

Village of Mukwonago
REGULAR VILLAGE BOARD MEETING
Notice of Meeting and Agenda
Tuesday, March 15, 2016

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

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Announcement of closed sessions pursuant to Wis. Stat. **§19.85(1)(c)** for discussion and possible action on the Village Administrator performance evaluation and pursuant to Wis. Stat. **§19.85(1)(e)** for discussion and possible action on the potential boundary agreement with the Town of Vernon, for discussion and possible action on the amendment to the Offer to Purchase of the 915 Main St. property, for discussion and possible action involving the Developer Agreement and Developer Guaranty Agreement with ALDI Inc. and I - Mukwonago LLC, for discussion and possible action involving the Two-party Construction Agreement between Waukesha County by the Department of Public Works and the Village of Mukwonago pertaining to the CTH NN Reconstruction Project, and for discussion and possible action involving the Conveyance of Rights of Land between the Village of Mukwonago and Waukesha County.
5. Public Hearing
All persons interested in making comments about any of the public hearing items will be heard. Formal petitions and written comments regarding any of the public hearing items may be submitted tonight. During the public hearing(s), if you wish to be heard, the Village Board asks that you begin by stating your name and address, speak for no more than three minutes and attempt to avoid duplication. Each person speaking at the public hearing must sign the Public Hearing Appearance sign-in sheet before speaking. The sign-in sheet is available on the table located at the back of the room.
 - A. Consideration of an ordinance to amend chapter 100 of municipal code (zoning) regarding standards for off-street parking, driveways, access, loading and visibility
6. Comments from the Public
The purpose of this section is to allow the non-elected general public the opportunity to address the Board on any subject of concern that is not the topic of a current or previous Public Hearing before the Village Board. If you wish to be heard, the Village Board asks that you begin by stating your name and address, speak for no more than three minutes and attempt to avoid duplication. Each person speaking must sign the Comments from the Public Appearance sign-in sheet before speaking. The sign-in sheet is available on the table located at the back of the room. The Board will only receive comments during Public Comment. The Public Comment portion of the meeting is scheduled for a total of 15 minutes in length but will end sooner if the Village President has determined that there is no one else present who still wishes to speak.
7. Consent Agenda
All items listed are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Board member so requests, in which event the item will be removed from the Consent agenda and be considered on the regular agenda.
 - A. Approval of minutes for the February 16, 2016 regular meeting and March 1, 2016 special meeting
 - B. Granting of 2015-16 Operator's Licenses to Richard R. Bauer, Rajpal S. Khasria, Sandra M. Lombardo, Adam J. Mueller, Cecilia M. Pemrich, and Geoffrey A. Smith

- C. Approval of Vouchers payable batches:
 - 1) TAXSET2-2016 \$3,728,199.84
 - 2) AP-3-2016-1 \$81,864.69
 - 3) M-2-2016-1 \$163,580.44
 - 4) AP-3-2016-2 \$191,921.39
 - D. Adoption of **Resolution 2016-009**: A resolution relating to wage schedules for Election Officials
 - E. Adoption of **Resolution 2016-010**: Village of Mukwonago Building Codes Official Position Description
 - F. Adoption of **Resolution 2016-011**: Village of Mukwonago Supervisor of Inspections Position Description
 - G. Adoption of **Resolution 2016-012**: A Resolution Amending the Village Employee Handbook
 - H. Authorization of the Public Works Director to apply for a 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
 - I. Adoption of **Ordinance No. 910**: 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
 - J. Authorization of the Public Works Director to apply for an Urban Nonpoint Source grant with WiDNR to incorporate storm water information into the Village GIS
 - K. Approval of a new deadline date for restoration of the Fairwinds pond to August 1, 2016
 - L. Approval of the CTH NN Water Main Relay Project contingent upon available funds
8. Committee/Commission Reports
Discussion and Possible Action on the Following Items
- A. Finance Committee
 - 1) Recommendation to adopt **Resolution 2016-008**: A Resolution Amending the 2015 Adopted Budgets for General Fund, Fire, TID #3, Debt Service, Village Designated, Fire Designated and Library Funds
 - 2) Recommendation to adopt **Resolution 2016-013**: A Resolution Amending the 2016 Schedule of Fees for the Village of Mukwonago
 - 3) Update on 2015 Fire Department settlement
 - B. Judicial Committee
 - 1) Recommendation to adopt **Resolution 2016-014**: Resolution Providing for the Publication, Filing, Inspection, and Adoption of Chapter 2 Articles II and V of the Municipal Code of the Village of Mukwonago
 - C. Plan Commission
 - 1) Recommendation to adopt **Ordinance No. 911**: An Ordinance to Amend Section 100-21 of Chapter 100 of the Village of Mukwonago Municipal Code, Known as the Zoning Ordinance, Pertaining to the Use Restrictions Near an Interchange, for Fuel Filling Stations and Other Uses
 - 2) Recommendation to adopt **Resolution 2016-015**: A Resolution Amending the Public Participation Plan to Update Comprehensive Plan 2035 for the Village of Mukwonago, Wisconsin
9. New Business
Discussion and Possible Action on the Following Items
- A. Administrator
 - 1) An Analysis of the Market Potential for Rental Apartment Development – Horter Property by Tracy Cross & Associates, Inc.

B. Engineer

- 1) Request for authorization to proceed with Design and bidding of Chapman Street (Black Bear extension)

C. Fire Chief

- 1) Consideration of request for use of General Fund fund balance, not to exceed \$1,500, for dorm modifications at Fire Station #1
- 2) Hiring of three Full-time Firefighter/Paramedics

D. Public Works Director

- 1) Consideration of **Resolution 2016-016**: A Resolution Accepting Donated Items in Field Park

E. Village President

- 1) 2016 National Public Safety Telecommunications Week Proclamation – April 10-16, 2016
- 2) Appointment of Bobbie Braun, Carla Guckenberger, and Myra Vachon as Election Inspectors for the 2016-17 term
- 3) Appointment of Jason Wamser and Klaus Hetimann to Comprehensive Master Plan Steering Committee

10. Convene into closed sessions pursuant to Wis. Stat. **§19.85(1)(c)** (*Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility*) for discussion and possible action on the Village Administrator performance evaluation and pursuant to Wis. Stat. **§19.85(1)(e)** (*Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session*) for discussion and possible action on the potential boundary agreement with the Town of Vernon, for discussion and possible action on the amendment to the Offer to Purchase of the 915 Main St. property, for discussion and possible action involving the Developer Agreement and Developer Guaranty Agreement with ALDI Inc. and I - Mukwonago LLC, for discussion and possible action involving the Two-party Construction Agreement between Waukesha County by the Department of Public Works and the Village of Mukwonago pertaining to the CTH NN Reconstruction Project, and for discussion and possible action involving the Conveyance of Rights of Land between the Village of Mukwonago and Waukesha County.

11. Reconvene into open session pursuant to Wis. Stats. **§19.85(2)** for possible additional discussion and/or action concerning any matter discussed in closed session and/or any unfinished item remaining on the agenda

12. Adjournment

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

**NOTICE OF PUBLIC HEARING BEFORE THE MUKWONAGO VILLAGE BOARD TO
CONSIDER AN ORDINANCE TO AMEND CHAPTER 100 OF MUNICIPAL CODE
(ZONING) REGARDING USE RESTRICTIONS NEAR AN INTERCHANGE OR
INTERSTATE AND FOR FILLING STATIONS**

Please take notice that a public hearing will be held by the Village Board of the Village of Mukwonago, Waukesha & Walworth Counties, Wisconsin, on Tuesday, March 15, 2016 at 6:30 P.M. in the Village Hall at 440 River Crest Court, Mukwonago, Wisconsin, at which time the Village Board will consider an ordinance to amend Chapter 100 of the Municipal Code (known as the Zoning Ordinance), specifically Section 100-21, Use Restrictions. The said amendment would change the review standards for uses near an interchange or an interstate, and would remove the requirement for a 1,000 foot distance between filling (gas) stations.

The proposed amendment may be viewed at Village Hall, 440 River Crest Court during business hours, and may be changed by the Village Board before final consideration. All interested parties will be heard. Written comments will be accepted up to the time of the hearing. For more information regarding this public hearing, please contact Steve Braatz, Village Clerk, at (262) 363-6420.

Steven A. Braatz, Jr.
Village Clerk

To be published: February 24 and March 2, 2016

MINUTES OF THE REGULAR VILLAGE BOARD MEETING Tuesday, February 16, 2016

Call to Order

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

Roll Call

Board Members present: Darlene Johnson
Jim Decker
Jerry Gasser
Ken Werner
Fred Winchowky, Village President

Board Members excused: Arnold Fickau
Mark Penzkover

Also present: Bruce Kaniewski, Village Planner
Kevin Schmidt, Police Chief
Dave Brown, Interim Utilities Director
Robert Harley, Building Codes Official
Ron Bittner, Public Works Director
Steven Braatz, Jr., Clerk-Treasurer
Judith Taubert, Deputy Clerk-Treasurer

Pledge of Allegiance

The Village Board recited the Pledge of Allegiance.

Announcement of closed sessions

President Winchowky announced the Board will convene into closed sessions later in the meeting pursuant to Wis. Stat. **§19.85(1)(c)** to discuss the Village Administrator performance evaluation and pursuant to **Wis. Stat. §19.85(1)(e)** to discuss potential sale of property.

Public Hearing

The Public Hearing to consider a petition on the 2015-16 Original Class B Fermented Malt Beverage and Reserve Class B Intoxicating Liquors License application of DAA Smokehouse LLC (Tina O'Bryan – Agent), d/b/a David Alan Alan's Smokehouse & Saloon, for the property located at 325 Bay View Road, Suites D and E in regard to exceeding the quota pursuant to Sec. 6-36 (b) of the Municipal Code of the Village of Mukwonago opened at 6:32 p.m. No one appeared for or against. Public hearing closed at 6:33 p.m.

Comments from the Public

Jason Wamser, 604 Prairie Hill Ave. – Wanted clarification on how the Comprehensive Master Plan Steering Committee appointees were picked.

Presentation

Shawn McNulty, Mukwonago Area School District Superintendent, gave a presentation on the upcoming Mukwonago Area School referenda that will be on the April 5, 2016 ballot.

Consent Agenda

- A. Approval of minutes for the January 19, 2016 regular meeting
 - B. Granting of 2015-16 Operator's Licenses to Elaina A. Engen, Ben H. Fisher, Mahesh K. Sukheja, and Jackson T. White
 - C. Approval of Vouchers payable batches:
 - 1) M-1-2016-1 \$286,373.24
 - 2) M-12-2015-3 \$8,272.98
 - 3) AP-2-2016-1 \$102,441.74
 - 4) AP-12-2015-5 \$18,480.95
 - 5) AP-12-2015-6 \$8,572.53
 - 6) AP-2-2016-2 \$300,632.00
 - D. Approval of change of agent for Community Post No. 375 of the American Legion, 627 CTH NN E, d/b/a American Legion Post 375 to Beth A. Dums
 - E. Approval to authorize the use of General Fund fund balance not to exceed \$3,000 for office renovations in the Public Works garage
 - F. Approval to authorize the use of General Fund fund balance not to exceed \$11,000 for office renovations in the Village Hall
 - G. Adoption of **Resolution 2016-006**: A Resolution to Establish a Snowmobile Route Within the Limits of the Village of Mukwonago
 - H. Approval of Alternate 1 for the CTH NN Trail Project in the projected amount of \$122,623, which includes concrete sidewalk
- Motion by Decker/Werner to approve the Consent Agenda as presented carried.

Committee/Commission Reports

Finance Committee

Mukwonago Food Pantry

Motion made by Decker/Werner to accept the Finance Committee recommendation and 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. (Johnson and Decker voted no)

Judicial Committee

David Alan Alan's Smokehouse & Saloon alcohol license

Motion made by Decker/Johnson to accept the Judicial Committee recommendation and 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. The Board finds that the addition of 40 jobs is an economic benefit to the Village. Motion carried.

Plan Commission

TriSkill Community Day Program Conditional Use Permit

Motion by Johnson/Decker to accept the Plan Commission recommendation and adopt Resolution 2016-007: *Conditional Use Permit for the Use of Property as an Adult Day Program, TriSkill Community Day Program, 231 Roberts Drive, MUKV1974906* carried.

Protective Services Committee – Fire/Ambulance Department

Update on hiring process and review of revenue to support first and/or second FT staff

Item not discussed due to the cancelation of the Committee meeting.

New Business

Interim Utilities Director

Cricket Wireless

Motion by Decker/Johnson to approve the Termination Agreement with Cricket Wireless to decommission cellular communications equipment on the Water Tower with engineering review approval carried.

Public Works Director

We Energies

Motion by Gasser/Decker to approve the authorization to have We Energies relocate street lights at 300 Ahrens Dr. and 805 Park View Ln. to new poles carried.

Village Planner

Correspondence from WiDOT regarding the Traffic Impact Analysis covering the Chapman Property Development

Item referred to the Public Works Committee.

Correspondence from WiDOT regarding the median opening at STH 83 and Arrowhead Drive

Item referred to the Public Works Committee.

Village President

Election Inspector Appointment

Motion by Decker/Johnson to accept the Village President's recommendation and appoint Lois K. Thompson as an Election Inspector for the 2016-17 term carried.

Appointment of members to Comprehensive Master Plan Steering Committee

Motion made by Gasser/Johnson to accept the Village President's recommendation and approve the list of members to the Comprehensive Master Plan Steering Committee as submitted. The Committee membership shall further be increased by five (5) additional Village residents from the areas of Fairwinds, River Park Estates, Minors Estates, Lake Shore Area and Mukwonago Estates to make a total of 16 members. Motion not passed (Decker, Werner and Winchowky voted no). Motion by Decker to accept the Village President's recommendation and approve the list of members to the Comprehensive Master Plan Steering Committee as submitted. Motion failed due to lack of second. Motion by Werner/Decker accept the Village President's recommendation and approve the list of members to Comprehensive Master Plan Steering Committee as submitted. The Committee membership shall further be increased by two (2) additional Village residents to make a total of 13 members. The Committee will then be composed of seven (7) citizens-at-large. The Village Clerk is further directed to publish an ad in the paper seeking and the Village website. Motion passed (Johnson and Gasser voted No).

Motion by Gasser/Decker to convene into closed sessions at 7:58 p.m. pursuant to Wisc. Stat. **§19.85(1)(c)** (*Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility*) to discuss the Village Administrator performance evaluation and pursuant to Wis. Stat. **§19.85(1)(e)** (*Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session*) to discuss potential sale of property carried unanimously upon roll call vote. Discussion held in closed session.

Motion by Gasser/Decker to adjourn closed session and reconvene into open session at 8:48 p.m. pursuant to Wis. Stats. **§19.85(2)** for possible additional discussion and/or action concerning any matter discussed in closed session and/or any unfinished item remaining on the agenda carried unanimously upon roll call vote.

Potential sale of property will be postponed to a special Village Board Meeting on March 1, 2016. The Village Administrator performance evaluation will be postponed to the next regular Village Board meeting.

Adjournment

Meeting adjourned at 8:50 p.m.

Respectfully Submitted,

Judith A. Taubert
Deputy Clerk-Treasurer

MINUTES OF THE SPECIAL VILLAGE BOARD MEETING Tuesday, March 1, 2016

Call to Order

Village President Fred Winchowky called the meeting to order at 7:33 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
Mark Penzkover
Jerry Gasser
Ken Werner
Fred Winchowky, Village President

Board members excused: Arnold Fickau
Jerry Gasser

Also present: John Weidl, Administrator
Diana Doherty, Finance Director
Bruce Kaniewski, Village Planner
Ray Goodden, Realty Advisor
Steven Braatz, Jr., Clerk-Treasurer

Motion by Penzkover/Decker to convene into closed sessions at 7:33 p.m. pursuant to Wisc. Stat. **§19.85(1)(e)** (*Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session*) to discuss potential sale of property carried unanimously upon roll call vote. Discussion held in closed session.

Motion by Decker/Penzkover to adjourn closed session and reconvene into open session at 8:13 p.m. pursuant to Wis. Stats. **§19.85(2)** for possible additional discussion and/or action concerning any matter discussed in closed session and/or any unfinished item remaining on the agenda carried unanimously upon roll call vote.

No action taken.

Adjournment

Meeting adjourned at 8:13 p.m.

Respectfully Submitted,

Steven Braatz, Jr.
Clerk-Treasurer

2015-16 Operator's License Report to Village Board for March 15, 2016 Meeting

Dated 03-07-2016

<u>Last Name</u>	<u>First Name</u>	<u>M</u>	<u>Business</u>	<u>Disposition of Investigative Check</u>
Bauer	Richard	R.	American Legion Post 375	No Criminal History
Khasria	Rajpal	S.	Village Pumper Two	No Criminal History
Lombardo	Sandra	M.	Pam's Fine Wines	No Criminal History
Pemrich	Cecilia	M.	North Star Shell	No Criminal History
Smith	Geoffrey	A.	Pam's Fine Wines	No Criminal History

MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING **Tuesday, March 1, 2016**

Call to Order

Village President Fred Winchowky called the meeting to order at 5:34 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
Mark Penzkover
Ken Werner
Fred Winchowky, Village President

Board members excused: Arnold Fickau
Jerry Gasser

Also present: John Weidl, Administrator
Kevin Schmidt, Police Chief
Ron Bittner, Director of Public Works
Diana Doherty, Finance Director
Dave Brown, Interim Utilities Director
Robert Harley, Building Codes Official
Bruce Kaniewski, Village Planner
Kurt Peot, Village Engineer
Steven Braatz, Jr., Clerk-Treasurer

Minutes

Motion by Decker/Johnson to approve the February 2, 2016 Committee of Whole meeting minutes carried (Penzkover abstained).

April 5, 2016 Committee of the Whole meeting

Motion by Decker/Johnson to move the April 5, 2016 Committee of the Whole meeting to April 11, 2016 due to the Spring General Election 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. TAXSET2-2016 \$3,728,199.84
- b. AP-3-2016-1 \$81,864.69
- c. M-2-2016-1 \$163,580.44

Purchase requisition

Motion by Johnson/Decker to approve the purchase requisition for DPW for the purchase of a dumpbox and spreader from Lynch Mukwonago Chevrolet in the amount of \$17,700 carried.

Building Permit Fees

Motion by Johnson/Decker to recommend the Village Board approve the updates to the Schedule of Building Permit Fees carried (Johnson voted no).

Update on 2015 Fire Department settlement

Doherty reported that each entity will be receiving \$38,907 back from the 2015 Fire/Ambulance budget. This amount includes the critical care revenues and expenditures. This money will be placed into the Fire Department Designated Fund to help pay for future capital expenditures. No action taken.

2015 Year-end Budget Amendments to various funds

Motion by Johnson/Decker to recommend the Village Board approve the 2015 budget amendments for the General, Fire, TID #3, Debt Service, Village Designated, and Library Funds carried.

Update on internal 2015 Budget re-allocations

Doherty presented various internal budget re-allocations. The bottom lines of each department budget is not changing. No action taken.

Monthly Treasury Report and Library Circulation Report

The monthly Treasury and Library Circulation reports are on file in the Clerk's Office.

Health and Recreation Committee

Holz Parkway Multi-use Trail Project cost estimate

Engineer prepared an estimate cost in the amount of \$83,859 and a drawing of a proposed multi-use trail on Holz Parkway between Perkins Dr. and CTH ES. A funding source has yet to be determined. Item will remain in Committee.

2015 4th Quarter Recycling Report

The 2015 4th Quarter Recycling report is on file in the Clerk's Office.

Judicial Committee

Razing of barn and milk house on the property located at S93W28220 CTH ES

Committee agreed the barn and milk house on the property located at S93W28220 CTH ES was a public safety hazard and agreed that the Supervisor of Inspections should contact the Village Attorney to begin the process for razing the structures.

2015-16 Operators License for Darlene M. Tadych

Motion by Decker/Johnson to deny the 2015-16 Operators License for Darlene M. Tadych. The applicant will be offered a hearing to appeal the decision at the next Committee meeting. Motion carried.

Review of Fair Housing Analysis of Impediments by Waukesha County

The Village Attorney responded to the Waukesha County survey regarding Fair Housing Lay impediments. Information only. No action taken.

Chapter 2, Articles II and V amendments

Motion by Decker/Johnson to recommend the Village Board proceed with the amendments to Chapter 2, Articles II and V pertaining to Village Board meetings and Committee of the Whole carried.

Elected Officials Handbook

Certain sections of the elected officials handbook need to be revised to incorporate the Chapter 2 as well as a few other sections that need to be revised. The Committee had no specific issues with the current version. Item will remain on the agenda.

Personnel Committee

Wage schedules for Election Officials

The wages for the Chief Election Inspector and Deputy Chief Election Inspector were inadvertently left off of the original resolution. The wages have not changed from 2014. Motion by Penzkover/Decker to recommend the Village Board adopt the resolution relating to wage schedules for Election Officials carried.

Position descriptions

Motion by Penzkover/Decker to recommend the Village Board approve the Building Codes Official position description carried.

Motion by Penzkover/Decker to recommend the Village Board approve the Supervisor of Inspections position description carried.

Employee Handbook

Motion by Penzkover/Decker to recommend the Village Board approve the amendments to the Village Employee Handbook related to various employee benefits carried.

Protective Services Committee

Permit from WiDOT Permit for installation of a vertical panel curb system

Motion by Penzkover/Werner to recommend the Village Board authorize the Public Works Director to apply for a 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 carried.

Median opening at STH 83 and Arrowhead Drive

Staff and the Village Attorney are preparing a response to WiDOT regarding the median opening at STH 83 and Arrowhead Drive. No action taken.

Monthly Police Report

The monthly Police report are on file in the Clerk's Office.

Public Works Committee

Amendment to Section 74-8

Motion by Penzkover/Decker to recommend the Village Board adopt the 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 carried.

WiDNR Urban Nonpoint Source grant

Motion by Penzkover/Decker to recommend the Village Board authorize the Public Works Director to apply for an Urban Nonpoint Source grant with WiDNR to incorporate storm water information into the Village GIS carried.

Fairwinds Subdivision

Motion by Penzkover/Decker to recommend the Village Board approve a new deadline date for restoration of the Fairwinds pond to August 1, 2016 carried.

CTH NN Reconstruction Project

Motion by Penzkover/Decker to recommend the Village Board approve the construction agreement with Waukesha County pertaining to the CTH NN Reconstruction Project carried.

CTH NN Water Main Relay Project

Motion by Penzkover/Decker to recommend the Village Board approve the CTH NN Water Main Relay Project contingent upon available funds carried.

Correspondence from WiDOT regarding the Traffic Impact Analysis covering the Chapman Property Development

Item will remain on the agenda.

Monthly Reports

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

Adjournment

Meeting adjourned at 7:26 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

VILLAGE OF MUKWONAGO

02/18/16 3:44 PM

Page 1

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				

VILLAGE OF MUKWONAGO

02/18/16 3:44 PM

Page 2

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>

VILLAGE OF MUKWONAGO

02/25/16 12:30 PM

Page 1

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				

VILLAGE OF MUKWONAGO

02/25/16 12:30 PM

Page 2

Payments

Current Period: March 2016

Transaction Date	2/24/2016	Citizens	111000	Total	\$56.75
Refer	75214 <i>BLACKSTONE</i>	-			
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 <i>BOUND TREE MEDICAL</i>	-			
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 <i>BRODART</i>	-			
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 <i>C & M AUTO PARTS INC</i>	-			
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 <i>CASPERS TRUCK EQUIPMENT</i>	-			
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 <i>CLEAN MATS</i>	-			
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 <i>CREATIVE PRODUCT SOURCE</i>	-			
Cash Payment	E 100-5213-5311 Supplies	MARKETING GIVEAWAYS			\$276.63
Invoice	CPI056421 2/22/2016				

VILLAGE OF MUKWONAGO

02/25/16 12:30 PM

Page 3

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				

VILLAGE OF MUKWONAGO

02/25/16 12:30 PM

Page 4

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			

VILLAGE OF MUKWONAGO

02/25/16 12:30 PM

Page 6

Payments

Current Period: March 2016

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					

VILLAGE OF MUKWONAGO

02/25/16 12:30 PM

Page 7

Payments

Current Period: March 2016

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	-		

VILLAGE OF MUKWONAGO

02/25/16 12:30 PM

Page 8

Payments

Current Period: March 2016

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			

VILLAGE OF MUKWONAGO

02/25/16 12:30 PM

Page 9

Payments

Current Period: March 2016

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	-			

VILLAGE OF MUKWONAGO

02/25/16 12:30 PM

Page 10

Payments

Current Period: March 2016

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>

VILLAGE OF MUKWONAGO

02/25/16 3:35 PM

Page 1

Payments

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 <u>MUKWONAGO POLICE DEPT</u>	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 <u>BRANDEMUEHL THOMAS</u>	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 <u>MUKWONAGO POLICE DEPT</u>	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 <u>MID MORAINNE MUNICIPAL COURT</u>	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 <u>MINNESOTA LIFE INSURANCE</u>	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 <u>VANTAGEPOINT TRANSFER AGEN</u>	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		

VILLAGE OF MUKWONAGO

02/25/16 3:35 PM

Page 2

Payments

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	75148	ASSOCIATED BANK	Ck# 019440 2/26/2016	
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	75149	WAUKESHA COUNTY SHERIFF	Ck# 019441 2/15/2016	
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	75150	RACINE CLERK OF COURTS	Ck# 019442 2/16/2016	
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	75193	WERNER KEN	Ck# 019538 12/19/2016	
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	75194	WI DEPT OF REVENUE COLLECTI	Ck# 005932 2/10/2016	
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	75196	GREAT WEST RETIREMENT SERV	Ck# 005933 2/12/2016	
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	75197	WE ENERGIES MLWAUKEE	Ck# 005934 2/29/2016	
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		

VILLAGE OF MUKWONAGO

02/25/16 3:35 PM

Page 3

Payments

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		

VILLAGE OF MUKWONAGO

02/25/16 3:35 PM

Page 4

Payments

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				

VILLAGE OF MUKWONAGO

02/25/16 3:35 PM

Page 5

Payments

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		

VILLAGE OF MUKWONAGO

02/25/16 3:35 PM

Page 6

Payments

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		

VILLAGE OF MUKWONAGO

02/25/16 3:35 PM

Page 7

Payments

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			

VILLAGE OF MUKWONAGO

02/25/16 3:35 PM

Page 8

Payments

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				

VILLAGE OF MUKWONAGO

02/25/16 3:35 PM

Page 9

Payments

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>

Vouchers Payable Cover Sheet

Payments batch AP-3-2016-2	\$191,921.39
----------------------------	--------------

Total for board approval:	\$191,921.39
---------------------------	--------------

VILLAGE OF MUKWONAGO

03/10/16 3:43 PM

Page 1

Payments

Current Period: March 2016

Batch Name	AP-3-2016-2	User Dollar Amt	\$191,921.39		
Payments		Computer Dollar Amt	\$191,921.39		
				\$0.00	In Balance
Refer	<u>75280 AIRGAS NORTH CENTRAL</u>	-			
Cash Payment	E 150-5231-5311 Supplies	OXYGEN			\$185.11
Invoice	9048766021 2/25/2016				
Transaction Date	3/10/2016	Citizens	111000	Total	\$185.11
Refer	<u>75281 AM TOWING</u>	-			
Cash Payment	E 100-5212-5219 Professional Services	IMPOUND			\$125.00
Invoice	29293 3/3/2016				
Cash Payment	E 100-5212-5219 Professional Services	IMPOUND			\$125.00
Invoice	28990 2/27/2016				
Transaction Date	3/10/2016	Citizens	111000	Total	\$250.00
Refer	<u>75282 BADGER STATE INDUSTRIES</u>	-			
Cash Payment	E 100-5348-5311 Supplies	ROAD SIGNS			\$369.18
Invoice	269145 2/24/2016				
Cash Payment	E 100-5348-5311 Supplies	ROAD SIGNS			\$373.19
Invoice	269146 2/24/2016				
Transaction Date	3/10/2016	Citizens	111000	Total	\$742.37
Refer	<u>75283 BAKER & TAYLOR INC.</u>	-			
Cash Payment	E 440-5511-5328 Books	BOOKS			\$1,492.56
Invoice	2/18-2/26 2/26/2016				
Transaction Date	3/10/2016	Citizens	111000	Total	\$1,492.56
Refer	<u>75284 BOLDT CONTRACTORS, INC</u>	-			
Cash Payment	E 100-5211-5394 Bldg Repairs & Maintena	FURNACE REPAIR			\$385.00
Invoice	59193 2/19/2016				
Transaction Date	3/10/2016	Citizens	111000	Total	\$385.00
Refer	<u>75285 BRODART</u>	-			
Cash Payment	E 440-5511-5328 Books	BOOKS			\$661.33
Invoice	B4269405 2/18/2016				
Transaction Date	3/10/2016	Citizens	111000	Total	\$661.33
Refer	<u>75286 BUELOW, VETTER, BUIKEMA, OLS</u>	-			
Cash Payment	E 100-5211-5219 Professional Services	CITIZEN COMPLAINT			\$8,611.80
Invoice	2488.00011-3 3/8/2016				
Cash Payment	E 440-5511-5219 Professional Services	LIB RESTRUCTURE			\$2,173.50
Invoice	2488.00012-3 3/8/2016				
Cash Payment	E 100-5111-5219 Professional Services	GEN VILLAGE MATTERS			\$1,908.00
Invoice	2488.00099-3 3/8/2016				
Cash Payment	E 100-5111-5219 Professional Services	GEN MATTERS			\$477.00
Invoice	2488.05458-3 3/8/2016				
Transaction Date	3/10/2016	Citizens	111000	Total	\$13,170.30
Refer	<u>75287 CARDINAL PRINT GROUP</u>	-			
Cash Payment	E 100-5211-5312 Printing	OVERTIME SLIPS			\$69.50
Invoice	13520 3/3/2016				
Transaction Date	3/10/2016	Citizens	111000	Total	\$69.50

VILLAGE OF MUKWONAGO

03/10/16 3:43 PM

Page 2

Payments

Current Period: March 2016

Refer	75288	CENTURYLINK	-			
Cash Payment	E 100-5142-5225 Telephone		PHONES			\$63.86
Invoice	FEB 16	3/3/2016				
Cash Payment	E 100-5211-5225 Telephone		PHONES			\$2.00
Invoice	FEB 16	3/3/2016				
Cash Payment	E 100-5241-5225 Telephone		PHONES			\$2.00
Invoice	FEB 16	3/3/2016				
Cash Payment	E 100-5323-5225 Telephone		PHONES			\$39.37
Invoice	FEB 16	3/3/2016				
Cash Payment	E 100-5512-5225 Telephone		PHONES			\$110.83
Invoice	FEB 16	3/3/2016				
Cash Payment	E 150-5221-5225 Telephone		PHONES			-\$26.75
Invoice	FEB 16	3/3/2016				
Cash Payment	E 440-5511-5225 Telephone		PHONES			\$109.32
Invoice	FEB 16	3/3/2016				
Cash Payment	E 610-6920-6921 Office Supplies & Expen		PHONES			\$82.09
Invoice	FEB 16	3/3/2016				
Cash Payment	E 620-8400-8510 Office Supplies & Expen		PHONES			\$82.08
Invoice	FEB 16	3/3/2016				
Transaction Date	3/10/2016		Citizens	111000	Total	\$464.80
Refer	75289	CLEAN MATS	-			
Cash Payment	E 100-5211-5394 Bldg Repairs & Maintena		FEBRUARY MATS			\$89.00
Invoice	38346	3/1/2016				
Cash Payment	E 100-5160-5219 Professional Services		FEBRUARY MATS			\$74.00
Invoice	38326	3/1/2016				
Transaction Date	3/10/2016		Citizens	111000	Total	\$163.00
Refer	75290	COMPASS MINERALS AMERICA	-			
Cash Payment	E 100-5347-5311 Supplies		ROAD SALT			\$19,618.75
Invoice	71458903	2/23/2016				
Transaction Date	3/10/2016		Citizens	111000	Total	\$19,618.75
Refer	75291	EBSCO	-			
Cash Payment	E 440-5511-5345 Local Databases		3/1/16-2/27/17 SUBSCRIPTION			\$397.00
Invoice	1000029375-1	2/1/2016				
Transaction Date	3/10/2016		Citizens	111000	Total	\$397.00
Refer	75292	EMERGENCY COMMUNICATION S	-			
Cash Payment	E 100-5235-5311 Supplies		TORNADO WARNING SIRENS			\$775.78
Invoice	2324	2/26/2016				
Transaction Date	3/10/2016		Citizens	111000	Total	\$775.78
Refer	75293	EMERGENCY PLANNING SOLUTIO	-			
Cash Payment	E 150-5221-5219 Professional Services		FIREFIGHTER RECRUITMENT			\$3,250.00
Invoice	1031	3/3/2016				
Transaction Date	3/10/2016		Citizens	111000	Total	\$3,250.00
Refer	75294	ENVIRONMENT CONTROL	-			
Cash Payment	E 100-5160-5219 Professional Services		MARCH CLEANING			\$475.00
Invoice	1063119	3/1/2016				
Transaction Date	3/10/2016		Citizens	111000	Total	\$475.00
Refer	75295	EVANCED SOLUTIONS, LLC	-			

VILLAGE OF MUKWONAGO

03/10/16 3:43 PM

Page 3

Payments

Current Period: March 2016

Cash Payment	E 440-5511-5345 Local Databases	4/2016-3/2017 SUBSCRIPTION		\$265.00
Invoice	5813042	2/26/2016		
Transaction Date	3/10/2016	Citizens	111000	Total \$265.00
Refer	75296 FASTENAL COMPANY	-		
Cash Payment	E 620-8010-8250 Sludge Conditioning Che	BALL VLV/SOCKET UNION		\$74.68
Invoice	WIMUK59329	2/19/2016		
Cash Payment	E 620-8010-8270 Operation Supply/Expen	HEXNUTS		\$11.15
Invoice	WIMUK59484	2/29/2016		
Transaction Date	3/10/2016	Citizens	111000	Total \$85.83
Refer	75297 FLEURY'S BODY REPAIR	-		
Cash Payment	E 150-5231-5395 Repairs & Maintenance	SUPPLEMENT REPAIRS		\$2,463.20
Invoice	FD TAHOE	1/15/2016		
Transaction Date	3/10/2016	Citizens	111000	Total \$2,463.20
Refer	75298 FOREMOST ELECTRIC	-		
Cash Payment	E 100-5160-5821 Improvements	VH REMODEL		\$2,394.00
Invoice	1967	3/7/2016		
Transaction Date	3/10/2016	Citizens	111000	Total \$2,394.00
Refer	75299 FRISCH LAURA	-		
Cash Payment	E 440-5511-5332 Mileage	MILEAGE REIMBURSEMENT		\$31.32
Invoice	FEB 16	3/7/2016		
Transaction Date	3/10/2016	Citizens	111000	Total \$31.32
Refer	75300 G & K SERVICES	-		
Cash Payment	E 610-6920-6923 Outside Services Employ	UNIFORMS/TOWELS		\$125.85
Invoice	FEB 16	2/29/2016		
Cash Payment	E 620-8010-8270 Operation Supply/Expen	UNIFORMS/TOWELS		\$125.85
Invoice	FEB 16	2/29/2016		
Transaction Date	3/10/2016	Citizens	111000	Total \$251.70
Refer	75301 GALE	-		
Cash Payment	E 440-5511-5328 Books	BOOKS		\$37.10
Invoice	57633421	2/24/2016		
Cash Payment	E 440-5511-5328 Books	BOOKS		\$83.96
Invoice	57598035	2/19/2016		
Transaction Date	3/10/2016	Citizens	111000	Total \$121.06
Refer	75302 GRAINGER	-		
Cash Payment	E 100-5324-5395 Repairs & Maintenance	VIBRATION ISOLATOR		\$12.76
Invoice	9028841196	2/17/2016		
Cash Payment	E 610-6300-6632 Operation Supply/Exp-Tr	HD LIMIT SWITCH		\$195.50
Invoice	9032502545	2/22/2016		
Transaction Date	3/10/2016	Citizens	111000	Total \$208.26
Refer	75303 GRUNAU	-		
Cash Payment	E 440-5511-5395 Repairs & Maintenance	FURNACE REPAIRS		\$280.00
Invoice	358935	2/19/2016		
Cash Payment	E 440-5511-5395 Repairs & Maintenance	FURNACE REPAIRS		\$351.52
Invoice	358936	2/19/2016		
Transaction Date	3/10/2016	Citizens	111000	Total \$631.52
Refer	75304 HAHN ACE HARDEWARE	-		

VILLAGE OF MUKWONAGO

03/10/16 3:43 PM

Page 4

Payments

Current Period: March 2016

Cash Payment	E 150-5221-5311 Supplies	FASTENERS/CLEANER/BIT/CLEAN SUPP		\$41.07
Invoice FEB 16	2/29/2016			
Cash Payment	E 100-5521-5311 Supplies	FASTENERS		\$12.24
Invoice FEB 16	2/29/2016			
Cash Payment	E 100-5324-5395 Repairs & Maintenance	EPOXYSHIELD/SPRYPAINT/FUEL PUMP/FILTERS		\$116.02
Invoice FEB 16	2/29/2016			
Cash Payment	E 100-5323-5311 Supplies	SUPP/BULB/FASTENERS/HEX NUTS		\$80.99
Invoice FEB 16	2/29/2016			
Cash Payment	E 620-8020-8320 Maintenance-Lift Station	CAULK		\$2.69
Invoice FEB 16	2/29/2016			
Cash Payment	E 620-8020-8270 Operation Supply/Expen	MAKRING PAINT		\$11.68
Invoice FEB 16	2/29/2016			
Cash Payment	E 620-8010-8270 Operation Supply/Expen	DRYER VENT HOOD/SCREWDRIVER/BLEACH/TUBE BRAID		\$60.35
Invoice FEB 16	2/29/2016			
Transaction Date	3/10/2016	Citizens	111000	Total \$325.04
Refer	75305 HANKOVICH JOSEPH	-		
Cash Payment	E 100-5241-5351 Motor Fuel & Oil	MILEAGE REIMBURSEMENT		\$41.58
Invoice FEB 16	2/19/2016			
Transaction Date	3/10/2016	Citizens	111000	Total \$41.58
Refer	75306 HARLEY BOB	-		
Cash Payment	E 100-5241-5335 Training & Travel	MILEAGE REIMBURSEMENT		\$38.88
Invoice 3/4	3/4/2016			
Transaction Date	3/10/2016	Citizens	111000	Total \$38.88
Refer	75307 HASTINGS AIR-ENERGY	-		
Cash Payment	E 150-5222-5395 Repairs & Maintenance	REPAIRS/MAINTENANCE		\$979.48
Invoice 160462	2/19/2016			
Cash Payment	E 150-5222-5395 Repairs & Maintenance	REPAIRS/MAINTENANCE		\$500.00
Invoice 160461	2/19/2016			
Transaction Date	3/10/2016	Citizens	111000	Total \$1,479.48
Refer	75308 HAWKINS WATER TREATMENT	-		
Cash Payment	E 610-6300-6631 Chemicals	AZONE/HYDROFLUOSILICIC ACID/SODIUM SILICATE/CLEARITAS		\$2,569.90
Invoice 3840825	2/17/2016			
Cash Payment	E 610-6300-6632 Operation Supply/Exp-Tr	SILICATE PUMP PARTS		\$302.91
Invoice 3840682	2/16/2016			
Transaction Date	3/10/2016	Citizens	111000	Total \$2,872.81
Refer	75309 HIPPENMEYER, REILLY	-		
Cash Payment	E 100-5130-5219 Professional Services	MiSC MATTERS		\$1,485.00
Invoice 42238	3/9/2016			
Cash Payment	G 100-211425 Developer Escrow	ALDI		\$99.00
Invoice 42239	3/9/2016		Project D00004	
Cash Payment	G 100-162010 Potential TID Accum. Costs	TID 4 DEVELOPMENT		\$206.25
Invoice 42240	3/9/2016		Project TID004	
Cash Payment	E 100-5130-5219 Professional Services	PROSECUTION		\$1,757.00
Invoice 42241	3/9/2016			
Transaction Date	3/10/2016	Citizens	111000	Total \$3,547.25

VILLAGE OF MUKWONAGO

03/10/16 3:43 PM

Page 5

Payments

Current Period: March 2016

Refer	75310	HOME DEPOT	-		
Cash Payment	E 100-5160-5821	Improvements	BUSHING/CAULK		\$13.06
Invoice	77624	3/7/2016			
Cash Payment	E 100-5521-5311	Supplies	BULBS		\$74.91
Invoice	36567	1/14/2016			
Cash Payment	E 100-5521-5311	Supplies	BoARDS/WOOD		\$25.55
Invoice	73484	2/24/2016			
Cash Payment	E 100-5323-5311	Supplies	UTILITY BLADES		\$3.94
Invoice	74613	2/25/2016			
Cash Payment	E 100-5323-5395	Repairs & Maintenance	ELECTRICAL SUPP		\$68.76
Invoice	28044	3/1/2016			
Cash Payment	E 100-5323-5311	Supplies	PLATE COVERS		\$7.88
Invoice	76683	3/3/2016			
Cash Payment	E 100-5323-5311	Supplies	ELECTRICAL SUPP		\$29.70
Invoice	29976	3/2/2016			
Cash Payment	E 100-5160-5311	Supplies	LaMPS		\$84.00
Invoice	82238	3/4/2016			
Cash Payment	E 100-5521-5311	Supplies	SCREEN		\$5.80
Invoice	77111	3/4/2016			
Cash Payment	E 100-5160-5821	Improvements	REMODEL		\$322.08
Invoice	4921142588	3/4/2016			
Transaction Date	3/10/2016		Citizens	111000	Total \$635.68
Refer	75311	HUMANE ANIMAL WELFARE	-		
Cash Payment	E 100-5431-5219	Professional Services	STRAY CONTRACT 2016		\$2,420.00
Invoice	141833	3/1/2016			
Transaction Date	3/10/2016		Citizens	111000	Total \$2,420.00
Refer	75312	JEFFERSON FIRE & SAFETY	-		
Cash Payment	E 150-5222-5811	Equipment (non-Capitaliz	BOOTS		\$630.00
Invoice	223862	2/17/2016			
Transaction Date	3/10/2016		Citizens	111000	Total \$630.00
Refer	75313	JOHNS DISPOSAL	-		
Cash Payment	E 410-5140-5220	Contractual Services	GarBAGE		\$20,603.74
Invoice	60845	2/25/2016			
Cash Payment	E 410-5140-5310	Outside Services	RECYCLE		\$12,479.70
Invoice	60845	2/25/2016			
Transaction Date	3/10/2016		Citizens	111000	Total \$33,083.44
Refer	75314	JOURNAL COMMUNICATIONS	-		
Cash Payment	E 100-5632-5312	Printing	LEGAL ADS		\$645.00
Invoice	1010757-2-16	2/29/2016			
Cash Payment	E 100-5142-5312	Printing	LEGAL ADS		\$44.01
Invoice	FEB 16	2/29/2016			
Cash Payment	E 100-5144-5312	Printing	LEGAL ADS		\$42.13
Invoice	FEB 16	2/29/2016			
Cash Payment	E 100-5632-5312	Printing	LEGAL ADS		\$33.96
Invoice	FEB 16	2/29/2016			
Transaction Date	3/10/2016		Citizens	111000	Total \$765.10
Refer	75315	KBS OUTDOOR EQUIPMENT	-		

VILLAGE OF MUKWONAGO

03/10/16 3:43 PM

Page 6

Payments

Current Period: March 2016

Cash Payment	E 620-8010-8213 Emergency Generator-F	TURBINE MNTHY TESTING			\$50.00
Invoice 3660	2/29/2016				
Transaction Date	3/10/2016	Citizens	111000	Total	\$50.00
Refer	75316 KUNKEL ENGINEERING GROUP	-			
Cash Payment	E 220-5335-5219 Professional Services	SERV C THRU 1/31/16			\$967.50
Invoice 163026	2/22/2016				
Transaction Date	3/10/2016	Citizens	111000	Total	\$967.50
Refer	75317 LAKESIDE INTERNATIONAL	-			
Cash Payment	E 100-5324-5395 Repairs & Maintenance	DUPLICATE TITLES			\$100.00
Invoice 8440	12/17/2015				
Transaction Date	3/10/2016	Citizens	111000	Total	\$100.00
Refer	75318 LOCATORS & SUPPLIES	-			
Cash Payment	E 100-5323-5311 Supplies	WORK SHIRTS			\$639.36
Invoice 242814-IN	3/2/2016				
Cash Payment	E 620-8010-8270 Operation Supply/Expen	WORK SHIRTS			\$461.57
Invoice 242814-IN	3/2/2016				
Cash Payment	E 610-6920-6903 Supplies & Expense	WORK SHIRTS			\$461.56
Invoice 242814-IN	3/2/2016				
Transaction Date	3/10/2016	Citizens	111000	Total	\$1,562.49
Refer	75319 MUKWONAGO AUTO PARTS	-			
Cash Payment	E 150-5231-5395 Repairs & Maintenance	LaMP/WIPER BLADES			\$53.79
Invoice FEB 16	2/29/2016				
Cash Payment	E 100-5324-5395 Repairs & Maintenance	TOGGLE BOOT/TAP SCR W/RUBBER METAL CLAMP/TOGGLE 2 POST/RING			\$181.06
Invoice FEB 16	2/29/2016				
Cash Payment	E 620-8010-8270 Operation Supply/Expen	SeAFOAM			\$20.97
Invoice FEB 16	2/29/2016				
Cash Payment	E 620-8030-8280 Transportation Expense	BATTERY			\$219.76
Invoice FEB 16	2/29/2016				
Cash Payment	E 610-6210-6623 Operation Supply/Exp-P	HoSE END/HOSE			\$68.89
Invoice FEB 16	2/29/2016				
Transaction Date	3/10/2016	Citizens	111000	Total	\$544.47
Refer	75320 MUKWONAGO FIRE DEPT	-			
Cash Payment	G 720-250015 Due to Fire/Ambulance	MNTHLY FD TAX			\$17,500.00
Invoice MAR 16	3/3/2016				
Transaction Date	3/10/2016	Citizens	111000	Total	\$17,500.00
Refer	75321 OFFICE COPYING EQUIPMENT	-			
Cash Payment	E 440-5511-5310 Outside Services	COPIES			\$190.10
Invoice C325592	2/29/2016				
Transaction Date	3/10/2016	Citizens	111000	Total	\$190.10
Refer	75322 PENKALSKI TAMMY	-			
Cash Payment	E 440-5511-5332 Mileage	MILEAGE REIMBURSEMENT			\$18.90
Invoice FEB 16	3/7/2016				
Transaction Date	3/10/2016	Citizens	111000	Total	\$18.90
Refer	75323 PETTY CASH	-			

VILLAGE OF MUKWONAGO

03/10/16 3:43 PM

Page 7

Payments

Current Period: March 2016

Cash Payment	E 100-5211-5315 Postage	USPS POSTAGE			\$37.46
Invoice	FEB 16	3/4/2016			
Cash Payment	E 100-5212-5311 Supplies	MISC SUPPLIES			\$43.63
Invoice	FEB 16	3/4/2016			
Transaction Date	3/10/2016	Citizens	111000	Total	\$81.09
Refer	75324	PIRANHA PAPER SHREDDING	-		
Cash Payment	E 100-5211-5394 Bldg Repairs & Maintena	CONTRACT SERVC			\$50.00
Invoice	1570022516	2/25/2016			
Transaction Date	3/10/2016	Citizens	111000	Total	\$50.00
Refer	75325	PROHEALTH CARE LAB BILLING	-		
Cash Payment	E 100-5212-5219 Professional Services	BLOOD DRAW			\$175.00
Invoice	201602-0	2/29/2016			
Transaction Date	3/10/2016	Citizens	111000	Total	\$175.00
Refer	75326	PROHEALTH CARE MEDICAL	-		
Cash Payment	E 620-8010-8280 Transportation Expense	RANDOM DRUG TESTING			\$56.00
Invoice	283763	3/1/2016			
Cash Payment	E 100-5323-5348 Safety Supplies	RANDOM DRUG TESTING			\$56.00
Invoice	283763	3/1/2016			
Cash Payment	E 610-6920-6923 Outside Services Employ	RANDOM DRUG TESTING			\$56.00
Invoice	283763	3/1/2016			
Transaction Date	3/10/2016	Citizens	111000	Total	\$168.00
Refer	75327	PROVEN POWER INC	-		
Cash Payment	E 100-5324-5395 Repairs & Maintenance	JD BROOM			\$94.07
Invoice	02-178048	3/3/2016			
Transaction Date	3/10/2016	Citizens	111000	Total	\$94.07
Refer	75328	QUILL CORPORATION	-		
Cash Payment	E 100-5160-5311 Supplies	CLEANING SUPP			\$63.98
Invoice	3443994	2/19/2016			
Cash Payment	E 100-5160-5311 Supplies	CLEANING SUPP			\$107.96
Invoice	3378973	2/17/2016			
Transaction Date	3/10/2016	Citizens	111000	Total	\$171.94
Refer	75329	RUEKERT & MIELKE, INC.	-		
Cash Payment	E 100-5335-5219 Professional Services	GEN ENG SERVC			\$5,057.04
Invoice	114236	2/23/2016			
Cash Payment	E 220-5335-5219 Professional Services	MULTI USE DEWEY DR			\$26.25
Invoice	114236	2/23/2016		Project TID001	
Cash Payment	E 620-8400-8520 Outside Services Employ	St JAMES ANALYSISorm Sewer Repairs			\$2,728.10
Invoice	114236	2/23/2016			
Cash Payment	E 610-6920-6923 Outside Services Employ	WaTER UTILITY			\$630.00
Invoice	114235	2/23/2016			
Cash Payment	G 100-211425 Developer Escrow	PREMIER WOODS			\$2,455.88
Invoice	114237	2/23/2016		Project D00002	
Cash Payment	G 100-211400 Billable Disbursements	LYNCH/HORTER			\$1,676.00
Invoice	114238	2/23/2016		Project D00009	
Cash Payment	E 480-5700-5861 Road Projects	RP ESTATES			\$29.00
Invoice	114239	2/23/2016			

VILLAGE OF MUKWONAGO

03/10/16 3:43 PM

Page 8

Payments

Current Period: March 2016

Cash Payment	E 610-6920-6923 Outside Services Employ	2016 GIS WEB MAIN			\$682.80
Invoice 114240	2/23/2016				
Cash Payment	E 610-6920-6923 Outside Services Employ	GIS MODICIATION			\$500.00
Invoice 114242	2/23/2016				
Cash Payment	E 620-8400-8520 Outside Services Employ	GIS MODICIATION			\$500.00
Invoice 114242	2/23/2016				
Cash Payment	E 100-5348-5311 Supplies	GIS SIGN SUPPORT TOOL			\$1,400.00
Invoice 114243	2/23/2016				
Cash Payment	G 620-000104 CIP-Lift Station	RP LIFT STATION		Project WW0006	\$551.76
Invoice 114244	2/23/2016				
Cash Payment	E 480-5700-5863 NN Trail & Crosswalk	CTH NN TRAIL/CROSSWALKS			\$716.28
Invoice 114245	2/23/2016				
Cash Payment	G 100-162010 Potential TID Accum. Costs	SUMMERS PROP		Project TID006	\$310.00
Invoice 114246	2/23/2016				
Cash Payment	G 100-211400 Billable Disbursements	THEISEN PROP		Project D00015	\$1,024.02
Invoice 114247	2/23/2016				
Cash Payment	E 620-8400-8520 Outside Services Employ	St CONVERSTION			\$262.50
Invoice 114248	2/23/2016				
Cash Payment	E 480-5700-5861 Road Projects	BAY VIEW RD		Project RD0002	\$637.50
Invoice 114249	2/23/2016				
Cash Payment	E 480-5700-5850 Multi-Use Trail	CTH NN RECONSTRUCT			\$3,226.00
Invoice 114250	2/23/2016				
Cash Payment	E 610-6920-6923 Outside Services Employ	2016 SCADA			\$1,263.63
Invoice 114251	2/23/2016				
Cash Payment	E 620-8400-8520 Outside Services Employ	2016 SCADA			\$1,263.63
Invoice 114251	2/23/2016				
Cash Payment	E 200-5335-5219 Professional Services	DEVELOP REVIEW		Project EDC006	\$2,244.53
Invoice 114252	2/23/2016				
Cash Payment	E 500-5140-5219 Professional Services	StORM WATER REPORT			\$263.25
Invoice 114253	2/23/2016				
Transaction Date	3/10/2016	Citizens	111000	Total	\$27,448.17
Refer	75330	RUTENBECK, TIM	-		
Cash Payment	E 100-5241-5335 Training & Travel	MILEAGE REIMBURSEMENT			\$41.04
Invoice 3/4	3/4/2016				
Cash Payment	E 100-5241-5351 Motor Fuel & Oil	MILEAGE REIMBURSEMENT			\$38.88
Invoice 3/4	3/4/2016				
Transaction Date	3/10/2016	Citizens	111000	Total	\$79.92
Refer	75331	SIGNS & LINES	-		
Cash Payment	E 100-5324-5395 Repairs & Maintenance	DPW DOOR SIGNS			\$48.00
Invoice 34387	3/2/2016				
Transaction Date	3/10/2016	Citizens	111000	Total	\$48.00
Refer	75332	SOMAR ENTERPRISES	-		
Cash Payment	E 100-5212-5346 Clothing Allowance	ORTIZ CLOTHING			\$279.99
Invoice 99496	1/9/2016				
Cash Payment	E 100-5212-5346 Clothing Allowance	PeTTED CLOTHING			\$227.97
Invoice 99593	3/3/2016				
Transaction Date	3/10/2016	Citizens	111000	Total	\$507.96
Refer	75333	TERRACON CONSULTANTS	-		

VILLAGE OF MUKWONAGO

03/10/16 3:43 PM

Page 9

Payments

Current Period: March 2016

Cash Payment	E 200-5335-5219 Professional Services	FORMER LYNCH SITE			\$953.75
Invoice T748630	3/1/2016		Project EDC005		
Transaction Date	3/10/2016	Citizens	111000	Total	\$953.75
Refer	75334 <i>TOPLINE PROMOTIONS</i>	-			
Cash Payment	E 100-5211-5346 Clothing Allowance	STREIT CLOTHING			\$113.92
Invoice 1999	2/29/2016				
Transaction Date	3/10/2016	Citizens	111000	Total	\$113.92
Refer	75335 <i>TREASURER STATE OF WI</i>	-			
Cash Payment	G 100-242400 Court Fees due to State	FEB 2016 JAIL FINES			\$3,933.00
Invoice FEB 2016	3/8/2016				
Transaction Date	3/10/2016	Citizens	111000	Total	\$3,933.00
Refer	75336 <i>TREASURER WAUKESHA COUNTY</i>	-			
Cash Payment	G 100-243240 Waukesha County Court Fe	FEB 2016 JAIL FINES			\$1,060.00
Invoice FEB 2016	3/8/2016				
Transaction Date	3/10/2016	Citizens	111000	Total	\$1,060.00
Refer	75337 <i>UNIQUE MANAGEMENT</i>	-			
Cash Payment	E 440-5511-5310 Outside Services	PLACEMENTS			\$53.70
Invoice 422418	3/1/2016				
Transaction Date	3/10/2016	Citizens	111000	Total	\$53.70
Refer	75338 <i>USA BLUEBOOK</i>	-			
Cash Payment	E 620-8010-8260 Other Chemicals	AmMONIA STANDARD/NIST TRACEABLE			\$105.40
Invoice 885237	2/29/2016				
Cash Payment	E 620-8010-8270 Operation Supply/Expen	C.I. REDUCING FLANGE			\$67.06
Invoice 701648	7/20/2015				
Cash Payment	E 610-6450-6650 Maint-Distr Reservoir/Pip	WIKA SUBMERSIBLE TRANSMITTER			\$509.95
Invoice 883674	2/26/2016				
Transaction Date	3/10/2016	Citizens	111000	Total	\$682.41
Refer	75339 <i>VERIZON</i>	-			
Cash Payment	E 100-5211-5225 Telephone	CELL			\$1.50
Invoice 9761228595	2/26/2016				
Transaction Date	3/10/2016	Citizens	111000	Total	\$1.50
Refer	75340 <i>VFW POST 7221</i>	-			
Cash Payment	E 100-5211-5399 Other	AWARDS BANQUET			\$22.00
Invoice APRIL 6	3/4/2016				
Transaction Date	3/10/2016	Citizens	111000	Total	\$22.00
Refer	75341 <i>VILLAGE OF MUKWONAGO</i>	-			
Cash Payment	E 610-6920-6408 Taxes - Village	MNTHLY TAX			\$30,000.00
Invoice MAR 16	3/3/2016				
Transaction Date	3/10/2016	Citizens	111000	Total	\$30,000.00
Refer	75342 <i>W C T C</i>	-			
Cash Payment	E 150-5232-5335 Training & Travel	EmT BASIC REFRESHER			\$118.80
Invoice S0613826	2/29/2016				
Cash Payment	E 150-5223-5335 Training & Travel	FIRE OFFICER			\$64.20
Invoice S0613826	2/29/2016				
Cash Payment	E 100-5215-5335 Training & Travel	VEHICLE PURSUIT TRNG			\$69.36
Invoice S0613827	2/29/2016				

VILLAGE OF MUKWONAGO

03/10/16 3:43 PM

Page 10

Payments

Current Period: March 2016

Cash Payment	E 100-5215-5335 Training & Travel	JAWOROWICZ TRNG			\$50.18
Invoice	201620	2/29/2016			
Transaction Date	3/10/2016	Citizens	111000	Total	\$302.54
Refer	75343	WI HISTORICAL SOCIETY	-		
Cash Payment	E 100-5112-5324 Membership Dues	MEMBERSHIP RENEWAL			\$65.00
Invoice	2016	3/1/2016			
Transaction Date	3/10/2016	Citizens	111000	Total	\$65.00
Refer	75344	WI STATE LAB OF HYGIENE	-		
Cash Payment	E 620-8010-8260 Other Chemicals	TESTING			\$50.00
Invoice	451208	2/29/2016			
Cash Payment	E 610-6920-6923 Outside Services Employ	TESTING			\$25.00
Invoice	452532	2/29/2016			
Transaction Date	3/10/2016	Citizens	111000	Total	\$75.00
Refer	75345	WISCONSIN IMAGING	-		
Cash Payment	E 100-5211-5219 Professional Services	COPIES			\$97.13
Invoice	33171	2/23/2016			
Transaction Date	3/10/2016	Citizens	111000	Total	\$97.13
Refer	75346	WI LAW ENFORCEMENT	-		
Cash Payment	E 100-5211-5219 Professional Services	2016 ANNUAL PROGRAM FEES			\$300.00
Invoice	2016 ANNUAL	1/1/2016			
Transaction Date	3/10/2016	Citizens	111000	Total	\$300.00
Refer	75347	BK PLANNING STRATEGIES	-		
Cash Payment	E 100-5632-5219 Professional Services	GEN PLANNING			\$2,492.75
Invoice	M0386-2016	3/10/2016			
Cash Payment	G 100-162010 Potential TID Accum. Costs	TID 4			\$620.28
Invoice	M0387-2016	3/10/2016		Project TID004	
Cash Payment	E 200-5632-5219 Professional Services	CHAPMAN PROP			\$112.50
Invoice	M0388-2016	3/10/2016		Project EDC006	
Cash Payment	E 100-5632-5219 Professional Services	COMP PLAN UPDATE			\$1,470.50
Invoice	M0389-2016	3/10/2016		Project PLN001	
Cash Payment	G 100-211400 Billable Disbursements	THEISEN			\$113.25
Invoice	M0390-2016	3/10/2016		Project D00015	
Cash Payment	G 100-211400 Billable Disbursements	DaY CARE PROGRAM			\$83.25
Invoice	M0391-2016	3/10/2016			
Transaction Date	3/10/2016	Citizens	111000	Total	\$4,892.53
Refer	75348	DIGGERS HOTLINE	-		
Cash Payment	E 620-8400-8520 Outside Services Employ	CONTRACT SERVC			\$43.78
Invoice	160238301	2/29/2016			
Cash Payment	E 610-6920-6923 Outside Services Employ	CONTRACT SERVC			\$43.78
Invoice	160238301	2/29/2016			
Cash Payment	E 100-5344-5219 Professional Services	CONTRACT SERVC			\$43.78
Invoice	160238301	2/29/2016			
Transaction Date	3/10/2016	Citizens	111000	Total	\$131.34
Refer	75349	KARL JAMES & COMPANY LLC	-		
Cash Payment	E 100-5141-5219 Professional Services	COMP PLAN UPDATE			\$2,000.00
Invoice	2016017	3/10/2016			

VILLAGE OF MUKWONAGO

03/10/16 3:43 PM

Page 11

Payments

Current Period: March 2016

Transaction Date	3/10/2016	Citizens	111000	Total	\$2,000.00
Refer	75350 POMPS TIRE SERVICE, INC	-			
Cash Payment	E 100-5324-5395 Repairs & Maintenance				\$48.00
Invoice	60088627 3/10/2016				
Transaction Date	3/10/2016	Citizens	111000	Total	\$48.00
Refer	75351 USA FIRE PROTECTION INC	-			
Cash Payment	E 100-5323-5395 Repairs & Maintenance				\$960.00
Invoice	245364 2/26/2016				
Cash Payment	E 100-5160-5821 Improvements				\$1,770.00
Invoice	245365 2/26/2016				
Transaction Date	3/10/2016	Citizens	111000	Total	\$2,730.00
Refer	75352 WE ENERGIES MLWAUKEE	-			
Cash Payment	E 100-5160-5222 Electric		2/29-3/7/16		\$16.72
Invoice	915 MAIN 3/9/2016				
Cash Payment	E 100-5160-5222 Electric		GaS 2/29-3/7/16		\$200.05
Invoice	915 MAIN 3/9/2016				
Transaction Date	3/10/2016	Citizens	111000	Total	\$216.77
Refer	75353 WOS OPTICAL	-			
Cash Payment	E 100-5323-5348 Safety Supplies				\$93.54
Invoice	FEB 2016 2/29/2016				
Transaction Date	3/10/2016	Citizens	111000	Total	\$93.54

Fund Summary

	111000 Citizens
100 GENERAL FUND	\$73,490.31
150 FIRE/AMBULANCE FUND	\$8,258.90
200 COMMUNITY DEVELOPMENT FUND	\$3,310.78
220 TID#3 - GENERAL	\$993.75
410 RECYCLING FUND	\$33,083.44
440 LIBRARY FUND	\$6,145.31
480 2004-06-07 GO NOTE	\$4,608.78
500 STORM WATER UTILITY	\$263.25
610 WATER UTILITY FUND	\$37,517.86
620 SEWER UTILITY FUND	\$6,749.01
720 TAX ESCROW AGENCY FUND	\$17,500.00
	<u>\$191,921.39</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$191,921.39
Total	\$191,921.39

RESOLUTION 2016-009

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

RESOLUTION 2016-010

VILLAGE OF MUKWONAGO BUILDING CODES OFFICIAL POSITION DESCRIPTION

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

Status: Full-Time Wage, NR
Revision Date: February 23, 2016
Adoption Date: March 15, 2016

- 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.

Adopted this 15th day of March 2016.

Fred Winchowky, Village President

Attest:

Steven Braatz, Jr., Clerk-Treasurer

RESOLUTION 2016-011

VILLAGE OF MUKWONAGO SUPERVISOR OF INSPECTIONS POSITION DESCRIPTION

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

Status: Full-Time, NR
Created Date: February 23, 2016
Adoption Date: March 15, 2016

- 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.

- 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.

Adopted this 15th day of March 2016.

Fred Winchowky, Village President

Attest:

Steven Braatz, Jr., Clerk-Treasurer

RESOLUTION 2016-012

A RESOLUTION AMENDING THE VILLAGE EMPLOYEE HANDBOOK

WHEREAS, the Village Board of the Village of Mukwonago has provided for employee policies, procedures, and benefits, and;

WHEREAS, the Village currently has an Employee Handbook last amended and adopted by the Mukwonago Village Board on November 18, 2014 (referred to herein as the "Handbook"), and

WHEREAS, the proposed amended Handbook includes personnel policies and benefit descriptions, and workplace expectations; and,

WHEREAS, additional and revised personnel policies and benefit descriptions have been presented to the Personnel Committee, and

WHEREAS, the Personnel Committee has reviewed and recommends adoption of said amendments to the Village Employee Handbook; and,

WHEREAS, all current and future employees shall be furnished a copy of the Employee Handbook.

NOW, THEREFORE, BE IT RESOLVED that the Village Board of the Village of Mukwonago hereby adopts the amended Employee Handbook, attached hereto and incorporated by reference as **Exhibit A**, and all provisions therein. Revisions have been made to these specific sections:

- Employment Classifications – page 4
- Rehiring An Employee – page 8
- Health Reimbursement Account (HRA) – pages 23-24
- Hospitalization and Surgical Care Insurance – pages 24-25
- Sick Leave Policy – page 28

BE IT FURTHER RESOLVED that the amended Employee Handbook will become effective on March 16, 2016.

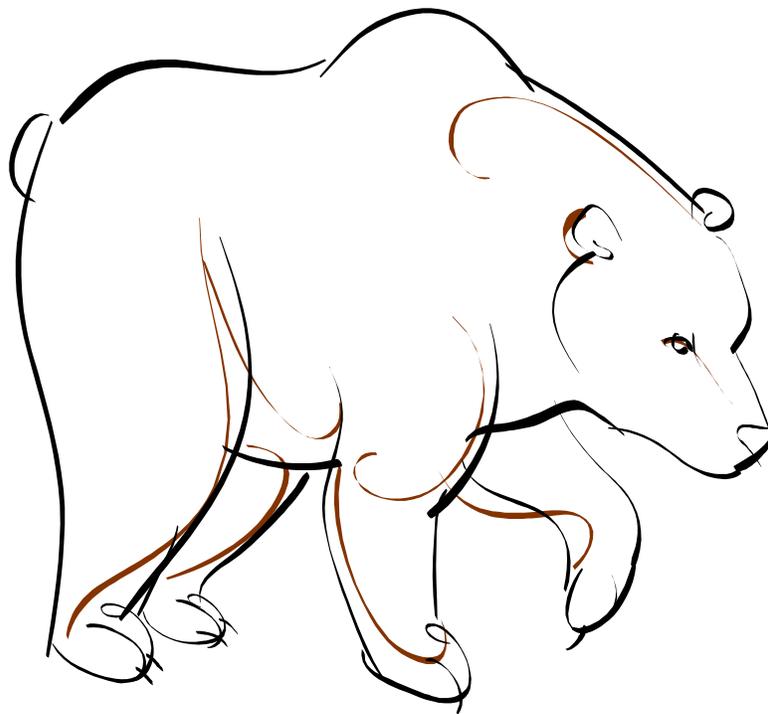
Passed and adopted this 15th day of March, 2016.

Fred H. Winchowky, Village President

Attest: _____
Steve Braatz, Jr. Village Clerk

VILLAGE OF MUKWONAGO

EMPLOYEE HANDBOOK



Revised: March 10, 2016
Adopted: March 15, 2016
Effective: March 16, 2016

This Employee Handbook,
adopted March 15, 2016 by the Mukwonago Village Board,
replaces and supersedes
all previous issues, revisions and drafts
of the Employee Handbook.

TABLE OF CONTENTS

	<u>Page</u>
I. GENERAL EMPLOYMENT POLICIES AND PRACTICES	1
A. Introduction.....	1
B. Disclaimer Statement	1
C. Municipal Calendar	1
D. Relationship with Union Contracts	1
E. Communications and Suggestions	2
F. Equal Employment Opportunity Policy	2
G. Personnel Records	3
H. Employment Classifications.....	3
I. Fingerprinting of Employees	4
J. Identification Badges/Cards	5
K. Job Transfers/Postings	5
L. Solicitation/Distribution.....	6
M. Employee Questions.....	7
N. Safety	7
O. Hiring Family Members.....	8
P. Voluntary Termination/Resignation.....	8
Q. Rehiring An Employee	8
R. Employment Verification Inquiries	9
S. Reasonable Accommodation Policy.....	9
II. EMPLOYMENT CONDITIONS	11
A. Orientation Period	11
B. Work Schedules	11
C. Meal and Rest Periods	12
D. Residency.....	12
E. Smoking	12
F. Reporting Absences or Tardiness	13
G. Work Performance and Annual Review	13
H. Outside Employment	14
I. Concealed Carry.....	14
J. On Call	14
K. Dress Code.....	15
L. Political Activities	15
M. Occupational Health and Workplace Safety	15
N. Health Examinations.....	16
III. EMPLOYEE COMPENSATION	18
A. Overtime - Hourly Employees	18
B. Call-In Pay.....	18

C. Payday	19
D. Mileage Reimbursement	19
E. Clothing Allowance	19
F. Meal Reimbursements	19
G. Lodging	20
H. Payroll Deductions	20
I. Longevity	20
J. Educational And Conference Leave.....	21
IV. EMPLOYEE BENEFITS.....	23
A. Benefit Year	23
B. Group Insurance Benefits	23
C. Health Reimbursement Account (HRA)	24
D. Hospitalization and Surgical Care Insurance.....	24
E. Continuation Of Health Insurance	25
F. Life Insurance.....	25
G. Vacations	26
H. Holidays	27
I. Sick Leave	27
Leave Donation Policy.....	29
J. Funeral Leave	32
K. Military Leave	32
L. Jury and Witness Duty	32
M. Worker's Compensation	33
N. Retirement	33
O. Tuition Reimbursement	34
P. Family and Medical Leave	34
V. CONDUCT AND PERFORMANCE	38
A. Cooperation and Courtesy	38
B. Use of Village Property	38
C. Code of Ethics.....	38
D. Drug Free Workplace	39
E. Drug and Alcohol Testing	40
F. Prohibited Conduct and Personal Actions	41
G. Workplace Violence Prevention Policy.....	42
H. Workplace Harassment.....	42
I. Employee Discipline	47
J. Grievance and Appeals	49
VI. USE POLICIES	53
A. Voicemail and Internet Use.....	53
B. Electronic Communications Policy.....	54
C. Cellular Equipment Policy.....	60

D. Social Media Policy	64
E. Vehicle Use Policy	68

VII. HANDBOOK RECEIPT	77, 79
-----------------------------	--------

FORMS

A. Complaint Submission Form.....	46
B. Grievance Submission Form.....	52
C. Electronic Communications Equipment Use Agreement.....	59
D. Cellular Equipment Use Agreement	63
E. Social Media Acknowledgement	67
F. Vehicle Use Agreement.....	75
G. Vehicle Use Agreement – Personally Assigned Vehicles.....	76
H. Handbook Receipt Acknowledgement	77, 79

I. GENERAL EMPLOYMENT POLICIES AND PRACTICES

A. Introduction

This Employee Handbook, "**Handbook,**" is a summary of some of the employment policies, procedures, rules and regulations of the Village of Mukwonago, "**Village,**" affecting all employees. It has been prepared to acquaint all employees with these policies, procedures, rules and regulations and to promote the orderly and efficient operation of the Village. It is **every employee's** responsibility to read, become familiar with, and follow the policies, procedures, rules and regulations it contains.

Most questions should be answered in this Handbook. Questions regarding the Handbook, or matters which are not covered should be directed to your Department Head or Designee.

B. Disclaimer Statement

This Employee Handbook has been prepared for informational purposes only. None of the statements, policies, procedures, rules or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit or a contract of **employment, express or implied. All of the Village's non-represented employees are employed "at-will"** unless covered by Civil Service provisions or other applicable State of Wisconsin statutes or Village of Mukwonago ordinances or policies and employment is not for any definite period. Termination of employment may occur at any time, with or without notice, and with or without cause, at the option of the Village or the employee.

The provisions set forth in this Handbook may be altered, modified, changed or eliminated at any time by the Village with or without notice. This Handbook, issued January 1, 2015, supersedes any and all previous handbooks, statements, policies, procedures, rules or regulations given to employees, whether verbal or written.

C. Municipal Calendar

The Village Fiscal Year is January 1st through December 31st.

D. Relationship with Union Contracts

The provisions of this Handbook apply to all employees, to the extent they do not conflict with a union contract. In the event of a conflict, the union contract shall prevail.

E. Communications and Suggestions

The Village encourages all employees to express their views on matters concerning their jobs and interests. The Village values the comments and suggestions of its employees concerning work methods and operations. Employees should feel free, and are encouraged, to offer suggestions and/or seek advice on any matter of concern to them. Employee suggestions should be submitted in writing to the appropriate Department Head or Designee, and should explain the present rule or method of operation, the proposed change, the reason for the proposed change and the benefit the employee believes will result from that change. The Department Head or Designee will respond to the employee within 30 days of receipt of the suggestion. If the Department Head or Designee does not respond within 30 days, the suggestion may be submitted directly to the managing Village Board Committee.

The Village believes the future goals of the Village and its employees will best be accomplished by our mutual efforts, and through direct and honest communications and relationships.

F. Equal Employment Opportunity Policy

It has been and shall continue to be Village policy to recognize the competence and ability of applicants for employment and existing employees. The Village will provide equal employment opportunities to all individuals regardless of their race, age, sex, creed or religion, color, handicap or disability, marital status, citizenship status, military **or veteran's status, membership in the national guard, state defense force or reserves,** sexual orientation, national origin, ancestry, arrest record, conviction record, pregnancy, use or non-use of lawful products or on the basis of any other status or characteristic **prohibited by state, federal or local law. This policy applies to the Village's policies and practices concerning recruiting, advertising, hiring, training, promotions, compensation, benefits, transfers, layoffs, returns from layoff, training and the accessibility of facilities. In addition, it is the Village's policy that no employee will be subject to discipline,** harassment, intimidation or coercion for filing a charge or complaint alleging an unlawful employment **decision or action, due to an employee's assistance or participation in an investigation, hearing or review by a court or government agency or because the employee opposed an unlawful employment practice or decision.**

If you have a problem or concern in any matter relating to equal employment opportunity, please discuss it as soon as possible with your immediate Department Head or Designee, or the Village Administrator.

G. Personnel Records

The Village maintains personnel records and files for each employee. Employment records, including performance reviews, for the Police and Fire Departments will be the responsibility of the respective Department Heads or Designee and will be maintained at the respective Police and Fire **Department's Administrative Buildings**. Maintaining these files with up-to-date information is very important as it provides the Village with contact information in case of emergency, addresses for mailings, data for payroll purposes and information required for insurance programs and other benefits.

All employees must promptly notify the Village of any change in:

1. Address
2. Contact phone number
3. E-mail address (for payroll purposes)
4. Marital status (for benefit plan purposes)
5. Beneficiary or dependents indicated in your insurance policy
6. Number of dependents for withholding purposes
7. Party to be notified in case of emergency.

If you will be getting married, please notify the Village prior to the marriage so appropriate arrangements are made for your spouse with regard to the benefit plans. A delay in filing the proper forms could result in lack of coverage. If you become divorced or widowed, it is a good idea to check who you have designated as beneficiaries. In the event of your death, your listed beneficiary will receive any insurance benefits due. Be sure the listed beneficiary is the person you intend to receive the benefits.

It is Village policy to protect the privacy of each employee and therefore the Village is committed to the **confidential handling of every employee's personnel information**.

Consistent with applicable law, the Village will allow employees to inspect their personnel records twice a year and within seven (7) working days after the employee makes the request for inspection.

H. Employment Classifications

Regular

Regular employees are those employees who have successfully completed their orientation period.

Full-Time

A full-time employee is one who is scheduled to work thirty-seven and one-half (37.5) hours or more each week and is reasonably expected to continue employment for

longer than one year. Regular full-time employees are eligible for all Village benefits described in this handbook if they meet the eligibility criteria.

Part-Time

A regular part-time employee is one who is scheduled to work less than thirty-seven and one-half (37.5) hours each week and is reasonably expected to continue employment for longer than one year. Regular part-time employees who work at least thirty (30) or more hours per week are eligible for prorated vacation, sick leave and holiday benefits based on the hours worked per week. The proration will be calculated against a forty (40) hour week. Employees working less than thirty (30) hours per week are not eligible for benefits unless otherwise eligible for statutory retirement. Ranges have been established for the proration of Village health insurance and HRA contributions and are explained in those sections of the handbook.

If an employee who works less than thirty (30) hours per week transitions to a position where they will permanently work more than thirty (30) hours per week, eligibility for **benefits begins on the date of transition, not on the employee's original hire date.** Conversely, an employee who permanently transitions to less than thirty (30) hours per week will have benefits removed or reduced accordingly on the date of transition.

Paid on Call (Fire Department Only)

A paid on call employee is considered a part-time employee. Paid on call (POC) is paid for the time they are on the call or other related department approved activity. POC receive an hourly rate determined by their certifications for the time they are considered working. The hours worked by POC are not regularly scheduled and are random and variable.

Temporary

A temporary employee is one who holds a position, either part-time or full-time, for a limited period of time. Temporary employees are made aware of the limited term of their employment when they are hired. Temporary employees are not eligible for any Village benefits.

Emergency Personnel

Emergency personnel are made up of municipal units such as fire and police departments, public works, and utilities.

I. Fingerprinting of Employees

All new employees shall be fingerprinted by the Village Police Department as part of the employment process. Three (3) sets of fingerprint cards shall be taken:

1. State of Wisconsin Employment Card.

2. Federal Government Employment Card.
3. Village of Mukwonago Employee Card.

These fingerprint cards shall be forwarded to the various agencies for classification and search of their files. The Village of Mukwonago employee card shall be kept in the **employee's personnel file** for future reference, if needed.

J. Identification Badges/Cards

Village representatives, including elected and appointed officials, full or part-time employees, are required to carry a Village identification badge/card when conducting Village business away from their regular workplace. An employee must display his/her identification badge/card upon request. Identification cards are available through the Police Dept. The Fire Department does not use Village ID, they use Waukesha County ID.

K. Job Transfers/Postings

Whenever positions become available in the Village, they will be posted at each location.

1. Transfers

Any lateral job transfers by current employees must be approved by the Department Heads affected. If an employee is approved for a transfer, he or she will be required to serve an additional six (6) month orientation period regardless of having previously completed one.

Any employees who may be interested in filling an available vacant position may submit an application to the Department Head for the position applied for. The successful applicant, whether selected from current employees or new applicants, will be chosen on the basis of skill, ability, and qualifications for the position.

2. Promotion

Promotional opportunities are available to employees of the Village when vacancies arise or the Village determines that there is a need for filling the position. The successful applicant, whether selected from current employees or new applicants, will be chosen on the basis of skill, ability, and qualifications for the position.

Any employee promoted to a higher ranking position may be required to serve an orientation period.

3. Reinstatement

If an employee requests to return to his/hers former position, the Department Head, with approval of the Personnel Committee, can authorize return to the former position if the position is vacant and the return is determined to be in the best interest of the Village.

4. Reassignment

The Village may change the duties and responsibilities of your position. If the changes are significant and assigned permanently, the position may be considered for job title and description change that more accurately reflects the new duties. If your position is reviewed and changes are made, you and your Department Head or Designee will be asked to complete the appropriate forms, which will include the description of your duties.

In the event of a complaint over a change work assignment, employees should perform the assigned task and then discuss the problem with the Department Head or Designee.

5. Reallocation

When the occupying position of an employee is reclassified to a different class, he or she is required to continue in the position of their newly assigned class. The Village may reduce the classification of the position whether it is filled or vacant and adjust the compensation rate when appropriate.

6. Layoff & Recall

If the Village determines to implement a layoff with or without recall rights, the employee to be laid off will be notified of any recall rights the Village has determined will be offered. Layoffs will be determined by the Village Administrator in consultation with the affected Department Head(s) upon direction of the Village Board.

L. Solicitation/Distribution

In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions or solicit for any other cause during working time. Employees who are not on working time, e.g. on lunch hour or breaks, may not solicit employees who are on working time for any cause or distribute literature of any kind to them. This policy includes solicitations via e-mail and other telephonic communication systems. Further, employees may not distribute literature or printed material of any kind in working areas at any time.

“Working time” does not include the time before the employee’s scheduled work day begins, the time after the employee’s scheduled work day ends or the employee’s breaks or lunch period. “Working areas” includes all areas of the premises except the break room and the parking lot.

M. Employee Questions

Questions relating to an employee’s work should be discussed with the employee’s Department Head or Designee.

N. Safety

You are the Village’s best protection against accidents. Learn how to properly operate all equipment for your job. Never operate equipment unless you have first learned how to safely operate that equipment. If you have any questions about the use of Village equipment, see your Department Head or Designee *before* attempting to operate the equipment.

Be sure to report all unsafe working conditions to your Department Head or Designee. If you do have an accident, no matter how minor the injury, report it immediately to your Department Head or Designee. You must complete the necessary accident reports as soon as possible after the accident. Failure to timely report an accident or to file the **necessary accident reports could jeopardize your eligibility for worker’s compensation** benefits and could lead to disciplinary action.

Each employee must comply with the Village safety program.

All designated employees will complete and attend the safety training courses required by the Village. The employee will sign a completion form and this will be kept in their personnel file. Failure to attend or complete course(s) in a reasonable time period after the request could result in dismissal.

Any Village employee who operates Village equipment or vehicles shall have an annual **review of his/her driver’s license and/or CDL performed by** the Village Police Department. Employees whose job includes operating a motor vehicle, shall keep their **operator’s license and all required endorsements, current and valid. Members shall** report any drivers license restrictions. Employees who are arrested, cited, or come under investigation for any criminal or traffic offense, both within and outside of the Village of Mukwonago, shall report this incident, in writing, to their Department Head as **soon as practical. This includes driver’s license traffic** and OAWI violations.

O. Hiring Family Members

It is the Village's policy to recruit, select and appoint the most qualified persons for each Village position. The employment of qualified persons within the same family is not prohibited if the person has the required knowledge, skills or other job related qualifications that warrant consideration for employment. However, it is required that either the current employee or the relative seeking a position make the relationship known to the appropriate authority (Village Board, Department Head, Fire & Police Commission). In no event will any applicant or employee receive preferential consideration because of relationship to another Village employee, elected or appointed official and/or employee.

A supervising authority who does not discipline, promote or directly supervise a relative, (mother, father, child, spouse, brother, sister, mother-in-law or father-in-law, brother-in-law, sister-in-law, step-parents, step-children, step-siblings, step-grandchildren, grandparents or grandchildren) and/or their relatives will not be considered a violation of this policy.

P. Voluntary Termination/Resignation

Two (2) weeks written notice is requested if an employee resigns. An employee who resigns and gives two (2) weeks written prior notice will be paid his or her remaining accrued vacation and personal time. An employee who voluntarily terminates employment without giving two (2) weeks prior written notice automatically waives his or her right to payout of any accrued leave.

Q. Rehiring an Employee

An employee who separates from the Village and who is later rehired will accrue any eligible length-of-service benefits based on the new rehire date. Any exceptions to this must be approved by the Village Board. **A rehired employee's salary or wages 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 but may not exceed it. Any exceptions to this must be approved by the Village Board.

R. Employment Verification Inquiries

The Village is committed to protecting the privacy of each employee and maintaining the confidentiality of each employee's personal information to the extent allowed by law.

S. Reasonable Accommodation Policy

It is the Village's policy to comply with all relevant and applicable provisions of the Americans with Disabilities Act (ADA), as well as any State or local laws regarding disabilities in employment. The Village will not discriminate against any qualified employee or job applicant with respect to any terms, privileges or conditions of employment because of a person's physical or mental disability.

The Village will attempt to reasonably accommodate any applicant needing such accommodation in the hiring process. In addition, the Village will attempt to reasonably accommodate any qualified employee who is unable to perform the duties of the job due to a disability defined by local, state or federal law. An employee who believes he or she is disabled and in need of accommodation should contact the Village Administrator.

(Reserved For Future Use)

II. EMPLOYMENT CONDITIONS

A. ORIENTATION PERIOD

The orientation period is an extension of the recruiting process and provides your Department Head or Designee with the opportunity to judge your potential for success in your new job. During this time, you have the opportunity to demonstrate proper attendance, attitude and ability toward your job performance. If you do not successfully complete this orientation period or cannot perform the duties of your position, you will be subject to termination.

Generally, new employees are required to serve a twelve (12) month orientation period. The Department Head may extend the orientation period beyond this requirement, for up to an additional twelve (12) months, if it is deemed to be in the interest of Village service.

If you are transferred to another job because of lack of performance you will be required to be subject to an additional six (6) month orientation period in the new position.

If you have unsuccessfully completed any of the orientation periods referenced above or are unable to perform your duties that are required of your position, you will be subject to termination.

B. Work Schedules

The normal workweek shall consist of a flexible time period. The FLSA work period shall be from 12:00 a.m. on Saturday until 12:00 a.m. the following Saturday. Normal work hours for departments are:

DPW, Water, WWTP

7:00 a.m. to 3:30 p.m. with one-half (½) hour unpaid lunch break from 12:00 noon to 12:30 p.m.

Bldg. Inspection

8:00 a.m. to 4:30 p.m. with one-half (½) hour unpaid lunch break from 12:00 noon to 12:30 p.m.

Office Hours

8:00 a.m. to 9:30 a.m.

Clerk's Office

8:00 a.m. to 5:00 p.m. with one (1) hour unpaid for lunch

Office Hours (open to the public)

M-Th: 8:00 a.m. to 5:00 p.m., Friday: 8:00 a.m. to 12:00 p.m. (except as required by law)

Clerk/Dispatchers

8:00 a.m. to 4:00 p.m., 4:00 p.m. to 12:00 a.m. and 12:00 a.m. to 8:00 a.m. with one-half (1/2) hour paid lunch.

Hours:

The Dispatch Center is operational continually (24 hours per day, everyday)

Shifts:

A full-time clerk/dispatcher's work schedule: **five (5) shifts on, two (2) off, four (4) on and two (2) off.** A shift differential of fifteen cents (\$0.15) per hour shall be paid for any hours worked between 4:00 p.m. and 8:00 a.m., including overtime hours if the overtime hours are pre-approved by the Police Chief.

The Village reserves the right to change these hours with or without notice.

C. Meal and Rest Periods

Employees working more than six (6) hours may take a thirty (30) minute unpaid **lunch/meal period. This meal period should be taken at the midpoint of the employee's shift.** Employees are also eligible for a fifteen (15) minute paid break daily at 9:30 a.m. or at the discretion of the Department Head, or Designee. Clerk/dispatcher meals are one-half (1/2) hour paid.

D. Residency

The Village Administrator, Emergency Personnel (as defined on page 4), and Police Department Administration must reside within a twenty-five (25) mile radius of the Village center (intersection of County Highway ES and State Highway 83), as measured on a map. Fire Administration residency restrictions as required by the Fire Commission.

E. Smoking

To promote a clean and healthy work environment for all employees, smoking is prohibited in all Village buildings, offices, meeting rooms, vehicles, work areas and on Village grounds except for specifically designated exterior areas.

F. Reporting Absences or Tardiness

In the event of illness or other absences, the employee must notify his/her Department Head or Designee at his/her earliest opportunity, and least thirty (30) minutes prior to **the employee's starting time (two (2) hours for clerk/dispatchers)**. The employee must notify his or her Department Head or Designee each day of absence or for the expected length of the absence, e.g. funeral leave, vacation, sick, military leave, jury duty, etc. Failure to notify your Department Head or Designee within twenty-four (24) hours from the beginning of their work shift on the first day of absence may be cause for denial of use of sick leave credit for the period of absence. Employees who are absent from work due to illness or injury for three (3) consecutive work days may be required to **submit a doctor's certificate** or other medical authorization prior to being permitted to **return to work**. A **doctor's certificate** may be required for any absence the day before or after a holiday. In the case of suspected abuse of sick leave, or to determine fitness for duty, the Administrator or Department Head, or Designee **may request a doctor's excuse at any time**. **If an employee fails to submit the requested doctor's certificate, or the doctor's excuse is not acceptable to the Village (unless circumstances make it impossible to submit such an authorization)**, the employee will be considered to have voluntarily quit his or her job. This policy will be enforced consistent with the federal law on family and medical leave (FMLA).

G. Work Performance and Annual Review

All employees are expected to satisfy or exceed the levels of performance required of the positions in which they are employed. Employees consistently demonstrating poor performance will receive coaching and training opportunities in conjunction with performance reviews to ensure that standards are met. Employees who fail to meet expectations will be subject to possible transfer, demotion, or separation. Employee performances will normally be reviewed annually by November 30th. Evaluations may be more frequent if deemed appropriate by the Department Head or Village Administrator.

Employees must maintain reasonable standards of work quality, consistent with experience and must accomplish work within the time limits established.

Employees will be evaluated by their respective Department Heads, who will review results with the Village Administrator. Department Heads will be evaluated by the Village Administrator, who shall review results with the Personnel Committee. Employees will have the opportunity to add comments to their evaluations. The Village Board will review the Village Administrator. The Fire and Police Departments report to the Fire Commission or Police Commission for all personnel matters.

All performance reviews will be signed by Department Heads and kept in the **employee's personnel file.**

Individual **performance reviews may be used in conjunction with the "Wage" resolution** as a factor in determining compensation increases.

H. Outside Employment

Full-time employees are discouraged from holding another full-time or part-time job if it **is likely that in doing so the individual's efficiency or effectiveness as a Village employee** may be impaired, if the nature of the outside employment is such that it will reflect adversely on the Village or if there is the potential for a conflict of interest. Full-time employees contemplating outside employment must secure the approval of their Department Head before accepting an offer of employment. Department Heads (except the Police Chief & Fire Chief) must secure the approval of the Personnel Committee before authorizing full-time employees to work on outside jobs. Police and Fire employees must get approval from their Department Head and respective Police or Fire Commission.

I. Concealed Carry

No employee is permitted to carry a weapon during working hours, except as otherwise authorized by the Village in the case of sworn **law enforcement officers. A "weapon" is** anything that is designed to injure or harm another person.

J. On Call

Due to the continuing growth of the Village of Mukwonago, and the added responsibilities that accompany that growth, it will be necessary for those employees **now scheduled for weekend and holiday duty to be available "on call" for the entire** weekend or holiday duty assignment.

Employees assigned to a weekend or holiday shift will be required to carry an electronic communication device and must be available to acknowledge the call within 15 minutes of receiving it. Employees are free to engage in any activities or travel outside the Village limits while on call; so long as the employees carry their electronic communication device with them at all times and can report for duty within a reasonable amount of time. When acknowledging the call, an estimated time for arrival must be provided. Protective Service employees will follow their respective procedures for responding to calls.

Employees are reminded to use Village equipment rather than their own vehicles when performing **Village work**. **For the employee's own protection and for insurance** purposes, it is important that an employee use Village equipment and trucks when performing any work, including on weekends and holidays.

K. Dress Code

All employees are expected to present themselves for work in neat and appropriate attire in light of the position held. Employees are expected to be clean and well-groomed at all times.

Grooming standards will be required based on safety requirements. These standards are at the direction of the Village Board and can be modified from time to time.

The reaction of our customers, the public, is very much affected by an employee's appearance. Employees can show interest and pride in their employment by dressing and grooming based on the requirements of your position and by conducting yourself in a professional manner at all times.

If you have any questions about appropriate attire, personal appearance or grooming requirements for your job, please see your Department Head or Designee.

L. Political Activities

Employees are not allowed to take active part in any form of political campaigning, and shall not be coerced to participate in any form of political campaigning, while on Village time or in uniform. Any violations shall be immediately reported to the District Attorney for investigation

M. Occupational Health and Workplace Safety

The physical well-being of every employee and member of the public is a primary consideration in every Village activity, whether that activity involves heavy machinery or performing a simple routine task. In order to help mitigate workplace injuries and other health concerns, the Village has established different departmental procedures and policies for keeping workspaces and worksites as safe as possible. There are basic rules and procedures that apply between all departments including:

Equipment Operation – The Village requires that you learn how to properly operate all the equipment that you are required to use under the course of your duties. Never operate equipment unless you have first learned how to safely operate that equipment.

If you have any questions about the use of Village equipment, see your Department Head or Designee before attempting to operate the equipment.

Reporting - Be sure to report all unsafe working conditions to your Department Head or Designee. If you do have an accident, no matter how minor the injury, report it immediately to your Department Head or Designee. You must complete the necessary accident reports as soon as possible after the accident. Failure to timely report an accident or to file the necessary accident reports could jeopardize your eligibility for **worker's compensation benefits and could lead to disciplinary action.**

Training Course Attendance - All designated employees will complete and attend the safety training courses requested by the Village. The employee will sign a completion form and this will be kept in their personnel file. Failure to attend or complete the course in a reasonable time period after the request could result in dismissal.

Immunizations – All Village employees with occupational exposure will be provided with Hepatitis and other appropriate vaccinations at no cost. The Village will maintain record of all vaccinations. **These records will be kept confidential and filed with the employee's personnel file.**

Note that any Village employee who operates Village equipment or vehicles shall have **an annual review of their driver's license and/or CDL performed by the Village Police Department.**

N. Health Examinations

Employees may be required to receive periodic occupational examinations and/or tests, e.g. pulmonary function, hearing, TB skin and fit tests, to certify an employee's continued ability to perform job duties or to serve as a measure of disease control.

If there is reasonable cause to believe an employee has an illness that can be detrimental to the health of employees or the public, the Village may require the employee to have a health examination to indicate whether the employee has such an illness.

(Reserved for future use)

III. EMPLOYEE COMPENSATION

A. Overtime - Hourly Employees

All hourly employees, except paid on call, who work in excess of forty (40) paid hours per week will receive compensation for overtime. Paid on call employees who work in excess of fifty-six (56) hours per week will receive compensation for overtime. Employees must receive approval from their Department Head or Designee before working any overtime hours. Work in excess of forty (40) hours per workweek shall be compensated at a rate of one and one-half (1-1/2) **times the employee's base rate of pay.** Clerk-dispatchers receive overtime for working over eight (8) hours per day or if required to work on a scheduled day off. One calendar day is defined as 12:01 a.m. to 12:00 a.m. Regular full-time hourly employees, called in to work on the following holidays will be paid double time with the approval of the Department Head or Designee: New Years Day, Christmas Day and Thanksgiving. Clerk-dispatchers whose regular work day occurs on a Village holiday will be paid their regular hourly pay and are entitled to schedule an extra personal day according to Police Department policy.

Compensatory time is time allowed off in lieu of overtime pay for hours worked in excess of forty (40) over a week and will be earned at the rate of time and one-half for each overtime hour worked. Compensatory time may be permitted in lieu of overtime pay up to eighty (80) hours in a fiscal year. Compensatory time will be scheduled at the discretion of the Department Head. Compensatory time not scheduled off by **December 1 in any year will be paid on the employee's final paycheck for that year at the employee's current rate of pay.** Any planned use of compensatory time off should **be scheduled with the employee's** Department Head or Designee no less than two (2) days in advance.

Before compensatory time may be used, the Department Head must approve it. Compensatory time off cannot be used in less than one (1) hour increments.

B. Call-In Pay

In the event full-time hourly employees in the Department of Public Works, Water Utility, or Sewer Utility are called for work after their normal workday has been completed, they shall receive a minimum payment of two (2) hours pay at time and one-half (1½). This provision shall not apply to hours contiguous to the scheduled workday. This call-in pay is only applicable to full-time hourly employees in the Department of Public Works, Water Utility, or Sewer Utility.

C. Payday

All employees shall be paid by direct deposit to a financial institution identified by the employee. The rules for direct deposit shall be as set forth by the administration of the direct deposit plan and can be modified.

The regularly scheduled payday is biweekly, every other Friday. However, if an **employee's time slips are not turned in by payroll processing, which is 10:00 a.m. on Monday before payday, the employee's regularly scheduled payday will not fall on that Friday, but the next biweekly payday.** If a holiday falls on a Friday, payday will be the last working day before the holiday period.

All time cards must be approved and initialed by the Department Head or Designee.

D. Mileage Reimbursement

Employees who use their personal car for Village business shall be reimbursed at the current IRS rate.

E. Clothing Allowance

Water Utility employees, WWTP employees and Public Works employees are eligible to receive uniforms, rental and cleaning by the Village. The building inspectors are eligible to receive an annual clothing allowance of up to \$200.00. The police chief and lieutenants are eligible to receive an annual clothing allowance of up to \$550.00. Clerk/dispatchers are eligible to receive an annual uniform allowance up to \$250. All employees designated by the Village as requiring safety shoes shall receive an annual reimbursement credit of up to \$100.00. Reimbursements for any clothing or uniform allowances will be made upon submission of receipt.

F. Meal Reimbursements

Employees who pay for meals "out-of-pocket" while conducting Village business, such as attending a seminar or conference related to his or her duties are entitled to be reimbursed for their expense. The Village follows the meal maximum limits established by the University of Wisconsin (UW) System (<http://www.bussvc.wisc.edu/acct/Policy/travel/meals.html>). When an employee is entitled to, and personally incurs the cost for two or more consecutive meals in a day, he/she may exceed the allowed maximum on one or more of those meals as desired, as long as the total allowable maximums for the consecutive meals are not exceeded and the costs were actually incurred. Each day is considered separately, i.e. savings do not accrue and cannot be applied to expenses claimed on another day. Meals already

included in the conference registration cost or lodging are not separately reimbursable. All meal claims must be supported by a receipt. Itemized slips from travel card/credit cards are acceptable receipts. To be considered reasonable, a cost must generally be incurred outside the control of the individual. Generally, if the employee has a choice in the selection of the restaurant or the menu items, he/she is expected to stay within the maximums. Village issued credit cards may be used pursuant to the Village credit card policy.

G. Lodging

The Village will reimburse employees required to stay away from their homes overnight while on Village business or attending a conference or seminar related to their duties for their lodging. Employees are expected to arrange for reasonable lodging facilities to minimize the cost as much as reasonably possible.

H. Payroll Deductions

Standard deductions from an employee's paycheck will include the following: State and Federal withholding tax; Social Security; Retirement (when eligible); Health Insurance, AFLAC or any other Section 125 cafeteria plans offered to eligible Village employees. The availability of any Section 125 plan is the sole discretion of the Village Board.

I. Longevity

After five (5) years of continuous service, an employee may be eligible to receive longevity compensation. Longevity is paid once each year during the first pay period in December. Longevity rates are as follows:

After five (5) years of service	\$250.00
After ten (10) years of service	\$350.00
After fifteen (15) years of service	\$450.00
After twenty (20) years of service	\$500.00

For those employees who leave employment by a voluntary quit or retirement, the Village will provide prorated longevity pay to that employee based on the number of months worked prior to leaving employment.

The Village reserves the right to change or eliminate the longevity rates with or without notice.

J. Educational And Conference Leave

Department Heads may authorize attendance at schools, seminars, meetings, etc. or other travel for work-related activities of employees under their supervision within budget guidelines. Registration fees will be paid for employees who attend such functions with the prior approval of the Department Head or Village Administrator within budget guidelines.

(Reserved for future use)

IV. EMPLOYEE BENEFITS

A. Benefit Year

The employee Benefit Year coincides with the Municipal Year. All employees are expected to schedule and use their vacation, personal and compensatory time during the calendar year. Department Heads are authorized to extend vacation and/or personal time up to 120 days into the succeeding year. Compensatory time, either earned after the first December payroll or scheduled and then cancelled due to a departmental emergency may also be extended and used in the succeeding year within the first 120 days.

B. Group Insurance Benefits

All regular full-time employees are eligible for group medical insurance benefits and a flexible spending account the first of the month after a full month of employment. The Village shall fund the flexible spending plan as follows: Family - \$500.00/year and Single - \$250.00/year. An employee shall be eligible for life insurance pursuant to applicable State of Wisconsin Life Plan rules. The Village has the sole discretion to determine what insurance benefits will be provided and the level of benefits to be offered. Specific provisions regarding these benefits are explained in separate booklets.

Family or Single plans are defined as: If the employee has a family health plan then they would received the flexible spending family plan; if they have the single health plan or no health plan then they would receive the flexible spending single plan.

Any questions concerning the Village's benefit programs should be directed to your Department Head or Designee or the Village Administrator.

C. Health Reimbursement Account (HRA)

In 2015 all active employees who were participating in the group medical insurance benefit had an HRA established for Dental and Vision expenses not covered under the insurance plan. Beginning in 2016, the health insurance benefit included an option for dental insurance and those employees who chose the dental plan included with the health insurance were not eligible to receive the HRA funding. In both 2015 and 2016, the funding of the HRA for eligible full-time employees with Family coverage was \$1,000 per year and with Single coverage was \$500 per year. Beginning in 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 cost to the Village of the dental option, not to exceed the originally established HRA funding limits of \$1,000 for family coverage and \$500 for single coverage.** For example, if the cost to the Village

to provide the dental option to employees is \$600 for a family plan but the employee **opts out of the dental coverage option, \$600 will be funded into the employee's HRA.**

Unspent amounts can be rolled over into subsequent years with balances capped at \$3,000 for family plans and \$1,500 for single plans. The Village reserves the right to reduce these caps in the future. The funding and caps for part-time employees will be prorated according to the percentages in the ranges established for health insurance.

An active employee who decides to discontinue participating in the group medical **insurance plan will forfeit any unspent balances in the HRA account. The employee's HRA will be terminated the same date that the insurance coverage ends.**

Funding towards the HRA will cease upon separation from the Village. Any unspent balances in the HRAs are the property of the Village and will be retained by the Village when an employee separates. Employees who continue to be enrolled in the insurance plan either through COBRA or as an annuitant will continue to have access to the balances in their accounts until they cease participating in the insurance plan.

D. Hospitalization and Surgical Care Insurance

The Village shall provide hospital and medical coverage insurance. The Village may, from time to time, change insurance carriers and/or plans.

Effective January 1, 2012, the Village will pay eighty-eight percent (88%) of the lowest Wisconsin Public Employers Group Health Insurance Program (State Health Plan) in the **Village's primary service area (Waukesha County).** The employee shall pay the **premium difference between his/her plan and the Village's contribution through payroll deduction.**

The Village provides a medical reimbursement account for employees and premium conversion program so employees may pay premium contributions and other costs of the health insurance plan on a pre-tax basis (effective May 1, 2001).

No employee shall make any claim against the Village for additional compensation in lieu of or in addition to the cost of his/her health insurance coverage.

The Village shall not provide two family health insurance plans for married employees if both parties are employed by the Village.

Part-Time employees who are eligible for the Wisconsin Public Employers Group Health Insurance Program (State Health Plan) **will have the Village's cost of the benefit (i.e. the 88% the Village pays towards a Full-Time employee's premium) prorated based on the**

weekly hours the employee is regularly scheduled to work as indicated within the following ranges:

- 35 to 35.49 hours per week, Village will pay 88% of the Village's cost
- 30 to 34.99 hours per week, Village will pay 75% of the Village's cost
- 25 to 29.99 hours per week, Village will pay 63% of the Village's cost
- 20 to 24.99 hours per week, Village will pay 51% of the Village's cost
- Less than 20 hours per week, Village will pay 25% of the Village's cost

As an example, if the total 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 in the ranges above are applied against the \$17,600 for eligible Part-Time employees to determine the Village's cost of the benefit. The employee pays the difference between that calculation and the total cost of the premium selected by the employee.

E. Continuation Of Health Insurance

You are eligible for continuation of your health insurance coverage when certain events occur.

Also, a spouse and/or dependent children insured in the Village group health plan may be eligible for continuation coverage, when certain events occur. You will be notified if you or a family member have a qualifying event and are eligible for continuing coverage.

Complete information about the circumstances under which you, a spouse and/or dependent children may become eligible for continuation coverage will be given to you at the time you become covered in the Village group health plan.

F. Life Insurance

The Village shall provide and maintain life insurance for full-time employees at a benefit level equal to the nearest \$1,000 of the employee's salary, as provided by the Group Insurance Plan for Employees of Wisconsin Municipalities. The Village shall provide a copy of the plan to eligible employees. The Village will allow an employee to upgrade their policy limits and/or add dependent coverage through the Wisconsin State Retirement Program, provided such coverage is available, at the employee's expense.

G. Vacations

Vacation time is provided so that employees may enjoy periods of rest and relaxation without loss of earnings.

Regular full-time employees will be eligible for vacations based on the following schedule:

One (1) week of vacation after one (1) year of employment.

Two (2) weeks of vacation after two (2) years of employment.

Three (3) weeks of vacation after five (5) years of employment.

Four (4) weeks of vacation after ten (10) years of employment.

Five (5) weeks of vacation after fifteen (15) years of employment.

Vacations should be used during the subsequent twelve (12) months following the **employee's date of employment. Vacations are not cumulative. Vacation leave credit** may be applied, at the written request of the employee and with the approval of the Department Head or Designee, to a period of absence due to sickness, injury, disability or military leave.

Vacation requests will be approved based on seniority until April 1st. All vacation requests submitted on or after April 1st if approved will be approved on a first come, first serve basis. Clerk/dispatcher vacation requests are subject to Police Department policies.

Employees should submit their vacation requests to their Department Head or Designee at least thirty (30) days in advance to allow for scheduling needs of the department. If more than one employee requests vacation for the same time period, the first employee to make the request will receive the requested days off. Vacation days may only be taken in increments of at least four (4) hours at a time, unless approved otherwise by the Department Head. Vacation schedules will be established by the Department Head based on the needs of the department, employee workloads and work schedules. Depending on the department, employees may not take vacation time during certain months when the workload is particularly heavy.

Vacation pay for hourly employees is computed based upon the current hourly rate of pay for an eight (8) hour workday. Vacation pay for salaried employees is based upon **the current weekly salary divided by five to create the employee's daily rate of pay.**

H. Holidays

Eight (8) hours of straight time pay based on the employee's current hourly rate will be paid to eligible regular full-time employees for the following holidays:

New Year's Day

Memorial Day

Fourth of July

Labor Day

Thanksgiving Day

Christmas Eve Day

Christmas Day

New Year's Eve Day

Four (4) personal days

If a holiday falls on a Saturday, the preceding Friday will be the holiday. If a holiday falls on a Sunday, the following Monday will be the holiday. Employees must advise their Department Head or Designee of their choice of the personal days as soon as possible.

The holiday schedule will be established and posted each year in January. The four (4) personal days will be taken by mutual agreement of the employee and the Department Head. These days are not cumulative and personal days not used during the calendar year cannot be carried over to the next year. However, if an employee is required to work on any of the above days, for any period of time, commensurate time shall be authorized at the discretion of the Department Head or Designee. Clerk/dispatcher holiday requests are subject to Police Department policies.

In order to be paid for a holiday an employee must be present during the Village's normal workday before and the normal workday after the holiday, unless the employee has received prior permission from the Village for these days off.

The day after Thanksgiving is not a holiday and will be considered an unpaid day for hourly employees who do not work. Employees will be eligible to take accrued leave with appropriate approval. **However, the Clerk's office will normally be closed on that day.** The office may be open on the direction of the Village President.

I. Sick Leave

Employees will accrue one (1) day of sick leave for every month of service completed. Sick leave shall not accrue for any month in which the employee is absent for fifteen (15) or more assigned work days. Sick leave may be used when you or a member of your immediate family is ill, and it is necessary that you care for this person until other

arrangements can be made, or when a death occurs in your immediate family. When illness develops, be sure to contact your Department Head or Designee as soon as you find it necessary to stay home. Sick leave with pay may be permitted without requiring **the employee to submit a doctor's certificate provided that the** Department Head has had other satisfactory evidence of an illness. The Department Head, in his or her discretion, may require medical certification to justify the absence.

After an employee has used three (3) consecutive days, a statement shall be furnished to the Department Head from the attending physician or other qualifying professional physician or nurse, certifying to the nature of the illness.

Failure to notify your Department Head or Designee within twenty-four (24) hours from the beginning of their work shift on the first day of absence may be cause for denial of use of sick leave credit for the period of absence.

Employees may accumulate a maximum of one hundred fifty (150) sick days. At retirement or employee resignation, and upon completion of no less than twenty (20) years of service to the Village, an employee may elect one of three options for payment of accrued unused sick leave up to one hundred twenty (120) days. The employee should elect his/her option at least 45 days preceding the anticipated retirement or resignation date to ensure his/her selected option will be in place on the day of retirement/resignation.

Options are:

1. One hundred percent (100%) of accrued sick leave credits of funds may be left within a segregated Village account to pay for group medical insurance premiums until the funds are exhausted.
2. One hundred percent (100%) of accrued sick leave credits may be transferred directly to a Health Retirement Account (HRA).
3. **Any combination of options one and two at the employee's discretion.**

On December 17, 2013, the Village Board voted to eliminate the payout of sick leave upon retirement for new employees hired on or after January 1, 2014. The elimination of the sick leave payout benefit applies only to these new hires. This payout policy is further amended effective March 16, 2016, to add the following:

- Employees hired prior to 1/1/2014 in a part-time, less than thirty (30) hours per week capacity and who transition to a position where they are eligible for the sick leave accumulation benefit 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.

An employee fraudulently using sick leave, or any Department Head falsely certifying sick leave, may be suspended or dismissed.

Excluded uses:

- Sick leave credit shall not accrue for any month in which the employee is absent for fifteen (15) or more assigned work days.
- Injury incurred in supplemental employment.

This policy will be enforced consistent with the federal family and medical leave (FMLA) law. The Village reserves the right to administer this policy within its sole discretion.

LEAVE DONATION POLICY

1. PURPOSE

The purpose of this policy is to establish procedures for an employee to receive donated sick leave time from fellow Village employees when the individual has an insufficient amount of accumulated sick days, vacation days, compensatory time, or other leave to provide for continued salary during an extended illness or other medical condition.

2. POLICY

It is the policy of the Village of Mukwonago to allow its employees who have exhausted their accumulated leave time, due to illness or medical condition, to seek donations of leave time from fellow employees. It is the intent of this policy to provide a mechanism for voluntary financial assistance to employees as well as to protect the interest of the Village by placing limits on the amount of time an employee may receive through donations from other employees.

3. ELIGIBILITY

- A. All employees who have worked for the Village of Mukwonago for a minimum of 12 consecutive months, and who by contract or resolution, presently qualify for sick time benefits, shall be eligible to request a donation of leave time from other Village employees when the employee has an insufficient amount of accumulated sick days, or other leave to provide for continued salary during an illness or other medical condition of the employee.

- B. Employees who are not provided sick time benefits, either by contract or resolution shall be ineligible to receive donated leave time from fellow Village employees.

4. LIMITATIONS

- A. No Village employee shall be permitted to use donated leave time until the employee has exhausted his/her entire sick leave, vacation time, compensatory time and holiday time.
- B. Any individual employee will be permitted to request donation of leave time only one time during any 12-month period.
- C. Sick leave in excess of 30 days is eligible to be donated. However, the maximum amount of sick leave any one employee will be permitted to donate to another employee is 40 hours during any 12-month period. An individual must maintain their own sick bank of 30 days in order to consider a donation of sick hours.
- D. Leave donations must be in full day (8 hour) increments.
- E. The maximum amount of leave any one employee may receive through donations of leave from other employees is 12 calendar weeks per request.
- F. Sick time may be donated to an employee who is seeking donated leave in **order to care for the employee's child, spouse or parent, if the child, spouse or parent has a serious health condition as defined in Federal and Wisconsin statutes.**
- G. The Village is not responsible for providing any additional paid sick time to an employee other than which is required by collective bargaining agreement or Village policy. The Village is not responsible for providing additional paid sick time to an employee whose request for donated sick time is not able to be filled in whole or in part by donations of time off from other Village employees.

5. PROCEDURES

- A. The Department Head shall provide Leave Donation Request forms for eligible **employees' use. An employee will be required to have a physician sign the Leave Donation Request form certifying that the employee or the employee's** child, spouse or parent has a serious health condition which prevents the employee from working or have the completed health provider certificate under the Family Medical Leave Act. The forms shall not require an employee to disclose any information about the nature of the illness or medical condition. All such medical information shall be treated as confidential and shall not be disclosed to unauthorized persons without **the employee's** consent. If the employee is unable to sign, the request may be submitted by a family member.
- B. Any eligible Village employee, who wishes to solicit donations of sick leave in accordance with this policy, shall submit a completed Leave Donation Request form to his/her Department Head.
- C. The Department Head will verify the requesting employee is eligible to receive donated leave from fellow employees and, upon such verification, will notify the Village Human Resources. Human Resources will communicate to Village employees that a request has been made and a form is available for those interested in making a donation. The Leave Donation form will notify Village employees of only the name of the employee requesting donated leave and in what Department said employee works. No information regarding the illness or medical condition may be divulged without the employee's consent. Any consent from employee should be received in writing.
- D. Employees wishing to donate sick time to a fellow employee shall complete the Leave Donation form, and then return the form to his/her Department Head or Human Resources.
- E. Human Resources, upon receipt of a Leave Donation form, shall transfer up to twelve (12) weeks of donated leave from the donating employees' accounts **to the requesting employee's sick leave account.**
- F. Human Resources shall notify the Department Head and the recipient **employee of the number of hours credited to the employee's sick leave** account

- G. If the recipient employee returns to regular duty prior to exhausting the donated leave, the employee shall be allowed to retain up to 8 hours of the donated leave. Excess donated time not used (if significant) may be credited **back to the donating employees' accounts on a pro-rated basis.**
- H. Employees, who have received donated leave time from other employees, shall not be entitled to any payout for any unused donated leave upon termination from Village employment.
- I. The recipient employee, while using donated sick leave, will ***not*** continue to earn sick leave and vacation leave for any month in which the employee is absent for fifteen (15) or more assigned work days.

J. Funeral Leave

Time off with pay will be granted to full-time employees, who are actively employed, for an absence to attend the funeral or to handle related family matters caused by the death of an immediate family member as follows:

Three (3) Days (24 hours) for: mother, father, child, spouse, domestic partner, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, step-parents, step-children, step-siblings, step-grandchildren, grandparents and grandchildren.

An employee shall not be compensated for any days on which he/she is not scheduled to work in that three (3) day period. The employee must attend the funeral of the deceased and furnish his/her Department Head or Designee with satisfactory proof of death, if requested.

K. Military Leave

An employee called to active military duty or to Reserve or National Guard training, or volunteering for the same, shall submit copies of the military orders to his/her Department Head or Designee as soon as possible. The Village will grant a military leave of absence without pay for the period of military service, in accordance with applicable Federal and State laws. Eligibility for reinstatement after the military duty or training is completed will be determined in accordance with applicable Federal and State laws.

L. Jury and Witness Duty

The Village complies with all applicable laws concerning jury and witness duty.

Employees shall be granted a leave of absence to a maximum of 10 working days per calendar year and shall be compensated at their regular Village compensation rate, exclusive of overtime, and exclusive of travel compensation.

An employee will be deemed to be required to serve as a witness only in cases in which the employee is not a party, and is compelled to attend by subpoena. Employees must provide proof of such subpoena service.

Upon return from witness or jury duty, and in return for compensation continuation, employees must present any jury or witness compensation, exclusive of travel compensation, paid to them.

M. Worker's Compensation

Each employee is covered by Worker's Compensation insurance in the event of an injury at work and the injury requires a doctor's attention. This insurance is fully paid by the Village of Mukwonago. Any accident, however minor, must be reported to your Department Head or Designee immediately, so the proper forms can be completed and filed with the necessary parties. See the Village Administrator for the accident report forms.

If an employee is injured in the course of employment, subject to Worker's Compensation, the Village shall pay the difference between the Worker's Compensation benefits and 80% of the employee's regular rate of pay for 365 days. In the case of non-represented police officers, the Village shall pay the difference between Workers' Compensation benefits and 85% of the officer's regular rate of pay for a maximum of 365 days.

Upon returning from a work-related injury, an employee may be required to provide a certification from the treating physician verifying he/she is able to safely perform his/her normal job tasks. In the event the treating physician identifies restrictions **and/or limitations on an employee's ability to perform his/her job responsibilities, the Village will consider whether it can provide a restrictive or light duty position.**

N. Retirement

Effective January 1, 2001, employees were covered by the State of Wisconsin Retirement System, in accordance with Chapter 40 of the Wisconsin Statutes. Effective August 20, 2011, the Village shall pay the employer share of the WRS contribution for all non-represented employees and new Police and Fire Department personnel hired **after July 1, 2011 and the employee's share of the WRS contribution shall be deducted, pre-tax, from the gross pay of non-represented and new Police and Fire Department**

personnel. Effective January 1, 2001, the Village will also make a contribution equal to two and one half (2.5%) of a non-protective services **employee's wages to a deferred** compensation system. Total of both payments shall not exceed the amount paid for the protective services class under the WRS.

O. Tuition Reimbursement

Any employee may enroll in secondary education (beyond high school) course work that is: 1) in a field clearly related to **the employee's current job assignment**, and, 2) offered by an accredited institution of higher learning. The following procedure shall apply. Request shall be made by the employee for approval prior to enrollment in the course **to the employee's** Department Head or Designee or, in the event the employee is a Department Head, to the Personnel Committee. Approval/denial of the request shall be in the discretion of the Department Head or Personnel Committee. Reimbursement shall be limited to \$2,000.00 per calendar year per employee for tuition only (not books). When an approved course is completed a copy of the grade report, with receipts for tuition and fees paid should be submitted for processing and payment. Reimbursement for previously approved courses will be made only if **the employee receives a minimum grade of C or a certificate of satisfactory completion.**

P. Family and Medical Leave

Pursuant to the Federal Family and Medical Leave Act (FMLA) and Wisconsin Family Medical Leave Act (WFMA), eligible employees will be allowed twelve (12) work weeks of unpaid leave annually as a result of a birth, adoption or foster care placement of a child with an eligible employee or when a serious health condition is suffered by the **employee or the employee's parent, child or spouse. All or a portion of this leave will** be paid consistent with Federal and Wisconsin law if the employee elects to substitute accrued paid leave, such as vacation or sick leave, for the unpaid time. If an employee experiences a serious health condition and is eligible for benefits under the disability plan of the Village, the employee will be paid for the unpaid time to the extent permitted under the disability plan. If an employee suffers a work-related injury that **qualifies as a serious health condition, the employee's FMLA and WFMA leave will be considered as taken along with the leave required under the workers' compensation** law. The taking of leave under this policy will not be used against an employee in any employment decision, including in the determination of wage increases or discipline.

Eligibility for Leave

The Village will provide employees with family and medical leave under the FMLA if they have been employed by the Village for at least twelve (12) months and have worked 1,250 hours of employment, or 52 weeks and 1,000 hours for WFMA, in the twelve (12) month period prior to the time the leave begins.

Amount of Leave Available

Employees are generally entitled to a total of twelve (12) workweeks of unpaid leave in a rolling twelve (12) month period, regardless of the number of events giving rise to a leave entitlement, for any one or a combination of the following reasons:

Birth or Placement for Adoption of a Son or Daughter

Unpaid leave may be taken by an employee on the birth or placement for adoption of a son or daughter. Leave must be taken all at once unless the Village agrees otherwise, except to the extent state law allows partial absences during the state law entitlement. An employee may use any accrued leave such as vacation to be paid during the otherwise unpaid time. The paid time used will not be available later.

Placement for Foster Care of Son or Daughter

Unpaid leave may be taken by an employee on the placement for foster care of a son or daughter. Leave must be taken all at once unless the Village agrees otherwise. An employee may substitute any accrued leave, such as vacation, to be paid during the otherwise unpaid time. The paid time used will not be available later.

Serious Health Condition of Employee

Unpaid leave may be taken by an employee in the event he/she experiences a **"serious health condition."** **A serious health condition will generally occur when the employee receives inpatient care at a hospital, hospice or nursing home or receives outpatient care, which requires a continuing schedule of treatment by a health care provider. To be eligible for medical leave, an employee must provide the Village with a health care provider certification form, which is completed by the treating health care provider. Health care provider certification forms are available from your Department Head. Medical leave may be taken all at once or in smaller increments where medically necessary. If leave is taken in smaller increments, the employee may be temporarily transferred to another job in the Village to better accommodate the employee's treatment or care. If an employee receives short-term disability benefits due to a condition that qualifies as a serious health condition, the Village will count the absence as family and medical leave, and reduce the employee's overall entitlement of twelve (12) weeks of family and medical leave. If leave is required due to a work-related injury that qualifies as a serious health condition, the employee's federal family and medical leave entitlement will be considered to be taken during the period the employee is absent from work and/or receiving workers' compensation benefits. Any paid leave used will not be available later.**

Serious Health Condition of a Spouse, Domestic Partner, Parent, Parent of Domestic Partner, Son or Daughter

Unpaid leave may be taken to care for a son, daughter, spouse, domestic partner, **parent or parent of a domestic partner with a "serious health condition."** If leave is requested for such individuals, the employee must provide the Village with a health care provider certification form completed by a health care provider which states the employee is needed to care for the person. Health care provider certification forms are available from your department head. The medical leave may be taken all at once or in smaller increments where medically necessary. If leave is taken in smaller increments, you may be transferred to another job in the Village to better accommodate the schedule of treatment or care. An employee may request the use of accrued leave, e.g. vacation or sick leave, to be paid for all, or a portion, of the unpaid leave. This paid time will not be available later.

Military Exigency Leave

Employees are entitled to FMLA leave due to any qualifying exigency arising from an immediate family member's (the employee's spouse, domestic partner, son, daughter or parent) serving on active military duty in a foreign country. The following circumstances constitute a "qualifying exigency:"

- a. Short-notice deployment (seven (7) days notice or less)
- b. Attending military events/ceremonies and related activities related to active duty or call to active duty
- c. Childcare and school activities
- d. Financial and legal arrangements
- e. Counseling
- f. Spending time with a military member who is on temporary rest and recuperation leave
- g. Post-deployment activities
- h. Additional activities not encompassed in the other categories, but agree to by the employer and employee

Military Medical Leave

FMLA entitles employees up to 26 workweeks of unpaid leave in a single 12 month period to care for their parent, spouse, domestic partner, child or next of kin who is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred or aggravated in the line of duty, or a veteran who has a serious injury or illness incurred or aggravated in the line of duty within the last five (5) years, that may render the service member medically unfit to perform his or her duties and for which the service member is undergoing medical treatment, recuperation or therapy, is in outpatient status, or is on the temporary disability retired list.

Notifying the Village of Your Need for Family and Medical Leave

In the event an employee would like to request family or medical leave, the Village must be notified, if at all possible, at least thirty (30) days before the date on which

leave is to begin. A form to request family or medical leave is available from your Department Head. In an emergency situation, notice must be given to the Village of the need for leave as soon as possible. The failure to timely notify the Village of the need for leave may result in the delaying of leave until proper notice is received.

Health Care Coverage and Benefits While on Leave

An employee's health care coverage will not end because an employee is away from work for leave that qualifies under the FMLA or WMLA, unless the employee chooses to end coverage. Employees may elect to continue health care coverage insurance while on a family and medical leave but must pay for the employee cost of coverage during the leave. Other employment benefits, such as group life and disability coverage, may be continued by the employee during the leave but the employee must pay for the employee cost of coverage. The election to continue health care coverage and the other benefits insurance must be made on the Benefit Election Form, which is available from your Department Head. The Village will notify you when payments are due for the continuation of coverage.

Additional Certifications

The Village may request that an employee provide a second opinion from a health care provider chosen and paid for by the Village. If the original certification and the second opinion conflict, a third health care provider may be agreed upon and a third medical opinion obtained. The opinion of the third health care provider will be binding. The Village may request that an employee recertify as to the continuation of the serious health condition at various points in time.

Return to a Position at the End of Leave

At the end of an employee's family and medical leave, he/she will be returned to his/her former position or, if the position is filled, to equivalent employment with the Village. If an employee wants to return to work before his/her leave is scheduled to end, the employee must notify his/her Department Head. If the reason for leave was due to the serious health condition of the employee, a fitness for duty certification form must be provided to the Department Head before returning to work. If this form is not received, **the employee's return to work will be delayed until it is received.**

Failure to Meet Policy Requirements

If you fail to meet the requirements of this policy for family and medical leave, your request for leave may be denied until the requirements are met.

If you have any questions regarding the operation or interpretation of this family and medical leave policy, please contact your Department Head or Village Administrator.

V. CONDUCT AND PERFORMANCE

A. Cooperation and Courtesy

Employees are expected to cooperate with all Department Heads or Designees and all employees in the performance of their job duties. All employees are expected to treat each other with proper respect. Any conduct detrimental to the well-being and morale of the Village or its employees will not be tolerated. Good judgment, common sense and common courtesy are expected of all employees to both the public and your co-workers.

B. Use of Village Property

Equipment such as typewriters, calculators, drafting machines, tools, machines, etc. is not to be removed from the premises for personal use at home. Use of Village vehicles for personal transportation or other personal needs is not permitted. Use of Village garages for personal automobile repair, washing, etc. is not permitted. An employee who is issued a traffic citation or parking ticket while on the job is personally responsible for the fine, whether he/she was driving a private car or a Village-owned vehicle.

Employees are prohibited from purchasing tools or items for personal use through the Village.

C. Code of Ethics

It shall be the duty of Village employees to comply with Wisconsin Statutes and Village Ordinances with respect to the proper and appropriate conduct of their positions.

Mindful of Village goals and objectives, Village employees:

- 1) Shall perform all mandatory, nondiscretionary and ministerial duties of their positions within the time and in a manner required by law.
- 2) Shall devote attention to their duties, uphold the law and conduct Village business with fairness, integrity, and professionalism, with full regard to the public trust of the office.
- 3) Shall not receive any additional salary, benefits or reimbursement for expenses for work performed pursuant to a Village contract for services where the employee is currently being compensated by the Village for that work under existing conditions of hire with the Village.

- 4) Shall never act in excess of lawful authority or commit an act forbidden by law within their official capacity.
- 5) Shall not, by act of commission or omission, in their capacity as employees of the Village, exercise a discretionary power in a manner inconsistent with the duties of their position or the rights of others or with the intent to obtain a dishonest advantage for themselves or for others.
- 6) Shall not in their capacity as employees make entry in an account, record book, return, certificate, report, or statement which in a material respect intentionally and knowingly falsifies.
- 7) Shall not under color of their position as a Village Employee intentionally solicit or accept for the performance of any service or duty anything of value including, but not limited to, any gift, loan, favor, or service, given for the purpose of influencing them in the discharge of official duties.
- 8) Shall not use Village property, facilities, or resources strictly for private or personal gain for themselves, family or others.
- 9) Shall not use confidential information for their personal gain or benefit for that of family or others.
- 10) Shall act in what is conceived to be in the best interest of the citizens of the entire Village. Similarly, shall grant no special consideration or treatment to any citizen beyond that which is available to every other citizen.
- 11) Shall not participate either directly or indirectly in purchases for personal use for less than full value by utilizing discounts or tax exemptions allowed to the Village.

Nothing in this Code shall deny any employee the rights of a citizen under the Constitution of the United States of America, Constitution of the State of Wisconsin, Wisconsin Statutes or any other bona fide regulations of this State.

Employees shall be made aware of this Code at the time of their election, employment or appointment. In the event an action is brought against a Village employee for violation of this code discipline, including discharge may be assessed.

D. Drug Free Workplace

The Village of Mukwonago's rules, policies and practices prohibit the unlawful manufacture, distribution, dispensing, possession or use of illegal controlled substances on all Village property and worksites. Any employee who engages in any of these

actions on Village property, a work site or during work time may be subject to disciplinary action up to and including termination and/or referred for counseling or treatment.

The Drug-Free Workplace Act of 1988 requires all Village employees must report any convictions under criminal drug statute for violations occurring on the Village premises or off premises while conducting Village business. Report of a conviction must be made to your Department Head or Designee or the Village Administrator within five days of conviction. Failure to comply with this policy may be subject to disciplinary action up to and including termination.

Any employee who unintentionally ingests or is made to ingest a drug or controlled substance must immediately report this incident to a Department Head or Designee. The Department Head or Designee will then make arrangements for appropriate **medical intervention to assure the employee's health** and safety.

Employees who have problems with alcohol or controlled substances are encouraged to **voluntarily contact the Village's** Human Resources for referral to counseling or treatment programs. Early diagnosis and treatment of chemical abuse is in the best interest of employees and the Village.

E. Drug and Alcohol Testing

Department Heads or Designees may order a drug or alcohol screening test when they have reasonable suspicion an employee is using or has alcohol or drugs in his/her system. A reasonable suspicion to request a drug or alcohol test is based on the totality of circumstances for the incident and includes:

1. Conduct or behavior out of the ordinary for the individual involved.
2. Information provided by reliable and credible sources.
3. Behavior characteristic of controlled substance or alcohol use including, but not limited to, unusual speech or difficulty in speaking, exhibiting an odor of alcohol or other controlled substance, problems with movement or concentration or diminished mental clarity.
4. If the employee is involved in a vehicular accident with a Village- or departmental-owned vehicle.
5. **If the employee is required to maintain a commercial driver's license.**
6. Other circumstances established by individual departmental policy.

Any employee reporting for work with alcohol, illegal drugs or non-prescribed drugs in his/her system will be placed on immediate suspension or unpaid administrative leave and will be subject to disciplinary action up to and including termination and/or referred for counseling or treatment. An employee must not report for work with legally

prescribed drugs in his/her system if such drugs impair his/her ability to safely perform his/her job.

F. Prohibited Conduct and Personal Actions

This section contains a list of examples of misconduct that could result in discipline or termination.

The Village reserves the right to administer this policy within its discretion. The Village may discipline an employee for any behavior it considers detrimental to the interest of the Village and may terminate an employee immediately.

This list should serve as guidance for all Village employees, but should not to be interpreted as exhaustive:

- Sexual, racial or other harassment of a fellow employee or anyone you come into contact with while working for the Village
- Failure of an employee to perform his/her duties as listed in the job description with competence and integrity
- Neglect of duty, contractual obligations or other rules and regulations
- Refusal or failure to obey legitimate orders from a Department Head or Designee
- Unwillingness to submit to a Department Head or Designee's authority or insulting behavior toward a Department Head or Designee
- Failure to respect confidentiality of records
- Recovering payment for time not actually engaged in business of the Village
- Frequent tardiness and absenteeism
- Falsification of forms or expense vouchers
- Reporting for work, or while at work, visibly displaying evidence of having consumed alcoholic beverages or illegal drugs, or having possession of such items
- Serious deliberate misuse of equipment or abuse of keys
- Acceptance of gifts or gratuities in violation of the code of ethics
- **Failure to comply with the Village's safety program for the handling hazardous materials and/or mechanical equipment**
- Threatening, attempting or doing bodily harm to another person
- Threatening, intimidating, interfering with or using abusive language towards others.
- The unauthorized possession of weapons
- Making false or malicious statements concerning other employees, Department Heads or Designees, or residents.
- Use and/or consumption of alcoholic beverages or illegal drugs
- Failure to exercise good judgment, or being discourteous, in dealing with fellow employees or members of the public

G. Workplace Violence Prevention Policy

As an employer, the Village of Mukwonago is concerned about a safe workplace for employees. Toward that end, the Village will take reasonable steps to prevent acts of violence from being committed by, or against, Village employees while on Village property, or while engaging in Village business at other locations (non-Village facilities).

Workplace violence includes, but is not limited to, behavior that causes, or is reasonable likely to result in, harm or threat of harm to persons or property. Workplace violence includes, but is not limited to: physical assault, threats, menacing behavior and/or intimidation.

An employee who commits an act of violence shall be subject to termination.

Procedure

An employee who is subjected to an act or threat of violence must report the incident immediately, or as soon as practical, to a Department Head or Designee, and/or the Police Department. An employee who observes an act of violence must immediately report the incident to a Department Head or Designee and/or the Police Department. No employee should intercede in any altercation if doing so could reasonably result in harm to the interceder.

The Village will investigate any incident or complaint of violence in the workplace and will take appropriate action.

H. Workplace Harassment

The Village of Mukwonago recognizes all employees have a right to work in an environment free from discrimination and harassing conduct.

The Village is firmly committed to maintaining a work environment free of discrimination. In keeping with this commitment, the Village will not tolerate harassment of Village employees by anyone, including any Department Head or Designee, co-worker, vendor, customer or member of the public.

Harassment on the basis of an employee's race, color, creed, ancestry, national origin, age, disability, sex, arrest or conviction record, marital status, sexual orientation, membership in the military reserve, or any other protected class, is expressly prohibited. Harassment on any of these bases will be subject to disciplinary action up to, and including, termination.

Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based on a person's protected status, such as sex, color, race, ancestry, religion,

national origin, age, physical handicap, medical condition, disability, marital status, **military or veteran's status, citizenship status, sexual orientation, arrest record,** conviction record, pregnancy, use or non-use of lawful products or on the basis of any other status or characteristic prohibited by state, federal or local law. The Village will not tolerate harassing conduct that affects tangible job benefits, that unreasonably **interferes with an individual's work performance, or** that creates an intimidating, hostile, or offensive working environment. The Village has developed the following guidelines prohibiting harassment for the benefit of all of its employees. It is essential all employees be aware of and comply with these guidelines. The Village strongly disapproves of all forms and types of harassment and will take appropriate disciplinary action against any employee who violates this Policy.

Sexual Harassment

Sexual harassment deserves special mention. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in situations where:

1. Submission to such conduct is an explicit or implicit term or condition of employment;
2. An individual's **submission to or rejection of such conduct becomes the basis for** employment decisions affecting that individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an **individual's work performance or creating an intimidating,** hostile, or offensive work environment.

Sexual harassment may include, but is not limited to, explicit sexual propositions, sexual **innuendo, suggestive comments, sexually oriented "kidding" or "teasing," "practical jokes," jokes about gender-**specific traits, foul or obscene language or gestures, display of foul or obscene printed or visual material, and physical conduct such as patting, **pinching, or brushing against another's body. Sexual harassment also includes conduct** directed by a person at another person of the same or opposite gender.

The Village prohibits its employees from any actions or words, which can be construed as harassment. Violations of this Policy will not be tolerated by the Village and may result in discipline up to and including immediate termination.

All Village employees are responsible for helping to ensure that harassment is avoided. If an employee has witnessed or feels he/she has been subject to any harassment of this nature, you should immediately report the harassment to your Department Head,

the Village Administrator or Personnel Committee Chair. The Village forbids retaliation against anyone who has reported harassment.

Supervisory Personnel

All supervisory personnel are responsible for documenting, in writing, and reporting all complaints of harassment to the Village Administrator or Personnel Committee Chair. Pending the outcome of the investigation, Department Heads are responsible for taking any immediate action necessary to prevent the recurrence of the harassing conduct, including taking any action necessary to limit the contact between the affected employees.

If the investigation confirms that the harassing conduct did occur, and that disciplinary action is appropriate, the Department Head is authorized to immediately implement disciplinary action.

The Village's policy is to investigate all harassment complaints thoroughly and promptly and take all appropriate action that may be necessary to end the harassment and to prevent this conduct from recurring. Employees who register complaints or make reports of harassment may request that their complaints or reports be made in confidence, and such requests will be honored to the extent possible. The Village will release no information regarding the initial report or the investigation unless required by law or if necessary for the purpose of taking disciplinary action.

All employees are required to cooperate with the investigation of harassment complaints. Failure to cooperate in an investigation of a harassment complaint, or making a false statement in a harassment complaint or investigation, could subject you to discipline, up to and including discharge.

This policy also expressly prohibits retaliation of any kind against any employee bringing a complaint or assisting in the investigation of the complaint. Employees engaging in such acts will be subject to disciplinary action up to, and including, termination.

Those who feel they have been subjected to discrimination or harassment should follow the complaints procedure listed in this policy. Any complaint of this type will be thoroughly investigated and appropriate action will be taken.

Complaint Procedure

1. Reporting Discrimination or Harassment

If you believe you are experiencing discrimination or harassment, you are encouraged to notify the employee engaging in the conduct that the conduct is offensive and ask that it cease. If you are uncomfortable sharing your concern with the employee engaging in the conduct, you should report the instance of possible

harassment immediately to your Department Head, Village Administrator or to the Personnel Committee chairperson.

Complaints must be filed in writing, utilizing the Village's complaint form.

All complaints must be forwarded to the Village Administrator or Personnel Committee Chair. The Village Administrator, Personnel Committee Chair or his or her designee will initiate an investigation of all sexual harassment complaints.

The investigation will be conducted in a timely, efficient and thorough manner.

The Village Administrator, Personnel Committee Chair or his or her designee will be responsible for notifying the complainant that appropriate action has been taken regarding the complaint.

Based on determinations made by the Village Administrator, Personnel Committee Chair or his or her designee, the Village Administrator or Personnel Committee Chair may recommend discipline up to and including termination of the alleged harasser to the Village Board.

2. The Responsibilities of Department Heads

Department Heads are responsible for insuring employees are informed of the **Village's policies and procedures relating to discrimination and harassment in the work place.**

Upon receiving a complaint of discrimination or harassment, contact the Village Administrator or the Personnel Committee chairperson, if appropriate, to initiate an investigation.

If you see behavior you believe could be perceived as harassment you must report the incident to the Village Administrator or the Personnel Committee chairperson.

It is your responsibility, as part of the Village management, to educate yourself about the range of behaviors that can constitute discrimination or harassment and to be sensitive to the impact of such behaviors on employees and act appropriately.

3. Employee Responsibilities

Report any discrimination or harassment and cooperate with all investigations.

Under no circumstances is any employee permitted to retaliate against anyone filing a claim of harassment or for participation in a harassment investigation. Any such behavior may result in discipline up to and/or including termination.

Complaint Submission Form

(Name of Complainant)

(Department)

(Date)

Complaint Statement: / / Typed below OR / / See Attachment

SAMPLE

Relief sought: / / Typed below OR / / See Attachment

(Signature of Complainant)

(Date)

(Signature of Department Head or Village Administrator
(or Personnel Committee Chair)

(Date Received)

I. Employee Discipline

It is the policy of the Village of Mukwonago to administer discipline fairly, reasonably, and impartially. Employees and the Village are best served when discipline is administered to correct actions rather than to punish. It is recognized that the varying nature of employment in the Village makes some infractions more serious in some departments than others. However, where no policy exists or a policy is not clear, the following will govern.

All disciplinary actions involving suspensions without pay or termination require approval of the appointing authority prior to discipline being administered.

Procedure:

The continuing employment of Village employees is in most cases based on reasonable standards of job performance and personal and professional conduct. Disciplinary action for failure or refusal to meet these standards is subject to oral or written reprimand, suspension, demotion and dismissal.

Disciplinary action is not primarily intended to be punitive, but rather to maintain the efficiency and integrity of Village service. The nature and severity of the offense and the employee's prior record will be considered.

In any major disciplinary action, the pertinent information will be reviewed with the employee specifying the following: The basis for discipline, the specific reasons supporting the decision to discipline, the discipline to be imposed, the effective date, the right of the employee to be heard, and the right to challenge any discipline received.

The degree of discipline administered will depend on the severity of the infraction or the recurrence of infractions and will be in accordance with union contracts if applicable, and Village policies and procedures as well as local, state or federal laws and regulations.

It is the responsibility of each Department Head to evaluate thoroughly the circumstances and facts as objectively as possible and then apply the most suitable form of discipline.

Types of disciplinary action may include:

Verbal Warning

Applied to infractions of a relatively minor degree or in situations where the employee's performance needs to be discussed. The verbal warning should be given in private. Department Head or Designee should inform the employee that the Department Head or Designee is issuing a verbal warning, that the employee is being given an opportunity to correct the condition, and if the condition is not corrected, the person will be subject to more severe disciplinary action.

A verbal warning shall be documented in writing by the Department Head or Designee.

Written Warning/Reprimand

A written warning/reprimand will be issued in the event the employee continues to disregard a verbal warning or if the infraction is severe enough to warrant a written reprimand in the employee's personnel file. The warning/reprimand should state the nature of the infraction and what corrective action must be taken by the employee to avoid further discipline.

A copy of the written warning/reprimand is to be handed to the employee at the conclusion of any disciplinary meeting or shortly thereafter, and a copy placed in the employee's personnel file.

Suspensions

Suspension - Administered as a result of a severe infraction of policies or for repeated violations of more minor infractions. A suspension may be with or without pay. In either case, an employee evaluation form, along with supporting documentation, must be completed. A copy of the completed form must be given to the employee, and a copy placed in the employee's personnel file.

Suspension With Pay - This type of suspension is given where a basis exists to take action but additional investigation is necessary and/or where the continued presence of the employee could compromise the evidence or Village property. Such suspension is an administrative matter; it is not a disciplinary action and may not be appealed through the Grievance Procedure or to the Police or Fire Commissions.

Suspension Without Pay - An employee will be suspended without pay when the offense is of a serious enough nature or an employment pattern of more minor infractions diminish the value of the employee to the Village and is usually sufficient for termination. However, suspension is used when circumstances related to an employee's overall performance would not warrant immediate termination. The length of suspensions will vary with seriousness of the infraction and the totality of the circumstances. If the misconduct is substantiated, disciplinary action will be taken in accordance with the nature of the offense and the totality of the circumstances.

Demotion

Demotion is not normally a step in the disciplinary procedure. It is used in those instances where an employee has been promoted to a position but is unable to perform the responsibilities of that position. As such, it is more reflective of lack of effectiveness than of misconduct. Demotion is not to be used as a substitute for dismissal, when dismissal is warranted.

Termination

An employee in his or her orientation period may be terminated at any time without cause and without the right of appeal. Notification of termination in writing shall be provided when an employee in an orientation period or of at-will status and a copy is to be filed in his/her personnel file.

J. Grievance and Appeals

Purpose

The following grievance procedures have been established to ensure all employees are treated fairly and all grievances are dealt with in a timely and efficient manner.

Disclaimer

The provisions set forth in this set of procedures may be altered, modified, changed or eliminated at any time by the Village with or without notice. These procedures supersede any and all previous policies and procedures found in any handbooks, statements, policies, procedures, rules or regulations given to employees, whether verbal or written, with exception to existing collective bargaining agreements. None of the procedures contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or implied.

Scope

This policy sets forth the course of actions and procedures should an employee or a group of employees have a grievance with personnel actions made on behalf of the Village of Mukwonago by its Department Heads, Designees, and/or administrative staff that have been directed towards any employee or any group of employees of the Village with the exception of any restrictions and/or limitations in place for employees who are members of a collective bargaining unit that is currently subject to an existing agreement.

Represented public safety employees covered under a collective bargaining agreement are not covered by this grievance procedure, and should refer to the grievance procedures dictated by their collective bargaining agreement.

Grievants are advised there are fixed timelines for appealing the grievances on to further steps. By not satisfying the deadlines identified in this procedure, you will waive your rights to pursuing your grievances further. The Village may adjust any of the deadlines identified within these procedures to facilitate the grievance process and to comply with applicable laws.

Definitions

A "*grievance*" is only to be applicable when an employee has objection to personnel actions concerning *termination, discipline, and workplace safety*.

"*Termination*" may be defined as a termination from employment for rule violations, poor performance or other acts of misconduct. Certain personnel actions are **excluded** from the definition of a "*termination*"; these actions consist of:

- Voluntarily quitting;
- Being subjected to a layoff or failure to be recalled from layoff at the expiration of the recall period;
- Retirement;
- Job abandonment, "no-call, no-show", or other failure to report to work; or
- Termination of employment due to medical condition, lack of qualification or license, or other inability to perform job duties.

"*Discipline*" is to be defined as corrective personnel actions or sanctions taken on an employee for rule violations, poor performance or other acts of misconduct.

"**Discipline**" does **not** include:

- Placing an employee on suspension with pay pending an internal investigation;
- Counseling, meetings, or actions taken to address work performance, including use of a performance improvement plan or job targets;
- Non-disciplinary demotion, transfer or change in job assignment or location;
- Layoffs and workplace reduction activities;
- Other personnel actions taken by the employer that are not a form of progressive discipline;
- Performance evaluations or reviews;
- Documentation of employee acts and/or omissions in an employment file;
- **Actions taken pursuant to enforcing the Village of Mukwonago's Code of Ethics** established by Village Ordinance in accordance Wis. Stats. sec. 19.59(1m);
- Non-disciplinary wage, benefit or salary adjustments.

"*Workplace safety*" issues subject to the grievance procedure are conditions of employment affecting an employee's physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, workplace violence, and training related to same.

An “Impartial Hearing Officer” or IHO is a government administrative or human resources professional, local attorney or retired judge who is not affiliated with the Village or Town of Mukwonago but is appointed upon the selection and recommendation of the Village Administrator or his or her designee.

A “governing body” refers to the Village Board of Trustees for all Village departments with exception of the library, which is governed by the Library Board and the Mukwonago Community Fire Department, which is governed jointly by the Mukwonago Village and Town Board.

Grievance Submission Form

(Name of Grievant)

(Department)

(Date)

Grievance Statement: / / Typed below OR / / See Attachment

SAMPLE

Relief sought: / / Typed below OR / / See Attachment

(Signature of Grievant)

(Date)

(Signature of Department Head or Designee
(or Village Administrator)

(Date Received)

VI. USE POLICIES

A. Voicemail and Internet Use

The Village computer system and electronic mail system is to be used for work related matters only. All computer system hardware and software, all electronic files and electronic messages (e-mail) and business records are the property of the Village, whether composed, received or sent by the employee. Employees have no expectation of privacy related to the Village computer and e-mail systems.

The Village reserves the right to inspect an employee's computer, including its hard drive (HD) and other media at any time. The Village reserves the right to retrieve, monitor or review any messages, including deleted messages, in the Village system, and may disclose such messages for any purpose without notice to the employee and without seeking permission of the employee. Employees may not password the system without permission and without first revealing the password to the appropriate Village officer.

All employee statements in electronic messages and files are expected to be professional. Employees are expected to respect the confidentiality of messages sent to others. Employees may not access or review E-mail messages that are not distributed to them.

Employees may not use the Village computers to access the internet except for job related purposes. Employees shall not knowingly use, view, submit, publish, display or transmit on the Village system, any information utilizing the Internet for illegal purpose(s), conduct any gambling, betting or gaming activity, violating or infringing on the rights of any other person, containing defamatory, false, abusive, obscene, pornographic, profane, sexually oriented, threatening, racially offensive or otherwise biased, discriminatory or illegal material, or in violation of any Federal, State and/or local laws and regulations.

Village policies prohibiting sexual or other harassment are applicable to the e-mail system. Messages containing foul, inappropriate or offensive language or those containing racial or ethnic slurs or sexual innuendo are prohibited.

Any employee who becomes aware of a violation of this policy must notify his or her Department Head or Designee or the Village Administrator. The Village will undertake a prompt and thorough investigation of any violation under this policy. The Village will, to the greatest extent possible, maintain the confidentiality of all those involved in the investigation. If an investigation confirms a violation of this policy, the Village will take appropriate disciplinary action up to and including discharge. An employee may also be subject to civil liability and criminal prosecution may result from certain actions.

All employees are required to cooperate with the investigation of violations of this policy. Failure to cooperate with an investigation, or making a false statement in a complaint or investigation, could subject you to discipline, up to and including discharge.

The Village reserves the right to modify or change the policies set forth above to comply with applicable law, to meet changing circumstances or for any other reason.

B. Electronic Communications Policy

1. Purpose

The Village provides electronic communications devices and systems to elected and appointed officials and staff to establish a secure, reliable, maintainable and supportable method of communication for conducting Village business. Electronic resources are a valuable asset that must be protected. **It is in the Village's interest** to maintain policies to prevent and prohibit illegal, mischievous or otherwise harmful activities from occurring on Village-owned electronic communication systems.

2. Scope

- 2.1 This policy applies to all Village-owned electronic communication systems or devices.
- 2.2 This policy does not apply to employee-owned computers or other electronic **devices being used on the Village's wireless network. However, employee-owned computers must remain strictly stand-alone and will not be permitted to be permanently connected to the Village network.**
- 2.3 All other policies, procedures, ordinances and rules adopted by the Village governing employee conduct are applicable to the use of Village computer, data storage or network resources.
- 2.4 This Policy shall not be construed in a manner that causes it to conflict with any Wisconsin or Federal law or any Village ordinance.

3. Definitions

- 3.1 **The terms "electronic communications systems" and "electronic communications device" include, but are not limited to personal computers (PCs), laptops, data terminals, telephonic equipment, voice mail, e-mail, Internet and Intranet, cell phones, personal digital assistants (PDA'S) or handheld computers.**
- 3.2 Authorized Village staff means the Village Administrator or Department Head, his/her designee or a departmental Computer Support Technician.

4. General Policy

- 4.1 All electronic media including data, communications and information, i.e. information transmitted or stored on the electronic media systems of the Village, is the property of the Village of Mukwonago.
- 4.2 The Village retains the right to access, inspect, monitor and/or disclose any data stored on any electronic communication device owned by the Village, whether transmitted or received via electronic information systems (including information downloaded from the Internet or received or sent via e-mail), media of any kind, and/or any means of data input.
- 4.3 Information stored, saved or maintained on a Village-owned electronic communication device is considered public information and may be subject to public disclosure.
- 4.4 Authorized Village staff has access to every electronic communication device at any time so as to be able to inspect and monitor the material contained thereon.
- 4.5 Village-owned electronic communication devices may not be used for the transmission of data in a disruptive manner during any Village meeting except in the event of an emergency.
- 4.6 Village-owned electronic communication devices may be used at home to view meeting packets or for doing Village business.
- 4.7 Assigned electronic communication devices shall be used for in an appropriate and professional manner at all times. The use of language inappropriate to the workplace is prohibited.
- 4.8 Use of Village-owned electronic communication devices for the creation of offensive messages or documents, including racial slurs, sexual slurs, and obscene, vulgar and other inappropriate language is strictly prohibited.
- 4.9 Unless specifically exempt, information stored in any automated format is considered to be a public record. The user of any Village-owned laptop will be the custodian of the stored information so the Village can make the information available when requested in accordance with the provisions of applicable laws.
- 4.10 Software that has not been properly licensed is illegal and the penalties are severe.
- 4.11 Authorized Village staff may issue electronic communication devices, such as laptops or cell phones, to Village staff, appointed and elected officials to conduct Village business.
- 4.12 All Village-owned electronic communication devices remain the property of the Village and must be surrendered at the completion of employment with the **Village, upon termination of an official's term office or upon request of the Village Board.**

5. Incidental Personal Use

Although occasional and limited personal use of computers is tolerated, subject to the limitations, conditions and regulations contained in this Policy, assigned laptop computers may not be used in any way that:

- 5.1. Directly or indirectly interferes with Village operations of computing facilities or e-mail services.
- 5.2. **Is contrary to or damages the Village's interests.**
- 5.3. Results in any incremental costs to the Village.
- 5.4. **Interferes with any Village official's or employee's duties, performance** or other obligations to the Village. Examples include, but are not limited to excessive use of games, surfing the internet, etc.
- 5.5. Any personal use of Village-owned electronic communication devices is at the risk of the person engaging in the activity. The Village of Mukwonago is not responsible or liable for the consequences. Such use should be limited to individualized personal communications and not mass distribution of material. Using computer resources for incidental personal purposes to transmit material by instant message or electronic mail should be minimal. Use of computer resources for such incidental personal purposes is a privilege and can be withdrawn by the Village Board at any time.

6. Prohibited and Restricted Use

- 6.1. To create or transmit material which is designed or likely to threaten, disturb, intimidate or otherwise annoy or offend another, including but not limited to, broadcasting unsolicited messages or sending unwanted mail after being advised it is unwanted.
- 6.2. To create or transmit defamatory material.
- 6.3. To gain unauthorized access to facilities or services accessible by the Village network and intended to be used for official Village business or to use such facilities or services in an unauthorized manner.
- 6.4. To conduct business or engage in any **"for profit" communications** or activities.
- 6.5. **To access, view or obtain any "adult entertainment," sexually explicit,** pornographic or obscene material unless it is for work-related investigatory purposes.
- 6.6. For political campaign purposes, including, but not limited to, using e-mail to circulate names, addresses, telephone numbers or other information generated from Village files.
- 6.7. To gain commercial or personal profit or advantage, including, but not limited to, selling lists of names, addresses, telephone numbers or other information generated from Village files.

- 6.8. To create or transmit material of an offensive nature, including racial or sexual slurs, obscene, vulgar and other inappropriate language, except for Police Dept. investigations.
- 6.9. To represent oneself directly or indirectly as conducting Village business when using such equipment for incidental personal purposes.
- 6.10. To create web pages. No personal web pages may be created, regardless upon what server they may reside. Web pages representing official Village **information may be created in coordination with the Village Administrator's Office.**
- 6.11. To print lengthy documents except for Village purposes.
- 6.12. For any purpose that would be a violation of any Village rules or ordinance, State or Federal law, regulation or order.

7 Software

- 7.1. All software running on Village computers must be properly licensed and proof this licensing must be maintained by each Village department and/or the Clerk-**Treasurer's Office.**
- 7.2. No software may be added or removed from Village computers or other electronic communication systems without prior approval from the appropriate Department Head.

8 Internal and Other Internet Electronic Mail

- 8.1. Village computers have been equipped with firewall and anti-virus software intended to be used to access electronic mail (E-Mail), either internal or internet, or across the World Wide Web.
- 8.2. Transmission of any material in violation of Federal or State laws or regulations is prohibited.
- 8.3. While the internet is an effective network for its purpose, it is not and should not be considered a secure network and should not be relied on for the transmission of confidential or sensitive data or messages.
- 8.4. Software may not be downloaded to any Village computers except when it is expressly permitted by this policy or policy of your department. Doing so could put the Village in jeopardy of violating software copyright laws and/or could **contaminate the Village's network with viruses and other malicious software.**

9 Security

- 9.1. All Village, employees, staff and elected and appointed officials are expected to take reasonable precautions to protect Village-owned laptop computers assigned to them from damage, destruction or theft.
- 9.2. All Village employees, staff and elected and appointed officials are encouraged to take the appropriate steps to protect the security of networks and files by the use of assigned passwords and by taking all necessary steps to maintain the integrity of all passwords. No one should ever share their passwords with

anyone or post them anywhere. The Village Administrator and Department Heads, and/or their designee(s) have the right to access all user and device passwords of Village-owned computers, networks and data storage systems. Department Heads, and/or their designee(s), have the right to know all user and **device passwords of their respective department's computers, networks, data storage systems and any other electronic device.**

- 9.3. Any suspected breach of security, damage, destruction or theft of any Village owned computer or electronic device should be reported to the Village Administrator and/or your Department Head as soon as possible.

10 Games

Any Village computers equipped with the Microsoft Windows may include games such as Solitaire or Minesweeper. These games may be used by new users to acclimate to the use of a computer mouse and to improve hand-eye coordination. No other games should be installed on any Village-owned computer not held out for public use.

Electronic Communication Usage Agreement

CERTIFICATION

I, _____, certify I have read and understand
(Print Name)

The Village of Mukwonago's Electronic Communication Policy and will adhere to all provisions.

Signature

Date

Received by:

Department Head

Date

Keep the copy of this acknowledgement form return this original to the Village Administrator's Office.

Laptop Number

SAMPLE

C. Cellular Equipment Policy

This section sets forth the Village's Policy on the use of cellular handheld Voice and Data Services Equipment, which includes cellular phones, Blackberries, smart phones and any other equipment that utilizes cellular signals to provide internet access, hereinafter collectively referred to as "cellular services." Should a laptop computer or tablet fall into this category, its possession and use must also comply with the Village's Electronic Communications Use Policy.

Cellular services provide authorized users with the capability to do one or more of the following from a handheld device:

- Send and receive e-mail and/or data
- Place and receive calls
- Remotely access files, calendars, address books and task lists
- Research and browse the web
- Access and run various applications

Assignment of Village Cellular Services

Job Requirements

Employees may be candidates for Village-assigned Cellular Services if they:

- are required to remotely access their email or calendar on a regular basis to carry out their job responsibilities;
- must remotely complete time sensitive work on a regular basis;
- have responsibilities related to emergency response or continuity of business services;
- can significantly increase productivity and/or reduce overall expenses by using Village assigned Cellular Services; or
- Can otherwise establish cellular services are necessary.

Requests for Cellular Services

When a Department Head determines cellular services are needed for an employee's job responsibilities, the Department Head or Designee must submit a request to the Village Administrator for review and approval. Requests should document the need and benefit of using this technology, including service/device costs and cost justification. Cost savings that would be realized by consolidating services into one device to replace other devices such as a laptop, cellular phone, PDA or pager should be documented in the request. Whenever frequency of use does not justify an individual assignment cellular services should be shared or pooled to maximize savings. When pooling or sharing of cellular services does not meet operational needs, an employee may be individually assigned a wireless device and service.

If/when there is a significant change or anticipated change in the cellular service use, the Department Head or Designee should notify the Village Administrator to make arrangements to correct the plan.

Approvals

Because of the initial and ongoing costs associated with these devices and short product life cycles, care should be taken to approve the least expensive solution that meets user needs and then only for employees who can clearly demonstrate this technology will help them perform their duties in a more efficient manner.

Employee Receipt of Cellular Services

Department Heads or the Village Administrator issuing the phone must provide a copy of this policy and an Acknowledgement of Receipt Form to any employee using any Village-**assigned cellular services**, **The employee's** Department Head or Designee or the Village Administrator is responsible for obtaining a signed Acknowledgement of Receipt form from those employees and keeping it on file for **the duration of the employee's use of cellular services and any additional time determined by the Village's records retention schedule.**

Review

The Clerk-**Treasurer's Office may review Wire Services bills to ensure each employee** is on the most cost effective plan most closely matching his/her typical usage pattern. Recommendations for changes in the plan assignment should be documented and submitted to the Village Administrator for review. Per departmental internal procedures, Department Heads or Designees familiar with an **employee's usage are also responsible for reviewing/approving monthly** cellular service billings.

Annual review of Cellular Services usage may be used to determine if there is a continuing need for the equipment and services and if it is cost justified. Department Heads or Designees should inform the Village Administrator when the determination is made to disconnect or reassign service.

Annual Distribution of Policy

The Clerk-Treasurer will distribute this policy annually to Department Head or Designee and service approvers to ensure all employees who use cellular services receive the policy and have an acknowledgement form on file.

Employee Use of Cellular Services

a. Use of Wireless Devices

Village provided cellular services are intended for Village business. Personal use of is prohibited, except if the use falls under the identified incidental personal use circumstances identified in the electronic communication policy and calls

otherwise permitted under a collective bargaining agreement. Examples of essential personal calls include arranging for care of a child or any other family emergency, to alert a family member of an unexpected delay due to a change in work schedule or to arrange for transportation or service in the event of car trouble, etc.

Departments must ensure compliance with the personal use restrictions articulated in this policy by implementing procedures so employees who use cellular services, or a designated staff member who is familiar with the **employee's usage, should conduct periodic reviews of Wireless Service billing** to identify personal calls prohibited by this policy.

When an employee is authorized to use an individually assigned wireless device, the Village may permit a personal cellular number to be added to a Village-owned device so long as no personal plan or device charges are billed to the **Village's accounts and personal billing statements are kept separate from Village** business billing account statements.

b. Safety

The safe use of cellular devices is of the utmost importance, thus employees are responsible for using them in a safe, prudent and legal manner. When driving a **vehicle or operating potentially hazardous equipment, an employee's attention** should be fully directed to that activity. As a general rule, cellular devices should be turned off in such situations, allowing voice calls to go into voicemail and email/text messages. If there is good reason for a phone call to be answered promptly, the employee should safety stop his/her activity or pull over to the side of the road before answering the phone.

Cellular Equipment Use Agreement

CERTIFICATION

I, _____, certify I have read and
(Print Name)

Understand the **Village of Mukwonago's** the Cellular Equipment Policy and will adhere to all provisions.

Signature Date

Received by:

Department Head or Designee Date

Keep the copy of this acknowledgement form return this original to the Village **Administrator's Office.**

SAMPLE

D. Social Media Policy

1. Purpose

This policy establishes rules and guidelines concerning personal web pages or Internet sites when referencing the Village of Mukwonago, with the intent to ensure employees use appropriate discretion so as not to discredit the Village and its agencies. This policy will clearly identify prohibited activities by employees on social networking and other web sites, both on and off duty. Professionalism, ethics and integrity are essential to our work as we attempt to provide the best quality of **governmental services to the community. To achieve and maintain the public's** highest level of respect, we must place reasonable restrictions on our conduct and hold to these standards of conduct, whether on or off the job. This policy will ensure all employees treat any confidential material handled by your department appropriately.

2. Policy

The Village respects an employee's rights to use social networking sites as a medium of self-expression during non-work time. However, when statements include information about the Village that, by its nature, may compromise public confidence or cause significant disruption to the Village, the contents are restricted by this policy. This policy requires any employee who utilizes social networking sites off the job to take personal responsibility for all posts made as it reflects on them as a Village of Mukwonago employee and the Village as a whole. This policy applies to written or oral forums, internet websites, conversations, blogs, electronic mail and social networking sites.

3. Procedure

The following prohibited activity and guidelines apply to employees both on and off job:

- 3.1 Unless in the performance of an authorized duty or with specific authorization by your Department Head, the Village Administrator or his or her designee, employee use of Village computers to access social networking sites (Facebook, MySpace, etc...), blogs or bulletin boards is prohibited. Some examples where authorization could be given are:
 - a. Investigation of an incident report.
 - b. A background investigation on an applicant.
 - c. **A "dummy" account may be utilized in the course of such investigations** (Police Department only).
- 3.2 No Village electronic mail accounts may be used to register for or to respond to social media sites unless authorized by your Department Head, the Village Administrator, or his or her designee.
- 3.3 Employees may not post, transmit, reproduce and/or disseminate information (text, pictures, video, audio, etc.) to the Internet or any other forum (public or

private) that would tend to discredit or reflect unfavorably upon the Village or **any of the Village's employees.**

- 3.4 Unless authorized by a Department Head or his or her designee, Village employees shall not release, either directly or indirectly, information concerning investigations, crimes, accidents, police department training or violations of law to persons outside the Village, except as allowed by policy, and shall treat as confidential the official business of the Village Police Department. Examples of some types of information are reports, photographs, video or audio recordings.
- 3.5 Unless on a Police Department, Fire Department or Village website, this policy strictly prohibits the use of the Village of Mukwonago Police Department or the Mukwonago Fire Department name, uniform, logo, patches, badges, marked police or fire vehicles and any other indicia of identity on your social network site without written permission of the Chief of Police or the Fire Chief or their designee(s).
- 3.6 Speech that disrupts the operations of the Village, undermines the authority of the Village and its management staff, or impacts the public perception of the Village, is not protected by the First Amendment.
- 3.7 Employees are prohibited from posting content inconsistent with their duties and obligations. Offensive comments regarding protected classes (race, religion, sex, color, national origin, age, disability, ancestry, and sexual orientation), Village residents or the public in general, tend to undermine trust and confidence in the Village of Mukwonago and its agencies and violate Village policy.
- 3.8 The Village strictly prohibits knowingly or recklessly posting of false information about the Village and its agencies, management, coworkers, public officials and others who have a relationship to or with the Village of Mukwonago.
- 3.9 Employees may comment on issues of general or public concern (as opposed to personal grievances) so long as the comments do not disrupt the workplace, interfere with important working relationships or efficient work flow, or undermine public confidence in the officials of the Village and/or the Village of Mukwonago as a whole. The instances will be judged on a case-by-case basis.
- 3.10 Matters of public concern are those matters of interest to the community as a whole, whether social, political or other reasons.
- 3.11 Comments related to personal grievances may subject an employee to disciplinary actions if they constitute insubordination or if they otherwise violate any other rules or regulations of the Village or its agencies.
- 3.12 The Village strictly prohibits the use of any social media for the purpose of harassment, intimidation or retaliation against any person by a member of this department.
- 3.13 If you identify yourself as a Village of Mukwonago employee is clear you are expressing your own views and not those of the Village or your Department. Do not give the appearance that you are speaking or acting on behalf of the Village or your Department.

4. Employees should be aware posting on websites, including social networking sites, should not be presumed to be private. Accordingly, employees may be subject to discipline for violating any of the above referenced conditions.
 - 4.1 Village employees are personally responsible for the content they publish on blogs, wikis or any other form of user-generated media. Be mindful that what you publish will be public for a long time – protect your privacy.
 - 4.2 Use a personal e-mail address (never your Village e-mail address) as your primary means of identification. Never use your Village e-mail or contact information as a means of identification.
 - 4.3 If you publish content to any non-Village Web site that has something to do with the work you do, with any subject associated with the Village or if there might be any implication of your association with the Village, use this **disclaimer: “The postings on this site are my own and don’t necessarily represent the Village’s positions, strategies or opinions.”**
 - 4.4 Uphold all laws governing copyright, fair use, privacy, financial disclosure, defamation, libel and other similar issues. Do not post any copyrighted material unless: a) are the copyright owner, b) have the express written permission of the copyright owner or c) if it might be associated with the Village and you have received confirmation from the Village that use of such **copyrighted material conforms to the doctrine of “fair use.”**
 - 4.5 Never post Village confidential or other proprietary information. Never publish or report on conversations meant to be private or internal to the Village.
 - 4.6 Do not cite or reference clients, citizens or suppliers without their approval.
 - 4.7 Respect your audience. Do not use ethnic slurs, personal insults, obscenity or engage in any other conduct that would not be acceptable in **the Village’s workplace. Show proper consideration for others’ privacy and for topics that** may be considered objectionable or inflammatory – such as politics or religion.
 - 4.8 Be aware of your association with the Village in online social networks. If you identify yourself as a Village employee, ensure your profile and related content is consistent with how you wish to present yourself with customers, partners, colleagues and clients.
 - 4.9 Violations of this policy may lead to disciplinary action.

Receipt for Social Media Policy

CERTIFICATION

I, _____, certify I have read and understand the
(Print Name)
Village of Mukwonago Social Media Policy and will adhere to all provisions.

Signature

Date

Received by:

Department Head or Designee

Date

Keep the copy of this acknowledgement form return this original to the Village
Administrator's Office.

SAMPLE

E. Vehicle Use Policy

1. Introduction

The operation of Village vehicles is necessary in conducting the day-to-day business of the Village of Mukwonago. The use of Village vehicles represents one of the greatest liabilities facing the self-insurance programs. Recognizing this, it is imperative the Village take reasonable steps to control the use of Village owned, leased and privately owned vehicles used while performing Village business. This policy sets forth the guidelines governing the operation of vehicles used in the performance of official Village business. Department Heads are responsible for implementation and enforcement of this policy for all vehicles and drivers assigned in their department.

2. Scope

This policy applies to all Village owned and leased vehicles operated on public roads and includes special use vehicles such as construction and excavation equipment designed to operate primarily off-road but driven on public roads to a job site. Where appropriate, this policy applies to the operation of privately owned vehicles used while performing official Village duties.

3. General Guidelines

- 3.1 Only Village employees may be authorized to operate Village vehicles. Persons volunteering services to the Village are considered Village employees for purposes of this policy and may operate Village vehicles when their duties require travel as long as such travel is under the approval or direction of the Department Head and necessary in the course of performing official Village business e.g. police explorers, paid-on-call firefighters, EMTs and paramedics.
- 3.2 Intentional abuse, moving violations, reckless operation or negligent actions while operating any Village vehicle may result in the suspension of the **employee's use of a Village vehicle and may be grounds for further disciplinary action.**
- 3.3 Employees must obey all local, state and federal laws while operating Village vehicles and anytime personal vehicles are used on official Village business.
- 3.4 Village vehicles are to be used only for official Village business and may not be used by employees for personal reasons except as detailed in Section 9.
- 3.5 Village vehicles may be used to transport Village employees and individuals employed by firms or other governmental entities for the purpose of, and to promote, ridesharing/carpooling to a Village sanctioned meeting or event. Family members may not be transported in Village vehicles unless authorized by Department Head or Designee.
- 3.6 When cargo, materials or tools are being transported, the driver is responsible for assuring that all items are properly secured to prevent them from shifting or falling from the vehicle or trailer.

- 3.7 No person is allowed to ride on running boards, fenders, hoods, tailgates, beds or other locations on a vehicle not designed or approved by the vehicle manufacturer for passenger seating.
- 3.8 The driver shall not operate any vehicle when normal vision is obstructed.
- 3.9 No Village vehicle may be left unattended and unsecured with the motor running or the keys left in it. In the event of an emergency and the vehicle is left unsecured, the operator must return as soon as possible to secure the vehicle or have another department employee secure it.
- 3.10 The Village will not be responsible for the personal property left in Village vehicles.
- 3.11 The Village reserves the right to conduct an annual driver record review for any employee using a Village vehicle. Employees whose job includes **operating a motor vehicle, shall keep their operator's license and all required endorsements, current and valid.** Members shall report any drivers license restrictions. Employees who are arrested, cited, or come under investigation for any criminal or traffic offense, both within and outside of the Village of Mukwonago, shall report this incident, in writing, to their Department Head as **soon as practical. This includes driver's license traffic and OAWI violations.** Department Heads will provide **the Police Department with each employee's** full name (first, middle initial and surname) and date of birth. The Department Head will receive a report for review. Reports will be shredded after review, unless restrictions or convictions are reported. The reports will be maintained in a secure location, pending the outcome of any necessary action(s).
- 3.12 Employees operating a Village owned vehicle or their personal vehicle for Village business must obey all alcohol and drug use regulations as set forth by state law as well as alcohol and drug use rules issued by the Village.
- 3.13 Installation and/or use of any speed detection devices in Village owned vehicles are prohibited except as required for law enforcement vehicles.
- 3.14 Village vehicles may not be used to transport hitchhikers, jump-start vehicles or provide other vehicle services unless required by job duties or an emergency.
- 3.15 Each Department Head will be responsible for ensuring that all of their employees who drive Village vehicles are aware of the provisions of the Vehicle Usage policy. This information may be conveyed in department work rules, vehicle usage logs, the Vehicle Usage Agreement (Attachment 2) or other administrative method as deemed appropriate by the Department Head.

4. Pre-Operation Inspection

- 4.1 An employee who operates a Village vehicle, regardless of frequency, is responsible for the proper care and operation of that vehicle.

- 4.2 Any defects that will affect safe operation of the vehicle will be promptly reported **to the driver's** Department Head or Designee. No employee may operate a Village vehicle in an unsafe condition. Any vehicle damage that is beyond normal wear and tear must be documented and reported to the **employee's** Department Head or Designee and The Village Administrator.

5. Operator's License

- 5.1 **A valid Wisconsin vehicle operator's license must be in the employee's possession at all times while operating a Village vehicle. In the case of commercially rated vehicles, the proper commercial driver's license for the vehicle's weight and class must be valid and in the possession of the driver.**
- 5.2 Any employee who operates a vehicle in the performance of official Village **duties and whose operator's license is suspended or revoked must immediately report this information to the appropriate Department Head.**

6. Parking and Garaging

- 6.1 All Village vehicles should be parked or garaged in Village facilities which are nearest to either the location from which the normal driver or drivers are assigned to or the site or facility of actual use.

7. Take Home Vehicles

- 7.1 The decision regarding assignment of Village vehicles allowed to be driven to and from work (commuting) must be upon recommendation of the **employee's** Department Head or Designee and considering the best interests of the Village and must be approved by the Village Administrator for short-term, specific uses, e.g. out-of-town training or conferences, and subject to Village Board approval for long-term daily use.
- 7.2 Personal use of any assigned vehicle is restricted to commuting miles only except for *de minimus* use. *De minimus* means infrequent and irregular, which is further defined as no more than one time per month, or twelve times per year, on weekdays within Village limits.
- 7.3 Requests for assignment of vehicles to be taken home must follow the same application, review and approval process as detailed in Section 7.1.
- 7.4 When the Village Board has authorized an employee to use a Village vehicle for commuting purposes, the employee is required to follow Internal Revenue Service (IRS) regulations.
- 7.5 Employees assigned Village vehicles that may be used for commuting purposes must submit usage reports on a monthly basis to their respective Department Head.
- 7.6 No reimbursement to the Village may be made if the Village Board of Trustees has not determined that the parking or garaging of a Village vehicle **at an employee's home is for the benefit of the Village.**

- 7.7 Village vehicles that are taken home over night must be locked and secured **in the responsible employee's driveway or other designated parking space which is in close proximity to the employee's residence.**
- 7.8 When an employee is on vacation or leave, his/her assigned vehicle should be made available for use by the respective department when practical.

8. Limitation on Usage

- 8.1 Use of any Village vehicle is limited to Village Business unless approved by the Village Administrator.

9. Out of Town Travel and Meeting Attendance

- 9.1 With Department Head approval, an employee may take a Village vehicle home prior to leaving for an out-of-town trip, attending a late evening or early morning meeting (or after returning from such trips/meetings) which would require a return to the work place outside of normal working hours. The employee may use the Village vehicle only for travel necessary to accomplish official Village business.

10. Trailers and Towing

- 10.1 A driver whose vehicle is towing a trailer or other equipment must assure that the trailer hitch is securely latched, adequate for the load being towed, properly installed on the towing vehicle and that safety chains are properly attached.
- 10.2 The driver must insure that the trailer or other towed equipment is supplied with proper lighting including brake lights, turn lights and running lights.

11. Leased or Rented Vehicles

- 11.1 When it is necessary for a Village employee to use a short-term rental vehicle **for Village business, the employee must purchase, at the Village's expense,** optional comprehensive and collision damage coverage through the renting agency at the time the vehicle is rented.
- 11.2 **Long term leases will be insured through the Village's insurance program** upon written notification of the lease to the Village Administrator.

12. Parked Vehicle

- 12.1 Any vehicle left unattended must be legally parked in a designated parking space. Vehicles responding to emergency situations or those parked at job sites should be parked with due regard to safety and security considerations.
- 12.2 Village vehicles not taken home must be secured in Village parking lots during non-working hours. When it is necessary to leave a vehicle at a job site overnight, the operator must insure the vehicle is parked and secured in an area that provides reasonable security.

13. Parking, Traffic Tickets and Locksmith Charges

13.1 Village vehicle users are responsible for any parking or traffic tickets received while using a Village vehicle. The user is also responsible for any cost incurred as a result of locking **keys in a vehicle or losing the vehicle's keys.**

14. Use of Safety Restraints

14.1 All Village vehicles must be equipped with seat belts and all occupants of Village vehicles must properly wear seat belts when the vehicle is in operation and when so equipped.

14.2 The operator of construction, excavation and other off road equipment must use the occupant restraint system any time the vehicle is in operation.

14.3 Employees are prohibited from removing, deactivating, modifying or otherwise altering any occupant restraint system installed by the manufacturer unless approved or instructed by the manufacturer.

15. Personally Owned Vehicles Used for Village Business

15.1 The Village's liability insurance program provides limited coverage for employees while operating personally owned vehicles to conduct Village business. This coverage is limited to protection from claims made against the Village and the employee while operating in the course of employment. **The Village's liability insurance coverage is excess over the employee's personal automobile liability insurance.**

15.2 The Village does not provide insurance coverage for physical damage to an **employee's privately owned vehicle. Employees who use personally owned** vehicles for Village business should confirm that their personal auto insurance policy provides coverage for this use.

15.3 Employees who transport Village clients in their own vehicles and whose vehicle suffers damage during the transport may be eligible for partial reimbursement for damages.

1. The employee must carry insurance coverage on the vehicle and proof of insurance must be provided prior to reimbursement payment.
2. Damages will be covered to the amount of the deductible or five hundred dollars (\$500.00), whichever is less.
3. Coverage is limited to incidents that occur while the employee is using his/her vehicle for official, authorized Village business.
4. In the event of a vehicular accident, the employee must submit a police report.
5. The employee must submit to his/her Department Head, a signed explanation of the damages that are not reportable to the police and a dated receipt for repairs, cleaning, etc.

6. Department Heads will submit a recommendation for reimbursement to The Village Administrator. Any reimbursements will be paid from the Vehicle Physical Damage fund and an annual report of all reimbursements will be prepared.
 - 15.4 The Village will reimburse employees for actual necessary and reasonable mileage expenses incurred while on official authorized Village business.
Commuting expenses between an employee's residence and his/her normal place of employment are not reimbursable. All travel must be authorized by the Department Head to be reimbursable. Mileage reimbursement will be equal to that authorized by the **IRS for use of an employee's personal vehicle** while on authorized business. (Example: miles x IRS rate less fuel purchased on Village credit card = reimbursable amount)
 - 15.5 Motorcycles, mopeds, bicycles, all-terrain vehicles and other similar type methods of transportation are prohibited from use for Village business travel purposes.
16. Public Works Vehicles
All Village employees in the Department of Public Works are instructed to refer to their departmental Vehicle Operation and Repair resources regarding the operation of Public Works Department vehicles.
 17. Law Enforcement Vehicles
Police Department personnel must comply with all applicable departmental rules and policies concerning the use of department vehicles.
 18. Accident Reports
 - 18.1 Any accident involving a Village owned, rented, leased or privately owned vehicle used in the performance of Village business is be handled as follows:
 - 1st Summon medical care for any injured parties.
 - 2nd Notify appropriate law enforcement authorities and cooperate fully with the investigation.
 - 3rd **Notify employee's** Department Head or Designee.
 - 18.2 The Department Head should notify the Village Administrator as soon as possible.
 - 18.3 The Department Head is responsible for initiating the department investigation of the accident, preparing a statement detailing the accident, securing repair estimates for Village vehicles and recommending any follow-up preventative actions.
 - 18.4 When the Village driver is determined to be at fault in a vehicle accident, the Department Head or Designee may recommend disciplinary action subject to review.

19. Qualified Non-Personal Use Vehicles

19.1 Clearly marked police and fire vehicles - a vehicle that a police officer or fire fighter who is always on call must use for commuting. The governmental unit prohibits any personal use (other than commuting) of the vehicle outside **the limit of the police officer's arrest powers or the fire fighter's obligation to** response to an emergency. A police or fire vehicle is clearly marked if, through a painted symbol or words, it is easy to see the vehicle is a police or fire vehicle. A marking on a license plate is not a clear marking for this purpose.

19.2 Unmarked vehicles used by law enforcement officers if the use is officially authorized - Personal use must be necessary to help enforce the law, such as being able to report directly from home to a stakeout site or to an emergency. Use for vacation or recreation trips cannot qualify as an authorized use.

20. Interlock Devices

If a Village vehicle is required to have an interlock device installed, the employee responsible for causing the installation shall be responsible for paying the cost of such installation, as well as being subject to disciplinary action up to and including termination.

Vehicle Use Agreement

Please print or type:

Driver Name – First, Middle, Last Driver License Number State

Department Birth Date Work Telephone

PROVISIONS

All Vehicles

1. The provisions of this agreement are applicable to all Village of Mukwonago employees.
2. I currently possess a valid Wisconsin driver license or a commercial driver license ((CDL) and will immediately notify my Department Head whenever my license is revoked, restricted or suspended.
3. I understand the Village may request my driving record from the WI Dept. of Transportation.
4. I understand only Village employees are authorized to operate Village vehicles.
5. I understand Village vehicles may be used to transport individuals employed by firms or governmental entities for the purpose of ridesharing/carpooling to a Village sanctioned meeting or event.
6. I understand family members cannot be transported in Village vehicles unless authorized by Department Head, or Designee.

Squad Cars

1. I will comply with the Vehicle Use Policy and the additional provisions specifically pertaining to the law enforcement vehicles.

Personal Use Restrictions - All Village Owned Vehicles

Personal use is permitted only for personally assigned vehicles and limited to commuting miles and *de minimus* use. Commuting miles are defined as travel from home to your permanent work site and from the permanent work site to your home.

CERTIFICATION

I certify I have read and understand the Village of Mukwonago Vehicle Use Policy and will adhere to all provisions.

Driver Signature

Date

Department Heads: Keep the copy of this acknowledgement form return this original to the Village Administrator's Office.

Vehicle Use Agreement – Personally Assigned Vehicles

Please print or type:

Driver Name – First, Middle, Last Driver License Number State

Department Birth Date Work Telephone

PROVISIONS

All Vehicles

1. The provisions of this agreement are applicable to all Village of Mukwonago employees.
2. I currently possess a valid Wisconsin driver license or a commercial driver license and will immediately notify my Department Head or Designee whenever my license is revoked, restricted or suspended.
3. I understand the Village may request my driving record from the WI Dept. of Transportation.
4. I understand only Village employees are authorized to operate Village vehicles.
5. I understand Village vehicles may be used to transport individuals employed by firms or governmental entities for the purpose of ridesharing/carpooling to a Village sanctioned meeting or event.
6. I understand family members cannot be transported in Village vehicles unless authorized by Department Head, or Designee.

Personally Assigned Vehicles

1. I will maintain accurate records of all business miles or daily commutes.
2. I understand assigned take home vehicles are restricted to commuting use only, except for *de minimus* use.
3. I will submit my Personal Use of Village Vehicle report monthly.

Squad Cars - I will comply with the Vehicle Use Policy and the additional provisions specifically pertaining to the law enforcement vehicles.

Personal Use Restrictions

Commuting miles are defined as travel from home to your permanent work site and from the permanent work site to your home.

CERTIFICATION

I certify I have read and understand the Village of Mukwonago Vehicle Use Policy and will adhere to all provisions.

Driver Signature

Date

Department heads: Keep the copy of this acknowledgement form return this original to the Village Administrator's Office.

VII. HANDBOOK RECEIPT

This Handbook has been prepared to help employees become familiar with Village policies. The Village may change, amend or delete some of the policies, procedures and benefits contained in this Handbook at any time, with or without notice.

The language in this Handbook is not intended to create, nor is it to be construed to constitute, an agreement or contract of employment, expressed or implied, for any length or period of time between the Village and any one or all of its employees. Nor is this Handbook intended to constitute a promise of any benefits to any Village employee, rather, it is a summary of some Village policies.

*The Village does not guarantee any employee continued employment for any definite period of time. Village employees are employees "at will," meaning either the Village or the employee may terminate **the employee's employment at any time for any reason**, with or without cause and with or without notice. No person employed by the Village, except the Village Administrator, with approval of the Village Board, has authority to enter into an agreement with any employee for employment for a specific period of time. Any such agreement must be in writing and approved by the Board.*

I, _____, acknowledge I have received and read the Village of Mukwonago Employee Handbook and understand the provisions contained therein. I understand the terms described in the Employee Handbook may be altered, modified, changed or eliminated by the Village at any time, with or without prior notice.

I understand this employee handbook supersedes any previous handbook or policies I may have received, making them void.

I further understand the Village's Employee Handbook and any other provisions contained therein do not constitute a guarantee of employment or an employment contract, express or implied. I understand, as a non-represented employee, my **employment is "at-will" unless covered by Civil Service provisions or other applicable** State of Wisconsin statutes or Village of Mukwonago ordinances or policies, and, if at will, my employment may be terminated at any time for any reason, with or without cause, and with or without notice.

Employee Signature

Date

Department Head Signature

Date

NOTE: One copy of the following Receipt should be removed and placed in the employee's personnel file. The other copy will remain with the employee's personal copy of the Employee Handbook.

(Intentionally blank)

VII. HANDBOOK RECEIPT

This Handbook has been prepared to help employees become familiar with Village policies. The Village may change, amend or delete some of the policies, procedures and benefits contained in this Handbook at any time, with or without notice.

The language in this Handbook is not intended to create, nor is it to be construed to constitute, an agreement or contract of employment, expressed or implied, for any length or period of time between the Village and any one or all of its employees. Nor is this Handbook intended to constitute a promise of any benefits to any Village employee, rather, it is a summary of some Village policies.

The Village does not guarantee any employee continued employment for any definite period of time. Village employees are employees "at will," meaning either the Village or the employee may terminate the employee's employment at any time for any reason, with or without cause and with or without notice. No person employed by the Village, except the Village Administrator, with approval of the Village Board, has authority to enter into an agreement with any employee for employment for a specific period of time. Any such agreement must be in writing and approved by the Board.

I, _____, acknowledge I have received and read the Village of Mukwonago Employee Handbook and understand the provisions contained therein. I understand the terms described in the Employee Handbook may be altered, modified, changed or eliminated by the Village at any time, with or without prior notice.

I understand this employee handbook supersedes any previous handbook or policies I may have received, making them void.

I further understand the Village's Employee Handbook and any other provisions contained therein do not constitute a guarantee of employment or an employment contract, express or implied. I understand, as a non-represented employee, my **employment is "at-will" unless covered by Civil Service provisions or other applicable** State of Wisconsin statutes or Village of Mukwonago ordinances or policies, and, if at will, my employment may be terminated at any time for any reason, with or without cause, and with or without notice.

Employee Signature

Date

Department Head Signature

Date

NOTE: One copy of the following Receipt should be removed and placed in the employee's personnel file. The other copy will remain with the employee's personal copy of the Employee Handbook.

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.

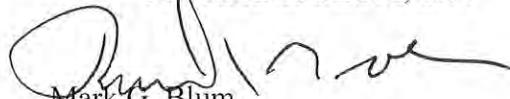
If these changes were made, I would feel much more comfortable with the contract in its present form. Please feel free to forward this correspondence to the representative of the State that you are dealing with.

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

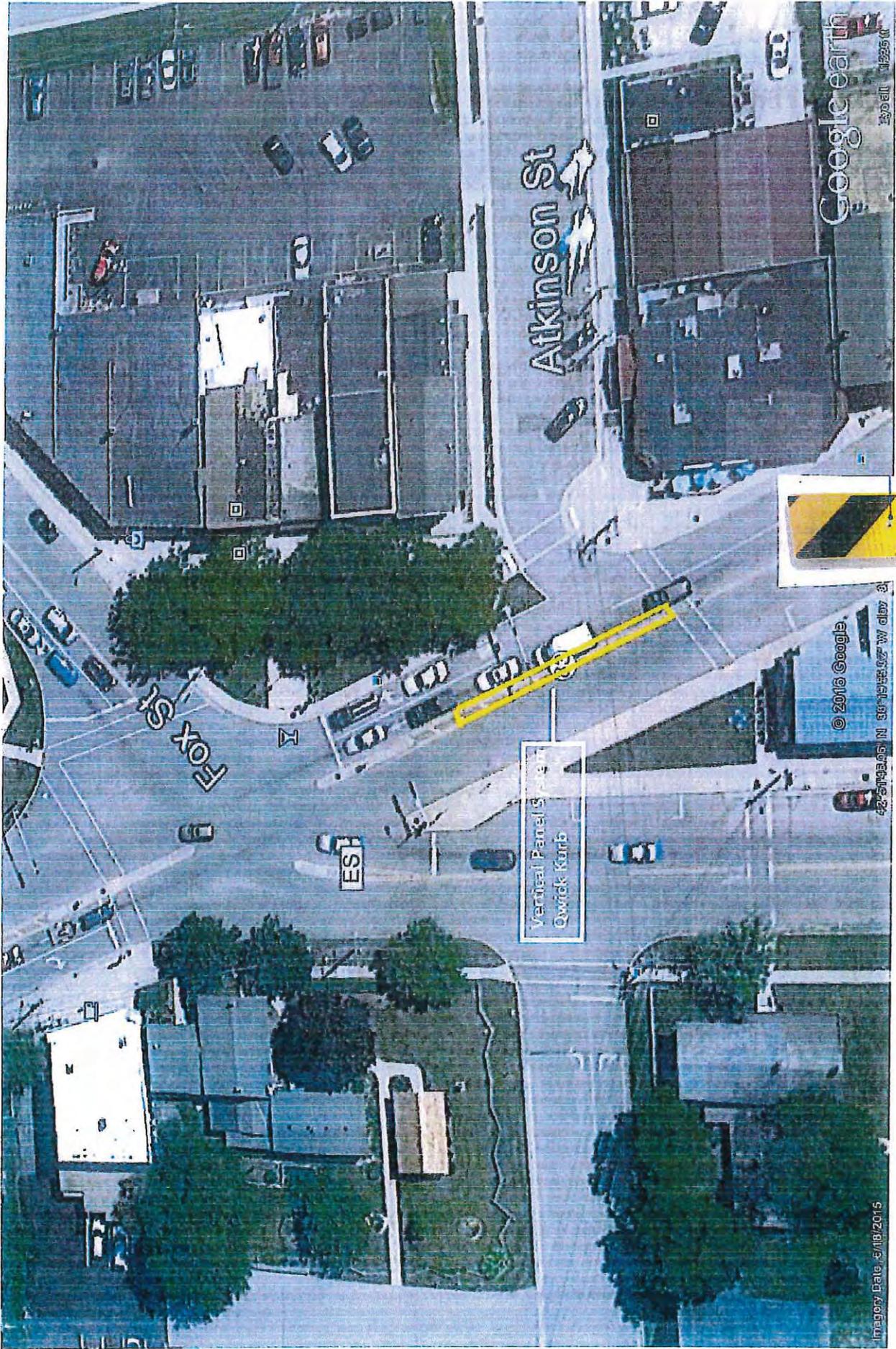
The Applicant shall save and hold the State, its officers, employees, agents, and all private and governmental contractors and subcontractors with the State under Chapter 84 Wisconsin Statutes, harmless from actions of any nature whatsoever (including any by Applicant itself) which arise out of, or are 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 Sign
Owrick Kurrb

Google earth

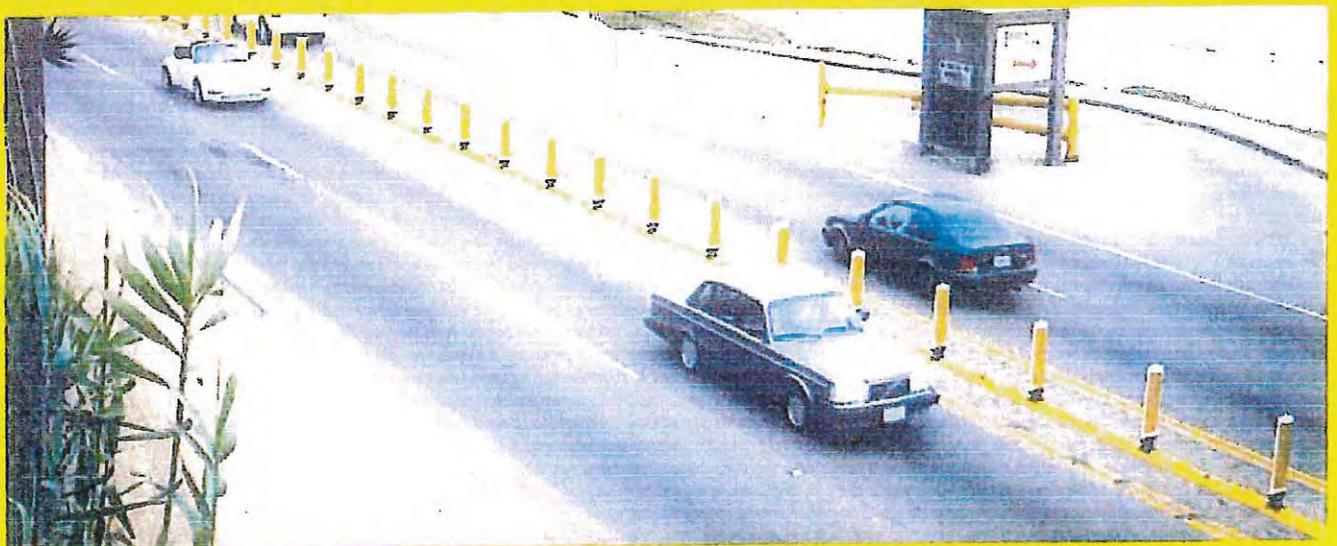
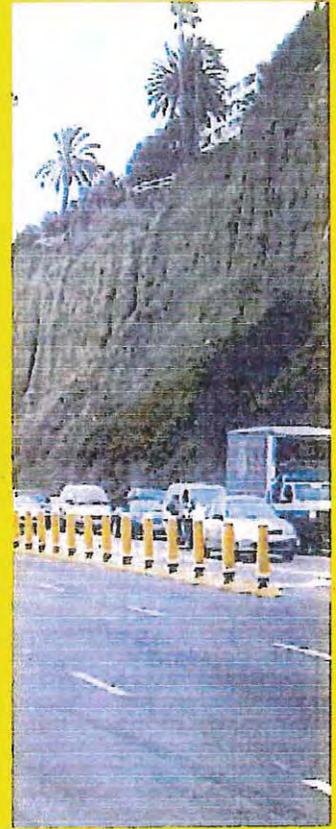
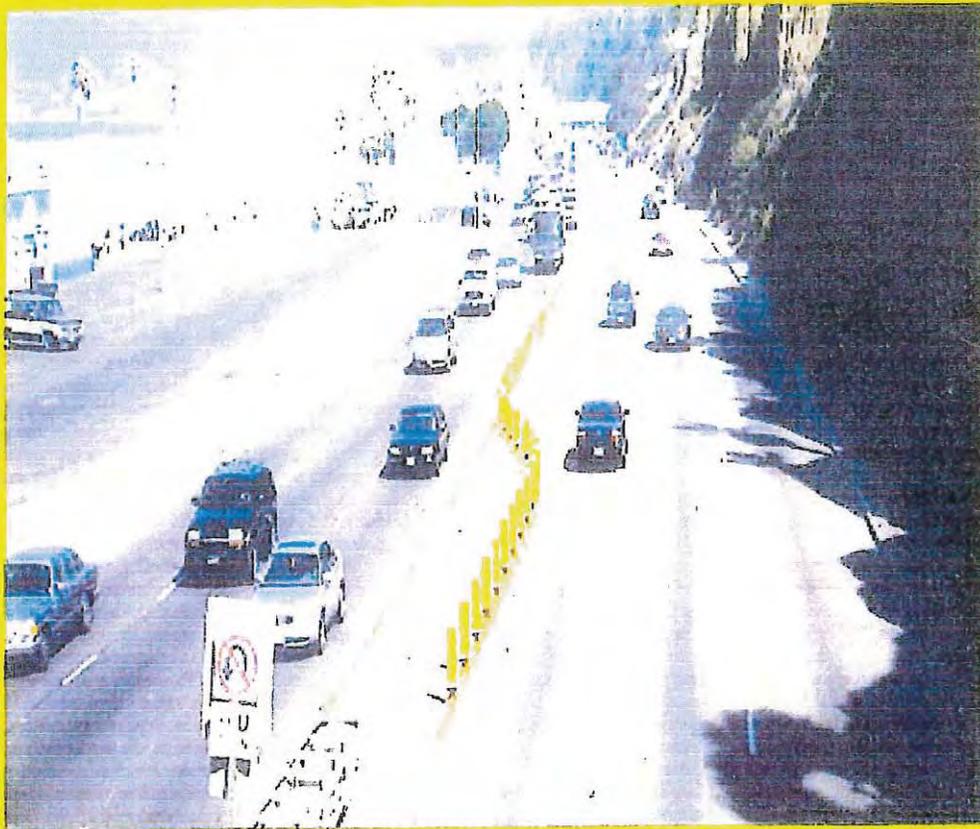
© 2016 Google

Imagery Date: 5/18/2015

42° 51' 43.05" N 88° 19' 55.02" W Elev: 32'

230 ft 11225 ft

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

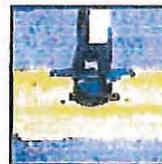
L60 Separator Unit
40" length
10 5/8 inch width
3 1/2 inch height



To depict profile of curb
SNAP IN A L65
REFLECTIVE ARC



Marker Puller



Flex with
stabilizing
Bar



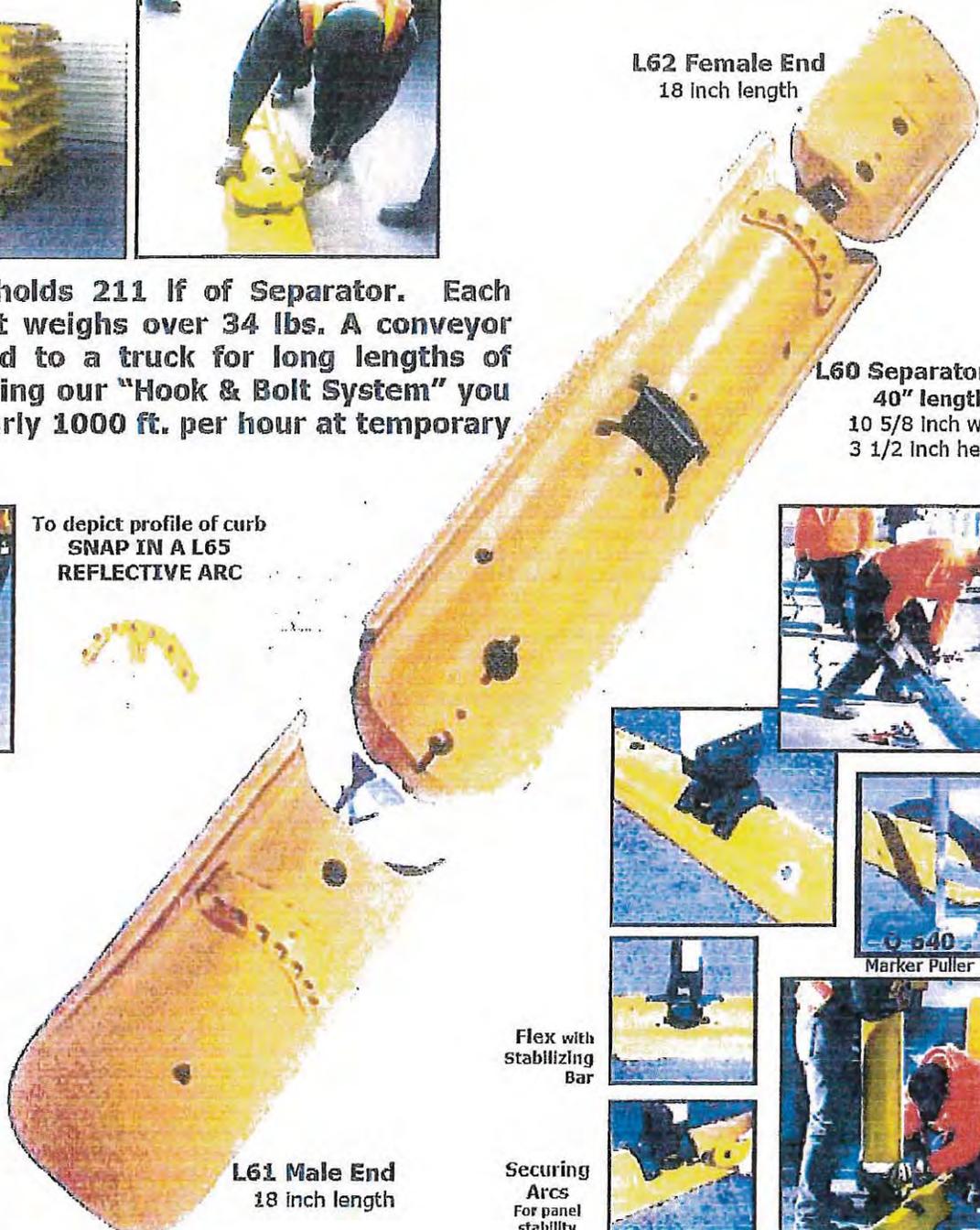
Securing
Arcs
For panel
stability



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

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

Bielinski Homes Inc. Confidentiality Notice

This message is being sent by Bielinski Homes, Inc. It is intended exclusively for the individuals and entities to which it is addressed. This communication, including any attachments, may contain information that is proprietary, privileged, or confidential, including but not limited to information that is protected under the HIPAA privacy rules, or otherwise legally exempt from disclosure. If you are not the named addressee, you are not authorized to read, print, retain, copy, disseminate or act in reliance of this message or any part of it. If you have received this message in error, please notify the sender immediately by email and delete all copies of this message. This message is protected by applicable legal privileges and is confidential. No confidentiality or privilege is waived or lost due to transmission to an unintended recipient.

Pursuant to Circular 230 promulgated by the Internal Revenue Service, if this message, or any attachment hereto, contains advice concerning any federal tax issue or submission, please be advised that this message was not intended or written to be used, and that it cannot be used, for the purpose of avoiding federal tax penalties unless otherwise expressly indicated.

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



Village of Mukwonago

Office of the Finance Director

P.O. Box 206, 440 River Crest Court, Mukwonago, Wisconsin 53149
(262) 363-6420 Fax: (262)363-6425

www.villageofmukwonago.com

To: Town of Mukwonago Board & Kathy Karalewitz
From: Diana Doherty
Date: March 8, 2016
RE: 2015 Joint Fire Department Settlement
cc: Village Board, John Weidl and Chief Stien

Here is a summary of the settlement presented to the Town Board at the meeting on March 2nd as well as a check to the Town in the amount of \$38,907.44 for the 2015 settlement. I wanted to comment on two items from the meeting:

1. I have spoken to my auditors at Baker Tilly and they have advised that the revenue we are anticipating from Pro-Health related to inter-facility mileage and supplies should be treated as 2016 revenue when it is received. Therefore, the settlement enclosed did not change from the figure I had presented at the meeting.
2. Due to the limited time available at the meeting, we didn't go into any significant discussion concerning the calculation that was done for the average number of critical care calls and the reference to the use of the Village's Pro-Health donation to partially fund future capital purchases. Please note that reference is a proposal by myself, Chief Stien and John Weidl. The use of those funds for that purpose has not been formally approved by the Village Board.

Revenues	Budgeted Amount	Actual Total	Town Share 1/2 of Actual
Grants	4,380.00	4,380.11	2,190.06
Public Charges	13,000.00	14,182.42	7,091.21
Paramedic Ride-Along	50.00	-	-
Dept. Charges	2,000.00	3,535.00	1,767.50
County Collections	23,000.00	17,203.74	8,601.87
Ebix Ambulance	563,115.00	583,647.48	291,823.74
Ebix Interfacility - ALS & BLS	188,885.00	188,884.68	94,442.34
Ebix Interfacility - Critical Care	100,229.00	100,229.13	50,114.57
Ebix Fire	10,500.00	1,875.00	937.50
Interest Earned	200.00	361.35	180.68
Sale of Property	14,476.00	14,476.05	7,238.03
Misc Revenue	-	-	-
Total Revenues	919,835.00	928,774.96	464,387.48
% of Budget	459,917.50	1.01	

Expenditures	Budget	Actual	1/2 of Budget	1/2 of Actual	1/2 Budget-Actual
Village Administration	24,291.00	24,472.83	12,145.50	12,236.42	(90.92)
		1.01			
Fire Administration	502,141.00	513,447.72	251,070.50	256,723.86	(5,653.36)
Fire Suppression	127,060.00	97,213.48	63,530.00	48,606.74	14,923.26
Fire Training	37,884.00	46,674.77	18,942.00	23,337.39	(4,395.39)
Subtotal Fire	667,085.00	657,335.97	333,542.50	328,667.99	4,874.52
% of Budget		0.99			
Ambulance	394,668.00	413,385.37	197,334.00	206,692.69	(9,358.69)
Ambulance Training	15,484.00	23,755.05	7,742.00	11,877.53	(4,135.53)
Subtotal Ambulance	410,152.00	437,140.42	205,076.00	218,570.21	(13,494.21)
% of Budget		1.07			
Critical Care Transport Expenses	11,616.00	11,616.28	5,808.00	5,808.14	(0.14)
% of Budget		1.00			
Use of Revenue for Ambulance Remount	142,000.00	140,394.57	71,000.00	70,197.29	802.71
Transfer to fund balance (budget entry to offset revenues)	88,613.00	-	44,306.50	-	44,306.50
Subtotal Ambulance	230,613.00	140,394.57	115,306.50	70,197.29	45,109.22
% of Budget		0.61			
Total Expenditures	1,343,757.00	1,270,960.07	671,878.50	635,480.04	36,398.47
% of Budget		0.95			

Due to Town of Mukwonago - Revenue	464,387.48
Due From Town of Mukwonago - Expense	635,480.04
TOTAL DUE TO (FROM) THE TOWN OF MUKWONAGO	(171,092.56)
Received from Town - Total Monthly Allocations	210,000.00
BALANCE DUE TO TOWN	38,907.44

RESOLUTION 2016-013

**A RESOLUTION AMENDING THE 2016 SCHEDULE OF FEES
FOR THE VILLAGE OF MUKWONAGO**

WHEREAS, the Village Supervisor of Inspections recommends modifying the fees regarding building permit fees, and

WHEREAS, the Finance Committee has reviewed the fee schedule revisions and recommends their adoption, and

WHEREAS, the amendments shall be reflected on Pages 14-17 of the Village of Mukwonago Schedule of Fees as shown on the attached Exhibit "A."

NOW THEREFORE, the Village Board of the Village of Mukwonago does hereby amend the 2016 Schedule of Fees as shown on the attached Exhibit "A".

Adopted this 15th day of March 2016.

Fred H. Winchowky, Village President

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

**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.

RESOLUTION 2016-014

**RESOLUTION PROVIDING FOR THE PUBLICATION, FILING, INSPECTION,
AND ADOPTION OF CHAPTER 2 ARTICLES II AND V OF THE MUNICIPAL CODE
OF THE VILLAGE OF MUKWONAGO**

WHEREAS, the Amendments to Chapter 2 Articles II and V of the Municipal Code of the Village of Mukwonago concerning Village Board and Boards, Commissions and Committees meetings have been prepared and tentatively approved by the Village Board of the Village of Mukwonago.

NOW, THEREFORE, BE IT RESOLVED, that this Code be presented for adoption by the Village of Board at the regular Board meeting on April 19, 2016; and

BE IT FURTHER RESOLVED, that the Village Clerk, in accordance with the requirements of Wisconsin Statute §66.0103 shall file a copy of the proposed amendments to Chapter 2 Articles II and V of the Municipal Code of the Village of Mukwonago in his office for public inspection commencing on March 23, 2016 and cause a copy of the following notice to be published in the next issue of the Mukwonago Chief:

NOTICE: Please take notice that the Village Board of the Village of Mukwonago will consider the adoption of amendments to Chapter 2 Article II of its Code of Ordinances entitled Village Board and Chapter 2 Article V of its Code of Ordinances entitled Boards, Commissions and Committees at 6:30 p.m. on April 19, 2016 in the Village Hall located at 440 River Crest Court, Mukwonago, Wisconsin, 53149.

You are further notified that a copy of said proposed new Chapter 2 Articles II and V will be on file and open for public inspection in the Office of the Village Clerk for a period of not less than two weeks prior to its adoption, coming March 23, 2016, in accordance with Wisconsin Statute Sec. 66.0103.

Dated and approved this 15th day of March, 2016.

Fred Winchowky, Village President

Attest:

Steven A. Braatz, Jr., Village Clerk

Ordinance No. DRAFT

AN ORDINANCE TO AMEND ARTICLE II OF CHAPTER 2 AND REPEAL ARTICLE V, DIVISION 1 OF CHAPTER 2 OF THE VILLAGE OF MUKWONAGO MUNICIPAL CODE PERTAINING TO VILLAGE BOARD and COMMITTEE OF THE WHOLE MEETINGS

WHEREAS, the Village Board of the Village of Mukwonago recognizes that efficiencies can be created by amending the current committee structure; and

WHEREAS, a Committee of the Whole is a device in which a legislative body or other deliberative assembly is considered one large committee, and all members of the legislative body are members of such a committee; and

WHEREAS, some efficiencies and advantages of the Committee of the Whole structure include 1) the process for the creation of agendas and packets will be much more efficient with the creation of one or two agendas and one collaborative meeting of the department heads to finalize the agendas rather than six separate agendas and multiple contacts with department heads throughout the month, 2) there would be one or two specific nights that the public, elected officials, and/or staff would need to attend, rather than seven separate Committee meetings and five separate nights, 3) the risk of cancelling a meeting due to a lack of quorum would be significantly reduced, 4) all elected officials would be informed of Committee discussions, and 5) many items would be placed on the Consent Agenda on the Village Board agenda, increasing the efficiency and effectiveness of Village Board meetings; and

WHEREAS, the Village Board recognizes that these efficiencies and advantages are a benefit to the general public, staff, and elected officials.

NOW THEREFORE, the Village Board of the Village of Mukwonago, Waukesha, and Walworth County, Wisconsin, DO ORDAIN AS FOLLOWS:

SECTION I. Section 2 Article II of the Municipal Code of the Village of Mukwonago is amended and recreated to read as set forth in the attached entitled, "VILLAGE BOARD."

SECTION II. Section 2 Article V, Division 1 of the Municipal Code of the Village of Mukwonago is hereby repealed.

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

SECTION IV: SEVERABILITY. The several sections of this ordinance are declared to be severable. If any section shall be declared by a Court of competent jurisdiction to be invalid, such decisions shall not affect the validity of other portions of the ordinance.

SECTION V: EFFECTIVE DATE. This ordinance shall take effect upon publication.

Passed and adopted this ____ day of _____, 2016.

Fred Winchowky, Village President

Attest:

Steven A. Braatz, Jr., Village Clerk

Date Adopted:

Date Published:

Date Effective:

ARTICLE II. - VILLAGE BOARD

Sec. 2-26. - Meetings.

- (a) *Regular.* Regular meetings of the village board shall be held on the third Tuesday 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 notify each trustee of the time and purpose of such meeting. The notice shall be delivered to each trustee 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.
- (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.

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) Public input (all parties wishing to address the village board, for whatever reason, will be afforded such opportunity);
 - (5) Consent agenda;
 - (6) Unfinished business;
 - (7) Committee/commission reports;
 - (8) Correspondence;
 - (9) New business; and
 - (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 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.

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 make any motion if he or she vacates the chair and designates a trustee to preside temporarily. The presiding officer may speak upon any question at any time.

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.*
 - (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. 2-31. - Standing rules.

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:

- (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. 2-32. - 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. 2-33. - 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 2-32) 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:

- (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.

Secs. 2-35—2-50. - Reserved.

Ordinance No. 911

AN ORDINANCE TO AMEND SECTION 100-21 OF CHAPTER 100 OF THE VILLAGE OF MUKWONAGO MUNICIPAL CODE, KNOWN AS THE ZONING ORDINANCE, PERTAINING TO THE USE RESTRICTIONS NEAR AN INTERCHANGE, FOR FUEL FILLING STATIONS AND OTHER USES

WHEREAS, the Plan Commission of the Village of Mukwonago from time to time has reviewed regulations pertaining to potential development of uses near the I-43 interchange and the location requirements of fuel filling stations; and

WHEREAS, the Plan Commission with recommendation from Village staff has determined that in the interest of orderly development in the Village and having other zoning ordinance standards in place, that the regulation to require that all uses within a certain distance of the I-43 interchange obtain a Conditional Use permit is no longer needed; and

WHEREAS, the Plan Commission with recommendation from Village staff has determined in the interest of orderly development in the Village and having other zoning ordinance and safety standards in place, that the regulation to separate fuel filling stations by a 1,000 foot distance is no longer needed; and

WHEREAS, the Plan Commission at a regularly scheduled meeting of November 10, 2015 recommended to the Village Board that the Section 100-21 pertaining to use restrictions be amended as provided here-in.

NOW, THEREFORE, the Village Board of Trustees of the Village of Mukwonago, Waukesha and Walworth Counties, Wisconsin, DOES HEREBY ORDAIN AS FOLLOWS:

SECTION I. Section 100-21 of Chapter 100 of the Village of Mukwonago Municipal Code, entitled Use Restrictions, shall be removed, and in its entirety replaced with new Section 100-21 of Chapter 100 attached as Exhibit A.

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

SECTION III: SEVERABILITY. The several sections of this ordinance are declared to be severable. If any section shall be declared by a Court of competent jurisdiction to be invalid, such decisions shall not affect the validity of other portions of the ordinance.

SECTION IV: EFFECTIVE DATE. This ordinance shall take effect upon publication. Passed and adopted this 15th day of March 2016.

Fred H. 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

EXHIBIT A

Sec. 100-21. Use restrictions.

The following use restrictions and regulations shall apply:

- (1) Only those principal uses specified for a district, their essential services, and the following uses shall be permitted in that district.
- (2) Accessory uses and structures are permitted in any district but not until the principal structure is present. Residential accessory uses shall not involve the conduct of any business, trade or industry except home occupations and professional home offices only as defined and as allowed in this chapter.
- (3) Conditional uses and their accessory uses are considered special uses requiring review, public hearing, and recommended approval by the plan commission and approval by the village board in accordance with article IV of this chapter.
- (4) For any development within 500 feet of existing or proposed right-of-ways of freeways, expressways and interstates and within 1,500 feet of an existing or proposed interchange, the Plan Commission with Village Board approval, under Site Plan, Conditional Use or Planned Unit Development review shall consider imposing conditions to improve good traffic flow and proper traffic safety.
- (5) Vehicle service, fueling, or washing operations are a conditional use in specific business or manufacturing districts. Vehicle service, fueling, or washing operations shall, at a minimum, meet the following criteria:
 - a. A fuel filling station site shall be designed for good traffic flow and proper traffic safety on and surrounding the property.
 - b. The plan commission shall establish stringent landscaping and setback requirements for each business after taking into consideration the specific land involved, existing and potential traffic patterns, and the use of the adjacent properties.
 - c. Any vehicle repair or service, other than dispensing of fuel shall be conducted within an enclosed building.
 - d. An owner or subsequent owner of a vehicle service, fueling or washing business operating as of February 6, 1996, or operating after that date, which ceases such operation for a period of one year, shall within a period of six months remove or remodel such vehicle service, fueling or washing business to some other permitted use.
 - e. All vehicle service, fueling or washing businesses designed and intended for use as such, not operating as of February 6, 1996, and having been nonoperated for a period of two consecutive years, will be required to comply with subsection d., above.
 - f. The storage of motor vehicles upon any of the above businesses shall be allowed only if such storage is within a visual screened area found to be aesthetically pleasing by the plan commission and approved by the village board.

- g. All vehicle washing facilities shall be required to provide a minimum of 100 feet of driving surface after the vehicle exits the washing area, unless all vehicles will be machine or employee dried prior to exiting the facility.

MINUTES OF THE REGULAR PLAN COMMISSION MEETING

Tuesday, March 8, 2016

Call to Order

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

Roll Call

Commissioners present: Joe Hankovich
Sterling Fairchild
John Meiners
Ken Werner
Mark Penzkover
Fred Winchowky

excused: Joe Abruzzo

Also present: Bruce Kaniewski, Village Planner
Judith Taubert, Deputy Clerk-Treasurer

Minutes

Motion by Hankovich/Fairchild to approve the February 9, 2016 regular meeting minutes as presented carried.

New Business

Historic Preservation Review and Approval of Request by Jason Collins, Country Financial to Install Wall Sign at the Property located at 108 Main Street

Motion by Hankovich/Penzkover to approve the Historic Preservation review and approval of the request by Jason Collins, Country Financial to install Wall Sign at the property located at 108 Main Street.

Discussion about Historic Preservation standards

Planner was directed to draft Historic Preservation standards for the Down Town area to go to the Judicial Committee, then come back to the Planning Commission for a recommendation for the Village Board.

Update Comprehensive Plan Public Participation Plan

Motion by Penzkover/Werner to approve the amendment to the Comprehensive Plan Public Participation Plan to read as follows:

2. To assist the Plan Commission, the Village President will appoint with confirmation by the Village Board a Comprehensive Plan Update Steering Committee (hereinafter called "the committee"). The 13 member committee will consist of the following:
 - a. Seven citizen members with the goal of getting representation from each of the following geographical areas of the Village: (1) downtown area; (2) north/northwest area; (3) northeast area; (4) southwest area; and (5) southeast area. The Village President will make his best effort to appoint a member from each of the five identified geographic areas; however, this is not a mandate. If there is an insufficient

pool of candidates from one or more of the five identified geographic areas, the Village President will appoint a member(s) from one of the other areas.

- b. One member representing a small business in the Village.
- c. One member representing a large business in the Village.
- d. One member representing the Mukwonago Area Chamber of Commerce, as recommended by the Chamber of Commerce (Suggested to be a Village resident).
- e. One member representing the Mukwonago Area School District, as recommended by the School District (Suggested to be a Village resident).
- f. One citizen member of the Plan Commission.
- g. The Village President.

Motion carried

Adjournment

Meeting adjourned at 7:01 p.m.

Respectfully Submitted,

Judith A. Taubert
Deputy Clerk-Treasurer

DRAFT

RESOLUTION 2016-015

A RESOLUTION AMENDING THE PUBLIC PARTICIPATION PLAN TO UPDATE COMPREHENSIVE PLAN 2035 FOR THE VILLAGE OF MUKWONAGO, WISCONSIN

WHEREAS, the Comprehensive Plan 2035 Public Participation Plan has been reviewed and recommended by the Village Plan Commission; and

WHEREAS, the Comprehensive Plan 2035 Public Participation Plan was adopted by the Village Board on January 19, 2016; and

WHEREAS, the Village Board, on February 16, 2016, requested two additional members to be added to the Comprehensive Plan Update Steering Committee; and

WHEREAS, the amendment is reflected in Term #2 of the Public Participation Process; and

WHEREAS, the amendment to the Comprehensive Plan 2035 Public Participation Plan has been reviewed and recommended by the Village Plan Commission; and

NOW, THEREFORE, BE IT RESOLVED the Village Board of the Village of Mukwonago hereby approves the amendment to the Comprehensive Plan 2035 Public Participation Plan as follows:

2. To assist the Plan Commission, the Village President will appoint with confirmation by the Village Board a Comprehensive Plan Update Steering Committee (hereinafter called "the committee"). The 13 member committee will consist of the following:
 - a. Seven citizen members with the goal of getting representation from each of the following geographical areas of the Village: (1) downtown area; (2) north/northwest area; (3) northeast area; (4) southwest area; and (5) southeast area. The Village President will make his best effort to appoint a member from each of the five identified geographic areas; however, this is not a mandate. If there is an insufficient pool of candidates from one or more of the five identified geographic areas, the Village President will appoint a member(s) from one of the other areas.
 - b. One member representing a small business in the Village.
 - c. One member representing a large business in the Village.
 - d. One member representing the Mukwonago Area Chamber of Commerce, as recommended by the Chamber of Commerce (Suggested to be a Village resident).
 - e. One member representing the Mukwonago Area School District, as recommended by the School District (Suggested to be a Village resident).
 - f. One citizen member of the Plan Commission.
 - g. The Village President.

Passed and dated this 15th day of March 2016.

VILLAGE OF MUKWONAGO

By: _____
Fred Winchowky, Village President

Attest: _____
Steven A. Braatz, Jr., Village Clerk



TRACY CROSS & ASSOCIATES, INC.

***An Analysis of the Market Potential
For Rental Apartment Development
-- Horter Property --
Mukwonago, Wisconsin***

January 28, 2016

INTRODUCTION

At the request of the Village of Mukwonago, Tracy Cross & Associates, Inc. evaluated the market potential for rental apartment development in Mukwonago, Waukesha County, Wisconsin. Specifically focusing upon the *Horter* property located along the west side of Main Street, north of Bay View Road, this analysis establishes the following:

- Conclusions regarding the depth of the Mukwonago area for new construction apartment development over the next five years based upon pertinent economic, demographic, and residential trends which define the marketplace.
- Conclusions regarding the overall marketability of 120 new rental units within the subject property *as conceptualized by Ener-Con Companies, Inc.* These conclusions are based upon factors associated with location, depth of the market, and the alignment of competing communities, both existing and planned.
- Benchmark rental rate guidelines for the conceptualized community in order to maintain a competitive position in the market and achieve what one would view as an acceptable absorption rate.
- Alternative rental rate strategies and associated absorption forecasts to enable financial modeling.

***General Limiting
Conditions***

Tracy Cross & Associates, Inc. has made extensive efforts to confirm the accuracy and timeliness of the information contained in this study. Such information was compiled from a variety of sources, including interviews with developers and their agents, government officials, and other third parties. Although Tracy Cross & Associates, Inc. believes all information in this study is correct, it does not warrant the accuracy of such information and assumes no responsibility for inaccuracies in the information provided by third parties.

THE SUBJECT PROPERTY

The Horter property consists of a five-acre assemblage located west of and contiguous to Main Street, just north of Bay View Road, in Mukwonago, Wisconsin, a third-ring suburb of Milwaukee. The site is currently occupied by Lynch's Horter Chevrolet dealership, which will be razed as a part of the development effort.



The subject property is highly visible and easily accessible given its frontage on Main Street, one of Mukwonago's primary transportation arterials. Last year, an average of 7,800 vehicles passed the site on daily basis.

The parcel is also enhanced by its alignment with Lower Phantom Lake, one of Mukwonago's major amenities. In addition to the views that will be attainable, public access to the lake is available within walking distance two blocks to the northwest at Phantom Glen Park. As such, future residents will be able to enjoy the many recreational aspects associated with this amenity, i.e. fishing and boating.

Located along the western edge of the property are rail lines utilized by the East Troy Electric Railroad. The East Troy Electric Railroad operates a museum and just over seven miles of track offering tourism excursions between East Troy in nearby Walworth County and Mukwonago on a weekly basis between May and October. Scheduled holiday events, themed rides and dinner trains are available, along with private charters within these beautifully restored street cars.



The subject property is proximate to in-place shopping facilities. Specifically, a variety of alternatives already exist along Main Street and State Route 83 within minutes of the site. For instance, within two miles to both the north and southeast, future residents will find several concentrations of major retail categories and service providers ranging from grocery, gas and convenience items to various "big box" venues such as a Home Depot and a Walmart Supercenter. In addition, situated just one-half mile to the



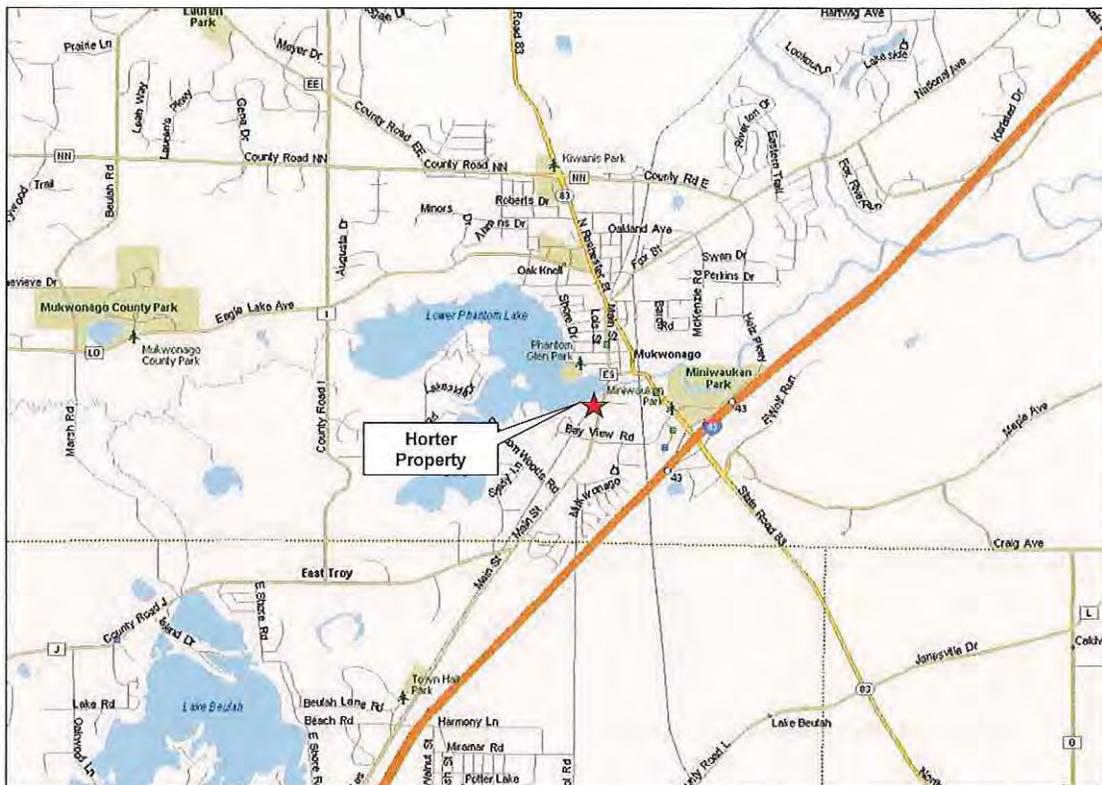
north is downtown Mukwonago, which hosts a variety of specialty boutiques, service-oriented shops and restaurants.

Apart from site's enhancements, the Horter property is burdened by one notable diseconomy – high tension wires and towers which run parallel to the trolley tracks along the site's western perimeter. However, while these towers are visible from all points within the property, their current spacing is such that a significant number of residents will still have unobstructed views of Lower Phantom Lake.

Overall, the village of Mukwonago can be characterized as a bedroom community serving employment concentrations primarily to the north/northeast, closer toward and within the city of Milwaukee. In 2015, the average *travel time to work* for a Mukwonago resident stood at 28 minutes. Facilitating commutation, the property is well served by one of the region's primary expressways, Interstate 43, which is located just one-half mile to the southeast with ingress/egress provided from/to Route 83, another well-traveled roadway. With such convenient access to both I-43 and Route 83, area residents are afforded reasonable commuting times to satellite employment concentrations throughout the Milwaukee region's western suburbs, primarily Waukesha and Brookfield where some 60,000 jobs are represented. In addition, I-43 connects with I-894 and I-94, which lead to downtown Milwaukee. Future residents will find commuting times to Waukesha-Brookfield employment centers at 20 minutes, and downtown Milwaukee at 35 minutes.



**GEOGRAPHIC DELINEATION OF THE HORTER PROPERTY
 MUKWONAGO, WISCONSIN**



Source: Microsoft Streets & Trips and Tracy Cross & Associates, Inc.



While most Mukwonago residents commute outside municipal boundaries for work, the village does support its own economic base anchored by the Mukwonago Industrial Park and the Gateway Center retail/commercial campus, home to the D.N. Greenwald Medical Center. In addition, scattered office buildings, warehouse/distribution facilities and manufacturers can be found at various locations throughout the village. Roughly one-quarter of all Mukwonago working residents are employed locally.

The 2015 median household income in the village of Mukwonago stood at \$66,496 per year, some 23.4 percent higher than the median income noted for the entire Milwaukee-Waukesha-West Allis Metropolitan Statistical Area (MSA), which includes the four counties of Milwaukee, Waukesha, Washington and Ozaukee. In 2015, Mukwonago supported a supported a population base of 7,712 persons distributed among 3,053 households.

Beyond the store fronts and other commercial uses along Main Street and Route 83, the subject property is proximate to various residential neighborhoods. For instance, located immediately to the southwest, also aligning Lower Phantom Lake, is the Bay View Circle condominium community, which was constructed in early-to mid-1990s. Here, ranch and two-story attached resales units range in price from \$165,000 to \$240,000 for residences containing, generally, between 1,300 and 2,500 square feet of living space.



Elsewhere throughout the village, the primary housing form, both existing and new, consists of single family detached homes ranging from vintage bungalows and Victorian/Georgian-style residences near the downtown area to semi-custom/custom homes in larger-lot subdivisions. In 2015 Mukwonago was recognized by the "Niche" rating system as one of the Top 3 cities in Wisconsin to raise a family.



While Mukwonago has not seen any new apartment development of scale for almost 15 years, close to 1,000 renter households are found primarily in the village's older stock. However, located at the southeast corner of I-43 and Route 83 is the *Meadows of Mukwonago* apartment development which was constructed in 2002 as the final phase of the older Legend Meadows community. This 40-unit phase, which consists of two-story, garden-style buildings with detached garages, is 100 percent occupied. Current rent levels range from \$775 to \$910 per month for two different two bedroom one bath designs, which extend in size from 900 to 1,000 square feet.



While Mukwonago is currently void of new apartment product, less than one-half mile south of the Horter property will be Premier Real Estate Management's new 104-unit *Premier Woods* apartment community. Phase 1, which is currently under construction, will consist of 68 total units distributed between five 12-unit buildings and one 8-unit building, both with attached single-car garages. Phase 2, in turn, will consist of two 24-unit buildings. First occupancies are expected during the summer of 2016.



THE PROPOSED DEVELOPMENT

Within the Horter property, the Village of Mukwonago is considering a proposal by Ener-Con Companies, Inc. to develop 120 new rental apartment units. These apartments will consist of condominium-style, flat-over-flat residences configured within four 30-unit elevator buildings with structured parking. Specifically, three residential floors will be configured over one level of above-grade podium parking with 54 enclosed spaces provided within each building, along with 14 private storage rooms of varying sizes.



As summarized in the following table, five different plan styles will be available ranging from a 980 square foot one bedroom one bath apartment to a 1,460 square foot two bedroom plus den two bath design. Overall, the community will provide 162,096 net leasable square feet among the four buildings, with the average apartment residence offering 1,351 square feet of living area.



PROPOSED APARTMENT PRODUCT LINE
HORTER PROPERTY: MUKWONAGO, WISCONSIN

Plan Designation	Number of Units Per Building	Total Units	Percent Distribution	Bedrooms	Baths	Plan Size (Sq. Ft.)	Total Net Rentable Sq. Ft.
A	3	12	10.0	1	1.0	980	11,760
B	3	12	10.0	1+Den	1.5	1,130	13,560
C	9	36	30.0	2	2.0	1,391	50,076
D	9	36	30.0	2	2.0	1,435	51,660
E	6	24	20.0	2+Den	2.0	1,460	35,040
Total/Weighted Average:	30	120	100.0	--	--	1,351	162,096

Source: Ener-Con Companies, Inc.

All apartments are expected to feature interior appointments of a higher quality than most rental communities throughout suburban Milwaukee, but commensurate with some of the newer developments. These include laminate wood flooring throughout the main living areas, stainless steel kitchen appliances, granite or quartz countertops, upgraded kitchen cabinets with soft-close drawers, full-size in-unit washers and dryers, walk-in closets in all bedrooms, ceramic tile baths, and internet and cable television connectivity. In addition, each unit on the first residential floor will include a terrace with expanded outdoor green space, afforded by the configuration of the podium parking deck below, while upper floor units will each have a balcony of functional size.

Community amenities will include extensively landscaped internal green space with an outdoor fireside lounge and grilling stations. A centrally-located clubhouse will also be provided featuring a community room with fireplace and catering kitchen and a fully-equipped fitness center. This community center will also facilitate leasing and management offices.



MARKET CONDITIONS

The proposed development will receive demand support from Mukwonago and other nearby municipalities generally aligning the Interstate 43 corridor in southwest suburban Milwaukee. Defined for the purposes of this analysis as the Mukwonago Primary Market Area (PMA), and including the municipalities of Mukwonago itself, along with Franklin, Greendale, Greenfield, Hales Corners, Muskego, New Berlin and Waukesha, this geographic area shares commonalities relative to household compositions and incomes, commutation patterns to concentrations of employment, and the alignment of rental apartment developments which will serve as sources of competition, both direct and indirect. Numerics found in these segments are summarized in the following paragraphs.



GEOGRAPHIC DELINEATION OF MUKWONAGO PMA



Source: Microsoft Streets & Trips and Tracy Cross & Associates, Inc.

Population and Households

The 2000 Census revealed that during the decade of the 1990s, the population of the Mukwonago PMA grew by 7.9 percent, or 1,573 persons yearly to a 2000 base of 213,999. Market area households, in turn, advanced by 14.7 percent during the period, averaging 1,078 new households yearly, to a 2000 base of 84,167.

Statistics from the most recent Census showed a similar, albeit more modest, rate of growth as the PMA's population base increased by 7.3 percent between 2000 and 2010, or 1,564 persons annually. Households, too, advanced more gradually during the most recent decade (11.7 percent), equal to an annual average pace of 984 new households. Several factors contributed to this moderation, including the negative impact of the national housing recession and the overall built-out nature of portions of the market, especially to the north in Greendale and Greenfield.



In the village of Mukwonago, growth in population and households has been positive in each of the last two decades, albeit more moderate during the 2000-2010 period – emulating the PMA as a whole.



**POPULATION AND HOUSEHOLD TRENDS
 MUKWONAGO PRIMARY MARKET AREA**

Area	1990	2000	2010	Average Annual Change	
				1990 - 2000	2000 - 2010
Population					
Mukwonago PMA	198,270	213,999	229,636	1,573	1,564
Village of Mukwonago	4,457	6,162	7,355	171	119
Percent of PMA	2.2	2.9	3.2	16.6	19.1
Households					
Mukwonago PMA	73,384	84,167	94,006	1,078	984
Village of Mukwonago	1,535	2,392	2,898	86	51
Percent of PMA	2.1	2.8	3.1	7.9	5.1
Renter-Occupied Households					
Mukwonago PMA	25,758	26,176	29,330	42	315
Percent of Total Households	35.1	31.1	31.2	—	—
Village of Mukwonago	431	876	924	45	5
Percent of Total Households	28.1	36.6	31.9	—	—

Source: U.S. Census Bureau: Census 1990, 2000, and 2010

In 2010, the PMA was home to 29,330 renter households, 31.2 percent of all occupied housing units. Most were found in older housing stock as the availability of new product at the time was extremely limited. For example, between 2000 and 2010, only nine non-senior, market rate new apartment communities of scale were constructed in the entire PMA totaling just 1,061 units. These include: Overlook Lakes in Greendale, The Orchard in Greenfield, Parkside in Hales Corners, Meadows of Mukwonago in Mukwonago, The Sanctuary in New Berlin, and Glens of Waukesha, Kendal Hills, The Lodge and Wildflower Place in Waukesha. With renter household growth in the PMA totaling 3,154 between 2000 and 2010, while only 1,061 market rate units were constructed not including small-scale developments, apartment construction did not keep pace with renter household growth.

According to Census estimates provided by Nielsen Solution Center (through its evaluation of the Census Bureau's annual American Community surveys), household growth in the PMA over the next five years will fall below that experienced during the last two decades, but exceed estimated household additions noted during the recessionary-impacted 2010-2015 period. During the 2015-2020 timeframe, 3,280 new households are expected to be added, or 656 per year. Most of this household growth will likely occur in the central and southern portions of the PMA where more land is available for development.





**HOUSEHOLD GROWTH PROJECTIONS
 MUKWONAGO PRIMARY MARKET AREA**

Area	2010	2015 (Estimate)	2020 (Forecast)	Average Annual Change	
				2010 - 2015	2015 - 2020
Mukwonago PMA	94,006	96,707	99,989	540	656
Village of Mukwonago	2,898	3,053	3,356	31	61
Percent of PMA	3.1	3.2	3.4	5.7	9.3

Sources: U.S. Census Bureau, Nielsen Solution Center; and Tracy Cross & Associates, Inc.

**Household
 Composition**

The current composition of area households lends support to the development of apartments in Mukwonago. As highlighted in the following text table, 64.8 percent of all households in the PMA maintain a household size of two persons or less, with 29.6 percent representing persons living alone. In Mukwonago itself, 59.0 percent of all households are represented by one- and two-person households.



**COMPOSITION OF AREA HOUSEHOLDS:
 MUKWONAGO PRIMARY MARKET AREA - 2015**

Attribute	Muskego Primary Market Area	Village of Mukwonago
Total Households	96,707	3,053
1-Person Household	28,622	793
2-Person Household	34,034	1,006
3-Person Household	14,960	534
4-Person Household	12,025	463
5-Person Household	4,760	175
6 or More Person Household	2,306	82
1 Person Households		
Percent	29.6	26.0
Number	28,622	793
2 Person Households		
Percent	35.2	33.0
Number	34,034	1,006

Source: Nielsen Solution Center, 2015 Demographic Snapshot

Age and Income

Households in the Mukwonago Primary Market Area support higher incomes than the region as a whole as evidenced by an estimated 2015 median income of \$64,308, a level 19.3 percent higher than the \$53,899 median noted for the entire four-county Milwaukee-Waukesha-West Allis MSA.

As shown on Exhibit 1, and most germane to the potential for new apartment development is the fact that almost one-third of PMA households under 25 and





HOUSEHOLDERS BY AGE AND INCOME: 2015
 -- MUKWONAGO PRIMARY MARKET AREA --

Income Range 2014	Number of Households by Age of Householder							
	Total Households	Under 25	25 - 34	35 - 44	45 - 54	55 - 64	65 - 74	75 and Over
Mukwonago PMA								
Under \$15,000	7,619	842	842	662	938	1,311	1,034	1,990
15,000 - 24,999	8,627	248	781	626	778	1,122	1,824	3,248
25,000 - 34,999	8,331	299	1,264	1,086	1,009	1,255	1,494	1,924
35,000 - 49,999	12,817	542	1,845	1,735	1,832	2,202	2,465	2,196
50,000 - 74,999	19,149	395	3,058	3,055	3,741	4,214	2,969	1,717
75,000 - 99,999	13,813	252	2,467	2,871	2,828	2,953	1,657	785
100,000 - 124,999	10,180	85	1,540	2,111	2,638	2,473	948	385
125,000 - 149,999	6,135	5	873	1,264	1,749	1,691	382	171
150,000 - 199,999	5,830	7	663	1,336	1,751	1,613	335	125
200,000 and Over	4,206	26	356	829	1,413	1,277	224	81
Total	96,707	2,701	13,689	15,575	18,677	20,111	13,332	12,622
Median	\$64,308	\$33,712	\$67,270	\$80,429	\$84,198	\$74,712	\$49,081	\$30,687
Households with Incomes of ...								
\$35,000 or More	72,130	1,312	10,802	13,201	15,952	16,423	8,980	5,460
Percent	74.6	48.6	78.9	84.8	85.4	81.7	67.4	43.3
\$50,000 or More	59,313	770	8,957	11,466	14,120	14,221	6,515	3,264
Percent	61.3	28.5	65.4	73.6	75.6	70.7	48.9	25.9
Village of Mukwonago								
Under \$15,000	203	9	21	18	44	42	34	35
15,000 - 24,999	201	5	8	9	21	23	62	73
25,000 - 34,999	288	48	40	36	41	36	44	43
35,000 - 49,999	463	9	56	65	105	90	81	57
50,000 - 74,999	563	11	72	94	145	109	88	44
75,000 - 99,999	501	14	78	97	136	100	53	23
100,000 - 124,999	368	0	74	113	87	53	31	10
125,000 - 149,999	229	0	37	66	62	40	17	7
150,000 - 199,999	147	0	25	47	38	23	12	2
200,000 and Over	90	1	7	13	39	26	1	3
Total	3,053	97	418	558	718	542	423	297
Median	\$66,496	\$32,188	\$78,846	\$89,691	\$75,551	\$68,349	\$48,241	\$34,740
Households with Incomes of ...								
\$35,000 or More	2,361	35	349	495	612	441	283	146
Percent	77.3	36.1	83.5	88.7	85.2	81.4	66.9	49.2
\$50,000 or More	1,898	26	293	430	507	351	202	89
Percent	62.2	26.8	70.1	77.1	70.6	64.8	47.8	30.0

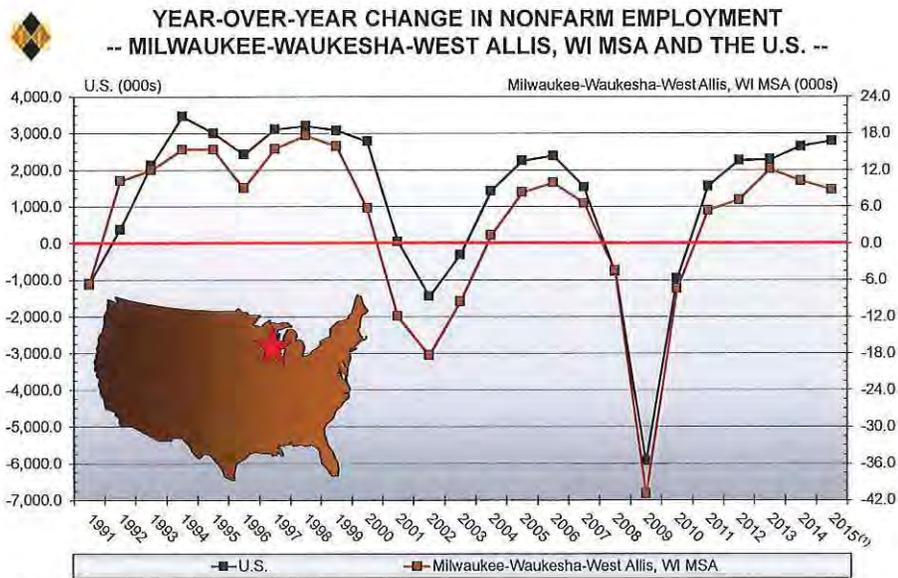
Sources: U.S. Bureau of the Census; Nielsen Solution Center; and Tracy Cross & Associates, Inc.

close to two-thirds aged 25-34 earn \$50,000 or more per annum. These two age groupings of Millennials represent significant components of rental demand. Additionally, a full 70.0 percent of all households aged 55-64 earn \$50,000 or more annually, with this segment, too, representative of rental consideration.

Employment

Mukwonago is reasonably convenient to sources of employment, not only within the PMA itself, but, given easy access to Interstate 43, and its connection with Interstates 894 and 94, employment sources throughout most of the metropolitan area with the largest concentrations found in downtown Milwaukee located within a 35-minute commute.

While one cannot discount the effect that the most recent recession had on the Milwaukee region's economy, and giving full consideration to the fact that Milwaukee continues to lag behind the nation as a whole, employment growth throughout the four-county area has been on the positive side for more than four years running. After losing 6.1 percent of its total nonagricultural wage and salary employed workforce from 2007 through 2010, the metropolitan area saw its job rosters grow by 34,900 workers during the subsequent 2011-2014 period, averaging almost 9,000 annually. Most recently, employment gains region-wide during the January-November 2015 period totaled another 8,600 year-over-year.

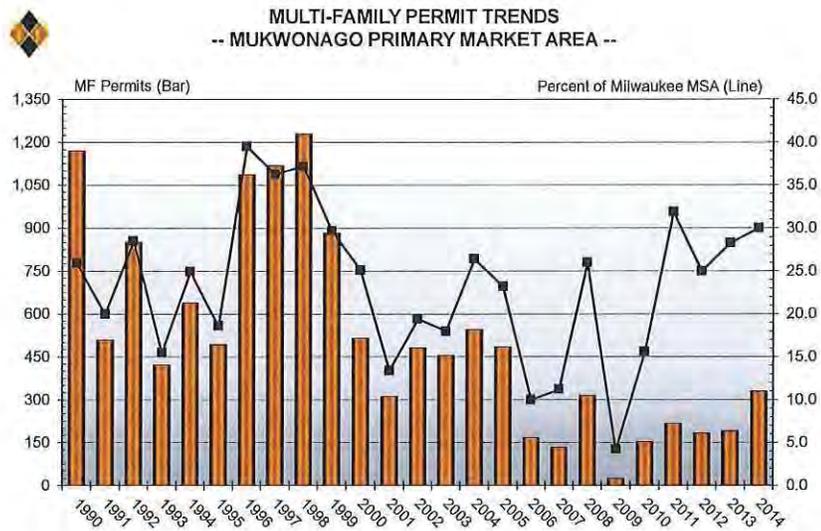


⁽¹⁾ January-November 2015, year-over-year.
 Source: U.S. Department of Labor, Bureau of Labor Statistics

Residential Building Activity

During 1990-2014 period, the Mukwonago PMA authorized an average of 1,182 residential building permits per year ranging from a recessionary-impacted low of 177 in 2009 to a high of 2,132 in 1998 when land was more readily available for most forms of residential development.

In just the multi-family sector, the Mukwonago PMA has issued an average of 516 permits yearly since 1990 distributed between a variety of condominium and apartment developments (both market rate and affordable). As delineated in **Exhibit 2** and graphically depicted in the following illustration, multi-family construction was much stronger during the 1990-2005 timeframe when market conditions in the attached for sale sector were more favorable and when land availability was more adequate.



Source: U.S. Bureau of the Census: C-40 Construction Reports

During the past five years, multi-family authorization levels have been below trend averaging just 214 units annually reflecting the collapse of the condominium market along with only marginal new construction in the market rate rental sector.

**Regional
 Apartment Trends**

According to Reis, Inc., among all asset classifications of apartments throughout the two core counties of the Milwaukee region, i.e. Milwaukee and Waukesha, a vacancy rate of just 3.1 percent was reported at the close of the 3rd Quarter 2015, reflecting *tight market conditions*. In a normal or *balanced* market, vacancies of 5.0 to 6.0 percent are typically required for filtering, or movement between developments. This 3rd Quarter 2015 vacancy rate is down from the 3.2 percent level posted during the 2nd Quarter 2015, and further below the 3.5 percent vacancy factor noted one year ago.

Since 1989, and with the exception of selected periods, annual net rental absorption in the two core counties of the Milwaukee region has been positive. For example, during the eleven-year period from 1990 through 2000, Milwaukee and Waukesha counties saw their occupied apartment stock *among all asset classifications* increase by a total of 19,191 units, or an annual average advance of 1,745. And, while the 2001-2009 period saw net absorption drop into negative territory due to a dramatic increase in home ownership, coupled with a fair amount of rental-to-condominium conversion activity, recent indicators point to a reversal



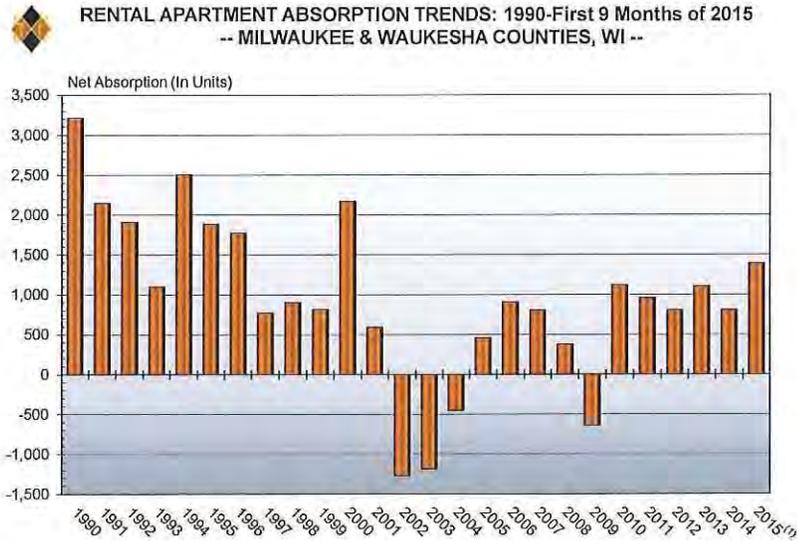


MULTI-FAMILY BUILDING PERMIT TRENDS:
MUKWONAGO PRIMARY MARKET AREA
1990 - 2014

Year	Milwaukee- Waukesha- West Allis MSA	Total Multi-Family Permits	
		Mukwonago PMA	
		Number	Percent of MSA
1990	4,513	1,170	25.9
1991	2,547	509	20.0
1992	2,986	851	28.5
1993	2,725	422	15.5
1994	2,559	638	24.9
1995	2,644	493	18.6
1996	2,753	1,087	39.5
1997	3,078	1,118	36.3
1998	3,297	1,228	37.2
1999	2,973	882	29.7
2000	2,050	515	25.1
2001	2,315	310	13.4
2002	2,480	481	19.4
2003	2,528	454	18.0
2004	2,062	545	26.4
2005	2,083	484	23.2
2006	1,666	167	10.0
2007	1,184	133	11.2
2008	1,210	315	26.0
2009	552	23	4.2
2010	974	152	15.6
2011	678	216	31.9
2012	729	182	25.0
2013	674	191	28.3
2014	1,098	329	30.0
Averages			
1990 - 2014	2,094	516	24.6
1990 - 1999	3,008	840	27.9
2000 - 2008	1,953	378	19.4
2010 - 2014	831	214	25.8

Source: U.S. Department of Commerce, Bureau of the Census: C-40 Construction Reports

of this trend. In the last six years, net rental absorption in the two counties has averaged 1,032 units annually.



⁽¹⁾ Seasonally adjusted and annualized: First 9 Months 2015.
 Source: Reis, Inc.

**The Local
 Apartment Market**

There are 26 rental apartment developments of scale, i.e. 20 units or more, in the Mukwonago PMA that have been constructed since 1990, most of which are located north/northeast of Mukwonago generally aligning the I-43 corridor leading to Milwaukee. Among these, just 57 units out of 2,887 total are currently unoccupied, translating to a vacancy rate of 2.0 percent – again reflecting *tight market conditions*. In fact, excluding the one community currently undergoing its initial absorption period, which is the 22-unit Ridge View development in Waukesha, the average vacancy rate falls to 1.9 percent. At the time of our recent survey, 12 developments were reporting occupancy levels of 100.0 percent including Meadows of Mukwonago.

At Ridge View, which, again, is the only development in the PMA currently undergoing its initial lease-up period, an average absorption rate of 4.8 units monthly is currently being achieved.

The average posted base rent level among the 26 identified developments, not including premiums, currently stands at \$1,140 monthly which includes a typical 1,087 square foot apartment. This translates to a value ratio of \$1.05 per square foot (see **Exhibit 3**). The average effective rent in the market is virtually the same as only one development is currently offer some form of incentive at this time, and on selected units only. In the past 12 months, rents have increased by 4.8 percent on average with virtually no impact on occupancy levels.

As shown in the following text table, posted base rents for individual unit types among the 26 surveyed PMA apartment communities range from an average low of \$717 monthly for studio/convertible apartments to an average high of \$1,527 for



**COMPOSITE RENTAL SUMMARY
RENTAL APARTMENT COMMUNITIES CONSTRUCTED IN 1990 OR LATER
MUKWONAGO PRIMARY MARKET AREA
DECEMBER 2015**

Development	Municipality	Year Built	Total Units	Number Vacant	Percent Vacant (Absorption Rate in Units)	Average Unit Size (Sq. Ft.)	Average Posted Base Monthly Rent	
							\$	\$/Sq. Ft.
Fairway Meadows	Franklin	1995	50	2	4.0	815	\$883	\$1.08
Forest View	Franklin	2014	42	0	0.0	1,341	1,370	1.02
Manchester Oaks	Franklin	1991	256	10	3.9	1,076	1,181	1.10
Overlook Lakes	Greendale	2000	152	4	2.6	1,237	1,362	1.10
Falcon Glen	Greenfield	2012	164	6	3.7	1,621	1,806	1.11
Foxwood Crossing	Greenfield	1994	72	0	0.0	1,350	1,263	0.94
The Orchard	Greenfield	2009	46	3	6.5	1,534	1,567	1.02
Ravinia	Greenfield	1991	150	1	0.7	1,092	1,228	1.12
Parkside	Hales Corners	2005	120	2	1.7	1,166	1,088	0.93
Whitnall Glen	Hales Corners	1998	42	0	0.0	1,068	1,034	0.97
Meadows of Mukwonago	Mukwonago	2002	40	0	0.0	950	853	0.90
Central Pointe	New Berlin	2015	40	1	2.5	980	1,194	1.22
Highlands of New Berlin	New Berlin	1998	158	8	5.1	1,127	1,310	1.16
The Sanctuary	New Berlin	2001	182	8	4.4	1,257	1,480	1.18
Glens of Waukesha	Waukesha	2000	72	0	0.0	1,081	1,041	0.96
Kendal Hills	Waukesha	2005	120	1	0.8	1,157	1,056	0.91
Kendal Lofts	Waukesha	2013	42	0	0.0	911	1,193	1.31
The Lodge	Waukesha	2009	248	0	0.0	1,124	1,124	1.00
Main Street Plaza	Waukesha	1998	48	3	6.3	540	744	1.38
Prairieville ⁽¹⁾	Waukesha	2015	22	3	13.6 (4.8/Mo.)	904	1,297	1.43
Ridge View	Waukesha	2012	30	0	0.0	858	900	1.05
River's Edge	Waukesha	1993	340	5	1.5	980	1,010	1.03
Riverwalk	Waukesha	1990	136	0	0.0	941	896	0.95
Stone Creek	Waukesha	1998	138	0	0.0	1,095	1,027	0.94
Whispering Ponds	Waukesha	1999	96	0	0.0	1,065	1,004	0.94
Wildflower Place	Waukesha	2000	81	0	0.0	948	890	0.94
Total/Averages:	---	---	2,887 / 2,825⁽²⁾	57 / 54⁽²⁾	2.0 / 1.9⁽²⁾	1,087	\$1,140	\$1.05

⁽¹⁾ Community still undergoing its initial absorption period.

⁽²⁾ Excludes those programs still undergoing their initial absorption period.

three bedroom offerings. Two bedroom units, which carry an average posted base rent of \$1,348, comprise over 54.0 percent of all unit types.



POSTED RENTS BY UNIT TYPE: MUKWONAGO PMA
DECEMBER 2015

Plan Type	Number of Units	Percent of Total	Average Unit Size (Sq. Ft.)	Rent Characteristics	
				Average Monthly	\$/Sq. Ft.
Studio/Convertible	77	2.7	463	\$717	\$1.55
One Bedroom	732	25.4	848	957	1.13
One Bedroom+Den	148	5.1	1,067	1,087	1.02
Two Bedroom	1,571	54.4	1,142	1,114	0.98
Two Bedroom+Den	268	9.3	1,394	1,348	0.97
Three Bedroom	91	3.2	1,418	1,527	1.08
Total / Weighted Average	2,887	100.0	1,087	\$1,140	\$1.05

Source: Tracy Cross & Associates, Inc.

The average age of an apartment community in the Mukwonago PMA, among the 26 developments built in 1990 or later, stands at 13 years. Since 2010, only six new rental communities have been constructed totaling just 340 units. These include Forest View in Franklin, Falcon Glen in Greenfield, Central Pointe in New Berlin, and Kendal Lofts, Prairieville, Ridge View in Waukesha. Among these, an average posted base rent level of \$1,492 is reflected for a residence containing 1,310 square feet of living space. This translates to a value ratio of \$1.14 per square foot, a level close to 10 percent above the average represented among the balance of PMA competitors. Excluding the 164-unit Falcon Glen community in Greenfield, which contains an average unit size above the 1,600 square foot mark, the other five newer developments carry an average posted base rent level of \$1,199 for a 1,020 square foot apartment, or \$1.18 per square foot. Five out of the six developments constructed since 2010 have reached stabilized occupancy. These five support a vacancy rate of 2.2 percent. Prairieville, a small 22-unit development in Waukesha, which is still undergoing its initial absorption period, is leasing units at a rate of 4.8 monthly.

Among the 26 selected apartment developments in the Mukwonago PMA, all but four include one enclosed garage space in their base monthly rent. Among the other four, which include Central Pointe in New Berlin and Riverwalk, Whispering Ponds and Wildflower Place in Waukesha, enclosed parking is optional at an average of \$45 per month.

The majority of apartment communities in the Mukwonago PMA feature a patio or balcony for each unit, along with an in-unit washer and dryer. In terms of community amenities, most offer fitness centers, while many of the larger communities, i.e. 100 units or more provide a swimming pool and clubroom. With the exception of water and refuse, which is part of the base monthly rent in roughly 50 percent of the developments, tenants at the 26 developments are responsible for all utilities with few exceptions.



**Future
 Competition**

Other than the proposed Ener-Con community in Mukwonago, five other apartment developments are in the planning pipeline or under construction throughout the PMA at this time. These include 514 additional units in Mukwonago itself -- distributed between two communities; 350 units in Greenfield; 90 in Muskego and 42 in Waukesha.



**PROPOSED APARTMENT DEVELOPMENTS
 MUKWONAGO PRIMARY MARKET AREA**

Development Name (Status)	Location	Total Units
W. Layton Ave. (Preliminary Approval)	Greenfield	350
Fountain Park (Concept Stage)	Mukwonago	410
Premier Woods (Under Construction)	Mukwonago	68
Parkland Towne Centre (Preliminary Approval)	Muskego	90
Museum Site (Preliminary Approval)	Waukesha	42
Total	—	960

Source: Tracy Cross & Associates, Inc.

In Mukwonago, the Premier Woods development, which is under construction, is located less than one-half mile south of the Horter property. As mentioned earlier, this community will consist of 104 units upon completion. As for the 410-unit Fountain Park development, this project is only in concept stage and would require an update of the Village's comprehensive plan and land use map before moving forward to another step in the approval process.

While there are no formal proposals for the construction of new rental units within the PMA municipalities of Franklin, Greendale, Hales Corners and New Berlin, the Village of Greendale mentioned that two developments were in the "early discussion" stages, although very limited information was available. There is also one development currently on hold in Franklin that could resurface near term, adding 106 additional units to the market.

**Localized
 Demand**

In the Mukwonago PMA, new rental housing demand is expected to average 415 units annually over the next five years — if supply is made available and appropriate rent levels are maintained on a site-by-site basis. As outlined in the following text table, this demand forecast can be substantiated using accepted methodologies of expected renter household growth, coupled with market stabilization and replacement derivatives.



**ANNUAL RENTAL HOUSING DEMAND SUMMARY
 MUKWONAGO PRIMARY MARKET AREA
 2015 - 2020**



Attribute	Number
Expected Annual Renter Household Growth ⁽¹⁾	205
Annual Vacancy Requirement to Restore Balance in the Market ⁽²⁾	130
Annual Replacement Demand @ 0.25 Percent of 2015's Renter Inventory ⁽³⁾	80
<i>Derived Annual Demand</i>	415
<p>⁽¹⁾ Determined by applying the percentage of current renter households (31.2 percent) to Nielsen Solution Center's expected number of new annual household additions between 2015 and 2020 (i.e., 406 per year).</p> <p>⁽²⁾ Represents the difference (in units) between a normal 5.0 percent vacancy rate and the current 3.1 percent vacancy factor among all asset classifications of apartment developments in Milwaukee and Waukesha counties, then applied to all renter households in the Mukwonago PMA and annualized over the five-year forecast period.</p> <p>⁽³⁾ Represents a typical replacement percentage for relatively mature residential areas.</p>	

Sources: U.S. Census Bureau; Nielsen Solution Center; and Tracy Cross & Associates, Inc.

The 415-unit annual demand forecast compares with the 516 multi-family permits authorized yearly during the 1990-2014 period, which included both rental apartments and some condominium forms. It also compares with the 315 renter household additions recorded annually during the 2000-2010 period.

With just 960 apartment units formally in the PMA's planning pipeline or under construction at this time, it is possible that demand could exceed supply over the next five years.

A BENCHMARK RENTAL RATE STRATEGY

As detailed in the previous sections, the market potential for developing new construction rental units within the Horter property is viewed as favorable given the tightness of the current apartment market, adequate demographic and demand support, the lack of new rental development within Mukwonago during the last 15 years, and the number of positive attributes associated with the site's location. However, with Mukwonago situated in the far southwest portion of the PMA, farthest removed from major concentrations of employment than any of the other areas comprising the market area, and with a new apartment community already under construction just minutes from the site, the Horter development will need to be strategically positioned in terms of rents in order to attain what one would view as an acceptable absorption rate. To this end, **Exhibit 4** provides specific guidelines regarding current dollar benchmark rent levels viewed as appropriate for market entry.

At benchmark *base* rents, i.e. the second residential floor, which includes corner unit premiums, the average unit would support a *current dollar* monthly lease rate of \$1,547 for a residence containing 1,351 square feet of livable area. This translates to a value ratio of \$1.15 per square foot. Including premium estimates for floor and terraces, but not including potential view premiums, the average unit will support a rent level closer to \$1,567 per month, equal to a value ratio of \$1.16 per square foot. Please note that these rent



**BENCHMARK RENTAL RATE STRATEGY
HORTER PROPERTY APARTMENTS
MUKWONAGO, WISCONSIN**

Product Line Summary

Product Form:	<i>Three Residential Floors Over Structured "Podium" Parking (Elevator Building)</i>
Total Units:	<i>120 (Four 30-Unit Buildings)</i>
Enclosed Parking:	<i>216 (54 Per Building)</i>
Average Plan Size (Sq. Ft.):	<i>1,351</i>
Average Benchmark Monthly Rent at Base:⁽¹⁾	<i>\$1,547</i>
Per Sq. Ft.:⁽¹⁾	<i>\$1.15</i>
Average Benchmark Monthly Rent:⁽²⁾	<i>\$1,567</i>
Per Sq. Ft.:⁽²⁾	<i>\$1.16</i>
Average Monthly Absorption (In Units):	<i>4.5</i>
Months to Reach Stabilized Occupancy of 95%:	<i>25.2</i>



Plan Detail

Plan Designation	A	B	C	D (End)	E	E (End)
Number of Units	12	12	36	36	12	12
Per Floor In Each Building	1	1	3	3	1	1
Per Building	3	3	9	9	3	3
Percent Distribution	10.0	10.0	30.0	30.0	10.0	10.0
Plan Type	1BR	1BR Den	2BR	2BR	2BR Den	2BR Den
Bedroom/Bath Mix	1/1.5	1+Den/1.5	2/2.0	2/2.0	2+Den/2.0	2+Den/2.0
Unit Size (Sq. Ft.)	980	1,130	1,391	1,435	1,460	1,460
Average Benchmark Rent Per Floor						
3rd Residential Floor	\$1,205	\$1,345	\$1,580	\$1,650	\$1,650	\$1,675
2nd Residential Floor ⁽¹⁾	\$1,195	\$1,335	\$1,570	\$1,640	\$1,640	\$1,665
1st Residential Floor (Terrace Units)	\$1,245	\$1,385	\$1,620	\$1,690	\$1,690	\$1,715

Features and Amenities

UNIT STANDARDS

- Painted Trim
- Luxury Vinyl Plank Flooring in Living Areas
- "White" Interior Paint Finish
- Direct Wire Smoke Detectors
- Cable/Satellite Access
- Telephone Access
- High-Speed Internet Connectivity
- Air Conditioning
- Designer Door Hardware
- Designer Lighting Package
- Private Balcony/Patio
- Ceiling Fans

CLOSETS, UTILITIES, AND STORAGE

- Walk-In MBR Closet (Per Plan)
- Laminate Closet Shelving
- Full Size Washer/Dryer (Side-by-Side)
- Storage Area (Either In-Unit or Separate)
- Linen Closet(s)
- Programmable Thermostat

KITCHEN FEATURES

- Upgraded Wood Cabinetry
- Luxury Vinyl Plank Flooring
- Four Burner Gas or Electric Cooktop
- Self Clean Single Oven
- Built-In Dishwasher
- Refrigerator with Ice-Maker
- Garbage Disposal
- Microwave with Vent
- Granite/Quartz Countertops
- Double Bowl Stainless Steel Sink

BUILDING/COMMUNITY FEATURES

- Architecturally-enhanced Exteriors
- Secured Access Entry Per Building
- Functional Clubhouse and Community Room with Catering Kitchen
- Fitness Center in Clubhouse
- Leasing Center in Clubhouse
- Outdoor Fireside Lounge
- Outdoor Grilling Stations
- One Garage Space Included in Rent; Additional Spaces Leased Separately at \$70 Per Space

BATH/POWDER ROOM STANDARDS

- Ceramic Flooring
- Granite/Quartz Vanity Tops
- Upgraded Wood Cabinetry
- Ceramic Tub/Shower Surround
- Framed Glass Mirror Over Vanity

⁽¹⁾ Benchmark base monthly rents (2nd Residential Floor), which are presented in current dollars, include one enclosed garage space per unit and corner-unit premiums, but do not include premiums for floor, view or terrace units; nor do they include ala carte services or extra enclosed parking.

⁽²⁾ Average benchmark monthly rents, which are presented in current dollars, include one enclosed garage space per unit, along with floor, terrace and corner-unit premiums, but do not include potential view premiums, nor do they include ala carte services or extra enclosed parking.

figures include one enclosed parking space per unit. However, they do not include other income-generating services that the tenant would be responsible for such as additional enclosed parking spaces, application and administrative fees, pet fees, storage space rental, or other landlord-provided services.

Please also keep in mind that because only one of the competitive apartment communities reported any type of incentive at the time of our survey, we are not suggesting any concessions at this time. However, Ener-Con should always be prepared to offer a temporary incentive (i.e., one month free rent on a 13-month lease) as the market dictates.

Also provided in Exhibit 4 are details regarding unit features and community amenities. This outline incorporates items proposed by Ener-Con, as well as other features/amenities considered appropriate based upon comparable new construction apartment alternatives in the Mukwonago PMA and elsewhere throughout suburban Milwaukee.

At benchmark rents, the Horter community would achieve an average absorption rate of 4.5 units per month during its lease-up period, reaching stabilized occupancy of 95.0 percent in approximately 24 months. Please keep in mind that absorption will be higher, say 5.5 units monthly, during the first 12 months of occupancies, before dropping to a rate of 4.0 units monthly once the initial wave of turnover begins.

SUPPORTIVE RATIONALE

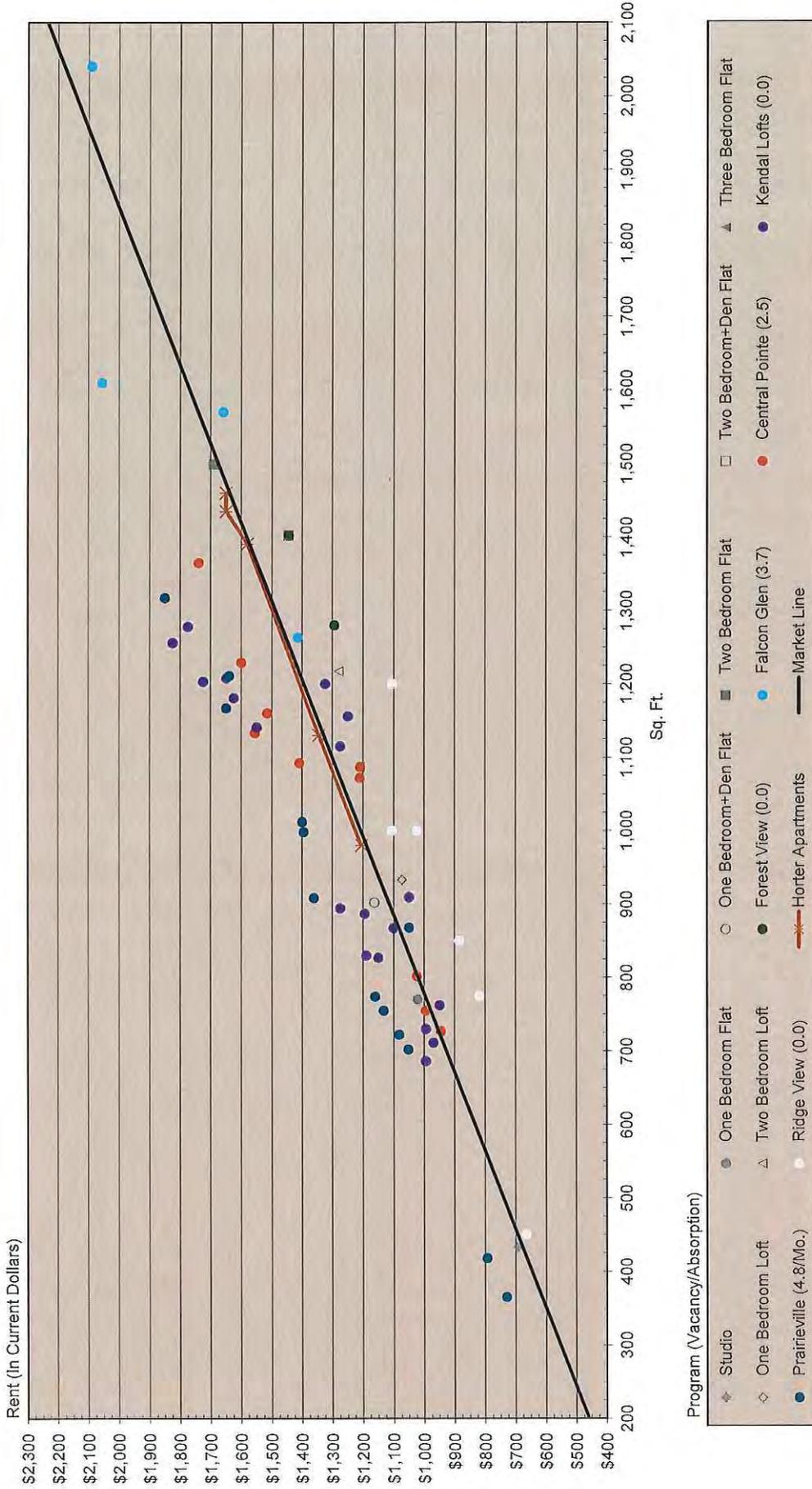
Rationale supporting the suggested rental rate strategy and forecasted rate of absorption is provided below:

- As depicted in **Exhibits 5 and 6**, benchmark *base* rents provided for the proposed apartment community (the second residential floor) will position the development *near the market average* when cast against the six newest apartment competitors in the PMA, all of which have been constructed since 2010. This value position is justified as the farther-out location of Mukwonago (relative to major concentrations of employment) will be offset by the community's higher *overall* level of features/finishes/amenities. For example, only two-thirds of the newest apartment communities in the PMA carry granite or quartz countertops and stainless steel appliances. Also, two of the communities offer no amenities, while another two only feature a fitness center. Among these six newest developments in the PMA, five have reached stabilized occupancy and currently maintain a tight vacancy rate of 2.2 percent. The other, Prairieville in Waukesha, is currently undergoing its initial lease-up period and is absorbing units at a rate of 4.8 per month. This compares with our forecast of 4.5 units monthly.
- With an average unit size of 1,351 square feet, and with 80 percent of its units consisting of two bedroom or two bedroom den alternatives, the proposed condominium-style apartments for the Horter site will deviate from the market norm given its heavier weighting toward larger units. However, one only has to look at success of several communities in the PMA that have taken a similar approach to support this initiative. For example, at Falcon Glen in Greenfield, which consists of *all two bedroom units* in the upper footage bands, these larger units have been well received with 158 out of the 164 total units currently occupied. Moreover, Falcon Glen's most recent phase of 72 units, which began leasing in December 2014, achieved stabilized occupancy by the end of November 2015, equal to an absorption rate of 5.5 units monthly. Again, this compares with our forecast of 4.5 units per month. With Falcon Glen supporting an average posted base rent level of \$1,806 monthly for an apartment containing 1,621 square feet of living space, the benchmark average for the Horter site will place the community roughly the same for comparable footage. While Falcon Glen is located some ten miles to the northeast, closer to Milwaukee, it offers a lower grade of unit features than that expected within the Horter development, i.e. laminate countertops and black-on-black base level appliances.





Rent/Value Analysis
Selected New Construction Apartment Communities
Mukwonago Primary Market Area
December 2015



Rent/value analysis uses a scatter diagram to graphically represent a set of observations found in today's marketplace, specifically the square footage of units offered and their associated rent levels. Regression analysis is then used to fit a line through the set of market observations that represent the "best fit" or average market line. This market line can then be used to predict the performance of a new, untested product line or offer explanations regarding the occupancy/absorption rates of currently available product lines.



Rent/Value Analysis
Selected New Construction Apartment Communities
Mukwonago Primary Market Area
December 2015

Plan Size (Sq. Ft.)	Average Market Rent	Program/Location	Year Built/ Renovated	Total Units	Average Plan Size		Average Posted Rent		Average Market Rent	Variance From Market	Vacancy Rate/ (Monthly Absorption)
					(Sq. Ft.)	Dollars	Sq. Ft.	Sq. Ft.			
200	\$454	Prairieville/Waukesha	2015	22	904	\$1,297	\$1.43	\$1,116	\$+181	(4.8/Mo.)	
400	642	Kendal Lofts/Waukesha	2013	42	911	1,193	1.31	1,122	+71	0.0	
500	736	Central Pointe/New Berlin	2015	40	980	1,244	1.27	1,187	+57	2.5	
600	830	Falcon Glen/Greenfield	2011-15	164	1,621	1,806	1.11	1,790	+16	3.7	
300	548	Horter Apartments/Mukwonago	---	120	1,351	1,547	1.15	1,536	+11	---	
700	924										
800	1,018	--- Market ---	2013	340 / 57	1,308	1,495	1.14	1,495	0	2.2 / (4.8/Mo.)	
900	1,112										
1,000	1,206	Forest View/Franklin	2014	42	1,341	1,370	1.02	1,526	-156	0.0	
1,100	1,300	Ridge View/Waukesha	2012	30	858	900	1.05	1,072	-172	0.0	
1,200	1,394										
1,300	1,488										
1,400	1,582										
1,500	1,676										
1,600	1,770										
1,700	1,864										
1,800	1,958										
1,900	2,052										
2,000	2,146										
2,100	2,240										

Slope: \$0.94 per sq. ft.

(1) Posted rent adjusted to compensate for optional incremental parking fee; utilized for analytical purposes only.

- ❑ At Forest View in Franklin, which, too, supports a high concentration of two bedroom units and an average unit size above 1,300 square feet. Specifically, this 42-unit development, which was constructed in 2014, is currently 100 percent occupied. During its original lease-up period, Forest View achieved an average absorption rate of 3.4 units monthly, which compares with the 4.5 monthly forecast for the larger Horter property development.
 - ❑ While not constructed recently, The Sanctuary in New Berlin, lends further support to the proposed development's unit mix and benchmark rental rate structure. With a similar 80/20 split between its larger two/three bedroom apartments and its one bedroom offerings, and a range of unit sizes from 910 to 1,442 square feet of living space, this community is virtually identical to the proposed development in terms of overall mix and unit size continuum. In addition, The Sanctuary currently carries an average base rent level of \$1,480 per month for a residence containing 1,257 square feet, which places it virtually the same as the Horter community on a monthly payment basis for comparable footage. While The Sanctuary was constructed 15 years ago, its closer-in location to Milwaukee, again, offsets the element of new construction within the Horter community, hence the similar rent/value position.
 - ❑ Locally, the proposed development, at benchmark, will support a base rent level some \$320 per month higher than, say, a comparably sized unit at Meadows of Mukwonago constructed in 2002. This value differential is fully supported considering the subject property's in-town location aligning Lower Phantom Lake, together with the proposed community's higher level of features, finishes and amenities including enclosed structured parking internal to each building.
 - ❑ Located approximately 12 miles north of the subject property along Route 83, just outside the PMA, is a new rental community, Lincolnshire Place, in Waukesha County's community of Wales. Similar to Mukwonago, Wales is a third ring suburb of Milwaukee situated 35 minutes from downtown employment sources. This 100-unit development, which includes one enclosed garage space in the monthly rent of each apartment, carries an average base lease rate of \$1,226 per month for residence containing 1,057 square feet of living space. This translates to a value ratio of \$1.16 per square foot, a rate similar to the benchmark base average represented for the Horter property. Lincolnshire Place is currently absorbing units at an average pace of 4.5 units monthly, which compares with our forecast of 4.5 units per month.
- 
- ❑ In East Troy, which is also located outside of the PMA, but further removed from Milwaukee, garden-style apartments constructed roughly 10 years ago, without garages, generally support rent levels hovering near the \$1.00 per-square-foot mark. Benchmark rents for the Horter community will position the development 15.0 percent higher than these East Troy competitive counterparts, a level viewed as appropriate considering the locational and product advantages of the Ener-Con community.
 - ❑ The proposed development's lean toward larger unit sizes, which will likely result in an older household profile, i.e. between the ages of 55 and 64, can also be supported by "like" development strategies elsewhere in the Milwaukee region. In Whitefish Bay, for instance, Mandel Group recently introduced Beaumont Place, an 83-unit apartment community with a high level of standard features and finishes. This development, which contains a 24 percent representation of one bedroom and one bedroom den units and a 76 percent distribution of two bedroom, two bedroom den and three bedroom apartments, is 100 percent occupied. Beaumont Place, which has attracted a heavy concentration of empty-nester households from the North Shore area of Milwaukee, supports an average base rent level of \$2,206 for a residence containing 1,403 square feet of



livable area. This translates to a value ratio of \$1.57 per square foot, a result of the higher incomes in the Whitefish Bay area and along suburban Milwaukee's North Shore.

- Finally, with roughly 30,000 renter households currently represented in the Mukwonago PMA, 9,000 will move on an annual basis, i.e. a typical 30 percent turnover rate. Of these "movers," an estimated 50 percent will remain as renters in the local market representing approximately 4,500 households. As a result, the subject community will have a significant pool of prospective tenants based solely upon existing household composition. Combining this pool of existing renters with expected new renter households in the PMA, the projected absorption rate of 4.5 units per month, or 54 annually, represents just 1.1 percent of the market's annual rental demand and turnover potentials – a capture rate viewed as reasonable and highly realistic, especially considering there are close to 1,000 renter households in Mukwonago itself and no new apartment product to choose from at the present time.

ALTERNATIVE RENT/ABSORPTION SCENARIOS

Please note that benchmark rents were carefully established to provide for a competitive position in the marketplace based upon the proposed product line, and to achieve what one would view as an acceptable absorption rate. As these lease rates may differ from Ener-Con's financial objectives, the following table presents varying rent options, along with attendant absorption potentials, designed to enable financial modeling and aid in the ultimate positioning of the community.



**ALTERNATIVE LEASE RATE/ABSORPTION SCENARIOS (120 TOTAL UNITS)
HORTER PROPERTY APARTMENTS: MUKWONAGO, WISCONSIN**

Average Benchmark Monthly Rent @ 1,351 Sq. Ft. ⁽¹⁾		Variance From Benchmark Rents	Anticipated Monthly Absorption (In Units) @ Variance From Benchmark		Months to Stabilized Occupancy @ 95%	Average Monthly Absorption Rate
\$	\$/Sq. Ft.		1st 12 Months ⁽²⁾	Thereafter		
\$1,667	\$1.23	+\$100	3.7	2.6	38.8	2.9
1,642	1.22	+75	4.1	2.9	34.3	3.3
1,617	1.20	+50	4.5	3.1	31.4	3.6
1,592	1.18	+25	5.0	3.5	27.4	4.2
1,567	1.16	Benchmark	5.5	3.8	25.2	4.5
1,542	1.14	-25	6.0	4.2	22.0	5.2
1,517	1.12	-50	6.5	4.6	19.8	5.8
1,492	1.10	-75	7.1	5.0	17.8	6.4
1,467	1.09	-100	7.8	5.5	15.7	7.3

⁽¹⁾ Average monthly rents, which are presented in current dollars, include one enclosed garage space per unit, along with estimates for floor, corner-unit and terrace premiums, but do not include potential premiums for enhanced views; nor do they include additional enclosed parking or other potential landlord-related services.

⁽²⁾ Assumes 12 months of leasing/occupancies before turnover occurs. Pre-leasing efforts, which can start several months prior to initial occupancies, are factored into this forecast.

Source: Tracy Cross & Associates, Inc.



In reviewing the previous table, the Village of Mukwonago and Ener-Con are cautioned about moving rents higher than the *variance parameters* established. The reason – levels of competition will certainly increase near term, both locally and to the north/northeast, and lease rates significantly higher than the alternatives outlined above could have a profound impact on absorption and/or occupancy.





A1

**INCLUSIONS/AMENITIES: SELECTED APARTMENT DEVELOPMENTS
MUKWONAGO PRIMARY MARKET AREA**

Development	Total Units	Inclusions/Amenities											
		In-Unit Washer/Dryer	Fireplace	Patio/Balcony	Fitness Center	Clubroom	Swimming Pool	Grill Area	Business Center	Internet Café			
Fairway Meadows	50	NA	NA	Incl	NA	NA	NA	NA	NA	NA	NA	NA	NA
Forest View	42	Incl	NA	Incl	NA	NA	NA	NA	NA	NA	NA	NA	NA
Manchester Oaks	256	Incl	Incl	Incl	Incl	Incl	Outdoor	NA	NA	NA	NA	NA	NA
Overlook Lakes	152	Incl	Incl	Incl	NA	NA	Outdoor	NA	NA	NA	NA	NA	NA
Falcon Glen	164	Incl	Incl	NA	Incl	Incl	Outdoor	NA	NA	NA	NA	NA	NA
Foxwood Crossing	72	Incl	NA	Incl	NA	NA	NA	NA	NA	NA	NA	NA	NA
The Orchard	46	Incl	Incl	Incl	NA	NA	NA	NA	NA	NA	NA	NA	NA
Ravinia	150	Incl	NA	Incl	Incl	NA	Outdoor	NA	NA	NA	NA	NA	NA
Parkside	120	Incl	NA	Incl	NA	NA	Outdoor	NA	NA	NA	NA	NA	NA
Whitnall Glen	42	Incl	NA	Incl	NA	NA	Outdoor	NA	NA	NA	NA	NA	NA
Meadows of Mukwonago	40	Incl	NA	Incl	NA	NA	NA	NA	NA	NA	NA	NA	NA
Central Pointe	40	Incl	NA	Incl	NA	NA	Outdoor	NA	NA	NA	NA	NA	NA
Highlands of New Berlin	158	Incl	Opt	Incl	Incl	Incl	Outdoor	NA	NA	NA	NA	NA	Incl
The Sanctuary	182	Incl	Incl	Incl	Incl	Incl	Outdoor	NA	NA	NA	NA	NA	NA
Glens of Waukesha	72	Incl	NA	Incl	NA	NA	NA	NA	NA	NA	NA	NA	NA
Kendal Hills	120	Incl	NA	Incl	Incl	Incl	Outdoor	NA	NA	NA	NA	NA	NA
Kendal Lofts	42	Incl	NA	Incl	Incl	NA	NA	NA	NA	NA	NA	NA	NA
The Lodge	248	Incl	NA	Some	Incl	Incl	NA	NA	NA	NA	NA	NA	NA
Main Street Plaza	48	NA	NA	NA	Incl	NA	NA	NA	NA	NA	NA	NA	NA
Prairieville	22	Incl	NA	Some	NA	NA	NA	NA	NA	NA	NA	NA	NA
Ridge View	30	Incl	NA	Incl	Incl	NA	NA	NA	NA	NA	NA	NA	NA
River's Edge	340	Opt	NA	Incl	Incl	NA	NA	NA	NA	NA	NA	NA	NA
Riverwalk	136	NA	NA	Incl	NA	Incl	NA	NA	NA	NA	NA	NA	NA
Stone Creek	138	Incl	Incl	Incl	Incl	Incl	Outdoor	NA	NA	NA	NA	NA	NA
Whispering Ponds	96	Incl	NA	Incl	NA	NA	NA	NA	NA	NA	NA	NA	NA
Wildflower Place	81	NA	NA	Incl	NA	NA	NA	NA	NA	NA	NA	NA	NA

Source: Tracy Cross & Associates, Inc.



A2

**PARKING & UTILITIES: SELECTED APARTMENT DEVELOPMENTS
MUKWONAGO PRIMARY MARKET AREA**

Development	Total Units	One Enclosed Garage Space	Utilities		
			Electric	Gas	Water
Fairway Meadows	50	Incl	Tenant Pays	Tenant Pays	Incl
Forest View	42	Incl	Tenant Pays	Tenant Pays	Tenant Pays
Manchester Oaks	256	Incl	Tenant Pays	Tenant Pays	Tenant Pays
Overlook Lakes	152	Incl	Tenant Pays	Tenant Pays	Incl
Falcon Glen	164	Incl	Tenant Pays	Tenant Pays	Incl
Foxwood Crossing	72	Incl	Tenant Pays	Tenant Pays	Tenant Pays
The Orchard	46	Incl	Tenant Pays	Tenant Pays	Tenant Pays
Ravinia	150	Incl	Tenant Pays	Tenant Pays	Tenant Pays
Parkside	120	Incl	Tenant Pays	Tenant Pays	Tenant Pays
Whitnall Glen	42	Incl	Tenant Pays	Tenant Pays	Incl
Meadows of Mukwonago	40	Incl	Tenant Pays	Tenant Pays	Incl
Central Pointe	40	\$45/Mo.	Tenant Pays	Tenant Pays	Incl
Highlands of New Berlin	158	Incl	Tenant Pays	Tenant Pays	Incl
The Sanctuary	182	Incl	Tenant Pays	Tenant Pays	Tenant Pays
Glens of Waukesha	72	Incl	Tenant Pays	Tenant Pays	Incl
Kendal Hills	120	Incl	Tenant Pays	Tenant Pays	Incl
Kendal Lofts	42	Incl	Tenant Pays	Tenant Pays	Tenant Pays
The Lodge	248	Incl	Tenant Pays	Tenant Pays	Incl
Main Street Plaza	48	Incl	Tenant Pays	Incl	Incl
Prairieville	22	Incl	Tenant Pays	Tenant Pays	Incl
Ridge View	30	Incl	Tenant Pays	Tenant Pays	Incl
River's Edge	340	Incl	Tenant Pays	Incl	Incl
Riverwalk	136	\$35/Mo.	Tenant Pays	Tenant Pays	Incl
Stone Creek	138	Incl	Tenant Pays	Tenant Pays	Tenant Pays
Whispering Ponds	96	\$50/Mo.	Tenant Pays	Tenant Pays	Incl
Wildflower Place	81	\$40/Mo.	Tenant Pays	Tenant Pays	Tenant Pays

Source: Tracy Cross & Associates, Inc.

ESTIMATED CONSTRUCTION COST

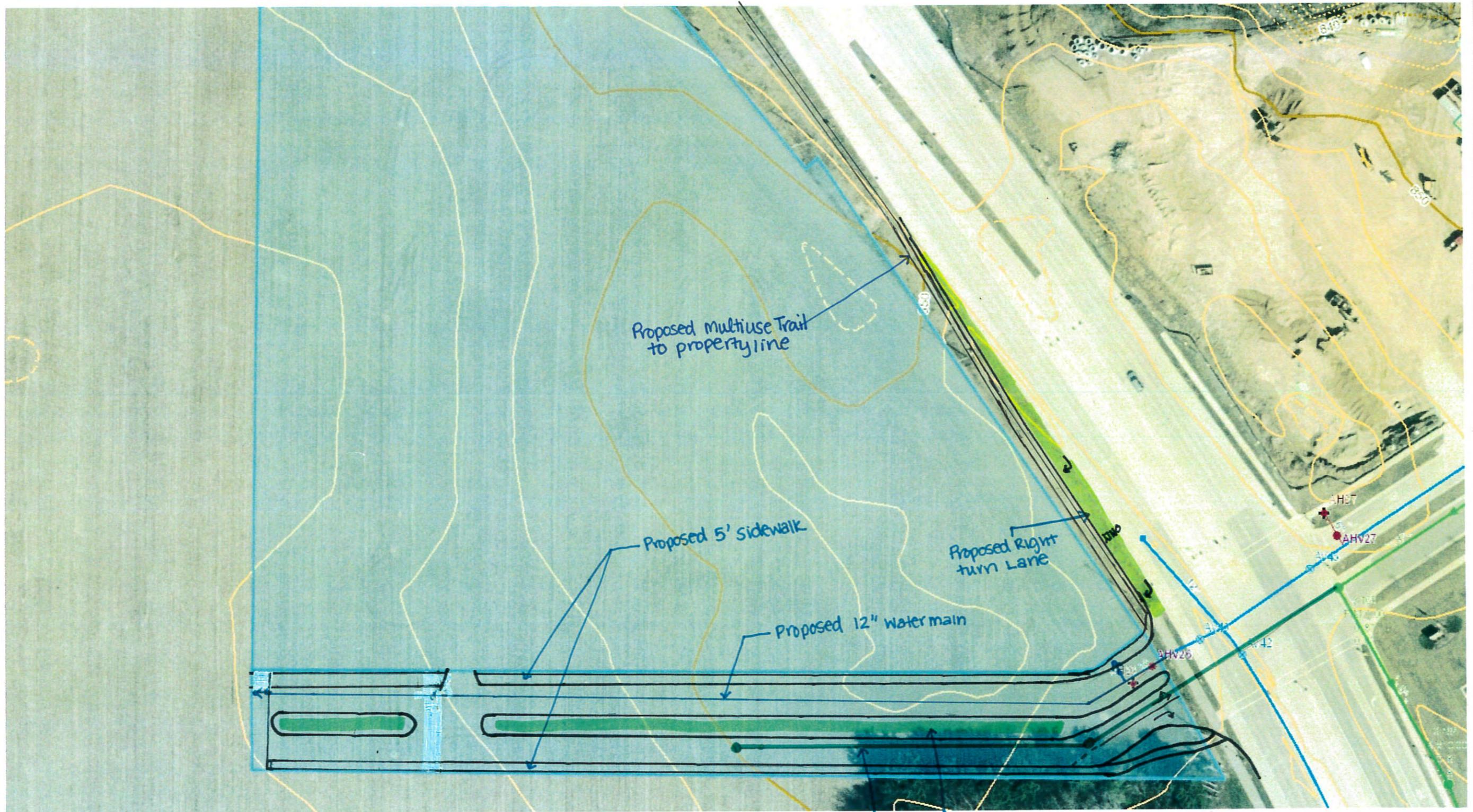
Project Name: Chapman Farm Commercial from Black Bear Blvd.

Client Name: The Village of Mukwonago

Project # : 1292136

Revised:

Item #	Description	Unit	Quantity	Unit Price	Total
1	Erosion Control	LS	1	\$4,000.00	\$4,000.00
2	Traffic Control	LS	1	\$2,000.00	\$2,000.00
3	Construct Bio-retention Swale	LS	1	\$140,000.00	\$140,000.00
4	12-inch Water Main	LF	870	\$110.00	\$95,700.00
5	6-inch Hydrant Lead	LF	80	\$88.40	\$7,072.00
6	8-inch Water Service	LF	50	\$52.00	\$2,600.00
7	12-inch Valve	EA	4	\$2,750.00	\$11,000.00
8	8-inch Valve	EA	1	\$1,560.00	\$1,560.00
9	Hydrant Assembly and Valve	EA	2	\$5,500.00	\$11,000.00
10	Construct Road to Subgrade	LS	1	\$60,000.00	\$60,000.00
11	12-inch RCP Storm Sewer	LF	250	\$74.00	\$18,500.00
12	Catch Basin	EA	3	\$2,080.00	\$6,240.00
13	12-inch RCP End Section	EA	1	\$1,000.00	\$1,000.00
14	8-Inch HPDE Sanitary Sewer Directionally Drilled	LF	270	\$165.00	\$44,550.00
15	8-Inch Sanitary Sewer	LF	450	\$100.00	\$45,000.00
16	48-inch Manhole	VF	18	\$400.00	\$7,200.00
17	10-inch Stone Road Base	TON	3500	\$12.50	\$43,750.00
18	30-inch vertical face curb and gutter	LF	4050	\$21.00	\$85,050.00
19	3-inch Asphalt Binder	TON	850	\$73.00	\$62,050.00
20	1-1/2- inch Asphalt Surface	TON	460	\$78.00	\$35,880.00
21	2-inch crushed gravel sidewalk base	TON	130	\$12.50	\$1,625.00
22	5-inch Concrete Sidewalk	SF	9400	\$5.50	\$51,700.00
23	Curb ramp	EA	4	\$1,560.00	\$6,240.00
24	Final Restoration	SY	2700	\$4.25	\$11,475.00
25	Pavement Marking	LS	1	\$15,800.00	\$15,800.00
26	Traffic Signals, loops, pull boxes	LS	1	\$220,000.00	\$220,000.00
27	Construct Trail and Turn Lane to Subgrade	L.S.	1	\$10,000.00	\$10,000.00
28	6" Crushed Limestone Base Course for Trail	TON	220	\$15.00	\$3,300.00
29	2-inch Asphalt Concrete Surface Course	TON	65	\$65.00	\$4,225.00
30	Concrete Pavement in STH 83	SY	430	\$55.00	\$23,650.00
31	22" Stone Base for Right Turn Lane	TON	480	\$12.50	\$6,000.00
	Sub Total				\$1,038,167.00
	Contingency, Legal, Administrative and Engineering			25%	\$259,541.75
	Estimated Total Project Cost				\$1,297,708.75



Village of Mukwonago GIS



SCALE: 1" = 100'

Proposed Bio-retention swale
Proposed 8" gravity sanitary sewer

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

Print Date: 2/23/2016

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.



Mukwonago Fire Department

P.O. Box 206 • 1111 Fox Street • Mukwonago, WI 53149

Chief of Department
Jeffrey R. Stien

Emergency: 262-363-6435
Non-Emergency: 262-363-6426

March 9, 2016

To: Mukwonago Village Board

From: Chief Jeff Stien

Re: Remodel to Station 1 Dorm Room

There are three dorm rooms at station 1. One room is assigned to the full time staff member and the other two rooms sleep two paid on call members in each. The department has experienced a cultural change in the past several years where several of our staff now are from outside the Mukwonago area and they need to be in the response area while on call. Due to this change many of the staff stay at the station while on shift. Sometimes staff members have to sleep in the day room on recliners and a couch. I proposed in the Strategic Plan an expansion to station 1 to add 4 additional dorms. This project will be a capital expenditure at that time. I worked with Ron last year and we discussed about modifying the one dorm room on the west end and expanding the wall out so that we can add 4 additional sleeping quarters and quotes we requested. It was decided to use part of the building fund for that remodel. The building permit was submitted by Ron and an electric quote was received. After further discussion it was decided that the fund we were going to use for associated costs is intended for maintenance and not improvements and that is why I am requesting funding.

The estimated cost for the project is not to exceed \$1500.00. That includes materials, labor and electrical work. Demolition would be completed by FD staff. Construction would be completed by DPW and FD staff. The electrical work will be completed by a licensed electrician. The Mukwonago Fire Rescue, Inc will donate funding for the beds and bedding. The reason for asking for this funding is because we cannot take from the FD budget and that this is a village owned facility. With the increased call volume it is vital to have appropriate sleeping arrangements for the FD staff.

I am recommending that the Village Board approve one or both of the listed options. Option 1 is use any money left from the Village Hall remodel to offset some or the entire project if available. Option 2 is have approval not to exceed \$1500.00 from the Village Fund Balance for the station 1 improvement of extension of dorm room 117. Option 2 is shown for approval just in case there are no funds or partial funds available from the Village Hall remodel. FD staff will assist with any portion of the improvement as possible to keep costs down.

RESOLUTION 2016-016

A RESOLUTION ACCEPTING DONATED ITEMS IN FIELD PARK

WHEREAS, the American Legion Post 375 has donated stainless steel work tables for the kitchen in the Field Park Pavilion.

WHEREAS, the donation of work tables will enhance the kitchen facilities within Field Park.

WHEREAS, the donation will be an asset to the Village of Mukwonago's park system to be used by the residents and clubs.

WHEREAS, the Village of Mukwonago appreciates the generosity of the American Legion Post for their donation and services provided to veterans and the community.

NOW, THEREFORE, BE IT RESOLVED that the Village Board of the Village of Mukwonago hereby accepts the donation of stainless steel work tables.

ADOPTED this 15th day of March 2016.

Fred Winchowky, Village President

Attest:

Steven Braatz, Jr., Clerk-Treasurer

I hereby certify that this is a true and correct copy of the resolution adopted by the Village Board on the ____ day of _____ 2016.

Steven Braatz, Jr., Clerk-Treasurer

Proclamation

Village of Mukwonago, Wisconsin

2016 NATIONAL PUBLIC SAFETY TELECOMMUNICATIONS WEEK

WHEREAS, emergencies can occur at anytime that require police, fire or emergency medical services; and

WHEREAS, when an emergency occurs, the prompt response of police officers, firefighters and paramedics is critical to the protection of life and preservation of property; and

WHEREAS, the safety of our police officers and firefighters is dependant upon the quality and accuracy of information obtained from citizens who telephone the Mukwonago Dispatch Center; and

WHEREAS, Public Safety Telecommunicators are the first and most critical contact our citizens have with emergency services; and

WHEREAS, Public Safety Telecommunicators are the single vital link for our police officers and firefighters by monitoring their activities by radio, providing them information and insuring their safety; and

WHEREAS, Public Safety Telecommunicators of the Village of Mukwonago Police Department have contributed substantially to the apprehension of criminals, suppression of fires and treatment of patients; and

WHEREAS, Deborah Zaeske, Kathleen Reimesch, Cynthia Wellman, Brenda DiMaggio, Tracy Tipton, Jennifer Dorschner, and Sarah Ebert have exhibited compassion, understanding and professionalism during the performance of their job in the past year.

THEREFORE BE IT RESOLVED that Fred H. Winchowky, Village President of Mukwonago, declares the week of April 10th-16th, 2016 to be National Public Safety Telecommunications Week in Mukwonago, in honor of Deborah Zaeske, Kathleen Reimesch, Cynthia Wellman, Brenda DiMaggio, Tracy Tipton, Jennifer Dorschner, and Sarah Ebert, whose diligence and professionalism keep our Village and citizens safe.

Dated this 15th day of March, 2016.



Fred H. Winchowky, Village President

ATTEST:

Steven A. Braatz, Jr., Village Clerk-Treasurer

Election Inspector Appointments

Dated 03-11-16

I, Steven A. Braatz, Jr., duly appointed Clerk-Treasurer of the Village of Mukwonago, Walworth and Waukesha Counties, State of Wisconsin, do hereby request the following individuals be appointed as an Election Inspectors for the 2016-17 Election Cycle:

- Bobbie J. Braun, 1221 Western Trail, Political Affiliation: Unaffiliated
- Carla Guckenberger, 1114 Black Bear Drive, Political Affiliation: Unaffiliated
- Myra K. Vachon, 1158 Black Bear Drive, Political Affiliation: Unaffiliated

A handwritten signature in black ink, appearing to read 'S. Braatz, Jr.', with a long horizontal stroke extending to the right.

Steven A. Braatz, Jr.
Clerk-Treasurer

**Recommended Appointments by Village President to Comprehensive Master Plan Amendment Steering Committee
March 15, 2016**

<u>Position</u>	<u>Name</u>	<u>Address/Affiliation</u>
Citizen	Klaus Heitmann	1422 Applewood Circle
Citizen	Jason Wamser	604 Prairie Hill Avenue