



Regular Village Board Meeting Agenda
Tuesday, September 16, 2025
6:00 p.m.

Village Hall, 235 Hickory Street, Pewaukee, WI 53072

To view the meeting live:

https://www.youtube.com/live/bf807j_gRbY?si=AvPDolRY3CvwMcl9

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.
 - a. Minutes from the September 2, 2025 Regular Village Board Meeting.
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, with time being indicated by an audible alarm. When the alarm sounds, speakers are asked to conclude their comments. Speakers are asked to use the podium and state their name and address.*
5. Ordinances
 - a. Review, discussion and possible action on Ordinance 2025-12: An Ordinance to Repeal and Recreate Chapter 22 of the Municipal Code of the Village of Pewaukee Regarding Cemeteries.
6. Resolutions
 - a. Review, discussion and possible action on Resolution 2025-14: A Resolution Amending and Establishing Certain Fees Related to Forest Hill Cemetery, Located at 300 School Street.
7. Old Business
 - a. Review, discussion and possible action on a proposal from RA Smith to survey Capitol Drive.
8. New Business
 - a. Review, discussion and possible action on the 2026 budget proposal from the Police Department.
 - b. Review, discussion and possible action on a 2026 budget proposal from the Municipal Court.
 - c. Review, discussion and possible action on a 2026 budget proposal from the Department of Public Works.
 - d. Review, discussion and possible action on the 2026 budget proposals for the Village.
 - e. Review, discussion and possible action on Village Website Proposals.
 - f. Review, discussion and possible action on Social Media Archiving Proposal.
 - g. Review, discussion and possible action on August 2025 Checks and Invoices.
 - h. Review, discussion, and possible action on Waukesha County Case 2022-CV-515, WMC v. Village of Pewaukee. If required, the Village Board of the Village of Pewaukee will enter into closed session pursuant to Wis. Statute Section 19.85(1)(g) for 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 aforementioned case. After conclusion of any closed session, the Village Board will reconvene in open session pursuant to Wis. Statute Section 19.85(2) for possible additional review, discussion, and action concerning this agenda item and to address the remaining meeting agenda.
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, with time being indicated by an audible alarm. When the alarm sounds, speakers are asked to conclude their comments. Speakers are asked to use the podium and state their name and address.*
10. 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 September 12, 2025

**VILLAGE OF PEWAUKEE
REGULAR VILLAGE BOARD MINUTES
SEPTEMBER 2, 2025**

<https://www.youtube.com/watch?v=vn8ghNUIKIs>

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

President Knutson called the meeting to order at approximately 6:00 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 Nick Stauff, Trustee Bob Rohde, Trustee Kelli Belt, Trustee Rachel Pader, Trustee Kristen Kreuser, Trustee Jim Grabowski; and President Jeff Knutson.

Also Present: Library Director, Nan Champe; Parks and Recreation Director, Nick Phalin; Public Works Director, Dave Buechl; Village Attorney, Matt Gralinski; Village Administrator, Matt Heiser; and Village Clerk, Jenna Peter.

2. Public Hearings/Presentations - None

3. Approval of Minutes of Previous Meeting

a. Minutes of the Special Village Board Meeting – August 19, 2025

Trustee Rohde moved, seconded by Trustee Grabowski to approve the August 19, 2025, minutes of the Special Village Board meeting as presented.

Motion carried 6-0. Trustee Belt Abstained.

b. Minutes of the Regular Village Board Meeting – August 19, 2025

Trustee Pader moved, seconded by Trustee Grabowski to approve the August 19, 2025, minutes of the Regular Village Board meeting as presented.

Motion carried 6-0. Trustee Belt Abstained.

4. Citizen Comments – None.

5. Ordinances –

a. Review, discussion and possible action on Ordinance 2025-11: An Ordinance to Amend the Official Traffic Map for the Village of Pewaukee to Add a Stop Sign at the Railroad Crossing on Kopmeier Drive.

Trustee Grabowski stated a stop sign was requested by a resident to be installed before the railroad crossing on Kopmeier as you proceed south towards the lake. The sign was recommended by the Public Works & Safety Committee at their August 5, 2025 meeting.

Trustee Rohde moved, seconded by Trustee Grabowski to approve Ordinance 2025-11 as presented.

Motion carried 7-0.

6. Resolutions –

a. Review, discussion and possible action on Resolution 2025-13; A Resolution committing to the required funding for the Pewaukee Public Library and requesting exemption from the 2025 Waukesha County Library Tax Levy for 2026 purposes.

Administrator Heiser updated the Board on this topic. The Resolution commits the Village to a minimum funding level to operate the library the following year, and it exempts the taxpayers of the Village from a County Library tax.

Trustee Rohde moved, seconded by Trustee Stauff to approve Resolution 2025-13 as presented.

Motion carried 7-0.

7. Old Business –

a. Review, discussion and possible action to approve a permanent Sanitary Sewer and Water Main Easement for the Glen at Pewaukee Lake.

Heiser explained this went before the Board at the August 5, 2025, meeting, however, it included language requiring Village restoration for certain areas. The Board rejected the proposed easement at that time. The Developer made changes to the easement that were satisfactory with the Village Attorney and Department of Public Works.

Trustee Grabowski moved, seconded by Trustee Pader to approve the permanent Sanitary Sewer and Water Main Easement for the Glen at Pewaukee Lake subject to the final approval of the Village Attorney.
Motion carried 7-0.

8. New Business

a. Review, discussion and possible action on the 2026 budget proposal from the Parks and Recreation department.

Director Phalin gave an update on the budget highlights for the Parks and Recreation Department. They had a strong summer camp registration this year and are looking into adding a 5th summer camp site in 2026. The increase in budget is generally contributed to: health insurance increases, wages, additional program offering expenses and revenues, and expense increases for daily operations. Phalin indicated there will be potential improvements to Liberty Park, Kiwanis Village Park and Lakefront Park. There is also the protentional for Dog Park opportunities. Phalin also stated there will be improvements at Laimon Family Lakeside Park for deck renovation and window replacement.

Grabowski asked if there would be the potential to upgrade the fuel dispenser at Laimon Park to be self-pay (after hours).

Phalin has concerns about marine gas being spilled into the lake if there were to be no supervision.

No action taken.

b. Review, discussion and possible action on the 2026 budget proposal from the Pewaukee Public Library.

Director Champe explained she provided detailed information on the library budget. The budget has already been approved by the Joint Library Board. Champe highlighted two Capital Project budget expenses that are priorities for 2026: Replacement of the library's flat roof and replacement of the HVAC control system. Champe further explained that the flat roof needs immediate attention after it was observed that after the recent heavy rainfall, water leaked into the elevator shaft and rendered the elevator non-functional for a time.

Trustee Grabowski moved, seconded by Trustee Rohde to approve the 2026 budget proposal from the Pewaukee Public Library with the additional amount over the minimum of \$5,977.

Motion carried 7-0.

Trustee Grabowski moved, seconded by Trustee Pader to approve commencing of the bid process for the HVAC system and new roof.

Trustee Rohde asked Director Champe if she could provide the benefits of the HVAC control system when the library receives a bid.

Motion carried 7-0.

c. Review, discussion and possible action on an introduction of the 2026 budget overview for the Village.

Heiser explained this is the first of six reviews for the budget. The General Fund is very preliminary as it does not include Capital projects and purchases, property and liability insurance, State aids for 2026, final TID numbers and updated Fire & EMS fees. The General Fund includes all known increases for health insurance, proposals from the library and Parks and Rec, and a 3% wage increase for staff. The current state of the 2026 budget shows a minor surplus. The proposed mill rate would decrease from \$3.8706 to \$3.73 per thousand dollars of assessed value. Potential borrowing could be used to purchase capital items and projects.

No action taken.

d. Review, discussion and possible action on proposal from RA Smith to survey Capitol Drive.

Heiser stated that in response to some of the strategic planning discussions, he is going to take this back to RA Smith to get an updated survey and the item will be discussed at the September 16, 2025 meeting.

No action taken.

e. Review and discussion on a status update on repairs on the Kopmeier Lift Station.

Dave Arnott with Ruekert – Mielke provided the Board background on this project. The project design was finalized in the fall of 2023. In the spring of 2024 Canadian Pacific Railroad gave verbal approval to proceed with the project and the Village Board approved the construction contract shortly after. In May of 2025 the railroad informed the Village a written license agreement was needed. All equipment has been fabricated and is being stored in the warehouse by the contractor. The final item needed to move the project forward is the written approval from the railroad to work in the right-of-way.

Attorney Gralinski stated that the railroad has been contacted multiple times asking when the written approval will be received. No timeline has been provided by the railroad.

Discussion followed regarding what action can be pursued, if any. The Village could possibly incur additional fees for the cost in the storage of materials.

No action taken.

f. Review, discussion and possible action to proceed with the Quiet Zone for the railroad crossings at Forest Grove and Oakton.

Heiser stated the Village has been pursuing a Quiet Zone designation for some time. It was determined that two of the four crossings do not have the Constant Warning System sensors installed (W Wisconsin Ave and Kopmeier Dr.) The other two crossings (Forest Grove Dr and Oakton Ave) do have these sensors installed. A Village resident is requesting the Village proceed with the Quiet Zone designations at Forest Grove Dr and Oakton Ave separate from the other two crossings. Staff is scheduled to have a diagnostic meeting with RA Smith on September 4, 2025, on the Quiet Zone designation, but are concerned that going forward with only two of the four crossings would further complicate matters.

Trustee Grabowski moved, seconded by Trustee Pader to deny the immediate proceeding of the Quiet Zones at only Forest Grove Dr. and Oakton Ave.

Motion carried 7-0.

g. Review, discussion and possible action on an intergovernmental agreement with Waukesha County regarding Data Processing Services Property Tax Assessment and Billing for the 2026 and 2027 tax years.

Heiser explained that Waukesha County has been printing and collecting the Village's tax bills. The agreements historically have been for two years as a time.

Trustee Rohde moved, seconded by Trustee Kreuser to approve the agreement with Waukesha County for Property Tax Assessment and Billing.

Motion carried 7-0.

h. Review, discussion and possible action on a proposal to change internet service provider for cell tower tenant on a Village water tower.

Heiser stated that T-Mobile has a lease with the Village to place their communication facilities on the tank and on or below ground at the property. They have requested to allow for maintenance work of their equipment at the water tower at 1515 Sunnyridge Road.

Director Buechl has no concerns with this request.

Gralinski clarified that this is not modifying the lease. This is T-Mobile seeking permission to do light maintenance.

Trustee Kreuser moved, seconded by Trustee Grabowski to approve the change for internet service provider for cell tower tenant on a Village water tower.

Motion carried 7-0.

9. Citizen Comments- None.

10. Adjournment

Trustee Rohde moved, seconded by Trustee Kreuser to adjourn the September 2, 2025, Regular Village Board meeting at approximately 7:12 p.m.

Motion carried 7-0.

Respectfully Submitted,

Jenna Peter
Village Clerk



To: Jeff Knutson, Village President
Village Board

From: Jenna Peter
Village Clerk

Date: September 2, 2025

Re: Agenda Item _____, Discussion and Possible Action on Ordinance 2025-12 to Repeal and Recreate Chapter 22 Regarding Cemeteries

BACKGROUND

Staff, along with the Village Attorney, reviewed Chapter 22 in its entirety after the approval of the Cremains Only sections (X and Z). Certain sections were added to accommodate the cremains sections created, as well as minor additional changes to clean up some language.

ACTION REQUESTED

To approve Ordinance 2025-12 as presented.

ANALYSIS

Chapter 22 was last updated on December 5, 2017. This is an opportunity for the Village Board to review the Chapter and make any changes or additions.

Chapter 22 CEMETERIES¹

Sec. 22.100. Ownership and operations.

- (a) *State statutes adopted.* Pursuant to Wis. Stats. § 157.50, describing and defining regulations with respect to the platting and operation of municipal cemeteries, are hereby adopted by reference and made a part of this chapter as if fully set forth herein. Any act required to be performed or prohibited by any statute incorporated herein by reference is required or prohibited by this chapter.
- (b) *Village board to be cemetery board.* Pursuant to Wis. Stats. § 157.50, the village board is vested with control of all properties owned by the village for cemetery purposes and shall provide in perpetuity for the management, care, and operation of said cemeteries.
- (c) *Care funds.* All care funds held by or transferred to the Village shall be deposited into the village's cemetery fund. An accounting of funds utilized for the management, care, and operation of cemeteries controlled by the village shall be provided and reviewed as part of the village's annual budgeting process.
- (d) *Management and operation.* A system of management and operation of said cemetery, in the form of a "management plan" shall be adopted and amended from time to time by resolution of the village board. Use of the cemetery shall be in compliance with the approved plan.
- (e) *Fee schedule.* The grave space fee, regular burial fee, [internment fee](#), [grave lot cost](#), cremains burial fee, [foundation fee](#) and additional applicable fees shall be established from time to time by resolution of the village board. All grave space fees include perpetual care.

(Ord. No. 2017-22, § 1, 12-5-2017)

[Sec. 22.100.1. Applicability of certain subsections.](#)

[\(a\) The subsections of this Chapter shall apply generally to every Section of the Forest Hill Cemetery, unless otherwise noted in this Chapter. Notwithstanding the foregoing, Sections X and Z of the Forest Hill Cemetery are hereby designed as "Cremains Only" Section, and shall be subject to separate rules and procedures as where delineated in this Chapter. If there is a conflict between a regulation of general applicability and a regulation of specific applicability to the Cremains Only Sections, that conflict shall resolve in favor of the more specific regulation.](#)

Sec. 22.101. Sales of lots or grave space.

- (a) Individuals, families, or their agents, desiring to obtain interment rights to a lot or grave space in any village owned cemetery must contact the village clerk for the Village of Pewaukee. The village clerk will either

¹Editor's note(s)—Ord. No. 2017-22, § 1, adopted Dec. 5, 2017, amended ch. 22, § 22.101, in its entirety to read as herein set out. Former ch. 22 pertained to similar subject matter and derived from Code 1967, § 22.01.

Cross reference(s)—Streets, sidewalks and other public places, ch. 78.

provide or arrange assistance in showing the lots or grave space available for purchase of said interment rights.

- (b) Upon having made a lot or grave space selection and making the required full payment, the village clerk will issue an official cemetery deed which will include the perpetual care deed as evidence of interment rights. The title to the land remains in the office of the village clerk.
- (c) In case of death of the lot owner, when the cemetery lot is disposed of through a probate proceeding, a certified copy of the final court document assigning the lot shall be filed with the village clerk. If there is an un-probated will, a certified copy of the will and such other documents as the village may deem necessary shall be delivered to the village clerk before the Village of Pewaukee will recognize change of ownership. If the deceased lot owner left no will and there is no probate, satisfactory and sufficient proof of descent must be provided. It is recommended that the lot owner, in making their will, include a provision addressing the cemetery lot(s) and devise to one person. The Village of Pewaukee will not accept a transfer of interment space after interment of the original purchaser(s) unless all lineal descendants have agreed to the transaction. In the case of joint ownership, the interment rights shall pass to the surviving spouse. Lineal descendants shall have equal rights of interments. In case that there are no lineal descendants then the nearest relative of the purchaser(s) shall have the right of interment.
- (d) The owner may grant permission in a form acceptable to the village, which must be notarized and placed on file with the village clerk, for burial of other persons not related by lineage. No corpse shall be interred in a grave space except the corpse of one having an interest therein, or a relative, or spouse of such person, except by the consent of all persons having an interest in ownership of interment rights to such lot or grave space.
- (e) All ownership of interments for lots and grave spaces is exempt from taxation and cannot be seized for debt, except those owned by the Village of Pewaukee, nor can they be mortgaged. All repossessed vacant grave spaces shall be subject to the same fees and charges.

(Ord. No. 2017-22, § 1, 12-5-2017)

Sec. 22.102. Persons entitled to burial.

Persons of all denominations, of all religions are allowed burial in any village-owned cemetery.

(Ord. No. 2017-22, § 1, 12-5-2017)

Sec. 22.103. Interment.

- (a) All interments shall be made in accordance with the laws of the State of Wisconsin.
- (b) No interment will be permitted on any grave unless the purchase price of the grave space has been paid in full.
- (c) At least 48 hours' notice is necessary whenever interments are to be made. Notice is to be made to the village clerk or designee. Any and all applicable fees for preparation, opening, closing, replacing of sod, and seeding of the grave space must be paid prior to performance of the service. The Village of Pewaukee assumes no responsibility for the protection, maintenance, damage, or vandalism to flowers, wreaths, or any other item used in such funeral or interment proceedings.
- (d) No burial will be permitted unless and until a legal report of final disposition burial transit permit has been presented to the village clerk or designee. The interment of bodies of persons who have died of contagious disease shall be made in strict accordance with the rules of the Wisconsin State Board of Health. Further, the following guidelines shall apply:

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(Supp. No. 15)

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- (1) Only human remains may be interred in any village-owned cemetery.
 - (2) Orders for burial given by the undertaker having charge of the burial of any person will be construed by the Village of Pewaukee as orders from the lot owners themselves and, after interment; no changes in the location of graves will be made except at the expense of the lot owners.
 - (3) Winter burials (December 1—March 31) shall be allowed. The village clerk shall be given 72 hours' notice prior to the opening and preparation of a grave space for interment and an additional fee may be charged as established by the village board.
 - (4) The interment of two bodies in one grave will not be allowed except in the case of a parent and infant (stillborn and up to the age of two), two small children buried in one casket, a full-size burial with one cremation above, or two cremation burials. Notwithstanding the forgoing, grave owners who purchased their grave plot prior to December 5, 2017 shall be subject to the limits on the number of remains or cremains as stated above with the exception of the following: The full-size burial may be permitted with up to two sets of cremains above. In a plot with no other remains buried in it, up to six sets of cremains may be interred in any single plot.
 - (5) All interments and burials conducted outside of the regular business hours of 8:00 a.m. to ~~1:30:00~~ p.m., Monday through Friday, shall incur an additional fee as set forth by the village board.
 - (6) No burial shall be made on Sundays or on official holidays, except in those cases of contagious disease or for some other reason where necessity for immediate burial may be urgent. An additional fee will be charged as established by the village board. In such cases, prior approval must be received from the village clerk or designated official.
 - (7) All interments shall be made in a permanently ~~sealed outer burial container or~~ sealed vault that is not constructed of wooden material.
 - (8) All graves shall be excavated by the village or its designated contractor.
 - (9) Spreading or burying ashes on the surface of any grave will not be permitted.
- (e) The village will be responsible for restoring the lawn on new graves and for filling sunken graves and re-establishing the lawn. The lawn will be restored with topsoil, seed, and mulch.

(Ord. No. 2017-22, § I, 12-5-2017; Ord. No. 2018-9, § I, 10-16-2018)

Sec. 22.104. Disinterment.

- (a) No disinterment and removal of a human body or cremains shall be made without the written consent of the owner or owners of the lot or grave space and that of any surviving spouse, children, or parents of the deceased or pursuant to the order of a court with jurisdiction.
- (b) A disinterment permit shall be obtained from the county coroner by the person requesting the disinterment of a human body or cremains.
- (c) All costs associated with the disinterment are the responsibility of the person requesting the disinterment.

(Ord. No. 2017-22, § I, 12-5-2017)

Sec. 22.105. Monuments and markers.

- (a) Only one upright type monument will be allowed on one grave space or portion thereof, with a maximum stone size of 36-inch length by 16-inch width.

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- (b) Only one upright type monument will be allowed on two adjoining lots deeded to the same owner(s), with a maximum stone size of 54-inch length by 16-inch width.
 - (c) All monuments must be placed at the end of the grave space adjacent to the designated walkway aisle, in the center, unless specific permission is given by the village board or designated official for placing it otherwise.
 - (d) Veterans graves are provided the right to place their bronze veteran's plaque provided by the government by either bolting it the back of their existing monument, or by requesting an additional foundation to be poured for the setting of the plaque on the grave. This additional foundation shall be at the expense of the lot owner(s).
 - (e) All upright monuments will be set on a concrete slab type foundation that must be flush at ground level with a border measurement determined by the department of public works but not less than three inches. The concrete foundation shall be no less than four inches in thickness.
 - (f) No monument or marker may be erected until the foundation therefor has been approved by the village clerk (or designee) or a representative thereof. Each metal grave marker placed as a temporary marker by the funeral home or other person shall be removed as soon as a monument or permanent marker is installed or one year after the date of the burial, whichever comes first.
 - (g) The installation of any foundation for any monument will be scheduled and completed by village staff only.
- (Ord. No. 2017-22, § I, 12-5-2017)

Sec. 22.106. Privileges and restrictions for lot owner.

- (a) Perpetual care of the cemetery which includes lawn care, tree care, spring and fall clean up, snow removal, monument and marker maintenance, and capital improvements will be assumed by the Village of Pewaukee employees or a village authorized contractor.
- (b) Village employees or a village authorized contractor reserve the right to enter any lot for the purpose of trimming or removing any tree or shrub, if necessary. Trees will be removed when they are deemed dead, diseased, or detrimental to any adjacent lot, monument, marker, walkway, or driveway because of roots, branches, etc.
- (c) No persons, except Village of Pewaukee employees or village authorized contractors, will be allowed to disturb any grave marker or sod on any lot or grave.
- (d) No trees or shrubs shall be planted on any lot or grave site ~~without the written permission of the village clerk (or designee).~~
- (e) All lot or grave owners wishing to make improvements to their lots must get written permission from the village clerk (or designee) before improvements are made.
- (f) A lot owner may plant annuals, perennials, or bulbs in section G and section H, provided they do not exceed 12 inches from the edge of the monument or marker foundation into the owner's lot or grave site.
- (g) Planting will also be allowed between individual markers when the individual markers belong to the same family and are in the same lot. These plantings shall not extend past the width of the monument or marker foundation.
- (h) All weeding of flower beds on the graves shall be done by the owner and must be maintained or they will be removed.
- (i) A lot owner may place authorized decorations upon graves within the owner's lot or upon the owner's grave site, but any such decoration is done at the risk of the owner and the village assumes no responsibility therefor.

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- (j) All grave coverings of any sort placed upon any lot or grave site by the owner shall be removed by the owner no later than April 1.
 - (k) Natural and artificial flowers are permitted if displayed in a permanent monument mounted vase. Should the flowers begin to degrade or become a nuisance; the village reserves the right to remove them.
 - (l) One shepherd's hook/basket decoration is allowed per grave site, provided it is placed at the left back corner of the monument so as to allow for the one hanging basket to hang directly over the monument.
 - (m) At no time will jars of any material, tin cans, boxes, freestanding vases, unsightly plastic containers, food and/or beverages, shells, signage or similar items, wire stands, furniture, or clothing be allowed in the cemetery. Small personal effects such as stuffed animals and freestanding pictures or frames shall be permitted for 30 days from the date of burial, the village reserves the right to remove items should they be determined unsightly, degraded, or unreasonably interferes with the maintenance of the cemetery.
 - (n) Objects not described above, including knick-knacks, solar lights and lanterns, wind chimes, etc. that are not incorporated into a monument, are allowed only in planted flower beds and not in the grassy areas of the owner's lot or grave site.
 - (o) At no time will fences, barriers, retaining walls, or any other obstructions be allowed in the cemetery.
 - (p) Easel decorations are allowed for the following observed holidays: Memorial Day, July 4, Labor Day, and Veteran's Day. Decorations will be allowed to be up seven calendar days before the holiday and seven days after the holiday.
 - (q) Decorations for personally observed days including birthdays, Mother's Day, Father's Day, anniversaries, religious holidays, and such shall be allowed. These decorations are allowed to be up seven calendar days before the observance and seven days after the holiday.
 - (r) Any objects removed from grave sites will be stored in the village cemetery garage for a period of two weeks and then disposed of.
 - (s) The cemetery does not permit the use of biodegradable burial containers or green burials without sealed vaults.
- (Ord. No. 2017-22, § I, 12-5-2017)

Sec. 22.107 – Cremains Only Section of Forest Hill Cemetery

(a) Sections X and Z of the Forest Hill Cemetery are hereby designated for the interment and burial of cremains only. Notwithstanding any other provision of this Chapter, this Section 22.107 shall govern the management of such Sections X and Z and where there is a conflict between the regulations otherwise stated in this Chapter and this Section 22.107, this Section shall control. Sections X and Z are hereinafter referred to as the "Cremains Only Section".

(b) Section 22.103(d)(4) is not applicable to the Cremains Only Section. All cremains shall be contained in a vault ~~or non-degradable sealed urn~~ which is made of any material other than wood and in a non-degradable urn. No more than two (2) vaults shall be interred in any single grave space. No more than two (2) cremains shall be interred in any single grave space. The maximum height for cremation vaults shall be no more than 17 inches.

(c) Section 22.105(a) is not applicable to the Cremains Only Section. Only (two) ~~a~~-flush type monuments will be allowed on one 4 to 5 foot grave space or portion thereof, with a maximum stone size of 12 inches Height by 24

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inches Width. In addition, one (1) companion flush type monument will be allowed with a ~~maximum~~ maximum size of 16 inches height and 36 inches width. Monuments made of granite, marble, or other stone materials shall not require a concrete foundation. Plaques shall require a concrete foundation with 3" wash on all sides.

(d) Sections 22.105(b) and 22.105(e) are not applicable to the Cremains Only Section. No upright type monument is allowed in the Cremains Only Section.

(e) Section 22.105(c) is not applicable to the Cremains Only Section. All flush type monuments must be placed in the center of the Grave Space unless specific permission is given by the Village ~~Board~~ Board or designated official for placing it otherwise.

(f) Section 22.105(d) is not applicable to the Cremains Only Section. Veterans' graves may attach their bronze Veteran's plaque provided by the Government to an additional foundation to be poured for the setting of the plaque on the grave. This additional foundation shall be at the expense of the lot owner(s).

(g) Sections 22.1065(f) through 22.1065(i) inclusive are not applicable to the Cremains Only Section. No plantings or decorations are allowed in the Cremains Only Section. Unauthorized plantings or decoration will be removed and the Village assumes no responsibility therefore.

(h) Sections 22.1065(j) through ~~and~~ 22.1065(n) inclusive are not applicable to the Cremains Only Section. No grave coverings, natural/artificial flowers, Shepherds hook, basket decorations, jars of any materials, tin cans, boxes, freestanding vases, unsightly plastic containers, food and/or beverages, shells, signage, wire stands, furniture or clothing, small personal effects, knickknacks, solar lights and lanterns, wind chimes, ~~small personal effects such as~~ stuffed animals, and freestanding pictures or frames are allowed in the Cremains Only Section.

(i) Internment Rules and Regulations

~~(1) All cremains shall be contained in a vault~~

Sec. 22.10~~87~~7. Definitions.

[The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:]

Block means a designated area within a range, containing sections of a specific number of lots or grave sites.

Cemetery means as herein used shall refer to all cemetery property, grounds, equipment, and structures both privately and publicly owned within the Village of Pewaukee.

Cemetery deed means the official document produced by the Village of Pewaukee for the conveyance of ownership of interment rights to a designated grave space(s) located within a village-owned cemetery.

Contractor means any person, firm, or corporation other than a village employee that is engaged in placing, erecting, or repairing any memorial or monument, excavating and preparing grave sites for interments or performing any other work on the cemetery grounds.

Corpse means the deceased body of a human being.

Cremains means the incinerated remains of a corpse.

Disinterment means the removal of remains of a human corpse from their original place of interment.

Disposition permit means as used in these rules, regulations, and policies shall mean a legal "report of final disposition of a human corpse burial transit permit" issued by the State of Wisconsin.

Foundation means a concrete base placed flush with the ground of a grave site, on which to erect monuments, headstones, markers, or memorials.

Grave space means a single interment area within a plotted cemetery section. With rights of interment as described otherwise herein.

Interment means ground burial or other permanent disposition of the remains of a deceased person.

Lot means a designated area within a range, containing a specific identifying number.

Marker/monument means any headstone, memorial marker, or structure placed upon any lot or grave space, for the purpose of identification or memory of the interred.

Owner means the owner of the rights of interment to a specific lot or grave space of which the owner has an official cemetery deed on file at the Village of Pewaukee.

Perpetual care means the obligation of the Village of Pewaukee to maintain and care for village-owned cemetery sites for perpetuity.

Remains means those parts that remain of a corpse after the ravages of time, weather, or destruction.

Sealed vault means an outer burial container or permanently sealed container that surrounds a casket, which should be constructed of a non-wood durable substance such as concrete.

Section means a designated area within a range, specifically a block, containing a specific number of lots or grave sites.

Urn means a closed vessel used for the preservation of cremains.

(Ord. No. 2017-22, § I, 12-5-2017)

STATE OF WISCONSIN : VILLAGE OF PEWAUKEE : WAUKESHA COUNTY

ORDINANCE NO. 2025-12

**ORDINANCE TO REPEAL AND RECREATE CHAPTER 22 OF THE MUNICIPAL
CODE OF THE VILLAGE OF PEWAUKEE REGARDING CEMETERIES**

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

SECTION I

Chapter 22 of the Municipal Code of the Village of Pewaukee is hereby repealed and recreated as follows:

Chapter 22 CEMETERIES

Sec. 22.100. Ownership and operations.

- (a) *State statutes adopted.* Pursuant to Wis. Stats. § 157.50, describing and defining regulations with respect to the platting and operation of municipal cemeteries, are hereby adopted by reference and made a part of this chapter as if fully set forth herein. Any act required to be performed or prohibited by any statute incorporated herein by reference is required or prohibited by this chapter.
- (b) *Village board to be cemetery board.* Pursuant to Wis. Stats. § 157.50, the village board is vested with control of all properties owned by the village for cemetery purposes and shall provide in perpetuity for the management, care, and operation of said cemeteries.
- (c) *Care funds.* All care funds held by or transferred to the Village shall be deposited into the village's cemetery fund. An accounting of funds utilized for the management, care, and operation of cemeteries controlled by the village shall be provided and reviewed as part of the village's annual budgeting process.
- (d) *Management and operation.* A system of management and operation of said cemetery, in the form of a "management plan" shall be adopted and amended from time to time by resolution of the village board. Use of the cemetery shall be in compliance with the approved plan.
- (e) *Fee schedule.* The grave space fee, regular burial fee, internment fee, grave lot cost, cremains burial fee, foundation fee and additional applicable fees shall be established from time to time by resolution of the village board. All grave space fees include perpetual care.

Sec. 22.100.1. Applicability of certain subsections.

(a) The subsections of this Chapter shall apply generally to every Section of the Forest Hill Cemetery, unless otherwise noted in this Chapter. Notwithstanding the foregoing, Sections X and Z of the Forest Hill Cemetery are hereby designated as “Cremains Only” Section, and shall be subject to separate rules and procedures where delineated in this Chapter. If there is a conflict between a regulation of general applicability and a regulation of specific applicability to the Cremains Only Sections, that conflict shall resolve in favor of the more specific regulation.

Sec. 22.101. Sales of lots or grave space.

- (a) Individuals, families, or their agents, desiring to obtain interment rights to a lot or grave space in any village owned cemetery must contact the village clerk for the Village of Pewaukee. The village clerk will either provide or arrange assistance in showing the lots or grave space available for purchase of said interment rights.
- (b) Upon having made a lot or grave space selection and making the required full payment, the village clerk will issue an official cemetery deed which will include the perpetual care deed as evidence of interment rights. The title to the land remains in the office of the village clerk.
- (c) In case of death of the lot owner, when the cemetery lot is disposed of through a probate proceeding, a certified copy of the final court document assigning the lot shall be filed with the village clerk. If there is an un-probated will, a certified copy of the will and such other documents as the village may deem necessary shall be delivered to the village clerk before the Village of Pewaukee will recognize change of ownership. If the deceased lot owner left no will and there is no probate, satisfactory and sufficient proof of descent must be provided. It is recommended that the lot owner, in making their will, include a provision addressing the cemetery lot(s) and devise to one person. The Village of Pewaukee will not accept a transfer of interment space after interment of the original purchaser(s) unless all lineal descendants have agreed to the transaction. In the case of joint ownership, the interment rights shall pass to the surviving spouse. Lineal descendants shall have equal rights of interments. In case that there are no lineal descendants then the nearest relative of the purchaser(s) shall have the right of interment.
- (d) The owner may grant permission in a form acceptable to the village, which must be notarized and placed on file with the village clerk, for burial of other persons not related by lineage. No corpse shall be interred in a grave space except the corpse of one having an interest therein, or a relative, or spouse of such person, except by the consent of all persons having an interest in ownership of interment rights to such lot or grave space.
- (e) All ownership of interments for lots and grave spaces is exempt from taxation and cannot be seized for debt, except those owned by the Village of Pewaukee, nor can they be mortgaged. All repossessed vacant grave spaces shall be subject to the same fees and charges.

Sec. 22.102. Persons entitled to burial.

Persons of all denominations, of all religions are allowed burial in any village-owned cemetery.

Sec. 22.103. Interment.

- (a) All interments shall be made in accordance with the laws of the State of Wisconsin.
- (b) No interment will be permitted on any grave unless the purchase price of the grave space has been paid in full.
- (c) At least 48 hours' notice is necessary whenever interments are to be made. Notice is to be made to the village clerk or designee. Any and all applicable fees for preparation, opening, closing, replacing of sod, and seeding of the grave space must be paid prior to performance of the service. The Village of Pewaukee assumes no responsibility for the protection, maintenance, damage, or vandalism to flowers, wreaths, or any other item used in such funeral or interment proceedings.
- (d) No burial will be permitted unless and until a legal report of final disposition burial transit permit has been presented to the village clerk or designee. The interment of bodies of persons who have died of contagious disease shall be made in strict accordance with the rules of the Wisconsin State Board of Health. Further, the following guidelines shall apply:
 - (1) Only human remains may be interred in any village-owned cemetery.
 - (2) Orders for burial given by the undertaker having charge of the burial of any person will be construed by the Village of Pewaukee as orders from the lot owners themselves and, after interment; no changes in the location of graves will be made except at the expense of the lot owners.
 - (3) Winter burials (December 1—March 31) shall be allowed. The village clerk shall be given 72 hours' notice prior to the opening and preparation of a grave space for interment and an additional fee may be charged as established by the village board.
 - (4) The interment of two bodies in one grave will not be allowed except in the case of a parent and infant (stillborn and up to the age of two), two small children buried in one casket, a full-size burial with one cremation above, or two cremation burials. Notwithstanding the forgoing, grave owners who purchased their grave plot prior to December 5, 2017 shall be subject to the limits on the number of remains or cremains as stated above with the exception of the following: The full-size burial may be permitted with up to two sets of cremains above. In a plot with no other remains buried in it, up to six sets of cremains may be interred in any single plot.
 - (5) All interments and burials conducted outside of the regular business hours of 8:00 a.m. to 1:30: p.m., Monday through Friday, shall incur an additional fee as set forth by the village board.
 - (6) No burial shall be made on Sundays or on official holidays, except in those cases of contagious disease or for some other reason where necessity for immediate burial may

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- be urgent. An additional fee will be charged as established by the village board. In such cases, prior approval must be received from the village clerk or designated official.
- (7) All interments shall be made in a permanently sealed vault that is not constructed of wooden material.
 - (8) All graves shall be excavated by the village or its designated contractor.
 - (9) Spreading or burying ashes on the surface of any grave will not be permitted.
 - (e) The village will be responsible for restoring the lawn on new graves and for filling sunken graves and re-establishing the lawn. The lawn will be restored with topsoil, seed, and mulch.

Sec. 22.104. Disinterment.

- (a) No disinterment and removal of a human body or cremains shall be made without the written consent of the owner or owners of the lot or grave space and that of any surviving spouse, children, or parents of the deceased or pursuant to the order of a court with jurisdiction.
- (b) A disinterment permit shall be obtained from the county coroner by the person requesting the disinterment of a human body or cremains.
- (c) All costs associated with the disinterment are the responsibility of the person requesting the disinterment.

Sec. 22.105. Monuments and markers.

- (a) Only one upright type monument will be allowed on one grave space or portion thereof, with a maximum stone size of 36-inch length by 16-inch width.
- (b) Only one upright type monument will be allowed on two adjoining lots deeded to the same owner(s), with a maximum stone size of 54-inch length by 16-inch width.
- (c) All monuments must be placed at the end of the grave space adjacent to the designated walkway aisle, in the center, unless specific permission is given by the village board or designated official for placing it otherwise.
- (d) Veterans graves are provided the right to place their bronze veteran's plaque provided by the government by either bolting it the back of their existing monument, or by requesting an additional foundation to be poured for the setting of the plaque on the grave. This additional foundation shall be at the expense of the lot owner(s).
- (e) All upright monuments will be set on a concrete slab type foundation that must be flush at ground level with a border measurement determined by the department of public works but not less than three inches. The concrete foundation shall be no less than four inches in thickness.
- (f) No monument or marker may be erected until the foundation therefor has been approved by the village clerk (or designee) or a representative thereof. Each metal grave marker placed as a temporary marker by the funeral home or other person shall be removed as soon as a

monument or permanent marker is installed or one year after the date of the burial, whichever comes first.

- (g) The installation of any foundation for any monument will be scheduled and completed by village staff only.

Sec. 22.106. Privileges and restrictions for lot owner.

- (a) Perpetual care of the cemetery which includes lawn care, tree care, spring and fall clean up, snow removal, monument and marker maintenance, and capital improvements will be assumed by the Village of Pewaukee employees or a village authorized contractor.
- (b) Village employees or a village authorized contractor reserve the right to enter any lot for the purpose of trimming or removing any tree or shrub, if necessary. Trees will be removed when they are deemed dead, diseased, or detrimental to any adjacent lot, monument, marker, walkway, or driveway because of roots, branches, etc.
- (c) No persons, except Village of Pewaukee employees or village authorized contractors, will be allowed to disturb any grave marker or sod on any lot or grave.
- (d) No trees or shrubs shall be planted on any lot or grave site.
- (e) All lot or grave owners wishing to make improvements to their lots must get written permission from the village clerk (or designee) before improvements are made.
- (f) A lot owner may plant annuals, perennials, or bulbs in section G and section H, provided they do not exceed 12 inches from the edge of the monument or marker foundation into the owner's lot or grave site.
- (g) Planting will also be allowed between individual markers when the individual markers belong to the same family and are in the same lot. These plantings shall not extend past the width of the monument or marker foundation.
- (h) All weeding of flower beds on the graves shall be done by the owner and must be maintained or they will be removed.
- (i) A lot owner may place authorized decorations upon graves within the owner's lot or upon the owner's grave site, but any such decoration is done at the risk of the owner and the village assumes no responsibility therefor.
- (j) All grave coverings of any sort placed upon any lot or grave site by the owner shall be removed by the owner no later than April 1.
- (k) Natural and artificial flowers are permitted if displayed in a permanent monument mounted vase. Should the flowers begin to degrade or become a nuisance; the village reserves the right to remove them.
- (l) One shepherd's hook/basket decoration is allowed per grave site, provided it is placed at the left back corner of the monument so as to allow for the one hanging basket to hang directly over the monument.
- (m) At no time will jars of any material, tin cans, boxes, freestanding vases, unsightly plastic containers, food and/or beverages, shells, signage or similar items, wire stands, furniture, or

clothing be allowed in the cemetery. Small personal effects such as stuffed animals and freestanding pictures or frames shall be permitted for 30 days from the date of burial, the village reserves the right to remove items should they be determined unsightly, degraded, or unreasonably interferes with the maintenance of the cemetery.

- (n) Objects not described above, including knick-knacks, solar lights and lanterns, wind chimes, etc. that are not incorporated into a monument, are allowed only in planted flower beds and not in the grassy areas of the owner's lot or grave site.
- (o) At no time will fences, barriers, retaining walls, or any other obstructions be allowed in the cemetery.
- (p) Easel decorations are allowed for the following observed holidays: Memorial Day, July 4, Labor Day, and Veteran's Day. Decorations will be allowed to be up seven calendar days before the holiday and seven days after the holiday.
- (q) Decorations for personally observed days including birthdays, Mother's Day, Father's Day, anniversaries, religious holidays, and such shall be allowed. These decorations are allowed to be up seven calendar days before the observance and seven days after the holiday.
- (r) Any objects removed from grave sites will be stored in the village cemetery garage for a period of two weeks and then disposed of.
- (s) The cemetery does not permit the use of biodegradable burial containers or green burials without sealed vaults.

(Ord. No. 2017-22, § I, 12-5-2017)

Sec. 22.107 – Cremains Only Section of Forest Hill Cemetery

- (a) Sections X and Z of the Forest Hill Cemetery are hereby designated for the internment and burial of cremains only. Notwithstanding any other provision of this Chapter, this Section 22.107 shall govern the management of such Sections X and Z and where there is a conflict between the regulations otherwise stated in this Chapter and this Section 22.107, this Section shall control. Sections X and Z are hereinafter referred to as the “Cremains Only Section”.
- (b) Section 22.103(d)(4) is not applicable to the Cremains Only Section. All cremains shall be contained in a vault which is made of any material other than wood and in a non-degradable urn. No more than two (2) vaults shall be interred in any single grave space. No more than two (2) cremains shall be interred in any single grave space. The maximum height for cremation vaults shall be no more than 17 inches.
- (c) Section 22.105(a) is not applicable to the Cremains Only Section. Only (two) flush type monuments will be allowed on one 4 to 5 foot grave space or portion thereof, with a maximum stone size of 12 inches Height by 24 inches Width. In addition, one (1) companion flush type monument will be allowed with a maximum size of 16 inches height and 36 inches width. Monuments made of granite, marble, or other stone materials shall not require a concrete foundation. Plaques shall require a concrete foundation with 3” wash on all sides.
- (d) Sections 22.105(b) and 22.105(e) are not applicable to the Cremains Only Section. No upright type monument is allowed in the Cremains Only Section.

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- (e) Section 22.105(c) is not applicable to the Cremains Only Section. All flush type monuments must be placed in the center of the Grave Space unless specific permission is given by the Village Board or designated official for placing it otherwise.
 - (f) Section 22.105(d) is not applicable to the Cremains Only Section. Veterans' graves may attach their bronze Veteran's plaque provided by the Government to an additional foundation to be poured for the setting of the plaque on the grave. This additional foundation shall be at the expense of the lot owner(s).
 - (g) Sections 22.106(f) through 22.106(i) inclusive are not applicable to the Cremains Only Section. No plantings or decorations are allowed in the Cremains Only Section. Unauthorized plantings or decoration will be removed and the Village assumes no responsibility therefore.
 - (h) Sections 22.106(j) through 22.106(n) inclusive are not applicable to the Cremains Only Section. No grave coverings, natural/artificial flowers, Shepherds hook, basket decorations, jars of any materials, tin cans, boxes, freestanding vases, unsightly plastic containers, food and/or beverages, shells, signage, wire stands, furniture or clothing, small personal effects, knickknacks, solar lights and lanterns, wind chimes, stuffed animals, and freestanding pictures or frames are allowed in the Cremains Only Section.

Sec. 22.108. Definitions.

[The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:]

Block means a designated area within a range, containing sections of a specific number of lots or grave sites.

Cemetery means as herein used shall refer to all cemetery property, grounds, equipment, and structures both privately and publicly owned within the Village of Pewaukee.

Cemetery deed means the official document produced by the Village of Pewaukee for the conveyance of ownership of interment rights to a designated grave space(s) located within a village-owned cemetery.

Contractor means any person, firm, or corporation other than a village employee that is engaged in placing, erecting, or repairing any memorial or monument, excavating and preparing grave sites for interments or performing any other work on the cemetery grounds.

Corpse means the deceased body of a human being.

Cremains means the incinerated remains of a corpse.

Disinterment means the removal of remains of a human corpse from their original place of interment.

Disposition permit means as used in these rules, regulations, and policies shall mean a legal "report of final disposition of a human corpse burial transit permit" issued by the State of Wisconsin.

Foundation means a concrete base placed flush with the ground of a grave site, on which to erect monuments, headstones, markers, or memorials.

Grave space means a single interment area within a plotted cemetery section. With rights of interment as described otherwise herein.

Interment means ground burial or other permanent disposition of the remains of a deceased person.

Lot means a designated area within a range, containing a specific identifying number.

Marker/monument means any headstone, memorial marker, or structure placed upon any lot or grave space, for the purpose of identification or memory of the interred.

Owner means the owner of the rights of interment to a specific lot or grave space of which the owner has an official cemetery deed on file at the Village of Pewaukee.

Perpetual care means the obligation of the Village of Pewaukee to maintain and care for village-owned cemetery sites for perpetuity.

Remains means those parts that remain of a corpse after the ravages of time, weather, or destruction.

Sealed vault means an outer burial container or permanently sealed container that surrounds a casket, which should be constructed of a non-wood durable substance such as concrete.

Section means a designated area within a range, specifically a block, containing a specific number of lots or grave sites.

Urn means a closed vessel used for the preservation of cremains.

SECTION II

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

SECTION III

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

SECTION IV

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

Passed and adopted this _____ day of _____ 2025 by the Village Board of the Village of Pewaukee.

APPROVED:

Countersigned:

Jeff Knutson, Village President

Jenna Peter, Village Clerk



To: Jeff Knutson, Village President
Village Board

From: Jenna Peter
Village Clerk

Date: **September 2, 2025**

Re: Agenda Item _____, Discussion and Possible Recommendation on Resolution No. **2025-14** Resolution to Amend and Establish Certain Fees Related to the Forest Hill Cemetery

BACKGROUND

The cremains only section (sections X & Z) has been plotted and is ready for the sale of grave lots. The current cemetery pricing has been in effect since January 1, 2022. With the addition of the cremains only section, this is a good opportunity to take another look at the Village's pricing structure. Staff has put together a list of comparables with other cemeteries. The Village is the only municipality (surveyed) that distinguishes resident vs. non-resident for burials.

Staff – Recommended Changes:

Cremains only grave lot cost currently (in main sections): **\$1,000 Resident & \$1,500 Non-Resident.**

Cremains only grave lot cost recommended: **\$800 Resident & \$1,300 Non-Resident** – these grave lots are smaller at 4 X 5 vs. regular lots are 4 X 10. Recommended fees would only apply in Sections X & Z.

Cremains burial currently: **\$300 Resident & \$800 Non-Resident**

Cremains burial recommended: **\$450 Resident & \$950 Non-Resident** – The Village is currently under the average of surrounding communities.

Infant burials currently: **\$750 Resident & \$1,250 Non-Resident**

Infant burials recommended: **\$500 Resident & \$1,000 Non-Resident** – The Village is currently above the average of surrounding communities.

Saturdays/After Hours and Sundays/Holidays are currently two separate prices. Staff recommends combining weekends/holidays/afterhours/emergencies all in one category. Additional cost recommendation: **\$500.**

Winter burials costs and Foundation costs remain unchanged.

The addition of a **\$30 recording fee**. All deeds will be recorded with the Waukesha County Register of Deeds. (Attorney Recommendation)

ACTION REQUESTED

The action requested of the Village Board is to review and approve or make changes to the recommended updated resolution to amend and establish certain fees related to the Forest Hill Cemetery.

ANALYSIS

The attached resolution 2025-14 if adopted, is proposed to take effect October 1, 2025.

PROPOSED FEES FOR FOREST HILL CEMETERY				
Grave Lot Cost			Foundation Fees	
	Resident	Non-Resident	Foundation Fees	\$75/square foot OR Minimum \$250.00, whichever is greater
Grave Lot (Per Grave)	\$1,000.00	\$1,500.00	Monument Setting	Not Available
Cremains Only Section (X & Z) Grave Lot (Per Grave)	\$800.00	\$1,300.00	Monument Removal	Not Available
Recording Fee (Deed) *Additional cost (required)	\$30.00	\$30.00		
Transfer of Deed	\$100.00	\$100.00		
Interment/Disinterment Fees				
Based on Residency at the time of grave purchase				
	Resident	Non-Resident	Weekends/Holidays/After- Work Hours/Emergencies	
Full Body			*Additional Cost	
April - November	\$1,000.00	\$1,500.00	\$500	
December - March	\$1,325.00	\$1,825.00	Regular Operating Hours M-F 8:00 am - 1:30 pm	
Infant				
April - November	\$500.00	\$1,000.00		
December - March	\$825.00	\$1,325.00		
Cremains				
April - November	\$450.00	\$950.00		
December - March	\$775.00	\$1,275.00		

		Village of Pewaukee		Village of Summit	City of Delafield	City of Pewaukee	Village of Hartland	City of Waukesha	Town of Ottawa
Burials	Full Body	\$ 1,000.00	Non Resident - \$1,500	\$ 935.00	\$ 750.00	\$ 600.00	n/a	\$ 1,430.00	\$ 800.00
	Cremains	\$ 300.00	Non Resident - \$800	\$ 495.00	\$ 400.00	\$ 250.00	n/a	\$ 1,155.00	\$ 100.00
	Infant	\$ 750.00	Non Resident - \$1,250	\$ 330.00	\$ 300.00	n/a	n/a	\$ 880.00	n/a
Grave Lot Cost	Resident	\$ 1,000.00		\$ 935.00	\$ 850.00	\$ 413.40	\$ 1,200.00	\$920 - \$1,575	\$800
	Non Resident	\$ 1,500.00		\$ 1,155.00	n/a	\$ 620.10	\$ 1,200.00	\$30 for infant grave	\$800
Burial Times	Holiday	\$ 500.00		Infant - \$415	\$ 250.00	\$500 for	n/a	not offered	n/a
	After Hours	\$ 250.00		Full Body - \$1,020	\$ 250.00	Holiday/After Hrs and	n/a	\$ 420.00	n/a
	Winter	\$ 325.00		Cremation - \$580	See Below	Winter	n/a	\$ 265.00	n/a
				No Winter Burial Fee	December - March				
					Full Body \$850				
					Cremation \$550				
					Infant \$450				

RESOLUTION NO. 2025-14

VILLAGE OF PEWAUKEE

A RESOLUTION AMENDING AND ESTABLISHING CERTAIN FEES RELATED TO FOREST HILL CEMETERY, LOCATED AT 300 SCHOOL STREET, IN THE VILLAGE OF PEWAUKEE, WAUKESHA COUNTY, WISCONSIN

WHEREAS, the Village Board of the Village of Pewaukee presides over the management of all Village-owned cemeteries;

WHEREAS, the Village Board has reviewed the charges and fees applicable to the use and maintenance of the Forest Hill Cemetery and based on the totality of the circumstances has determined that certain fees and charges shall be amended and that those amendments are reasonable and reflect the Village's actual cost of providing the service indicated and the market value of grave lots;

NOW, THEREFORE, BE IT RESOLVED, the following fees and charges are hereby approved and are effective October 1, 2025:

Grave Lot Cost		
	Resident	Non-Resident
Grave Lot (Per Grave)	\$1,000.00	\$1,500.00
Cremains Only Section (X & Z) Grave Lot (Per Grave)	\$800.00	\$1,300.00
Recording Fee (Deed) *Additional cost (required)	\$30.00	\$30.00
Transfer of Deed	\$100.00	\$100.00

Foundation Fees	
Foundation Fees	\$75/square foot OR Minimum \$250.00, whichever is greater
Monument Setting	Not Available
Monument Removal	Not Available

Interment/Disinterment Fees			
Based on Residency at the time of grave purchase			
	Resident	Non-Resident	Weekends/Holidays/After-Work Hours/Emergencies
Full Body			*Additional Cost
April - November	\$1,000.00	\$1,500.00	\$500
December - March	\$1,325.00	\$1,825.00	Regular Operating Hours M-F 8:00 am - 1:30 pm
Infant			
April - November	\$500.00	\$1,000.00	
December - March	\$825.00	\$1,325.00	
Cremains			
April - November	\$450.00	\$950.00	
December - March	\$775.00	\$1,275.00	

BE IT FURTHER RESOLVED, residency for the purpose of the interment/disinterment fees will be determined at the time of purchase of the grave lot. In the event that the address for the plot owner is not provided on the Village of Pewaukee records, it will be assumed that the owner was a resident of the Village and will be charged the resident interment/disinterment fee.

BE IT FURTHER RESOLVED, the above fees and charges shall be in effect until changed by further resolution and any earlier resolution or motion inconsistent with this resolution is hereby to the extent of its inconsistency with this resolution repealed.

Adopted this 16th day of September 2025.

Jeffrey Knutson, Village President

ATTEST:

Jenna Peter, Village Clerk



To: Jeff Knutson, Village President
Trustees of the Village Board

From: Matt Heiser
Village Administrator

Date: September 12, 2025

Re: September 16, 2025 Village Board Agenda Item 7(a)
Review, discussion and possible action on a proposal from RA Smith to survey Capital Drive.

BACKGROUND

The Village is considering a number of projects that could impact parking near downtown (W. Wisconsin Ave) and at Kiwanis Park. One project is a potential improvement/extension of a riverwalk that would provide a pedestrian connection between Capital Dr and downtown. Another project might see a building constructed in the parking lot of Kiwanis Park. Both projects would benefit from additional angled parking along Capital Dr. The Village would have to determine how much space is available adjacent to the railroad right-of-way in create the parking stalls.

The original proposal, viewed at the September 2 Village Board meeting, was revised to include the north end of Capital Drive.

ACTION REQUESTED

The action requested of the Village Board is to approve the proposed survey.

ANALYSIS

This was not budgeted. The budget line item for Street Maintenance does have enough remaining funds to cover this expense.

Attachments:

1. Proposal from RA Smith.

September 10, 2025

Mr. Matt Heiser
Village Administrator
Village of Pewaukee
235 Hickory Street
Pewaukee, WI 53072
VillageAdmin@villageofpewaukee.wi.gov

Re: Proposal for Professional Services
Capitol Drive Angled Parking

Dear Mr. Heiser:

Thank you for giving raSmith the opportunity to provide you with a proposal for professional services. The contents of this proposal letter spell out the Project Understanding, Scope of Services to be provided, Project Schedule, Professional Fees, and the Client Responsibilities/Assumptions under which this proposal is being made.

Project Understanding

The Village of Pewaukee is requesting raSmith to provide a topographic survey and determine ownership of the existing GAP parcel on the south side of Capitol Drive north of the Canadian Pacific railroad from the existing public parking lot east of High Street to the Capitol Drive/Oakton Avenue intersection. The intent of the project is to determine feasibility of expanding the existing parking lot and the addition of angled parking on the south of Capitol Drive taking into account Village ordinances.

The following Scope of Services defines the approach we will take to complete this project for the Village.

Scope of Services

- A. Survey Services – Due to records for the railroad dating back to the 1920s raSmith will research and review all historic records available. These historic records may include highway records, deeds, railroad records and surveys filed abutting Capitol Drive and the railroad right-of-way within the area, and potential agreements or dedications between the Village and railroad. raSmith will survey all the evidence from the historic records including: iron pipes, railroad tracks, fence lines, buildings, etc. raSmith will compute the Capitol Drive and railroad right-of-way from the historical records researched and field evidence. Upon completion of the review and computations raSmith will measure out and survey existing right-of-way and parcel lines. In addition, raSmith will perform a full topographic survey of the existing area including Digger's Hotline mapping and field locates with the creation of mapping and surface drawings. Review and topographic survey of the Capitol Drive and railroad right-of-ways and GAP parcel will be completed as described in the project understanding and shown in the picture below.
- B. Engineering Services – Based on the topographic survey raSmith will complete an engineering review of the area to determine the feasibility of angled parking.



Project Schedule

The intent is to have the record drawings review of the project area, mapping and topographic survey, and engineering review completed within six weeks of receiving authorization to proceed from the Village.

Professional Fees

The above services will be provided on an hourly time-and-expense basis with an estimated cost not to exceed **\$14,528.00**

Services will be billed each month based on the work completed. All usual and customary expenses such as mileage, printing, delivery, permit fees and postage are not included in the above fee and will be billed at cost as a reimbursable expense.

This proposal does not include any services beyond those described in the above scope of services. raSmith offers an array of supplemental services that are available at your request. Please refer to Attachment A for a complete list of our services.

Client Responsibilities/Assumptions

- A. The hourly rates shown on the Professional Fees Rate Schedule are subject to change on an annual basis.
- B. All topographic survey services assume no snow and/or ice conditions. Additional fees will be required in the event snow or ice conditions are present during the fieldwork.
- C. After work has commenced, any revisions requested by the Client, or necessitated by conditions beyond our control, will be considered extra work requiring additional compensation.



Mr. Matt Heiser, Village Administrator
Capitol Drive Angled Parking
Page 3 / September 10, 2025

If you would like to authorize raSmith to proceed with your project, please sign the attached Professional Services Agreement and forward a signed copy of the entire Agreement to our office. Once received, we will execute and return a copy for your records. If there are any questions concerning the above or the terms as presented, please contact me.

Thank you again for your consideration of raSmith to work on your project.

Sincerely,
raSmith

A handwritten signature in blue ink that reads 'Jacob W. Scholbe'.

Jacob W. Scholbe, P.E.
Project Manager

Enclosures: Professional Services Agreement – Contract
Corporate Overview – Attachment A
Rate Schedule – 2025

bth:H:\2258100\Doc\Proposals\Capitol Drive Angled Parking\Parts\EP 250910 Heiser_Capitol Drive Angled Parking.docx



PROFESSIONAL SERVICES AGREEMENT
BETWEEN CLIENT AND PROFESSIONAL

THIS IS AN AGREEMENT effective as of _____ ("Effective Date") between _____ ("Client") and R.A. Smith, Inc. ("Professional").

Client's Project, of which Professional's services under this Agreement are a part, is generally identified as follows:

_____. ("Project").

Professional's services under this Agreement are generally identified as follows:

_____. ("Services").

Client and Professional further agree as follows:

1.01 *Basic Agreement and Period of Service*

- A. Professional shall provide or furnish the Services solely for the benefit of Client as set forth in this Agreement and in the attached proposal. If authorized by Client, or if required because of changes in the Project, Professional shall furnish services in addition to those set forth above ("Additional Services").

2.01 *Payment Procedures*

- A. *Invoices:* Professional shall prepare invoices in accordance with its standard invoicing practices and submit the invoices to Client on a monthly basis. Invoices are due and payable within 30 days of invoice date. If Client fails to make any payment due Professional for Services, Additional Services, and expenses within 30 days after receipt of Professional's invoice, then (1) the amounts due Professional will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day, and (2) in addition Professional may, after giving seven days written notice to Client, suspend Services under this Agreement until Professional has been paid in full all amounts due for Services, Additional Services, expenses, and other related charges. Client waives any and all claims against Professional for any such suspension.
- B. *Payment:* As compensation for Professional providing or furnishing Services and Additional Services, Client shall pay Professional as set forth in this agreement. If Client disputes an invoice, either as to amount or entitlement, then Client shall promptly advise Professional in writing of the specific basis for doing so, may withhold only that portion so disputed, and must pay the undisputed portion.

2.02 *Basis of Payment*

- A. Client shall pay Professional for Services in the amount and manner provided in the attached proposal.
- B. *Additional Services:* Unless specified in the attached proposal, for Additional Services, Client shall pay Professional an amount equal to the cumulative hours charged in providing the Additional Services by each class of Professional's employees, times standard hourly rates for each applicable billing class; plus reimbursement of expenses incurred in connection with providing the Additional Services and Professional's consultants' charges, if any.

3.01 *Suspension and Termination*

- A. The obligation to continue performance under this Agreement may be suspended:
1. *By Client:* Client may suspend the Project for up to 90 days upon seven days written notice to Professional.
 2. *By Professional:* Professional may, after giving seven days written notice to Client, suspend services under this Agreement if Client has failed to pay Professional for invoiced services and expenses, as set forth in this Agreement.
- B. The obligation to continue performance under this Agreement may be terminated:
1. For cause,
 - a. By either party upon 14 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party. Failure to pay Professional for its services is a substantial failure to perform and a basis for termination.
 - b. By Professional:
 - 1) upon seven days written notice if Client demands that Professional furnish or perform services contrary to Professional's responsibilities as a licensed professional; or
 - 2) upon seven days written notice if the Professional's Services are delayed for more than 90 days for reasons beyond Professional's control, or as the result of the presence at the Site of undisclosed Constituents of Concern.
 - c. By Client, for convenience, effective upon Professional's receipt of written notice from Client

- d. Professional shall have no liability to Client on account of a termination for cause by Professional.
 - e. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under this section if the party receiving such notice begins, within seven days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.
 - C. In the event of any termination under this section, Professional will be entitled to invoice Client and to receive full payment for all Services and Additional Services performed or furnished in accordance with this Agreement, plus reimbursement of expenses incurred through the effective date of termination in connection with providing the Services and Additional Services, and Professional's consultants' charges, if any.
- 4.01 *Successors, Assigns, and Beneficiaries*
- A. Client and Professional are hereby bound and the successors, executors, administrators, and legal representatives of Client and Professional are hereby bound to the other party to this Agreement and to the successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.
 - B. Neither Client nor Professional may assign, sublet, or transfer any rights under or interest (including, but without limitation, money that is due or may become due) in this Agreement without the written consent of the other party, except to the extent that any assignment, subletting, or transfer is mandated by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.
 - C. Unless expressly provided otherwise, nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Client or Professional to any Constructor, other third-party individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Client and Professional and not for the benefit of any other party.
- 5.01 *General Considerations*
- A. **Standard of Care**
The standard of care for all professional engineering and related services performed or furnished by Professional under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Professional makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services performed or furnished by Professional. Subject to the foregoing standard of care, Professional and its consultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.
 - B. **Design Without Construction Phase Services**
Professional shall not at any time supervise, direct, control, or have authority over any Constructor's work, nor shall Professional have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, or the safety precautions and programs incident thereto, for security or safety at the Project site, nor for any failure of a Constructor to comply with laws and regulations applicable to such Constructor's furnishing and performing of its work. Professional shall not be responsible for the acts or omissions of any Constructor. Professional neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's failure to furnish and perform its work.
 - C. **Opinions of Cost**
Professional's opinions (if any) of probable construction cost are to be made on the basis of Professional's experience, qualifications, and general familiarity with the construction industry. However, because Professional has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, Professional cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable construction cost prepared by Professional. If Client requires greater assurance as to probable construction cost, then Client agrees to obtain an independent cost estimate. Professional shall not be responsible for any decision made regarding the construction contract requirements, or any application, interpretation, clarification, or modification of the construction contract documents other than those made by Professional or its consultants.
 - D. **Use of Documents**
All documents prepared or furnished by Professional are instruments of service, and Professional retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. Client shall have a limited license to use the documents on the Project, extensions of the Project, and for related uses of the Client, subject to receipt by Professional of full payment due and owing for all Services and Additional Services relating to preparation of the documents and subject to the following limitations:
 - 1. Client acknowledges that such documents are not intended or represented to be suitable for use on the Project unless completed by Professional, or for use or reuse by Client or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by Professional;

2. Any such use or reuse, or any modification of the documents, without written verification, completion, or adaptation by Professional, as appropriate for the specific purpose intended, will be at Client's sole risk and without liability or legal exposure to Professional or to its officers, directors, members, partners, agents, employees, and consultants;
3. Client shall indemnify and hold harmless Professional and its officers, directors, members, partners, agents, employees, and consultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the documents without written verification, completion, or adaptation by Professional; and
4. Such limited license to Client shall not create any rights in third parties.

E. Liability

To the fullest extent permitted by Laws and Regulations, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of Professional and Professional's officers, directors, employees, and Consultants, to Client and anyone claiming by, through, or under Client for any and all injuries, claims, losses, expenses, costs, or damages whatsoever arising out of, resulting from, or in any way related to the Project, Professional's or its Consultants services or this Agreement from any cause or causes whatsoever, including but not limited to the negligence, professional errors or omissions, strict liability, breach of contract, indemnity obligations, or warranty express or implied of Professional or Professional's officers, directors, employees, or Consultants shall not exceed the total amount of \$100,000 or the total compensation received by Professional under this Agreement, whichever is less.

F. Indemnification

To the fullest extent permitted by Laws and Regulations, Client shall indemnify and hold harmless Professional and Professional's officers, directors, employees, and Consultants from and against any and all claims, costs, losses and damages (including but not limited to all fees and charges of Professionals, architects, attorneys, and other professionals, and all court, arbitration, or other dispute resolution costs) arising out of or relating to the Project, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death or to injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting therefrom, but only to the extent caused by any negligent act or omission of the Client or Client's officers, directors, members, partners, agents, employees, consultants, or others retained by or under contract to the Client with respect to this Agreement or to the Project.

G. Dispute Resolution

Client and Professional agree to negotiate each dispute between them in good faith during the 30 days after written notice of dispute. If negotiations are unsuccessful in resolving the dispute, then the dispute shall be mediated. If mediation is unsuccessful, then the parties may exercise their rights at law. The venue for all disputes shall be the state of Wisconsin. Attorney fees will be borne by the non-prevailing party.

H. Governing Law

This Agreement is to be governed by the law of the state of Wisconsin.

6.01 *Agreement*

- A. This Agreement (including any expressly incorporated attachments), constitutes the entire agreement between Client and Professional and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument. Nothing in this Agreement between Professional and Client shall create a contractual relationship between either Professional and Client and an outside third party.

7.01 *Lien Notice*

- A. As required by the Wisconsin construction lien law, Professional hereby notifies Client that persons or companies performing, furnishing, or procuring labor, services, materials, plans, or specifications for the construction on Client's land may have lien rights on Client's land and buildings if not paid. Those entitled to lien rights, in addition to the undersigned Professional, are those who contract directly with the Client or those who give the Client notice within 60 days after they first perform, furnish, or procure labor, services, materials, plans or specifications for the construction. Accordingly, Client probably will receive notices from those who perform, furnish, or procure labor, services, materials, plans, or specifications for the construction, and should give a copy of each notice received to the mortgage lender, if any. Professional agrees to cooperate with the Client and the Client's lender, if any, to see that all potential lien Professionals are duly paid.



IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

Project Name: _____

Client: _____

Professional: _____

By: _____

By: _____

Print name: _____

Print name: _____

Title: _____

Title: _____

Date Signed: _____

Date Signed: _____

Address for Client's receipt of notices:

Address for Professional's receipt of notices:

R.A. Smith, Inc.

16745 West Bluemound Road

Brookfield, WI 53005

Client's Phone: _____

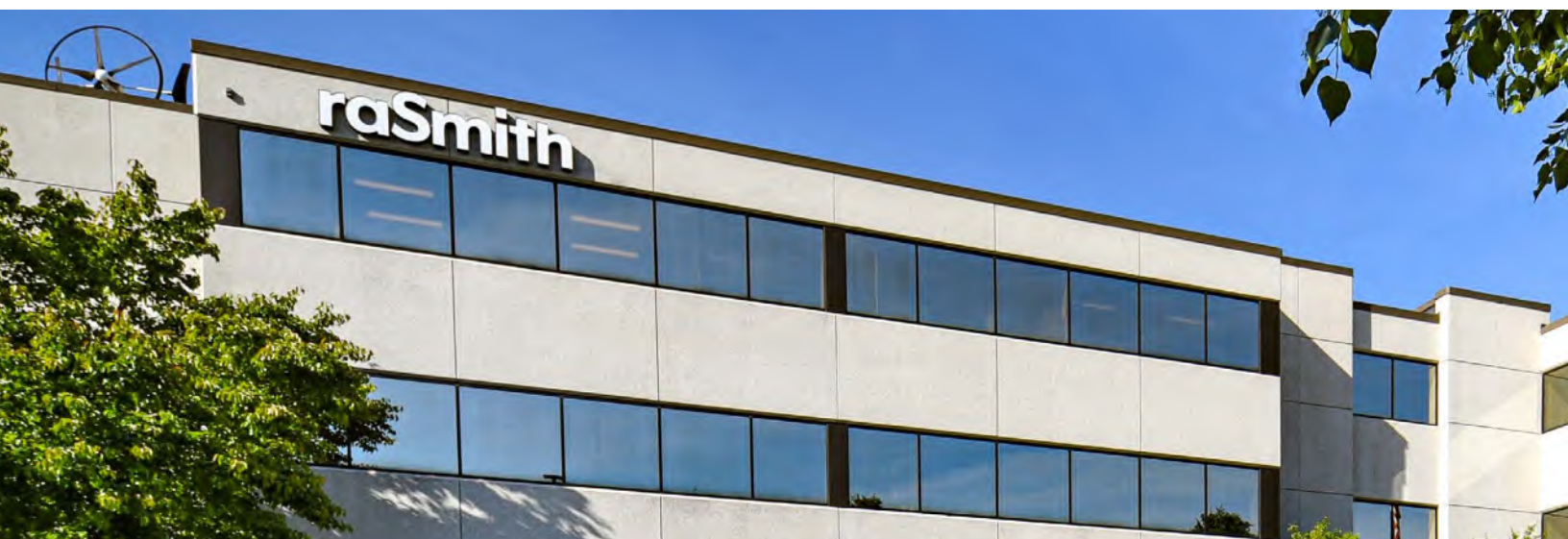
Professional's Phone: _____

Client's Email: _____

Professional's Email: _____

Corporate Overview

raSmith is a multi-disciplinary consulting firm comprising civil engineers, structural engineers, traffic engineers, land surveyors, development managers, landscape architects and ecologists. Our services are focused on our public and private sector clients' needs in design and construction including land development, site planning and design, structural engineering, municipal engineering, transportation and traffic, surveying, construction services and geographic information systems (GIS). We work on projects nationwide from our seven locations. Richard A. Smith, M.S., P.E., chairman, founded raSmith in 1978. Richard A. Smith Jr., P.E., (Ricky) leads the firm as president. The firm currently employs a staff of 215.



Our Services

[Cold-Formed Steel Engineering](#)

[Construction Inspection/Management](#)

[Development Management](#)

[Ecological](#)

[GIS \(Geographic Information Systems\)](#)

[Grant Writing](#)

[Hydrographic Surveying](#)

[Land Development](#)

[Land Surveying](#)

[Landscape Architecture](#)

[LiDAR \(3D Laser Scanning\)](#)

[Municipal Engineering](#)

[Structural Engineering](#)

[Traffic Engineering](#)

[Transportation Engineering](#)

[UAS \(Unmanned Aircraft Systems\)](#)

[Water Resources](#)

Locations

Wisconsin:

Brookfield

Appleton

Cedarburg

Madison

Milwaukee

Illinois:

Naperville

California:

Irvine

**PROFESSIONAL FEES SCHEDULE
 STANDARD 2025 WISCONSIN RATES**

<u>ENGINEERING SERVICES</u>	<u>PER HOUR</u>		
Senior Project Manager	\$ 202		
Project Manager	\$ 183		
Senior Project Engineer	\$ 183		
Project Engineer	\$ 175		
Civil Engineer	\$ 123	-	\$ 164
Engineering Technician	\$ 89	-	\$ 158
Ecologist	\$ 98	-	\$ 169
 <u>SURVEYING SERVICES</u>			
Senior Project Manager	\$ 181		
Project Manager	\$ 165		
2-Member Field Crew GPS/Robotics	\$ 245		
Field Person GPS/Robotics	\$ 169		
Project Surveyor	\$ 139		
Survey Technician	\$ 102	-	\$ 136
 <u>ADMINISTRATIVE SERVICES</u>			
Project Technician	\$ 100		



To: Jeff Knutson, President
Trustees of the Village Board

From: Matt Heiser
Village Administrator

Date: September 11, 2025

Re: September 16 Meeting Agenda Item 8(d)
Review, discussion and possible action on the 2026 budget proposals for the Village.
Also includes materials for Agenda Items 8(a)-8(c).

BACKGROUND

At the September 2 Village Board meeting staff introduced a proposed 2026 budget for the General Fund.

The Board members pointed out an item that was under-budgeted in 2025.

ACTION REQUESTED

The action requested of the Village Board is to provide further feedback for the continuing development of the budget.

ANALYSIS

The accounts in the General Fund that have been updated since the September 2, 2025 Board meeting are:

Revenues:

- Licenses and permits from the Village Clerk.
- Fines from the Police Chief.
- Interest Income.
- Transfers from other funds to balance the budget.

Expenses

- Municipal Court Expenses from the Clerk of Courts and Judge
 - Includes a proposal to separate the Clerk of Courts position from the Police Clerk position. Historically this was one full-time position shared between the Police Department and the Municipal Court. It would still be a half-time position in the Court so the only change to labor cost would be any awarded raise for 2026. It

would include costs to create a physical space for this position if it were not in the Police Department.

- The attached budget proposal from the Municipal Court contains a factual error. It states that the Court Clerk has not received a raise since the Court submitted an adjustment request on 8/13/24. The position received a 3% increase in 2025 per the merit increase that was budgeted for all staff.
- The attached budget proposal includes some benefit information for the half-time position. Those need to be verified with current Village policies.
- If the Board is comfortable with this direction there would be additional Board action required to separate the positions.
- Police Department Operations and Outlay from the Police Chief.
 - Includes the addition of a half of a position starting mid-year to make the Clerk position full-time. The Police propose to make that administrative position full time to serve foot traffic and telephone calls.
- DPW operations expenses.
 - Includes some adjustments as the elimination of the Transportation Utility Accounts in 2025 have rippled out over the year as those expenses get charged to general fund accounts.
- DPW capital projects and purchases
 - Including borrowing for 3 street projects
 - Including borrowing for 2 equipment purchases
- Clerk operations expenses from the Village Clerk
- Assessor expenses (per our contract as recommended by the Treasurer)
- Audit expenses (per our contract as recommended by the Treasurer)
- Insurance/Prop/Liability/WC (with estimated increase from the agent)

In its current state the budget summary would appear as follows:

General Fund				
	2025		2026 Proposed	
REVENUES	Budget		Budget	% Change
Taxes	\$3,641,887		\$3,904,076	7.20%
Special Assessments	\$2,500		\$2,500	0.00%
Intergov't Revenue	\$979,902		\$979,902	0.00%
Licenses & Permits	\$253,850		\$292,350	15.17%
Fines, Forfeits & Penalties	\$145,000		\$145,000	0.00%
Public Chargesfor Services	\$3,676,491		\$3,535,350	-3.84%
Misc Revenues	\$239,186		\$354,186	48.08%
Other Financing Sources	\$130,420		\$143,400	0.099525
TOTAL REVENUES	<u>\$9,069,236</u>		<u>\$9,356,764</u>	3.17%
EXPENDITURES				
General Government	\$977,684		\$1,040,880	6.46%
Public Safety	\$5,582,501		\$5,835,457	4.53%
Public Works	\$1,335,306		\$1,527,082	14.36%
Health& Human Services	\$5,243		\$6,115	16.63%
Culture, Rec & Education	\$737,216		\$743,517	0.85%
Conservation & Develop	\$15,802		\$17,000	7.58%
Capital Outlay	\$225,295		\$171,194	-24.01%
Other Financing Uses	\$15,500		\$15,500	
TOTAL EXPENDITURES	<u>\$8,894,547</u>		<u>\$9,356,745</u>	5.20%
Surplus (or deficit)	\$174,689		\$19	
Village Mill Rate	\$3.87016		\$3.92000	1.29%

This version of the 2026 budget proposes a small increase in the contribution from fund balance from last year (\$130,000) and a slight mill rate increase of 1.29%. The impact on a property assessed at \$350,000 would be an additional \$18.42 of property taxes for the Village.

This version of the 2026 budget started with a \$2,000,000 borrowing for capital items and the debt schedule that would result from it. The total for capital items ended up exceeding this borrowing as staff refined their budget proposals. If the Board is comfortable with this direction those numbers need to be updated.

There is still important information that needs to be updated.

1. The Village has not received the notice from the City regarding 2026 Fire/EMS expenses. This will drive the Fire/EMS fee calculation. The current version of the budget has both expenses and fee revenues from 2024 (or 2025 budget).
2. The state has not released its 2026 aids information. Those revenue figures are still from 2024 (or 2025 budget).
3. The Parks and Recreation Department still need to update its wages for 2026.

4. The assessment figures to calculate the mill rate are still estimates for 2025 and need to be finalized by the state.

Attachments:

1. General fund proposed 2026 budget spreadsheet.
2. Capital fund proposed 2026 budget spreadsheet.
3. Proposed budget from the Municipal Court

Proposed 2026 Budget - General Fund for the September 16, 2025 Village Board Meeting

Acct#	Title	2026 Budget	2025 Projected	Current Actual	Current Budget	2024 Actual	2024 Budget	% Change	Notes
Fund110 - GENERAL FUND									
110-00-41110-000-000	GENERAL PROPERTY TAXES	3,571,026.00	3,317,091.29	3,317,091.29	3,317,091.00	3,423,050.52	3,424,186.00	7.66%	
110-00-41115-000-000	CHARGEBACK & OMITTED TAXES	3,528.00	.00	.00	3,528.00	3,528.23	3,528.00	0.00%	
110-00-41116-000-000	CHARGEBACK TAXES	8,022.00	.00	.00	8,022.00	.00	8,022.00	0.00%	
110-00-41140-000-000	MOBILE HOME PARK PERMITS (R)	1,500.00			1,500.00			0.00%	
110-00-41180-000-000	DELINQ PERSONAL PROPERTY TAXES	.00	125.93	83.96	.00	2,944.28	.00	0.00%	
110-00-41310-000-000	IN LIEU OF TAXES-WATER UTILITY (R)	250,000.00			250,000.00				
110-00-41320-000-000	IN LIEU OF TAXES	70,000.00	74,676.81	74,676.81	61,746.00	77,610.55	61,746.00	13.37%	
	Total Taxes	3,904,076.00							
110-00-42901-000-000	JOINT PISTOL RANGE REVENUES	2,500.00	.00	.00	2,500.00	4,798.56	2,500.00	0.00%	
	Total Assessments	2,500.00							
110-00-43211-000-000	FED. GRANTS/LAW & COPS	1,800.00	.00	.00	1,800.00	.00	1,800.00	0.00%	
110-00-43410-000-000	STATE SHARED REVENUES	199,075.00	62,372.04	62,372.04	199,075.00	416,879.18	198,650.00	0.00%	
110-00-43415-000-000	STATE SHARED REVENUE SUPPLMNTL	216,734.00	.00	.00	216,734.00	.00	211,861.00	0.00%	
110-00-43420-000-000	FIRE INS. TAX-2% FIRE DUES	55,000.00	82,888.09	55,261.49	55,000.00	51,720.56	45,000.00	0.00%	
110-00-43521-000-000	STATE GRANTS/POLICE TRAINING	2,500.00	.00	.00	2,500.00	26,608.24	2,500.00	0.00%	
11 110-00-43529-000-000	STATE GRANTS/OTHER (R)	3,000.00			3,000.00			0.00%	
110-00-43529-000-005	STATE AID- VIDEO SERVICE FEE	29,000.00	29,136.28	29,136.28	29,000.00	29,136.28	29,000.00	0.00%	
110-00-43531-000-000	GENERAL TRANSPORTATION AIDS	419,878.00	362,144.64	362,144.64	419,878.00	419,877.87	419,878.00	0.00%	
110-00-43545-000-000	RECYCLING GRANTS	6,672.00	.00	.00	6,672.00	6,672.00	6,672.00	0.00%	
110-00-43630-000-000	PD ASSET FORFEITURES/FEDERAL	.00	.00	.00	.00	.00	.00	0.00%	
11 110-00-43690-000-000	OTHER STATE AIDS (R)	14,608.00			14,608.00				
11 110-00-43690-000-100	OTHER STATE AIDS/MFG PP TAXES (R)	31,635.00			31,635.00				
110-00-43700-000-000	OTHER COUNTY GRANTS	.00	1,531.11	1,531.11	.00	3,505.17	.00	0.00%	
	Total Intergovernmental Aids	979,902.00							
110-00-44110-000-000	BEER & LIQUOR LICENSES	20,000.00	39,320.13	26,214.73	16,000.00	48,303.90	16,000.00	25.00%	Adj to recent history
110-00-44120-000-000	BARTENDERS LICENSES	13,000.00	17,886.61	11,925.00	13,000.00	12,770.00	12,000.00	0.00%	
110-00-44130-000-000	CIGARETTE LICENSES	1,100.00	1,349.93	900.00	1,100.00	1,300.00	800.00	0.00%	
11 110-00-44210-000-000	MISCELLANEOUS LICENSES (R)	18,500.00			16,000.00				
110-00-44220-000-000	DOG LICENSES	4,500.00	7,279.14	4,853.00	4,500.00	4,619.00	4,000.00	0.00%	
110-00-44240-000-000	YARD WASTE PERMIT FEE	17,400.00	24,609.27	16,407.00	17,400.00	18,523.00	15,000.00	0.00%	

Proposed 2026 Budget - General Fund for the September 16, 2025 Village Board Meeting

Acct#	Title	2026 Budget	2025 Projected	Current Actual	Current Budget	2024 Actual	2024 Budget	% Change	Notes
110-00-44260-000-000	WEIGHTS & MEASURES	3,750.00	.00	.00	3,750.00	3,696.04	2,800.00	0.00%	
110-00-44280-000-000	NOTARY FEES	100.00	112.49	75.00	100.00	130.00	75.00	0.00%	
110-00-44300-000-000	BLDG. PERMIT & INSPECT. FEES	85,000.00	170,548.55	113,704.72	64,000.00	214,911.36	64,000.00	32.81%	Adj to recent history
110-00-44300-000-110	HVAC PERMIT FEES	21,000.00	33,305.38	22,204.70	14,000.00	21,172.25	14,000.00	50.00%	Adj to recent history
110-00-44300-000-120	ELECTRICAL PERMIT FEES	28,000.00	37,608.92	25,073.87	24,000.00	59,547.69	24,000.00	16.67%	Adj to recent history
110-00-44300-000-130	PLUMBING PERMIT FEES	27,000.00	39,602.14	26,402.75	27,000.00	47,322.00	27,000.00	0.00%	
110-00-44300-000-150	OCCUPANCY PERMITS	.00	.00	.00	.00	.00	.00	0.00%	
110-00-44400-000-150	ZONING PERMITS AND FEES	3,000.00	5,999.70	4,000.00	3,000.00	7,870.00	3,000.00	0.00%	
110-00-44900-000-000	REGULAT. FEES & PARKING PERMIT	10,000.00	16,401.90	10,935.15	10,000.00	12,534.76	10,000.00	0.00%	
110-00-44900-000-100	CABLE FRANCHISE FEES/STATE AID	40,000.00	40,568.35	40,568.35	40,000.00	41,486.87	40,000.00	0.00%	
	Total Licenses	292,350.00							
110-00-45100-000-000	LAW & ORDINANCE VIOLATIONS	125,000.00	133,386.29	88,928.64	125,000.00	126,797.50	125,000.00	0.00%	
110-00-45120-000-000	PARKING TICKET FINES	20,000.00	19,049.05	12,700.00	20,000.00	26,757.00	20,000.00	0.00%	
	Total Fines	145,000.00							
110-00-46100-000-000	SALE OF SUPPLIES, COPIES	100.00	327.18	218.13	100.00	479.10	50.00	0.00%	
110-00-46210-000-000	MISCELLANEOUS POLICE REVENUES	5,000.00	3,889.80	2,593.33	5,000.00	5,128.34	5,000.00	0.00%	
110-00-46210-000-101	PUBLIC CHGS FOR SERV/POLICE	1,000.00	1,151.46	767.68	8,000.00	2,760.51	8,000.00	-87.50%	Adj to recent history
110-00-46210-000-102	FIRE & EMS FEE	2,263,950.00	2,368,421.12	2,368,421.12	2,263,950.00	1,769,180.88	1,797,123.00	0.00%	
110-00-46230-000-000	AMBULANCE	150,000.00	105,255.29	70,173.70	312,281.00	202,079.78	302,716.00	-51.97%	Adj to recent history
110-00-46420-000-000	REFUSE COLLECTION	325,500.00	286,705.13	286,705.13	325,500.00	380,492.25	306,000.00	0.00%	
110-00-46720-000-000	PARK RESERVATION REVENUES	6,000.00	7,570.27	5,047.10	6,000.00	3,433.00	6,000.00	0.00%	
110-00-46750-000-000	RECREATION REVENUES	177,800.00	34,302.29	22,869.34	149,660.00	152,210.28	118,300.00	18.80%	Rec Dept Proposal
110-00-46900-000-000	SPECIAL ASSESSMENT LETTERS	6,000.00	8,279.59	5,520.00	6,000.00	7,630.00	6,000.00	0.00%	
110-00-47321-000-000	LAW ENFORCE/WCTC SECURITY	275,000.00	229,175.70	152,791.44	275,000.00	288,535.37	275,000.00	0.00%	
110-00-47321-000-100	LAW ENFORCE/PSD SECURITY	240,000.00	176,254.31	117,508.75	240,000.00	248,494.33	240,000.00	0.00%	
110-00-47323-000-000	FIRE DEPT TANK INSP/SPNKLR REV	1,000.00	412.48	275.00	1,000.00	.00	1,000.00	0.00%	
110-00-47323-000-100	FIRE INSPECTION FEES	84,000.00	126,770.38	84,517.81	84,000.00	84,929.26	77,300.00	0.00%	
	Total Public Charges for Services	3,535,350.00							
110-00-48110-000-000	INTEREST INCOME - SWP LGIP	275,000.00	559,796.01	373,216.00	200,000.00	558,863.00			
110-00-48111-000-000	INTEREST INCOME - WISC/MPA ®	40,000.00	66,421.18	44,283.00	.00	45,537.00			
110-00-48200-000-100	FISCAL AGENT FEES/LIBRARY	19,086.00	19,086.04	19,086.04	19,086.00	19,086.00	23,319.00	0.00%	
110-00-48200-000-200	WATER/SEWER RENTAL, OFFICE SPC	7,100.00	10,649.47	7,100.00	7,100.00	6,150.00	7,100.00	0.00%	
110-00-48301-000-000	SALE, PD EQUIPMENT & PROPERTY	8,000.00	1,085.95	724.00	8,000.00	1,017.00	8,000.00	0.00%	

Proposed 2026 Budget - General Fund for the September 16, 2025 Village Board Meeting

Acct#	Title	2026 Budget	2025 Projected	Current Actual	Current Budget	2024 Actual	2024 Budget	% Change	Notes
110-00-48309-000-000	SALE OTHER EQUIP. & PROPERTY	.00	51,747.41	34,500.00	.00	19,106.00	.00	0.00%	
110-00-48440-000-000	INSURANCE DIVIDEND & RECOVERIES	.00	7,712.78	5,142.11	.00	70,093.26	.00	0.00%	
110-00-48500-000-000	DONATIONS, PRIV. OR ORGANIZ.	.00	262.55	175.04	.00	556.00	.00	0.00%	
110-00-48500-000-100	MISCELLANEOUS REVENUES	5,000.00	5,851.91	3,901.47	5,000.00	19,221.88	5,000.00	0.00%	
110-00-48500-000-200	PD SEIZED FUNDS/STATE	.00	6,259.61	4,173.28	.00	5,775.13	.00	0.00%	
110-00-48900-000-000	REFUND OF PRIOR YEARS EXPEND	.00	2,044.77	1,363.25	.00	.00	.00	0.00%	
	Total Miscellaneous Revenues	354,186.00							
110-00-49200-000-000	TRANSFERS FROM OTHER FUNDS	130,000.00	195,620.22	130,420.00	130,420.00	130,420.00	130,420.00	-0.32%	
110-00-49300-000-000	USE OF FUND BALANCE	.00	.00	.00	.00	.00	.00	0.00%	
	Other Funding Sources	143,400.00							
Total Revenues		9,356,764.00	8,792,046.95	8,048,683.25	9,069,236.00	9,135,251.18	8,109,346.00	3.17%	
110-00-51100-000-000	VILLAGE BOARD	29,300.00	31,438.26	20,959.89	29,300.00	29,106.01	29,300.00	0.00%	
110-00-51100-000-130	VILLAGE BOARD FRINGE BENEFITS	2,203.00	2,405.20	1,603.55	2,203.00	2,203.56	2,203.00	0.00%	
110-00-51120-000-000	PLAN COMMISSION	11,436.00	73,147.59	48,767.50	11,436.00	36,438.26	11,436.00	0.00%	
110-00-51120-000-100	PLANNING/ENG CONSULTING SERV	10,000.00	43,464.83	28,978.00	10,000.00	24,170.80	.00	0.00%	
110-00-51200-000-110	MUNICIPAL JUDGE SALARY	42,955.00	39,055.57	26,038.35	35,416.00	41,871.37	35,416.00	21.29%	Court raise proposed
110-00-51200-000-130	MUNICIPAL JUDGES BENEFITS	11,600.00	11,506.15	7,671.15	9,983.00	11,161.17	9,983.00	16.20%	
110-00-51200-000-140	MUNICIPAL JUDGES EXPENSES	25,000.00	16,881.19	11,254.69	19,549.00	11,846.31	17,719.50	27.88%	Court staff proposal
110-00-51300-000-000	LEGAL COUNSEL-VILLAGE ATTORNEY	59,000.00	63,146.84	42,100.00	59,000.00	58,220.84	59,000.00	0.00%	
110-00-51300-000-110	MUNICIPAL COURT ATTORNEY EXP	18,000.00	17,769.61	11,847.00	18,000.00	21,212.50	18,000.00	0.00%	
110-00-51300-000-140	EXPENSES - RECODIFICATION	5,500.00	.00	.00	5,200.00	9,714.91	5,210.00	5.77%	
110-00-51320-000-000	LABOR ATTORNEY	7,000.00	4,270.29	2,847.00	7,000.00	15,781.50	5,000.00	0.00%	
110-00-51400-000-110	VILLAGE ADMINISTRATOR SALARY	110,333.60	97,873.09	65,251.99	107,120.00	101,863.88	96,113.00	3.00%	
110-00-51400-000-130	VILL. ADMIN. FRINGE BENEFITS	40,254.00	40,505.32	27,004.90	40,254.00	37,764.64	35,234.00	0.00%	
110-00-51400-000-140	ADMINISTRATOR EXPENSES	6,000.00	22,320.86	14,881.32	3,654.00	924.68	3,654.00	64.20%	Adj to recent history
110-00-51420-000-110	CLERK OFFICE/SALARY & WAGES	151,474.00	140,279.63	93,524.43	151,474.00	132,890.84	140,225.00	0.00%	
110-00-51420-000-130	CLERK OFFICE FRINGE BENEFITS	33,000.00	27,357.64	18,239.34	33,000.00	25,737.34	41,933.00	0.00%	
110-00-51420-000-140	CLERKS OFFICE EXPENSES	50,274.00	45,367.66	30,246.62	38,860.00	39,883.83	38,953.00	29.37%	Website proposals
110-00-51440-000-000	ELECTIONS	24,000.00	10,762.65	7,175.46	24,334.00	21,231.29	32,681.00	-1.37%	
110-00-51440-000-130	ELECTIONS - BENEFITS	600.00	218.24	145.50	600.00	415.39	600.00	0.00%	
110-00-51450-000-000	PAYROLL EXPENSES/DIVERSIFIED	2,400.00	5,525.72	3,684.00	2,400.00	11,038.75	2,400.00	0.00%	
110-00-51460-000-000	COPY MACHINE	2,000.00	1,903.69	1,269.19	2,000.00	1,887.09	2,000.00	0.00%	
110-00-51470-000-000	PUBLICATION EXPENSES	2,000.00	1,869.18	1,246.18	2,000.00	2,014.43	2,000.00	0.00%	
110-00-51510-000-000	AUDIT COSTS	51,000.00	50,448.12	50,448.12	39,200.00	41,926.60	37,000.00	30.10%	Asst w Annual Forms

Proposed 2026 Budget - General Fund for the September 16, 2025 Village Board Meeting

Acct#	Title	2026 Budget	2025 Projected	Current Actual	Current Budget	2024 Actual	2024 Budget	% Change	Notes
11 110-00-51511-000-000	DATA PROCESSING (E)	20,000.00			18,000.00			11.11%	
110-00-51520-000-000	ASSESSOR CONTRACT	45,500.00	32,997.89	21,999.69	44,000.00	50,833.63	43,500.00	3.41%	
110-00-51520-000-140	ASSESSOR EXPENSES	2,000.00	.00	.00	2,000.00	.00	2,000.00	0.00%	
110-00-51600-000-310	VILLAGE HALL MAINTENANCE	58,000.00	42,638.58	28,427.14	60,751.00	44,456.35	63,648.00	-4.53%	
110-00-51612-000-000	OTHER PROPERTY MAINTENANCE	3,150.00	4,347.97	2,898.79	3,000.00	1,687.68	6,000.00	5.00%	
110-00-51938-000-000	INSURANCE/PROP/LIABILITY/WC	205,700.00	245,815.22	163,885.01	187,000.00	146,778.54	170,000.00	10.00%	
110-00-51939-000-000	WELLNESS INCENTIVE BENEFIT	.00	.00	.00	.00	.00	.00	0.00%	
110-00-51980-000-000	GENERAL GOVT. MISC. EXPENSES	4,200.00	5,513.51	3,675.86	3,950.00	4,854.32	1,000.00	6.33%	
11 110-00-51990-000-000	BAD DEBT EXPENSE (E)	4,500.00			4,500.00			0.00%	
11 110-00-51991-000-000	BANK FEE EXPENSES (E)	2,500.00			2,500.00			0.00%	
	Total General Government Expenses	1,040,879.60			977,684.00			6.46%	
110-00-52100-000-110	POLICE SALARY & WAGES	1,916,500.00	1,713,084.25	1,142,113.27	1,907,300.00	1,908,470.32	1,851,679.00	0.48%	
110-00-52100-000-120	POLICE HOLIDAYS & OVERTIME	75,000.00	33,638.56	22,426.83	75,000.00	25,751.16	75,000.00	0.00%	
110-00-52100-000-130	POLICE FRINGE BENEFITS	803,800.00	797,429.05	531,645.95	620,156.00	761,509.74	803,769.00	29.61%	Adj to recent history
110-00-52100-000-140	PUBLIC SAFETY EXPENSES	28,670.00	39,701.54	26,469.02	24,961.00	23,166.07	24,061.27	14.86%	Adj to recent history
110-00-52100-000-310	POLICE VEHICLE MAINTENANCE	50,000.00	76,810.30	51,209.43	40,000.00	49,670.36	40,000.00	25.00%	Adj to recent history
110-00-52100-000-320	SPECIAL INVESTIGATIONS	13,200.00	6,833.55	4,555.93	13,200.00	12,408.92	13,200.00	0.00%	
110-00-52100-000-321	DARE FUNDED EXPENSES	.00	.00	.00	.00	.00	.00	0.00%	
110-00-52100-000-330	POLICE OFFICE SUPPLIES/IT	29,000.00	23,676.32	15,785.00	27,107.00	32,556.05	26,942.00	6.98%	
110-00-52100-000-340	POLICE COMMUNITY RELATIONS	5,000.00	4,998.83	3,332.72	4,000.00	3,986.38	4,000.00	25.00%	Adj to recent history
110-00-52100-000-350	POLICE TRAINING & SEMINARS	16,207.00	16,654.31	11,103.43	14,207.00	15,653.42	13,207.00	14.08%	Adj to recent history
110-00-52100-000-360	POLICE PISTOL TRAINING	10,000.00	11,266.22	7,511.19	9,000.00	10,475.48	9,000.00	11.11%	
110-00-52100-000-361	JOINT PISTOL FUNDED EXPENSES	2,500.00	6,319.32	4,213.09	2,500.00	3,308.49	2,500.00	0.00%	
110-00-52100-000-370	LAKE WATER & SNOW PATROL	8,700.00	13,049.35	8,700.00	8,700.00	8,310.00	8,700.00	0.00%	
110-00-52100-000-380	POLICE COMMUNICATIONS EXPENSES	27,800.00	24,198.52	16,133.15	27,800.00	31,018.56	26,500.00	0.00%	
110-00-52100-000-400	POLICE UNIFORM ALLOWANCE	14,000.00	11,239.12	7,493.12	12,000.00	11,788.02	12,000.00	16.67%	Adj to recent history
110-00-52100-000-900	POLICE- NATIONAL NIGHT OUT	.00	.00	.00	.00	.00	.00	0.00%	
110-00-52200-000-000	FIRE ADMINISTRATION	2,694,580.00	2,695,762.17	1,797,264.64	2,694,580.00	2,219,639.00	2,219,639.00	0.00%	
110-00-52400-000-100	BUILDING INSPECTION CONTRACT	140,000.00	203,247.20	135,504.91	101,490.00	231,057.95	101,490.00	37.94%	
110-00-52400-000-140	BUILDING INSPECTION EXPENSES	500.00	10,194.41	6,796.61	500.00	.00	500.00	0.00%	
	Total Public Safety Expenses	5,835,457.00			5,582,501.00			4.53%	
110-00-53100-000-110	DPW/ADMINISTRATION SALARIES	114,032.08	110,710.75	73,810.86	45,948.00	62,108.92	35,872.00	148.18%	Adj to Trans Util End
110-00-53100-000-120	OUTSIDE CONTRACTED ENGINEERING	35,000.00	34,952.75	23,303.00	25,000.00	22,842.22	10,000.00	40.00%	Adj to Trans Util End
110-00-53100-000-130	DPW/ADMINISTRATION BENEFITS	62,759.00	56,540.14	37,695.31	16,043.00	27,262.78	13,043.00	291.19%	Adj to Trans Util End

Proposed 2026 Budget - General Fund for the September 16, 2025 Village Board Meeting

Acct#	Title	2026 Budget	2025 Projected	Current Actual	Current Budget	2024 Actual	2024 Budget	% Change	Notes
110-00-53100-000-140	ENGINEER/ADMINISTRATION EXPENS	6,000.00	3,780.71	2,520.60	14,000.00	3,217.56	3,901.00	-57.14%	Adj to Trans Util End
110-00-53100-001-250	OUTSIDE ENG/PLAN SERVICE EXP	.00	.00	.00	.00	.00	.00	0.00%	
110-00-53310-000-310	STREET MAINT. GEN. OPERATION	60,000.00	11,072.93	7,382.32	78,200.00	6,020.44	.00	-23.27%	Adj to Trans Util End
110-00-53310-000-311	GARAGE EXPENSES	140,000.00	135,169.94	90,117.80	60,300.00	85,570.41	60,300.00	132.17%	Adj to Trans Util End
110-00-53311-000-110	DPW WAGES INCLUDING PART TIME	360,671.00	349,545.97	233,042.30	359,875.00	356,290.43	246,480.00	0.22%	
110-00-53311-000-120	DPW OVERTIME	21,630.00	8,231.11	5,487.68	21,000.00	6,805.57	20,000.00	3.00%	
110-00-53311-000-130	DPW FRINGE BENEFITS	161,000.00	143,104.78	95,407.96	181,000.00	113,457.17	127,000.00	-11.05%	Adj to Trans Util End
110-00-53330-000-310	EQUIPT. MAINT. GEN. OPERATION	73,100.00	60,605.86	40,405.93	71,400.00	47,799.51	68,001.00	2.38%	
110-00-53340-000-310	SNOW, ICE CONT. GEN. OPERATION	64,500.00	52,777.25	35,186.59	64,500.00	61,238.41	64,500.00	0.00%	
110-00-53420-000-310	STREET LIGHTING, GEN. OPERAT.	80,000.00	50,060.27	33,375.18	89,000.00	75,198.32	75,500.00	-10.11%	Adj to recent history
110-00-53430-000-310	Sidewalk Maint Gen Operation	10,000.00	.00	.00	.00	.00	.00	100.00%	
110-00-53450-000-310	Bridge, Culvert, Curb & Gutter Maintenance	6,500.00							
110-00-53470-000-310	TRAFFIC CONT. GEN. OPERATION	10,800.00	5,418.55	3,612.55	.00	10.90	.00	0.00%	
110-00-53620-000-000	REFUSE COLLECTION CONTRACT	236,250.00	202,043.81	134,702.61	225,000.00	231,925.53	216,000.00	5.00%	
110-00-53635-000-000	RECYCLING EXPENSES	82,000.00	59,909.18	39,941.45	82,000.00	83,348.29	82,000.00	0.00%	
110-00-53640-000-310	TREE, BRUSH CONT. GEN. OPER.	240.00	160.45	106.97	240.00	226.84	.00	0.00%	
110-00-53641-000-000	WEED & NUISANCE CONTROL	2,000.00	749.96	500.00	1,800.00	432.61	1,800.00	11.11%	
110-00-53680-000-000	OTHER SANITATION	600.00	.00	.00	.00	559.47	.00	0.00%	
	Total Public Works Expenses	1,527,082.08			1,335,306.00			14.36%	
110-00-54910-000-000	DOG LICENSE FEES	1,945.00	-1,018.93	-679.32	1,200.00	3,071.03	1,200.00	62.08%	
110-00-54910-000-100	ANIMAL CONTROL	4,170.00	-6,245.69	-4,164.00	4,043.00	12,371.29	4,043.00	3.14%	
	Total Health and Human Services Expenses	6,115.00							
110-00-55110-000-320	JOINT LIBRARY CONTRIBUTION	268,454.00	262,153.00	262,153.00	262,153.00	262,534.04	262,534.00	2.40%	
110-00-55200-000-000	PARKS	210,192.00	210,181.49	140,128.00	210,192.00	180,949.45	194,002.00	0.00%	
110-00-55300-000-000	RECREATION PROGRAMS	264,871.00	264,857.72	176,580.64	264,871.00	241,765.00	241,765.00	0.00%	
	Total Culture and Recreation Expenses	743,517.00			737,216.00			0.85%	
110-00-56600-000-000	URBAN FORESTRY & DEVELOPMENT	17,000.00	13,252.29	8,835.30	15,802.00	6,936.99	15,802.00	7.58%	
	Total Conservation and Development Expenses	17,000.00							
110-00-57210-000-000	POLICE OUTLAY	102,992.00	121,741.71	81,165.20	156,790.00	47,072.50	107,101.00	-34.31%	
110-00-57324-000-000	NEW DPW BLDG EXPENSES	.00	.00	.00	.00	.00	.00	0.00%	
11 110-00-57327-000-000	DPW EQUIPMENT OUTLAY (E)	21,000.00			25,000.00			-16.00%	
110-00-57620-000-000	PARK/PLAYGROUND OUTLAY	47,202.00	26,911.49	17,941.89	43,505.00	.00	57,820.00	8.50%	

Proposed 2026 Budget - General Fund for the September 16, 2025 Village Board Meeting

Acct#	Title	2026 Budget	2025 Projected	Current Actual	Current Budget	2024 Actual	2024 Budget	% Change	Notes
	Total General Fund Capital Outlay	171,194.00			225,295.00			-24.01%	
110-00-59900-000-000	CONTINGENCY FUND	15,500.00	11,474.43	7,650.00	15,500.00	136,962.61	.00	0.00%	
110-00-59900-000-100	USE OF INFRASTRUCTURE	.00	.00	.00	.00	131,311.42	.00	0.00%	
Total Expenditures		9,356,744.68	8,955,075.49	6,074,538.78	8,894,547.00	8,483,976.14	8,053,059.77	5.20%	
FundBalance		19.32	-163,028.53	1,974,144.47	174,689.00	651,275.04	56,286.23		
Police Outlay									
	10-33 Vehicle Services outfitting of a new squads	\$8,185							
	10-33 Vehicle Services decals on a new squads	\$2,548							
	Ewalds - squad car (1)	\$47,000							
	Pepperball rifles (2)	\$2,465							
	Install Pepperball mounts in squads (2)	\$1,156							
	Axon taser cartridges	\$1,039							
	Bravo Company - replacement rifle (1)	\$3,002							
	Automated External Defibrillator (AED) Unit (1)	\$1,773							
	FLOCK CAMERA annual payment	\$15,000							
	AXON Body Worn Camera/Dash Camera annual	\$20,824							
	Total Police Outlay	\$102,992							
DPW Equipment Outlay Electronic Message Board		\$21,000							

2026 Budget Capital Projects Fund for September 16 Meeting

Acct#	Title	Budget	Projected	Current Actual	Current Budget	PY Actual	PY Budget
Fund200 - CAPITAL PROJECTS FUND							
200-00-41110-000-000	GENERAL PROPERTY TAXES	.00	.00	.00	.00	.00	.00
200-00-43580-000-000	STATE GRANTS	.00	.00	.00	.00	.00	.00
200-00-43690-000-003	PARK IMPROVEMENT DONATIONS	.00	.00	.00	.00	.00	.00
200-00-43710-000-000	LOCAL ROAD IMPROVEMENT PROGRAM	.00	.00	25,261.40	.00	.00	.00
200-00-49100-000-000	TRANSFERS FROM OTHER FUNDS	.00	.00	.00	600,000.00	.00	.00
200-00-49100-000-100	PROCEEDS-STATE TR FD LOAN-04/5	.00	.00	.00	.00	.00	.00
200-00-49200-000-000	PROCEEDS LONG TERM DEBT	.00	.00	.00	.00	2,049,000.00	.00
200-00-49210-000-000	FUNDS CARRIED OVER	.00	.00	.00	.00	.00	.00
200-00-49300-000-000	TRANSFERS IN /BORROWED FUNDS	2,000,000.00	.00	.00	1,031,000.00	.00	.00
200-00-49900-000-000	DPW- NEW BLDG 2022	.00	.00	.00	.00	.00	.00
Account TypeRevenue		2,000,000.00	.00	25,261.40	1,631,000.00	2,049,000.00	.00
200-00-53300-000-100	ANNUAL ROAD PROGRAM-RESURFACE	2,323,681.00	.00	128,757.58	1,100,000.00	614,494.87	938,520.00
200-00-53300-000-200	WIS AVE RECONSTRUCTION PROJECT	.00	.00	.00	.00	.00	.00
200-00-55200-000-000	PARK IMPROVEMENTS	.00	.00	36,000.00	.00	16,096.10	.00
200-00-57324-000-000	PUBLIC WORKS TRUNKED RADIOS	.00	.00	.00	.00	.00	.00
200-00-57324-001-000	NEW WEED HARVESTOR & CONVEYOR	.00	.00	.00	.00	228,170.00	.00
200-00-57324-002-000	HIGHWAY DEPARTMENT EQUIPMENT	455,000.00	.00	312,213.00	541,000.00	10,339.98	425,000.00
200-00-57324-003-000	DPW- NEW BLDG EXPENSES 2022	.00	.00	3,510.00	.00	80,630.93	.00
200-00-57342-000-000	LED STREET LIGHT UPGRADE	.00	.00	.00	.00	.00	.00
200-00-57622-000-000	VILLAGE HALL/POLICE STATION	.00	.00	1,500.00	.00	.00	.00
200-00-57629-000-000	POLICE EQUIPMENT	.00	.00	.00	.00	.00	.00
Account TypeExpenditure		2,778,681.00	.00	481,980.58	1,641,000.00	949,731.88	.00
FundFund Balance		-778,681.00	.00	-456,719.18	-10,000.00	1,099,268.12	.00

2026 Stret Projects	W. Wisconsin (to Burrows)	\$1,123,681
	Glacier (West of Ryan - plus water main)	\$350,000
	Prospect Ave (from Main Str to School Str)	\$850,000
	Total Annual Road Program-Resurface	<u>\$2,323,681</u>

2026 Highway Department Equipment		
	Replace 2007 Volvo Front End Loader	\$350,000

Replace 2008 Chevrolet Dump Truck	<u>\$105,000</u>
Total Capital Equipment Purchase	<u><u>\$455,000</u></u>

Total Borrowing for Capital Projects/Purchases:	\$2,778,681
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Not in the 2026 budget but potential additional 2026 project:

Signals Hwy 64 & Lindsay	\$500,000
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EXPENSES 110-00-51200-000-140		2026
		JAN -DEC 2026
TIPSS Court		\$4,568.00
TIPSS Dot Interface		\$523.00
TIPSS Tracs Court		\$984.00
TIPSS Tax Interface		\$1,469.00
TIPSS Cash Register Support		\$716.00
Training		\$1,300.00
Zoom		\$180.00
New revised stationery		\$400.00
Office supplies		\$1,500.00
Prisoner maintenance		\$3,500.00
Service witness fee		\$450.00
Professional fee (Judge/Clerk membership fees)		\$1,000.00
Meetings/Seminars		\$3,600.00
Copier		\$1,260.00
OFFICE/EQUIPMENT FOR NEW LOCATION one/done expense ***		\$3,580.00
COURT CLERK/JUDGE OFFICE as required by Wis. Stats. \$755.09(1)		
This price is only good until the end of 2025. Other quotes have been as high as \$10,000		
TOTAL		\$25,030.00
110-00-51200-000-140 COURT EXPENSES		
110-00-51200-000-110		
Court Clerk Jan-August full time if training and probation complete for new by August		
new PD clerk		
NEW POSITION PD/COURT SPLIT TRANSITION YEAR		
Court Clerk (part time) Aug.-Dec 2026 Julie Forrest pending training for new hire PD		
Currently fulltime pending Jan-August or September		
In 2026, Court Clerk has been employed 6 years at Village of Pewaukee; full time PD/CLERK		
employee until part-time transition to CLERK OF COURT in 2026		
The part-time position of the CLERK OF COURT would include the following:		
Paid holiday days		
Current PTO days		
No overtime		
No comp time		
Current insurance		
Current budget includes \$27/hr (Judge approval) due to extensive Court work increase		
There has been no raise awarded since the initial request made on 08/13/2024		



To: Jeff Knutson, Village President
Village Board

From: Jenna Peter
Village Clerk

Date: September 9, 2025

Re: Agenda Item 8e, Review, discussion and possible action on Village Website Proposals

BACKGROUND

Staff has been looking into upgrading the Village website. It is common to upgrade websites every 4 to 5 years for a refresh and to keep up with ADA Compliance. The Department of Justice published a final rule mandating most public entities must comply with the Americans with Disabilities Act for Web Content Accessibility by April 24, 2026. The Village has been using ProActive Design for the website which was implemented in 2020. The website creator, Eric Stoffers, indicated the Village's website is mostly ADA compliant, however, could always use improvement.

Office Staff have also expressed interest in wanting to do more with the website that the current website does not offer or have the capabilities. The most recent issue occurred when Oakton Avenue was flooded and impassable. Without an alert system or social media, Staff could not communicate the road closure properly which resulted in confusion and frustration.

In the past, the Board has discussed improving communication and getting information out to the residents more effectively. This is a good opportunity to look into different options for website upgrades.

ACTION REQUESTED

The action requested of the Village Board is to review the attached website proposals. This matter is on the Village Board agenda for action if the Board desires to move forward and approve one of the proposed agreements listed.

ANALYSIS

- 1. TOWN WEB - \$4,070/year. One-time set up fee of \$3,600 is prorated into 4 annual payments. (\$450 included in the \$4,070 fee) Contract is for 3 years with no uplift fee.**

- Subscribe to receive alerts for news, Village Board Agendas/Minutes, events, etc. Email, text or both
- Option to add AI-Powered Search Assistant (Like ChatGPT) for additional cost
- Option to add Hey311, a citizen engagement platform that they can send concerns to the Village from the App such as a sidewalk issue, fallen tree, etc. ***TOWN WEB WAIVING FEE**
<https://heygov.com/post/spotlight-blog-what-is-hey311-used-for>

Municipalities utilizing Town Web:

<https://townoffdl.com/>

<https://townofwatertownwi.gov/>

<https://blackriverfallswi.gov/>

<https://www.citywd.org/>

2. REVISE – \$8,800 one-time fee then \$2,000/year. Payments can be spread out over five years: \$3,760 years 1-5, then \$2,000 after year 6.

- Free homepage re-design every 5 years
- Has an accessibility widget included
- E-Notify App (text/email alerts)– included for free
- Offering to waive the fillable forms app one-time fee (savings \$1,950) App is \$900 annually
- Option to add AI Chatbot for \$2,000 annually

Municipalities utilizing Revise:

<https://www.townofdelafield.org/>

<https://www.villageofmerton.com/>

<https://www.greendale.org/>

<https://www.butlerwi.gov/>

<https://www.muskego.wi.gov/>

<https://www.villageofwaukesha.gov/>

<https://www.suamico.org/>

<https://www.fortatkinsonwi.gov/>

3. APPTegy – \$10,500 one-time fee (offering a \$3,500 discount = \$7,000 one-time fee.) Total for first year: \$15,300. \$8,300 annually with a 1-5% annual uplift charge.

- Mobile App – Staff has the ability to log in from their work phones to update the website if there is a closure due to weather or other emergencies
- Has a live feed similar to Facebook – possible cost savings without the need for a Facebook page and archiving services?
- Can pro-rate the cost if implemented before the end of the year.
- Alerts and notifications

Municipalities utilizing Apptegy:

<https://www.westallswi.gov/>

<https://www.wrightstown.us/>

<https://www.watertownwi.gov/>

4. CIVICPLUS – Standard: \$33,758.10 initial term, \$18,077.10 reoccurring. Premium: \$40,146.10 initial term, \$18,603.10 reoccurring. 5% annual uplift charge.

- Proposals include social media archiving, PDF accessibility scanner and Web Content Accessibility platforms. These modules can be excluded from the proposal.
- Email/Text notifications included
- Google analytics
- Included fillable forms module

Municipalities utilizing CivicPlus:

<https://www.cityofpewaukee.us/>

<https://www.villageofmukwonago.gov/>

<https://www.ci.brookfield.wi.us/>

<https://www.wfbvillage.gov/>

<https://www.newberlinwi.gov/>

<https://lisbonwi.gov/>

5. STAYING WITH PROACTIVE DESIGN - \$500/year.

- Estimated \$1,500 to update accessibility
- Can meet to discuss a website redesign – cost unknown
- Could only integrate an email newsletter alert that would be complex for the website – cost unknown
- No capability for text alerts or AI Chatbot
- Staff has to make own forms to upload to the website.

Attachments

Online Solutions to Make Your Life Easier



TOWNWEB® **Proposal for a Website & Communication Platform**

Prepared for
VILLAGE OF PEWAUKEE

Delivered on: September 09, 2025 | **Submitted by:** Paulo Angelo, Town Web Design, LLC | **Expiring on:** November 28, 2025

Village of Pewaukee
235 Hickory St
Pewaukee, Wisconsin, 53072

Dear Jenna,

Thank you for reaching out to us regarding your new municipal website needs. We appreciate the opportunity to assist you in this important endeavor.

At your municipality, you and your staff are tasked with sharing important information with your local residents. You need to keep them informed and engaged.

A municipal website is **the tool to accomplish this**. You need something that is professional-looking, easy to use, and effective in communicating with your constituents. Town Web offers the perfect solution to achieve this!

By choosing Town Web, you can take advantage of a website that is also a powerful communication tool. It is a website and software platform designed specifically for local government.

Our platform makes it easy for you to post official news and notices, community & government events, along with other department-related data. This means the activities within your other departments, such as Public Works, Zoning & Planning, Parks & Recreations, etc. can also be communicated to your local constituents.

Three things that set our solution apart from other municipal web development companies you may be evaluating:

1. Our sole focus is to **make your municipal life easier**. We make it easy for you to go in and post things. We make it easy for your residents to get the information they need. While your residents can always find the information on our website, we go a step further.
We provide you with a Communication Platform. This means your residents can have these posts and updates sent directly to them via email or text message. Plus, it can all be posted on social media...all without any extra effort on your side!
2. Our Digital Online Solution provides a **user-friendly digital platform** for citizens to interact with their government. This platform features electronic versions of your commonly used forms. It also comes with a citizens' payment portal. This way all of your municipal services and fees can be paid online with a credit card. This innovative solution streamlines the interaction between the government and its citizens, delivering the *level of service they expect and deserve* in a post-pandemic world.
3. With our **white glove service**, you will receive exceptional support from our dedicated and friendly team. They are available 24/7 to assist with both your website and communication tool. *This comprehensive service means you do not need to burden your IT staff.* You can rely on the Town Web staff. We handle the creation of forms, workflows, and payment portals for you. This provides you with a seamless and stress-free experience.

We would like the Village of Pewaukee to take advantage of the benefits of a professional, easy-to-use, and effective municipal website and communication tool. The following pages in this proposal will show you more about the benefits you and your staff will get from Town Web.

Discover how our platform can simplify your municipal life, streamline communication with your constituents, and provide a user-friendly digital platform for online services and payments!

We also provide a detailed quote for the cost to implement this solution for your municipality. Please contact us to answer any questions. We both would love to help you take the first step towards a more efficient and effective municipal website and communication tool.

Sincerely,



Paulo Anzola
New Client Coordinator with Town Web Design, LLC
paulo@townweb.com | Toll-Free: 877-995-TOWN (8696) | Direct Line: 608-535-5388

THIS PROPOSAL OUTLINES THE BENEFITS OF TOWN WEB FOR THE VILLAGE OF PEWAUKEE

The way municipalities communicate with their residents has drastically changed in the past two decades. Our team has interviewed many dozens of city administrators and town clerks.

We learned that it was easier to communicate the happenings and official notices of a municipality in the late 90s. By publishing the official notices in the local newspaper and running the loop of the video recordings on the local cable access television station, everybody would know what was going on. However, things have changed.

Newspapers aren't the primary source of news like they were in the 20th century. Municipalities needed to stay current with modern methods of communication. This includes using newer technology, like text messaging, emails, and various social media avenues.

The channels of communication have multiplied. The demographics of your citizens have become more diverse. Millennials prefer to consume information differently from the Baby Boomer generation.

The challenge of local government is to provide information to **ALL** their constituents. Even if they're considered "*digital dinosaurs*" and want everything on paper and want to write checks. Or if they're "*digital natives*" and want the same information, but accessible on their phone and paying with a credit card.

Or somewhere in between for the rest.

This is precisely the challenge that your website vendor needs to solve for you. Town Web is uniquely positioned to solve this problem in a way that saves you and your staff time. Plus, it provides an online citizen portal that your citizens deserve.

The current challenge facing many local governments is the difficulty of effectively communicating with their constituents. Many current municipal websites are outdated, difficult to navigate, and lack the necessary tools to keep the local residents informed and engaged.

We hear from countless others who also have problems maintaining a municipal website independently. It's cumbersome and overly complex. Still, many others do not get the type of support or assistance they expect to be successful in maintaining the website.

This problem is even more pressing in a post-pandemic world, where citizens are increasingly expecting digital services and communication from their government. The lack of an effective website and communication tool means that local governments are not able to effectively share news and notices, community and government events, and other department-related data. This has led to a decrease in the effectiveness of public services and an overall lack of engagement with local residents.

**THIS IS WHERE TOWN WEB'S ONLINE DIGITAL SOLUTION
HELPS YOU AND YOUR STAFF TREMENDOUSLY**

Project Scope

Below are the steps of the website and communication platform's project scope. Also included is an individual extra option for an **Elite Web Design package**. To make the process smooth and streamlined, we recommend that your organization appoint a single person to be our designated point of contact. This person should be the individual who we can work with for coordinating any meetings, and who has the authority to approve all design and project approvals for the project milestones.



Estimated Timeline

Depending on the quantity of content and the chosen layout and style of the website, the project can take between eight to 12 weeks.

The timeline for the Elite Web Design package adds an additional three to eight weeks to the project, depending on how quickly design sign-off is provided by your app.

The timeline for our Online Digital Solution add-on can be an additional four to eight weeks, depending on the number of departments involved and the number of forms you wish to have implemented.

TOWN WEB'S WEBSITE COMMUNICATION PLATFORM

We approach our projects in two distinct stages, each designed to address specific needs and deliver comprehensive solutions. The first stage focuses on the development of a website and communication platform, while the second stage revolves around the implementation of online modules to support government digitalization efforts. **Stage 1 includes:**

1. Designing and developing a website layout and user interface
2. Creating and integrating content such as text, images, videos, and other multimedia
3. Setting up and configuring website hosting and domain name (including a new dot.gov domain name)
4. Setting up and configuring new email addresses
5. Optimizing a website for search engine visibility
6. Setting up contact forms, analytics, and other interactive features
7. Writing custom scripts and code for specialized needs
8. Enhancing website security and protection from malware
9. Testing and debugging the website for usability, compatibility, and responsiveness
10. Website training
11. Go Live and website handoff

PROJECT TIMELINE

Enjoy a new site in 8 to 12 weeks!

Town Web's 'SelectPlus' Package

Account set-up

- Contract Terms
- Sign Electronically
- Remit Payment
- Schedule Onboarding

Content Management

The Data Entry team will migrate over all of the existing content from an old site.

Municipal Representative will also send in any remaining content to be added via email, Dropbox, or Google Drive.

The Account Manager will follow up with any questions and check in with status updates.

Gather Feedback & Apply Changes

We will meet once again via Zoom to discuss any edits or additional content needed. You may email edits or a punch-list prior to the meeting so that most changes can be completed beforehand.

Set a date to go LIVE!

Launch

After final approval:

- Launch the site LIVE
- Receive login credentials
- Schedule live training
- Implement emails (add-on)
- Syndicate Facebook (add-on)
- Implement HeyGov (add-on)

Onboarding

Conduct a team meeting via Zoom between Account Manager, Project Manager & Municipal Representative.

- Discuss new or existing domain name + branded emails
- Choose a theme & color-scheme
- Discuss needs, features, existing & future content

Staged Website

Your Project Manager will stage the new website on the chosen theme to create a 'staged website link.' This is the beginning of organizing the content, navigation & menus. We follow best practices for municipal features and navigation.

When the project is 90% complete, the Account Manager will send you this link as a proof to review and schedule a 'reveal meeting' via Zoom to discuss any edits needed.

Finishing Touches

Ensure that the site is optimized for SEO and mobile-view. Make the site loading time as fast as possible. Set Google analytics to show up on Google search.

- Enable ADA widget
- Translation widget (add-on)
- Advanced search (add-on)



(OPTIONAL) TOWN WEB'S ONLINE DIGITAL SOLUTION

For projects that include Town Web's entire Online Digital Solution, a set of additional steps come into play. These steps are executed concurrently with the project scope mentioned above and are handled by our expert team. **Stage 2 includes:**

Building Customized Forms:

- Create customized forms tailored to your municipality's specific services and needs
- Gather necessary information and enable online submissions for efficient processing

Reservation System Development:

- Design and develop a reservation system for municipal facilities and parks and recreation amenities.
- Enable residents to easily book and reserve these resources through your website.

QR Code Generation:

- Generate QR codes for remote payments, such as boat launch permits, facility rentals, and pool passes.
- Enable residents to make secure and convenient payments using their mobile devices.

Workflow Implementation:

- Establish workflows for approvals, notifications, and tracking of each form submission.
- Automate processes to streamline internal operations and enhance efficiency.

Secure Payment System Integration:

- Integrate a secure payment system and payment portal for online transactions.
- Ensure the confidentiality and security of residents' financial information.

Plugin and Widget Development:

- Develop plugins and widgets to embed forms and payment portals seamlessly within your website.
- Enhance the user experience by providing easy access to online services.

Accounting and Billing Integration:

- Connect the payment portal with your accounting and billing package.
- Streamline financial processes and facilitate accurate record-keeping.

Comprehensive Training and Support:

- Provide comprehensive training to familiarize you and your team with the integrated solution.
- Ensure you have the necessary knowledge to manage and utilize the system effectively.

Seamless Integration:

- Seamlessly integrate Town Web's Online Digital Solution within your new website.
- Ensure a cohesive and consistent user experience throughout your online platforms.

Ongoing Technical Support and Updates:

- Offer continuous technical support to address any issues or questions that arise.
- Provide regular updates to keep the solution up to date with the latest features and security measures.

By separating our projects into two stages and offering the option of Town Web's Online Digital Solution, we provide a comprehensive approach to meet your municipality's evolving needs. Whether you require a professional website and communication platform or seek to leverage advanced digital modules, we have the expertise and dedication to deliver solutions that empower your government to thrive in the digital age.

ELITE DESIGN PACKAGE

For municipalities that select the Elite Web Design Package, we provide additional steps in the project's scope of work. This includes more extensive branding and design work:

1. Branding and styling design
2. Selection of premium typography/fonts
3. Development of a UX/UI (User Experience/User Interface) style guide for desktop and mobile
4. Custom illustration or iconography
5. Custom page design for the homepage
6. Custom theme design for the department homepages
7. Custom image and illustration selection
8. Custom coding of the page and theme designs into website CMS

Discovery

Week 1

Meet via Zoom with our Creative Director. We discuss in detail your target audience and website goals.

Developing

Weeks 5-10

We send mockup files to our development team for development. Internal pages will be designed based on the homepage style. The inside pages share the same top navigation menu, background, style, and page footer. The Data Entry team will migrate over all of the existing content from an old site. We do theme-testing to make sure the design works across all platforms, devices and browser types.

Staging

Weeks 15-19

Project Manager will stage the new website to create a "staged website link." This is the beginning of organizing the content, navigation & menus. We follow best practices for features and friendly navigation.

Launching

Week 20

After final approval:

- Launch the site LIVE
- Receive login credentials
- Schedule live training

Design

Weeks 2-4

We will create 3 high-fidelity mockups of the homepage. Designed with mobile and desktop layout in mind. We will incorporate ideas, colors, photographs and typography that was discussed in the initial design interview. Included are three (3) rounds of small design changes to make your homepage look perfect. We work on the layout, colors and typography to ensure an intuitive, yet informative design. Once a mockup is approved, we code the custom theme based on the design.

Feedback

Weeks 11-14

We will meet once again via Zoom to discuss any edits or additional content needed. You may email edits or a punch-list prior to the meeting so that most changes can be completed beforehand. Set a date to go LIVE, unless a set date is predetermined.

Finishing

Week 20

Ensure that the site is optimized for SEO and mobile-view. Make the site loading time as fast possible. Set Google analytics to show up on Google search.

- Enable ADA widget
- Translation widget
- Advanced search

Design Concept and Approach

The design concept and approach for the new website for the municipality follow a user-centric design approach. Our goal is to create a website that is easy to use and understand for all users, regardless of their background or level of technical understanding.

The design will be modern and contemporary in its look and feel while remaining highly functional and organized. It will also be mobile-friendly since a sizable and growing chunk of your municipality's demographics will be Millennials. They will want to take advantage of a solution that is mobile-optimized.

Therefore our focus will be on creating a website that is aesthetically pleasing, while also being intuitive and easy to navigate, whether viewed on a desktop or on a mobile device or tablet. Plus, it will be ADA-compliant.

WEBSITE AND COMMUNICATION PLATFORM

Our lowest cost option for a new website and communication platform is to select from one of our readily available themes. Each of these is already designed, which saves on the cost of development and deployment. They can each be customized for your municipality by applying a new color scheme to the template and adding photographs provided by your organization. Once the project is approved, you'll work with your Project Manager and Account Manager to select a theme.

ELITE WEB DESIGN PACKAGE - OPTIONAL

For a bespoke web design option, you can select the Elite Web Design Package as an option. You will get the "full service" for a new custom web design. This means you will also be working directly with our branding team.

This extra work includes special meetings focused specifically on design. They also include facilitated Discovery and Branding exercises that you and your stakeholders are expected to attend to give their thoughts and inspiration.

These sessions are truly a lot of fun, with a lot of engagement both from our design and branding team and also from your side. It's considered a really enjoyable portion of the design portion of a new web design project.

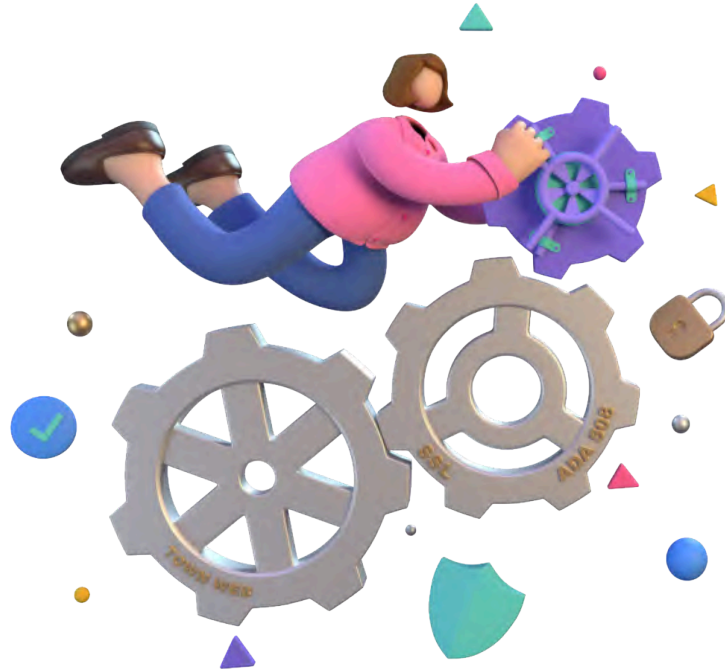
Many attendees have said time and time again "This was a lot more fun than I expected!"

These meetings guide the creation of your custom UX/UI (User Experience/User Interface) for the website. The same team will create a new style guide. The style guide will be used for the development of the desktop and mobile experiences of your new website. Our approach is an iterative process where you and your staff can provide feedback.

All work from the design and branding requires custom coding and theme development for the CMS.

Technical Overview

One of the biggest advantages you have with choosing Town Web is that we take care of the technical needs. You don't need to consume the resources of your internal or contract IT staff. We manage and maintain the infrastructure for the service and products that we deliver to you.



WEBSITE COMMUNICATION PLATFORM

We include all the hardware and software to manage your new Website and Communication Platform. The below list includes everything we manage and maintain on your behalf.

- Domain name management (including annual renewal)
- DNS (domain name service) service management, including MX (mail server) records
- Server maintenance (dedicated server or cloud servers)
- CMS (Content Management Service) Web hosting with a 99.9% uptime guarantee
- Database hosting
- Media file hosting (PDFs, images, and other related content)
- Site backups (including core website CMS files, media files, and database files) on a separate cloud server
- SSL (secure socket layer) certificates
- API (Application Programming Interface)

As part of our White Glove Service, you receive 24/7 Tier 1 technical support should any issues arise.

All of these requirements must be met in order to ensure that your new website is secure, reliable, and accessible to all users.

(OPTIONAL) TOWN WEB'S ONLINE DIGITAL SOLUTION

Town Web's Online Digital Solution is a comprehensive suite of government tools designed to streamline municipal processes and reduce administrative workload. With our solution, we facilitate the transition from traditional paper-based systems to efficient online platforms, saving valuable time for municipal staff. Our platform acts as a centralized hub, connecting citizens, departments, and local businesses onto one digital platform for seamless information flow.

By utilizing Town Web's Online Digital Solution, you can digitize forms, licenses, and applications, eliminating the need for manual paperwork. The submitted information can easily and securely traverse your entire organization, improving communication and data accessibility. Moreover, our solution includes a convenient payment portal, enabling you to collect credit card payments for municipal fees and services online, in person, and remotely. To enhance user experience, the forms, licenses, and applications built with Town Web's Online Digital Solution can be seamlessly embedded within your website. This integration allows for streamlined data collection and provides a user-friendly interface for citizens and businesses to submit information and make payments. With our solution, you can consolidate these essential functionalities within your website, simplifying the online experience for your constituents.

Additionally, we offer the "White-Glove" Service as part of our comprehensive package. Our experienced team will provide personalized onboarding assistance and support, working side-by-side with your staff and department heads. This "Done With You Service" ensures a smooth transition and empowers your team to leverage the full potential of Town Web's Online Digital Solution.

With Town Web's Online Digital Solution, you gain a powerful toolkit to digitize processes, streamline communication, and optimize efficiency within your municipality. Our solution brings together the necessary components for effective online governance, empowering your municipality to thrive in the digital era.

Current Accounting and Utility Billing Integrations:

- Banyon Data
- Caselle / CivicSystems
- GovPayNow
- MuniciPay
- Workhorse Software



Many Municipal Vendors and IT Staff have mentioned how open and easy-going it was to work with the Town Web tech team.

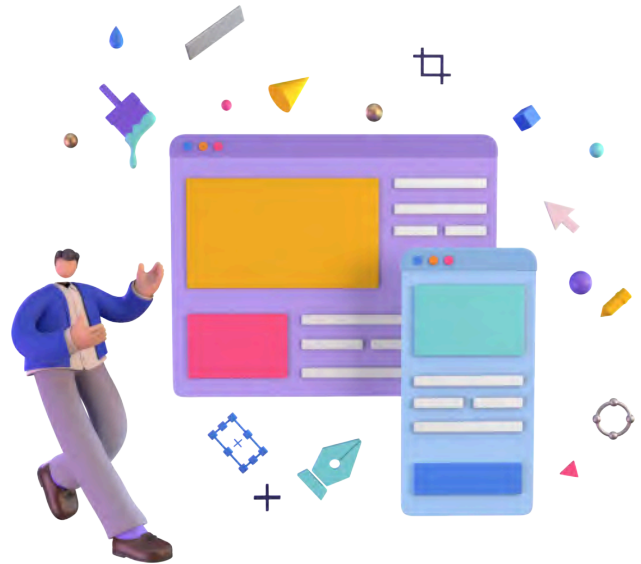
Website and Communication Platform

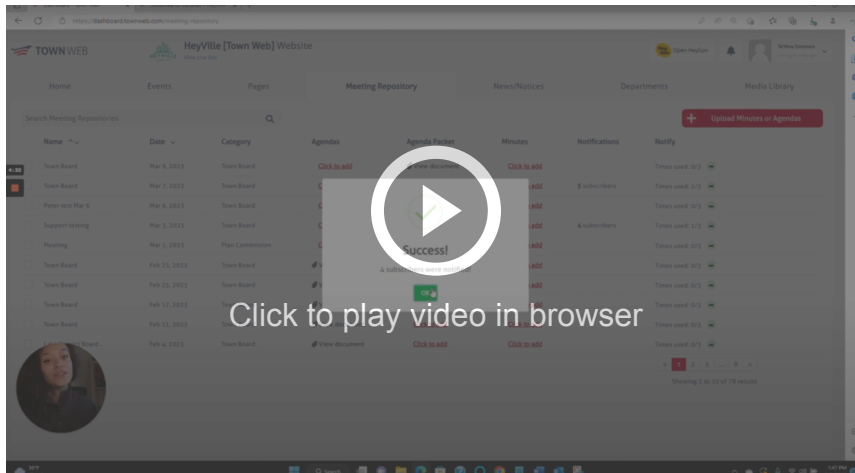
THE DASHBOARD

(THE PART THAT YOU AND YOUR STAFF WILL ACCESS REGULARLY)

The Dashboard is the administration area of a municipal website. This is where you and your municipal staff can manage the content of your website. It contains all the easy-to-use elements required to keep your residents informed.

- **Content Management System (CMS):**
A CMS allows you to create, edit, and publish content on the website. This includes posts, pages, images, files and other images.
- **User Management:** You'll be able to manage and assign roles to different users with varying levels of access to the administration area
- **Site Navigation:** A site navigation system allows staff to manage the website's menu structure and create new pages or sections as needed
- **Media Library:** A media library is a central repository for all media files used on the website, including documents and images
- **Meeting Repository:** This is a subset of the Media Library and it's focused specifically on storing documents for your municipal meetings. All agendas, agenda packets, and meeting minutes are contained in this section
- **Department & Personnel Management:** This is the "who's who" at your municipality. Each person can be a member of a department. You can easily manage a directory of your municipality by the department. It's like building an official org chart
- **Subscribers:** Your residents and interested parties can subscribe to get notifications of the topics and news that they're most interested in. They also get to choose how they want to receive notifications (as in text, email, or social media posts)
- **Calendar of Events:** Each meeting and its related documents can be linked and embedded in the day's calendar of that event. Likewise, community events and other notices can be added and viewable within the calendar. It's also possible to include facility rentals/bookings in the calendar through our Online Digital Solution
- **Emergency Alerts:** This is the specific section to use when there is the need for a specific department to make an immediate post that is delivered and visible to all residents
- **Social Media Integration:** There are many channels for people to stay notified about the happenings of your municipality. Our software makes it easy to draft a message and blast it out through various social media channels





Click the rectangle to play the embedded video in the online version of the proposal!

OR:

Scan the QR Code - it will take you to YouTube to see the video on your smartphone:



THE WEBSITE

(THE PART THAT YOUR RESIDENTS WILL VIEW)

The Web is the administration area of a municipal website. This is where you and your municipal staff can manage the content of your website. It contains all the easy-to-use elements required to keep your residents informed.

1. Your residents will have access to a modern website and communication platform
2. It will be built to be mobile-friendly and ADA compliant
3. One of the greatest advantages is that they can Subscribe to notifications
4. This lets the pick and choose the categories and topics they want to get notified about
5. They can also select how they get notified, either as a text message or email
6. Plus, these same notifications can be viewed on social media
7. With a Town Web website and Communication Platform, your residents stay informed

ELITE WEB DESIGN PACKAGE

THE DESIGN PROCESS

For a visually enhanced website, we'll work with you and your stakeholders on a new design. This starts with facilitated Discovery and Branding exercises which you and your stakeholders are expected to attend to give their thoughts and inspiration.

We will be working on the UX/UI (User Experience/User Interface) and branding it to your municipality's personality.

We work on the specific aspects of typography/fonts. We'll create custom illustrations or iconography to provide elements of more personality and uniqueness.

We create an appealing new design for your homepage. And also spend a great deal of time building your new pages for your department.

Town Web's Online Digital Solution - Modules

Town Web's Online Digital Solution is a digital cloud-based software platform with a payment portal that offers various capabilities and services as described below. It's built to help municipalities reduce their workload and save time by moving their systems online. In order to make it more accessible and understandable to our customers, we've divided it into modules, and branded them all as "HeyGov"

A large benefit of Town Web's Online Digital Solution is how it connects various people, departments, and citizens onto one digital platform. At a basic level, it provides tools to draft, edit, and manage documents. The forms, licenses, and applications that are built with it can be embedded within your website. The forms can be tied to your payment system, allowing for seamless payments to be collected with each form and facilitating your bookkeeping.

HEYLICENCE

HeyGov digitizes and implements a transfer and own process of your paperwork. With the HeyLicense Module, you can receive, and process any type of municipal form, license, application, or other document such as dog licenses, building permits, operators licenses, boat launch permits, and land use applications. When your citizens and local businesses are all out for their forms, licenses, and other documents, their submitted information can more easily flow throughout your entire organization. The HeyGov solution means that your "paperwork" will now be digital. Information flows and routes efficiently through your organization will custom-built workflow rules.

HEYGOV PAY

You also get to use HeyGov's payment portal and start collecting credit card payments through the HeyGov Pay Module. Municipal fees and payments can be collected online, in person, and remotely. Collected payments can reconcile directly with your Utility Billing or Accounting software for easy reconciliation.

HEYRESERVE

Should you wish to make your city more accessible for community or personal activities, HeyReserve Module allows your constituents and/or visitors to book city amenities such as park shelters and pavilions. Constituents and/or visitors are also able to review town rules, and policies, pay fees, and more.

HEY311

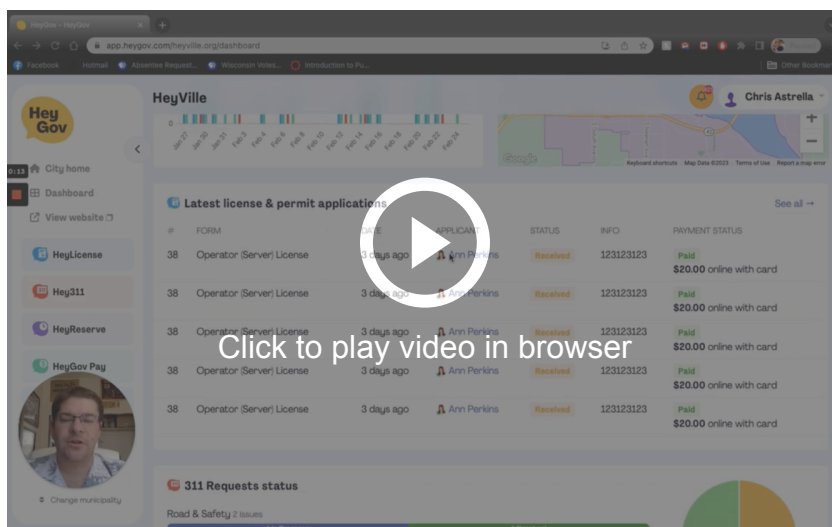
Hey311 enhances communication between citizens and your city. The platform provides a user-friendly interface for citizens to submit service requests and report non-emergency issues to the city. Your city can manage and respond to these requests efficiently, ensuring that all requests are tracked, assigned, and resolved in a timely manner.

THE ADMIN AREA

(FOR YOU AND YOUR STAFF)

As administrative users of the HeyGov section, you'll be able to manage all of the below information from within the Admin dashboard viewable at <https://app.heygov.com>

- **Department Management:** You can add and manage different departments
- **User Management:** You'll be able to manage the user roles of staff members in their respective department
- **License & Form Management:** You can create, edit, and manage forms, licenses, and permit applications using a drop & drag editor
- **Workflow Management:** Each form, license, or application can have a custom workflow added
- **Bank Account Management:** You can manage which bank account is used for each department
- **Payment Logic:** You can set the fees for each form/application with various combinations (e.g. non-resident fees, deposit fees, etc.)
- **Licensing & Forms Portal:** View all license and form applications, from draft to in progress, to complete
- **Payment Portal:** You can view all bills generated and paid
- **Citizens Portal:** You can view a list of all personnel who have filled out forms, and applications, make payments, or submitted 311 issues
- **311 Issue Tracker:** You can view and manage all reported issues & questions submitted by residents



Click the rectangle to play the embedded video in the online version of the proposal!

OR:

Scan the QR Code - it will take you to YouTube to see the video on your smartphone:



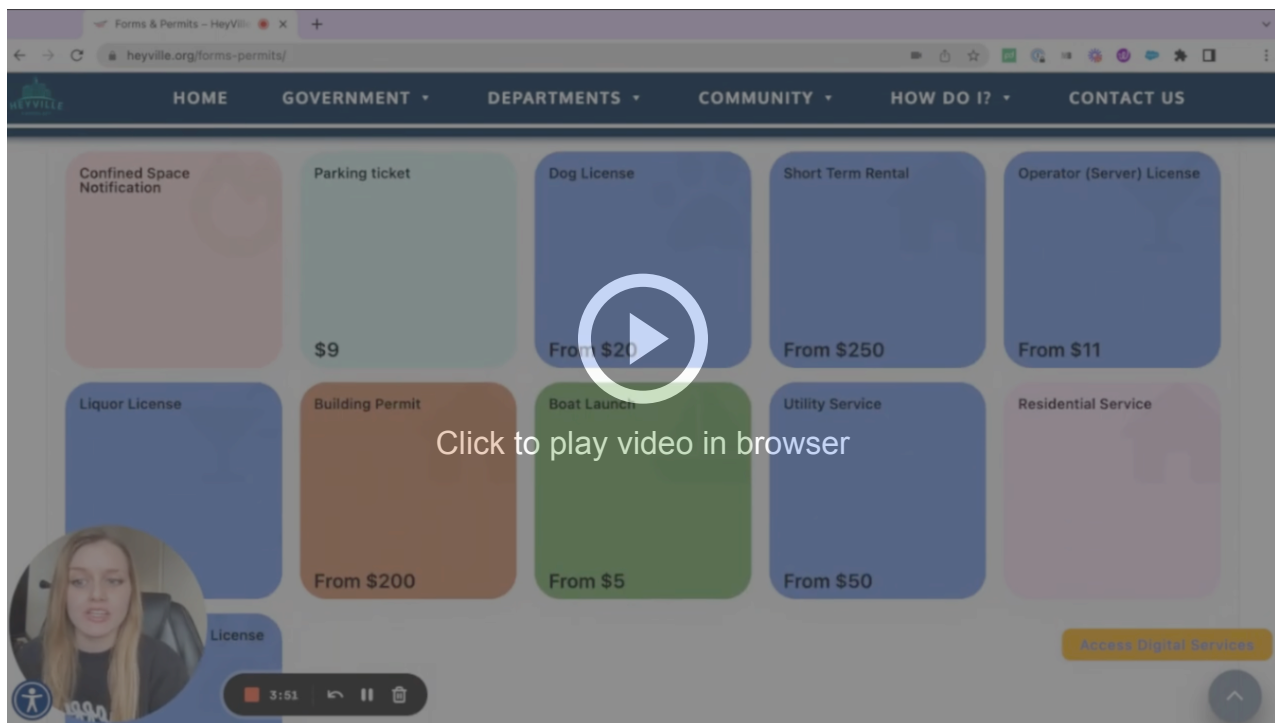
THE FRONT END

(FOR YOUR RESIDENTS)

On the front end, your residents will have access to a widget that is embedded on your site for them to report any issues or ask questions as part of the “311” service.

Residents can also access the citizen services and payment portal from within your website. We embed each form, license, and permit application onto the relevant page(s) within your municipal website.

Furthermore, they also have access to their citizen portal by logging into their account at <https://app.heygov.com>. Plus they can also use the iOS or Android apps, which are downloadable from the App Store and Android Play Store, respectively.



Click the rectangle above to play the embedded video in the online version of the proposal!

OR:

Scan the QR Code - it will take you to YouTube to see the video on your smartphone:



How we go the extra mile to make your life easier

We want to make you successful. We want you and your staff to get more done with less effort. We already provide you with White Glove Service. You and your team have access to 24/7 tech support.

You might be thinking, *“What else could we get that shows we go the extra mile?”*

I am so glad you asked. Because there is even more! I'll list what they are below each section.

TOWN WEB'S ONLINE DIGITAL SOLUTION

Content Migration is Done For You.

When you choose to switch over to a Town Web, we'll do the entire content migration for you. You don't have to lift a finger! (or click a mouse, for that matter)

Free Website Homepage Refresh Every Three Years.

Technology changes. The design comes and goes out of style. We want to show we're committed to a long-lasting relationship with you. This means you'll get a digital facelift every three years. This is a tremendous value for you and your residents. It ensures you are continually updated with the latest design trends and functionality.

Website Search.

A big feature our customers love is having an on-page web search engine. It's so good that many of your residents can use it to find what they're looking for instead of calling you!

Ability to Make Edits on Your Own.

Another thing that many of our new clients like having is the ability to edit page content on their own. Apparently, other systems prevent them from editing their own website. We don't lock you out. You have the freedom to make the needed website edits. But of course, you can *always* depend on us to help you whenever you want, because that's what White Glove Service is for.

Designing Pages for Tourism, Economic Development, and Business.

Several of our clients are focused on tourism. Larger organizations have Economic Development. And many others want to provide a listing directory of all local area businesses. Working with Town Web, we make this possible. These sections are included when you choose Town Web as your local government website and communication platform vendor.

Done-For-You Form Building.

So many times while onboarding new clients, they tell us they were sold on the “done-for-you” form-building service we offer. After all, we feel it's our duty. We're committed to saving your time and reducing the burden that your IT staff would have in supporting a technology solution.

We decided early on to always help new clients get up and running right away. The way to do this is to build the forms for you. We know how to do it. We can do it quickly. And heck, if you want to see how we do it, we'll be happy to record a video walk-through of how we build each of your forms.

Custom Integrations with your Accounting Package and/or Utility Billing Software.

We don't agree with “vendor lockdown”. We've seen this with several other companies. Our stance is to “play nice” with other municipal software vendors. We want you, after all, to save time. Because of this, we are committed to doing a 2-way API sync or file swap of payment details to/from Town Web to/from your Accounting Package or Utility Billing Software.

Branded Email Addresses (optional)

Introducing our Branded Email Addresses, a comprehensive email solution powered by Google Workspace. As a Google Certified Partner, we are proud to offer this tailored service specifically designed for municipalities. In partnership with Jatheon, a trusted provider of email archiving solutions, we ensure seamless communication, data retention compliance, and enhanced productivity.

RELIABILITY OF EMAIL SERVICE

Google Workspace is an enterprise-level solution of Gmail and is a leader in email services. It is known primarily for its reliable, uninterrupted email access to many millions of users worldwide. Its resilient infrastructure is trusted by numerous industries, including also government bodies. With Google Workspace, your municipality can rely on a consistent, high-quality service that guarantees seamless communication at all times.

UNPARALLELED SECURITY AND SPAM FILTERING

Experience the unparalleled security and reliability of Google Workspace. Its advanced technologies offer robust data protection, including encryption and cutting-edge spam and phishing detection, to keep your municipality's sensitive information safe. With features like Safe Browsing and two-step verification, Google Workspace provides an all-inclusive secure platform trusted by governments worldwide.

DATA RETENTION COMPLIANCE THROUGH JATHEON EMAIL ARCHIVING

Comply with data retention regulations effortlessly through our partnership with Jatheon. Their comprehensive email archiving solution captures, indexes, and securely stores all inbound and outbound emails. Simplify compliance with data retention requirements and easily retrieve archived emails when needed.

AMPLE STORAGE FOR YOUR MUNICIPALITY'S EMAILS

Enjoy ample storage capacity for your municipality's emails and files with our Branded Email Addresses powered by Google Workspace. Say goodbye to storage limitations and have peace of mind knowing that you have generous storage space for your business-related data. Store, manage, and access your information efficiently and effortlessly.

MOBILE ACCESSIBILITY FOR PRODUCTIVITY ON THE GO

Stay connected and productive from anywhere with the mobile accessibility of our Branded Email Addresses. Access your emails, documents, and calendars on any device, including smartphones and tablets. Remain responsive and productive, even when you are away from your desk or out in the field.



Website and Communication Platform Pricing Details

THE WEBSITE AND COMMUNICATION PLATFORM SETUP AND SUPPORT DETAILS

The setup is a one-time fee. It is the cost to build your site and is discounted with a three-year hosting agreement.

You will work with an Account Manager and Project Manager in real time for the design of your new municipal website. During the Onboarding Meeting, you will be shown all of our pre-built municipal themes from our design library. You get to select one, which we customize for you. We will customize the menu items, and the quick links and will custom design a banner based on the photographs you provide.

Included in your Website and Communication Platform setup fee:

- If you have an existing site, **we migrate all your old website content**
- You collaborate in real-time with a **dedicated Account Manager and Project Manager**

You can have:

- **Up to 100** web pages
- **Unlimited department pages**
- A **dedicated elections page**,
- **Contact us** form
- Navigation menu **with dropdown**
- **Site search** option
- **Up to 4** Quick Links on the home page
- **Single-page** business directory
- **Unlimited** calendars
- **Unlimited** Minutes & Agendas categories
- News and Notices **with images**
- **Mobile-responsive** design
- Mass Notification System to
- Residents who **subscribe on the website, via email and/or text messaging**

The following are included in Town Web's hosting, maintenance, and support package:

- **24x7 Tech-Support** that is "All-You-Can-Eat"
- **"White-Glove" Customer Service** - Send us content, and **we will upload it for you!**
- You also get your own login and password so you can make updates to the site on your own
- **24x7 website monitoring**
- Technical and security updates are applied automatically
- Weekly website backups stored off-site
- 3 months backup retention with immediate website restores (if ever needed)
- One-on-one quarterly training
- Access to our **free training and support library**

Village of Pewaukee Proposed Pricing

Description	Price	Qty	Total
Website Setup <i>The regular set-up fee is a one-time fee of \$3600. For the Village of Pewaukee, we are prorating it into 4 annual payments.</i> Wisconsin Municipality special: 50% valid until Dec. 1, 2025 <i>Includes:</i> <ul style="list-style-type: none"> Semi Custom Website Design According to the Theme Content Migration and Data Entry – all pages from the current site Communication Platform – unlimited subscribers and notifications Hey311 - Citizen Engagement Platform (Free) 			\$450/year
Website Hosting & Maintenance			\$900/year
Unlimited 24/7 Tech Support			\$900/year
White-Glove Customer Service via Email			\$1,800/year
<input type="checkbox"/> optional: Town Web's Digital Governance: Bundle <i>Can be divided into independent modules</i> HeyGov Pay - Collect Online Payments (unlimited citizens payment portal) HeyLicense - Online Digital Forms (up to 12 forms and digital workflows) HeyReserve - Online Bookings for Facility Rentals (up to 6 venues)			\$4,800/year
<input type="checkbox"/> optional: AI-Powered Search Assistant (like ChatGPT)			\$1,200/year
<input type="checkbox"/> optional: Branded Email Addresses with Archiving <i>Powered by Google and Jatheon Archiving</i>	\$216/year	1	\$216/year
Domain Name Management <i>The annual renewal fee for a .com, .org, .net, .us. Pricing is per domain.</i>	\$20/year	1	\$20/year
TOTAL ANNUAL FEE			\$4,070
TOTAL			\$4,070

The optional items, whose name starts with "optional", can be checked/unchecked in the online version of the proposal. Town Web's regular contract is three years. For the Village of Pewaukee, we are providing a four-year contract with the website setup fee divided into equal annual payments.

Village of Pewaukee Signature Page

At Town Web Design, LLC, we want to make sure that the Village of Pewaukee's new digital solutions be the last municipal digital solution that you'll ever need. You can be proud that your residents, tourists, and visitors will never say your municipal services are outdated.

The term of the contract is for three years.

The 1st year's fee: \$4,070.00

The 1st year's fee will be invoiced the day after the proposal is signed, and is due 30 days after invoicing.

The 2nd year's fee: \$4,070.00

The 3rd year's fee: \$4,070.00

The 4th year's fee: \$4,070.00

By signing this quote, you will get everything listed in the Pricing Details section of the proposal.

The three big benefits to you include:

1. Website and Communication Platform

Your residents can gain 100% transparency in municipal decision-making by elected officials. They can stay up-to-date on topics that are important to them. They will be able to get instant notifications whenever categories they've subscribed to have new items posted.

2. Payment Solution that Reduces Your Workload

Town Web's Online Digital Solution is the world's most advanced payment platform for local government. It allows anything to be paid using any funding source through any device. Our solution is built to slash the administrative workloads of busy staff across America. Likewise, it provides the convenience that millions of demanding citizens want to have.

3. 24x7 Technical Support that is "All-You-Can-Eat"

Your municipal staff at the Village of Pewaukee will love having us as your website provider because they will be able to rely on us for anything related to your website. All it takes is a call, email, or chat message (including Facebook Messenger) and we can help them with their question or issue, and for no additional charges, we can even post or edit something on their behalf. This type of support will save you and your staff time and money.

 **SIGNATURE**
Jenna Peter

Jenna Peter, Village of Pewaukee, Village Clerk
I accept this quote on behalf of the Village of Pewaukee, and I agree to sign and fax it to 321-600-9008. Once we have a signed copy, we will email you an invoice. Once the invoice is paid, your Account Manager, Aleksandra, will contact you to schedule your Onboarding meeting!



RE: Revize Govt Websites Meeting - Pewaukee WI

From Brian Rohen <brian@revize.com>
Date Tue 8/26/2025 3:52 PM
To Jenna Peter <jpeter@villageofpewaukeewi.gov>

Thanks Jenna, I wanted to make sure you have all the relevant website info. Feel free to give me a call to go over any of it.

For the estimates on pricings: (Revize Custom Design)

1. Revize Custom Design (4-6 months delivery)		
Ex. https://www.townofdelafield.org/ https://www.villageofmerton.com/ https://www.greendale.org/ https://www.butlerwi.gov/ https://www.baysidewi.gov/ https://www.villageofwaukesha.gov/ https://www.villageofhazeltown.org/		
Migration First 400 for Free (additional \$3 per Webpage Page & PDF)	\$0	One-time fee
Custom Design with Included Standard Features and Apps	\$8,800*	One-time fee
Hosting/Security/Support Easy to use content management system	\$2,000	Annually
Custom Design Standard Payment Schedule Year 1 = \$ (0 + 8,800 + 2,000) = \$10,800 Year 2 = \$2,000 Year 3 = \$2,000 Year 4 = \$2,000 (plus a Free Redesign after YR4) Year 5 = \$2,000 -or- Custom Design Five Year Payment Plan (*flexible payments, can be spread out over five years)(plus a Free Redesign after YR4) Y1-Y5 = \$3,760 Year 6 = \$2,000		

Standard Features & Apps Included with Custom Design

Online Payment: <https://www.orientownship.org/> shortcut button in middle of homepage

Home Page Alert/Announcement: <https://www.co.cottonwood.mn.us/> - black pop up box in lower right corner, you can edit to say anything you'd like.

Public Document Center: https://www.pershingcountynv.gov/document_center/index.php

Agenda/Minutes Center: https://northogdencity.gov/government/city_council/agendas_minutes.php

FAQ: [https://troymi.gov/how_do_i_\(faqs\)/index.php](https://troymi.gov/how_do_i_(faqs)/index.php)

Revize Interactive Calendar: <https://www.cityofsancarlos.org/calendar.php?view=month&month=02&day=01&year=2025&calendar>

Contact Us/Citizens Request Center:
https://www.cityofmarysvillemi.com/citizen_request_center/index.php

Staff Directory: https://www.scottsbuff.org/government/staff_directory.php

Homepage News Center: <https://www.co.cottonwood.mn.us/> - recent news section in middle of homepage

Job Posting App:
[https://www.co.wabasha.mn.us/how_do_i/apply_for_obtain/employment_with_the_county/current_listings_\(emp\).php](https://www.co.wabasha.mn.us/how_do_i/apply_for_obtain/employment_with_the_county/current_listings_(emp).php)

RFP,RFQ & Bids Template:
https://www.muskogeeonline.org/departments/purchasing/rfp_rfq_and_bids.php

Translates 95 Language & Shareable internal pages:
https://www.largo.com/connect/living_in_largo/index.php

Optional Add-Ons

E-Notify App: <https://www.penfield.org/enotify/index.php> Email/Text Alerts (~~+\$950~~ onetime, +\$990 additional annually) INCLUDE FOR FREE

Revize Interactive Fillable Forms App: <https://southogden.rja.revize.com/forms> - click any form link to view the full page digital form (+\$1,950 onetime, +\$900 annually) WAIVING ONETIME FEE IF ADDED BEFORE WEBSITE LAUNCH

Revize Reservation System: <https://revize.rja.revize.com/app/bookable-groups/conference> (+\$900 onetime, +600 annually)

Revize E-News (Newsletter Application) <https://www.cityofsancarlos.org/e-notify/index.php> (+\$1,000 onetime, +\$600 annually)

Revize Intranet- Private Employee Portal: <https://www.burlingameintranet.org/> (+\$1,500 onetime, +\$500 annually)

Revize AI Chatbot <https://www.cityofgolden.gov/> (+\$2,000 annually)

Brian Rohen
Web Design Consultant
Revize: The Government Website Experts
Direct (248)-928-8072
brian@revize.com
revize.com
[Facebook](#) | [Twitter](#) | [Linkedin](#) | [Instagram](#)

-----Original Appointment-----

From: Brian Rohen
Sent: Tuesday, August 19, 2025 9:53 AM
To: jpeter@villageofpewaukee.wi.gov
Subject: Revize Govt Websites Meeting - Pewaukee WI
When: Tuesday, August 26, 2025 10:00 AM-10:30 AM (UTC-06:00) Central Time (US & Canada).
Where: Microsoft Teams Meeting

Thanks Jenna, looking forward to speaking with you about the website redesign on Tuesday August 26th at 10am CST. Please confirm you received this meeting link.

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 286 520 439 154 4

Passcode: yo3j7GZ2

Dial in by phone

+1 929-229-1097,,573809746# United States, New York City

[Find a local number](#)

Phone conference ID: 573 809 746#

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

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brian@revize.com
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[Facebook](#) | [Twitter](#) | [Linkedin](#) | [Instagram](#)



Apptegy Follow Up!

From Cailley Reed <cailley.partain@apptegy.com>
Date Wed 8/27/2025 3:54 PM
To Jenna Peter <jpeter@villageofpewaukee.gov>

Hey Jenna,

Appreciate your time this morning. I enjoyed learning more about you and Pewaukee!

Like we talked about, as you look to streamline communications, it sounds like a mobile strategy is the biggest opportunity for you to reach your residents and have a central location of truth for them.

For more information about the way we work with municipalities, [check this out!](#)

I also wanted to share a few municipalities below you can check out and share with anyone:

<https://www.westalliswi.gov/>

<https://www.wrightstown.us/>

<https://www.watertownwi.gov/>

Here is an overview of the pricing we talked about:

Thrillshare (annual): \$8,300

Development/Set Up (one-time): \$10,500 with discount = **\$7,000**

Website Design/Hosting: Free

Support, Service & Training: Free

Content Migration: Free

Look forward to reconnecting in September. ☐ Please feel free to reach out if you have any questions!

Talk soon,

--

Cailley Reed
Account Executive

[501-200-2555](tel:501-200-2555) | cailley.partain@apptegy.com

Want to meet? [*Book a meeting!*](#)



- » Municipal Website Central
- » Website Accessibility
- » Social Media Archiving

Village of Pewaukee, Wisconsin

STANDARD IMPLEMENTATION

PRESENTED BY:

Ryan Anderson, Account Executive

September 8, 2025

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Company Overview

Company Overview

CivicPlus started back in June of 1998 with a simple yet powerful vision: to develop technology solutions that empower local government staff to manage daily operations efficiently without depending on paper-based processes or complex systems.

Today, CivicPlus provides public sector technology that provides intelligent automation for staff and a unified experience for residents. CivicPlus solutions help increase process efficiency by up to 40%, freeing staff to improve community engagement. Our wide range of government software solutions are designed to be flexible, scalable, and customizable, ensuring a singular experience for residents and staff.

Our Portfolio Includes:

- Municipal Websites
- Web Accessibility
- Agenda and Meeting Management
- Mass Notification
- Social Media Archiving
- NextRequest
- Recreation Management
- SeeClickFix 311 CRM
- Municode Codification (*Current Customer*)
- Process Automation and Digital Services
- Community Development
- Asset Management
- Utility Billing
- Resident Portal

Contact Information



Primary Contact

Ryan Anderson
Account Executive
ryan.anderson@civicplus.com
502.310.2943

Company

302 S. 4th Street, Suite 500
Manhattan, KS 66502
Toll Free: 888.228.2233 | Fax: 785.587.8951
civicplus.com



Experience & Recognition

25+ Years

10,000+ Customers

950+ Employees

With public service in our DNA, our 25-year heritage of success is fueled by the expertise of our product innovators—many of whom served in local government. Our commitment to deliver impactful solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government technology. We are proud to have earned the trust of our over 10,000 customers and their over 100,000 administrative users. In addition, over 340 million residents engage with our solutions daily. With such experience, we are confident that we can provide the best solution for the Village.

We're proud to be recognized in various ways for our dedication and service to our customers.

- Winner of multiple Stevie® Awards, the world's top honors for customer service, sales professionals, and more.
- Designated a top-100 U.S. company by Government Technology magazine for making a difference in the public sector.
- Selected by Inc. Magazine as "One of the Fastest Growing Privately-Held Companies in the U.S." each year since 2011.
- Certified™ by Great Place To Work®, which is a prestigious award is based entirely on what current employees say about their working experience.



The Best-Run Local Governments Run on CivicPlus Technology

Government leaders tell us that one of their most pressing needs is to improve how residents access and experience municipal services. However, they struggle with budget cutbacks and technology constraints. With CivicPlus, leaders can finally overcome the perpetual trade-off between the demand for better services and the realities of operational resources, by leveraging the unique Civic Impact Platform to deliver both unmatched end-to-end automated efficiency and truly unified, delightful resident experiences.

CivicPlus is the only government technology company exclusively committed to being a trusted partner for impact-led government, enabling our customers to efficiently keep our communities informed, involved, and connected using our innovative and integrated technology solutions built and supported by former municipal leaders and award-winning support teams. With it, our customers increase revenue and operate more efficiently while nurturing trust among residents.



The Civic Impact Platform

The comprehensive Civic Impact Platform delivers unmatched end-to-end efficiency, supercharging staff impact through intelligent automation, and unlocking collaboration in and across departments. At the same time, this unique platform delivers a truly unified residence experience, delighting residents with a singular profile and single sign-on for friction-free, no-hassle services.

With CivicPlus your team is always change-ready, staying a step ahead of disruption, whether evolving compliance and accessibility requirements, civil emergencies, and more.



IMPACT-LED GOVERNMENT

Impact-led government goes beyond transactional services to create lasting change in communities. By modernizing processes, it uses automation, collaboration, and data-driven insights to help staff work more efficiently and make services more accessible—anticipating needs and addressing challenges before they arise for residents and staff.

The CivicPlus Civic Impact Platform Enables Impact-Led Government Through Five Key Principles:

1. Modernize and connect every function: Work better together through intelligent automation, efficiency, and stronger collaboration.
2. Deliver a singular, personalized resident experience: Replace hassle with friction-free delight, delivering a unified profile and intuitive, consistent experiences.
3. Supercharge staff impact: Boost staff performance with automated tasks, data-driven decisions, and aligned priorities and processes.
4. Strengthen compliance, accessibility, and readiness: Forward-thinking best practices and continuous adaptation to change.
5. Consolidate on a comprehensive, purpose-built platform: Choose solution breadth, eliminate multiple vendors, and gain compounding value over time.



CivicPlus Resident Portal

THE NEXT EVOLUTION IN DIGITAL RESIDENT ENGAGEMENT

CivicPlus Portal is a mobile-friendly, personalized online hub from which residents can quickly, easily, and securely obtain information, access resources, discover services, complete transactions, and interact with their local government administration. It is the public gateway to the Civic Impact Platform, empowering resident self-service from one central location for everything from submitting forms, referencing recent legislation, and engaging with public meetings to managing individual alert and notification preferences.



Personalized Resident Benefits:

- One username, password, or popular platform-enabled single sign-on (via Facebook, Google, Microsoft, or Apple) to securely manage their user profile and interact with all their government resources and information.
- A personalized, customizable dashboard that serves as the launchpad to save frequently accessed digital services, view past interactions, bookmark frequent payment options, and stay up to date with featured, meaningful content.
- Anytime, anywhere access from any device.
- Enabling self-service form viewing, submission, and payments to support a variety of digital transactions from parking permits and business licenses to pet adoptions.
- Easy management of individual communication preferences related to routine and emergency alerts, website newsletters, and agenda & meeting notifications from one single view.
- A centralized hub to submit and track requests, such as public records requests, non-emergency issues, and code enforcement complaints and violations.

Staff and Administrator Benefits:

- A low-maintenance tool for administrators to easily spotlight information, share content, and link to services to further promote local government initiatives while improving public transparency and trust.
- Ability to consolidate digital services from multiple CivicPlus and third-party solutions into one intuitive, accessible, and responsive interface.
- Consolidation of siloed alerts and notifications from the variety of solutions you control into a single view residents to sign up for and manage.
- Localization of cross-department payments and forms in one place, including those from CivicPlus and third-party solutions, enhancing residents' convenience for increased payments and engagement.
- Multi-factor authentication options and optimized for security and accessibility.





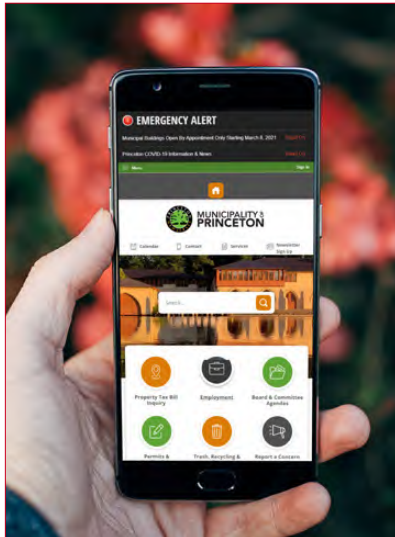
Municipal Websites Central

Features & Functionality

CivicPlus' Municipal Websites Central (Web Central) is a comprehensive content management system designed to help local governments build websites that connect with residents effectively. With configurable layouts, simplified content management, and integrated tools for communication and resident self-service, CivicPlus websites streamline the timely delivery of essential information and services. This empowers local governments to consistently provide positive civic experiences for residents and peace of mind for staff with streamlined communication processes.



Each website begins with a unique design developed to meet your specific communication and marketing goals, while showcasing the individuality of your community. Features and capabilities are added and customized as necessary, and all content is organized in accordance with web usability standards.



Modules & Widgets

RESIDENT ENGAGEMENT

Web Central offers many effective and easy-to-use resident engagement features. These tools easily integrate with the other key features.

Notices and Alerts – Post emergency or important information on your website and notify residents through email and SMS, via Alert Center.

Blog – Post opinions/information about various community topics and allow resident comments and subscriptions.

Calendar – Create multiple calendars and events to inform residents of upcoming activities that are viewable by list, week, or month.

Submit Requests and Report Issues – Allow residents to report a problem or submit requests through our easy Form Center module. For advanced service request management functionality to intake resident submissions via web portal, our integrated SeeClickFix 311 CRM Starter product is available as an add-on.

Form Center – Create custom, online forms via simple drag-and-drop functionality. Track form submissions within the CMS and route email notifications to the appropriate individual(s).

News – Post news items and keep your residents up to date on important information via News Flash.

Opinion Poll – Poll your residents on important topics by showing the Opinion Poll widget on relevant pages, to grab resident attention and quickly capture their responses to your polls. Polling helps with gathering and evaluating resident feedback, increasing resident engagement, and understanding your community.



Notifications – Allow your residents to subscribe to receive text and email notifications on topics that are important to them via Notify Me® (includes up to 500 SMS users).

Photo Gallery – Display photos of parades, local sporting events, or historical locations through albums or slideshows. Users can vote on favorites or share via email and social media.

Pop-up Modal – Use a pop-up modal to call attention to important information and notices, sitewide or on specific pages.

CONTENT MANAGEMENT

Web Central comes fully equipped with a robust set of document and image management tools that work with other key features of our CMS, making it easy to build dynamic content that is easy for residents to navigate and access.

Agenda Center – Create and display meetings and agendas on the website utilizing our built-in Agenda Center module. For advanced functionality, including live meeting management, our integrated Agenda and Meeting Management product is available as an add-on.

Archive Center – Manage and retain serial and older documents.

Document Center – Organize and manage documents in one central repository.

Public Images – Store all your images in one central location, to utilize individually or create slideshows on your site. Use the built-in editor to crop and resize photos, as needed. Images are optimized for performance, mobile responsiveness, and contain alt text for accessibility compliance.

INFORMATION & NAVIGATION

Organize your content and pages to make it easy to locate the information you and your residents need most with modules that help you update information quickly.

Easy for Residents to Navigate – An intuitive design, mega menu options, prominent buttons, and dynamic breadcrumbs throughout your site, all allow residents to easily find what they're looking for.

Frequently Asked Questions (FAQs) – Provide answers to the most frequently asked questions to reduce phone and foot traffic for staff.

Graphic Links – Create visually appealing buttons to direct users to important information.

Info Advanced – Use Info Advanced to create engaging displays of information for reuse throughout the website.

Quick Links – Provide links to highly requested services and information. These are commonly displayed in website footers and right-hand navigation.

Resource Directory – Use the Resource Directory to showcase information on local businesses and/or community resources.

Staff Directory – Provide contact information for departments and individual staff members. Use the information throughout the site and keep updated in one location. The Staff Directory widget allows you to quickly place specific persons or departments on relevant pages.



DEPARTMENT-SPECIFIC

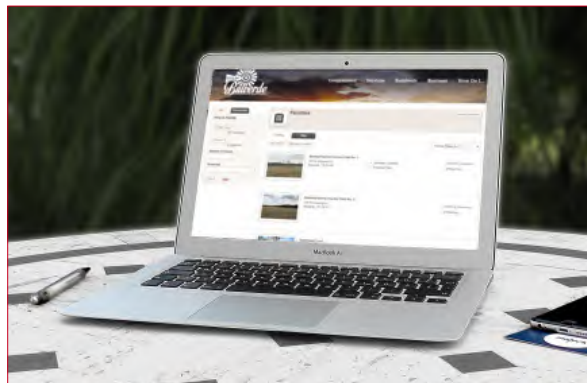
There are several function-specific features and modules for government departments. These tools are integrated into the Web Central CMS and offer the ability to complete multiple steps in one action.

Activities – Create and post activities, events, and classes so residents can register for them and even pay online. Your administrators can view and create rosters. The Activities module integrates with the Facilities module so residents can view the location of the activity.

Facilities & Reservations – Display facilities on your site for residents to browse. Allow them to filter by amenities, view facility details, and even make reservations online.

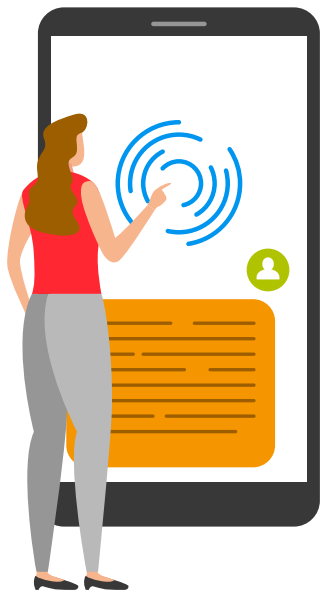
Job Postings – Post available jobs online and accept online applications.

Bids – Post open bid opportunities for contractors to view available work, download supporting documentation, receive notifications on posted opportunities and submit bid applications online.



COMMONLY USED WIDGETS

An extensive widget library is available for ease of placing dynamic and visually appealing information on specific pages. Each widget is easy to use with drag-and-drop functionality and is configurable with individual styling options.



Custom HTML Widget – Embed videos or other HTML features in your page.

Editor Widget – Edit text with word processing tools, plus web tools like code view and the Accessibility Checker.

Form Center Widget – Embed simple forms on a page.

Image Widget – Add images to a page.

Related Documents Widget – Create a dynamic list of documents referenced in the Document Center.

Slideshow Widget – Add a slideshow of images.

Tabbed Widget – Organize larger pages of information in horizontal, vertical, or stacked vertical or accordion style tabs.



Administrative Features

The administration of your Web Central website is browser-based, with no installation of software needed. You'll be able to update your website from an internet connection on any platform (Mac or PC). Administrators can control the access to pages and manipulation of content as well as use automated features to streamline processes.



Administrative Dashboard – A home base for messages and quick access to your recent activities and time-sensitive action items such as pending approvals and expiring items.

Content Scheduling & Versioning – Set your content to auto-publish and auto-expire, with an archive of all published content and previous versions.

Dynamic Page Components – Modules such as Calendar, FAQs, and News Flash, may be included as dynamic page components on any page.

History Log – Track changes made to your website.

Intranet – Use permissions to set a secure location on your website that allows employees to login and access non-public resources and information.

Levels of Permissions – Assign staff members to groups with different levels of permissions of access and authority throughout the CMS.

Pending Approval Items – Administrators have access to a queue of pending items to be published or reviewed.

Website Statistics – Provided website analytics for analysis.

USER-FRIENDLY FEATURES

Not only is Web Central easy for your staff to use, various administrative features help make a more attractive, engaging, and intuitive website for your community.

Automatic Alt Tags – Built-in features assist with ongoing ADA compliance of your website.

Credit Card Processing – Web Central is integrated with select external payment processors to accept payments on your website (separate agreement must be made directly between you and the supported external processor of your choice). Additional fees apply.

Preset Styling Standards and Ongoing Styling Flexibility – Site changes automatically inherit design standards and styles that you've set up for your homepage, interior layouts, and simple layouts. This keeps your website looking clean and always matching. We also offer large amounts of flexibility with placement and styles on an ongoing basis. As you edit your website, you can easily adjust the location and style of widgets, content, carousels, lists, calendars, etc. to meet the look and feel you need for that area.

Link Redirects – Instead of sending your users to <https://www.civicplus.com/blog/ce/government-website-awards-city-county-municipal/>, you can send them to <http://civicplus.com/awards>.



Live Edit – See where your information will be posted on a page before you make any changes with our WYSIWYG editor and drag-and-drop tools.

Maps – Easily embed maps from Google, ESRI, and more using the HTML widget.

Mega Menu – A main navigation menu makes it easy to get to any page on your website quickly.

Predictive Site Search – Our powerful site search functionality automatically indexes all content making it easy for visitors to find information across pages, documents, and images.

Site Search Log – All search words are kept in a log.

Real Simple Syndication (RSS) Feeds – Administrators and website visitors can use RSS feeds to display content or be notified of content updates.

Responsive Design – With responsive design, your website adjusts to the screen size regardless of what device is being used, providing a seamless user experience.

Social Media – Set various modules to automatically post to your Facebook and/or X (formerly Twitter) feeds and incorporate compatible social media feeds and widgets into your website.

Supported Browsers – View your website in the latest versions of major browsers including Microsoft Edge, Firefox, Safari, and Chrome.

Third-Party Access – Utilize iframes, embeds, and/or links to most of your third-party services. Or use our growing list of APIs to build applications right from your website.

Translation – Integration with Google Translate translates web pages into over 100 languages.



Implementation

Standard Project Timeline

Design creation, content development, configuration for usability and accessibility, dedicated training—CivicPlus delivers all of this and more during the development of your new website.

A typical standard project ranges from 16 – 28 weeks. The Village's exact project timeline will be created based on detailed project scope, project enhancements purchased, availability for meeting coordination, action item return and completion, approval dates, and other factors. Your project timeline, tasks, due dates, and communication will be managed and available in real-time via our project management software, Cloud Coach.

PHASE 1: INITIATE	2-4 Weeks	<ul style="list-style-type: none">• Project Kickoff Meeting• Planning & Scheduling
PHASE 2: ANALYZE	4-6 Weeks	<ul style="list-style-type: none">• Customer Deliverable Submission
PHASE 3: DESIGN & CONFIGURE	6-10 Weeks	<ul style="list-style-type: none">• Design Concept Development• Content Development• Agendas & Minutes Migration• Website Completion
PHASE 4: OPTIMIZE	1-2 Weeks	<ul style="list-style-type: none">• Website Finalization
PHASE 5: EDUCATE	1-2 Weeks	<ul style="list-style-type: none">• Training Engagement
PHASE 6: LAUNCH	2-4 Weeks	<ul style="list-style-type: none">• Launch Confirmation Meeting• Website Launch

Approaching Your Project Implementation

Communication between you and your Web Central team will be continuous throughout your project. Sharing input and feedback through email, virtual meetings, phone calls, and our project management software will keep all stakeholders involved and informed. Cloud Coach offers task management transparency with a multi-level work breakdown structure and Gantt Chart-based project plan.



- Centralized project communication and task management tools are located in a cloud-based project workspace
- Tasks, deliverables, and milestones are aligned to your specific scope of work

The tools available through Cloud Coach combined with regular communication with your project manager provide you ample opportunities to quickly and efficiently review your project, check deliverables, and communicate feedback.

Phased Approach

PHASE 1: INITIATE

Project Kickoff – During this initial meeting, your project manager will perform introductions, detail deliverables needed, provide a high-level overview of the development process, and introduce tools and resources used to manage your project.

Planning & Scheduling – Your project manager will create a comprehensive project timeline based on the project scope and your specific needs.

PHASE 2: ANALYZE

Customer Deliverables – The Village will be responsible for submitting deliverables as outlined.

PHASE 3: DESIGN & CONFIGURE

Design Concept Development – You'll have the chance to review the responsive design prototype and provide feedback and/or approval.

Content Development – Our Content Development team will migrate the agreed upon number of pages of content (including their text, documents, and images) from your current website to your new, Web Central website. Content will be enhanced for usability and accessibility, and we will organize your website pages to make them easy to navigate.



Agendas & Minutes Migration – The Content Development team will download, upload, and organize an agreed upon number of meetings to the Agenda Center module.

Website Completion – The Village will receive a completed production website featuring your approved design combined with the finished content.

PHASE 4: OPTIMIZE

Website Finalization – Both the Web Central project team and you will prepare your website for launch. During this time, you will be able to make final adjustments to the content on your production website, as well as ensure overall satisfaction with your website.

PHASE 5: EDUCATE

Training Engagement – Our goal with your training plan is to give your staff the skills and tools they need to quickly and easily keep your website current. Your trainer will deliver training sessions for both administrators and users. These sessions will be customized to equip your staff with the knowledge and comfort level needed to prepare your website for launch and maintain it in the future. The training session will use your production website so that users are familiar with your specific configuration, and you can obtain hands-on knowledge from our Gold Stevie® Award winning external training and consulting team.

In addition, your trainer will go into a deep dive of the department-specific software modules such as Facilities and Activities with Parks and Recreation, Jobs with HR, and Bids with Procurement in your Advanced User Training.

PHASE 6: LAUNCH

Website Launch Confirmation Meeting – Your Web Central project team confirms all the details that are necessary to take your website live and explain what you can expect on launch day.

Website Launch – After final confirmation, your website will be made live and available to the public.



Your Role During Implementation

To help create the strongest possible website, we will need you to:

- Gather photos and logos that will be used in the overall branding and design of your new website
- Provide website statistics to be utilized in reorganizing your website content, navigation, and design (if available)
- Complete the Design Form to communicate design preferences
- Choose your desired layout
- Complete the Content Form
- Provide technical information in the DNS form for the set-up of your website domain name(s)
- Perform reviews and provide official approvals throughout the project
- Update the content on your current website and delete any pages you no longer need
- Track website updates to be completed during your training session
- Ensure you have the most up-to-date web browsers installed on your organization's computers
- Compile a list of your website users and desired permission levels
- Reserve training location and necessary resources (computers, conference phone, etc.)

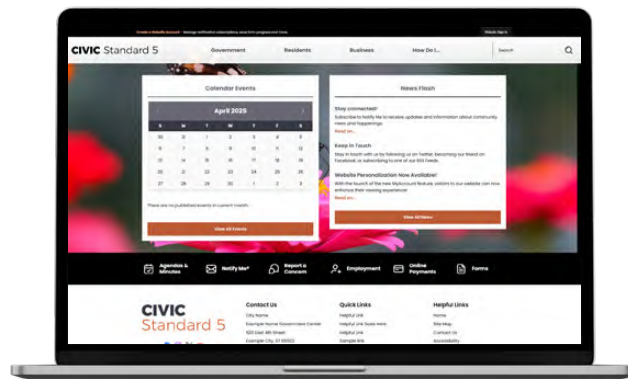
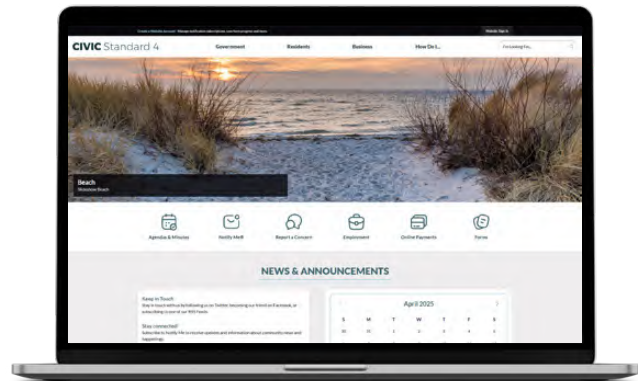
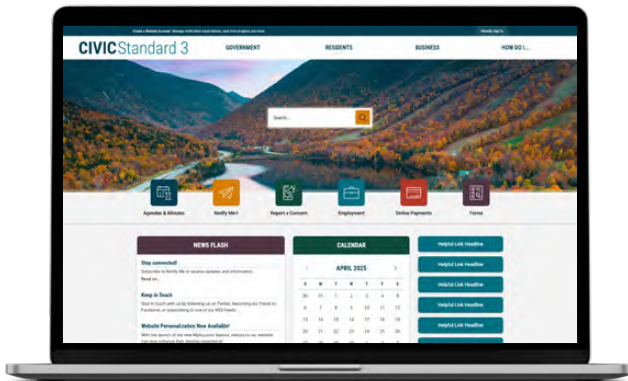
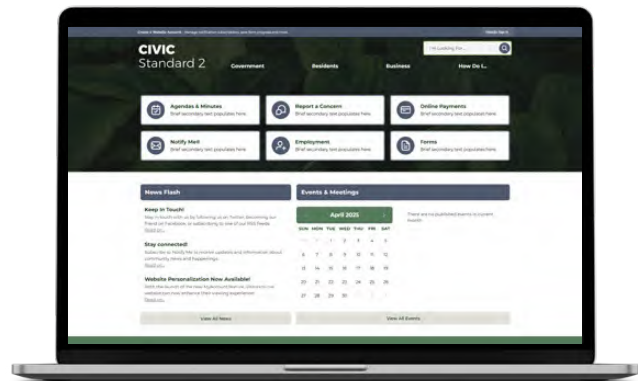


Standard Package Designs

You will choose one of our fixed layout options as the base of your website. You will then be given the opportunity to submit personalized information, like imagery, branding, graphic button preferences, and more to be taken into design consideration. This finalized design will not only represent your unique community, but—combined with the functionality of the Web Central CMS—will help you provide an attractive and convenient online resource for your community.

LAYOUT OPTIONS

Choose one of five government website design options with the idea that design can be customized with brand colors, logos and images unique to your community.



Hosting and Security

ENGAGEXCHANGE

The ENGAGEXCHANGE is an online community and the central hub of ideas, guidance, tips, advice, and more for our Web Central customers. It reflects our commitment to:

Connection – Customers can connect with their peers to ask questions, discover solutions, share ideas, and join focus groups and beta opportunities.

Direction – Customers will have the opportunity to provide targeted input on the future direction of the Web Central roadmap and will be able to submit ideas for improvements and enhancements.

MAINTENANCE

CivicPlus is proactive in identifying any potential system issues. Through regularly scheduled reviews of site logs, error messages, servers, router activity, and the internet in general, our personnel often identify and correct issues before they ever affect our customers' web solutions. Our standard maintenance includes:

- Full backups performed daily
- Regularly scheduled upgrades including fixes and other enhancements
- Testing
- Development
- Operating system patches



60-Month Redesign

At CivicPlus, we understand trends change daily and we continually analyze different ways to design our websites—making it easier and more user friendly for your residents to navigate. One of our best practices to help keep up with these new trends is by adding a redesign to your project. Unlike other vendors, our redesigns aren't just changes in the colors or some of the buttons as your staff can do that independently. With a CivicPlus recurring redesign, you can receive a completely brand-new website design and layout after every 60 months of continuous service during our partnership. During the redesign, you'll also receive a quality control review to ensure content is as expected with the new design application (although no changes will be made to the content itself). With this new design, you'll stay up to date with current trends and best practices, providing a welcoming yet familiar virtual hub to engage your community.



Guardian Hosting & Security

In today's digital era, local governments require a hosting solution that not only meets their needs but exceeds their expectations. Our Enterprise Level Hosting Solution is designed with local governments in mind, offering unparalleled DDoS protection to safeguard your digital infrastructure from the most aggressive cyber threats. With our state-of-the-art security measures, you can ensure the continuity of critical services, even in the face of sophisticated attacks.

Moreover, we understand the importance of building resident trust through consistent and reliable service availability. That's why we guarantee a high availability of ****99.9% uptime****, ensuring your services are accessible when your residents need them the most. This commitment to uptime translates to less than 8.76 hours of potential downtime annually, demonstrating our dedication to maintaining your operations without interruption.

Data Center	<ul style="list-style-type: none"> • Redundant Power Supply • Uninterruptible Power Supply (UPS) Systems • Enhanced Cooling Infrastructure • Diesel Engine Generators • Energy Storage • Redundant HVAC Systems • N+1 Redundancy • Fully Redundant Network • System Monitoring – 24/7/365
Security	<ul style="list-style-type: none"> • Web Application Firewall (WAF) Protects Against SQL Injection, Cross-Site Scripting, & Other Threats • OWASP Modsecurity Core Rule Set Guards Against OWASP Top 10 Vulnerabilities • Server Management Services Ensure Smooth Operation & Optimal Performance • Regular Software Updates & Security Patches • Antivirus Management & Updates Protect Against Malware • Continuous System Monitoring for Health & Performance
Performance	<ul style="list-style-type: none"> • Regional Content Delivery Network (CDN) Distributes Cached Content to Minimize Latency & Enhance Reliability • Server-Side Caching with Regional CDN Improves Page Load Times & Content Delivery • Unparalleled Browsing Experience for Users on Your Website or Application
Hosting	<ul style="list-style-type: none"> • Enhanced Security and Compliance • CMS software updates • Server management & monitoring • Multi-tiered software architecture • Server software updates & security patches • Database server updates & security patches • Antivirus management & updates • Server-class hardware from nationally recognized provider • Redundant firewall solutions • High performance SAN with N+2 reliability
Disaster Recovery	<ul style="list-style-type: none"> • Emergency After-Hours Support, Live Agent (24/7) • Online Status Monitor by Data Center • 8-Hour Guaranteed Recovery Time Objective (RTO) • 24-Hour Guaranteed Recovery Point Objective (RPO) • Pre-Emptive Monitoring for Disaster Situations • Multiple, Geographically Diverse Data Centers
DDoS Protection & Mitigation	<ul style="list-style-type: none"> • Cloudflare's Reverse Proxy to Protect Your Network • Access to Advanced Tools that Defend Against DDoS Attacks • Utilize Cloudflare's Massive Network Capacity of 30 Tbps • A Skilled Team is Always Ready, 24/7, to Stop Any Attacks on Your Digital Assets



Website Accessibility

Features & Functionality

With more than 1 in 4 (~28.7%) adults in the United States living with a disability, CivicPlus helps governments ensure that critical resources are available to all residents. Our commitment to accessibility is visible through VPATs and third-party audits that can confirm you're working with a trusted and experienced partner. Our multi-faceted approach sets you up for success:

- CivicPlus Municipal Websites are delivered inclusive by design meeting WCAG 2.1 accessibility standards at time of launch.
- Our trainers will teach your staff best practices to keep your content and design elements accessible and up to date with the latest ADA/WCAG standards.
- Your staff can use the Accessibility Checker included within the CMS to scan content created in the editor for accessibility issues so you can correct them before publishing.
- Any new regulations that require code changes are reviewed by our product team at least quarterly. Depending on the regulation, our product team plans and executes necessary changes with no additional effort required from you.
- Our product team updates our best practices and provides regular updates to customers via the CivicPlus website, blog articles, webinars, and other publications.

AudioEye for Websites

CivicPlus is the exclusive local government provider of AudioEye's full service accessibility offering. AudioEye's industry-defining digital accessibility hybrid offering delivers website remediations efficiently and affordably for organizations of all sizes. The AudioEye platform leverages a decade of investment in advanced technology supported and informed by a team of dedicated IAAP-certified professionals to help deliver improved access to the web conforming to Web Content Accessibility Guidelines (WCAG) 2.2 has never been easier.

AudioEye

- Proprietary automated testing suite
- Detect Section 508 and WCAG 2.2 Success Criteria violations
- AudioEye engineers remediate accessibility issues
- Compliance monitoring
- Manual technical analysis and usability testing
- AudioEye Accessibility Help Desk with Personalization Tools

AudioEye Managed

- Provides complete digital accessibility compliance auditing and resolution
- End-to-end digital accessibility compliance testing, resolution, validation, and monitoring
- Combines subject matter experts with technology—a team of engineers and manual testers to ensure issues of accessibility are fixed and stay fixed

AudioEye Trusted Certification



The AudioEye Trusted Certification represents a commitment to accessibility and digital inclusion.

www.fcc.gov is AudioEye Trusted.

The AudioEye web accessibility certification process involves automatic and manual testing with the goal of identifying and resolving access barriers, conforming with the World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines (WCAG) 2.2 Level AA Success Criteria, and ensuring an optimal user experience for all users, regardless of their individual abilities.



AudioEye Accessibility Help Desk with Personalization Tools

- Fully customizable user experience
- Tailored to individual needs regardless of device type, language preference, or preferred method of access
- Users can customize the visual display of the website, the toolkit provides instant personalization
- 24 Hour Help Desk provides accessibility answers from accessibility experts

Digital Accessibility Platform

- Software as a Services (SaaS), API-first technology
- Offers end-to-end compliance auditing
- Ability to spider, scan, and diagnose entire websites, single blocks of code, and content delivered via API
- Offers flexible resources for proper identification and remediation of the detected issues

Value Proposition

AudioEye is an industry-leading web accessibility platform delivering trusted ADA and WCAG accessibility compliance. Our software finds and fixes accessibility issues on websites and provides all necessary ADA compliance must-haves for local governments. The software is delivered with real-time reporting mechanisms and self-serve accessibility resources, including the Visual Toolkit with 24/7 Help Desk, automatically generated Sustainable Testing, and Remediation (STAR) plan and accessibility statement. The software enables the delivery of custom fixes built by our Implementation Team. It runs via JavaScript or integrated plugins, which provide a codeless installation experience.

Trusted Certification

Your website will be enabled with the AudioEye icon. Each page will be certified as “AudioEye Trusted” to WCAG 2.2—the latest approved international standard for accessibility. Backed by AudioEye’s [Trusted Certification](#), auto remediations will run continuously and your site’s accessibility will be continuously remediated and monitored.

Expert Remediation

AudioEye’s [A1liance Team](#), a community of testers with disabilities, will actively test your site and remediate accessibility issues they find.

Legal Support

AudioEye can provide legal support for accessibility issues, should you need it.

AudioEye Accessibility Help Desk

The Accessibility Help Desk is active – this is a visitor facing accessibility help station staffed by a team of experts capable of acting on behalf of the accessibility of your site. This is a bridge between you and a disabled user and among the first things investigative teams will look for when determining accessibility. AudioEye prioritizes the remediation of validated issues as submitted via the Accessibility Help Desk.

Personalization Tools

The personalization tools are enabled. This gives agency to the user to personalize their experience.



CommonLook

PDF REMEDIATION SOFTWARE

CivicPlus is the exclusive provider to local government of CommonLook PDF Software. This bundle will provide you with CommonLook Office, a robust and user-friendly software solution designed to simplify the creation of accessible PDF documents, and CommonLook PDF, the world's leading PDF remediation software plugin for Adobe Acrobat, enabling users to test, repair, and report on accessible PDF documents. With this easy-to-use software, you can take accessibility for your PDF documents into your own hands. Each document comes with assurance that it has passed WCAG conformance. Each license comes with full service training and support.



Key features include:

- **User-Friendly Guidance** – Provides a user-friendly, step-by-step process through accessibility checkpoints, ensuring ease of use.
- **Compliance** – Easily conform to leading accessibility standards such as Section 508, U.S. Department of Health and Human Services (HHS), WCAG, or PDF/UA.
- **Improvements** – Experience improved checkpoints and comprehensive documentation to assist you at every step.
- **Complete Verification** – CommonLook Office offers complete verification, covering all conformance criteria for your chosen accessibility standard.
- **Style Mapping** – Efficiently manage style usage and mapping to PDF tags, ensuring consistent accessibility.
- **Table Accessibility** – Whether you're dealing with simple, complex, or presentation-style tables, CommonLook Office makes sure they are correctly tagged.

PDF REMEDIATION SERVICES

CivicPlus is the exclusive provider to local government of CommonLook PDF Remediation Services. This is an industry-leading, comprehensive service that assesses, verifies, and remediates PDFs to ensure accessibility compliance—backed by our 100% guarantee to revise the work at no additional cost until the document fully meets the requested standard.

As your digital documents rapidly accumulate, we can alleviate the burden by quickly and accurately verifying and fixing any number of assets. Our verification and remediation services provide an accurate, comprehensive, and cost-effective way to achieve accessibility with Section 508, WCAG, PDF/UA, and HHS compliance for public-facing, popular, or significant volumes of PDF documents and forms.

With Allyant's PDF Accessibility Assessment and Remediation Service, you receive a comprehensive report providing our ironclad guarantee of full compliance!



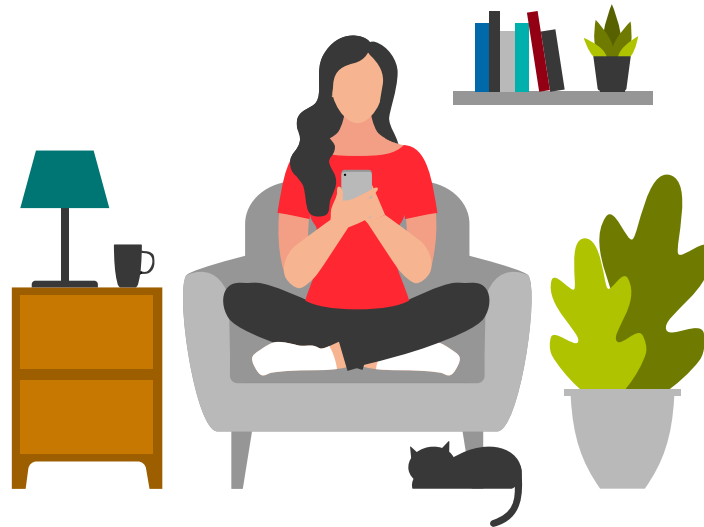
Implementation

AudioEye

With AudioEye, seamless accessibility is just a click away. This tool can be implemented almost immediately upon your website's launch, eliminating the need for a lengthy installation timeline. This means your site can be fully accessible from day one, providing an effortless and user-friendly experience for all visitors.

CommonLook

You will be delivered a software key within a week of signing. This enables you to download CommonLook Office, a robust and user-friendly software solution designed to simplify the creation of accessible PDF documents, and CommonLook PDF, the world's leading PDF remediation software plugin for Adobe Acrobat, enabling users to test, repair, and report on accessible PDF documents.





Social Media Archiving

Features & Functionality

The CivicPlus Social Media Archiving software connects directly with today's most popular social media platforms to pull your social media accounts and web pages into a secure, personal archive. The continuous solution automatically captures and preserves each post, image, video, story, mention and comment, for every single social media page, profile, and group managed by your public entity—as well as the pages and profiles your entity engages with, across all of your platforms.

Our software automatically detects edited, hidden, and deleted content across networks. This information, while critical to maintaining accurate records, is generally not reported by social networks, but CivicPlus captures it all.

We never miss a record with our authentic in near-real-time capture, and by using real-time API on sites, such as Facebook and Instagram, we can capture conversations in seconds. So, 100% of your records are captured directly from their social network in their native format, along with full technical metadata and digital signatures. Our solution helps government agencies and school districts see their whole presence online while minimizing the risk of losing records.



Technology

Whether public entities' social media portfolios are managed by a single individual or distributed across several departments, a centralized social media records archive is the key to efficient and cost-effective compliance. What's more, organizations need to be able to connect accounts to an archive quickly and easily without collecting personal login information from multiple users or granting blanket access to all of the data in the archive.

CivicPlus' Social Media Archiving software is a cloud-based solution that requires no software installation or IT expertise, all you have to do is log in to your accounts. It simplifies deployment across organizations and enables organizations to automate social media record-keeping in a matter of minutes. On average, our customers are up and archiving their entire social media presence in under 20 minutes.

"We have received multiple data requests on a recent controversy. The support team walked me through how to do a very precise search and was knowledgeable about the nature of data requests... I can only imagine the amount of time it would have taken and the mistakes that might have been made had we done this manually."

Jacqueline Smith, City of St. Louis Park, MN



Product Suite

CivicPlus' Social Media Archiving solution provides the most accurate and comprehensive solution to help government agencies, school districts, and other public organizations remain compliant with public record laws and actively manage risk online.

ACCOUNT TYPES

Saving Your Presence Across the Web

Government agencies and school districts use different platforms to reach varied audiences with unique content. With CivicPlus, you can manage and organize your social media data in one secure location, collaborate with different access levels, and quickly search/view/ export any content you need, whenever you need it in an easy to understand format. Social Media Archiving preserves social media records from all of the most popular platforms in one archive to make it easy to access all social media content in one location. We support multiple account types—all in one archive.

Account Types

- Facebook
- LinkedIn
- X (formerly Twitter)
- YouTube
- Instagram
- Flickr
- Pinterest
- Vimeo
- TikTok
- Nextdoor
- Web Snapshots (optional enhancement)

SECURITY

Levels of Access

In many organizations, individuals requiring access to social media records can cross departments and have different needs. While some users may want to tag and manage records, others may only need to view records. CivicPlus allows three levels of access to suit an organization's needs, including:

- Full Administrators
- Read-Only Administrators
- Social Media Account Owners

The levels facilitate additional opportunities for collaboration while helping organizations maintain control.

Use Rules to Follow Retention and Dispositions Guidelines

Public entities may have retention guidelines that apply to social media. If so, organizations need a social media archive that allows for rules-based disposition. If certain content needs special consideration, flexible retention rules are key.

The CivicPlus software allows organizations to control the retention period of records through customizable disposition rules. All records can be reviewed before deletion. This flexibility allows the user to customize their archive while maintaining the greatest level of compliance.





BLOCKED LISTS

As digital transformation accelerates, public communicators are faced with misinformation, combative viewpoints, and extremist speech. These types of comments make it extremely tempting for public officials to block users. But as we've seen occur so often in the news, blocking users is also the number one way folks get afoul with First Amendment lawsuits, and public entities must be able to prove who is blocked and why they blocked them. Because even if a record is deleted or hidden, or a user is blocked, it still must be retained. Unfortunately, social networks don't report this information and it can be very difficult to tell when something has been hidden or edited. Not only does this lead to a compliance gap, but it can also remove any examples of trolling that caused you to block a user.

This is exactly why CivicPlus created Blocked Lists, to protect your entity from trolls or First Amendment related requests. Not only does Blocked Lists let you get a handle on who you've blocked and what records are associated with these users, but it also lets you see who everyone else in your organization is blocking, even for accounts you may not normally have access to, so you can ensure your internal policy is followed correctly and even help avoid legal risk. With Blocked Lists, you can monitor and manage every blocked user and page in one secure place—your archive—and with advanced search, you can quickly find and export this data whenever you need it, along with the comments that resulted in the block.

Typically blocking is viewed as a last resort for agencies and school districts (and we certainly don't recommend it). But if someone has violated your policy multiple times and is disrupting the discourse on your page, if you have substantial supporting evidence and a documented warning of you asking them to stop, at that point, it may be suitable to block that user. Alternatively, someone might make a false claim that you blocked them when you, in fact, did not. The capture of a blocked list will allow you to create a timeline in collaboration with your records to support your case.

Blocked Lists is a feature of the CivicPlus Social Media Archiving software. It provides lists of users and pages blocked by a social media account, as well as when the block occurred and what led to it. This list is updated daily and available to access and export at any time. So you can always feel prepared with clear timelines and strong supporting evidence to defend your actions and prove a false claim, timeline of events, or if your social media policy was followed correctly.

Blocked Lists Benefits

Eliminate Manual Work – Create and maintain a single list of all blocked users and pages, for all of your managed accounts in one secure location, that is updated daily and available to access and export at any time.

Provide Evidence – Have confidence in your block and equip your entity with clear timelines and strong supporting evidence to defend your actions and prove a false claim, timeline of events, or if your social media policy was followed correctly.

Manage Trolls – Keep track of the timeline for when a particular user or page was blocked or unblocked from an account, as well as your account's communications to and from a blocked user or page.

Gain Full Supervision – Leverage insight you may not normally have to see who's blocking users for every account across your entire organization, so you can ensure your internal policy is followed correctly and even help avoid legal risk.



HISTORICAL ARCHIVES

For organizations that have not been maintaining records of social media, it is important for existing account history to be included in a complete archive. Additionally, social media portfolios can evolve over time with different networks falling in and out of use as the popularity of sites fluctuates. However, even if a page is removed, records of that content must continue to be stored and maintained for organizations to stay compliant. With CivicPlus Social Media Archiving, when social media accounts are retired, they can be set to historical status. The data remains in the archive and is fully exportable and searchable.

The software collects all the available data from existing social media accounts, including historic data. Continual reverification of the entire social media account ensures changes to old content are detected and stored, and allows the software to accommodate changes to a social network's features.

IMPORTANCE OF METADATA

There's more to the records created on social networking platforms than what you see on a screen. All social media communications have underlying metadata that contain important information about each communication. This metadata includes user IDs, timestamps, and other information not displayed on a webpage. Correctly capturing records of social media requires more than taking screenshots or copying HTML—the metadata is a crucial part of the record. The CivicPlus Social Media Archiving solution connects directly with each social network to capture and preserve not just what is displayed on the platform, but also the underlying metadata, in its native format.

"As a public entity, we are required by law to be able to reproduce that information, if there is a public request for it, an open records request. That is not something we are capable of doing without having some type of system in place that actually can go out and get what they call the metadata."

April Warden, County Administrator for Seward County, Kansas

RICH DATA SHOWS A BETTER PICTURE

Social media posts can be more than simple text. In fact, they should be. Images, GIFs, and videos make your content more dynamic and interesting. But graphics pose new archiving and records management challenges compared to simple text.

A photo, for example, should be preserved at full resolution, rather than as a link or thumbnail only. This ensures no data is lost. Regardless of the device or network used to transmit communications, the CivicPlus Social Media Archiving software captures each of the various data formats used in social media and presents the resulting records in an intuitive interface.

Digital Signatures for Better Accountability

Proof of authenticity is a critical requirement when providing electronic records as evidence in regulatory and legal situations. Investigators and courts must be assured that a social media record was not falsified or altered using a web page editor, image manipulation software, or some other means. Simply crawling or scraping a page fails to provide



comprehensive records for legal protection and can leave organizations and agencies at risk. Our solution includes a trusted timestamp and digital signature with each record stored in the archive. This digital signature proves that the data existed at the specified time in history and has not been edited or falsified in any way.

SEARCH AND TAGGING FOR BETTER TARGETING

Searching through years' worth of previous posts, tweets, and comments is a challenge without advanced search and tagging tools. Our sophisticated search engine and custom tagging system allows government agencies and school districts to organize and filter archived content. This makes finding the needle in the haystack easy.

Our advanced search and filter features give agencies the ability to search across all of an organization's social media using keywords, date, network, username, content type, or tags.

Custom tags for content make it easy to organize archives. Filters can quickly refine results, including the capability for finding records that have been deleted. With our user-friendly interface, finding deleted content is an easy task.

RECORD EXPORTING AND REPORTING

An archive is only as good as its ability to produce records. CivicPlus' software can export social media content to a variety of formats including PDF, HTML, and Excel. This makes it easy and efficient for organizations to perform exports on demand and produce presentation-ready PDFs with highlighted search results and detailed export descriptions.

"If I can't easily get it out to people when they're asking for it, it doesn't do me much good. With [CivicPlus], I can email or post it usually the same day I receive the request — often in minutes — literally saving hours for every request."

Sgt. Christopher Fulcher, Vineland Police Department

WEB SNAPSHOTS

Social networking sites and websites are the primary mediums by which government agencies and school districts communicate with the public. It is critically important that agencies can efficiently and reliably manage communications across each of these mediums as public records.

While agencies must use an archiving solution to capture social media records, the majority of record information presented across a website is already in the agency's control.

However, website records are often distributed across a variety of systems such as Content Management Systems (CMS), back-end databases, and backup systems. These systems as a whole present a challenge to centralized web record retention and fulfillment of public records requests. Agencies need help managing their web records as effectively as they manage their social media records.



Our Web Snapshots feature supplements an agency's existing approach to website records management by providing automated capture, search, and export capabilities of website content.

- Ensure records from across your agency's entire web presence are centralized and searchable.
- Maintain a single records management source to easily manage both your social media records and website records, with an intuitive and dynamic interface.

This is especially important for larger government entities and school districts with multiple sub-agencies or individual schools that manage their own websites. Web Snapshots automatically archives a snapshot of how a website was displayed to residents to supplement the website data already maintained by their CMS.

RISK MANAGEMENT

Agencies with active social media engagement create positive relationships and gain insights into community issues. Unfortunately, not all interactions online stay positive. Negative posts and comments can lead agencies into First Amendment issues or even public safety concerns. When posts and comments bring legal issues, a social media archiving solution should provide assistance in actively managing risk and enforcing social media policies. CivicPlus' Risk Management and Analytics (RMA) suite work in conjunction with the base archive to provide monitoring, alerts, and analysis tools.

The CivicPlus software reconstructs social media conversations—pulling individual comments back into their corresponding threads—to create easy to understand content exports. This solution makes it easy to respond to records requests or other discovery or investigation needs with full context.

RMA is not only for challenging and difficult world events, it's also a valuable daily-use solution that enhances the control and visibility of your social media so you can make swift decisions, rapidly solve problems, and leverage visible, actionable data for continuous improvement. Here are five ways adding RMA can benefit your social media efforts long term.

1. **Reduce your risk:** Get immediate alerts about inappropriate content for efficient and effective moderation.
2. **Increase your focus:** Receive automated monitoring and alerting so you can focus on what matters to you the most.
3. **Improve your response time:** Respond quickly to questions and comments, ensuring accurate information is conveyed in a timely manner.
4. **Enforce your policy:** Uphold your public entity's reputation by moderating content that violates your terms of use, such as violent or obscene comments.
5. **Prove your effectiveness:** Communicate to stakeholders and improve the impact of social media campaigns through standardized reports and meaningful insights into commenter sentiment, engagement levels, and platform usage.

"We put in a list of maybe a hundred words — keywords. If it says 'shooting,' 'hurt,' 'blood' — any threat — they will notify me and I can notify the principal and notify law enforcement if need be."

Sherrie Johnson, Stafford County Public Schools, VA



Implementation

A typical implementation process is not necessary since The Village is a current CivicPlus customer. A transition period and data migration are not needed. Tips and training with your customer success manager are free to better utilize all of your CivicPlus Social Media Archiving solution has to offer. Should The Village desire more formalized training for their staff, additional training can be purchased.

CivicPlus Can Make All the Difference

CivicPlus Social Media Archiving helps government agencies and school districts maintain the greatest level of compliance and transparency when online. With no software to install or network interference, the CivicPlus Social Media Archiving solution connects to your social media platforms and organizes your accounts (profiles, pages, groups). After that, you're in complete control with full functionality to update settings, engage from your accounts, view your data, and more.



Implementation Approach

ACCOUNT ACTIVATION

On the scheduled start date, the designated Primary Admin will receive an activation email to create a password, log in, accept the Terms of Service, and obtain access to the Social Media Archiving product.

Once logged in, the Primary Admin will be prompted to start connecting social media accounts and adding users. The Primary Admin will be able to directly add any social media accounts for which they are the admin of. Connecting accounts is as simple as logging into Facebook or X (Twitter)! Upon connection, the system will begin archiving its content.

If you have additional social media accounts that the Primary Admin does not have access to, additional Account Owners can be added by entering the name and email address of such individuals. Once added, those Account Owners will receive an email prompting them to connect the social media accounts that they manage to the archive.

The Primary Admin can also add additional System Admins to help with managing the archive. We recommend adding at least one additional System Admin as a backup.

However, don't worry about being 100% organized on your activation date. You can add users and connect additional accounts as you go at any time.

ONBOARDING CALL

Once at least one social media account has been connected and there are records in the archive, the Implementation Team will reach out to schedule an Onboarding Call to go over the key features of the archive and run an example search and export of records. After the Onboarding Call is completed, the Primary Admin will receive an email with helpful resources for managing their archive moving forward, including a link to our online Help Center and Technical Support Team contact information for future assistance.

Your Role During Implementation

The role of the Primary Admin is to own all facets of managing and maintaining the social media archive for their agency. To help the CivicPlus Implementation Team propose a timeline that best suits your needs and to provide valuable information to assist in a successful launch of your Social Media Archiving instance, the Primary Admin will need to:

- Gather a list of all social media accounts and contact information for the managers of those accounts.
- Identify any outside factors that may impact the 4-week implementation timeline.
- Invite all necessary users, such as Account Owners and System Admins, to collaborate and ensure the required social media accounts get connected to the archive.
- Communicate needs and any issues connecting accounts to help adjust and align training.
- Invite all desired users to the scheduled training.
- Attend training.



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Ongoing Support

Ongoing Services

TECHNICAL SERVICES & SUPPORT

CivicPlus' support team is available to assist with any questions or concerns regarding the technical functionality and usage of your CivicPlus solutions during the following business hours:

- Web Central: 7:00 a.m. – 7:00 p.m. CST
- Web Central: 7:00 a.m. – 7:00 p.m. CST
- Social Media Archiving: 8 a.m. – 8 p.m. CST

CivicPlus Technical Support will provide a toll-free number, as well as an online email support system for users to submit technical issues or questions. Live chat is available for certain products as well. If the customer support specialist is unable to assist with the question or issue, the three-tier escalation process will begin to report issues to our product engineering team for resolution.

Emergency technical support is available 24/7 for designated, named points-of-contact, with members of CivicPlus' support teams available for urgent requests.

CIVICPLUS HELP CENTER

CivicPlus customers have 24/7 access to our online Help Center where users can review articles, user guides, FAQs, and can get tips on best practices. Our Help Center is continually monitored and updated by our dedicated Knowledge Management Team to ensure we are providing the information and resources you need to optimize your solution. In addition, the Help Center provides our release notes to keep your staff informed of upcoming enhancements and maintenance.

CONTINUING PARTNERSHIP

We won't disappear after your website is launched. You'll be assigned a dedicated customer success manager. They will partner with you by providing information on best practices and how to utilize the tools of your new system to engage your residents most effectively.

Support at a Glance

- Live support engineers based in North America
- Accessible via phone, email, and web form
- Live chat available for Web Central and AudioEye Managed
- 4-hour initial response during business hours
- Emergency technical support for named points of contact
- Dedicated customer success manager
- 24/7 online self-service help with the CivicPlus Help Center (civicplus.help)

Award-Winning Support

CivicPlus has been honored with four Gold Stevie® Awards, eight Silver Stevie® Awards, and eleven Bronze Stevie® Awards. The Stevie Awards are the world's top honors for customer service, contact center, business development, and sales professionals.





Investment Proposal

Investment Proposal

CivicPlus can appreciate the monetary constraints facing our governments each day. To help ease these concerns and assist with budgeting and planning, our proposed project and pricing are valid for 60 days from September 8, 2025.

Web Central Project Scope

Features & Functionality

- Web Central CMS Tools, Widgets, & Features
- DNS Setup for URL villageofpewaukee.com

Implementation

- Standard Package: 1 Website Design from Choice of 5 Fixed Layout Options
- 60 pages Content Development from URL villageofpewaukee.com
- Up to 100 Meetings Worth of Agendas & Minutes PDF/DOC Migration
- 6 Blocks of Virtual System Training (up to 3 hours/block)

Annual Recurring Services

- Guardian Hosting & Security
- 1 SSL Certificate
- DNS Hosting for URL villageofpewaukee.com
- Software Maintenance Including Service Patches & System Enhancements
- 24/7 Technical Support & Access to the CivicPlus Help Center
- Dedicated Customer Success Manager
- 60-Month Premium Website Redesign

Accessibility Project Scope

Features & Functionality

- AudioEye Managed for Websites
- CommonLook Web Simplified + Advanced Editor
 - Plug-in for Adobe Acrobat and Word/Power Point Remediation Tool

Implementation

- AudioEye Setup
- CommonLook Setup

Annual Recurring Services

- AudioEye Managed
 - Hosting & Security
 - Software Maintenance
 - 24/7 Technical Support
 - CivicPlus Help Center



Social Media Archiving Project Scope

Standard Plan

- Unlimited Social Accounts
- 3,500 New Records/Month
- No Overage Fees
- Unlimited Data Storage
- Blocked Lists
- Web Snapshots
- Risk Management

Annual Recurring Fees

- Hosting & Security
- Software Maintenance
- 24/7 Technical Support & Access to the CivicPlus Help Center
- Dedicated Customer Success Manager

Total Cost

Total Cost per Product	Initial Term*	Annual Recurring Services**
Web Central - Standard Package	\$22,705.00	\$8,024.00
AudioEye Managed Accessibility	\$2,500.00	\$2,500.00
CommonLook Accessibility	\$1,443.30	\$1,443.30
Social Media Archiving	\$7,109.80	\$6,109.80
Totals	\$33,758.10	\$18,077.10

*Initial Term includes one-time fees and Initial Term Annual Recurring Services.

**Annual Recurring Services are subject to uplift.

CivicPlus Project Pricing & Invoicing

CivicPlus prices on a per-project, all-inclusive basis (stated in U.S. dollars). This type of pricing structure eliminates surprise costs, the uncertainty of paying by the hour, and is overall more cost effective for our customers. It provides you with a price based on the products and features listed in this proposal that only varies if additional functionality, custom development, security, escrow requirements, or other design or project enhancements, outside of the included scope, are added prior to contract signing.

Invoicing

- Initial Term: 24 months, beginning at the signature date. “Total Investment - Initial Term” refers to the first 12 months of the agreement and “Annual Recurring Services” refers to the second 12 months of the agreement (Year 2).
- Invoice Schedule: 100% of “Total Investment - Initial Term” shall be invoiced upon signature date
- Annual Uplift: All Recurring Services are subject to a 5% technology fee uplift each year starting Year 2 of the agreement.
- Renewal Term: Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date

We will work with you before contract signing to determine a billing process that will meet both your needs for budget planning and our accounting processes.

Proposal as Non-Binding Document

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. We look forward to developing a mutually beneficial contract with the Village.





- » Municipal Website Central
- » Website Accessibility
- » Social Media Archiving

Village of Pewaukee, Wisconsin

PREMIUM IMPLEMENTATION

PRESENTED BY:

Ryan Anderson, Account Executive

September 8, 2025

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Company Overview

Company Overview

CivicPlus started back in June of 1998 with a simple yet powerful vision: to develop technology solutions that empower local government staff to manage daily operations efficiently without depending on paper-based processes or complex systems.

Today, CivicPlus provides public sector technology that provides intelligent automation for staff and a unified experience for residents. CivicPlus solutions help increase process efficiency by up to 40%, freeing staff to improve community engagement. Our wide range of government software solutions are designed to be flexible, scalable, and customizable, ensuring a singular experience for residents and staff.

Our Portfolio Includes:

- Municipal Websites
- Web Accessibility
- Agenda and Meeting Management
- Mass Notification
- Social Media Archiving
- NextRequest
- Recreation Management
- SeeClickFix 311 CRM
- Municode Codification *(Current Customer)*
- Process Automation and Digital Services
- Community Development
- Asset Management
- Utility Billing
- Resident Portal

Contact Information



Primary Contact

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Toll Free: 888.228.2233 | Fax: 785.587.8951
civicplus.com



Experience & Recognition

25+ Years

10,000+ Customers

950+ Employees

With public service in our DNA, our 25-year heritage of success is fueled by the expertise of our product innovators—many of whom served in local government. Our commitment to deliver impactful solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government technology. We are proud to have earned the trust of our over 10,000 customers and their over 100,000 administrative users. In addition, over 340 million residents engage with our solutions daily. With such experience, we are confident that we can provide the best solution for the Village.

We're proud to be recognized in various ways for our dedication and service to our customers.

- Winner of multiple Stevie® Awards, the world's top honors for customer service, sales professionals, and more.
- Designated a top-100 U.S. company by Government Technology magazine for making a difference in the public sector.
- Selected by Inc. Magazine as "One of the Fastest Growing Privately-Held Companies in the U.S." each year since 2011.
- Certified™ by Great Place To Work®, which is a prestigious award is based entirely on what current employees say about their working experience.



The Best-Run Local Governments Run on CivicPlus Technology

Government leaders tell us that one of their most pressing needs is to improve how residents access and experience municipal services. However, they struggle with budget cutbacks and technology constraints. With CivicPlus, leaders can finally overcome the perpetual trade-off between the demand for better services and the realities of operational resources, by leveraging the unique Civic Impact Platform to deliver both unmatched end-to-end automated efficiency and truly unified, delightful resident experiences.

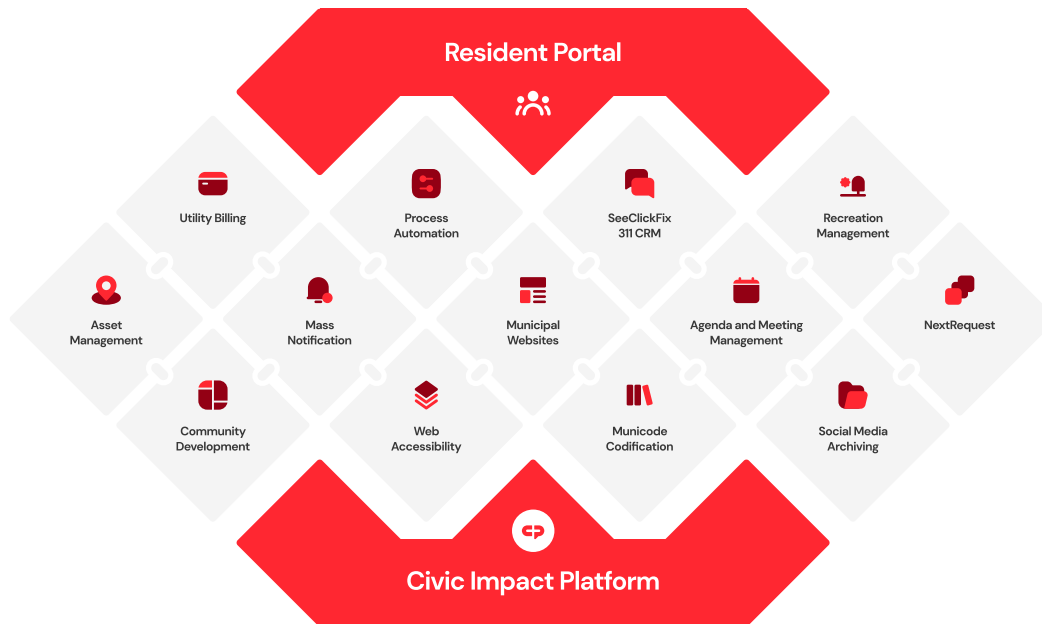
CivicPlus is the only government technology company exclusively committed to being a trusted partner for impact-led government, enabling our customers to efficiently keep our communities informed, involved, and connected using our innovative and integrated technology solutions built and supported by former municipal leaders and award-winning support teams. With it, our customers increase revenue and operate more efficiently while nurturing trust among residents.



The Civic Impact Platform

The comprehensive Civic Impact Platform delivers unmatched end-to-end efficiency, supercharging staff impact through intelligent automation, and unlocking collaboration in and across departments. At the same time, this unique platform delivers a truly unified residence experience, delighting residents with a singular profile and single sign-on for friction-free, no-hassle services.

With CivicPlus your team is always change-ready, staying a step ahead of disruption, whether evolving compliance and accessibility requirements, civil emergencies, and more.



IMPACT-LED GOVERNMENT

Impact-led government goes beyond transactional services to create lasting change in communities. By modernizing processes, it uses automation, collaboration, and data-driven insights to help staff work more efficiently and make services more accessible—anticipating needs and addressing challenges before they arise for residents and staff.

The CivicPlus Civic Impact Platform Enables Impact-Led Government Through Five Key Principles:

1. Modernize and connect every function: Work better together through intelligent automation, efficiency, and stronger collaboration.
2. Deliver a singular, personalized resident experience: Replace hassle with friction-free delight, delivering a unified profile and intuitive, consistent experiences.
3. Supercharge staff impact: Boost staff performance with automated tasks, data-driven decisions, and aligned priorities and processes.
4. Strengthen compliance, accessibility, and readiness: Forward-thinking best practices and continuous adaptation to change.
5. Consolidate on a comprehensive, purpose-built platform: Choose solution breadth, eliminate multiple vendors, and gain compounding value over time.



CivicPlus Resident Portal

THE NEXT EVOLUTION IN DIGITAL RESIDENT ENGAGEMENT

CivicPlus Portal is a mobile-friendly, personalized online hub from which residents can quickly, easily, and securely obtain information, access resources, discover services, complete transactions, and interact with their local government administration. It is the public gateway to the Civic Impact Platform, empowering resident self-service from one central location for everything from submitting forms, referencing recent legislation, and engaging with public meetings to managing individual alert and notification preferences.



Personalized Resident Benefits:

- One username, password, or popular platform-enabled single sign-on (via Facebook, Google, Microsoft, or Apple) to securely manage their user profile and interact with all their government resources and information.
- A personalized, customizable dashboard that serves as the launchpad to save frequently accessed digital services, view past interactions, bookmark frequent payment options, and stay up to date with featured, meaningful content.
- Anytime, anywhere access from any device.
- Enabling self-service form viewing, submission, and payments to support a variety of digital transactions from parking permits and business licenses to pet adoptions.
- Easy management of individual communication preferences related to routine and emergency alerts, website newsletters, and agenda & meeting notifications from one single view.
- A centralized hub to submit and track requests, such as public records requests, non-emergency issues, and code enforcement complaints and violations.

Staff and Administrator Benefits:

- A low-maintenance tool for administrators to easily spotlight information, share content, and link to services to further promote local government initiatives while improving public transparency and trust.
- Ability to consolidate digital services from multiple CivicPlus and third-party solutions into one intuitive, accessible, and responsive interface.
- Consolidation of siloed alerts and notifications from the variety of solutions you control into a single view residents to sign up for and manage.
- Localization of cross-department payments and forms in one place, including those from CivicPlus and third-party solutions, enhancing residents' convenience for increased payments and engagement.
- Multi-factor authentication options and optimized for security and accessibility.





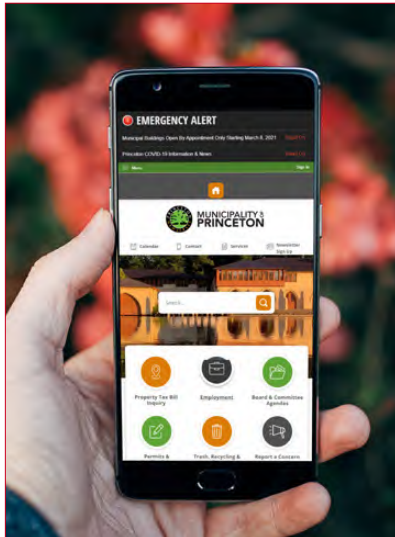
Municipal Websites Central

Features & Functionality

CivicPlus' Municipal Websites Central (Web Central) is a comprehensive content management system designed to help local governments build websites that connect with residents effectively. With configurable layouts, simplified content management, and integrated tools for communication and resident self-service, CivicPlus websites streamline the timely delivery of essential information and services. This empowers local governments to consistently provide positive civic experiences for residents and peace of mind for staff with streamlined communication processes.



Each website begins with a unique design developed to meet your specific communication and marketing goals, while showcasing the individuality of your community. Features and capabilities are added and customized as necessary, and all content is organized in accordance with web usability standards.



Modules & Widgets

RESIDENT ENGAGEMENT

Web Central offers many effective and easy-to-use resident engagement features. These tools easily integrate with the other key features.

Notices and Alerts – Post emergency or important information on your website and notify residents through email and SMS, via Alert Center.

Blog – Post opinions/information about various community topics and allow resident comments and subscriptions.

Calendar – Create multiple calendars and events to inform residents of upcoming activities that are viewable by list, week, or month.

Submit Requests and Report Issues – Allow residents to report a problem or submit requests through our easy Form Center module. For advanced service request management functionality to intake resident submissions via web portal, our integrated SeeClickFix 311 CRM Starter product is available as an add-on.

Form Center – Create custom, online forms via simple drag-and-drop functionality. Track form submissions within the CMS and route email notifications to the appropriate individual(s).

News – Post news items and keep your residents up to date on important information via News Flash.

Opinion Poll – Poll your residents on important topics by showing the Opinion Poll widget on relevant pages, to grab resident attention and quickly capture their responses to your polls. Polling helps with gathering and evaluating resident feedback, increasing resident engagement, and understanding your community.



Notifications – Allow your residents to subscribe to receive text and email notifications on topics that are important to them via Notify Me® (includes up to 500 SMS users).

Photo Gallery – Display photos of parades, local sporting events, or historical locations through albums or slideshows. Users can vote on favorites or share via email and social media.

Pop-up Modal – Use a pop-up modal to call attention to important information and notices, sitewide or on specific pages.

CONTENT MANAGEMENT

Web Central comes fully equipped with a robust set of document and image management tools that work with other key features of our CMS, making it easy to build dynamic content that is easy for residents to navigate and access.

Agenda Center – Create and display meetings and agendas on the website utilizing our built-in Agenda Center module. For advanced functionality, including live meeting management, our integrated Agenda and Meeting Management product is available as an add-on.

Archive Center – Manage and retain serial and older documents.

Document Center – Organize and manage documents in one central repository.

Public Images – Store all your images in one central location, to utilize individually or create slideshows on your site. Use the built-in editor to crop and resize photos, as needed. Images are optimized for performance, mobile responsiveness, and contain alt text for accessibility compliance.

INFORMATION & NAVIGATION

Organize your content and pages to make it easy to locate the information you and your residents need most with modules that help you update information quickly.

Easy for Residents to Navigate – An intuitive design, mega menu options, prominent buttons, and dynamic breadcrumbs throughout your site, all allow residents to easily find what they're looking for.

Frequently Asked Questions (FAQs) – Provide answers to the most frequently asked questions to reduce phone and foot traffic for staff.

Graphic Links – Create visually appealing buttons to direct users to important information.

Info Advanced – Use Info Advanced to create engaging displays of information for reuse throughout the website.

Quick Links – Provide links to highly requested services and information. These are commonly displayed in website footers and right-hand navigation.

Resource Directory – Use the Resource Directory to showcase information on local businesses and/or community resources.

Staff Directory – Provide contact information for departments and individual staff members. Use the information throughout the site and keep updated in one location. The Staff Directory widget allows you to quickly place specific persons or departments on relevant pages.



DEPARTMENT-SPECIFIC

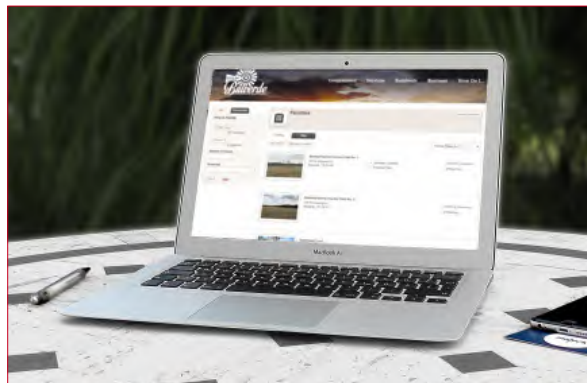
There are several function-specific features and modules for government departments. These tools are integrated into the Web Central CMS and offer the ability to complete multiple steps in one action.

Activities – Create and post activities, events, and classes so residents can register for them and even pay online. Your administrators can view and create rosters. The Activities module integrates with the Facilities module so residents can view the location of the activity.

Facilities & Reservations – Display facilities on your site for residents to browse. Allow them to filter by amenities, view facility details, and even make reservations online.

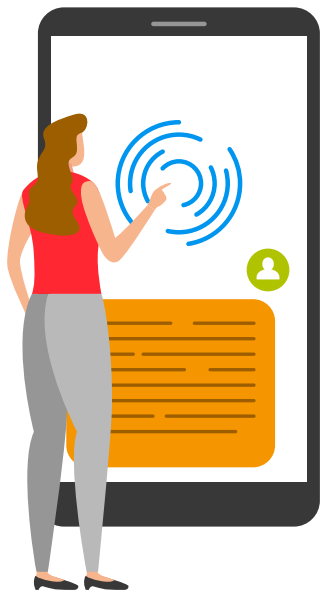
Job Postings – Post available jobs online and accept online applications.

Bids – Post open bid opportunities for contractors to view available work, download supporting documentation, receive notifications on posted opportunities and submit bid applications online.



COMMONLY USED WIDGETS

An extensive widget library is available for ease of placing dynamic and visually appealing information on specific pages. Each widget is easy to use with drag-and-drop functionality and is configurable with individual styling options.



Custom HTML Widget – Embed videos or other HTML features in your page.

Editor Widget – Edit text with word processing tools, plus web tools like code view and the Accessibility Checker.

Form Center Widget – Embed simple forms on a page.

Image Widget – Add images to a page.

Related Documents Widget – Create a dynamic list of documents referenced in the Document Center.

Slideshow Widget – Add a slideshow of images.

Tabbed Widget – Organize larger pages of information in horizontal, vertical, or stacked vertical or accordion style tabs.



Administrative Features

The administration of your Web Central website is browser-based, with no installation of software needed. You'll be able to update your website from an internet connection on any platform (Mac or PC). Administrators can control the access to pages and manipulation of content as well as use automated features to streamline processes.



Administrative Dashboard – A home base for messages and quick access to your recent activities and time-sensitive action items such as pending approvals and expiring items.

Content Scheduling & Versioning – Set your content to auto-publish and auto-expire, with an archive of all published content and previous versions.

Dynamic Page Components – Modules such as Calendar, FAQs, and News Flash, may be included as dynamic page components on any page.

History Log – Track changes made to your website.

Intranet – Use permissions to set a secure location on your website that allows employees to login and access non-public resources and information.

Levels of Permissions – Assign staff members to groups with different levels of permissions of access and authority throughout the CMS.

Pending Approval Items – Administrators have access to a queue of pending items to be published or reviewed.

Website Statistics – Provided website analytics for analysis.

USER-FRIENDLY FEATURES

Not only is Web Central easy for your staff to use, various administrative features help make a more attractive, engaging, and intuitive website for your community.

Automatic Alt Tags – Built-in features assist with ongoing ADA compliance of your website.

Credit Card Processing – Web Central is integrated with select external payment processors to accept payments on your website (separate agreement must be made directly between you and the supported external processor of your choice). Additional fees apply.

Preset Styling Standards and Ongoing Styling Flexibility – Site changes automatically inherit design standards and styles that you've set up for your homepage, interior layouts, and simple layouts. This keeps your website looking clean and always matching. We also offer large amounts of flexibility with placement and styles on an ongoing basis. As you edit your website, you can easily adjust the location and style of widgets, content, carousels, lists, calendars, etc. to meet the look and feel you need for that area.

Link Redirects – Instead of sending your users to <https://www.civicplus.com/blog/ce/government-website-awards-city-county-municipal/>, you can send them to <http://civicplus.com/awards>.



Live Edit – See where your information will be posted on a page before you make any changes with our WYSIWYG editor and drag-and-drop tools.

Maps – Easily embed maps from Google, ESRI, and more using the HTML widget.

Mega Menu – A main navigation menu makes it easy to get to any page on your website quickly.

Predictive Site Search – Our powerful site search functionality automatically indexes all content making it easy for visitors to find information across pages, documents, and images.

Site Search Log – All search words are kept in a log.

Real Simple Syndication (RSS) Feeds – Administrators and website visitors can use RSS feeds to display content or be notified of content updates.

Responsive Design – With responsive design, your website adjusts to the screen size regardless of what device is being used, providing a seamless user experience.

Social Media – Set various modules to automatically post to your Facebook and/or X (formerly Twitter) feeds and incorporate compatible social media feeds and widgets into your website.

Supported Browsers – View your website in the latest versions of major browsers including Microsoft Edge, Firefox, Safari, and Chrome.

Third-Party Access – Utilize iframes, embeds, and/or links to most of your third-party services. Or use our growing list of APIs to build applications right from your website.

Translation – Integration with Google Translate translates web pages into over 100 languages.

Implementation

Premium Project Timeline

Design creation, content development, configuration for usability and accessibility, dedicated training—CivicPlus delivers all of this and more during the development of your new website.

A typical premium project ranges from 16 – 28 weeks. The Village's exact project timeline will be created based on detailed project scope, project enhancements purchased, availability for meeting coordination, action item return and completion, approval dates, and other factors. Your project timeline, tasks, due dates, and communication will be managed and available in real-time via our project management software, Cloud Coach.

PHASE 1: INITIATE	2-4 Weeks	<ul style="list-style-type: none">• Project Kickoff Meeting• Planning & Scheduling
PHASE 2: ANALYZE	4-6 Weeks	<ul style="list-style-type: none">• Customer Deliverable Submission• Design Discovery Meeting• Content Process Meeting
PHASE 3: DESIGN & CONFIGURE	6-10 Weeks	<ul style="list-style-type: none">• Design Concept Development• Design Concept Meeting• Content Development• Agendas & Minutes Migration• Website Completion
PHASE 4: OPTIMIZE	1-2 Weeks	<ul style="list-style-type: none">• Website Finalization
PHASE 5: EDUCATE	1-2 Weeks	<ul style="list-style-type: none">• Training Engagement
PHASE 6: LAUNCH	2-4 Weeks	<ul style="list-style-type: none">• Launch Confirmation Meeting• Website Launch



Approaching Your Project Implementation

Communication between you and your Web Central team will be continuous throughout your project. Sharing input and feedback through email, virtual meetings, phone calls, and our project management software will keep all stakeholders involved and informed. Cloud Coach offers task management transparency with a multi-level work breakdown structure and Gantt Chart-based project plan.



- Centralized project communication and task management tools are located in a cloud-based project workspace
- Tasks, deliverables, and milestones are aligned to your specific scope of work

The tools available through Cloud Coach combined with regular communication with your project manager provide you ample opportunities to quickly and efficiently review your project, check deliverables, and communicate feedback.

Phased Approach

PHASE 1: INITIATE

Project Kickoff – During this initial meeting, your project manager will perform introductions, detail deliverables needed, provide a high-level overview of the development process, and introduce tools and resources used to manage your project.

Planning & Scheduling – Your project manager will create a comprehensive project timeline based on the project scope and your specific needs.

PHASE 2: ANALYZE

Customer Deliverables – The Village will be responsible for submitting deliverables as outlined.

Design Discovery Meeting – Your project manager and art director will meet with you to discuss design preferences and establish design structure from flexible layout options.

Content Process Meeting – Meet with your project manager and web content specialist to detail our content development process.

PHASE 3: DESIGN & CONFIGURE

Design Concept Development – You'll have the chance to review a responsive, functioning design concept prototype in an actual production environment. You will have the opportunity to evaluate the presented design concept and collaborate with your project team on any feedback and then final approval.



Content Development – Our Content Development team will migrate the agreed upon number of pages of content (including their text, documents, and images) from your current website to your new, Web Central website. Content will be enhanced for usability and accessibility, and we will organize your website pages to make them easy to navigate.

Agendas & Minutes Migration – The Content Development team will download, upload, and organize an agreed upon number of meetings to the Agenda Center module.

Website Completion – The Village will receive a completed production website featuring your approved design combined with the finished content.

PHASE 4: OPTIMIZE

Website Finalization – Both the Web Central project team and you will prepare your website for launch. During this time, you will be able to make final adjustments to the content on your production website, as well as ensure overall satisfaction with your website.

PHASE 5: EDUCATE

Training Engagement – Our goal with your training plan is to give your staff the skills and tools they need to quickly and easily keep your website current. Your trainer will deliver training sessions for both administrators and users. These sessions will be customized to equip your staff with the knowledge and comfort level needed to prepare your website for launch and maintain it in the future. The training session will use your production website so that users are familiar with your specific configuration, and you can obtain hands-on knowledge from our Gold Stevie® Award winning external training and consulting team.

In addition, your trainer will go into a deep dive of the department-specific software modules such as Facilities and Activities with Parks and Recreation, Jobs with HR, and Bids with Procurement in your Advanced User Training.

PHASE 6: LAUNCH

Website Launch Confirmation Meeting – Your Web Central project team confirms all the details that are necessary to take your website live and explain what you can expect on launch day.

Website Launch – After final confirmation, your website will be made live and available to the public.



Your Role During Implementation

To help create the strongest possible website, we will need you to:

- Gather photos and logos that will be used in the overall branding and design of your new website
- Provide website statistics to be utilized in reorganizing your website content, navigation, and design (if available)
- Complete the Design Form to communicate design preferences
- Provide technical information in the DNS form for the set-up of your website domain name(s)
- Perform reviews and provide official approvals throughout the project
- Update the content on your current website and delete any pages you no longer need
- Track website updates to be completed during your training session
- Ensure you have the most up-to-date web browsers installed on your organization's computers
- Compile a list of your website users and desired permission levels
- Reserve training location and necessary resources (computers, conference phone, etc.)



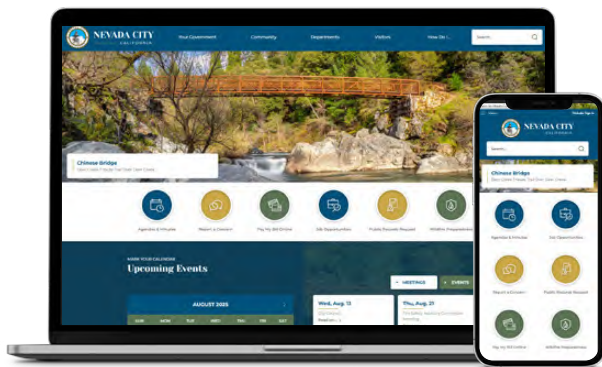
Premium Package Designs

You will meet with your art director to discuss your website vision based on the goals and needs of your users. This process involves conversing with your art director on the order, placement, and format of your homepage content and design elements, aimed at achieving your usability goals. Your preferences will be solidified into a homepage layout wireframe, which will provide the structural blueprint for the visual design application.

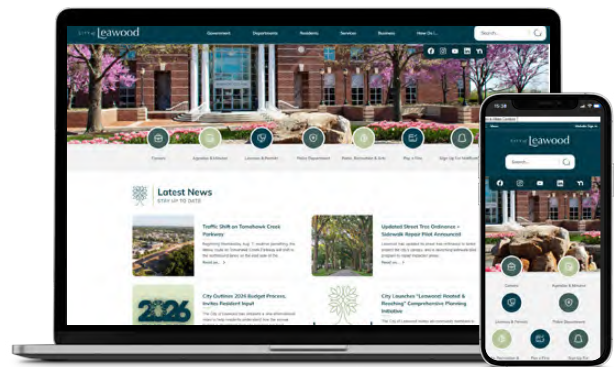
We will then collaborate with you to customize your design to represent your community using your logo, chosen colors, and imagery. We will focus on including the functionality to meet your website needs, including an option for up to one Advanced Design Component, if desired. Advanced Design Components provide next-level user engagement by leveraging the latest design enhancements in the Web Central product. Your art director will help you choose the component that works best for your website goals and desired site maintenance level.

DESIGN EXAMPLES

The included design portfolio will provide you with an idea of the different directions we can take your creative design with the premium implementation package.



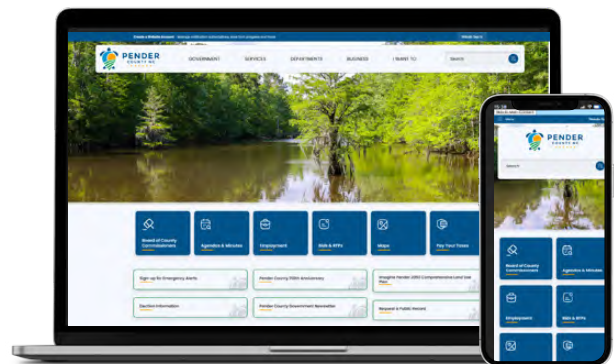
Nevada City, CA
nevadacityca.gov



City of Leawood, KS
leawood.org



City of Marshall, TX
marshalltexas.net



Pender County, NC
pendercountync.gov

Hosting and Security

ENGAGEXCHANGE

The ENGAGEXCHANGE is an online community and the central hub of ideas, guidance, tips, advice, and more for our Web Central customers. It reflects our commitment to:

Connection – Customers can connect with their peers to ask questions, discover solutions, share ideas, and join focus groups and beta opportunities.

Direction – Customers will have the opportunity to provide targeted input on the future direction of the Web Central roadmap and will be able to submit ideas for improvements and enhancements.

MAINTENANCE

CivicPlus is proactive in identifying any potential system issues. Through regularly scheduled reviews of site logs, error messages, servers, router activity, and the internet in general, our personnel often identify and correct issues before they ever affect our customers' web solutions. Our standard maintenance includes:

- Full backups performed daily
- Regularly scheduled upgrades including fixes and other enhancements
- Testing
- Development
- Operating system patches



48-Month Redesign

At CivicPlus, we understand trends change daily and we continually analyze different ways to design our websites—making it easier and more user friendly for your residents to navigate. One of our best practices to help keep up with these new trends is by adding a redesign to your project. Unlike other vendors, our redesigns aren't just changes in the colors or some of the buttons as your staff can do that independently. With a CivicPlus recurring redesign, you can receive a completely brand-new website design and layout after every 48 months of continuous service during our partnership. During the redesign, you'll also receive a quality control review to ensure content is as expected with the new design application (although no changes will be made to the content itself). With this new design, you'll stay up to date with current trends and best practices, providing a welcoming yet familiar virtual hub to engage your community.



Guardian Hosting & Security

In today's digital era, local governments require a hosting solution that not only meets their needs but exceeds their expectations. Our Enterprise Level Hosting Solution is designed with local governments in mind, offering unparalleled DDoS protection to safeguard your digital infrastructure from the most aggressive cyber threats. With our state-of-the-art security measures, you can ensure the continuity of critical services, even in the face of sophisticated attacks.

Moreover, we understand the importance of building resident trust through consistent and reliable service availability. That's why we guarantee a high availability of ****99.9% uptime****, ensuring your services are accessible when your residents need them the most. This commitment to uptime translates to less than 8.76 hours of potential downtime annually, demonstrating our dedication to maintaining your operations without interruption.

Data Center	<ul style="list-style-type: none"> • Redundant Power Supply • Uninterruptible Power Supply (UPS) Systems • Enhanced Cooling Infrastructure • Diesel Engine Generators • Energy Storage • Redundant HVAC Systems • N+1 Redundancy • Fully Redundant Network • System Monitoring – 24/7/365
Security	<ul style="list-style-type: none"> • Web Application Firewall (WAF) Protects Against SQL Injection, Cross-Site Scripting, & Other Threats • OWASP Modsecurity Core Rule Set Guards Against OWASP Top 10 Vulnerabilities • Server Management Services Ensure Smooth Operation & Optimal Performance • Regular Software Updates & Security Patches • Antivirus Management & Updates Protect Against Malware • Continuous System Monitoring for Health & Performance
Performance	<ul style="list-style-type: none"> • Regional Content Delivery Network (CDN) Distributes Cached Content to Minimize Latency & Enhance Reliability • Server-Side Caching with Regional CDN Improves Page Load Times & Content Delivery • Unparalleled Browsing Experience for Users on Your Website or Application
Hosting	<ul style="list-style-type: none"> • Enhanced Security and Compliance • CMS software updates • Server management & monitoring • Multi-tiered software architecture • Server software updates & security patches • Database server updates & security patches • Antivirus management & updates • Server-class hardware from nationally recognized provider • Redundant firewall solutions • High performance SAN with N+2 reliability
Disaster Recovery	<ul style="list-style-type: none"> • Emergency After-Hours Support, Live Agent (24/7) • Online Status Monitor by Data Center • 8-Hour Guaranteed Recovery Time Objective (RTO) • 24-Hour Guaranteed Recovery Point Objective (RPO) • Pre-Emptive Monitoring for Disaster Situations • Multiple, Geographically Diverse Data Centers
DDoS Protection & Mitigation	<ul style="list-style-type: none"> • Cloudflare's Reverse Proxy to Protect Your Network • Access to Advanced Tools that Defend Against DDoS Attacks • Utilize Cloudflare's Massive Network Capacity of 30 Tbps • A Skilled Team is Always Ready, 24/7, to Stop Any Attacks on Your Digital Assets





Website Accessibility

Features & Functionality

With more than 1 in 4 (~28.7%) adults in the United States living with a disability, CivicPlus helps governments ensure that critical resources are available to all residents. Our commitment to accessibility is visible through VPATs and third-party audits that can confirm you're working with a trusted and experienced partner. Our multi-faceted approach sets you up for success:

- CivicPlus Municipal Websites are delivered inclusive by design meeting WCAG 2.1 accessibility standards at time of launch.
- Our trainers will teach your staff best practices to keep your content and design elements accessible and up to date with the latest ADA/WCAG standards.
- Your staff can use the Accessibility Checker included within the CMS to scan content created in the editor for accessibility issues so you can correct them before publishing.
- Any new regulations that require code changes are reviewed by our product team at least quarterly. Depending on the regulation, our product team plans and executes necessary changes with no additional effort required from you.
- Our product team updates our best practices and provides regular updates to customers via the CivicPlus website, blog articles, webinars, and other publications.

AudioEye for Websites

CivicPlus is the exclusive local government provider of AudioEye's full service accessibility offering. AudioEye's industry-defining digital accessibility hybrid offering delivers website remediations efficiently and affordably for organizations of all sizes. The AudioEye platform leverages a decade of investment in advanced technology supported and informed by a team of dedicated IAAP-certified professionals to help deliver improved access to the web conforming to Web Content Accessibility Guidelines (WCAG) 2.2 has never been easier.

AudioEye

- Proprietary automated testing suite
- Detect Section 508 and WCAG 2.2 Success Criteria violations
- AudioEye engineers remediate accessibility issues
- Compliance monitoring
- Manual technical analysis and usability testing
- AudioEye Accessibility Help Desk with Personalization Tools

AudioEye Managed

- Provides complete digital accessibility compliance auditing and resolution
- End-to-end digital accessibility compliance testing, resolution, validation, and monitoring
- Combines subject matter experts with technology—a team of engineers and manual testers to ensure issues of accessibility are fixed and stay fixed

AudioEye Trusted Certification



The AudioEye Trusted Certification represents a commitment to accessibility and digital inclusion.

www.fcc.gov is AudioEye Trusted.

The AudioEye web accessibility certification process involves automatic and manual testing with the goal of identifying and resolving access barriers, conforming with the World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines (WCAG) 2.2 Level AA Success Criteria, and ensuring an optimal user experience for all users, regardless of their individual abilities.



AudioEye Accessibility Help Desk with Personalization Tools

- Fully customizable user experience
- Tailored to individual needs regardless of device type, language preference, or preferred method of access
- Users can customize the visual display of the website, the toolkit provides instant personalization
- 24 Hour Help Desk provides accessibility answers from accessibility experts

Digital Accessibility Platform

- Software as a Services (SaaS), API-first technology
- Offers end-to-end compliance auditing
- Ability to spider, scan, and diagnose entire websites, single blocks of code, and content delivered via API
- Offers flexible resources for proper identification and remediation of the detected issues

Value Proposition

AudioEye is an industry-leading web accessibility platform delivering trusted ADA and WCAG accessibility compliance. Our software finds and fixes accessibility issues on websites and provides all necessary ADA compliance must-haves for local governments. The software is delivered with real-time reporting mechanisms and self-serve accessibility resources, including the Visual Toolkit with 24/7 Help Desk, automatically generated Sustainable Testing, and Remediation (STAR) plan and accessibility statement. The software enables the delivery of custom fixes built by our Implementation Team. It runs via JavaScript or integrated plugins, which provide a codeless installation experience.

Trusted Certification

Your website will be enabled with the AudioEye icon. Each page will be certified as “AudioEye Trusted” to WCAG 2.2—the latest approved international standard for accessibility. Backed by AudioEye’s [Trusted Certification](#), auto remediations will run continuously and your site’s accessibility will be continuously remediated and monitored.

Expert Remediation

AudioEye’s [A1liance Team](#), a community of testers with disabilities, will actively test your site and remediate accessibility issues they find.

Legal Support

AudioEye can provide legal support for accessibility issues, should you need it.

AudioEye Accessibility Help Desk

The Accessibility Help Desk is active – this is a visitor facing accessibility help station staffed by a team of experts capable of acting on behalf of the accessibility of your site. This is a bridge between you and a disabled user and among the first things investigative teams will look for when determining accessibility. AudioEye prioritizes the remediation of validated issues as submitted via the Accessibility Help Desk.

Personalization Tools

The personalization tools are enabled. This gives agency to the user to personalize their experience.



CommonLook

PDF REMEDIATION SOFTWARE

CivicPlus is the exclusive provider to local government of CommonLook PDF Software. This bundle will provide you with CommonLook Office, a robust and user-friendly software solution designed to simplify the creation of accessible PDF documents, and CommonLook PDF, the world's leading PDF remediation software plugin for Adobe Acrobat, enabling users to test, repair, and report on accessible PDF documents. With this easy-to-use software, you can take accessibility for your PDF documents into your own hands. Each document comes with assurance that it has passed WCAG conformance. Each license comes with full service training and support.



Key features include:

- **User-Friendly Guidance** – Provides a user-friendly, step-by-step process through accessibility checkpoints, ensuring ease of use.
- **Compliance** – Easily conform to leading accessibility standards such as Section 508, U.S. Department of Health and Human Services (HHS), WCAG, or PDF/UA.
- **Improvements** – Experience improved checkpoints and comprehensive documentation to assist you at every step.
- **Complete Verification** – CommonLook Office offers complete verification, covering all conformance criteria for your chosen accessibility standard.
- **Style Mapping** – Efficiently manage style usage and mapping to PDF tags, ensuring consistent accessibility.
- **Table Accessibility** – Whether you're dealing with simple, complex, or presentation-style tables, CommonLook Office makes sure they are correctly tagged.

PDF REMEDIATION SERVICES

CivicPlus is the exclusive provider to local government of CommonLook PDF Remediation Services. This is an industry-leading, comprehensive service that assesses, verifies, and remediates PDFs to ensure accessibility compliance—backed by our 100% guarantee to revise the work at no additional cost until the document fully meets the requested standard.

As your digital documents rapidly accumulate, we can alleviate the burden by quickly and accurately verifying and fixing any number of assets. Our verification and remediation services provide an accurate, comprehensive, and cost-effective way to achieve accessibility with Section 508, WCAG, PDF/UA, and HHS compliance for public-facing, popular, or significant volumes of PDF documents and forms.

With Allyant's PDF Accessibility Assessment and Remediation Service, you receive a comprehensive report providing our ironclad guarantee of full compliance!



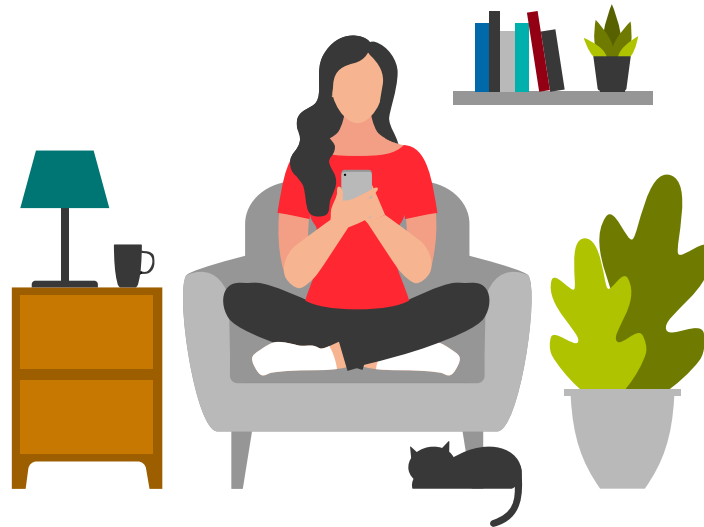
Implementation

AudioEye

With AudioEye, seamless accessibility is just a click away. This tool can be implemented almost immediately upon your website's launch, eliminating the need for a lengthy installation timeline. This means your site can be fully accessible from day one, providing an effortless and user-friendly experience for all visitors.

CommonLook

You will be delivered a software key within a week of signing. This enables you to download CommonLook Office, a robust and user-friendly software solution designed to simplify the creation of accessible PDF documents, and CommonLook PDF, the world's leading PDF remediation software plugin for Adobe Acrobat, enabling users to test, repair, and report on accessible PDF documents.





Social Media Archiving

Features & Functionality

The CivicPlus Social Media Archiving software connects directly with today's most popular social media platforms to pull your social media accounts and web pages into a secure, personal archive. The continuous solution automatically captures and preserves each post, image, video, story, mention and comment, for every single social media page, profile, and group managed by your public entity—as well as the pages and profiles your entity engages with, across all of your platforms.

Our software automatically detects edited, hidden, and deleted content across networks. This information, while critical to maintaining accurate records, is generally not reported by social networks, but CivicPlus captures it all.

We never miss a record with our authentic in near-real-time capture, and by using real-time API on sites, such as Facebook and Instagram, we can capture conversations in seconds. So, 100% of your records are captured directly from their social network in their native format, along with full technical metadata and digital signatures. Our solution helps government agencies and school districts see their whole presence online while minimizing the risk of losing records.



Technology

Whether public entities' social media portfolios are managed by a single individual or distributed across several departments, a centralized social media records archive is the key to efficient and cost-effective compliance. What's more, organizations need to be able to connect accounts to an archive quickly and easily without collecting personal login information from multiple users or granting blanket access to all of the data in the archive.

CivicPlus' Social Media Archiving software is a cloud-based solution that requires no software installation or IT expertise, all you have to do is log in to your accounts. It simplifies deployment across organizations and enables organizations to automate social media record-keeping in a matter of minutes. On average, our customers are up and archiving their entire social media presence in under 20 minutes.

"We have received multiple data requests on a recent controversy. The support team walked me through how to do a very precise search and was knowledgeable about the nature of data requests... I can only imagine the amount of time it would have taken and the mistakes that might have been made had we done this manually."

Jacqueline Smith, City of St. Louis Park, MN



Product Suite

CivicPlus' Social Media Archiving solution provides the most accurate and comprehensive solution to help government agencies, school districts, and other public organizations remain compliant with public record laws and actively manage risk online.

ACCOUNT TYPES

Saving Your Presence Across the Web

Government agencies and school districts use different platforms to reach varied audiences with unique content. With CivicPlus, you can manage and organize your social media data in one secure location, collaborate with different access levels, and quickly search/view/ export any content you need, whenever you need it in an easy to understand format. Social Media Archiving preserves social media records from all of the most popular platforms in one archive to make it easy to access all social media content in one location. We support multiple account types—all in one archive.

Account Types

- | | | |
|------------------------|-------------|--|
| • Facebook | • Instagram | • TikTok |
| • LinkedIn | • Flickr | • Nextdoor |
| • X (formerly Twitter) | • Pinterest | • Web Snapshots (optional enhancement) |
| • YouTube | • Vimeo | |

SECURITY

Levels of Access

In many organizations, individuals requiring access to social media records can cross departments and have different needs. While some users may want to tag and manage records, others may only need to view records. CivicPlus allows three levels of access to suit an organization's needs, including:

- Full Administrators
- Read-Only Administrators
- Social Media Account Owners

The levels facilitate additional opportunities for collaboration while helping organizations maintain control.

Use Rules to Follow Retention and Dispositions Guidelines

Public entities may have retention guidelines that apply to social media. If so, organizations need a social media archive that allows for rules-based disposition. If certain content needs special consideration, flexible retention rules are key.

The CivicPlus software allows organizations to control the retention period of records through customizable disposition rules. All records can be reviewed before deletion. This flexibility allows the user to customize their archive while maintaining the greatest level of compliance.





BLOCKED LISTS

As digital transformation accelerates, public communicators are faced with misinformation, combative viewpoints, and extremist speech. These types of comments make it extremely tempting for public officials to block users. But as we've seen occur so often in the news, blocking users is also the number one way folks get afoul with First Amendment lawsuits, and public entities must be able to prove who is blocked and why they blocked them. Because even if a record is deleted or hidden, or a user is blocked, it still must be retained. Unfortunately, social networks don't report this information and it can be very difficult to tell when something has been hidden or edited. Not only does this lead to a compliance gap, but it can also remove any examples of trolling that caused you to block a user.

This is exactly why CivicPlus created Blocked Lists, to protect your entity from trolls or First Amendment related requests. Not only does Blocked Lists let you get a handle on who you've blocked and what records are associated with these users, but it also lets you see who everyone else in your organization is blocking, even for accounts you may not normally have access to, so you can ensure your internal policy is followed correctly and even help avoid legal risk. With Blocked Lists, you can monitor and manage every blocked user and page in one secure place—your archive—and with advanced search, you can quickly find and export this data whenever you need it, along with the comments that resulted in the block.

Typically blocking is viewed as a last resort for agencies and school districts (and we certainly don't recommend it). But if someone has violated your policy multiple times and is disrupting the discourse on your page, if you have substantial supporting evidence and a documented warning of you asking them to stop, at that point, it may be suitable to block that user. Alternatively, someone might make a false claim that you blocked them when you, in fact, did not. The capture of a blocked list will allow you to create a timeline in collaboration with your records to support your case.

Blocked Lists is a feature of the CivicPlus Social Media Archiving software. It provides lists of users and pages blocked by a social media account, as well as when the block occurred and what led to it. This list is updated daily and available to access and export at any time. So you can always feel prepared with clear timelines and strong supporting evidence to defend your actions and prove a false claim, timeline of events, or if your social media policy was followed correctly.

Blocked Lists Benefits

Eliminate Manual Work – Create and maintain a single list of all blocked users and pages, for all of your managed accounts in one secure location, that is updated daily and available to access and export at any time.

Provide Evidence – Have confidence in your block and equip your entity with clear timelines and strong supporting evidence to defend your actions and prove a false claim, timeline of events, or if your social media policy was followed correctly.

Manage Trolls – Keep track of the timeline for when a particular user or page was blocked or unblocked from an account, as well as your account's communications to and from a blocked user or page.

Gain Full Supervision – Leverage insight you may not normally have to see who's blocking users for every account across your entire organization, so you can ensure your internal policy is followed correctly and even help avoid legal risk.



HISTORICAL ARCHIVES

For organizations that have not been maintaining records of social media, it is important for existing account history to be included in a complete archive. Additionally, social media portfolios can evolve over time with different networks falling in and out of use as the popularity of sites fluctuates. However, even if a page is removed, records of that content must continue to be stored and maintained for organizations to stay compliant. With CivicPlus Social Media Archiving, when social media accounts are retired, they can be set to historical status. The data remains in the archive and is fully exportable and searchable.

The software collects all the available data from existing social media accounts, including historic data. Continual reverification of the entire social media account ensures changes to old content are detected and stored, and allows the software to accommodate changes to a social network's features.

IMPORTANCE OF METADATA

There's more to the records created on social networking platforms than what you see on a screen. All social media communications have underlying metadata that contain important information about each communication. This metadata includes user IDs, timestamps, and other information not displayed on a webpage. Correctly capturing records of social media requires more than taking screenshots or copying HTML—the metadata is a crucial part of the record. The CivicPlus Social Media Archiving solution connects directly with each social network to capture and preserve not just what is displayed on the platform, but also the underlying metadata, in its native format.

"As a public entity, we are required by law to be able to reproduce that information, if there is a public request for it, an open records request. That is not something we are capable of doing without having some type of system in place that actually can go out and get what they call the metadata."

April Warden, County Administrator for Seward County, Kansas

RICH DATA SHOWS A BETTER PICTURE

Social media posts can be more than simple text. In fact, they should be. Images, GIFs, and videos make your content more dynamic and interesting. But graphics pose new archiving and records management challenges compared to simple text.

A photo, for example, should be preserved at full resolution, rather than as a link or thumbnail only. This ensures no data is lost. Regardless of the device or network used to transmit communications, the CivicPlus Social Media Archiving software captures each of the various data formats used in social media and presents the resulting records in an intuitive interface.

Digital Signatures for Better Accountability

Proof of authenticity is a critical requirement when providing electronic records as evidence in regulatory and legal situations. Investigators and courts must be assured that a social media record was not falsified or altered using a web page editor, image manipulation software, or some other means. Simply crawling or scraping a page fails to provide



comprehensive records for legal protection and can leave organizations and agencies at risk. Our solution includes a trusted timestamp and digital signature with each record stored in the archive. This digital signature proves that the data existed at the specified time in history and has not been edited or falsified in any way.

SEARCH AND TAGGING FOR BETTER TARGETING

Searching through years' worth of previous posts, tweets, and comments is a challenge without advanced search and tagging tools. Our sophisticated search engine and custom tagging system allows government agencies and school districts to organize and filter archived content. This makes finding the needle in the haystack easy.

Our advanced search and filter features give agencies the ability to search across all of an organization's social media using keywords, date, network, username, content type, or tags.

Custom tags for content make it easy to organize archives. Filters can quickly refine results, including the capability for finding records that have been deleted. With our user-friendly interface, finding deleted content is an easy task.

RECORD EXPORTING AND REPORTING

An archive is only as good as its ability to produce records. CivicPlus' software can export social media content to a variety of formats including PDF, HTML, and Excel. This makes it easy and efficient for organizations to perform exports on demand and produce presentation-ready PDFs with highlighted search results and detailed export descriptions.

"If I can't easily get it out to people when they're asking for it, it doesn't do me much good. With [CivicPlus], I can email or post it usually the same day I receive the request — often in minutes — literally saving hours for every request."

Sgt. Christopher Fulcher, Vineland Police Department

WEB SNAPSHOTS

Social networking sites and websites are the primary mediums by which government agencies and school districts communicate with the public. It is critically important that agencies can efficiently and reliably manage communications across each of these mediums as public records.

While agencies must use an archiving solution to capture social media records, the majority of record information presented across a website is already in the agency's control.

However, website records are often distributed across a variety of systems such as Content Management Systems (CMS), back-end databases, and backup systems. These systems as a whole present a challenge to centralized web record retention and fulfillment of public records requests. Agencies need help managing their web records as effectively as they manage their social media records.



Our Web Snapshots feature supplements an agency's existing approach to website records management by providing automated capture, search, and export capabilities of website content.

- Ensure records from across your agency's entire web presence are centralized and searchable.
- Maintain a single records management source to easily manage both your social media records and website records, with an intuitive and dynamic interface.

This is especially important for larger government entities and school districts with multiple sub-agencies or individual schools that manage their own websites. Web Snapshots automatically archives a snapshot of how a website was displayed to residents to supplement the website data already maintained by their CMS.

RISK MANAGEMENT

Agencies with active social media engagement create positive relationships and gain insights into community issues. Unfortunately, not all interactions online stay positive. Negative posts and comments can lead agencies into First Amendment issues or even public safety concerns. When posts and comments bring legal issues, a social media archiving solution should provide assistance in actively managing risk and enforcing social media policies. CivicPlus' Risk Management and Analytics (RMA) suite work in conjunction with the base archive to provide monitoring, alerts, and analysis tools.

The CivicPlus software reconstructs social media conversations—pulling individual comments back into their corresponding threads—to create easy to understand content exports. This solution makes it easy to respond to records requests or other discovery or investigation needs with full context.

RMA is not only for challenging and difficult world events, it's also a valuable daily-use solution that enhances the control and visibility of your social media so you can make swift decisions, rapidly solve problems, and leverage visible, actionable data for continuous improvement. Here are five ways adding RMA can benefit your social media efforts long term.

1. **Reduce your risk:** Get immediate alerts about inappropriate content for efficient and effective moderation.
2. **Increase your focus:** Receive automated monitoring and alerting so you can focus on what matters to you the most.
3. **Improve your response time:** Respond quickly to questions and comments, ensuring accurate information is conveyed in a timely manner.
4. **Enforce your policy:** Uphold your public entity's reputation by moderating content that violates your terms of use, such as violent or obscene comments.
5. **Prove your effectiveness:** Communicate to stakeholders and improve the impact of social media campaigns through standardized reports and meaningful insights into commenter sentiment, engagement levels, and platform usage.

"We put in a list of maybe a hundred words — keywords. If it says 'shooting,' 'hurt,' 'blood' — any threat — they will notify me and I can notify the principal and notify law enforcement if need be."

Sherrie Johnson, Stafford County Public Schools, VA



Implementation

A typical implementation process is not necessary since The Village is a current CivicPlus customer. A transition period and data migration are not needed. Tips and training with your customer success manager are free to better utilize all of your CivicPlus Social Media Archiving solution has to offer. Should The Village desire more formalized training for their staff, additional training can be purchased.

CivicPlus Can Make All the Difference

CivicPlus Social Media Archiving helps government agencies and school districts maintain the greatest level of compliance and transparency when online. With no software to install or network interference, the CivicPlus Social Media Archiving solution connects to your social media platforms and organizes your accounts (profiles, pages, groups). After that, you're in complete control with full functionality to update settings, engage from your accounts, view your data, and more.



Implementation Approach

ACCOUNT ACTIVATION

On the scheduled start date, the designated Primary Admin will receive an activation email to create a password, log in, accept the Terms of Service, and obtain access to the Social Media Archiving product.

Once logged in, the Primary Admin will be prompted to start connecting social media accounts and adding users. The Primary Admin will be able to directly add any social media accounts for which they are the admin of. Connecting accounts is as simple as logging into Facebook or X (Twitter)! Upon connection, the system will begin archiving its content.

If you have additional social media accounts that the Primary Admin does not have access to, additional Account Owners can be added by entering the name and email address of such individuals. Once added, those Account Owners will receive an email prompting them to connect the social media accounts that they manage to the archive.

The Primary Admin can also add additional System Admins to help with managing the archive. We recommend adding at least one additional System Admin as a backup.

However, don't worry about being 100% organized on your activation date. You can add users and connect additional accounts as you go at any time.

ONBOARDING CALL

Once at least one social media account has been connected and there are records in the archive, the Implementation Team will reach out to schedule an Onboarding Call to go over the key features of the archive and run an example search and export of records. After the Onboarding Call is completed, the Primary Admin will receive an email with helpful resources for managing their archive moving forward, including a link to our online Help Center and Technical Support Team contact information for future assistance.

Your Role During Implementation

The role of the Primary Admin is to own all facets of managing and maintaining the social media archive for their agency. To help the CivicPlus Implementation Team propose a timeline that best suits your needs and to provide valuable information to assist in a successful launch of your Social Media Archiving instance, the Primary Admin will need to:

- Gather a list of all social media accounts and contact information for the managers of those accounts.
- Identify any outside factors that may impact the 4-week implementation timeline.
- Invite all necessary users, such as Account Owners and System Admins, to collaborate and ensure the required social media accounts get connected to the archive.
- Communicate needs and any issues connecting accounts to help adjust and align training.
- Invite all desired users to the scheduled training.
- Attend training.

A circular icon containing the stylized 'CP' logo, positioned to the left of the section header.

Ongoing Support

Ongoing Services

TECHNICAL SERVICES & SUPPORT

CivicPlus' support team is available to assist with any questions or concerns regarding the technical functionality and usage of your CivicPlus solutions during the following business hours:

- Web Central: 7:00 a.m. – 7:00 p.m. CST
- Web Central: 7:00 a.m. – 7:00 p.m. CST
- Social Media Archiving: 8 a.m. – 8 p.m. CST

CivicPlus Technical Support will provide a toll-free number, as well as an online email support system for users to submit technical issues or questions. Live chat is available for certain products as well. If the customer support specialist is unable to assist with the question or issue, the three-tier escalation process will begin to report issues to our product engineering team for resolution.

Emergency technical support is available 24/7 for designated, named points-of-contact, with members of CivicPlus' support teams available for urgent requests.

CIVICPLUS HELP CENTER

CivicPlus customers have 24/7 access to our online Help Center where users can review articles, user guides, FAQs, and can get tips on best practices. Our Help Center is continually monitored and updated by our dedicated Knowledge Management Team to ensure we are providing the information and resources you need to optimize your solution. In addition, the Help Center provides our release notes to keep your staff informed of upcoming enhancements and maintenance.

CONTINUING PARTNERSHIP

We won't disappear after your website is launched. You'll be assigned a dedicated customer success manager. They will partner with you by providing information on best practices and how to utilize the tools of your new system to engage your residents most effectively.

Support at a Glance

- Live support engineers based in North America
- Accessible via phone, email, and web form
- Live chat available for Web Central and AudioEye Managed
- 4-hour initial response during business hours
- Emergency technical support for named points of contact
- Dedicated customer success manager
- 24/7 online self-service help with the CivicPlus Help Center (civicplus.help)

Award-Winning Support

CivicPlus has been honored with four Gold Stevie® Awards, eight Silver Stevie® Awards, and eleven Bronze Stevie® Awards. The Stevie Awards are the world's top honors for customer service, contact center, business development, and sales professionals.





Investment Proposal

Investment Proposal

CivicPlus can appreciate the monetary constraints facing our governments each day. To help ease these concerns and assist with budgeting and planning, our proposed project and pricing are valid for 60 days from September 8, 2025.

Web Central Project Scope

Features & Functionality

- Web Central CMS Tools, Widgets, & Features
- DNS Setup for URL villageofpewaukee.com

Implementation

- Premium Package
 - 1 Website Layout Built Using Available Flexible Layout Options
 - 1 Custom Website Design Built Using Approved Layout & Up to 1 Advanced Design Component
- 60 pages Content Development from URL villageofpewaukee.com
- Up to 100 Meetings Worth of Agendas & Minutes PDF/DOC Migration
- 6 Blocks of Virtual System Training (up to 3 hours/block)

Annual Recurring Services

- Guardian Hosting & Security
- 1 SSL Certificate
- DNS Hosting for URL villageofpewaukee.com
- Software Maintenance Including Service Patches & System Enhancements
- 24/7 Technical Support & Access to the CivicPlus Help Center
- Dedicated Customer Success Manager
- 48-Month Premium Website Redesign

Accessibility Project Scope

Features & Functionality

- AudioEye Managed for Websites
- CommonLook Web Simplified + Advanced Editor
 - Plug-in for Adobe Acrobat and Word/Power Point Remediation Tool

Implementation

- AudioEye Setup
- CommonLook Setup

Annual Recurring Services

- AudioEye Managed
 - Hosting & Security
 - Software Maintenance
 - 24/7 Technical Support
 - CivicPlus Help Center



Social Media Archiving Project Scope

Standard Plan

- Unlimited Social Accounts
- 3,500 New Records/Month
- No Overage Fees
- Unlimited Data Storage
- Blocked Lists
- Web Snapshots
- Risk Management

Annual Recurring Fees

- Hosting & Security
- Software Maintenance
- 24/7 Technical Support & Access to the CivicPlus Help Center
- Dedicated Customer Success Manager

Total Cost

Total Cost per Product	Initial Term*	Annual Recurring Services**
Web Central - Standard Package	\$29,093.00	\$8,550.00
AudioEye Managed Accessibility	\$2,500.00	\$2,500.00
CommonLook Accessibility	\$1,443.30	\$1,443.30
Social Media Archiving	\$7,109.80	\$6,109.80
Totals	\$40,146.10	\$18,603.10

*Initial Term includes one-time fees and Initial Term Annual Recurring Services.

**Annual Recurring Services are subject to uplift.

CivicPlus Project Pricing & Invoicing

CivicPlus prices on a per-project, all-inclusive basis (stated in U.S. dollars). This type of pricing structure eliminates surprise costs, the uncertainty of paying by the hour, and is overall more cost effective for our customers. It provides you with a price based on the products and features listed in this proposal that only varies if additional functionality, custom development, security, escrow requirements, or other design or project enhancements, outside of the included scope, are added prior to contract signing.

Invoicing

- Initial Term: 24 months, beginning at the signature date. “Total Investment - Initial Term” refers to the first 12 months of the agreement and “Annual Recurring Services” refers to the second 12 months of the agreement (Year 2).
- Invoice Schedule: 100% of “Total Investment - Initial Term” shall be invoiced upon signature date
- Annual Uplift: All Recurring Services are subject to a 5% technology fee uplift each year starting Year 2 of the agreement.
- Renewal Term: Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date

We will work with you before contract signing to determine a billing process that will meet both your needs for budget planning and our accounting processes.

Proposal as Non-Binding Document

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. We look forward to developing a mutually beneficial contract with the Village.





To: Jeff Knutson, Village President
Village Board

From: Jenna Peter
Village Clerk

Date: September 12, 2025

Re: Agenda Item 8f, Review, discussion and possible action on Social Media Archiving Proposal

BACKGROUND

At the May 6, 2025, meeting the Board asked Staff to research quotes from other social media archiving platforms. Staff received a proposal from a business called Page Freezer that also offers social media archiving. The Village Attorney determined that Page Freezer's terms and conditions were unacceptable. Staff were unable to find another service to compare rates as there are not many businesses that provide this service. The Village Attorney has reviewed CivicPlus' terms and conditions and is satisfied with their changes.

ACTION REQUESTED

The action requested of the Village Board is to review the attached Social Media Archiving proposal and determine to approve with the CivicPlus website, approve as a stand-alone service or take no action.

ANALYSIS

Archive Social can be combined with the CivicPlus website proposal or approved as a stand-alone service.

They offer two plans:

1. Economy Plan
 - Up to 12 social media accounts and up to 1.6k records per month
 - One-time provisioning fee of \$500
 - **\$3,641** total investment for initial term, **\$4,188** for year two. Charges are subject to a 5% uplift annually
2. Standard Plan
 - Unlimited social media accounts and up to 3.5k records per month
 - Includes risk management analytics and web snapshots (Flags words, photos, content that the Village flags as offensive)
 - One-time provisioning fee of \$1,000
 - **\$5,582.35** total investment for initial term, **\$6,109.80** for year two. Charges are subject to a 5% uplift annually.

Attachments

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Order Form**Quote #:**

Q-99439-1

Date:

5/2/2025 8:49 AM

Expires On:

5/31/2025

Client:

Village of Pewaukee, WI

Bill To:

PEWAUKEE VILLAGE, WISCONSIN

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Kemp Wyatt		kemp.wyatt@civicplus.com		Net 30

Discount(s)

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Social Media Archiving Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	USD -1,047.00

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Social Media Archiving Provisioning Fee - Economy	Social Media Archiving Account Activation and Setup	USD 500.00

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Social Media Archiving - Economy	Social Media Archiving Subscription - Up to 12 Accounts & Up To 1.6k Records Per Month	USD 4,188.00

List Price - Initial Term Total	USD 4,688.00
Total Investment - Initial Term	USD 3,641.00
Annual Recurring Services (Subject to Uplift)	USD 4,188.00

Initial Term	6/1/2025 - 5/31/2026, Renewal Term 6/1 each calendar year
Initial Term Invoice Schedule	100% Invoiced upon Acceptance Date

Annual Uplift	5% to be applied in year 2
---------------	----------------------------

This Order Form sets forth the commercially binding terms of the Client's (as defined above) usage of the Social Media Archiving services (the "Services"). By accepting this Order Form, which may be evidenced by your return of this completed Order Form, written acceptance (e-mail is sufficient), or Client's access and use of the Services, you, on behalf of the Client, are representing that you are authorized to bind the Client listed herein to the pricing and term stated in this Order Form

Acceptance of Quote # Q-99439-1

Please note that if you plan to issue a purchase order, we request you include the following language on the front of the PO:

Social Media Archiving's maximum liability under this purchase order is limited to the total amount of fees received during the 12-month period preceding the event giving rise to the liability, except that such limitation of liability will not apply to Social Media Archiving's indemnification for intellectual property infringement or personal injury.

Organization Legal Name:

Billing Contact:

Jenna Peter

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Order Form**Quote #:**

Q-99380-1

Date:

5/1/2025 12:48 PM

Expires On:

12/31/2025

Client:

Village of Pewaukee, WI

Bill To:

PEWAUKEE VILLAGE, WISCONSIN

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Kemp Wyatt		kemp.wyatt@civicplus.com		Net 30

Discount(s)

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Social Media Archiving Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	USD -1,527.45

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Social Media Archiving Provisioning Fee - Standard	Social Media Archiving Account Activation and Setup	USD 1,000.00

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Social Media Archiving - Standard	Social Media Archiving Subscription - Unlimited Accounts & Up To 3.5k Records Per Month - Includes Risk Management Analytics (RMA) and Web Snapshots	USD 6,109.80

List Price - Initial Term Total	USD 8,188.00
Total Investment - Initial Term	USD 5,582.35
Annual Recurring Services (Subject to Uplift)	USD 6,109.80

Initial Term	1/1/2026 - 12/31/2026, Renewal Term 1/1 each calendar year
Initial Term Invoice Schedule	100% Invoiced upon Acceptance Date

Annual Uplift	5% to be applied in year 2
---------------	----------------------------

This Order Form sets forth the commercially binding terms of the Client's (as defined above) usage of the Social Media Archiving services (the "Services"). By accepting this Order Form, which may be evidenced by your return of this completed Order Form, written acceptance (e-mail is sufficient), or Client's access and use of the Services, you, on behalf of the Client, are representing that you are authorized to bind the Client listed herein to the pricing and term stated in this Order Form

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Client may issue purchase orders for its internal, administrative use only, and not to impose any contractual terms. Any terms contained in any such purchase orders issued by the Client are considered null and will not alter the Binding Terms, the Agreement or this SOW.

Acceptance of Quote # Q-99380-1

Please note that if you plan to issue a purchase order, we request you include the following language on the front of the PO:

Social Media Archiving's maximum liability under this purchase order is limited to the total amount of fees received during the 12-month period preceding the event giving rise to the liability, except that such limitation of liability will not apply to Social Media Archiving's indemnification for intellectual property infringement or personal injury.

Organization Legal Name:

Billing Contact:

Jenna Peter

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)

Report Criteria:

Report type: Invoice detail

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Description	Check Amount
75294						
08/25	08/01/2025	75294	AMAZON CAPITAL SERVI	1GJ4-D7XH-4	LIBRARY/JUV FIC	9.74
08/25	08/01/2025	75294	AMAZON CAPITAL SERVI	1QL1-NN7L-L	LIBRARY/FRIENDS/LIBRARY OF THINGS	45.70
08/25	08/01/2025	75294	AMAZON CAPITAL SERVI	1WHM-LFJY-	LIBRARY/ADULT DVDS 3	84.94
Total 75294:						140.38
75295						
08/25	08/01/2025	75295	ASSOCIATED TRUST CO	27088	7/1/2024-6/30/2025 ADMIN FEES GO BOND 7.11.25	475.00
08/25	08/01/2025	75295	ASSOCIATED TRUST CO	27089	TAXABLE GO REFUNDING BOND 6/30/22	475.00
Total 75295:						950.00
75296						
08/25	08/01/2025	75296	AXON ENTERPRISE, INC	INUS299047	POLICE/TASER CARTRIDGES OLD INVOICE	1,039.20
Total 75296:						1,039.20
75297						
08/25	08/01/2025	75297	BILLS POWER CENTER I	741308	#717 TORO PUSHMOWER WHEEL PARTS	8.80
Total 75297:						8.80
75298						
08/25	08/01/2025	75298	CINTAS CORPORATION	4236727453	SEWER UNIFORMS	268.99
08/25	08/01/2025	75298	CINTAS CORPORATION	4237134047	CINTAS VILLAGE HALL MONTHLY EXCHANGE	43.70
Total 75298:						312.69
75299						
08/25	08/01/2025	75299	CUMMINS SALES & SERV	F6-250795541	WELL 5-STANDARD PM PULL SERVICE	916.13
Total 75299:						916.13
75300						
08/25	08/01/2025	75300	DIVERSIFIED BENEFIT S	448408	FLEX BEN JULY 2025	105.69
Total 75300:						105.69
75301						
08/25	08/01/2025	75301	E H WOLF & SONS INC	244299	FUEL DELIVERY	1,293.31
08/25	08/01/2025	75301	E H WOLF & SONS INC	247974	FUEL DELIVERY	2,118.35
Total 75301:						3,411.66
75302						
08/25	08/01/2025	75302	FOTH, JULIE J	07102025	POLICE/UNIFORM ALLOWANCE REIMBURSEMENT FOR DUTY B	147.69
Total 75302:						147.69
75303						
08/25	08/01/2025	75303	HAWKINS INC	7135770	POLYPHOSPHATE	6,829.15

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Description	Check Amount
Total 75303:						6,829.15
75304						
08/25	08/01/2025	75304	HAWTHORNE HILL HOME	5.24.25-6.24.2	STREET LIGHT REIMBURSE 06-24-2024 THRU 6-24-2025	1,093.72
Total 75304:						1,093.72
75305						
08/25	08/01/2025	75305	INGRAM LIBRARY SERVI	89196394	LIBRARY/INGRAM BOOKS	282.08
Total 75305:						282.08
75306						
08/25	08/01/2025	75306	J & H HEATING INC	W38560	LIBRARY/HVAC 2025 SPRING PREVENTATIVE MAINTENANCE	2,275.00
Total 75306:						2,275.00
75307						
08/25	08/01/2025	75307	KEN WEBER TRUCK SER	53514-1	POLICE/ TOW BILLING FOR RECOVERED STOLEN TRAILER TR	437.50
Total 75307:						437.50
75308						
08/25	08/01/2025	75308	LINCOLN CONTRACTOR	J57043	BLUE MARKING PAINT	312.72
Total 75308:						312.72
75309						
08/25	08/01/2025	75309	MCNAMARA MCCARTHY	1009	LIBRARY/JUV PERFORMANCE KIWANIS	100.00
Total 75309:						100.00
75310						
08/25	08/01/2025	75310	MIDWEST TAPE	507452895	LIBRARY/6 ADULT DVD	110.19
08/25	08/01/2025	75310	MIDWEST TAPE	507452896	LIBRARY/2 ADULT DVD	37.48
08/25	08/01/2025	75310	MIDWEST TAPE	507452898	LIBRARY/1 ADULT DVD	20.24
Total 75310:						167.91
75311						
08/25	08/01/2025	75311	MILWAUKEE PLUMBING	53353	LIBRARY/PLUMBING REPAIRS URINAL	428.80
Total 75311:						428.80
75312						
08/25	08/01/2025	75312	NAPA AUTO PARTS	186383	#701 DIESEL TREATMENT FOR ALGAE	35.46
Total 75312:						35.46
75313						
08/25	08/01/2025	75313	NORTHERN LAKE SERVI	2511456	BACTERIA 07.15.25	87.00
Total 75313:						87.00

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Description	Check Amount
75314						
08/25	08/01/2025	75314	PEWAUKEE UTILITY	07102025	LIBRARY/WATER SEWER FIRE	585.65
08/25	08/01/2025	75314	PEWAUKEE UTILITY	2025 Q2 UTIL	4-1031-00 - 1515 SUNNYRIDGE RD 6.30.25 UTILITIES	11,123.53
Total 75314:						11,709.18
75315						
08/25	08/01/2025	75315	PROHEALTH MEDICAL G	326540	TOMMY STOLL PRE-EMPLOYMENT DRUG TEST	47.00
08/25	08/01/2025	75315	PROHEALTH MEDICAL G	326590	NEW HIRE DRUG SCREEN - KAVANAUGH	47.00
08/25	08/01/2025	75315	PROHEALTH MEDICAL G	326639	SAM VALLONE PRE-EMPLOYMENT TEST	94.00
Total 75315:						188.00
75316						
08/25	08/01/2025	75316	SUPPLYZONE, LLC	13500	SUPPLY ZONE (LATE) FEBUARY JANITORIAL SUPPLIES	204.96
Total 75316:						204.96
75317						
08/25	08/01/2025	75317	TAYLOR COMPUTER SER	28132	QUARTERLY MICROSOFT 365 BACKUP MAINT.	630.50
Total 75317:						630.50
75318						
08/25	08/01/2025	75318	TRI-COUNTY WATERWO	08142025 ME	TCWA MEETING-DAVE,SHAWN,JOSH,ANDY	120.00
Total 75318:						120.00
75319						
08/25	08/01/2025	75319	USA BLUE BOOK	INV00697879	LIFT 1 PRESSURE GUAGES	239.26
Total 75319:						239.26
75320						
08/25	08/01/2025	75320	WASTE MANAGEMENT	0774404-4163	DISPOSAL STREET SWEEPINGS	3,275.54
Total 75320:						3,275.54
75321						
08/25	08/01/2025	75321	WAUKESHA COUNTY TR	00812	INMATE BILL	31.27
08/25	08/01/2025	75321	WAUKESHA COUNTY TR	CINV2025-009	POLICE/LARGE CUSTOM GRID MAP	90.00
Total 75321:						121.27
75322						
08/25	08/01/2025	75322	WISCONSIN CONTRACT	569450	GARAGE SIDEWALK SEALER	195.00
Total 75322:						195.00
75323						
08/25	08/01/2025	75323	WISCONSIN SUPREME C	10082025	COURT CLERK SEMINAR/A.PROCHNIEWSKI	40.00
Total 75323:						40.00
75324						
08/25	08/01/2025	75324	WOLTER, INC.	522547172	WELL 3/DPW GENERATOR	3,066.31

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Description	Check Amount
Total 75324:						3,066.31
75325						
08/25	08/01/2025	75325	ZARNOTH BRUSH WORK	202809-IN	STRM WTR/#401/DISPOSABLE GUTTER BROOM	606.00
Total 75325:						606.00
75326						
08/25	08/08/2025	75326	AMAZON CAPITAL SERVI	1G3Y-7DF7-M	LIBRARY/JUV PROGRAM	186.61
08/25	08/08/2025	75326	AMAZON CAPITAL SERVI	1RDN-NXFN-	LIBRARY/FRIENDS/LIBRARY OF THINGS	441.35
08/25	08/08/2025	75326	AMAZON CAPITAL SERVI	1RJ4-4FTD-F	LIBRARY/ ADULT CDS 3	36.35
08/25	08/08/2025	75326	AMAZON CAPITAL SERVI	1WHM-TP4X-	LIBRARY/YA FIC	12.78
08/25	08/08/2025	75326	AMAZON CAPITAL SERVI	1WHM-TP4X-	LIBRARY/CLEANING SUPPLIES	247.54
Total 75326:						924.63
75327						
08/25	08/08/2025	75327	AQUARIUS SYSTEMS	225280	#503 ENGINE TIMING BELT	114.44
Total 75327:						114.44
75328						
08/25	08/08/2025	75328	ATIS ELEVATOR INSPECT	IN417244	LIFT 1 EVLEVATOR INSPECTION 6/15/2025	264.98
Total 75328:						264.98
75329						
08/25	08/08/2025	75329	AUTOZONE STORES LLC	04338048612	2007 HONDA ACCORD (POLICE) PURGE VALVE (RETURN)	94.99-
08/25	08/08/2025	75329	AUTOZONE STORES LLC	04338057813	#641 WARRANTY BRAKE PADS FOR POLICE	70.99-
08/25	08/08/2025	75329	AUTOZONE STORES LLC	04338071103	#502 DIESEL CLEANER FOR ALGAE	36.46
08/25	08/08/2025	75329	AUTOZONE STORES LLC	04338084035	#101 EXHAUST SEALER	13.98
08/25	08/08/2025	75329	AUTOZONE STORES LLC	0433857810	#641 BRAKE PADS	70.99
08/25	08/08/2025	75329	AUTOZONE STORES LLC	06026757061	#101 STRUT ASSEMBLIES X2	301.36
Total 75329:						256.81
75330						
08/25	08/08/2025	75330	CINTAS CORPORATION	4237532101	SEWER UNIFORMS	268.99
Total 75330:						268.99
75331						
08/25	08/08/2025	75331	CLARK, MIKE	ROW PERMIT	ROW DEPOSIT REFUND #2025-027	1,000.00
Total 75331:						1,000.00
75332						
08/25	08/08/2025	75332	DUNCAN'S INC.	6103REIMBU	DUCAN /SIEPMANN SIDEWALK REIMBURSEMENT	5,000.00
Total 75332:						5,000.00
75333						
08/25	08/08/2025	75333	E H WOLF & SONS INC	250267	FUEL DELIVERY	166.86
08/25	08/08/2025	75333	E H WOLF & SONS INC	254273	FUEL DELIVERY	1,138.54

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Description	Check Amount
Total 75333:						1,305.40
75334						
08/25	08/08/2025	75334	ENVIRONMENTAL EQUIP	25173	#401 PICKUP HEAD SPRINGS	96.61
Total 75334:						96.61
75335						
08/25	08/08/2025	75335	FASTENAL COMPANY	WIMI1259242	NUTS AND BOLTS FOR WATER VALVE REPAIR	184.19
Total 75335:						184.19
75336						
08/25	08/08/2025	75336	HOERNEL LOCK & KEY I	15366	(HOERNEL LOCK) EXTRA #1 KEYS FOR PD VEHICLES	75.45
Total 75336:						75.45
75337						
08/25	08/08/2025	75337	INGRAM LIBRARY SERVI	89218567	LIBRARY/JUV NONFIC	560.35
Total 75337:						560.35
75338						
08/25	08/08/2025	75338	JF AHERN COMPANY	748115	LIBRARY/FIRE SPRINKLER INSP - QUARTERLY JULY 2025	188.00
Total 75338:						188.00
75339						
08/25	08/08/2025	75339	LINCOLN CONTRACTOR	J49439	MARKING PAINT GREEN	319.92
Total 75339:						319.92
75340						
08/25	08/08/2025	75340	MACQUEEN EQUIPMENT,	P39248	JETTER REPAIR	1,036.13
Total 75340:						1,036.13
75341						
08/25	08/08/2025	75341	MADISON NATIONAL LIF	1708150	DISABILITY INSURANCE/AUGUST 2025	2,483.75
Total 75341:						2,483.75
75342						
08/25	08/08/2025	75342	MIDWEST TAPE	507486182	LIBRARY/1 ADULT DVD	54.74
08/25	08/08/2025	75342	MIDWEST TAPE	507486184	LIBRARY/1 ADULT DVD	14.99
08/25	08/08/2025	75342	MIDWEST TAPE	507486185	LIBRARY/1 ADULT DVD	26.99
Total 75342:						96.72
75343						
08/25	08/27/2025	75343	MR. HANDYMAN OF WAU	126084	LIBRARY/BOOK CASE BREAKDOWN	.00 V
Total 75343:						.00

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Description	Check Amount
75344						
08/25	08/08/2025	75344	NAPA AUTO PARTS	187633	#401 EXHAUST CLAMPS	28.48
Total 75344:						28.48
75345						
08/25	08/08/2025	75345	PORT A JOHN	1384207-IN	HAND WASH SINK RECYCLE CENTER	103.00
Total 75345:						103.00
75346						
08/25	08/08/2025	75346	R & R INSURANCE SERVI	3223019	LIABILITY INSURANCE	29,684.25
Total 75346:						29,684.25
75347						
08/25	08/08/2025	75347	RHYME BUSINESS PROD	AR853319	LIBRARY/COPIES 2025.07.23 TO 2025.08.22	125.11
Total 75347:						125.11
75348						
08/25	08/08/2025	75348	SITEONE LANDSCAPE S	156427805-00	24D WEED KILLER FOR WILD PARSNIP	49.97
Total 75348:						49.97
75349						
08/25	08/08/2025	75349	WASTEWATER TRAINING	10/7/25TRAINI	WTR TRNING/COLLECTION SYS/JOSH AND ANDY	330.00
Total 75349:						330.00
75350						
08/25	08/08/2025	75350	YONKE, KEVIN	FIRE/EMS RE	REFUND - 2024 FIRE-EMS FEES 205 PROSPECT YONKE FUNER	878.00
Total 75350:						878.00
75351						
08/25	08/08/2025	75351	LUHRING, DANIEL	84313	TREES/VILLAGE STUMP GRINDING	1,045.00
Total 75351:						1,045.00
75352						
08/25	08/15/2025	75352	AMAZON CAPITAL SERVI	1DKY-M6NG-	LIBRARY/CLEANING SUPPLIES	155.52
08/25	08/15/2025	75352	AMAZON CAPITAL SERVI	1Q6R-XK4J-D	LIBRARY/ADULT FIC	48.56
08/25	08/15/2025	75352	AMAZON CAPITAL SERVI	1QH6-PQR1-	LIBRARY/JUV PROGRAM TREATS	20.48
Total 75352:						224.56
75353						
08/25	08/15/2025	75353	AUTOZONE STORES LLC	06026771067	#202 DRIVERS DOOR WINDOW MOTOR	61.79
Total 75353:						61.79
75354						
08/25	08/15/2025	75354	AVANTI SAFETY CONSUL	25-3529	SEWER/SAFETY TRAINING	537.50

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Description	Check Amount
Total 75354:						537.50
75355						
08/25	08/15/2025	75355	BADGER METER INC	80206966	MOBIL LICENSE AGREEMENT	1,815.98
Total 75355:						1,815.98
75356						
08/25	08/15/2025	75356	BAKER TILLY US, LLP	BT3269581	WATER: RATE STUDY	2,475.00
Total 75356:						2,475.00
75357						
08/25	08/15/2025	75357	BATTERIES PLUS LLC	P84260069	GENERATOR MAINTENANCE / KOPMEIER LIFT	116.92
Total 75357:						116.92
75358						
08/25	08/15/2025	75358	BUCHWALD, RANDY	06092025REI	CONTROLLER REPAIR/TELESCOPE MAINTENANCE	276.49
Total 75358:						276.49
75359						
08/25	08/15/2025	75359	CINTAS CORPORATION	4238184080	SEWER UNIFORMS	268.99
Total 75359:						268.99
75360						
08/25	08/15/2025	75360	CONLEY MEDIA LLC	109068011	PUBLICATION FEE FOR PLAN COMMISSION MEETING	67.30
Total 75360:						67.30
75361						
08/25	08/15/2025	75361	CONSOLIDATED ELECTR	5890-1380240	STREET LIGHT REPAIR QUINLAN	17.81
Total 75361:						17.81
75362						
08/25	08/15/2025	75362	E H WOLF & SONS INC	257583	FUEL DELIVERY	2,736.93
Total 75362:						2,736.93
75363						
08/25	08/15/2025	75363	FOTH INFRASTRUCTURE	98413	VILLAGE PLANNING SERVICES-JUNE 2025	8,493.90
08/25	08/15/2025	75363	FOTH INFRASTRUCTURE	98414	AMERICAN LEGION MURAL-112 MAIN ST	201.60
08/25	08/15/2025	75363	FOTH INFRASTRUCTURE	98415	DUPLEX LOT 21 MAJESKIE ACRES	216.00
08/25	08/15/2025	75363	FOTH INFRASTRUCTURE	98416	CHRISTIAN BROS AUTO-120 SIMMONS AVE PC CHARGEBACKS	230.40
08/25	08/15/2025	75363	FOTH INFRASTRUCTURE	98417	CROSSFIT-1343 E WISC PC CHARGEBACKS	172.80
Total 75363:						9,314.70
75364						
08/25	08/15/2025	75364	GRAINGER	9584439062	WELL 6 AIR FILTER	62.10

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Description	Check Amount
Total 75364:						62.10
75365						
08/25	08/15/2025	75365	INGRAM LIBRARY SERVI	89375039	LIBRARY/INGRAM BOOKS	288.91
08/25	08/15/2025	75365	INGRAM LIBRARY SERVI	89432860	LIBRARY/INGRAM BOOKS	453.16
08/25	08/15/2025	75365	INGRAM LIBRARY SERVI	89456409	LIBRARY/INGRAM BOOKS	401.42
Total 75365:						1,143.49
75366						
08/25	08/15/2025	75366	IRVIN L. YOUNG MEMORI	20250603YEL	LIBRARY/REIMBURSEMENT REPLACEMENT/ITEM 33488002777	22.00
Total 75366:						22.00
75367						
08/25	08/15/2025	75367	LAKE COUNTRY AUTOCA	108897	#646 NEW TPMS AND PROGRAM	206.00
Total 75367:						206.00
75368						
08/25	08/15/2025	75368	LASKA, CASIMIR	07102025REI	ANNUAL WEBSITE LICENSES REIMBURSEMENT	155.88
Total 75368:						155.88
75369						
08/25	08/15/2025	75369	LUHRING, DANIEL	084313	TREES/VILLAGE STUMP GRINDING	.00 V
Total 75369:						.00
75370						
08/25	08/15/2025	75370	MID-CITY SPORTS LLC	33343	LAKE PATROL PROFLEX COTTON HATS	40.00
08/25	08/15/2025	75370	MID-CITY SPORTS LLC	33344	LAKE PATROL UNIFORMS	60.00
Total 75370:						100.00
75371						
08/25	08/15/2025	75371	MIDWEST TAPE	507518848	LIBRARY/4 ADULT DVD	94.46
08/25	08/15/2025	75371	MIDWEST TAPE	507518849	LIBRARY/2 ADULT CD	28.78
08/25	08/15/2025	75371	MIDWEST TAPE	507519001	LIBRARY/2 CHILD FICTION PLAYAWAY	145.58
Total 75371:						268.82
75372						
08/25	08/15/2025	75372	MIDWEST TAPE - HOOPL	507536824	LIBRARY/HOOPLA INSTANT JULY 2025	866.58
Total 75372:						866.58
75373						
08/25	08/15/2025	75373	MILWAUKEE PLUMBING	53375	LIBRARY/LABOR & MATERIALS - FAUCETS REPLACE JULY 202	868.80
Total 75373:						868.80
75374						
08/25	08/15/2025	75374	NAPA AUTO PARTS	187697	WHITE OAKS RADIATOR CAP	5.99

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Description	Check Amount
Total 75374:						5.99
75375						
08/25	08/15/2025	75375	NORTHERN LAKE SERVI	2512106	BACTERIA 07.21.25	116.00
08/25	08/15/2025	75375	NORTHERN LAKE SERVI	2512367	DBP SAMPLE	184.25
08/25	08/15/2025	75375	NORTHERN LAKE SERVI	2512562	WELL 4 RADIUM TEST	766.64
Total 75375:						1,066.89
75376						
08/25	08/15/2025	75376	OCONOMOWOC PUBLIC	305670035219	LIBRARY/REPLACEMENT CHARGE REIMBURSEMENT	9.00
Total 75376:						9.00
75377						
08/25	08/15/2025	75377	PORT A JOHN	1384380-IN	JULY PORT - A - JOHN SERVICE	103.00
Total 75377:						103.00
75378						
08/25	08/15/2025	75378	SHRED-IT USA	8011505287	PAPER SHRED 08.05.25	72.10
Total 75378:						72.10
75379						
08/25	08/15/2025	75379	SITEONE LANDSCAPE S	156641745-00	769 GLACIER RD-MAIN BREAK RESTORATION	76.24
Total 75379:						76.24
75380						
08/25	08/15/2025	75380	STATE OF WISCONSIN C	07312025	STATE SURCHARGES	4,217.20
Total 75380:						4,217.20
75381						
08/25	08/15/2025	75381	WAUKESHA COUNTY	JULY2025	145 W WISCONSIN-MYXN CUG CORRECTION	60.00
Total 75381:						60.00
75382						
08/25	08/15/2025	75382	WAUKESHA COUNTY TR	07312025	COUNTY SURCHARGES	1,483.15
Total 75382:						1,483.15
75383						
08/25	08/15/2025	75383	WAUKESHA PUBLIC LIBR	IWPL0010688	LIBRARY/REIMBURSEMENT FOR REPLACMENT	21.85
Total 75383:						21.85
75384						
08/25	08/15/2025	75384	WISCONSIN STATE LABO	815738	FLOURIDE 07.08.25	31.00
Total 75384:						31.00

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Description	Check Amount
75385						
08/25	08/22/2025	75385	AMAZON CAPITAL SERVI	1XV7-1NYC-9	LIBRARY/JUV FIC	62.55
Total 75385:						62.55
75386						
08/25	08/22/2025	75386	ASSOCIATED APPRAISAL	181659	ASSESSOR/FULL VALUE MAINT-JULY 2025	3,666.67
Total 75386:						3,666.67
75387						
08/25	08/22/2025	75387	BATZNER PEST CONTRO	81472777	LIBRARY/PEST MGMT AUG 2025	120.56
Total 75387:						120.56
75388						
08/25	08/22/2025	75388	BUELOW VETTER BUIKE	JULY2025	GENERAL LABOR MATTERS - REVIEW OF POLICE DISCIPLINE	468.00
Total 75388:						468.00
75389						
08/25	08/22/2025	75389	CASANDRA SMITH	2025-07	TREASURER DUTIES CONSULTING	875.00
Total 75389:						875.00
75390						
08/25	08/22/2025	75390	CENTER POINT LARGE P	2185363	LIBRARY/BOOKS/LARGE PRINT (2)	51.54
Total 75390:						51.54
75391						
08/25	08/22/2025	75391	CINTAS CORPORATION	4238982047	SEWER UNIFORMS	271.18
Total 75391:						271.18
75392						
08/25	08/22/2025	75392	CITY OF BROOKFIELD	20251292	2025 Q2 FRWPCC O&M COST OF MONEY	206,925.60
08/25	08/22/2025	75392	CITY OF BROOKFIELD	20251296	2025 Q2 PRETREATMENT-WCTC SURCHARGES	21,451.48
Total 75392:						228,377.08
75393						
08/25	08/22/2025	75393	CITY OF PEWAUKEE	AUGUST FIRE	AUGUST FIRE & EMS '25	224,548.33
08/25	08/22/2025	75393	CITY OF PEWAUKEE	AUGUST PAR	AUGUST PARKS '25	17,516.00
08/25	08/22/2025	75393	CITY OF PEWAUKEE	AUGUST REC	AUGUST REC '25	22,072.58
Total 75393:						264,136.91
75394						
08/25	08/22/2025	75394	CONSOLIDATED ELECTR	5890-1384257	STREET LIGHT CONTACTOR	87.63
Total 75394:						87.63
75395						
08/25	08/22/2025	75395	CULLIGAN	501X1819070	LIBRARY/WATER SOFTENER REPLACEMENT	6,957.29

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Description	Check Amount
Total 75395:						6,957.29
75396						
08/25	08/22/2025	75396	DEPARTMENT OF NATUR	OCT25-MADI	JOSH VERSH SEWER TEST	50.00
Total 75396:						50.00
75397						
08/25	08/22/2025	75397	E H WOLF & SONS INC	263555	FUEL DELIVERY	1,268.64
Total 75397:						1,268.64
75398						
08/25	08/22/2025	75398	FERGUSON WATERWOR	0453250	WATER INSTALLTION FITTINGS @ 552 HICKORY (GRAVEL BED	293.00
08/25	08/22/2025	75398	FERGUSON WATERWOR	0453999	WATER INSTALL @ 552 HICKORY GRAVEL BED NURSERY	285.60
Total 75398:						578.60
75399						
08/25	08/22/2025	75399	FRICK, PARKER	08052025	POLICE/FRICK SELLING THE PD HIS REDMAIN TRAINING GEAR	650.00
Total 75399:						650.00
75400						
08/25	08/22/2025	75400	GREGORY M GILL PAINTI	317501	GREG GILL PAINTING OF THE VH BOARD ROOM WINDOWS	1,380.00
Total 75400:						1,380.00
75401						
08/25	08/22/2025	75401	HAWKINS INC	7157297	CHLORINE	2,329.10
Total 75401:						2,329.10
75402						
08/25	08/22/2025	75402	HOTSY CLEANING SYST	0007589-IN	HOTSY PRESSUREWASH SOAP	503.34
Total 75402:						503.34
75403						
08/25	08/22/2025	75403	HYDROCORP	CI-07703	CROSS CONNECT PRGM JULY 2025	1,338.00
Total 75403:						1,338.00
75404						
08/25	08/22/2025	75404	INGRAM LIBRARY SERVI	89506289	LIBRARY/INGRAM BOOKS	352.12
08/25	08/22/2025	75404	INGRAM LIBRARY SERVI	89528494	LIBRARY/INGRAM BOOKS	567.71
Total 75404:						919.83
75405						
08/25	08/22/2025	75405	JANI-KING OF MILWAUKE	MIL08250350	LIBRARY/JANITORIAL SVC AUGUST 2025	2,784.02
Total 75405:						2,784.02

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Description	Check Amount
75406						
08/25	08/22/2025	75406	Johns Disposal Svc Inc	1795933	DUMPSTER SERVICE	180.00
Total 75406:						180.00
75407						
08/25	08/22/2025	75407	KUJAWA ENTERPRISES I	501790	LIBRARY/LANDSCAPE MNT- AUG 2025	2,313.25
Total 75407:						2,313.25
75408						
08/25	08/22/2025	75408	MEA-SEW	2025-26 MEA-	MEW-SEW MEMBERSHIP DUES	30.00
Total 75408:						30.00
75409						
08/25	08/22/2025	75409	MIDWEST EMERGENCY	0825-01	POLICE/1 AED LIFEPAK UNIT	3,546.00
Total 75409:						3,546.00
75410						
08/25	08/22/2025	75410	MIDWEST METER INC	0180192-IN	ANNUAL METER SUPPORT	1,900.00
Total 75410:						1,900.00
75411						
08/25	08/22/2025	75411	MIDWEST TAPE	507550698	LIBRARY/2 ADULT DVD	47.23
08/25	08/22/2025	75411	MIDWEST TAPE	507550699	LIBRARY/1 ADULT DVD	18.74
08/25	08/22/2025	75411	MIDWEST TAPE	507550810	LIBRARY/2 ADULT DVD	53.23
08/25	08/22/2025	75411	MIDWEST TAPE	507550812	LIBRARY/1 ADULT DVD	26.99
Total 75411:						146.19
75412						
08/25	08/22/2025	75412	NAPA AUTO PARTS	188047	#201 OIL FILTERS	15.27
Total 75412:						15.27
75413						
08/25	08/22/2025	75413	NORTHERN LAKE SERVI	2513131	BACTERIA 08.04.25	116.00
Total 75413:						116.00
75414						
08/25	08/22/2025	75414	OCLC, INC	1000457746	LIBRARY/LENDING KEY FOR LIBRARY OF THINGS	703.55
Total 75414:						703.55
75415						
08/25	08/22/2025	75415	OLYMPIC CAR WASH	24013659	RESTITUTUION	151.70
Total 75415:						151.70
75416						
08/25	08/22/2025	75416	PAYNE & DOLAN INC	10-00040869	PAYNE DOLAN COLD PATCH	80.85

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Description	Check Amount
Total 75416:						80.85
75417						
08/25	08/22/2025	75417	PEWAUKEE SCHOOL DIS	AUG 2025	MOBILE HOME FEES AUG 2025	72.14
Total 75417:						72.14
75418						
08/25	08/22/2025	75418	PEWAUKEE UTILITY	2024 Q4 UTIL	210 MAIN ST 12.31.24 UTILITIES	11,799.60
Total 75418:						11,799.60
75419						
08/25	08/22/2025	75419	PROHEALTH CARE LABO	10007614960	POLICE/2025 LEGAL BLOOD DRAW 07/01/2025-07/31/2025	78.78
Total 75419:						78.78
75420						
08/25	08/22/2025	75420	RA SMITH, INC	189619	2025 ROAD IMPROVEMENT PROGRAM - ROAD INSPECTION	1,201.90
Total 75420:						1,201.90
75421						
08/25	08/22/2025	75421	RUEKERT & MIELKE, INC	158668	GIS SOFTWARE UPGRADE ASSET ALLEY 2 CONVERSION	13,500.00
08/25	08/22/2025	75421	RUEKERT & MIELKE, INC	158669	GIS MAINTENANCE-LICENSE FEES	2,000.00
08/25	08/22/2025	75421	RUEKERT & MIELKE, INC	158670	KOPMEIER LS REPLACEMENT - HALF THE INVOICE	397.25
08/25	08/22/2025	75421	RUEKERT & MIELKE, INC	158671	LIFT 1- SYSTEM HYDRAULIC ANALYSIS AND MEET WITH CITY A	2,757.59
08/25	08/22/2025	75421	RUEKERT & MIELKE, INC	158672	SCADA TROUBLESHOOTING-LAKE ST TOWER	550.00
08/25	08/22/2025	75421	RUEKERT & MIELKE, INC	158673	KOPMEIER LS REPLACEMENT	432.00
08/25	08/22/2025	75421	RUEKERT & MIELKE, INC	158674	WELL 4 CONSTRUCTION ADMINISTRATION	8,472.25
08/25	08/22/2025	75421	RUEKERT & MIELKE, INC	158675	WELL 6 PFAS CONSTRUCTION ADMINISTRATION	2,862.25
Total 75421:						30,971.34
75422						
08/25	08/22/2025	75422	SECURIAN FINANCIAL G	SEPTEMBER	LIFE INS SEPTEMBER 2025	754.52
Total 75422:						754.52
75423						
08/25	08/22/2025	75423	STREICHERS	1776131	POLICE/HOLSTER FOR FISCHER	155.99
08/25	08/22/2025	75423	STREICHERS	1778600	POLICE/HILDENBRAND UNIFORM SHIRTS SHORT AND LONG S	168.94
Total 75423:						324.93
75424						
08/25	08/22/2025	75424	TAYLOR COMPUTER SER	28267	POLICE/JULY MONTHLY BILLING FOR IT SERVICES	519.50
08/25	08/22/2025	75424	TAYLOR COMPUTER SER	28268	MICROSOFT OFFICE 365 APPS FOR ENTERPRISE 7.19.25-7.19.2	5,295.50
Total 75424:						5,815.00
75425						
08/25	08/22/2025	75425	WALDEN, NEITZKE & KU	07740	LIBRARY/LEGAL SVCS JULY 2025	300.00

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Description	Check Amount
Total 75425:						300.00
75426						
08/25	08/22/2025	75426	WASTE MANAGEMENT	0774867-4163	DISPOSAL STREET SWEEPINGS	1,435.71
Total 75426:						1,435.71
75427						
08/25	08/22/2025	75427	WHALEN, JOLYNNE	08012025	LIBRARY/LEGO MAGAZINE FAN GUIDE	14.99
Total 75427:						14.99
75428						
08/25	08/29/2025	75428	ALL-WAYS CONTRACTO	63107	TOPSOIL FOR RESTORATION	120.00
08/25	08/29/2025	75428	ALL-WAYS CONTRACTO	63158	TOP SOIL/CURB BOX REPAIR	60.00
Total 75428:						180.00
75429						
08/25	08/29/2025	75429	BADGER TRUCK CENTE	879095	#107 NEW STEERING GEAR BOX	2,215.00
Total 75429:						2,215.00
75430						
08/25	08/29/2025	75430	BAUER BUILT INC	610144771	STOCK POLICE TIRES	1,036.64
Total 75430:						1,036.64
75431						
08/25	08/29/2025	75431	BEACHSIDE BOAT & BAIT	2025-03	CREDIT CARD FEES 8/24/25	833.69
Total 75431:						833.69
75432						
08/25	08/29/2025	75432	CENTERPOINTE YACHT	10292	LAKE PATROL / 1 XD100 GALLON OF OIL	62.98
Total 75432:						62.98
75433						
08/25	08/29/2025	75433	CINTAS CORPORATION	4239724359	SEWER UNIFORMS	271.18
08/25	08/29/2025	75433	CINTAS CORPORATION	5276080101	CINTAS FIRST AID (SEPTEMBER)	102.91
08/25	08/29/2025	75433	CINTAS CORPORATION	5285248808	CINTAS FIRST AID (JUNE)	106.01
Total 75433:						480.10
75434						
08/25	08/29/2025	75434	CONLEY MEDIA LLC	6333070825-2	SAFE DRINKING WATER NOTICE	291.44
Total 75434:						291.44
75435						
08/25	08/29/2025	75435	E H WOLF & SONS INC	272204	FUEL DELIVERY	701.14
Total 75435:						701.14

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Description	Check Amount
75436						
08/25	08/29/2025	75436	ENTRANCE SYSTEMS	61817	1000 HICKORY ENRTY GATE SERVICE	460.62
Total 75436:						460.62
75437						
08/25	08/29/2025	75437	ENVIRONMENTAL EQUIP	25236	#401 HYDRAULIC RAM/DUMP BOX	883.78
Total 75437:						883.78
75438						
08/25	08/29/2025	75438	HALQUIST STONE COMP	5636829-IN	FIELDSTONE FOR AROUND DAMN	212.79
Total 75438:						212.79
75439						
08/25	08/29/2025	75439	HAWKINS INC	7166554	CHLORINE PUMP FOOT VALVES	180.51
Total 75439:						180.51
75440						
08/25	08/29/2025	75440	HIPPENMEYER REILLY B	AUGUST2025	MUNI COURT/GENERAL LEGAL SERVICES	8,476.00
Total 75440:						8,476.00
75441						
08/25	08/29/2025	75441	INGRAM LIBRARY SERVI	89621341	LIBRARY/INGRAM BOOKS	380.74
08/25	08/29/2025	75441	INGRAM LIBRARY SERVI	89669436	LIBRARY/INGRAM BOOKS	391.98
08/25	08/29/2025	75441	INGRAM LIBRARY SERVI	89669437	LIBRARY/INGRAM BOOKS	466.01
08/25	08/29/2025	75441	INGRAM LIBRARY SERVI	89708881	LIBRARY/INGRAM BOOKS	320.92
08/25	08/29/2025	75441	INGRAM LIBRARY SERVI	89809249	LIBRARY/INGRAM BOOKS	396.71
Total 75441:						1,956.36
75442						
08/25	08/29/2025	75442	MADISON COOPER	06132025	LIBRARY/SUMMER READING KICKOFF SNACKS	200.00
08/25	08/29/2025	75442	MADISON COOPER	08062025	LIBRARY/GIFT CARD FOR ADULT SRP	26.00
08/25	08/29/2025	75442	MADISON COOPER	08062025-2	LIBRARY/GIFT CARD FOR ADULT SRP	51.77
Total 75442:						277.77
75443						
08/25	08/29/2025	75443	MADISON NATIONAL LIF	1715023	DISABILITY INSURANCE/SEPTEMBER 2025	2,598.00
Total 75443:						2,598.00
75444						
08/25	08/29/2025	75444	MIDWEST TAPE	507583947	LIBRARY/2 ADULT DVD	50.23
08/25	08/29/2025	75444	MIDWEST TAPE	507583948	LIBRARY/2 ADULT DVD	60.73
08/25	08/29/2025	75444	MIDWEST TAPE	507583949	LIBRARY/1 ADULT DVD	33.74
08/25	08/29/2025	75444	MIDWEST TAPE	507583990	LIBRARY/2 CHILD CD	21.98
Total 75444:						166.68
75445						
08/25	08/29/2025	75445	MR. HANDYMAN OF WAU	126084	LIBRARY/BOOK CASE BREAKDOWN	537.59

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Description	Check Amount
Total 75445:						537.59
75446						
08/25	08/29/2025	75446	NORTHERN LAKE SERVI	2513496	CHLORIDE TESTS	154.50
08/25	08/29/2025	75446	NORTHERN LAKE SERVI	2513600	BACTERIA 08.11.25	116.00
Total 75446:						270.50
75447						
08/25	08/29/2025	75447	RA SMITH, INC	189864	LETTER OF CREDIT REDUCTION 10 FOR DEVELOPER	366.00
08/25	08/29/2025	75447	RA SMITH, INC	189865	MENARDS STORM WATER POND FOLLOW UP	218.40
08/25	08/29/2025	75447	RA SMITH, INC	189896	PC MEETING/EMAILS 7.1.25-7.31.25	228.75
Total 75447:						813.15
75448						
08/25	08/29/2025	75448	REINDERS INC	5507022-00	ROUND UP FOR STREET & CURB CLEAN UP	88.32
Total 75448:						88.32
75449						
08/25	08/29/2025	75449	STREICHERS	1778604	POLICE/FOTH LONG AND SHORT SLEEVE UNIFORM SHIRTS A	369.92
Total 75449:						369.92
75450						
08/25	08/29/2025	75450	TAYLOR COMPUTER SER	28266	LIBRARY/MANAGED SERVICES AUG 2025 & TECH SUPPORT	497.50
Total 75450:						497.50
75451						
08/25	08/29/2025	75451	ULINE, INC	196465821	08/10/2025 FLOOD/RAIN STORM SAND BAGS	697.36
Total 75451:						697.36
75452						
08/25	08/29/2025	75452	WHALEN, JOLYNNE	08012025-2	LIBRARY/SUMMER BOOK CLUB SNACKS SUPPLIES	105.10
Total 75452:						105.10
75453						
08/25	08/29/2025	75453	WISCONSIN CONTRACT	572352	WCS PADDLE MIXER AND HOSE FOR TACKIFIER	68.68
Total 75453:						68.68
300000629						
08/25	08/01/2025	300000629	ACH DELTA DENTAL OF	952487	DENTAL - AUGUST 2025	554.06
Total 300000629:						554.06
300000631						
08/25	08/04/2025	300000631	ACH NORTH SHORE BAN	0621 03746 02	LIBRARY/KIWANIS/YA PROGRAM TREATS	.00 V
08/25	08/04/2025	300000631	ACH NORTH SHORE BAN	06212025	LIBRARY/COPY PAPER	.00 V
08/25	08/04/2025	300000631	ACH NORTH SHORE BAN	07012025	LIBRARY/KIWANIS/YA PROGRAM	.00 V
08/25	08/04/2025	300000631	ACH NORTH SHORE BAN	07052025	LIBRARY/WSJ/3RD QUARTER SUBSCRIPTION PAYMENT	.00 V

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Description	Check Amount	
08/25	08/04/2025	300000631	ACH NORTH SHORE BAN	1499095	LIBRARY/PROCESSING MATERIALS	.00	V
08/25	08/04/2025	300000631	ACH NORTH SHORE BAN	152358301071	LIBRARY/SPECTRUM 7.17.25-8.16.25	.00	V
08/25	08/04/2025	300000631	ACH NORTH SHORE BAN	1645	LIBRARY/CYBERLYNK JAN 2025	.00	V
08/25	08/04/2025	300000631	ACH NORTH SHORE BAN	2004	LIBRARY/FRIENDS SUMMER KICKOFF INFLATABLE	.00	V
08/25	08/04/2025	300000631	ACH NORTH SHORE BAN	2039108472	LIBRARY/JUV PICTURE BOOKS	.00	V
08/25	08/04/2025	300000631	ACH NORTH SHORE BAN	2039111004	LIBRARY/ADULT NONFIC	.00	V
08/25	08/04/2025	300000631	ACH NORTH SHORE BAN	2039112371	LIBRARY/ADULT FIC	.00	V
08/25	08/04/2025	300000631	ACH NORTH SHORE BAN	2039112557	LIBRARY/YA BOOKS	.00	V
08/25	08/04/2025	300000631	ACH NORTH SHORE BAN	2039118905	LIBRARY/JUV PICTURE BOOKS	.00	V
08/25	08/04/2025	300000631	ACH NORTH SHORE BAN	2039120832	LIBRARY/YA BOOKS	.00	V
08/25	08/04/2025	300000631	ACH NORTH SHORE BAN	2039122771	LIBRARY/ADULT SCIFI	.00	V
08/25	08/04/2025	300000631	ACH NORTH SHORE BAN	2039126796	LIBRARY/ADULT FIC	.00	V
08/25	08/04/2025	300000631	ACH NORTH SHORE BAN	2039127388	LIBRARY/JUV BOOKS	.00	V
08/25	08/04/2025	300000631	ACH NORTH SHORE BAN	2039130904	LIBRARY/ADULT FIC	.00	V
08/25	08/04/2025	300000631	ACH NORTH SHORE BAN	2039133635	LIBRARY/ADULT NONFIC	.00	V
08/25	08/04/2025	300000631	ACH NORTH SHORE BAN	2039133758	LIBRARY/JUV PICTURE BOOKS	.00	V
08/25	08/04/2025	300000631	ACH NORTH SHORE BAN	2039140511	LIBRARY/JUV PICTURE BOOKS	.00	V
08/25	08/04/2025	300000631	ACH NORTH SHORE BAN	2039141308	LIBRARY/YA BOOKS	.00	V
08/25	08/04/2025	300000631	ACH NORTH SHORE BAN	2039141812	LIBRARY/ADULT SCIFI	.00	V
08/25	08/04/2025	300000631	ACH NORTH SHORE BAN	2039142685	LIBRARY/ADULT FIC	.00	V
08/25	08/04/2025	300000631	ACH NORTH SHORE BAN	2039147947	LIBRARY/JUV BOOKS	.00	V
08/25	08/04/2025	300000631	ACH NORTH SHORE BAN	2039148385	LIBRARY/JUV PICTURE BOOKS	.00	V
08/25	08/04/2025	300000631	ACH NORTH SHORE BAN	2039148619	LIBRARY/ADULT NONFIC	.00	V
08/25	08/04/2025	300000631	ACH NORTH SHORE BAN	2039158575	LIBRARY/YA BOOKS	.00	V
08/25	08/04/2025	300000631	ACH NORTH SHORE BAN	2039160336	LIBRARY/ADULT FIC	.00	V
08/25	08/04/2025	300000631	ACH NORTH SHORE BAN	2039163342	LIBRARY/ADULT NONFIC	.00	V
08/25	08/04/2025	300000631	ACH NORTH SHORE BAN	2039163366	LIBRARY/JUV PICTURE BOOKS	.00	V
08/25	08/04/2025	300000631	ACH NORTH SHORE BAN	2039163581	LIBRARY/JUV BOOKS	.00	V
08/25	08/04/2025	300000631	ACH NORTH SHORE BAN	2039164737	LIBRARY/YA BOOKS	.00	V
08/25	08/04/2025	300000631	ACH NORTH SHORE BAN	2039164751	LIBRARY/JUV PICTURE BOOKS	.00	V
08/25	08/04/2025	300000631	ACH NORTH SHORE BAN	2039164755	LIBRARY/YA BOOKS	.00	V
08/25	08/04/2025	300000631	ACH NORTH SHORE BAN	3444ADJ	LIBRARY/CYBERLYNK JUNE 2025	.00	V
08/25	08/04/2025	300000631	ACH NORTH SHORE BAN	5289268125	LIBRARY/GOOGLE GSUITE JUNE 2025	.00	V
08/25	08/04/2025	300000631	ACH NORTH SHORE BAN	7664810	LIBRARY/PROCESSING SUPPLIES	.00	V
08/25	08/04/2025	300000631	ACH NORTH SHORE BAN	CE4EF2C2-00	LIBRARY/SLING	.00	V
08/25	08/04/2025	300000631	ACH NORTH SHORE BAN	ORD11692418	LIBRARY/BOOK CARTS	.00	V
Total 300000631:						.00	
300000634							
08/25	08/01/2025	300000634	ACH RHYME BUSINESS	39654363	VH COPIES & LEASE	509.78	
Total 300000634:						509.78	
300000635							
08/25	08/13/2025	300000635	ACH MENARDS-CAPITAL	1663926687	PD VELCO	55.93	
Total 300000635:						55.93	
300000640							
08/25	08/29/2025	300000640	ACH WE ENERGIES	5582132853	LIBRARY/210 MAIN ST	.00	V
08/25	08/14/2025	300000640	ACH WI EMPLOYEE TRU	SEPTEMBER	SEPTEMBER 2025 DENTAL	.00	V
Total 300000640:						.00	

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Description	Check Amount
300000642						
08/25	08/07/2025	300000642	ACH WI EMPLOYEE TRU	SEPTEMBER	SEPTEMBER 2025 DENTAL	73,376.38
Total 300000642:						73,376.38
300000643						
08/25	08/29/2025	300000643	ACH WE ENERGIES	5582132853	LIBRARY/210 MAIN ST	4,047.15
Total 300000643:						4,047.15
300000646						
08/25	08/20/2025	300000646	ACH KWIK TRIP INC - FU	7/2025	SEWER- JUNE 2025	6,570.07
Total 300000646:						6,570.07
300000650						
08/25	08/20/2025	300000650	ACH US BANK	2025-8	INV TS1354926-USED WRONG CC	34,259.83
Total 300000650:						34,259.83
300000651						
08/25	08/01/2025	300000651	ACH WE ENERGIES	5546623094	419 CHESCHIRE LN - STREET LIGHT	3,962.37
Total 300000651:						3,962.37
300000652						
08/25	08/19/2025	300000652	ACH WE ENERGIES	5565462782	497 PARK AVE -SEWER-MAPLE LIFT	99.17
08/25	08/19/2025	300000652	ACH WE ENERGIES	5566655912	1000 HICKORY/PUBLIC WORKS GAS SERVICE	59.90
Total 300000652:						159.07
300000654						
08/25	08/05/2025	300000654	ACH WE ENERGIES	5550167261	W240N3301 CTY RD J -STANDPIPE	14,249.98
Total 300000654:						14,249.98
300000655						
08/25	08/19/2025	300000655	ACH WE ENERGIES	5566709336	552 HICKORY/ MUNICIPAL STORAGE	46.19
Total 300000655:						46.19
300000656						
08/25	08/22/2025	300000656	ACH WE ENERGIES	5572843408	1205 W WISCONSIN AVE - LIFT #1 PUMP - ELEC	4,089.53
08/25	08/22/2025	300000656	ACH WE ENERGIES	5572844245	235 HICKORY ST -STREET LIGHT CLASS C & D ELEC	352.19
Total 300000656:						4,441.72
300000657						
08/25	08/04/2025	300000657	ACH NORTH SHORE BAN	0621 03746 02	LIBRARY/KIWANIS/YA PROGRAM TREATS	10.00
08/25	08/04/2025	300000657	ACH NORTH SHORE BAN	06212025	LIBRARY/COPY PAPER	27.47
08/25	08/04/2025	300000657	ACH NORTH SHORE BAN	07012025	LIBRARY/KIWANIS/YA PROGRAM	70.49
08/25	08/04/2025	300000657	ACH NORTH SHORE BAN	07052025	LIBRARY/WSJ/3RD QUARTER SUBSCRIPTION PAYMENT	194.97
08/25	08/04/2025	300000657	ACH NORTH SHORE BAN	1499095	LIBRARY/PROCESSING MATERIALS	139.42
08/25	08/04/2025	300000657	ACH NORTH SHORE BAN	152358301071	LIBRARY/SPECTRUM 7.17.25-8.16.25	234.99
08/25	08/04/2025	300000657	ACH NORTH SHORE BAN	1645	LIBRARY/CYBERLYNK JAN 2025	372.34
08/25	08/04/2025	300000657	ACH NORTH SHORE BAN	2004	LIBRARY/FRIENDS SUMMER KICKOFF INFLATABLE	450.00

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Description	Check Amount
08/25	08/04/2025	300000657	ACH NORTH SHORE BAN	2039108472	LIBRARY/JUV PICTURE BOOKS	55.34
08/25	08/04/2025	300000657	ACH NORTH SHORE BAN	2039111004	LIBRARY/ADULT NONFIC	353.45
08/25	08/04/2025	300000657	ACH NORTH SHORE BAN	2039112371	LIBRARY/ADULT FIC	258.17
08/25	08/04/2025	300000657	ACH NORTH SHORE BAN	2039112557	LIBRARY/YA BOOKS	56.61
08/25	08/04/2025	300000657	ACH NORTH SHORE BAN	2039118905	LIBRARY/JUV PICTURE BOOKS	247.30
08/25	08/04/2025	300000657	ACH NORTH SHORE BAN	2039120832	LIBRARY/YA BOOKS	343.61
08/25	08/04/2025	300000657	ACH NORTH SHORE BAN	2039122771	LIBRARY/ADULT SCIFI	33.69
08/25	08/04/2025	300000657	ACH NORTH SHORE BAN	2039126796	LIBRARY/ADULT FIC	358.25
08/25	08/04/2025	300000657	ACH NORTH SHORE BAN	2039127388	LIBRARY/JUV BOOKS	26.52
08/25	08/04/2025	300000657	ACH NORTH SHORE BAN	2039130904	LIBRARY/ADULT FIC	230.90
08/25	08/04/2025	300000657	ACH NORTH SHORE BAN	2039133635	LIBRARY/ADULT NONFIC	163.82
08/25	08/04/2025	300000657	ACH NORTH SHORE BAN	2039133758	LIBRARY/JUV PICTURE BOOKS	305.49
08/25	08/04/2025	300000657	ACH NORTH SHORE BAN	2039140511	LIBRARY/JUV PICTURE BOOKS	86.72
08/25	08/04/2025	300000657	ACH NORTH SHORE BAN	2039141308	LIBRARY/YA BOOKS	86.16
08/25	08/04/2025	300000657	ACH NORTH SHORE BAN	2039141812	LIBRARY/ADULT SCIFI	48.26
08/25	08/04/2025	300000657	ACH NORTH SHORE BAN	2039142685	LIBRARY/ADULT FIC	532.93
08/25	08/04/2025	300000657	ACH NORTH SHORE BAN	2039147947	LIBRARY/JUV BOOKS	26.52
08/25	08/04/2025	300000657	ACH NORTH SHORE BAN	2039148385	LIBRARY/JUV PICTURE BOOKS	167.88
08/25	08/04/2025	300000657	ACH NORTH SHORE BAN	2039148619	LIBRARY/ADULT NONFIC	304.29
08/25	08/04/2025	300000657	ACH NORTH SHORE BAN	2039158575	LIBRARY/YA BOOKS	73.23
08/25	08/04/2025	300000657	ACH NORTH SHORE BAN	2039160336	LIBRARY/ADULT FIC	242.42
08/25	08/04/2025	300000657	ACH NORTH SHORE BAN	2039163342	LIBRARY/ADULT NONFIC	187.92
08/25	08/04/2025	300000657	ACH NORTH SHORE BAN	2039163366	LIBRARY/JUV PICTURE BOOKS	255.44
08/25	08/04/2025	300000657	ACH NORTH SHORE BAN	2039163581	LIBRARY/JUV BOOKS	20.54
08/25	08/04/2025	300000657	ACH NORTH SHORE BAN	2039164737	LIBRARY/YA BOOKS	122.69
08/25	08/04/2025	300000657	ACH NORTH SHORE BAN	2039164751	LIBRARY/JUV PICTURE BOOKS	196.56
08/25	08/04/2025	300000657	ACH NORTH SHORE BAN	2039164755	LIBRARY/YA BOOKS	146.10
08/25	08/04/2025	300000657	ACH NORTH SHORE BAN	3444ADJ	LIBRARY/CYBERLYNK JUNE 2025	.65
08/25	08/04/2025	300000657	ACH NORTH SHORE BAN	5289268125	LIBRARY/GOOGLE GSUITE JUNE 2025	6.00
08/25	08/04/2025	300000657	ACH NORTH SHORE BAN	7664810	LIBRARY/PROCESSING SUPPLIES	748.76
08/25	08/04/2025	300000657	ACH NORTH SHORE BAN	CE4EF2C2-00	LIBRARY/SLING	765.00
08/25	08/04/2025	300000657	ACH NORTH SHORE BAN	ORD11692418	LIBRARY/BOOK CARTS	2,131.02
Total 300000657:						10,081.92
300000658						
08/25	08/22/2025	300000658	ACH WE ENERGIES	5572841637	235 HICKORY -VILLAGE HALL - ELECTRIC	7,830.63
Total 300000658:						7,830.63
Grand Totals:						878,086.20

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
110-00-21337-000-100	4,153.26	1,799.60-	2,353.66
110-00-21337-000-200	143,153.56	71,576.78-	71,576.78
110-00-21337-000-300	5,081.75	.00	5,081.75
110-00-21337-000-400	754.52	.00	754.52
110-00-21400-000-000	74,621.38	601,925.19-	527,303.81-
110-00-21761-000-000	72.14	.00	72.14
110-00-22105-000-000	1,000.00	.00	1,000.00
110-00-23512-000-000	432.37	.00	432.37

GL Account	Debit	Credit	Proof
110-00-45100-000-000	5,883.32	.00	5,883.32
110-00-51120-000-000	8,677.88	.00	8,677.88
110-00-51120-000-100	22,302.28	.00	22,302.28
110-00-51200-000-140	55.16	.00	55.16
110-00-51300-000-000	6,760.00	.00	6,760.00
110-00-51300-000-110	1,716.00	.00	1,716.00
110-00-51320-000-000	468.00	.00	468.00
110-00-51400-000-140	936.27	.00	936.27
110-00-51420-000-140	5,963.81	15.04-	5,948.77
110-00-51460-000-000	169.89	.00	169.89
110-00-51470-000-000	179.12	.00	179.12
110-00-51520-000-000	3,666.67	.00	3,666.67
110-00-51600-000-310	4,502.36	.00	4,502.36
110-00-51612-000-000	544.23	.00	544.23
110-00-51938-000-000	29,684.25	.00	29,684.25
110-00-51980-000-000	105.69	.00	105.69
110-00-52100-000-310	4,443.84	165.98-	4,277.86
110-00-52100-000-320	884.98	.00	884.98
110-00-52100-000-330	1,019.10	.00	1,019.10
110-00-52100-000-340	1,792.99	.00	1,792.99
110-00-52100-000-350	452.76	.00	452.76
110-00-52100-000-380	225.12	.00	225.12
110-00-52100-000-400	1,492.54	.00	1,492.54
110-00-52100-000-900	39.98	.00	39.98
110-00-52200-000-000	225,426.33	.00	225,426.33
110-00-53100-000-120	14,128.75	.00	14,128.75
110-00-53100-000-140	109.50	.00	109.50
110-00-53310-000-310	519.01	.00	519.01
110-00-53310-000-311	12,417.50	14.00-	12,403.50
110-00-53330-000-310	11,053.31	4.98-	11,048.33
110-00-53420-000-310	5,685.08	.00	5,685.08
110-00-53620-000-000	23,688.04	.00	23,688.04
110-00-53635-000-000	7,078.13	.00	7,078.13
110-00-53641-000-000	88.32	.00	88.32
110-00-55200-000-000	17,516.00	.00	17,516.00
110-00-55300-000-000	22,072.58	.00	22,072.58
110-00-56600-000-000	2,716.60	1,045.00-	1,671.60
110-00-57210-000-000	2,812.20	.00	2,812.20
200-00-21400-000-000	.00	1,201.90-	1,201.90-
200-00-53300-000-100	1,201.90	.00	1,201.90
300-00-21400-000-000	.00	316.68-	316.68-
300-00-58300-000-000	316.68	.00	316.68
460-00-21400-000-000	.00	366.00-	366.00-
460-00-51580-000-000	366.00	.00	366.00
600-00-21400-000-000	.00	57,025.03-	57,025.03-
600-00-50427-000-000	316.66	.00	316.66
600-00-50605-002-000	7,324.11	.00	7,324.11
600-00-50605-004-000	296.25	.00	296.25
600-00-50605-006-000	34.08	.00	34.08
600-00-50622-000-000	9,204.00	.00	9,204.00
600-00-50625-003-000	9,426.55	.00	9,426.55
600-00-50630-003-000	1,571.39	.00	1,571.39
600-00-50631-002-000	4,283.80	.00	4,283.80
600-00-50631-003-000	3,924.15	.00	3,924.15
600-00-50631-005-000	950.30	.00	950.30
600-00-50641-001-000	194.06	.00	194.06
600-00-50650-002-000	114.24	.00	114.24

GL Account	Debit	Credit	Proof
600-00-50651-002-000	76.24	.00	76.24
600-00-50651-003-000	184.19	.00	184.19
600-00-50652-002-000	60.00	.00	60.00
600-00-50653-006-000	682.50	.00	682.50
600-00-50655-002-000	265.44	.00	265.44
600-00-50700-001-000	491.95	.00	491.95
600-00-50903-004-000	1,047.35	.00	1,047.35
600-00-50904-001-000	449.79	.00	449.79
600-00-50923-001-000	2,475.00	.00	2,475.00
600-00-50923-003-000	1,338.00	.00	1,338.00
600-00-50923-004-000	400.00	.00	400.00
600-00-50923-005-000	234.84	.00	234.84
600-00-50923-007-000	25.64	.00	25.64
600-00-50930-004-000	120.00	.00	120.00
600-00-50931-001-000	11,534.50	.00	11,534.50
650-00-21400-000-000	.00	9,454.91-	9,454.91-
650-00-53100-000-120	618.40	.00	618.40
650-00-53100-000-140	66.92	.00	66.92
650-00-53310-000-310	546.72	.00	546.72
650-00-53310-100-310	376.34	.00	376.34
650-00-53330-000-310	1,489.78	.00	1,489.78
650-00-53330-100-310	525.52	.00	525.52
650-00-53440-000-310	5,831.23	.00	5,831.23
700-00-21400-000-000	.00	227,162.27-	227,162.27-
700-00-50429-001-000	316.66	.00	316.66
700-00-50821-000-000	607.92	.00	607.92
700-00-50822-002-000	3,550.15	.00	3,550.15
700-00-50822-003-000	30.63	.00	30.63
700-00-50822-004-000	5,132.94	.00	5,132.94
700-00-50822-005-000	175.31	.00	175.31
700-00-50822-007-000	132.49	.00	132.49
700-00-50822-010-000	239.26	.00	239.26
700-00-50822-014-000	275.00	.00	275.00
700-00-50831-006-000	1,036.13	.00	1,036.13
700-00-50832-002-000	122.91	.00	122.91
700-00-50835-002-000	933.52	.00	933.52
700-00-50836-000-000	449.76	.00	449.76
700-00-50851-004-000	2,668.63	.00	2,668.63
700-00-50852-002-000	400.00	.00	400.00
700-00-50852-003-000	113.22	.00	113.22
700-00-50856-002-000	665.30	.00	665.30
700-00-50857-000-000	125,654.47	.00	125,654.47
700-00-50990-000-000	84,657.97	.00	84,657.97
800-00-21400-000-000	.00	2,210.59-	2,210.59-
800-00-54915-000-000	400.00	.00	400.00
800-00-59610-000-000	1,810.59	.00	1,810.59
900-00-21400-000-000	14,666.66	56,554.88-	41,888.22-
900-00-55110-000-140	404.93	194.97-	209.96
900-00-55110-000-141	14,908.90	4,930.81-	9,978.09
900-00-55110-000-142	967.61	.00	967.61
900-00-55110-000-143	2,743.05	771.00-	1,972.05
900-00-55110-000-144	6,271.30	3,046.67-	3,224.63
900-00-55110-000-160	585.65	.00	585.65
900-00-55110-000-310	10,456.67	537.59-	9,919.08
900-00-55110-000-311	9,854.91	4,655.13-	5,199.78
900-00-55110-000-312	866.58	.00	866.58
900-00-55110-000-313	207.09	.00	207.09

GL Account	Debit	Credit	Proof
900-00-55110-000-400	300.00	.00	300.00
900-00-55110-000-500	2,030.90	530.49-	1,500.41
900-00-57610-000-000	6,957.29	.00	6,957.29
950-00-21400-000-000	.00	193.40-	193.40-
950-00-52100-000-140	30.42	.00	30.42
950-00-52100-000-300	62.98	.00	62.98
950-00-52100-000-410	100.00	.00	100.00
960-00-21400-000-000	.00	10,963.39-	10,963.39-
960-00-55200-000-140	525.93	.00	525.93
960-00-55200-000-150	9,423.77	.00	9,423.77
960-00-55200-000-155	833.69	.00	833.69
960-00-55200-000-156	180.00	.00	180.00
Grand Totals:	1,056,662.28	1,056,662.28-	.00

Report Criteria:

Report type: Invoice detail

Check.Type = {<>} "Adjustment"