required know ledges and abilities is qualifying. Certification requirements are determined by the State of Wisconsin. A typical way to obtain these know ledges and abilities would be:
 1. Residential Inspector: Certification from the State of Wisconsin in at least three of the following four certifications upon hire: (1) Uniform Dwelling Code (UDC) construction including erosion control, (2) UDC Plumbing, (3) UDC Electrical, or (4) UDC HVAC. The fourth UDC certification shall be obtained within one (1) year of

the date of hire. One year experience performing building inspections for a state or local jurisdiction.

2. Commercial Inspector: At time of recruitment the job posting and advertisement will contain which commercial certification(s) is/are being sought. Candidate will be required to obtain the designated certification(s) within one year of employment.
 - a. Commercial Building Inspector: Must possess a State of Wisconsin commercial building code inspector certification to be assigned to perform commercial building and commercial HVAC inspections.
 - b. Commercial Plumbing Inspector: Must possess a State of Wisconsin commercial plumbing inspector certification and be a Wisconsin licensed master plumber.
 - c. Commercial Electrical Inspector: Must possess a State of Wisconsin commercial electrical inspector certification.

L. Possess a valid Wisconsin driver's license.

V. WORK ENVIRONMENT. The work environment characteristics are reflective of the responsibilities as described in the major duties and responsibilities. Work is performed both inside and outside, where extreme weather conditions may be experienced. Contact with staff, other Village employees, public and governmental agencies are required.

VI. AMERICANS WITH DISABILITIES ACT (ADA) ESSENTIAL ELEMENTS AND QUALIFICATIONS.

- A. Ability to instruct and train other staff.
- B. Ability to utilize computer programs and equipment.
- C. Ability to communicate effectively orally and in writing.
- D. Must be able to sit, stand, bend, crouch, walk and climb with or without back support.
- E. Able to lift up to 25-30 pounds.
- F. Must have dexterity and hand/eye coordination necessary to operate computer keyboard and other office equipment.
- G. Hearing activities requires the ability to participate in numerous conversations throughout the workday both in person and over the telephone.
- H. Must be able to work with file cabinets that are 5'8" in height and cabinet drawers that have a depth of 24."
- I. Must have the ability to do multi-task problem solving.

VII. ADDITIONAL REQUIREMENTS.

- A. Compliance with the conditions of employment as stated in the Village of Mukwonago Employee Handbook.
 - B. Take an oath of office.
 - C. No residency requirement.
 - D. Pass a background check prior to hire.
 - E. Pass a medical examination for the occupational group and drug screen prior to hire.
 - F. Implement the policy directives of the Village Board and Committees.
-

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

Employee signature

Date

Population: 7,629

**VILLAGE OF MUKWONAGO, WISCONSIN
Position Description**

Title: Supervisor of Inspections
Department: Inspections Department
Reports to: Administrator

Status: Full-Time
Created Date: February 23, 2016
Adoption Date:

I. MISSION. To protect public health, safety, and general welfare by ensuring compliance with local, state, and federal regulations relating to construction and occupancy of buildings and structures, and making knowledgeable recommendations for local regulations.

II. PRIMARY FUNCTION. Performs intermediate skilled technical work performing building inspections, issuing permits and enforcing State and Municipal building codes and ordinances, inspecting general projects to verify conformance with safety laws and ordinances, and related work as apparent or assigned. Work is performed with Planner, Zoning Administration and Engineers.

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

A. GENERAL FUNCTIONS AND SCOPE

1. Reviews plans and/or specifications for new buildings, additions and alterations to existing structures both residential and commercial to ensure compliance with all applicable codes and ordinances; issues building permits upon plan review completion, inspects buildings during construction to ensure plan and code conformity.
2. Reviews site plans and surveys for compliance with municipal building and zoning codes.
3. Inspects construction, HVAC, plumbing, erosion control and electrical installations for code compliance on 1 & 2 Family buildings; considers requests and issues permits for occupancy, building, electrical, HVAC, signs and fences, maintains inspection records and records of permits issued, compiles permit data.
4. Oversees construction, HVAC, electrical and plumbing for commercial buildings.
5. Responds to citizen complaints concerning alleged zoning violations, debris accumulations, etc. and interprets and enforces any ordinances governing such complaints.
6. Holds office hours to complete review of plans, scheduling of inspections and customer service.
7. Prepare, file, and maintain reports which track and archive project history, building records, and legal details.

8. Act as a qualified source to builders, owners, and interested parties by clarifying details, occasionally seeking out answers from state and national authorities when necessary.
9. Contribute to discussions and planning relating to the development of local regulations and policies concerning buildings and structures, including zoning.
10. Member of the Village Planning Commission; Advisor to the Board of Building and Zoning Appeals.
11. Foster a positive image for the Village of Mukwonago, by striving to nurture productive working relationships while presenting a friendly, but professional image to citizens, businesses, and the general public.

B. GENERAL DUTIES

1. Perform all tasks related to commercial and residential building, electrical, HVAC, plumbing, and erosion control regulations and codes. Including: reviewing plans for compliance with codes and standards; conducting inspections; issuing permits, calculating fees; and issuing citations.
2. Inspect new building construction as well as additions, expansions, and renovations for both commercial and residential projects.
3. Prepare reports recording all details relating to inspections and results of such inspections, including photographic and supportive data, code and regulations reference, and identification details.
4. Share and review, as necessary, copies of inspection reports with authorized building owner or contractors.
5. Maintain accurate records of all reports in a systematic, secured manner.
6. Respond to public complaints and concerns as needed, relating to buildings, structures, and public nuisances.
7. Verify zoning compliance for 1- and 2-family dwellings, sheds, decks, fences, pools, etc.
8. Provide office hours as stated in the employee handbook, and as additionally necessary, consult with and answer the needs of builders, contractors, owners, developers, and the general public.
9. Attend meetings with builders, contractors, and developers related to plan reviews as necessary.

C. ADDITIONAL DUTIES

1. Maintain all required certifications by earning all necessary continuing education units, attending seminars, code development meetings, and other sanctioned events.
2. Obtain Wisconsin certification in a variety of topics as required to enhance inspection abilities.

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

Supervisor of Inspections Position Description

- A. Working knowledge of building, electrical, or plumbing construction materials, methods and practices.
- B. Working knowledge building, electrical, or plumbing codes and municipal code of ordinances.
- C. Ability to read and understand blue prints; compute and prepare permits, impact fee costs; determine lot lines (on Paper) to ensure setback requirements are met as well as determine widths of public right-of-ways.
- D. Ability to inspect structures in a thorough and efficient manner, draw plans sketches and locate facilities.
- E. Communicate effectively orally and in writing.
- F. Establish and maintain effective working relationships with supervisors, employees, and members of the public.
- G. Understand and apply Village zoning ordinances and deal effectively with State officials, other Municipal departments and the general public concerning a variety of issues relating to the enforcement of ordinances.
- H. Perform the physical requirements of the position in conducting inspections.
- I. Completions of a standard high school course or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- J. Minimum education: High School Diploma or GED;
- K. Preferred education: Three years trade or technical college with coursework related to plumbing, electrical, HVAC or general construction.
- L. Any combination of training and experience which would provide the required **knowledge's and abilities is qualifying**. Certification requirements are determined by the **State of Wisconsin**. **A typical way to obtain these knowledge's and abilities would be:**
 - 1. Residential Inspector: Certification from the State of Wisconsin in at least three of the following four certifications upon hire: (1) Uniform Dwelling Code (UDC) construction including erosion control, (2) UDC Plumbing, (3) UDC Electrical, or (4) UDC HVAC. The fourth UDC certification shall be obtained within six (6) months of the date of hire. One year experience performing building inspections for a state or local jurisdiction.
 - 2. Commercial Inspector: At time of recruitment the job posting and advertisement will contain which commercial certification(s) is/are being sought. Candidate will be required to obtain the designated certification(s) within one year of employment.
 - a. Commercial Building Inspector: Shall possess a State of Wisconsin commercial building code inspector certification to be assigned to perform commercial building and commercial HVAC inspections.
 - b. Commercial Plumbing Inspector: Shall possess a State of Wisconsin commercial plumbing inspector certification and be a Wisconsin licensed master plumber.
 - c. Commercial Electrical Inspector: Shall possess a State of Wisconsin commercial electrical inspector certification.
- M. **Possess a valid Wisconsin driver's license.**
- N. General skill using standard accounting software for budgeting purposes.

V. WORK ENVIRONMENT. The work environment characteristics are reflective of the responsibilities as described in the major duties and responsibilities. Work is performed

both inside and outside, where extreme weather conditions may be experienced. Contact with staff, other Village employees, public and governmental agencies are required.

VI. AMERICANS WITH DISABILITIES ACT (ADA) ESSENTIAL ELEMENTS AND QUALIFICATIONS.

- A. Ability to instruct and train other staff.
- B. Ability to utilize computer programs and equipment.
- C. Ability to communicate effectively orally and in writing.
- D. Must be able to sit, stand, bend, crouch, walk and climb with or without back support.
- E. Able to lift up to 25-30 pounds.
- F. Must have dexterity and hand/eye coordination necessary to operate computer keyboard and other office equipment.
- G. Hearing activities requires the ability to participate in numerous conversations throughout the workday both in person and over the telephone.
- H. **Must be able to work with file cabinets that are 5'8" in height and cabinet drawers that have a depth of 24."**
- I. Must have the ability to do multi-task problem solving.

VII. ADDITIONAL REQUIREMENTS.

- A. Compliance with the conditions of employment as stated in the Village of Mukwonago Employee Handbook.
- B. Take an oath of office.
- C. No residency requirement.
- D. Pass a background check prior to hire.
- E. Pass a medical examination for the occupational group and drug screen prior to hire.
- F. Implement the policy directives of the Village Board and Committees.

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

Employee signature

Date



To: Village Board
From: Diana Doherty
RE: Summary Employee Handbook Changes
Date: February 5, 2016

Here is a summary of the proposed changes I will be making to the Village's Employee Handbook based on the discussion we had at the February 2, 2016 Committee-of-the-Whole. If you have any questions or if something needs further clarification, please let me know. I do mention a couple of items in this memo that we did not specifically discuss. I've indicated these in red.

- Benefits for eligible part-time employees will be pro-rated against 40 hours per week (2,080 annual hours).
- Part-time employees eligible for health insurance and the related HRA account, will have the Village's cost of the benefit* (which is not the total premium) prorated based on 5 ranges as follows:
 - 35 to 37.49 hours, Village will pay 88%
 - 30 to 34 hours, Village will pay 75%
 - 25 to 29 hours, Village will pay 63%
 - 20 to 24 hours, Village will pay 51%
 - Less than 20 hours, Village will pay 25%
 - For example, if the total annual premium of the lowest cost qualified plan within the Village's service area is \$20,000, the Village's cost for a full time employee is \$17,600. The percentages stated above are applied against the \$17,600 for part-time employees to determine the Village's cost of the benefit. The eligible part-time employee pays the difference between that calculation and the total premium cost for the plan selected by the employee.
- Beginning in the budget year 2017, the Village's annual funding to an HRA account for eligible employees who enroll in health insurance but who opt out of the dental option, will equal the difference in the Village's cost of the premium including the dental option.
 - For example, if the Village's cost of providing health insurance with the dental option to a full time employee is \$17,600 and the Village's cost of the insurance without the dental option is \$17,000, the difference of \$600 is what the Village will put into the employee's HRA account.
 - The proration of HRA funding for eligible part-time employees enrolled in health insurance who opt out of dental, will be the same as described above for the health insurance premium.
 - The Village reserves the right to reduce the amount initially established as a cap for carry over balances in HRA accounts. Currently these balance caps are \$3,000 for family plans and \$1,500 for single plans. The caps will be prorated as applicable for part-time employees. [Not discussed, but it seems to make sense if we are reducing the annual funding levels]

- Village funding to employee Flex Spending Accounts remains a benefit only available to full-time employees. Full-time employees who waive health insurance coverage will also receive this benefit in the amount of \$250.
- Longevity payout (**not discussed**) remains a benefit only available to full-time employees.
- Part-time employees who work less than 30 hours per week are not eligible for paid-time-off benefits or benefits related to length of service (longevity payout, sick leave payout, etc.) If these employees transition to a position where they will permanently work more than 30 hours per week, eligibility for these benefits begins on the date of transition, not the employees' original hire date.
 - Further clarification will be made specifically to the sick leave payout policy that states employees hired on or after 1/1/2014 will not be eligible for a future payout of accumulated sick leave. In addition:
 - Employees hired prior to 1/1/2014 in a part-time, less than 30 hours per week capacity and who transition to a position where they will permanently work in excess of 30 hours on or after 1/1/2014 will not be eligible for a future payout of accumulated sick leave.
 - Employees hired prior to 1/1/2014 who separate from the Village and who are later rehired, will not be eligible for a future payout of accumulated sick leave.
- **Employees who are eligible for benefits but who permanently transition to less than 30 hours per week will have benefits removed or reduced accordingly.**
- Employees who separate from the Village and who are later rehired will accrue any eligible length-of-service benefits based on their new rehire date. Any exceptions to this must be approved by the Village Board.
- A rehired employee's salary or wage must conform to the Village's adopted wage and salary ranges. If an employee's wage at the time of separation, exceeds the range's current maximum for that position, the employee may be offered the maximum. Any exceptions to this must be approved by the Village Board.

HIPPENMEYER, REILLY, MOODIE & BLUM, S.C.

ROBERT B. MOODIE
MARK G. BLUM
THOMAS G. SCHMITZER
LORI J. FABIAN

RONALD E. ENGLISH III

720 CLINTON STREET
P. O. BOX 766
WAUKESHA, WISCONSIN 53187-0766
TELEPHONE: (262) 549-8181
FACSIMILE: (262) 549-8191
www.hrmblawfirm.com

RICHARD S. HIPPENMEYER
(1911-1979)
WILLIAM F. REILLY
(1932-2007)

EMAIL: MGBLUM@HRMBLAWFIRM.COM

February 16, 2016

Via Email (kschmidt@mkpd.org) & US Mail

Chief Kevin B. Schmidt
Village of Mukwonago Police Department
627 S. Rochester St.
Mukwonago, WI 53149

Via Email (rbitter@villageofmukwonago.com)

Mr. Ron Bittner
Dept. of Public Works Director
Village of Mukwonago
440 River Crest Court, PO Box 206
Mukwonago, WI 53149

Re: Permit for Yellow/Black Vertical Panel System

Gentlemen:

I have reviewed the Permit for Yellow/Black Vertical Panel System on State R/W that Kevin recently provided to me. Basically, the Permit is to allow for the placement in the public right-of-way of a vertical panel curb system called "Qwick Kurb". I have been asked to look at this contract and provide you with my comments. Please accept this letter as my response on this regard.

In looking at the Permit, about two-thirds of the way down the page, it indicates that the above named owner of property hereby assumes full responsibility for costs of maintaining and shall hold the State of Wisconsin and the Wisconsin DOT harmless from any claims resulting from action by the local unit of government. In essence, this would refer to releasing any claims that the Village might have against the State relating to the presence of these panels in the State right-of-way. The paragraph goes on to state, however, that the applicant shall comply with all permit conditions noted in the indemnification. Attached to the Permit form is a one-page statement entitled Indemnification, which, in essence, makes the Village responsible for any liability that might arise as the result of the placement or the presence of these vertical panels in the State right-of-way. Therefore, if someone were to make a claim against the State alleging that somehow the presence of these panels resulted in damage or injury to that person, the Village would become responsible for this. Obviously, I have some concerns about the scope of the indemnification since it does not exclude the liability that might arise from the actions or omissions of the representatives of the State themselves. In addition, as you may be aware, any claims that are made against a municipal entity, including the State of Wisconsin, need to follow the statutory requirements under Wisconsin Statute Section 893.80 and 893.82. Basically, both of these Statutes require that a Notice of Claim be provided within one hundred twenty (120) days of the event occurring and this filing is a jurisdictional prerequisite to bringing any claim in the future. Under State law, a claim cannot be made directly against the State, but rather can only be made against a State employee, who is alleged to have been negligent. As a result, there are very few claims that are effectively pursued against the State. With that said, I still would like to see there be some modifications to the Indemnification language, specifically, the following:

Chief Kevin B. Schmidt
Mr. Ron Bittner
February 16, 2016
Page | 2

1. That the indemnification would be exclusive of any claims brought that arise from the negligence, acts or omissions of the State of Wisconsin or its employees.
2. I would like to see language indicating that this indemnification is subject to the terms and limitations of Wisconsin Statute Section 893.80 and 893.82.

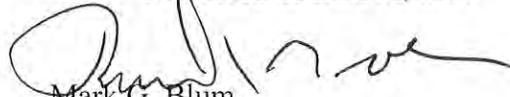
If these changes were made, I would feel much more comfortable with the contract in its present form. Please feel free to forward this correspondence to the representative of the State that you are dealing with.

Please be advised that I have returned the original Permit to Chief Schmidt via First Class Mail.

Thank you for your consideration of these matters.

Sincerely,

HIPPENMEYER, REILLY
MOODIE & BLUM, S.C.



Mark G. Blum
Village Attorney

MGB/jb
Enc.

Kevin Schmidt

From: Mark G. Blum <mgblum@hrmblawfirm.com>
Sent: Wednesday, February 17, 2016 4:25 PM
To: Kevin Schmidt
Cc: rbittner@villageofmukwonago.com
Subject: RE: Vertical Panel system at sth 83 @ Atkinson

Kevin,

I don't know any DOT attorneys, although I do find it interesting that they would not acknowledge the state law that applies to complains against both the state and ourselves. In any event it doesn't appear that we have much choice if we want to do that, although since there is such an onerous process to make a claim against the state it doesn't seem reasonable that someone is going to pursue that anyway. As a result the likelihood of indemnity being pursued against us is not significant either. I would say go ahead if the Village really wants to see these things installed.

Mark

Mark G. Blum

Village Attorney for the Village of Mukwonago
Law Offices of Hippenmeyer, Reilly, Moodie & Blum, S.C.
720 Clinton Street
P.O. Box 766
Waukesha, WI 53187-0766
Phone: (262) 549-8181
Fax: (262) 549-8191
E-Mail: mgblum@hrmblawfirm.com



This email transmission contains information from Hippenmeyer, Reilly, Moodie & Blum, S.C. which is confidential and privileged. This information is intended to be for the use of the individual or entity named in this transmission. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the contents of this information is prohibited, and may constitute an invasion of privacy of the intended recipient. If you have received this email in error, please notify us by email immediately so that we can arrange for the retrieval of the transmission at no cost to you.

If a complete transmission is not received, or if you are unable to open an attachment, please reply to this email or contact me at (262) 549-8181.

To ensure compliance with Treasury Regulations (31 CFR Part 10, Sec. 10.35), we inform you that any tax advice contained in this correspondence was not intended or written by us to be used, and cannot be used by you or anyone else, for the purpose of avoiding penalties imposed by the Internal Revenue Code.

From: Kevin Schmidt [mailto:kschmidt@mkpd.org]
Sent: Wednesday, February 17, 2016 4:16 PM
To: Atty. Mark G Blum (mgblum@hrmblawfirm.com)
Cc: rbittner@villageofmukwonago.com
Subject: FW: Vertical Panel system at sth 83 @ Atkinson

Please see the DOT's response below. Are you comfortable proceeding without the additions? Do you know any State DOT attorney's to contact?

Kevin Schmidt
Chief of Police
Village of Mukwonago Police Department



From: Heydel, Tom - DOT [<mailto:Tom.Heydel@dot.wi.gov>]
Sent: Wednesday, February 17, 2016 4:02 PM
To: Kevin Schmidt <kschmidt@mkpd.org>
Cc: rbittner@villageofmukwonago.com
Subject: RE: Vertical Panel system at sth 83 @ Atkinson

Kevin

The indemnification language contained in the permit application I sent you is our standard permit indemnification language for permits and I cannot alter that.

I have also talked to our permit coordinator who handles driveway and other non- signing permits and he indicated the same thing.

Tom

From: Kevin Schmidt [<mailto:kschmidt@mkpd.org>]
Sent: Tuesday, February 16, 2016 2:43 PM
To: Heydel, Tom - DOT <Tom.Heydel@dot.wi.gov>
Cc: rbittner@villageofmukwonago.com
Subject: RE: Vertical Panel system at sth 83 @ Atkinson

Good afternoon Tom. I had our Village Attorney review your contract. He would like the following language added:

1 – The indemnification would be exclusive of any claims brought that arise from the negligence, acts or omissions of the State of Wisconsin or its employees

2 – This indemnification is subject to the terms and limitations of Wisconsin Statute Section 893.80 and 893.82.

Please let me know if that is an issue. Thank you.

Kevin Schmidt
Chief of Police

PERMIT FOR YELLOW/BLACK VERTICAL PANEL SYSTEM ON STATE R/W

Permit # (SE-67-DE-1R)

APPLICANT (Property owner) Village of Mukwonago	COUNTY: Town or City in: Waukesha
--	---

This will serve as an agreement for the requestor to furnish, install and maintain YELLOW/BLACK vertical panel system on STH 83 at Atkinson Ave on centerline of roadway

Applicant mailing address Village of Mukwonago DPW 630 CTH NN E Mukwonago, Wis 53149	Email address or fax # rbittner@villageofmukwonago.com	
Attn: Ron Bittner	Local property name Village of Mukwonago	Phone # 262-363-6434
Location (On STH/USH) STH 83 at Atkinson Ave		
(see map showing location and vertical panel curb system (Qwick Kurb) per detail		
To be placed on centerline of roadway and maintained by the Village		
The first paddle in each direction shall have tiger stripe pattern with yellow/black color with stripes angled at 45 degrees. The other panels may be solid yellow if desired.		

Delineator posts installation conditions

1. Vertical Panel system shall meet MUTCD standards for breakaway, size and design.
2. Vertical Panel System shall be maintained by the village of Mukwonago. Failure to do so will result in revoking this permit

The above named owner of property hereby assumes full responsibility for costs of maintaining all signing authorized and shall hold harmless the State of Wisconsin and the Wisconsin Department of Transportation from any claims resulting from action by the local unit of government. All signing will conform with the *Manual on Uniform Traffic Control Devices* as to color, size and location and the installation conditions noted above. The applicant shall comply to all permit conditions noted in the indemnification.

Name of Authorized Official (print) Requesting agency DPW Director – Ron Bittner	Title Public Works Director
✓ _____ <i>Signature</i>	✓ _____ <i>Date</i>

APPROVED for the Wisconsin Department of Transportation: (Tom Heydel) 262-548-6763	
✓ _____ <i>SE Region Traffic Operations</i>	_____ <i>Date</i>

INDEMNIFICATION

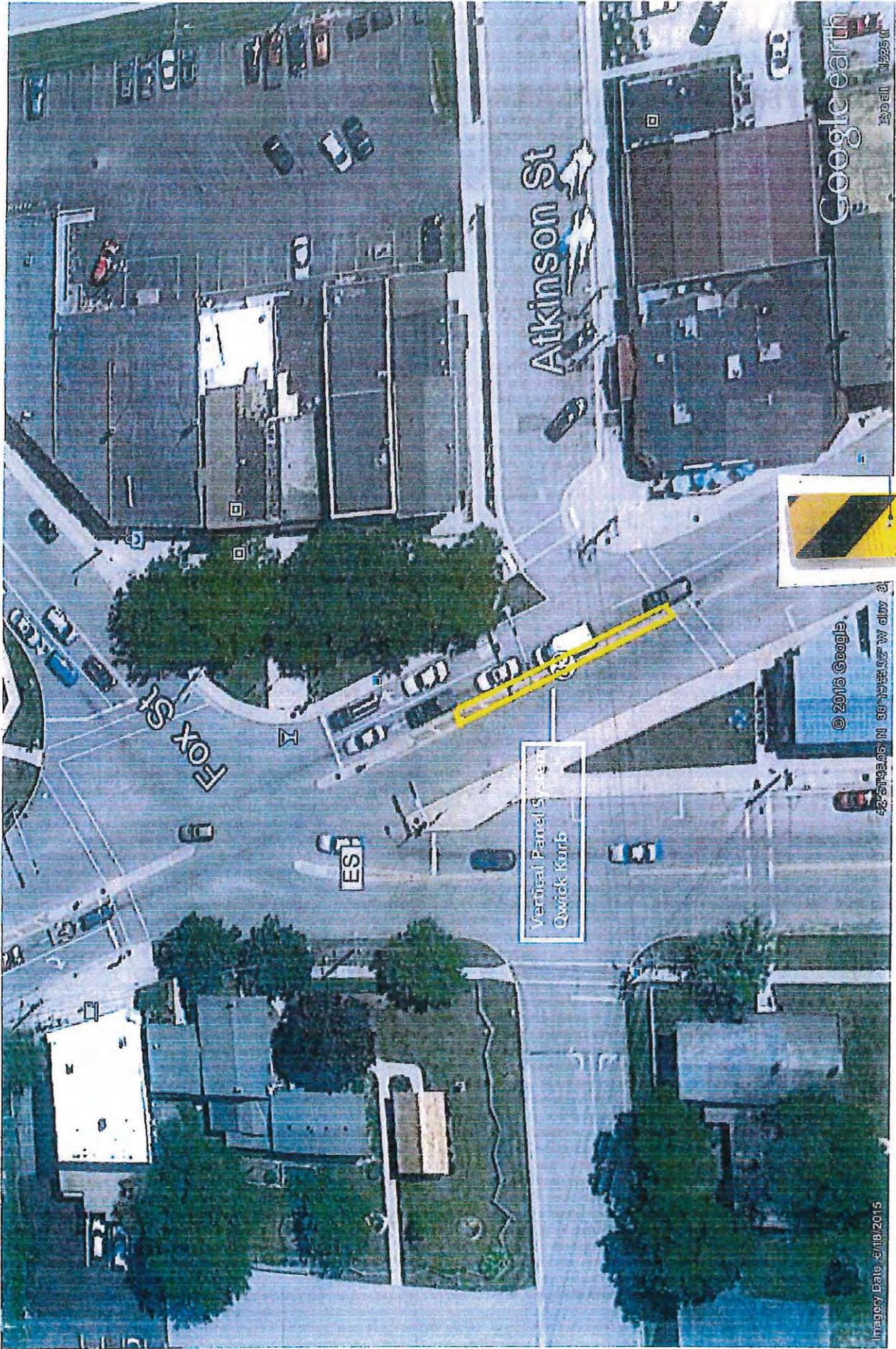
The Applicant shall save and hold the State, its officers, employees, agents, and all private and governmental contractors and subcontractors with the State under Chapter 84 Wisconsin Statutes, harmless from actions of any nature whatsoever (including any by Applicant itself) which arise out of, or are connected with, or are claimed to arise out of or be connected with any of the work done by the Applicant, or the construction or maintenance of facilities by the Applicant, pursuant to this permit or any other permit issued by the State for location of property, lines or facilities on highway right-of-way, (1) while the Applicant is performing its work, or (2) while any of the Applicant's property, equipment, or personnel, are in or about such place or the vicinity thereof, or (3) while any property constructed, placed or operated by or on behalf of Applicant remains on the State's property or right-of-way pursuant to this permit or any other permit issued by the State for location of property, lines or facilities on highway right-of-way; including without limiting the generality of the foregoing, all liability, damages, loss, expense, claims, demands and actions on account of personal injury, death or property loss to the State, its officers, employees, agents, contractors, subcontractors or frequenters; to the Applicant, its employees, agents, contractors, subcontractors, or frequenters; or to any other persons, whether based upon, or claimed to be based upon, statutory (including, without limiting the generality of the foregoing, worker's compensation), contractual, tort, or whether or not caused or claimed to have been caused by active or inactive negligence or other breach of duty by the State, its officers, employees, agents, contractors, subcontractors or frequenters; Applicant, its employees, agents, contractors, subcontractors or frequenters; or any other person. Without limiting the generality of the foregoing, the liability, damage, loss, expense, claims, demands and actions indemnified against shall include all liability, damage, loss, expense, claims, demands and actions for damage to any property, lines or facilities placed by or on behalf of the Applicant pursuant to this permit or any other permit issued by the State for location of property, lines or facilities on highway right-of-way in the past or present, or that are located on any highway or State property or right-of-way with or without a permit issued by the State, for any loss of data, information, or material; for trademark, copyright or patent infringement; for unfair competition or infringement of personal or property rights of any kind whatever. The Applicant shall at its own expense investigate all such claims and demands, attend to their settlement or other disposition, defend all actions based thereon and pay all charges of attorneys and all other costs and expenses of any kind arising from any such liability, damage, loss, claims, demands and actions.

Any transfer, whether voluntary or involuntary, of ownership or control of any property constructed, placed or operated by or on behalf of the Applicant that remains on the State's property or right-of-way pursuant to this permit shall not release Applicant from any of the indemnification requirements of this permit, unless the State is notified of such transfer in writing. Any acceptance by any other person or entity, whether voluntary or involuntary, of ownership or control of any property constructed, placed or operated by or on behalf of the Applicant that remains on the State's property or right-of-way pursuant to this permit, shall include acceptance of all of the indemnification requirements of this permit by the other person or entity receiving ownership or control.

Notwithstanding the foregoing, a private contractor or subcontractor with the State under Chapter 84 Wisconsin Statutes, that fails to comply with sections 66.047 and 182.0175 Wisconsin Statutes (1985-1986), remains subject to the payment to the Applicant of the actual cost of repair of intentional or negligent damage by the contractor or subcontractor to any property, lines or facilities placed by or on behalf of the Applicant pursuant to this permit or any other permit issued by the State for location of property, lines or facilities on highway right-of-way, and remains subject to payment to the Applicant for losses due to personal injury or death resulting from negligence by the contractor or subcontractor.

Notwithstanding the foregoing, if the State, or its officers, employees and agents, fail to comply with sections 66.047 and 182.0175 Wisconsin Statutes (1985-1986), the State or its officers, employees and agents, remain subject to the payment to the Applicant of the actual cost of repair of willful and intentional damage by the State, or its officers, employees and agents, to any property, lines or facilities placed by or on behalf of the Applicant pursuant to this permit or any other permit issued by the State for location of property, lines or facilities on highway right-of-way, and remain subject to payment to the Applicant for losses due to personal injury or death resulting from negligence by the State, its officers, employees and agents.

No indemnification of private contractors or subcontractors with the State under Chapter 84 Wisconsin Statutes, shall apply in the event of willful and intentional damage by such private contractors or subcontractors to the property, lines and facilities of the Applicant located on the highway right-of-way pursuant to this permit or any other permit issued by the State for the location of property, lines or facilities on highway right-of-way.



Vertical Panel System
Owrick Kurrb



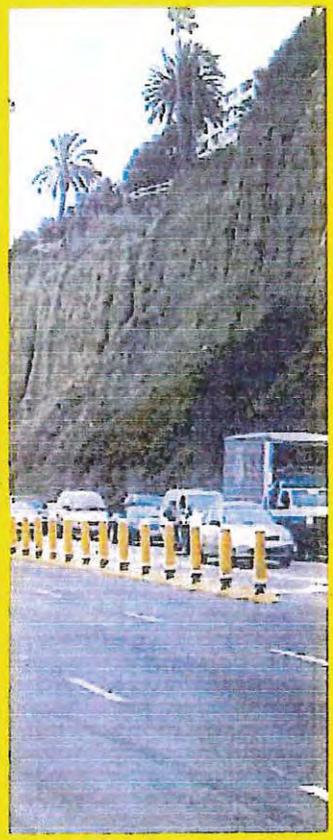
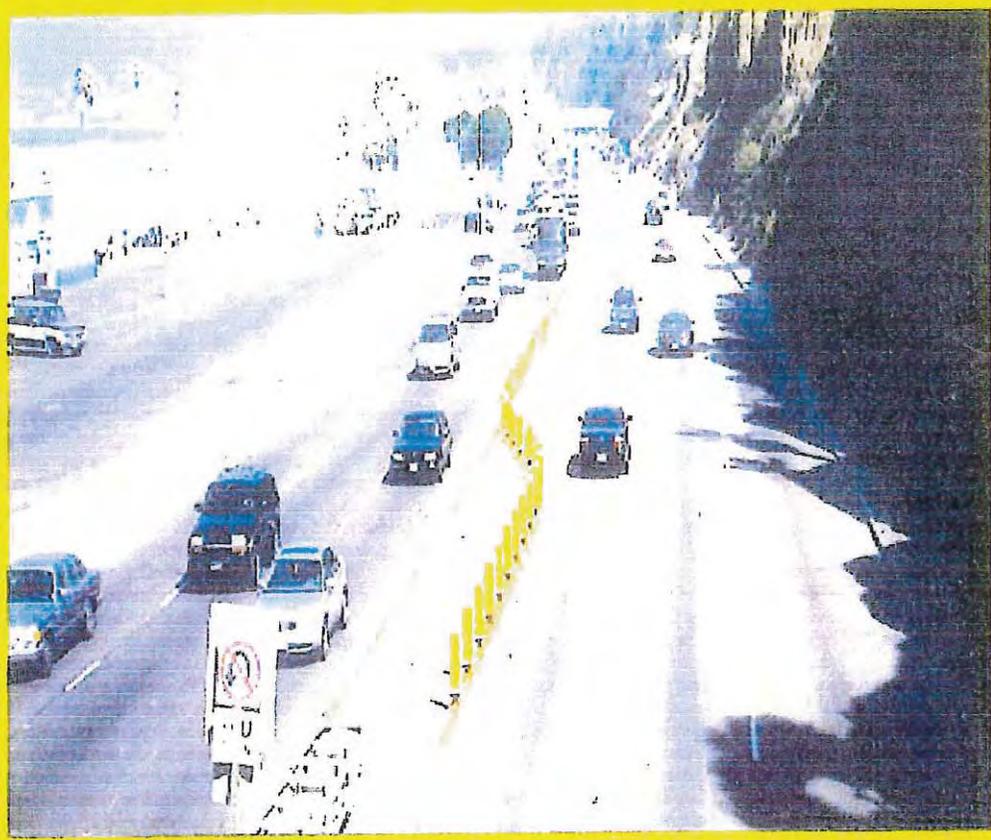
Google earth

© 2016 Google

Imagery Date: 5/18/2015

42° 51' 43.05" N 88° 19' 55.02" W Alt: 3'

QUICK KURB®



SOLID QUALITY & PROVEN DURABILITY

SEPARATOR CURB



Each pallet holds 211 lf of Separator. Each Separator Unit weighs over 34 lbs. A conveyor can be hooked to a truck for long lengths of Separator. Using our "Hook & Bolt System" you can install nearly 1000 ft. per hour at temporary installations.

L62 Female End
18 inch length

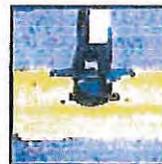
L60 Separator Unit
40" length
10 5/8 inch width
3 1/2 inch height



To depict profile of curb
SNAP IN A L65
REFLECTIVE ARC



Marker Puller



Flex with
stabilizing
Bar



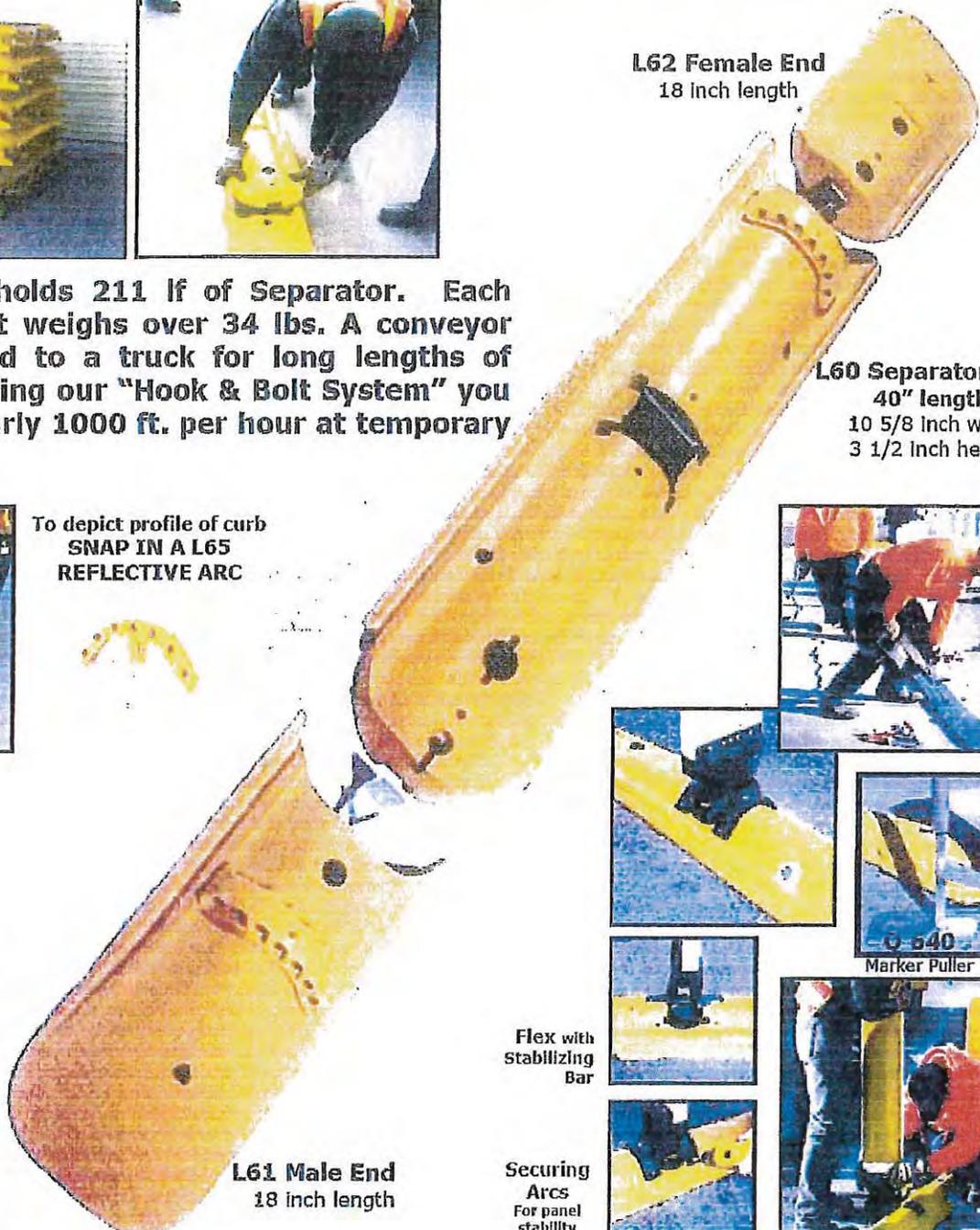
Securing
Arcs
For panel
stability



FS 50
Bolt,
Molly &
Washer
for on
Asphalt



FS 51
Anchor
Wedge
Concrete



L61 Male End
18 inch length

For permanent installations a hole is drilled into the road surface and the Separator is secured to the road using a bolt and molly. Tighten to the road until the washer begins to bend. Our curb doesn't crack or shatter. Reboundable markers slide into place quickly with the panel puller. Spacing of markers is as close as every meter.

THE ONE AND ONLY WITH OVER 20 YEARS ROAD EXPERIENCE

ESTIMATED CONSTRUCTION COST

Project Name: Arrowhead Drive

Client Name: The Village of Mukwonago

Project # :

Revised:

Item #	Description	Unit	Quantity	Unit Price	Total
	Erosion Control	LS	1	\$ 2,000.00	\$ 2,000.00
	Traffic Control	LS	1	\$ 2,000.00	\$ 2,000.00
	Removals	LS	1	\$ 8,000.00	\$ 8,000.00
	Saw Cutting	LF	400	\$ 3.00	\$ 1,200.00
	30-inch Curb and Gutter	LF	450	\$ 20.00	\$ 9,000.00
	Pavement Marking Grinding	LF	2000	\$ 2.00	\$ 4,000.00
	Pavement Marking	LS	1	\$ 5,000.00	\$ 5,000.00
	Restoration	SF	2586	\$ 4.25	\$ 10,990.50
	Concrete Pavement	SY	150	\$ 55.00	\$ 8,250.00
	10-inch Stone Road Base	TON	95	\$ 12.00	\$ 1,140.00
	Traffic Signals	LS	1	\$ 220,000.00	\$ 220,000.00
	Sub Total				\$ 271,580.50
	Contingency, Legal, Administrative and Engineering			25%	\$ 67,895.13
	Estimated Total Project Cost				\$ 339,475.63



Village of Mukwonago GIS





Division of Transportation System Development
Southeast Regional Office
141 N.W. Barstow Street
P.O. Box 798
Waukesha, WI 53187-0798

Scott Walker, Governor
Mark Gottlieb, P.E., Secretary
Internet: www.dot.wisconsin.gov

Telephone: (262) 548-5903
Facsimile (FAX): (262) 548-5662

E-Mail: waukesha.dtd@dot.wi.gov

February 4, 2016

JOHN WEIDL, ADMINISTRATOR
VILLAGE OF MUKWONAGO
440 RIVERCREST COURT
P.O. BOX 206
MUKWONAGO, WI 53149

Subject: WIS 83 & Wolf Run, WIS 83 & Arrowhead Drive
Village of Mukwonago
Waukesha County

Dear Mr. Weidl:

In response to the Village of Mukwonago resolution dated September 1, 2015 requesting that the Wisconsin Department of Transportation (WisDOT) reconsider its requirement to close the median opening at Arrowhead Drive, WisDOT collected new traffic counts and prepared updated analysis of WIS 83 from Wolf Run to I-43. The updated information indicates that WisDOT may allow the median opening at Arrowhead Drive to remain under the following conditions:

- Village of Mukwonago (Village) shall install the traffic signal at WIS 83 & Wolf Run as required by the July 2003 traffic impact analysis requirements letter for Mukwonago TID #3 (Log #232).
- Village shall re-stripe the north approach at WIS 83 & Wolf Run to provide dual southbound left turn lanes. Each left turn lane shall provide 275 feet of storage with a 125 foot taper.
- Village shall construct a northbound left turn lane at Arrowhead Drive. The left turn lane shall provide approximately 75 feet of storage with a 50 foot taper.
- Village shall re-stripe the north approach at WIS 83 & Arrowhead Drive to include a southbound left turn lane. The left turn lane shall provide approximately 125 feet of storage with a 125 foot taper.
- Village shall close the Arrowhead Drive median opening if a crash problem develops or southbound queues from the WIS 83 & Wolf Run intersection extend beyond the median opening. A crash problem will be defined as:
 - Five or more crashes per year over a three-year periodOr
 - A total of five injury crashes in a three-year period that involve left turns into or out of Arrowhead Drive.
- WisDOT will construct a second westbound right turn lane at Wolf Run. This improvement will be incorporated into a future improvement project currently scheduled for 2020.

A concept drawing for the required improvements is enclosed. A memorandum of understanding (MOU) outlining Village and WisDOT responsibilities will be required if the Village would like to proceed with the above. Please contact me at 262-548-5626 or allison.blackwood@dot.wi.gov to discuss the proposed MOU conditions.

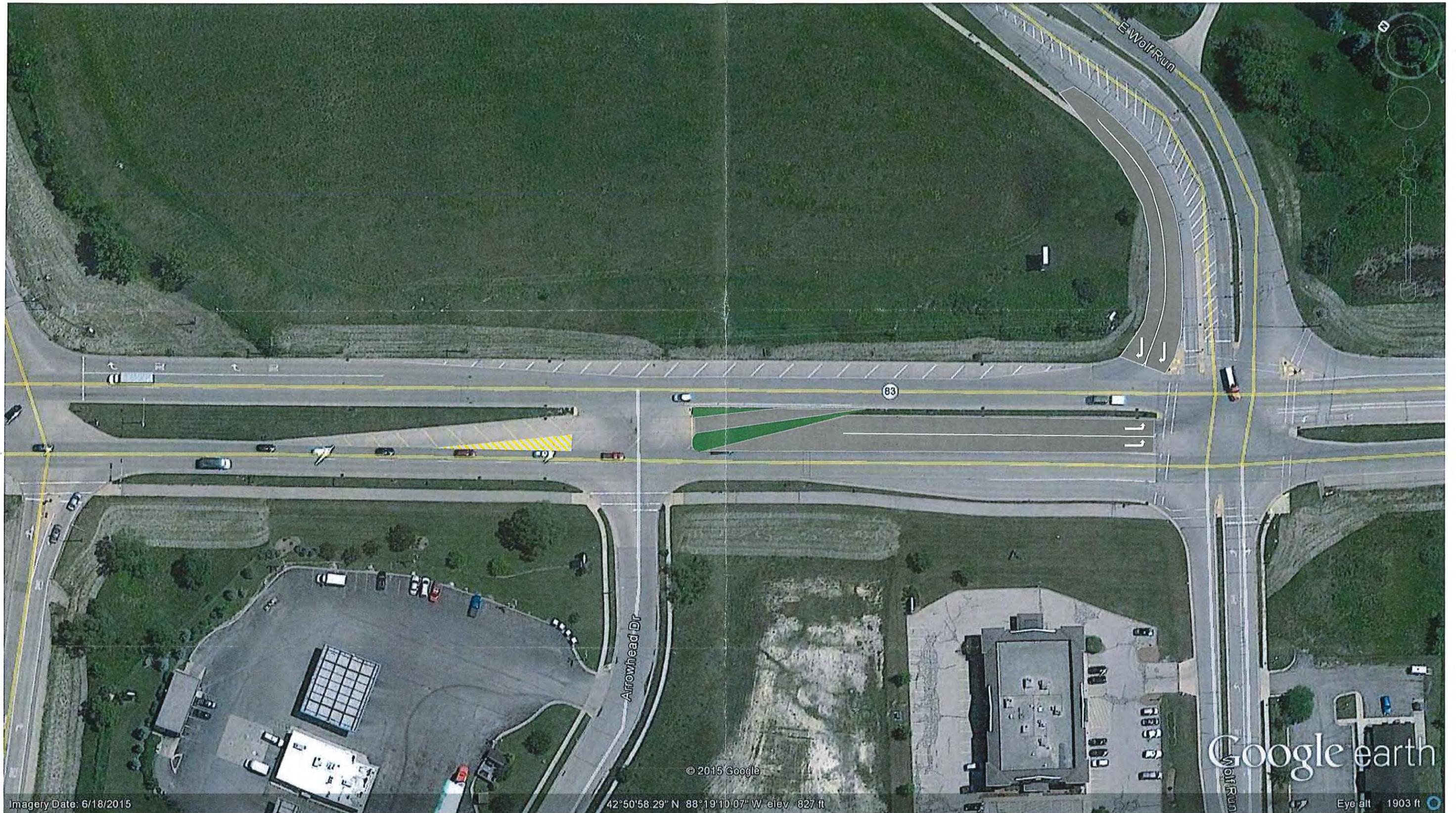
Sincerely,

Allison Blackwood

Allison Blackwood, P.E.
Traffic Operations Engineer

Enclosure

Cc: Representative Cody Horlacher
Sheri Schmit / Tony Barth / David Nguyen, WisDOT
Robert Elkin / Don Berghammer, WisDOT



Prepared 1/27/16, WisDOT AAB

~75' storage for NBL at Arrowhead

~125' taper for dual SBL, ~275' SBL storage at Wolf

Dual WBR required at Wolf

LAW OFFICES OF
HIPPENMEYER, REILLY, MOODIE & BLUM, S.C.

ROBERT B. MOODIE
MARK G. BLUM
THOMAS G. SCHMITZER
LORI J. FABIAN

RONALD E. ENGLISH III

720 CLINTON STREET
P. O. BOX 766
WAUKESHA, WISCONSIN 53187-0766
TELEPHONE: (262) 549-8181
FACSIMILE: (262) 549-8191
www.hrmblawfirm.com

RICHARD S. HIPPENMEYER
(1911-1979)

WILLIAM F. REILLY
(1932-2007)

EMAIL: MGBLUM@HRMBLAWFIRM.COM

February 19, 2016

Via Email (jweidl@villageofmukwonago.com)

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

Re: Median Opening at Arrowhead Drive

Dear John:

Enclosed is the draft letter I have put together regarding the Arrowhead Drive median closure issue. Please look over the letter and then advise me of any comments, questions or concerns you may have regarding it.

Sincerely,

HIPPENMEYER, REILLY
MOODIE & BLUM, S.C.


Mark G. Blum
Village Attorney

MGB/jb
Enc.

Cc: Mr. John Lichtenheld

February 19, 2016

Ms. Alison Blackwood
Traffic Operations Engineer
State of Wisconsin,
Division of Transportation Systems Development
Southeast Regional Office
141 N.W. Barstow St., PO Box 798
Waukesha, WI 53187-0798

RE: Median Opening at Arrowhead Drive, Village of Mukwonago

Dear Ms. Blackwood:

On behalf of the Village Board of the Village of Mukwonago, I am responding to your correspondence to me of February 4, 2016 regarding the STH 83 and Wolf Run intersection, as well as the STH 83 and Arrowhead Drive intersection in the Village of Mukwonago. As you pointed out in that letter, the Village Board submitted a Resolution dated September 1, 2015 requesting that the DOT reconsider its requirement to close the median opening at Arrowhead Drive. Your letter indicates that DOT has collected new traffic counts and prepared an updated analysis of STH 83 at Wolf Run to I43 and that as a result, the DOT was prepared to allow the median opening at Arrowhead drive to remain open, but only if the conditions outlined in your letter were to be met. In that regard, the Village Engineer, as well as our consulting engineers have reviewed your proposed conditions and have some questions, observations and concerns. Those are summarized as follows:

1. We presume that the three year crash measurement data would refer to three consecutive years of data, as opposed to three individual years.
2. Obviously, not all crashes that may occur in this area will be related to the STH 83/Arrowhead Drive median opening. The Village believes that such crashes should be excluded from the measurements that would be used to determine whether the median should be closed. Our suggestion is that only preventable crashes should be included in the measurement; and by that we mean that the absence of the median would have prevented the crash from occurring. This would be left hand turning movements in and out of Arrowhead Drive through the STH 83 median cut.
3. We would like DOT to clarify the definitions that are being used in determining whether to close the median. For example, you use the phrase "southbound cues from STH 83/Wolf Run intersection extend beyond the median opening". If that phrase remains, we would need to provide a time period and a duration for that condition, such as five consecutive weekdays during the peak hours

Ms. Alison Blackwood

February 19, 2016

Page | 2

of 4:00 p.m. to 5:00 p.m., by way of example. We would note that you indicate that the DOT will construct a second westbound right turn lane at Wolf Run as part of your future improvement project schedule for 2020. We presume that the other intersection improvements at Wolf Run that you describe in your letter would not be required until DOT makes its improvements. Please confirm.

The Village Engineers will be reviewing your proposed intersection design and we may very well have additional comments with respect to that at a later date.

Thank you for your consideration of these comments, and we look forward to your reply.

Sincerely,

Village of Mukwonago

John Weidl
Village Administrator

JW/jb

Cc: Mukwonago Village Board
Representative Cody Horlacher
Mr. John Lichtenheld
Attorney Mark G. Blum

*VILLAGE OF MUKWONAGO
POLICE DEPARTMENT*



MONTHLY REPORT

January 2016



Citation Summary

** For official use only **

Village of Mukwonago Police

Reporting Period: 01/01/16 - 01/31/16

	Total
Automobile Following Too Clos	3
CTTDwelling (943.14)	1
Disorderly Conduct (947.01)	2
Display Unauth. Veh. Registra	1
Driving Too Fast for Conditio	1
Exceeding Speed Zones (16-19 M	1
Exceeding Speed Zones (20-24 M	2
Exceeding Speed Zones (25-29 M	1
Exceeding Speed Zones/Posted	30
Exceeding Speed Zones/Posted	6
Exceeding Speed Zones/Posted	17
Exceeding Speed Zones/Posted	9
Fail/Display Vehicle License	1
Fail/Stop at Stop Sign	3
Fail/Stop for Unloading Schoo	1
Fail/Yield Right/Way from Sto	2
Fail/Yield when Emerging from	2
Fire Lane Violation	3
Handicapped Parkig Violation	4
Ignition Interlock Device Tam	1
Improper Passing/Stopped Scho	1
Inattentive Driving	8
IOWC (943.24)	1
Loitering/Curfew	2
MHS - Park W/O Permit	8
No Tail Lamp/Defective Tail L	6
Non-Registration of Vehicle	29
Obstruct Sidewalk/Drive/Alley	2
Operate M/V by Permittee w/o Au	1
Operate M/V w/o Insurance	8
Operate M/V w/o Proof of Insur	1
Operate Unregistered Vehicle	3
Operate Veh after Susp, Rev, Ca	1
Operate Vehicle w/o Registrat	4
Operate Vehicle w/o Stopping	4
Operate w/o Valid License	10
Operating while Intoxicated	3
Operating while Intoxicated (1
Operating While Revoked	3
Operating While Suspended	12
Operating Without a Valid License	1
Operation w/o Required Lamps	5
OWI (1st W/Passenger <16 Yrs O	1
Park Left Wheel to Curb	3
Park No Parking Anytime	21
Park on Wrong Side (Winter)	47
Park W/O Permit (Winter)	23
Possess Cont Subst 961.41(3g)	1
Possess Drug Paraphernalia	1



Village of Mukwonago Police
627 S. Rochester St | Mukwonago, WI 53149 | Phone: (262) 363-6435

Tuesday, February 2, 2016
1:05:58 pm

Citation Summary

**** For official use only ****

	Total
Retail Theft (943.50)	7
Speeding in 55 MPH Zone	1
Unclean/Defective Lights or R	37
Underage Drink SS 125.07(4)(b)	1
Unreasonable and Imprudent Sp	1
Unsafe backing	1
Violate Driving License Restr	1
Total	351

Report includes all charges per citation.



Arrests By Statute

** For official use only **

Reporting Period: 01/01/16 - 01/30/16

This report contains all arrest charges.

	Felony	Misdemeanor	Non-Criminal
343.44(1)(b) - Operating While Revoked	2	2	
346.63(1)(a) - Operating while Intoxicated	1	1	
346.63(1)(a) - Operating while Intoxicated - 1st Offense, with a Minor Child in the Ve	1	1	
347.413(1) - Ignition Interlock Device Tampering	1		1
54-1(1) - Retail Theft (Shoplifting)	8		8
54-1(4) - Issuance of a Worthless Check	1		1
54-1(B) - Underage Consumption of Alcohol (17-20 YOA)	1		1
54-1(G) - Disorderly Conduct	2		2
54-1(V) - Possession of a Controlled Substance	1		1
54-1(Y) - Criminal Trespass to a Dwelling	1		1
54-102(a) - Loitering or Curfew Violation	2		2
9024 - Warrant-Other Department Pickup	1		1
940.19(1) - Battery	2	2	
948.31(3)(a) - Interfere w/ Child Custody-Other Parent	1	1	
FUGL - Fugitive Warrant - Local (Mukwonago Muni Crt)	1		1
Total	26	6	19



Monthly Case Overview

** For official use only **

Reporting Period: 01/01/16 - 01/31/16

Village of Mukwonago Police - 1122

	Total
	72
911 Call	1
Administrative/Informational	1
Assist Other Department	1
Assist Other Dept/Service/Requ	1
Auto Theft - Attempt or Actual	1
Burglary-No Force/Nonres/Unknown	1
Burglary-No Force/Res/Unkown	1
Criminal Damage to Property	1
Criminal Damage-Private	1
Criminal Damage-Public	2
Disorderly Conduct	1
DOA - Sudden Death, Suicide, Etc.	2
Drug/Narcotic Law Investigatio	1
Emergency Detention/M.O.	3
Family Trouble	1
Fraud-Insuff Funds Check	2
Harrassment Complaint/Threat	1
Informational/All Other	4
Liquor - Underage Possession	1
Lost/Missing-Property	1
Missing Person/Adult	1
Narcotic Equip-Possession	1
Notification	1
OAWI Complaint	1
Operating After Suspension Vio	3
OWI/DWI-Liquor	4
Retail Theft \$50-\$200	2
Retail Theft <\$50	3
Shoplifting/Retail Theft Compl	2
Simple Assault	2
Station Contact	1
Theft - All Others \$50-\$200	1
Theft From Auto \$50-\$200	1
Theft From Building \$50-\$200	1
Traffic Complaint	1
Traffic Offense	15
Trouble With a Person	1
Viol of Court Order Incl DV	1
Warrant Service	1
Warrant/Fugitive-Other Agency	1

Police Contacts - Village

First Shift	2299
Second Shift	1583
Third Shift	730
911 Calls	112
TOTAL CALLS	4724

Police Contacts - Town

First Shift	442
Second Shift	935
Third Shift	594
911 Calls	49
TOTAL CALLS	2020

Accidents

Property Damage	21
Personal Injury	4
Hit and Run	0
TOTAL	23

Ice Patrol Stops-Phantom Lake

All Stops/Calls	7
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Mukwonago Fire Dept

All Calls for Service	231
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TOTAL CONTACTS 6982

FLEET MILES AND GAS USAGE

	<u>24</u> <u>15 Ford</u>	<u>26</u> <u>10 Ford</u>	<u>32</u> <u>13 Dodge</u>	<u>33</u> <u>97 Chev</u>	<u>34</u> <u>13 Dodge</u>	<u>36</u> <u>12 Dodge</u>	<u>638</u> <u>06 Chev</u>
Speedometer 30/31	32,871	47,020	84,571	NA	88,796	127,481	65,300
Speedometer 1st	28,122	46,856	82,867	NA	86,219	125,446	65,115
Total Miles	4,749	164	1,704	NA	2,577	2,035	185
Total Gas (Gallons)	348	15	144	NA	217	127	21

Respectfully Submitted,

Chief Kevin Schmidt
Village of Mukwongo Police Department

ORDINANCE NO. draft

AN ORDINANCE TO AMEND SECTION 74-8 OF THE MUNICIPAL CODE OF THE VILLAGE OF MUKWONAGO PERTAINING TO THE REGULATION OF STREETS, SIDEWALKS AND OTHER PUBLIC PLACES

NOW THEREFORE, The Village Board of the Village of Mukwonago do ordain as follows:

SECTION I. Section 74-8 of the Municipal Code of the Village of Mukwonago concerning snow and ice removal is hereby amended to read as follows:

Sec. 74-8. Snow and ice removal.

The owner, occupant or person in charge of each and every building or structure or unoccupied lot in the village fronting or abutting any street shall clean or cause to be cleaned the sidewalk in front of or adjoining each such home, building or unoccupied lot, as the case may be, of snow or ice to the width of such sidewalk within twenty-four (24) hours after snowfall ceases and shall cause the sidewalk to be kept clear from ice and snow, provided that when the ice has formed on a sidewalk so that it cannot be immediately removed, such persons shall keep the sidewalk sprinkled with sand or salt. For purposes of this Section, sidewalk shall include the handicapped access ramps between the sidewalk and roadway.

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

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

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

Passed and adopted this 15th day of March, 2016.

Fred Winchowky, Village President

Attest:

Steven A. Braatz, Jr., Village Clerk

Date Adopted: March 15, 2016
Date Published: March 23, 2016
Date Effective: March 24, 2016

Conditions for Release of Restriction on Sale of Lots
Lots 85-104

Item	Received	Start	Finish
Pond Repair	Yes	6/15/2016	8/1/2016
Park Grading	Yes	9/14/2015	11/1/2015
NOI	Yes	10/9/2015	
Surface Course Paving	Yes	N/A	10/15/2017

Peot, Kurt

From: Nancy Washburn <nwashburn@bielinski.com>
Sent: Tuesday, November 24, 2015 8:42 AM
To: Peot, Kurt; Ron Bittner; Bruce Kaniewski; Joe Hankovich; dbrown@villageofmukwonago.com; Ivan Zaremba
Subject: Fairwinds Park Laterals

Hi All – Am in receipt of Kurt Nov 20th letter regarding the proper lateral removal. In view of current weather and time of the year we will be putting this work off until spring. We have no problem removing the existing laterals and installing the new ones and are extending our timeline to complete to 6-1-2016 as we will need asphalt plants to be open.

Please let me know if this will suffice as notice of this event.
Thank you and Happy Holidays.

Nancy Washburn

Acquisitions and Development Manager

Bielinski Homes

P: 262.548.5582

C: 262-290-6709

F: 262.547.6331

nwashburn@bielinski.com

bielinski.com

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Summary of CTH NN Costs Sharing

County Estimate

Project	Construction		Construction			Total Cost	
	Cost	Contingency	Engineering	Street Lighting	Pond Land		
Project	\$2,143,804.85	\$107,190.24	\$214,380.49	\$ 150,200.00	\$ 80,000.00	\$2,695,575.58	
Village Portion	\$1,000,860.59	\$50,043.03	\$100,086.06	\$ 150,200.00	\$ 80,000.00	\$1,381,189.68	51%
County Portion	\$1,142,944.26	\$57,147.21	\$114,294.43	\$ -	\$ -	\$1,314,385.90	49%

R&M Estimate

Project	Construction		Construction			Total Cost	
	Cost	Contingency	Engineering	Street Lighting	Pond Land		
Project	\$2,143,804.85	\$107,190.24	\$214,380.49	\$ 150,200.00	\$ 80,000.00	\$2,695,575.58	
Village Portion	\$881,236.51	\$44,061.83	\$88,123.65	\$ 150,200.00	\$ 80,000.00	\$1,243,621.98	46%
County Portion	\$1,262,568.34	\$63,128.42	\$126,256.83	\$ -	\$ -	\$1,451,953.59	54%

Estimated Assessable Construction Cost = \$ 191,475.11
 Estimated Assessable LF Frontage within Project = 8307.04
 Estimated Cost per Assessable LF = \$ **23.05**

ESTIMATE OF QUANTITIES - DRAFT PS&E									
Project I.D.	14-2819(4)								
Title	CTH NN, STH 83 to STH ES						100% Village		
							Shared Cost		
Highway	CTH NN								
County	Waukesha								
Date	2/25/2016 15:20								
Item #	Description	Qty	Unit	Cost	Total	Category	Village Share	Village Cost	Comments/Justification
201.0120	Clearing	263	ID	\$ 10.00	\$2,630.00	0010		\$0.00	
201.0220	Grubbing	263	ID	\$ 10.00	\$2,630.00	0010		\$0.00	
203.0100	Removing Small Pipe Culverts	4	EACH	\$ 400.00	\$1,600.00	0010		\$0.00	
204.0115	Removing Asphaltic Surface Butt Joints	552	SY	\$ 10.00	\$5,520.00	0010		\$0.00	
204.0150	Removing Curb & Gutter	594	LF	\$ 4.00	\$2,376.00	0020	100%	\$2,376.00	
204.0170	Removing Fence	191	LF	\$ 2.00	\$382.00	0010		\$0.00	
204.0245	Removing Storm Sewer (size)	140	LF	\$ 4.00	\$560.00	0020	100%	\$560.00	
205.0100	Excavation Common	18392	CY	\$ 15.00	\$275,880.00	0010	28%	\$77,246.40	5194 CY for Pond
213.0100	Finishing Roadway (project)	1	EACH	\$ 5,000.00	\$5,000.00	0010	50%	\$2,500.00	50% Share
305.0110	Base Aggregate Dense 3/4-Inch	8	TON	\$ 15.00	\$120.00	0010		\$0.00	
305.0120	Base Aggregate Dense 1 1/4-Inch	11116	TON	\$ 12.00	\$133,392.00	0010	1%	\$1,333.92	Sidewalk base 100 ton
312.0110	Select Crushed Material	500	TON	\$ 25.00	\$12,500.00	0010		\$0.00	
325.0100	Pulverize and Relay	18723	SY	\$ 3.50	\$65,530.50	0010		\$0.00	
416.0160	Concrete Driveway 6-Inch	416	SY	\$ 40.00	\$16,640.00	0020	59%	\$9,817.60	Driveway Aprons 59% without asphalt
455.0120	Asphaltic Material PG64-28	547	TON	\$ 75.00	\$41,025.00	0010		\$0.00	
455.0605	Tack Coat	1350	GAL	\$ 2.00	\$2,700.00	0010		\$0.00	
460.1103	HMA Pavement Type E-3	9103	TON	\$ 47.00	\$427,841.00	0010		\$0.00	
460.2000	Incentive Density HMA Pavement	9103	DOL	\$ 1.00	\$9,103.00	0010		\$0.00	
465.0120	Asphaltic Surface Driveways and Field Entrances	371	TON	\$ 100.00	\$37,100.00	0010		\$0.00	
465.0315	Asphaltic Flumes	5	SY	\$ 150.00	\$750.00	0010		\$0.00	
522.1024	Apron Endwalls for Culvert Pipe Reinforced Concrete 24-Inch	3	EACH	\$ 850.00	\$2,550.00	0020	100%	\$2,550.00	
601.0411	Concrete Curb & Gutter 30-Inch Type D	10303	LF	\$ 9.00	\$92,727.00	0020	100%	\$92,727.00	
601.0600	Concrete Curb Pedestrian	12	LF	\$ 20.00	\$240.00	0020	100%	\$240.00	
602.0410	Concrete Sidewalk 5-Inch	4690	SF	\$ 5.00	\$23,450.00	0020	100%	\$23,450.00	
602.0505	Curb Ramp Detectable Warning Field	162	SF	\$ 35.00	\$5,670.00	0020	100%	\$5,670.00	
608.3612	Storm Sewer Pipe Class III-B 12-Inch	530	LF	\$ 55.00	\$29,150.00	0020	100%	\$29,150.00	
608.3615	Storm Sewer Pipe Class III-B 15-Inch	1214	LF	\$ 60.00	\$72,840.00	0020	100%	\$72,840.00	
608.3618	Storm Sewer Pipe Class III-B 18-Inch	824	LF	\$ 65.00	\$53,560.00	0020	100%	\$53,560.00	
608.3624	Storm Sewer Pipe Class III-B 25-Inch	1258	LF	\$ 80.00	\$100,640.00	0020	100%	\$100,640.00	
608.3630	Storm Sewer Pipe Class III-B 30-Inch	465	LF	\$ 86.00	\$39,990.00	0020	100%	\$39,990.00	
608.3636	Storm Sewer Pipe Class III-B 36-Inch	0	LF	\$ 95.00	\$0.00	0020	100%	\$0.00	
611.0420	Reconstructing Manholes	1	EACH	\$0.00	\$0.00	0020	100%	\$0.00	Sanitary MH's
611.0530	Manhole Covers Type J	19	EACH	\$ 500.00	\$9,500.00	0020	100%	\$9,500.00	
611.0615	Inlet Covers Type F	62	EACH	\$ 450.00	\$27,900.00	0020	100%	\$27,900.00	
611.0645	Inlet Covers Type MS-A	2	EACH	\$ 500.00	\$1,000.00	0020	100%	\$1,000.00	
611.1004	Catch Basins 4-FT Diameter	1	EACH	\$ 1,700.00	\$1,700.00	0020	100%	\$1,700.00	

Item #	Description	Qty	Unit	Cost	Total	Category	Village Share	Village Cost	Comments/Justification
611.2005	Manholes 5-FT Diameter	20	EACH	\$ 2,000.00	\$40,000.00	0020	100%	\$40,000.00	Urban
611.3253	Inlets 2.5x3-FT	61	EACH	\$ 1,400.00	\$85,400.00	0020	100%	\$85,400.00	Urban
611.3901	Inlets Median 1 Grate	2	EACH	\$ 450.00	\$900.00	0020	100%	\$900.00	
611.8110	Adjusting Manhole Covers	10	EACH	\$ 400.00	\$4,000.00	0020	100%	\$4,000.00	Sanitary
611.8120.S	Cover Plates Temporary	84	EACH	\$ 50.00	\$4,200.00	0020	100%	\$4,200.00	Urban
612.0700	Drain Tile Exploration	100	LF	\$ 20.00	\$2,000.00	0010	100%	\$2,000.00	Undistributed
616.0206	Fence Chain Link 6-Ft.	960	LF	\$ 12.00	\$11,520.00	0020	0%	\$0.00	Urban
616.0329	Gates Chain Link (20-Feet)	1	EACH	\$ 1,200.00	\$1,200.00	0020	0%	\$0.00	Urban
616.0700.S	Fence Safety	700	LF	\$ 4.00	\$2,800.00	0010	0%	\$0.00	Undistributed
619.1000	Mobilization	1	EACH	\$ 50,000.00	\$50,000.00	0010	41%	\$20,500.00	
620.0100	Concrete Corrugated Median	181	SF	\$ 30.00	\$5,430.00	0020	100%	\$5,430.00	
625.0100	Topsoil	2000	SY	\$ 4.00	\$8,000.00	0010		\$0.00	
625.0500	Salvaged Topsoil	11330	SY	\$ 1.50	\$16,995.00	0010		\$0.00	
627.0200	Mulching	6000	SY	\$ 0.50	\$3,000.00	0010		\$0.00	
628.1504	Silt Fence	12000	LF	\$ 1.75	\$21,000.00	0010		\$0.00	
628.1520	Silt Fence Maintenance	12000	LF	\$ 0.20	\$2,400.00	0010		\$0.00	
628.1905	Mobilizations Erosion Control	1	EACH	\$ 200.00	\$200.00	0010		\$0.00	
628.1910	Mobilizations Emergency Erosion Control	3	EACH	\$ 200.00	\$600.00	0010		\$0.00	
628.2008	Erosion Mat Urban Class I Type B	7100	SY	\$ 1.50	\$10,650.00	0010		\$0.00	
628.7015	Inlet Protection Type C	27	EACH	\$ 50.00	\$1,350.00	0020	100%	\$1,350.00	Urban
628.7020	Inlet Protection Type D	8	EACH	\$ 110.00	\$880.00	0020	100%	\$880.00	Urban
628.7555	Culvert Pipe Checks	2	EACH	\$ 30.00	\$60.00	0010		\$0.00	
629.0210	Fertilizer Type B	23	CWT	\$ 70.00	\$1,610.00	0010		\$0.00	
630.0130	Seeding Mixture No. 30	160	LB	\$ 9.00	\$1,440.00	0010		\$0.00	
630.0170	Seeding Mixture No. 70		LB	\$ 50.00	\$0.00	0020	100%	\$0.00	Pond
630.0200	Seeding Temporary	32	LB	\$ 4.00	\$128.00	0010		\$0.00	
631.0300	Sod Water	185	MGAL	\$ 40.00	\$7,400.00	0020	100%	\$7,400.00	Urban
631.1000	Sod Lawn	6600	SY	\$ 4.00	\$26,400.00	0020	25%	\$6,600.00	Urban seed?
634.0814	Posts Tubular Steel Posts 2x2-Inch x 14-Ft.	18	EACH	\$ 50.00	\$900.00	0010		\$0.00	
634.0816	Posts Tubular Steel Posts 2x2-Inch x 16-Ft.	8	EACH	\$ 75.00	\$600.00	0010		\$0.00	
637.2210	Signs Type II Reflective H	224	SF	\$ 25.00	\$5,600.00	0010		\$0.00	
638.2602	Removing Signs Type II	42	EACH	\$ 20.00	\$840.00	0010		\$0.00	
638.3000	Removing Small Sign Supports	34	EACH	\$ 20.00	\$680.00	0010		\$0.00	
642.5001	Field Office Type B	1	EACH	\$ 5,000.00	\$5,000.00	0010	0%	\$0.00	50% Share
643.0100	Traffic Control (project)	1	EACH	\$ 5,000.00	\$5,000.00	0010	25%	\$1,250.00	50% Share
643.0300	Traffic Control Drums	20122	DAYS	\$ 0.40	\$8,048.80	0010	25%	\$2,012.20	25% Share
643.0420	Traffic Control Barricades Type III	3245	DAYS	\$ 1.25	\$4,056.25	0010	25%	\$1,014.06	25% Share
643.0705	Traffic Control Warning Lights Type A	6490	DAYS	\$ 0.10	\$649.00	0010	25%	\$162.25	25% Share
643.0715	Traffic Control Warning Lights Type C		DAYS	\$ 0.10	\$0.00	0010	25%	\$0.00	25% Share
643.0900	Traffic Control Signs	2969	DAYS	\$ 1.00	\$2,969.00	0010	25%	\$742.25	25% Share
643.0920	Traffic Control Covering Signs Type II	35	EACH	\$ 25.00	\$875.00	0010	25%	\$218.75	25% Share
643.1050	Traffic Control Signs PCMS	32	DAY	\$ 50.00	\$1,600.00	0010	25%	\$400.00	25% Share
643.2000	Traffic Control Detour (project)	1	EACH	\$ 1,000.00	\$1,000.00	0010	25%	\$250.00	25% Share
643.3000	Traffic Control Detour Signs	4441	DAYS	\$ 0.30	\$1,332.30	0010	25%	\$333.08	25% Share
646.0106	Pavement Marking Epoxy 4-Inch	19500	LF	\$ 0.55	\$10,725.00	0010		\$0.00	
646.0126	Pavement Marking Epoxy 8-Inch	720	LF	\$ 1.40	\$1,008.00	0010		\$0.00	
646.0600	Removing Pavement Markings	1000	LF	\$ 1.25	\$1,250.00	0010		\$0.00	

CTH NN Water Main Relay and Utility Adjustment					
Item #	Description	Unit	Quantity	Unit Price	Total
1	Reconstructing Manholes (Sanitary)	EA	1	\$ 1,500.00	\$ 1,500.00
2	Remove and Replace Manhole Chimney (Sanitary)	EA	1	\$ 850.00	\$ 850.00
3	Remove and Replace Manhole Frame and Cover (Sanitary)	EA	10	\$ 600.00	\$ 6,000.00
4	Internal/ External Sanitary MH Seal	EA	4	\$ 500.00	\$ 2,000.00
5	Remove Existing Hydrant and Hydrant Valve	EA	1	\$ 1,910.00	\$ 1,910.00
6	12-Inch Watermain w/granular backfill	LF	2300	\$ 120.00	\$ 276,000.00
7	12-Inch Water Main Valve	EA	10	\$ 2,750.00	\$ 27,500.00
8	1 1/4-Inch Water Service	LF	210	\$ 75.00	\$ 15,750.00
9	1 1/4-Inch Tap, Saddle and Corporation Valve	EA	7	\$ 600.00	\$ 4,200.00
10	1 1/4-Inch Curb Valve and Curb Box	EA	7	\$ 325.00	\$ 2,275.00
11	Hydrant Assembly	EA	10	\$ 5,250.00	\$ 52,500.00
12	Hydrant Lead 6-Inch	LF	102	\$ 90.00	\$ 9,180.00
13	Hydrant Valve 6-Inch and Cut in Tee	EA	1	\$ 1,500.00	\$ 1,500.00
14	2-Inch Temporary Asphalt	TON	250	\$ 125.00	\$ 31,250.00
	Subtotal				\$ 432,415.00
	Contingency, Legal, Administrative and Engineering			25%	\$ 108,103.75
	Project Total				\$ 540,518.75

Subtotal Sanitary Costs = \$ 10,350.00
 Contingency, Legal, Administrative and Engineering = \$ 2,587.50
Total Sanitary Costs = \$ 12,937.50

Subtotal Water Costs = \$ 422,065.00
 Contingency, Legal, Administrative and Engineering = \$ 105,516.25
Total Water Costs = \$ 527,581.25

ESTIMATED CONSTRUCTION COST

Project Name: Chapman Farm Commercial from Black Bear Blvd.

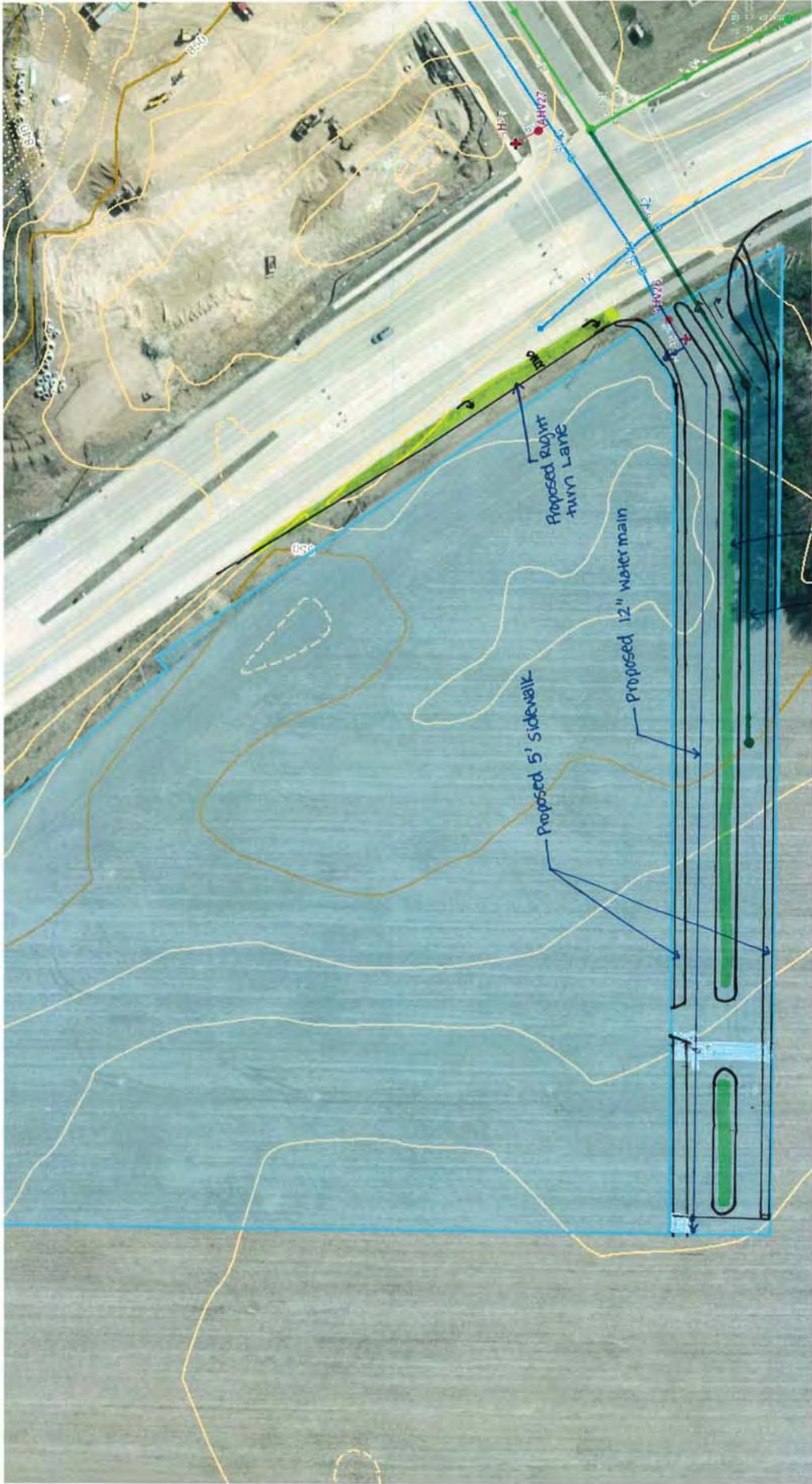
Client Name: The Village of Mukwonago

Project #: 1292136

Revised:

Item #	Description	Unit	Quantity	Unit Price	Total
	Erosion Control	LS	1	\$3,500.00	\$3,500.00
	Traffic Control	LS	1	\$2,000.00	\$2,000.00
	Construct Bio-retention Swale	LS	1	\$140,000.00	\$140,000.00
	12-inch Water Main	LF	870	\$110.00	\$95,700.00
	6-inch Hydrant Lead	LF	80	\$88.40	\$7,072.00
	8-inch Water Service	LF	50	\$52.00	\$2,600.00
	12-inch Valve	EA	4	\$2,750.00	\$11,000.00
	8-inch Valve	EA	1	\$1,560.00	\$1,560.00
	Hydrant Assembly and Valve	EA	2	\$5,500.00	\$11,000.00
	Construct Road to Subgrade	LS	1	\$60,000.00	\$60,000.00
	12-inch RCP Storm Sewer	LF	250	\$74.00	\$18,500.00
	Catch Basin	EA	3	\$2,080.00	\$6,240.00
	12-inch RCP End Section	EA	1	\$1,000.00	\$1,000.00
	8-Inch HPDE Sanitary Sewer Directionally Drilled	LF	270	\$165.00	\$44,550.00
	8-Inch Sanitary Sewer	LF	450	\$100.00	\$45,000.00
	48-inch Manhole	VF	18	\$400.00	\$7,200.00
	10-inch Stone Road Base	TON	3500	\$12.50	\$43,750.00
	30-inch vertical face curb and gutter	LF	3600	\$21.00	\$75,600.00
	3-inch Asphalt Binder	TON	850	\$73.00	\$62,050.00
	1-1/2- inch Asphalt Surface	TON	460	\$78.00	\$35,880.00
	2-inch crushed gravel sidewalk base	TON	130	\$12.50	\$1,625.00
	5-inch Concrete Sidewalk	SF	9400	\$5.50	\$51,700.00
	Curb ramp	EA	4	\$1,560.00	\$6,240.00
	Final Restoration	SY	2300	\$4.25	\$9,775.00
	Pavement Marking	LS	1	\$15,800.00	\$15,800.00
	Traffic Signals, loops, pull boxes	LS	1	\$220,000.00	\$220,000.00
	Concrete Pavemnet	SY	430	\$55.00	\$23,650.00
	22" Stone Base	TON	480	\$12.50	\$6,000.00
	Sub Total				\$1,008,992.00
	Contingency, Legal, Administrative and Engineering			25%	\$252,248.00
	Estimated Total Project Cost				\$1,261,240.00

	2015 Estimate	2016 Estimate	Difference
Sewer Utility Costs	\$0.00	\$120,937.50	(\$120,937.50)
Water Utility Costs	\$128,978.40	\$161,165.00	(\$32,186.60)
Storm Water Utility Costs	\$244,750.00	\$207,175.00	\$37,575.00
Street Costs	\$376,250.00	\$459,900.00	(\$83,650.00)
HWY 83 improvements	\$93,750.00	\$312,062.50	(\$218,312.50)
			(\$417,511.60)



Village of Mukwonago GIS

Proposed Bio-retention swale
 Proposed 8" gravity sanitary sewer



SCALE: 1" = 100'

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

VILLAGE OF MUKWONAGO
 440 River Crest Court
 PO Box 206
 Mukwonago, WI 53149
 262-363-6420
 Print Date: 2/23/2016



Division of Transportation System Development
Southeast Regional Office
141 N.W. Barstow Street
P.O. Box 798
Waukesha, WI 53187-0798

Scott Walker, Governor
Mark Gottlieb, P.E., Secretary
Internet: www.dot.wisconsin.gov

Telephone: (262) 548-5903
Facsimile (FAX): (262) 548-5662

E-Mail: waukesha.dtd@dot.wi.gov

February 2, 2016

JOHN WEIDL, ADMINISTRATOR
VILLAGE OF MUKWONAGO
440 RIVERCREST COURT
P.O. BOX 206
MUKWONAGO, WI 53149

Subject: Log #2835– Development Submittal
Chapman Property Development
WIS 83 (Rochester Street) & County NN
Waukesha County

Dear Mr. Weidl:

The Traffic Impact Analysis (TIA) performed by Traffic Analysis & Design Inc. covering The Chapman Property Development has allowed the Department to understand the impacts of the development and identify the necessary improvements. The attached lists the improvements that are to be constructed as a result of this development. Some design issues and improvement requirements have been noted on the attached to aid in the development of the plans.

The development can now proceed to the Department's Permit Process. The permit plans will require design preparation (please see attached plan requirements). **All permits will be issued to the maintaining authority and the design consultant will need to forward permit plans for review and submittal. Permits from multiple maintaining authorities shall be tied and constructed at the same time.**

If you have any questions regarding traffic issues, please contact the undersigned at (262) 548-5626. Please direct any questions regarding the Trans 233 process to Patricia Reikowksi, Land Division Coordinator at (262) 548-6704. Kevin Koehnke, Permit Coordinator (262) 548-5891, will process any necessary permits. Also, please reference the identification log number (#2835) when forwarding all correspondence.

Sincerely,

Allison Blackwood, P.E.
Traffic Operations Engineer

Enclosure

Cc: Tony Barth / Robert Elkin, DOT
Don Berghammer / Cindy Vande Leest, DOT
Dan Dedrick / Tom Heydel, DOT
Dave Brantner / Susan Voight / Chris Squires, DOT
Kevin Koehnke / Patricia Reikowski, DOT
Gary Evans, Waukesha County
Tammi Czewski, Traffic Analysis and Design, Inc.

Log #2835 – Chapman Property Development

Location: WIS 83 & County NN, Waukesha County
Review Unit: Traffic Operations
Reviewer: Allison Blackwood – SE Region (262) 548-5626
Laura Zavadil – SE Region (262) 317-3271
Date: February 2, 2016

Improvement Measures

General Notes

Design

- 1) Contact the WisDOT permit coordinator (Kevin Koehnke at (262) 548-5891) prior to plan submittal to identify the plans that are required and obtain any supplemental design guidelines. Incomplete submittals will be returned without review.
- 2) The design for the improvements along WIS 83 shall be prepared in accordance with the FDM requirements for design and plan preparation. The design shall accommodate a WB-65 truck. All lanes are to be a minimum of 12 feet in width, unless otherwise specified (final width to be determined during design). All left-turn lanes *should* be opposing. All necessary drainage, utility, signage and pavement marking improvements shall be provided. The signing plan shall include sign details and signs that require moving.
- 3) For questions regarding signing or pavement marking, please contact Tom Heydel at tom.heydel@dot.wi.gov or (262) 548-6763. For questions regarding work zone traffic control plans, please contact Tom Heydel or the permit coordinator.
- 4) Pedestrian/Bicycle accommodations and ADA requirements shall be addressed where appropriate. Please contact Chris Squires, WisDOT Pedestrian/Bicycle Facilities Coordinator, at (262) 521-4417 or christopher.squires@dot.wi.gov with questions regarding pedestrian/bicycle accommodations.

Right of Way

- 1) A party other than the WisDOT shall acquire any required right-of-way for the permit plans.

Utilities

- 1) Utility coordination may be the responsibility of the municipality/developer (or their consultant representative) constructing the work.
- 2) Utility relocations that occur as a result of this work may not be covered under Wisconsin Administrative Rule TRANS 220. The municipality/developer (or their consultant representative) requesting the work shall be responsible for all costs associated with the needed relocation of any utility facility as a result of the work.

Access

- 1) No direct access will be granted to WIS 83 for this development. Access to WIS 83 shall be obtained via the extension of Black Bear Boulevard. Access to County NN shall be determined by Waukesha County.
- 2) **The municipality/developer (or their consultant representative) shall be responsible for notifying any offsite property or business owners whose access or operations will be impacted as a result of the proposed development. The municipality/developer shall provide the Department with written documentation verifying that all impacted property or business owners have been contacted prior to permit submittal.**

Traffic Signals

- 1) The WisDOT Traffic Operations team reserves the right of first refusal to design the traffic signal plans for the WIS 83 & Black Bear Boulevard intersection. Please contact Dan Dedrick at (262) 548-5894 to discuss who will be responsible for designing the traffic signals. Traffic signal plans prepared by a consulting firm shall be submitted to Cindy Vande Leest for final approval by a WisDOT signal engineer. Upon receiving final approval, the consultant shall submit an original signed and sealed hard copy to Dave Brantner at (262) 548-8736. **Traffic signal plans submitted for permit without a WisDOT signal engineer signature approval will be returned.** Final electronic (AutoCAD) traffic signal plan files shall be submitted to Cindy Vande Leest prior to issuance of permit.
- 2) The design consultant retained by the developer/municipality shall contact Dan Dedrick to schedule a scoping meeting prior to the signal design/update.
- 3) An engineering services agreement with the Village of Mukwonago shall be required for the traffic signal work by WisDOT. This agreement will cover WisDOT signal design work and plan preparation (if any), the cost of any State furnished signal control equipment (above ground) and WisDOT staff time for site visits, coordination, review, and field inspection. **Requests for the engineering services agreement shall be made to Dan Dedrick a minimum of 15 days prior to the scoping meeting. The engineering services agreement shall be signed and submitted to Dan Dedrick prior to the submission of the electronic intersection geometric plans. A signed Engineering Services Agreement shall be in place prior to WisDOT performing any engineering services.**
- 4) Traffic signal plans shall be prepared in accordance with FDM and TSDM (Traffic Signal Design Manual) standards for all signalized intersections (current or proposed) whose design and/or operational improvements will conflict with the location of existing traffic signal system infrastructure (including, but not limited to: conduit, pull boxes, cabinets, signal poles, hardware, and loop detectors), require readjustments to the current timing or phasing plans, or require the installation of additional or new signal infrastructure or hardware. **Plans shall be submitted in AutoCAD 2012 or later format per FDM standards requirements to WisDOT or the consultant firm preparing the traffic signal plans. Current template and block libraries can be found at <http://www.dot.wisconsin.gov/business/engrserv/roadway-design-civil3d.htm>. Plans submitted shall be in the county coordinate system.** If further verification of signal infrastructure or timing impacts based on recommended improvements is needed, questions or concerns should be directed to the WisDOT Signal Operations team (Dave Brantner) prior to permit issuance.
- 5) **If traffic signal loops are to be placed on private property as part of the signal installation, a maintenance easement to the benefit of WisDOT shall be obtained from the private property owner.** The easement shall allow WisDOT to enter the property at its discretion to maintain the loops. The easement shall encompass an area equal to the width of the driveway and extend from the road right-of-way to 20 feet past the furthest loop detector. WisDOT will make every reasonable effort to accommodate the use of signal equipment that does not require the granting of a maintenance easement.

2016 Total Improvements – Chapman Properties

The following improvements will be designed, constructed and paid for by the Village of Mukwonago/Developer at a timeframe agreed to by the Department.

WIS 83 & County NN

- 1) No improvements are required at this location.

WIS 83 & Black Bear Boulevard

Traffic Signal Alternative

- 1) A fully actuated traffic signal shall be installed at the intersection upon meeting the warrants and the DOT authorizes its installation. **The traffic signal will not be installed until the warrants have been met and the DOT authorizes its installation.** Prior to installing the traffic signal, the side streets shall be stop sign controlled. The future traffic signal warrant study and the traffic signal installation shall be performed as a cost to the Village of Mukwonago. The signal will need to be coordinated with the WIS 83 & County NN signal.
- 2) Construct a west approach with two eastbound lanes. Prior to signalization the west approach shall have a shared left-turn/through lane and an exclusive right-turn lane. After signalization the west approach shall be restriped for an exclusive left-turn lane and shared through/right-turn lane. With signalization the eastbound left-turn lane shall provide a minimum storage of 125 feet with proper taper.
- 3) Prior to signalization the east approach shall be striped as a shared left-turn/through lane and an exclusive right-turn lane. With signalization, restripe the east approach to provide two westbound lanes (exclusive left-turn lane and shared through/right-turn lane). The westbound left-turn lane shall be continuous.
- 4) The north approach shall have four southbound lanes (exclusive left-turn lane, two through lanes and exclusive right-turn lane). The southbound left-turn lane shall maintain a minimum storage of 390 feet with proper taper. The southbound right turn lane shall have a minimum storage of 200 feet with proper taper.

Roundabout Alternative

- 1) Construct a two-lane roundabout.
- 2) The west approach shall have one eastbound lane (shared left-turn/through/right-turn lane).
- 3) The east approach shall have one westbound lane (shared left-turn/through/right-turn lane).
- 4) The north approach shall have two southbound lanes (shared left-turn/through lane and shared through/right-turn lane).
- 5) The south approach shall have two northbound lanes (shared left-turn/through lane and shared through/right-turn lane).

County NN & Fairwinds Boulevard

This intersection is under the jurisdiction of Waukesha County. Final configuration is to be determined by Waukesha County.

- 1) The traffic signal should be coordinated with the traffic signal at WIS 83 & County NN.

Water and Sewer Monthly Report

January and February 2016

Water and Sewer Utility

Cricket is reviewing the walk away agreement drafted by Mark and we are awaiting to hear back from them. We hope this deal can be obtained because there is a huge benefit to the Villages' Police and Fire Departments for their needed radio upgrades.

All utility personnel attended the Midwest Water and Wastewater Operators Expo which yielded some very good training classes which ranged from Wonderware Scada Control, Arc Flash Safety Training, Water meter technology, Antennas on water towers, Implementation of PM Programs and Well preventative maintenance. Also met with several vendors and got some very valuable information and contacts.

We are looking into the possibility of being able to read meters on a monthly basis to produce high and low consumption uses to alleviate the large number we get quarterly and help find leaks for customers before their bills become extreme and provide better customer service. The extra reading time should take 1 person approximately 4 hours per month and will also allow more than 4 times a year to train more people on how to set up and use the reading system.

The new skid steer is on order and is expected to be here by the end of March. This new machine with the wider wheel width should really help us in the drying beds.

The GIS has kept us quite busy the past couple of months. All of the sanitary sewer collections system maintenance and cleaning data has now been entered by department personnel. We have now entered all of the sanitary manhole inspections data that we have collected to date (approx. 85% of the system) into an Excel Spreadsheet to be given to Ruckert and Mielke for them to import into the GIS system. We have made large strides with this already this year and the guys have really stepped up to the plate and done a great job.

We have had demonstrations on GPS equipment which we have budgeted for purchase this year. This will allow us to collect and map utility locations and elevations to be then put into the GIS data base that we are building.

Have been working on our meter change and cross connection inspection program and working towards our goal of 200 change outs for the year.

Sludge hauling was postponed to spring due to weather and field conditions.

River Parks Lift Station electrical switchover and start up was rescheduled for beginning of March. We had a pump check valve issue which had to be repaired and they are having a VFD issue that they are trying to research and resolve.

Have been working with Ruckert and Mielke on the water main upgrade on Hwy NN between the North water tower and River Park Circle West. This was not originally going to be done as part of this project. However with the upcoming Growth especially on the south end of town and having a supply problem of moving water evenly from one side of town to another we started looking at why this was occurring. What we found was several bottle necks in our system and this stretch of water main. The computer models show that approximately 450 GPM flow can be achieved by increasing the main size from 8" to 12" in this area.

Dave Brown

Interim Utilities Director

March 2016 Public Works Monthly Report

Projects:

Projects that staff are working on or have completed between snow events include.

1. Department staff responded to 12 snow events since the 1st of the year.
2. Installing the LED exterior lights on the DPW garage.
3. Pot hole repairs.
4. Salt Brine trucking.
5. Removal of dead street and park trees.
6. Trimming of street and park trees.
7. Trimming trees at sewer plant for Utilities
8. Picnic table repairs and assembly of new tables.
9. Construction of DPW office.
10. Construction of Village Hall offices.
11. Salt deliveries (600 TONS of our 900 TON commitment).
12. Vehicle maintenance and repairs.
13. Building maintenance and repairs.
14. Set up and tear down for election.

Street Sign Program:

The department recently started purchasing signage from Badger State Industries for the replacement of our Stop, Yield, Speed Limit and Parking restriction signs. They offer a program that consists of hydro stripping the old sign and applying a new reflective sheeting on the aluminum blank. A savings of 40%-45% will be realized on signage purchased through this program.

Staff is training on a GIS sign program, this program will enable the department to monitor sign replacement and inventory for asset management.

Equipment:

1. Baby dump #9 is back in service after repairs were completed by the body shop.
2. Truck #15 is back in service after repairs on the box hoist. Repairs totaled \$6,000.

3. The replacement for # 9, a 1999 Chevrolet 1-ton dump truck is on order. Lynch Chevrolet matched the state pricing for the cab and chassis equipped with a plow. Monroe Truck Equipment will install the dump box, sander and emergency lighting.

Respectfully Submitted

Ron Bittner

Public Works Director

Village of Mukwonago Monthly Status Report – Engineering

January 1, 2016 to January 31, 2016

Miscellaneous Items

Project Number 12-00000.100

1. Determine costs to convert Marshview Drive to a public street; B. Kaniewski's request to prepare cost estimates, J. Weidl said don't prepare cost estimates; provide exhibit (\$251.00).
2. Research completion status for Fox River View and Edgewood Meadows per B. Kaniewski request (\$232.50).
3. CTH NN Storm Water questions (\$1,451.16):
 - Will WisDOT accept HDPE pipe and structures?
 - Is there an easement for storm water between Green Ridge and Linden Grove?
 - Are Title Reports required to determine ownership of storm sewer?
4. Development meeting (\$524.27).
5. Site visit with Ron/Dewey Drive/discuss options (\$77.50).
6. Provide information for Elected Official Handbook (\$155.00).
7. Storm Water Management, submittal, coordination, and response (\$264.00).
8. Monthly Status Report (\$29.00).

SCADA Service Work

Project Number 12-92041.479

1. SCADA system technical support: Well 6 post-lube troubleshooting and repair recommendation to utility staff to complete repairs.

Fairwinds Subdivision

Project Number 12-92097.101

1. Review of storm water and construction drawings.
2. Prepare review letter.

Premier Woods Subdivision Development

Project Number 12-10016.300

1. Erosion control inspection and reports.
2. Log storm water submittal.

Lynch Horter Site Evaluation TID #4

Project Number 12-10023.101

1. Review and discuss floodplain questions and potential development with Planner.

GIS Services**Project Number 12-10032.216**

1. Updated meter tool for flow tests on meters not in inventory.
2. Added winterized checkbox on hydrant tool.
3. Update system to show private utilities at ProHealth and Gearbox.
4. Provide hydrant flushing data updates.
5. Meet with Utility Staff to discuss Utility GIS needs.

River Park Lift Station Generator Building**Project Number 12-10039.200**

1. Construction phase administration, including a site visit to coordinate pump control relocations with the contractors.

CTN NN Trail and Crosswalks**Project Number 12-10040.200**

1. Conference call with Mark Penzkover and Ron Bittner to discuss proposed walkway alternatives and next steps.
2. Determine attendance to Committee of the Whole meeting.

Conceptual Design of Sommers Property TID #6**Project Number 12-10041.200**

1. Provide all information on this property to Village and Planner.

Theisen Quick Lube**Project Number 12-10043.100**

1. Checking letter review status and document filing.

Bay View Road Storm Sewer Extension**Project Number 12-10048.200**

1. Design of storm sewer, erosion control and pavement restoration.
2. Send plans to Village for comment and review.

CTH NN Reconstruction Utility Conflict Review**Project Number 12-10049.200**

1. Prepare for and attend Utility Coordination meeting.
2. Review Conveyance of Rights document, discuss next steps with Attorney and respond to County.
3. Prepare bidding documents.



4. Develop cost estimates.
5. Develop WisDOT based special provisions.
6. Answer Railroad Quiet Zone measures questions.
7. Identify Village utilities missing from drawings.

**Oral and Maxiofacial Surgery Associates Review
Project Number 12-10051.100**

1. Correspondence to developer that easements are required to convey off-site storm water flows to pond.

**GS Global CSM Review
Project Number 12-10052.100**

1. CSM review.