

MINUTES OF THE VILLAGE BOARD OF TRUSTEES MEETING

Wednesday, April 19, 2023

Time: **6:30 pm**

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

Call to Order

President Winchowky called the meeting to order at 6:30pm.

Roll Call

Board Members Present

Eric Brill
Dale Porter
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
Mike Michalski, Village Engineer
Ron Bittner, Public Works Director
Wayne Castle, Utilities Director
Tim Rutenbeck, Building Inspection Supervisor
Jeff Stien, Fire Chief
Nathan Bayer, Attorney

Pledge of Allegiance

Comments from the Public

None

Presentations

Swearing in of Newly Elected Officials

Clerk Dykstra administered the Oath of Office to Trustee Dale Porter and Trustee John Meiners.

Proclamations

A Proclamation in honor of 2023 National Police Week and National Peace Officer Memorial Day.

President Winchowky read into the record a Proclamation honoring the 2023 National Police Week of May 14-20, 2023 and honor May 15, 2023 and National Peace Officer Memorial Day.

A Proclamation in honor of 2023 Arbor Day as April 28, 2023 in the Village of Mukwonago. President Winchowky read into the record a Proclamation honoring Arbor Day as April 28, 2023.

A Proclamation in honor of National Public Works Week.

President Winchowky read into the record a Proclamation honoring National Public Works Week May 21-27, 2023.

Village President

Appointments to Committees, Commissions, and Boards.

K Johnson/Brill motion to approve the following Committees, Commissions, and Boards for 2023. Unanimously carried.

Committee Chairs

- Finance Chair - Darlene Johnson
- Health & Recreation Chair - John Meiners
- Judicial Committee Chair - Dale Porter
- Personnel Committee Chair - Ken Johnson
- Protective Services Chair - Scott Reeves
- Public Works Committee Chair - Eric Brill

Board of Review

- Dale Porter, Eric Brill, Darlene Johnson

Board of Police Commissioners

- Tim Sperstad, Sue Perkins

Board of Zoning and Building Appeals

- Dave Mades, Sarah Szejn, and Micah Roberts

Downtown Development Committee

- Scott Reeves (Trustee), Eliza Pautz (Voting Member), James Pauer (Voting Member), David Stockwell (Voting Member), Ray Goodden (Non-Voting Member)

Historic Preservation Commission

- Janine Coley, Ray Goodden, Scott Reeves, Jeff Vanevenhoven

Joint Village & Town Protective Services- Fire

- Dale Porter (Trustee)
- Scott Reeves (Trustee)
- Ken Johnson (Trustee)

Joint Village & Town Fire Commission

- Ken Johnson (Village Liaison)
- Penny Grant (Alternating Member)

Library Board of Trustees

- Eric Brill (Trustee), Diane Magolan, Eliza Pautz

Plan Commission

- Eric Brill (Trustee), John Meiners (Trustee), Mark Penzkover

Joint Review Board (TIF)

- James Decker (Citizen)

Consent Agenda

All items listed are considered routine and/or have been unanimously recommended by the Committee of the Whole and will be enacted by one motion. There will be no separate discussion of these items unless a Board member so requests, in which event the item will be removed from the Consent agenda and be considered on the regular agenda.

- 8.1 Approve Village Board Meeting Minutes of March 15, 2023
- 8.2 Proclamation in honor of Deputy Chief Dave Unti and his distinguished career with the Mukwonago Fire Department.
- 8.3 Proclamation in honor of 2023 National Public Safety Telecommunicators Week.
- 8.4 Proclamation in honor of James Decker for his dedicated Public Service as a Village Trustee for the Village of Mukwonago.
- 8.5 Approve Accounts Payable Vouchers in the amount of \$680,542.97.
- 8.6 Approve a Purchase Requisition for Reclamite sealing project with Corrective Asphalt Sealers in the amount of \$13,440.
- 8.7 Approval of a performance stage rental and special event application from the Village of Mukwonago for the Phantom Junction Concert Series 2023 on June 1, June 3, July 3, August 5, September 8, and October 7.
- 8.8 Approval of the special event application from Mukwonago High School Athletic Booster Club for the Mukwonago Mile fundraiser for the MHS Athletic Booster Club. *(The Club plans to have a 1 mile run immediately preceding the Father's Day Parade on Sunday, June 18, 2023.)*
- 8.9 Approval of a park and special event application from ProHealth Care Foundation for the Cancer Walk at Field Park and surrounding neighborhood on May 6, 2023 from 6:30 am to 2 pm.
- 8.10 Approval of **Resolution 2023-10** requesting financial assistance from the WDNR and authorizing participation in the Knowles-Nelson Stewardship Grant Program.
- 8.11 Approval of a Park Application and Special Event Application from the Mukwonago Area Chamber of Commerce for the Annual Farmer's Market, located at Field Park, every Wednesday from Noon to 6 pm, beginning May 17, 2023 and ending October 11, 2023.
- 8.12 Approval of a purchase agreement for an additional Reserve Combination Class B/B Fermented Malt Beverage and Liquor License from Town of Mukwonago under Wis. Stats 125.51(4) (e).
- 8.13 Approval of a Temporary Class "B"/"Class B" Retailers License to the Rotary Club of Mukwonago for the Phantom Junction Stage Concerts on June 3, 2023 and July 3, 2023.

- 8.14 Approval of an application for a Temporary Class "B" retailers license from John Morrich Croation Lodge for Mukwonago Croation Day Fest on July 22, 2023
- 8.16 Approval of **Resolution 2023-11** to assign authorized representative to Wayne Castle Utilities Director for such documents required under the Safe Drinking Water Loan Funding.
- 8.17 Discussion and possible recommendation to approve **Resolution 2023-12** a Resolution to recognize the month of May as "No Mow May" and suspend the enforcement of Sect. 34-1(a) of the Municipal Code on developed lots.
- 8.18 Approval of **Resolution 2023-14** a resolution to declare intent to reimburse expenditures for Safe Drinking Water Loan Program for the north water tower painting.
- 8.19 Approval of **Resolution 2023-13** a Resolution to Reduce the Letter of Credit for Goodwill of Mukwonago to \$8,435.60.

President Winchowky removed item 8.15 Approval of the Wayfinding Signage RFP and recommendation to award to Michaels Signs with contingencies from the Consent Agenda.

D. Johnson/Reeves Motion to approve Consent Agenda items 8.1-8.19 while removing 8.15. Unanimously carried.

Finance Committee, Trustee Darlene Johnson

Discussion and possible action to approve Accounts Payable Vouchers in the amount of \$89,527.64.

D Johnson/K Johnson motion to approve. Unanimously carried.

Discussion and possible action on a 2023 Budget Amendment for the General Fund, Community Development Fund, and Capital Equipment Fund.

D Johnson/Porter motion to approve.

Finance Director Doherty explained expenditure restraint is something municipalities need to qualify for and the spreadsheet she uses mimics the worksheet when she prepared the numbers, however she didn't factor in the fire dept referendum to her numbers. She filed the form and the Village didn't qualify, so that would be roughly \$150,00 the village would lose. She contacted the Dept of Revenue and they provided an opportunity to amend the budget to qualify for the payment. She is suggesting in this budget amendment to scale back the transfer to CIP instead debt. She needs to reduce the budget by \$255,000 to qualify. They will need to borrow money instead this year.

President Winchowky questioned what are the projects that would not take place. Doherty noted they are just general projects from those funds.

Trustee Meiners confirmed we are issuing \$255,000 more in debt when we do this.

Roll Call: "Yes" Trustee Brill, Porter, D. Johnson, K. Johnson, Meiners, Reeves, Winchowky. Unanimously carried.

Public Works Committee, Trustee Brill

Discussion and possible action on re-installation of temporary bump outs on N. Rochester St., at Lake St. and 215 N. Rochester.

Trustee Brill noted this was discussed at the COW and he wanted to bring it before the Board to discuss what was submitted. The only cost is labor.

DPW Bittner noted there is a permit is required from the state, and installation in May if they move forward.

Police Chief Streit provided the speed board data that was collected.

Trustee D Johnson felt they were an eye sore and didn't see changes in behavior. She is against them.

Trustee Brill noted they were not meant to be permanent but did feel they made a difference by personal experience.

Trustee Reeves questioned if they go in again will there be another speed study.

President Winchowky noted he would like to see them for another year at least. He has noticed cars are not able to pass on the right which allows for a slowdown and safer pedestrian experience.

DPW Bittner noted the state has a final say and we can ask about the look of them.

Brill/K Johnson motion to approve the reinstall temporary bump outs.

Roll Call: "Yes" Trustee Brill, K. Johnson, Meiners, Reeves, Winchowky. "No" Trustee D. Johnson, and Porter. Motion carried 5-2

Discussion and possible action on Phase I Wayfinding Signs

This was the item removed from Consent agenda due to reviewing Bid and further discussions noting the specific fur on the bear was not meeting the documents as required by KMA. It was a pronounced design feature of hair on the bear and the current vendor doesn't want to complete. The Next sign company was Pablocki Sign.

Trustee D Johnson would like to confirm how they would complete this.

Trustee Porter asked if this is still under budget. It was confirmed under budget.

DPW Bittner noted they would bid out to have hair cut as designed by and in the KMA package as the Board approved it, or this can be rebid with the modifications.

Attorney Bayer noted they are not legally obligated to award bid, if parameters have changed

Administrator Schnook questioned the Board what they are rebidding.

DPW Bittner noted this design was going to be water jetted and it can be set to not be so sharp.

They can put a slight round edge and ask for a modification to that and get new quotes.

Trustee Meiners noted he doesn't like the paint and can't have sharp edges, so the third

options to give instruction for full bear without paint and sharp edges.

Meiners/Reeves motion to keep silhouette with the hair and edges rounded whichever way bidder prefers and seek adjusted quotes. Unanimously carried.

Protective Services, Trustee Reeves

Police Report for the month of March

(for information only, no action required)

Joint Village & Town Protective Services Committee Recommendations

Fire Department Reports

(for information only, no action required)

Chief Stien presented the annual report, and noted he is in the process of hiring 6 new fire fighters of 4 out of 6 filled.

Downtown Development Committee Recommendations, Trustee Reeves

Discussion and possible action to approve Task Order 2023-03 for Rochester Street Road Reconstruction and Streetscaping 30% Plans with R&M in the amount of \$58,495.

Reeves/Meiners motion to approve Task Order 2023-03 as per option B with bump outs.

It was confirmed funding is in the capital improvement plan

Unanimously carried.

Discussion and possible action to affirm that the Downtown Development Committee is to plan to develop a process for creation of Downtown Design Standards.

Reeves/K. Johnson motion that the DDC align with the Village Planner and work with downtown design guidelines.

Trustee D Johnson questioned if this would deal with the safety concerns with bricks falling does this review this. It was confirmed there is something already in place to deal with this.

Trustee Brill asked to confirm what the motion is since this is confusing.

Trustee Reeves noted the Village passed by the Village Board in that strategic plan an item for the DDC to develop Downtown Design Standards.

Administrator Schnook questioned if we are authorized to start the downtown design standards, they will not implement design standards, but they will work on a process . They will develop process in which to develop standards.

Unanimously carried.

Village Clerk

Update on the April 4, 2023 Spring Election and Statistical Report.

Clerk Dykstra presented the statistical report for the April Election. Expressed her thankfulness to all the Election Inspectors for their hard work.

Announcement of Open Book on May 8, 2023 at 10:00AM and Board of Review on May 22, 2023 from 5pm to 7pm.

Closed Session

Meiners/Johnson motion to go into Closed Session pursuant to **Wis. Stats § 19.85 (1) (g)** (Conferring with legal counsel who either orally or in writing will advise governmental body on strategy to be adopted with respect to current or likely litigation) concerning GFLP v Village of Mukwonago; and 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 expansion at 7:46pm.

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

Reconvene into Open Session

D Johnson/Reeves Motion to reconvene into open session pursuant to Wis. Stats. §19.85(2) at 8:58pm. Roll Call: "Yes" Trustee Brill, Porter, D Johnson, K Johnson, Meiners, Reeves, and Winchowky. Unanimously carried.

Adjournment

Meeting adjourned at 8:59pm.

Respectfully Submitted,
Diana Dykstra, MMC
Village Clerk-Treasurer