



Regular Village Board Meeting Agenda

October 18, 2022 – 7:00 pm
Village Hall, 235 Hickory Street, Pewaukee, WI 53072

1. Call to Order, Pledge of Allegiance, Moment of Silence and Roll Call.
2. Public Hearings/Presentations. – None.
3. Approval of Minutes of Previous Meeting.
 - Minutes of the Regular Village Board Meeting – October 4, 2022
4. Citizen Comments. – *This is an opportunity for citizens to share their opinions with Board Members on any topic they choose. However, due to Wisconsin Open Meeting laws, the Board is not able to answer questions or respond to your comments. All comments should be directed to the Board. Comments are limited to 3 minutes per speaker. Speakers are asked to use the podium and state their name and address.*
5. Ordinances. – None.
6. Resolutions.
 - a. Discussion and Possible Action on Resolution 2022-14, Resolution for Inclusion Under ETF's Group Life Insurance Plan.
7. Old Business.
 - a. Discussion Regarding Strategic Plan Implementation Progress
 - b. Discussion and Direction on the Employee Handbook
8. New Business.
 - a. Discussion and Direction on 2023 Draft Budget – all funds
 - b. Discussion and Possible Action on Police Garage Lower Roof Repair
 - c. Discussion and Possible Action on UW-Madison Capstone Project Steering Committee Appointments
 - d. Monthly Approval of Checks and Invoices for all funds – September 2022
9. Citizen Comments. – *This is an opportunity for citizens to share their opinions with Board Members on any topic they choose. However, due to Wisconsin Open Meeting laws, the Board is not able to answer questions or respond to your comments. All comments should be directed to the Board. Comments are limited to 3 minutes per speaker. Speakers are asked to use the podium and state their name and address.*
10. Closed Session. – The Village Board of the Village of Pewaukee will enter into closed session pursuant to Wis. Statute Section 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically regarding Pewaukee School District School Resource Officer Agreement.
11. Reconvene Into Open Session.



Regular Village Board Meeting Agenda

12. Adjournment.

Note: Notice is hereby given that a quorum of a Village Committee and/or Commission may be present at the Village Board meeting, and if so, this meeting shall be considered an informational meeting of that Committee or Commission and no formal action of that Committee or Commission shall occur. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. To request such assistance, contact the Village Clerk at 262-691-5660.

Posted October 14, 2022

**VILLAGE OF PEWAUKEE
VILLAGE BOARD MINUTES
October 4th, 2022**

1. Call to Order, Pledge of Allegiance, Moment of Silence, and Roll Call

President Knutson called the meeting to order at approximately 7:00 p.m. The Pledge of Allegiance was recited, followed by a moment of silence.

Roll Call was taken with the following Village Board members present: Trustee Ed Hill, Trustee Bob Rohde, Trustee Kelli Belt, Trustee Chris Krasovich, Trustee Craig Roberts, Trustee Jim Grabowski; and President Jeff Knutson.

Also Present: Village Attorney, Mark Blum; Village Administrator, Scott Gosse; Police Chief Tim Heier; Director of Public Works, Dan Naze; and Village Clerk, Casandra Smith.

2. Public Hearings/Presentations – None

3. Approval of Minutes of Previous Meeting

a. Minutes of the Regular Village Board Meeting – September 20, 2022

Trustee Krasovich moved, seconded by Trustee Hill to approve the September 20, 2022 minutes of the Regular Village Board meeting as presented.

Motion carried 7-0.

4. Citizen Comments

Kyle Kreuser @ 429 Pirate Pass – Mr. Kreuser explained that he is an owner of multiple short-term housing rentals. He stated he supports no limitations on nightly rentals regarding Ordinance No. 2022-15.

Kristen Kreuser @ 429 Pirate Pass – Ms. Kreuser spoke regarding Ordinance No. 2022-15, gave some background information and asked to not include limitations on the nightly short-term rentals.

5. Ordinances

a. Discussion and Direction on Ordinance No. 2022-15, Ordinance to Amend Section 40.471 of the Village Code of the Village of Pewaukee Regarding the Prohibition on Transient Commercial Uses in Residential Districts

Administrator Gosse stated that when this ordinance was adopted in 2010 it was lawful. In 2017 a change in the Wisconsin State Statutes was made by the state legislature which restricts the ability of municipalities to enact an ordinance that prohibits the rental of a residential dwelling for 7 or more consecutive days. The Village Board discussed their views in detail with a general consensus of amending the Ordinance to include a reduction of the number of nights to 3 or 4, requiring a license, and leaving in the 181-day restriction. This was for discussion only and it will go before the Plan Commission for its review and then it will be back before the Village Board at a later date for a public hearing and vote.

6. Resolutions - None

7. Old Business

a. Discussion and Possible Action on Digital Delivery of Village Meetings

Clerk Smith presented a quote from Kobra KY to the Village Board in the amount of \$9,695 to deliver meetings to the Village residents which can be viewed live or at a later date through YouTube. Kyle Salewski gave a brief overview of the functionality of the equipment and software. In the future additional equipment could be added at a later date as found necessary based on future needs. Trustee Roberts stated that this is one of the strategic planning goals which will deliver information and transparency to the residents. Discussion followed on whether this is a need or a want.

Trustee Hill moved, seconded by Trustee Belt to tentatively include the Quoted Amount of \$10,445 for Installation by Kobra KY and Taylor Computers for the Live Streaming Project in the 2023 Budget for Consideration of the use of ARPA funds during the Budget Discussion.

Mr. Salewski responded to Craig Roberts stating that quotes are good for 30 days but he would accept this quote for 45 days if that would help the Village.

Motion carried 7-0.

8. New Business

a. Discussion and Possible Action on Ford Motor Company Release to Use Name-Image-Picture Release Agreement

Chief Heier explained that the he and former Trustee, Heather Gergen worked together to take a picture of a squad car which also highlighted the downtown area. The picture was presented and a discussion followed.

Trustee Grabowski moved, seconded by Trustee Rohde to Approve the Ford Motor Company Release Agreement to Use the Picture as Presented with the Purchase of an Additional 500 calendars beyond the 100 free calendars provided.

Motion carried 7-0.

b. Discussion and Possible Action Regarding Possible Pier for Lake Patrol at End of Lake Street

President Knutson explained that installing a pier at the end of Lake Street gives the option of maintaining two Lake Patrol boats to be on the lake at all times for deployment during rescues and special events. The pier would be for use strictly by the Police and Fire departments only. Discussion followed with the consensus being to place this item on the Pewaukee Lake Advisory Committee agenda.

c. Discussion and Direction Regarding 2023 Proposed Budgets Related to Public Works, Capital Projects, and Utilities (Water, Sanitary Sewer, Storm Water, Transportation)

Administrator Gosse gave a general budget update which has a current shortfall of \$306,605. Interest-earning projections were increased based on the current market. Director Naze explained that he is requesting to create a Utility Supervisor position split between the Water and Sanitary Sewer Utilities to perform the regulatory requirements outlined in his memo included in the packet.

Capital projects are the same as presented in August 2022.

The Department of Public Works budget gave an overview of the budget with the major changes allocating funds to utilities such as gas and electric of \$20,000 for the new DPW Building as there is no baseline to use at this point. The Water Utility includes an added expense relating to the HMO treatment upgrade as well as costs for meter upgrades.

The Sewer Utility includes an increase in expense for treatment costs, capital projects, and software program support.

The Storm Water Utility is projected to have a loss which will have to be satisfied by borrowing or imposing a rate adjustment.

The Transportation Utility budget includes a proposed increased rate which will be of consideration at a later date. The increase is due to the debt being added in the amount of \$121,600 for the DPW building.

Discussion followed.

d. Discussion and Possible Action on Committee Appointments

1. Zoning Board of Appeals – 1 Alternate (term to expire 4/30/24)

No appointments were presented.

2. Historic Preservation Commission –1 Member Architect (full 3 year term to expire 4/30/24)

No appointments were presented.

e. Discussion and Possible Action on Trustee Appointment for Aquatic Plant Policy Review

Trustee Hill motioned, seconded by Trustee Rohde to Appoint Trustee Belt to the Aquatic Plant Policy Review group.

Motion carried 7-0.

f. Discussion and Possible Action on Appointing Trustee Liaisons to Work with Waukesha County Center for Growth

Trustee Rohde motioned, seconded by Trustee Hill to Appoint Trustee Roberts and Trustee Belt as Liaisons to Work with the Waukesha County Center for Growth.

Motion carried 7-0.

9. Citizen Comments – None

10. Closed Session. – *The Village Board of the Village of Pewaukee will enter into closed session pursuant to Wis. Statute Section 19.85(1)(g) for the purpose of conferring 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 or is likely to become involved, specifically regarding the 285 Forest Grove and 1166 Quail Court assessment litigation; and pursuant to Wis. Statute Section 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically regarding Riverside Preserve Development Agreement.*

Trustee Krasovich moved, seconded by Trustee Rohde to move into Closed Session at approximately 9:26 p.m.

Motion carried on Roll Call vote 7-0.

11. Reconvene into Open Session

Trustee Grabowski moved, seconded by Trustee Hill to reconvene into Open Session at approximately 9:45 p.m.

Motion carried on Roll Call vote 7-0.

a. Possible Action on Settlement Agreement Regarding 2021 -285 Forest Grove Assessment

Trustee Hill moved, seconded by Trustee Krasovich to Approve the 2021 Settlement Agreement as Presented Regarding 285 Forest Grove.

Motion carried 7-0.

b. Possible Action on Settlement Agreement Regarding 2021 - 1166 Quail Court Assessment

Trustee Roberts moved, seconded by Trustee Hill to Approve the 2021 Settlement Agreement as Presented Regarding 1166 Quail Court.

Motion carried 7-0.

c. Possible Action on Riverside Preserve Development Agreement

Trustee Hill moved, seconded by Trustee Grabowski to Deny the Requested Amendment to the Riverside Preserve Development Agreement.

Motion carried 7-0.

12. Adjournment

Trustee Grabowski moved, seconded by Trustee Krasovich to adjourn the October 4, 2022, Regular Village Board meeting at approximately 9:48 p.m.

Motion carried 7-0.

Respectfully Submitted,

Casandra Smith
Village Clerk



To: Jeff Knutson, Village President
Village Board

From: Cassie Smith
Village Clerk

Date: October 14, 2022

Re: Agenda Item ___6a___, Discussion and Possible Action on Resolution 2022-14, Resolution for Inclusion Under ETF's Group Life Insurance Plan.

BACKGROUND

The current life insurance policy is administered through Madison National Life. The Village pays 100% of the premium which is about \$750 per month. General employees working over 30 hrs receive Life Insurance as an employee benefit for no cost.

ETF offers a life insurance plan that would provide the same benefit of 1 times the employee's salary rounded to the nearest 1,000 where all WRS employees eligible would now be entitled to the Life Insurance benefit (4 new employees would be offered benefits).

No options exist for employees to buy additional life insurance for themselves or their families. Changing to the State of Wisconsin Life Insurance plan would allow employees to "buy up" which creates a more robust benefit at a reduced cost. An estimated savings of \$200 per month would be generated by switching to ETF.

Once approved a four-month waiting period is required before the coverage can begin. If the Resolution is approved in October the Village would start coverage with ETF's Life Insurance on February 1st.

ACTION REQUESTED

The action requested of the Village Board is to consider approving Resolution 2022-14 to enroll the Village into the ETF Life Insurance Plan as presented.

ANALYSIS

The proposed Life Insurance plan will save the Village money and offer additional benefits to employees.



Resolution 2022-14
Resolution for Inclusion
Under Group Life Insurance

Wisconsin Department
of Employee Trust Funds
PO Box 7931
Madison WI 53707-7931
1-877-533-5020 (toll free)
Fax 608-267-4549
etf.wi.gov

RESOLVED, by the Village Board of the Village of Pewaukee
Governing body Employer legal name

that pursuant to the provisions of Chapter 40 of the Wisconsin Statutes such Village of Pewaukee, Village Board
Governing body

hereby determines to be included under the following Group Life Insurance program(s) provided by Chapter 40 of the
Wisconsin Statutes for its eligible personnel:

Check box(es) for coverage desired:

- [X] Basic Group Life Insurance (1x earnings)
[X] Supplemental Group Life Insurance (1x earnings)
[X] Additional Group Life Insurance
[X] 1 Unit (1x earnings)
[X] 2 Units (2x earnings)
[X] 3 Units (3x earnings)
[X] Spouse and Dependent Group Life Insurance
[] Amount of insurance for any insured employee who attains age 65 on or after the effective date of this resolution
shall be 50% rather than 25%

BE IT FURTHER RESOLVED, that the proper officers are herewith authorized and directed to take all actions and make
such deductions and submit such payments as are required by the Group Insurance Board of the State of Wisconsin to
provide such group life insurance.

BE IT FURTHER RESOLVED, that the Village of Pewaukee WRS Agent submit a certified copy of this
Employer name
resolution to the State of Wisconsin Department of Employee Trust Funds.

Certification

I hereby certify that the foregoing resolution is a true, correct and complete copy of the resolution duly and regularly
passed by the Village Board of the Village of Pewaukee on the
Governing body Employer name
18 day of October, and that said resolution has not been repealed or amended, and is now in full force and effect.

Dated this 18 day of October.

I understand that Wis. Stat. 943.395 provides criminal penalties for knowingly making false and fraudulent statements on
this form and hereby certify that, to the best of my knowledge and belief, the information is true and correct.

Employer Identification Number (EIN) 69-036-0576000 Number of eligible employees: 47

WRS agent signature: WRS agent title:

Mailing address: 235 Hickory Street, Pewaukee, WI 53072

Telephone: 262-691-5660

Email: csmith@villageofpewaukee.com

For ETF use only
EFFECTIVE DATE OF COVERAGE ENTERED BY ETF:

The resolution shall be effective on the first of the fourth month
after receipt in the office of the Department of Employee Trust Funds. Submit completed form to ETF at
ETF SMBESSNewEmployer@etf.wi.gov or fax to 608-267-4549.



State of Wisconsin
Group Life Insurance Program
Fact Sheet

Underwriter: Securian Financial Group and its affiliate, Minnesota Life

Types of Coverage

Basic Coverage

- Coverage for employees up to age 70 if employed, age 65 if retired, equal to the previous year's Wisconsin Retirement System earnings, rounded to the next higher \$1,000.
- At age 65, insured retirees receive post-retirement coverage premium-free. The amount of coverage for state employees and some local government employees will reduce to 75% of the Basic coverage amount at age 65 and further reduce to 50% of the Basic coverage amount at age 66 and thereafter. The amount of coverage for local government employees will reduce to 75% of the Basic coverage amount at age 65, reduce to 50% of the Basic coverage amount at age 66, and at age 67 and thereafter to 25%* of the Basic coverage amount. (*Note:* this amount is 50% for local employers who have opted for the higher post-retirement benefit.)

Supplemental Coverage

- Coverage for active employees up to age 70 is equal to the previous year's WRS earnings, rounded to the next higher \$1,000. Retirees may continue coverage until age 65.

Additional Coverage

- Coverage for active employees with no age limit for up to three times the previous year's WRS earnings, rounded to the next higher \$1,000. Retirees may continue coverage until age 65.

Spouse and Dependent Coverage

- An insured employee's spouse and dependent children are eligible for coverage.
- Coverage: Spouse = \$10,000/unit; Each Dependent = \$5,000/unit. Employees may purchase either one or two units of coverage.
- Coverage ceases when employee retires or reaches age 70, whichever occurs first.

Other Benefits

- Accidental Death, Dismemberment and Loss of Use benefit, up to the total amount of insurance in force, is included with Basic, Supplemental and Additional coverage. It is **not** included in Additional coverage for employees age 70 and older, or Spouse and Dependent coverage.
- A waiver of premium provision provides that if an employee becomes totally and permanently disabled, no premiums are required for continued coverage for the duration of the disability.

Employee Costs

Employee Monthly Rates Per \$1,000 of Insurance						
		State (effective April 1, 2022 through March 31, 2023)			Local (effective July 1, 2022 through June 30, 2023)	
Attained Age	Basic	Supplemental	Additional	Basic, Supplemental and Additional	Spouse and Dependent	
Under 30	\$.05	\$.05	\$.07	\$.05	State \$2.26 per month for each unit of coverage	
30-34	\$.05	\$.05	\$.07	\$.06		
35-39	\$.05	\$.05	\$.07	\$.07		
40-44	\$.07	\$.07	\$.11	\$.08		
45-49	\$.12	\$.12	\$.18	\$.12		
50-54	\$.19	\$.19	\$.29	\$.22	Local \$1.60 per month for each unit of coverage	
55-59	\$.27	\$.27	\$.40	\$.39		
60-64	\$.36	\$.36	\$.55	\$.49		
65-69	\$.47*	\$.47	\$.69	\$.57		
70 and Over	N/A**	N/A	***	***		

State rates are effective April 1, 2022 through March 31, 2023. Local rates are effective July 1, 2022 through June 30, 2023.
 * Basic Coverage is free upon retirement at age 65 and thereafter.
 ** Active employee: Basic Coverage continues at a reduced level without further premiums
 *** Available on request.

Employer Costs

Basic Coverage

- State contributions cover a portion of the cost of current coverage and the cost of future post-retirement coverage. The state pays an amount equal to 65.25% of the employee premium.
- Local employer premiums cover the cost of post-retirement coverage. Employers who elect a 50% post-retirement benefit pay an amount equal to 40% of the employee premium; those who elect a 25% post-retirement benefit pay an amount equal to 20% of the employee premium.

Supplemental Coverage

- The state pays an amount equal to 37.25% of the employee premium. Local government employers are not required to contribute toward the premium.

Additional Coverage

- All costs are paid by the employee.

Spouse and Dependent Plan

- All costs are paid by the employee.

2020 Program Statistics

Basic Plan			State	Local
Active Employees			51,899	75,491
Retired Employees	Pre-Age 65		6,389	9,807
	Post-Age 65		28,137	38,378
Coverage	Active		\$3,509,781,000	\$4,361,984,000
	Annuitant	Pre-Age 65	\$444,248,000	\$657,581,000
		Post-Age 65	\$869,042,000	\$600,924,000
Claims	Active		\$5,463,284	\$5,313,451
	Annuitant	Pre-Age 65	\$2,097,154	\$2,865,256
		Post-Age 65	\$22,198,629	\$13,241,036
Premium	Active		\$5,554,146	\$6,875,736
	Annuitant	Pre-Age 65	\$1,955,654	\$4,661,050
Supplemental Plan				
Active Employees			35,712	26,633
Retired Employees	Pre-Age 65		3,917	2,204
Coverage	Active		\$2,477,128,000	\$1,649,411,000
	Annuitant	Pre-Age 65	\$266,561,000	\$154,702,000
Claims	Active		\$3,988,787	\$1,498,912
	Annuitant	Pre-Age 65	\$1,400,476	\$936,237
Premium	Active		\$3,981,825	\$3,082,052
	Annuitant	Pre-Age 65	\$1,376,352	\$323,917
Additional Plan				
Active Employees			25,360	31,171
Retired Employees	Pre-Age 65		1,988	2,639
Coverage	Active		\$4,155,276,000	\$4,483,903,000
	Annuitant	Pre-Age 65	\$255,453,000	\$353,711,000
Claims	Active		\$6,330,690	\$6,223,995
	Annuitant	Pre-Age 65	\$1,275,432	\$1,470,612
Premium	Active		\$9,519,044	\$8,219,290
	Annuitant	Pre-Age 65	\$558,155	\$976,229
Spouse and Dependent				
Active Employees			23,609	31,946
Coverage			\$564,610,000	\$775,685,000
Claims			\$1,021,187	\$1,227,077
Premium			\$1,223,303	\$1,165,393
Total Reserves				
Post-Retirement Benefits			\$391,067,182	\$327,250,932

Representing 744 local government employers.



To: Jeff Knutson, Village President
Village Board

From: Cassie Smith
Village Clerk

Date: October 14, 2022

Re: Agenda Item: __7b____ Discussion and Direction on Employee Handbook

BACKGROUND

The current Employee Handbook was implemented on December 20, 2011, and has not been updated since. Staff worked with the Village Labor Attorney, Brian Waterman, Trustee Hill, and Trustee Krasovich to review and provide direction on the 'draft' copy.

The DRAFT handbook was sent out to all department heads and Trustees on October 3. Additional questions/comments were raised and included in the memo below to be discussed.

Staff seeks discussion and direction from the Board on proceeding forward with the implementation of the updated employee handbook on January 1, 2023, which creates a more seamless transition and gives time to notify employees.

ACTION REQUESTED

The action requested by the Village Board is to give staff direction, comments, and concerns on the proposed revisions and draft handbook as a whole.

The attached document includes proposed revisions from the current handbook and discussion points for inclusion in the handbook.

ANALYSIS

Staff is searching for review, discussion, and direction on the latest draft handbook dated 10/14/2022.

High level changes/updates

Overtime – non-exempt Employees

Current: Overtime is currently administered after 8 hours per day.

PROPOSED: To follow the FLSA standards act. Calculate employee overtime when the employee has time worked over 40 hours per week within the pay period (Monday – Sunday).

Compensatory Time – non-exempt Employees

CURRENT: The current policy provides the ability for non-exempt employees who work over 40 hours the option to be paid at their overtime wage or to bank their hours (at their overtime rate) to be used as compensatory time off at a later date. Currently, there is no cap on the amount of compensatory time that can be earned and used within the year. Currently, employees may not accumulate over 60 hours at any given time but can use and bank compensatory hours unlimitedly.

PROPOSED: Place a cap on the amount of compensatory time that can be banked and used for time off within the year. It is proposed that all non-exempt employees have the ability to bank a maximum of 60 hours per year. After 60 hours are banked and/or used the employee would be paid out at their overtime rate. It is the intention that the employee can bank up to 60 hours and any time after 60 compensatory hours, the employee is paid at the overtime rate.

Separate Sick, Vacation, and Personal Banks vs. PTO (non-sworn employees)

CURRENT: The current policy provides a bank of vacation time based on years of service. Personal hours are given to each employee at 3 days. Sick time for DPW workers is limited to an 80-hour bank and for other employees, it is basically unlimited.

Currently, employees are not given vacation time upon hire unless negotiated.

PROPOSED: Change to a PTO bank (Personal Time Off) would provide all employees the same benefit and only one bank of time to administer. This also gives the employee the option as to how they want to use their paid time off.

See section 207 to view the proposed policy update which will also provide employees some time off upon hire prorated based on their start date.

All sworn employees would follow the Collective Bargaining agreement.

Military Leave (non-sworn employees)

CURRENT: The current policy abides by the provisions of USERRA. No salary differential is paid but the employee may request to use their FTO during their leave.

PROPOSED: The police union bargained to have the difference between their military pay (omitting the housing allowance) and their normal Village pay being paid while the employee is on duty. Offer the same benefit to non-represented employees.

Safety Glasses – DPW

CURRENT: The current policy states that an employee who is in need of prescription safety glasses has the ability to be reimbursed every two years for the full cost of the safety glasses.

PROPOSED: Section 217 provides a maximum payment of up to \$180 every two years for prescription safety glasses and requires that the glasses are OSHA-compliant with side shields.

Safety Shoes – DPW

CURRENT: The current policy states that DPW employees are reimbursed every year up to \$120 for work boots.

PROPOSED: Section 217 provides a maximum payment of up to \$200 every year.

FMLA

CURRENT: The current policy follows the rules of the Federal and State FMLA which run concurrently but does not require the employee to use any PTO during their time off.

PROPOSED: To require the use of PTO for Federal FMLA. Usually, after the State of Wisconsin FMLA is exhausted, the Village could require PTO to be used when on Federal FMLA. Both Federal and State FMLA can run concurrently.

Retirement benefit at 25% - (Non-Sworn)

CURRENT: The current policy doesn't have restrictions in writing regarding changes in premiums, changes in eligible covered participants, etc. The current contribution is 25% of the monthly premium for 102 months or Medicare eligibility age.

PROPOSED: To define what the Village Board is comfortable with as far as contributions to retirees. Included in the proposed policy the level of coverage at the time of retirement paid at 25% per month stays the same. If the retiree was on a single plan and 25% was \$500 that is what the Village contributes each year going forward when the employee is an active retiree on the Village's insurance for all employees hired in 2019 or after.

For employees that have been long-standing with the Village; it is proposed that if an employee is hired in or before 2018 the "old policy" could be in effect as currently written which allows for a fluctuation of premiums each year as the market dictates. If favored staff will look to the labor attorney for an appropriate description of benefits.

Call-in / Stand-by Policy:

CURRENT: The current policy provides overtime for time paid on stand-by and call-in pay.

PROPOSED: Create a policy for DPW/Utility employees only that is fair yet concise as to when and how to pay outside of "normal working hours". Director Naze will create and present this policy to the Village Board for approval at a later date.

Short/Long Term Disability and Life Insurance

All employees working over 30 hours are eligible for Short Term and Life Insurance 100% paid by the Village. Only Sworn employees receive Long Term Disability at the employer's cost. The current policy for short-term and long-term do not provide an adequate amount of earnings replacement as STD has a maximum payment of \$600 and LTD a monthly maximum of \$2,778.

Staff is searching for quotes to lower the monthly cost for Short Term, Long Term, and Life Insurance costs. Once staff has all information and quotes, they will be presented to the Village Board for action.

Staff feedback and/or considerations

OSHA-compliant safety glasses. The draft handbook included a payment of \$180 every two years. A look back at what the Village paid for past prescription safety glasses shows that the average costs are about \$385. Would the Village consider raising the reimbursement amount?

Personal Time Off – PTO. The draft handbook includes time off as given now plus 40 hours of additional time for 'sick' time. Currently, the DPW is given an 80-hour sick bank yearly. A concern was presented regarding taking away 40 hours from the DPW.

Another concern was presented regarding long-standing employees who will no longer be eligible for their full vacation when retiring/resigning as the current practice has been employees are provided with their PTO banks (vacation, personal & sick – for DPW) at the beginning of each year based on years of service work ending in the prior year.

Would the Village Board like to engage in changing the PTO policy to include more time off or removing the requirement for accrued/payback of PTO?

Another option may be to give a balance of hours to employees based on years of service for use as time off in the event the employee was in need due to an event such as an injury/illness. This bank would be used as time off only and could not be paid out.



EMPLOYEE HANDBOOK
FOR
THE VILLAGE OF PEWAUKEE

AS OF 10/14/22

Village of Pewaukee

235 Hickory Street
Pewaukee, Wisconsin 53072

Handbook Adjustments

Creation Date	March 7, 2000
Amended I	June 19, 2001
Amended II	December 20, 2011
Amended III	December 31, 2022

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DRAFT

INTRODUCTION

Welcome to the Village of Pewaukee. This handbook summarizes the policies and procedures of the Village. This Handbook has been prepared for informational purposes only. None of the statements, policies, procedures, rules, or regulations contained in this Handbook constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or implied.

The Village reserves the right to modify, revoke, suspend or terminate any or all of the plans, policies, and procedures described in this Handbook at any time, at its sole discretion, and without prior notice. This Handbook supersedes any and all previous handbooks, statements, policies, procedures, rules, or regulations whether verbal or written.

No one other than the Village Board may alter or change any of the policies in this handbook. Any alteration or modification by the Village Board must be in writing. No statement or promise by an elected official, administrator, department head, supervisor, agent, or other representatives may be interpreted as a change in policy, nor will any such statement or promise constitute an agreement with any employee.

To the extent that any policy may conflict with federal, state, local laws, Police Department Rules or Regulations, or Collective Bargaining Agreements, the Village will abide by the applicable federal, state, local law, Police Department rules, or regulations adopted by the Police Commission or Collective Bargaining Agreement.

Village employees are employees at will unless otherwise provided by statute or collective bargaining agreement. This means that either the Village or the employee may terminate the employee's employment at any time for any reason, with or without cause and with or without notice, so long it is not for an illegal purpose. Only the Village Administrator and the Village Board have the authority to make any employment agreement.

The Village Administrator is responsible for the administration of the policies described in this handbook. The final interpretation of any of the policies in this handbook is vested solely with the Village. Any employee who has a question regarding its application and interpretation should contact the Administrator. Throughout this document, duties and decisions assigned to the Administrator may be performed by other officials designated by the Administrator.

SECTION 1 - EMPLOYMENT

100 Employee Relations Philosophy

The Village of Pewaukee is a service organization and its employees are one of its most important resources in providing services to the community. The Village operates in a manner to deliver services to Village taxpayers at the highest rate of efficiency and the lowest possible cost while ensuring that the Village's workforce is treated in a fair and equitable manner.

101 Organization Description

The Village is governed by a Village President/Village Board form of government. The Administrator is responsible to and under the general direction and policies of the Village President and Village Board and shall be responsible for the proper administration of all Village activities.

The Administrator shall have administrative powers and responsibilities over all departments, department heads, and employees of the Village except for the following: sworn law enforcement officers, and Pewaukee Public Library. The Police Commission has jurisdiction over the discipline, hiring, and firing of sworn law enforcement in compliance with [Sec. 62.13\(5\), Wis. Stats.](#) The library is a joint library governed by an appointed and autonomous Board of Trustees. The employees of the Joint Library follow the policies adopted by the Library's Board of Trustees.

The Village Board is made up of the Village President, elected at large to a two-year term, and six (6) Trustees elected at large, also to (2) two-year terms.

102 Scope

Except as specified in a valid collective bargaining agreement or an individual employment contract, or as otherwise provided by law, employment with the Village is not governed by any written or oral contract and is considered an "at-will" arrangement. This means that you or the Village can end the employment relationship at any time for any reason.

As used in these policies, "employee" means any person employed on a full-time or part-time basis by the Village, whether such employment is regular or temporary. To the extent the provisions of [sec. 62.13, Wis. Stats.](#) apply to police employees, the provisions of that statute take precedence over conflicting provisions of this handbook.

To the extent that provisions of this handbook are not in conflict with the provisions of any collective bargaining agreement covering Village employees, these policies shall apply to union employees. In any case, where there is a conflict between these policies and a collective bargaining agreement, the terms of the collective bargaining agreement shall supersede the provisions of these policies.

Village departments may execute their own rules and policies governing practices within those departments so long as they are not in conflict with the provisions of these policies. Copies of department rules and policies must be provided to the Village Administrator and Village Clerk.

103 Equal Employment Opportunity

The Village strives to recruit, hire, and maintain a diverse workforce. Equal employment opportunity is good business as well as being the law, and applies to all areas of employment, including recruitment, selection, hiring, training, transfer, promotion, termination, compensation, and benefits.

The Village will not discriminate against any employee or applicant for employment on the basis of age, race, religion, color, sex, national origin, ancestry, disability, arrest or conviction record, sexual orientation, marital status, military participation, pregnancy, or any other characteristic protected by law in any personnel action.

Village employees shall fully support this non-discrimination policy through leadership and personal example. It is every Village employee's duty to help create a job environment that is conducive to effective equal employment opportunities.

104 Classification of Employees

Employees shall be classed as full-time, part-time, or temporary.

- Full-time employees are those who are normally scheduled to work a regular workweek of forty hours.
- Part-time employees are those employees who are normally scheduled to work less than forty hours a week. Part-time employees do not receive benefits, except as otherwise provided in this handbook or as required by law.
- Temporary/seasonal employees are those who work assigned hours for a limited time such as for summer work or employees who work only when called. Except as otherwise provided in this handbook or as required by law, temporary/seasonal employees do not receive benefits.
- A temporary change in the number of hours per week that an employee works will not change the employee's classification.

105 Job Descriptions

Job descriptions will be created and maintained for all regular Village positions.

106 Internal Hiring

Employees applying for internal positions must have a minimum of six months in their current position. This provision may be waived with the approval of the employee's Department Head and the Village Administrator.

To apply for an open position, an employee must complete an employment application and submit it to their Department Head. Upon completion of the interview process, the Administrator will inform all internal candidates regarding the outcome.

107 Application Information

The Village relies on the accuracy and truthfulness of information supplied during the application and hiring process. Any applicant or employee who omits, provides incomplete material data, or misrepresents information may be excluded from consideration or, if already employed, may be subject to disciplinary action, including termination of employment.

108 Performance Evaluations

The Village has adopted an evaluation and merit pay program which may or may not be accompanied by a change in salary or wage rate. Factors addressed in annual performance evaluations may include employees' quality of work, job knowledge, efficiency, judgment, initiative, responsibility, care of equipment, communication, cooperation, work habits, safety awareness and activity, leadership, ability to get along with others, attitude, and attendance, and any other factor managers or the Village deem relevant.

109 Reduction in Force

If the Village decides to permanently or temporarily reduce the workforce, the determination of which positions will be subject to layoffs or furloughs, and the parameters of such, shall be within the Village's discretion. Employees who are separated because of a reduction in force will receive a minimum of ten working days' notice unless emergency circumstances prevent notice.

110 Outside Employment

The Village does not preclude outside employment as long as it does not interfere with Village work. The Village shall be the employee's primary employer and each employee is expected to fully perform the employee's duties with the Village. No outside employment or consulting work shall be carried on during your work hours with us, nor shall our vehicles, equipment, supplies, machines, or other property be used for your secondary work. An employee shall give written notice of all outside employment to the employee's supervisor before the commencement of such employment.

111 Personnel Records

Employees shall notify the Village Clerk of any changes in their name, address, telephone number, dependents, marital status, and/or any other data which may affect benefit status. Notifying the Village of such changes will help avoid problems with payroll and benefit eligibility.

Personnel records are the property of the Village. Access to your personnel records is governed by [Wisconsin Statute § 103.13](#). If you want to review your record under § 103.13, you must contact the Village Clerk. All requests from sources outside the Village for personnel information or employment references concerning applicants, current employees, and former employees shall be forwarded to the Village Administrator.

112 Employment of Relatives

Relatives of an employee will be considered for employment solely on the basis of qualifications and pursuant to the normal hiring processes. Relatives may not be hired if that employment would:

- Create a supervisor/subordinate relationship between the current employee and relative;
- Create the potential for an adverse impact on work performance; or
- Create either an actual conflict of interest or the appearance of a conflict of interest.
- This policy also applies to assigning, transferring, or promoting an employee.
- No employee may use the employee's position to influence the hiring or promotion of a relative. No employee may participate in any decision in any employment matter involving a relative.
- If two employees marry and are in the same chain of command, they will be given the opportunity to select between themselves which of them is to resign or transfer to an open position so that this policy is not violated.

This policy applies to all relatives/family members, including in-law relationships, significant others, domestic partners, siblings, children, parents, and any other relationship the Village deems subject to this policy. The Village reserves the right to determine in all cases if there is a close enough familial relationship that exists to prohibit a supervisory relationship.

113 Nonfraternization

While the Village encourages amicable relationships between members of management and their subordinates, it recognizes that involvement in a romantic relationship may compromise or create a perception that compromises a member of management's ability to perform his/her job.

Any involvement of a romantic nature between a manager, supervisor, or agent of the organization and anyone he/she supervises, either directly or indirectly, is prohibited. Violation of this policy will lead to corrective action up to and including termination of the management individual involved in the relationship.

114 Search

Access to the Village premises is conditioned upon its right to inspect or search the person, vehicle, or personal effects of any employee or visitor. This may include any employee's office, desk, file cabinet, closet, locker, computer files, or similar places. Because even a routine inspection or search might result in the viewing of an employee's personal possessions (e.g., items belonging to the individual, including items purchased with the individual's personal funds, items received as gifts, and items of emotional or sentimental value), personnel are encouraged not to bring any item of personal property into the workplace that they do not want to be revealed to the organization.

Any prohibited materials (or materials that may be deemed to be prohibited) that are found in an employee's possession during an inspection or search will be collected by management and placed in a sealed container or envelope. The employee's name, date, circumstances under which the materials were collected, and by whom they were collected will be recorded and attached to the container or written upon the envelope. If, after further investigation, the collected materials prove not to be prohibited, they will be returned to the employee and the employee will sign a receipt for the contents. If the prohibited materials prove to be illegal and/or dangerous, they will not be returned to the employee but will be turned over to the appropriate law enforcement agency.

SECTION 2 - PAID TIME

201 Hours of Work

The normal workday for full-time employees is eight hours with an unpaid meal period of 30 minutes, during which employees cannot perform any work and are free to leave the premises. The normal workweek for full-time employees shall be forty hours. An unpaid meal period of 30 minutes is provided to any employee who works at least six hours per day. The normal meal period occurs approximately halfway through the workday; however certain departments may require alternate meal periods subject to Department Head discretion. All employees must record their meal period on their timesheet. Employees cannot perform any work during their meal periods and are encouraged to leave their workstations during the meal period.

General office hours of the Village Hall and Police Department are 8:00 a.m. to 4:30 p.m. Monday through Friday. Department of Public Works employees' normal hours of operation is 7:00 a.m. to 3:30 p.m. Monday through Friday. Starting times may vary within departments and offices as the Department Head of each department will determine the schedule. The workweek starts on Monday morning at 12:00 a.m. and ends the following Sunday at 11:59 p.m.

At different times, employees may have to work outside their normal scheduled hours due to but not limited to elections, public meetings, snowplowing, utility maintenance, general maintenance, meter reading, special events, and for similar types of responsibilities required by the position. These duties outside of normal hours are considered part of the job responsibilities for the respective positions.

202 Base Wage Rates

The Administrator will analyze the duties and responsibilities of all positions and annually recommend to the Village Board a compensation level for each job classification and employees within each classification. For employees covered by a labor agreement, wage schedules are included in the labor agreement document.

203 Payday

The Village's pay date is bi-weekly on Friday. Bi-weekly pay for salaried employees shall be calculated by dividing the annual salary by the number of pay periods in a calendar year. Payment shall be made by direct deposit. Payroll statements will be posted to the online portal by 5 p.m. on the pay date. Under certain circumstances, such as a conflict with a holiday, paychecks will be available the workday before the holiday. Any paycheck errors must be reported to the Village Clerk immediately.

204 Payroll Deduction

Only deductions required or authorized by law and those authorized in writing by the employee will be deducted from an employee's paycheck. All deductions will be itemized on the employee's paycheck stub. Any payroll questions should be directed to the Village Clerk.

Exempt Employees.

Salary Basis - We pay exempt employees on a "salary basis," meaning you receive a pre-determined amount of compensation each pay period.

Deductions from exempt employees' salaries occur only as permitted by law. If any salaried employee believes that an improper deduction has been made, this information must be reported as soon as possible to the Village Clerk. If we made an improper deduction, we will reimburse you at the next pay date and will take steps to ensure the improper deduction is rectified in the payroll system.

205 Time-Keeping, Overtime, Compensatory Time, Administrative Leave

Overtime Pay

Non-Exempt:

Employees who are not exempt from minimum wage and overtime provisions of the Fair Labor Standards Act. A daily timesheet shall be maintained for each hourly employee. This record shall reflect, daily, start and end times of work, and all absences, including personal time off and other types of leave permitted. Employees must record all time worked. No member of management is allowed to knowingly permit an employee to perform work without recording the time worked. A failure to record actual time worked is a violation of the wage and hour laws and Village Policy.

At the discretion of the supervisor, he/she may require non-exempt employees to work overtime when the Village deems it necessary. Overtime hours shall be compensated at one and one-half times the employee's regular rate of pay for hours worked in excess of forty hours in a workweek. Employees who are required to work on a Sunday or Holiday will receive double time for hours worked on those days. All overtime is required to be preapproved by their supervisor. Only hours worked will be used in calculating overtime. Overtime will be calculated separately in each workweek of the pay period.

Exempt:

Employees who are lawfully exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act, as amended. A daily attendance record shall be maintained for each salaried employee. This record shall reflect, daily, all absences, including personal time off and other types of leave permitted. Employees must record all times worked. A failure to record actual time worked is a violation of Village Policy.

Compensatory Time – Non-exempt Employees (hourly employees)

Hourly non-exempt employees may receive compensatory time off in lieu of overtime pay for time worked over 40 hours per week. Compensatory time is subject to the following:

- An employee may elect to accumulate compensatory time rather than be paid overtime. Compensatory time shall be earned at the rate of one and one-half hours for every hour of overtime worked. If an employee works on a holiday or Sunday, he/she shall be entitled to compensatory time at double the hours worked.
- An employee who elects to accumulate compensatory time rather than be paid overtime must designate that election on the employee's bi-weekly timesheet. Once the timesheet is submitted, the designation cannot be changed.
- No more than 60 hours of compensatory time may be accumulated in your compensatory time bank per calendar year. Any overtime hours worked beyond the 60-hour maximum compensatory time accumulation will be paid as overtime pay. Further, you may not use more than 60 hours of compensatory time in a calendar year. The balance in an employee's compensatory bank will be paid out on the second payroll in

December. Compensatory time scheduled to be used as time-off after the last payroll period in December is allowable; the compensatory bank will net the future scheduled time off. Any overtime earned after the second payroll period in December and before January 1st will be paid out as overtime only. Compensatory time will not roll over to the following year.

- Use of compensatory time must be scheduled with the prior approval of the employee's Department Head or designee. Compensatory time may be granted by the Department Head as requested by the employee, provided the final determination of the number of employees who may use compensatory time at any given time is vested in the Department Head to ensure the use of compensatory time does not unduly disrupt the operations of the department. An employee who is absent without prior approval will be considered absent without permission, which may result in discipline, up to and including termination.

Administrative Time - Exempt Employees (salaried employees)

Exempt salaried employees are not eligible for overtime or for compensatory time. Exempt employees include the Village Administrator, Village Clerk, Village Treasurer, Police Chief, Police Deputy Chief, Police Lieutenant, Director of Public Works, and the Public Works Supervisor.

Exempt employees are expected to work a normal full-time 40-hour workweek and any additional hours that are required by their workload or the Village Board. In return, you may occasionally take time off without claiming time from your PTO bank when the workload of your office permits and with prior approval of your supervisor. Administrative time off is not allowed if your absence will impact service delivery, organizational management, or the Village's ability to meet established deadlines or organizational goals. Administrative time off is not accumulated paid out or used to supplement personal time off (PTO). Use of administrative leave on an hour-for-hour basis for time worked in excess of the normal 40-hour workweek shall not be permitted under this policy. Administrative time leave is required to be recorded on your timesheet.

206 Holidays

All regular full-time Village employees shall receive their regular pay for the following designated holidays. Permanent part-time employees will receive holiday pay for their normal hours worked on the recognized holiday.

Recognized holidays:

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, and New Year's Eve

Employees must be present to work during the Village's normal workday before and after the normal workday after the holiday unless prior permission has been granted by the Village.

If a holiday falls on a Saturday or Sunday, the preceding Friday or the following Monday will be the appropriate holiday. In all cases, the holiday shall be taken in the year in which it is provided. The holiday schedule will be established and posted each year in January by the Village Clerk's office.

Hourly employees who are required to work on a holiday shall receive double time for hours worked in addition to their holiday pay. Salaried employees who are required to work on a holiday can take administrative time with the approval of their supervisor.

Employees on a leave of absence (whether paid or unpaid) or on layoff are not eligible for holiday pay. Absence attributable to scheduled personal time off (PTO), paid jury duty or funeral leave shall not affect an employee's eligibility for holiday pay. In cases of suspected misuse of other forms of paid time off to extend a holiday, the Village reserves the right to deny holiday pay.

207 Personal Time Off - PTO

Personal time off (PTO) is provided so that employees may enjoy periods of rest and relaxation as well as take time off for doctor appointments and when sick without the loss of earnings. Personal time off is granted on a calendar-year basis. PTO should be scheduled for each Department to ensure that each Department has appropriate staff coverage with a minimum of 14 days advanced notice when feasible. Only one departmental manager can be out at a time. Should an unusual circumstance arise where more than one departmental manager needs to be out at the same time, it must be approved in advance by the Village Administrator.

The Village grants regular full-time employees personal time off with pay at their regular, straight-time rate. Part-time employees would not be eligible for Personal Time Off (PTO) unless provided in writing by the Village Administrator.

Personal time off (PTO) is accrued on a monthly prorated basis throughout the calendar year, but is available for use as follows:

- a) 0-80 hours during the calendar year of hire, prorated based on the date of hire
- b) 144 hours on January 1st of the first full calendar year of employment
- c) 184 hours on January 1st of the fifth calendar year of employment
- d) 224 hours on January 1st of the twelfth calendar year of employment
- e) 264 hours on January 1st of the twentieth calendar year of employment

PTO hours may not be carried over from one calendar year to the next, except for a maximum of 3 days (24 hours), which are for use only in the next calendar year through the month of March. PTO carried over from the prior year and not used prior to March 31 will be deleted from the employee's PTO bank and will not be paid out under any circumstances, even in the event of an employee's voluntary resignation from employment.

Upon an employee's voluntary resignation from employment, the employee will be paid on a prorated basis for accrued but unused PTO as of their effective date of resignation, but excluding carried over PTO, provided that the employee provides the Village a minimum two-week written notice of resignation and remains an employee until their initial resignation date. An employee involuntarily terminated by the Village for any reason will not be entitled to a payout of any accrued PTO upon termination.

In the event, an employee's employment is terminated, either by voluntary resignation or involuntarily for any reason, and the employee has used more PTO than the employee has accrued as of the date of termination, the employee shall be required to repay the Village for the PTO used, but not accrued. For

example, if an employee who has 184 hours of PTO available on January 1st of the current year uses 100 PTO hours prior to their resignation or termination date on June 30th, they would be required to pay the Village back for the 8 hours of PTO that was used, but never accrued (i.e., Accrual rate of 15.33 hours per month for 6 months equals 92 hours. 100 hours used minus 92 hours accrued equals 8 hours).

The number of employees on PTO at any given time shall be determined by the Department Head. Each Department Head shall schedule and approve PTO usage, giving due consideration to the length of service, Village needs, and the staff required to perform ongoing Village activities.

208 Bereavement Leave

Employees may take up to three (3) consecutive workdays with pay for bereavement leave following the death of a parent, step-parent, spouse, brother, sister, children/step-children, father-in-law, or mother-in-law.

Employees may take one (1) day of paid bereavement leave for the death of an aunt, uncle, niece, nephew, sister-in-law, brother-in-law, grandparent, grandchild and spouse's grandparents, or any other relative in the employee's household or spousal equivalents.

In addition, time off without pay may be allowed by the Village Administrator upon request.

209 Jury Duty

Regular full-time and part-time employees who are directed by a court of law, or compelled by subpoena, to perform jury duty or to appear as a witness in a legal proceeding on a scheduled workday shall be granted a leave of absence without loss of pay during the employee's regular work hours. For purposes of this policy, an employee will be deemed to be required to serve as a witness only in cases in which the employee is not a party, and is compelled to attend by subpoena. Leave will not be paid for days when part-time employees are not scheduled to work.

Jury or witness duty leave shall be granted by the Department Head or Administrator upon presentation of satisfactory evidence of a requirement to perform as a jury member or proof of such subpoena service and proof of jury service. Employees who are released from jury duty or subpoenaed appearance before the end of their workday are required to contact their Supervisor/Department Head regarding return to work.

Any payment for jury or witness duty, except for mileage payments, shall be reimbursed by the employee to the Village at the time of such payment. The status of the employee for the purpose of determining the length of service, status, responsibility, and salary shall be unaffected by such jury duty or witness leave.

210 Military Leave

The Village will abide by all the provisions of the Uniformed Services Employment and Re-Employment Rights Act (USERRA) and will grant military leave to all eligible full-time and part-time employees according to all applicable state and/or federal laws. As with any leave of absence, employees must provide advance notice to the supervisor of their intent to take military leave and must provide

appropriate documentation unless giving such notice is impossible, unreasonable, or precluded by military necessity.

For the duration of any required Military Leave, upon the employee's presentation of proper evidence to the Village, the Village shall pay the employee the difference between the employee's total military pay, excluding any housing allowance, and the employee's regular pay from the Village provided that the employee's regular pay from the Village is greater than the employee's total military pay, excluding any housing allowance. In the event of required Military Leave for less than two consecutive weeks, any military pay earned on days the employee is not scheduled to work for the Village shall not be counted toward the employee's total military pay for the purposes of calculating differential pay. Differential pay shall be issued by the Village on its regular payroll schedule.

211 Workers Compensation

The Village shall maintain Worker's Compensation insurance coverage of all employees in the manner provided by Wisconsin Statutes covering injuries incurred in the course of their Village employment.

Any employee who sustains an injury while engaged in Village employment shall immediately report the injury to the employee's Department Head or immediate supervisor. A First Report of Injury Form is required to be completed within 24 hours of the incident and to be submitted to the Village Clerk whether or not a claim for Worker's Compensation will be filed.

If the injury requires time off from work the Village will pay the employee's first 3 days (the waiting period) but thereafter, worker's compensation payments will be made as specified by law. **Employees may supplement any worker's compensation payments with PTO or compensatory time available if desired.**

212 Family Medical Leave

This policy outlines the federal and Wisconsin Family and Medical Leave Acts (FMLA) and applicable rights and obligations. Should this policy conflict with the federal or Wisconsin law, the provisions of the law shall control. The Department of Labor's summary of the federal law follows our FMLA policy.

We administer this FMLA policy on a calendar year basis, except for military caregiver leave.

Definitions of terms such as "serious health condition," "child," "parent," "spouse," and "domestic partner" are applied as defined in Wisconsin and federal law.

Both Wisconsin and Federal family and medical leave will run concurrently with each other and concurrently with any other leave available to you under our policies or collective bargaining agreements, and under federal or Wisconsin law, including worker's compensation, to the extent, such leave qualifies for FMLA.

Leave taken under this Policy will not result in any disciplinary action.

Eligibility for Leave.

Wisconsin - You are eligible for Wisconsin family or medical leave if you have worked at least 52 consecutive weeks and have worked at least 1,000 hours (paid leave counts) in the 52-week period before leave begins.

Federal - You are eligible for federal family and medical leave if you have worked for at least 12 months (not necessarily consecutive) and have worked 1,250 hours (only actual hours worked counts) in the 12-month period immediately before leave begins.

Type and Amount of Leave Available.

Wisconsin FMLA

- a) Up to 6 weeks for the birth or adoption of a child, to begin within 16 weeks of the birth or placement.
- b) Up to 2 weeks to care for a child, spouse, domestic partner, or parent (including parents of your spouse or domestic partner) with a serious health condition.
- c) Up to 2 weeks for your own serious health condition.
- d) Wisconsin Bone Marrow and Organ Donation Leave Act: You will receive up to 6 weeks as a bone marrow and/or organ donor upon written verification.

Federal FMLA.

- a) Up to 12 weeks of leave for:
- b) The birth of a child and to care for the newborn within one year of birth;
- c) The placement of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- d) To care for your spouse, child, or parent who has a serious health condition;
- e) A serious health condition that makes you unable to perform the essential functions of your job.

Military Caregiver Leave.

You may take an unpaid leave of up to 26 weeks to care for your parent, spouse, child, or next of kin who is a covered servicemember and who sustains a serious illness or injury while on active military duty. This injury or illness must render the servicemember medically unfit to perform his/her military duties and for which the service member is undergoing medical treatment, recuperation or therapy, whether inpatient or outpatient or is assigned to the temporary disability retired list. The maximum 26 weeks of leave to care for a service member includes, and is not in addition to, all other FMLA leave.

Qualifying Exigency. Unpaid leave of up to 12 weeks may be taken by you for any “qualifying exigency” that arises because of your spouse, child, or parent serving on active duty, or being notified of an impending call to active-duty status to support a contingency operation. Federal FMLA regulations define a “qualifying exigency” to include such activities as attending certain military events, arranging for alternative childcare or school activities, addressing certain financial and legal arrangements, attending certain counseling sessions, and time for the military member’s rest and recuperation, and attending post-deployment briefings. You may be required to provide documentation to verify eligibility for leave, including providing a copy of active-duty orders.

Intermittent Leave. You may be allowed to take FMLA leave on an intermittent or reduced schedule basis within the parameters set by law. Only the amount of leave taken will count against leave entitlements. Please contact the Village Administrator to discuss the parameters of intermittent or a reduced schedule leave.

Pay During FMLA Leave. In general, both Wisconsin and federal FMLA leaves are unpaid. The employee may substitute any available accrued paid leave for unpaid Wisconsin FMLA leave. After completion of Wisconsin, FMLA leave, the Village will require that the employee substitute any available accrued paid leave for any remaining unpaid federal FMLA leave.

Notification of Your Need for FMLA Leave.

You must notify us of your need for FMLA leave. You should request leave in writing on forms provided by the Village Clerk. The information you provide must be sufficient to allow us to determine that the leave qualifies for FMLA.

You will need to respond to our inquiries as needed so that we may determine if an absence qualifies as FMLA. If you do not provide sufficient information to support a determination, the leave may be denied or delayed.

You need to provide 30 days advance notice of FMLA leave when the need is foreseeable. If that is not possible, or the leave is not foreseeable, you must provide notice as soon as possible. If you cannot give 30 days advance notice for foreseeable leave, without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, your FMLA leave may be denied or delayed.

Medical Certification.

If leave is for your own serious health condition, the serious health condition of a covered family member, or a qualifying exigency, you may be required to provide a medical certification form completed by the health care provider. You must submit the certification form within 15 calendar days of the request. If you make a diligent good faith effort but cannot meet the 15 calendar day deadline, we will give you additional time to provide the certification. We may require you to provide updated medical certification forms periodically to the extent permitted by law.

If you do not provide the medical certification form as requested, your leave (or the continuation of your leave) may be denied or delayed until you provide it. If you never produce a requested certification, the leave is not FMLA covered and will not be protected by FMLA laws.

Genetic Information Nondiscrimination Act (GINA) Notice. GINA prohibits employers and other covered entities from requesting or requiring your genetic information, except as allowed by the law. Please do not provide any genetic information when responding to a request for medical certification. Genetic information includes your family medical history, the results of your or a family member's genetic tests, that you or a family member sought or received genetic services and genetic information of a fetus carried by you or a family member or an embryo held by you for a family member receiving reproductive services.

Insurance and Benefits. You may continue to receive health, dental, and vision insurance coverage while on FMLA on the same terms as if you continued to work. You must continue to pay your share of the premiums through payroll deduction or by direct payment on the first of the month. Subject to COBRA,

FMLA, and any other applicable laws, our obligation to maintain health, dental and vision benefits will stop if you inform us of your intent not to return to work at the end of the leave period, if you fail to return to work when your leave entitlement is exhausted, or if you fail to make required payments while on leave. You will continue to earn accrued benefits while the paid leave is substituted for unpaid FMLA time off.

Return to Employment. When you return from FMLA for your own serious health condition, you must provide a return-to-work release signed by your treating physician showing that you can return to duty with or without work restrictions. We will delay your return to work until it is received.

At the end of your FMLA leave, you will be returned to the position you held at the commencement of leave or, if the position is filled, to an equivalent position. The return-to-work entitlement will be no greater than if you had continued in employment without taking leave.

Under Federal FMLA, the return-to-work entitlement does not apply to “key” employees. We will notify you regarding key employee status and its possible implications on job restoration at the time leave is requested.

You must notify your immediate supervisor if your return-to-work date changes. If you want to return to work before leave is scheduled to end, and work is available, you must notify us at least 2 workdays prior to the desired return date.

If you do not return to work from an FMLA leave at the designated time, we will consider you to have voluntarily ended your employment, unless you were unable, because of an emergency, to notify us.

If your FMLA leave expires, and you remain unable to perform the essential functions of your position, your right under the FMLA to your job will end with the expiration of the FMLA leave period. You should contact the Village Administrator to discuss options, which will take into consideration the circumstances of your particular situation and any obligation to reasonably accommodate a disability if one exists as defined by applicable state and federal laws.

See the below U. S. Department of Labor Wage and Hour Division link for additional information:

US Department of Labor FMLA - <https://www.dol.gov/general/topic/benefits-leave/fmla>

State of Wisconsin FMLA - <https://dwd.wisconsin.gov/er/civilrights/fmla/default.htm>

213 Leave of Absence

A leave that does not involve paid time off or Family Medical Leave is categorized as an unpaid leave of absence. Employees may request an unpaid leave of absence in writing addressed to the Village Administrator. The request shall outline the requested period and reason for leave. Approvals of requests are at the Village's sole discretion. Failure to report back to work at the expiration of any leave shall be considered a voluntary resignation.

214 Inclement Weather/Emergency Closings

At times, emergencies such as severe weather, fires, power failures, etc., can disrupt Village operations. In extreme cases, these circumstances may require the closing of a Village facility. If non-exempt employees are sent home because of weather conditions or are called at home and instructed not to

report to work, the employee may elect to use PTO or compensatory time to cover said hours; otherwise, the hours missed will be unpaid. If you are not able to report to work due to weather conditions, you may use PTO or compensatory time for hours not worked, otherwise, the time off will be unpaid. Employees in essential or emergency operations may be asked to work on a day when operations are officially closed.

215 Travel Policy

The purpose of this policy is to establish the rules governing travel expenses and to detail procedural matters concerning travel authorization, documentation, and accounting. This policy is applicable for all travel expenses incurred on behalf of the Village by employees, elected officials, Village Board, and Commission members.

A. Policy

The Village recognizes that business travel is necessary at times to conduct Village business, and to attend out-of-town professional conferences, training sessions, and meetings to enhance an employee's skill base. The following provisions address the types of reimbursement available to employees, as well as procedures for submitting expenses for reimbursement.

1. Transportation

Commercial carrier fares shall be limited to "coach" or "economy" fares. Travel to and from train stations and airports could be by bus, hotel, taxi, rideshare, or private vehicle. Where a private vehicle is used, mileage will be paid from the Village Hall or the employee's residence, whichever is closer. Receipts for transportation costs are required.

Utilization of Village vehicles is encouraged for business travel. Prior approval must be obtained by the appropriate Department Head. Any expenses (i.e., gasoline or repairs) attributed to Village vehicles, as well as expenses for tolls, parking, and parking garage charges, will be reimbursed upon submission of receipts.

Private vehicles may be utilized for business travel when Village vehicles are not available. Prior approval must be obtained by the Village Administrator and copies of insurance cards must be provided to the Village Clerk. No employee may use any automobile for Village business of any nature unless the automobile is insured in the amount mandated by State law. Mileage will be reimbursed per the current rate of the Internal Revenue Code, plus tolls, parking, and garage charges, upon submittal of receipts and reimbursement request form.

When driving on Village business, the use or possession of alcohol and/or controlled substances before driving or while driving is prohibited. Employees shall not use electronic devices while driving unless utilizing hands-free devices otherwise exempted by state law or local ordinance. This does not prohibit the use of mobile or portable radios such as CB Radios.

2. Lodging

Employees are expected to stay at mid-priced and economy hotels unless a conference discount is available at more expensive facilities. Receipts for lodging are required. Personal telephone calls, internet access, movie rentals, and other similar charges will not be reimbursed.

Village employees are exempt from paying Sales Tax in Wisconsin and should avoid doing so by furnishing retailers with Tax Exempt certificate (available upon request from the Village Clerk's Office).

Lodging reimbursement shall be limited to the minimum number of nights required to conduct the assigned Village business. Employees choosing to arrive early or stay later will not be reimbursed for additional lodging or related expenses.

Lodging expenses shall not be reimbursed for meetings or conferences held within seventy-five (75) miles of the Village unless prior written approval is obtained from the Village Administrator.

3. Meals, Entertainment & Miscellaneous Expenses

Employees will be reimbursed for meals, tips, and other miscellaneous expenses, upon submittal of itemized receipts. Meal expenses will be limited to the Federal IRS and GSA guidance per diem per day/meal, for purchases outside Waukesha County. Reimbursement for alcoholic beverages is not permitted.

The GSA provides guidance on the appropriate amount for each meal on its website (www.gsa.gov/mie). Please visit the GSA website (www.gsa.gov/perdiem) for guidance for daily meal per diems for your conference/meeting location.

All requests for reimbursement must be submitted within 30 days of the completion of travel. All requests shall be submitted according to Federal IRS and GSA guidance and reimbursement checks will not encompass Sales Tax and/or alcohol charges.

Village employees are exempt from paying Sales Tax in Wisconsin. Village Employees will not be reimbursed taxes. The Employee will present the retailers with Tax Exempt certificate (available upon request in the Village Clerks office)

4. Registration and/or Tuition Fees

Registration and tuition fees for professional and technical meetings and conferences must be pre-approved by the department head and may be reimbursable provided the expense is included in the respective Department budget, upon submission of receipts, or may be paid directly by the Village with prior approval by the Department Head or Administrator (in the case of Department Heads).

5. Travel with Spouse and/or Family

If a spouse and/or other family member travel on an official trip, reimbursement shall be limited to the single rate for the room occupied and only employee meals will be reimbursed.

6. Code of Conduct

While traveling, employees are representing the Village and are expected to conduct themselves in a professional manner that promotes a positive image to instructors, business persons, and the general public.

B. PROCEDURES FOR AUTHORIZATION

1. Travel Authorization

Employees must receive authorization to travel before any business travel is undertaken. Employees should submit their travel request at least 15 days prior to departure and obtain the Supervisor's written authorization for the trip. The travel request must contain the following information:

- a) Employee's name
- b) Destination
- c) Purpose of the trip
- d) Dates of departure and return
- e) Type of transportation requested
- f) Supervisor's written approval

When possible, travel arrangements should be charged or billed directly to the Village.

2. Expense Report

A reimbursement request shall be filled out upon the completion of the business travel and turned into the Village Clerk's Department within 30 days of travel completion. Itemized receipts and your supervisor's signature must be attached to the report to receive reimbursement. Sales tax paid by the employee will not be reimbursed.

216 Driving Policies

The following policies covering the operation of Village vehicles, and personal vehicles used for Village business, are of a general nature. The Village reserves the right to make specific decisions regarding employee use of Village vehicles, unacceptable driving records, suspension of driving privileges, etc. based on the particular circumstances of any given situation.

Employees operating Village vehicles with Commercial Driver's Licenses (CDL) must follow the State and Federal laws and requirements as required for all commercial driver license holders. State of Wisconsin laws can be found online at <https://wisconsin.gov/Pages/dmv/com-driv-vehs/cdl-how-apply/cdloverview.aspx> and the Federal Motor Carrier Safety Administration regulations can be found at <https://www.fmcsa.dot.gov/>.

Authorized drivers will follow safe driving practices and will comply with all Federal, State or local laws governing the operation of motor vehicles and rules of the road. This includes taking all steps to ensure the driver's total concentration and safe operation of vehicles, such as, but not limited to:

- a) Determining clear directions before departure.
- b) Not smoking or vaping in any Village vehicle.
- c) Not manipulating radios, telephones, personal data assistants or other equipment while the vehicle is moving except for conducting official business.
- d) Not talking or texting on cell phones while the vehicle is moving, unless using a hands-free device and only when conducting official business.
- e) Not reaching for objects when taking your eyes off the road would be required to do so.
- f) No employee may use any alcohol within eight (8) hours following an accident.
- g) No person shall use or possess illegal drugs.

- h) No person shall have any measurable alcohol concentration or any detected presence of alcohol or be under the influence of alcohol, illegal drugs, a chemical substance, or other substance that can impair one's ability to operate a motor vehicle or piece of equipment.

Employees who are required to drive in order to perform their job duties must maintain an acceptable driving record. A record that suggests an employee's driving poses an undue risk to the Village will result in the revocation of authorization to drive on Village business. An employee can apply for reinstatement of his/her driving privileges, the granting or denial of which will depend on all relevant factors including but not limited to, maintenance of a clean driving record for one year, agreement by the employee to attend a remedial driving program, at the cost of the employee, and increase automobile liability insurance levels.

- a. Employees who are required to drive in order to perform their job duties must report all infractions or violations incurred while driving, whether incurred during work time or on personal time, to the Village Administrator within 72 hours of the occurrence. The Village may check driving abstracts of those employees who drive in the course of performing their job functions on a periodic basis. Driving convictions received in the course of Village business may be considered grounds for disciplinary action, including possible termination, depending on the circumstances.
- b. Employees who use their personal vehicles to perform any of their job functions must carry adequate insurance coverage. Proof of insurance coverage must be submitted to the Clerk by all such employees.
- c. If you use a vehicle owned, leased, or rented by the Village, you may not use that vehicle for personal reasons unless you receive advanced approval from the Village Administrator.
- d. When a Village vehicle cannot be operated, is unsafe for use, or has been damaged, a supervisor must be notified immediately.
- e. Drivers must operate vehicles carefully and keep them under control at all times, applying codes of defensive driving. Drivers must observe all applicable traffic ordinances, give proper warning signals and operate vehicles in a safe manner at all times.
- f. The driver of a Village vehicle is responsible for it while in his/her charge and will not permit unauthorized persons to drive it.
- g. Drivers are required to turn on the vehicle headlights at all times while driving for Village business.
- h. Drivers and all passengers are required to use seat/safety belts at all times.
- i. Employees who are involved in an accident while driving on Village business must comply with the following policies:
 - i. Stay at the scene of the accident and turn on the four-way flashers.
 - ii. Immediately contact law enforcement and your Supervisor, Department Head, or Village Administrator.
 - iii. When requested, give your name, address, Village affiliation and show your driver's license to the other party and law enforcement personnel.
 - iv. Complete all necessary worker's compensation and incident report forms within 24 hours of the incident.
- j. Following the accident involving a commercial motor vehicle the employee involved must be tested for alcohol and drugs when any of the following occurs:
 - i. The employee was performing a safety-sensitive function

- ii. An accident involving bodily injury or fatality
- iii. A citation is issued to the employee under state or local law for a moving traffic violation arising from the accident.

217 Dress Code Policy

Village employees are expected to dress and act in a manner consistent with the position they hold and the degree to which they contact the public. Village employees are expected to present a personal appearance that projects a positive image of the Village.

Employees that are not required to wear uniforms should dress in appropriate professional departmental attire. If an employee is unsure what constitutes appropriate attire, the employee should check with his/her supervisor or the Village Administrator.

Friday dress code for the Village Hall (or other specifically approved theme days per the Administrator) permits casual attire including jeans that are clean and without holes and tennis/athletic shoes.

An employee's supervisor is required to discuss the subject of personal appearance with the employee if it does not positively reflect the image of the Village. Employees who are inappropriately dressed in the supervisor's opinion may be sent home and required to return to work in acceptable attire. Under these circumstances, the employee shall not be paid for time away from the worksite. Employees who do not comply with this policy may be subject to discipline, up to and including termination.

Department of Public Works employees who are issued a uniform are required to wear the uniform while working for the Village. If an employee is not issued a uniform the employee may wear a plain shirt and pants.

Safety Workwear allowance

Public Works employees are eligible for a work boot allowance up to but not exceeding \$200.00 per year which cannot be carried over to the next year.

The Village will pay the cost of basic OSHA-compliant prescription safety glasses for Public Works employees up to \$180.00 every two years. A detailed statement must be submitted with proof that the safety glasses are OSHA compliant before reimbursement will take place. Safety glasses must be worn with side shields.

Village-owned uniforms, tools, supplies, equipment, and facilities shall not be used for private or unauthorized purposes. The Village facilities, equipment, supplies, tools, and uniforms are purchased with tax dollars and are for the sole use of conducting Village business.

SECTION 3 - BENEFITS

301 Health Insurance

The Village provides group health insurance benefits for eligible Village employees. Employees who meet the individual plan requirements for eligibility may participate in the group health insurance program. Currently, the Village provides insurance through the State of Wisconsin Insurance Plan and applicable rules and regulations of that Plan are followed for covered employees.

The Village has the sole discretion to determine what insurance benefits will be provided and the level of the benefits to be offered. Because of the ever-increasing cost of medical insurance, employees may from year to year be required to contribute an amount toward the cost of monthly premiums as established by the Village Board.

302 Dental Insurance

Regular (non-seasonal or temporary) employees working an average of 30 hours per week are eligible for Dental Insurance made available by the Village. The Village shall pay a portion of the dental premium as approved by the Village Board with the employee responsible for the premium balance.

303 Life and Disability Insurance –

The Village offers regular employees (non-seasonal or temporary) working an average of 30 hours per week or more life and short-term disability insurance coverage.

Part-time employees working under 30 hours per week (less than 1,560 hours per year), and temporary/seasonal employees, are not eligible for life insurance coverage.

Plan documents are available from the Village Clerk.

304 Retirement -

The Village participates in the Wisconsin Retirement System (WRS). Employee eligibility and Village employer contributions are established by state law.

Employees who retire with twenty (20) or more years of full-time service with the Village may elect to continue to participate in the Village's health insurance program at the coverage level they have at the time of retirement. The Village will continue to pay an amount equal to 25% of the total monthly premium cost charged at the time the employee retired until the end of the 102nd month after retirement or the date the retired employee reaches Medicare eligibility, whichever occurs first. The retired employee shall pay the balance of the premium.

The amount paid by the Village will not increase, regardless of any increase in total monthly premium costs. However, the amount paid by the Village may decrease if for any reason such amount would constitute more than 25% of the total monthly premium cost of the retired employee's health plan, in which case the amount paid by the Village shall be adjusted to be no more than 25% of the total monthly premium cost of the retired employee's health plan.

Retired employees eligible to participate in the Village's health insurance program may change from family coverage to single coverage, but may not change from single coverage to family coverage. Additionally, if at any time after retirement a retired employee ceases to participate in the Village's health insurance program, the retired employee will not be entitled to future participation in the program.

Payments will be due to the Village Clerk no later than the 15th day of the month preceding coverage. Retiree benefits in the Village health insurance plan shall be consistent with the policy benefits applicable to general employees. The Village has the sole discretion to determine what insurance benefits will be provided and the level of the benefits to be offered.

Employees hired before 2018 – old policy as written in – Working with the Labor Attorney on wording if favored.

305 Cafeteria Plan

The Village maintains a Cafeteria Plan (Section 125) that allows employees to make pre-tax contributions for their health and dental insurance premiums. Questions about the Cafeteria Plan, qualifying expenses, and applicant limits can be answered by the Village Clerk.

306 Deferred Compensation Program

The Village has a deferred compensation program available for its employees. The participation of the program is 100% funded by the employee. The Village administers the program at no cost to the employee. The Village Clerk can provide information on the specific program/plan offered. This program is available to the Village employees.

307 Licenses

The Village will pay the costs for licenses that are required for the job.

The Village will reimburse Public Works employees for their commercial driver's license cost but the fee of the regular driver's license is paid by employees.

The Village will reimburse Public Works employees for the cost of their first medical appointment to obtain their federal medical card which is required to hold their commercial driver's license. Any additional appointments would be at the expense of the employee.

308 Flexible Spending Plan

Eligible employees can elect to participate in the Flexible Benefit plan, which allows employees to pay for covered medical and dependent care expenses with pre-tax dollars, thereby reducing the amount employees pay in payroll taxes. The rules governing maximum amounts of payroll deductions and reimbursement procedures are established by the IRS. Annual election forms are required to participate in this plan. Contact the Village Clerk for additional information.

309 Employee Assistance Program

The Village has available an Employee Assistance Program (EAP) for regular employees. This program is for all Full-time employees and any employees who work over 30 hours per week (1,560 hours per year) only. The EAP offers confidential help for a variety of needs and concerns such as depression, stress management, anxiety, marital difficulties, relationship problems, family conflict, alcohol or drug addictions, financial or legal concerns, parenting concerns, gambling problems, eating disorders, eldercare, and childcare.

Employees and dependents may contact the Village Clerk or Village Administrator for the phone number for the EAP to schedule an assessment. Employees and dependents may also contact the Village's EAP Coordinator or the Administrator for information about the EAP or assistance in scheduling.

*All sworn officers, including command staff, shall be entitled to the following employee benefits subject to the same terms and conditions as members of the police bargaining unit: group life insurance, hospitalization, and surgical care insurance, dental insurance, long-term disability, flexible spending plan, and sick leave policies.

DRAFT

SECTION 4 - GENERAL POLICIES

401 Code of Ethics / Gifts and Gratuities

An employee may not use or attempt to use the employee's position to obtain financial gain, anything of value, or any advantage, privilege, or treatment for the employee or member of the employee's immediate family's private benefit or for an organization with which the employee is associated.

No employee or member of the employee's immediate family may, directly or indirectly, solicit or accept from any person or entity, directly or indirectly, anything of value if it could reasonably be expected to influence the employee's job performance or could reasonably be considered as a reward for the employee's action or inaction.

No employee may:

Take any employment action affecting, directly or indirectly, a matter in which the employee, a member of his/her or his immediate family, or an organization with which the employee is associated has a financial or personal interest;

Use the employee's position in a way that produces or assists in the production of a benefit, direct or indirect, for the employee, a member of the employee's immediate family either separately or together, or an organization with which the employee or the employee's immediate family member is associated.

This does not prohibit an employee from taking any action concerning the lawful payment of salaries or employee benefits or reimbursement of actual and necessary expenses.

No employee shall grant any privilege, anything of value, special consideration, treatment, or advantage to any person beyond that which is available to every other person except as may be specifically provided for by law.

Employees are expected to use good judgment, adhere to high ethical standards, and avoid situations that create an actual or perceived conflict between their personal interests and those of the organization. The Village needs to know that the transactions employees participate in are ethical and within the law, both in letter and in spirit.

The Village recognizes that different organizations have different codes of ethics. However, just because a certain action may be acceptable by others outside of the Village as "standard practice," that does mean the practice is acceptable in our organization.

There is no way to develop a comprehensive, detailed set of rules to cover every business situation. It is the expectation of the Village Board that every Village Board member and Village employee will act ethically in the performance of his/her duties so that the actions of the employee will reflect positively on the Village and the employee as an individual. Each employee should at all times conduct himself/herself in a manner that will not conflict with local, state, or federal law. Whenever employees are in doubt, they should consult their supervisor or the Village Administrator.

402 Anti-Harassment and Anti-Retaliation Policy

PURPOSE

The purpose of this policy is to maintain a healthy work environment in which all individuals are treated with respect and dignity and to provide procedures for reporting, investigating, and resolving complaints of harassment, discrimination, and retaliation.

POLICY

The Village is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in an atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, it is the policy of Village to ensure a workplace free of discrimination or harassment based upon age, race, religion, color, sex, national origin, ancestry, disability, arrest or conviction record, sexual orientation, marital status, military participation, or any other characteristic protected by law ("protected status"). Harassment or discrimination based on another's protected status will not be tolerated.

This policy applies to all employees regardless of position in the organization, as well as elected officials, vendors, citizens, and any other third party. Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings, or business-related social events.

Discrimination:

We are an equal opportunity employer. All employment decisions will be made without regard to a person's protected class status. Protected class discrimination is in direct violation of this policy and will not be tolerated.

Harassment:

For purposes of this policy, harassment is defined as any verbal or physical conduct that is designed to threaten, intimidate, coerce or denigrate an individual because of his/her protected status.

Harassment can take many forms and may include, but is not limited to:

- a) epithets, slurs, or negative stereotyping;
- b) threatening, intimidating or hostile acts;
- c) denigrating jokes;
- d) verbal abuse;
- e) written or graphic material that denigrates or shows hostility or aversion toward a protected class;
- f) nonverbal conduct, such as staring or making denigrating gestures;
- g) physical conduct, such as stalking, assault, unwanted touching;
- h) any other type of verbal, physical, written, or visual conduct.

Sexual Harassment:

Sexual harassment is a form of harassment and is illegal under state and federal law. This policy protects both male and female employees from sexual harassment. Our policy prohibits all conduct, whether physical, verbal, written or visual that is based on sex, including but not limited to:

Unwelcome sexual flirtations, compliments, advances, requests, or propositions.

Any statements of a sexual nature or referencing one's sexuality, gender, or sexual experience, sexual gestures, innuendos, gestures, suggestions, "kidding", "teasing" or jokes.

Unwelcome touching, patting, pinching, brushing against another's body or attention to an individual's body and physical assault.

The display of sexually related or suggestive pictures or objects including emails or other computer images.

Reporting Harassment, Discrimination, or Retaliation: The Village encourages reporting all perceived incidents of discrimination or harassment, regardless of the offender's identity. The Village will investigate all such reports. Individuals who believe they have been a victim of or have witnessed such conduct should relay their concern(s) to their immediate supervisor. Should the individual not feel comfortable discussing the situation with their immediate supervisor, they should talk with the Village President, Village Administrator, or any other supervisor within the organization.

The Village also prohibits retaliation against any individual who reports discrimination or harassment or participates in the investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation is itself a violation of this Policy and will be subject to disciplinary action, up to and including termination. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

An employee who makes a false or malicious complaint of harassment, discrimination, or retaliation may be subject to appropriate disciplinary action, up to and including termination.

Results of an investigation indicating harassment, discrimination, or retaliation will be dealt with appropriately. An employee who violates this policy may be referred for counseling or training or be subject to disciplinary action, up to and including termination.

Confidentiality:

We understand that matters of harassment or discrimination can be sensitive, and when possible, we will keep complaints and related information in confidence. Disclosure will occur only when necessary to investigate and resolve the matter and when required by law.

403 Violence-Free Workplace

The Village strives to maintain a workplace for employees free from any form of violence. The Village is committed to preventing workplace violence and maintaining a safe work environment. Engaging in any workplace violence or threats of violence may result in immediate termination of employment.

It is up to each employee to help make the Village a safe workplace for all employees. The expectation is that each employee will treat all other employees, residents, and potential customers of the Village with dignity and respect. Employees can and should expect management to care about their safety and to provide as safe a working environment as possible by having preventive measures in place and, if necessary, by dealing immediately with threatening or potentially violent situations which occur.

Prohibited conduct includes, but is not limited to:

- a) Injuring another person physically;
- b) Engaging in behavior that creates a reasonable fear of injury to another person;
- c) Engaging in behavior that subjects another individual to extreme emotional distress;
- d) Possessing, brandishing, or using a weapon of any kind during work hours except for storage in a vehicle consistent with Wisconsin law;
- e) Intentionally damaging property;
- f) Threatening to injure an individual or to damage property
- g) Committing injurious acts motivated by, or related to, domestic violence or sexual harassment; and
- h) Retaliating against any employee who, reports a violation of this policy.
- i) All threats of or actual acts of violence either direct or indirect, should be reported as soon as possible to an employee's immediate department head or supervisor. This includes threats by employees as well as threats by domestic partners, citizens, vendors, solicitors, or any other member of the public. When reporting a threat or actual acts of violence, the employee should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to the department head. An employee should not place him or herself in real or perceived danger. If an employee sees or hears a commotion or disturbance near their workstation, the employee shall not attempt to intercede. The department head or supervisor should be contacted, and, if appropriate, 911 called.

The department head or designee will promptly investigate all reports of threats or actual acts of violence and suspicious individuals or activities. The identity of the individual making the report will be kept confidential to the extent possible. In order to maintain workplace safety and maintain the integrity of the investigation, the Village may suspend employees, either with or without pay, pending the outcome of the investigation.

Employees found to be responsible for threats of, or actual acts of violence or other conduct that is in violation of this policy will be subject to immediate disciplinary action, up to, and including termination of employment. If a person other than a Village employee is found to be responsible for threats or actual acts of violence or other conduct that is in violation of this policy, the Village will prohibit such person from entering onto Village property.

404 Drug and Alcohol-Free Workplace

We will maintain a drug-free and alcohol-free workplace. Accidents, injuries, absenteeism, decreased productivity and property damage can result if you are under the influence of drugs, alcohol, or other substances at work.

Conduct and Discipline. A violation of the following rules may result in disciplinary action or termination:

You are prohibited from using, possessing, manufacturing, selling, distributing, purchasing, or dispensing alcohol or controlled substances/illegal drugs or drug paraphernalia on Village property while performing your job duties or engaged in a Village-sponsored activity, or while on Village business.

You are prohibited from reporting for or remaining on duty or performing assigned job duties while under the influence of alcohol or a controlled substance/illegal drug, or having the prohibited level of alcohol or an illegal drug/controlled substance in your system as indicated by a positive test result.

You may not bring or consume any prescription drugs that are not prescribed for you, or that impair your ability to do your job. You must notify your supervisor or the Village Administrator before engaging in any work if your prescription medication could affect job performance and/or safety.

Criminal convictions for manufacturing, distributing, dispensing, possessing, or using controlled substances/illegal drugs in the workplace must be reported in writing to the Village Administrator no later than 5 calendar days after such conviction.

If you refuse to submit to a drug and/or alcohol test when directed to do so under circumstances consistent with this policy, you will be immediately placed on suspension pending investigation. You may not engage in any conduct that prevents completion of a test or provide false information when tested or attempt to falsify a test result.

You may not use any alcohol within 8 hours following an on-duty accident.

You must comply with requirements for treatment, aftercare, and return to duty, if applicable.

Employee Assistance Program (EAP).

Employees are encouraged to voluntarily seek professional, confidential assistance for alcohol and drug problems. Contact and other information for the EAP provider are located in the Village Clerk's office. You are also encouraged to utilize any programs offered by our insurance programs.

Testing. We will require drug and/or alcohol testing under the following circumstances:

- **Pre-Employment:** Drug testing is part of the evaluative procedure for new and returning employees and will be conducted upon a conditional offer of employment.
- **Reasonable Suspicion:** You will be required to test if there is a reasonable suspicion that you are impaired, under the influence of, or have drugs or alcohol in your system. "Reasonable suspicion" means observations of objective facts sufficient to lead a prudent person to conclude that you may be under the influence or have a prohibited substance in your system.
- **Post-Accident/Work-Related Incident:** We may require drug and alcohol testing following a work-related incident/accident.
- **Random:** Drug testing may be required on a random basis for those in any safety-sensitive positions.
- **Return-to-Duty:** Any employee found to have violated this policy and who is allowed to return to work will be required to test prior to returning to duty, and then randomly thereafter, for a one-year period at the employee's expense.

Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable laws.

405 Solicitation

In the interest of maintaining a proper business environment and preventing interference with Village work and inconvenience to its customers, the Village establishes the following rules related to solicitations and distribution of literature on Village property, except as authorized by the Administrator:

Employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions or solicit for any other cause during work time.

Employees may not distribute literature at any time in working areas.

Non-employees may not solicit or distribute literature in or on any Village buildings at any time for any purpose.

"Work time" includes the working time of both the employee doing the soliciting and/or distributing and the employee to whom the soliciting and/or distributing is directed. "Work time" does not include break periods, meal periods, or any other specified periods during the work day when employees are not, with the permission of their supervisor, engaged in performing their work tasks.

"Working areas" includes all areas of Village premises which it owns or has control in which work time activities are taking place and also includes the public areas of the premises.

406 Technology Policy

Overview.

The Village provides you and other authorized users with access to and the use of a variety of information technology resources. These resources are provided to you in an effort to allow you to be more efficient, productive, and to have access to information that is necessary to carry out your responsibilities on behalf of the Village.

You are expected and required to use these information technology resources in a manner consistent with your position and work responsibilities with the Village. The Village establishes policies and monitors operations to protect you from creating legal liabilities and negative publicity for yourself and the Village, either knowingly or unknowingly. The Village expects you to act responsibly, and always in the best interests of the Village.

Use of the Village's Information Technology Resources contrary to the policies contained herein is prohibited.

Definitions.

User:

Any employee or individual who has been authorized and granted access to and use of any Information Technology Resource by the Village of Pewaukee.

Information Technology Resources:

For the purpose of this policy, the Village of Pewaukee defines Information Technology Resources as any equipment, hardware, software, or network account/access that is assigned and/or available for Users to use in the course of their employment. These resources include but are not limited to the following:

security access cards and/or Fob's, telephones, mobile phones, iPads or tablets, printers, fax machines, software applications, Internet access, social media access, voice mail, email, computer workstations, laptop computers, storage media, digital cameras, radios, plotters, scanners, mobile data computers, and copy machines. This policy also applies to access for national and statewide criminal information networks and databases intended for law enforcement purposes.

Electronic Communications:

For purposes of this policy, "electronic communications" includes, but is not limited to, the sending, receipt, and use of information through the Village of Pewaukee's electronic information network (Intranet), the Internet, email, voice mail, telephones, cell phones, law enforcement-related information networks, and databases, or any other information technology resource.

General Provisions.

The Village's Information Technology Resources are designed for Village business use only. The Village recognizes that you may occasionally utilize Information Technology Resources for personal use. Such utilization must not interfere with the use of equipment for Village purposes or an employee's job responsibilities. Further, such use can only be incidental in nature, meaning that it is to be occasional, casual, minor, or insignificant and does not interfere with job performance or impede business-use operations. Finally, the User must provide all non-incidental consumables for such activity, i.e., colored ink, diskettes, flash drives, CD's etc.

Your voice mail, texts, social media messages, or other electronic communications may be read or heard by someone other than the intended recipient, and may even have to be disclosed to outside parties pursuant to public records laws or as part of discovery in connection with litigation. Accordingly, you must ensure that your messages are appropriate, courteous, professional, and in compliance with all other policies, procedures, and ordinances in this Handbook or otherwise created or issued by the Village.

Systems Management and Privacy.

To protect the integrity of any of the Village's Information Technology Resources, and protect legitimate users from the effects of unauthorized or improper use of these facilities, the Village maintains the authority to take any of several steps. This includes the authority to limit or restrict your use of the resources; the authority to access, inspect, copy, remove or otherwise alter any data, file, system, or technology resource that may undermine the proper use of such resources; and any other steps deemed necessary to manage and protect the Village's technology resources. This authority may be exercised with or without notice to you.

All work products created through the use of the Village's Information Technology Resources are the property of the Village of Pewaukee. All communications created, sent, or retrieved through the Village of Pewaukee information technology systems, including but not limited to, the Internet, are also the property of the Village of Pewaukee.

Users shall have no expectations of privacy with respect to any electronic communication or any use of any Village of Pewaukee Information Technology Resources, even those that are password-protected.

The Village of Pewaukee reserves the right to monitor, access, review, copy, store, or delete any electronic communications, including personal messages, from the system for business purposes and to

disclose them to supervisors or others as it deems appropriate, or as may be required by law. Accordingly, you should not utilize any Information Technology Resource to send, receive, or store any messages or information that you wish to keep private.

The Village of Pewaukee shall not be liable for, assume any legal responsibility for, or bear any costs arising out of electronic communications or other information flowing in or out of the Village's Information Technology Resources. The Village of Pewaukee assumes no responsibility for any consequences resulting from any employee or other User who uses any of its Information Technology Resources for any fraudulent or other illicit purposes, or otherwise contrary to the provisions of this Policy.

Prohibited Activity and Use of Good Judgment.

In addition to the policies set forth above, prohibited activities concerning the Village's Information Technology Resources include but are not limited to the following:

- Users will not transmit confidential information unless it is part of the User's scope of Village-related duties.
- Users will not alter any technology resource without authorization from the Village Administrator. This includes the installation, removal, and/or modification of hardware, software, or network equipment.
- Users will refrain from activity that wastes or overloads computing resources such as streaming audio and video unless prior approval has been obtained from the Administrator.
- Users will not initiate, propagate or perpetuate electronic chain letters.
- Users will not knowingly or carelessly perform an act that will interfere with the normal operation of computers, terminals, peripherals, or networks.
- Users shall not use Village computers or network facilities to gain unauthorized access to any computer systems.
- Users shall not make unauthorized attempts to circumvent data protection schemes or uncover security loopholes. This includes creating and/or running programs that are designed to identify security loopholes and/or decrypt intentionally secure data.
- Users will not violate the terms of applicable software licensing agreements or copyright laws.
- Users will not use Village resources for commercial activity, personal gain, religious or political causes, or any other prohibited activity.
- Users will not use electronic communications or any other technology resource to harass, threaten or intimidate others or to send materials that might be deemed inappropriate, derogatory, prejudicial, or offensive. This includes sending repeated, unwanted or unsolicited electronic communications to another user.
- Users will not transmit or reproduce materials that are slanderous or defamatory in nature, or that otherwise violate existing laws, regulations, policies, or which are considered to generally be inappropriate in a workplace.
- Users will not intentionally display images or text that could be considered obscene, lewd, sexually explicit, or harassing. Exceptions would include any images or text involved in a law enforcement investigation.
- Users will not create, send, store, or forward any messages or information that may reasonably be deemed to be intimidating, hostile, or offensive in nature, and/or which are discriminatory on the basis of race, color, religion, age, sex, national origin, sexual orientation, disability, or any other protected class under Wisconsin or federal law.

- Users will not forge the identity of a user or machine in electronic communication or in any other manner.
- Users will not use someone else's identity and password for access to information technology resources without the approval of the Village Administrator or Department Head.
- No email or other electronic communication may be sent which hides the identity of the sender or represents the sender as someone else. All messages communicated on Village email and other electronic communications systems must contain the sending User's name.
- Users will not allow unauthorized individuals to access or use information technology resources.
- Users will not attempt to monitor or tamper with another user's electronic communications, or read, copy, change, or delete another user's files or software without the written permission of the Village Administrator.

Some of the messages or information sent, received, or stored in the Village's Information Technology Resources may be privileged communications between the Village and its attorneys, or other entities. Upon receipt of any such message, do not forward or share it or its contents with any other person in the Village without the authorization of the sender and the Village Administrator. Never forward such messages or information to anyone outside of the Village.

Intellectual Property and Licensing.

The ease of copying through various electronic communications systems poses a serious risk of intellectual property infringement. Users will not violate copyright laws and their fair provisions through inappropriate reproduction and/or distribution of audio, video, still images, or copyrighted text or software. Software that may be marked as "free," "public domain," and "public use" may be free for personal use, but not Village use. Always obtain approval from the Village Administrator before using any publicly available software package.

Do not copy software licensed to the Village of Pewaukee unless you are authorized under the Village of Pewaukee's license to do so. Only software purchased by or licensed to the Village may be installed on Village computers. The use of this software must be compliant with the manufacturer's license agreement and cannot be copied to multiple computers unless permitted by the license agreement. Shareware, freeware, or User-owned software can only be installed on Village computers with prior authorization of the Village Administrator and where not in conflict with copyright laws.

Disposal of Obsolete Hardware and Software. The Village Administrator is solely responsible for the proper disposal of all Village-owned software and hardware.

Reporting Misuse. Any employee or User who becomes aware of misuse of any of the Village of Pewaukee's Information Technology Resources must report it to the Village Administrator immediately.

407 Social Media

The Village encourages the use of social media to further the goals of the Village and the missions of its departments, where appropriate. Village of Pewaukee departments may utilize social media and networking sites to conduct Village business on behalf of the department, provided that the policies of such use as stated herein are followed.

Parameters of Acceptable Use

All Village of Pewaukee social media sites must be approved by the Village Administrator prior to implementation.

Unless specifically approved otherwise by the Village Administrator, departmental use of social media will be for one-way communication only.

The Village's website and citizen portal shall remain the Village's primary and predominant Internet presence. Social media may be used as channels for disseminating time-sensitive information as quickly as possible, and as marketing/promotional channels that are designed to increase the Village's ability to communicate with the widest possible audience.

Where possible, the content posted on the Village's social media sites should contain links directing users back to the Village's official website/citizen portal for in-depth information, forms, documents, or online services necessary to conduct business with the Village.

Where possible, content posted to the Village's social media sites will be available on the Village's website/citizen portal.

All Village social media sites shall comply with all other applicable Village policies and standards, including but not limited to, the Technology Policy, Ethics Code, Anti-Harassment and Discrimination Policy, Workplace Violence Prohibition, and Confidential Information Policy.

Users and visitors to social media sites shall be notified that the intended purpose of the site is to serve as a mechanism for communication of Village business. All sites shall clearly indicate that they are maintained by the Village of Pewaukee and shall have the Village of Pewaukee logo and contact information clearly and prominently displayed. All sites shall contain a notification that all comments and written communications are monitored and that the Village reserves the right to remove any content that violates this policy.

Departments will use proper grammar and professional communication, avoiding jargon and abbreviations. While social media sites are casual, you must still professionally represent the Village at all times.

Articles, comments, or other communication on such sites containing any of the following content are strictly prohibited:

- Comments not topically related to the particular social medium material being addressed;
- Political statements or information;
- Profanity;
- Content that promotes, fosters, references, or perpetuates discrimination or harassment on the basis of classes protected by State or Federal anti-discrimination laws, and as set forth in the Village's Harassment policy, including but not limited to, race, creed, color, age, sex, religion, national origin, disability or sexual orientation;
- Sexual content or links to sexual content;
- Conduct, comments or references to illegal activity;
- References or information that could compromise another's safety or security;
- Content that violates the legal ownership interest of any other party.

Village social media sites are subject to the State of Wisconsin open records laws. Any content maintained in a social media format that is related to Village business, including a list of subscribers and posted communications, is a public record. Content related to Village business shall be maintained in an accessible format so that it can be produced in response to a request. Village social media sites shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosure. Wisconsin state law and Village of Pewaukee ordinances regarding records retention shall apply to social media formats and social media content. All requests for public records must be forwarded to the Village Clerk's office for response.

The Village reserves the right to restrict or remove any content at its discretion except to the extent prohibited by law.

The Village Administrator shall maintain and keep current a list of all social media tools that are available for use and are approved for use. The Administrator shall also ensure that the Village can immediately edit or remove content from Village social media sites.

Personal Use.

Your personal use of social media sites is prohibited during work hours. You should have no expectation of privacy in your use of any social media accessed at work and/or via Village-owned technology resources.

408 Purchasing

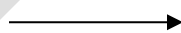
The Village has a purchasing policy for use by the Village Employees. Department heads manage Village budgets as approved by the Village Board. Adherence to Village, State, and Federal bidding for equipment and services purchases must be followed in accordance with Village Municipal Ordinance and State Law

Department of Purchase Under \$5,000



Department Places Order
Vendor Fills Order

Over \$5,000



Prior Approval Is Needed:
Department Head Obtains quotes
Department Head receives Village Board approval
Completes Purchase request

Credit and Purchasing Cards

The Village maintains corporate credit accounts and cards to facilitate purchases. The Village Administrator will designate which employees will be authorized to use Village-issued credit cards. No

one other than the authorized individual is allowed to use a Village-issued credit card and is to safeguard the Credit Card. Village-issued credit cards may only be used for authorized expenditures.

The use of a Village credit card requires adherence to any and all Village policies and procedures currently in effect, including, but not limited to, authorizations, processing, and budgetary issues, in particular the provisions of this Handbook that pertain to attendance at conferences, training and seminars and expenditure of Village funds. Any employee not following such policies will be responsible for the cost of the item charged to the extent permitted by law and will have the privilege of using a Village credit card withdrawn.

Any employee using a Village-issued credit card must also use the Village's tax-exempt status to ensure that no unnecessary charges are incurred through the use of a Village-issued credit card. The tax-exempt form (S-211) can be garnered from the Village Clerk's office.

When using a Village issued credit card, employees must submit the receipt for the items charged, or they will not be processed and will become the responsibility of the employee to the extent permitted by law.

Each month, the Department Head must review all of the expenditures made with the credit cards, ensure that the expenditures are in conformance with Village policies and that all receipts are attached to the monthly credit card statement, prior to submitting the statement for payment. In the event the Department Head determines that an unauthorized expenditure has occurred, the Administrator and Village Clerk must immediately be notified.

Any employee abusing the privilege of using a Village of Pewaukee credit card or failing to abide by credit card policies may be subject to disciplinary action, up to and including discharge.

Fleet Fuel Cards

Each employee required to purchase fuel in Village owned vehicles and equipment may be issued fleet charge cards at the vendor location.

The employees that have been issued a fleet card for Village-owned vehicles or equipment must follow the Village policy. No personal purchases will be allowed. Any employee using a Village-issued fleet card must maintain receipts and submit ALL receipts with the monthly statement on a timely basis.

In the event the Department Head determines that an unauthorized expenditure has occurred, the Administrator and Village Clerk must immediately be notified.

The Department Head in each area will be responsible for reporting and managing authorized users for their department and reporting changes to the Village Clerk or Village Treasurer.

409 Light Duty

Transitional Work Policy

Introduction

The purpose of this policy is to provide for the assignment of alternative work duties on a limited-term basis for employees who have a temporary injury, illness, disability, or are pregnant and unable to

perform their normal work duties to assist employees in returning to their normal job duties as timely as possible. This policy is only available when the Village has light-duty work available.

Scope

The employee, in collaboration with Department Heads and managers, has the responsibility for overall coordination, administration, and implementation of the Transitional Work Policy. The application of the Transitional Work Policy will be as follows:

The employee must provide a copy of the medical restrictions imposed by the employee's health care provider.

The restrictions will be evaluated to determine if there is work available within those restrictions. The assignment of transitional work is always subject to the availability of work within an employee's restrictions. This policy does not guarantee that a transitional assignment will be available, and the assignment of transitional work will be solely at the Village's discretion.

If temporary transitional work is made available and the employee refuses to accept that work, worker's compensation benefits can be discontinued per state statute.

Work assignments will generally be made within the department the employee normally works, but may be assigned to a different Village department if work is available there, at the Village's discretion. Alternative work assignments may not always be full-time. If the employee refuses to take an offered alternative work assignment, the Village is not obligated to offer a different assignment.

Transitional work assignments are by their nature temporary and such assignments will be limited to a maximum of 90 working days. This period may be extended upon approval of the Village Administrator. Employees whose restrictions are determined to be permanent may not be eligible for a transitional work assignment.

The employee will notify their Department Head as soon as practicable of all changes in medical condition and/or restrictions. The Village may require periodic updates regarding an employee's condition, the prognosis for such condition, restrictions, and/or the duration of such restrictions.

To ensure the ongoing safety of employees and the public, any employee who engages in activities that are inconsistent with medical restrictions and/or treatment protocol may be subject to possible disciplinary action. Supervisors are required to report any violation of this requirement to Village Administrator.

SECTION 5 - EMPLOYEE CONDUCT

501 Introduction

To ensure orderly operations and provide the best work environment, we expect you to conduct yourself at all times in a manner that is respectful and will protect the interests and safety of all employees and the organization. This handbook cannot address every conceivable circumstance that may arise. We consider all of our employees to be professionals, and you are expected to exercise responsible judgment. It is not possible to list all the behavior that is unacceptable. The lists below are illustrative and not intended to be all-inclusive. Below are examples of infractions that may result in disciplinary action or termination.

502 Tobacco Use

Smoking, including electronic cigarettes, and the use of tobacco products, is prohibited in any Village building, Village vehicle/equipment, or inside any roofed or permanent structures in Village parks. Smoking will be permitted only outside of Village buildings in designated areas and in accordance with Wisconsin law.

503 Safety

Job safety is very important to all of us. We require safe work practices of all employees and expect you to conduct yourself carefully and safely at all times. You are expected to observe all safety procedures and rules and use required personal protective equipment (PPE) as outlined in the Safety Handbook. Continual emphasis on safety and loss prevention techniques and the refinement of work procedures have been shown to significantly reduce injuries, property damage, and work interruptions. The Village has designated the Director of Public Works as the Safety Director and all employees are required to follow directions given by him/her in the area of Risk Management or safety issues. The Safety Director, or designee, will also keep and maintain incidence logs and keep adequate records as required by the state or federal government.

As a condition of employment, employees are required to perform every task in a safe manner. Supervisors are charged with the responsibility of maintaining a safe work environment and establishing safety rules and adequate training for all under their jurisdiction. Employees are responsible for following the safety rules, wearing the required protective equipment, promptly reporting all unsafe actions, practices, and conditions that they observe, reporting all accidents and injuries occurring within the course of their employment, and cooperating and assisting in the investigation of accidents to identify causes and corrective measures to prevent their occurrence. Employees found not to be wearing required protective equipment will be required to leave the job site until properly attired and may be subject to discipline, up to and including termination, for failing to comply with safety rules and policies.

504 Housekeeping

Good housekeeping throughout all buildings is essential to safety, efficiency, and satisfactory working conditions. Every reasonable effort is made to provide the facilities necessary to maintain a high standard of neatness and cleanliness. Good housekeeping is the responsibility of every employee.

Employees shall know the housekeeping requirements of any job to which they are assigned and are required to carry them out.

505 Tools and Equipment

Village employees shall take pride in their work and in the supplies and equipment that they use in their work. The Village makes a large investment in the equipment and supplies necessary for employees to do their jobs. The Village must pre-approve the purchase of any equipment or furniture. The Village will replace equipment that becomes worn or defective through normal use. Replaced equipment must be returned to the Village.

The Village shall furnish all necessary gloves, belts, hand tools, and all necessary safety equipment for the protection of employees. Employees shall wear and/or utilize safety equipment that is provided by the Village. The Village will be responsible for the cost of cleaning and maintaining the provided equipment, however, employees are responsible for the care necessary to ensure the longest possible life of the issued equipment.

Village employees shall not use Village tools, equipment, or facilities for personal use. The use of Village equipment and/or facilities for personal use will result in disciplinary action.

Supervisors must be notified immediately if any equipment, machines, tools, or vehicles appear to be missing, damaged, defective, or in need of repair.

506 First Aid or Injury

The Village is required to maintain accurate and complete records concerning work-related injuries and illnesses and expects each employee to cooperate in this duty. Therefore, an employee who becomes ill or sustains an injury while at work, no matter how slight, must report it immediately to a supervisor. An injury report needs to be completed and returned to the Village Clerk within 24 hours of the accident. Failure to report any work-related accident or injury is a violation of Village policy and may result in discipline, up to and including discharge.

Employees who require medical assistance will be sent and/or taken for emergency treatment.

507 Attendance and Punctuality

The Village expects prompt and regular attendance from all employees. This means that all employees must be at their appointed workstations on time and fully ready and able to work at their starting time. Proper attendance and punctuality are important in order to maintain a good performance record and to ensure the delivery of services.

Accurate recording of time worked is the responsibility of every employee. Federal and state laws require the Village to keep an accurate record of time worked in order to calculate employee pay and benefits. All employees shall sign their time records to certify the accuracy of all time recorded. Supervisors shall review and sign the time records before submitting them to payroll for processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record. Exempt employees are required to turn in bi-weekly timesheets to the Village Clerk.

The following work rules govern attendance and a violation may be grounds for disciplinary action:

Reporting Absences/Tardiness. If you will be absent from or late for work you must notify your supervisor prior to the normal start of your workday via telephone call or voicemail (texting your supervisor is not acceptable). You must indicate a reason and an expected return to work. If the return-to-work date changes, you must notify your supervisor of the new date as soon as possible.

Employees are encouraged not to schedule personal appointments during regularly scheduled hours of work. If it is necessary to be absent or to leave for a personal appointment, an employee must notify the supervisor as soon as possible, but no later than the day before such an appointment. The time absent must be recorded and employees will not be paid for the time missed from work unless paid leave is permitted and available for use.

Leaving During Work Hours.

You must get permission from your supervisor prior to leaving during work hours unless there is an emergency.

If your time off was a covered FMLA absence, then return to work provisions under the FMLA policy apply. FMLA absences are approved time off and are not counted against you. This attendance policy will be enforced consistent with the federal and state FMLA laws, and as set forth in our FMLA policy.

Whenever the Village Administrator believes that a work release from your doctor is needed to ensure your ability to safely return to your job, or if your return will include certain restrictions that may require accommodation, you will be asked to provide a doctor's report. In the event that an employee is absent for three consecutive workdays, the Village will require a certification of the absences for medical reasons from their health care provider. The Village may also request a doctor's report or fitness for duty certification in cases of suspected leave abuse or to determine fitness for duty when needed.

Any abuse of leave, including but not limited to claiming inability to work due to illness or injury when in fact no such illness or injury exists, will result in disciplinary action.

Service time and the employment relationship shall be ended if you:

- are absent from work without notification to your supervisor or other members of management, unless you cannot notify us for a valid reason as acceptable by the Administrator;
- fail to report to work within 10 days after having been recalled from layoff; or
- fail to report for work at the termination of an authorized leave of absence.

508 Personal Communications

Employees should take care of personal business outside of work. The Village recognizes that there may be times when this is not possible. To minimize the disruption to the workday and other employees, the Village expects that employees will make prudent use of Village telephones and personal cell phones or other electronic communication devices for personal use. Personal communications should be made during lunch or break periods to minimize disruption of the workday, whenever possible. Misuse or abuse of this personal communication privilege may result in disciplinary action, up to and including termination.

Employees should request that friends and relatives call at work only in emergencies. Personal use of Village telephones for long-distance calls, fax machines, and copiers are not permitted without prior Village approval and may be cause for disciplinary action, up to and including discharge.

509 Unacceptable Behavior/Performance

Violations of work rules include, but are not limited to, the following and may be grounds for disciplinary action up to termination:

- Insubordination, disobedience, failure or refusal to follow the written or oral instructions of supervisory authority or failure to carry out work assignments;
- Sleeping on the job, temporarily ceasing to work, wasting production time, or some other form of neglecting job duties and responsibilities;
- Disclosure of confidential information and records to unauthorized persons, when the employee has been informed or should reasonably know that the matter is confidential;
- Intentionally falsifying records or giving false information relating to any matters relevant to Village affairs to other Village, State, or Federal officers or employees responsible for record-keeping or for enforcement of Village, State, or Federal law;
- Failure to observe all safety rules and practices on the job, including failure to use protective equipment and clothing;
- Failure to observe all safety rules and practices in the operation of Village vehicles and equipment;
- Attempting to keep secret or unavailable information or records which are public records or which rightfully should be furnished to other government employees, including unauthorized destruction of records; and,
- Failure by a Department Head or other supervisory person to take appropriate action to enforce or to address infractions of these work rules by employees under his/her supervision;
- Abuse or misuse of Village property, materials, or equipment including motor vehicles;
- Stealing or unauthorized possession of Village property, equipment, or materials;
- Unauthorized use of Village property or equipment including but not limited to vehicles, telephones, computers, copy machines, or mail service; and,
- Selling, giving away, or otherwise transferring Village property or the use of Village property to any person unless specifically authorized to do so by the Village Board or by a Committee of the Village Board.
- Commission of a Federal or State crime during hours of employment as a Village employee or involving the use of any Village property or facility;
- Threatening, attempting to inflict, or inflicting bodily harm upon fellow employees, representatives of other agencies, or members of the public while working as a Village employee, except when exercising a privilege conferred by law, and then only to the extent that such activity is legally privileged;
- Threatening, intimidating, interfering with, or using abusive language toward fellow employees or members of the public while working as a Village employee, including slurs based upon race, creed, gender, or place of national origin;
- Sexual or other harassment of any other employee;
- Unauthorized possession of weapons on the job site or during working hours;
- Making or disseminating false, defamatory or malicious statements concerning other employees, supervisors or officers of the Village;

- Unauthorized possession or use of alcoholic beverages or controlled substances during work hours, while on Village time or property, or while engaging in Village business;
- Reporting to work under the influence of alcohol or controlled substances or manifesting evidence of abuse of alcohol or controlled substances;
- Reporting to work in a condition reasonably likely to be unsafe to the employee, other employees, members of the public or to physical property due to the influence of medication or due to illness;
- Eating or drinking in unauthorized areas or at times when not authorized by supervisory personnel;
- Selling commercial or private products or services on Village time or on Village premises without written authorization;
- Unauthorized solicitation of funds or donations for any purpose on working time;
- Unauthorized distribution of printed matter on working time;
- Unauthorized possession, lending, borrowing, or duplication of Village keys or credit cards; careless or improper use of Village keys or credit cards; or failure to report promptly the loss of Village keys or credit cards;
- When Village employment requires wearing of a uniform, unauthorized or improper use of the uniform, or failure to wear the uniform properly;
- Soliciting or accepting any unauthorized compensation, reward, kickback, gratuity, or gift of any kind of any value for performing any service related to the employee's job as an employee of the Village;
- Intentionally, carelessly, or negligently damaging or destroying property owned by members of the public while performing duties as an employee;
- Conducting lotteries, playing cards for money, booking bets, or any other form of gambling by employees or outsiders on Village time or premises is not permitted.

510 Political Activities

- A. Employees may participate in political activities, but only to the extent that such activities do not interfere with the employee's job duties or use or create the appearance that the employee is using Village employment for political purposes
- B. Permitted Political Activities. The following types of political activities by Village employees are permitted:
 - a. Membership in a political party.
 - b. Participation in political party or campaign activities during non-working hours.
 - c. Making voluntary contributions for political purposes.
 - d. Management of a political campaign for a candidate during non-working hours.
 - e. Display of political signs or other campaign materials at the employee's home.
 - f. Running for a non-partisan office, if the holding of such office would not be incompatible with the employee's status as a Village employee.
- C. Prohibited Political Activities. The following types of political activity by Village employees are prohibited, and shall constitute violations of work rules and may be grounds for disciplinary action:
 - Using the employee's authority, influence, or status as a Village employee to interfere with or affect a nomination or election.

- Using the employee's authority, influence, or status as a Village employee to intimidate, threaten or coerce any person to vote contrary to his/her free choice.
- Using the employee's authority, influence, or status as a Village employee to directly or indirectly intimidate, threaten, or coerce any person to pay, lend or contribute anything of value, including services to any political party, organization or candidate for political purposes.
- Using the employee's authority, influence, or status as a Village employee to threaten or to confer benefits or effect reprisals to secure desired political action or inaction.
- Engaging in political activities while engaged in Village employment duties, such as wearing political identification or campaign materials while on duty, parking a vehicle with a car-top political advertisement on Village-owned property, passing out campaign materials on Village time, placing political stickers or advertising on Village vehicles, or similar activities in which the employee's political activities are intertwined with the duties of the employee's Village employment.
- Participating in the solicitation of funds to be used in any manner for a political campaign or political purpose while on duty as a Village employee.

DRAFT

SECTION 6 DISCIPLINARY ACTION – END OF EMPLOYMENT

601 Disciplinary Action

We reserve the sole discretion to determine when certain behaviors, conduct, decisions, etc. are inappropriate, even if they are not expressly prohibited or addressed in this handbook. The consequences for any infraction will depend on all relevant circumstances in the particular situation. The purpose of disciplinary action is to eliminate inappropriate conduct, violation of policies, improper behavior, or performance problems. Disciplinary action may include, but is not limited to, oral or written warnings, suspensions without pay, and termination, as deemed necessary under the circumstances. The specific measures taken will depend upon the nature and severity of the conduct and the surrounding circumstances, as determined appropriate by the Village at its discretion.

602 Separation from Service

Resignation/Retirement

Resignations or retirements are voluntary, permanent separations initiated by the employee. It is expected that employees will give as much notice as possible in order to facilitate the recruitment and orientation of new employees. Employees are asked to submit their resignation in writing at least two (2) weeks in advance of their planned departure. Employees who provide the requested notice will be considered to have resigned in good standing.

Pay at Termination. You will be paid all earned wages, pro-rated personal time off and compensatory time when you leave employment. If you leave employment without providing at least 2 weeks' notice of your intent to resign or retire, or you do not remain an active employee during the 14 days after notice of resignation or retirement, unless due to an emergency, or you are terminated for misconduct as determined by the Village, you will forfeit any available Personal time off.

Employees who are involuntarily terminated will not receive payment for any available personal time off upon separation.

Employees who are permanently laid-off will receive payment for any available personal time off upon separation.

603 Grievance Process

Grievance Procedure. This policy is intended to comply with [Section 66.0509, Wis. Stats.](#), and provides a grievance procedure addressing issues concerning workplace safety, discipline, and termination. This policy applies to all employees covered under Section 66.0509, Wis. Stats., other than police and fire employees subject to [Section 62.13\(5\), Wis. Stats.](#) An employee may appeal any level of discipline under this grievance procedure. For purposes of this policy, the following definitions apply:

"Employee discipline" for the purposes of this policy includes written reprimands, suspension, and termination, but shall not include the following items:

- Placing an employee on paid administrative leave pending an internal investigation;
- Counseling, meetings, or other pre-disciplinary action;

- Actions taken to address work performance, including the use of a performance improvement plan or job targets;
- Demotion, transfer, or change in job assignment;
- Non-disciplinary wage, benefit, or salary adjustments; or
- Other personnel actions taken by the employer that is not a form of discipline.

"Employee termination" shall include action taken by the employer to terminate an individual's employment for misconduct or performance reasons, but shall not include the following personnel actions:

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

"Workplace safety" as used in this section means any alleged violation of any standard established under state law or rule or federal law or regulation relating to workplace safety.

- Any written grievance filed under this policy must contain the following information:
 - The name and position of the employee filing it,
 - A statement of the issue involved,
 - A statement of the relief sought,
 - A detailed explanation of the facts supporting the grievance;
 - The date(s) the event(s) giving rise to the grievance took place,
 - The identity of the policy, procedure, or rule that is being challenged;
 - The steps the employee has taken to review the matter, either orally or in writing, with the employee's supervisor; and
 - The employee's signature and the date filed.

Steps of the Grievance Procedure

Employees should first discuss complaints or questions with their immediate supervisor. Every reasonable effort should be made by supervisors and employees to resolve any questions, problems, or misunderstandings that have arisen before filing a grievance.

Step 1 – Informal Grievance Resolution: Every reasonable effort should be made by supervisors and employees to resolve questions, problems, and complaints together. Thus, you should first discuss any issues concerning the subjects covered by this grievance procedure with your immediate supervisor.

Step 2 – Written Grievance Filed with the Department Head. If the grievance is not settled at Step 1, the employee must prepare and file a written grievance with the Department Head within five (5) business days of when the employee knows or should have known, of the events giving rise to the grievance. The Department Head or his/her designee will investigate the facts giving rise to the grievance and inform the employee of his/her decision, if possible, within ten (10) business days of receipt of the grievance. In

the event the grievance involves the Department Head, the employee may initially file the grievance with the Village Administrator, who shall conduct the Step 2 investigation.

Step 3 – Review by Village Administrator. If the grievance is not settled at Step 2, the employee may appeal the grievance to the Village Administrator within five (5) business days of the receipt of the decision of the department head at Step 2. The Village Administrator or his/her designee will review the matter and inform the employee of his/her decision, if possible, within ten (10) business days of receipt of the grievance.

Step 4 – Impartial Hearing Officer. If the grievance is not settled at Step 3, the employee may request in writing, within five (5) business days following receipt of the Village Administrator's decision, a request for written review by an impartial hearing officer. The Village shall select an impartial hearing officer. The hearing officer shall not be a Village employee. In all cases, the grievant shall have the burden of proof to support the grievance. The impartial hearing officer will determine whether the Village acted in an arbitrary and capricious manner. This process does not involve a hearing before a court of law; thus, the rules of evidence will not be followed. Depending on the issue involved, the impartial hearing officer will determine whether a hearing is necessary, or whether the case may be decided based on a submission of written documents. The impartial hearing officer shall prepare a written decision.

Step 5 – Review by the Governing Body. If the grievance is not resolved after Step 4, the employee or the Village Administrator shall request within five (5) business days of receipt of the written decision from the hearing officer a written review by the Governing Body. For Library employees, the appeal shall be filed with the Library Board. For all other employees, the appeal shall be filed with the Village Board. The Village Board shall not take testimony or evidence; it may only determine whether the hearing officer reached an arbitrary or incorrect result based on a review of the record before the hearing officer. The Village Board will inform the employee of its findings and decision in writing within ten (10) business days of the Village Board meeting. The Village Board shall decide the matter by majority vote and this decision shall be final and binding.

An employee may not file a grievance outside of the time limits set forth above. If the employee fails to meet the deadlines set forth above, the grievance will be considered resolved. If it is impossible to comply with the deadlines due to meeting notice requirements or meeting preparation, the grievance will be reviewed at the next possible meeting date. An employee will not be compensated for time spent processing his/her grievance through the various steps of the grievance procedure.

DRAFT

ACKNOWLEDGMENT AND RECEIPT OF EMPLOYEE HANDBOOK

The undersigned hereby acknowledges receipt of a copy of the Village Employee Handbook. The employee is responsible for knowing and complying with these policies. The undersigned acknowledges that nothing contained in this Handbook, including policies, practices, and benefits, are intended to create any contractual right, express or implied, to employment or to any particular term or condition of employment. The undersigned also acknowledges that the Village reserves the right to revise, amend or terminate any policy unilaterally without notice at any time.

Sign, Date and submit to the Village Administrator or Village Clerk.

Date: _____

Employee Name – Printed

Employee Signature

DRAFT



Memo

To: Jeff Knutson, President
Village Board

From: Scott A. Gosse
Village Administrator

Date: October 14, 2022

Re: Preliminary Draft 2023 Budget

BACKGROUND

The WI DOR released the 2022 levy limit worksheet and upon completion of the worksheet it indicated that the Village's allowable levy increase for the 2023 General Fund Budget is \$56,428 versus my original estimate of approximately \$10,300. The levy limit increase does not apply to the rescinded taxes that were included in the 2022 budget. Additionally, staff received the 2023 health insurance premiums for the State Health Plan which came in under my 10% estimate (to reviewed in greater detail below).

UPDATE:

The draft 2023 General Fund Revenues are estimated at \$6,948,865 (\$15,887 less than 2022) and the draft 2023 General Fund Expenses are estimated at \$7,328,153 (\$362,044 higher than 2022) for the General Fund leaving a difference/shortfall of \$379,288.

Current estimates for 2022 year-end indicate revenues exceeding expenditures by approximately \$382,856. The projected overage is primarily related to the following:

Interest earnings projected higher than budgeted; unanticipated miscellaneous revenues; unanticipated insurance recovery revenues; miscellaneous permits higher than anticipated (Right-of-Way permits and Sign Permits); projected wages for the Police Department and Department of Public Works coming in under budget due to staffing shortages during 2022.

ANALYSIS

Equalized Value

The 2022 equalized value for the Village is \$1,177,242,600 which represents an increase of \$48,459,800 over the 2021 equalized value of \$1,128,782,800. At this time, we do not have the final 2022 statement of assessment from the Department of Revenue.

Collective Bargaining Agreement

The PPA Collective Bargaining Agreement (CBA) expires 12/31/23 and calls for a 1.25% wage adjustment on 1/1/23 and 7/1/23 for bargaining unit members. The required 2023 Wisconsin Retirement System (WRS) contribution will increase 1.48% for protective service (police) to a new rate of 20.02%. The Employer contribution will be 13.22% with the Employee share at 6.8% of payroll.

WRS

General employees are required by state law to contribute 50% of the WRS contribution. The 2023 WRS contribution for general employees is 13.6% with the employer and employee contribution each at 6.8%.

Health Insurance

The 2023 health insurance premium for the lowest cost plan for Waukesha County is \$2,003.96 (currently \$1,951.78) per month for family coverage and \$814.76 (currently \$794.84 per month for single coverage (2.67% and 2.41% increases respectively). For employees living in Washington, Ozaukee and Milwaukee Counties, the 2023 monthly premium for family is \$2,159.40 (currently \$2,031.64) and for single is \$826.78 (currently \$826.78) (6.29% and 6.07% increases respectively). The attached budget now includes the new premiums as part of the projected expenditures based on current enrollment.

A. General Category/Line Item Overview

Attached for your review and information, please find a copy of the draft 2023 General Fund Budget. Attention should be paid to the “2023 Budget Workshop #1” column. Overall, the draft 2023 budget contains the following assumptions at this time:

REVENUES

The following accounts constitute all revenue sources available to the Village of Pewaukee General Fund including taxes, grants, interest on investments, fees, permits, and other revenue sources. The revenues section is divided into seven categories which address various revenue sources. The categories are Taxes, Intergovernmental Revenues, Licenses and Permits Revenue, Fines, Forfeitures and Penalties Revenue, Public Charge for Services, Miscellaneous Revenues, and Other Sources. Each category is broken down into several subcategories that address specific sources of revenue. Each sub-category will include a brief explanation of the account, comments on the recommended budget figure, and a detailed table outlining the anticipated revenue by line-item number.

TAXES

Explanation

The accounts in this section include all revenues generated from property taxes, including mobile home park permits and payment in-lieu of taxes to the Village from the Water Utility and Kirkland Crossing senior housing (agreement voluntarily entered into when this project was approved).

1. 110-00-41115-000-000 – Omitted/Rescinded Taxes – the 2022 amount was allowable to be placed on the levy as rescinded taxes related to a property assessment settlement related to Walmart in January 2022.
2. 110-00-41116-000-000 – Chargeback of Taxes – Others – this is the amount due to the Village from the School District, WCTC and Waukesha County for the Walmart assessment settlement earlier this year.
3. 110-00-41310-000-000 – The in lieu of taxes amount for the water utility is an estimate at this time and will be finalized as the budget and tax rate are established.
4. 110-00-41320-000-000 – The in lieu of taxes amount for this line item is an estimate for Kirkland Crossings and Laimon Family Lakeside Park until the tax rate is set and assessment ratio is received.

INTERGOVERNMENTAL REVENUES

Explanation

Intergovernmental revenues include all grants and aids received by the Village from County, State or Federal entities or programs.

5. 110-00-43410-000-000 - State shared revenue is currently held constant as information has not yet been provided by the Dept. of Revenue (DOR) related to the 2023 shared revenue aid.
6. **UPDATE:** 110-00-43531-000-000 - General transportation aids, based on the 2023 preliminary estimate received this week, are projected to increase \$16,017 to \$365,063.
7. 110-00-43545-000-000 - Recycling Grant is based on an estimate of the recycling grant from Waukesha County, which acts as the Responsible Unit with the DNR for the Village. This amount is currently \$0 based upon information from Waukesha County based on the current recycling market conditions; however, the County is working on an Intergovernmental Agreement that may reinstitute the distribution of recycling proceeds to participating communities.
8. 110-00-43690-000-000 - The other state aids are the estimated exempt computer aid from the WI DOR.
9. 110-00-43690-000-100 – The Other State Aids – Mfg Pers Prop (Manufacturing Personal Property) account reflects state aids to reflect Machinery, Tools, Patterns now exempted from the personal property tax. This payment began in 2019.

LICENSES AND PERMITS

Explanation

This section includes revenues received by the Village related to the sale and/or issuance of licenses or permits to businesses and residents.

10. 110-00-44300-000-000 - Building permit revenue is an estimate based on a best guess as to what the development activity is going to be for 2023. These revenues are projected to remain at 2022 levels at this time with the pending residential developments.

FINES, FORFEITURES AND PENALTIES

Explanation

This section reflects revenues received from law and ordinance violations as well as parking citations issued by the Police Department and collected and/or paid through the municipal court. The amount collected in fines and forfeitures does not reflect the actual amount of the citations issued by the Police Department as citations may be reduced by the Municipal Judge through the municipal court process.

PUBLIC CHARGES FOR SERVICES

Explanation

This section includes revenues collected by the Village for miscellaneous services including ambulance billing revenue, refuse/recycling revenues, recreation and park revenues, special assessment letter, and police and fire billings.

11. 110-00-46230-000-000 - Ambulance revenue is estimated based upon estimated calls for service. This is a conservative estimate with the goal of not overstating revenue.

INTERGOVERNMENTAL CHARGES

Explanation

This section includes revenues received from WCTC and the Pewaukee School District related to security service contracts for the Police Department as well as revenues related to fire inspection and sprinkler plan reviews/inspections.

12. 110-00-47321-000-000 – WCTC Security – reflects reimbursement from WCTC for two FTE patrol officers in accordance with security services contract.
13. 110-00-47321-000-100 – Pewaukee School District (PSD) Security – reflects reimbursement from PSD for the School Resource Officer during the school year (approximately 0.73 FTE).

MISCELLANEOUS REVENUES

Explanation

This section includes various miscellaneous revenues including interest income on investments, revenues from sale of equipment, donations, and other miscellaneous sources.

14. 110-00-48110-000-000 – Interest income is estimated to increase based upon current earnings on the LGIP investments. Due to current economic conditions, projections for 2023 are up as well as forecasting 2022 interest earnings. Staff will continue to reevaluate the projected year-end earnings as well as 2023 projected earnings during the budgeting process.

OTHER SOURCES

Explanation

This section reflects possible revenue from the use of fund balance or transfers to the General Fund from other funds.

15. 110-00-49200-000-000 - The transfer from other funds amount is from the Sanitary Sewer Utility to the General Fund.

EXPENSES

This section reviews expenses as they relate to general operating and capital expenses for the Village's day-to-day services including general administration, police and fire protection, garbage and recycling, municipal court, general public works, parks and recreation programs, library contribution, and building inspection services.

GENERAL GOVERNMENT

Explanation

This section includes the budgets for the Village Board, Plan Commission, Municipal Court, Elections, legal services, general administration, assessor and auditing contracts, property, liability and workers' compensation insurance, and Village Hall/Police Department utilities and maintenance.

The General Government staffing currently consists of:

Village Administrator

Village Clerk

Village Treasurer

Deputy Clerk/Treasurer

Account Finance Clerk/Administrative Assistant 0.7 FTE

Payroll allocation for the above positions are as follows:

Village Administrator – 80% General Fund, 10% Water Utility and 10% Sanitary Sewer Utility

Village Clerk – 80% General Fund, 10% Water Utility and 10% Sanitary Sewer Utility

Village Treasurer – 30% Water Utility, 30% Sanitary Sewer Utility, 20% Storm Water Utility, and 20% Transportation Utility

1. 110-00-51120-000-000 - The Plan Commission line item reflects the current consulting engineer and planner agreements with R.A. Smith National and Mary Censky for meeting compensation estimated at \$3,840 for R.A. Smith National and \$1,404 for Mary Censky. The balance of \$6,000 in this account is allocated for possible land development code modifications or other work desired by the Plan Commission or Village Board as well as GIS mapping support for the Ruekert-Mielke hosted GIS system.
2. 110-00-51440-000-000 - The Elections account includes funds to cover the costs of two elections in 2023.
3. 110-00-51200-000-140 – The Municipal Court Expenses account includes postage, annual software maintenance, prisoner maintenance, training and seminars, and office supplies.

4. 110-00-51400-000-110 and 110-00-51400-000-140 - Administrator's budget accounts include wages, benefits, training, Wisconsin City/County Management Association (WCMA) and International City/County Management Association (ICMA) memberships, mileage reimbursement, and cell phone. The Administrator salary and benefits are allocated 80% to the General Fund and 10% each to the Water and Sanitary Sewer Utilities.
5. 110-00-51420-000-110 – 110-00-51511-000-000 – Clerk & Treasurer Accounts – Two elections are planned for in 2023. Other items within the Clerk's and Treasurer's budget maintain a level service delivery for elections, payroll, bill payment, collection of taxes by Waukesha County, record keeping, software maintenance for accounting and permitting programs, email service, League of Wisconsin Municipalities dues, etc., performed by the Clerk's and Treasurer's Office.
6. Account 110-00-51420-000-140 Detail (Clerk's Office Expenses):

Office Supplies	2,600.00
Envelopes	900.00
Civic System software pymnt/support fee	7,065.00
Monthly IT endpoint detection support	4,800.00
Computer Purchases	2,000.00
Postage	3,000.00
Mileage Reimbursement	500.00
Professional Memberships	505.00
Professional Training	6,050.00
Website Hosting	975.00
Records Checks (Operators Licenses/new hires)	2,800.00
Cell Phones	780.00
Microsoft 365 email accounts/antivirus	5,400.00
League of Wisconsin Municipalities Dues (estimate)	3,961.00

7. 110-00-51520-000-000 – Assessor Contract – This account reflects an estimated contract amount for this service.

8. 110-00-51600-000-310 Village Hall Maintenance –

Utilities - gas & electric	38,000.00
Utilities - water/sewer/sw/transp	2,500.00
telephone	8,000.00

internet	1,020.00
security monitoring	2,500.00
floor mats	560.00
elevator inspection	120.00
misc maintenance	4,000.00
bathroom supplies	2,500.00
misc repairs/maintenance	5,000.00

9. 110-00-51980-000-000 – General Government Expenses – This account includes the Village’s bank and wire charges, check signer maintenance, flexible benefit plan charges, purchase of checks, flags, storm water fee.

flex benefit admin fees	2,300.00
bank/wire charges	600.00
radio charges	100.00
Zoom Subscription	200.00
Flags	150.00
Waukesha County Center for Growth partnership	5,052.00

PUBLIC SAFETY

Explanation

This section includes the police department budget and the budgets for the contracted services with the City of Pewaukee for Fire and EMS services as well as Building Inspection Services.

Police Department staffing currently consists of the following:

Chief of Police

Deputy Chief of Police

Sergeants – 3

Patrol Officers – 14

Administrative Secretary – 1

Administrative Secretary/Court Clerk – 1 (wages/benefits split 50/50 between Police and Municipal Court budgets)

The Police Department budget request includes normal operational expenditures. The Department is proposing an increase in Office Supplies/IT based on increased expenses for annual software support fees.

Account 110-00-52100-000-140 Detail (Public Safety Expenses):

SCIT dues	7,000.00
UV light replacement bulbs	500.00
Motorola Flex RMS	5,566.89
Motorola Maintenance	1,116.52
Live Scan annual maintenance	2,815.00
Traf-o-teria parking ticket booklets	681.93
Fastsigns parking permit placards and stickers	717.91
Axon taser batteries	355.00
Annual Radar calibration	498.00
Squad equipment (road flares, lock out tools, etc.)	1,575.00
unanticipated expenditures	1,173.75

Account 110-00-52100-000-320 Detail (Special Investigations):

LexusNexus	1,800.00
AT&T ICAC internet services	600.00
Legal blood draws	2,000.00
background hiring (H&P, drug test, PEP test, Psych exam etc.)	1,800.00
MOCIC	200.00
paper shredding	700.00
MIU dues	350.00
evidence processing and supplies	4,000.00

Account 110-00-52100-000-330 Detail (Police Office Supplies & IT):

ALADTEC scheduling	2,623.41
TIPSS parking and cash register	4,138.18
Rhyme copier services	3,036.00
Cloud Archiving	1,729.37
IT support (TCS, Inc.)	16,681.58
office supplies (paper, pens, pencils, envelopes, etc.)	2,500.00
Dictation Software Bi-annual support fee	1,915.20

Account 110-00-52100-000-380 Detail (Police Communication Expenses):

TDS phones	12,085.92
Charter communications (Internet)	899.88
US cellular (PD cell phones and data)	6,000.00
Department of Justice E-TIME annual	1,844.73
Waukesha County Treasurer (WCC services)	1,925.00
Waukesha County Treasurer (FLEX RMS, Intergraph, mobile connectivity modules, and associated NetMotion/Diagnostics software support	10,087.73
Unanticipated communication replacement/repairs	2,000.00

Account 110-00-52100-000-400 Detail (Police Uniform Allowance):

Ballistic vests (patrol division)	4,495.00
Officer uniform allowance per CBA (\$300 per officer)	6,000.00
Unanticipated uniform replacement costs	1,600.00

10. 110-00-52200-000-000 – Fire Administration – The preliminary budget estimate assumes a 3% increase over the 2022 contract for an estimated 2023 cost of \$1,625,238 (increase of \$47,337).
11. 110-00-52400-000-100 - The line item for Building Inspection Contract is based the existing contract with the City of Pewaukee which includes a \$1,248/month flat fee for 2023 (increase of 2% over 2022 per contract), and sharing revenue on a 65/35 basis. The combination of \$1,248/month and 65% of the estimated revenue is \$114,426. The balance of \$1,703 is for code enforcement activities and building permit software maintenance.

PUBLIC WORKS

Explanation

The Public Works Department overall provides services related to street maintenance and construction projects, water, sewer, stormwater, engineering services, as well as the contract for refuse and recycling. Day to day operations of the department are overseen by the Director of Public Works/ Engineer. The budgets related to the Water Utility, Sanitary Sewer Utility, Stormwater Utility, and Transportation Utility are outside of the General Fund Budget.

Public Works Department staffing currently consists of the following (not including seasonal):

Director of Public Works/Engineer
Public Works Operations Supervisor
Streets Leadman
Equipment Operator – 3
General Laborer
Utility Leadman (water and sewer utilities)
Utility Operators – 3 (water and sewer utilities)
Mechanic

The wages for the Public Works Department are currently allocated as follows (not including seasonal):

General Fund Public – 4.8 FTE
Water Utility – 2.5 FTE
Sanitary Sewer Utility – 2.5 FTE
Storm Water Utility – 0.7 FTE
Transportation Utility – 1.5 FTE
Cemetery – 0.2 FTE

The proposed budget includes adding one full-time employee, a Utility Supervisor position, split 50/50 between the Water Utility and Sanitary Sewer Utility. This would impact the General Fund by adding 0.2 FTE of the Public Works Supervisor salary and benefits to the General Fund. The proposed position is not reflected in the above FTE allocation by area; however, the budget impact has been factored into the proposed 2023 Public Works Budget at this time. A copy of a memo from Dan Naze, Director of Public Works/Engineer, is attached for your review with regard to the request and justification for the new Utility Supervisor position.

You will note that some the accounts that had previously had amounts in them are now zeroed out along with reductions in salary and benefit accounts. This is due to the creation of the Transportation Utility Fund and the transferring of expenses to the new Fund. The Public Works and various utilities are scheduled to be reviewed at the October 4th Village Board meeting. The various utility budgets will be provided in time for the October 4th Village Board meeting.

Account 110-00-53100-000-140 Detail (Engineer/Administration Expenses):

WCPWA/APWA/WAA Memberships	550.00
Office Supplies	375.00
Computer hardware & software	600.00
postage	175.00
Recognition	250.00
email/internet	500.00
professional seminars	1,450.00

110-00-53310-000-311 Detail (Garage Expenses):

natural gas	16,000.00
utilities	6,000.00
telephone	2,000.00
electric	15,000.00
soap/paper products/floor mats/etc	1,000.00
safety equipment - expendable	800.00
emergency food	200.00
building maintenance	4,000.00
contracted services - training	3,500.00
employee uniforms	2,400.00
employee safety shoes & glasses	1,500.00
Bldgs 1, 2 & police garage preventive maintenance &	3,000.00

general repairs	
Bldgs 1, 2 & police garage overhead door maintenance & repair	1,500.00
employee drug testing	900.00
mobiles phones	900.00
CDL reimb	260.00
radio operating costs	6,000.00

Account 110-00-53330-000-310 Detail (Equipment Maintenance/General Operation):

service & parts	29,500.00
gas & diesel fuel	30,000.00
misc tools & equip	3,000.00
tires	3,000.00
safety inspection of bucket truck	1,700.00
plow blades	800.00

Account 110-00-53340-000-310 Detail (Snow, Ice Control, General Ops):

seasonal fill 600 tns @ \$71.33/tn; fall delivery add'l for total purchase estimate	63,500.00
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Account 110-00-53420-000-310 Detail (Street Lighting):

electricity	56,000.00
misc repairs & maint	6,000.00
street lighting/traffic signal contracted services	5,000.00
flag & decoration repairs	500.00

HEALTH AND HUMAN SERVICES

Explanation

This account (110-00-54910-000-100) reflects the annual contract for animal control services with HAWS.

CULTURE AND RECREATION

Explanation

This section reflects the Village's contribution to the Pewaukee Public Library, the Village's share of the Joint Park & Recreation Department which is a joint service with the City of Pewaukee, expenses related to the Village's urban forestry efforts, and the Village's contribution the Waukesha County Center for Growth for economic development assistance efforts. The Pewaukee Public Library is a joint library with the City of Pewaukee with the Joint Library Board having statutory oversight over the budget and operation of the Joint Library.

12. 110-00-55110-000-320 - Attached for your review please find a copy of the proposed library budget as submitted by the Joint Library Board. The proposed budget request of \$262,744 represents an increase of \$1,564 for the Village's contribution over the 2022 amount of \$261,180. As a reminder, the Joint Library Agreement between the City and Village outlines that the funding for the Joint Library is based upon the percentage of equalized value between the two communities. Additionally, the Village must provide funding to the library at a minimum of the three prior years' average which the proposed 2023 budget does. The Maintenance of Effort amount for the Village is \$262,744 based on the current three-year average.
13. 110-00-55200-000-000 and 110-00-55300-000-100 – The draft Parks budget anticipates a increase of \$7,369. The draft Recreation budget anticipates an increase of \$22,953. Additional information on these budgets will be presented with the September 20th meeting material.

CAPITAL OUTLAY

Explanation

This section reflects small scale capital equipment and/or vehicles that are funded through the General Fund budget versus capital borrowing.

14. 110-00-57210-000-000 – Police Outlay – The following is a review of the capital outlay items requested by the Police Department and the items included in the draft budget for Village Board review. Staff is prepared to review these items with the Village Board.
 - Squad replacement (2 squads – 4-year rotation) \$113,300.00
 - Duty Rifles – 2 \$2,500.00
 - SCIT Tactical Ballistic Vest (2) \$3,000.00
 - Ballistic Shield (2) \$4,120.00
 - Desktop Computers (4) \$7,758.00
 - Service Weapon Replacement (22 – including weapons; magazine pouches, holsters, & red dot lights) \$50,000.00
 - Squad Radar Unit (replacement) \$2,695.00
 - FLOC Camera System (6) – annual subscription fee \$15,000.00

Total \$199,434.00

15. 110-00-57620-000-000 - Joint Park & Recreation capital purchases – This account represents the continuation of a Joint Park & Recreation equipment replacement fund which provides for future level levy requirements for the replacement of shared equipment by each community. The contribution toward this fund is proposed to increase by \$3,931 for 2023. A copy of the proposed replacement schedule is attached.

B. DEBT SERVICE FUND

The total for debt service payments (principal and interest) for the debt service fund (not including water, sewer or other utilities) for 2023 is \$1,324,089. This represents a \$122,114 increase from 2022. The levy requirement for the debt is \$1,324,089.

C. CAPITAL PROJECTS FUND/VARIOUS UTILITIES

Capital Projects Fund:

Attached for your review please find a copy of the draft Capital Projects Fund budget. The proposed items in this fund include various projects proposed for park improvement projects (dollar amount to be determined); road projects, computer file server replacement for the Village Hall/Police Department, proposed HVAC replacements for Village Hall/Police Department, Village Hall & Police Department LED lighting upgrade, Public Works equipment replacement, and a new shore conveyor for lake weed harvesting. Some of the aforementioned items have been reviewed with the Village Board previously with funding proposed from ARPA Funds. The road projects (and related utility work outlined in the respective utility budgets) and equipment have traditionally been funded through a debt issuance. The proposed park improvements, reviewed by Director of Parks & Recreation Nick Phalin at the prior Village Board meeting, are proposed to come from the Village’s funds assigned for park improvements with the full scope of the work to be determined after the 2022 audit is completed and the 2022 year-end balance for these funds are determined.

Account 200-00-53300-00-100 - Annual Road Program:

Bridge Repair/Surface Treatment	\$65,000.00
Savoy Court	\$88,000.00
Concord Road, Meadow Creek Court	\$187,000.00
Alley between Hickory Street & Oakton Avenue	\$44,000.00
Hickory Street - Forest Grove to 1,600' east; Prospect Avenue spot repairs	\$220,000.00
Prospect Avenue - Main Street to E. Wisconsin	\$71,500.00

Total: \$675,500

Account 200-00-55200-000-000 - Park Improvements:

5-event structure replacement (best guess)	\$15,000.00
merry-go-round replacement (best guess)	\$7,000.00
9-event structure replacement	\$25,000.00
LED lights @ Village Park	\$5,000.00
LED lights @ Lakefront Park	\$7,000.00

Total: \$59,000

Account 200-00-57324-000-000 - Weed Harvester/Conveyor

Aquatic Plant Conveyor	\$75,000.00
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Account 200-00-57324-002-000 - Highway Department Equipment

Bucket/Lift Truck	\$275,000.00
Stand On Fork Lift	\$10,000.00
Tandem Axle Trailer	\$15,000.00

Total: \$300,000

Account 200-00-57622-000-000 - Village Hall/Police Station

Facility Computer Server	\$14,950.00
Furnace #1 Replacement	\$9,800.00
Furnace #2 Replacement	\$9,800.00
Condenser #1 Replacement	\$9,800.00
Condenser #2 Replacement	\$9,800.00
Roof top unit #1 Replacement	\$21,000.00
Village Hall LED Lighting Upgrade	\$14,900.00
Police Department LED Lighting Upgrade	\$24,950.00

Total: \$115,000

Water Utility:

The draft 2023 Water Utility budget includes a proposal for a new position of Utility Supervisor which would be split 50/50 with the Sanitary Sewer Utility for payroll and benefits. A copy of Dan’s memo on this matter was included with the September 6th budget information and is also attached to this memo for your review and information. The estimated cost for the 2023 portion of the Ruckert/Mielke (R/M) consulting agreement for the Well #2 and Well #4 work are included in the Outside Services – Consulting account (summarized below) along with the HMO PILOT Study agreement which is related to the R/M consulting work (to be funded through current funds within the utility). The projects related to the Quinlan Tower Rehab and Well 2 Ground Reservoir are proposed for funding by borrowing. As previously indicated, we will likely need to proceed with a rate application with the PSC by 2024 due to the projected work in 2024 for HMO treatment for Well #4. PSC approval will be needed for any borrowing related to the Water Utility in addition to PSC approval for the Quinlan Tower Rehab project due to the cost of the project. The Water Utility, as of 12/31/21, had cash and investments of \$1,907,994. The projected year-end budget anticipates, at this time, revenues exceeding expenditures by \$74,519.

Account 600-00-50923-003-000 – Outside Services – Consulting:

General Consulting	\$26,000.00
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Well 4 and Well 2 projects	\$189,503.00
Well 4 PILOT Study	\$8,750.00

Account 600-00-50931-000-000 Outlay Projects:

Quinlan Tower Rehab/Well 2 Ground Reservoir Repairs \$522,500.00

Concord Road/Meadow Creek Ct	\$11,000.00
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Total: \$533,500

Sanitary Sewer Utility:

As noted above related to the Water Utility, the Sanitary Sewer Utility budget includes a proposal for a new position of Utility Supervisor which would be split 50/50 with the Water Utility for payroll and benefits. The projected year-end 2022 currently estimates a shortfall of \$138,895 which compares to the adopted budget estimating the use of \$169,635 of reserves.

The 2023 budget includes the first principal and interest payment for the Utility for the new DPW facility (\$149,100).

The Brookfield Treatment Plant has provided the Village with its estimate of our 2023 treatment costs which is an increase of \$106,801 over the 2022 estimated costs (final treatment costs are based on actual flow from the Village). Dan was also provided with the Village's share of the Treatment Plants projected capital costs for 2023 which is \$440,496. The balance of the Outlay Projects will need to be evaluated for funding through debt or limited use of utility reserves. Given this projected increase in treatment costs, staff will work on evaluating the current sanitary sewer rate of \$7.04/\$1,000 gallons to make sure that annual operating costs are covered by annual revenue.

UPDATE:

Excluding the outlay expenses of \$1,787,496, the projected expenses are \$1,768,059. The projected revenues are \$1,500,200. The difference in projected revenues and operational expenses is \$267,859. An analysis was conducted for a rate adjustment and current calculations to collect an additional \$307,000 in revenue would require a rate increase to \$8.65/1,000 gallons.

Account 700-00-50990-000-000 - Outlay Projects:

Lift Station #1 Bar Screen Replacement \$440,000.00

Hickory Street - Forest Grove to 1600' East	\$11,000.00
Prospect Avenue - Main to E. Wisconsin	\$137,000.00
FRWPCC - Village share capital	\$440,496.00
Savoy Court	\$99,000.00
Kopmeier Drive Lift Station Replacement	\$660,000.00

Total: \$1,787,496

Storm Water Utility:

The 2022 Storm Water Utility budget included \$388,882 in revenues (including the use of borrowed funds for capital projects) and \$422,324 in expenses (including \$155,000 budgeted for the Utility’s share of road construction projects). The projected year-end budget currently estimates \$38,724 in revenues over expenses. The 2023 Storm Water Utility budget projects \$270,236 in revenues and \$312,191 in expenses. The 2021 year-end audit indicated that the Storm Water Utility had \$98,814 in reserves.

UPDATE:

Factoring out the Capital Outlay projects for the Storm Water Utility, the Utility would have a small projected surplus. The Outlay projects could be funded with a general debt issuance which is anticipated for road and other utility projects. Otherwise, if the Village Board is interested in covering the Outlay costs through the general Utility rate structure, the SWU would need to be increased to \$21/quarter from \$18/quarter to generate approximately \$46,407 in additional revenue. This would be sufficient to cover the projected 2023 shortfall of \$41,955.

The Capital Outlay projects for the Utility are shown below:

Account 650-00-57325-000-000 - Outlay Projects:

Savoy Court	\$27,500.00
Concord/Meadow Creek	\$16,500.00
Prospect Ave - Main to E. Wis.	\$16,500.00

Total: \$60,500

Transportation Utility:

The projected 2022 year-end budget estimates revenues over expenses by \$16,413. The 2023 draft budget estimates revenues needed of \$422,500 and projected expenses of \$422,499. This represents an increase of \$130,746 for revenue and an increase of \$141,390 in expenses. The primary increase in expenses for the Utility is the first principal and interest payment for the Transportation Utility related to the new DPW facility.

The Utility will need a rate adjustment for base rate and per trip rate to raise the aforementioned revenue needed to cover expenses. The current rates are: Based Charge - \$15.74 and Per Trip Charge - \$1.28. The aforementioned rates equate to a current single-family home annual charge of \$27.82. Consideration should be given to an increase in the Base Charge to \$43.22 and the Per Trip Charge to \$2.23. This would equate to an annual cost of \$64.28 for a single-family home.

Account 675-00-53310-100-310 - Street Maintenance/General Ops:

Asphalt Street Repair	\$12,000.00
Gravel	\$1,000.00
Crack Seal Material/Contracted Crack Sealing	\$42,500.00
Misc Supplies	\$1,800.00

Account 675-00-53470-000-310 - Traffic Control:

Traffic Signs	\$3,000.00
Sign Posts	\$800.00
Traffic Paint	\$4,000.00
Blockades, flashers, batteries	\$500.00
Contracted Services - Line Striping	\$3,500.00

D. DISCUSSION ITEMS

Discussion items related to the draft budget include options related to the financing of outlay items in both the General Fund as well and the Capital Projects Fund and various Utility budget (including possible use of ARPA funds as well a debt issuance).

E. REVIEW OF FUND BALANCE

As noted by the 2021 audit, the Village had an unassigned fund balance of \$2,823,735. Based on current projections, the General Fund is projecting a year-end surplus of approximately \$382,856.

Additionally, the Village had an assigned fund balance of \$1,036,831 for infrastructure/capital equipment use as of 12/31/21. Of this amount, \$119,718 has been allocated for the purchase of Public Works equipment leaving a projected balance of \$917,113 for 12/31/22.

ACTION REQUESTED

The action requested of the Village Board is to review the preliminary draft 2023 General Fund budget, capital projects fund, storm water utility, sewer utility, water utility, and transportation utility funds. The cemetery fund will be presented at a later budget workshop.

The following is the planned budget review schedule:

November 1st – continued discussion

November 15 – Village Board public hearing/action on proposed 2023 budget.

Attachments

C: Clerk, Police Chief, Treasurer, Park & Recreation Director, Library Director, Director of Public Works/Engineer

**VILLAGE OF PEWAUKEE
GENERAL FUND
BUDGET SUMMARY
PROPOSED 2023 BUDGET**

<u>Department Description</u>	<u>Current Budget Year</u>							<u>\$ Change 2023 Over 2022</u>	
	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Adopted Budget</u>	<u>2022 Actual 9/30/22</u>	<u>2022 Projected Year-End</u>	<u>2023 Budget Workshop #2</u>		
Taxes	\$4,215,593	\$4,246,625	\$4,264,812	\$4,471,861	\$2,930,470	\$4,480,224	\$4,379,087	(\$92,775)	
Special Assessments	\$3,850	\$3,986	\$2,500	\$2,500	\$2,500	\$2,000	\$2,000	(\$500)	
Intergovernmental	\$671,365	\$934,597	\$697,964	\$675,161	\$413,217	\$674,852	\$689,841	\$14,680	
Licenses & Permits	\$379,737	\$351,001	\$273,455	\$257,000	\$258,515	\$301,308	\$262,000	\$5,000	
Fines, Forfeits & Penalties	\$185,986	\$131,963	\$112,077	\$190,000	\$117,727	\$150,000	\$180,000	(\$10,000)	
Public Charges for Service	\$635,964	\$610,836	\$808,214	\$711,823	\$602,347	\$748,474	\$728,358	\$16,535	
Intergovernmental Charges for Services	\$372,859	\$407,384	\$417,096	\$428,914	\$331,874	\$428,228	\$444,067	\$15,153	
Miscellaneous Revenues	\$224,261	\$98,223	\$93,670	\$69,194	\$160,458	\$187,383	\$133,092	\$63,898	
Other Financing Revenues	\$130,421	\$130,420	\$0	\$158,299	\$0	\$158,299	\$130,420	(\$27,879)	
Total Revenues	\$6,820,036	\$6,915,035	\$6,669,788	\$6,964,752	\$4,817,108	\$7,130,768	\$6,948,865	(\$15,887)	-0.23%

<u>Department Description</u>	<u>Current Budget Year</u>							<u>\$ Change 2023 Over 2022</u>	
	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Adopted Budget</u>	<u>2022 Actual 9/30/22</u>	<u>2022 Projected Year-End</u>	<u>2023 Budget Workshop #2</u>		
General Government	\$788,920	\$850,260	\$905,013	\$878,329	\$660,758	\$846,752	\$886,254	\$7,925	
Police	\$2,304,807	\$2,186,347	\$2,306,676	\$2,562,594	\$1,777,682	\$2,341,617	\$2,689,310	\$126,716	
Fire/EMS	\$1,439,693	\$1,483,053	\$1,527,643	\$1,577,901	\$1,183,426	\$1,577,901	\$1,625,238	\$47,337	
Building Inspection	\$148,361	\$131,965	\$107,660	\$104,891	\$107,199	\$116,191	\$116,129	\$11,238	
Public Works	\$1,077,797	\$1,096,688	\$1,046,510	\$999,236	\$737,041	\$986,522	\$1,061,466	\$62,230	
Health & Human Services	\$4,043	\$4,043	\$4,043	\$4,043	\$4,043	\$4,043	\$4,043	\$0	
Joint Library Contibution	\$256,489	\$263,372	\$263,679	\$261,180	\$195,885	\$261,180	\$262,744	\$1,564	
Parks	\$156,703	\$189,011	\$177,693	\$191,585	\$143,689	\$191,585	\$198,954	\$7,369	
Recreation Programs	\$161,435	\$174,155	\$182,940	\$193,359	\$145,019	\$193,359	\$216,125	\$22,766	
Urban Forestry	\$44,635	\$13,892	\$25,861	\$26,312	\$18,832	\$25,000	\$18,000	(\$8,312)	
Capital Outlay	\$385,984	\$228,379	\$24,528	\$166,679	\$107,040	\$166,679	\$249,890	\$83,211	
Contingency	\$74,626	\$260,312	\$44,549	\$0	\$37,746	\$37,083	\$0	\$0	
Total Expenses	\$6,843,493	\$6,881,477	\$6,616,796	\$6,966,109	\$5,118,360	\$6,747,912	\$7,328,153	\$362,044	5.20%

Net Revenues & Expenditures	(\$23,458)	\$33,558	\$52,992	(\$1,357)	(\$301,252)	\$382,856	(\$379,288)	(\$377,931)
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ACCOUNT NUMBER	ACCOUNT TITLE	2019	2020	2021	2022	09/30	2022	2023	2023	2023	2023	2023	2023	2023
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted Budget</u>	<u>YTD Actual</u>	<u>Annual Projection</u>	<u>Department Request</u>	<u>Administrator Request</u>	<u>Budget Workshop #1</u>	<u>Budget Workshop #2</u>	<u>Budget from 2022</u>	<u>Budget from 2022</u>	<u>% Change from 2022</u>
OTHER FINANCING SOURCES Total		<u>\$130,421</u>	<u>\$130,420</u>	<u>\$0</u>	<u>\$158,299</u>	<u>\$0</u>	<u>\$158,299</u>	<u>\$130,420</u>	<u>\$130,420</u>	<u>\$130,420</u>	<u>\$130,420</u>		<u>(\$27,879)</u>	<u>-18%</u>
TOTAL GENERAL FUND REVENUES		<u>\$6,820,036</u>	<u>\$6,915,035</u>	<u>\$6,669,788</u>	<u>\$6,964,752</u>	<u>\$4,817,108</u>	<u>\$7,130,768</u>	<u>\$1,947,403</u>	<u>\$6,876,236</u>	<u>\$6,932,848</u>	<u>\$6,948,865</u>		<u>(\$15,887)</u>	<u>0%</u>

**VILLAGE OF PEWAUKEE
OPERATING EXPENSES
PROPOSED 2023 BUDGET**

October 14, 2022

ACCOUNT NUMBER	ACCOUNT TITLE	2019	2020	2021	2022	09/30	2022	2023	2023	2023	2023	2023	2023	2023	
		Annual Actual	Annual Actual	Annual Actual	Adopted Budget	YTD Actual	Annual Projection	Department Request	Administrator Request	Budget Workshop #1	Budget Workshop #2	\$ Change from 2022 Budget	% Change from 2022 Budget		
GENERAL GOVERNMENT:															
110-00-51100-000-000	VILLAGE BOARD	\$31,409	\$31,528	\$31,146	\$32,070	\$22,744	\$29,300	\$29,300	\$29,300	\$29,300	\$29,300	\$29,300	\$29,300	(\$2,770)	-9%
110-00-51100-000-130	VILLAGE BOARD FRINGE BENEFITS	\$0	\$0	\$0	\$0	\$918	\$2,203	\$2,203	\$2,203	\$2,203	\$2,203	\$2,203	\$2,203	\$2,203	#DIV/0!
110-00-51110-000-000	BOARD OF REVIEW	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
110-00-51120-000-000	PLAN COMMISSION	\$18,281	\$23,448	\$22,706	\$11,340	\$10,120	\$12,000	\$11,244	\$11,244	\$11,244	\$11,244	\$11,244	\$11,244	(\$96)	-1%
110-00-51120-000-100	PLANNING/ENG CONSULTING SERV	\$0	\$0	\$6,094	\$0	(\$5,742)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
110-00-51121-000-000	POLICE COMMISSION	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
110-00-51200-000-110	MUNICIPAL JUDGE SALARY	\$38,486	\$35,290	\$34,422	\$33,747	\$24,631	\$29,000	\$57,900	\$34,733	\$34,733	\$34,733	\$34,733	\$34,733	\$986	3%
110-00-51200-000-130	MUNICIPAL JUDGES BENEFITS	\$0	\$0	\$0	\$0	\$3,634	\$5,598	\$0	\$9,475	\$9,160	\$9,160	\$9,160	\$9,160	\$9,160	#DIV/0!
110-00-51200-000-140	MUNICIPAL JUDGES EXPENSES	\$23,269	\$20,275	\$19,309	\$25,525	\$16,627	\$19,927	\$18,510	\$18,510	\$18,510	\$18,510	\$18,510	\$18,510	(\$7,016)	-27%
110-00-51300-000-000	LEGAL COUNSEL-VILLAGE ATTORNEY	\$51,769	\$86,546	\$70,832	\$58,000	\$39,878	\$58,000	\$60,000	\$58,000	\$58,000	\$58,000	\$58,000	\$58,000	\$0	0%
110-00-51300-000-110	MUNICIPAL COURT ATTORNEY EXP	\$13,110	\$11,936	\$15,959	\$15,000	\$11,232	\$14,500	\$0	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$0	0%
110-00-51300-000-120	SPECIAL LEGAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
110-00-51300-000-140	EXPENSES - RECODIFICATION	\$2,428	\$5,906	\$3,943	\$6,100	\$4,180	\$4,181	\$0	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	(\$100)	-2%
110-00-51320-000-000	LABOR ATTORNEY	\$1,625	\$8,325	\$20,365	\$10,000	\$7,042	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$0	0%
110-00-51400-000-110	VILLAGE ADMINISTRATOR SALARY	\$81,967	\$84,260	\$87,819	\$84,631	\$64,619	\$86,961	\$0	\$88,700	\$88,700	\$88,700	\$88,700	\$88,700	\$4,069	5%
110-00-51400-000-130	VILL. ADMIN. FRINGE BENEFITS	\$12,513	\$14,643	\$28,039	\$29,944	\$22,667	\$29,944	\$0	\$32,194	\$30,986	\$30,986	\$30,986	\$30,986	\$1,042	3%
110-00-51400-000-140	ADMINISTRATOR EXPENSES	\$1,829	\$1,822	\$2,710	\$3,604	\$2,084	\$3,600	\$3,654	\$3,654	\$3,654	\$3,654	\$3,654	\$3,654	\$50	1%
110-00-51420-000-110	CLERK OFFICE/SALARY & WAGES	\$112,652	\$126,323	\$126,252	\$128,594	\$88,708	\$128,428	\$0	\$135,619	\$142,452	\$142,452	\$142,452	\$142,452	\$13,858	11%
110-00-51420-000-130	CLERK OFFICE FRINGE BENEFITS	\$34,703	\$39,596	\$39,304	\$44,171	\$19,214	\$25,400	\$0	\$21,784	\$22,924	\$22,924	\$22,924	\$22,924	(\$21,247)	-48%
110-00-51420-000-140	CLERKS OFFICE EXPENSES	\$22,286	\$24,350	\$26,056	\$31,665	\$20,976	\$30,000	\$41,855	\$41,336	\$41,336	\$41,336	\$41,336	\$41,336	\$9,671	31%
110-00-51440-000-000	ELECTIONS	\$7,556	\$24,385	\$10,287	\$31,396	\$11,540	\$25,000	\$16,500	\$16,500	\$16,500	\$16,500	\$16,500	\$16,500	(\$14,896)	-47%
110-00-51440-000-130	ELECTIONS - BENEFITS	\$7,556	\$24,385	\$10,287	\$0	\$706	\$600	\$300	\$300	\$300	\$300	\$300	\$300	\$300	#DIV/0!
110-00-51450-000-000	PAYROLL PROCESSING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
110-00-51460-000-000	COPY MACHINE	\$3,644	\$3,099	\$2,259	\$2,500	\$1,566	\$2,100	\$2,300	\$2,300	\$2,300	\$2,300	\$2,300	\$2,300	(\$200)	-8%
110-00-51470-000-000	PUBLICATION EXPENSES	\$2,364	\$2,782	\$3,041	\$3,000	\$1,643	\$2,000	\$0	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	(\$1,000)	-33%
110-00-51510-000-000	AUDIT COSTS	\$31,714	\$32,929	\$33,918	\$38,000	\$38,010	\$38,010	\$35,950	\$35,950	\$35,950	\$35,950	\$35,950	\$35,950	(\$2,050)	-5%
110-00-51511-000-000	DATA PROCESSING	\$12,991	\$12,020	\$13,597	\$14,000	\$11,178	\$13,700	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000	\$0	0%
110-00-51520-000-000	ASSESSOR CONTRACT	\$41,000	\$41,500	\$42,001	\$42,500	\$31,875	\$42,500	\$0	\$43,500	\$43,500	\$43,500	\$43,500	\$43,500	\$1,000	2%
110-00-51520-000-140	ASSESSOR EXPENSES	\$3,538	\$0	\$1,777	\$2,000	\$0	\$2,000	\$0	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$0	0%
110-00-51520-000-150	REVALUATION	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
110-00-51600-000-310	VILLAGE HALL MAINTENANCE	\$53,887	\$47,818	\$59,894	\$52,040	\$39,901	\$53,000	\$0	\$64,200	\$64,200	\$64,200	\$64,200	\$64,200	\$12,160	23%
110-00-51611-000-000	DPW GARAGE MAINTENANCE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
110-00-51612-000-000	OTHER PROPERTY MAINTENANCE	\$1,079	\$1,110	\$1,471	\$1,600	\$1,332	\$2,600	\$0	\$2,700	\$2,700	\$2,700	\$2,700	\$2,700	\$1,100	69%
110-00-51931-000-000	LAW ENFORCEMENT INSURANCE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
110-00-51932-000-000	HIGHWAY INSURANCE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
110-00-51938-000-000	INSURANCE/PROP/LIABILITY/WC	\$160,133	\$160,216	\$170,798	\$165,000	\$153,339	\$162,000	\$0	\$170,000	\$170,000	\$170,000	\$170,000	\$170,000	\$5,000	3%
110-00-51939-000-000	WELLNESS INCENTIVE BENEFIT	\$181	\$320	\$0	\$200	\$0	\$200	\$0	\$200	\$200	\$200	\$200	\$200	\$0	0%
110-00-51980-000-000	GENERAL GOVT. MISC. EXPENSES	\$24,507	\$9,833	\$21,650	\$11,702	\$16,137	\$14,000	\$0	\$8,402	\$8,402	\$8,402	\$8,402	\$8,402	(\$3,300)	-28%
110-00-51990-000-000	BAD DEBT EXPENSE	\$0	\$0	\$9,365	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
GENERAL GOVERNMENT Total		\$788,920	\$850,260	\$905,013	\$878,329	\$660,758	\$846,752	\$303,716	\$879,804	\$886,254	\$886,254	\$886,254	\$886,254	\$7,925	1%
PUBLIC SAFETY:															
POLICE															
110-00-52100-000-110	POLICE SALARY & WAGES	\$1,490,201	\$1,455,205	\$1,513,968	\$1,682,544	\$1,163,736	\$1,530,007	\$1,809,177	\$1,753,051	\$1,753,051	\$1,753,051	\$1,753,051	\$1,753,051	\$70,507	4%
110-00-52100-000-120	POLICE HOLIDAYS & OVERTIME	\$94,186	\$57,901	\$97,752	\$75,000	\$30,999	\$65,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$0	0%
110-00-52100-000-130	POLICE FRINGE BENEFITS	\$548,405	\$512,262	\$519,500	\$641,740	\$430,394	\$575,000	\$683,500	\$688,813	\$672,255	\$672,255	\$672,255	\$672,255	\$30,515	5%
110-00-52100-000-140	PUBLIC SAFETY EXPENSES	\$12,949	\$21,830	\$19,402	\$19,000	\$14,563	\$20,000	\$22,000	\$22,000	\$22,000	\$22,000	\$22,000	\$22,000	\$3,000	16%

ACCOUNT NUMBER	ACCOUNT TITLE	2019	2020	2021	2022	09/30	2022	2023	2023	2023	2023	2023	2023	2023	
		Annual Actual	Annual Actual	Annual Actual	Adopted Budget	YTD Actual	Annual Projection	Department Request	Administrator Request	Budget Workshop #1	Budget Workshop #2	\$ Change from 2022 Budget	% Change from 2022 Budget		
HEALTH & HUMAN SERVICES Total		<u>\$4,043</u>	<u>\$4,043</u>	<u>\$4,043</u>	<u>\$4,043</u>	<u>\$4,043</u>	<u>\$4,043</u>							<u>\$0</u>	<u>0%</u>
<u>CULTURE, RECREATION & URBAN FORESTRY</u>															
110-00-55110-000-320	JOINT LIBRARY CONTRIBUTION	\$256,489	\$263,372	\$263,679	\$261,180	\$195,885	\$261,180	\$0	\$262,744	\$262,744	\$262,744	\$1,564	1%		
110-00-55200-000-000	PARKS	\$156,703	\$189,011	\$177,693	\$191,585	\$143,689	\$191,585	\$0	\$198,954	\$198,954	\$198,954	\$7,369	4%		
110-00-55300-000-000	RECREATION PROGRAMS	\$161,435	\$174,155	\$182,940	\$193,359	\$145,019	\$193,359	\$0	\$216,312	\$216,125	\$216,125	\$22,766	12%		
110-00-56600-000-000	URBAN FORESTRY	\$44,635	\$13,892	\$25,861	\$26,312	\$18,832	\$25,000	\$0	\$18,000	\$18,000	\$18,000	(\$8,312)	-32%		
CULTURE, RECREATION & URBAN FORESTRY Total		<u>\$619,263</u>	<u>\$640,430</u>	<u>\$650,173</u>	<u>\$672,436</u>	<u>\$503,425</u>	<u>\$671,124</u>	<u>\$0</u>	<u>\$696,010</u>	<u>\$695,823</u>	<u>\$695,823</u>	<u>\$23,387</u>	<u>3%</u>		
<u>CAPITAL OUTLAY:</u>															
110-00-57140-000-000	GENERAL PUBLIC BUILDINGS	\$115	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!		
110-00-57190-000-000	OTHER GENERAL GOVT. OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!		
110-00-57210-000-000	POLICE OUTLAY	\$77,871	\$79,955	\$8,035	\$117,173	\$107,040	\$117,173	\$198,260	\$199,434	\$198,373	\$198,373	\$81,200	69%		
110-00-57220-000-000	FIRE OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!		
110-00-57324-000-000	NEW DPW BLDG EXPENSES	\$300,047	\$81,446	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!		
110-00-57327-000-000	HIGHWAY BUILDING OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!		
110-00-57331-000-000	LOCAL HY. & STREET OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!		
110-00-57620-000-000	PARK/PLAYGROUND OUTLAY	\$7,952	\$66,978	\$16,493	\$49,506	\$0	\$49,506	\$0	\$51,517	\$51,517	\$51,517	\$2,011	4%		
110-00-57730-000-000	OTHER CONS. & DEVEL. OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!		
CAPITAL OUTLAY Total		<u>\$385,984</u>	<u>\$228,379</u>	<u>\$24,528</u>	<u>\$166,679</u>	<u>\$107,040</u>	<u>\$166,679</u>	<u>\$198,260</u>	<u>\$250,951</u>	<u>\$249,890</u>	<u>\$249,890</u>	<u>\$83,211</u>	<u>50%</u>		
<u>CONTINGENCY:</u>															
110-00-59000-000-000	TRANSFER TO CONSTRUCTION	\$0	(\$56,400)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!		
110-00-59014-000-000	TRANSFER TO LIBRARY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!		
110-00-59015-000-000	TRANSFER TO PENSION FUND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!		
110-00-59016-000-000	TRANSFER TO WATER UTILITY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!		
110-00-59017-000-000	TRANSFER TO TIF FUND	(\$0)	(\$0)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!		
110-00-59030-000-000	TRANSFER TO DEBT SERVICE FUND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!		
110-00-59900-000-000	CONTINGENCY FUND	\$74,626	\$316,712	\$44,549	\$0	\$37,746	\$37,083	\$0	\$0	\$0	\$0	\$0	#DIV/0!		
CONTINGENCY Total		<u>\$74,626</u>	<u>\$260,312</u>	<u>\$44,549</u>	<u>\$0</u>	<u>\$37,746</u>	<u>\$37,083</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>#DIV/0!</u>		
TOTAL GENERAL FUND EXPENSES		<u>\$6,843,493</u>	<u>\$6,881,477</u>	<u>\$6,616,796</u>	<u>\$6,966,109</u>	<u>\$5,118,360</u>	<u>\$6,747,912</u>	<u>\$3,948,169</u>	<u>\$7,344,161</u>	<u>\$7,328,153</u>	<u>\$7,328,153</u>	<u>\$362,044</u>	<u>#DIV/0!</u>		

**VILLAGE OF PEWAUKEE
CAPITAL EQUIPMENT AND PROJECTS
10-YEAR PLAN**

Equipment/Building	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
DPW	\$113,600	\$404,000	\$445,000	\$420,000	\$425,000	\$107,500	\$225,000	\$145,000	\$225,000	\$162,000
POLICE	\$114,533	\$216,774	\$204,055	\$123,133	\$264,832	\$183,807	\$355,677	\$127,710	\$158,992	\$275,089
ADMIN/CLERK	\$17,000	\$4,000	\$4,000	\$22,000	\$2,000	\$4,000	\$17,000	\$2,000	\$4,000	\$2,000
STORM WATER UTILITY	\$0	\$0	\$0	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0
WATER UTILITY	\$0	\$25,000	\$0	\$0	\$0	\$65,000	\$0	\$0	\$0	\$0
SANITARY SEWER UTILITY	\$0	\$28,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PARKS	\$0	\$120,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
VILLAGE HALL/PD BLDG	\$0	\$104,950	\$74,200	\$40,600	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$245,133	\$902,724	\$727,255	\$905,733	\$691,832	\$360,307	\$597,677	\$274,710	\$387,992	\$439,089

Roads/Utilities										
ROAD	\$ -	\$ 675,500	\$ 938,520	\$ 962,280	\$ 1,787,531	\$ 2,282,220	\$ 1,939,513	\$ 1,100,000	\$ 950,000	\$ 1,000,000
WATER UTILITY	\$ -	\$ 753,500	\$ 3,314,520	\$ 1,238,134	\$ 1,212,473	\$ 374,134	\$ 1,301,090	\$ 610,000	\$ 350,000	\$ 1,100,000
SANITARY SEWER UTILITY	\$ -	\$ 1,435,500	\$ 95,040	\$ 519,631	\$ 131,640	\$ 1,167,300	\$ 549,529	\$ 80,000	\$ 140,000	\$ -
STORM WATER UTILITY	\$ -	\$ 60,500	\$ 178,200	\$ -	\$ 62,356	\$ 374,134	\$ -	\$ -	\$ -	\$ -
BUILDING PROJECT										
TOTAL	\$ -	\$ 2,925,000	\$ 4,526,280	\$ 2,720,045	\$ 3,194,000	\$ 4,197,789	\$ 3,790,132	\$ 1,790,000	\$ 1,440,000	\$ 2,100,000

Sanitary Sewer Utility			\$5,253,535	\$3,625,778	\$3,885,832	\$4,558,095	\$4,387,809	\$2,064,710	\$1,827,992	\$2,539,089
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Infrastructure											
Project	Description/Department	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Department of Public Works Facility		\$8,000,000									
E. Wis Avenue Prospect - Maryknoll (2021-4)	Roads (Per bid)	\$554,000									
E. Wis Avenue Prospect - Maryknoll	Water Utility	\$440,000									
E. Wis Avenue Prospect - Maryknoll	Sanitary Sewer Utility	\$625,000									
E. Wis Avenue Prospect - Maryknoll	Storm Water Utility	\$140,000									
Well 4 Pump & Well Rehab	Water Utility	\$140,000									
Stone Ct, Briar Ct, Lexington Ct, Timber Ridge (2021-3)	Roads (Per bid)	\$210,000									
Stone Ct, Briar Ct, Lexington Ct, Timber Ridge	Water Utility	\$15,000									
Stone Ct, Briar Ct, Lexington Ct, Timber Ridge	Storm Water Utility	\$15,000									
Miscellaneous Sewer Repair/Relay (321 Riverside?)	Sanitary Sewer Utility	\$50,000									
Relay Evergreen water main (TID)	Water Utility	DEV									
Relay Park Hill San. Sewer east of High Street (TID)	Sanitary Sewer Utility	DEV									
FRWPCC	Sanitary Sewer Utility (connection charges)- FRWPCC	\$80,000									
	#####										
		2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Quinlan Tower Rehab/Ground reservoir repairs @well 2	Water Utility	\$475,000	\$522,500								
Well 2 Equipment/well bore investigation regarding radionuclides	Water Utility	\$200,000	\$220,000								
Lift Station #1 Bar Screen replace	Sanitary Sewer Utility - Lift Station #1	\$400,000	\$440,000								
Kopmeier Drive Lift station replacement and gravity sewer relay (CITY lead)	Sanitary Sewer Utility	\$600,000	\$660,000								
Bridge Repair and Surface Treatments	Roads	\$190,000	\$65,000								
Savoy Court (2021-4)	Roads	\$80,000	\$88,000								
Savoy Court	Storm Water Utility	\$25,000	\$27,500								
Savoy Court	Sanitary Sewer Utility	\$90,000	\$99,000								
Concord Road (2021 - 4), Meadow Creek Ct* (2021 - 4)	Roads	\$170,000	\$187,000								
Concord Road, Meadow Creek Ct	Water	\$10,000	\$11,000								
Concord Road, Meadow Creek Ct	Storm Water Utility	\$15,000	\$16,500								
Alley between Hickory and Oakton Pulv. And Pave 15' x 350'	Roads	\$40,000	\$44,000								
Hickory Street - Forest Grove to 1600' east* (2021 - 4) Prospect spot repairs	Roads	\$200,000	\$220,000								
Hickory Street - Forest Grove to 1600' east	Sanitary	\$10,000	\$11,000								
Prospect Ave-Main to Wisconsin* (2021-4)	Roads 360 x 35	\$65,000	\$71,500								
Prospect Ave-Main to Wisconsin	Sanitary	\$125,000	\$137,500								
Prospect Ave-Main to Wisconsin	Storm Water Utility	\$15,000	\$16,500								
FRWPCC	Sanitary Sewer Utility (connection charges)- FRWPCC	\$80,000	\$88,000								
		\$2,790,000	\$2,925,000								
Well 3 Standpipe Rehab	Water	\$400,000		\$475,200							
Orchard Ave* (2021 - 3) Orchard Alley, Aprox 12' x 750' Pulv. And pave curb and gutter	Roads	\$180,000		\$213,840							
Orchard Ave* Loop 1961 6" CI water main to Park Ave. Orchard Alley	Water	\$170,000		\$201,960							
Orchard Ave*	Storm Water Utility	\$30,000		\$35,640							
W Wisconsin* (2017 - 5) Full Depth	Roads	\$335,000		\$397,980							
W Wisconsin LED luminaire replacement	Roads	\$120,000		\$142,560							
Park Hill Dr., Lakeview Ct to High St. (2021 - 5) Full Depth Pulv.	Roads	\$235,000		\$279,180							
Park Hill Drive limited water replacement - 850'	Water	\$170,000		\$201,960							
High Street Pulv. And Pave 24' x 300' from Cheshire (2021 - 1)	Roads	\$40,000		\$47,520							
HMO Treatment system for Well 4		\$2,050,000		\$2,435,400							
FRWPCC	Sanitary Sewer Utility (connection charges)- FRWPCC	\$80,000		\$95,040							
		\$3,810,000		\$4,526,280							
Forest Grove Drive (2021-5)/Sunnyridge, Willow to Forest 2.5 mill and pave	Roads 200k Sunny, \$320k For Grove	\$520,000		\$667,181							
Lakefront LED and Post Replace	Roads	\$90,000		\$115,474							
Water Main Relays Glacier/Wisconsin W of Ryan	Water	\$500,000		\$641,520							
Glacier W of Ryan Pulv and Pave (2021-5)	Roads	\$140,000		\$179,626							
Glacier/Wisconsin Sanitary Spot repairs/lining/replacement/Lateral grouting?	Sanitary Sewer	\$325,000		\$416,988							
Well 6 Inspection/rehab	Water	\$150,000		\$192,456							
Overcoat and repairs at Lake Street Tower and Sunnyridge standpipe	Water	\$315,000		\$404,158							
FRWPCC	Sanitary Sewer Utility (connection charges)- FRWPCC	\$80,000		\$102,643							
		\$2,120,000		\$2,720,045							
Lindsey Road, Swan to 164 (2021 - 5)	Roads	\$230,000		\$318,707							
Park Hill Dr. area Pulv and Pave Lakeview/Ridge/Parkview (2021-5)	Roads 1050' x 32'	\$150,000		\$207,852							
Alley between Main and Lake St. (rec concrete)	Roads	\$60,000		\$83,141							
Alley between Main and Lake St.	Storm Water Utility (Green Alley?)	\$25,000		\$34,642							
Lookout Dr., School to Lake, Pulv and Pave (2019-4)	Roads	\$85,000		\$117,783							
Wisconsin W of Ryan Pulv and Pave (2021-5)	Roads	\$140,000		\$193,996							
Richmond Dr., Main St. to Lake St. (2021 - 4) Sidewalk	Roads	\$625,000		\$866,052							
Richmond Dr., Main St. to Lake St.	Water	\$300,000		\$415,705							
Richmond Dr., Main St. to Lake St.	Storm Water Utility	\$20,000		\$27,714							
Richmond Dr., Main St. to Lake St.	Sanitary	\$15,000		\$20,785							
Well 5 Pump/well rehab	Water	\$175,000		\$242,495							
Below Grade booster pump station - Lookout Drive	Water	\$400,000		\$554,273							
FRWPCC	Sanitary Sewer Utility (connection charges)- FRWPCC	\$80,000		\$110,855							
		\$2,305,000		\$3,194,000							
		2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Park Hill Dr. area Pulv and Pave Oaklawn/Meadowside/Partridge (2021-5)	Roads 2050' x 32' 7300 SY	\$275,000					\$411,548				
Prospect Ave. Main St. to Maple (2021 - 5)	Roads	\$1,250,000					\$1,870,672				
Prospect Ave. Main St. to Maple	Sanitary. Main original/MH's replaced '95	\$700,000					\$1,047,576				
Prospect Ave. Main St. to Maple	Water 400 feet. Most replaced '91 and '95	\$100,000					\$149,654				
Prospect Ave. Main St. to Maple	Storm Water Utility	\$250,000					\$374,134				
Loop 12" Capitol-Celia-Quail Ct	Water 775'	\$150,000					\$224,481				
FRWPCC	Sanitary Sewer Utility	\$80,000					\$119,723				
		\$2,805,000					\$4,197,789				
Park Ave. 375' VCP sanitary sewer relay	Sanitary	\$100,000					\$161,626				
Main St., Prospect to Village Limits Pulv and Pave (2021-5)	Roads	\$275,000					\$444,472				
Main St., Prospect to Village Limits Spot Repair, CIPP	Sanitary	\$125,000					\$202,033				
Main St., Prospect to Village Limits 250' 1952 main	Water	\$80,000					\$129,301				
Well 3 pump rehab	Water	\$150,000					\$242,439				
Hickory St, Clark to Village Hall, Mill (2021 - 5)	Roads	\$85,000					\$137,382				
Hickory St, Clark to Village Hall, Main 400'	Water	\$100,000					\$161,626				
Hickory St, Clark to east 2,950' 8" relay	Water	\$475,000					\$767,724				
High Street north of Park Hill Dr. (900' x 30' x 5" pulverize) (2021-4)	Roads	\$140,000					\$226,277				
FRWPCC	Sanitary Sewer Utility	\$80,000					\$129,301				
Brookfield Force Mains Inspection	Sanitary	\$35,000					\$56,569				
Lake Park Subdivision Mill/Pave	Roads	\$700,000					\$1,131,383				
		\$2,345,000					\$3,790,132				
Park Ave. Mill and Pave Highland to West End (2021-4)	Roads 1,250'	\$150,000					\$150,000				
Lake Park Subdivision Mill/Pave	Roads	\$700,000					\$700,000				
Kopmeier Dr., Kopmeier Rd to E. end	Water 1175' 1956 ci main	\$285,000					\$285,000				
Kopmeier Dr., Kopmeier Rd to E. end	Roads	\$250,000					\$250,000				
Well 2 Pump rehab	Water	\$150,000					\$150,000				
Loop 8" Glacier to Capitol	Water	\$175,000					\$175,000				
FRWPCC	Sanitary Sewer Utility	\$80,000					\$80,000				
		\$1,790,000					\$1,790,000				
Riverwood/Majeski Subdivisions Mill/Pave	Roads	\$700,000								\$700,000	
Other Pulverize/Pave and Mill/Pave (Evergreen?)	Roads	\$250,000								\$250,000	
Evergreen Lane sanitary rehab/replacement	Sanitary Sewer Utility	\$140,000								\$140,000	
Sussex St., Maiden to 300' north	Water	\$75,000								\$75,000	
Hickory Street, Clark to Hwy 16 (1948) 6" water relay	Water	\$275,000								\$275,000	
		\$1,440,000								\$1,440,000	
Riverwood/Majeski Subdivisions Mill/Pave	Roads	\$700,000								\$700,000	
Other Pulverize/Pave and Mill/Pave	Roads	\$300,000								\$300,000	
Sussex St., 10" main under Hwy 16 to Lindsay Rd	Water	\$1,100,000								\$1,100,000	
		\$2,100,000								\$2,100,000	

Line 66 indicates inflation factor applied and compounded to 2022 dollar estimates for 2023-2028 - 7-22-2022

Generated By Dan Naze - 7/22/2022

	2023	2024	2025	2026	2027	2028	2029	2030	2031
ROAD	\$675,500	\$938,520	\$962,280	\$1,787,531	\$2,282,220	\$1,939,513	\$1,100,000	\$950,000	\$1,000,000
WATER UTILITY	\$753,500	\$3,314,520	\$1,238,134	\$1,212,473	\$374,134	\$1,301,090	\$610,000	\$350,000	\$1,100,000
SANITARY SEWER UTILITY	\$1,435,500	\$95,040	\$519,631	\$131,640	\$1,167,300	\$549,529	\$80,000	\$140,000	
STORM WATER UTILITY	\$60,500	\$178,200		\$62,356	\$374,134				
TOTALS ALL CATEGORIES	\$2,925,000	\$4,526,280	\$2,720,045	\$3,194,000	\$4,197,789	\$3,790,132	\$1,790,000	\$1,440,000	\$2,100,000

Possible Use of ARPA Funding for Benefit of Levy Reduction

Uses toward General Fund Levy Reduction

Badger Books Voting Equipment

2022 \$ 14,107.00 (approved)

Squad Cars

2023 \$ 113,300.00

2024 \$ 116,700.00

2025 \$ 61,000.00

2026 \$ 123,806.00

Total \$ 414,806.00

Park System Automatic Locking Doors/Security Cameras (approved 06.07.22)

2022 \$ 6,508.00 Lakefront Park Door System

2022 \$ 5,707.92 Lakefront Park Security Cameras

2022 \$ 6,508.00 Kiwanis Village Park Door System

2022 \$ 9,616.00 Kiwanis Village Park Security Cameras

2022 \$ 1,647.80 Lakefront Park Firewall

2022 \$ 1,647.80 Kiwanis Village Park Firewall

Total \$ 31,635.52

Water Filled Barricades

2022 \$ 5,520.00 12 Replacement/New Barricades

MVB Mobile Vehicle Barricades

2022 \$ 58,000.00 Est cost north and south end of lakefront barricades

Service Weapon Replacement - Pistols

2023 \$ 25,000.00 Est cost after trade in of current service weapons

Kiwanis Village Park Sanitary Sewer Upsize/Grinder Pump

2023 \$ 20,000.00

Village Hall/Police Department Computer Servers & Computers

2023 \$ 14,950.00

2024 \$ 15,399.00

2025 \$ 15,861.00

2026 \$ 22,496.00 (replacement squad car laptops - MDC)

\$ 68,706.00

Village Hall/Police Department - HVAC (estimates are high end)

2023 \$ 19,600.00 Replace Furnaces #1 & #2

2023 \$ 19,600.00 Replace Condensers #1 & #2

2023 \$ 21,000.00 Replace Rooftop Unit #2

2024 \$ 19,600.00 Replace Furnaces #4 & #5

2024 \$ 19,600.00 Replace Condensers #4 & #5

2024 \$ 21,000.00 Replace Rooftop Unit #1

2024 \$ 14,000.00 Ductless System Installation

2025 \$ 9,800.00 Replace Furnace #3

2025 \$ 9,800.00 Replace Condenser #3

2025 \$ 21,000.00 Replace Rooftop Unit #3

\$ 175,000.00

Village Hall/Police Department - Interior Lighting Upgrade to LED (estimates are high end)

2023 \$ 14,900.00 Village Hall

2023 \$ 24,950.00 Police Department

2023 \$ 4,900.00 Police Garage

\$ 44,750.00

ARPA Allocation		\$ 849,175.68
Estimated/Proposed Expenditures		\$ 857,524.52
	Balance	\$ (8,348.84)

Approved Uses

Badger Books \$ 14,107.00

Park System Automatic Locking
Doors/Security Cameras (approved
06.07.22) \$ 31,635.52

Total Approved \$ 45,742.52



TO: Scott Gosse, Village Administrator
FROM: Nan Champe, Library Director *Nan Champe*
SUBJECT: 2023 Pewaukee Public Library Budget and Municipal Contribution Request
DATE: 8/18/2022

On behalf of the Pewaukee Public Library Board of Trustees, I would like to submit the 2023 Pewaukee Public Library Budget and municipal contribution request to the Village of Pewaukee as stipulated in the Intergovernmental Cooperation Agreement between the Village of Pewaukee and the City of Pewaukee Regarding a Joint Library Agreement.

The Intergovernmental Cooperation Agreement between the Village of Pewaukee and the City of Pewaukee Regarding a Joint Library Agreement stipulates that;

“The funding of the budget and the payment of all costs of the Joint Library shall be shared by each municipality based upon the percentage of each municipality’s equalized value as determined annually by Wisconsin Department of Revenue for the following year’s operating budget.”

In 2022, the Village was responsible for 23% of the Library’s total municipal budget. In 2023, an adjustment will occur in which the Village will now be responsible for 22%. For 2022, the Village of Pewaukee’s equalized value (less TID) was \$1,163,936,600 which when combined with the City of Pewaukee’s equalized value (less TID) of \$4,137,683,700 makes the Village responsible for 22% of the Library’s 2023 municipal budget.

The following documents have been submitted with this memo:

- The 2023 Pewaukee Public Library Budget which was approved by the Pewaukee Public Library Board of Directors on August 17, 2022 which includes an explanation of significant changes in expenditures and revenues from the Library Director.
- A copy of the Waukesha County Library Standards Certification notification which reports that the Pewaukee Public Library has met the Library Service Effort Ratio (LSER) Calculation. This standard is important because it is part of the evaluation process for meeting the criteria which qualifies Village of Pewaukee residents for exemption from the county library tax. It is important to note, that while Village of Pewaukee residents are eligible for the exemption based on the fact that the Library passed the LSER standard, the Library Board is committed to ensuring that the Library is able to meet all the minimum standards outlined in Table 2 since the LSER standard is not calculated until after the end of the year.

- A copy of the memo from the Bridges Library System which provides the calculations on the Minimum Appropriations which Exempt from the County Library Tax. As a joint library, you use an alternative maintenance of effort minimum (MOE-min) calculation which is the average of the previous 3 years.

On behalf of the Pewaukee Public Library Board of Directors, I would like to request the municipal contribution of \$262,744 from the Village of Pewaukee for the 2023 Pewaukee Public Library Budget. This request represents 22% of the total municipal contribution request of \$246,665 plus an additional request of \$16,079.00 which enables the Village to meet the maintenance of effort minimum and qualify the residents of the Village of Pewaukee for exemption from the County Library Tax. In comparison to 2022, this contribution represents an increase of \$1,564 or .6% for the Village of Pewaukee.

Thank you and please let me know if you have any further questions.



**Pewaukee Public Library
2023 Budget
Administrative Recommendations
August 17, 2022**

Browse. Borrow. *Bloom.*

210 Main Street • Pewaukee, WI 53072 • 262.691.5670 • Fax: 262.691.5673

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2023 Pewaukee Public Library Budget

(approved by the Library Board 8/17/2022)

<i>EXPENDITURES</i>	<i>Budget 2021</i>	<i>Actual 2021</i>	<i>Actual -2021</i>	<i>Current Actual 2022</i>	<i>Budget 2022</i>	<i>Budget 2023</i>	<i>Actual +/-</i>	<i>% Change</i>
110 Library Salaries	615,488	607,645	-7,843	346,039	616,882	636,565	19,683	3.19%
130 Benefits	210,373	198,013	-12,360	114,531	200,228	216,001	15,773	7.88%
Social Security (6.2%)	38,160	33,867	-4,293		38,247	39,467	1,220	3.19%
Medicare (1.45%)	8,925	7,921	-1,004		8,945	9,230	285	3.19%
Retirement (WRS 6.8%)	32,980	33,026	46		32,837	35,977	3,140	9.56%
Dental	3,086	3,186	100		3,148	3,537	389	12.36%
Disability	3,564	3,164	-400		3,635	3,293	-342	-9.41%
Health	122,388	115,620	-6,768		112,121	123,360	11,239	10.02%
Life Insurance	1,270	1,138	-132		1,295	1,137	-158	-12.20%
140 Subscriptions	8,900	5,849	-3,051	6,433	8,000	7,000	-1,000	-12.50%
141 Print Materials	78,000	80,168	2,168	39,457	73,000	73,000	0	0.00%
142 Non-Print Materials	31,000	23,316	-7,684	9,994	24,000	24,000	0	0.00%
143 Technology	51,322	55,308	3,986	40,400	51,933	50,040	-1,893	-3.65%
CAFÉ - ILS System	21,260	21,260	0		22,318	23,300	982	4.40%
Computer Equipment/Installation	9,000	15,072	6,072		9,000	9,000	0	0.00%
Databases	1,310	0	-1,310		0	0	0	#DIV/0!
Gale Courses	2,892	0	-2,892		0	0	0	#DIV/0!
IT Services - Taylor Computing	1,750	4,388	2,638		5,800	5,800	0	0.00%
Biblioteca Maintenance Contracts/Software Licenses	7,550	7,245	-305		7,255	3,640	-3,615	-49.83%
Software Licenses	6,000	4,479	-1,521		6,000	5,000	-1,000	-16.67%
Envisionware Maintenance Contracts/Software Licenses	0	1,304	1,304		0	2,100	2,100	#DIV/0!
T-1 Line: Wisnet	1,200	1,200	0		1,200	1,200	0	0.00%
WIFI - Ethostream	360	360	0		360	0	-360	-100.00%
144 Mileage, Supplies, Other Expenditures	25,300	22,757	-2,543	14,280	23,800	21,550	-2,250	-9.45%
Copier Services: James Imaging Contract	8,900	9,547	647		9,400	10,050	650	6.91%
Marketing	1,000	1,074	74		1,000	1,000	0	0.00%
Mileage	500	0	-500		500	500	0	0.00%
Postage	900	694	-206		900	0	-900	-100.00%
Office Supplies	14,000	7,194	-6,806		5,000	5,000	0	0.00%
RFID Tags	0	1,776	1,776		2,000	2,000	0	0.00%
Processing Supplies	0	2,472	2,472		5,000	3,000	-2,000	-40.00%
146 Staff Development	3,000	3,072	72	1,654	3,000	3,000	0	0.00%
Continuing Education	2,000	2,200	200	0	2,000	2,000	0	0.00%
WI Library Association Memberships	1,000	872	-128	0	1,000	1,000	0	0.00%

EXPENDITURES	Budget 2021	Actual 2021	Actual "+/- 2021"	Current Actual 2022	Budget 2022	Budget 2023	Actual +/-	% Change
150 Professional Services	47,240	48,970	1,730	0	48,231	45,952	-2,279	-4.73%
Auditing Services	5,800	5,650	-150		6,000	6,150	150	2.50%
Fiscal Agent Services	21,440	22,188	748		21,094	19,992	-1,102	-5.23%
Insurance: Liability	8,000	7,382	-618		7,382	6,660	-722	-9.78%
Insurance: Property	11,000	12,522	1,522		12,525	12,150	-375	-2.99%
Insurance: Worker's Comp	1,000	1,228	228		1,230	1,000	-230	-18.70%
310 Building Maintenance	93,452	92,209	-1,243	57,102	91,000	89,652	-1,348	-1.48%
Carpet/Window Cleaning	3,400	2,870	-530		3,400	3,400	0	0.00%
Cleaning Services	30,864	30,967	103		31,480	32,110	630	2.00%
Cleaning/Building Supplies	4,000	3,789	-211		4,000	4,000	0	0.00%
Elevator Inspections/Permits	1,350	1,368	18		1,350	1,400	50	3.70%
Fire: Inspections & Permits & Maintenance	1500	1,859	359		1500	1,900	400	26.67%
Fire Monitoring	1100	1,176	76		1100	1,200	100	9.09%
General: Maintenance & Repair	14,000	17,523	3,523		12,000	12,000	0	0.00%
HVAC Maintenance	8,000	8,618	618		8,000	9,000	1,000	12.50%
Lawn Care	15,000	14,871	-129		15,170	15,473	303	2.00%
Snow Plowing	14,238	9,169	-5,069		13,000	9,169	-3,831	-29.47%
311 Utilities	53,500	54,253	753	29,134	54,613	55,645	1,032	1.89%
Gas & Electric	46,000	45,387	-613		45,000	45,387	387	0.86%
Telephone	5,500	6,145	645		5,500	6,145	645	11.73%
Utility - Water, Sewer Stormwater, Fire Prot. Publ Fire Prot	2,000	1,664	-336		2,000	2,000	0	0.00%
Utility - Transportation	0	1,057	1,057		2,113	2,113	0	0.00%
312 Digital Materials	13,925	16,476	2,551	17,041	21,815	23,000	1,185	5.43%
Advantage (E-Materials)	3,675	5,971	2,296		7,000	9,000	2,000	28.57%
Flipster (E-Magazines)	1,886	1,886	0		1,194	982	-212	-17.76%
Overdrive(E-Materials)	3,539	3,539	0		4,283	3,946	-337	-7.87%
Hoopla (E-Materials)	4,825	877	-3,948		5,000	4,460	-540	-10.80%
Databases	0	1,311	1,311		1,345	1,412	67	4.98%
Gale Courses	0	2,892	2,892		2,993	3,200	207	6.92%
313 Programs	6,000	4,729	-1,271	6,000	5,250	5,250	0	0.00%
Programming - Adult	2,000	1,618	-382		2,000	2,000	0	0.00%
Programming - Children's & Young Adult	3,000	2,722	-278		3,000	3,000	0	0.00%
Programming - General Supplies	1,000	389	-611		250	250	0	0.00%
400 Legal	2,000	3,771	1,771	1,733	2,000	2,000	0	0.00%
							0	#DIV/0!
500 Grants/Donations	5,000	10,483	5,483	16,374	0	0	0	#DIV/0!
							0	#DIV/0!
TOTAL EXPENDITURES	1,244,500	1,227,021	-17,479	700,171	1,223,752	1,252,655	28,903	2.36%

<i>REVENUES</i>	<i>Budget 2021</i>	<i>Actual 2021</i>	<i>Actual -2021</i>	<i>Current Actual 2022</i>	<i>Budget 2022</i>	<i>Budget 2023</i>	<i>Actual +/-</i>	<i>% Change</i>
43790 County Lib Aids	107,012	107,279	267	53,629	105,012	112,141	7,129	6.79%
Waukesha County	104,557	104,557	0		102,070	108,996	6,926	6.79%
Lakeshores Library System	49	49	0		695	384	-311	-44.75%
Jefferson Co.	1,284	1,284	0		1,375	1,739	364	26.47%
Dodge Co.	731	731	0		317	511	194	61.22%
Washington Co.	391	391	0		555	511	-44	-7.95%
46710 Library Fines	20,000	10,136	-9,864	4,715	16,000	10,136	-5,864	-36.65%
48110 Interest Income	2,500	167	-2,333	250	2,500	167	-2,333	-93.32%
48500-000 Donations	5,000	7,255	2,255	24,569	0	0	0	#DIV/0!
48500-100 Misc. Revenues	7,500	5,907	-1,593	4,245	6,000	5,907	-93	-1.55%
48500-200 Grants	3825	0	-3,825	4,563	2,563	3,101	538	20.99%
SUB TOTAL	145,837	130,744	-15,093	91,973	132,075	131,452	-623	-0.47%
49000 City Contribution 78%	834,984	834,875	-109	560,394	840,591	874,538	33,947	4.04%
49001 Village Contribution 22%	263,679	263,679	0	152,355	251,086	246,665	-4,421	-1.76%
Total Municipal Contribution 100%	1,098,663	1,098,554	-109	712,749	1,091,677	1,121,203	29,526	2.70%
49001 Village MOE-min contribution	0	0	0	0	10,094	16,079	5,985	59.29%
49001 Total Village Contribution	263,679	263,679	0	0	261,180	262,744	1,564	0.60%
TOTAL REVENUES	1,244,500	1,229,298	-15,202	804,722	1,262,749	1,268,734	5,985	0.47%

Fund Balance as of 12/31/2021: \$239,484

	<i>Mill-min</i>	<i>MOE-min</i>
City	947,928	836,493
Village	266,524	262,744
Total	1,214,452	1,099,237

Description of Significant Changes: Expenditures

110 Library Salaries. (Increase of \$19,683 or 3.19%)

- No position changes. This budget includes staffing of FTE = 13.0375. In order to meet the Waukesha County's minimum to exempt standard, the Library needs to maintain at least a FTE of 12.85.
- This increase includes a cost of living adjustment for all employees of 3% (\$7,867)
- This increase includes an adjustment for Circulation's Clerk to a minimum salary of \$15.00/hr (\$2,376)
- This increase includes merit increases for eligible staff from 1-2% (\$9,440)

130 Benefits. (Increase of \$15,773 or 7.88%)

- **Social Security/Medicare.** Percentage increase is in conjunction with the overall salary increase. (+ \$1,220 and \$285)
- **Retirement.** WRS contribution rate for 2023 for employer contribution will increase by .3% to 6.8%. (+3,140).
- **Dental.** This budget projects a 10% increase in dental premiums based 2022 dental costs of \$3,215 (+389).
- **Disability** No information provided on 2023 rates. Budget includes actual cost for 2022 (-342).
- **Health Insurance.** This budget projects a 10% increase in health insurance premiums based 2022 premiums of \$112,140. Actual rates will be released in fall and the budget will be adjusted according to established rates. Further adjustments may occur with open enrollment. (+\$11,239)

140 Subscriptions/141 Print Materials/142 Non-Print Materials / 312 Digital Materials.

- In order to meet the Minimum Expenditures per Capita established in the Waukesha County Library Services Plan 2022-2026, the Library must spend at total of \$127,000.00. This proposed budget meets that minimum standard when combining the total budgets for the expenditure lines listed above.

143 Technology. (Decrease of \$1,893 or 3.65%)

- **CAFÉ -ILS System.** There will be a 4.4% increase in the cost of software licenses obtained through the Bridges Library System for the Library's shared ILS system. (+ \$982)
- **Biblioteca Maintenance.** The Library purchased 2 new self-check machines in 2022 so we have discontinued the maintenance agreements for our old machines (-\$3,615)
- **Software Licenses.** Envisionware licenses have been moved out of this line. (-\$1,000)
- **Envisionware Maintenance.** Envisionware licenses are accounted for in a new line and have increased with the addition of the 2 new self-check machines. (+\$2,100)
- **WIFI -Ethostream.** The WIFI system was upgraded and Ethostream is no longer a vendor (-\$360).

144 Mileage, Supplies, Other Expenditures. (Decrease of \$2,250 or 9.45%)

- **Copier Services.** The contract with James Imaging includes the clause "At the end of the first 12 months after commencement of this Agreement, and once each successive 12-month period, thereafter, we may increase the Payment and the Excess Charge by a maximum of 15% of the existing Payment or Excess Charge." For 2022, James Imaging increased this charge by 15% so this budget projects the same increase for 2023. (+\$650)
- **Postage.** We are mailing less and less. We have returned our Pitney Bowes machine and now simply use stamps. Our nominal postage costs will come out of the office supply line. (-\$900)
- **Processing Supplies.** This line has been adjusted downward to align more closely with the actual costs that occurred in 2021. (-\$2,000)

150 Professional Services. (Decrease of \$2,279 or 4.73%)

- **Auditing Services.** This line has been adjusted upwards to account for the regular annual increase of 2.5%. (+150)
- **Fiscal Agent Services.** I have included a copy of the request from the Village Administrator which forecasts the fiscal agent free for 2023 and a copy of the request from 2022. (-1,102)
- **Insurance: Liability.** This budget projects a 2% increase based on the actual cost for 2022 of \$6,529. (-722)
- **Insurance: Property.** This budget projects a 10% increase based on the 2022 actual cost of \$11,046. (-375)
- **Insurance: Worker's Compensation.** This budget projects a slight decrease based the 2022 actual cost of \$903. (-230)

310 Building Maintenance. (Decrease of \$1,348 or 1.48%)

- **Cleaning Services.** This contract will incur a 2% increase in 2023. (+\$630).
- **Elevator Inspections, Fire Inspections, Fire Monitoring, HVAC Maintenance.** Adjustments to these service lines have been made to these lines to more accurately reflect the 2022 cost of services. (+1,550)
- **Lawn Care.** This contract will incur a 2% increase in 2023. (+303)
- **Snow Plowing.** This line varies significantly from year to year. This line reflects the actual costs of services incurred in 2021. (-3,831)

311 Utilities. (Increase of 1,032 or 1.89%)

- **Gas & Electric.** This line reflects the 2021 actual service costs of \$45,387. (+387)
- **Telephone.** This line reflects the 2021 actual service costs of \$6,145. (+645)

Description of Significant Changes: Revenue

43790 County Library Aids (Increase of \$7,129 or 6.79%)

- **Waukesha County.** True Non-Resident (TNR) Libraries are now being charged for circulation of electronic materials. This update accounts for most of the increase in the Waukesha County Aid. (+7,129).

46710 Library Fines.

Fine collection continues to trend downward. DVDs have a high overdue fine of \$1.00 per day. Our DVD circulation declined dramatically with COVID. We are currently circulating about 20,000 less DVDs on an annual basis. As well, digital checkouts remain strong and stable and those items do not incur overdue fines. This budget projects fine collection based on the 2021 actual revenue. (-5,864)

48110 Interest Income.

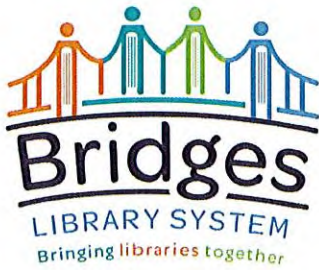
This budget projects interest income based on the 2021 actual revenue. (-2,333)

48500-100 Misc. Revenue.

This budget projects misc. revenue based on the 2021 actual revenue. (-93)

48500-00 Grants.

The Library is slated to receive a grant of \$3,101 from the Bridges Library System to help fund the cost of Hoopla. (+538)



741 N. Grand Ave., #210
Waukesha, WI 53186

P 262.896.8080
W bridgeslibrarysystem.org

To: Pewaukee Public Library Board of Trustees
From: Karol Kennedy, Bridges Library System Director
Re: Waukesha County Library Standards Certification
Date: July 7, 2022

Wisconsin Statute 43.64(2) allows Waukesha County municipalities that tax their residents for libraries the opportunity to exempt their residents from the county library levy if two criteria are met:

- 1) The municipal tax rate for library services is equal to or greater than the rate of the county library tax, and
- 2) The library meets or exceeds the Waukesha County adopted library standards.

Exemption from the county library tax, therefore, includes two distinct actions. The municipality action required is a certification of its library tax rate. That process begins when I send out a communication to the municipality after the state releases its official Equalized Assessed Values in mid-August.

The library action requires the library board to review the information in this letter and certify the library's compliance with the various standards by completing the form beginning on page 2 of this document and returning it to the Bridges office by August 31, 2022.

The Waukesha County Board approved the updated county library standards in April of this year. All 16 library boards in the county have since endorsed these standards. More information is available here: <https://bridgeslibrarysystem.org/waukesha-county-planning-committee-2016-act-150/>. There are numeric *Minimums to Exempt* as well as *Quality Assurance Items* in the standards. This letter includes your library's specific standards-related requirements.

Please complete the documentation on pages 3-4 and then complete the *Library Board Certification of Eligibility for Exemption from County Library Tax* on page 5. Please **scan and send all pages (with signatures on page 5) to me via email by August 31**. This form constitutes your library's certification for compliance with the library standards portion required for exemption from the Waukesha County library tax levy.

Thank you for providing outstanding library services to the citizens of Waukesha County!



Step 1. Review your Library’s Library Service Effort Ratio (LSER) Calculation

There is a provision in the Waukesha County Plan that allows a library to qualify for the exemption without meeting the *Minimums to Exempt*. If a library can demonstrate its ability to provide for most of the needs of its own resident by reaching its targeted Library Service Effort Ratio (LSER), it is allowed to exempt from the county library tax without meeting the numeric *Minimums to Exempt*.

The LSER is calculated as follows:

- Lending by your library to your own residents: 183,085
- PLUS lending to other library community’s residents: 46,868
- DIVIDED by total circulation by your residents at all county libraries: 245,848

Your library’s LSER is shown in Table 1 below.

Table 1.

Pewaukee’s Library Services Effort Ratio (LSER)		Eligible for Exemption Based on LSER?
Target	Actual	Pass?
90%	93.53%	Yes

If your LSER ratio is higher than your listed target rate, you will see a “Yes” in Table 1 above and may skip to step 3 on this form. Please note, even if there is a “Yes” listed above, you are encouraged to complete step 2 for the purposes of assessment. However, if your LSER is higher than your required target, step 2 is not required for the purposes of meeting the minimum for the standards portion of the county library tax exemption. If there is a “No” in Table 1 for your library, you must complete step 2. All libraries must complete step 3.

Step 2: Compare your Library’s previous year’s data to your Library’s *Minimums to Exempt*

Please review the data below gathered from your library’s 2021 state annual report and indicate whether your library will meet its minimum requirements in 2022.

Please circle “Yes” or “No” in the last column in Table 2. **(Completing this table is required if LSER = “No” in step 1.)**

Table 2.

Library	Pewaukee		2020 Municipal Population	22,658
Category	Minimum to Exempt	Library Actuals from 2021 annual report	Met Minimum during 2021?	Will Meet Minimum in 2022? (Circle one)
Materials Expenditures/Capita	\$5.44/capita	\$5.34/capita	No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Number Hours Open/Week	57	59	Yes	<input checked="" type="radio"/> Yes <input type="radio"/> No
Budgeted Staff in FTE	12.85	13.24	Yes	<input checked="" type="radio"/> Yes <input type="radio"/> No
Collection Size	98,000	96,827	No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Public Computers/Internet Access Devices	12	9	No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Wireless Internet Access	Yes	Yes	Yes	<input checked="" type="radio"/> Yes <input type="radio"/> No

Step 3. Review and Report on Quality Assurance Standards for Pewaukee Public Library

Review each item and circle "Yes" or "No" in Table 3 below. **(Completing this Table is required regardless of LSER ratio.)**

Table 3.

Quality Assurance Standards	Library Assurance for 2022 (circle one)
Library board member orientations are provided	Yes No
Library website includes key board/staff contact & meeting info	Yes No
Library board conducts director performance evaluation	Yes No
Library budgets for professional development	Yes No
Library has active strategic plan	Yes No
Library has a current circulation policy	Yes No
Library has a current collection management policy	Yes No



Policies are considered current if they have been adopted or reviewed within the last five years.

Please attach narrative for any items for which the library circles "No" and describe steps planned to address the area(s) of non-compliance. Note: For each item in tables 2 and 3, libraries are able to select "No" one time during the annual certification process for the five-year planning period.

If your library has circled "No" for an item in a previous year in tables 2 or 3, circling "No" a second time for that same item may result in the loss of ability for the municipality to exempt its residents from the county library tax.

Library Board Certification of Eligibility for Exemption from County Library Tax

I certify that the library board's responses related to the *Minimums to Exempt and Quality Assurance Standards* were approved by the library board and reflect the library's plan of service for 2022.

Name of Library	Pewaukee Public Library
Date Form Completed:	07/20/2022
Library Board President Name:	Dale Noll
Library Board President Signature:	
Library Director's Signature:	

This form (pages 1-5) must be completed, signed, and submitted to the Bridges Library System no later than **August 31, 2022**.



741 N. Grand Ave., #210
Waukesha, WI 53186

P 262.896.8080
W bridgeslibrarysystem.org

To: Waukesha County Library Directors
From: Karol Kennedy, Bridges Library System Director
Re: Your Minimum Municipal Appropriation to Exempt from County Library Tax
Date: August 17, 2022

Please see the chart below for your municipality's necessary minimum library appropriation for 2023 to qualify for exemption from the county library tax. The calculation for each municipality's minimum amount is based on the county library tax rate from the previous year and the equalized assessed value for each municipality in the current year. The county library tax rate decreased from \$0.000238931 to \$0.000229096 from the previous year. However, all Waukesha County municipalities with libraries had increases in their equalized assessed value. Please contact me if you have any questions.

Library	2022 Equalized Value (less TID) in Municipalities with Libraries	% Change in Equalized Value from Prior Year	County Library Tax Rate (for 2022 levy)	2023 Minimum Municipal Library Appropriation*	% Change in Minimum Appropriation from Prior Year
Big Bend	\$230,966,500	9.97%	\$0.000229096	\$52,914	5.45%
Brookfield	\$8,760,531,200	9.97%	\$0.000229096	\$2,007,005	5.44%
Butler	\$308,207,100	13.08%	\$0.000229096	\$70,609	8.43%
Delafield	\$1,931,452,600	10.21%	\$0.000229096	\$442,489	5.68%
Eagle Village*	\$266,536,300	14.11%	\$0.000229096	\$61,062	9.41%
Eagle Town*	\$691,624,100	20.85%	\$0.000229096	\$158,449	15.87%
Elm Grove	\$1,438,417,700	13.95%	\$0.000229096	\$329,536	9.26%
Hartland	\$1,727,292,400	13.62%	\$0.000229096	\$395,716	8.94%
Menomonee Falls	\$6,534,279,000	12.10%	\$0.000229096	\$1,496,979	7.49%
Mukwonago	\$1,073,830,300	18.66%	\$0.000229096	\$246,011	13.77%
Muskego	\$4,088,907,000	13.96%	\$0.000229096	\$936,753	9.27%
New Berlin	\$7,053,233,800	13.15%	\$0.000229096	\$1,615,870	8.49%
North Lake	\$2,275,605,700	18.97%	\$0.000229096	\$521,333	14.07%
Oconomowoc	\$3,042,509,800	12.10%	\$0.000229096	\$697,028	7.48%
Pewaukee Village*	\$1,163,936,600	3.99%	\$0.000229096	\$266,654	-0.29%
Pewaukee City*	\$4,137,683,700	10.60%	\$0.000229096	\$947,928	6.05%
Sussex	\$1,828,088,600	13.87%	\$0.000229096	\$418,808	9.18%
Waukesha	\$8,329,586,500	13.09%	\$0.000229096	\$1,908,277	8.44%

*Joint libraries may use an alternative calculation described in Wis. Stats. 43.64 (2) (c).

2023 BUDGET HIGHLIGHTS PARKS AND RECREATION DEPARTMENT

Please note that this budget is currently assembled as a ‘worst-case scenario’ as we are awaiting health insurance figures. Adjustments would only change as a reduction at this point, not an increase.

The Parks and Recreation budget is currently split between the City and the Village, 71%/29% respectively. Parks and Recreation employees are City employees therefore insurance and wage adjustments are controlled by the City. Our current budget proposal includes insurance and wage adjustments as a worst-case scenario (15% insurance, wages similar to 2022) and will be determined by the end of October or early November.

Revenues are also split between the two municipalities at the same percentage. Those revenues include all program/trip fees, and sport club use rental fees that utilize both municipalities. Park rental fees other than by the sports clubs are paid directly to the municipality in which the park resides. The Village receives all the rental fees we collect for rentals at Kiwanis Village Park and Lakefront Park and goes into the Village general fund.

The Joint Board has emphasized cost savings during previous budget workshops which has resulted in us developing partnerships with other organizations and/or sponsors. Some examples of these partnerships from 2022 include:

- Program sponsorships:
 - T-shirt sponsorships for youth sports - \$3,750
 - Miscellaneous special event sponsors - \$2,200
 - ‘Movie in the Park’ series sponsorship - \$2,800
 - Total sponsorship revenue - \$8,750
- The partnership we have created with Beachside Boat & Bait has saved us money in staffing costs for operation of the launch and gas sales.

We had very strong registration in 2022 and project for more growth in 2023. We will be offering more programs in 2023, along with planning to increase program fees in some specific areas that will improve our total revenue.

2023 BUDGET PROPOSAL SUMMARY (28% Village – down from 29% in 2022):

	2022 Budget	Village Portion	2023 Proposal	Village Portion
Joint Revenue	\$291,500	\$87,450	\$341,100	\$95,508
Park Rental Revenue	\$6,000	\$6,000	\$6,000	\$6,000
Parks Operations	\$656,355	\$196,907	\$710,550	\$198,954
Recreation Operations	\$666,756	\$200,027	\$771,878	\$216,126
Net Budget		\$303,484		\$313,572

Net change from 2022 budget to 2023 proposal: increase 3.32%

Based on the Parks and Recreation budget formula, the Village portion of our budget will shift from 29% down to 28% of the total budget.

The total increase is for the following reasons:

1. Health insurance for the City is currently in the budget at a 15% increase and we have been told we will not get final numbers until mid-October. Also, these health insurance increases were adjusted for employee coverage. An additional Parks and Recreation staff member is taking Pewaukee insurance in 2023, that did not take insurance in 2022.
2. Wages have not yet been finalized based on the pay for performance program. However, those numbers would likely only change as a reduction at this point, not an increase.

We will keep the Village informed as we get final numbers and how that will impact the Village’s budget. We suspect at this time that we have given the worst-case scenario for all line items and therefore the Village would only see a reduction in costs as final numbers come in.

SHARED CAPITAL EQUIPMENT:

Since 2014, we have instituted a capital equipment replacement plan for all our equipment which means we set aside smaller amounts each year toward a piece of equipment until it is scheduled to be replaced. This process has helped diminish the drastic changes from year to year. At some point both communities will get to a more consistent annual contribution with changes only being made to account for inflation.

Of the 2023 shared capital items, four of the five items below are replacements of current equipment:

#76 ~ 2013 Utility Truck
Diamond Trailer w/ #76

#85 ~ 2013 Utility Dump

#87 ~ 2008 Tractor Loader

#156 ~ Toro Dingo

In 2022 the Village budgeted \$49,506 for shared capital. For 2023, we are requesting \$51,517, which is an increase of \$2,011.

VILLAGE CAPITAL EQUIPMENT:

Village Park Improvement Fund (Village Budget Account #200-00-55200-000-000)

We are proposing to utilize the Park Improvement Fund to fund 2023 improvements. Because of the significant improvements and expenses at Kiwanis Village Park, along with receiving donations from the Pewaukee Kiwanis and Pewaukee Youth Baseball, we don't have a firm dollar amount to expect in this fund at the end of 2022. At the end of 2022, we will likely have a balance of between \$15,000-\$30,000.

This fund receives additional dollars if the Parks and Recreation Department comes in under budget on expenses. The fund total is not finalized until approximately March of the following year after the audit.

With this timeline and dollar range, we are proposing to make improvements while leaving \$10,000 in the fund as an emergency buffer. We will accomplish projects in our priority list as we are able to afford them.

2022 Improvements at Kiwanis Village Park:

- Ball diamond electrical improvements for lights, relocate light switches, install new transformer
- LED ball diamond light upgrades (paid by Pewaukee Youth Baseball)
- Demo of concession shack and open-air pavilion, asphalt (work done by Village DPW)
- Removal of fencing on diamond 3 (northwest diamond) (work done by Village DPW & P&R)
- Ball diamond playability and safety improvements to both diamonds (partially paid by Pewaukee Kiwanis)
- Removal of 12 dead trees
- Planted new trees

Potential 2023 (and beyond) improvements and funding sources:

- Peffer Park:
 - 5-event structure playground replacement
 - Merry-go-round replacement
- Kiwanis Village Park:
 - 9-event structure age 2-5 playground replacement
 - Install grinder pump to help with sewage removal (backups occurring in recent years) – ARPA funds?
 - Install LED lights under main pavilion – ARPA funds?
- Lakefront Park:
 - Install LED lights under main pavilion – ARPA funds?

LAIMON FAMILY LAKESIDE PARK FUND:

Highlights from this budget include the following:

- Tenant rent will increase in May 2023 by 2% as in other years.
- Slip rent will increase from \$2,700 to \$2,800 in 2023
- As of 8/31/22, revenue will exceed budget for 2022
- Expenses will likely be under budget for 2022.
- The projects listed below were intended to be completed in 2022, but various challenges have delayed them for 2023:
 - Balcony/Deck/Rubber Roof Replacement – up to \$70,000
 - Pier finger extensions - \$6,800
 - Total - \$76,800
- Remaining capital improvement items to complete prior to 2030:
 - Window Replacement (2024) - \$20,000
 - Deck renovation at greenspace at northwest part of property (2025) - \$11,500

As of August 31, 2022, cash on hand from this fund totaled \$296,157.

The Joint Board approved of the Parks & Recreation and Laimon Park budget proposal in August.

ITEM DESCRIPTION	Dept	Est Life	Replace Year	Cost	2021	2022	2022	2022	2023	2023	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	
					Assign Bal 12/31/21	Adds	Estimated Purchases/ Adjustments	Assign Bal 12/31/22	Proposed Adds	Budgeted Purchases	Budgeted Balance										
TOTAL CAPITAL OUTLAYS					-																
#72 GMC 2020 3500	PRSHARE	10	2030	37,000	900	1,500		2,400	3,000		5,400	4,000	4,000	4,000	4,500	4,500	5,300	5,300	4,000	4,000	
#73 GMC 2019 1/2 ton 4x4	PRSHARE	10	2029	45,000	1,000	4,000		5,000	5,000		10,000	5,000	6,000	6,000	6,000	6,000	6,000	4,700	4,700	4,700	
#74 GMC 1/2 ton 4x4	PRSHARE	10	2028	33,000	6,375	3,375		9,750	3,375		13,125	3,375	3,375	4,375	4,375	4,375	3,600	3,600	3,600	3,600	
#75 2012 4x4 Pick-Up (net of 15k trade)	PRSHARE	10	2022	40,000	25,000	-	25,000	-	4,000		4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	
#76 2013 Utility Truck/Diamond Trailer	PRSHARE	10	2023	41,500	29,700	5,950		35,650	5,850		41,500	-	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	
Diamond Trailer (break out from #76)	PRSHARE	10	2023	8,500	2,800	2,800		5,600	2,900		8,500	-	950	950	950	950	950	950	950	950	
#77 2014 1-Ton Dump	PRSHARE	10	2024	51,000	21,000	10,000		31,000	10,000		41,000	10,000	5,100	5,100	5,100	5,100	5,100	5,100	5,100	5,100	
#78 2014 Pickup Salter and Plow	PRSHARE	10	2024	48,500	20,474	9,310		29,784	9,310		39,094	9,406	4,800	4,800	4,800	4,800	4,800	4,800	4,900	4,900	
#79 2016 Utility Van	PRSHARE	10	2026	32,000	5,584	2,084		7,668	6,084		13,752	6,084	6,084	6,084	3,500	2,800	3,500	3,500	3,500	3,500	
#80 2018 One Ton Pickup	PRSHARE	10	2028	50,000	4,000	6,000		10,000	5,000		15,000	7,000	7,000	7,000	7,000	7,000	5,100	5,100	5,100	5,100	
#81 2010 4x4 Pick-Up and Plow	PRSHARE	10	2030	45,000	5,000	4,500		9,500	1,000		10,500	4,500	5,000	5,000	5,000	5,000	5,000	5,000	4,500	4,500	
#82 2016 1-Ton Dump	PRSHARE	10	2026	59,500	8,500	8,500		17,000	9,000		26,000	11,166	11,166	11,166	5,100	5,100	5,800	5,800	5,800	5,800	
#83 2020 Wing Mower	PRSHARE	4	2024	65,000	14,000	14,000		28,000	18,500	-	46,500	18,500	18,750	18,750	18,750	18,750	20,000	20,000	20,000	20,000	
#85 2013 Utility Dump	PRSHARE	10	2023	14,000	4,200	-		4,200	9,800		14,000	-	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	
#86 2018 Wing Mower	PRSHARE	3	2021	42,000	-	14,000		14,000	14,000		28,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	
#87 2008 Tractor/Loader	PRSHARE	10	2023	45,000	29,000	8,000		37,000	8,000		45,000	-	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	
#88 2020 60" 2-Turn Mower	PRSHARE	4	2024	11,000	-	-		-	8,000	-	8,000	3,000	3,125	3,125	3,125	3,125	3,375	3,375	3,375	3,375	
#89 2012 Trailer	PRSHARE	10	2022	15,000	8,376	6,626		15,002	-		1,650	1,650	1,650	1,650	1,650	1,650	1,650	1,650	1,650	1,650	
#91 2018 Sand pro	PRSHARE	3	2024	13,500	-	4,500		4,500	4,500		9,000	4,500	5,000	5,000	5,000	5,000	5,500	5,500	5,500	5,500	
#96 2013 Wing Mower (net of trade in)	PRSHARE	6	2026	61,000	3,750	6,750		10,500	12,550		23,050	12,550	12,550	12,850	11,000	11,000	11,000	11,000	11,000	11,000	
#99 2020 Zero Turn Mower	PRSHARE	4	2024	11,000	2,667	2,667		5,334	2,666	-	8,000	3,000	3,125	3,125	3,125	3,125	3,375	3,375	3,375	3,375	
#100 2016 Trailer	PRSHARE	10	2026	10,000	3,417	1,317		4,734	1,317		6,051	1,317	1,316	1,316	1,100	1,100	1,100	1,100	1,100	1,100	
#101 2014 Trailer	PRSHARE	10	2024	8,000	5,300	900		6,200	900		7,100	900	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	
#102 2010 Pressure Washer	PRSHARE	8	2021	6,000	-	-		-	-		-	-	-	-	-	-	-	-	-	-	
#110 Preseeder 2017	PRSHARE	10	2027	10,500	3,000	1,250		4,250	1,250		5,500	1,250	1,250	1,250	1,250	1,250	1,100	1,100	1,100	1,100	
#114 2017 Trailer	PRSHARE	10	2027	10,000	3,126	1,146		4,272	1,146		5,418	1,146	1,146	1,145	1,145	1,100	1,100	1,100	1,100	1,100	
#130 Top Dresser (smaller)* 2015	PRSHARE	10	2025	11,000	5,600	1,350		6,950	1,350		8,300	1,350	1,350	1,200	1,200	1,200	1,200	1,200	1,200	1,200	
#133 2018 Trailer Mounted Water Tank	PRSHARE	10	2028	7,000	788	788		1,576	908		2,484	908	908	908	908	908	750	750	750	750	
#149 Aerator 687 - 2015	PRSHARE	10	2025	22,000	5,361	4,161		9,522	4,161		13,683	4,161	4,161	2,400	2,400	2,400	2,400	2,400	2,400	2,400	
#151 2017 5900 Wing Mower	PRSHARE	6	2028	75,000	39,375	28,125		67,500	-		12,500	12,500	12,500	12,500	12,500	12,500	13,000	13,000	13,000	13,000	
#154 2017 Silt Seeder	PRSHARE	10	2027	8,200	1,171	1,171		2,342	1,171		3,513	1,171	1,171	1,171	1,174	850	850	850	850	850	
#156 Toro Dingo	PRSHARE	10	2023	38,500	17,000	8,500		25,500	14,100		39,600	-	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	
Joint Park/Open Space Plan Update	PRSHARE	6	2019	5,000	2,000	1,000		3,000	1,000		4,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	
TOTAL CAPITAL OUTLAYS					979,700	278,464	164,270	107,502	335,232	183,988	148,600	370,620	164,484	157,577	156,965	146,752	146,033	147,650	146,450	144,650	144,650
Village	30%	29%			(83,539)	(49,506)	(31,176)	(97,217)	(53,357)	(43,094)	(107,480)	(47,700)	(45,697)	(45,520)	(42,558)	(42,350)	(42,819)	(42,471)	(41,949)	(41,949)	
City	70%	71%			194,925	114,764	76,326	238,015	130,631	105,506	263,140	116,784	111,880	111,445	104,194	103,683	104,831	103,979	102,701	102,701	
TOTAL PARK OUTLAYS					432,024	218,613	178,101	477,188	238,480	133,006	582,662	269,916	177,755	184,889	147,487	166,176	151,474	133,322	137,544	106,701	

**VILLAGE OF PEWAUKEE
CAPITAL PROJECT FUND
PROPOSED 2023 BUDGET**

October 14, 2022

ACCOUNT NUMBER	ACCOUNT TITLE	2019	2020	2021	2022	09/30	2022	2023	2023	2023	2023	2023	2023	2023	
		Annual Actual	Annual Actual	Annual Actual	Adopted Budget	YTD Actual	Annual Projection	Department Request	Administrator Request	Budget Workshop #1	Budget Workshop #2	S Change from 2022 Budget	% Change from 2022 Budget		
REVENUES:															
200-00-41110-000-000	GENERAL PROPERTY TAXES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
200-00-42000-000-000	SPECIAL ASSESSMENTS	\$6,939	\$200	\$16,900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
200-00-43690-000-003	PARK IMPROVEMENT DONATIONS	\$0	\$0	\$0	\$0	\$6,355	\$6,355	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
200-00-43710-000-000	LOCAL ROAD IMPROVEMENT PROGRAM	\$0	\$24,730	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
200-00-43720-000-000	OTHER GOVERNMENT AIDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
200-00-48000-000-000	PREMIUM ON DEBT ISSUANCE	\$0	\$45,748	\$250,819	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
200-00-48120-000-000	INTEREST INCOME	\$22,043	\$2,217	\$262	\$100	\$2,251	\$2,300	\$0	\$0	\$0	\$0	\$0	\$0	(\$100)	-100%
200-00-48130-000-000	INTEREST ON SPECIAL ASSMTS	\$12	\$5	\$6	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
200-00-48300-000-000	SALE OF EQUIPMENT/PROPERTY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
200-00-49100-000-000	TRANSFERS FROM OTHER FUNDS	\$0	\$0	\$64,918	\$60,000	\$0	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	(\$60,000)	-100%
200-00-49100-000-100	PROCEEDS-STATE TR FD LOAN-04/5	\$0	\$0	\$180,745	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
200-00-49200-000-000	PROCEEDS LONG TERM DEBT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
200-00-49210-000-000	FUNDS CARRIED OVER	\$0	\$0	\$0	\$80,000	\$0	\$80,000	\$0	\$0	\$0	\$0	\$0	\$0	(\$80,000)	-100%
200-00-49300-000-000	TRANSFERS IN /BORROWED FUNDS	\$0	\$0	\$0	\$660,000	\$0	\$660,000	\$0	\$0	\$0	\$0	\$0	\$0	(\$660,000)	-100%
200-00-49600-000-000	PROCEEDS OF BOND ANTIC NOTE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
200-00-49800-000-000	PROCEEDS FROM REFUNDING BONDS	\$0	\$1,535,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
200-00-49900-000-000	DPW- NEW BLDG 2022	\$0	\$0	\$5,445,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
CAPITAL PROJECT REVENUE Total		\$28,994	\$1,607,900	\$5,958,649	\$800,100	\$8,606	\$808,655	\$0	\$0	\$0	\$0	\$0	(\$800,100)	-100%	
EXPENSES:															
200-00-53300-000-100	ANNUAL ROAD PROGRAM-RESURFACE	\$510,044	\$345,664	\$404,307	\$660,000	\$207,592	\$660,000	\$0	\$0	\$675,500	\$675,500	\$15,500	\$15,500	2%	
200-00-53300-000-200	WIS AVE RECONSTRUCTION PROJECT	\$0	\$653	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
200-00-53300-000-400	E WISCONSIN AVE RETAINING WALL	\$7,619	\$63,397	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
200-00-53300-000-500	PUBLIC WORKS FACILITY	\$0	\$0	\$0	\$0	\$51,061	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
200-00-53300-000-600	MUNICIPAL VEHICLE PRE-EMPTIVES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
200-00-53441-000-000	STORM WATER MGT ENGINEERING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
200-00-55200-000-000	PARK IMPROVEMENTS	\$0	\$26,897	\$17,500	\$60,000	\$46,111	\$46,112	\$0	\$0	\$59,000	\$59,000	(\$1,000)	(\$1,000)	-2%	
200-00-56600-000-000	URBAN DEVELOPMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
200-00-57324-000-000	PUBLIC WORKS TRUNKED RADIOS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
200-00-57324-001-000	NEW WEED HARVESTOR & CONVEYOR	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	#DIV/0!	
200-00-57324-002-000	HIGHWAY DEPARTMENT EQUIPMENT	\$72,143	\$9,999	\$211,254	\$80,000	\$160,103	\$160,103	\$0	\$375,000	\$300,000	\$300,000	\$220,000	\$220,000	275%	
200-00-57324-003-000	DPW- NEW BLDG EXPENSES 2022	\$0	\$0	\$181,707	\$0	\$2,280,712	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
200-00-57621-000-000	PARKS-RESTROOM/SIMMONS WOODS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
200-00-57622-000-000	VILLAGE HALL/POLICE STATION	\$0	\$0	\$19,869	\$0	\$0	\$0	\$0	\$0	\$115,000	\$115,000	\$115,000	\$115,000	#DIV/0!	
200-00-57628-000-000	STREET LIGHT SYSTEM IMPRVMENTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
200-00-57629-000-000	POLICE EQUIPMENT	\$0	\$0	\$78,645	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
200-00-58929-000-000	NOTE & BOND ISSUE EXPENSES	\$0	\$25,621	\$53,709	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
200-00-58929-000-100	DISCOUNT ON DEBT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
200-00-59200-000-000	TRANSFERS OUT OF CP FUND	\$0	\$0	\$0	\$0	\$25,185	\$25,185	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
CAPITAL PROJECT EXPENSE Total		\$589,806	\$472,231	\$966,991	\$800,000	\$2,770,765	\$891,400	\$0	\$450,000	\$1,224,500	\$1,224,500	\$424,500	\$424,500	53%	

**VILLAGE OF PEWAUKEE
DEBT SERVICE FUND
PROPOSED 2023 BUDGET**

October 14, 2022

ACCOUNT NUMBER	ACCOUNT TITLE	2019	2020	2021	2022	09/30	2022	2023	2023	2023	2023	2023	2023	2023
		Annual Actual	Annual Actual	Annual Actual	Adopted Budget	YTD Actual	Annual Projection	Department Request	Administrator Request	Budget Workshop #1	Budget Workshop #2	S Change from 2022 Budget	% Change from 2022 Budget	
REVENUES:														
300-00-41110-000-000	GENERAL PROPERTY TAXES	\$1,074,201	\$1,074,277	\$1,205,129	\$1,201,975	\$0	\$1,201,975	\$1,323,089	\$1,324,089	\$1,324,089	\$1,324,089	\$122,114	10%	
300-00-48000-000-000	PREMIUM ON DEBT ISSUANCE	\$0	\$49,646	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	
300-00-48110-000-000	INTEREST INCOME	\$0	\$0	\$0	\$0	\$773	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	
300-00-48110-000-100	BAB INTEREST INCOME	\$21,388	\$12,377	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	
300-00-48500-000-000	DONATIONS, PRIVATE OR ORGANIZ	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	
300-00-48500-000-100	MISC REVENUES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	
300-00-49100-000-000	TRANSFER FROM OTHER FUNDS	\$0	\$0	\$0	\$0	\$25,185	\$25,185	\$0	\$0	\$0	\$0	\$0	#DIV/0!	
300-00-49200-000-000	PROCEEDS OF DEBT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	
300-00-49500-000-000	PROCEEDS OF REFUNDING BONDS	\$0	\$1,080,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	
DEBT SERVICE REVENUE Total		\$1,095,589	\$2,216,300	\$1,205,129	\$1,201,975	\$25,958	\$1,227,160	\$1,323,089	\$1,324,089	\$1,324,089	\$1,324,089	\$122,114	10%	
EXPENSES:														
300-00-58100-000-000	DEBT PRINCIPAL	\$590,369	\$1,711,273	\$726,869	\$1,029,953	\$1,029,956	\$1,029,956	\$0	\$1,039,539	\$1,039,539	\$1,039,539	\$9,586	1%	
300-00-58100-000-001	2013 DEBT RE-FI PRINC PAYMENTS	\$275,000	\$285,000	\$290,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	
300-00-58290-000-000	DEBT INTEREST, FISCAL CHARGES	\$233,135	\$215,302	\$188,258	\$172,022	\$263,145	\$263,145	\$0	\$283,550	\$283,550	\$283,550	\$111,528	65%	
300-00-58300-000-000	PAYMENT TO FISCAL AGENT	\$0	\$0	\$1,386	\$0	\$1,385	\$1,385	\$0	\$1,000	\$1,000	\$1,000	\$1,000	#DIV/0!	
300-00-58310-000-000	PAYMENT TO WAUKESHA COUNTY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	
300-00-58926-000-000	INTEREST ON PENSION NOTE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	
300-00-58929-000-000	NOTE & BOND ISSUE EXPENSES	\$0	\$17,336	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	
300-00-59000-000-000	TRANSFER TO OTHER FUNDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	
DEBT SERVICE EXPENSE Total		\$1,098,504	\$2,228,910	\$1,206,512	\$1,201,975	\$1,294,486	\$1,294,486	\$0	\$1,324,089	\$1,324,089	\$1,324,089	\$122,114	10%	

ACCOUNT NUMBER	ACCOUNT TITLE	2019	2020	2021	2022	09/30	2022	2023	2023	2023	2023	2023	2023
		Annual Actual	Annual Actual	Annual Actual	Adopted Budget	YTD Actual	Annual Projection	Department Request	Administrator Request	Budget Workshop #1	Budget Workshop #2	\$ Change from 2022 Budget	% Change from 2022 Budget
600-00-50631-001-000	CHEMICALS- FLUORIDE	\$1,564	\$2,767	\$2,406	\$2,500	\$1,442	\$2,000	\$2,500	\$2,500	\$2,500	\$2,500	\$0	0%
600-00-50631-002-000	CHEMICALS- CHLORINE	\$27,112	\$30,149	\$27,083	\$24,000	\$16,482	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000	\$0	0%
600-00-50631-003-000	CHEMICALS- POLYPHOSPHATE	\$26,619	\$30,071	\$22,598	\$25,000	\$14,743	\$24,000	\$25,000	\$25,000	\$25,000	\$25,000	\$0	0%
600-00-50631-004-000	CHEMICALS- IRON REAGENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
600-00-50631-005-000	CHEMICALS- HMO	\$13,420	\$9,839	\$7,885	\$8,000	\$6,529	\$9,500	\$8,000	\$8,000	\$8,000	\$8,000	\$0	0%
600-00-50640-001-001	OPER TRANS & DIST- FLUSH MAINS	\$8,518	\$12,656	\$10,055	\$10,528	\$10,086	\$11,000	\$11,000	\$11,000	\$11,000	\$11,000	\$472	4%
600-00-50640-001-002	OPER TRANS & DIST- VALVE OPER	\$2,646	\$3,029	\$1,198	\$3,610	\$0	\$2,000	\$3,600	\$3,600	\$3,600	\$3,600	(\$10)	0%
600-00-50640-001-003	OPER TRANS & DIST- VALVE MAINT	\$7,794	\$6,952	\$9,841	\$5,264	\$5,325	\$5,500	\$5,500	\$5,500	\$5,500	\$5,500	\$236	4%
600-00-50640-001-004	OPER TRANS & DIST- VALVE REPAI	\$5,599	\$10,047	\$2,100	\$3,760	\$570	\$1,500	\$3,800	\$3,800	\$3,800	\$3,800	\$40	1%
600-00-50640-001-005	OPER TRANS & DIST- CUST PLM IN	\$26	\$126	(\$23)	\$180	\$0	\$0	\$180	\$180	\$180	\$180	\$0	0%
600-00-50640-001-006	OPER TRANS & DIST- CUST COMPLN	\$687	\$628	\$265	\$902	\$300	\$500	\$900	\$900	\$900	\$900	(\$2)	0%
600-00-50640-001-007	OPER TRANS & DIST- LOCATE SERV	\$2,958	\$1,518	\$2,496	\$2,406	\$626	\$2,000	\$2,500	\$2,500	\$2,500	\$2,500	\$94	4%
600-00-50640-001-008	OPER TRANS & DIST- ON/OFF SERV	\$555	\$603	\$1,540	\$902	\$893	\$900	\$950	\$950	\$950	\$950	\$48	5%
600-00-50640-001-009	OPER TRANS & DIST- CROSS INSPC	\$0	\$115	(\$88)	\$241	\$0	\$0	\$250	\$250	\$250	\$250	\$9	4%
600-00-50640-001-010	OPER TRANS & DIST- TOOL & EQUIP	\$0	\$1,369	\$694	\$500	\$948	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$500	100%
600-00-50641-001-000	TRANS & DIST SYS- PHONE/CELL	\$4,410	\$4,324	\$5,438	\$4,500	\$4,218	\$5,200	\$5,000	\$5,000	\$5,000	\$5,000	\$500	11%
600-00-50650-001-000	MAINT RESERVOIRS- LABOR	\$2,595	\$1,079	\$3,641	\$3,008	\$3,616	\$4,000	\$3,000	\$3,000	\$3,000	\$3,000	(\$8)	0%
600-00-50650-002-000	MAINT RESERVOIRS- ELECTRIC	\$2,167	\$2,515	\$2,858	\$3,000	\$1,885	\$3,400	\$3,000	\$3,000	\$3,000	\$3,000	\$0	0%
600-00-50650-003-000	MAINT RESERVOIRS- CATHODIC PRT	\$1,970	\$1,070	\$1,320	\$2,000	\$0	\$1,500	\$2,000	\$2,000	\$2,000	\$2,000	\$0	0%
600-00-50650-004-000	MAINT RESERVOIRS- INSPECTION	\$0	\$0	\$17,500	\$1,000	\$0	\$0	\$1,000	\$1,000	\$1,000	\$1,000	\$0	0%
600-00-50650-005-000	MAINT RESERVOIRS- MATERIALS	\$2,649	\$152	\$4,531	\$5,000	\$2,655	\$10,000	\$5,000	\$5,000	\$5,000	\$5,000	\$0	0%
600-00-50651-001-000	MAINT MAINS- LABOR	\$1,616	\$3,753	\$12,406	\$9,024	\$9,064	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$2,976	33%
600-00-50651-002-000	MAINT MAINS- MAIN REPAIRS	\$717	\$5,294	\$21,475	\$30,000	\$14,542	\$19,000	\$30,000	\$30,000	\$30,000	\$30,000	\$0	0%
600-00-50651-003-000	MAINT MAINS- VALVE REPAIRS	\$8,458	\$9,935	\$2,560	\$5,000	\$2,935	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$0	0%
600-00-50651-004-000	MAINT MAINS- LABOR/DIGGERS	\$11,731	\$10,042	\$9,930	\$6,016	\$8,934	\$10,000	\$7,000	\$7,000	\$7,000	\$7,000	\$984	16%
600-00-50652-001-000	MAINT SERVICES- LABOR	\$9,255	\$5,883	\$7,557	\$4,512	\$11,172	\$11,500	\$8,000	\$8,000	\$8,000	\$8,000	\$3,488	77%
600-00-50652-002-000	MAINT SERVICES- SERVICE REPAIR	\$3,250	\$13,609	\$4,025	\$3,000	\$5,827	\$6,000	\$5,000	\$5,000	\$5,000	\$5,000	\$2,000	67%
600-00-50652-003-000	MAINT SERVICES- CURB BOXES	\$444	\$412	\$849	\$1,200	\$1,413	\$2,500	\$2,000	\$2,000	\$2,000	\$2,000	\$800	67%
600-00-50652-004-000	MAINT SERVICES- CURB STOPS	\$264	\$10	\$0	\$300	\$1,675	\$2,000	\$1,000	\$1,000	\$1,000	\$1,000	\$700	233%
600-00-50652-005-000	MAINT SERVICES- MISC/TOOLS	\$127	\$0	\$0	\$250	\$333	\$335	\$250	\$250	\$250	\$250	\$0	0%
600-00-50652-006-000	MAINT SERVICES- CONTRACTED	\$26,787	\$40,062	\$44,243	\$25,000	\$35,375	\$36,000	\$25,000	\$25,000	\$25,000	\$25,000	\$0	0%
600-00-50653-001-000	MAINT METERS- LABOR	\$2,354	\$1,658	\$2,486	\$9,776	\$729	\$9,000	\$10,000	\$10,000	\$10,000	\$10,000	\$224	2%
600-00-50653-002-000	MAINT METERS- PARTS	\$316	\$383	\$940	\$1,000	\$15	\$900	\$1,000	\$1,000	\$1,000	\$1,000	\$0	0%
600-00-50653-003-000	MAINT METERS- TEST EQUIP/REPAI	\$0	\$1,800	\$400	\$3,000	\$3,900	\$3,900	\$3,000	\$3,000	\$3,000	\$3,000	\$0	0%
600-00-50653-004-000	MAINT METERS- LARGE MTR REPAIR	\$0	\$300	\$975	\$300	\$0	\$0	\$300	\$300	\$300	\$300	\$0	0%
600-00-50653-005-000	MAINT METERS- NEW CELL METERS	\$5,323	\$14,292	\$0	\$133,500	\$13,144	\$130,000	\$133,500	\$133,500	\$133,500	\$133,500	\$0	0%
600-00-50653-006-000	MAINT METERS- BENCH METER TEST	\$1,533	\$1,255	\$1,300	\$1,500	\$654	\$700	\$1,500	\$1,500	\$1,500	\$1,500	\$0	0%
600-00-50653-007-000	MAINT METERS- CELLULAR SUB FEE	\$0	\$0	\$0	\$450	\$0	\$0	\$450	\$450	\$450	\$450	\$0	0%
600-00-50654-001-000	MAINT HYDRANTS- LABOR	\$1,254	\$3,673	\$4,918	\$1,805	\$4,094	\$4,500	\$2,500	\$2,500	\$2,500	\$2,500	\$695	39%
600-00-50654-002-000	MAINT HYDRANTS- REPAIR PARTS	\$5,113	\$14,745	\$7,937	\$2,000	\$5,269	\$6,000	\$4,000	\$4,000	\$4,000	\$4,000	\$2,000	100%
600-00-50655-001-000	MAINT BOOSTER STATION- LABOR	\$4,394	\$185	\$488	\$1,203	\$339	\$750	\$1,200	\$1,200	\$1,200	\$1,200	(\$3)	0%
600-00-50655-002-000	MAINT BOOSTER STATION- ELECTRC	\$1,460	\$1,705	\$3,301	\$2,600	\$1,806	\$2,500	\$2,600	\$2,600	\$2,600	\$2,600	\$0	0%
600-00-50655-003-000	MAINT BOOSTER STATION- MATERL	\$0	\$70	\$675	\$400	\$1,978	\$2,500	\$1,000	\$1,000	\$1,000	\$1,000	\$600	150%
600-00-50700-001-000	TRUCK EXPENSE- FUEL	\$3,629	\$3,140	\$2,667	\$4,500	\$4,413	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500	\$0	0%
600-00-50700-002-000	TRUCK EXPENSE- REPAIR & PARTS	\$1,662	\$4,084	\$1,712	\$1,000	\$1,827	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$1,000	100%

ACCOUNT NUMBER	ACCOUNT TITLE	2019	2020	2021	2022	09/30	2022	2023	2023	2023	2023	2023	2023	2023
		Annual Actual	Annual Actual	Annual Actual	Adopted Budget	YTD Actual	Annual Projection	Department Request	Administrator Request	Budget Workshop #1	Budget Workshop #2	S Change from 2022 Budget	% Change from 2022 Budget	
600-00-50931-001-000	OUTLAY- PROJECTS	\$0	\$0	\$0	\$615,000	\$23,822	\$615,000	\$0	\$0	\$533,500	\$533,500	(\$81,500)	-13%	
600-00-50931-002-000	OUTLAY- GIS MAPPING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	
600-00-50931-002-001	OUTLAY- METER LABOR	\$0	\$0	(\$0)	\$602	\$121,332	\$121,332	\$600	\$600	\$600	\$600	(\$2)	0%	
600-00-50931-002-002	OUTLAY- METERS & MATERIAL	\$0	\$0	\$0	\$4,000	\$2,310	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$0	0%	
600-00-50935-000-000	MAINTENANCE OF GENERAL PLANT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	
600-00-50950-000-000	WATER REPLACEMENT FUND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	
WATER EXPENSE Total		<u>\$1,597,225</u>	<u>\$1,875,933</u>	<u>\$1,706,274</u>	<u>\$2,103,130</u>	<u>\$1,166,491</u>	<u>\$2,235,478</u>	<u>\$1,293,552</u>	<u>\$1,272,665</u>	<u>\$2,240,965</u>	<u>\$2,240,965</u>	<u>\$137,835</u>	<u>7%</u>	
NET REVENUES & EXPENDITURES					<u>(\$11,943)</u>	<u>(\$127,448)</u>	<u>\$60,519</u>			<u>(\$542,668)</u>	<u>(\$542,668)</u>			

ACCOUNT NUMBER	ACCOUNT TITLE	2019	2020	2021	2022	09/30	2022	2023	2023	2023	2023	2023	2023	2023	
		Annual Actual	Annual Actual	Annual Actual	Adopted Budget	YTD Actual	Annual Projection	Department Request	Administrator Request	Budget Workshop #1	Budget Workshop #2	\$ Change from 2022 Budget	% Change from 2022 Budget		
700-00-50926-010-000	PENSION DEBT PAYMENT EXPENSE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
700-00-50990-000-000	OUTLAY	\$0	\$0	\$0	\$1,297,788	\$73,123	\$872,788	\$0	\$0	\$1,787,496	\$1,787,496	\$489,708	38%		
700-00-50991-000-000	SEWER REPLACEMENT FUND	\$0	\$0	\$0	\$40,735	\$0	\$40,735	\$40,735	\$40,735	\$40,735	\$40,735	\$0	0%		
SEWER EXPENSE Total		\$1,598,694	\$1,675,894	\$1,800,972	\$2,767,635	\$865,000	\$2,301,745	\$1,207,222	\$1,538,788	\$3,555,555	\$3,555,555	\$787,920	28%		
NET REVENUES & EXPENDITURES					(\$169,635)	(\$60,951)	(\$138,895)			(\$2,055,355)	(\$2,055,355)				

**VILLAGE OF PEWAUKEE
STORMWATER FUND
PROPOSED 2023 BUDGET**

October 14, 2022

ACCOUNT NUMBER	ACCOUNT TITLE	2019	2020	2021	2022	09/30	2022	2023	2023	2023	2023	2023	2023	2023	
		Annual Actual	Annual Actual	Annual Actual	Adopted Budget	YTD Actual	Annual Projection	Department Request	Administrator Request	Budget Workshop #1	Budget Workshop #2	S Change from 2022 Budget	% Change from 2022 Budget		
REVENUES:															
650-00-40421-001-000	CONTRIBUTIONS IN AID OF CONST	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
650-00-40439-000-000	OPERATION TRANSFERS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
650-00-40622-001-000	REVENUES- RESIDENTIAL	\$94,161	\$95,356	\$94,455	\$95,567	\$56,836	\$113,668	\$95,567	\$95,567	\$113,688	\$113,688	\$18,121	19%		
650-00-40622-001-002	REVENUES- MULTI-FAMILY	\$24,228	\$24,328	\$24,524	\$24,271	\$14,558	\$29,044	\$24,271	\$24,271	\$29,044	\$29,044	\$4,773	20%		
650-00-40622-002-003	REVENUES- COMMERCIAL	\$44,592	\$44,230	\$44,467	\$45,050	\$30,672	\$57,100	\$45,050	\$45,050	\$57,100	\$57,100	\$12,050	27%		
650-00-40622-003-004	REVENUES- INDUSTRIAL	\$29,891	\$29,868	\$29,880	\$29,891	\$16,494	\$30,304	\$29,891	\$29,891	\$30,304	\$30,304	\$413	1%		
650-00-40622-004-005	REVENUES- INSTITUTIONAL	\$38,603	\$38,602	\$37,679	\$38,603	\$19,915	\$39,600	\$38,603	\$38,603	\$39,600	\$39,600	\$997	3%		
650-00-40622-005-000	REVENUES- ENVIRONMENTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	
650-00-40631-000-000	FORFEITED DISCOUNTS	\$1,844	\$1,995	\$1,782	\$500	\$1,106	\$1,106	\$500	\$500	\$500	\$500	\$0	0%		
650-00-40635-000-000	MISCELLANEOUS OPERATNG REVENUE	\$494	\$3,484	\$1,910	\$155,000	\$252	\$131,000	\$155,000	\$0	\$0	\$0	(\$155,000)	-100%		
650-00-40636-000-000	INTEREST INCOME	\$0	\$0	\$0	\$0	\$70	\$80	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	
650-00-48110-000-100	BAB INTEREST INCOME	\$456	\$157	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	
STORMWATER REVENUE Total		\$234,268	\$238,021	\$234,697	\$388,882	\$139,903	\$401,902	\$388,882	\$233,882	\$270,236	\$270,236	(\$118,646)	-31%		
EXPENSES:															
650-00-50403-000-000	DEPRECIATION EXPENSE	\$42,294	\$44,846	\$47,693	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	
650-00-50427-000-000	PRINCIPAL & INTEREST ON DEBT	\$1,171	\$2,680	\$3,767	\$28,850	\$23,400	\$23,400	\$0	\$23,000	\$23,000	\$23,000	(\$5,850)	-20%		
650-00-50428-000-000	AMORTIZATION	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	
650-00-50900-000-000	WORK FOR OTHER DEPARTMENTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	
650-00-51938-000-000	INSURANCE EXP-VEH/BLDG/WC/LIAB	\$10,061	\$8,340	\$8,495	\$8,341	\$9,026	\$11,320	\$0	\$0	\$0	\$0	(\$8,341)	-100%		
650-00-53100-000-110	DPW/ENGINEER SALARIES	\$16,604	\$17,086	\$18,235	\$17,923	\$11,303	\$17,000	\$0	\$10,911	\$11,587	\$11,587	(\$6,336)	-35%		
650-00-53100-000-120	CONTRACTED ENGINEERING SERVICE	\$4,138	\$3,962	\$3,848	\$15,000	\$4,618	\$6,000	\$15,000	\$15,000	\$15,000	\$15,000	\$0	0%		
650-00-53100-000-140	ADMINISTRATION EXPENSES	\$9,140	\$12,309	\$14,633	\$13,875	\$15,620	\$15,700	\$13,875	\$13,875	\$13,875	\$13,875	\$0	0%		
650-00-53310-000-310	FUEL EXPENSE/SWEEPER	\$5,198	\$3,357	\$2,492	\$6,000	\$4,663	\$4,700	\$6,000	\$6,000	\$6,000	\$6,000	\$0	0%		
650-00-53310-100-310	FUEL EXPENSE/LAKE OPERATIONS	\$0	\$0	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	
650-00-53311-000-110	DPW WAGES INCLUDING PART TIME	\$66,020	\$97,952	\$69,643	\$107,277	\$51,872	\$80,000	\$0	\$110,967	\$110,967	\$110,967	\$3,690	3%		
650-00-53311-000-120	OVERTIME	\$782	\$1,454	\$0	\$1,500	\$1,139	\$1,500	\$0	\$0	\$0	\$0	(\$1,500)	-100%		
650-00-53311-000-130	FRINGE BENEFITS	\$31,804	\$34,949	\$27,349	\$33,158	\$13,749	\$33,158	\$0	\$35,443	\$35,562	\$35,562	\$2,404	7%		
650-00-53330-000-310	EQUIPMENT MAINT/SWEEPER	\$8,149	\$2,199	\$4,957	\$5,700	\$8,072	\$8,100	\$6,000	\$6,000	\$6,000	\$6,000	\$300	5%		
650-00-53330-100-310	EQUIP MAINT/LAKE OPERATIONS	\$4,268	\$9,381	\$1,256	\$4,000	\$6,389	\$5,800	\$4,000	\$4,000	\$4,000	\$4,000	\$0	0%		
650-00-53440-000-310	STORM SEWER MAINTENANCE	\$12,747	\$24,203	\$24,132	\$20,200	\$12,477	\$20,000	\$20,200	\$20,200	\$20,200	\$20,200	\$0	0%		
650-00-53635-000-000	RECYCLING EXPENSES	\$3,165	\$8,865	\$7,648	\$5,000	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$0	0%		
650-00-53650-000-000	LAKE WEED MAINTENANCE	\$357	\$395	(\$82)	\$500	\$313	\$500	\$500	\$500	\$500	\$500	\$0	0%		
650-00-57324-000-000	STORM WATER EQUIPMENT OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	
650-00-57325-000-000	STORM WATER GENERAL OUTLAY	\$0	\$0	\$0	\$155,000	\$20,483	\$131,000	\$0	\$0	\$60,500	\$60,500	(\$94,500)	-61%		
STORMWATER EXPENSE Total		\$215,899	\$271,980	\$235,065	\$422,324	\$183,122	\$363,178	\$70,575	\$250,896	\$312,191	\$312,191	(\$110,133)	-26%		
NET REVENUES & EXPENDITURES					(\$33,442)	(\$43,220)	\$38,724			(\$41,955)	(\$41,955)				

**VILLAGE OF PEWAUKEE
TRANSPORTATION FUND
PROPOSED 2023 BUDGET**

October 14, 2022

ACCOUNT NUMBER	ACCOUNT TITLE	2019	2020	2021	2022	09/30	2022	2023	2023	2023	2023	2023	2023	2023	
		Annual Actual	Annual Actual	Annual Actual	Adopted Budget	YTD Actual	Annual Projection	Department Request	Administrator Request	Budget Workshop #1	Budget Workshop #2	\$ Change from 2022 Budget	% Change from 2022 Budget		
REVENUES:															
675-00-40421-001-000	CONTRIBUTIONS IN AID OF CONST.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
675-00-40439-000-000	OPERATION TRANSFERS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
675-00-40622-001-000	REVENUES	\$0	\$0	\$105,535	\$220,000	\$104,510	\$208,000	\$220,000	\$422,001	\$422,000	\$422,000	\$422,000	\$202,000	92%	
675-00-40631-000-000	FORFEITED DISCOUNTS	\$0	\$0	\$184	\$500	\$672	\$924	\$500	\$500	\$500	\$500	\$500	\$0	0%	
675-00-40635-000-000	MISC OPERATING REVENUE	\$0	\$0	\$0	\$71,254	\$0	\$71,254	\$71,254	\$0	\$0	\$0	\$0	(\$71,254)	-100%	
675-00-40636-000-000	INTEREST INCOME	\$0	\$0	\$0	\$0	\$830	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	
TRANSPORTATION REVENUE Total		\$0	\$0	\$105,720	\$291,754	\$106,012	\$280,178	\$291,754	\$422,501	\$422,500	\$422,500	\$422,500	\$130,746	45%	
EXPENSES:															
675-00-50403-000-000	DEPRECIATION EXP-CONTRIB PLANT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
675-00-50427-000-000	PRINCIPAL/INTEREST ON DEBT	\$0	\$0	\$2,074	\$0	\$22,479	\$22,479	\$0	\$121,600	\$121,600	\$121,600	\$121,600	\$121,600	#DIV/0!	
675-00-50428-000-000	AMORTIZATION	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	
675-00-50429-000-000	DEBT ISSUANCE EXPENSE	\$0	\$0	\$13,649	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	
675-00-50900-000-000	WORK FOR OTHER DEPARTMENTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	
675-00-51938-000-000	INSURANCE EXP-VEH/BLDG/WC/LIAB	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	
675-00-51960-000-000	FISCAL AGENT FEE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	
675-00-53100-000-110	DPW/ADMINISTRATION SALARIES	\$0	\$0	\$0	\$25,745	\$9,495	\$25,475	\$0	\$25,803	\$26,478	\$26,478	\$26,478	\$733	3%	
675-00-53100-000-120	CONTRACTED ENGINEERING SERV	\$0	\$0	\$226	\$17,800	\$3,735	\$5,800	\$10,000	\$17,800	\$17,800	\$17,800	\$17,800	\$0	0%	
675-00-53100-000-140	ADMINISTRATION EXPENSES	\$0	\$0	\$5,515	\$7,925	\$8,689	\$8,700	\$6,000	\$7,925	\$7,925	\$7,925	\$7,925	\$0	0%	
675-00-53310-000-310	FUEL EXPENSE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	
675-00-53310-100-310	STREET MAIN. GEN. OPERATION	\$0	\$0	\$3,271	\$57,300	\$43,517	\$54,000	\$57,300	\$57,300	\$57,300	\$57,300	\$57,300	\$0	0%	
675-00-53311-000-110	DPW WAGES INCL PART TIME	\$0	\$0	\$0	\$83,803	\$19,950	\$83,803	\$0	\$94,901	\$94,901	\$94,901	\$94,901	\$11,098	13%	
675-00-53311-000-120	OVERTIME	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	
675-00-53311-000-130	FRINGE BENEFITS	\$0	\$0	\$0	\$40,007	\$0	\$40,007	\$40,007	\$60,247	\$60,345	\$60,345	\$60,345	\$20,338	51%	
675-00-53430-000-310	SIDEWALK MAINT. GEN. OPERATION	\$0	\$0	\$0	\$6,000	\$3,868	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$0	0%	
675-00-53470-000-310	TRAFFIC CONT. GEN. OPERATION	\$0	\$0	\$0	\$11,800	\$11,008	\$16,000	\$11,800	\$11,800	\$11,800	\$11,800	\$11,800	\$0	0%	
675-00-53450-000-310	CURB, GUTTER, GEN. OPERATION	\$0	\$0	\$0	\$2,850	\$0	\$1,500	\$2,850	\$2,850	\$2,850	\$2,850	\$2,850	\$0	0%	
675-00-59900-000-000	CONTINGENCY	\$0	\$0	\$0	\$27,879	\$0	\$0	\$25,000	\$16,275	\$15,500	\$15,500	\$15,500	(\$12,379)	-44%	
TRANSPORTATION EXPENSE Total		\$0	\$0	\$24,735	\$281,109	\$122,742	\$263,764	\$158,957	\$422,501	\$422,499	\$422,499	\$422,499	\$141,390	50%	
NET REVENUES & EXPENDITURES					\$10,645	(\$16,730)	\$16,413			\$1	\$1				

LAIMON FAMILY LAKESIDE PARK FUND - Year End Forecast and 2023 Budget

REVENUE		2022 Adopted Budget	6/30/22 Actual	Year End Forecast	2023 Budget	\$ change 2023 over 2022	Budget Comments
960-00-40474-000-000	Other Revenue/Grants	\$ -	\$ 6,170.00	\$ 6,170.00	\$ -	\$ -	
960-00-40622-001-000	Gasoline Sales	\$ 68,000.00	\$ 22,026.00	\$ 75,000.00	\$ 76,500.00	\$ 8,500.00	17,000 gallons at \$4.50
960-00-40622-002-000	Boat Launch Fees	\$ 7,000.00	\$ 3,876.00	\$ 7,000.00	\$ 7,000.00	\$ -	1000 launches @ \$7 each
960-00-40622-003-000	Rental Revenues	\$ 68,000.00	\$ 66,929.00	\$ 66,929.00	\$ 70,000.00	\$ 2,000.00	\$2800 per slip, 1-\$550 lift rentals, Beachside
960-00-40622-004-000	Residential/Comm Rent Pymts	\$ 37,571.00	\$ 21,763.00	\$ 37,571.00	\$ 38,698.00	\$ 1,127.00	Rent increase 2% in May
960-00-40635-000-000	Donations	\$ -	\$ -	\$ -	\$ -	\$ -	
960-00-40635-000-100	Tran. In from donation acct	\$ -	\$ -	\$ -	\$ -	\$ -	
960-00-40636-000-000	Interest income	\$ 150.00	\$ 19.36	\$ 50.00	\$ 75.00	\$ -	
	TOTAL REVENUE	\$ 180,721.00	\$ 120,783.36	\$ 192,720.00	\$ 192,273.00	\$ 11,627.00	

EXPENSES		2022 Adopted Budget	6/30/21 Actual	Year End Forecast	2023 Budget	\$ change 2023 over 2022	Budget Comments
960-00-51938-000-000	Insurance	\$ 390.00	\$ 1,517.10	\$ 1,517.00	\$ 1,600.00	\$ 1,210.00	Had been missing pier insurance for years
960-00-50427-000-000	Loan Payment	\$ 40,044.00	\$ 40,043.50	\$ 40,043.50	\$ 40,044.00	\$ -	Due March 2023
960-00-51960-000-000	Fiscal Agent Fee	\$ 883.00	\$ 601.28	\$ 601.28	\$ 883.00	\$ -	Village software
960-00-55200-000-110	Park Wages	\$ 5,000.00	\$ 1,577.63	\$ 5,000.00	\$ 5,250.00	\$ 250.00	Staff time slip repairs, pier install asst
960-00-55200-000-130	Park Fringe Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	
960-00-55200-000-140	Park Utilities	\$ 700.00	\$ 161.13	\$ 700.00	\$ 800.00	\$ 100.00	Gas/Elec paid by tenant; W/S split 80/20
960-00-55200-000-150	Gasoline Expense	\$ 51,000.00	\$ 20,280.38	\$ 58,000.00	\$ 59,500.00	\$ 8,500.00	17,000 gallons at \$3.50 per gallon
960-00-55200-000-155	Operating Supplies	\$ 4,500.00	\$ 631.55	\$ 4,500.00	\$ 5,000.00	\$ 500.00	CC fees, Launch passes, misc.
960-00-55200-000-156	Grounds & Maintenance	\$ 15,000.00	\$ -	\$ 15,000.00	\$ 15,000.00	\$ -	Pier/lift install, contracted lake weed removal
960-00-55200-000-160	Equipment Maintenance	\$ 5,000.00	\$ 794.93	\$ 5,000.00	\$ 5,000.00	\$ -	Pier repairs, lift repairs
960-00-55200-000-165	Building Maintenance	\$ 5,000.00	\$ 558.98	\$ 5,000.00	\$ 5,000.00	\$ -	
960-00-55200-000-168	Taxes	\$ 6,000.00	\$ 5,710.16	\$ 5,710.16	\$ 6,000.00	\$ -	
960-00-55200-000-169	Donation Act Funded Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	
960-00-57610-000-000	Lakeside Park Capital Outlay	\$ 76,800.00	\$ -	\$ 16,800.00	\$ 76,800.00	\$ -	Balcony deck, pier finger extensions rescheduled for 2023 (+\$5,000)
	TOTAL EXPENSES	\$ 210,317.00	\$ 71,876.64	\$ 157,871.94	\$ 220,877.00	\$ 10,560.00	

Net (Over/Under) \$ (29,596.00) \$ 48,906.72 \$ 34,848.06 \$ (28,604.00) \$ 1,067.00

960-00-10113-000-700	Donation/Designated/Laimons	\$ 100,000.00	
12/11/2015	New carpet/pad	\$ 1,598.00	
4/15/2016	Electrical upgrade	\$ 18,642.32	
5/6/2016	Laimon Park Sign	\$ 1,566.00	
9/9/2016	Parking lot repair	\$ 7,980.00	
12/12/2016	Roof/skylight replacement	\$ 10,700.00	
2/24/2017	Gas pier replacement	\$ 23,500.00	
	Balance:	\$ 36,013.68	
	End 2017 Balance	\$ 36,541.55	
	End 2018 Balance	\$ 37,160.50	
	End 2019 Balance	\$ 38,074.06	
	End 2020 Balance	\$ 38,261.95	

LAIMON PARK FUND - CAPITAL IMPROVEMENT PLAN

ITEM DESCRIPTION	NEW USED	EST LIFE	Replacement Year	Total Cost to Replace	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget	2031 Budget	2032 Budget	2033 Budget	2022-2033 Budget
Residence roof (Replaced 2016)	R	20	2036	7,000	467	467	467	467	467	467	467	467	467	467	467	467	5,137
Gas pier (Replaced 2017)	R	15	2032	26,000	1,733	1,733	1,733	1,733	1,733	1,733	1,733	1,733	1,733	1,733	1,733	1,733	19,063
Slip pier (Replaced 2020)	R	15	2035	56,000	3,733	3,733	3,733	3,733	3,733	3,733	3,733	3,733	3,733	3,733	3,733	3,733	41,063
Slip Pier finger extension	NEW	13	2035	12,000	6,800	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	16,800
Launch pier (Replaced 2018)	R	15	2033	15,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	11,000
Launch rebuild (2020, grant opportunity)	R	30	2050	50,000	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	18,337
Furnace & A/C unit (Replaced 2020)	R	10	2030	20,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	22,000
Painting of residence (exterior) - siding 203	R	7	2022	10,000	8,333	1,429	1,429	1,429	1,429	1,429	1,429	1,429	1,429	1,429	1,429	1,429	22,623
Window replacement	R	15	2024	20,000	2,500	7,500	7,500	1,666	1,666	1,666	1,666	1,666	1,666	1,666	1,666	1,666	30,828
Deck replacement - residence, upper	R	25	2023	65,000	41,667	5,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	73,667
Parking lot (2020)	R	20	2040	80,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	44,000
Add greenspace (2020)	NEW	50	2070	20,000	0	0	0	0	0	0	0	0	0	0	0	0	0
Parking lot seal/stripe	R	3	2023	1,500	500	500	500	500	500	500	500	500	500	500	500	500	5,500
Upgrade fuel system (2020)	R	20	2040	15,000	750	750	750	750	750	750	750	750	750	750	750	750	8,250
Deck renovation/greenspace - lakeside	R	10	2023	11,500	5,000	500	500	500	500	500	500	500	500	500	500	500	10,000
Total				409,000	80,150	31,279	29,279	23,445	23,445	23,445	23,445	23,445	23,445	23,445	23,445	23,445	328,268

Replacement Year in Green

GeneralLedgerPeriod.ID = 526 & GLBudget.ID = 16

Acct#	Title	Step	Budget	Projected	Current Actual	Current Budget	PY Actual	PY Budget
950 - LAKE PATROL FUND								
Revenue								
9500043521000000	STATE GRANTS/POLICE TRAINING	Budget Workshop #1	0.00	0.00	0.00	0.00	0.00	0.00
9500046710000000	FINES/CITATIONS	Budget Workshop #1	0.00	4,520.00	4,320.00	0.00	0.00	0.00
9500048110000000	INTEREST INCOME	Budget Workshop #1	0.00	16.98	16.98	0.00	0.00	0.00
9500048309000000	SALE OF EQUIP/PROPERTY	Budget Workshop #1	3,500.00	0.00	0.00	0.00	0.00	0.00
	ATV Trade-ins (Honda & Suzuki)		3,500.00					
9500048500000100	DONATIONS/MISC REVENUES	Budget Workshop #1	0.00	25.21	25.21	0.00	40.99	0.00
9500048500000200	DESIGNATED GRANTS	Budget Workshop #1	0.00	39,191.07	39,191.07	0.00	27,017.09	0.00
9500048900000000	MISC REVENUES	Budget Workshop #1	0.00	0.00	0.00	0.00	0.00	0.00
9500049000000000	CITY OF PEWAUKEE PAYMENTS	Budget Workshop #1	25,525.00	25,525.00	19,143.60	25,525.00	25,524.80	25,525.00
9500049001000000	TOWN OF DELAFIELD PAYMENTS	Budget Workshop #1	25,525.00	25,525.00	19,143.60	25,525.00	25,524.80	25,525.00
9500049002000000	VILLAGE OF PEWAUKEE PAYMENTS	Budget Workshop #1	8,310.00	8,310.40	8,310.40	8,310.00	8,310.40	8,310.00
9500049200000000	TRANSFER IN FROM MUNICIPALITY	Budget Workshop #1	0.00	0.00	0.00	0.00	0.00	60,000.00
9500049300000000	PREV YR FUND BALANCE APPLIED	Budget Workshop #1	16,000.00	0.00	0.00	0.00	0.00	0.00
	UTV- Partial Purchase (Use of Reserves)		16,000.00					
TOTAL: 950 - LAKE PATROL FUND Revenue			78,860.00	103,113.66	90,150.86	59,360.00	86,418.08	119,360.00
Expenditure								
9500051938000000	INSURANCE EXPENSE	Budget Workshop #1	3,600.00	1,900.00	1,877.73	3,600.00	2,496.04	3,600.00
9500051940000000	DISABILITY/UNEMPLOYMENT	Budget Workshop #1	0.00	0.00	0.00	0.00	0.00	0.00
9500052000000000	ADMINSTRATION EXPENSE	Budget Workshop #1	2,500.00	4,100.00	4,096.00	2,500.00	601.28	2,500.00
9500052100000110	LAKE PATROL SALARIES/WAGES	Budget	39,160.00	29,000.00	22,449.76	39,160.00	28,018.14	39,160.00

GeneralLedgerPeriod.ID = 526 & GLBudget.ID = 16

Acct#	Title	Step	Budget	Projected	Current Actual	Current Budget	PY Actual	PY Budget
9500052100000130	LAKE PATROL FRINGE BENEFITS	Workshop #1 Budget	4,600.00	2,500.00	1,717.46	4,600.00	2,143.36	4,600.00
9500052100000140	OFFICE SUPPLIES	Workshop #1 Budget	500.00	760.00	452.26	500.00	430.80	500.00
9500052100000145	LAKE PATROL TRAINING	Workshop #1 Budget	1,500.00	450.00	372.48	1,500.00	55.17	1,500.00
9500052100000300	EQUIPMENT AND MAINTENANCE	Workshop #1 Budget	2,700.00	11,336.00	5,314.36	2,700.00	1,483.80	2,700.00
9500052100000310	VEHICLE MAINTENANCE	Workshop #1 Budget	4,200.00	3,700.00	1,660.48	4,200.00	3,644.71	4,200.00
9500052100000400	LEGAL COUNSEL EXPENSE	Workshop #1 Budget	600.00	0.00	0.00	600.00	0.00	0.00
9500052100000410	LAKE PATROL UNIFORM EXP	Workshop #1 Budget	0.00	0.00	0.00	0.00	274.20	600.00
9500052100000500	GRANT/DONATION FUNDED EXPENSE	Workshop #1 Budget	0.00	0.00	0.00	0.00	0.00	0.00
9500052100000600	REVENUE DISTRIBUTION EXPENSE	Workshop #1 Budget	0.00	39,032.00	34,514.07	0.00	27,058.06	0.00
9500057610000000	LAKE PATROL OUTLAY	Workshop #1 Budget	21,913.00	12,864.22	12,864.22	0.00	76,036.27	60,000.00
	UTV Purchase (replaces 2 ATV's)		19,913.00					
	UTV Upfit		2,000.00					
TOTAL: 950 - LAKE PATROL FUND Expenditure			(81,273.00)	(105,642.22)	(85,318.82)	(59,360.00)	(142,241.83)	(119,360.00)
TOTAL: 950 - LAKE PATROL FUND			(2,413.00)	(2,528.56)	4,832.04	0.00	(55,823.75)	0.00
			(2,413.00)	(2,528.56)	4,832.04	0.00	(55,823.75)	0.00



To: Jeff Knutson, President
Village Board

From: Scott A. Gosse
Village Administrator

Date: October 13, 2022

Re: Agenda Item _8b____, Discussion and Possible Action on Police Garage Lower Roof Repair

BACKGROUND

A leak in the lower roof of the Police Garage was recently discovered. This area of the building is used for storage of Lake Patrol supplies and uniforms. Director of Public Works/Engineer Dan Naze requested a proposal from Hernandez Roofing for options regarding the repair of the roof. This is a vendor we have used in the past and are pleased with their past work.

ACTION REQUESTED

The action requested of the Village Board is to consider approval of either the roof repair or the reroofing of the lower roof of the Police Garage in accordance with the attached proposal from Hernandez Roofing.

ANALYSIS

Two options for repair were presented by Hernandez Roofing. The first is for a repair of the area where two small openings in the flashings were found along with an area of soft roof deck. The cost for this option is \$2,335. The second option is for a complete reroof of the area (approximately 496 sq. ft.) at a cost of \$15,428.

The 2022 budget is projecting a surplus of funds to draw upon for this work. Another option to draw the funds from fund balance assigned for infrastructure purposes. This funding amount was \$1,036,831 at 1/1/22 and the Village Board allocated \$119,718 for DPW equipment purposes this year leaving an estimated balance of \$917,113.

Attachment



September 20, 2022

Village of Pewaukee
Attn: Daniel Naze
1000 Hickory Street
Pewaukee, WI 53072

Re: 235 Hickory Street – Roof Repair

Per your request, we assessed the lower roof at 235 Hickory Street. We found two small openings in flashings and an area of soft roof deck.

Option #1: Repair

- 1) We will shovel ballast back from the leaking area.
- 2) We will cut out the roof membrane and deteriorated insulation in the leaking area. This measures approximately 7'x7'.
- 3) We will add new plywood decking as necessary and new insulation to match existing insulation thickness.
- 4) We will install a new EPDM patch making a proper tie-in to the surrounding EPDM roofing.
- 5) We will redistribute the stone ballast.
- 6) We will inspect the surrounding area and patch any visible deficiencies.

Cost to repair: \$2,335.00

Option #2: Reroof

- 1) We will remove existing ballast stone from the roof and dispose of it.
- 2) We will remove the existing EPDM membrane and dispose of it.
- 3) We will remove the existing metal roof edge and dispose of it.
- 4) We will remove existing flat and tapered insulation and dispose of it.
- 5) We will mechanically attach a base layer of 2" polyisocyanurate and 1/8" per foot tapered polyisocyanurate.
- 6) We will fully adhere a 60-mil EPDM membrane over the insulation. Membrane will be run up and over the roof parapet.
- 7) We will properly flash in all existing penetrations.

Hernandez Roofing
16995 W. Victor Road
New Berlin, WI 53151
www.hernandezroof.com



- 8) We will fabricate and install new 24-gauge metal roof coping in a color chosen from a standard manufacturer's color chart. Existing gutter will remain. Termination bar will be installed on the interior wall.
- 9) All debris caused by our work will be removed from the premises.
- 10) A 10-year Hernandez warranty against defects in labor or materials will be provided.

Cost to reroof: \$15,428.00

Add: \$1,055.00 to substitute a 20-year manufacturer's warranty



Area of missing decking

Hernandez Roofing
16995 W. Victor Road
New Berlin, WI 53151
www.hernandezroof.com



Roof overview

Regards,

Tom Rentmeester
Hernandez Roofing
TR@hernandezroof.com
414-439-9563

Hernandez Roofing
16995 W. Victor Road
New Berlin, WI 53151
www.hernandezroof.com



To: Jeff Knutson, President
Village Board

From: Scott A. Gosse
Village Administrator

Date: October 14, 2022

Re: Agenda Item __8c ____, Discussion and Possible Action on UW-Madison Capstone Project
Steering Committee Appointments

BACKGROUND

As the Village Board may recall, the Village's application was selected for the UW-Madison Capstone project. Part of the process for this project is to provide a Steering Committee to provide feedback to the student. Village President

ACTION REQUESTED

The action requested of the Village Board is to consider approval of the proposed appointments to the Steering Committee for this project.

ANALYSIS

The list below was included in the application for the preliminary list for the Steering Committee. Village President Knutson advised that he is working with Trustee Grabowski on a list for Village Board consideration for the Steering Committee.

Steering committee/citizen group:

Names and Affiliations (planning board, local citizens group, public official, other) – preliminary list

- Village Board representative (TBD)
- Plan Commission representative (TBD)
- Park & Recreation Committee/Department representative (TBD)
- Police Department representative (TBD)
- Business Representative (TBD)
- Village resident (TBD)
- Director of Public Works/Engineer – Dan Naze
- Village Administrator – Scott Gosse
- Village Planner – Mary Censky

Report Criteria:

Report type: GL detail

Check.Type = {<-} "Adjustment"

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Description	Check Amount
70521						
09/22	09/09/2022	70521	ARAMARK UNIFORM & C	6240057768	DPW UNIFORMS	71.41
09/22	09/09/2022	70521	ARAMARK UNIFORM & C	6240057768	WATER UNIFORMS	23.81
09/22	09/09/2022	70521	ARAMARK UNIFORM & C	6240057768	SEWER UNIFORMS	23.81
Total 70521:						119.03
70522						
09/22	09/09/2022	70522	BATZNER PEST CONTRO	3393633	LIBRARY/PEST MGMT 08-19-2022	94.00
Total 70522:						94.00
70523						
09/22	09/09/2022	70523	BLACKSTONE PUBLISHI	2058410	LIBRARY/ADULT 6 AUDIO CD BOOKS	241.75
Total 70523:						241.75
70524						
09/22	09/09/2022	70524	CENSKY, MARY M	22-0026	VOP PLANNING SVCS 06.23.22 TO 08.17.22	2,075.40
09/22	09/09/2022	70524	CENSKY, MARY M	22-0027	HALVINKA RIVERSIDE PRESERVE-CHARGEBACK	87.75
09/22	09/09/2022	70524	CENSKY, MARY M	22-0028	CORNERSTONE DEVLPMNT-CHARGEBACK	529.61
09/22	09/09/2022	70524	CENSKY, MARY M	22-0029	NGUYEN-SHEKHINAH SPA-CHARGEBACK	341.96
09/22	09/09/2022	70524	CENSKY, MARY M	22-0030	MARY ECKL-BIG GUYS MAGIC-CHARGEBACK	283.46
09/22	09/09/2022	70524	CENSKY, MARY M	22-0031	KENPPWRATH-WELLSPRING CHARGEBACK	326.21
09/22	09/09/2022	70524	CENSKY, MARY M	22-0032	NORTHSHORE BANK CSM-CHARGEBACK	121.46
09/22	09/09/2022	70524	CENSKY, MARY M	22-0033	MYGA & LAIMON - SCHNITZELBUNKER CUG-CHARGEBACK	160.88
09/22	09/09/2022	70524	CENSKY, MARY M	22-0034	KOEHLER-ZOELLNER DUPLEX-CHARGEBACK	270.95
Total 70524:						4,197.68
70525						
09/22	09/09/2022	70525	COMET INC	60073	#120 BUCKET REPAIRS	265.50
09/22	09/09/2022	70525	COMET INC	60073	#121 TRAILER TOUNGE REPAIR	500.00
Total 70525:						765.50
70526						
09/22	09/09/2022	70526	CONLEY MEDIA LLC	6333070822	PC PH AD AUG	36.31
09/22	09/09/2022	70526	CONLEY MEDIA LLC	6333070822	VB PH AD SEPT	60.92
Total 70526:						97.23
70527						
09/22	09/09/2022	70527	COUNTY MATERIALS CO	3800482	STRM SWR/6" RED SEWER BLOCK (120)	461.60
Total 70527:						461.60
70528						
09/22	09/09/2022	70528	E H WOLF & SONS INC	183384	FUEL DELIVERY 8-29-22	1,890.62
09/22	09/09/2022	70528	E H WOLF & SONS INC	186509	FUEL DELIVER 9-01-22	854.40
09/22	09/09/2022	70528	E H WOLF & SONS INC	191403	FUEL DELIVERY 9-06-22	2,531.17

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Description	Check Amount
Total 70528:						5,276.19
70529						
09/22	09/09/2022	70529	ELECTION SYSTEMS & S	CD2037769	FIRMWARE LICENSING & WARRANTY TO 07.31.2023	689.60
Total 70529:						689.60
70530						
09/22	09/09/2022	70530	ENGAGEDPATRONS.OR	8373-22-01	SOFTWARE LICENSE - ENGAGE PATRON 10-01-22 TO 09-30-23	495.00
Total 70530:						495.00
70531						
09/22	09/09/2022	70531	ETI CORPORATION	2022-2023	LIC MGR SUPPRT-UPDATES/8-1-22 TO 7-31-23	299.00
Total 70531:						299.00
70532						
09/22	09/09/2022	70532	HARTLAND OVERHEAD	16731	INSURANCE CLAIM - CEMETERY/NEW OVERHEAD DOOR	2,750.00
Total 70532:						2,750.00
70533						
09/22	09/09/2022	70533	HEIDI K ETTLIE	08172022	LIBRARY/REFUND FOR RETURNED ITEM	18.00
Total 70533:						18.00
70534						
09/22	09/09/2022	70534	JFTCO INC / FABICK CAT	PIMK0203587	#112 SHIPPING FEE FOR BOLTS FOR BUCKET SHANKS	13.63
09/22	09/09/2022	70534	JFTCO INC / FABICK CAT	PIMK0203839	#112 BOLTS FOR BUCKET SHANKS	37.84
Total 70534:						51.47
70535						
09/22	09/09/2022	70535	KAESTNER AUTO ELECT	413988	SPOT LIGHT FOR BAR SCREEN CLEANING	175.00
09/22	09/09/2022	70535	KAESTNER AUTO ELECT	414057	#502 PUSH BUTTON STARTER SWITCH	21.17
09/22	09/09/2022	70535	KAESTNER AUTO ELECT	414432	SQUAD 645 BATTERY CREDIT	221.30-
09/22	09/09/2022	70535	KAESTNER AUTO ELECT	414453	SQUAD 636 NEW BATTERY	180.45
Total 70535:						155.32
70536						
09/22	09/09/2022	70536	KMB ELECTRIC LLC	22-24	KIWANIS BALL DIAMOND LIGHT REPAIRS	13,752.20
Total 70536:						13,752.20
70537						
09/22	09/09/2022	70537	MENARD INC	2020 Settlem	MENARDS 2020 TAXES- SETTLEMENT AGRMNT- ALL JURISDICT	15,983.85
Total 70537:						15,983.85
70538						
09/22	09/09/2022	70538	MENARDS-PEWAUKEE	3714	LIGHT BULBS	29.98

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Description	Check Amount
Total 70538:						29.98
70539						
09/22	09/09/2022	70539	PITNEY BOWES INC PUR	1021350790	CLERK/POSTAGE MACHINE INK (2)	265.58
Total 70539:						265.58
70540						
09/22	09/09/2022	70540	SHERWIN-WILLIAMS CO	1437-3	5 GALLON PAIL PAINT STRAINER	55.80
Total 70540:						55.80
70541						
09/22	09/09/2022	70541	SITEONE LANDSCAPE S	122361253-00	GRASS SEED FOR SIDEWALK RESTORATION	121.98
Total 70541:						121.98
70542						
09/22	09/09/2022	70542	SOERENS FORD INC	45673	#102/SHOCK ABSORBER	177.46
Total 70542:						177.46
70543						
09/22	09/09/2022	70543	STRAEHLER JR, JACK B	RECEIPT - 4	REIMBURSE SAFETY BOOTS 2022	120.00
Total 70543:						120.00
70544						
09/22	09/09/2022	70544	TDS	SEPT 2022 - 5	TELEPHONE	1,023.32
09/22	09/09/2022	70544	TDS	SEPT 2022 - 5	TELEPHONE	604.74
09/22	09/09/2022	70544	TDS	SEPT 2022 - 5	TELEPHONE	170.81
09/22	09/09/2022	70544	TDS	SEPT 2022 - 5	TELEPHONE	116.69
09/22	09/09/2022	70544	TDS	SEPT 2022 - 5	TELEPHONE	51.69
09/22	09/09/2022	70544	TDS	SEPT 2022 - 5	TELEPHONE	118.19
Total 70544:						2,085.44
70545						
09/22	09/09/2022	70545	WASTE MANAGEMENT	0370822-4163	HAUL FROM KIWANIS VILLAGE PARK	250.00
Total 70545:						250.00
70546						
09/22	09/09/2022	70546	WAUKESHA COUNTY CO	22TR3235	TRIAL TRANSFER PMT B11553672/CASE 22TR3235	961.00
Total 70546:						961.00
70547						
09/22	09/09/2022	70547	WE ENERGIES	4269851704	WASTEWATER ELEC OTHER LIFT STATIONS	236.68
09/22	09/09/2022	70547	WE ENERGIES	4269851704	WASTEWATER LIFT STATION 1	3,061.39
09/22	09/09/2022	70547	WE ENERGIES	4269851704	WASTEWATER LIFT STATION 1 GAS	52.83
09/22	09/09/2022	70547	WE ENERGIES	4269856635	WE ENERGIES DPW	626.73
09/22	09/09/2022	70547	WE ENERGIES	4269856635	WE ENERGIES VH	1,937.55
09/22	09/09/2022	70547	WE ENERGIES	4269857395	WE ENERGIES LIGHTING	295.13

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Description	Check Amount
Total 70547:						6,210.31
70548						
09/22	09/14/2022	70548	BADGER METER INC	80107255	BEACON HOSTING FEE- AUGUST 2022	51.50
09/22	09/14/2022	70548	BADGER METER INC	80107255	BEACON HOSTING FEE- AUGUST 2022	51.50
09/22	09/14/2022	70548	BADGER METER INC	80107255	BEACON ANNUAL HOST FEE 2022	450.00
09/22	09/14/2022	70548	BADGER METER INC	80107255	BEACON ANNUAL HOST FEE 2022	450.00
Total 70548:						1,003.00
70549						
09/22	09/14/2022	70549	BAKER & TAYLOR BOOK	2036919847	LIBRARY/2 JUV BOOKS	24.02
09/22	09/14/2022	70549	BAKER & TAYLOR BOOK	2036923164	LIBRARY/ 26JUV BOOKS	333.95
09/22	09/14/2022	70549	BAKER & TAYLOR BOOK	2036927640	LIBRARY/ 11 YA BOOKS	121.23
09/22	09/14/2022	70549	BAKER & TAYLOR BOOK	2036928346	LIBRARY/ 39 JUV BOOKS	560.72
09/22	09/14/2022	70549	BAKER & TAYLOR BOOK	2036928871	LIBRARY/15 ADULT FICTION BKS	235.75
09/22	09/14/2022	70549	BAKER & TAYLOR BOOK	2036937158	LIBRARY/19 ADULT NON FICTION BKS	346.99
09/22	09/14/2022	70549	BAKER & TAYLOR BOOK	2036945226	LIBRARY/20 ADULT FICTION BKS	303.19
09/22	09/14/2022	70549	BAKER & TAYLOR BOOK	2036945300	LIBRARY/ 1 JUVENILE FICTION	6.21
09/22	09/14/2022	70549	BAKER & TAYLOR BOOK	2036946828	LIBRARY/4 ADULT FICTION BKS	123.87
09/22	09/14/2022	70549	BAKER & TAYLOR BOOK	2036946830	LIBRARY/8 ADULT FICTION BKS	129.90
09/22	09/14/2022	70549	BAKER & TAYLOR BOOK	2036948255	LIBRARY/13 AUTO YOURS ACCT BOOKS	47.47
09/22	09/14/2022	70549	BAKER & TAYLOR BOOK	2036949240	LIBRARY/11 JUV BOOKS	154.46
09/22	09/14/2022	70549	BAKER & TAYLOR BOOK	2036949885	LIBRARY/ 17 ADULT NON FICTION BKS	275.80
09/22	09/14/2022	70549	BAKER & TAYLOR BOOK	2036953971	LIBRARY/9 YA BOOKS	99.04
09/22	09/14/2022	70549	BAKER & TAYLOR BOOK	2036960196	LIBRARY/13 ADULT FICTION BKS	230.00
09/22	09/14/2022	70549	BAKER & TAYLOR BOOK	2036963284	LIBRARY/ 7 AUTO YOURS ACCT BOOKS	115.92
09/22	09/14/2022	70549	BAKER & TAYLOR BOOK	2036964321	LIBRARY/10 JUV BOOKS	123.44
09/22	09/14/2022	70549	BAKER & TAYLOR BOOK	2036964350	LIBRARY/ 10 JUVENILE FICTION	76.81
09/22	09/14/2022	70549	BAKER & TAYLOR BOOK	2036972241	LIBRARY/2 CONT ACCT BKS	31.94
09/22	09/14/2022	70549	BAKER & TAYLOR BOOK	2036972745	LIBRARY/21 ADULT NON FICTION BKS	330.37
09/22	09/14/2022	70549	BAKER & TAYLOR BOOK	2036978866	LIBRARY/14 ADULT FICTION BKS	380.93
Total 70549:						4,052.01
70550						
09/22	09/14/2022	70550	BLACKSTONE PUBLISHI	2057228	LIBRARY/ADULT 1 MUSIC CD	34.95
09/22	09/14/2022	70550	BLACKSTONE PUBLISHI	2057922	LIBRARY/ADULT 2 AUDIO CDS	61.08
09/22	09/14/2022	70550	BLACKSTONE PUBLISHI	2059198	LIBRARY/ADULT 1 AUDIO CDS	34.94
09/22	09/14/2022	70550	BLACKSTONE PUBLISHI	2059782	LIBRARY/ADULT 1 AUDIO CDS	34.94
09/22	09/14/2022	70550	BLACKSTONE PUBLISHI	2059794	LIBRARY/ADULT 1 AUDIO CDS	34.94
09/22	09/14/2022	70550	BLACKSTONE PUBLISHI	2060470	LIBRARY/ADULT 3 AUDIO CDS	110.40
Total 70550:						311.25
70551						
09/22	09/14/2022	70551	BUELOW VETTER BUIKE	224	GENERAL MATTER	29.50
Total 70551:						29.50
70552						
09/22	09/14/2022	70552	CITY OF PEWAUKEE	DNR GRANT	CITY OF PEWAUKEE ALLOCATION	14,841.05
09/22	09/14/2022	70552	CITY OF PEWAUKEE	MONTHLY	MONTHLY PARKS ALLOCATION	15,965.42
09/22	09/14/2022	70552	CITY OF PEWAUKEE	MONTHLY	MONTHLY RECREATION ALLOCATION	16,113.25
09/22	09/14/2022	70552	CITY OF PEWAUKEE	MONTHLY	MONTHLY FIRE-EMS PYMNT	131,491.75

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Description	Check Amount
Total 70552:						178,411.47
70553						
09/22	09/14/2022	70553	FASTENAL COMPANY	WIMI1223213	STAINLESS STEEL BOLTS FOR VALVE REPAIRS	270.96
09/22	09/14/2022	70553	FASTENAL COMPANY	wimi1223471	STAINLESS STEEL BOLTS FOR VALVE REPAIRS	338.70
Total 70553:						609.66
70554						
09/22	09/14/2022	70554	FORCE AMERICA INC	001-1662402	#110 HOIST LIFT CABLE	54.53
Total 70554:						54.53
70555						
09/22	09/14/2022	70555	HIGH VOLTAGE MAINTEN	51071918	STREET LIGHT DIAGNOSE & REPAIR/WILLOW GROVE	4,640.00
Total 70555:						4,640.00
70556						
09/22	09/14/2022	70556	HOGEN ELECTRIC INC	5732	TROUBLESHOOT LIGHT CABINET-WILLOW GROVE AND REFER	250.00
Total 70556:						250.00
70557						
09/22	09/14/2022	70557	HYDROCORP	0068515	CROSS CONNECT PRGM/AUG 2022	2,137.00
Total 70557:						2,137.00
70558						
09/22	09/14/2022	70558	KAESTNER AUTO ELECT	414109	#502&503 SPARE STARTER	249.99
Total 70558:						249.99
70559						
09/22	09/14/2022	70559	MIDWEST FIBER NETWO	28345	DPW/INTERNET - SEPT 2022	150.14
09/22	09/14/2022	70559	MIDWEST FIBER NETWO	28346	WATER/INTERNET - SEPT 2022	150.14
09/22	09/14/2022	70559	MIDWEST FIBER NETWO	28347	SEWER/INTERNET - SEPT 2022	150.14
Total 70559:						450.42
70560						
09/22	09/14/2022	70560	MIDWEST TAPE	502521849	LIBRARY/ADULT 1 MUSIC CD	11.99
09/22	09/14/2022	70560	MIDWEST TAPE	502525440	LIBRARY/ADULT 2 DVDS	48.73
09/22	09/14/2022	70560	MIDWEST TAPE	502525441	LIBRARY/ADULT 1 MUSIC CD	7.99
09/22	09/14/2022	70560	MIDWEST TAPE	502525443	LIBRARY/ 1 ADULT CD	11.99
09/22	09/14/2022	70560	MIDWEST TAPE	502525444	LIBRARY/1 ADULT DVD	14.99
09/22	09/14/2022	70560	MIDWEST TAPE	502525445	LIBRARY/ADULT 2 DVDS	34.48
09/22	09/14/2022	70560	MIDWEST TAPE	502525446	LIBRARY/JUVENILE 1 DVD	18.74
09/22	09/14/2022	70560	MIDWEST TAPE	502557610	LIBRARY/ADULT 2 DVDS	28.48
09/22	09/14/2022	70560	MIDWEST TAPE	502557611	LIBRARY/ADULT 2 DVDS	38.23
09/22	09/14/2022	70560	MIDWEST TAPE	502557612	LIBRARY/1 ADULT DVD	15.74
09/22	09/14/2022	70560	MIDWEST TAPE	502557613	LIBRARY/ 1 ADULT CD	9.59
09/22	09/14/2022	70560	MIDWEST TAPE	502557615	LIBRARY/ 1 ADULT CD	11.19
09/22	09/14/2022	70560	MIDWEST TAPE	502557616	LIBRARY/1 ADULT DVD	11.99
09/22	09/14/2022	70560	MIDWEST TAPE	502557617	LIBRARY/1 ADULT DVD	15.74

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Description	Check Amount
09/22	09/14/2022	70560	MIDWEST TAPE	502586669	LIBRARY/ADULT 2 DVDS	62.98
09/22	09/14/2022	70560	MIDWEST TAPE	502586800	LIBRARY/ 2 ADULT CDS	25.98
09/22	09/14/2022	70560	MIDWEST TAPE	502586802	LIBRARY/2 ADULT DVD	44.98
09/22	09/14/2022	70560	MIDWEST TAPE	502586803	LIBRARY/1 ADULT DVD	14.99
09/22	09/14/2022	70560	MIDWEST TAPE	502586804	LIBRARY/1 ADULT DVD	29.99
09/22	09/14/2022	70560	MIDWEST TAPE	502586805	LIBRARY/JUVENILE 1 DVD	26.24
Total 70560:						485.03
70561						
09/22	09/14/2022	70561	MOTION & CONTROL EN	B69675-001	#503 HYRDAULIC LINE FOR WHEEL MOTOR	81.45
Total 70561:						81.45
70562						
09/22	09/14/2022	70562	NORTHERN LAKE SERVI	422781	08.02.2022 BACTERIA SAMPLES	92.00
09/22	09/14/2022	70562	NORTHERN LAKE SERVI	423240	08.09.2022 BACTERIA SAMPLES	69.00
09/22	09/14/2022	70562	NORTHERN LAKE SERVI	423786	08.16.2022 DRINKING WATER SAMPLES	92.00
09/22	09/14/2022	70562	NORTHERN LAKE SERVI	423933	08.09.2022 BYPRODUCT ANALYSIS	154.88
Total 70562:						407.88
70563						
09/22	09/14/2022	70563	OKAUCHEE REDI-MIX IN	107475	SCHOOL ST SIDEWALK	329.56
09/22	09/14/2022	70563	OKAUCHEE REDI-MIX IN	107475	SCHOOL ST & QUINLAN CATCH BASIN REPAIRS	617.94
Total 70563:						947.50
70564						
09/22	09/14/2022	70564	PORT A JOHN	1346412	KOPMEIER SEASONAL RESTRM	96.00
Total 70564:						96.00
70565						
09/22	09/14/2022	70565	RUEKERT & MIELKE, INC	142901	WATER UDF PLAN UPDATE	81.00
09/22	09/14/2022	70565	RUEKERT & MIELKE, INC	142902	KOPMEIER CONTROLS TROUBLE SHOOTING ASSISTANCE	2,478.32
09/22	09/14/2022	70565	RUEKERT & MIELKE, INC	142903	WATER/VILLAGE MSTR PLAN	497.00
09/22	09/14/2022	70565	RUEKERT & MIELKE, INC	142904	WATER GROSS ALPHA COMPLIANCE	1,703.25
Total 70565:						4,759.57
70566						
09/22	09/14/2022	70566	SOERENS FORD INC	45786	#102 FRONT STABILIZER BUSHINGS	20.92
Total 70566:						20.92
70567						
09/22	09/14/2022	70567	TOWN OF DELAFIELD	DNR GRANT	DNR GRANT ALLOCATION 2022	14,841.05
Total 70567:						14,841.05
70568						
09/22	09/14/2022	70568	WASTE MANAGEMENT	0369356-4163	SOLID WASTE REFUSE	19,580.32
09/22	09/14/2022	70568	WASTE MANAGEMENT	0369356-4163	SOLID WASTE RECYCLING	5,759.97

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Description	Check Amount
Total 70568:						25,340.29
70569						
09/22	09/14/2022	70569	WISCONSIN CONTRACT	265973	CONCRETE FORMING PIN	86.90
09/22	09/14/2022	70569	WISCONSIN CONTRACT	265973	CONCRETE FORMING PIN	86.90
Total 70569:						173.80
70570						
09/22	09/14/2022	70570	WISCONSIN STATE LABO	721456	FLUORIDE TEST 08.03.2022	26.00
Total 70570:						26.00
70571						
09/22	09/23/2022	70571	AQUARIUS SYSTEMS	222352	#502 HORIZONTAL CUTTER ASSEMBLY (2)	1,356.00
Total 70571:						1,356.00
70572						
09/22	09/23/2022	70572	ARING EQUIPMENT CO I	632591	#112 HYDRAULIC HOSE WITH FITTINGS FOR BUCKET RELEAS	148.40
09/22	09/23/2022	70572	ARING EQUIPMENT CO I	632601	#112 NIPPLES & HARDWARE FOR BUCKET RELEASE X2	63.02
Total 70572:						211.42
70573						
09/22	09/23/2022	70573	BAKER & TAYLOR BOOK	2036906166	LIBRARY/ 31 YA BOOKS	376.49
09/22	09/23/2022	70573	BAKER & TAYLOR BOOK	2036915875	LIBRARY/21 ADULT NON FICTION BKS	353.95
09/22	09/23/2022	70573	BAKER & TAYLOR BOOK	2036915891	LIBRARY/7 ADULT NON FICTION BKS	113.14
09/22	09/23/2022	70573	BAKER & TAYLOR BOOK	2036916828	LIBRARY/4 AUTO YOURS ADULT BKS	64.47
09/22	09/23/2022	70573	BAKER & TAYLOR BOOK	2036918747	LIBRARY/1 ADULT FICTION BK	10.82
09/22	09/23/2022	70573	BAKER & TAYLOR BOOK	2036977046	LIBRARY/ 1 AUTO YOURS ACCT BOOKS	18.38
Total 70573:						937.25
70574						
09/22	09/23/2022	70574	BLACKSTONE PUBLISHI	2060957	LIBRARY/ADULT 1 AUDIO CDS	66.94
09/22	09/23/2022	70574	BLACKSTONE PUBLISHI	2060985	LIBRARY/ADULT 1 AUDIO CDS	38.94
09/22	09/23/2022	70574	BLACKSTONE PUBLISHI	2061622	LIBRARY/ADULT 1 AUDIO CDS	34.95
Total 70574:						140.83
70575						
09/22	09/23/2022	70575	CENTER POINT LARGE P	1954134	LIBRARY/LARGE PRINT BOOKS	49.14
Total 70575:						49.14
70576						
09/22	09/23/2022	70576	CONCENTRA HEALTH SE	15643712	BUNDLE FEE	60.00
Total 70576:						60.00
70577						
09/22	09/23/2022	70577	DIVERSIFIED BENEFIT S	362989	FLEX BEN ADMIN	155.00

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Description	Check Amount
Total 70577:						155.00
70578						
09/22	09/23/2022	70578	E H WOLF & SONS INC	197464	FUEL DELIVERY 9-12-22	1,075.78
09/22	09/23/2022	70578	E H WOLF & SONS INC	205091	FUEL DELIVERY 9/19/22	1,367.07
Total 70578:						2,442.85
70579						
09/22	09/23/2022	70579	ELLIOTT'S ACE HARDWA	601461	POLICE/CUT KEY, FASTENERS	6.37
09/22	09/23/2022	70579	ELLIOTT'S ACE HARDWA	842957	TOPSOIL-DEER CHASE	8.97
09/22	09/23/2022	70579	ELLIOTT'S ACE HARDWA	842964	DPW EQUIP/FASTENERS-HARDWARE-ROPE	2.36
09/22	09/23/2022	70579	ELLIOTT'S ACE HARDWA	843048	FASTENERS-HARDWARE-ROPE	1.60
09/22	09/23/2022	70579	ELLIOTT'S ACE HARDWA	843066	11" SELF CUT TIES	9.59
09/22	09/23/2022	70579	ELLIOTT'S ACE HARDWA	843096	CONTAINER FOR MOVING CHLORINE	28.99
09/22	09/23/2022	70579	ELLIOTT'S ACE HARDWA	843104	TRAILERS/HITCH PINS	10.27
09/22	09/23/2022	70579	ELLIOTT'S ACE HARDWA	843151-1	WELLS 3 & 5 TESTING SUPPLIES	5.58
09/22	09/23/2022	70579	ELLIOTT'S ACE HARDWA	843151-2	LIFT 1/PAINT SUPPLY	19.98
09/22	09/23/2022	70579	ELLIOTT'S ACE HARDWA	843263	SHOP/4.5" METAL GRIND WHEEL	11.98
09/22	09/23/2022	70579	ELLIOTT'S ACE HARDWA	843337	4.5" CUT OFF WHEEL/MANHOLE WILLOW GROVE	11.97
09/22	09/23/2022	70579	ELLIOTT'S ACE HARDWA	843379	CUT OFF BLADE	9.56
09/22	09/23/2022	70579	ELLIOTT'S ACE HARDWA	843401	XYLENE & MINERAL SPIRITS/PAINT SUPPLY	61.97
09/22	09/23/2022	70579	ELLIOTT'S ACE HARDWA	843451	COUPLERS & FITTINGS	14.27
09/22	09/23/2022	70579	ELLIOTT'S ACE HARDWA	843548	SINGLE CUT KEYS/CEMETERY	7.47
Total 70579:						210.93
70580						
09/22	09/23/2022	70580	FEDEX OFFICE	067200013631	FED EX COPIES	25.45
Total 70580:						25.45
70581						
09/22	09/23/2022	70581	FOTH, JULIE J	08302022	POLICE/BUDDENHAGEN UNIFORM ALLOWANCE	157.98
Total 70581:						157.98
70582						
09/22	09/23/2022	70582	GIUFFRE BROS. CRANE	RS106163	STORAGE 09.05 TO 10.02.2022	320.00
Total 70582:						320.00
70583						
09/22	09/23/2022	70583	HAACK, KAYLA	91622	HAACK MILEAGE/CIVIC SYS SYMPOSIUM	135.19
Total 70583:						135.19
70584						
09/22	09/23/2022	70584	HAWKINS INC	6267039	CHLORINE	2,062.46
09/22	09/23/2022	70584	HAWKINS INC	6267039	POLYPHOSPHATE	3,578.84
09/22	09/23/2022	70584	HAWKINS INC	6268078	3/8" TUBING FOR HMO SYSTEM	173.52
Total 70584:						5,814.82

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Description	Check Amount
70585						
09/22	09/23/2022	70585	HIPPENMEYER REILLY B	53300-53301	VILLAGE/GENERAL LEGAL SERVICES	4,222.40
09/22	09/23/2022	70585	HIPPENMEYER REILLY B	53300-53301	MUNI COURT LEGAL SERVICES	945.50
09/22	09/23/2022	70585	HIPPENMEYER REILLY B	53300-53301	RIVERSIDE PRESERVE CHARGES	236.60
09/22	09/23/2022	70585	HIPPENMEYER REILLY B	53300-53301	WATER LEGAL SERVICES	254.80
Total 70585:						5,659.30
70586						
09/22	09/23/2022	70586	JAMES IMAGING SYSTE	32386514	LIBRARY/MONTHLY COPIER LEASE/AUGUST 2022; QUARTERLY	1,698.00
Total 70586:						1,698.00
70587						
09/22	09/23/2022	70587	JANI-KING OF MILWAUKE	MIL09220426	LIBRARY/JANITORIAL SVC SEPT 2022	2,623.44
Total 70587:						2,623.44
70588						
09/22	09/23/2022	70588	JOHNSON CONTROLS S	37869706	SECURITY 10.01 TO 12.31.2022	327.15
Total 70588:						327.15
70589						
09/22	09/23/2022	70589	KUJAWA ENTERPRISES I	126206	LIBRARY/LANDSCAPE MNT - SEPT 2022	1,895.00
Total 70589:						1,895.00
70590						
09/22	09/23/2022	70590	LASKA, CASIMIR	CLUB REIMB	REIMBURSE ASTRONOMY CLUB FLYER EXPENSE	29.00
Total 70590:						29.00
70591						
09/22	09/23/2022	70591	LEXISNEXIS RISK DATA	145123020220	POLICE/RECORD CHKS-AUG 2022	150.00
Total 70591:						150.00
70592						
09/22	09/23/2022	70592	LUICK, MELISSA	REIMBURSE	M.LUICK WORK SHOE REIMBURSEMENT 2022	92.49
Total 70592:						92.49
70593						
09/22	09/23/2022	70593	MEI TOTAL ELEVATOR S	979990	LIBRARY/QTRLY ELEVATOR SERVICE	337.43
Total 70593:						337.43
70594						
09/22	09/23/2022	70594	MIDWEST TAPE	502619134	LIBRARY/2 ADULT DVD	56.23
09/22	09/23/2022	70594	MIDWEST TAPE	502622869	LIBRARY/1 ADULT DVD	22.49
09/22	09/23/2022	70594	MIDWEST TAPE	502633590	LIBRARY/2 ADULT DVD	49.48
09/22	09/23/2022	70594	MIDWEST TAPE	502633591	LIBRARY/2 ADULT DVD	33.73
09/22	09/23/2022	70594	MIDWEST TAPE	502633592	LIBRARY/2 ADULT DVD	39.73
09/22	09/23/2022	70594	MIDWEST TAPE	502633593	LIBRARY/3 ADULT DVD	62.22
09/22	09/23/2022	70594	MIDWEST TAPE	502633594	LIBRARY/ 1 ADULT CD	11.99

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Description	Check Amount
09/22	09/23/2022	70594	MIDWEST TAPE	502633596	LIBRARY/JUVENILE DVD	14.99
09/22	09/23/2022	70594	MIDWEST TAPE	502633597	LIBRARY/JUVENILE 1 DVD	22.49
09/22	09/23/2022	70594	MIDWEST TAPE	502633598	LIBRARY/JUVENILE 1 DVD	36.74
Total 70594:						350.09
70595						
09/22	09/23/2022	70595	MIDWEST TAPE - HOOPL	502615769	LIBRARY/HOOPLA 8/31/2022	448.10
Total 70595:						448.10
70596						
09/22	09/23/2022	70596	NAPA AUTO PARTS	146943	#711 & 713 SCAG OIL FILTERS	26.16
09/22	09/23/2022	70596	NAPA AUTO PARTS	147048	SHOP PAINT SUPPLIES (LAQUER THINNER)	37.99
09/22	09/23/2022	70596	NAPA AUTO PARTS	147115	#103 OIL & FUEL FILTERS	109.94
09/22	09/23/2022	70596	NAPA AUTO PARTS	147115	#717 SPARK PLUGS	5.40
09/22	09/23/2022	70596	NAPA AUTO PARTS	147271	BATTERY PROTECTOR SPRAY (2)	14.96
09/22	09/23/2022	70596	NAPA AUTO PARTS	147272	#502-503/FUEL FILTERS	39.36
09/22	09/23/2022	70596	NAPA AUTO PARTS	147482	#101/REAR BRAKE ROTORS	115.74
Total 70596:						349.55
70597						
09/22	09/23/2022	70597	NORTH SHORE BANK CA	08032022	MILW JOURNAL/MONTHLY BILL	7.99
09/22	09/23/2022	70597	NORTH SHORE BANK CA	08-22 CC FEE	LATE FEE - PAYMENT DUE ON 09/01	35.00
09/22	09/23/2022	70597	NORTH SHORE BANK CA	08-22 INTERE	INTEREST CHARGE ON PURCHASES	52.37
09/22	09/23/2022	70597	NORTH SHORE BANK CA	112-4500752-7	AMZ/HIGHLIGHTERS-TAX ENV-TP	103.50
09/22	09/23/2022	70597	NORTH SHORE BANK CA	112-7539827-2	AMZ/PHOTO BYPASS TRIMMER (2)	32.32
09/22	09/23/2022	70597	NORTH SHORE BANK CA	112-8788934-6	AMZ/PROPELLER	149.99
09/22	09/23/2022	70597	NORTH SHORE BANK CA	113-2896802-3	AMZ/MEMO BOOKS	316.78
09/22	09/23/2022	70597	NORTH SHORE BANK CA	113-3873738-0	AMZ/SCOTCH TAPE-REG. PAPER-SHARPIES	89.66
09/22	09/23/2022	70597	NORTH SHORE BANK CA	113-5523778-7	AMZ/CALCULATOR RIBBON	6.70
09/22	09/23/2022	70597	NORTH SHORE BANK CA	113-6738172-9	AMZ/FLASH DRIVES	94.00
09/22	09/23/2022	70597	NORTH SHORE BANK CA	114-3376762-3	AMAZON/CLEANING SUPPLIES	210.46
09/22	09/23/2022	70597	NORTH SHORE BANK CA	114-54837173-	AMAZON/VACUUM CLEANER	149.95
09/22	09/23/2022	70597	NORTH SHORE BANK CA	114-5555318-0	AMAZON/GARBAGE BAGS	35.26
09/22	09/23/2022	70597	NORTH SHORE BANK CA	114-9733396-9	AMAZON/CLEANING SUPPLIES	82.30
09/22	09/23/2022	70597	NORTH SHORE BANK CA	12208174914	UPS STORE/RADIUM SAMPLE SHIPPING	32.08
09/22	09/23/2022	70597	NORTH SHORE BANK CA	160599413	ZOOM/VIRTUAL MTGS-AUG	14.99
09/22	09/23/2022	70597	NORTH SHORE BANK CA	164859341	ZOOM/MONTHLY SUBSCRIPTION	13.38
09/22	09/23/2022	70597	NORTH SHORE BANK CA	165114730	ZOOM/VIRTUAL MTGS-SEPT	14.99
09/22	09/23/2022	70597	NORTH SHORE BANK CA	526215290539	SOUTHWEST/CHIEF HEIER AIRFARE	396.15
09/22	09/23/2022	70597	NORTH SHORE BANK CA	8.06.2023	GOTOMYPC/SCADA SOFTWARE REMOTE LOGIN LICENSE	210.00
09/22	09/23/2022	70597	NORTH SHORE BANK CA	8/6/2023 12:00	GOTOMYPC/SCADA SOFTWARE REMOTE LOGIN LICENSE	210.00
09/22	09/23/2022	70597	NORTH SHORE BANK CA	8032022	ARTISAN 179/BUDGET MEETING	54.61
09/22	09/23/2022	70597	NORTH SHORE BANK CA	8052022	MILL SUPPLY/STRAW FOR RESTORATION	34.20
09/22	09/23/2022	70597	NORTH SHORE BANK CA	8242022	USPS/MAILING LARGE PACKAGE	5.10
09/22	09/23/2022	70597	NORTH SHORE BANK CA	8302022	AXON/TASER BATTERIES	389.96
09/22	09/23/2022	70597	NORTH SHORE BANK CA	AEBB605B	FOUR STAR FAM REST/SEMINAR MEEING	13.51
09/22	09/23/2022	70597	NORTH SHORE BANK CA	INSORRAV	DOJ/OPER CKS (1)	7.00
09/22	09/23/2022	70597	NORTH SHORE BANK CA	REC 08.05.22	WALMART/ELECTION SNACKS	30.94
09/22	09/23/2022	70597	NORTH SHORE BANK CA	XGPKCPXK	DOJ/OPER CKS (5)	35.00
09/22	09/23/2022	70597	NORTH SHORE BANK CA	YLF2GXGA	DOJ/OPER CKS (6)	42.00
Total 70597:						2,870.19

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70598						
09/22	09/23/2022	70598	PEWAUKEE SCHOOL DIS	AUG 2022	MOBILE HOME FEES-AUG 2022	89.65
09/22	09/23/2022	70598	PEWAUKEE SCHOOL DIS	SEPT 2022	MOBILE HOME FEES-SEPT 2022	89.65
Total 70598:						179.30
70599						
09/22	09/23/2022	70599	PITNEY BOWES GLOBAL	3316191231	CLRK/POSTAGE MTR 6-30 TO 9-29-2022	385.17
Total 70599:						385.17
70600						
09/22	09/23/2022	70600	PROHEALTH CARE LABO	10001495250	POLICE/LEGAL BLOOD DRAW/08/03/2022	72.10
Total 70600:						72.10
70601						
09/22	09/23/2022	70601	PROVEN POWER, INC	01-409185	#116 ELECTRICAL REPAIRS	680.95
Total 70601:						680.95
70602						
09/22	09/23/2022	70602	R & R INSURANCE SERVI	2710977	WORKERS COMP	15,183.21
09/22	09/23/2022	70602	R & R INSURANCE SERVI	2710977	WORKERS COMP	1,119.13
09/22	09/23/2022	70602	R & R INSURANCE SERVI	2710977	WORKERS COMP	1,052.53
09/22	09/23/2022	70602	R & R INSURANCE SERVI	2710977	WORKERS COMP	840.65
09/22	09/23/2022	70602	R & R INSURANCE SERVI	2710977	WORKERS COMP	217.86
09/22	09/23/2022	70602	R & R INSURANCE SERVI	2710977LIB	LIBRARY/INSURANCE WC 4TH QUARTER	225.62
09/22	09/23/2022	70602	R & R INSURANCE SERVI	2710978	LIABILITY INSURANCE	17,787.70
09/22	09/23/2022	70602	R & R INSURANCE SERVI	2710978	LIABILITY INSURANCE	1,785.34
09/22	09/23/2022	70602	R & R INSURANCE SERVI	2710978	LIABILITY INSURANCE	1,240.99
09/22	09/23/2022	70602	R & R INSURANCE SERVI	2710978	LIABILITY INSURANCE	6,056.40
09/22	09/23/2022	70602	R & R INSURANCE SERVI	2710978	LIABILITY INSURANCE	187.29
09/22	09/23/2022	70602	R & R INSURANCE SERVI	2710978LIB	LIBRARY/INSURANCE LWMMI/CYBER 4TH QUARTER	1,632.28
Total 70602:						47,329.00
70603						
09/22	09/23/2022	70603	SELZER-ORNST CONSTR	PAY APP #8	DPW BLDG-PAY APP 8	595,840.00
09/22	09/23/2022	70603	SELZER-ORNST CONSTR	PAY APP #8	DPW BLDG-PAY APP 8	186,200.00
09/22	09/23/2022	70603	SELZER-ORNST CONSTR	PAY APP #8	DPW BLDG-PAY APP 8	148,960.00
Total 70603:						931,000.00
70604						
09/22	09/23/2022	70604	STAFFORD ROSENBAUM	1272594	WATER/LEGAL SVCS FOR DNR	413.00
Total 70604:						413.00
70605						
09/22	09/23/2022	70605	STATE OF WISCONSIN C	09072022	STATE OF WISCONSIN	3,274.03
Total 70605:						3,274.03
70606						
09/22	09/23/2022	70606	STREICHERS	1587250	POLICE/RHODE NEW UNIFORM/VEST/NEW HIRE	1,375.88

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Description	Check Amount
Total 70606:						1,375.88
70607						
09/22	09/23/2022	70607	SUGAR SHACK'S WATER	REFUND 09.1	HYDRANT DEPOSIT REFUND	834.39
Total 70607:						834.39
70608						
09/22	09/23/2022	70608	TAYLOR COMPUTER SER	23700	LIBRARY/MANAGED SERVICES FOR SEPT 2022; SOME SVS FO	284.70
Total 70608:						284.70
70609						
09/22	09/23/2022	70609	TYLER, TRAVIS	26663	POLICE/TYLER REIMBURSE BATTERY PACKS	58.00
Total 70609:						58.00
70610						
09/22	09/23/2022	70610	US CELLULAR	0529351148	TABLET SERVICE	31.50
09/22	09/23/2022	70610	US CELLULAR	0529351148	TABLET SERVICE	31.50
09/22	09/23/2022	70610	US CELLULAR	0529451353	MONTHLY CELL PHONE	26.38
09/22	09/23/2022	70610	US CELLULAR	0529451353	MONTHLY CELL PHONE	62.88
09/22	09/23/2022	70610	US CELLULAR	0529451353	MONTHLY CELL PHONE	208.63
09/22	09/23/2022	70610	US CELLULAR	0529451353	MONTHLY CELL PHONE	118.46
09/22	09/23/2022	70610	US CELLULAR	0529451353	MONTHLY CELL PHONE	87.04
09/22	09/23/2022	70610	US CELLULAR	0529506812	POLICE/CELL PHONES 08/03/2022-09/02/2022	456.33
Total 70610:						1,022.72
70611						
09/22	09/23/2022	70611	USA BLUE BOOK	094450	BLUE MARKING FLAGS	108.85
09/22	09/23/2022	70611	USA BLUE BOOK	094450	RED MARKING FLAGS	108.85
09/22	09/23/2022	70611	USA BLUE BOOK	094450	GREEN MARKING FLAGS	24.21
09/22	09/23/2022	70611	USA BLUE BOOK	094450	GREEN MARKING FLAGS	24.20
Total 70611:						266.11
70612						
09/22	09/23/2022	70612	WAUKESHA COUNTY	AUG 2022 - D	DEV AGREEMENT-230 SUSSEX ST LLC	30.00
09/22	09/23/2022	70612	WAUKESHA COUNTY	AUG 2022 - D	LAND COV CUG-ZOELLNER & KOEHLER	30.00
Total 70612:						60.00
70613						
09/22	09/23/2022	70613	WAUKESHA COUNTY TR	09072022	WAUKESHA COUNTY TREASURER	1,293.60
09/22	09/23/2022	70613	WAUKESHA COUNTY TR	2022-4003004	#636 FULL SERVICE/INSPECTION	105.68
09/22	09/23/2022	70613	WAUKESHA COUNTY TR	2022-4003004	#639 REPLACED TIE RODS, LOWER CONTROL ARMS, TRANSMI	1,199.55
09/22	09/23/2022	70613	WAUKESHA COUNTY TR	2022-5003007	TAX BILLING	2,984.20
Total 70613:						5,583.03
70614						
09/22	09/23/2022	70614	WE ENERGIES	4280397946	LIBRARY/UTILITIES ENDING 9.07.2022	4,592.56
09/22	09/23/2022	70614	WE ENERGIES	4281732258	WE ENERGIES LIGHTING	5,836.04

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Total 70614:						10,428.60
70615						
09/22	09/23/2022	70615	WE ENERGIES - ESSENT	WK REQ #469	ELECTRIC SVC DPW PROJECT	655.87
09/22	09/23/2022	70615	WE ENERGIES - ESSENT	WK REQ #469	ELECTRIC SVC DPW PROJECT	204.96
09/22	09/23/2022	70615	WE ENERGIES - ESSENT	WK REQ #469	ELECTRIC SVC DPW PROJECT	163.97
09/22	09/23/2022	70615	WE ENERGIES - ESSENT	WK REQ #474	GAS SERVICE DPW PROJECT	6,335.38
09/22	09/23/2022	70615	WE ENERGIES - ESSENT	WK REQ #474	GAS SERVICE DPW PROJECT	1,979.80
09/22	09/23/2022	70615	WE ENERGIES - ESSENT	WK REQ #474	GAS SERVICE DPW PROJECT	1,583.84
Total 70615:						10,923.82
70616						
09/22	09/30/2022	70616	AMAZON/SYNCB	437686976988	LIBRARY/PROCESSING SUPPLIES - LABELS	27.25
09/22	09/30/2022	70616	AMAZON/SYNCB	437868753659	LIBRARY/1 ADULT BOOKS	35.99
09/22	09/30/2022	70616	AMAZON/SYNCB	438545883586	LIBRARY/PENS AND GARBAGE BAGS	27.14
09/22	09/30/2022	70616	AMAZON/SYNCB	457378337887	LIBRARY/CLEANING SUPPLIES MULTIFOLD TOWELS/TRASH BA	273.67
09/22	09/30/2022	70616	AMAZON/SYNCB	465557898979	LIBRARY/JUV PROGRAMMING-GLUE & TABLECLOTHS	41.26
09/22	09/30/2022	70616	AMAZON/SYNCB	465557898979	LIBRARY/SUPPLIES SCISSORS	7.99
09/22	09/30/2022	70616	AMAZON/SYNCB	473378634549	LIBRARY/ 1 ADULT DVD	13.99
09/22	09/30/2022	70616	AMAZON/SYNCB	493486493666	LIBRARY/SUPPLIES-RUBBERBANDS	7.73
09/22	09/30/2022	70616	AMAZON/SYNCB	493486493666	LIBRARY/BUILDING SUPPLIES-4 RECYCLYING GARBAGE CANS	79.98
09/22	09/30/2022	70616	AMAZON/SYNCB	495736786446	LIBRARY/4 CASES FOR CHROMEBOOKS	51.16
09/22	09/30/2022	70616	AMAZON/SYNCB	539994645489	LIBRARY/SUPPLIES-BINDERS	32.78
09/22	09/30/2022	70616	AMAZON/SYNCB	57248621CM	LIBRARY/BOARD GAME COLLECTION	47.87-
09/22	09/30/2022	70616	AMAZON/SYNCB	57269801CM	LIBRARY/BUILDING SUPPLIES	80.73-
09/22	09/30/2022	70616	AMAZON/SYNCB	57326454CM	LIBRARY/ADULT DVD	37.02-
09/22	09/30/2022	70616	AMAZON/SYNCB	599384498339	LIBRARY/SUPPLIES- REFLECTIVE VESTS, HAZARD SIGNS	38.82
09/22	09/30/2022	70616	AMAZON/SYNCB	654496373343	LIBRARY/MOON SAND ERASER	5.93
09/22	09/30/2022	70616	AMAZON/SYNCB	656977576498	LIBRARY/OFFICE SUPPLIES-3 CASES PAPER	188.25
09/22	09/30/2022	70616	AMAZON/SYNCB	694653887353	LIBRARY/2 ADULT DVDS	44.92
09/22	09/30/2022	70616	AMAZON/SYNCB	753766756785	LIBRARY/SULIBRARY/4 WIRELESS MOUSE FOR NEW CHROME	49.76
09/22	09/30/2022	70616	AMAZON/SYNCB	784753579536	LIBRARY/ 4 ADULT FIC BOOKS	51.16
09/22	09/30/2022	70616	AMAZON/SYNCB	785663385496	LIBRARY/ 3 ADULT CDS	44.62
09/22	09/30/2022	70616	AMAZON/SYNCB	843774457653	LIBRARY/ 2 ADULT FIC BOOKS	33.48
09/22	09/30/2022	70616	AMAZON/SYNCB	843774457653	LIBRARY/DINOFIRE-PRESENTATION REMOTE CONTROL	15.29
09/22	09/30/2022	70616	AMAZON/SYNCB	886349564454	LIBRARY/YA PROGRAMMING TEEN BOOK BOXES PRIZES	81.51
09/22	09/30/2022	70616	AMAZON/SYNCB	898654344369	LIBRARY/JUV PROGRAMMING-LANYARDS, BOOKMARKS, ID NA	127.92
09/22	09/30/2022	70616	AMAZON/SYNCB	94863756349	LIBRARY/ 1 ADULT FIC BOOKS	32.00
Total 70616:						1,146.98
70617						
09/22	09/30/2022	70617	ARAMARK UNIFORM & C	6240060225	DPW UNIFORMS	71.41
09/22	09/30/2022	70617	ARAMARK UNIFORM & C	6240060225	WATER UNIFORMS	23.81
09/22	09/30/2022	70617	ARAMARK UNIFORM & C	6240060225	SEWER UNIFORMS	23.81
09/22	09/30/2022	70617	ARAMARK UNIFORM & C	6240061693	MAT EXCHANGE SEPT 2022	38.00
09/22	09/30/2022	70617	ARAMARK UNIFORM & C	6240062632	DPW UNIFORMS	71.41
09/22	09/30/2022	70617	ARAMARK UNIFORM & C	6240062632	WATER UNIFORMS	23.81
09/22	09/30/2022	70617	ARAMARK UNIFORM & C	6240062632	SEWER UNIFORMS	23.81
09/22	09/30/2022	70617	ARAMARK UNIFORM & C	6240064867	DPW UNIFORMS	90.55
09/22	09/30/2022	70617	ARAMARK UNIFORM & C	6240064867	WATER UNIFORMS	30.19
09/22	09/30/2022	70617	ARAMARK UNIFORM & C	6240064867	SEWER UNIFORMS	30.19
09/22	09/30/2022	70617	ARAMARK UNIFORM & C	6240067396	DPW UNIFORMS	71.41
09/22	09/30/2022	70617	ARAMARK UNIFORM & C	6240067396	WATER UNIFORMS	23.81

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Description	Check Amount
09/22	09/30/2022	70617	ARAMARK UNIFORM & C	6240067396	SEWER UNIFORMS	23.81
Total 70617:						546.02
70618						
09/22	09/30/2022	70618	BATZNER PEST CONTRO	3412024	LIBRARY/PEST MGMT 09-2022	94.00
Total 70618:						94.00
70619						
09/22	09/30/2022	70619	CERTIFIED PRODUCTS I	22415	COMPOST DISPOSAL (8 LOADS)	320.00
Total 70619:						320.00
70620						
09/22	09/30/2022	70620	CHARTER COMMUNICATI	007630209182	INTERNET 09.18 TO 10.17.2022	84.99
09/22	09/30/2022	70620	CHARTER COMMUNICATI	007630209182	INTERNET 09.18 TO 10.17.2022	84.99
Total 70620:						169.98
70621						
09/22	09/30/2022	70621	DIVERSIFIED BENEFIT S	361349	FLEX BEN ADMIN	155.57
Total 70621:						155.57
70622						
09/22	09/30/2022	70622	DORNER PRODUCTS, IN	502242	QUINLAN TOWER ALTITUDE VALVE REPAIRS/PARTS/LABOR	5,313.00
Total 70622:						5,313.00
70623						
09/22	09/30/2022	70623	FBI-LEEDA	200075330	POLICE/FBI-LEEDA TRAINING ROWE	695.00
09/22	09/30/2022	70623	FBI-LEEDA	200075343	POLICE/FBI-LEEDA TRAINING FOTH	695.00
Total 70623:						1,390.00
70624						
09/22	09/30/2022	70624	FERGUSON WATERWOR	0371104	VALVE BOX TOP, MIDDLE, BOTTOM SECTIONS WITH BASE	883.23
09/22	09/30/2022	70624	FERGUSON WATERWOR	0371267	(3) VALVE BOX LIDS & (6) VALVE BOX PAVING RINGS	248.91
Total 70624:						1,132.14
70625						
09/22	09/30/2022	70625	FORCE AMERICA INC	001-1667390	#108 SALTER SPINNER MOTOR	256.44
Total 70625:						256.44
70626						
09/22	09/30/2022	70626	FORREST, JULIE	09232022	COURT EXPENSE SEMINAR	136.63
Total 70626:						136.63
70627						
09/22	09/30/2022	70627	JFTCO INC / FABICK CAT	PIMK0207714	#113 FRONT CUTTING EDGE BOLTS	24.40
09/22	09/30/2022	70627	JFTCO INC / FABICK CAT	PIMK0207715	#113 FRONT CUTTING EDGE WASHERS	12.08
09/22	09/30/2022	70627	JFTCO INC / FABICK CAT	PIMK0208331	#113 FRONT CUTTING EDGE	410.04

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Total 70627:						446.52
70628						
09/22	09/30/2022	70628	KAESTNER AUTO ELECT	414530	ELECTRICAL CONNECTORS	28.80
Total 70628:						28.80
70629						
09/22	09/30/2022	70629	LAKE COUNTRY AUTOCA	92701	#120 TUBE IN SKID STEER TIRE	26.25
Total 70629:						26.25
70630						
09/22	09/30/2022	70630	LAKE COUNTRY BARGE	12870	LAKE PATROL/BUOY REMOVAL	4,936.00
Total 70630:						4,936.00
70631						
09/22	09/30/2022	70631	LAWSON PRODUCTS, IN	9309914564	MISC BOLTS, LOCK NUTS, BRAKE PARTS CLEANER	58.64
Total 70631:						58.64
70632						
09/22	09/30/2022	70632	LINCOLN CONTRACTOR	I13545	#135 SAFETY SWITCH	74.70
Total 70632:						74.70
70633						
09/22	09/30/2022	70633	MADISON NATIONAL LIF	1520423	LIFE INSURANCE/AUG 2022	747.38
09/22	09/30/2022	70633	MADISON NATIONAL LIF	1520423	DISABILITY INSURANCE/AUG 2022	2,015.74
Total 70633:						2,763.12
70634						
09/22	09/30/2022	70634	MOTION & CONTROL EN	B73187-001	#113 HYDRAULIC FITTING FOR PAVEMENT BREAKER	21.71
Total 70634:						21.71
70635						
09/22	09/30/2022	70635	OTIS ELEVATOR COMPA	100400871598	MAINT SVC FROM 09.01 TO 12.31.22	69.07
Total 70635:						69.07
70636						
09/22	09/30/2022	70636	POMP'S TIRE SERVICE I	60284940	#120 TUBE (X2)	49.80
Total 70636:						49.80
70637						
09/22	09/30/2022	70637	RHYME BUSINESS PROD	32419233	COPIES & LEASE TO 09.08.22	324.03
09/22	09/30/2022	70637	RHYME BUSINESS PROD	32419233	COPIES & LEASE TO 09.08.22	157.10
09/22	09/30/2022	70637	RHYME BUSINESS PROD	32419233	COPIES & LEASE TO 09.08.22	11.79
Total 70637:						492.92

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Description	Check Amount
70638						
09/22	09/30/2022	70638	STREICHERS	1589525	POLICE/PFEIL VEST AND UNIFORM	1,025.98
09/22	09/30/2022	70638	STREICHERS	1590141	POLICE/CORRUS UNIFORM	184.93
09/22	09/30/2022	70638	STREICHERS	1590355	POLICE/ARMORY PRACTICE AMMO	1,394.55
09/22	09/30/2022	70638	STREICHERS	1590652	POLICE/MICHALSEN-VEST	185.94
Total 70638:						2,791.40
70639						
09/22	09/30/2022	70639	TAYLOR COMPUTER SER	23472	POLICE/IT ISSUES BILLING	1,797.25
09/22	09/30/2022	70639	TAYLOR COMPUTER SER	23699	POLICE/IT MONTHLY BILLING	1,447.75
09/22	09/30/2022	70639	TAYLOR COMPUTER SER	23701	MONTHLY IT SUPPORT	567.75
09/22	09/30/2022	70639	TAYLOR COMPUTER SER	23701	MONTHLY IT SUPPORT	51.00
09/22	09/30/2022	70639	TAYLOR COMPUTER SER	23701	MONTHLY IT SUPPORT	30.00
09/22	09/30/2022	70639	TAYLOR COMPUTER SER	23701	MONTHLY IT SUPPORT	31.25
09/22	09/30/2022	70639	TAYLOR COMPUTER SER	23701	MONTHLY IT SUPPORT	31.25
09/22	09/30/2022	70639	TAYLOR COMPUTER SER	23731	MICROSOFT OFFICE 365 RENEI WAL	1,714.56
09/22	09/30/2022	70639	TAYLOR COMPUTER SER	23731	MICROSOFT OFFICE 365 RENEI WAL	496.32
09/22	09/30/2022	70639	TAYLOR COMPUTER SER	23731	MICROSOFT OFFICE 365 RENEI WAL	1,895.04
09/22	09/30/2022	70639	TAYLOR COMPUTER SER	23731	MICROSOFT OFFICE 365 RENEI WAL	135.36
09/22	09/30/2022	70639	TAYLOR COMPUTER SER	23731	MICROSOFT OFFICE 365 RENEI WAL	135.36
09/22	09/30/2022	70639	TAYLOR COMPUTER SER	23731	MICROSOFT OFFICE 365 RENEI WAL	135.36
Total 70639:						8,468.25
70640						
09/22	09/30/2022	70640	TINUS MARINE, INC	48875	LAKE PATROL/WINTERIZE MAKO BOAT & MOTOR	743.61
Total 70640:						743.61
70641						
09/22	09/30/2022	70641	WAUKESHA COUNTY TR	PWV 0900-06	PURCHASE OF PWV 0900-065 FROM COUNTY	662.87
Total 70641:						662.87
70642						
09/22	09/30/2022	70642	WE ENERGIES	4285240841	ELECTRIC WELLS	14,626.25
09/22	09/30/2022	70642	WE ENERGIES	4285240841	WELL 5 GAS	27.65
09/22	09/30/2022	70642	WE ENERGIES	4285240841	ELECTRIC STEPPING STONE BOOSTER	222.01
09/22	09/30/2022	70642	WE ENERGIES	4285240841	ELECTRIC RESERVOIRS	101.25
Total 70642:						14,977.16
300000010						
09/22	09/14/2022	300000010	ACH KWIK TRIP INC - FU	DPW 08-2022	DPW- AUGUST 2022	2,494.72
09/22	09/14/2022	300000010	ACH KWIK TRIP INC - FU	LAKE PTRL 0	LAKE PATROL- AUGUST 2022	92.56
09/22	09/14/2022	300000010	ACH KWIK TRIP INC - FU	PD 08-2022	POLICE- AUGUST 2022	2,682.67
09/22	09/14/2022	300000010	ACH KWIK TRIP INC - FU	SEWER 08-20	SEWER- AUGUST 2022	867.49
09/22	09/14/2022	300000010	ACH KWIK TRIP INC - FU	STORM 08-20	STORM- AUGUST 2022	1,130.15
09/22	09/14/2022	300000010	ACH KWIK TRIP INC - FU	WTR 08-2022	WATER- AUGUST 2022	592.40
Total 300000010:						7,859.99
300000011						
09/22	09/23/2022	300000011	ACH WI EMPLOYEE TRU	OCT HEALTH	OCTOBER HEALTH	55,999.82