

**VILLAGE OF MUKWONAGO  
MINUTES OF THE COMMITTEE OF THE WHOLE MEETING  
WEDNESDAY, MARCH 4, 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  
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  
Peter Gesch, Village Engineer  
Ben Kohout, Village Planner  
Bob Harley, Building Inspector

Excused:

Darlene Johnson  
Jay Vermeulen

**Approval of Minutes**

**Committee of the Whole minutes of February 5, 2020.**

Decker/Brill motion to approve. Unanimously carried.

**Downtown Development Committee, Trustee Walsh**

**Downtown Development Committee Update**

Trustee Walsh discussed the recent open house and the turn out. He acknowledged some confusion regarding concepts they were offering and the receipt of additional concepts. He noted they will be moving away from public comment portion and gearing up for the cost phasing. They have called a special meeting on Friday at the Library to discuss. In addition, they are looking at a presentation at the Farmers Market in March at the Library. They are updating the Downtown Yours Website as well. He noted that they would like to extend the deadline to May 20<sup>th</sup> to obtain better results and look further into the comments. There will be no additional cost. This would move the Board presentation from April to May.

Walsh/Wamser motion to extend the deadline of the proposal for final delivery date to May 20, 2020 for the Streetscaping and Wayfinding signage. Unanimously carried.

**Finance Committee, Trustee Vermeulen**

## **Monthly Treasurer Report and Revenue/Expenditure Guideline Report for January**

Reports were placed on file.

### **Motion to recommend to the Village Board to approve Vouchers in the amount of \$2,382,879.31.**

Decker/Brill motion to recommend to the Village Board to approve Vouchers in the amount of \$2,382,879.31. Unanimously carried.

### **Motion to recommend to the Village Board to approve Resolution 2020-05 Amending the 2019 Adopted Budgets for Wisconsin Development, TID 3, TID 4, TID 5, Debt Service, Village Designated, Capital Equipment, Library, Capital Improvement, Impact Fees, Water Utility, Sewer Utility, and Parkland Site Funds.**

Finance Director Doherty noted a majority of these are increasing revenues that we weren't expecting and some funds rearranging. The Library was the only fund that expenses were slightly over. Trustee Walsh confirmed the CDBG program is closed and now that we don't have to return the money it is revenue to the Village.

Decker/Wamser motion to recommend to the Village Board to approve Resolution 2020-05 Amending the 2019 Adopted Budgets. Unanimously carried.

### **Motion to recommend approval to the Village Board of Resolution 2020 -08 to authorize payment and charge back for an Assessor Error in the amount of \$11,169.18 for Tax Key MUKV1962-996-008**

### **Motion to recommend approval to the Village Board of Resolution 2020 -09 to authorize payment and charge back for an Assessor Error in the amount of \$13,848.37 for Tax Key MUKV1962-996-009**

### **Motion to recommend approval to the Village Board of Resolution 2020-10 to authorize payment and charge back for an Assessor Error in the amount of \$1,718.73 for Tax Key MUKV2091-011-002**

### **Motion to recommend approval to the Village Board of Resolution 2020 -11 to authorize payment and charge back for an Assessor Error in the amount of \$5,795.68 for Tax Key VM 00008**

Decker/Brill motion to recommend approval of Resolutions 2020-08, 2020-09, 2020-10, and 2020-11. Unanimously carried.

## **Health and Recreation Committee, Trustee Decker**

### **Discussion and possible recommendation on proposed park impact fee and Ordinance amendment, and to recommend Village Attorney finalize the Ordinance to include removal of the parkland site fee.**

President Winchowky noted he felt it was high, but understands the need. Trustee Decker noted it can't be increased in the general fund and people didn't want higher user fees. Administrator Weidl noted this is mainly for multi-family units which were not contributing and this corrects that error. Public Works Director Bittner noted that the Park Impact Fee is still lower amount than the Library impact fee.

Unanimously carried.

**Judicial Committee, Trustee Walsh**

**Discussion and possible recommendation to approve Resolution 2020-06 establishing a policy regarding the use of messaging on the Village's electronic reader board signs.**

Decker/Wamser motion to recommend approval of Resolution 2020-06 establishing a policy regarding the use of messaging on the Village's electronic reader board signs with the amendment to remove reference to "Field Park" and make it refer to all electronic signs.

Roll Call: "Yes" Trustee Brill, Decker, Wamser, and Winchowky. "No" Trustee Walsh. Motion carried 4-1

**Discussion and possible recommendation on Resolution 2020-07 a resolution adopting a policy for advertising on Village property and in Village communications.**

Trustee Walsh questioned the locations of these signs. Trustee Wamser noted this is a blanket policy for advertising no matter what the medium is, it isn't just for the electronic signs. PW Director Bittner stated the Town has adopted a fence policy for signs.

It was noted our current scoreboard already has sponsorship that exists, so it would need to reflect that allowance. Attorney Blum commented he drafted this in anticipation of the reader boards but it may not be necessary to take action at this time if they are not ready to address the issue.

It was determined there no further action was necessary at this time.

Walsh/Brill motion to remove from the agenda. Unanimously carried.

**Motion to recommend to the Village Board to approve the amendments to Section #34-46, 34-47 (a) and 34-49 (b) & (c) of the Village of Mukwonago Municipal Code regarding abandon or junked motor vehicles.**

Walsh/Wamser motion to recommend approval of amendments to Section #34-46, 34-47 (a) and 34-49 (b) & (c) of the Village of Mukwonago Municipal Code regarding abandon or junked motor vehicles. Motion carried. Trustee Walsh opposed.

**Motion to recommend to the Village Board to approve an Ordinance amending Section 78-1 of the Village of Mukwonago Municipal Code regarding the composition, duties, and power of the Board of Review.**

Clerk Dykstra noted this Ordinance is brought forward to allow for the payment of the members who serve on the Board of Review.

President Winchowky noted he has always felt this is why elected officials receive a salary. Trustee Decker noted he remembers the fee being \$30. The Clerk will return with a comparable of other communities and past practice for the Village to the April 1 Committee of the Whole.

**Request from Patti Muraczewski regarding the creation of an ordinance to prohibit the sale of dogs and cats by a retail establishment.**

Resident Patti Muraczewski noted she is requesting a proactive ordinance and it would be the first in the State of Wisconsin. Currently Mukwonago does not have a pet store but this would prohibit it for the future. She distributed copies of the Roseville, Minnesota ordinance.

Trustee Walsh recommend this be referred to the Planning and Zoning office for research and proposal examples. No motion was required.

**Public Works Committee, Trustee Wamser**

**Motion to recommend to the Village Board to approve a Storm Water Maintenance Agreement with Castle Senior Living, At 210 McDivitt Lane for building addition and other work, contingent upon Attorney and Engineer approval.**

Engineer Gesch noted the current status of the development doesn't meet the required standards. It reduces the run off but still doesn't meet the standard. He felt it was not a big concern for adjacent properties because the existing conditions were worse than the improved conditions.

Wamser/Brill motion to recommend approval of a Storm Water Maintenance Agreement with Castle Senior Living, at 210 McDivitt Lane for building addition and other work, contingent upon Attorney and Engineer approval, and waiver of the peak discharge ordinance.

Unanimously carried.

**Motion to recommend to the Village Board to award Wolf Paving, Inc. the River Park Estates Rehabilitation Phase 2 contract, and determine whether to award the 10-foot wide or 8-foot wide mandatory alternate for the additional paving of Miniwaukan Park Multi-Use Trail.**

PW Director Bittner noted the (10) foot need was for WE Energies as required for State and Federal guidelines, and he was asked to bid both ways. The additional footage is only about \$6,000. Existing trails are (8) foot wide.

Wamser/Decker motion to award Wolf Paving, Inc. the River Park Estates Rehabilitation Phase 2 contract, and to award the 8-foot wide mandatory alternate for the additional paving of Miniwaukan Park Multi-Use Trail as the BC Alternate in the amount of \$1,341,541.65 with Alt. B at \$50,595.53. Unanimously carried.

**Motion to recommend to the Village Board to approve Task Order No. 2020-02 from Ruekert Mielke, Inc. for construction related services of DeBack Drive Infrastructure.**

Wamser/Brill motion to recommend approval of Task Order No. 2020-02 from Ruekert Mielke, Inc. for construction related services of DeBack Drive Infrastructure. Unanimously carried.

**Discussion regarding the feasibility of constructing CTH ES Pedestrian Bridge at Fox River.**

Administrator Weidl noted that this has been a long term decision to have this on our capital plan. It has been in the capital plan, and now the Board will need to decide the type of structure.

Engineer Gesch noted the (10) foot width is required for an ambulance. Trustee Decker felt the area was marsh and would require more funds to complete. Gesch noted there will be a need for additional fill to build up the shoulder and make it ADA compliant, which their costs include. Trustee Decker noted his opinion is that the County should be taking care of this. Trustee Brill explained the Village expanded on the other side of the bridge and now we have residents on the other side of the bridge with no pedestrian access. It was noted this will be back at a future date with more information. No action was taken.

**Motion to recommend to the Village Board approval of TID #5 Public Improvements Close-out Change Order and Final Payment.**

Decker/Brill motion to recommend approval of TID #5 Public Improvements Close-out Change Order and Final Payment. Unanimously carried.

**Motion to recommend to the Village Board to approve WWTF Chemical Storage Building Bid Award to J.H. Hassinger, Inc. for the sum of \$614,766.00.**

Engineer David Arnott was present and explained the Chemical Tank is underground and built in 1981. It is failing and each year insurance becomes more difficult which is the driver of this. This project brings the tank above ground in a building which provides greater control of chemical addition, general control, and SCADA of pumps. The exterior will match the architecture of other buildings, and they will be making minor changes to reduce costs. Utility Director Brown notes they will also serve future plant if you ever need to add on for growth.

Wamser/Decker motion to recommend approval of the WWTF Chemical Storage Building Bid Award to J.H. Hassinger, Inc. for the sum of \$614,766.00. Unanimously carried.

**Discussion and possible action and update on Well #3 from Utility Director.**

Utility Director Brown noted they are close to getting the tool free. They are drilling around it and they have it exposed and are about nine feet below. No action was required.

**Motion to recommend to the Village Board to approve a Purchase Requisition for a valve exerciser and install with Northern Sewer Equipment in the amount of \$31,380.**

Wamser/Brill motion to recommend approval of a Purchase Requisition for a valve exerciser and install with Northern Sewer Equipment in the amount of \$31,380.

**Discussion regarding Village Electronic Recycling**

DPW Director Bittner explained the last few years the Village has worked with the County. The County is no longer in the Electronic Recycling business. The vendor has a date on their calendar for June still and they noted the Village can keep this open if they wish to offer this to residents. The only cost to the Village would be the four hours of overtime for staffing. The recycling costs are paid for by the resident disposing.

Wamser/Decker motion to recommend signing a contract for Electronic Recycling pending approval as to form with Attorney. Unanimously carried.

**Village Clerk**

Review of February 18, 2020 Election Statistical Information for the Village of Mukwonago. Clerk Dykstra provided a review of the February Elections and the use of the electronic poll books.

**Adjournment**

Meeting was adjourned at 7:03pm.

Respectfully Submitted,

/s/ Diana Dykstra, CMC  
Village Clerk/Treasurer