

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

Notice of Meeting and Agenda

Monday, May 2, 2016

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

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

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

1. Call to Order
2. Roll Call
3. Approval of April 11, 2016 Committee of Whole meeting minutes
4. Committee Reports
Discussion and Possible Action on the Following Items
 - A. Finance Committee
 - 1) Vouchers payable batches
 - a. M-4-2016-1 \$239,448.08
 - b. AP-5-2016-1 \$185,383.67
 - 2) Approval of purchase requisitions (Committee Approval Only)
 - a. DPW – Purchase of a catch basin, manhole, and pipe in the amount of \$19,969
 - b. DPW – Purchase of asphalt patching in the amount of \$24,566
 - c. DPW – Purchase of salt brine generator in the amount of \$38,650
 - 3) Presentation on the 2016 Capital Improvement Plan and the upcoming refunding plan
 - 4) Proposed budget amendment related to sick time payout
 - 5) Industrial Park Market Feasibility Project Approach Proposal by PLG Consulting
 - 6) Monthly Treasury Report *(These reports are from Staff to Committee members. No item in the reports shall be discussed or acted on by Committee members unless it is specifically noted on the agenda that discussion may occur and/or action may be taken on that item. If the Committee wishes to discuss an item in the reports, the Committee will direct that item to be placed on the next Committee agenda.)*
 - B. Health and Recreation Committee
 - 1) Special Event permits requested by American Legion Post #375 for the events known as Maxwell Street Days to be held on June 11-12, July 16-17, August 20-21, and September 10-11, 2016
 - 2) Creation of a sub-committee for potential Bandshell/Auditorium project
 - C. Judicial
 - 1) Consideration of 2016-17 Renewal Class A Fermented Malt Beverage Licenses
 - a. 5 Star Stations, Inc. (Victoria Smith – Agent), 301 Main Street, d/b/a Clark-Mukwonago
 - b. 5 Star Stations, Inc. (Denise H. Dixon – Agent), 407 South Rochester Street, d/b/a Mukwonago Express Mart

- c. 5 Star Stations, Inc. (Robert R. French – Agent), 122 Arrowhead Drive, d/b/a 5 Star BP
 - d. Genesis Gas, Inc. (Manoj Gupta – Agent), 201 North Rochester Street, d/b/a Village Mini Mart
 - e. Khasria Two Inc. (Harjinder S. Khasria – Agent), 710 Main Street, d/b/a Village Pumper Two
- 2) Consideration of 2016-17 Renewal Class A Fermented Malt Beverage and Intoxicating Liquors Licenses
- a. 5 Star Stations, Inc. (Denise M. Jones – Agent), 909 Greenwald Court, d/b/a 5 Star Citgo
 - b. 5 Star Stations, Inc. (Danielle M. Jones – Agent), 1060 North Rochester Street, d/b/a North Star Shell
 - c. Aldi Inc. (Wisconsin) (John W. Lindstrom – Agent), 111 East Wolf Run, d/b/a Aldi #46
 - d. Gerald M. Anich, 411 Main Street, d/b/a Anich's Liquor & Beer Store
 - e. Kwik Trip Inc. (Patrick M. Rice – Agent), 1212 North Rochester Street, d/b/a Kwik Trip #282
 - f. Ultra Mart Foods, LLC (Patrick T. Groves – Agent), 1010 North Rochester Street, d/b/a Pick'n'Save #6384
 - g. Wal-Mart Stores East LP (Michael R. Sandelback – Agent), 250 East Wolf Run, d/b/a Wal-Mart #1571
 - h. Walgreen Co. (Brian Marinello – Agent), 212 N. Rochester St., d/b/a Walgreens #07039
- 3) Consideration of 2016-17 Renewal Class B Fermented Malt Beverage and Class C Wine License
- a. Mario's Natural Roman Pizza Inc. (Charlene A. Edwards-Reitman – Agent), 225 Bay View Rd. #500, d/b/a Mario's Pizza
- 4) Consideration of 2016-17 Renewal Class B Fermented Malt Beverage and Reserve Intoxicating Liquors Licenses
- a. Boneyard Pub and Grille, LLC (James F. Jones – Agent), 215 Bay View Road Suite D, d/b/a The Boneyard Pub and Grille
 - b. DAA Smokehouse LLC (Tina M. O'Bryan – Agent), 325 Bay View Road, Suites D/E, d/b/a David Alan Alan's Smokehouse & Saloon
 - c. El Pueblo Inc. (Marco Alarcon – Agent), 355 Bay View Road, d/b/a Antigua Real
- 5) Consideration of 2016-17 Renewal Class B Fermented Malt Beverage and Intoxicating Liquors Licenses
- a. Blue Bay Inc. (Vlaznim Islami – Agent), 927 Main Street, d/b/a Blue Bay Family Restaurant
 - b. Community Post No. 375 of the American Legion (Beth A. Dums – Agent), 627 CTH NN East, d/b/a American Legion Community Post #375
 - c. FJ Partners, LLC (Froylan J. Mauricio – Agent), 507 Main Street, d/b/a Sol de Mexico
 - d. Jay's Lanes, Inc. (Jeffrey R. Jay – Agent), 326 Atkinson Street, d/b/a Jay's Lanes
 - e. Sandra M. Miller, 701 Main Street, d/b/a Sandy's Miller Time

- f. Pam's Fine Wines, LLC (Pamela L. Turner – Agent), 100 Main Street Suite 1, d/b/a Pam's Fine Wines
 - g. Perseverance Corp. (Mark A. Weiss – Agent), 200 South Rochester Street, d/b/a Half-Time Sports Grille
 - h. Stevens Management Inc. (Dennis M. Stevens – Agent), 215 North Rochester Street, d/b/a Fork in the Road
 - i. Wild Flower Café LLC (Jefte Galvan – Agent), 1015 CTH NN E, d/b/a Wild Flower Cafe
- 6) Elected Officials Handbook
 - 7) Ordinance to Repeal and Recreate Section 54.132 and Repeal Sections 54.133, 54.134, 54.135 and 54.136 of the Municipal Code of the Village of Mukwonago Relative to Sex Offender Residency

D. Personnel Committee

- 1) Update on Inspection Department personnel

E. Protective Services Committee

- 1) Memorandum of Understanding Agreement between the Village of Mukwonago and Lynch Dealership summarizing the current and future Wolf Run parking agreement
- 2) Creation of a sub-committee for monthly joint meetings with the Town of Mukwonago Protective Services Committee to consider Mukwonago Fire Department matters

F. Public Works Committee

- 1) Engineer task order for Chapman Farms Boulevard engineering
- 2) Final case closure with continuing obligations for 915 Main St.
- 3) Potential tax increment financing partnership between the village of Mukwonago Anderson commercial and Campbell Construction for Sommer Property

5. Adjournment

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

MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING

Monday, April 11, 2016

Call to Order

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

Roll Call

Board members present: Arnold Fickau
Darlene Johnson
Jim Decker
Mark Penzkover
Jerry Gasser
Ken Werner
Fred Winchowky, Village President

Also present:

Kevin Schmidt, Police Chief
Dave Brown, Interim Utilities Director
Ron Bittner, Director of Public Works
Steven Braatz, Jr., Clerk-Treasurer
John Weidl, Administrator
Diana Doherty, Finance Director
Kurt Peot, Village Engineer
Robert Harley, Building Codes Official
Joe Hankovich, Supervisor of Inspections/Zoning Administrator

Minutes

Motion by Decker/Fickau to approve the March 1, 2016 Committee of Whole meeting minutes carried.

Committee Reports

Finance Committee

Vouchers payable batches

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

- a. M-3-2016-1 \$213,223.89
- b. AP-4-2016-1 \$203,780.74

Purchase requisitions

Motion by Johnson/Decker to approve the purchase requisition for Water Dept for the purchase of water meters from HD Supply in the amount of \$7,875 carried.

Motion by Johnson/Decker to approve the purchase requisition for Water Dept for the purchase of a Chevy Pickup Truck from Lynch Mukwonago in the amount of \$35,721 carried.

Motion by Johnson/Decker to approve the purchase requisition for Sewer Dept for costs associated with monitoring mainline flows from Ruckert & Mielke in the amount of \$12,980 carried.

Motion by Johnson/Decker to approve the purchase requisition for Water Dept for costs associated with CTH NN E Water Main Construction Engineering from Ruckert & Mielke in the amount of \$108,000 carried.

Motion by Johnson/Decker to approve the purchase requisition for Water Dept for the purchase of GPS Surveyor Equipment from Turning Point Systems Group in the amount of \$9,995 carried.

Bail Bond Bond Schedule

Motion by Johnson/Decker to recommend the Village Board approve the updates to the Bail Bond Bond Schedule as presented carried.

Update on the 2015 Financial Audit

The Village is returning \$204k to the General Fund Reserve (\$72k from general operations, \$49k from Fire Designated, and \$83k from Village Designated). The Library fund balance went down by \$103k. There was a material adjustment related to a new GASB 68 requirement to show the Village's WRS contribution as an asset on our books. The auditors will present the audit at a future meeting. Information only. No action taken.

Industrial Park Market Feasibility Project Approach Proposal by PLG Consulting

Weidl presented the Industrial Park Market Feasibility Project Approach Proposal and stated that this matter will come back at a later date, as we are not ready to act on the proposal. Information only. No action taken.

Monthly Library Circulation Report

The March 2016 monthly Library Circulation report is on file in the Clerk's Office.

Health and Recreation Committee

Mukwonago Area School District

Nancy Movrich, Mukwonago Area School District, asked the Committee if the Village is interested in being an active partner with the school related to a Department of Education Physical Education Grant received by the District. The District is looking for a partnership involving safe routes to schools, healthy lifestyle, and physical activities. Item will remain on the agenda.

Potential Bandshell/Auditorium project

Committee feels there is enough public interest to proceed with the Bandshell/Auditorium project. Staff will come back to the Committee with proposed selections for a Special Task Force Committee to head up the project. Item will remain on the agenda.

Holz Parkway Multi-use Trail Project cost estimate

Motion by Werner/Decker to recommend the Village Board authorize the Engineer to proceed with the design and bidding of the Holz Parkway Multi-use Trail Project carried.

Personnel Committee

Compensation Philosophy

Motion by Gasser/Decker to recommend the Village Board adopt the Compensation Philosophy as presented carried.

Position Classification, Compensation and Performance Evaluation Policy

Motion by Gasser/Decker to recommend the Village Board adopt the Position Classification, Compensation and Performance Evaluation Policy as presented carried.

Protective Services Committee

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

The Village is awaiting a response from the WiDOT. Information only. No action taken.

Monthly Police Report

The March 2016 monthly Police report is on file in the Clerk's Office.

Public Works Committee

CTH NN Water Main Relay Project

Motion by Penzkover/Decker to recommend the Village Board award the bid for CTH NN Water Main Relay Project to Genesis Excavators, Inc. in the amount of \$445,077 carried.

Premier Woods

Motion by Penzkover/Decker to recommend the Village Board authorize the Village Attorney to respond to Premier Woods denying the request for a reduction in the hourly rate for construction review services carried.

Agricultural Lease Agreement with Chapman family

Item will be handled after the closed session at the special Village Board meeting.

Monthly Reports

The March 2016 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 6:55 p.m.

Respectfully Submitted,

Steven Braatz, Jr.
Clerk-Treasurer

Vouchers Payable Cover Sheet

Manuals batch M-4-2016-1	\$239,448.08
Payments batch AP-5-2016-1	\$185,383.67
Total for board approval:	\$424,831.75

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Payments

Current Period: April 2016

Batch Name	M-4-2016-1 Payments	User Dollar Amt	\$239,448.08		
		Computer Dollar Amt	\$239,448.08		
			\$0.00	In Balance	
Refer	<u>75607 WAUKESHA CITY OF</u>			<u>Ck# 019809 4/5/2016</u>	
Cash Payment	G 100-233200 Court Partial Payments			JEREMY DAWLEY CITATION 151153	\$114.00
Invoice	151153 4/5/2016				
Transaction Date	4/20/2016	Citizens	111000	Total	\$114.00
Refer	<u>75608 VANTAGEPOINT TRANSFER AGEN</u>			<u>Ck# 019810 4/8/2016</u>	
Cash Payment	G 100-215250 Deferred Compensation			P/R ENDING 4/1/2016	\$1,590.36
Invoice	4/1 4/8/2016				
Cash Payment	G 150-215250 Deferred Compensation			P/R ENDING 4/1/2016	\$30.63
Invoice	4/1 4/8/2016				
Cash Payment	G 220-215250 Deferred Compensation			P/R ENDING 4/1/2016	\$33.99
Invoice	4/1 4/8/2016				
Cash Payment	G 410-215250 Deferred Compensation			P/R ENDING 4/1/2016	\$36.94
Invoice	4/1 4/8/2016				
Cash Payment	G 440-215250 Deferred Compensation			P/R ENDING 4/1/2016	\$308.54
Invoice	4/1 4/8/2016				
Cash Payment	G 500-215250 Deferred Compensation			P/R ENDING 4/1/2016	\$20.19
Invoice	4/1 4/8/2016				
Cash Payment	G 610-215250 Deferred Compensation			P/R ENDING 4/1/2016	\$317.85
Invoice	4/1 4/8/2016				
Cash Payment	G 620-215250 Deferred Compensation			P/R ENDING 4/1/2016	\$264.82
Invoice	4/1 4/8/2016				
Transaction Date	4/20/2016	Citizens	111000	Total	\$2,603.32
Refer	<u>75609 MINNESOTA LIFE INSURANCE</u>			<u>Ck# 019811 4/8/2016</u>	
Cash Payment	G 100-215300 Insurance Payable			PREMIUMS MAY 2016	\$972.76
Invoice	MAY 2016 4/8/2016				
Cash Payment	G 150-215300 Insurance Payable			PREMIUMS MAY 2016	\$66.38
Invoice	MAY 2016 4/8/2016				
Cash Payment	G 220-215300 Insurance Payable			PREMIUMS MAY 2016	\$8.68
Invoice	MAY 2016 4/8/2016				
Cash Payment	G 410-215300 Insurance Payable			PREMIUMS MAY 2016	\$10.99
Invoice	MAY 2016 4/8/2016				
Cash Payment	G 440-215300 Insurance Payable			PREMIUMS MAY 2016	\$68.64
Invoice	MAY 2016 4/8/2016				
Cash Payment	G 500-215300 Insurance Payable			PREMIUMS MAY 2016	\$7.28
Invoice	MAY 2016 4/8/2016				
Cash Payment	G 610-215300 Insurance Payable			PREMIUMS MAY 2016	\$48.75
Invoice	MAY 2016 4/8/2016				
Cash Payment	G 620-215300 Insurance Payable			PREMIUMS MAY 2016	\$44.37
Invoice	MAY 2016 4/8/2016				
Transaction Date	4/20/2016	Citizens	111000	Total	\$1,227.85
Refer	<u>75610 VILLAGE OF MUKWONAGO MRA</u>			<u>Ck# 019812 4/6/2016</u>	
Cash Payment	G 100-216000 Medical Reimbursement Off			REPLENISH ACCOUNT	\$20,000.00
Invoice	4/16 4/6/2016				
Transaction Date	4/20/2016	Citizens	111000	Total	\$20,000.00

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Refer	75611	<u>GRISWOLD TRACY</u>	Ck# 019821	4/11/2016			
Cash Payment	G 100-233200	Court Partial Payments	NICHOLE YAMADA DIXON RESTITUTION			\$650.00	
Invoice	4/16 DIXON	4/11/2016					
Transaction Date	4/20/2016	Citizens	111000	Total		\$650.00	
Refer	75612	<u>MUKWONAGO POLICE DEPT</u>	Ck# 019822	4/11/2016			
Cash Payment	G 100-233200	Court Partial Payments	JOHN DELANEY CITATION N1386702			\$180.00	
Invoice	1386702	4/11/2016					
Transaction Date	4/20/2016	Citizens	111000	Total		\$180.00	
Refer	75613	<u>WAUKESHA COUNTY SHERIFF</u>	Ck# 019823	4/18/2016			
Cash Payment	G 100-233200	Court Partial Payments	JEREMY DAWLEY OCA/68950.SID/29107109			\$363.00	
Invoice	29107109	4/18/2016					
Transaction Date	4/20/2016	Citizens	111000	Total		\$363.00	
Refer	75614	<u>WI DEPT OF FINANCIAL</u>	Ck# 019917	4/20/2016			
Cash Payment	E 100-5211-5219	Professional Services	NOTARY ZAESKE, WELLMAN, DIMAGGIO			\$60.00	
Invoice	PD 2016	4/20/2016					
Transaction Date	4/20/2016	Citizens	111000	Total		\$60.00	
Refer	75615	<u>VILLAGE OF BIG BEND</u>	Ck# 019918	4/20/2016			
Cash Payment	G 100-233200	Court Partial Payments	MARK A VENTO CITATION 1969179-1			\$148.80	
Invoice	1969179-1	4/20/2016					
Transaction Date	4/26/2016	Citizens	111000	Total		\$148.80	
Refer	75616	<u>VANTAGEPOINT TRANSFER AGEN</u>	Ck# 019919	4/22/2016			
Cash Payment	G 100-215250	Deferred Compensation	P/R ENDING 4/15/16			\$1,570.64	
Invoice	4/15	4/22/2016					
Cash Payment	G 150-215250	Deferred Compensation	P/R ENDING 4/15/16			\$33.28	
Invoice	4/15	4/22/2016					
Cash Payment	G 220-215250	Deferred Compensation	P/R ENDING 4/15/16			\$33.99	
Invoice	4/15	4/22/2016					
Cash Payment	G 410-215250	Deferred Compensation	P/R ENDING 4/15/16			\$36.94	
Invoice	4/15	4/22/2016					
Cash Payment	G 440-215250	Deferred Compensation	P/R ENDING 4/15/16			\$346.36	
Invoice	4/15	4/22/2016					
Cash Payment	G 500-215250	Deferred Compensation	P/R ENDING 4/15/16			\$23.94	
Invoice	4/15	4/22/2016					
Cash Payment	G 610-215250	Deferred Compensation	P/R ENDING 4/15/16			\$324.36	
Invoice	4/15	4/22/2016					
Cash Payment	G 620-215250	Deferred Compensation	P/R ENDING 4/15/16			\$258.31	
Invoice	4/15	4/22/2016					
Transaction Date	4/26/2016	Citizens	111000	Total		\$2,627.82	
Refer	75617	<u>AFLAC</u>	Ck# 019920	4/22/2016			
Cash Payment	G 100-215300	Insurance Payable	APRIL 2016			\$405.27	
Invoice	867959	4/22/2016					
Cash Payment	G 150-215300	Insurance Payable	APRIL 2016			\$204.68	
Invoice	867959	4/22/2016					
Cash Payment	G 220-215300	Insurance Payable	APRIL 2016			\$0.64	
Invoice	867959	4/22/2016					
Cash Payment	G 410-215300	Insurance Payable	APRIL 2016			\$2.38	
Invoice	867959	4/22/2016					

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Cash Payment	G 610-215300 Insurance Payable	APRIL 2016			\$114.75
Invoice	867959	4/22/2016			
Cash Payment	G 620-215300 Insurance Payable	APRIL 2016			\$79.99
Invoice	867959	4/22/2016			
Transaction Date	4/26/2016	Citizens	111000	Total	\$807.71
Refer	75618	VILLAGE OF MUKWONAGO MRA	Ck# 019921	4/22/2016	
Cash Payment	G 100-215350 Flexible Spending Contributi	APRIL 2016			\$1,101.55
Invoice	APRIL 2016	4/22/2016			
Cash Payment	G 150-215350 Flexible Spending Contributi	APRIL 2016			\$221.37
Invoice	APRIL 2016	4/22/2016			
Cash Payment	G 220-215350 Flexible Spending Contributi	APRIL 2016			\$11.46
Invoice	APRIL 2016	4/22/2016			
Cash Payment	G 410-215350 Flexible Spending Contributi	APRIL 2016			\$5.76
Invoice	APRIL 2016	4/22/2016			
Cash Payment	G 440-215350 Flexible Spending Contributi	APRIL 2016			\$39.68
Invoice	APRIL 2016	4/22/2016			
Cash Payment	G 500-215350 Flexible Spending Contributi	APRIL 2016			\$3.24
Invoice	APRIL 2016	4/22/2016			
Cash Payment	G 610-215350 Flexible Spending Contributi	APRIL 2016			\$36.38
Invoice	APRIL 2016	4/22/2016			
Cash Payment	G 620-215350 Flexible Spending Contributi	APRIL 2016			\$23.62
Invoice	APRIL 2016	4/22/2016			
Transaction Date	4/26/2016	Citizens	111000	Total	\$1,443.06
Refer	75619	MUKWONAGO PROFESSIONAL PO	Ck# 019922	4/22/2016	
Cash Payment	G 100-215500 Union Dues Payable	DUES APRIL 2016			\$462.00
Invoice	APRIL 2016	4/22/2016			
Transaction Date	4/26/2016	Citizens	111000	Total	\$462.00
Refer	75620	MUKWONAGO PROFESSIONAL FI	Ck# 019923	4/22/2016	
Cash Payment	G 150-215500 Union Dues Payable	DUES APRIL 2016			\$135.00
Invoice	APRIL 2016	4/22/2016			
Transaction Date	4/26/2016	Citizens	111000	Total	\$135.00
Refer	75689	ASSOCIATED BANK	Ck# 019924	4/26/2016	
Cash Payment	E 440-5511-5329 AV Material	AV MATERIALS			\$939.00
Invoice	4/7	4/7/2016			
Transaction Date	4/27/2016	Citizens	111000	Total	\$939.00
Refer	75690	VILLAGE OF MUKWONAGO DUE T	Ck# 019925	4/26/2016	
Cash Payment	G 100-250061 Due to Water Utility	JAN-MAR 2016			\$3,946.00
Invoice	1-3/2016	4/26/2016			
Cash Payment	G 150-250010 Due to General Fund	JAN-MAR 2016			\$757.09
Invoice	1-3/2016	4/26/2016			
Cash Payment	G 150-250032 Due to Fire Dept Designate	JAN-MAR 2016			\$48,724.87
Invoice	1-3/2016	4/26/2016			
Cash Payment	G 150-250041 Due to Recycling	JAN-MAR 2016			\$81.75
Invoice	1-3/2016	4/26/2016			
Cash Payment	G 220-250010 Due to General Fund	JAN-MAR 2016			\$56.72
Invoice	1-3/2016	4/26/2016			
Cash Payment	G 340-250010 Due to General Fund	JAN-MAR 2016			\$393.36
Invoice	1-3/2016	4/26/2016			

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Cash Payment	G 410-250010 Due to General Fund	JAN-MAR 2016			\$797.00
Invoice 1-3/2016	4/26/2016				
Cash Payment	G 430-250015 Due to Fire/Ambulance	JAN-MAR 2016			\$1,605.43
Invoice 1-3/2016	4/26/2016				
Cash Payment	G 440-250010 Due to General Fund	JAN-MAR 2016			\$296.27
Invoice 1-3/2016	4/26/2016				
Cash Payment	G 440-250041 Due to Recycling	JAN-MAR 2016			\$545.00
Invoice 1-3/2016	4/26/2016				
Cash Payment	G 500-250010 Due to General Fund	JAN-MAR 2016			\$51.90
Invoice 1-3/2016	4/26/2016				
Cash Payment	G 610-250010 Due to General Fund	JAN-MAR 2016			\$3,162.78
Invoice 1-3/2016	4/26/2016				
Cash Payment	G 620-250010 Due to General Fund	JAN-MAR 2016			\$3,060.93
Invoice 1-3/2016	4/26/2016				
Transaction Date	4/27/2016	Citizens	111000	Total	\$63,479.10
Refer	75691 GREAT WEST RETIREMENT SERV	Ck# 005949	4/8/2016		
Cash Payment	G 100-215250 Deferred Compensation	P/R ENDING 4/1/16			\$803.48
Invoice 4/1	4/8/2016				
Cash Payment	G 150-215250 Deferred Compensation	P/R ENDING 4/1/16			\$86.26
Invoice 4/1	4/8/2016				
Cash Payment	G 610-215250 Deferred Compensation	P/R ENDING 4/1/16			\$100.63
Invoice 4/1	4/8/2016				
Cash Payment	G 620-215250 Deferred Compensation	P/R ENDING 4/1/16			\$100.63
Invoice 4/1	4/8/2016				
Transaction Date	4/27/2016	Citizens	111000	Total	\$1,091.00
Refer	75692 GREAT WEST RETIREMENT SERV	Ck# 005951	4/22/2016		
Cash Payment	G 100-215250 Deferred Compensation	P/R ENDING 4/15/16			\$803.48
Invoice 4/15	4/22/2016				
Cash Payment	G 150-215250 Deferred Compensation	P/R ENDING 4/15/16			\$86.26
Invoice 4/15	4/22/2016				
Cash Payment	G 610-215250 Deferred Compensation	P/R ENDING 4/15/16			\$100.63
Invoice 4/15	4/22/2016				
Cash Payment	G 620-215250 Deferred Compensation	P/R ENDING 4/15/16			\$100.63
Invoice 4/15	4/22/2016				
Transaction Date	4/27/2016	Citizens	111000	Total	\$1,091.00
Refer	75693 JP MORGAN CHASE	Ck# 005950	4/26/2016		
Cash Payment	E 100-5141-5311 Supplies	ADJUSTMENT			\$5.00
Invoice 2/29	2/29/2016				
Transaction Date	4/27/2016	Citizens	111000	Total	\$5.00
Refer	75694 EMPLOYEE TRUST FUNDS	Ck# 005952	4/22/2016		
Cash Payment	G 100-215300 Insurance Payable	MAY PREMIUM			\$45,562.78
Invoice MAY 16	4/22/2016				
Cash Payment	G 150-215300 Insurance Payable	MAY PREMIUM			\$5,513.62
Invoice MAY 16	4/22/2016				
Cash Payment	G 220-215300 Insurance Payable	MAY PREMIUM			\$301.86
Invoice MAY 16	4/22/2016				
Cash Payment	G 410-215300 Insurance Payable	MAY PREMIUM			\$363.04
Invoice MAY 16	4/22/2016				

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Cash Payment	G 440-215300 Insurance Payable	MAY PREMIUM		\$4,396.82
Invoice	MAY 16 4/22/2016			
Cash Payment	G 500-215300 Insurance Payable	MAY PREMIUM		\$208.98
Invoice	MAY 16 4/22/2016			
Cash Payment	G 610-215300 Insurance Payable	MAY PREMIUM		\$1,749.44
Invoice	MAY 16 4/22/2016			
Cash Payment	G 620-215300 Insurance Payable	MAY PREMIUM		\$2,069.66
Invoice	MAY 16 4/22/2016			
Transaction Date	4/27/2016	Citizens	111000	Total \$60,166.20
Refer	75695 WI RETIREMENT SYSTEM	Ck# 005953	4/26/2016	
Cash Payment	G 100-215200 Retirement	MARCH PAYMENT		\$21,617.13
Invoice	MAR 16 4/26/2016			
Cash Payment	G 150-215200 Retirement	MARCH PAYMENT		\$5,243.84
Invoice	MAR 16 4/26/2016			
Cash Payment	G 220-215200 Retirement	MARCH PAYMENT		\$316.68
Invoice	MAR 16 4/26/2016			
Cash Payment	G 410-215200 Retirement	MARCH PAYMENT		\$231.72
Invoice	MAR 16 4/26/2016			
Cash Payment	G 440-215200 Retirement	MARCH PAYMENT		\$4,204.60
Invoice	MAR 16 4/26/2016			
Cash Payment	G 500-215200 Retirement	MARCH PAYMENT		\$63.16
Invoice	MAR 16 4/26/2016			
Cash Payment	G 610-215200 Retirement	MARCH PAYMENT		\$1,836.32
Invoice	MAR 16 4/26/2016			
Cash Payment	G 620-215200 Retirement	MARCH PAYMENT		\$1,946.82
Invoice	MAR 16 4/26/2016			
Cash Payment	G 100-215200 Retirement	MARCH PAYMENT		\$0.01
Invoice	MAR 16 4/26/2016			
Cash Payment	G 100-215200 Retirement	MARCH PAYMENT		\$146.80
Invoice	MAR 16 4/26/2016			
Transaction Date	4/27/2016	Citizens	111000	Total \$35,607.08
Refer	75696 PAYROLLDATA.COM	Ck# 005954	4/26/2016	
Cash Payment	E 100-5142-5399 Other	APRIL FEES		\$667.45
Invoice	APRIL 16 4/26/2016			
Cash Payment	E 150-5221-5219 Professional Services	APRIL FEES		\$331.68
Invoice	APRIL 16 4/26/2016			
Cash Payment	E 440-5511-5399 Other	APRIL FEES		\$389.58
Invoice	APRIL 16 4/26/2016			
Cash Payment	E 610-6920-6930 Misc General Expenses	APRIL FEES		\$233.27
Invoice	APRIL 16 4/26/2016			
Cash Payment	E 620-8400-8560 Misc General Expense	APRIL FEES		\$233.27
Invoice	APRIL 16 4/26/2016			
Transaction Date	4/27/2016	Citizens	111000	Total \$1,855.25
Refer	75697 TASC	Ck# 005955	4/26/2016	
Cash Payment	E 620-8400-8560 Misc General Expense	MAY FEES		\$15.63
Invoice	780970 4/24/2016			
Cash Payment	E 610-6920-6930 Misc General Expenses	MAY FEES		\$15.63
Invoice	780970 4/24/2016			

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Current Period: April 2016

Cash Payment	E 440-5511-5399 Other	MAY FEES	\$20.84
Invoice 780970	4/24/2016		
Cash Payment	E 150-5221-5399 Other	MAY FEES	\$20.84
Invoice 780970	4/24/2016		
Cash Payment	E 100-5241-5399 Other	MAY FEES	\$10.42
Invoice 780970	4/24/2016		
Cash Payment	E 100-5211-5399 Other	MAY FEES	\$46.89
Invoice 780970	4/24/2016		
Cash Payment	E 100-5212-5399 Other	MAY FEES	\$52.10
Invoice 780970	4/24/2016		
Cash Payment	E 100-5213-5311 Supplies	MAY FEES	\$10.42
Invoice 780970	4/24/2016		
Cash Payment	E 100-5142-5399 Other	MAY FEES	\$31.26
Invoice 780970	4/24/2016		
Cash Payment	E 100-5323-5311 Supplies	MAY FEES	\$26.05
Invoice 780970	4/24/2016		
Transaction Date	4/27/2016	Citizens 111000	Total \$250.08
Refer	75698 JP MORGAN CHASE	Ck# 005956 4/30/2016	
Cash Payment	E 100-5211-5219 Professional Services	UNIFI - COPIER - #1646	\$83.33
Invoice 4/14	4/30/2016		
Cash Payment	E 100-5212-5346 Clothing Allowance	ViSTA PRINT -ACKMAN CARDS - #5772	\$14.98
Invoice 4/14	4/30/2016		
Cash Payment	E 100-5215-5335 Training & Travel	DoJ - MEALS - #5772	\$50.00
Invoice 4/14	4/30/2016		
Cash Payment	E 100-5141-5335 Training & Travel	VARIOUS - HOTEL/MEALS/PARKING - #3311	\$1,155.76
Invoice 4/14	4/30/2016		
Cash Payment	E 100-5141-5311 Supplies	VARIOUS - SCREEN/BEVERAGES - #3311	\$228.27
Invoice 4/14	4/30/2016		
Cash Payment	E 100-5323-5311 Supplies	WaLMART - CLOCK - #9356	\$9.88
Invoice 4/14	4/30/2016		
Cash Payment	E 100-5241-5399 Other	WaLMART - CLOTHING - #9398	\$32.45
Invoice 4/14	4/30/2016		
Cash Payment	E 100-5241-5335 Training & Travel	VARIOUS - HOTEL/MEAL - #9398	\$194.70
Invoice 4/14	4/30/2016		
Cash Payment	E 100-5212-5311 Supplies	GPSGATE - SUPPLIES - #9430	\$39.95
Invoice 4/14	4/30/2016		
Cash Payment	E 100-5211-5335 Training & Travel	VARIOUS - MEALS/HOTEL - #9430	\$218.10
Invoice 4/14	4/30/2016		
Cash Payment	E 100-5142-5332 Mileage	VARIOUS - GAS - #8848	\$57.03
Invoice 4/14	4/30/2016		
Cash Payment	E 100-5144-5332 Mileage	VARIOUS - GAS - #8848	\$79.47
Invoice 4/14	4/30/2016		
Cash Payment	E 100-5142-5311 Supplies	AmAZON - CALCU PAPER/DRY ERASE SET - #8848	\$41.25
Invoice 4/14	4/30/2016		
Cash Payment	E 100-5144-5311 Supplies	VARIOUS - COFFE/LABEL TAPE - #8848	\$196.18
Invoice 4/14	4/30/2016		
Cash Payment	E 100-5142-5399 Other	VARIOUS - DESK PAD/FURNITURE/JUMBAR SUPP - #8848	\$1,475.89
Invoice 4/14	4/30/2016		

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Current Period: April 2016

Cash Payment	E 150-5221-5811 Equipment (non-Capitaliz	BEST BUY - COMPUTER PARTS - #0931	\$893.34
Invoice 4/14	4/30/2016		
Cash Payment	E 150-5221-5346 Clothing Allowance	GalLS - SURA CLOTHING - #0931	\$251.11
Invoice 4/14	4/30/2016		
Cash Payment	E 150-5233-5335 Training & Travel	GRANSTAY HOTEL - HOTEL - #0931	\$93.07
Invoice 4/14	4/30/2016		
Cash Payment	E 150-5221-5311 Supplies	MiCROSOFT - SOFTWARE - #0931	\$205.48
Invoice 4/14	4/30/2016		
Cash Payment	E 150-5221-5324 Membership Dues	WI CHIEF ASSOC - MEMBERSHIP - #8764	\$95.00
Invoice 4/14	4/30/2016		
Cash Payment	E 150-5221-5219 Professional Services	IS RECREUITMENT - TESTING FORMS - #9764	\$270.00
Invoice 4/14	4/30/2016		
Cash Payment	E 150-5221-5399 Other	USPS - POSTAGE DUE - #9356	\$1.05
Invoice 4/14	4/30/2016		
Cash Payment	E 150-5221-5346 Clothing Allowance	EmbROIDME- STIEN CLOTHING - #2334	\$209.51
Invoice 4/14	4/30/2016		
Cash Payment	E 150-5223-5311 Supplies	WaLMART REFRESHMENT - #2334	\$15.76
Invoice 4/14	4/30/2016		
Cash Payment	E 150-5222-5311 Supplies	WaLMART - PICTURES - #2334	\$1.16
Invoice 4/14	4/30/2016		
Cash Payment	E 150-5222-5395 Repairs & Maintenance	HoME DEPOT - REMODEL - #2334	\$18.89
Invoice 4/14	4/30/2016		
Cash Payment	E 150-5221-5311 Supplies	WaLMART - SUPP - #2334	\$8.33
Invoice 4/14	4/30/2016		
Cash Payment	E 150-5233-5335 Training & Travel	VARIOUS - MEALS - #2334	\$60.76
Invoice 4/14	4/30/2016		
Cash Payment	E 410-5140-5335 Training & Travel	VARIOUS - GAS - #8848	\$31.35
Invoice 4/14	4/30/2016		
Cash Payment	E 410-5140-5311 Supplies	AmAZON- CALCU PAPER - #8848	\$26.99
Invoice 4/14	4/30/2016		
Cash Payment	E 440-5511-5312 Printing	JOURNAL -JOB POSTING - #1900	\$103.05
Invoice 4/14	4/30/2016		
Cash Payment	E 440-5511-5340 Digital Materials	MAILCHIMP - DIGITAL - #1900	\$50.00
Invoice 4/14	4/30/2016		
Cash Payment	E 440-5511-5329 AV Material	WaLMART - AV - #1900	\$32.92
Invoice 4/14	4/30/2016		
Cash Payment	E 440-5890-5806 Donated Fund Expenditu	VARIOUS - BEVERAGES/SUPP - #1900	\$94.18
Invoice 4/14	4/30/2016		
Cash Payment	E 440-5511-5311 Supplies	VARIOUS - SUPPLIES - #1900	\$377.23
Invoice 4/14	4/30/2016		
Cash Payment	E 620-8400-8510 Office Supplies & Expen	OFFICE MAX - OFFICE SUPP - #6855	\$53.74
Invoice 4/14	4/30/2016		
Cash Payment	E 620-8010-8330 Maint-Treatment/Dispos	HoME DEPOT - PLYWOOD - #6855	\$123.48
Invoice 4/14	4/30/2016		
Cash Payment	E 620-8030-5310 Outside Services	MATC - TRANING - #6855	\$86.67
Invoice 4/14	4/30/2016		
Cash Payment	E 620-8010-8270 Operation Supply/Expen	HoME DEPOT - COMPRESSOR - #6855	\$389.00
Invoice 4/14	4/30/2016		

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Current Period: April 2016

Cash Payment	E 620-8010-8320 Maintenance-Lift Station	OFFICE MAX - OFFICE SUPP - #9513			\$194.95
Invoice 4/14	4/30/2016				
Cash Payment	E 620-8010-8270 Operation Supply/Expen	REIMBURSE			\$95.95
Invoice 4/14	4/30/2016				
Transaction Date	4/27/2016	Citizens	111000	Total	\$7,660.21
Refer	75699	WI DEPT OF REVENUE QTRLY TA	Ck# 005957	4/22/2016	
Cash Payment	E 410-5140-5399 Other	1ST QTR SALES/USE TAX			\$12.13
Invoice 1ST QTR 16	4/22/2016				
Cash Payment	E 440-5511-5399 Other	1ST QTR SALES/USE TAX			\$66.00
Invoice 1ST QTR 16	4/22/2016				
Cash Payment	E 440-5511-5399 Other	1ST QTR SALES/USE TAX			\$14.99
Invoice 1ST QTR 16	4/22/2016				
Cash Payment	E 100-5521-5399 Other	1ST QTR SALES/USE TAX			\$112.36
Invoice 1ST QTR 16	4/22/2016				
Cash Payment	E 100-5160-5399 Other	1ST QTR SALES/USE TAX			\$35.51
Invoice 1ST QTR 16	4/22/2016				
Transaction Date	4/27/2016	Citizens	111000	Total	\$240.99
Refer	75700	WI DEPT OF REVENUE COLLECTI	Ck# 005958	4/26/2016	
Cash Payment	E 220-5140-5399 Other	2016 ANNUAL ADMIN FEES			\$150.00
Invoice 2016 FEES	4/26/2016				
Transaction Date	4/27/2016	Citizens	111000	Total	\$150.00
Refer	75701	WE ENERGIES MLWAUKEE	Ck# 005959	4/30/2016	
Cash Payment	E 100-5160-5222 Electric	HALL			\$1,442.96
Invoice 4/30	4/30/2016				
Cash Payment	E 100-5211-5222 Electric	FLASHERS			\$9.96
Invoice 4/30	4/30/2016				
Cash Payment	E 100-5211-5222 Electric	PD			\$1,468.83
Invoice 4/30	4/30/2016				
Cash Payment	E 100-5211-5222 Electric	PD GARAGE			\$65.50
Invoice 4/30	4/30/2016				
Cash Payment	E 100-5254-5222 Electric	MUK DAM			\$23.60
Invoice 4/30	4/30/2016				
Cash Payment	E 100-5323-5222 Electric	DPW ELECT			\$451.84
Invoice 4/30	4/30/2016				
Cash Payment	E 100-5323-5224 Gas	DPW GAS			\$383.14
Invoice 4/30	4/30/2016				
Cash Payment	E 100-5342-5222 Electric	StREET LIGHTS			\$10,986.05
Invoice 4/30	4/30/2016				
Cash Payment	E 100-5342-5222 Electric	StREET LIGHTS			\$127.80
Invoice 4/30	4/30/2016				
Cash Payment	E 100-5342-5222 Electric	SCH CROSS LIGHTS			\$16.53
Invoice 4/30	4/30/2016				
Cash Payment	E 100-5512-5222 Electric	MUSEUM			\$227.21
Invoice 4/30	4/30/2016				
Cash Payment	E 100-5521-5222 Electric	ANDREWS ST			\$104.57
Invoice 4/30	4/30/2016				
Cash Payment	E 100-5521-5222 Electric	FLD PARK			\$119.98
Invoice 4/30	4/30/2016				

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Current Period: April 2016

Cash Payment	E 100-5521-5222 Electric	FLD PARK BASEBALL LIGHTS	\$21.69
Invoice 4/30	4/30/2016		
Cash Payment	E 100-5521-5222 Electric	PaRKS	\$19.93
Invoice 4/30	4/30/2016		
Cash Payment	E 100-5521-5222 Electric	CONSESSION BLDG	\$76.52
Invoice 4/30	4/30/2016		
Cash Payment	E 100-5521-5222 Electric	PaRKS	\$30.26
Invoice 4/30	4/30/2016		
Cash Payment	E 100-5521-5222 Electric	FLD PARK SUMP PUMP	\$18.84
Invoice 4/30	4/30/2016		
Cash Payment	E 100-5521-5222 Electric	PaRKS	\$15.71
Invoice 4/30	4/30/2016		
Cash Payment	E 100-5521-5222 Electric	MiNIWAUKAN	\$27.81
Invoice 4/30	4/30/2016		
Cash Payment	E 150-5221-5222 Electric	FD	\$1,704.34
Invoice 4/30	4/30/2016		
Cash Payment	E 440-5511-5222 Electric	LIB ELECT	\$2,901.60
Invoice 4/30	4/30/2016		
Cash Payment	E 440-5511-5224 Gas	LIB GAS	\$1,034.05
Invoice 4/30	4/30/2016		
Cash Payment	E 610-6200-6622 Fuel or Power Purchase	WeLL #3 ELECT	\$1,736.10
Invoice 4/30	4/30/2016		
Cash Payment	E 610-6200-6622 Fuel or Power Purchase	WeLL #3 GAS	\$44.43
Invoice 4/30	4/30/2016		
Cash Payment	E 610-6200-6622 Fuel or Power Purchase	WeLL #4 ELECT	\$1,398.93
Invoice 4/30	4/30/2016		
Cash Payment	E 610-6200-6622 Fuel or Power Purchase	WeLL #4 GAS	\$82.22
Invoice 4/30	4/30/2016		
Cash Payment	E 610-6200-6622 Fuel or Power Purchase	WeLL #5	\$1,393.38
Invoice 4/30	4/30/2016		
Cash Payment	E 610-6200-6622 Fuel or Power Purchase	WeLL #6	\$933.93
Invoice 4/30	4/30/2016		
Cash Payment	E 610-6200-6622 Fuel or Power Purchase	WeLL #7	\$800.00
Invoice 4/30	4/30/2016		
Cash Payment	E 610-6200-6622 Fuel or Power Purchase	GREENWALD	\$314.34
Invoice 4/30	4/30/2016		
Cash Payment	E 610-6200-6622 Fuel or Power Purchase	TOWER	\$32.54
Invoice 4/30	4/30/2016		
Cash Payment	E 620-8020-8210 Pumping Power & Fuel	ATKINSON PUMP	\$600.22
Invoice 4/30	4/30/2016		
Cash Payment	E 620-8020-8210 Pumping Power & Fuel	FOX RIVER VIEW	\$140.64
Invoice 4/30	4/30/2016		
Cash Payment	E 620-8020-8210 Pumping Power & Fuel	RP ESTATES	\$27.71
Invoice 4/30	4/30/2016		
Cash Payment	E 620-8020-8210 Pumping Power & Fuel	1224 RIVERTON	\$128.79
Invoice 4/30	4/30/2016		
Cash Payment	E 620-8020-8210 Pumping Power & Fuel	1240 N ROCHESTER	\$113.92
Invoice 4/30	4/30/2016		
Cash Payment	E 620-8010-8211 WWTP Electric Power	HoLZ ELECT	\$6,861.13
Invoice 4/30	4/30/2016		

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Cash Payment	E 620-8010-8212 Nat Gas/Admin Bldg/Hea	HoLZ GAS			\$150.87
Invoice 4/30	4/30/2016				
Cash Payment	E 620-8010-8212 Nat Gas/Admin Bldg/Hea	DiGESTER			\$10.74
Invoice 4/30	4/30/2016				
Transaction Date	4/27/2016	Citizens	111000	Total	\$36,048.61
Refer	75702 EBAY	Ck# 005960	4/26/2016		
Cash Payment	E 150-5222-5311 Supplies	SPEAKER MICROPHONE CLIP			\$42.00
Invoice 426160252	4/26/2016				
Transaction Date	4/27/2016	Citizens	111000	Total	\$42.00

Fund Summary

	111000 Citizens
100 GENERAL FUND	\$121,011.49
150 FIRE/AMBULANCE FUND	\$65,407.35
220 TID#3 - GENERAL	\$914.02
340 VILLAGE DESIGNATED FUND	\$393.36
410 RECYCLING FUND	\$1,555.24
430 CAPITAL EQUIPMENT FUND	\$1,605.43
440 LIBRARY FUND	\$16,229.35
500 STORM WATER UTILITY	\$378.69
610 WATER UTILITY FUND	\$14,776.66
620 SEWER UTILITY FUND	\$17,176.49
	<u>\$239,448.08</u>

Pre-Written Checks	\$239,448.08
Checks to be Generated by the Computer	\$0.00
Total	\$239,448.08

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Payments

Current Period: May 2016

Batch Name	AP-5-2016-1	User Dollar Amt	\$185,383.67		
Payments		Computer Dollar Amt	\$185,383.67		
			\$0.00	In Balance	
Refer	75621	5 ALARM FIRE & SAFETY	-		
Cash Payment	E 150-5222-5311	Supplies	SAFETY BREAKAWAY VEST		\$180.00
Invoice	156658-1	4/13/2016			
Transaction Date	4/26/2016	Citizens	111000	Total	\$180.00
Refer	75622	AM TOWING	-		
Cash Payment	E 150-5231-5395	Repairs & Maintenance	AmB TOW		\$210.00
Invoice	28838	1/14/2016			
Cash Payment	E 100-5212-5219	Professional Services	ARREST		\$125.00
Invoice	29405	4/17/2016			
Transaction Date	4/26/2016	Citizens	111000	Total	\$335.00
Refer	75623	AMATO FORD	-		
Cash Payment	E 100-5212-5395	Repairs & Maintenance	CAR WASHES		\$250.00
Invoice	198701	4/12/2016			
Transaction Date	4/26/2016	Citizens	111000	Total	\$250.00
Refer	75624	AMY MUELLER	-		
Cash Payment	E 440-5890-5806	Donated Fund Expenditu	PROGRAMS		\$200.00
Invoice	FEB 16	2/29/2016			
Cash Payment	E 440-5890-5806	Donated Fund Expenditu	PROGRAMS		\$250.00
Invoice	MAR 16	3/29/2016			
Cash Payment	E 440-5890-5806	Donated Fund Expenditu	PROGRAMS		\$200.00
Invoice	APR 16	4/29/2016			
Transaction Date	4/26/2016	Citizens	111000	Total	\$650.00
Refer	75625	ARNOLDS ENVIRONMENTAL SER	-		
Cash Payment	E 100-5521-5311	Supplies	441 ANDREWS ST		\$74.00
Invoice	15967	4/20/2016			
Cash Payment	E 100-5521-5311	Supplies	360 MCKENZIE DR		\$296.00
Invoice	16544	4/21/2016			
Cash Payment	E 100-5521-5311	Supplies	MINOR PARK EAST		\$148.00
Invoice	16779	4/22/2016			
Cash Payment	E 100-5521-5311	Supplies	WASHINGTON PARK		\$74.00
Invoice	16780	4/22/2016			
Cash Payment	E 100-5521-5311	Supplies	HOLZ PARKWAY		\$74.00
Invoice	16781	4/22/2016			
Cash Payment	E 100-5521-5311	Supplies	HWY LO		\$74.00
Invoice	16782	4/22/2016			
Transaction Date	4/26/2016	Citizens	111000	Total	\$740.00
Refer	75626	ASSOCIATED APPRAISAL	-		
Cash Payment	E 100-5153-5219	Professional Services	CONTRACT SERVICE		\$1,362.27
Invoice	121241	4/15/2016			
Transaction Date	4/26/2016	Citizens	111000	Total	\$1,362.27
Refer	75627	ASSOCIATED TRUST CO.	-		
Cash Payment	E 610-6920-6930	Misc General Expenses	WATER/SEWER REVENUE BONDS		\$181.50
Invoice	3341	4/11/2016			

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Current Period: May 2016

Cash Payment	E 620-8400-8560 Misc General Expense	WATER/SEWER REVENUE BONDS		\$181.50
Invoice 3341	4/11/2016			
Transaction Date	4/26/2016	Citizens	111000	Total \$363.00
Refer	75628 BAKER & TAYLOR INC.	-		
Cash Payment	E 440-5511-5328 Books	BOOKS - REISSUE 19303		\$299.26
Invoice 12/29-RE	12/29/2016			
Cash Payment	E 440-5511-5329 AV Material	AV MATERIALS		\$148.12
Invoice 4/14	4/14/2016			
Cash Payment	E 440-5511-5328 Books	BOOKS		\$1,810.96
Invoice 4/5-4/20	4/20/2016			
Transaction Date	4/26/2016	Citizens	111000	Total \$2,258.34
Refer	75629 BEAR GRAPHICS	-		
Cash Payment	E 100-5142-5311 Supplies	AP CHECKS		\$88.36
Invoice 741237	4/13/2016			
Cash Payment	E 150-5221-5311 Supplies	AP CHECKS		\$24.30
Invoice 741237	4/13/2016			
Cash Payment	E 410-5140-5219 Professional Services	AP CHECKS		\$11.05
Invoice 741237	4/13/2016			
Cash Payment	E 440-5511-5311 Supplies	AP CHECKS		\$17.67
Invoice 741237	4/13/2016			
Cash Payment	E 610-6920-6921 Office Supplies & Expen	AP CHECKS		\$39.76
Invoice 741237	4/13/2016			
Cash Payment	E 620-8400-8510 Office Supplies & Expen	AP CHECKS		\$39.76
Invoice 741237	4/13/2016			
Transaction Date	4/26/2016	Citizens	111000	Total \$220.90
Refer	75630 BOUND TREE MEDICAL	-		
Cash Payment	E 150-5231-5311 Supplies	NITROSTAT/ADAPTER PLUG/FLUSH SYRINGE/BATTERY/DRUGS		\$1,082.21
Invoice 82119763	4/15/2016			
Cash Payment	E 150-5231-5311 Supplies	ALBUTEROL/BROMIDE/SHOLDER STRAP/DISINFECTANT		\$348.15
Invoice 82125284	4/21/2016			
Transaction Date	4/26/2016	Citizens	111000	Total \$1,430.36
Refer	75631 BRIDGES LIBRARY SYSTEM	-		
Cash Payment	E 440-5511-5327 Newspapers	BOOKPAGE		\$396.00
Invoice 2016-00000116	4/5/2016			
Transaction Date	4/26/2016	Citizens	111000	Total \$396.00
Refer	75632 BRODART	-		
Cash Payment	E 440-5511-5328 Books	BOOKS		\$8.82
Invoice B4383817	4/7/2016			
Cash Payment	E 440-5511-5328 Books	BOOKS		\$30.71
Invoice B4401954	4/13/2016			
Cash Payment	E 440-5511-5328 Books	BOOKS		\$700.15
Invoice B4414031	4/18/2016			
Transaction Date	4/26/2016	Citizens	111000	Total \$739.68
Refer	75633 CITIZENS BANK OF MUKWONAGO	-		

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Current Period: May 2016

Cash Payment	E 100-5211-5219 Professional Services	NOTARY BOND - ZAESKE/DEMAGGIO/WELLMAN			\$120.00
Invoice 130	4/21/2016				
Transaction Date	4/26/2016	Citizens	111000	Total	\$120.00
Refer	75634 COMPASS MINERALS AMERICA	-			
Cash Payment	E 100-5347-5311 Supplies	HIGHWAY SALT			\$10,019.96
Invoice 71476269	4/12/2016				
Transaction Date	4/26/2016	Citizens	111000	Total	\$10,019.96
Refer	75635 DEMCO	-			
Cash Payment	E 440-5511-5311 Supplies	KEY DOCK			\$149.40
Invoice 5847711	4/11/2016				
Transaction Date	4/26/2016	Citizens	111000	Total	\$149.40
Refer	75636 DODGE CONCRETE	-			
Cash Payment	E 100-5345-5395 Repairs & Maintenance	BLOCKS FOR BIN			\$204.00
Invoice 272004	4/15/2016				
Transaction Date	4/26/2016	Citizens	111000	Total	\$204.00
Refer	75637 DYNAMIC AWARDS	-			
Cash Payment	E 440-5890-5806 Donated Fund Expenditu	MEMORY PLAQUE			\$30.00
Invoice 11296	4/19/2016				
Transaction Date	4/26/2016	Citizens	111000	Total	\$30.00
Refer	75638 EAGLE ENGRAVING	-			
Cash Payment	E 150-5222-5311 Supplies	NAME TAGS			\$14.45
Invoice 2016-1160	4/18/2016				
Cash Payment	E 150-5222-5311 Supplies	NAME TAGS			\$35.17
Invoice 2016-1101	4/12/2016				
Transaction Date	4/26/2016	Citizens	111000	Total	\$49.62
Refer	75639 EMERGENCY MEDICAL PRODUCT	-			
Cash Payment	E 150-5231-5311 Supplies	TUBE HOLDER/CATHETHERS			\$179.65
Invoice 1818748	4/20/2016				
Transaction Date	4/26/2016	Citizens	111000	Total	\$179.65
Refer	75640 FOSTER COACH SALES	-			
Cash Payment	E 150-5231-5311 Supplies	LeNS			\$79.20
Invoice 9272	4/13/2016				
Cash Payment	E 150-5231-5811 Equipment (non-Capitaliz	OUTFIT NEW AMB			\$1,033.84
Invoice 4/14	4/14/2016				
Transaction Date	4/26/2016	Citizens	111000	Total	\$1,113.04
Refer	75641 FRISCH LAURA	-			
Cash Payment	E 440-5511-5332 Mileage	REIMBURSE MILEAGE			\$18.90
Invoice MAR 16	3/31/2016				
Transaction Date	4/26/2016	Citizens	111000	Total	\$18.90
Refer	75642 GENERAL FIRE EQUIPMENT CO	-			
Cash Payment	E 430-5700-5711 Police Dept Capital Exp	EQUIP FOR NEW SQUAD			\$2,410.19
Invoice 133610	4/13/2016				
Transaction Date	4/26/2016	Citizens	111000	Total	\$2,410.19
Refer	75643 GENEVIEVE DAVIS	-			

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Current Period: May 2016

Cash Payment	E 440-5511-5331 Programming	PROGRAM			\$225.00
Invoice 66147	4/21/2016				
Transaction Date	4/26/2016	Citizens	111000	Total	\$225.00
Refer	75644 GRUNAU	-			
Cash Payment	E 440-5511-5395 Repairs & Maintenance	REPAIRS			\$1,021.50
Invoice 361649	4/12/2016				
Transaction Date	4/26/2016	Citizens	111000	Total	\$1,021.50
Refer	75645 HAWKINS WATER TREATMENT	-			
Cash Payment	E 620-8010-8240 Phosphorous Removal C	FERRIC CHLORIDE			\$559.85
Invoice 3865818	4/11/2016				
Cash Payment	E 610-6300-6631 Chemicals	CHLORINE/SODIUM SILICATE			\$1,639.25
Invoice 3865819	4/11/2016				
Transaction Date	4/26/2016	Citizens	111000	Total	\$2,199.10
Refer	75646 HD SUPPLY WATERWORKS	-			
Cash Payment	G 610-134600 T&D Meters	SUAL PORT			\$413.41
Invoice F396421	4/19/2016				
Cash Payment	E 620-8020-8320 Maintenance-Lift Station	PaRTS			\$1,668.00
Invoice F337932	4/14/2016				
Cash Payment	E 610-6451-6651 Maintenance-Mains	RETURN			-\$500.06
Invoice F278638	3/22/2016				
Cash Payment	G 610-134600 T&D Meters	MeTERS			\$7,875.00
Invoice F370517	4/13/2016				
Transaction Date	4/26/2016	Citizens	111000	Total	\$9,456.35
Refer	75647 ILLINGWORTH KILGUST	-			
Cash Payment	E 440-5511-5395 Repairs & Maintenance	REPAIRS			\$719.94
Invoice 600011718	4/13/2016				
Transaction Date	4/26/2016	Citizens	111000	Total	\$719.94
Refer	75648 JOHNS DISPOSAL	-			
Cash Payment	E 410-5140-5220 Contractual Services	GarBAGE			\$20,654.26
Invoice 63991	3/25/2016				
Cash Payment	E 410-5140-5310 Outside Services	RECYCLE			\$12,510.30
Invoice 63991	3/25/2016				
Cash Payment	E 410-5140-5310 Outside Services	RECYCLE			\$12,510.30
Invoice 67305	4/22/2016				
Cash Payment	E 410-5140-5220 Contractual Services	GarBAGE			\$20,654.26
Invoice 67305	4/22/2016				
Cash Payment	E 410-5140-5219 Professional Services	YARD WASTE			\$3,924.80
Invoice 67305	4/22/2016				
Transaction Date	4/26/2016	Citizens	111000	Total	\$70,253.92
Refer	75649 JOURNAL SENTINAL	-			
Cash Payment	E 100-5141-5311 Supplies	WEIDL SUBSCRIPTION			\$76.00
Invoice 2050102-4/16	4/6/2016				
Transaction Date	4/26/2016	Citizens	111000	Total	\$76.00
Refer	75650 LANDFALL	-			
Cash Payment	E 150-5880-5806 Donated Fund Expenditu	ANTI-EXPOSURE COVERALL			\$2,499.25
Invoice 412111	4/20/2016				

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Current Period: May 2016

Transaction Date	4/26/2016	Citizens	111000	Total	\$2,499.25
Refer	75651 LANGE ENTERPRISES	-			
Cash Payment	E 100-5348-5311 Supplies	STREET SIGNS			\$893.90
Invoice	57476 4/18/2016				
Transaction Date	4/26/2016	Citizens	111000	Total	\$893.90
Refer	75652 MANTEK	-			
Cash Payment	E 100-5521-5311 Supplies	GRAFFITI REMOVER			\$187.52
Invoice	2286879 4/19/2016				
Transaction Date	4/26/2016	Citizens	111000	Total	\$187.52
Refer	75653 MATC	-			
Cash Payment	E 100-5215-5335 Training & Travel	MELO TRAINING			\$147.52
Invoice	MELO 4/16 4/6/2016				
Transaction Date	4/26/2016	Citizens	111000	Total	\$147.52
Refer	75654 MAYER REPAIR	-			
Cash Payment	E 150-5231-5395 Repairs & Maintenance	INVERTOR REPAIR			\$193.11
Invoice	7672S 4/15/2016				
Transaction Date	4/26/2016	Citizens	111000	Total	\$193.11
Refer	75655 MED ALLIANCE	-			
Cash Payment	E 150-5231-5311 Supplies	DISPOSABLE AIRWAY			\$77.41
Invoice	93095 4/22/2016				
Transaction Date	4/26/2016	Citizens	111000	Total	\$77.41
Refer	75656 MUKWONAGO AREA CHAMBER O	-			
Cash Payment	E 100-5111-5324 Membership Dues	MEMBERSHIP			\$387.00
Invoice	5990 1/1/2016				
Transaction Date	4/26/2016	Citizens	111000	Total	\$387.00
Refer	75657 MUKWONAGO FIRE DEPT	-			
Cash Payment	G 720-250015 Due to Fire/Ambulance	MNTHLY TAX MAY 2016			\$17,500.00
Invoice	MAY 16 5/5/2016				
Transaction Date	4/26/2016	Citizens	111000	Total	\$17,500.00
Refer	75658 MAILFINANCE	-			
Cash Payment	E 100-5142-5315 Postage	MAY-AUGUST LEASE PAYMENT			\$106.39
Invoice	N5885760 4/11/2016				
Cash Payment	E 150-5221-5311 Supplies	MAY-AUGUST LEASE PAYMENT			\$12.28
Invoice	N5885760 4/11/2016				
Cash Payment	E 220-5140-5315 Postage	MAY-AUGUST LEASE PAYMENT			\$4.10
Invoice	N5885760 4/11/2016				
Cash Payment	E 410-5140-5315 Postage	MAY-AUGUST LEASE PAYMENT			\$4.10
Invoice	N5885760 4/11/2016				
Cash Payment	E 440-5511-5315 Postage	MAY-AUGUST LEASE PAYMENT			\$8.20
Invoice	N5885760 4/11/2016				
Cash Payment	E 500-5140-5315 Postage	MAY-AUGUST LEASE PAYMENT			\$4.10
Invoice	N5885760 4/11/2016				
Cash Payment	E 610-6920-6930 Misc General Expenses	MAY-AUGUST LEASE PAYMENT			\$135.09
Invoice	N5885760 4/11/2016				
Cash Payment	E 620-8400-8560 Misc General Expense	MAY-AUGUST LEASE PAYMENT			\$135.09
Invoice	N5885760 4/11/2016				

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Current Period: May 2016

Transaction Date	4/26/2016	Citizens	111000	Total	\$409.35
Refer	75659 OCLC, INC.	-			
Cash Payment	E 440-5511-5345 Local Databases	WEBDEWEY CATALOGING			\$228.31
Invoice	439362A 12/31/2015				
Transaction Date	4/26/2016	Citizens	111000	Total	\$228.31
Refer	75660 OFFICE COPYING EQUIPMENT	-			
Cash Payment	E 440-5511-5310 Outside Services	COPY USAGE			\$140.13
Invoice	C328625 4/22/2016				
Transaction Date	4/26/2016	Citizens	111000	Total	\$140.13
Refer	75661 PARAGON DEVELOPMENT	-			
Cash Payment	E 100-5212-5811 Equipment (non-Capitaliz	REPLACEMENT COMPUTERS			\$1,194.00
Invoice	931356 4/21/2016				
Transaction Date	4/27/2016	Citizens	111000	Total	\$1,194.00
Refer	75662 PENGUIN RANDOM HOUSE	-			
Cash Payment	E 440-5511-5329 AV Material	AV MATERIALS			\$10.00
Invoice	1087094092 4/8/2016				
Transaction Date	4/27/2016	Citizens	111000	Total	\$10.00
Refer	75663 POMPS TIRE SERVICE, INC	-			
Cash Payment	E 100-5212-5395 Repairs & Maintenance	TIRES			\$493.72
Invoice	60090608 4/12/2016				
Transaction Date	4/27/2016	Citizens	111000	Total	\$493.72
Refer	75664 PROVEN POWER INC	-			
Cash Payment	E 100-5324-5395 Repairs & Maintenance	JD MOWER PARTS			\$12.20
Invoice	02-181507 4/15/2016				
Transaction Date	4/27/2016	Citizens	111000	Total	\$12.20
Refer	75665 PUBLIC POLICY FORUM	-			
Cash Payment	E 100-5111-5324 Membership Dues	2016 2ND QTR MEMBERSHIP			\$350.00
Invoice	2016 2ND QTR 4/19/2016				
Transaction Date	4/27/2016	Citizens	111000	Total	\$350.00
Refer	75666 QUILL CORPORATION	-			
Cash Payment	E 440-5511-5311 Supplies	CLEANING SUPPLIES			\$22.68
Invoice	5071602 4/15/2016				
Cash Payment	E 440-5511-5311 Supplies	CLEANING SUPPLIES			\$392.93
Invoice	5058758 4/15/2016				
Cash Payment	E 440-5511-5311 Supplies	CLEANING SUPPLIES			\$56.99
Invoice	5058806 4/15/2016				
Cash Payment	E 100-5211-5394 Bldg Repairs & Maintena	SUPPLIES			\$31.44
Invoice	4974985 4/13/2016				
Cash Payment	E 100-5211-5394 Bldg Repairs & Maintena	CLEANING SUPPLIES			\$66.76
Invoice	5045593 4/15/2016				
Cash Payment	E 100-5211-5311 Supplies	OFFICE SUPPLIES			\$47.45
Invoice	4808404 4/7/2016				
Transaction Date	4/27/2016	Citizens	111000	Total	\$618.25
Refer	75667 RECORDED BOOKS	-			
Cash Payment	E 440-5511-5329 AV Material	AV MATERIALS			\$83.47
Invoice	75321195 4/14/2016				

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Payments

Current Period: May 2016

Transaction Date	4/27/2016	Citizens	111000	Total	\$83.47
Refer	75668 RICOH AMERICAS CORPORATION		-		
Cash Payment	E 100-5142-5312 Printing		COPY USAGE		\$97.84
Invoice	5041538318 4/8/2016				
Cash Payment	E 150-5221-5311 Supplies		COPY USAGE		\$90.86
Invoice	5041538318 4/8/2016				
Cash Payment	E 220-5140-5312 Printing		COPY USAGE		\$6.99
Invoice	5041538318 4/8/2016				
Cash Payment	E 410-5140-5312 Printing		COPY USAGE		\$13.98
Invoice	5041538318 4/8/2016				
Cash Payment	E 440-5511-5312 Printing		COPY USAGE		\$34.95
Invoice	5041538318 4/8/2016				
Cash Payment	E 500-5140-5312 Printing		COPY USAGE		\$6.99
Invoice	5041538318 4/8/2016				
Cash Payment	E 610-6920-6930 Misc General Expenses		COPY USAGE		\$230.64
Invoice	5041538318 4/8/2016				
Cash Payment	E 620-8400-8560 Misc General Expense		COPY USAGE		\$216.67
Invoice	5041538318 4/8/2016				
Cash Payment	E 100-5142-5312 Printing		COPIER		\$24.12
Invoice	21201608 4/8/2016				
Cash Payment	E 150-5221-5311 Supplies		COPIER		\$22.38
Invoice	21201608 4/8/2016				
Cash Payment	E 220-5140-5312 Printing		COPIER		\$1.72
Invoice	21201608 4/8/2016				
Cash Payment	E 410-5140-5312 Printing		COPIER		\$3.44
Invoice	21201608 4/8/2016				
Cash Payment	E 440-5511-5312 Printing		COPIER		\$8.61
Invoice	21201608 4/8/2016				
Cash Payment	E 500-5140-5312 Printing		COPIER		\$1.72
Invoice	21201608 4/8/2016				
Cash Payment	E 610-6920-6930 Misc General Expenses		COPIER		\$56.82
Invoice	21201608 4/8/2016				
Cash Payment	E 620-8400-8560 Misc General Expense		COPIER		\$53.38
Invoice	21201608 4/8/2016				
Cash Payment	E 150-5221-5311 Supplies		COPIER		\$104.28
Invoice	21201646 4/8/2016				
Transaction Date	4/27/2016	Citizens	111000	Total	\$975.39
Refer	75669 SCAN GROUP		-		
Cash Payment	E 100-5241-5312 Printing		INSPECTION REPORTS		\$381.00
Invoice	161453 4/1/2016				
Transaction Date	4/27/2016	Citizens	111000	Total	\$381.00
Refer	75670 SCHERRER CONSTRUCTION		-		
Cash Payment	G 610-235000 Customer Deposits		WATER METER REFUND-LYNCH SITE		\$1,000.00
Invoice	REFUND LYNCH 4/26/2016				
Transaction Date	4/27/2016	Citizens	111000	Total	\$1,000.00
Refer	75671 SHERWIN-WILLIAMS		-		
Cash Payment	E 100-5521-5311 Supplies		PAINT		\$119.20
Invoice	2866-3 4/18/2016				

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Transaction Date	4/27/2016	Citizens	111000	Total	\$119.20
Refer	75672 SMART DAN				
Cash Payment	E 100-5120-5335 Training & Travel			REIMBURSE MILEAGE/HOTEL	\$174.88
Invoice	MUN JD SEM 16 3/31/2016				
Transaction Date	4/27/2016	Citizens	111000	Total	\$174.88
Refer	75673 SOMAR ENTERPRISES				
Cash Payment	E 150-5222-5311 Supplies			BATTERY	\$136.99
Invoice	99692 4/20/2016				
Transaction Date	4/27/2016	Citizens	111000	Total	\$136.99
Refer	75674 SYNERGY SALES LLC				
Cash Payment	E 620-8010-8340 Maint-General Plant/Stru			SPARLING MODULE ASSY	\$1,940.78
Invoice	18546 4/18/2016				
Transaction Date	4/27/2016	Citizens	111000	Total	\$1,940.78
Refer	75675 TIME WARNER CABLE				
Cash Payment	E 100-5142-5225 Telephone			PHONES	\$2,692.07
Invoice	4/27 4/27/2016				
Transaction Date	4/27/2016	Citizens	111000	Total	\$2,692.07
Refer	75676 UNTI DAVID				
Cash Payment	E 150-5232-5335 Training & Travel			REIMBURSE TRAINING	\$95.00
Invoice	3/24 3/24/2016				
Transaction Date	4/27/2016	Citizens	111000	Total	\$95.00
Refer	75677 UPSTART				
Cash Payment	E 440-5511-5333 Outreach			PROMO ITEMS	\$141.30
Invoice	5852569 4/18/2016				
Transaction Date	4/27/2016	Citizens	111000	Total	\$141.30
Refer	75678 USA BLUEBOOK				
Cash Payment	E 620-8010-8260 Other Chemicals			MAGNESIUM CHLORIDE	\$39.63
Invoice	925339 4/13/2016				
Cash Payment	E 610-6454-6654 Maintenance-Hydrants			DECHLORINATION TABLETS	\$312.02
Invoice	930575 4/19/2016				
Transaction Date	4/27/2016	Citizens	111000	Total	\$351.65
Refer	75679 VERIZON WIRELESS				
Cash Payment	E 150-5221-5225 Telephone			CELL PHONES	\$465.39
Invoice	9763720657 4/12/2016				
Cash Payment	E 100-5323-5225 Telephone			CELL PHONES	\$120.13
Invoice	9763790787 4/13/2016				
Cash Payment	E 440-5511-5225 Telephone			CELL PHONES	\$70.27
Invoice	9762998337 4/1/2016				
Cash Payment	E 100-5141-5225 Telephone			CELL PHONES	\$259.77
Invoice	9763745687 4/13/2016				
Cash Payment	E 100-5241-5225 Telephone			CELL PHONES	\$63.08
Invoice	9763745687 4/13/2016				
Cash Payment	E 620-8400-8510 Office Supplies & Expen			CELL PHONES	\$62.81
Invoice	9763745687 4/13/2016				
Cash Payment	E 610-6920-6921 Office Supplies & Expen			CELL PHONES	\$62.80
Invoice	9763745687 4/13/2016				

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Current Period: May 2016

Cash Payment	E 610-6920-6921 Office Supplies & Expen	CELL PHONES			\$87.70
Invoice	9763790783	4/13/2016			
Cash Payment	E 620-8300-8400 Operation Supply/Expen	CELL PHONES			\$87.71
Invoice	9763790783	4/13/2016			
Cash Payment	E 610-6920-6921 Office Supplies & Expen	CELL PHONES			\$69.40
Invoice	9763790784	4/13/2016			
Cash Payment	E 620-8300-8400 Operation Supply/Expen	CELL PHONES			\$69.40
Invoice	9763790784	4/13/2016			
Transaction Date	4/27/2016	Citizens	111000	Total	\$1,418.46
Refer	75680	VERNON LIBRARY SUPPLIES	-		
Cash Payment	E 440-5511-5311 Supplies	SUPPLIES			\$327.91
Invoice	100022558	4/8/2016			
Transaction Date	4/27/2016	Citizens	111000	Total	\$327.91
Refer	75681	VILLAGE OF MUKWONAGO	-		
Cash Payment	E 610-6920-6408 Taxes - Village	MNTHLY TAX MAY 2016			\$30,000.00
Invoice	MAY 16	5/5/2016			
Transaction Date	4/27/2016	Citizens	111000	Total	\$30,000.00
Refer	75682	WALL STREET JOURNAL	-		
Cash Payment	E 440-5511-5327 Newspapers	SUB RENEWAL			\$395.88
Invoice	LIB 16	4/24/2016			
Transaction Date	4/27/2016	Citizens	111000	Total	\$395.88
Refer	75683	WAUKESHA CTY TREASURER	-		
Cash Payment	E 100-5212-5219 Professional Services	INMATE BILLING			\$49.86
Invoice	2016-00000062	4/12/2016			
Cash Payment	G 720-121100 Overpayment/Refund of Tax	TAXES 2012/2013			\$4,990.51
Invoice	MUKV1973215	4/15/2016			
Transaction Date	4/27/2016	Citizens	111000	Total	\$5,040.37
Refer	75684	WE ENERGIES MLWAUKEE	-		
Cash Payment	E 100-5522-5222 Electric	CELEBRATIONS FINAL			\$1,407.21
Invoice	229-041116	4/11/2016			
Cash Payment	E 100-5160-5222 Electric	OLD LYNCH SITE			\$21.69
Invoice	377-042116	4/21/2016			
Transaction Date	4/27/2016	Citizens	111000	Total	\$1,428.90
Refer	75685	WI DEPT OF JUSTICE-TIME	-		
Cash Payment	E 100-5211-5219 Professional Services	BADGETNET			\$2,209.50
Invoice	T21053	4/15/2016			
Transaction Date	4/27/2016	Citizens	111000	Total	\$2,209.50
Refer	75686	WI DSPS	-		
Cash Payment	E 100-5241-5324 Membership Dues	HARLEY 4 YR RENEWAL			\$40.00
Invoice	HARLEY RENWL	4/27/2016			
Transaction Date	4/27/2016	Citizens	111000	Total	\$40.00
Refer	75687	WI TAXPAYERS ALLIANCE	-		
Cash Payment	E 100-5111-5311 Supplies	BRAATZ RENEWAL 1 YR			\$48.00
Invoice	BRAATZ RENWL	4/27/2016			
Transaction Date	4/27/2016	Citizens	111000	Total	\$48.00
Refer	75688	WOLF CONSTRUCTION	-		

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Current Period: May 2016

Cash Payment	E 100-5341-5395 Repairs & Maintenance	COLD MIX			\$737.63
Invoice 3527	4/14/2016				
Transaction Date	4/27/2016	Citizens	111000	Total	\$737.63
Refer	75703 HIPPENMEYER, REILLY		-		
Cash Payment	E 100-5130-5219 Professional Services	MISC MATTERS			\$1,410.75
Invoice 42470	4/27/2016				
Cash Payment	E 100-5211-5219 Professional Services	PD			\$41.25
Invoice 42471	4/27/2016				
Cash Payment	E 440-5511-5219 Professional Services	LIB GOLLMAR TRUST			\$123.75
Invoice 42472	4/27/2016				
Cash Payment	G 100-211425 Developer Escrow	ORCHARDS			\$82.50
Invoice 42473	4/27/2016		Project D00011		
Cash Payment	G 100-211425 Developer Escrow	ALDI			\$41.25
Invoice 42474	4/27/2016		Project D00004		
Cash Payment	G 100-162010 Potential TID Accum. Costs	TID 4			\$165.00
Invoice 42475	4/27/2016		Project TID004		
Cash Payment	E 100-5130-5219 Professional Services	PROSECUTION			\$1,267.00
Invoice 42476	4/27/2016				
Transaction Date	4/27/2016	Citizens	111000	Total	\$3,131.50

Fund Summary

	111000 Citizens
100 GENERAL FUND	\$28,357.22
150 FIRE/AMBULANCE FUND	\$6,883.92
220 TID#3 - GENERAL	\$12.81
410 RECYCLING FUND	\$70,286.49
430 CAPITAL EQUIPMENT FUND	\$2,410.19
440 LIBRARY FUND	\$8,271.81
500 STORM WATER UTILITY	\$12.81
610 WATER UTILITY FUND	\$41,603.33
620 SEWER UTILITY FUND	\$5,054.58
720 TAX ESCROW AGENCY FUND	\$22,490.51
	<u>\$185,383.67</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$185,383.67
Total	\$185,383.67

VILLAGE OF MUKWONAGO PURCHASE REQUISITION

PLEASE TYPE OR PRINT IN INK CLEARLY ON THIS FORM

DATE: 4/22/2016	NUMBER:
------------------------	----------------

VENDOR NAME & ADDRESS: Bedrock Sewer & Water 1810 S. Johnson Rd. New Berlin, WI 53146	SHIP TO:
---	-----------------

DEPT NAME: DPW	SUGGESTED VENDOR Bedrock Sewer & Water	AUTHORIZED SIGNATURE <i>Ronald R. Butts</i>
--------------------------	--	---

BUDGETED ITEM? Yes	BUDGETED SOURCE: 480-5700-5861 Proj Nbr RD0002
------------------------------	---

ITEM	QTY	DESCRIPTION	UNIT PRICE	AMOUNT	ACCT #
1	1	Catch Basin, Manhole and Pipe		\$19,969.00	480-5700-5861 Proj Nbr RD0002
			TOTAL	\$19,969.00	

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



April 4, 2016

This bid may be withdrawn after 30 days.

1810 S. Johnson Road
New Berlin, WI 53146

Phone # :262-521-9074

Fax #: 262-521-9079

Building Credential License 1129429

Woman-Owned Business Enterprise WI-5009-WBE

City of Milwaukee SBE/WBE 237110

Bob Radtke bob@bedrocksewer.com

Contract for: Village of Mukwonago

Project Location: BayView Road, Mukwonago

Installation of Storm Piping to include the following:

- 1 Curb Inlet
- 1 48" Doghouse Storm Manhole
- 31' 12" Class IV
Sawcut and Truck Away Road
Repair Curb per Plan
Repair Road 2 Lifts of Binder and Surface around 5" Approx. 840 square feet

CONTRACT PRICE: \$19,969.00

No restoration in grass areas; Truck excess spoil off site;

Payment: Full Balance Due Upon Completion of Our Work, We Will Not Be Subject to Retainage
After 30 days, carrying charges shall accumulate on the unpaid balance at 1.5% per month. Customer also agrees to pay all costs incurred by BedRock Sewer & Water, Inc. in collecting delinquent amounts, if any, including reasonable attorney's fees. If water or ground conditions are extreme, requiring dewatering, tight sheeting, or breaking of bedrock or frost, there will be additional charges. Backfilling and trenching to be done by machine. BedRock will not truck out contaminated soil from any jobsite, and if after soil is removed the soil is found to be contaminated, the owner will be responsible for all costs incurred for cleanup and decontamination.

BedRock Sewer & Water Inc. will not be responsible for any underground objects or utilities not located by Diggers Hotline.

BedRock Sewer & Water Inc. observes all rights to the Lien Law which states, "As required by the Wisconsin Construction Lien Law, contractor hereby notifies owner that persons or companies furnishing labor or materials for the construction on owner's land may have lien rights on the owner's land and building if not paid. Those entitled to lien rights, in addition to the undersigned contractor are those who contract directly with the owner or those who give owner notice within sixty(60) days after they first furnish labor or materials for the construction,



20275 W Good Hope Rd
Lannon, WI 53046
Phone: 262-251-5585 Fax: 262-251-3477
Web: www.johnsonandsonspaving.com

Johnson & Sons Paving, LLC

Proposal

Billing Information
Ron Bittner
Village of Mukwonago
630 CTH NN E
Mukwonago, WI 53149

Site Address
Bayview Rd
Storm Sewer Extension
Mukwonago, WI

Proposal GK508
#:
Date: 04/08/16

Storm Sewer Proposal:

Setup and maintain traffic control including signs and barrels per MUTCD.

Furnish and maintain erosion control as necessary.

All staking and layout is included in this proposal.

Saw cut the perimeter of pavement and concrete curb to be removed.

Excavate the existing asphalt pavement and spoils to the necessary depth for the storm sewer extension. All pavements are 100% recycled for our environment.

Furnish and install (1) catch basin per the plans.

Furnish and install (1) manhole per the plans.

Furnish and install 31' +/- of 12" RCP.

This proposal includes stone, slurry, and connections.

Furnish road plates to cover the road opening until the asphalt is restored.

Remove the plates upon completion of the asphalt.

All work will be completed in one day to keep the disruption to the roads to a minimum.

Price: \$19,740.00



20275 W Good Hope Rd
Lannon, WI 53046
Phone: 262-251-5585 Fax: 262-251-3477
Web: www.johnsonandsonspaving.com

Johnson & Sons Paving, LLC

Proposal

Billing Information

Ron Bittner
Village of Mukwonago
630 CTH NN E
Mukwonago, WI 53149

Site Address

Bayview Rd
Storm Sewer Extension
Mukwonago, WI

Proposal GK509
#:

Date: 04/08/16

Paving Proposal:

This proposal is based on 840 square feet of asphalt patching.

Replace 18'+/- of 30" concrete curb and gutter.

Construct a 6" compacted hot mix asphalt pavement in two lifts using E-1 12.5mm hot mix asphalt.

Machine roll for final compaction.

Price: \$10,644.00



Adkins Construction
667 Perkins Drive
Mukwonago, WI 53149

SEWER AND WATER CONTRACTORS
*Phone: 262-363-5228 * Fax: 262-363-5524*
Website: www.adkinsconst.com
Contractor Registration:# 1107029 Master Plumber:# 837094

Project Location: Bay View Rd Mukwonago

Plan Date: January 2016

March 31, 2016

Install storm sewer per the following:

- 31' 12" CL IV RCP storm pipe
- 1-Manhole over existing main
- 1-Curb Inlet
- Sawcut and remove asphalt and curb

- Plumbing permits included
- R.O.W. Permits included
- Slurry backfill in road
- Asphalt and curb restoration by others

- Impact fees are not included
- State plan approval by engineer of record
- No landscape restoration on private property
- Line, grade staking by others
- Erosion Control by others

Price: \$14,935

This bid may be withdrawn after 45 days.

Payment: Full Balance Due Upon Completion of Our Work, We Will Not Be Subject to Retainage

After 30 days, carrying charges shall accumulate on the unpaid balance at 1.5% per month. Customer also agrees to pay all costs incurred by Adkins Construction Inc. in collecting delinquent amounts, if any, including reasonable attorney's fees. Adkins Construction will not be responsible for any underground objects or utilities not located by Diggers Hotline. "As required by the Wisconsin Construction Lien Law, contractor hereby notifies owner that persons or companies furnishing labor or materials for the construction on owner's land may have lien rights on the owner's land and building if not paid. Those entitled to lien rights, in addition to the undersigned contractor are those who contract directly with the owner or those who give owner notice within sixty (60) days after they first furnish labor or materials for the construction, accordingly, owner probably will receive notices from those who furnish labor and materials for the construction, and they should give a copy of each notice received to his mortgage lender, if any, to see that all claimants are duly paid."

We reserve the right to excavate test holes at this jobsite. If water or ground conditions are extreme, tight sheeting, or breaking of bedrock, there will be an extra charge. Trenching and backfilling to be done by machine. Furthermore, we will NOT truck out contaminated soil from any jobsite, and if contamination is discovered after removal, the owner will be responsible for all charges incurred for cleanup and decontamination.

Proposal Accepted By:

Proposal Presented By:

Mark Young - Project Manager

Date _____

Date 3/31/2016

VILLAGE OF MUKWONAGO PURCHASE REQUISITION

PLEASE TYPE OR PRINT IN INK CLEARLY ON THIS FORM

DATE:	4/12/2016	NUMBER:	
--------------	-----------	----------------	--

VENDOR NAME & ADDRESS:	SHIP TO:
Johnson and Sons Paving LLC 20275 W Good Hope Rd. Lannon, WI 53046	

DEPT NAME:	SUGGESTED VENDOR	AUTHORIZED SIGNATURE
Public Works	Johnson and Sons Paving LLC	<i>Ronald R. Bettre</i>

BUDGETED ITEM?	Yes	BUDGETED SOURCE:	480-5700-5840
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ITEM	QTY	DESCRIPTION	UNIT PRICE	AMOUNT	ACCT #
		6729 SQ FT Mill and Fill 2" Asphalt Patching		\$24,566.00	480-5700-5840
			TOTAL	\$24,566.00	

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



20275 W Good Hope Rd
Lannon, WI 53046
Phone: 262-251-5585 Fax: 262-251-3477
Web: www.johnsonandsonspaving.com

Johnson & Sons Paving, LLC

Proposal

Billing Information
Ron Bittner
Village of Mukwonago
630 CTH NN E
Mukwonago, WI 53149

Site Address
Various Roads
Mukwonago, WI

Proposal GK511
#:

Date: 04/08/16

Paving Proposal: 2" Asphalt Surface Patching

This proposal is based on 6,729 square feet of asphalt patching.

Mill the areas to be patched to a depth of 2".

All materials removed will be 100% recycled for our environment.

Apply a tack coat to the existing pavement and to the vertical edges to be matched.

Construct a 2" compacted hot mix asphalt pavement in one lift using E-1 12.5mm hot mix asphalt.

Machine roll for final compaction.

The price includes flaggers as necessary to complete this work.

Price: \$24,566.00

VILLAGE OF MUKWONAGO PURCHASE REQUISITION

PLEASE TYPE OR PRINT IN INK CLEARLY ON THIS FORM

DATE:	4/25/2016	NUMBER:	
--------------	-----------	----------------	--

VENDOR NAME & ADDRESS:	SHIP TO:
Bruce Municipal Equipment	Village of Mukwonago

DEPT NAME:	SUGGESTED VENDOR	AUTHORIZED SIGNATURE
DPW	Bruce Municipal Equipment	<i>Ronald R. Bitt</i>

BUDGETED ITEM?	Yes	BUDGETED SOURCE:
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ITEM	QTY	DESCRIPTION	UNIT PRICE	AMOUNT	ACCT #
		Brine Extreme Pro (Salt Brine Generator for Anti-icing)		\$38,650	430-5700.5712
		TOTAL		\$38,650	

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

Henderson® BrineXtreme® PRO

Professional Grade Salt Brine Made Easy

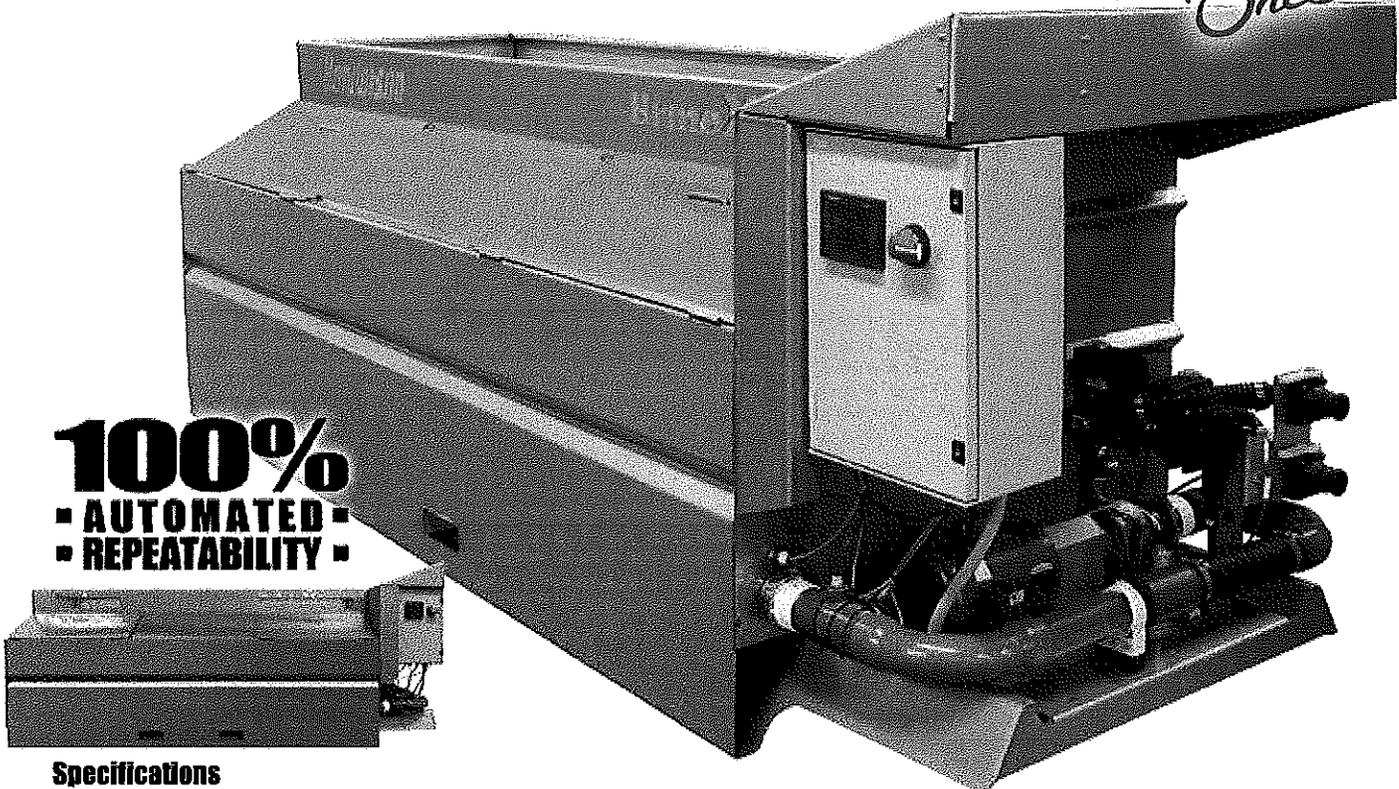
The BrineXtreme Pro makes continuous salt brine production simple. Connect to power, connect to water, fill the hopper with rock salt, hit start and you're making professional grade salt brine. It really is that simple.

Before entering the mid-range class of brine makers loaded with batch making systems, a full evaluation of existing models was conducted. The results revealed several deficiencies, including: low volume production rates, unreliable accuracy of brine concentration, labor intensive production process and difficulty discarding undissolved material.

The BrineXtreme Pro is an easy to operate workhorse that delivers: true plug and play installation, a 4.67 cu. yd. salt hopper, production rates up to 6,000 GPH, salt concentration accurate to 0.001 SG, 100% automation and repeatability, protected mechanicals, 135 sq. in. opening for clean out of large solids, splash free brine transfer, intuitive 6" LCD touch screen display, data logging, storage tank level monitoring, UL Listed salinity control and more.

When you need professional grade salt brine fast, without the headache or hassle, look no further. The BrineXtreme Pro is brought to you by...

The Dependable Ones™



100%
■ AUTOMATED ■
■ REPEATABILITY ■

Specifications

Brine Production

- Continuous – up to 6,000 GPH
- Flow Rate: up to 100 GPM
- 100% Automated
- Side Flow
- Handles All Salt – treated or untreated

Salt Hopper

- Capacity: 4.67 cu. yd.
- Dimensions: 132" L x 47" H x 36" W
- Splash free brine transfer
- Dual overflow protection built-in

Salt Concentration Measuring Method

- 100% Automated
- Density – accurate to 0.001 SG

Salinity Control

- 100% Automated
- 6" LCD touch screen
- Data logging
- Storage tank level monitoring
- Built-in self diagnostics
- UL Listed
- Remote access (optional)
- Remote truck fill (optional)

Clean Out

- Easy clean out
- Large Solids – 15" W x 9" H (135 sq. in.) quick-latch removable panel
- Fines – 3" butterfly valve for fresh water flush
- Sloped floor

Construction & Components

- Tanks: stainless steel with v-crimps, boosting structural strength
- Valves: electric actuated (24v DC)
- Motor: industrial grade 3 HP / 230v single phase
- Pump: cast stainless / 180 GPM
- Pump Design: pedestal
- Self-contained design
- Mechanicals: protected
- Forklift Pockets: built-in

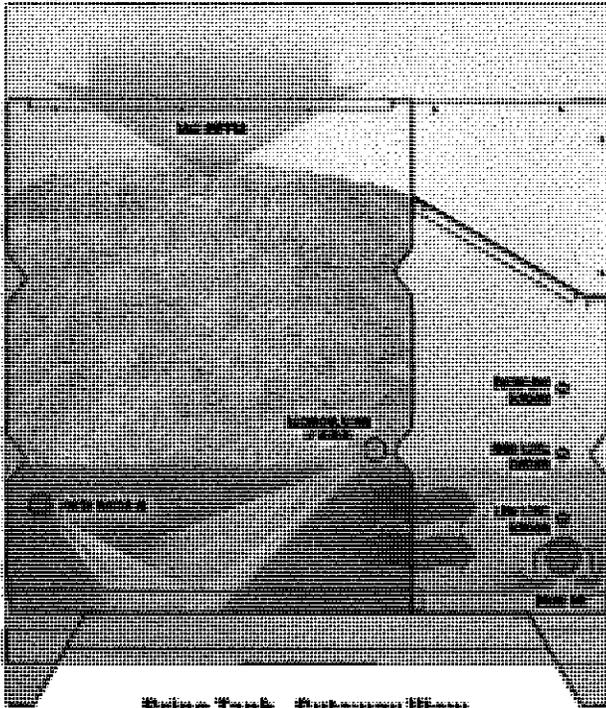
Dimensions & Weight

- Footprint: 166" W x 63" H x 55" D
- Weight: 2,500 lb.

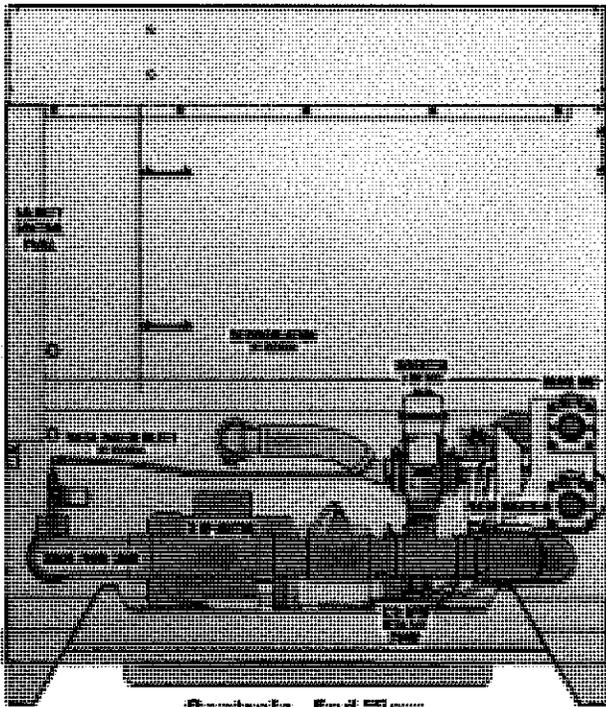
Warranty

- 1-year

FEATURES & BENEFITS



Brine Tank - Cutaway View



Controls - End View

Continuous Brine Production

Eliminates the start and stop repetition employed by batch making systems.

100% Automated

No manual adjustments or monitoring required. Simply add rock salt to the hopper, turn on the water supply and hit start on the LCD touch screen.

Side Flow Design

Placement of water and recirculation lines keeps brine moving and sediment free.

Large Salt Hopper

Holds up to 4.67 cu. yd. of rock salt and is wide enough for industrial sized front-end loaders.

Splash Free Brine Transfer

Brine is transferred through stainless steel screens built into the dividing wall, eliminating splash or mist.

Overflow Protection

Dual overflow protection built into the system.

Data Logging

Tracks brine making activity for your records.

Storage Tank Monitoring

Constant monitoring of brine levels in your storage tanks.

Built-in Self Diagnostics

The system comes complete with built-in trouble shooting software.

UL Listed Salinity Control

Have peace of mind knowing your system is compliant with stringent safety and electrical standards.

100% Automated Salt Concentration Measuring

Automated measuring delivers a precise 23.3% salt concentration by weight (accurate to 0.001 SG), eliminating the need for manual and/or constant monitoring.

Easy Clean Out - Large Solids

Sloped floor and large (15" wide by 9" tall - 135 sq. in.) quick-latch panel allow for easy removal of un-dissolvable material.

Easy Clean Out - Fines

Sloped floor and large (3") manual butterfly valve allow for easy fresh water flush of fine sediment.

Premium Construction

The entire tank is constructed of stainless steel and uses "V" crimp technology to guarantee structural integrity.

Premium Valves

The salinity control manages electric actuated valves, eliminating the need for constant monitoring and/or manual adjustments.

Premium Motor

The system incorporates an industrial grade 3 HP / 230v single phase motor.

Premium Pump

A cast stainless steel pump, rated up to 180 GPM is used to ensure high volume output is maintained.

Pedestal Pump Design

Added protection allows the motor to maintain a safe distance from the pump, in the event of a seal failure.

Self-Contained Design

Plug and play installation. Simply connect electricity, fresh water and brine to storage tank line to get started.

Protected Mechanicals

A stainless hood and raised platform keep mechanicals away from rock salt and liquid.

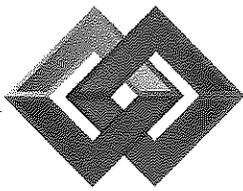
©Henderson Products, Inc., a division of Douglas Dynamics, LLC, reserves the right in pursuit of continuous product improvement to change specifications used herein. As a *custom manufacturer* of truck bodies, truck equipment and brine systems, additional product options may be available that are not shown here.

Henderson[®]

1085 S. Third St., P.O. Box 40, Manchester, IA 52057
Toll Free: (800) 359-4970
www.hendersonproducts.com



HP-098 2.5M 10/15



MACQUEEN EQUIPMENT
GROUP™

Quality Environmental Solutions and Support

www.macqueeneq.com

04-12-2016

Village of Mukwonago
Department of Public Works
Attn: Ron Bittner

Please see below for your BrineXtreme Pro quote, manufactured by Henderson Products, Inc. and presented by Bruce Municipal Equipment. Thank you for allowing us to quote your brine needs.

BrineXtreme Pro Base Unit
Cellular Gateway: First Year of Service Included
No Additional Hopper Add-ons

Delivery & Training Included

Total: \$38,650

Please let me know if you have any additional questions.

Mike Morford
District Sales Representative
Bruce Municipal Equipment
Menomonee Falls, WI





2 N LaSalle Street
14th Floor
Chicago, IL 60602
United States of America

Phone: +1 312.957.7757
Online: plgconsulting.com

TO: John Weidl, Village Administrator, Mukwanago, WI

FROM: Taylor Robinson, PLG President

March 11, 2016

RE: Industrial Park Market Feasibility Project Approach with Budget Proposal

Thank you for the opportunity to work with you to provide support on the potential development of the rail access to your industrial park. Per our discussion yesterday, please find below a high level approach and budget proposal to assess the initial feasibility of the industrial park.

Based upon our past experience with similar successful industrial development projects and our discussion yesterday, we have identified and summarized key tasks that we foresee:

- ✓ Project Kick Off - including confirmation of approach and that it will meet the goals of the village and interested stakeholders along with sharing all relevant background information
- ✓ Market Analysis – First, assess likely industries that are suited to the industrial park that would require rail access. Next, identify possible local and new industrial/commercial prospects and estimate benefits to community in the form of potential investment and job creation.
- ✓ Design Requirements – PLG will evaluate Industrial Park design and facilities to confirm match with needs of prospects in order to calculate likely total investment.
- ✓ Economic Impact Analysis – Based on above findings, PLG will calculate a high level potential comparative analysis for adding versus not adding rail infrastructure over the investment period.
- ✓ Findings – PLG will write and present final report whether the village should continue to perform deeper market research and analysis or discontinue rail study. The findings will be presented via web conference and provided to the village in electronic format.

For this work, we plan to engage seasoned economic development specialists from the PLG team to work collaboratively with the village representatives. We also will commit to offer our network and private industry contacts that we have developed over the years in order to identify and present to you the best-qualified candidate prospects.

Estimated time to project completion: 4 weeks

Estimated hourly not-to-exceed budget: 90 hours at \$275 per hour (\$24,750)

If this initial proposal and estimate is acceptable to you and your team, please let us know and we will create a more detailed Statement of Work for your review. We look forward to your review and value your input. I look forward to talking early next week.

Statement of Qualifications

An Overview of PLG's Industrial and Commercial Development Expertise



- Real world experience
- Strategic perspective
- Proven track record
- Comprehensive services
- Global reach

Presented by:

Taylor Robinson
President

February, 2016

About PLG

- Real-world, industry veterans
- Delivering value to over 200 clients since 2001
- Over 30 logistics, supply chain and engineering experts with operational leadership experience

Core Expertise

- Site evaluation & selection
- Bulk commodities
- Rail, truck, and marine transportation / logistics
- Private equity and corporate development

Services

- Greenfield and brownfield industrial development
- Market assessments by commodity, region, import, export
- Development cost modeling and economic impact forecasting
- Logistics infrastructure design, build and operational optimization
- Investment strategy, target identification, due diligence and post-development support

Partial Client List



PROJECT
DEVELOPMENT



Bill Graham
Senior Consultant

Bill has over 20 years of business development experience in the environmental services industry – specializing in transportation logistics, renewable energy production, solid waste management, and site remediation. As a project manager, Bill utilizes his expertise and experience in large-scale facility siting, environmental permitting, development, and project finance.

EXPERIENCE

- VP Project Development, General Biofuels
- Solar & Wind Energy Project Finance, Banco Santander, S.A.
- Vice President, Waste Solutions Group
- Environmental Consultant, EBA Wastechologies, Inc.

EXPERTISE

Project Management	Facility Operations
Intermodal	Biomass Energy
Rail Yard Design	Wind/Solar Energy

LOGISTICS



Jean Arndt
Senior Consultant

Jean is an accomplished career logistics executive with over 35 years' experience in the rail, distribution, and transportation consulting industries. She has in-depth expertise in a wide variety of disciplines, including logistics/railroad network operations and transportation analysis; problem solving and process simplification; systems design, and development and implementation. She is PLG Consulting's lead Project Manager for rail and petroleum related projects.

EXPERIENCE

- Director Customer Solutions & Network Management, R. R. Donnelly & Sons Co.
- V.P. Network Support, BNSF Railway

EXPERTISE

Rail Management Systems	Network Design
Diagnostic Assessments	Benchmarking
Rail Process Improvement	Due Diligence
Rate & Fleet Analysis	Negotiations

SITE SELECTION



Jeannette Goldsmith
Senior Consultant

Jeannette is a logistics professional with experience in the North American aerospace, automotive, energy and chemical industries. Having worked nearly 20 years in her field, Jeannette has become an expert all aspects of site selection and economic development including site identification and evaluation, and incentive negotiations.

EXPERIENCE

- President, Goldsmith Strategy
- Principal, McCallum Sweeney
- Project Manager, Fluor Global Location Strategies

EXPERTISE

Site Selection	Incentive Negotiations
Site Evaluations	Project Alignment
Site Certification	Economic Development

“What distinguishes PLG is that they understand their markets from an insider’s point of view; not just as a consultant analyzing data. So they are able to bring to bear industry experts who have knowledge and operational experience in specific market sectors, and who can thereby provide unique views. For excellent commentary and quantifiable data analysis in logistics and chemical niches, we use PLG.”

Alex Darden
Partner
EQT Partners, Inc



“The PLG experts developed strategies and ways to connect segments of data that enabled us to have transparent and accurate crude-by-rail data. The accurate reporting method we built with PLG aligns with the way the EIA presents data, and is utilized in presentations by various organizations, and our efforts were recognized as #2 of the top 15 EIA accomplishments in 2015

(http://www.eia.gov/about/celebrating_2015.cfm?src=home-b1).”

Mindi DeAnda-Farber
Team Lead, Biofuels and Emerging Technologies
Office of Petroleum, Natural Gas & Biofuels Analysis
U. S. Energy Information Administration



“PLG provided chemical and energy experts who helped us understand where to make investments in facilities and equipment to support the substantially improved industry volumes. The PLG study delivered the information necessary to enable us to make good decisions about the appropriate chemical growth markets so we could optimize our network design.”

Gary Enzor
Chairman & CEO
Quality Distribution



“Our need for assistance fit into a very specific niche, and our scope of work was well-defined. PLG made several key recommendations on how to better utilize our current rail management system, and the overall use of our rail car track and trace infrastructure. The PLG team provided the expertise and very practical and pragmatic solutions we could implement to reach our objectives.”

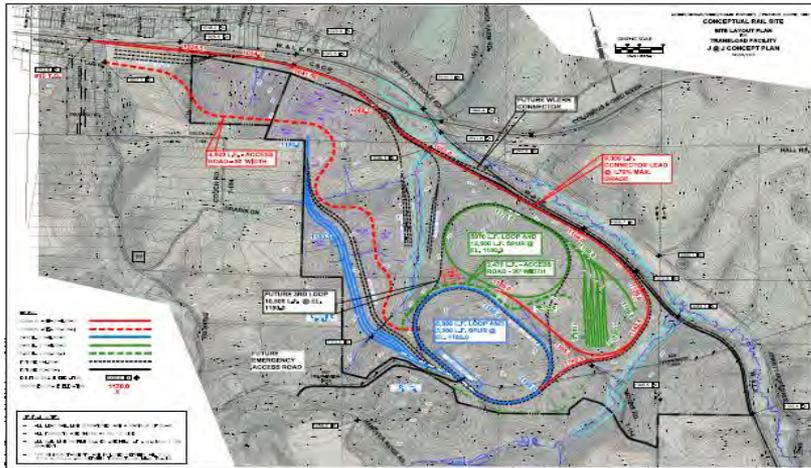
Scott Williams
Vice President of Supply Chain North America
GBU Soda Ash & Derivatives



Guiding the Development Process



Site Selection and Logistics Infrastructure Design



Supply Chain / Logistics Expertise



Engagements are led by a Project Manager with public sector expertise supported by a team of subject matter experts with:

- Fortune 500 logistics, supply chain and operations
- Major transportation carrier leadership experience
- Industry, functional and transportation modal expertise
- Facility design, logistics engineering, development and implementation

Asset assessment & evaluation

- Site assessment: transportation, utilities, land configuration and characteristics
- Target market identification based upon PLG's private industry knowledge matched with local, regional, and global considerations
- Transportation and infrastructure engineering
- Post-development support to enhance project success for all stakeholders

Value proposition

- Leverages PLG's industry network to bring maximum knowledge & best practices to each development opportunity
- Provide local development agency with expert advice to successfully compete for new prospects
- Identify unique, fact-based, value-added solutions that support each stakeholder's specific objectives and business strategies
- Perform development cost modeling and economic impact forecasting
- Provide experienced guidance through the development process



Site Evaluation (Electric utilities) assisted private utilities to identify quality, marketable sites that have an appropriate mix of transportation and utility assets.

Site Selection Consulting (Multiple private industries) included logistics due diligence, facilities design, planning, project budgeting, regulatory advice, and public agency incentive negotiation

Economic Development Strategic Planning (Multiple public agencies) engagements have included facilitation of public meetings, interface with local government staff & elected officials, product development, marketing, identification of target industries, workforce development and economic development programming.

Manufacturing Job Preservation (Industrial Clay Manufacturer) an existing company was facing the prospect of having to leave a community. PLG worked with local & state economic development agencies to identify a well suited, close-by publicly owned site with appropriate rail & marine access. PLG then helped facilitate a successful strategy between key stakeholders that kept well paying manufacturing jobs from leaving the community.

Renewable Energy Facility Development (Wind, Biomass) site selection, incentive negotiation, supply chain design, & permitting of renewable energy projects, including infrastructure support for what will be the largest wind energy project in North America.

Logistics Infrastructure Design (E&P, Chemicals, Resin) included comprehensive development of facility, equipment, systems and operations plan design to support current and future forecasted business requirements. Projects range from feasibility level through construction management.



SCOPE OF SERVICES

- Site selection project for the world's largest PET resin plant, a \$1B investment
- Ton-center network analysis, preliminary screening of over 40 initial prospect sites
- On-site logistics due diligence at 12 semi-finalist sites in four states
- Carrier negotiations, detailed cost analysis, site layout engineering at two finalist sites

SITUATION DESCRIPTION

Already the market leader in polyethylene resin, Eastman Chemical developed a new proprietary manufacturing technology that would allow the production of PET resin with significantly lower energy and labor costs. Project V was initiated in order to select the site of a brand new PET plant, which would become the world's largest at an annual capacity of 1.7 billion pounds. Logistics was a top criteria for the site selection process in order to fully capitalize on the potential of the new manufacturing technology.

PLG ACTION & RESULTS

- Combined raw material logistics costs, demand forecast data, site operating costs, and finished goods transportation costs to develop a logistics cost model for each prospective site
- Performed on-site logistics due diligence at 12 semi-finalist sites, including cost and risk analysis of rail routes and service, highway access, pipeline access, and port facilities; uncovered hidden risk exposures within transport modes and prospective service providers
- Negotiated advantaged rates, service commitments, and capital investments from logistics providers as a condition of site selection
- Designed and engineered optimized site logistics plan and transportation infrastructure for new plant, including rail access and storage, loading racks, port access, and roadways

CLIENT NAME

Eastman Chemical
Company

PROJECT TYPE

Site Selection

INDUSTRY

Chemicals

GEOGRAPHIC REGION

North America



Power Company of Wyoming

SCOPE OF SERVICES

- Supply chain feasibility and cost evaluation for up to 1000 wind turbines
- Design cost-effective delivery plan
- Rail yard design and engineering
- Engineering design and signalization interaction with serving Class I railroad
- Turbine and materials receiving yard design
- Rail facility permitting
- Wrote site plan of development and schedule for rail facility
- Traffic engineering analysis and management planning for local roadways

SITUATION DESCRIPTION

PCW is in final permitting stages for the largest wind farm in North America. The project entails a 3 gigawatt wind farm that will require approximately 1000 turbines in a remote part of southern Wyoming. Construction is over a 4 year period. Permit conditions and weather allow for a compressed construction schedule during each year of construction. Large wind turbine components and construction materials will come from remote and multiple locations. This complex project requires coordination of regulatory agencies, manufacturers, transportation systems, and construction contractors. PLG was retained in a series of engagements to provide logistics service guidance and engineering services.

PLG ACTION AND RESULTS

- Analyzed multiple locations and configurations for efficient rail receiving of turbine components and other project-related construction materials
- Final permitted design maximizes the use of rail for materials and component deliveries
- System will save client many millions of dollars in transportation costs
- Designed intermediate receiving facility to match receiving and pad delivery schedules in a very compressed annual turbine erection window
- Rail facility in compliance with railroad guidelines and requirements
- Traffic management plan engineered with mitigations designed to minimize impacts on local roadways during construction
- Rail facility has received all necessary local, state, and federal permits

CLIENT NAME

Power Company Of Wyoming

PROJECT TYPE

Wind Farm Construction/ Rail Yard Design & Engineering

INDUSTRY

Utility-Scale Wind Energy Production

GEOGRAPHIC REGION

USA

CLIENT REFERENCE

Ryan Jacobson

303-299-1534

ryan.jacobson@tac-denver.com



Since 2001, PLG has built a strong reputation of delivering results for some of the world's most demanding companies

Experienced industry veterans join your team to bring a unique blend of strategic, analytical, and operational skillsets that produce results

PLG's experience, excellence, and expertise in logistics, engineering, and supply chain provide a one-stop solution



Thank You!

For follow up questions and information, please contact:

Taylor Robinson, President
+1 (508) 982-1319 / trobinson@plgconsulting.com



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

100-111xxx	General Fund	2,264,281.51	279,846.02	300.00	884,254.52	1,099,880.97
100-111005/020/033	Checking/MRA/Accrued Sick	1,392,049.55		1,183,364.31	208,685.24	
150-111000	Fire/Ambulance	268,491.19	268,491.19			
200-110xxx	2014 Taxable Note - Lynch Purchase	980,293.09	4,110.23		976,182.86	
210-111xxx	Wisc Development	202,270.41	-			202,270.41
220-111xxx	TID#3-General	978,693.56	12,906.34		616,226.49	349,560.73
300-111xxx	Debt Service	1,174,323.60	821,590.76		352,732.84	
320-111000	Ambulance-designated	170,076.35	-		170,076.35	
340-111xxx	Designated Funds	354,420.36	8,149.89		346,270.47	
410-111000	Recycling	218,463.49	167,342.64		51,120.85	
430-111000	Capital Equipment	255,366.79	78,453.98		176,912.81	
440-111xxx	Library	207,875.88	93,901.20	-	113,974.68	
450-111xxx	Library Bldg	21,203.09		-		21,203.09
480-111xxx	2004/07/08 G.O. Note	960,259.15	3,765.16		550,542.10	405,951.89
490-111xxx	2009 G.O. Note	-	-		-	
500-111000	Stormwater District #1	7,648.76	6,564.82		1,083.94	
600-111xxx	Impact Fees	190,673.98	9,550.23		181,123.75	-
720-111xxx	Taxroll	650,121.27	465,807.36	-	184,313.91	
810-111xxx	Parkland Site	168,597.26	2,757.72		165,839.54	
TOTAL		10,465,109.29	2,223,237.54	1,183,664.31	4,979,340.35	2,078,867.09

WATER UTILITY

610-111000	Cash	55,320.53	55,320.53			
610-111200	Bonds & Unrestricted Cash	833,412.63			833,412.63	
610-111050	Current Year Debt Reserve	208,743.19	171,530.85		37,212.34	
610-111060	Required Debt Reserve	437,124.65	-			437,124.65
610-111080	Impact Fee	88,398.15	3,994.70		84,403.45	
610-111033	Accrued Sick Pay	49,839.80				49,839.80
TOTAL		1,672,838.95	230,846.08	-	955,028.42	486,964.45

SEWER UTILITY

620-111000	Cash	73,537.67	73,537.67			
620-111200	Bonds & Unrestricted Cash	4,924.40			4,924.40	
620-111030	Reserve Capacity Assessment	716,475.60	7,124.17		237,663.94	471,687.49
620-111060	Required Debt Reserve	756,496.87	-		-	756,496.87
620-111050	Current Year Debt Reserve	203,851.07	159,361.10		44,489.97	
620-111070	Equipment Replacement Fund	690,177.41	-		-	690,177.41
620-111080	Impact Fee	291,540.74	3,905.51		287,635.23	
620-111033	Accrued Sick Pay	2,160.50			-	2,160.50
TOTAL		2,739,164.26	243,928.45	-	574,713.54	1,920,522.27

GRAND TOTAL	14,877,112.50	2,698,012.07	1,183,664.31	6,509,082.31	4,486,353.81
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Prepared by Diana Doherty

balance check

14,877,112.50

VILLAGE OF MUKWONAGO
Revenue Guideline - Village Board
March 2016

Cat	Cat Descr	2016 Adopted	2014 Revised Budget	2016 YTD Amt	YTD Balance	%YTD Budget	Fund
Fund 100 GENERAL FUND							
4100	TAXES	\$0.00	\$2,717,784.00	\$1,887,591.86	\$830,192.14	69.45%	100
4300	INTERGOV T REVENUES	\$0.00	\$825,577.00	\$111,005.50	\$714,571.50	13.45%	100
4410	LICENSES	\$0.00	\$28,090.00	\$11,110.00	\$16,980.00	39.55%	100
4430	PERMITS & FEES	\$0.00	\$224,995.00	\$39,548.19	\$185,446.81	17.58%	100
4500	LAW & ORDINANCE VIOLATIONS	\$0.00	\$148,000.00	\$43,827.00	\$104,173.00	29.61%	100
4600	PUBLIC CHARGES FOR SERVICES	\$0.00	\$17,480.00	\$3,566.93	\$13,913.07	20.41%	100
4620	PUBLIC SAFETY	\$0.00	\$9,530.00	\$2,079.58	\$7,450.42	21.82%	100
4670	LEISURE ACTIVITIES	\$0.00	\$94,000.00	\$0.00	\$94,000.00	0.00%	100
4700	INTERGOV T CHARGES FOR SERVICE	\$0.00	\$140,869.00	\$25,721.37	\$115,147.63	18.26%	100
4800	MISC REVENUE	\$0.00	\$1,300.00	\$40.00	\$1,260.00	3.08%	100
4810	INTEREST REVENUE	\$0.00	\$5,000.00	\$3,698.66	\$1,301.34	73.97%	100
4820	COMMERCIAL REVENUE	\$0.00	\$17,000.00	\$3,020.00	\$13,980.00	17.76%	100
4900	OTHER FINANCING SOURCES	\$0.00	\$27,407.00	\$0.00	\$27,407.00	0.00%	100
Fund 100 GENERAL FUND		\$0.00	\$4,257,032.00	\$2,131,209.09	\$2,125,822.91	50.06%	

VILLAGE OF MUKWONAGO
Revenue Guideline - Village Board
March 2016

Cat	Cat Descr	2016 Adopted	2014 Revised Budget	2016 YTD Amt	YTD Balance	%YTD Budget	Fund
Fund 150 FIRE/AMBULANCE FUND							
4100	TAXES	\$0.00	\$210,000.00	\$52,500.00	\$157,500.00	25.00%	150
4300	INTERGOV T REVENUES	\$0.00	\$5,900.00	\$0.00	\$5,900.00	0.00%	150
4600	PUBLIC CHARGES FOR SERVICES	\$0.00	\$13,050.00	\$807.19	\$12,242.81	6.19%	150
4620	PUBLIC SAFETY	\$0.00	\$1,010,923.00	\$227,417.11	\$783,505.89	22.50%	150
4700	INTERGOV T CHARGES FOR SERVICE	\$0.00	\$210,000.00	\$52,500.00	\$157,500.00	25.00%	150
4800	MISC REVENUE	\$0.00	\$0.00	\$3,085.00	-\$3,085.00	0.00%	150
4810	INTEREST REVENUE	\$0.00	\$200.00	\$117.15	\$82.85	58.58%	150
4820	COMMERCIAL REVENUE	\$0.00	\$1,000.00	\$0.00	\$1,000.00	0.00%	150
Fund 150 FIRE/AMBULANCE FUND		\$0.00	\$1,451,073.00	\$336,426.45	\$1,114,646.55	23.18%	

VILLAGE OF MUKWONAGO
Revenue Guideline - Village Board
March 2016

Cat	Cat Descr	2016 Adopted	2014 Revised Budget	2016 YTD Amt	YTD Balance	%YTD Budget	Fund
Fund 610 WATER UTILITY FUND							
4010	METERED SALES	\$0.00	\$1,658,000.00	\$393,612.41	\$1,264,387.59	23.74%	610
4020	OTHER OPERATING REVENUE	\$0.00	\$148,800.00	\$52,286.42	\$96,513.58	35.14%	610
4200	SPECIAL ASSESSMENTS	\$0.00	\$8,000.00	\$0.00	\$8,000.00	0.00%	610
4420	IMPACT FEES COLLECTED	\$0.00	\$97,500.00	\$4,012.00	\$93,488.00	4.11%	610
4800	MISC REVENUE	\$0.00	\$2,700.00	\$454.89	\$2,245.11	16.85%	610
4810	INTEREST REVENUE	\$0.00	\$1,990.00	\$1,335.53	\$654.47	67.11%	610
Fund 610 WATER UTILITY FUND		\$0.00	\$1,916,990.00	\$451,701.25	\$1,465,288.75	23.56%	

VILLAGE OF MUKWONAGO
Revenue Guideline - Village Board
March 2016

Cat	Cat Descr	2016 Adopted	2014 Revised Budget	2016 YTD Amt	YTD Balance	%YTD Budget	Fund
Fund 620 SEWER UTILITY FUND							
4010	METERED SALES	\$0.00	\$1,420,500.00	\$340,836.19	\$1,079,663.81	23.99%	620
4020	OTHER OPERATING REVENUE	\$0.00	\$215,900.00	\$23,473.04	\$192,426.96	10.87%	620
4200	SPECIAL ASSESSMENTS	\$0.00	\$8,000.00	\$0.00	\$8,000.00	0.00%	620
4420	IMPACT FEES COLLECTED	\$0.00	\$90,000.00	\$2,925.00	\$87,075.00	3.25%	620
4700	INTERGOV T CHARGES FOR SERVICE	\$0.00	\$2,000.00	\$0.00	\$2,000.00	0.00%	620
4800	MISC REVENUE	\$0.00	\$500.00	\$0.00	\$500.00	0.00%	620
4810	INTEREST REVENUE	\$0.00	\$4,550.00	\$1,339.99	\$3,210.01	29.45%	620
4900	OTHER FINANCING SOURCES	\$0.00	\$10,000.00	\$0.00	\$10,000.00	0.00%	620
Fund 620 SEWER UTILITY FUND		\$0.00	\$1,751,450.00	\$368,574.22	\$1,382,875.78	21.04%	

VILLAGE OF MUKWONAGO
Revenue Guideline - Village Board
March 2016

Cat	Cat Descr	2016 Adopted	2014 Revised Budget	2016 YTD Amt	YTD Balance	%YTD Budget	Fund
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VILLAGE OF MUKWONAGO

Expenditure Guideline Village Board

March 2016

Cat	Cat Descr	2016 Adopted	2016 YTD Budget	2016 YTD Amt	YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
Cat Alt Code 31-General Government						
5111	VILLAGE BOARD	\$0.00	\$61,454.00	\$17,899.82	\$43,554.18	29.13%
5112	HISTORIC PRESERVATION	\$0.00	\$400.00	\$65.00	\$335.00	16.25%
5120	MUNICIPAL COURT	\$0.00	\$34,920.00	\$10,635.34	\$24,284.66	30.46%
5130	VILLAGE ATTORNEY	\$0.00	\$73,000.00	\$20,275.35	\$52,724.65	27.77%
5141	VILLAGE ADMINISTRATION/FINANCE	\$0.00	\$189,012.00	\$48,014.04	\$140,997.96	25.40%
5142	CLERK-TREASURER	\$0.00	\$165,578.00	\$32,608.08	\$132,969.92	19.69%
5144	ELECTIONS	\$0.00	\$20,058.00	\$2,676.29	\$17,381.71	13.34%
5151	INDEPENDENT AUDITING	\$0.00	\$12,000.00	\$1,099.98	\$10,900.02	9.17%
5153	ASSESSMENT OF PROPERTY	\$0.00	\$19,150.00	\$2,724.54	\$16,425.46	14.23%
5154	RISK & PROPERTY INSURANCE	\$0.00	\$127,298.00	\$35,550.05	\$91,747.95	27.93%
5160	VILLAGE HALL	\$0.00	\$34,802.00	\$15,636.60	\$19,165.40	44.93%
5191	UNCOLLECTIBLE TAX	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
5192	JUDGEMENTS AND LOSSES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
5247	BOARD OF APPEALS	\$0.00	\$650.00	\$0.00	\$650.00	0.00%
Cat Alt Code 31-General Government		\$0.00	\$738,322.00	\$187,185.09	\$551,136.91	25.35%
Cat Alt Code 32-Public Safety						
5211	POLICE ADMINISTRATION	\$0.00	\$940,339.00	\$252,072.55	\$688,266.45	26.81%
5212	POLICE PATROL	\$0.00	\$1,032,148.00	\$216,522.32	\$815,625.68	20.98%
5213	CRIME INVESTIGATION	\$0.00	\$219,896.00	\$50,937.68	\$168,958.32	23.16%
5215	POLICE TRAINING	\$0.00	\$6,400.00	\$2,875.28	\$3,524.72	44.93%
5220	FIRE STATION (Village)	\$0.00	\$5,515.00	\$132.70	\$5,382.30	2.41%
5235	EMERGENCY GOVERNMENT	\$0.00	\$1,550.00	\$775.78	\$774.22	50.05%
5241	BUILDING INSPECTOR	\$0.00	\$180,012.00	\$37,874.47	\$142,137.53	21.04%
5254	DAMS	\$0.00	\$13,520.00	\$2,272.16	\$11,247.84	16.81%
Cat Alt Code 32-Public Safety		\$0.00	\$2,399,380.00	\$563,462.94	\$1,835,917.06	23.48%
Cat Alt Code 33-Public Works						
5300	DPW GENERAL ADMINISTRATION	\$0.00	\$210,452.00	\$56,805.84	\$153,646.16	26.99%
5323	GARAGE	\$0.00	\$45,855.00	\$14,603.56	\$31,251.44	31.85%
5324	MACHINERY & EQUIPMENT	\$0.00	\$97,890.00	\$21,820.72	\$76,069.28	22.29%
5335	ENGINEERING	\$0.00	\$50,000.00	\$8,118.97	\$41,881.03	16.24%
5341	STREETS & ALLEYS	\$0.00	\$36,730.00	\$1,271.06	\$35,458.94	3.46%

VILLAGE OF MUKWONAGO
Expenditure Guideline Village Board

March 2016

Cat	Cat Descr	2016 Adopted	2016 YTD Budget	2016 YTD Amt	YTD Balance	%YTD Budget
5342	STREET LIGHTING	\$0.00	\$138,200.00	\$33,761.70	\$104,438.30	24.43%
5343	CURBS GUTTERS & SIDEWALKS	\$0.00	\$1,338.00	\$0.00	\$1,338.00	0.00%
5344	STORM SEWER	\$0.00	\$14,880.00	\$127.31	\$14,752.69	0.86%
5345	STREET CLEANING	\$0.00	\$9,880.00	\$418.88	\$9,461.12	4.24%
5346	BRIDGES & CULVERTS	\$0.00	\$5,851.00	\$0.00	\$5,851.00	0.00%
5347	SNOW & ICE CONTROL	\$0.00	\$125,423.00	\$56,202.86	\$69,220.14	44.81%
5348	STREET SIGNS & MARKINGS	\$0.00	\$11,865.00	\$2,174.44	\$9,690.56	18.33%
5349	TREE & BRUSH CONTROL	\$0.00	\$0.00	\$132.94	-\$132.94	0.00%
5362	GARBAGE COLLECTION	\$0.00	\$4,190.00	\$529.78	\$3,660.22	12.64%
Cat Alt Code 33-Public Works		\$0.00	\$752,554.00	\$195,968.06	\$556,585.94	26.04%
Cat Alt Code 34-Health & Human Services						
5431	ANIMAL POUND	\$0.00	\$2,800.00	\$2,670.00	\$130.00	95.36%
Cat Alt Code 34-Health & Human Services		\$0.00	\$2,800.00	\$2,670.00	\$130.00	95.36%
Cat Alt Code 35-Culture/Rec/Education						
5512	MUSEUM	\$0.00	\$10,550.00	\$1,644.85	\$8,905.15	15.59%
5521	PARKS	\$0.00	\$166,888.00	\$16,462.68	\$150,425.32	9.86%
5522	CELEBRATIONS	\$0.00	\$9,530.00	\$801.99	\$8,728.01	8.42%
Cat Alt Code 35-Culture/Rec/Education		\$0.00	\$186,968.00	\$18,909.52	\$168,058.48	10.11%
Cat Alt Code 36-Conservation & Development						
5611	FORESTRY	\$0.00	\$20,839.00	\$9,803.63	\$11,035.37	47.04%
5613	WEED CONTROL	\$0.00	\$935.00	\$0.00	\$935.00	0.00%
5632	PLANNING DEPARTMENT	\$0.00	\$108,358.00	\$25,764.81	\$82,593.19	23.78%
5660	STORMWATER MASTER PLAN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
5670	ECONOMIC DEVELOPMENT	\$0.00	\$46,876.00	\$8,405.73	\$38,470.27	17.93%
Cat Alt Code 36-Conservation & Development		\$0.00	\$177,008.00	\$43,974.17	\$133,033.83	24.84%
Cat Alt Code 37-Capital Outlay						
5880	USE OF GRANTS/DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Cat Alt Code 37-Capital Outlay		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Cat Alt Code 60-Transfers Out						
5900	OTHER FINANCING USES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Cat Alt Code 60-Transfers Out		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 100 GENERAL FUND		\$0.00	\$4,257,032.00	\$1,012,169.78	\$3,244,862.22	23.78%

VILLAGE OF MUKWONAGO
Expenditure Guideline Village Board

March 2016

Cat	Cat Descr	2016 Adopted	2016 YTD Budget	2016 YTD Amt	YTD Balance	%YTD Budget
Fund 150 FIRE/AMBULANCE FUND						
Cat Alt Code 31-General Government						
5140	ADMINISTRATIVE & GENERAL	\$0.00	\$24,029.00	\$5,453.16	\$18,575.84	22.69%
Cat Alt Code 31-General Government		\$0.00	\$24,029.00	\$5,453.16	\$18,575.84	22.69%
Cat Alt Code 32-Public Safety						
5221	FIRE ADMINISTRATION	\$0.00	\$713,003.00	\$123,344.12	\$589,658.88	17.30%
5222	FIRE SUPPRESSION	\$0.00	\$101,096.00	\$11,508.81	\$89,587.19	11.38%
5223	FIRE TRAINING	\$0.00	\$40,131.00	\$9,888.70	\$30,242.30	24.64%
5231	AMBULANCE	\$0.00	\$444,982.00	\$79,834.38	\$365,147.62	17.94%
5232	AMBULANCE TRAINING	\$0.00	\$22,300.00	\$5,311.05	\$16,988.95	23.82%
5233	CRITICAL CARE TRANSPORTS	\$0.00	\$0.00	\$1,049.75	-\$1,049.75	0.00%
Cat Alt Code 32-Public Safety		\$0.00	\$1,321,512.00	\$230,936.81	\$1,090,575.19	17.48%
Cat Alt Code 37-Capital Outlay						
5880	USE OF GRANTS/DONATIONS	\$0.00	\$0.00	\$186.00	-\$186.00	0.00%
Cat Alt Code 37-Capital Outlay		\$0.00	\$0.00	\$186.00	-\$186.00	0.00%
Cat Alt Code 60-Transfers Out						
5900	OTHER FINANCING USES	\$0.00	\$105,532.00	\$0.00	\$105,532.00	0.00%
Cat Alt Code 60-Transfers Out		\$0.00	\$105,532.00	\$0.00	\$105,532.00	0.00%
Fund 150 FIRE/AMBULANCE FUND		\$0.00	\$1,451,073.00	\$236,575.97	\$1,214,497.03	16.30%

VILLAGE OF MUKWONAGO
Expenditure Guideline Village Board

March 2016

Cat	Cat Descr	2016 Adopted	2016 YTD Budget	2016 YTD Amt	YTD Balance	%YTD Budget
Fund 610 WATER UTILITY FUND						
Cat Alt Code 30-Operation/Maintenance						
6200	PUMPING OPERATIONS	\$0.00	\$95,580.00	\$25,488.49	\$70,091.51	26.67%
6210	PUMPING MAINTENANCE	\$0.00	\$13,000.00	\$773.25	\$12,226.75	5.95%
6300	WATER TREATMENT OPERATIONS	\$0.00	\$75,600.00	\$9,319.98	\$66,280.02	12.33%
6310	WATER TREATMENT MAINTENANCE	\$0.00	\$5,300.00	\$528.74	\$4,771.26	9.98%
6450	T&D-DISTR RSRVR/STNDP MAINT	\$0.00	\$2,220.00	\$608.24	\$1,611.76	27.40%
6451	T&D-MAINS MAINTENACE	\$0.00	\$41,000.00	\$2,082.99	\$38,917.01	5.08%
6452	T&D-SERVICES MAINTENANCE	\$0.00	\$14,500.00	\$1,464.19	\$13,035.81	10.10%
6453	T&D-METERS MAINTENANCE	\$0.00	\$8,600.00	\$4,586.67	\$4,013.33	53.33%
6454	T&D-HYDRANTS MAINTENANCE	\$0.00	\$17,200.00	\$180.22	\$17,019.78	1.05%
6901	METER READING LABOR	\$0.00	\$2,500.00	\$106.94	\$2,393.06	4.28%
6902	ACCOUNTING & COLLECTING LABOR	\$0.00	\$66,810.00	\$13,563.22	\$53,246.78	20.30%
6920	ADMINISTRATIVE & GENERAL EXP	\$0.00	\$792,312.00	\$130,900.09	\$661,411.91	16.52%
Cat Alt Code 30-Operation/Maintenance		\$0.00	\$1,134,622.00	\$189,603.02	\$945,018.98	16.71%
Cat Alt Code 31-General Government						
5140	ADMINISTRATIVE & GENERAL	\$0.00	\$0.00	\$18.38	-\$18.38	0.00%
Cat Alt Code 31-General Government		\$0.00	\$0.00	\$18.38	-\$18.38	0.00%
Cat Alt Code 60-Transfers Out						
5900	OTHER FINANCING USES	\$0.00	\$393,358.00	\$0.00	\$393,358.00	0.00%
Cat Alt Code 60-Transfers Out		\$0.00	\$393,358.00	\$0.00	\$393,358.00	0.00%
Fund 610 WATER UTILITY FUND		\$0.00	\$1,527,980.00	\$189,621.40	\$1,338,358.60	12.41%

VILLAGE OF MUKWONAGO
Expenditure Guideline Village Board

March 2016

Cat	Cat Descr	2016 Adopted	2016 YTD Budget	2016 YTD Amt	YTD Balance	%YTD Budget
Fund 620 SEWER UTILITY FUND						
Cat Alt Code 30-Operation/Maintenance						
8010	WWTP-TREATMENT/DISPOSAL/GP	\$0.00	\$294,900.00	\$47,240.59	\$247,659.41	16.02%
8020	LIFT STATIONS/PUMPING EQUIP	\$0.00	\$16,500.00	\$5,238.67	\$11,261.33	31.75%
8030	WASTEWATER COLLECTION SYSTEM	\$0.00	\$78,200.00	\$1,717.05	\$76,482.95	2.20%
8100	DPW	\$0.00	\$3,000.00	\$27.81	\$2,972.19	0.93%
8300	ACCOUNTING/COLLECTING	\$0.00	\$67,010.00	\$13,607.76	\$53,402.24	20.31%
8400	ADMINISTRATIVE & GENERAL	\$0.00	\$528,417.00	\$54,235.59	\$474,181.41	10.26%
Cat Alt Code 30-Operation/Maintenance		\$0.00	\$988,027.00	\$122,067.47	\$865,959.53	12.35%
Cat Alt Code 31-General Government						
5140	ADMINISTRATIVE & GENERAL	\$0.00	\$0.00	\$8.94	-\$8.94	0.00%
Cat Alt Code 31-General Government		\$0.00	\$0.00	\$8.94	-\$8.94	0.00%
Cat Alt Code 60-Transfers Out						
5900	OTHER FINANCING USES	\$0.00	\$70,923.00	\$0.00	\$70,923.00	0.00%
Cat Alt Code 60-Transfers Out		\$0.00	\$70,923.00	\$0.00	\$70,923.00	0.00%
Fund 620 SEWER UTILITY FUND		\$0.00	\$1,058,950.00	\$122,076.41	\$936,873.59	11.53%

VILLAGE OF MUKWONAGO
Expenditure Guideline Village Board
March 2016

Cat	Cat Descr	2016 Adopted	2016 YTD Budget	2016 YTD Amt	YTD Balance	%YTD Budget
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Village of Mukwonago
440 River Crest Court, P.O. Box 206
Mukwonago, WI 53149
Phone: (262) 363-6434
Fax: (262) 363-6438
www.villageofmukwonago.com

VILLAGE OF MUKWONAGO

SPECIAL EVENT PERMIT APPLICATION

Application Fee: See fee sheet

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

ORGANIZATION INFORMATION

Name of Organization: AMERICAN Legion Post 345

Mailing Address: PO Box 152, Cty Hwy NN-E City: MUKWONAGO State: WI Zip: 53149

Phone Number: 263-8580 or 262-378-0397 Is the organization a 501(c)3 organization?: YES NO

Website Address: _____

Event Contact Person: SKIP JACOBS OR DON BRAUN

Mailing Address: 5106 W 307th, Sandy Beach Rd, City: MUKWONAGO State: WI Zip: 53149

Home Phone: _____ Work Phone: _____ Cell Phone: 262-378-0397

Email Address: LjACOBS000 @CENTURYTEL.NET

EVENT INFORMATION

Name of the Event: MAXWELL STREET DAY Date(s) of the Event: (June 11-12) (July 16-17) (Aug 20-21) (Sept 10-11)

Event Start Time: 6 AM Event End Time: 5 PM

Location of the Event: FIELD PARK

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

FLee MARKET

- E. Based on the class definitions found in the manual, what class is your event? CLASS I CLASS II
- F. Estimated # of participants: 5000 Spectators: 3000 Vendors: 500

OTHER INFORMATION

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

- P. Have you reviewed and do you have a copy of the Village of Mukwonago Special Events Manual and the Village of Mukwonago Ordinance? YES NO

INSURANCE REQUIREMENTS

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

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

PROCEDURAL CHECKLIST FOR SPECIAL EVENT PERMIT REVIEW AND APPROVAL

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

Application:

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

Other Documents:

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

DEPOSIT REQUIREMENTS

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

TERMINATION OF AN EVENT

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

CERTIFICATION

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

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

Lester F. Jacobs
Signature - Applicant
Lester F. Jacobs
Name & Title (PRINT)
4-7-2016
Date

Don Braun
Signature - Applicant
DON BRAUN
Name & Title (PRINT)
4-7-2016
Date

FOR OFFICE USE ONLY			
Date Fees Paid <u>4-14-15</u> \$160	Receipt # <u>5497</u>	Date Deposit Paid	Deposit Returned?
Police Department:	Approved <input type="checkbox"/> Denied <input type="checkbox"/> Comments: _____		
Fire Department:	Approved <input type="checkbox"/> Denied <input type="checkbox"/> Comments: _____		
Public Works Department:	Approved <input type="checkbox"/> Denied <input type="checkbox"/> Comments: _____		
Village Clerk:	Approved <input type="checkbox"/> Denied <input type="checkbox"/> Comments: _____		
Village Board Approval Date	Village President Signature	Permit #	Issue Date

SPECIAL EVENT PERMIT APPLICATION

CONTACT INFORMATION AND FEES SHEET

DEPARTMENT CONTACTS:

Clerk/Treasurer	(262) 363-6421	Police	(262) 363-6435
Building Inspection	(262) 363-6419	Public Works	(262) 363-6447
Fire	(262) 363-6426	Water/Sewer Utility	(262) 363-6416

VILLAGE PERMIT AND OTHER FEES:

Class I Event (Includes alcohol and/or amplified music) 8x	\$20 per day of event	\$160
Class II Event	\$10 per day of event	
Electrical Inspection	\$75 per hour	
Fireworks Permit	No charge; State and local permit required	
Parade Permit	\$25	
Park Rental Permit	To be determined at the Clerk/Treasurer's Office	
Pre-event Safety Inspection	\$75 per hour	
Security Deposit	\$200 per event; May encounter additional deposit if using a park facility	
Temporary Operator (Bartender) License x	\$20 + \$7 background check fee each	
Temporary Class B (Picnic) Beer and/or Wine License 4x	\$10 per event	\$40.00
Tent Inspection (<2,500 sq. ft.)	\$35	
Tent Inspection (>2,500 sq. ft.)	\$50	

Village of Mukwonago

2016-17 Alcohol Beverage Licensee List

<u>Licensee Name</u>	<u>Trade Name</u>	<u>Street Address</u>	<u>Agent</u>	<u>Sales #</u>	<u>Class</u>	<u>Type</u>	<u>License #</u>
5 Star Stations, Inc.	5 Star Citgo	909 Greenwald Ct.	Jones, Denise	004-0000137588-01	A	Combo	
5 Star Stations, Inc.	Clark-Mukwonago	301 Main St.	Smith, Victoria	004-0000137588-01	A	Beer	
5 Star Stations, Inc.	Mukwonago Express Mart	407 S. Rochester St.	Dixon, Denise	004-0000137588-01	A	Beer	
5 Star Stations, Inc.	North Star Shell	1060 N. Rochester St.	Jones, Danielle M.	004-0000137588-01	A	Combo	
5 Star Stations, Inc.	5 Star BP	122 Arrowhead Dr.	French, Robert R.	004-0000137588-01	A	Beer	
Aldi Inc. (Wisconsin)	Aldi #46	111 E. Wolf Run	Lindstrom, John W.	456-0000089014-04	A	Combo	
Anich, Gerald M.	Anich's Liquor & Beer Store	411 Main St.		456-0000195603-03	A	Combo	
Blue Bay Inc.	Blue Bay Family Restaurant	927 Main St.	Islami, Vlznim	456-1027546231-03	B	Combo	
Boneyard Pub & Grille, LLC	The Boneyard Pub & Grille	215 Bay View Rd. Suite D	Jones, James F.	456-0003164653-02	B	Res Combo	
Community Post No. 375 of the American Legion	American Legion Community Post #375	627 CTH NN E	Dums, Beth A.	456-1020016060-03	B	Combo	
DAA Smokehouse LLC	David Alan Alan's Smokehouse & Saloon	325 Bay View Rd. Suites D/E	O'Bryan, Tina M.	456-1029132557-02	B	Res Combo	
El Pueblo, Inc.	Antigua Real Restaurant	355 Bay View Rd.	Alarcon, Marco	456-0000453356-03	B	Res Combo	
F.J. Partners, LLC	Sol de Mexico	507 Main St.	Mauricio, Froylan J.	456-1028207844-02	B	Combo	
Genesis Gas Inc.	Village Mini Mart	201 N. Rochester St.	Gupta, Manoj	456-1028108252-02	A	Beer	
Jay's Lanes, Inc.	Jay's Lanes	326 Atkinson St.	Jay, Jeffrey R.	456-0000581532-03	B	Combo	
Khasria Two Inc.	Village Pumper Two	710 Main St.	Khasria, Harjinder S.	456-1026751407-03	A	Beer	
Kwik Trip Inc.	Kwik Trip #282	1212 N. Rochester St.	Patrick M. Rice	456-0000287614-03	A	Combo	
Mario's Natural Roman Pizza Inc.	Mario's Pizza	225 Bay View Rd. Suite 500	Edwards-Reitman, Charlene A.	456-0000543890-03	C,B	Wine, Beer	
Miller, Sandra M.	Sandy's Miller Time	701 Main St.		456-0000497764-03	B	Combo	
Pam's Fine Wines LLC	Pam's Fine Wines	100 Main St. Suite 1	Turner, Pamela L.	456-1024616722-03	B	Combo	
Perseverance Corp.	Half-Time Sports Grille	200 S. Rochester St.	Weiss, Mark A.	456-1028339067-02	B	Combo	
Stevens Management, Inc.	Fork in the Road	215 N. Rochester St.	Stevens, Dennis M.	456-0000425740-03	B	Combo	
Ultra Mart Foods, Inc.	Pick'n'Save #6384	1010 N. Rochester St.	Groves, Patrick T.	456-0002831081-06	A	Combo	
Wal-Mart Stores East, LP	Walmart #1571	250 East Wolf Run	Sandelback, Michael R.	456-1020028180-05	A	Combo	
Walgreen Co.	Walgreens #07039	212 N. Rochester St.	Marinello, Brian	456-0000455404-05	A	Combo	
Wild Flower Café LLC	Wild Flower Café	1015 CTH NN E	Galvan, Jefte	456-1028897960-02	C,B	Wine, Beer	

MUKWONAGO FIRE DEPARTMENT BUREAU OF INSPECTION & FIRE PREVENTION

P.O. Box 206 • Mukwonago, Wisconsin 53149 • (262) 363-6431

Inspection Date: 4-19-16 **Inspection Type:** Quarterly Semi-Annual Reinspection Special
Business Location: 1010 N. Rochester St MUKWONAGO, WI 53149
Business Name: Pick 'n Save **Phone Number:** _____
Building Owner: _____ **Phone Number:** _____
Building Owner Address: _____

VISIBLE INSPECTION ONLY

An inspection of the above dwelling has disclosed the following violation(s) requiring corrective action:

A. Fire Prevention/Extinguishment

1. Alarm System

- a. None
- b. Inadequate
- c. Defective
- d. Other

2. Smoke Alarm(s)

- a. None
- b. Alarm Defective
- c. No/Dead Batteries
- d. Other

3. Sprinkler System

- a. Defective Head(s) 5/15
- b. Incomplete Coverage
- c. Storage too Close to Head
- d. Other

4. Standpipes/Fire Dept. Connection

- a. Covers Damaged
- b. Obstruction
- c. Other

5. Fire Extinguishers

- a. Hang/Mount 10/15
- b. Test/Service/Recharge
- c. Inaccessable/Obstructed
- d. Damage
- e. Other Hood Sys 3/16
Hood Clean 3/16

B. Means of Egress

1. Exit Doors

- a. Blocked

C. Building/Structure

1. Electricity

- a. Overload

Date 4/20/16

I hereby certify that the violations noted on the fire inspection of Pick 'n Save conducted by the Mukwonago Fire Department inspectors, dated 04-19-2016 have been corrected, and that a follow up inspection will demonstrate this. Understand that violation(s) may be issued if compliance with fire codes is not met by the date indicated on the orders.

Signed:

2. Aisles/Hallways/Stairs

- a. Blocked
- b. Not Lighted
- c. Stairs - No hand rails
- d. Other

3. Housekeeping/Exterior

- a. Walkway/Stairs Blocked
- b. Vegetation Overgrowth
- c. Poor Lighting
- d. Other

Other Violations/Remarks: _____

1. Replace Multi-line w/ power strip - Bakery (cake oven)
2. Repair mess - cones for in kitchen

NOTICE OF NONCOMPLIANCE

All cited violations shall be ordered corrected immediately unless an extension of time is granted. Each day that the violation continues after notice shall constitute a separate offense and is subject to remedies and penalties by the authority having jurisdiction.

COMPLIANCE DATE: 5-19-16

 Owner/Agent/Manager/Representative

 Fire Inspector

MUKWONAGO FIRE DEPARTMENT BUREAU OF INSPECTION & FIRE PREVENTION

P.O. Box 206 • Mukwonago, Wisconsin 53149 • (262) 363-6431

Inspection Date: 4-14-16 **Inspection Type:** Quarterly Semi-Annual Reinspection Special
Business Location: 6276 CTH NW MUKWONAGO, WI 53149
Business Name: American Legion Community Post #375 **Phone Number:** _____
Building Owner: _____ **Phone Number:** _____
Building Owner Address: _____

VISIBLE INSPECTION ONLY

An inspection of the above dwelling has identified the following violation(s) requiring corrective action:

A. Fire Prevention/Extinguishment

1. Alarm System

- a. None
- b. Inadequate
- c. Defective
- d. Other

2. Smoke Alarm(s)

- a. None
- b. Alarm Defective
- c. No/Dead Batteries
- d. Other

3. Sprinkler System

- a. Defective Head(s)
- b. Incomplete Coverage
- c. Storage too Close to Head
- d. Other

4. Standpipes/Fire Dept. Connection

- a. Covers Damaged
- b. Obstruction
- c. Other

5. Fire Extinguishers 1/16

- a. Hang/Mount
- b. Test/Service/Recharge
- c. Inaccessible/Obstructed
- d. Damage
- e. Other

Date: 4-21-16

I hereby certify that the violations noted on the fire inspection of American Legion conducted by the Mukwonago Fire Department inspection dated 4-14-16 have been corrected and that a follow up inspection would demonstrate this. I understand that citations may be issued if compliance with the codes is not met by the date indicated on the notice. REPLACED 10/45K BATTERY IN EXIT SIGN
 Signed: _____

6. Temperature

- a. Inoperative
- b. Damage
- c. Wrong Type/Location
- d. Other

7. Housekeeping/Interior

- a. Excessive Rubbish/Waste
- b. Improper Disposal
- c. General Neatness/Other

8. Aisles/Hallways/Stairs

- a. Blocked
- b. Not Lighted
- c. Stairs - No hand rails
- d. Other

9. Housekeeping/Exterior

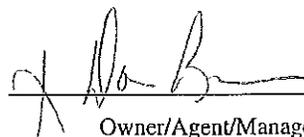
- a. Walkway/Stairs Blocked
- b. Vegetation Overgrowth
- c. Poor Lighting
- d. Other

Other Violations/Remarks: 1) Exit light fails power failure test in main hallway

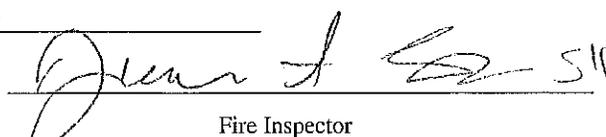
NOTICE OF NONCOMPLIANCE

All cited violations shall be ordered corrected immediately unless an extension of time is granted. Each day that the violation continues after notice shall constitute a separate offense and is subject to remedies and penalties by the authority having jurisdiction.

COMPLIANCE DATE: 5-19-16



 Owner/Agent/Manager/Representative



 Fire Inspector

MUKWONAGO FIRE DEPARTMENT BUREAU OF INSPECTION & FIRE PREVENTION

P.O. Box 206 • Mukwonago, Wisconsin 53149 • (262) 363-6431

Inspection Date: 4/19/16 **Inspection Type:** Quarterly Semi-Annual Reinspection Special
Business Location: 301 Main St MUKWONAGO, WI 53149
Business Name: Clark **Phone Number:** _____
Building Owner: _____ **Phone Number:** _____
Building Owner Address: _____

VISIBLE INSPECTION ONLY

An inspection of the above dwelling has disclosed the following violation(s) requiring corrective action:

A. Fire Prevention/Extinguishment

1. Alarm System
 - a. None
 - b. Inadequate
 - c. Defective
 - d. Other
2. Smoke Alarm(s)
 - a. None
 - b. Alarm Defective
 - c. No/Dead Batteries
 - d. Other
3. Sprinkler System
 - a. Defective Head(s)
 - b. Incomplete Coverage
 - c. Storage too Close to Head
 - d. Other
4. Standpipes/Fire Dept. Connection
 - a. Covers Damaged
 - b. Obstruction
 - c. Other
5. Fire Extinguishers 10/15
 - a. Hang/Mount
 - b. Test/Service/Recharge
 - c. Inaccessible/Obstructed
 - d. Damage
 - e. Other

B. Means of Egress

1. Exit Doors
 - a. Blocked
 - b. Locked/Bolted
 - c. Wrong Type
 - d. Other

C. Building/Structure

1. Electricity
 - a. Overload
 - b. Defective
 - c. Extension Cords/Multi-Plugs
 - d. Covers
 - e. Other

Date: 4/30/16

I hereby certify that the violations noted on the fire inspection of 301 Main St (Clark) conducted by the Mukwonago Fire Department inspectors dated 4/19/16, have been corrected, and that a follow-up inspection would demonstrate this. I understand that citations may be issued if compliance with fire codes is not met by the date indicated on the orders.

Signed: Victoria Smith

- e. Other — Fire Extinguisher e. Other
 d. Other d. Other

Other Violations/Remarks:

#1 CIC: Multi-plug behind bait fridge can't be permanent
 #2 CID: outlet cover behind ATM needs fixed
 #3 CIC: powerstrip plugged into another powerstrip in back room — fixed during inspection
 Gets violent w/ inspectors

NOTICE OF NONCOMPLIANCE

All cited violations shall be ordered corrected immediately unless an extension of time is granted. Each day that the violation continues after notice shall constitute a separate offense and is subject to remedies and penalties by the authority having jurisdiction.

COMPLIANCE DATE: 5/1/16
Victoria Smith [Signature] #47
 Owner/Agent/Manager/Representative Fire Inspector

MUKWONAGO FIRE DEPARTMENT BUREAU OF INSPECTION & FIRE PREVENTION

P.O. Box 206 • Mukwonago, Wisconsin 53149 • (262) 363-6431

Inspection Date: 4/19/16
Inspection Type: Quarterly Semi-Annual Reinspection Special
Business Location: 710 Main St. MUKWONAGO, WI 53149
Business Name: Village Pumper Two **Phone Number:** _____
Building Owner: _____ **Phone Number:** _____
Building Owner Address: _____

VISIBLE INSPECTION ONLY

An inspection of the above dwelling has disclosed the following violation(s) requiring corrective action:

A. Fire Prevention/Extinguishment

1. Alarm System
 - a. None
 - b. Inadequate
 - c. Defective
 - d. Other
2. Smoke Alarm(s)
 - a. None
 - b. Alarm Defective
 - c. No/Dead Batteries
 - d. Other
3. Sprinkler System
 - a. Defective Head(s)
 - b. Incomplete Coverage
 - c. Storage too Close to Head
 - d. Other
4. Standpipes/Fire Dept. Connection
 - a. Covers Damaged
 - b. Obstruction
 - c. Other
5. Fire Extinguishers *V'd 11/15*
 - a. Hang/Mount
 - b. Test/Service/Recharge
 - c. Inaccessible/Obstructed
 - d. Damage
 - e. Other

B. Means of Egress

1. Exit Doors
 - a. Blocked
 - b. Locked/Bolted
 - c. Wrong Type
 - d. Other
2. Fire Door
 - a. Blocked/Inoperative
 - b. No Closing Device
 - c. Open/Door Wedge
 - d. Inadequate
 - e. Other
3. Exit Lighting
 - a. Inoperative
 - b. Needed
 - c. Wrong Type/Location
 - d. Other
4. Emergency Lighting
 - a. Inoperative
 - b. Damage
 - c. Wrong Type/Location
 - d. Other
5. Aisles/Hallways/Stairs
 - a. Blocked
 - b. Not Lighted
 - c. Stairs – No hand rails
 - d. Other

C. Building/Structure

1. Electricity
 - a. Overload
 - b. Defective
 - c. Extension Cords/Multi-Plugs
 - d. Covers
 - e. Other
2. Panel/Breaker/Junction Boxes
 - a. Blocked/36" Clearance
 - b. Wrong Type/Placement
 - c. Open/No Labels
 - d. Other
3. Flammable Liquids
 - a. Improper Storage
 - b. Open Containers
 - c. Too Close to Heat
 - d. "No Smoking" Signs
 - e. Other
4. Housekeeping/Interior
 - a. Excessive Rubbish/Waste
 - b. Improper Disposal
 - c. General Neatness/Other
5. Housekeeping/Exterior
 - a. Walkway/Stairs Blocked
 - b. Vegetation Overgrowth
 - c. Poor Lighting
 - d. Other

Other Violations/Remarks: _____

no violations found at time of inspection

||

NOTICE OF NONCOMPLIANCE

All cited violations shall be ordered corrected immediately unless an extension of time is granted. Each day that the violation continues after notice shall constitute a separate offense and is subject to remedies and penalties by the authority having jurisdiction.

X
||
COMPLIANCE DATE: N/A #47
||

Owner/Agent/Manager/Representative

Fire Inspector

MUKWONAGO FIRE DEPARTMENT
BUREAU OF INSPECTION & FIRE PREVENTION

P.O. Box 206 • Mukwonago, Wisconsin 53149 • (262) 363-6431

Inspection Date: 4/19/16 Inspection Type: Quarterly Semi-Annual Reinspection Special
Business Location: 909 Greenwood Ct. MUKWONAGO, WI 53149
Business Name: 5 Star Citgo Phone Number: _____
Building Owner: _____ Phone Number: _____
Building Owner Address: _____

VISIBLE INSPECTION ONLY

An inspection of the above dwelling has disclosed the following violation(s) requiring corrective action:

A. Fire Prevention/Extinguishment

- 1. Alarm System
 - a. None
 - b. Inadequate
 - c. Defective
 - d. Other
- 2. Smoke Alarm(s)
 - a. None
 - b. Alarm Defective
 - c. No/Dead Batteries
 - d. Other
- 3. Sprinkler System
 - a. Defective Head(s)
 - b. Incomplete Coverage
 - c. Storage too Close to Head
 - d. Other
- 4. Standpipes/Fire Dept. Connection
 - a. Covers Damaged
 - b. Obstruction
 - c. Other
- 5. Fire Extinguishers
 - a. Hang/Mount
 - b. Test/Service/Recharge
 - c. Inaccessible/Obstructed
 - d. Damage
 - e. Other

B. Means of Egress

- 1. Exit Doors
 - a. Blocked
 - b. Locked/Bolted
 - c. Wrong Type
 - d. Other
- 2. Fire Door
 - a. Blocked/Inoperative
 - b. No Closing Device
 - c. Open/Door Wedge
 - d. Inadequate
 - e. Other
- 3. Exit Lighting
 - a. Inoperative
 - b. Needed
 - c. Wrong Type/Location
 - d. Other
- 4. Emergency Lighting
 - a. Inoperative
 - b. Damage
 - c. Wrong Type/Location
 - d. Other
- 5. Aisles/Hallways/Stairs
 - a. Blocked
 - b. Not Lighted
 - c. Stairs - No hand rails
 - d. Other

C. Building/Structure

- 1. Electricity
 - a. Overload
 - b. Defective
 - c. Extension Cords/Multi-Plugs
 - d. Covers
 - e. Other
- 2. Panel/Breaker/Junction Boxes
 - a. Blocked/36" Clearance
 - b. Wrong Type/Placement
 - c. Open/No Labels
 - d. Other
- 3. Flammable Liquids
 - a. Improper Storage
 - b. Open Containers
 - c. Too Close to Heat
 - d. "No Smoking" Signs
 - e. Other
- 4. Housekeeping/Interior
 - a. Excessive Rubbish/Waste
 - b. Improper Disposal
 - c. General Neatness/Other
- 5. Housekeeping/Exterior
 - a. Walkway/Stairs Blocked
 - b. Vegetation Overgrowth
 - c. Poor Lighting
 - d. Other

Other Violations/Remarks: NO violations found at time of inspection
11

NOTICE OF NONCOMPLIANCE

All cited violations shall be ordered corrected immediately unless an extension of time is granted. Each day that the violation continues after notice shall constitute a separate offense and is subject to remedies and penalties by the authority having jurisdiction.

COMPLIANCE DATE: N/A

X [Signature] Owner/Agent/Manager/Representative [Signature] #417 Fire Inspector

MUKWONAGO FIRE DEPARTMENT BUREAU OF INSPECTION & FIRE PREVENTION

P.O. Box 206 • Mukwonago, Wisconsin 53149 • (262) 363-6431

Inspection Date: 4-19-16 **Inspection Type:** Quarterly Semi-Annual Reinspection Special
Business Location: 215 N. Rochester St. MUKWONAGO, WI 53149
Business Name: Fork in the Road **Phone Number:** _____
Building Owner: _____ **Phone Number:** _____
Building Owner Address: _____

VISIBLE INSPECTION ONLY

An inspection of the above dwelling has disclosed the following violation(s) requiring corrective action:

A. Fire Prevention/Extinguishment

1. Alarm System
 - a. None
 - b. Inadequate
 - c. Defective
 - d. Other
2. Smoke Alarm(s)
 - a. None
 - b. Alarm Defective
 - c. No/Dead Batteries
 - d. Other
3. Sprinkler System
 - a. Defective Head(s)
 - b. Incomplete Coverage
 - c. Storage too Close to Head
 - d. Other
4. Standpipes/Fire Dept. Connection
 - a. Covers Damaged
 - b. Obstruction
 - c. Other
5. Fire Extinguishers
 - a. Hang/Mount 9/15
 - b. Test/Service/Recharge
 - c. Inaccessible/Obstructed
 - d. Damage Hood clean 4/16
 - e. Other Hood serviced 4/15

B. Means of Egress

1. Exit Doors
 - a. Blocked
 - b. Locked/Bolted
 - c. Wrong Type
 - d. Other
2. Fire Door
 - a. Blocked/Inoperative
 - b. No Closing Device
 - c. Open/Door Wedge
 - d. Inadequate
 - e. Other
3. Exit Lighting
 - a. Inoperative
 - b. Needed
 - c. Wrong Type/Location
 - d. Other
4. Emergency Lighting
 - a. Inoperative
 - b. Damage
 - c. Wrong Type/Location
 - d. Other
5. Aisles/Hallways/Stairs
 - a. Blocked
 - b. Not Lighted
 - c. Stairs – No hand rails
 - d. Other

C. Building/Structure

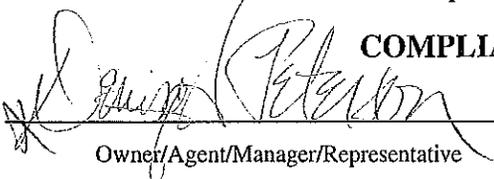
1. Electricity
 - a. Overload
 - b. Defective
 - c. Extension Cords/Multi-Plugs
 - d. Covers
 - e. Other
2. Panel/Breaker/Junction Boxes
 - a. Blocked/36" Clearance
 - b. Wrong Type/Placement
 - c. Open/No Labels
 - d. Other
3. Flammable Liquids
 - a. Improper Storage
 - b. Open Containers
 - c. Too Close to Heat
 - d. "No Smoking" Signs
 - e. Other
4. Housekeeping/Interior
 - a. Excessive Rubbish/Waste
 - b. Improper Disposal
 - c. General Neatness/Other
5. Housekeeping/Exterior
 - a. Walkway/Stairs Blocked
 - b. Vegetation Overgrowth
 - c. Poor Lighting
 - d. Other

Other Violations/Remarks: No violations found at time of inspection.

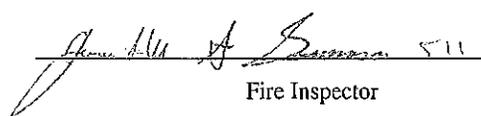
NOTICE OF NONCOMPLIANCE

All cited violations shall be ordered corrected immediately unless an extension of time is granted. Each day that the violation continues after notice shall constitute a separate offense and is subject to remedies and penalties by the authority having jurisdiction.

COMPLIANCE DATE: N/A



 Owner/Agent/Manager/Representative



 Fire Inspector

MUKWONAGO FIRE DEPARTMENT BUREAU OF INSPECTION & FIRE PREVENTION

P.O. Box 206 • Mukwonago, Wisconsin 53149 • (262) 363-6431

Inspection Date: 4-19-16 **Inspection Type:** Quarterly Semi-Annual Reinspection Special
Business Location: 212 N. Rochester St. MUKWONAGO, WI 53149
Business Name: Walmart # 07039 **Phone Number:** _____
Building Owner: _____ **Phone Number:** _____
Building Owner Address: _____

VISIBLE INSPECTION ONLY

An inspection of the above dwelling has disclosed the following violation(s) requiring corrective action:

A. Fire Prevention/Extinguishment

1. Alarm System
 - a. None 6/15
 - b. Inadequate
 - c. Defective
 - d. Other
2. Smoke Alarm(s)
 - a. None
 - b. Alarm Defective
 - c. No/Dead Batteries
 - d. Other
3. Sprinkler System
 - a. Defective Head(s) 2/16
 - b. Incomplete Coverage
 - c. Storage too Close to Head
 - d. Other
4. Standpipes/Fire Dept. Connection
 - a. Covers Damaged
 - b. Obstruction
 - c. Other
5. Fire Extinguishers 3/16
 - a. Hang/Monnt
 - b. Test/Service/Recharge
 - c. Inaccessable/Obstructed
 - d. Damage
 - e. Other

B. Means of Egress

1. Exit Doors
 - a. Blocked
 - b. Locked/Bolted
 - c. Wrong Type
 - d. Other
2. Fire Door
 - a. Blocked/Inoperative
 - b. No Closing Device
 - c. Open/Door Wedge
 - d. Inadequate
 - e. Other
3. Exit Lighting
 - a. Inoperative
 - b. Needed
 - c. Wrong Type/Location
 - d. Other
4. Emergency Lighting
 - a. Inoperative
 - b. Damage
 - c. Wrong Type/Location
 - d. Other
5. Aisles/Hallways/Stairs
 - a. Blocked
 - b. Not Lighted
 - c. Stairs – No hand rails
 - d. Other

C. Building/Structure

1. Electricity
 - a. Overload
 - b. Defective
 - c. Extension Cords/Multi-Plugs
 - d. Covers
 - e. Other
2. Panel/Breaker/Junction Boxes
 - a. Blocked/36" Clearance
 - b. Wrong Type/Placement
 - c. Open/No Labels
 - d. Other
3. Flammable Liquids
 - a. Improper Storage
 - b. Open Containers
 - c. Too Close to Heat
 - d. "No Smoking" Signs
 - e. Other
4. Housekeeping/Interior
 - a. Excessive Rubbish/Waste
 - b. Improper Disposal
 - c. General Neatness/Other
5. Housekeeping/Exterior
 - a. Walkway/Stairs Blocked
 - b. Vegetation Overgrowth
 - c. Poor Lighting
 - d. Other

Other Violations/Remarks: _____
 1) Keep Aisles/Hallways clear at all times - checked at time of inspection.

NOTICE OF NONCOMPLIANCE

All cited violations shall be ordered corrected immediately unless an extension of time is granted. Each day that the violation continues after notice shall constitute a separate offense and is subject to remedies and penalties by the authority having jurisdiction.

COMPLIANCE DATE: N/A

A. Cat's Song
 Owner/Agent/Manager/Representative

Jonathan A. Schvedell 511
 Fire Inspector

MUKWONAGO FIRE DEPARTMENT BUREAU OF INSPECTION & FIRE PREVENTION

P.O. Box 206 • Mukwonago, Wisconsin 53149 • (262) 363-6431

Inspection Date: 4-17-16 **Inspection Type:** Quarterly Semi-Annual Reinspection Special
Business Location: 10151 CTH NO MUKWONAGO, WI 53149
Business Name: Wild Flower Cafe **Phone Number:** _____
Building Owner: _____ **Phone Number:** _____
Building Owner Address: _____

VISIBLE INSPECTION ONLY

An inspection of the above dwelling has disclosed the following violation(s) requiring corrective action:

A. Fire Prevention/Extinguishment

1. Alarm System
 - a. None 800-877-3664
 - b. Inadequate # C52329
 - c. Defective
 - d. Other
2. Smoke Alarm(s)
 - a. None
 - b. Alarm Defective
 - c. No/Dead Batteries
 - d. Other
3. Sprinkler System
 - a. Defective Head(s)
 - b. Incomplete Coverage
 - c. Storage too Close to Head
 - d. Other
4. Standpipes/Fire Dept. Connection
 - a. Covers Damaged
 - b. Obstruction
 - c. Other
5. Fire Extinguishers 10/13
 - a. Hang/Mount
 - b. Test/Service/Recharge
 - c. Inaccessible/Obstructed
 - d. Damage hood close 10/11
 - e. Other hand suppression 10/15

B. Means of Egress

1. Exit Doors
 - a. Blocked
 - b. Locked/Bolted
 - c. Wrong Type
 - d. Other
2. Fire Door
 - a. Blocked/Inoperative
 - b. No Closing Device
 - c. Open/Door Wedge
 - d. Inadequate
 - e. Other
3. Exit Lighting
 - a. Inoperative
 - b. Needed
 - c. Wrong Type/Location
 - d. Other
4. Emergency Lighting
 - a. Inoperative
 - b. Damage
 - c. Wrong Type/Location
 - d. Other
5. Aisles/Hallways/Stairs
 - a. Blocked
 - b. Not Lighted
 - c. Stairs -- No hand rails
 - d. Other

C. Building/Structure

1. Electricity
 - a. Overload
 - b. Defective
 - c. Extension Cords/Multi-Plugs
 - d. Covers
 - e. Other
2. Panel/Breaker/Junction Boxes
 - a. Blocked/36" Clearance
 - b. Wrong Type/Placement
 - c. Open/No Labels
 - d. Other
3. Flammable Liquids
 - a. Improper Storage
 - b. Open Containers
 - c. Too Close to Heat
 - d. "No Smoking" Signs
 - e. Other
4. Housekeeping/Interior
 - a. Excessive Rubbish/Waste
 - b. Improper Disposal
 - c. General Neatness/Other
5. Housekeeping/Exterior
 - a. Walkway/Stairs Blocked
 - b. Vegetation Overgrowth
 - c. Poor Lighting
 - d. Other

Other Violations/Remarks: _____
 1- Power strips must be plugged into receptacle - corrected with inspection.
 2- Keep 36" clearance in front of junction panel - corrected during inspection.
 3- Extension cords are temporary use only @ Mustangs replaced cord w/ permanent during inspection.
 All violations corrected during inspection

NOTICE OF NONCOMPLIANCE

All cited violations shall be ordered corrected immediately unless an extension of time is granted. Each day that the violation continues after notice shall constitute a separate offense and is subject to remedies and penalties by the authority having jurisdiction.

COMPLIANCE DATE: N/A

Bruno Galan
 Owner/Agent/Manager/Representative

James J. Sullivan
 Fire Inspector



Village of Mukwonago Police Department

627 S. Rochester Street • Mukwonago, Wisconsin 53149

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

KEVIN B. SCHMIDT, CHIEF OF POLICE

April 21, 2016

Chief Schmidt:

On April 20th and 21st I conducted the yearly liquor license compliance checks. I went to each licensed establishment and did check their license display and that the on duty personal were properly licensed. There were no violations recorded during my visit with the exception of the 5 Star Citgo. This location did not have their license's properly displayed. I did instruct the on duty employee to let the station manager know and I will follow up on this within the next couple of days.

At the time of this report I have not done any underage liquor buys.

Respectfully

Ptm. Robert C. Melo

*Reviewed 04/22/16. Forwarded to
Clerk's Office.*

Chief KBS

Village of Mukwonago

2015-16 Alcohol Beverage Licensee List

Licensee Name	Trade Name	Street Address	Agent	Sales #	Class	Type	License #
5 Star Stations, Inc.	5 Star Cigo	909 Greenwald Ct.	Jones, Denise	004-0000137588-01	A	Combo	AC1516-01
5 Star Stations, Inc.	Clark-Mukwonago	301 Main St.	Smith, Victoria	004-0000137588-01	A	Beer	AB1516-01
5 Star Stations, Inc.	Mukwonago Express Mart	407 S. Rochester St.	Dixon, Denise	004-0000137588-01	A	Beer	AB1516-02
5 Star Stations, Inc.	North Star Shell	1060 N. Rochester St.	Jones, Danielle M.	004-0000137588-01	A	Combo	AC1516-08
5 Star Stations, Inc.	5 Star BP	122 Arrowhead Dr.	French, Robert R.	004-0000137588-01	A	Beer	AB1516-06
Aldi, Inc.	Aldi #46	111 E. Wolf Run	Lindstrom, John W.	456-0000089014-04	A	Combo	AC1516-09
Anich, Gerald M.	Anich's Liquor & Beer Store	411 Main St.		456-0000195603-03	A	Combo	AC1516-03
Blue Bay Inc.	Blue Bay Family Restaurant	927 Main St.	Islami, Viazim	456-1027546231-03	B	Combo	BC1516-02
Boneyard Pub & Grille, LLC	The Boneyard Pub & Grille	215 Bay View Rd. Suite D	Jones, James F.	456-0003164653-02	B	Res Combo	RB1516-01
Community Post No. 375 of the American Legion	American Legion Community Post #375	627 CTH NN E	Dums, Beth A.	456-1020016060-03	B	Combo	BC1516-01
DAA Smokehouse LLC	David Alan Alari's Smokehouse & Saloon	325 Bay View Rd. Suites D/E	O'Bryan, Tina M.		B	Res Combo	RB1516-03
El Pueblo, Inc.	Antigua Real	355 Bay View Rd.	Alarcon, Marco	456-0000453356-03	B	Res Combo	RB1516-02
F.J. Partners, LLC	Sol de Mexico	507 Main St.	Mauricio, Froylan J.	456-1028207844-02	B	Combo	BC1516-06
Genesis Gas Inc.	Village Mini Mart	201 N. Rochester St.	Gupta, Manoj	456-1028108252-02	A	Beer	AB1516-04
Perseverance Corp.	Half-Time Sports Grille	200 S. Rochester St.	Weiss, Mark A.	456-1028339067-02	B	Combo	BC1516-07
Jay's Lanes, Inc.	Jay's Lanes	326 Atkinson St.	Jay, Jeffrey R.	456-0000581532-03	B	Combo	BC1516-03
Khasria Two Inc.	Village Pumper Two	710 Main St.	Khasria, Harinder S.	456-1026751407-03	A	Beer	AB1516-05
Kwik Trip Inc.	Kwik Trip #282	1212 N. Rochester St.	Patrick M. Rice	456-0000287614-03	A	Combo	AC1516-07
Mario's Natural Roman Pizza Inc.	Mario's Pizza	225 Bay View Rd. Suite 500	Edwards-Reitman, Charlene A.	456-0000543890-03	C,B	Wine, Beer	BB1516-01/CI1516-01
Miller, Sandra M.	Sandy's Miller Time	701 Main St.		456-0000497764-03	B	Combo	BC1516-04
Pam's Fine Wines LLC	Pam's Fine Wines	100 Main St. Suite 1	Kollaszar, Pamela L.	456-1024616722-03	B	Combo	BC1516-05
Stevens Management, Inc.	Fork in the Road	215 N. Rochester St.	Stevens, Dennis M.	456-0000425740-03	B	Combo	BC1516-08
Ultra Mart Foods, Inc.	Pick'n Save #6384	1010 N. Rochester St.	Groves, Patrick	456-0002831081-06	A	Combo	AC1516-04
Wal-Mart Stores East, LP	Wal-Mart Supercenter #1571	250 East Wolf Run	Sandelback, Michael R.	456-1020028180-05	A	Combo	AC1516-10
Walgreen Co.	Walgreens #07039	212 N. Rochester St.	Martinello, Brian	456-0000455404-05	A	Combo	AC1516-06
Wild Flower Café LLC	Wild Flower Café	1015 CTH NN E	Galvan, Jette	456-1028897960-02	C,B	Wine, Beer	BB1516-02/CI1516-02

MEMORANDUM

TO: Village of Mukwonago – Village Board
FROM: Village Attorney Mark G. Blum
SUBJECT: 2015 Wisconsin Act 156
DATE: April 26, 2016

Recently, the Legislature has adopted 2015 Wisconsin Act 156 (a copy of which is attached), which amends and creates new language in Chapter 980 of the Wisconsin Statutes dealing with the residency requirements for sexually violent persons on supervised release. Specifically, the Legislation deals with persons who are deemed sexually violent and have committed certain sex offenses. Under that Statute, there is a 1,500 foot perimeter placed on a school, child care facility, youth center, place of worship or public park providing that no person who is deemed sexually violent can be placed in residency within that perimeter in the State of Wisconsin. That Legislation took effect on March 2, 2016. The Statute does not deal with situations where a person who is deemed sexually violent is outside of their supervised release restriction. However, when someone is under such supervision, it would be with the restriction under that Statute.

In the past, the Village has considered the options for adopting a Sex Offender Residency Restriction; however, the consensus was that a better way to proceed would be to legislate against the unlawful acts of sex offender. Therefore, the Board approved a Loitering Ordinance that provides that no sex offender may loiter within 1,500 feet of schools, parks, child care facilities, etc. Were we to adopt a Sex Offender Residency Ordinance, that Ordinance would need to except out sexually violent persons to the extent that such Ordinance would conflict with the provisions of 2015 Wisconsin Act 156. However, that Ordinance could operate in conjunction with our existing Loitering Ordinance.

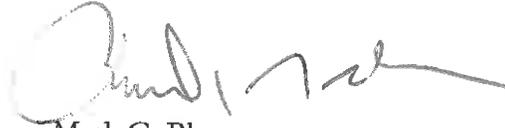
Staff has taken the liberty of drafting a proposed Sex Offender Residency Ordinance for the Board's consideration. As you can see, it references a number of Court Decisions, as well as studies, that have supported the extent of the recidivism risk for sex offenders and the need to restrict their ability to come into contact with children. This draft Ordinance would use the same 1,500 foot restriction as the Sexually Violent Person State Statute does. Also attached hereto is a map that shows the areas that would be restricted from residency if this Ordinance were to be adopted.

As you may have noted, there have been a number of articles in the press recently dealing with placement of sex offenders and the difficulty the State is having in trying to place such persons back in the community once they are on supervised release. Most communities have decided to adopt Sex Offender Residency Ordinances to protect children in their communities. In the absence of the Village adopting a Residency Ordinance, it becomes more likely that the Department of Corrections would place persons under supervised

release within the Village, as it is certainly easier to work in a community without a Residency Ordinance as opposed to one that does. I have reviewed this issue with Chief Schmidt and he concurs that this Ordinance would be helpful at this point.

Thank you for your consideration of these comments.

Respectfully submitted,



Mark G. Blum

MGB/jb
Enc.

Date of enactment: **February 29, 2016**

2015 Assembly Bill 497 Date of publication*: **March 1, 2016**

* Section 991.11, WISCONSIN STATUTES: Effective date of acts. "Every act and every portion of an act enacted by the legislature over the governor's partial veto which does not expressly prescribe the time when it takes effect shall take effect on the day after its date of publication."

2015 WISCONSIN ACT 156

AN ACT to renumber and amend 980.08 (4) (f); to amend 980.08 (4) (cm); and to create 980.01 (1e), 980.01 (1g), 980.01 (2m), 980.01 (3d), 980.01 (3g), 980.01 (3m), 980.01 (11), 980.08 (4) (em), 980.08 (4) (f) 2., 980.08 (4) (f) 3., 980.08 (4) (f) 4. and 980.135 of the statutes; relating to: residency requirements for sexually violent persons on supervised release.

The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:

SECTION 1. 980.01 (1e) of the statutes is created to read:

980.01 (1e) "Assisted living facility" has the meaning given in s. 101.123 (1) (ab).

SECTION 2. 980.01 (1g) of the statutes is created to read:

980.01 (1g) "Child care facility" means a child care facility that is operated by a person licensed under s. 48.65 or certified under s. 48.651 or that is established or contracted for under s. 120.13 (14).

SECTION 3. 980.01 (2m) of the statutes is created to read:

980.01 (2m) "Nursing home" has the meaning given in s. 50.01 (3).

SECTION 4. 980.01 (3d) of the statutes is created to read:

980.01 (3d) "Place of worship" means a church building where religious services are held.

SECTION 5. 980.01 (3g) of the statutes is created to read:

980.01 (3g) "Public park" means a park or playground that is owned or maintained by the state or by a city, village, town, or county.

SECTION 6. 980.01 (3m) of the statutes is created to read:

980.01 (3m) "School premises" has the meaning given in s. 948.61 (1) (c).

SECTION 7. 980.01 (11) of the statutes is created to read:

980.01 (11) "Youth center" means any center that provides, on a regular basis, recreational, vocational, academic, or social services activities for persons younger than 18 years old or for those persons and their families.

SECTION 8. 980.08 (4) (cm) of the statutes is amended to read:

980.08 (4) (cm) If the court finds that all of the criteria in par. (cg) are met, the court shall select a county to prepare a report under par. (e). Unless the court has good cause to select another county, the court shall select the person's county of residence as determined by the department under s. 980.105. An actual or alleged lack of available housing for the person within a county because of an ordinance or resolution in effect or proposed by the county or by a city, town, or village within the county may not constitute good cause to select another county under this paragraph. The court may not select a county where there is a facility in which persons committed to institutional care under this chapter are placed unless that county is also that person's county of residence.

SECTION 9. 980.08 (4) (em) of the statutes is created to read:

980.08 (4) (em) The department shall consult with a local law enforcement agency having jurisdiction over any prospective residential option identified under par. (e) and shall request the law enforcement agency to submit

a written report that provides information relating to the prospective residential option.

SECTION 10. 980.08 (4) (f) of the statutes is renumbered 980.08 (4) (f) (intro) and amended to read:

980.08 (4) (f) (intro.) The court shall direct the department to use any submissions under par. (d), the report submitted under par. (e), ~~or any report submitted under par. (em), and~~ other residential options identified by the department to prepare a supervised release plan for the person. The department shall search its victim database, and consult with the office of victim services in the department of corrections, the department of justice, and the county coordinator of victims and witnesses services in the county of intended placement, the county where the person was convicted, and the county of commitment to determine the identity and location of known and registered victims of the person's acts. The department shall prepare a supervised release plan that identifies the proposed residence. The supervised release plan shall be submitted to the court within 90 days of the finding under par. (cg). The court may grant extensions of this time period for good cause. The plan shall address do all of the following:

1. Address the person's need, if any, for supervision, counseling, medication, community support services, residential services, vocational services, and alcohol or other drug abuse treatment. The supervised release plan shall be submitted to the court within 90 days of the finding under par. (cg). The court may grant extensions of this time period for good cause.

SECTION 11. 980.08 (4) (f) 2. of the statutes is created to read:

980.08 (4) (f) 2. Ensure that the person's placement is into a residence that is not less than 1,500 feet from any school premises, child care facility, public park, place of worship, or youth center. A person is not in violation of a condition or rule of supervised release under sub. (7) (a) if any school premises, child care facility, public park, place of worship, or youth center is established within 1,500 feet from the person's residence after he or she is placed in the residence under this section.

SECTION 12. 980.08 (4) (f) 3. of the statutes is created to read:

980.08 (4) (f) 3. If the person committed a sexually violent offense against an adult at risk, as defined in s. 55.01 (1e), or an elder adult at risk, as defined in s. 46.90 (1) (br), ensure that the person's placement is into a residence that is not less than 1,500 feet from a nursing home or an assisted living facility. A person is not in violation of a condition or rule of supervised release under sub. (7) (a) if a nursing home or an assisted living facility is established within 1,500 feet from the person's residence after he or she is placed in the residence under this section.

SECTION 13. 980.08 (4) (f) 4. of the statutes is created to read:

980.08 (4) (f) 4. If the person is a serious child sex offender, ensure that the person's placement is into a residence that is not on a property adjacent to a property where a child's primary residence exists. For the purpose of this subdivision, adjacent properties are properties that share a property line without regard to a public or private road if the living quarters on each property are not more than 1,500 feet apart. A person is not in violation of a condition or rule of supervised release under sub. (7) (a) if a child establishes primary residence in a property adjacent to the person's residence after the person is placed in the residence under this section.

SECTION 14. 980.135 of the statutes is created to read:

980.135 Local restrictions; limited exemption. No county, city, town, or village may enforce an ordinance or resolution that restricts or prohibits a sex offender from residing at a certain location or that restricts or prohibits a person from providing housing to a sex offender against an individual who is released under s. 980.08 or against a person who provides housing to the individual so long as the individual is subject to supervised release under this chapter, the individual is residing where he or she is ordered to reside under s. 980.08, and the individual is in compliance with all court orders issued under this chapter.

SECTION 16. Initial applicability.

(1m) This act first applies to persons who have applied for supervised release under section 980.08 (4) of the statutes before the effective date of this subsection and whose supervised release is not authorized on the effective date of this subsection.

2015 - 2016 LEGISLATURE

2015 ASSEMBLY BILL 497

November 10, 2015 - Introduced by Representatives BORN, TITTL, JAGLER, KREMER, T. LARSON, MURPHY, J. OTT, SKOWRONSKI, SWEARINGEN, VORPAGEL, QUINN and BERNIER, cosponsored by Senators WANGGAARD, S. FITZGERALD, GUDEX and MOULTON. Referred to Committee on Corrections.

1 **AN ACT** to renumber and amend 980.08 (4) (f); and to create 980.01 (1e), 980.01
2 (1g), 980.01 (2m), 980.01 (3m), 980.01 (11), 980.08 (4) (em), 980.08 (4) (f) 2.,
3 980.08 (4) (f) 3. and 980.08 (4) (f) 4. of the statutes; relating to: residency
4 requirements for sexually violent persons on supervised release.

Analysis by the Legislative Reference Bureau

This bill makes changes to the procedure for releasing certain violent sex offenders into the community. Under current law, a person who commits certain sex offenses may be involuntarily committed as a sexually violent person to the Department of Health Services (DHS) for control, care, and treatment. If a person is committed and placed in institutional care, the person may periodically petition the court for supervised release. If a court determines that supervised release is appropriate, the court authorizes the person, the person's attorney, the district attorney, any law enforcement agency in the county of intended placement, and any local governmental unit in the county of intended placement to submit to DHS prospective residential options for community placement. Current law requires DHS and the county in which the person is to be placed to prepare a plan that identifies potential sites for the person to reside, taking into consideration the options submitted.

This bill requires DHS to consult with a local law enforcement agency that has jurisdiction over any prospective residential option identified by DHS or the county and to request the law enforcement agency to submit a written report that provides information on the prospective residential option. The bill requires DHS to take into

consideration the written report of the law enforcement agency to determine where the victims of the person live, and to ensure that any potential residential placement of the person meets certain guidelines.

Under the bill, no sexually violent person generally may be placed in a residence within 1,500 feet of any school, child care facility, youth center, place of worship, or public park. If the person committed a sexually violent offense against a child, he or she may not be placed in a residence in a property adjacent to a property where a child resides. If the person committed a sexually violent offense against an

elderly or disabled person, he or she may not be placed in a residence within 1,500 feet of a nursing home or other assisted living facility.

The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:

SECTION 1. 980.01 (1e) of the statutes is created to read:

(ab). 980.01 (1e) "Assisted living facility" has the meaning given in s. 101.123 (1)

SECTION 2. 980.01 (1g) of the statutes is created to read:

980.01 (1g) "Child care facility" means a child care facility that is operated by a person licensed under s. 48.65 or certified under s. 48.651 or that is established or contracted for under s. 120.13 (14).

SECTION 3. 980.01 (2m) of the statutes is created to read:

980.01 (2m) "Nursing home" has the meaning given in s. 50.01 (3).

SECTION 4. 980.01 (3m) of the statutes is created to read:

980.01 (3m) "School premises" has the meaning given in s. 948.61 (1) (c).

SECTION 5. 980.01 (11) of the statutes is created to read:

980.01 (11) "Youth center" means any center that provides, on a regular basis, recreational, vocational, academic, or social services activities for persons younger than 18 years old or for those persons and their families.

SECTION 6. 980.08 (4) (em) of the statutes is created to read:

980.08 (4) (em) The department shall consult with a local law enforcement agency having jurisdiction over any prospective residential option identified under par. (e) and shall request the law enforcement agency to submit a written report that provides information relating to the prospective residential option.

SECTION 7. 980.08 (4) (f) of the statutes is renumbered 980.08 (4) (f) (intro) and amended to read:

980.08 (4) (f) (intro.) The court shall direct the department to use any submissions under par. (d), the report submitted under par. (e), ~~or any report submitted under par. (em), and~~ other residential options identified by the department to prepare a supervised release plan for the person. The department shall search its victim database, and consult with the office of victim services in the department of corrections, the department of justice, and the county coordinator of victims and witnesses services in the county of intended placement, the county where the person was convicted, and the county of commitment to determine the identity and location of known and registered victims of the person's acts. The department shall prepare a supervised release plan that identifies the proposed residence. The supervised release plan shall be submitted to the court within 90 days of the finding under par. (cg). The court may grant extensions of this time period for good cause. The plan shall address do all of the following:

1. Address the person's need, if any, for supervision, counseling, medication, community support services, residential services, vocational services, and alcohol or other drug abuse treatment. ~~The supervised release plan shall be submitted to the court within 90 days of the finding under par. (cg). The court may grant extensions of this time period for good cause.~~

SECTION 8. 980.08 (4) (f) 2. of the statutes is created to read:

980.08 (4) (f) 2. Ensure that the person's placement is into a residence that is

2 not less than 1,500 feet from any school premises, child care facility, public park,
3 place of worship, or youth center.

4 SECTION 9. 980.08 (4) (f) 3. of the statutes is created to read:

5 980.08 (4) (f) 3. If the person committed a sexually violent offense against an
6 adult at risk, as defined in s. 55.01 (1e), or an elder adult at risk, as defined in s. 46.90
7 (1) (br), ensure that the person's placement is into a residence that is not less than
8 1,500 feet from a nursing home or an assisted living facility.

9 SECTION 10. 980.08 (4) (f) 4. of the statutes is created to read:

10 980.08 (4) (f) 4. If the person is a serious child sex offender, ensure that the
11 person's placement is into a residence that is not on a property adjacent to a property
12 where a child's primary residence exists. For the purpose of this subdivision,
13 adjacent properties are properties that share a property line without regard to a
14 public or private road if the living quarters on each property are not more than 1,500
15 feet apart.

16 SECTION 11. Initial applicability.

17 (1) This act first applies to petitions for release that are made on the effective
18 date of this subsection.

19 (END)



**WISCONSIN LEGISLATIVE COUNCIL
AMENDMENT MEMO**

2015 Assembly Bill 497

**Assembly Substitute
Amendment 1 and
Assembly Amendment 1 to
Assembly Substitute
Amendment 1**

Memo published: February 8, 2016

Contact: Katie Bender-Olson, Senior Staff Attorney (266-2988)

2015 Assembly Bill 497 relates to residency requirements for sexually violent persons on supervised release.

CURRENT LAW

Current law provides a civil commitment process under ch. 980, Stats., for sex offenders who meet certain criteria and have completed their criminal sentences. These offenders are referred to as “sexually violent persons” (SVPs) and are committed to a civil treatment facility for an indefinite period of time. SVPs may petition for supervised release from commitment, which a court may grant if the SVP meets specified statutory criteria.

If a court finds that an SVP meets the criteria, the court must choose a county to prepare a report identifying prospective residential options for community placement of the SVP. The report can be prepared either independently by the county or in cooperation with the Department of Health Services (DHS). DHS is the agency responsible for supervising an SVP during commitment and while on supervised release. The court must select the SVP’s county of residence to identify prospective housing, unless the court has good cause to select another county. DHS must use the plan prepared by the county in creating a supervised release plan that identifies a proposed residence for the SVP.

ASSEMBLY SUBSTITUTE AMENDMENT 1

Distance Restrictions

Assembly Substitute Amendment 1 prevents the DHS supervised release plan from placing an SVP in a residence within 1,500 feet of certain locations. First, the plan must ensure

that the residence is not less than 1,500 feet from any school premises, child care facility, public park, place of worship, or youth center. Second, if the SVP committed a sexually violent offense against an adult-at-risk or elder-at-risk, the plan must ensure that the residence is not less than 1,500 feet from a nursing home or assisted living facility. Finally, if the SVP is a serious child sex offender, the plan must ensure that the residence is not on a property adjacent to a child's primary residence, meaning that the properties share a property line (without regard to a road) if the living quarters are not more than 1,500 feet apart. An SVP who was placed into a residence before a school, public park, or other prohibited location was established within 1,500 feet is not in violation of his or her conditions or rules of supervised release.

Limited Preemption of Local Ordinances

Assembly Substitute Amendment 1 prohibits local sex offender residency restriction ordinances from being enforced against an SVP on supervised release or against a person who provides housing to the SVP, provided that the SVP is residing in the location ordered by the court. The substitute amendment does not affect the ability of a local government to enforce its sex offender residency restriction ordinances against any other sex offender.

Searches Regarding Known Victims and Consultation with Law Enforcement

Assembly Substitute Amendment 1 requires DHS to search for information regarding known victims of an SVP when creating a supervised release plan and to consult with local law enforcement about any proposed residence. Under the substitute amendment, DHS must search its victim database and consult with the following entities to determine the identity and location of known and registered victims of the SVP: (a) the Office of Victim Services in the Department of Corrections; (b) the Department of Justice; (c) the County Coordinator of Victims and Witnesses Services in the county of intended placement; and (d) the county of commitment.

The substitute amendment further requires DHS to consult with a local law enforcement agency with jurisdiction over any prospective residence identified for the SVP and request that the agency submit a written report relating to that proposed residence.

Placement Outside the SVP's Home County

Assembly Substitute Amendment 1 provides that local sex offender residency restrictions cannot constitute "good cause" for placing an SVP outside of his or her county of residence. Specifically, a court cannot rely upon an actual or alleged lack of available housing because of an enacted or proposed ordinance or resolution within the county as good cause for selecting another county for the SVP.

Initial Applicability

Assembly Substitute Amendment 1 provides that the bill first applies to petitions for supervised release that are made on the date the bill becomes effective.

ASSEMBLY AMENDMENT 1 TO ASSEMBLY SUBSTITUTE AMENDMENT 1

Assembly Amendment 1 to Assembly Substitute Amendment 1 relates to the initial applicability of the bill. The amendment provides that the provisions apply to SVPs who have applied for supervised release before the effective date of the bill, but whose supervised release is not yet authorized.

BILL HISTORY

Assembly Substitute Amendment 1 was offered by Representatives Born and Schraa on January 14, 2016. Assembly Amendment 1 to Assembly Substitute Amendment 1 was offered by Representative Born on January 26, 2016. The Assembly Committee on Corrections recommended adoption of both amendments on February 2, 2016, on votes of Ayes, 8; Noes, 0. The committee then recommended passage of the bill, as amended, on a vote of Ayes, 5; Noes, 3.

KBO:ty

**VILLAGE OF MUKWONAGO
WAUKESHA AND WALWORTH COUNTIES**

ORDINANCE NO. _____

**Ordinance to Repeal and Recreate Section 54.132 and
Repeal Sections 54.133, 54.134, 54.135 and 54.136
Of the Municipal Code of the Village of Mukwonago
Relative to Sex Offender Residency**

The Village Board of the Village of Mukwonago, Waukesha County, Wisconsin, do ordain as follows:

SECTION I

Section 54.132 of the Municipal Code of the Village of Mukwonago is hereby repealed and recreated to read as follows:

SECTION 54.132 – SEX OFFENDERS.

(a) Findings and Intent.

- (1) The Wisconsin legislature has provided for the punishment, treatment and supervision of persons convicted or otherwise responsible for sex crimes against children, including their release into the community. Indeed, Chapter 980 of the Wisconsin Statutes provides for the civil commitment of sexually violent persons. The purpose of this Ordinance is to protect the public, to reduce the likelihood that convicted sex offenders will engage in such conduct in the future.

The United States Supreme Court has recognized that the risk of recidivism posed by sex offenders is high, and when convicted sex offenders re-enter society, they are much more likely than any other type of offender to be rearrested for a new rape or sexual assault. See Smith v. Doe, 538 US 84, 123 S.Ct. 1140, 155 L.Ed. 2d 164 (2003) and McKune v. Lile, 536 US 24, 34, 122 S.Ct. 2017, 153 L.Ed.2d 47 (2002), citing United States Department of Justice Bureau of Justice Statistics, Sex Offenses and Offenders, 27 (1997) U.S. Department of Justice Bureau of Justice Statistics Recidivism of Prisoners Released in 1983 (1997).

The Village Board has reviewed research on sex offenders, including the findings of a number of states across the United States, including, but not limited to Florida, Georgia, Alabama, Iowa and California as they pertain to laws adopted and which relate to imposing restrictions on sex offenders with respect to residency; and in addition, the United States Court of Appeals for the 8th Circuit Decision on Doe v. Miller, 405 F.3d 700, 716 (8th Cir. 2005) providing, in part, “the record does not

support a conclusion that the Iowa General Assembly and the Governor acted based merely on negative attitudes toward or fear of, or a bare desire to harm a politically unpopular group (citations omitted). Sex offenders have a high rate of recidivism and the parties presented expert testimony that reducing opportunity and temptation is important to minimizing the risk of re-offense. Even experts in the field could not predict with confidence whether a particular sex offender will reoffend, whether an offender convicted of an offense against a teenager will be among those who “cross over” to offend against a younger child, or the degree to which regular proximity to a place where children are located enhances the risk of re-offense against children. One expert in the District Court opined that it is just “common sense” that limiting the frequency of contact between sex offenders and areas where children are located is likely to reduce the risk of an offense. (Citations omitted). The policymakers of Iowa are entitled to employ such “common sense” and we are not persuaded that the means selected to pursue the State’s legitimate interest are without rational basis”.

The Board finds the negative consequences of failing to regulate the movement of sex offenders is a hazard to children and the community. Thus, the Village has a duty and need to regulate where sex offenders reside and loiter within the Village once they are reintegrated into the community. This Chapter is a regulatory measure aimed at protecting the health and safety of the children in the Village of Mukwonago from the risk that convicted sex offenders may reoffend in locations close to their residences. It is the intent of this section not to impose a criminal penalty but rather to serve the Village’s compelling interest to promote, protect, and improve the health, safety, and welfare of the citizens of the village by creating areas around locations where children regularly congregate in concentrated numbers wherein certain sexual offenders and sexual predators are prohibited from establishing residence; and by regulating certain activities that may be used by sexual offenders to prey on children.

- (2) The Village finds and declares that sex offenders are a serious threat to public safety. When convicted sex offenders reenter society, they are much more likely than any other type of offender to be rearrested for a new rape or sexual assault. Given the high rate of recidivism for sex offenders and that reducing opportunity and temptation is important to minimizing the risk of re-offense, there is a need to protect children where they congregate or play in public places in addition to the protections afforded by state law near schools, day-care centers and other places children frequent. The Village finds and declares that in addition to schools and day-care centers, children congregate or play at public parks.

The Board notes that Wisconsin Statute Section 61.34 authorizes the Village Board to enact legislation for the health, safety and welfare of the public. In addition, Wisconsin Statute Section 61.34(5) notes that the powers, rights and privileges accorded villages under said Chapter are to be liberally construed in order to promote the general welfare, peace, good order and prosperity of the village.

- (3) This Ordinance will not apply to sexually violent persons, as defined in Wisconsin Statute §980.01(7), because these persons are controlled under the regulations of

Wisconsin Statute §980.

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(b) Definitions. As used in this Chapter and unless the context otherwise requires:

- (1) *Child* is a person under the age of 18.
- (2) *Child Safety Location* is the site upon which any of the following are located:
 - a. A public park, parkway, parkland, park facility;
 - b. A public beach;
 - c. A public library;
 - d. A recreational trail;
 - e. A public playground;
 - f. A school for children;
 - g. Athletic fields used by children;
 - h. A day-care center;
 - i. A tutoring facility;
 - j. Any specialized school for children, including, but not limited to, a gymnastics academy, dance academy or music school;
 - k. Any facility for children [which means a public or private school or a group home, as defined in § 48.02(7), Wis. Stats.; a residential care center for children and youth, as defined in § 48.02(15d), Wis. Stats.; a shelter care facility, as defined in § 48.02(17), Wis. Stats.; a foster home, as defined in § 48.02(6), Wis. Stats.; a treatment foster home, as defined in § 48.02(17q), Wis. Stats.; a day-care center licensed under § 48.65, Wis. Stats.; a day-care program established under § 120.13(14), Wis. Stats.; a day-care provider certified under § 48.651, Wis. Stats.; or a youth center, as defined in § 961.01(22), Wis. Stats.].
- (3) *Child Safety Zone* is any place within the Village that is physically located within 1,500 feet of any Child Safety Location.
- (4) *Crime Against Children* is any of the offenses set forth within the Wisconsin Statutes, as amended, or the laws of this or any other state or the federal government, having like elements necessary for conviction, respectively:

Wisconsin Statute Sections

- | | |
|------------|---|
| 940.225(1) | First Degree Sexual Assault; |
| 940.225(2) | Second Degree Sexual Assault; |
| 940.225(3) | Third Degree Sexual Assault; |
| 940.22(2) | Sexual Exploitation by Therapist; |
| 940.30 | False Imprisonment-victim was minor and not the offender's child; |
| 940.31 | Kidnapping-victim was minor and not the offender's child; |
| 944.01 | Rape (prior statute); |
| 944.06 | Incest; |
| 944.10 | Sexual Intercourse with a Child (prior statute); |
| 944.11 | Indecent Behavior with a Child (prior statute); |
| 944.12 | Enticing Child for Immoral Purposes (prior statute); |

948.02(1)	First Degree Sexual Assault of a Child;
948.02(2)	Second Degree Sexual Assault of a Child;
948.025	Engaging in Repeated Acts of Sexual Assault of the Same Child;
948.05	Sexual Exploitation of a Child;
948.055	Causing a Child to View or Listen to Sexual Activity;
948.06	Incest with a Child;
948.07	Child Enticement;
948.075	Use of a Computer to Facilitate a Child Sex Crime;
948.08	Soliciting a Child for Prostitution;
948.095	Sexual Assault of a Student by School Instructional Staff;
948.11(2)(a) or (am)	Exposing Child to Harmful Material-felony sections;
948.12	Possession of Child Pornography;
948.13	Convicted Child Sex Offender Working with Children;
948.30	Abduction of Another's Child;
971.17	Not Guilty by reason of Mental Disease-of an included offense; and
975.06	Sex Crimes Law Commitment.
980.01(7)	Sexually Violent Persons

- (5) *Sex Offender* is a person who has been convicted of or has been found delinquent of or has been found not guilty by reason of disease or mental defect of a sexually violent offense and/or a crime against children.
- (6) *A residence* is where a person sleeps, which may include more than one location and may be mobile or transitory.
- (7) *A sexually violent offense* shall have the meaning as set forth in §980.01(6) Wis. Stats., as amended from time to time.

(c) Residency Restrictions

- (1) *Child Safety Zone Restriction.* Subject to the definitions in Sections (a) above and the exceptions set forth in Section (d) below, no sex offender shall establish a residence within the Village that is within a Child Safety Zone.
- (2) *Original Domicile Restriction.* No person and no individual who has been convicted of a crime against children shall be permitted to reside in the Village of Mukwonago, unless such person was domiciled in the Village of Mukwonago at the time of the offense resulting in the person's most recent conviction for committing a crime against children. Domicile shall mean an individual's fixed and permanent home, where the individual intends to remain permanently and indefinitely and to which, whenever absent, the individual intends to return except that no individual may have more than one domicile at any time. Domicile is not a residence for any special or temporary purpose .

- (3) *Measurement of Distance.* The distance shall be measured from the closest boundary line of the real property supporting the residence of an offender to the closest boundary line of real property that supports or upon which there exists any of the applicable above-enumerated use(s).
- (d) Residency Restriction Exemptions:
- (1) A person residing within 1,500 feet of the real property comprising any of the uses enumerated in (b)(2), above, does not commit a violation of this chapter if any of the following apply:
- The person is required to serve a sentence at a jail, prison, juvenile facility, or other correctional institution or facility.
 - The person is a minor or ward under guardianship.
 - The person has established a residence prior to the effective date of this Chapter on __ day of ____, 2016, which is within 1,500 feet of any of the uses enumerated in ____, above, or such enumerated use is newly established after such effective date and it is located within such 1,500 feet of a residence of a person which was established
- (e) Renting Real Property:
No person shall let or rent any place, structure, or part thereof, trailer, or other conveyance, with the knowledge that it will be used as a permanent or temporary residence by a sex offender contrary to the provisions of Section (c) above.
- (f) Holiday Events and Public Gatherings:
- (1) It is unlawful for a sex offender to actively take part in any public holiday event involving children under 18 years of age where the distributing of candy or other items to children takes place, including but not limited to holiday parades or similar gatherings, Halloween trick or treating, wearing a Santa Claus costume in a public place in relationship to Christmas, wearing an Easter Bunny costume in a public place in relationship to Easter, or wearing any other costume reasonably expected to attract children in a public place, or other similar activities that may, under the circumstances then present, tend to entice a child to have contact with a sex offender.
- (2) Exception. This section does not apply to any event in which the sex offender is the parent or guardian of the child(ren) involved, and the sex offender's child(ren) are the only child(ren) present.
- (g) Loitering.
- (1) It shall be unlawful for any sex offender as defined in section (b) above, to loiter or prowl within 1,500 feet of any school or school property, recreational trail, playground or park, any specialized school for children including, but not limited to, gymnastics academy, martial arts academy, dance academy, music school, public

beach or public library in a place at a time or in a manner not usual for law abiding individuals under circumstances that warrant alarm for the safety of children in the vicinity. Among the circumstances which may be considered in determining whether such alarm is warranted is the fact that the actor takes flight upon appearance of a law enforcement officer, refuses to identify himself or herself or manifestly endeavors to conceal himself or herself or any object.

- (2) Unless flight by an actor or other circumstances makes it impractical, a law enforcement officer shall, prior to any arrest for an offense under this section, afford the actor an opportunity to dispel any alarm which would otherwise be warranted by requesting him or her to identify himself or herself or explain his or her presence and conduct at the aforementioned locations. No person shall be convicted of an offense under this section if the law enforcement officer did not comply with the preceding sentence, or if it appears at trial that the explanation given by the actor was true, and, if believed by law enforcement at the time, would have dispelled the alarm.
- (3) An offender does not commit a violation of loitering in a Child Safety Zone as stated above and the enumerated uses may allow such person on the property supporting such use if any of the following apply:
 - a. The property supporting an enumerated use also supports a church, synagogue, mosque, temple or other house of religious worship (collectively "church"), subject to the following conditions:
 - (i) Entrance and presence upon the property occurs only during hours of worship or other religious program/service as posted to the public; and
 - (ii) Written advance notice is made from the person to an individual in charge of the church, and approval from an individual in charge of the church as designated by the church is made in return, of the attendance by the person; and
 - (iii) The person shall not participate in any religious education programs, which include individuals under the age of 18.
 - b. The property supporting an enumerated use also supports a use lawfully attended by a person's natural or adopted child(ren), which child's use reasonably requires the attendance of the person as the child's parent upon the property, subject to the following conditions:
 - (i) Entrance and presence upon the property occurs only during hours of activity related to the use as posted to the public; and
 - (ii) Written advance notice is made from the person to an individual in charge of the use upon the property, and approval from an individual in charge of the use upon the property as designated by the owner of the use upon the property is made in return, of the attendance by the person.
 - c. The property supporting an enumerated use also supports a polling location in a local, state or federal election, subject to the following conditions:
 - (i) The person is eligible to vote; and
 - (ii) The designated polling place for the person is an enumerated use; and

- (iii) The person enters the polling place property and proceeds to cast a ballot with whatever usual and customary assistance is provided to any member of the electorate, and the person vacates the property immediately after voting; and
 - (iv) The property supporting an enumerated use also supports an elementary or secondary school lawfully attended by a person as a student, under which circumstances the person who is a student may enter upon that property supporting the school at which the person is enrolled, as is reasonably required for the educational purposes of the school..
- (h) **Child Safety Zone Map**

The Village Clerk's Office shall maintain an official map showing the Child Safety Zones within the Village. The Village Clerk's Office shall update the map at least annually to reflect any changes in the location of Child Safety Zones. The map is to be displayed in the office of the Village Clerk. In the event of a conflict, the terms of this ordinance shall control. In no event shall a failure to update the map in compliance with this Ordinance preclude the persecution or conviction of any sex offender under this Ordinance.
- (i) **Violations and Penalties**

If a person violates Section (c), above, by establishing a residence or occupying residential premises within 1,500 feet of those premises as described therein, without any exception(s) as also set forth above, the Village Attorney, upon referral from the Chief of Police and the written determination by the Chief of Police that upon all of the facts and circumstances and the purpose of this chapter such residence occupancy presents an activity or use of property that interferes substantially with the comfortable enjoyment of life, health or safety of another or others, shall bring an action in the name of the Village in the Circuit Court for Waukesha County to permanently enjoin such residency as a public nuisance. If a person violates Section (c) and (g), in addition to the aforesaid injunctive relief, such person shall be subject to the general penalty provisions set forth under Section 1.102 of the Municipal Code. Each day a violation continues shall constitute a separate offense. In addition, the Village may undertake all other legal and equitable remedies to prevent or remove a violation of this chapter

SECTION II

Sections 54.133, 54.134, 54.135 and 54.136 are 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

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 V

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.

DRAFT

Passed and adopted this _____ day of _____ 2016 by the Village Board of the Village of Mukwonago.

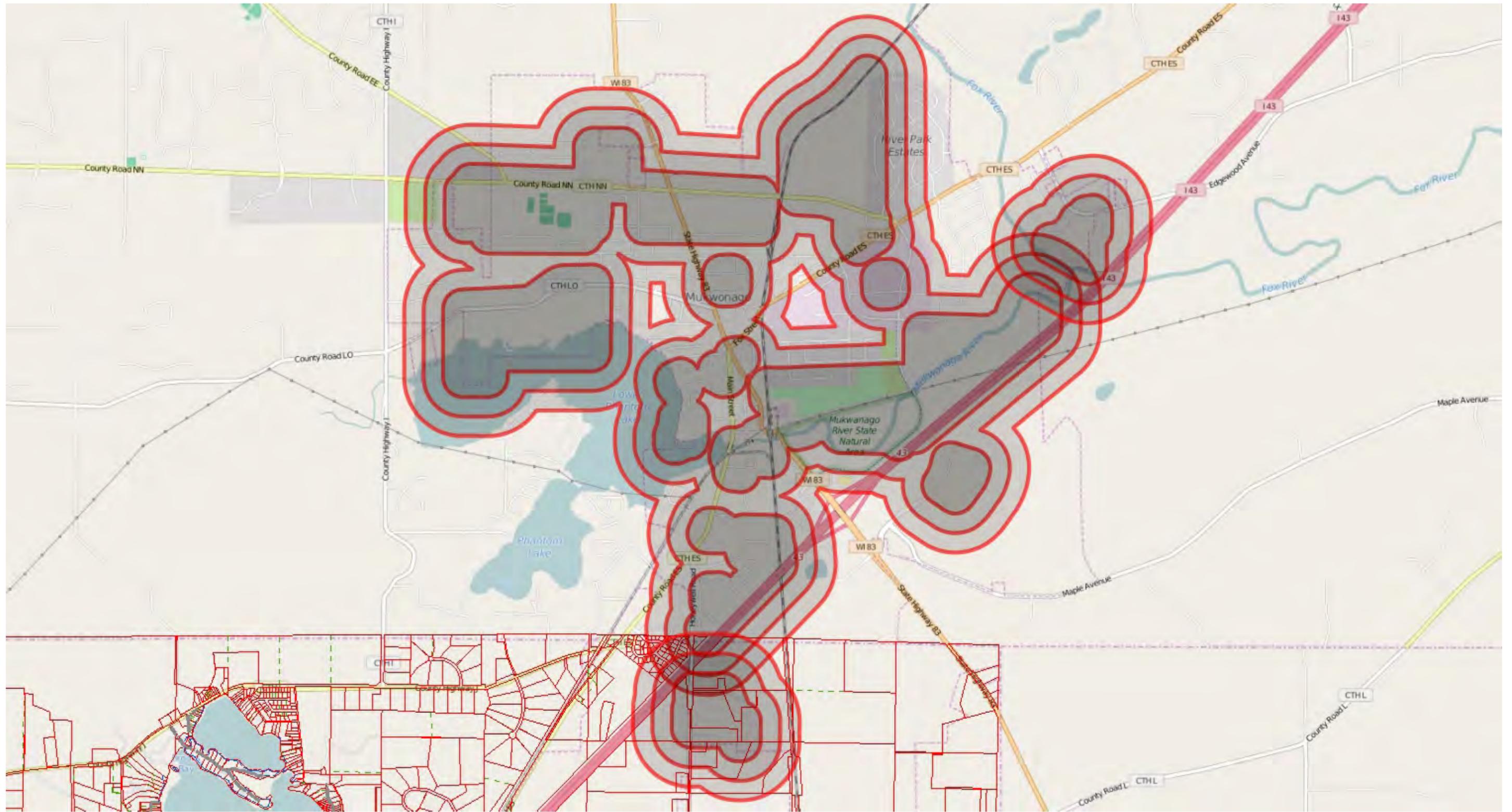
APPROVED:

Fred Winchowky, Village of Mukwonago President

Countersigned:

Steve Braatz, Jr.,
Village of Mukwonago Clerk

DRAFT



Village of Mukwonago GIS
Child Safety Buffer Zone



SCALE: 1" = 2572'

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

Print Date: 4/26/2016

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.

INTRODUCTION

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

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

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

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

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

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

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

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

SECTION I - GENERAL INFORMATION ABOUT THE VILLAGE OF MUKWONAGO

Village of Mukwonago History

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

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



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provide an

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



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

-D. E. Wright, 1990

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



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

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

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



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

TO BE REVISED

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



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SECTION II - PERTINENT INFORMATION

A. Appointments

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

Commented [SB1]: added

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

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

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

B. Term of Office

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

C. Resignation

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

D. Attendance

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

E. Legal Basis of Government

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

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

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

F. Budget Process

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

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

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

Commented [SB2]: amended

G. Purchasing Policies

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

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

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

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

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

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

H. Long Range Planning

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

SECTION III - COMMISSION EFFECTIVENESS

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

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

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

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

A. Functions and Behaviors

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

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

B. Effective Conflict Management

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

The following suggestions should help manage conflict and confrontation effectively:

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

SECTION IV - RELATIONSHIPS

A. Relationships with Staff

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

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

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

B. Relationships with Village Board

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

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

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

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

C. Board Policy on Legislative or Political Issues

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

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

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

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

D. Relationships with the Public

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

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

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

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

SECTION V - OPERATING PROCEDURES

A. Wisconsin Open Meetings Law

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

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

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B. Executive Sessions (Closed Meetings)

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

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

C. Exclusion of Village President or Trustee

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

D. General Rules of Order

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

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

1. No person other than a member or Village staff shall address the Board, except by majority vote of the members present.
2. No ordinance, resolution or other motion shall be discussed or acted upon unless it has been seconded.
3. No motion shall be withdrawn without the consent of the person making the same and the person seconding it.
4. No Trustee shall address the Board until he or she has been recognized by the presiding officer. The Trustee shall confine his or her remarks to the question under discussion and avoid all personal remarks.
5. When two or more members simultaneously seek recognition, the presiding officer shall name the member who is to speak first.
6. When a question is under debate, no action shall be in order except to adjourn debate, to lay on the table, to move the previous question, to postpone to a certain day, to refer to a committee, to amend, and to postpone indefinitely. These motions shall have precedence in the order listed.
7. Any member desiring to terminate the debate may move the previous question, or call the question, in which event the President shall announce the question as, "Shall the main question now be put?" If a majority of the members present vote in the affirmative, the main question shall be taken without further debate, its effect being to put an end to all debate and bring the Board to a direct vote, first upon any pending amendments and then upon the main question.
8. A motion to adjourn debate or to lay on the table and a call for the previous question shall be decided without debate.
9. No member of the Board, whether he or she is a Trustee or the President, shall vote on any question involving his or her own character or conduct, the right as a member, or his or her pecuniary interest.
10. These rules or any part thereof may be temporarily suspended in connection with any matter under consideration by a recorded vote of two-thirds of the members present.

E. Reconsideration of motions or questions.

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

F. Regular Meetings

All meetings of all boards, committees, and commissions of the Village shall be held in public buildings of the Village or on public grounds, in rooms or chambers which are handicapped accessible, the location designated by such committee by a vote of a majority of members. Regular meetings shall be held at regular times and places and consistent with the necessity for such

meetings, shall be at regular days of the week, regular weeks of the month and regular days of the month. The time, date, place and tentative agendas of regular meetings of boards, committees, and commissions shall be made public in accordance with the requirements of the open meeting law.

G. Public Meetings

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

H. Informal Public Hearings

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

I. Formal Public Hearings

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

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

J. Hearing Procedures

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

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

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

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

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

K. Motions

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

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

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

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

Script of a motion

1. **Member addresses the Chair.**
"Mr. /Madam President or Chairperson."
2. **Chair recognizes the member.**
3. **Member:**
"I move that _____ (states motion)."
4. **Second to motion.**
"I second the motion." If the motion comes as a recommendation from two or more members (i.e. Committee), the motion does not need a second.
5. **Chair states motion:**
"It has been moved by (name) and seconded that _____."
6. **Discussion:**
If the motion is debatable, every member has the right to debate; the Chair refrains from debate while presiding. The Chair carefully determines the order in which members are recognized to speak, giving first opportunity to the pro poser of the motion. Care should be given to assure that discussion is related to the question.
7. **The Chair says,**
"If there is no further discussion, the motion is _____ (restate motion)."
8. **Vote:**
The Chair says, "All those in favor of _____ (the motion stated) say 'aye.' Those opposed say 'no.'" 9. Result of the vote is stated by the Chair. "The motion is carried" or "the motion is lost."

Some most used motions

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

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

L. Adjournment

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

M. Minutes

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

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

It is the policy of the Village Board that minutes of boards, committees, and commissions be submitted to be included in the Village Board packet in a timely fashion. The time frame is within 1

week. Minutes may be labeled "Draft" if a meeting to approve the minutes cannot be scheduled within that time frame.

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

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

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

N. Agenda Packets

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

O. Area of Interest

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

P. Sub-Committees

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

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

committee, or commission, the sub-committee should be disbanded.

Q. Role of Chairperson

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

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

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

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

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SECTION VI – VILLAGE GOVERNMENT STRUCTURE

A. Village Board

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

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

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

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

Commented [SB5]: added

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

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

B. Administration

1. Village Administrator

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

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

2. Economic Development Director

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

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

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

3. Clerk/Treasurer

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

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

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

4. Finance Director

Commented [SB6]: minor modifications to this section

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

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

5. Village Administrative Staff

Commented [SB7]: minor modifications to this section

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

- Issue and administer licenses
- Preparation of purchase orders
- Maintenance of WisVote and other election processes
- Purchasing of supplies
- Preparation of reports
- Bookkeeping and accounting
- Tax calculation and collection
- Utility billing and collection
- Maintenance of official records
- Insurance administration
- Payroll preparation
- Board, committee, and commission support including minutes, agendas, packets, and overall guidance
- Cash collection and telephone inquiries
- Permit processing
- Accounts Payables
- Accounts Receivables

6. Assessor

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

7. Village Attorney/Labor Attorney

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

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

C. Public Works

1. Public Works Department

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

- Snow plowing and salting
- Storm sewer system maintenance
- Storm Water Utility District #1 maintenance
- Storm water reporting
- Street sweeping
- Operation and maintenance of the Village dam
- Tree and brush control
- Village plantation and forestry services
- Maintenance of roads and parking areas
- Vehicle and equipment maintenance
- Installation and maintenance of signs
- Maintain all village owned buildings
- Maintain and improve all village park lands

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

2. Engineering

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

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

3. Wastewater Treatment Plant and Water Utility

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

The Village of Mukwonago Water Utility currently operates 5 groundwater wells to provide water to the Village. The Village Utility operates 2 deep wells, and 3 shallow wells. Deep groundwater wells have great tasting water, but do contain naturally occurring radium. Shallow wells avoid the radium issue, but do contain iron which will cause "rusty water". The Village Utility blends water from both wells, to provide the best water possible and minimize the issues of each type of well. The Utility supplies water via two 500,000 gallon water towers and one

330,000 gallon reservoir. The Utility maintains 46 miles of water main; with 1,519 system valves and 717 fire hydrants. Accounting and billing is operated by the Administrative Offices.

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

4. Storm Water Utility District #1

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

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

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

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

5. Refuse Collection

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

D. Public Safety & Welfare

1. Mukwonago Fire Department

The Mukwonago Fire Department has a proud history of providing emergency response services to the community since 1913. The organization is made up of Full time, Paid on Premise and Paid on Call members who have undergone training that enables them to provide professional quality services in a cost-effective manner. There are four full time positions, the Fire Chief, and three Firefighter/Critical Care Paramedics Our members enjoy a high level of camaraderie and fellowship that few organizations can match. While we develop a high level of proficiency through our training and operations, we also make time for social functions that include the entire family.

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

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

2. Police Department

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

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

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

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

3. Emergency Government

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

4. Planning and Development

The Village subcontracts with BK Planning Strategies for planning services. The Village Planner prepares, implements and updates current and long range Village plans, meets with the general public regarding proposed neighborhood or community plans, and coordinates planning activities with those of neighboring communities and of other levels of government. The Planner provides staff assistance to the Plan Commission, which is responsible for enforcing the Village Comprehensive Plan and ensure orderly growth and development in the Village. The Planner also provides assistance to the Economic Development Committee whose primary responsibility is to promote economic and community development activities in the Village.

5. Zoning and Inspections

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

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

E. Leisure Services

1. Village Parks

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

2. Mukwonago Community Library

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

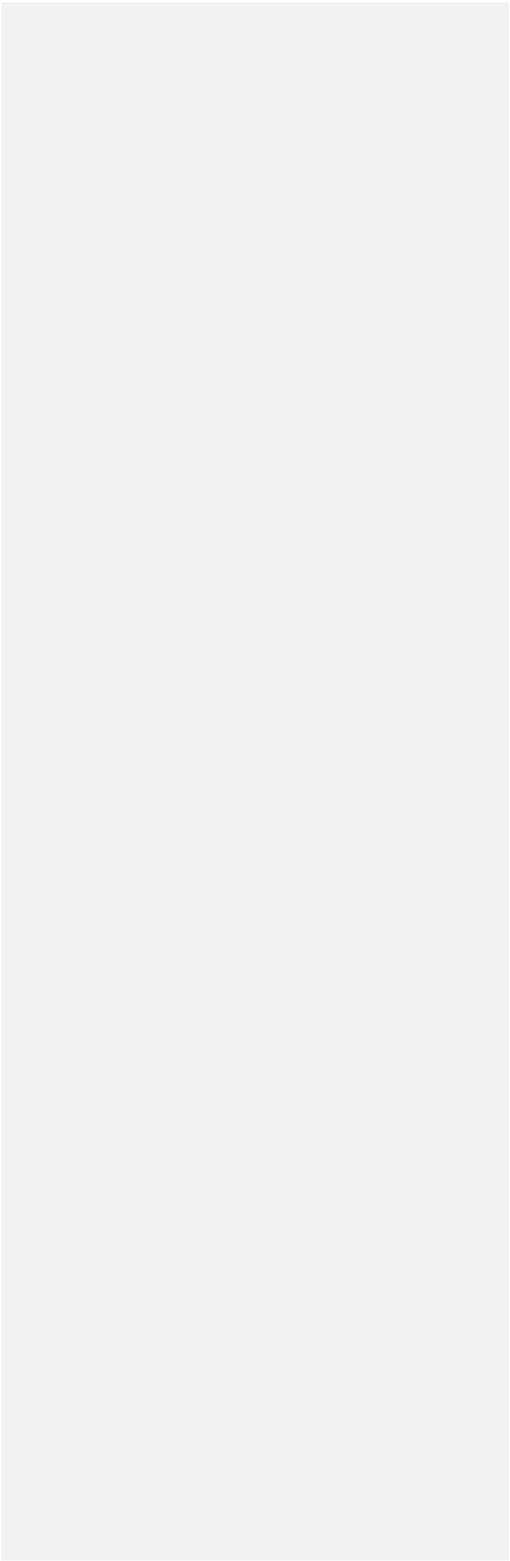
The library has programs and services for every resident: lap sit story time for infants birth through 3, story time for 3-5 year olds, and other special programs for everyone from teens to senior citizens. To publicize its services, the library publishes an email newsletter monthly. It also has its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

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

People can get involved in helping the library through its active Friends of the Library group, which raises money through an ongoing book sale and an annual bake sale, and also by supporting the Mukwonago Community Library Foundation, which has provided substantial funds for

renovations and building projects. Volunteers of all ages and skill levels help with summer library programs, shelf reading, gardening and other special projects.

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SECTION VII – BOARDS, COMMITTEES AND COMMISSIONS

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

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

A. Board of Zoning and Building Appeals

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

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

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

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

B. Board of Review

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

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

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

C. Economic Development Committee

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

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

D. Fire Commission

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

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

E. Library Board (Mukwonago Community Library Board)

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

Commented [SB8]: added

Legal responsibilities for the operation of the Mukwonago Community Library is vested in the Board

of Trustees. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing operations and services. The Board shall select, appoint and supervise a properly certified and competent library director, who shall be evaluated on an annual basis. The library director shall determine the duties and compensation of all library employees for the Board to approve. The Board shall approve the budget and make sure that adequate funds are provided to finance the approved budget. The Board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall audit and approve all library expenditures. The Board shall supervise and oversee buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program. The Board shall study and support legislation that will bring about the greatest good to the greatest number of library users. The Board shall cooperate with other public officials and boards and maintain vital public relations. The library director, with Board approval, shall submit the required annual report to the Division for Libraries, Technology and Community Learning, and the village board. The Board meets on the third Thursday of each month at 7:30 p.m. in the Library Community Room.

Commented [SB9]: added

F. Plan Commission

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

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

G. Police Commission

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

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

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

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

The standing committees within the Committee of the Whole are as follows:

1. Finance Committee.

The role of the Finance Committee is:

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

2. Health and Recreation Committee

The role of the Health and Recreation Committee is:

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

3. Judicial Committee

The role of the Judicial Committee is:

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

4. Personnel Committee

The role of the Personnel Committee is:

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

5. Protective Services Committee

The role of the Protective Services Committee is:

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

6. Public Works Committee

The role of the Public Works Committee is:

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

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SECTION VIII. CONCLUSION

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

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

Welcome aboard.

DRAFT

SECTION IX. VILLAGE CONTACTS

Commented [SB10]: updated this section

Village Hall:	(262) 363-6421	
Village Hall Hours:	8 a.m. to 5 p.m., Monday thru Thursday, 8 a.m. to noon, Friday	
Village Board Meetings:	3 rd Tuesday's, 6:30 p.m.	
Websites:	Village Website: www.villageofmukwonago.com	
	Fire Department Website: mukwonagofire.org	
	Library Website: www.mukcom.lib.wi.us	
	Museum Website: www.mukwonagomuseum.org	
Village President	Fred Winchowky 520 Fox St.	(262) 363-7884 president@villageofmukwonago.com
Trustee	Jason Vermeulen 619 Oldfield Ave.	(414) 807-5006 trustee1@villageofmukwonago.com
Trustee	James Decker 1138 Eastern Tr.	(262) 363-2245 trustee2@villageofmukwonago.com
Trustee	Darlene Johnson 621 Small Farm Rd.	(414) 916-3876 – Cell trustee3@villageofmukwonago.com
Trustee	Kelly Klemme 710 Stoecker Farm Ave.	(414) 326-0284 trustee4@villageofmukwonago.com
Trustee	Mark Penzkover 659 Plank Rd.	(262) 363-0665 trustee5@villageofmukwonago.com
Trustee	Ken Werner 1308 Two Rivers Ct.	(262) 363-3915 trustee6@villageofmukwonago.com
Administrator	John Weidl	(262) 363-6886 – Office (262) 441-0186 – Cell jweidl@villageofmukwonago.com
Clerk-Treasurer	Steven Braatz, Jr.	(262) 363-6424 – Office (414) 651-9767 – Cell sbraatzjr@villageofmukwonago.com
Finance Director	Diana Doherty	(262) 363-6421 ddoherty@villageofmukwonago.com
Fire Chief	Jeff Stien	(262) 363-6426 – Office (262) 441-0723 – Cell chiefstien@mukwonagofire.org
Library Director	Vacant	(262) 363-6411
Municipal Judge	Daniel Smart	(262) 363-6433

Police Chief	Kevin Schmidt	(262) 363-6434 – Office (262) 613-1026 – Cell kschmidt@mkpd.org
Public Works Director	Ron Bittner	(262) 363-6447 – Office (414) 550-7507 – Cell rbittner@villageofmukwonago.com
Supervisor of Inspections/ Zoning Administrator	Joe Hankovich	(262) 363-6419 – Office (414) 881-0639 – Cell jhankovich@villageofmukwonago.com
Utilities Director	Dave Brown	(262) 363-6416 – Office (414) 550-2509 – Cell
Village Attorney	Mark Blum Hippenmeyer, Reilly Moodie & Blum P.O. Box 766 Waukesha, WI 53187-0766 www.hrmblawfirm.com	(262) 549-8181 – Office mglum@hrmblawfirm.com
Village Assessor	Nick Laird Associated Appraisal Consultants P.O. Box 2111 Appleton, WI 54912 www.apraz.com	(800) 721-4157 – Office nickl.apraz@gmail.com
Court Attorney	Ronald English, III Hippenmeyer, Reilly Moodie & Blum P.O. Box 766 Waukesha, WI 53187-0766 www.hrmblawfirm.com	(262) 549-8181 – Office renglish@hrmblawfirm.com
Labor Attorney	Rob Buikema Buelow Vetter 20855 Watertown Rd., Ste 200 Waukesha, WI 53186 www.buelowvetter.com	(262) 364-0252 – Office rbuikema@buelowvetter.com
Village Engineer	Kurt Peot Ruekert & Mielke W233N2080 Ridgeview Pkwy Waukesha, WI 53188 www.ruekert-mielke.com	(262) 953-3060 – Office (262) 894-0476 – Cell kpeot@ruekert-mielke.com
Village Planner	Bruce Kaniewski BK Planning Strategies 7719 W Coventry Dr. Franklin, WI 53132 www.bkplanning.com	(414) 339-4105 – Cell bkaniewski@bkplanning.com

Humane Animal Officer

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

DRAFT

**ADMINISTRATIVE HANDBOOK FOR MEMBERS OF BOARDS, COMMISSIONS
AND COMMITTEES**

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

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

Signature of Board, Commission or Committee Member

Print Name of Board, Commission or Committee Member

Board, Commission or Committee Name

Date of Orientation and /or Administrative Handbook issuance: _____

Please sign and return this page to the Village Clerk.



Village of Mukwonago Police Department

627 S. Rochester Street • Mukwonago, Wisconsin 53149

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

KEVIN B. SCHMIDT, CHIEF OF POLICE

April 5, 2016

Lynch Mukwonago
ATTN: Mark Greene
General Manager
280-282 E. Wolf Run
Mukwonago, WI 53149

RE: Parking on E. Wolf Run

Dear Mark:

First off, congratulations on the opening of your beautiful facility on E. Wolf Run in the Village of Mukwonago. Through the years, the Village of Mukwonago Police Department has always had a great relationship with Koeffler Chevrolet, Horter Chevrolet, and Lynch Horter Chevrolet. We anticipate that the relationship will continue with Lynch of Mukwonago.

I am writing to you in reference to the parking of vehicles on E. Wolf Run. Village of Mukwonago ordinance prohibits street parking on E. Wolf Run. I spoke with Public Works Director Ron Bittner about the lack of "No Parking" signs in the area of your new dealership. I was advised that the signs were not put up in that part of E. Wolf Run as there was no development down on that end. However, as I stated, the Village has an ordinance prohibiting parking on E. Wolf Run. This letter is to advise you that we will not enforce the parking on the street for a period of sixty (60) days from the date of this letter. I believe that because there is currently no other development in the area of your dealership, traffic on E. Wolf Run past your drive is at a minimum.

I understand your predicament in that you do not have parking for your employees on your site. For that reason, myself and other Village staff met to discuss the issue. We agree that making E. Wolf Run only one lane of travel in each direction and allowing parking along the curb is not a viable option. The plans for E. Wolf Run are to eventually extend the road from the cul de sac to the south and then to the west for future development. Once that occurs, which we feel will be sooner than later, we will need two lanes in each direction for anticipated traffic.

In looking at the area of your dealerships, we feel that it would be possible to remove the curve and extend the road on the north side to allow for angle parking. This option would be at your expense. I understand that you have spoken with Supervisor of Inspections/Zoning Administrator Joseph Hankovich about this issue. It is also my understanding that you are working on putting some plans together to present to the Village. Should such a plan come before the Village, I would not oppose it.

Again, congratulations on your successful opening and should you ever need anything from myself or the Police Department, do not hesitate to contact me. If you have any questions, feel free to contact me.

Respectfully Submitted,

Kevin Schmidt
Chief of Police

**MEMORANDUM OF UNDERSTANDING AGREEMENT
BETWEEN THE VILLAGE OF MUKWONAGO
AND LYNCH DEALERSHIP**

This Memorandum of Understanding (MOU) summarizes the current and future Wolf Run Parking Agreement between the Village of Mukwonago, hereinafter referred to as the "Village", and the Lynch Dealership, hereinafter referred to as "Lynch" as the owner of the Lynch Dealership Development located in the Village of Mukwonago, herein referred to as the "Development". The Development is generally located north of Wolf Run as shown on attached Exhibit "A".

SECTION I

**LYNCH REQUEST GRANTING OF TEMPORARY PARKING
ADJACENT TO THE LYNCH DEVELOPMENT ON WOLF RUN**

The Lynch Dealership has requested temporary parallel public parking adjacent to the Lynch Development in the Village of Mukwonago.

Temporary Public Parking Conditions.

The Lynch Dealership and the Village agree that the parallel public parking adjacent to the Lynch Dealership is considered temporary and shall be limited to 5 a.m. to 10 p.m. The temporary parking will terminate upon completion of the improvements providing angle parking as shown on attached Exhibit "A" or upon extension of Wolf Run beyond the existing cul du sac.

SECTION II

**SIGNATURES AND INDICATION OF FINAL ACCEPTANCE
AND AGREEMENT TO ALL TERMS**

Signatures in the places noted below, hereby constitute final agreement to and acceptance of, all items contained in this document by the Lynch Dealership and Village. This document supersedes any other previous documents and resolutions in this matter.

FOR THE VILLAGE OF MUKWONAGO

_____ Date

ATTEST:

Date

FOR THE OWNER, LYNCH DEALERSHIP

Kurt Petrie, President

Date

TASK ORDER

This is Task Order No. 2015-06,
REVISED consisting of 3 pages.
Village of Mukwonago
Black Bear Boulevard West

Task Order

In accordance with the Agreement between Village of Mukwonago (Owner) and Ruckert-Mielke, Inc. (Engineer) dated December 4, 2014, Owner and Engineer agree as follows:

1. **Specific Project Data**

- A. Title: Chapman Farm Property Development
- B. Description: We understand that the Village has purchased approximately 8 acre parcel located on the west side of STH 83 with an anticipated 80 foot road right of way to intersect at STH 83 and Black Bear Boulevard. This new road will be located within and along the southern boundary of the 8+/- Acre parcel (Property).
- C. This task order supersedes a task order sent to the Village in May of last year. That task order was never executed and the project has changed from what was proposed last year.

2. **Services of Engineer**

Phase 201- Design & Bidding

Project Understanding:

- We will prepare a preliminary cost estimate for public improvements for Black Bear Boulevard.
- We will design the road and intersection based upon the results of the Traffic Impact Study & WisDOT requirements.
- We will negotiate with WisDOT to improve on the required improvements.
- We will design the sanitary sewer within the road right of way and provide a lateral to the Property.
- We will design the water main within the road right of way and provide a lateral to the Property.
- We will design the storm water management system within the road right of way. The storm water system will not serve the property.
- We will prepare a storm water management plan for the road right of way.
- We will prepare an erosion control plan for the project.
- We will prepare necessary permit applications for work within the WisDOT right of way, sewer and water extensions and a Notice of Intent for construction site storm water.
- We will prepare our standard bidding documents and provide bidding services through the recommendation of award.
- We will request a proposal for preparation of signal warrant analysis and, if warranted, signal design from Traffic Analysis and Design, (TADI) for execution by the Village.

TASK ORDER

- We will incorporate construction drawings and specifications from TADI into the bidding package for this project.

Phase 301 - Construction Services

- Provide full time construction review services for sewer, water and storm water construction.
- Provide part time construction review services for erosion control.
- Provide part time construction review services for grading, and incidental construction.
- Provide part time construction review services for signal installation and start up.
- Administer the construction contract between the Village and the Contractor. Duties to be performed are itemized in the Construction Contract between the Village and the Contractor.
- Respond to staff requests for information.
- Coordinate design and bidding activities with Village Staff.
- Respond to citizen questions during design and construction.
- Prepare working drawings of utilities.
- Prepare record drawings to Village Standards.

Phase 302 – Record Drawings

- Prepare record drawings to the Village standards for storm sewer, water and sanitary if requested by the Village.

Work Available as Additional Services:

- Property Site design, Property Site grading plan, Property Site storm water management plan, Property Site erosion control plan, Property Site plumbing plans and associated permit applications.
- Property Site survey.
- Property Site cut/fill grading quantity calculations.
- Geotechnical Engineering beyond the Terracon Report
- Coordination with Geotechnical Engineer on site
- Special assessments

Excluded work:

- Wetland delineation.
- Traffic signal warrant analysis.
- Traffic signal design.
- Traffic signal construction drawings, details and bidding documents.

3. Owner's Responsibilities

- Sign permit applications and pay associated permit fees.
- Enter into a contract for signal warrant, signal design and bidding documents.
- Enter into a contract for wetland delineation if required.

TASK ORDER

- Respond to design questions and material selections during the design and construction process

4. **Times for Rendering Services**

Phase	Completion Date
201 - Design and Bidding	June 20, 2016
301 - Construction Services	October 15, 2016
302 - Village Standard Record Drawings	November 15, 2016

5. **Payments to Engineer**

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

Category of Services	Compensation Method	Estimate of Compensation for Services
Design	Hourly	\$49,000
Construction Review and Contract Administration Services	Hourly	\$31,100-65,000*
Record Drawings	Lump Sum	\$1,500

*Services and cost are directly related to the amount of time the selected contractor takes to complete the project.

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

6. **Consultants:**

7. **Other Modifications to Standard Terms and Conditions:**

8. **Attachments:**

Exhibit of land to be purchased by Village

9. **Documents Incorporated By Reference:**

TASK ORDER

Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to terms and conditions (as modified above) set forth in the Master Engineering Agreement between Owner and Engineer dated December 4, 2014, which are incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

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

OWNER:

ENGINEER:

Village of Mukwonago

Ruekert & Mielke, Inc.

By: _____

By: Steven C. Wurster

Name: _____

Name: Steven C. Wurster, P.E.

Title: _____

Title: Senior Vice President/COO

Date: _____

Date: April 8, 2016

DESIGNATED REPRESENTATIVE FOR TASK ORDER

Name: _____

Name: Kurt A. Peot

Title: _____

Title: Team Leader/Senior Project Manager

Address: _____

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

Email: _____

Email: kpeot@ruekert-mielke.com

Phone: _____

Phone: 262-953-3060

Fax: _____

Fax: 262-542-5631

State of Wisconsin
DEPARTMENT OF NATURAL RESOURCES
Waukesha Service Center
141 NW Barstow St
Waukesha WI 53188

Scott Walker, Governor
Cathy Stepp, Secretary
Telephone 608-266-2621
Toll Free 1-888-936-7463
TTY Access via relay – 711



April 25, 2016

Mr. John Weidl,
c/o Village of Mukwonago
P.O. Box 206, 440 River Crest Court
Mukwonago, WI 53149

KEEP THIS DOCUMENT WITH YOUR PROPERTY RECORDS

SUBJECT: Final Case Closure with Continuing Obligations
Lynch's Horter Chevrolet, 915 Main Street, Mukwonago, WI 53149
DNR BRRTS Activity #02-68-562464 FID #268237090

Dear Mr. Weidl:

The Department of Natural Resources (DNR) considers the Lynch's Horter Chevrolet site closed, with continuing obligations. No further investigation or remediation is required at this time. However, you, future property owners and occupants must comply with the continuing obligations as explained in the conditions of closure in this letter. Please read over this letter closely to ensure that you comply with all conditions and other on-going requirements. Provide this letter and any attachments listed at the end of this letter to anyone who purchases, rents or leases this property from you.

This final closure decision is based on the correspondence and data provided, and is issued under chs. NR 726 and 727, Wis. Adm. Code. The Southeast Region (SER) Closure Committee reviewed the request for closure on January 13, 2016. The SER Closure Committee reviewed this environmental remediation case for compliance with state laws and standards to maintain consistency in the closure of these cases. A request for remaining actions needed was issued by the DNR on January 20, 2016, and documentation that the conditions in that letter were met was received on March 2, 2016.

Based on the sample results of a July, 2014 Phase II environmental assessment at this current automotive and maintenance facility, additional investigation and sampling was required by the DNR. Results indicated a PAH and VOC detect beneath the building in boring SP-3/SP-3A, at depths from 0.5 feet to 8.0 feet. The levels recorded were above Residual Contamination Levels (RCLs) based on protection of groundwater. The conditions of closure and continuing obligations required were based on the property being used for commercial purposes.

Continuing Obligations

The continuing obligations for this site are summarized below. Further details on actions required are found in the section Closure Conditions.

- Residual soil contamination exists that must be properly managed should it be excavated or removed.

The DNR fact sheet "Continuing Obligations for Environmental Protection," RR-819, helps to explain a property owner's responsibility for continuing obligations on their property. The fact sheet may be obtained at <http://dnr.wi.gov/files/PDF/pubs/rr/RR819.pdf>.

GIS Registry

This site will be included on the Bureau for Remediation and Redevelopment Tracking System (BRRTS on the Web) at <http://dnr.wi.gov/topic/Brownfields/rrsm.html>, to provide public notice of residual contamination and of any continuing obligations. The site can also be viewed on the Remediation and Redevelopment Sites Map (RRSM), a map view, under the Geographic Information System (GIS) Registry layer, at the same web address.

DNR approval prior to well construction or reconstruction is required for all sites shown on the GIS Registry, in accordance with s. NR 812.09 (4) (w), Wis. Adm. Code. This requirement applies to private drinking water wells and high capacity wells. To obtain approval, complete and submit Form 3300-254 to the DNR Drinking and Groundwater program's regional water supply specialist. This form can be obtained on-line at <http://dnr.wi.gov/topic/wells/documents/3300254.pdf>.

All site information is also on file at the Southeast Regional DNR office, at 141 NW Barstow Street, Waukesha, WI 53188. This letter and information that was submitted with your closure request application, can be found as a Portable Document Format (PDF) in BRRTS on the Web.

Closure Conditions

Compliance with the requirements of this letter is a responsibility to which you, and any subsequent property owners must adhere. DNR staff will conduct periodic prearranged inspections to ensure that the conditions included in this letter are met. If these requirements are not followed, the DNR may take enforcement action under s. 292.11, Wisconsin Statutes to ensure compliance with the specified requirements, limitations or other conditions related to the property.

Please send written notifications in accordance with the following requirements (with FID# and BRRTS# noted) to:

Department of Natural Resources

Attn: SER Remediation and Redevelopment Program Environmental Program Associate
2300 N. Dr. ML King Dr., Milwaukee, WI 53212

Residual Soil Contamination (ch. NR 718, or ch. 289, Stats.; chs. 500 to 536, Wis. Adm. Code)
Soil contamination remains as indicated on the **attached map** (Residual Soil Contamination, Figure B.2.b, dated 5/4/15) if soil in the specific locations described above is excavated in the future, the property owner at the time of excavation must sample and analyze the excavated soil to determine if contamination remains. If sampling confirms that contamination is present, the property owner at the time of excavation will need to determine whether the material is considered solid or hazardous waste and ensure that any storage, treatment or disposal is in compliance with applicable standards and rules. Contaminated soil may be managed in accordance with ch. NR 718, Wis. Adm. Code, with prior DNR approval.

In addition, all current and future owners and occupants of the property need to be aware that excavation of the contaminated soil may pose an inhalation or other direct contact hazard and as a result special precautions may need to be taken to prevent a direct contact health threat to humans.

Depending on site-specific conditions, construction over contaminated soils or groundwater may result in vapor migration of contaminants into enclosed structures or migration along newly placed underground utility lines. The potential for vapor inhalation and means of mitigation should be evaluated when planning any future redevelopment, and measures should be taken to ensure the continued protection of public health, safety, welfare and the environment at the site.

Chapter NR 140, Wis. Adm. Code Exemption

Recent groundwater monitoring data at this site indicates that for Methyl tert-butyl ether (MTBE) and chrysene at MW-1, contaminant levels exceed the NR 140 preventive action limit (PAL) but are below the enforcement standard (ES). The DNR may grant an exemption to a PAL for a substance of public health concern, other than nitrate, pursuant to s. NR 140.28 (2) (b), Wis. Adm. Code, if all of the following criteria are met:

1. The measured or anticipated increase in the concentration of the substance will be minimized to the extent technically and economically feasible.
2. Compliance with the PAL is either not technically or economically feasible.
3. The enforcement standard for the substance will not be attained or exceeded at the point of standards application. [Note: at this site the point of standards application is all points where groundwater is monitored.]
4. Any existing or projected increase in the concentration of the substance above the background concentration does not present a threat to public health or welfare.

Based on the information you provided, the DNR believes that these criteria have been or will be met, due to the multiple sample rounds confirming levels slightly above the PAL. Therefore, pursuant to s. NR 140.28, Wis. Adm. Code, an exemption to the PAL is granted for MTBE and chrysene at MW-1. Please keep this letter, because it serves as your exemption.

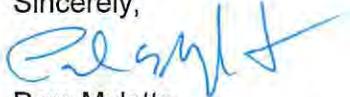
In Closing

Please be aware that the case may be reopened pursuant to s. NR 727.13, Wis. Adm. Code, for any of the following situations:

- if additional information regarding site conditions indicates that contamination on or from the site poses a threat to public health, safety, or welfare or to the environment,
- if the property owner does not comply with the conditions of closure, with any deed restrictions applied to the property, or with a certificate of completion issued under s. 292.15, Wis. Stats, or
- a property owner fails to maintain or comply with a continuing obligation (imposed under this closure approval letter).

The DNR appreciates your efforts to restore the environment at this site. If you have any questions regarding this closure decision or anything outlined in this letter, please contact Jim Delwiche at (262) 574-2145, or at the letterhead address.

Sincerely,

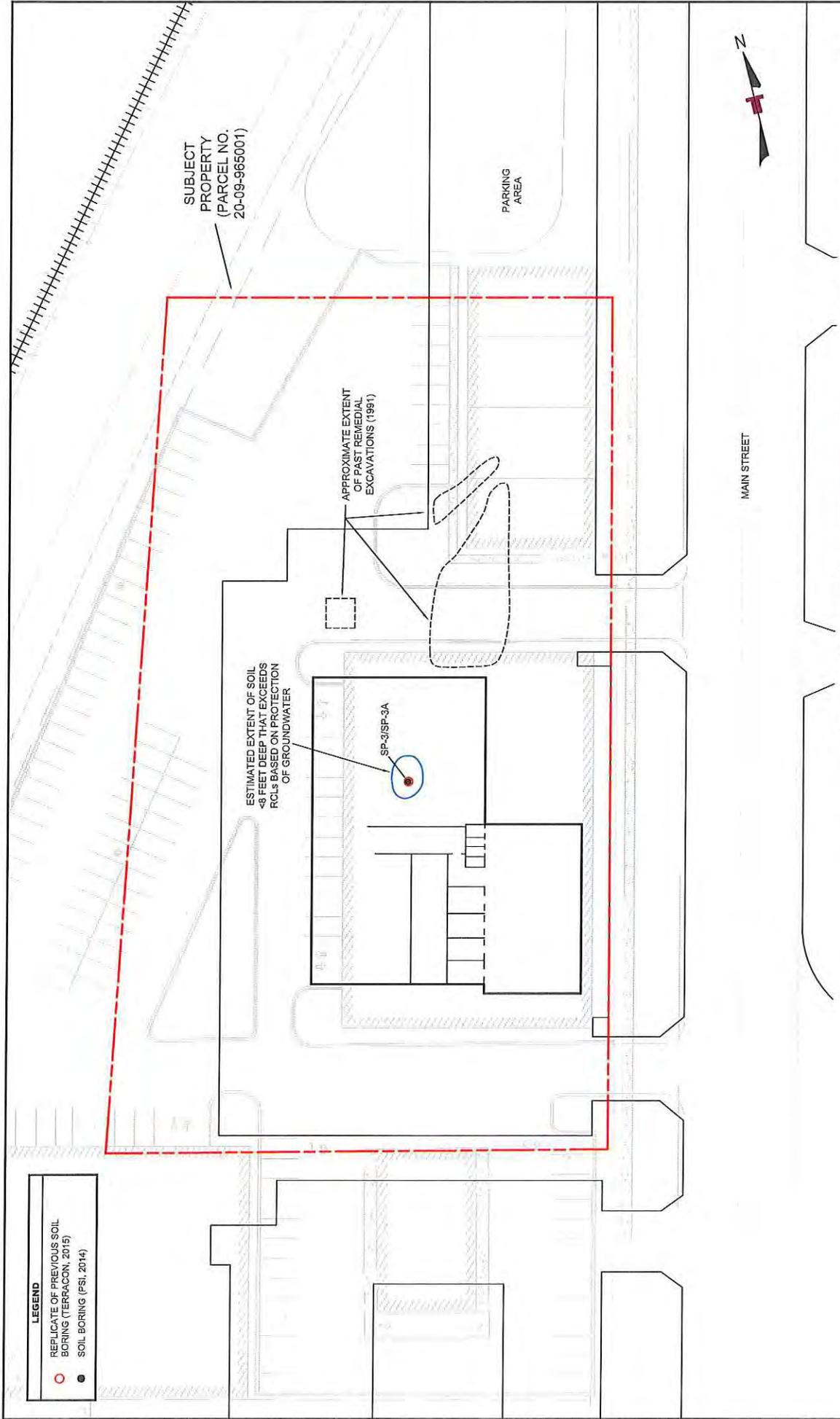


Pam Mylotta
Team Supervisor, Southeast Region
Remediation & Redevelopment Program

Attachment:

- Residual Soil Contamination, Figure B.2.b, dated 5/4/15

cc: David M. Buser – Terracon Consultants, Inc.
Bill Phelps – WDNR DG/5
SER Case File



LEGEND

○	REPLICATE OF PREVIOUS SOIL BORING (TERRACON, 2013)
●	SOIL BORING (PSI, 2014)

Project No.	5815709
Scale	AS SHOWN
Drawn By	JMN
Checked By	DMB
Project No.	5815709
Date	5/4/2015
Approval By	BRS



Terracon
 Consulting Engineers and Scientists
 200 SOUTH STATE STREET
 MILWAUKEE, WI 53201
 TEL: 414-425-2222 FAX: 414-425-2288

RESIDUAL SOIL CONTAMINATION
 FORMER LYNCH HORTER CHEVROLET
 915 MAIN STREET
 MILWAUKEE, WISCONSIN

EXHIBIT
 B.2.b