MINUTES OF THE SPECIAL VILLAGE BOARD MEETING
Wednesday, August 4, 2021

Time: **6:30 pm**
Place: **Mukwonago Municipal Building, 440 River Crest Ct., Mukwonago, WI 53149**

Call To Order
The Village President Winchowky called the meeting to order at 6:30p.m. located in the Board Room of the Mukwonago Municipal Building, 440 River Crest Ct., Mukwonago, WI 53149

Roll Call
Board Members Present

Daniel Adler
Eric Brill
Jim Decker
Darlene Johnson
John Meiners
Roger Walsh
Fred Winchowky

Also Present

Diana Dykstra, Village Clerk-Treasurer
Diana Doherty, Finance Director
Dan Streit, Police Chief
Dave Brown, Utilities Director
Ron Bittner, Public Works Director
Mark Blum, Village Attorney
Jerad Wegner, Village Engineer
John Fellows, Village Planner
Tim Rutenbeck, Supervisor of Inspections
Jeff Stein, Fire Chief

New Business
Discussion and possible action to approve RESOLUTION 2021-36 to approve a Conditional Use for a CBRF facility located at 210 McDivitt Lane, for Kristopher Kiefer/ Birchrock Properties, LLC, applicant; Parcel MUKV 2012-215-005.

Planner Fellows noted this item was previously approved and due to expire. They are looking to move forward with their project.

Trustee Johnson questioned if the extended delay changed any of the plans and if they had to pay a new fee. Fellows noted this was a new process which required a new fee since they had not started the project in the twelve-month deadline.

Trustee Walsh asked if there were any other options and if this was encroaching on the small area with wetland.

Decker/Brill motion to approve RESOLUTION 2021-36 to approve a Conditional Use for a RCAC facility located at 210 McDivitt Lane, for Kristopher Kiefer/ Birchrock Properties, LLC, applicant; Parcel MUKV 2012-215-005. Unanimously carried

Discussion and possible action to approve RESOLUTION 2021-37 for Site Plan and Architectural Review for Birchrock Properties, LLC, applicant; 210 McDivitt Ln; Parcel MUKV 2012-215-002.

Decker/Brill motion to approve RESOLUTION 2021-37 for Site Plan and Architectural Review for Birchrock Properties, LLC, applicant; 210 McDivitt Ln; Parcel MUKV 2012-215-002.

Unanimously carried.

Discussion and possible action on an Original Class "B" Fermented Malt Beverage and "Class B" Intoxicating Liquor License Application from Sandy's Miller Time, LLC, 701 Main Street, Mukwonago, WI 53149, Brian Anspach, Agent.
Chief Streit noted that both the Clerk and himself worked with the current owner following the Passing of the prior owner. They have a new agent and have passed all backgrounds.
Walsh/Brill motion to approve an Original Class "B" Fermented Malt Beverage and "Class B" Intoxicating Liquor License Application from Sandy's Miller Time, LLC, 701 Main Street, Mukwonago, WI 53149, Brian Anspach, Agent. Unanimously carried.

Discussion and possible action to award J.H. Hassinger, Inc. the Indianhead Park Outdoor Performance Stage Project contract in the amount of $310,832.20.
Decker/Brill motion to approve award J.H. Hassinger, Inc. the Indianhead Park Outdoor Performance Stage Project contract in the amount of $310,832.20.
Roll Call: “Yes” Trustee Adler, Brill, Decker, Meiners, and Winchowky. “No” Trustee Johnson and Walsh. Motion carried 5-2.

Discussion and possible action to approve the sale of three village owned vehicles, 2004 Sterling patrol truck (DPW), 2017 Ford Explorer (Police squad), and a 2010 Ford Expedition (Police detective squad).
Decker/Brill motion to approve the sale of three village owned vehicles, 2004 Sterling patrol truck (DPW), 2017 Ford Explorer (Police squad), and a 2010 Ford Expedition (Police detective squad). Unanimously carried.

Review and consideration on proposed changes to the Village's adopted Capital Improvement Planning Policy.
Finance Director Doherty noted the last update to the Capital Project Policy was in 2014 and she has reviewed the plan and is requesting several amendments to the policy. A majority of those amendments suggest that new projects are voted on by the Board for inclusion into the plan, and a priority level is set on those items.
Trustee Johnson questioned how does the plan change when an item has to be done urgently. It was noted they would follow the priority list and make adjustments annually.
President Winchowky asked if this can this be added to the Trustee Handbook. Doherty noted she can also add to the digital budget book.
Decker/Meiners motion to approve the changes to the Capital Improvement Planning Policy. Unanimously carried.

Discussion and consideration of Capital Project Plan and proposed new projects.
Interim Administrator/Clerk-Treasurer Dykstra noted that the amendments to the Capital Policy require the Board take action on inclusion of items into the five year Capital Plan. They would like to see a motion for each potential project to avoid any issues with how an item arrived on the list and at what priority level. This gives the Board more control of the items they wish to see, and associate a priority to those projects. In addition staff would like to see consideration on how the funding will be obtained for these projects. The Finance Director has compiled items from requests of the Board and notes that by prioritizing projects borrowing could occur every other year which would save over $65,000 in debt issuance costs.

The following discussion and action on projects submitted by Trustees detail their inclusion into the (5) year plan.

Reroute Water Sewer Projects (River Park, Holz Parkway) – It was noted this is on the list and is pushed out beyond (5) years.

Hwy 83 TID 5 Projects – It was noted these projects will be planned with the project plan.

Southside Water Tower to service TID 5 and Maple Center – It was noted this is dependent on the development in that area and they have it booked out beyond the (5) years right now.

Fire Station Additional – It was noted there is a Fire Station available in the town at this time if necessary and it is dependent on growth. They will leave for the beyond (5) years category.

Downtown Streetscaping Pedestrian Enhancements – There was discussion regarding the DOT requirements for Hwy 83 and the deteriorating utilities. It was determined plans for the underground work should be completed in advance of the State approvals to be prepared for that work in case of emergency.
Walsh/Adler motion to approve the addition of this project in 2022. Unanimously carried.

Reconnect Plank Road to the Village – There was discussion regarding prioritization of pedestrian bridges in the Village, this area for overpass or ramp with stop gates, and suggestion that staff review grant opportunities.
Decker/Meiners motion to approve the addition of this project out (5) years. Unanimously carried.

Incentivize relocating Bus Company/CleanUp future development – It was noted this is potential for future development but not going to be added to the plan at this time.

DPW Expansion – It was noted there would be a needs assessment required.
Decker/Brill motion to approve the addition of this project to the plan for (3) years out. Unanimously carried.

Intergovernmental Agreement for Bike Trail between Mukwonago and East Troy – This was determined to leave off the plan at this time. There was an MOU, however this project has not progressed.

Façade & Repurpose Funding – It was determined to take not action on this. Direction was provided to have staff look for grants, block grants or downtown funding associated with this.

Downtown Sewer and Water Infrastructure project – It was noted this was included in an earlier item. No action was required.

Indian Head Park Concession Stand – It was noted this is part of the CIP plan for 2021. DPW Bittner suggested putting this item off a few years to see how the stage works. It ws noted some wish to spend this on an updated CORP plan.
Decker/Meiners motion to approve the addition of this project into the plan and schedule this item out to 2024.
Roll Call: “Yes” Trustee Adler, Brill, Decker, Meiners, and Winchowky. “No” Trustee Johnson, and Walsh. Motion carried 5-2.

Field Park Shelter/Minors Park Pedestrian Bridge – It was noted DPW Bittner needs direction from the Board on the Field Park Building such as do they want a four season building, do we need a needs assessment. The CORP plan addresses a new building, however, do they just fix the current? There is $500,000 currently in the budget. The Board is looking for staff recommendation before they make any decisions on final product. It was also noted the Minor’s Pedestrian Bridge is in the CIP Plan for 2022. No action was required.

Electric Charging Stations – There was discussion on the cost of these which was estimated around $1,000-5,000 each. President Winchowky would like to see at least one at each village building. It was noted this can be added and they may be able to find alternative funding ideas. Keep this on the list, but no official action was necessary.

Street Lighting for Holz Parkway – President Winchowky noted this was supposed to be completed on the side with the path it is about 8,000 feet along the road.
Decker/Meiners motion to approve the addition of this project into the plan for 2023 in two phases. Unanimously carried.

Museum Expansion – DPW Bittner added the Museum approached him about potential expansion. They will be having a fundraising effort but he needs to make sure this is included in the plan for some contribution if that is what the Board wishes. It was noted this might be something in 2024. No official action was taken, they will await additional information from the Museum.

It was noted Finance Director will add these projects approved to the plan and the Board will see a final version on August 18, 2021.

Discussion and consideration of ARPA funding and uses.
Finance Director Doherty commented she sent links to articles for the Board to review and her examples show the funding is for infrastructure and broadband.
President Winchowky asked Attorney Blum to consider providing direction to the Board what this can be spent on. He doesn't feel it seems fair one entity can utilize all the funds. He did see articles where for example some departments had reimbursements for overtime.
Doherty noted that by using these funds on one project, the Village can prevent increasing rates on the utilities for several years. No action was taken.

Adjournment
Meeting was adjourned at 8:26pm.

Respectfully Submitted,

Diana Dykstra, MMC
Village Clerk/Treasurer