

MINUTES OF THE VILLAGE BOARD OF TRUSTEES MEETING

Wednesday, September 21, 2022

Time: **6:30 pm**

Place: **Mukwonago Municipal Building/ Board Room, 440 River Crest Court,
Mukwonago, WI 53149**

Call to Order Call to Order

President Winchowky called the meeting to order at 6:36pm.

Roll Call

Board Members Present

Eric Brill
James Decker
Darlene Johnson
Ken Johnson
John Meiners
Scott Reeves
Fred Winchowky

Also Present

Fred Schnook, Village Administrator
Diana Dykstra, Village Clerk-Treasurer
Diana Doherty, Finance Director
Dan Streit, Police Chief
Jerad Wegner, Village Engineer
Nathan Bayer, Village Attorney
Ron Bittner, Public Works Director
Wayne Castle, Utilities Director
Tim Rutenbeck, Building Inspection Supervisor

Pledge of Allegiance

Comments from the Public

James Srnec, was present to hear about the permit for the free arcade he would like to open. He did turn in some items to Tim about the operation and Kays Dance Academy basement. He is looking forward to opening his vintage arcade.

Public Hearing

Public Hearing to consider a proposed amendment to the Zoning Code (Chapter 100) with regard to adding provisions to allow popup vendor venues as a planned development district.

Brad Zajork, S84 W2584 Mukwonago, noted he was here to get this approved. He has lived in Mukwonago his whole life. He is vested here and has owned a business here. He has a new business idea as a pop-up venue as a small business incubator. There was question on how this fits into the zoning code, because it is so unique and different. He researched other areas and they have processed this as a planned unit development. He wants the best route to create something beautiful and thanks everyone for their consideration.

Decker/ D Johnson motion to move item #11 up front for the Fire Chief to leave.
Unanimously carried.

Protective Services, Trustee Decker
Police Report for the month of August 2022
No action required.

Fire Dept Monthly Reports
No action required.

Announcement of Fire Department Open House and Referendum Information Sessions.
Chief Stien noted they had first session last night. October 25th is the next one and an Open House is October 15th 10-2pm.

Discussion and possible action on the ProHealth Care 2023 Contract
Trustee Decker noted they did not take action and hold this item over.
Chief Stien noted this was informational, they met with Gail from the Town and a Representative of Pro Health and wants to make the contract consistent. It was forwarded to Nathan Village Attorney to Review but will be for the next meeting.

Discussion and possible action on Resolution 2022-59 A Resolution for the Waukesha County Hazard Mitigation Plan Adoption
Decker/Brill motion to approve as amended for 2022 change in last paragraph.
Unanimously carried.

Consent Agenda

- 6.1 Motion to approve Minutes of the Regular Village Board Meeting of August 17, 2022
- 6.2 Motion to approve Accounts Payable Vouchers in the amount of \$1,202,386.30.
- 6.3 Motion to approve **Resolution 2022-55** a Resolution to certify that the Village shall provide for and allow the Library to expend no less than the County Rate in the prior year.
- 6.4 Motion to approve a special event and park application for Mukwonago Rotary, Jack-O-Lantern Jaunt on October 14, 15, 2022 at Field Park from 5-10 pm each night.
- 6.5 Motion to approve a park and special event application of Mukwonago Chamber of Commerce and Temporary Class B Retailer License from Son's of the American Legion Post #375 for Fall Fest on September 24, 2022.
- 6.6 Motion to approve for a Temporary Class "B"/"Class B" Retailer's License and Special Event Permit for Mukwonago Education Foundation for their 2022 Annual Gala at Lynch Chevrolet, 280 E Wolf Run, held on October 8, 2022 from 5-9 pm.
- 6.7 Motion to approve the extension of premise description for the Class B Combination License for the American Legion Community Post #375 to includes outdoor patio, contingent upon Plan Commission Approval.
- 6.8 Motion to approve **Resolution 2022-50** a Resolution to eliminate the Letter of Credit for Box Self Storage LLC.
- 6.10 Motion to approve **Resolution 2022 -54** A Resolution to approve a reduction in the Letter of Credit for Chapman Farms Phase 2 Development.

6.11 Motion to approve **Resolution 2022 -53** A Resolution to approve a Letter of Credit Elimination for Hill Court Multitenant Building #1.

6.12 Motion to approve **Resolution 2022-52** A Resolution to approve the Storm Water Maintenance Agreement with Hill Court Partners Reload, LLC

6.13 Motion to approve the WE Energies lighting agreement for Chapman Farm Phase 2.

6.14 Motion to approve **Resolution 2022-60** A Resolution to approve changes as proposed to the tables submitted to the Federal Highway Administration (FHWA) for the Village of Mukwonago.

6.15 Motion to approve utilizing ACT 102 ARPA Funding for Stryker Arms and Ferno Mounts.

Decker/ D Johnson Motion to approve Consent Agenda items 6.1 to 6.15 with exception of 6.9 Trustee Brill noted that 6.9 needs to be tabled because there are outstanding asphalt issues to be taken care of before it comes back.

Unanimously carried.

Item # 6.9 Motion to approve the final pay request and acceptance of work from JH Hassinger for the Indianhead Park Outdoor Performance Stage Project – will return once they have met their obligation.

Other Items for Approval

Other items removed from Consent Agenda which were not unanimously approved from the Committee of the Whole.

Motion to approve Resolution 2022- 51 A Resolution Authorizing the Issuance and Establishing Parameters For the Sale of Not to Exceed \$4,350,000 Taxable General Obligation Refunding Bonds. *(This resolution requires Roll Call Vote)*

Decker/Meiners motion to approve Resolution 2022- 51 A Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$4,350,000 Taxable General Obligation Refunding Bonds.

Roll Call “Yes” Trustee Brill, Decker, D. Johnson, K Johnson, Meiners, Reeves, Winchowky.
Unanimously carried.

Planning Commission Recommendations

Discussion and possible action on Ordinance 1008 to amend Chapter 100 of the Village of Mukwonago Municipal Code regarding Pop Up Vendor Venues as a Planned Development District

Administrator Schnook noted the Plan Commission took this up and has been working on for some time. Planner put together this ordinance together and it was approved unanimously at plan commission.

Meiners/Decker motion to approve **Ordinance 1008** to amend Chapter 100 of the Village of Mukwonago Municipal Code regarding Pop Up Vendor Venues as a Planned Development District

Trustee D Johnson asked where this would be allowed. It was noted all the B2 Districts.
Unanimously carried.

Discussion and possible action to approve RESOLUTION 2022-56 for the Final Plat for Chapman Farms Addition No 1 (Second Phase) Belinski Homes, applicant.

Decker/Meiners motion to approve RESOLUTION 2022-56 for the Final Plat for Chapman Farms Addition No 1 (Second Phase) Belinski Homes, applicant. Unanimously carried.

Site Plan and Architectural Review Plan Commission Resolutions approved at the regular meeting on September 13, 2022. *(for information only, no action required)*

It was noted this was for Walmart and Goodwill

Finance Committee, Trustee Darlene Johnson

Discussion and possible action to approve Accounts Payable Vouchers in the amount of \$233,221.26.

D Johnson/Decker motion to approve Accounts Payable Vouchers in the amount of \$233,221.26.

Unanimously carried.

Discussion and possible recommendation to establish a non-coin operated Vintage Arcade license be established in the Village of Mukwonago at \$250 annual fee, and authorize the Village Attorney to draft an amendment for the next Committee of the Whole meeting.

Decker/Meiners motion to approve.

Unanimously carried.

Health and Recreation Committee, Trustee John Meiners

Discussion and action to establish Trick or Treat hours for Sunday, October 30, 2022 from 4pm to 6pm.

Meiners/D Johnson motion to approve. Unanimously carried.

Discussion and possible approval to support the establishment of a Mukwonago Outdoor Performance Stage Resource Development Team.

DPW Bittner noted he was looking to form a resource development team to seek funding from private donations and use them for entertainment of the stage. It was the hope this group would then organize into a non-profit friends group that would take over that funding and scheduling of programs. They are looking for members and they have some volunteers in place already. They will need additional support in the form of guidance in the beginning.

Administrator Schnook noted this is an alternative to staffing. This is one way to do this. He is very supportive of this.

Meiners/Decker motion to recognize the establishment of a Mukwonago Outdoor Performance Stage Resource Development Team.

Unanimously carried.

Village President

Announcement of the .GOV domain transfer for the Village website and email systems, and receipt of grant from the Wisconsin Elections Commission to fund the transfer.

Clerk Dykstra reviewed the process of moving the Village email and web site to the .GOV domain. She reviewed the security and necessity along with the grant received to fund the process.

Approval of Resolution 2022-57 A Resolution to recognize Curt Witynski and Gail Sumi for their dedicated public service to Municipalities throughout the State of Wisconsin.

Decker/Brill motion to approve Resolution 2022-57 A Resolution to recognize Curt Witynski and Gail Sumi for their dedicated public service to Municipalities throughout the State of Wisconsin.

Unanimously carried.

Discussion and possible action to approve Resolution 2022-58 a Resolution to appoint additional Election Inspectors for the 2022-2023 term in the Village of Mukwonago.

List.

Decker/K Johnson motion to approve Resolution 2022-58 a Resolution to appoint additional Election Inspectors for the 2022-2023 term in the Village of Mukwonago.

Appointed Officials Include: June Doyle, Felicia Hoffman, Grace Wolf, Cindy Donahue, and Cindi Presti.

Unanimously carried.

Approval of a Village President Proclamation honoring residents of the Village of Mukwonago.

President Winchowky presented Ken Johnson and Darlene Johnson a proclamation in honor of their 35th Wedding Anniversary.

Village Administrator

Continued 2023 Budget Review

Administrator Schnook noted the Fee Schedule was remaining to be discussed. The process review moving forward would be to get this report out to the Board and have about a month for them to review and return with any questions prior to action with the Budget. Last week the Village Clerk, Administrator, Trustee Meiners, and Trustee D Johnson met and reviewed each item line by line. The conclusion was to put out to the board and ask for any questions or comments and get back to the Administrator with that for future consideration.

Trustee Meiners felt there was too much time on this and feels this is a good process moving forward.

Operating Budget Review

Administrator Schnook asked every department to produce their line-item budget with a narrative and feels there are general line items that are not descriptive to say what is included in those and that was his intention to better understand what is being budgeted.

They have been reviewing this process. The dialogue is necessary for operations. Capital is in excellent shape. However, the village is desperately in need park and rec coordinator, fire staff, grant writer, and more staff. Every department is lacking key staff

They are working to balance figures at this time.

Closed Session

Decker/D Johnson motion to go into Closed Session pursuant to Wis. Stats. § 19.85(1)(e) (Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session) for negotiation with Gearbox Express for expansion at 7:45pm.

Roll Call: "Yes" Trustee Brill, D Johnson, K Johnson, Meiners, Reeves, and Winchowky.

Unanimously carried.

Reconvene into Open Session

Decker/D Johnson motion to reconvene into open session pursuant to Wis. Stats. §19.85(2) at 7:55pm. Unanimously carried.

No action was necessary on items discussed in closed session.

Adjournment

Meeting was adjourned at 7:55pm

Respectfully Submitted,

Diana Dykstra, MMC
Village Clerk-Treasurer