

**VILLAGE OF MUKWONAGO
MINUTES OF THE COMMITTEE OF THE WHOLE MEETING
WEDNESDAY, FEBRUARY 5, 2020**

Time: **5:30 pm**

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

Call to Order

Meeting was called to order by President Winchowky at 5:30pm at Mukwonago Municipal Building/Board Room, 440 River Crest Court

Roll Call

Board Members Present:

Eric Brill
James Decker
Darlene Johnson
Jay Vermeulen
Jason Wamser
Roger Walsh
Fred Winchowky

Also Present:

John Weidl, Village Administrator
Diana Dykstra, Clerk/Treasurer
Diana Doherty, Finance Director
Ron Bittner, DPW Director
Dave Brown, Utility Director
Kevin Schmidt, Police Chief
Mark Blum, Village Attorney
Jerad Wegner, Village Engineer
Bob Harley, Building Inspector
Jeff Stein, Fire Chief

Approval of Minutes

Approval of Committee of the Whole meeting minutes of January 8, 2020.

Johnson/Decker motion to approve Committee of the Whole meeting minutes of January 8, 2020. Unanimously carried.

Presentation

Recognition of several outstanding citizens and employees for their efforts in the rescue of two children who fell through the ice on a retention pond on December 26, 2019.

Chief Schmidt and Chief Stein presented Officer Wilson, Lt. Mueller, Dispatcher Tipton, and citizens Danielle and Tony Castro outstanding citizen awards in their efforts to rescue two young children who fell through the ice in December.

Protective Services, Trustee Brill

Retirement announcement of Officer Robert Melo effective March 1, 2020

Chief Schmidt announced Officer Melo would be retiring effective March 1st. Officer Melo started in 1988 as a reserve officer and became a full time officer in 1990. He has held various positions with the department over the last 30 years, and received a standing ovation for his tenure. He will be missed.

Finance Committee, Trustee Vermeulen

Monthly Treasurer Report and Revenue/Expenditure Guideline Report

Reports were placed on file.

Recommend to the Village Board to approve Vouchers in the amount of \$5,410,518.67

Vermeulen/Decker motion to recommend approval of Vouchers in the amount of \$5,410,518.67. Unanimously carried.

Recommend to the Village Board to approve purchase requisition for a 2020 Chevrolet 2500HD Service Truck for the Utilities Department.

Johnson/Decker motion to recommend to the Village Board to approve purchase requisition for a 2020 Chevrolet 2500HD Service Truck for the Utilities Department. Unanimously carried.

Recommend to the Village Board to approve the Purchase Order for park equipment.

Decker/Johnson motion to recommend to the Village Board to approve the Purchase Order for park equipment. It was noted this is a budgeted item. Unanimously carried.

Recommendation to the Village Board for approval of 2019 Paving Rehabilitation Close-out Change Order and Final Payment.

Decker/Wamser motion to recommend to the Village Board approval of 2019 Paving Rehabilitation Close-out Change Order and Final Payment. Unanimously carried.

Recommend to the Village Board to approve the Purchase requisition for one new squad vehicle.

Wamser/Decker motion to recommend to the Village Board to approve the Purchase requisition for one new squad vehicle. Chief Schmidt noted this will be the Supervisor vehicle and the current Supervisor vehicle will be a squad. Unanimously carried.

Recommendation to the Village Board for approval of T ID #5 Phase 2 Public Improvements Close-out Change Order and Final Payment.

Decker/Wamser motion to recommend approval of T ID #5 Phase 2 Public Improvements Close-out Change Order and Final Payment. Engineer Wegner noted the punch list items are all taken care of. Unanimously carried.

Recommendation to the Village Board for approval of 2019 Street Rehabilitation Close-out Change Order and Final Payment.

Decker/Wamser motion to recommend approval of 2019 Street Rehabilitation Close-out Change Order and Final Payment. It was noted this is under budget. Unanimously carried.

Recommend to the Village Board to approve purchase requisition for pedestrian crossing lights at STH 83 & Lincoln Avenue

Decker/Wamser motion to recommend approval to purchase requisition for pedestrian crossing lights at STH 83 & Lincoln Avenue. Unanimously carried.

Health and Recreation Committee, Trustee Decker

Recommend to the Village Board to approve special event application for Summerfeste 2020 sponsored by the Mukwonago Lions Foundation, held at Field Park June 18, 19, 20, 21, 2020.

Johnson/Vermeulen motion to approve. Unanimously carried.

Recommend to the Village Board to approve special event application for the Annual Easter Egg Hunt sponsored by the Mukwonago Lions Foundation, located at Field Park April 4, 2020 (rain date April 11, 2020).

Johnson/Vermeulen motion to approve. Unanimously carried.

Recommend to the Village Board to approve special event request for ProHealth Park Walk for Cancer at Field Park on May 1 (preparation for event) and May 2 (event).

Johnson/Vermeulen motion to approve. Unanimously carried.

Discussion and possible recommendation on proposed park impact fee.

DPW Director Bittner noted he was looking for direction from the Board. Staff is looking to eliminate the parkland site fee and move to the impact fee so all new apartments and condos would be paying the same amount. Currently only if there is a land division is there a fee charged. It was noted the funding use is basically the same.

The suggested amounts are as follows:

\$1,250 for 3+ Bedrooms

\$900 for 2 Bedrooms

\$600 for Bedrooms

Attorney Blum clarified the report produced by Trilogy reflected the maximum amount that could be charged. The staff is making a suggestion for a rate below that maximum.

DPW Director Bittner noted fees would still place the Village in 8th place of those other municipalities ranked.

It was the consensus to have the Attorney create an ordinance to create impact fee and eliminate parkland site fee.

Judicial Committee, Trustee Walsh

Recommend to the Village Board to approve the Temporary Class "B" / "Class B" Retailers License for Mukwonago Lions Foundation for Summerfeste 2020, June 17, 18, 19, 20, 21.

Johnson/Decker motion to recommend to the Village Board to approve the Temporary Class "B" / "Class B" Retailers License for Mukwonago Lions Foundation for Summerfeste 2020, June 17, 18, 19, 20, 21. Unanimously carried.

Recommendation to the Village Board to approve an Ordinance amending Section 100-14 regarding building permits

Johnson/Decker motion to recommend approval to the Village Board. It was noted this item will be discussed at the Plan Commission in February and will be scheduled for a public hearing in March before the Village Board.

Building Inspector Harley noted the Village has gone to complete paperless and application process. Trustee Johnson expressed she is unsure how she feels about this. President Winchowky questioned how those who might lack computer skills are able to apply. Inspector Harley commented that staff can help at our kiosk at the window. Trustee Walsh confirmed

residents would be able to sit down with staff and discuss or ask questions as well. It was noted plan commission will review this month.

Roll Call: "Yes" Trustee Brill, Decker, Vermeulen, Walsh, Wamser. "No" Trustees Johnson and Winchowky. Motion carried 5-2.

Discussion and possible recommendation on adopting a policy for advertising on Village property and in Village communications.

Attorney Blum reviewed the draft policy to allow for the current usage and private usage of signage on village property, the possible use of digital signage, if they will allow signage for the renters of a park, any charging for signs displays, or if it will have any restriction of the for profit status. There was further discussion regarding historical use of signs at Field Park. It was noted the Village needs a global policy, and bring to the next COW meeting for review.

Recommendation to the Village Board to approve an Ordinance amending Section 100-30 regarding adding a public comment section on Plan Commission meeting agendas.

Trustee Walsh reviewed several sections of importance he was looking to include. Additionally, suggesting other committees and the Village Board consider those changes as well. Trustee Decker felt the comment period should be the same as the Board. There was further discussion regarding the restriction on comments of items that may become subject to public hearing. Trustee Walsh noted residents will not know what might be coming to public hearing and suggested language to "pending" public hearing. President Winchowky questioned if this was a result of not feeling residents have enough opportunity to speak. He noted they have always given someone an opportunity to speak at Plan Commission and the Village Board and when the item goes to public hearing. Trustee Vermeulen noted he is opposed to public comment at the Plan Commission. Attorney Blum noted that public comment is not currently required, but the ordinance would allow for a section on the agenda. The consensus was to remain consistent. It was noted this item will be on the Plan Commission agenda for February.

Discussion and possible recommendation on Junk/Abandoned vehicle ordinance changes

Chief Schmidt explained he has presented three options including the allowance of a tarp over a vehicle, movement to not see from the roadway, or only allow parked in a structure. Trustee Walsh questioned if there would be a limit on the number of vehicles. It was a consensus to move forward with Option 2 with a two vehicle limit and remove the (10) days portion, noting an appeal process, for the next Committee meeting.

Public Works Committee, Trustee Wamser

Recommendation to award Musson Brothers, Inc. the DeBack Drive Infrastructure contract, and determine whether to award the mandatory alternate.

Engineer Wegner reviewed the base bid and alternate which includes filling the pond and creating an acre lot. Finance Director Doherty reviewed the budget for this project noting they will have to borrow additional money. Trustee Wamser asked if she could forecast the financial implication.

Vermeulen/Decker motion to recommend acceptance of the Base Bid with Mandatory Alternate.

Roll Call: "Yes" Trustee Decker, Vermeulen, Wamser, and Winchowky "No" Trustees Brill, Johnson, and Walsh. Motion carried 4-3.

Recommend to the Village Board to approve Letter of Credit Reduction No. 1 for Box Self Storage Development to \$191,089.50.

Decker/Vermeulen motion to recommend approval of Letter of Credit Reduction No. 1 for Box Self Storage Development to \$191,089.50. Unanimously carried.

Discussion, update, and possible recommendation to the Village Board to approve Well #3 repairs

Utility Director Brown noted they were able to drill out and reach the tool at 1380 feet. They believe they can grout off and televise tomorrow. He felt it was great news they were able to save the well.

Downtown Development Committee, Trustee Walsh

Update on Downtown Development Committee activities from Chairman Walsh.

Trustee Walsh noted the Charette was a success with 45-50 residents and lasted longer than (2) hours. He noted it was very interactive and they have scheduled the next event for February 27, 2020 with an open house.

Village President

Announcement of upcoming Census 2020 and the importance of participation

President Winchowky presented the Census materials and explained the importance of every resident being counted.

Adjournment

Meeting was adjourned at 7:45pm

Respectfully Submitted

/s/ Diana Dykstra, CMC
Village Clerk/Treasurer