

# **VILLAGE OF MERTON**

**W282N6996 Main Street, Merton, Wisconsin 53056**

## **REGULAR VILLAGE BOARD MEETING NOTICE AND AGENDA**

**Thursday, May 1, 2025 @ 7:00PM  
AGENDA**

PLEASE TAKE NOTICE that the Village of Merton Board of Trustees will meet at the Village Hall Board Room, W282N6996 Main Street, Merton, Wisconsin, at which time and place the following items of business will be considered and possibly acted upon.

1. Roll Call and Pledge of Allegiance
2. Attendance/Absences
3. Citizens who wish to be heard
4. Consent Agenda: Items listed under the consent agenda are considered in one motion unless a Village Board member requests that an item be removed for separate consideration.
  - a. Approval of the minutes of April 17, 2025
  - b. Approval of bills to be paid
  - c. Approval of an Operator's Licenses for Brandi Bertolli
  - d. Approval of an Operator's License for Jason Booth
  - e. Approval of an Operator's License for Jerry Boughner
  - f. Approval of an Operator's License for John Harlos
  - g. Approval of an Operator's License for Shelby Heinle
  - h. Approval of an Operator's License for Christopher Martin
  - i. Approval of an Operator's License for Scott Schulenburg
  - j. Approval of an Operator's License for Andrew Welnetz
  - k. Approval of an Operator's License for Tricia Wilson
5. General Business
  - A. Public Safety
  - B. Streets-Sidewalks-DPW
  - C. Building Grounds-Parks
  - D. Technology
  - E. Insurance/Contracts/Communications
  - F. Administration
    - a. Report of the Village President
    - b. Report of the Director of Administrative Services
    - c. Report of the Clerk
    - d. Report of the Treasurer
6. New Business
  - A. Review and act on writing off Fire Inspection invoices where property ownership has changed.
  - B. Review and act on proposal to replace chain net on Wheeler playground equipment.

- C. Review and act on Proposal of Service with Zein Mechanical Contractors for HVAC Maintenance at the Village Hall.
- D. Review and act on the appointment of the 2025 Board of Review members.
- E. Review and act on proposed job description for Administrative Assistant.

7. Dates of future events

8. Correspondence

9. Motion to Adjourn

Notice: It is possible that members of, and possibly a quorum of, other governmental bodies of the Village may attend the above-stated meeting to gather information. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to in the above notice. Please note that, upon reasonable notice, good faith efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service contact the Village of Merton at 262-538-0820 at least 24 hours in advance of the meeting.

## **Minutes of the Village of Merton Board Meeting**

**April 17, 2025**

President Reinowski called the meeting to order and 7:00pm.

The following board members were present: Reinowski, Schwabe, Stippich, Baral and Farley. Also in attendance: Ed Henschel, Josh Paral, and Karen Couillard. Excused Treasurer Ofori-Mattmuller.

**Citizens who wish to be heard:** None

**Consent Agenda:** A motion was made by Trustee Farley and seconded by Trustee Schwabe to approve the items on the consent agenda. The motion passed unanimously.

**Public Safety:** Fire Chief Paral reported that the alarms are complete, and all are in working order at Essential Industries. Annual fire inspections will begin in a couple of weeks. He talked about the pass due Fire Inspections that were resent to those who had not paid and noted that several had been returned due to a change in ownership.

**Streets-Sidewalks-DPW:** President Reinowski stated that there was not much to report at this time and that he would discuss items in new business.

**Buildings and Grounds:** Trustee Baral stated that he has been in contact with Cans-to-Go and has worked out the location. Six will be delivered for the tournament, three will remain for the Summer. Rust has been reported on the chain ladder playground equipment at Wheeler Park, the DPW did some work on it, but it will need to be replaced. Waste Management has placed seasonal dumpsters at no cost at the parks. He has contacted the Soccer Club for their schedule, the water should have been turned on at the parks on the 15<sup>th</sup> of April. He will follow up with Phil in the DPW reading the Water quality testing results. He has asked Guthrie & Frey to inspect the pump at the Village Hall as well as the water system at the DPW building.

**Technology:** The new website for the Village is now on-line.

**Insurance and Contracts:** Trustee Stippich reported on issues brought up at the Homeland Security meeting she attended. She stated that she is providing a report to give the Board with the most valuable information she gathered.

**Village President:** No report

**Director of Administrative Services:** Mr. Henschel reported that he and the Treasurer are working on the 2024 audit, He has completed the 2025 borrowing statement. The Street bids have gone out but will not begin until June. Bids close on May 6<sup>th</sup>. He added that he had a meeting with the new personnel attorney at Municipal Law and was impressed with his experience and knowledge.

**Clerk:** Clerk Couillard informed the Board that the turnout for the Spring Election was 73.83%. She is currently getting the renewal Alcohol license forms from the two establishments in the Village and hopes to get them soon and will get them on the agenda as soon as possible.

**Treasurer:** No Report.

**Review and act on a contract to provide street sweeping services for the village street from Sweep-all not to exceed \$3,976.:** President Reinowski stated that he had not heard back from the Village of Sussex so he reached out to Sweep-all as the Village has used them in the past and has been happy with their service. Waste Management will supply the Village with a dumpster at no charge. Mr. Henschel asked that Sweep-all provide the weight of the accumulated waste once it has all been collected, as he needs to submit this information to the DNR. A motion was made by Trustee Farley, seconded by Trustee Baral to approve a street sweeping contract with Sweep-all not to exceed \$3,976.00. The motion passed unanimously.

**Review and act on hiring Karly Turinske for the position of crossing guard:** A motion was made by Trustee Farley, seconded by Trustee Schwabe, to approve the hiring of Karly Turinske for the position of crossing guard for the morning shift at Sussex Road. The motion passed unanimously.

**Review and act on the appointments to the Plan Commission, Board of Appeals and Weed Commissioner:** President Reinowski appointment the following: Plan Commission for a 3-year term: Bob Angeli, Terry Kozuh, Bob Pfeiffer, Diana Suza, Chad Wright. Board of Appeals for a 3-year term: Al Bloomingdale, Ellen Fleming, Bob Pfeiffer, Greg Serres, Ellen Sizer, Bob Sprung. Weed Commissioner, one-year term: Edmund Henschel. A motion was made by Trustee Farley, seconded by Trustee Schwabe to approve the appointments by President Reinowski as listed. The motion passed unanimously.

**Review and act on purchasing support beams on which to mount Fireman's Park scoreboards:** A motion was made by Trustee Schwabe, seconded by Trustee Farley to approve the purchase of support beams for the Fireman's Park scoreboards not to exceed \$2,000 to be funded from the Contingency Account. The motion passed unanimously.

**Future Events:** Next Village Board Meetings: May 1st & 15<sup>th</sup>. Plan Commission meets May 14<sup>th</sup>.

**Correspondence:** The Board was supplied with a copy of the Advertisement for Bids for the 2025 Road Program as well as a letter from the audit company KerberRose.

**The Village Board will go into closed session pursuant to section 19.85 (1)(c) of the Wisconsin Statutes to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility:** A motion was made by Trustee Schwabe and seconded by Trustee Farley to convene into closed session pursuant to section 19.85 (1)(c) of the Wisconsin Statutes to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The motion passed 4 to 1 in a roll call vote with Trustee Baral voting no.

During the closed session, the Board discussed the employment status related to the Building Inspector, a DPW Employee and issues related to the Clerk and the Treasurer. A motion was made by Trustee Farley and seconded by Trustee Stippich to reconvene into open session. The motion passed unanimously in a roll call vote at 8:30 PM.

No action was taken regarding matters discussed in closed session.

With no other business to come before the Board a motion was made by Trustee Schwabe and seconded by Trustee Farley to adjourn at 8:31 PM. The motion passed unanimously.

Respectfully submitted,  
*Karen L Couillard*  
Village Clerk



## BILLS TO BE PAID

Village Board Meeting  
Thursday, May 1, 2025

Checks/payments are listed below  
with attached documentation for each  
request. There are invoice registers for payroll  
and accounts payable checks.

<u>DATE</u>	<u>PAYEE - DESCRIPTION</u>	<u>AMOUNT</u>
4/14/2025	PAYROLL 4-14-25	\$ 49,980.38
4/24/2025	AP CHECKS 59292-59331	\$ 92,349.02

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**\$142,329.40**

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Ron Reinowski, Village President

Date

## Report Criteria:

Includes the following check types:

Manual, Payroll, Supplemental, Termination, Void

Includes unprinted checks

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Description	GL Account	Amount	D
04/13/2025	PC	04/14/2025	559724	ARNOLD, DAVID F	10		01-11100-100	941.97-	
04/13/2025	PC	04/14/2025	559725	AUDLEY, WENDY L	64		01-11100-100	120.00-	
04/13/2025	PC	04/14/2025	559726	BERGNER, BRANDON	165		01-11100-100	32.39-	
04/13/2025	PC	04/14/2025	559727	BOESL, TROY P	102		01-11100-100	22.16-	
04/13/2025	PC	04/14/2025	559728	BOJARSKI, DAWN D	143		01-11100-100	1,434.82-	
04/13/2025	PC	04/14/2025	559729	BOJARSKI, MADELINE C	144		01-11100-100	225.36-	
04/13/2025	PC	04/14/2025	559730	BURCHETT, PHIL	70		01-11100-100	2,280.65-	
04/13/2025	PC	04/14/2025	559731	BUTZLAFF, JESSICA L	177		01-11100-100	75.96-	
04/13/2025	PC	04/14/2025	559732	BYRD, DEVIN J	178		01-11100-100	713.06-	
04/13/2025	PC	04/14/2025	559733	CAIN, JASON P	160		01-11100-100	667.66-	
04/13/2025	PC	04/14/2025	559734	CASPER, GRIFFIN P	104		01-11100-100	9.10-	
04/13/2025	PC	04/14/2025	559735	CEPULIS, EMMA O	146		01-11100-100	1,279.14-	
04/13/2025	PC	04/14/2025	559736	CHAMBLISS JR., CHARLES E	105		01-11100-100	164.23-	
04/13/2025	PC	04/14/2025	559737	CONRAD, DANNE R	74		01-11100-100	210.00-	
04/13/2025	PC	04/14/2025	559738	COUILLARD, KAREN L	75		01-11100-100	2,265.75-	
04/13/2025	PC	04/14/2025	559739	CREASEY, KAREN M	106		01-11100-100	1,343.94-	
04/13/2025	PC	04/14/2025	559740	DELLA VALLE, ALBERT G	79		01-11100-100	217.50-	
04/13/2025	PC	04/14/2025	559741	DOROW, REBECCA L	108		01-11100-100	26.64-	
04/13/2025	PC	04/14/2025	559742	ELGER, JASON W	109		01-11100-100	727.82-	
04/13/2025	PC	04/14/2025	559743	EMANUELE, ANTHONY D	147		01-11100-100	284.43-	
04/13/2025	PC	04/14/2025	559744	FISCHER, SHARON B	65		01-11100-100	105.00-	
04/13/2025	PC	04/14/2025	559745	FLEMING, ELLEN M	56		01-11100-100	120.00-	
04/13/2025	PC	04/14/2025	559746	GESCH, DONNA J	114		01-11100-100	27.21-	
04/13/2025	PC	04/14/2025	559747	GIBBS, MICHELLE A	115		01-11100-100	1,365.71-	
04/13/2025	PC	04/14/2025	559748	GILBERT, ETHAN M	59		01-11100-100	382.33-	
04/13/2025	PC	04/14/2025	559749	GREENHAM, ALEXANDER A	175		01-11100-100	908.72-	
04/13/2025	PC	04/14/2025	559750	HENSCHER, EDMUND M	77		01-11100-100	1,319.68-	
04/13/2025	PC	04/14/2025	559751	HOFSTETTER, SHAWN M	121		01-11100-100	12.00-	
04/13/2025	PC	04/14/2025	559752	HONRATH, JOSEPH J	151		01-11100-100	138.55-	
04/13/2025	PC	04/14/2025	559753	KAUFMAN, STEVEN A	122		01-11100-100	233.95-	
04/13/2025	PC	04/14/2025	559754	KREBS, JACQUELINE R	27		01-11100-100	172.50-	
04/13/2025	PC	04/14/2025	559755	LANDOWSKI, ANDREA M	66		01-11100-100	427.50-	
04/13/2025	PC	04/14/2025	559756	LANGE, MARGARET A	25		01-11100-100	112.50-	
04/13/2025	PC	04/14/2025	559757	LANTZ, PATE E	125		01-11100-100	663.65-	
04/13/2025	PC	04/14/2025	559758	LEIDEL, ERIN M	126		01-11100-100	2,409.21-	
04/13/2025	PC	04/14/2025	559759	MANTON, COURTNEY E	127		01-11100-100	466.59-	
04/13/2025	PC	04/14/2025	559760	MARQUARDT, ROBIN	69		01-11100-100	349.08-	
04/13/2025	PC	04/14/2025	559761	MASON, JEFFREY M	128		01-11100-100	1,416.78-	
04/13/2025	PC	04/14/2025	559762	MORRISON, GAYLE H	71		01-11100-100	120.00-	
04/13/2025	PC	04/14/2025	559763	NEBEL, KRISTINE M	35		01-11100-100	120.00-	
04/13/2025	PC	04/14/2025	559764	NETTESHEIM, KAREN A	18		01-11100-100	695.13-	
04/13/2025	PC	04/14/2025	559765	OFORI-MATTMULLER, JULIE A	8		01-11100-100	1,673.72-	
04/13/2025	PC	04/14/2025	559766	OLSEN, LISA K	30		01-11100-100	135.00-	
04/13/2025	PC	04/14/2025	559767	OLSON, ANDREW T	130		01-11100-100	70.65-	
04/13/2025	PC	04/14/2025	559768	PARAL, JOSHUA J	100		01-11100-100	3,165.25-	
04/13/2025	PC	04/14/2025	559769	PREMO, ROBERT G	14		01-11100-100	1,357.87-	
04/13/2025	PC	04/14/2025	559770	REUTER, CHRISTY A	169		01-11100-100	2,077.58-	
04/13/2025	PC	04/14/2025	559771	REUTER, TIMOTHY P	170		01-11100-100	1,136.67-	
04/13/2025	PC	04/14/2025	559772	RICHMAN, DYLAN D	167		01-11100-100	1,955.63-	
04/13/2025	PC	04/14/2025	559773	ROLLER, CAROL R	19		01-11100-100	405.00-	
04/13/2025	PC	04/14/2025	559774	SATULA, W. SCOTT	15		01-11100-100	4,427.17-	
04/13/2025	PC	04/14/2025	559775	SCHREIBER, CHARLES L	157		01-11100-100	236.64-	
04/13/2025	PC	04/14/2025	559776	SCHULTZ, MARK A	132		01-11100-100	393.18-	

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Description	GL Account	Amount
04/13/2025	PC	04/14/2025	559777	SELBY, SCOTT D	133		01-11100-100	8.31-
04/13/2025	PC	04/14/2025	559778	SENECZKO, MAUREEN T	31		01-11100-100	202.50-
04/13/2025	PC	04/14/2025	559779	SHAFFER, ALEC A	134		01-11100-100	292.18-
04/13/2025	PC	04/14/2025	559780	SLASKI, ALLISON G	135		01-11100-100	338.83-
04/13/2025	PC	04/14/2025	559781	SMITH, JEFFREY L	12		01-11100-100	1,146.81-
04/13/2025	PC	04/14/2025	559782	SPIEGELBERG, THERON J	180		01-11100-100	682.25-
04/13/2025	PC	04/14/2025	559783	SPYERS-DURAN, JAMES L	136		01-11100-100	923.47-
04/13/2025	PC	04/14/2025	559784	STAPLETON, CARTER L	137		01-11100-100	671.89-
04/13/2025	PC	04/14/2025	559785	STRANG, MARY	33		01-11100-100	105.00-
04/13/2025	PC	04/14/2025	559786	SUDOL, RICHARD W	138		01-11100-100	1,189.25-
04/13/2025	PC	04/14/2025	559787	SUSA, DIANA L	50		01-11100-100	270.00-
04/13/2025	PC	04/14/2025	559788	THOMAS, BRYAN J	139		01-11100-100	770.15-
04/13/2025	PC	04/14/2025	559789	TUESCHER, RANDY W	140		01-11100-100	424.26-
04/13/2025	PC	04/14/2025	559790	URLAKIS, JOSEPH M	172		01-11100-100	257.54-
04/13/2025	PC	04/14/2025	559791	WILSON, ANDREW M	176		01-11100-100	130.44-
04/13/2025	PC	04/14/2025	559792	WOLF, AMY S	159		01-11100-100	.21-
04/13/2025	PC	04/14/2025	559793	ZEKER, TAYLOR A	161		01-11100-100	204.26-
04/13/2025	PC	04/14/2025	559794	ZIMMERMANN, DEBORAH A	29		01-11100-100	465.00-
04/13/2025	PC	04/14/2025	559795	ZIMMERMANN, JANETTE A	76		01-11100-100	255.00-
<b>Grand Totals:</b>								<b>49,980.38-</b>

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Report Criteria:

Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Amount
04/25	04/24/2025	59292	1963	AIRGAS USA LLC	95.80
04/25	04/24/2025	59293	1031	ARNOLD, DAVE	340.00
04/25	04/24/2025	59294	1034	AT&T MOBILITY	254.57
04/25	04/24/2025	59295	1988	AT&T MOBILITY-CC	228.62
04/25	04/24/2025	59296	1037	AUDLEY PLUMBING & HEATING INC	650.00
04/25	04/24/2025	59297	2088	BAYCOM INC	416.74
04/25	04/24/2025	59298	2092	BLANEY, BRAD OR SUZANNE	300.00
04/25	04/24/2025	59299	1962	BOUND TREE MEDICAL LLC	210.49
04/25	04/24/2025	59300	1140	CANS TO GO LLC	125.30
04/25	04/24/2025	59301	1186	COUILLARD, KAREN	16.24
04/25	04/24/2025	59302	2091	DJS LAWN SPRINKLERS	24.00
04/25	04/24/2025	59303	2085	EAGLE MEDIA INC	318.00
04/25	04/24/2025	59304	1226	EFTPS - Online Payment	12,649.76
04/25	04/24/2025	59305	2014	EMS MANAGEMENT & CONSULTANTS	787.20
04/25	04/24/2025	59306	1246	ETF - HEALTH INSURANCE	3,717.12
04/25	04/24/2025	59307	1970	FOTH INFRASTRUCTURE & ENVIRON	426.00
04/25	04/24/2025	59308	1278	FOX BROS. PIGGLY WIGGLY	744.60
04/25	04/24/2025	59309	1311	H&S PROTECTION SYSTEMS INC	522.21
04/25	04/24/2025	59310	1321	HALQUIST STONE COMPANY	36.40
04/25	04/24/2025	59311	2010	JW CONTRACTORS LLC	300.00
04/25	04/24/2025	59312	2089	KRUEGER, THOMAS M	300.00
04/25	04/24/2025	59313	1519	MERTON FEED COMPANY LLC	63.50
04/25	04/24/2025	59314	1560	NEBEL, GREG OR KRIS	31.44
04/25	04/24/2025	59315	1597	PACKERLAND	83.36
04/25	04/24/2025	59316	1610	PAYNE & DOLAN INC	1,000.00
04/25	04/24/2025	59317	2033	PROHEALTH PHARMACY - WAUKESH	190.27
04/25	04/24/2025	59318	2090	RECHLIN BUILDERS LLC	300.00
04/25	04/24/2025	59319	1653	REINDERS INC	152.00
04/25	04/24/2025	59320	1682	RUEKERT MIELKE	6,129.80
04/25	04/24/2025	59321	1967	SUPERIOR SUPPORT RESOURCES IN	65.00
04/25	04/24/2025	59322	1783	TAYLOR COMPUTER SERVICES INC	3,730.99
04/25	04/24/2025	59323	1835	VILLAGE OF LISBON	1,540.00
04/25	04/24/2025	59324	2053	VILLAGE OF PEWAUKEE	42.65
04/25	04/24/2025	59325	1836	VILLAGE OF SUSSEX	107.98
04/25	04/24/2025	59326	1850	WAUKESHA COUNTY TREASURER	4,676.40
04/25	04/24/2025	59327	1851	WAUKESHA COUNTY TREASURER	19,441.58
04/25	04/24/2025	59328	1860	WE ENERGIES	2,811.69
04/25	04/24/2025	59329	1878	WIS DEPT OF REVENUE-WITHHOLD	1,180.81
04/25	04/24/2025	59330	1888	WM CORPORATE SERVICES INC	24,972.40
04/25	04/24/2025	59331	1894	WRS - Online Payment	3,366.10
Grand Totals:					92,349.02

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-12300-000	394.00	.00	394.00
10-21111-000	.00	92,349.02-	92,349.02-
10-21112-000	31.44	.00	31.44
10-22210-000	3,659.26	.00	3,659.26
10-22220-000	1,180.81	.00	1,180.81
10-22240-000	8,990.50	.00	8,990.50
10-22250-000	3,366.10	.00	3,366.10
10-22270-000	3,717.12	.00	3,717.12
10-26100-000	1,200.00	.00	1,200.00
10-43200-000	24.00	.00	24.00
10-51100-360	744.60	.00	744.60
10-51300-390	16.24	.00	16.24
10-51400-390	42.65	.00	42.65
10-51600-360	340.00	.00	340.00
10-51600-370	155.35	.00	155.35
10-51600-390	83.36	.00	83.36
10-51600-615	1,782.00	.00	1,782.00
10-51600-616	287.99	.00	287.99
10-51600-618	1,661.00	.00	1,661.00
10-51600-622	522.21	.00	522.21
10-51830-420	5,528.30	.00	5,528.30
10-52100-410	107.98	.00	107.98
10-52100-420	19,441.58	.00	19,441.58
10-52200-311	327.84	.00	327.84
10-52200-312	4,741.40	.00	4,741.40
10-52200-315	496.56	.00	496.56
10-52200-316	787.20	.00	787.20
10-52200-360	15.41	.00	15.41
10-52200-365	713.50	.00	713.50
10-52200-384	416.74	.00	416.74
10-52200-385	318.00	.00	318.00
10-52400-420	207.50	.00	207.50
10-53100-360	162.00	.00	162.00
10-53100-410	1,650.69	.00	1,650.69
10-54100-410	24,972.40	.00	24,972.40
10-54100-420	1,540.00	.00	1,540.00
10-54100-550	1,000.00	.00	1,000.00
10-55100-310	188.40	.00	188.40
10-55100-360	983.59	.00	983.59
10-55100-420	125.30	.00	125.30
10-56200-600	426.00	.00	426.00
Grand Totals:	92,349.02	92,349.02-	.00

Report Criteria:

Report type: Summary

M = Manual Check, V = Void Check

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
<b>AIRGAS USA LLC (1963)</b>							
5515236960	1	Invoice	MEDICAL PURE OXYGEN	03/31/2025	95.80	00/00	10-52200-315
Total AIRGAS USA LLC (1963):					95.80		
<b>ARNOLD, DAVE (1031)</b>							
3325	1	Invoice	HALL OUTLET	02/27/2025	340.00	00/00	10-51600-360
Total ARNOLD, DAVE (1031):					340.00		
<b>AT&amp;T MOBILITY (1034)</b>							
2873130789	1	Invoice	FIRE DEPARTMENT WIRELESS SERVICE	04/07/2025	78.31	00/00	10-52200-311
2873143054	1	Invoice	FIRE DEPARTMENT WIRELESS SERVICE	04/07/2025	20.91	00/00	10-52200-311
2873423856	1	Invoice	VILLAGE STAFF WIRELESS SERVICE	04/07/2025	155.35	00/00	10-51600-370
Total AT&T MOBILITY (1034):					254.57		
<b>AT&amp;T MOBILITY-CC (1988)</b>							
TMM032025	1	Invoice	FIRE DEPARTMENT WIRELESS SERVICE	04/04/2025	228.62	00/00	10-52200-311
Total AT&T MOBILITY-CC (1988):					228.62		
<b>AUDLEY PLUMBING &amp; HEATING INC (1037)</b>							
12802	1	Invoice	IRON CURTAIN REPAIRS FIRE DEPARTMENT	04/12/2025	650.00	00/00	10-52200-365
Total AUDLEY PLUMBING & HEATING INC (1037):					650.00		
<b>BAYCOM INC (2088)</b>							
EQUIPINV-0	1	Invoice	BATT IMPRESS IP68 3100TT	04/07/2025	416.74	00/00	10-52200-384
Total BAYCOM INC (2088):					416.74		
<b>BLANEY, BRAD OR SUZANNE (2092)</b>							
25-09-R	1	Invoice	CONSTRUCTION BOND REFUND HOWARD	04/23/2025	300.00	00/00	10-26100-000
Total BLANEY, BRAD OR SUZANNE (2092):					300.00		
<b>BOUND TREE MEDICAL LLC (1962)</b>							
85726141	1	Invoice	MEDICATION AND MEDICAL SUPPLIES	04/07/2025	198.48	00/00	10-52200-315
85726142	1	Invoice	SUPPLIES FOR THE AMBULANCE	04/07/2025	12.01	00/00	10-52200-315
Total BOUND TREE MEDICAL LLC (1962):					210.49		
<b>CANS TO GO LLC (1140)</b>							
326069	1	Invoice	TOILET MAINTENANCE	04/18/2025	125.30	00/00	10-55100-420
Total CANS TO GO LLC (1140):					125.30		
<b>COUILLARD, KAREN (1186)</b>							
041725	1	Invoice	MILEAGE FOR ELECTION PICK UP AND DROP OFF	04/17/2025	16.24	00/00	10-51300-390
Total COUILLARD, KAREN (1186):					16.24		
<b>DJS LAWN SPRINKLERS (2091)</b>							
040725	1	Invoice	PERMIT OVERPAYMENT	04/07/2025	24.00	00/00	10-43200-000
Total DJS LAWN SPRINKLERS (2091):					24.00		

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
<b>EAGLE MEDIA INC (2085)</b>							
00141501	1	Invoice	VEHICLE DECALS	04/11/2025	318.00	00/00	10-52200-385
Total EAGLE MEDIA INC (2085):					318.00		
<b>EFTPS - Online Payment (1226)</b>							
PR0413251	1	Invoice	SS/Med Federal Withholding SOCIAL SECURITY Pa	04/15/2025	3,643.17	00/00	10-22240-000
PR0413251	2	Invoice	SS/Med Federal Withholding SOCIAL SECURITY Pa	04/15/2025	3,643.17	00/00	10-22240-000
PR0413251	3	Invoice	SS/Med Federal Withholding MEDICARE Pay Period:	04/15/2025	852.08	00/00	10-22240-000
PR0413251	4	Invoice	SS/Med Federal Withholding MEDICARE Pay Period:	04/15/2025	852.08	00/00	10-22240-000
PR0413251	5	Invoice	SS/Med Federal Withholding FEDERAL WITHHOLDI	04/15/2025	3,659.26	00/00	10-22210-000
Total EFTPS - Online Payment (1226):					12,649.76		
<b>EMS MANAGEMENT &amp; CONSULTANTS INC (2014)</b>							
EMS-014432	1	Invoice	FEES FOR AMBULANCE INVOICE COLLECTION AN	03/31/2025	787.20	00/00	10-52200-316
Total EMS MANAGEMENT & CONSULTANTS INC (2014):					787.20		
<b>ETF - HEALTH INSURANCE (1246)</b>							
PR0413251	1	Invoice	Health Insurance HEALTH INSURANCE Pay Period:	04/15/2025	2,846.21	00/00	10-22270-000
PR0413251	2	Invoice	Health Insurance HEALTH INSURANCE Pay Period:	04/15/2025	870.91	00/00	10-22270-000
Total ETF - HEALTH INSURANCE (1246):					3,717.12		
<b>FOTH INFRASTRUCTURE &amp; ENVIRONMENT LLC (1970)</b>							
95750-2	1	Invoice	ZONING CODE UPDATE	03/19/2025	426.00	00/00	10-56200-600
Total FOTH INFRASTRUCTURE & ENVIRONMENT LLC (1970):					426.00		
<b>FOX BROS. PIGGLY WIGGLY (1278)</b>							
1942	1	Invoice	VMFD APPRECIATION DINNER	03/12/2025	98.02	00/00	10-51100-360
2055	1	Invoice	VMFD APPRECIATION DINNER	03/13/2025	77.92	00/00	10-51100-360
2847	1	Invoice	VMFD APPRECIATION DINNER	03/13/2025	568.66	00/00	10-51100-360
Total FOX BROS. PIGGLY WIGGLY (1278):					744.60		
<b>H&amp;S PROTECTION SYSTEMS INC (1311)</b>							
102515	1	Invoice	SERVICE FEES FOR ALARM AND FIRE SECURITY	04/02/2025	522.21	00/00	10-51600-622
Total H&S PROTECTION SYSTEMS INC (1311):					522.21		
<b>HALQUIST STONE COMPANY (1321)</b>							
5619300-IN	1	Invoice	3/4 TB FOR PARK	04/14/2025	36.40	00/00	10-55100-310
Total HALQUIST STONE COMPANY (1321):					36.40		
<b>JW CONTRACTORS LLC (2010)</b>							
24-186-R	1	Invoice	CONSTRUCTION BOND REFUND - WINCHELL	04/23/2025	300.00	00/00	10-26100-000
Total JW CONTRACTORS LLC (2010):					300.00		
<b>KRUEGER, THOMAS M (2089)</b>							
24-83-R	1	Invoice	CONSTRUCTION BOND REFUND	04/16/2025	300.00	00/00	10-26100-000
Total KRUEGER, THOMAS M (2089):					300.00		

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
<b>MERTON FEED COMPANY LLC (1519)</b>							
48783	1	Invoice	SOFTENER SALT FOR PUBLIC SAFETY BUILDING	03/24/2025	63.50	00/00	10-52200-365
Total MERTON FEED COMPANY LLC (1519):					63.50		
<b>NEBEL, GREG OR KRIS (1560)</b>							
04-26-24	2	Adjustmen	PLANTS FOR FIREHOUSE MEMORIAL BED	04/26/2024	31.44-	11/24	10-52200-317
2024	1	Invoice	REISSUE LOST CHECK FROM 2024 FLOWER REIM	04/22/2025	31.44	00/00	10-21112-000
Total NEBEL, GREG OR KRIS (1560):					.00		
<b>PACKERLAND (1597)</b>							
3206105	1	Invoice	RUGS RENTAL FOR THE HALL	04/21/2025	83.36	00/00	10-51600-390
Total PACKERLAND (1597):					83.36		
<b>PAYNE &amp; DOLAN INC (1610)</b>							
80380-03-25	1	Invoice	COMPOST AGREEMENT YRLY FEE	04/04/2025	1,000.00	00/00	10-54100-550
Total PAYNE & DOLAN INC (1610):					1,000.00		
<b>PROHEALTH PHARMACY - WAUKESHA (2033)</b>							
03222025	1	Invoice	MEDICATION FOR AMBULANCE	03/31/2025	190.27	00/00	10-52200-315
Total PROHEALTH PHARMACY - WAUKESHA (2033):					190.27		
<b>RECHLIN BUILDERS LLC (2090)</b>							
25-10-R	1	Invoice	CONSTRUCTION BOND REFUND BINKLEY PROJE	04/15/2025	300.00	00/00	10-26100-000
Total RECHLIN BUILDERS LLC (2090):					300.00		
<b>REINDERS INC (1653)</b>							
1978811-00	1	Invoice	SEED FOR PARK	04/17/2025	152.00	00/00	10-55100-310
Total REINDERS INC (1653):					152.00		
<b>RUEKERT MIELKE (1682)</b>							
156386	1	Invoice	GENERAL ENGINEERING	04/10/2025	655.40	00/00	10-51830-420
156386	2	Invoice	ROAD PROGRAM PLANNING	04/10/2025	4,872.90	00/00	10-51830-420
156387	1	Invoice	LOT CERTIFICATION	04/10/2025	207.50	00/00	10-52400-420
156388	1	Invoice	DOCKSIDE WATERCRAFT CLEAN	04/10/2025	394.00	00/00	10-12300-000
Total RUEKERT MIELKE (1682):					6,129.80		
<b>SASSO, MICHAEL &amp; LAURIE (1695)</b>							
2022 SETT-2	2	Adjustmen	TAX REFUND	02/15/2023	2.00-	09/24	70-12100-000
Total SASSO, MICHAEL & LAURIE (1695):					2.00-		
<b>SUPERIOR SUPPORT RESOURCES INC (1967)</b>							
209381	1	Invoice	SENTINELONE CONTROL ENDPOINT PROTECTIO	04/10/2025	65.00	00/00	10-52200-312
Total SUPERIOR SUPPORT RESOURCES INC (1967):					65.00		
<b>TAYLOR COMPUTER SERVICES INC (1783)</b>							
27723	1	Invoice	ANNUAL HOSTING SERVICES	03/31/2025	197.00	00/00	10-51600-618
27723	2	Invoice	BARRACUDA SPAM FILTER	03/31/2025	120.00	00/00	10-51600-618
27723	3	Invoice	ANNUAL EDR SUBSCRIPTION	03/31/2025	1,344.00	00/00	10-51600-618

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
27737	1	Invoice	CARBONITE BUSINESS	03/31/2025	287.99	00/00	10-51600-616
27737	2	Invoice	MICROSOFT OFFICE 365 RECURRING	03/31/2025	432.00	00/00	10-51600-615
27737	3	Invoice	MICROSOFT OFFICE 365 RECURRING	03/31/2025	1,350.00	00/00	10-51600-615
Total TAYLOR COMPUTER SERVICES INC (1783):					3,730.99		
<b>VILLAGE OF LISBON (1835)</b>							
042325	1	Invoice	COMPOST FEES FOR 2025	04/23/2025	1,540.00	00/00	10-54100-420
Total VILLAGE OF LISBON (1835):					1,540.00		
<b>VILLAGE OF PEWAUKEE (2053)</b>							
04012025	1	Invoice	PUBLICATIONS FEES FOR 2025 ELECTION NOTICE	04/15/2025	42.65	00/00	10-51400-390
Total VILLAGE OF PEWAUKEE (2053):					42.65		
<b>VILLAGE OF SUSSEX (1836)</b>							
698	1	Invoice	CITATION ENTRY	04/08/2025	107.98	00/00	10-52100-410
Total VILLAGE OF SUSSEX (1836):					107.98		
<b>WAUKESHA COUNTY TREASURER (1850)</b>							
2025-240300	1	Invoice	PUBLIC SAFETY SYSTEMS BILLING	04/08/2025	4,676.40	00/00	10-52200-312
Total WAUKESHA COUNTY TREASURER (1850):					4,676.40		
<b>WAUKESHA COUNTY TREASURER (1851)</b>							
2025-200500	1	Invoice	CONTRACT	04/07/2025	19,441.58	00/00	10-52100-420
Total WAUKESHA COUNTY TREASURER (1851):					19,441.58		
<b>WE ENERGIES (1860)</b>							
54124925.17	1	Invoice	PUBLIC SAFETY BUILDING SIGN	03/21/2025	15.41	00/00	10-52200-360
5426293281	1	Invoice	DAM	04/03/2025	52.12	00/00	10-55100-360
5429023775	1	Invoice	STREET LIGHTING	04/04/2025	1,636.69	00/00	10-53100-410
5429290443	1	Invoice	LED STREET LIGHTING	04/04/2025	14.00	00/00	10-53100-410
5439787254	1	Invoice	PARK	04/15/2025	49.75	00/00	10-55100-360
5441885010	1	Invoice	DPW BUILDING GAS SERVICE	04/16/2025	162.00	00/00	10-53100-360
5442456020	1	Invoice	DPW BUILDING ELECTRIC BILL	04/16/2025	881.72	00/00	10-55100-360
Total WE ENERGIES (1860):					2,811.69		
<b>WIS DEPT OF REVENUE-WITHHOLD (1878)</b>							
PR0413251	1	Invoice	State Withholding STATE WITHHOLDING TAX Pay P	04/15/2025	1,180.81	00/00	10-22220-000
Total WIS DEPT OF REVENUE-WITHHOLD (1878):					1,180.81		
<b>WM CORPORATE SERVICES INC (1888)</b>							
0772411-416	1	Invoice	CONTRACT	04/01/2025	24,972.40	00/00	10-54100-410
Total WM CORPORATE SERVICES INC (1888):					24,972.40		
<b>WRS - Online Payment (1894)</b>							
PR0413251	1	Invoice	WRS WISCONSIN RETIREMENT - GENERAL Pay P	04/15/2025	413.25	00/00	10-22250-000
PR0413251	2	Invoice	WRS WISCONSIN RETIREMENT - FIRE Pay Period:	04/15/2025	1,735.86	00/00	10-22250-000
PR0413251	3	Invoice	WRS WISCONSIN RETIREMENT - GENERAL Pay P	04/15/2025	413.25	00/00	10-22250-000
PR0413251	4	Invoice	WRS WISCONSIN RETIREMENT - FIRE Pay Period:	04/15/2025	803.74	00/00	10-22250-000

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
Total WRS - Online Payment (1894):					3,366.10		
Grand Totals:					92,315.58		

## Report GL Period Summary

GL Period	Amount
11/24	31.44-
09/24	2.00-
00/00	92,349.02
Grand Totals:	92,315.58

Vendor number hash: 94749  
Vendor number hash - split: 115395  
Total number of invoices: 56  
Total number of transactions: 69

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
NET 30	54,068.97	.00	54,068.97
Open Terms	38,246.61	.00	38,246.61
Grand Totals:	92,315.58	.00	92,315.58

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## Invoices to write off

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From Josh Paral <josh.paral@mertonfire.com>

Date Fri 4/11/2025 12:49 PM

To Julie Ofori-Mattmuller <ofori-mattmuller@villageofmerton.com>

Julie,

I spoke with Ed today about some fire inspection invoices from last year that need to be written off. These businesses changed ownership between now and then, and Ed agrees due to the change we should write these off.

2024-600

2024-632

2024-635

2024-637

2024-650

2024-652

2024-653

2024-654

2024-655

2024-656

2024-657

2024-658

The rest will be billed out a second time soon. Once we complete this years rounds, ill reach out for invoice numbers for 2025.

Thanks!

Josh




**Josh Paral**

Fire Chief | Village of Merton Fire Department

---

 (262) 337-5742     (262) 538-2300

 josh.paral@mertonfire.com

 **Station 44:** N67W28343 Sussex Road; Merton, WI 53056





MWP Recreation  
4800 Olson Memorial Highway, Suite 130  
Minneapolis, Minnesota 55422  
Ph. 800-622-5425 | 763-546-7787  
Fax 763-546-5050 | info@mwprecreation.com

04/22/2025  
Quote #  
106037-01-01

## Cargo Net Wall - Repair - GT#0174406 - Fireman's Park

Village of Merton  
Attn: Mark Baral  
28343 Sussex Road  
Merton, WI 53056  
United States  
baral@villageofmerton.com

Ship to Zip 53056

Quantity	Part #	Description		
2	177852	GameTime - S.S.Chain Net 82 7/16"Lg		
1	RDU	GameTime - Hardware		
1	MSC	Other - Material Surcharge		
			Total	\$2,868.73

### Remit Payment to:

GameTime  
P.O. Box 680121  
Fort Payne, AL 35968

### Taxes:

All applicable taxes will be added at time of invoicing unless otherwise included or a tax-exempt certificate is provided.  
If sales tax exempt, you must provide a copy of certificate to be considered exempt.

### Prices:

FOB Factory.

### Orders:

All orders shall be in writing by purchase order, contract, or similar document made out to PlayCore Wisconsin Inc., dba GameTime.  
Standard GameTime equipment orders over \$100,000 may require a deposit of 25% at the time of order and an additional 25% at or before order ships  
Standard orders with equipment, installation and surfacing are requested to be split billed.  
Equipment, Taxes & Freight as noted above  
Installation and Surfacing billed as completed and Due Upon Receipt.

### Terms:

Cash With Order Discount (CWO): Orders for GameTime equipment paid in full at time of order via check, Electronic Funds Transfer (ACH or wire) are eligible for a three percent (3%) cash with order discount.

Payment via credit card: If you elect to pay by credit card, GameTime charges a 2.50% processing fee that is assessed on the amount of your payment. This fee is shown as a separate line item and included in the total amount charged to your credit card. You have the option to pay by check, ACH or Wire without any additional fees.

Credit terms are Net 30 days, subject to approval by the GameTime Credit Manager. A completed credit application must be submitted and approved prior to the order being received. Please allow at minimum 2 days for the credit review process. GameTime may also require:

Completed Project Information Sheet (if applicable)

Copies of Payment and Performance Bonds (if applicable)

A 1.5% per month finance charge will be imposed on all past due invoices.

Retainage not accepted.

Orders under \$5,000 require payment with order.





MWP Recreation  
4800 Olson Memorial Highway, Suite 130  
Minneapolis, Minnesota 55422  
Ph. 800-622-5425 | 763-546-7787  
Fax 763-546-5050 | info@mwprecreation.com

04/22/2025  
Quote #  
106037-01-01

## Cargo Net Wall - Repair - GT#0174406 - Fireman's Park

This quotation is subject to current MWP Recreation (MWP) policies as well as the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to MWP Recreation.

Each quote is handled on a per order/project basis. Unless a long-term agreement is in place between purchaser and MWP, terms and conditions of this quotation shall be as outlined herein with no other requirements applicable.

Any changes made to product and/or services after initial order(s) has/have been received by MWP will result in production and/or schedule time frame modifications. Please contact your regional representative to receive a revised schedule for your order/project.

Indemnification; Owner/Owner's Representative will indemnify and hold Minnesota Playground, Inc., dba, MWP Recreation (MWP), harmless for all claims, damages and related costs, including reasonable legal fees and costs, arising out of Owner/Owner's Representative's negligence or noncompliance with any of its commitments under this document. MWP will indemnify and hold Owner/Owner's Representative harmless for all claims, damages and related costs, including reasonable legal fees and costs, arising out of MWP's negligence or noncompliance with any of its commitments under this document.

Excusable Delays/Additional Costs: MWP, and/or its affiliates, shall be liable for default unless delay of performance, whether supplying materials only or including installation in accordance with our project scope, is caused by an occurrence beyond reasonable control of MWP, and/or its affiliates, such as, but not limited to, acts of Superior Force or the public enemy, acts of Government in either its sovereign or contractual capacity, fire, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, delays of common carriers (for transportation of goods whether raw materials or finished product), attainability of raw materials and severe tariffs. Such events resulting in additional costs are not included in quoted amounts and shall be the responsibility of the Owner/Owner's Representative. Any additional costs shall be provided in writing for purchaser's records and shall be due upon payment of invoice.

Indemnification; Owner/Owner's Representative will indemnify and hold GameTime (GT) harmless for all claims, damages and related costs, including reasonable legal fees and costs, arising out of Owner/Owner's Representative's negligence or noncompliance with any of its commitments under this document. GT will indemnify and hold Owner/Owner's Representative harmless for all claims, damages and related costs, including reasonable legal fees and costs, arising out of GT's negligence or noncompliance with any of its commitments under this document.

Excusable Delays/Additional Costs: GT, and/or its affiliates, shall be liable for default unless delay of performance, whether supplying materials only or including installation in accordance with our project scope, is caused by an occurrence beyond reasonable control of GT, and/or its affiliates, such as, but not limited to, acts of Superior Force or the public enemy, acts of Government in either its sovereign or contractual capacity, fire, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, delays of common carriers (for transportation of goods whether raw materials or finished product), attainability of raw materials and severe tariffs. Such events resulting in additional costs are not included in quoted amounts and shall be the responsibility of the Owner/Owner's Representative. Any additional costs shall be provided in writing for purchaser's records and shall be due upon payment of invoice.

This quotation is subject to policies in the current GameTime Park and Playground catalog and the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to GameTime, c/o MWP Recreation.

Each quote is handled on a per order/project basis. Unless a long-term agreement is in place between purchaser and GameTime, terms and conditions of this quotation shall be as outlined herein with no other requirements applicable.

Any changes made to product and/or services after initial order(s) has/have been received by GameTime will result in production and/or schedule time frame modifications. Please contact your regional representative to receive a revised schedule for your order/project.

Pricing: f.o.b. factory, firm for 15 days from date of quotation. If placing an order after expiration of quote, please contact our office for updated pricing. A tax-exempt certificate is needed at time of order entry for all orders whether from tax-supported government agencies or not. Sales tax, if applicable, will be added at time of invoice unless a tax exempt certificate is provided at time of order entry.

Payment terms: net 30 days for tax supported governmental agencies. Should this quotation be forwarded to an agency not listed on this quote, credit terms, as well as other terms and conditions herein, may be need to be altered. For instance, non-tax supported organization purchasing any or all products and/or services quoted herein may require full payment for that amount due at time of order entry. Remaining balance owed by tax supported agency, if any, shall still be net 30 days. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted.





MWP Recreation  
4800 Olson Memorial Highway, Suite 130  
Minneapolis, Minnesota 55422  
Ph. 800-622-5425 | 763-546-7787  
Fax 763-546-5050 | info@mwprecreation.com

04/22/2025  
Quote #  
106037-01-01

## Cargo Net Wall - Repair - GT#0174406 - Fireman's Park

Unless already on file, please include a tax exempt certificate upon order entry whether a tax supported government agency or other.

GameTime Standard Product Shipment: order shall ship within ten to twelve weeks after GameTime's receipt and acceptance of your purchase order, color selections, approved submittals, if required, and receipt of deposit, if required. Receipt of anything other than what is stated herein will not constitute an order and therefore no materials will be placed into production nor installation, if required, will be scheduled.

Freight charges: Allowed & prepaid

Exclusions: unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing; borders and drainage provisions.

### Order Information:

Bill To: \_\_\_\_\_ Ship To: \_\_\_\_\_  
Company: \_\_\_\_\_ Project Name: \_\_\_\_\_  
Attn: \_\_\_\_\_ Attn: \_\_\_\_\_  
Address: \_\_\_\_\_ Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Contact: \_\_\_\_\_ Contact: \_\_\_\_\_  
Tel: \_\_\_\_\_ Tel: \_\_\_\_\_  
Fax: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_ Email: \_\_\_\_\_

### Acceptance of quotation:

Accepted By (printed): \_\_\_\_\_ P.O. No: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_ Purchase Amount: **\$2,868.73**

Quote prepared by: Russell Williams



04/24/2025

VILLAGE OF MERTON  
PO Box 13  
Merton WI 53056-0013

ATTN: RONALD REINOWSKI  
Phone # (262) 719-7165  
Email – [reinowski@villageofmerton.com](mailto:reinowski@villageofmerton.com)

## Proposal of Service between Zien Mechanical Contractors and Village of Merton



Zien Mechanical is pleased to present our proposal for the necessary preventative maintenance for the heating, air conditioning, and ventilation equipment at the following location(s):

New Village Administration Building  
6996 Main Street  
Merton WI 53056

### HVAC Planned Maintenance Agreement

This proposal includes the following:

Agreement Overview .....	2
Equipment List.....	3
Material List(s).....	3
Service Tasks Included .....	4
Service Contacts.....	7
Planned Maintenance Agreement .....	8
General Terms and Conditions .....	9
Zien Mechanical Capabilities .....	11

## Agreement Overview

### Annual (one year) Planned Maintenance Term

- ☐ 03/01/2025 – 02/28/2026

### Equipment Summary:

- ☐ (1) Package Rooftop Unit
- ☐ (1) Gas-Fired Boiler
- ☐ (2) Pumps
- ☐ (2) Exhaust Fans
- ☐ (2) Cabinet Unit Heaters
- ☐ (1) Gas Fired Unit Heaters
- ☐ (5) Radiators

### Included in Our Scope

- ☐ Fall Heating Start Up Inspection
- ☐ Spring Cooling Start up Inspection
- ☐ Filter changes two times per year\* (filter(s) supplied by Zien Mechanical)
- ☐ Belts replaced one time per year\* (belt(s) supplied by Zien Mechanical)
- ☐ Condenser coil cleaning one-time per year during spring inspection.
- ☐ Boiler maintenance kit (replacement ignitor and flame sensor)

\*at time of inspection

### General Scope Clarifications

- ☐ Additional proposal(s) will be provided if repairs are required outside the scope of this project.
- ☐ Additional proposal(s) will be provided for replacement parts that are required to complete repair.

### Excluded from Our Proposal

- ☐ Overtime or work performed outside normal working hours
- ☐ Additional materials outside the scope of work
- ☐ Replacement parts for HVAC equipment
- ☐ Lift Rental
- ☐ Applicable Tax

### Time and Material Hourly Rates

*Service calls beyond the scope of this agreement will be performed at the special contracted labor rates. Rates are subject to change June 1<sup>st</sup> of each year based on Union Contracts.*

### Proposal Amount

\$3,240.00

### Billed Semi-Annually

\$1,620.00



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## Equipment List

Unit ID	Asset Type	MFG	Model	Location
RTU-01	Package Rooftop Unit - Gas Fired	Trane	YHH30063RVD190GA1A 2B600CE01A001...	Side of Building
HWPMP-01	Circ Pump - Hot Water	Taco	1915E-F ECM	Mech Room
BPMP-01	Pump - Boiler	Grundfos	UPMXL 25-124	Mech Room (Inline Boiler Circ Pump)
BLR-01	Boiler - Gas Fired	Lochinvar Knight Boilers	WHB 285	Mech Room
EF-01	Exhaust Fan	Cook	100SQNEV 100SQN28	127 (Serving Restrooms)
EF-02	Exhaust Fan	Loren Cook	Gemini 180 Series	108 (Serving Break Room)
BBR-01	Baseboard Radiator	Sterling	JVB-S14	
BBR-02	Baseboard Radiator	Sterling	JVB-S14	
BBR-03	Baseboard Radiator	Sterling	JVB-S14	
BBR-04	Baseboard Radiator	Sterling	JVB-S14	
BBR-05	Baseboard Radiator	Sterling	JVB-S14	
GUH-01	Unit Heater - Gas Fired	Modine	PDP-300	
CUH-01	Cabinet Unit Heater	Trane	FFJ-060	
CUH-02	Cabinet Unit Heater	Trane	FFJ-060	

## Material List(s)

### BELTS

Unit ID	Belt Type	Belt Size	QTY	Supplied By	Replaced By	Frequency of replacements
RTU-01	V-belt	TBD		Zien Mechanical	Zien Mechanical	Once Annually
EF-01	DD			N/A		N/A
EF-02	DD			N/A		N/A

### FILTERS

Unit ID	Filter Type	Filter Size	QTY	Supplied By	Replaced By	Frequency of replacements
RTU-01	Standard Pleat Merv 8	20x20x2	12	Zien Mechanical	Zien Mechanical	Twice Annually

### MISC.

Unit ID	Item	QTY	Supplied By	Replaced By	Frequency of replacements
BLR-01	Ignitor	1	Zien Mechanical	Zien Mechanical	Once Annually
BLR-01	Flame Sensor	1	Zien Mechanical	Zien Mechanical	Once Annually



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## Service Tasks Included

### Exhaust Fans

Zien Mechanical will perform one (1) scheduled inspection per year.

Annual (spring) tasking includes:

- ☐ Check unit operation
  - ☐ Lubricate fan and motor bearings per manufacturers recommendation
  - ☐ Check/tighten electrical wiring and connections
  - ☐ Check operating and safety controls
  - ☐ Inspect and adjust sheaves as necessary
  - ☐ Change belts, if applicable
- 

### Baseboard Radiators

Zien Mechanical, Inc. will perform one (1) scheduled inspection per year.

Annual (fall) tasking includes:

- ☐ Verify that unit is operating properly
  - ☐ Check electric coil, clean if needed
  - ☐ Check and tighten any electrical connectors
  - ☐ Report deficiencies and potential problems to the customer
- 

### Unit Heaters

Zien Mechanical will perform one (1) scheduled inspection per year.

Annual (Fall) tasking includes:

- ☐ Check unit operation > adjust as necessary
- ☐ Inspect heat exchanger
- ☐ Lubricate fan and motor bearings per manufacturers recommendation
- ☐ Tighten all electrical connections
- ☐ Inspect contactors
- ☐ Inspect relays
- ☐ Test operating and safety controls
- ☐ Inspect belt and sheaves > not applicable if direct drive
- ☐ Report deficiencies and potential problems to the customer



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## Package Heating and Cooling Rooftop Units

Zien Mechanical will perform two (2) scheduled inspections per year.

Cooling (Spring) tasking includes:

- ☐ Test unit-cooling controls
- ☐ Verify power supply operation
- ☐ Verify volts/amps of compressors
- ☐ Inspect starters and contact surfaces
- ☐ Verify operating temperatures
- ☐ Verify refrigerant charge
- ☐ Inspect all belts and pulleys > change belts as needed
- ☐ Test safety controls
- ☐ Test head pressure controls
- ☐ Test operating controls
- ☐ Tighten all operating controls
- ☐ Tighten all electrical connections
- ☐ Lube motors/bearings
- ☐ Chemically clean condenser coil
- ☐ Visually inspect for oil/refrigerant leaks
- ☐ Check fan sheave wear
- ☐ Verify fan sheave and bearing alignment
- ☐ Verify damper operations
- ☐ Inspect damper linkages
- ☐ Test damper motor operation
- ☐ Clean condensate pans and drains
- ☐ Change air filters
- ☐ Check for unusual noises/vibrations
- ☐ Inspect cabinetry/hardware conditions
- ☐ Report deficiencies and potential problems to the customer

Heating (Fall) tasking includes:

- ☐ Inspect burners and heat exchangers
- ☐ Clean burner assemblies as needed
- ☐ Test pilot operation if applicable
- ☐ Check system for gas leaks
- ☐ Verify all unit-heating controls are functional
- ☐ Verify power supply operation
- ☐ Inspect belts and pulleys
- ☐ Test safety controls
- ☐ Tighten electrical connections
- ☐ Lube motors/bearings
- ☐ Change air filters
- ☐ Check for unusual noises/vibrations
- ☐ Inspect cabinetry/hardware conditions
- ☐ Report deficiencies and potential problems to the customer



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## Boiler

Zien Mechanical will perform two (2) scheduled inspections per year.

Heating (Fall) tasking includes:

- ☐ Inspect for gas leaks
- ☐ Clean burner assembly
- ☐ Replace ignitor and flame sensor (annual replacement recommended by manufacturer)
- ☐ Test burner operation & linkages
- ☐ Test gas safety switch
- ☐ Test shut-off valve
- ☐ Test temperature controls
- ☐ Test safety switches & relief valve
- ☐ Test combustion controls
- ☐ Clean low water cutoff
- ☐ Clean and inspect pressure reducing valve & strainer
- ☐ Inspect refractory
- ☐ Test low water cutoff
- ☐ Clean external surfaces
- ☐ Report deficiencies and potential problems to the customer

Mid-Season (Winter) Inspection includes:

- ☐ Test burner operation & linkages
- ☐ Inspect for gas leaks
- ☐ Test gas safety switch
- ☐ Perform combustion analysis
- ☐ Test low water cutoff
- ☐ Inspect pressure reducing valve & strainer
- ☐ Test temperature controls
- ☐ Test safety switches & relief valve
- ☐ Clean external surfaces
- ☐ Report deficiencies and potential problems to the customer

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## Pumps

Zien Mechanical will perform one (1) scheduled inspection per year.

Annual (Fall) tasking includes:

- ☐ Lube pump & motor bearings
- ☐ Inspect mounts and vibration pads
- ☐ Inspect pump alignment and coupling
- ☐ Verify motor volts / amps
- ☐ Tighten all electrical connections
- ☐ Clean strainers
- ☐ Inspect hand valves and check valves
- ☐ Inspect mechanical seals and packing where applicable
- ☐ Verify gauges for accuracy
- ☐ Measure and record suction and discharge pressures
- ☐ Clean external surfaces
- ☐ Visually inspect for leaks
- ☐ Report deficiencies and potential problems to the customer



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## Service Contacts

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### STANDARD BUSINESS HOURS

7:00 a.m. to 4:00 p.m.

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### SERVICE DISPATCHERS

**Cherita McKay**

Service Phone (24 / 7)  
Email\*

(414) 351-8700  
[HVACService@ZienMechanical.com](mailto:HVACService@ZienMechanical.com)

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### ACCOUNT REPRESENTATIVE

**Danielle Calhoun**

Office Phone #  
Cell Phone #  
Email

(414) 351-8700  
(414) 881-0342  
[DanielleC@ZienMechanical.com](mailto:DanielleC@ZienMechanical.com)

## Service Requests

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**For your HVAC service needs, call dispatch to speak with a live person 24 hours a day, 7 days a week**

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Service Dispatch Phone # (414) 351-8700

Service Email Address\* [HVACService@ZienMechanical.com](mailto:HVACService@ZienMechanical.com)

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To the best of your ability, please provide:

- ☐ Customer Name
- ☐ Location
- ☐ Caller Name
- ☐ Phone Number
- ☐ Reason for call
- ☐ Urgency of Request
- ☐ Purchase Order / Authorizing
- ☐ Any special instructions

*\*Email is monitored M-F 7:30am – 4:00pm only -- For Urgent requests, please call.*



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## Planned Maintenance Agreement

This program is an HVAC solution for the building, encompassing areas of maintenance for the purpose of reducing the likeliness of mechanical failure and equipment breakdown. The services performed will help to increase energy efficiency and reduce utility costs associated with the HVAC equipment.

This agreement is effective for one year: beginning **March 1<sup>st</sup>, 2025** and ending **February 28<sup>th</sup>, 2026**. Either party may terminate this agreement for any reason by providing a 30-day prior written notice of termination.

Under this agreement, Zien Mechanical, Inc. will provide

- ☐ Two (2) inspections per year at the following intervals:  
SPRING INSPECTION (with condenser coil cleaning)  
FALL INSPECTION
- ☐ Two (2) Filter Changes  
Zien Mechanical, Inc. will provide filter changes two times per year; this will involve removing and replacing air filters. Filter changes are completed at time of inspection and filters are to be supplied by Zien Mechanical.
- ☐ One (1) Belt Replacement  
Zien Mechanical, Inc. will provide a belt replacement one time per year. This will involve removing and replacing the belt(s) on equipment listed in this agreement. Belt changes are to be completed at time of spring inspection and belts are to be supplied by Zien Mechanical.
- ☐ One (1) Boiler Ignitor and Flame Sensor Replacement  
Zien Mechanical, Inc. will provide a replacement ignitor and flame sensor for the boiler once per year. This will involve removing and replacing the existing ignitor and flame sensor on the boiler listed in this agreement. This is to be completed at time of inspection and supplied by Zien Mechanical.

Repairs shall be handled separately from the maintenance inspection. When a repair is identified by the Zien Mechanical technician, purchaser will take responsibility or authorize Zien Mechanical to perform the repair. Extra services performed upon purchaser's approval will be billed at our special contract rates in effect.

Pricing is based on work performed during the normal working hours of 7:00 a.m. through 3:30 p.m., Monday through Friday. This proposal does not include sales tax and is valid for a period of 30 days.

The Annual Cost for this HVAC Planned Maintenance Agreement is **\$3,240.00** (+applicable tax), to be invoiced in advance, Semi-Annually in the amount of \$1,620.00 (+ applicable tax).

If these terms are found to be acceptable, please indicate by signing one (1) copy of this agreement and returning it to your seller's representative or our office at [HVACService@ZienMechanical.com](mailto:HVACService@ZienMechanical.com).

Submitted by: **Danielle Calhoun**  
Zien Mechanical, Inc.

### Purchaser's Acceptance

Purchaser : \_\_\_\_\_  
  
Signature : \_\_\_\_\_  
Name : \_\_\_\_\_  
Title : \_\_\_\_\_  
Date : \_\_\_\_\_  
PO # (if applicable) : \_\_\_\_\_

### Seller's Acceptance

Seller : Zien Mechanical, Inc.  
  
Signature : \_\_\_\_\_  
Name : Danielle Calhoun  
Title : Service Sales Account Manager  
Date : 04/24/2025



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## General Terms and Conditions

### Entire Contract

The provisions herein contained constitute all of the terms and conditions of this contract. No changes or additions hereto shall be binding upon Seller unless in writing and signed by an authorized representative of Seller. Any terms or conditions of Purchaser's order inconsistent herewith or in addition hereto shall be of no force and effect and are hereby expressly rejected. Purchaser's order shall be governed by only the terms and conditions appearing herein. These terms and conditions have priority over all other contracts and / or terms and conditions for the project that has been accepted based on the attached proposal.

### Proposals and Contract

Seller's proposal, when accepted, and any resulting contract are not subject to cancellation, suspension, or reduction in amount except with Seller's written consent and upon terms which reimburse Seller for work performed, plus reasonable overhead and profit.

### Prices

In addition to the prices specified herein, Purchaser shall pay for all extra work requested by purchaser or made necessary because of incompleteness of or inaccuracy in plans or other information submitted by Purchaser with respect to location, type of occupancy, or other details of work to be performed hereunder. If the work to be furnished hereunder constitutes an addition to Purchaser's existing facilities, prices and delivery and completion dates quoted herein are based on information, if any with respect to layout of such facilities now contained in Seller's engineering records. In the event the layout of Purchaser's facilities has been altered, or is altered by Purchaser prior to completion of this contract, Purchaser shall advise Seller of any such alterations and prices and delivery and completion dates quoted herein shall be changed by Seller as may be required because of such alterations. Unless prices are stated by Seller in this or other documents forming a part of this contract, the prices applicable to the extra work performed shall be Seller's prices in effect at that time.

### Payment

Final payment shall be in all cases due and payable within ten (10) days after final billing. A service charge will be charged and added to the prices on all payments past due and owed by the Purchaser under this contract, and at a rate of 20% per annum or if such rate is prohibited by law, then at such lower rate as is the maximum rate permitted to be contracted for under such applicable law. Purchaser shall pay any reasonable attorneys fees incurred in the collection of past due accounts.

### Delays

Seller shall not be liable for any damages or penalty for delays in work due to acts of God, acts of omissions of the Purchaser, acts of civil or military authorities, government regulations or priorities, fires, floods, epidemics, quarantine restrictions, war, riots, strikes, differences with workmen, accidents to machinery, inability to obtain necessary labor, materials or manufacturing facilities, delay in transportation, defaults of Seller's subcontractors, failure or delay in furnishing correct or complete information by Purchaser with respect to location or other details of work to be performed hereunder, impossibility or impracticability of performance or any other cause or causes beyond the control of Seller, whether or not similar to the foregoing in the event of any delay caused as aforesaid, the completion shall be extended for a period equal to any such delay and this contract shall not be void or voidable as a result of any such delay. In case work is temporarily discontinued by reason of any of the foregoing all unpaid installments of the contract price less an amount equal to the value of material and labor not furnished shall be due and payable upon receipt of invoice.

### Excavation

When the Seller does the excavating, if water, quicksand, rock or other unforeseen obstructions are encountered or shoring is required, Purchaser shall pay for as extra to the contract price any additional work involved at Seller's prices for such work then in effect.

### Site Facilities

Purchaser shall furnish all necessary facilities for performance of its work by Seller, adequate space for performance of its work by Seller, adequate space for storage and handling of material, light, water, heat, local telephone, watchman and crane and elevator services, if available, and necessary permits. Where wet pipe system is installed Purchaser shall supply and maintain sufficient heat to prevent freezing of the system.

### Structure and Site Conditions

While employees of Seller will exercise reasonable care in this respect, Seller shall be under no responsibility for loss or damage due to the character, condition or use of foundations, walls or other structures not erected by it or resulting from excavation in proximity thereto, nor for damage resulting from concealed piping, wiring, fixtures, or other equipment or condition of water pressure. All shoring or protection of foundations, walls or other structures subject to being disturbed by any excavation required hereunder shall be the responsibility of the Purchaser unless otherwise specified. Purchaser warrants the sufficiency of the structure to support the plumbing and HVAC systems and its related equipment.

### Limitations of Liability

In no event shall the Seller be liable for special or consequential damages. Seller's liability on any claim for loss or liability on any claim for loss or liability arising out of or connected with this contract or any obligation resulting therefrom or from the manufacture, fabrication, sale, delivery, installation, or use of any materials covered by this contract shall be limited to that set forth in the paragraph entitled "Warranty".

### Limited Warranty

Seller agrees that for a period of thirty (30) days after completion of said work, it will at its expense repair or replace any defective materials, workmanship supplied or performed by Seller. It is understood that the Seller does not guarantee the operation of the system. Seller further warrants the products of other manufacturers supplied hereunder to the extent of the warranty of the respective manufacture.

ALL OTHER EXPRESS OR IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS OR OTHERWISE ARE HEREBY EXCLUDED.

### Modifications and Substitutions

Seller reserves the right to modify material of Seller's design sold hereunder and/or the drawings and specifications relating thereto, or to substitute material of after design to fulfill this contract providing that the modifications or substitutions will not materially affect the performance of the material or lesson in any way the utility of the material to the purchaser.

### Work Stoppage

Should work be stopped by any public authority or the Buyer for more than thirty calendar days, Seller may terminate this Agreement and collect for the value of all work completed and materials ordered as of the date work stopped, plus Seller's anticipated profit under this Agreement. Buyer's failure to sign Change Orders or Buyer's refusal to make progress payments, or any other cause beyond Seller's sole control, shall be cause for work stoppage by Seller.



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**Severability**

If any provisions of the entire contract shall be invalid or unenforceable under the laws of the jurisdiction applicable to the entire contract, such invalidity or unenforceability shall not invalidate or render unenforceable provision or provisions, and the rights and obligations of Seller and the Purchaser shall be construed and enforced accordingly.

**Assignment**

Any assignment of this contract by Purchaser without the written consent of Seller shall be void/ Seller may assign to its subsidiaries and affiliates.

**Changes, Alterations, and Additions**

Changes, alterations, and additions to the plans, specifications, or construction schedule for this contract shall be invalid unless approved in writing by Seller. For any such changes approved by Seller in this manner, which will increase or decrease the cost and expense of work to Seller, there shall be a corresponding increase or decrease in the contract price herein provided. The value of additional work shall be agreed upon prior to the performance of said work. However, if no agreement is reached prior to the performance of additional work approved in the manner herein described, and Seller elects to continue performance so as to avoid delays, then the estimate of Seller's Estimating Department as to the value of the work shall be deemed accepted by the Purchaser.

**Legal Notice**

For the purpose of any notice permitted or required to be given hereunder, such notice or notices shall be deemed given when received.

**Claims**

Any claims against Seller arising hereunder must be presented in writing, with particulars, within ten (10) days after they arise.

**Terms and Conditions / Technical Specifications**

The terms and conditions specified herein shall be in addition to those set out in Seller's technical specifications and any inconsistencies shall be resolved by Seller's authorized representative.

**Arbitration**

At the option of the Seller, any controversy of claim arising out of or relating to this contract, or the breach thereof, shall be settled by arbitration in accordance with the Rules of the American Arbitration Association and judgment upon the award rendered by the Arbitrations may be entered in any local court having jurisdiction thereof.

**Overtime**

Unless otherwise specified by Purchaser, all installation work will be performed during regular working hours. If purchaser shall require any overtime labor, Purchaser agrees to reimburse Seller for the overtime premium on the same. If overtime labor is required on an emergency basis, Purchaser agrees to reimburse Seller for the same.

**Incidental Losses**

All loss or damage from any cause (not the fault of the Seller) to the materials, tools, equipment, work or workmen of the Seller or its agents or subcontractors while in or about premises of the Purchaser shall be borne and paid for by the Purchaser.

**Default**

In case of any default by Purchaser, Seller may declare the contract price or all unpaid installments thereof to be immediately due and payable (whether or not said work shall have been completed) or may enter said premises and shut off equipment from said system or remove all or any portion of the same. All such remedies of Seller are cumulative and not exclusive.

Default by Purchaser Shall consist of failure to pay any installment of price when due, no demand being necessary, or any act or omission on the part of the Purchaser whereby Seller is prevented from completing said installation, or receivership, bankruptcy, assignment for the benefit of creditors or any other form of insolvency proceedings by or against Purchaser or in case said premises or said system shall be attached, lien or seized by process of law and such attachment or lien shall not be vacated or seized by process of law and such attachment or lien shall not be vacated or seizure terminated with ten (10) days after its occurrence.

**OSHA and Asbestos**

Purchaser agrees to indemnify and hold harmless the Seller from and against any claims, demands or damages resulting from the enforcement of the Occupational Safety Health Act (Public Law 91-596), unless said claims, demands or damages are a direct result of causes within the exclusive control of Seller. In the event that the Seller's employees or others are, or may be exposed to, asbestos fibers during the performance of this contract, all additional costs necessary to protect such individuals, including but not limited to all costs for "qualified laboratory sample tests" of any work area for asbestos exposure concentrations, shall be paid by Buyer and Buyer agrees to indemnify Seller against all claims, demands, injury or damages arising from such exposure.

**Lien Rights**

Lien law will be invoked when necessary.

**Attorney Fees**

Purchaser is liable to Seller for all attorney fees only limited by applicable statutes.

**JOB SIGN**

Buyer agrees to allow Seller to display a construction sign.

**START & STOP DATES**

For residential consumers work only.

Estimated start date \_\_\_\_\_

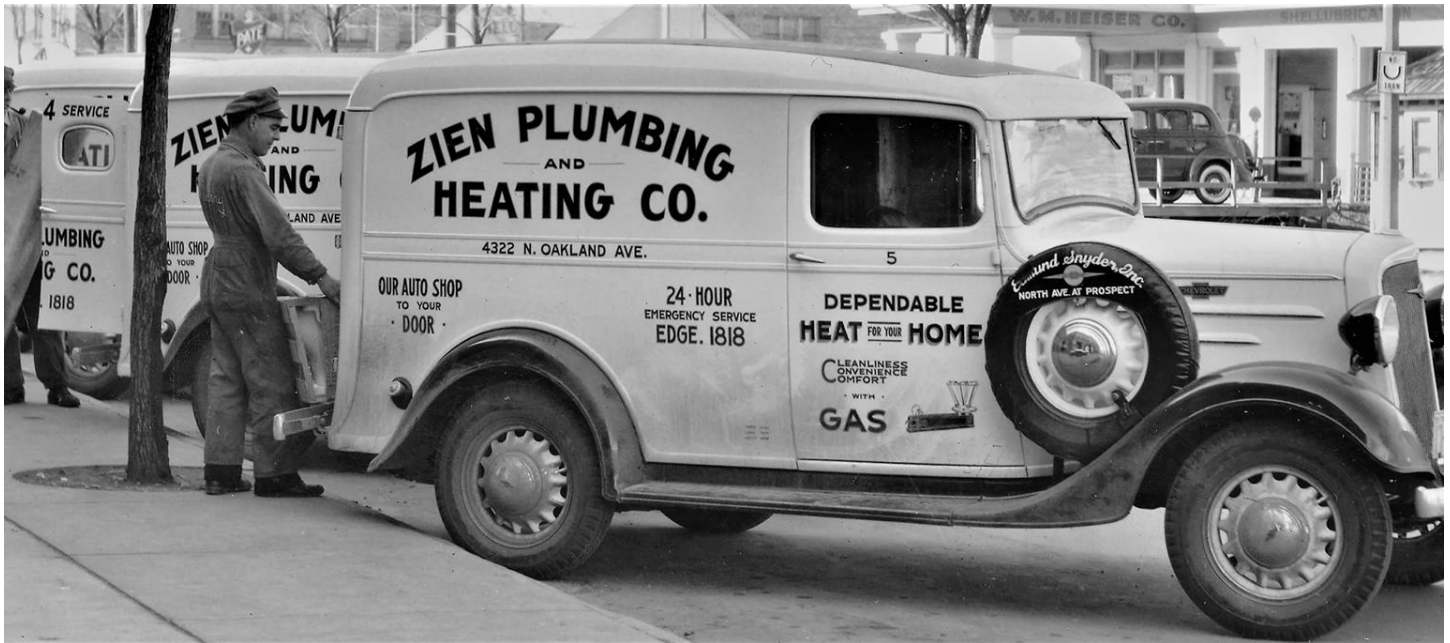
Estimated completion date \_\_\_\_\_

Seller shall notify Purchaser of any delay that may extend the completion date.





## Zien Mechanical Capabilities



**Zien Mechanical has the expertise to handle all your mechanical & plumbing needs.**

Zien Mechanical has proudly served the community since 1919. Headquartered in a 40,000 sq. ft. facility in Glendale, Wisconsin, our family-owned and operated company has grown into one of Milwaukee's biggest and most reliable mechanical contractors.

OUR MISSION is to provide the highest quality services at competitive prices while maintaining an unparalleled level of integrity.

We create lasting relationships by providing our customers with effective solutions, reliable service, plus a personally and professionally rewarding experience.

### Services Provided



**Design**



**Engineering**



**Fabrication**



**Repair**



**Maintenance**



**Installation**



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**Decades of experience have taught us to maintain certain activities in-house, including those listed below.  
Zien partners with the most dependable subcontractors when outsourcing is required.**



### **Plumbing**

- › Backflow Preventers
- › Booster Pumps
- › Commercial Plumbing
- › Compressed Air Systems
- › Domestic Water Systems
- › Industrial Plumbing
- › Manholes
- › Medical Gas Systems
- › Pumps
- › Roof Drains
- › Sanitary Sewers
- › Sewage Pump Systems
- › Snow Melt Systems
- › Storm Sewers
- › System Design
- › Trench Drains
- › Underground Excavating / Piping
- › Water Conditions
- › Water Heaters
- › Water Mains



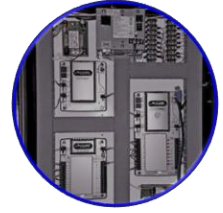
### **Metal Trades**

- › Commercial / Industrial HVACR
- › Clean Room Ventilation
- › Data Center Precision Cooling
- › Dehumidification Systems
- › Dust Collection
- › Fabrication
- › Sheet Metal
- › Spiral & Rect. Ductwork
- › Stainless Steel
- › Steel
- › Equipment Guards
- › Equipment Supports
- › Fume Hood Ventilation
- › Guard Rails
- › Industrial Ventilation
- › Kitchen Equipment
- › Mezzanines
- › Mist Elimination
- › Process ovens



### **Piping Services**

- › Process Piping Systems
- › Carbon Steel
- › Copper
- › Stainless Steel
- › Fiberglass
- › Boilers
- › Catch Basins / Manholes
- › Chillers
- › Condensate Systems
- › Cooling Towers
- › Humidification Systems
- › Hydronic Heating
- › Process Steam
- › Radiant Heating
- › Refrigeration Piping
- › Reverse Osmosis
- › Steam Systems
- › Troubleshooting Specialists
- › Victaulic Piping
- › Waste Grinder Pumps



### **Automated Controls**

- › Access Control
- › HVAC Controls
- › Industrial Processes
- › Lighting Controls
- › Temperature Controls
- › Video Management



### **Service Division**

- › 24/7 Emergency Service
- › Boiler Cleaning / Service
- › Boiler / Burner Controls
- › Chillers / Cooling Towers
- › Exhaust Fans
- › Furnaces
- › HVAC Service & repair
- › Plumbing Repair
- › Prev. Maint. Programs
- › RTU Repair / Replacement
- › Waste Line Repair / Replacement



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Village of Merton,  
Wisconsin

Job Description

**POSITION TITLE: Administrative Assistant**

**GENERAL**

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**NATURE OF POSITION**

The Administrative Assistant is responsible for the day-to-day office operations of the Village.

The Administrative Assistant reports to and is under the general direction and policy guidance of the Director of Administrative Services

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**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Provide administrative support to office staff including the Director of Administration, Village Clerk, Village Treasurer and Building Inspector.
- Answer citizen inquiries at the front counter and those received by telephone, email and mail.
- Handle the sale of compost passes, dog licenses, etc.
- Receive building permit applications and process same as directed by the Building Inspector.
- Maintain building inspection records.
- Transfer paper files into electronic format utilizing Laserfiche.
- Assist in the maintenance of the Village Facebook page and other public communications.
- This position is also responsible for other duties, special projects, and responsibilities as assigned by the Director of Administrative Services.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Position requires a high school diploma. Prior work in an office setting and an administrative assistant is desirable.

**SKILLS AND ABILITIES:**

- Ability to read, understand and interpret general business periodicals, professional journals, technical procedures, and governmental manuals.
- Ability to write reports, business correspondence and procedure manuals, to effectively present information and respond to questions from residents.
- Employee must have basic computer skills utilizing such programs as Word, Excel, Power Point, etc.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.



- Ability to identify and implement process modifications to improve operational performance.
- Ability to access, input and retrieve information from computer systems, along with the ability to learn and operate software programs, as necessary to conduct business processes effectively and efficiently.
- Requires interpersonal skills to work closely and courteously with the public and staff.
- Requires ability to maintain clear and concise records and to manage information using effective record and file organization.
- Requires the use of office equipment and tools, such as copiers, computers, calculators, and knowledge of modern office practices.
- Strong organizational skills and a pleasant and efficient manner for interaction with Village residents, officials, management, and staff.

**PHYSICAL DEMANDS:** The Physical Demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms and talk and hear. The employee is occasionally required to stand, walk, stoop, and kneel. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by the job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities perform the essential functions. The noise level in the work environment is usually moderate.

**WORK SCHEDULE:** This position is a part-time position. Generally, hours are between 1:00 PM – 5:00 PM. Additional hours may be required as needs arise.

**COMPENSATION:** Starting pay is \$20.00 per hour. No additional benefits are provided.

Approved by the Merton Village Board this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

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Ron Reinowski Village President