

MINUTES COMMITTEE OF THE WHOLE MEETING

Wednesday, May 6, 2020

Time: **7:00 pm**

Place: **Via Zoom Meeting Portal Virtually hosted at Mukwonago Municipal Building/Board Room, 440 River Crest Ct.**

Call to Order

The Village President Winchowky called the meeting to order at 7:00p.m. via Zoom platform with host located in the Mukwonago Municipal Building, 440 River Crest Ct.

Roll Call

Board Members present: Daniel Adler
Eric Brill
Jim Decker
Darlene Johnson
John Meiners
Roger Walsh
Fred Winchowky, Village President

Also present: John Weidl, Village Administrator
Mark Blum, Village Attorney
Diana Dykstra, Clerk-Treasurer
Diana Doherty, Finance Director
Kevin Schmidt, Police Chief
Dave Brown, Utility Director
Ron Bittner, Public Works Director
Ben Kohout, Planner
Jeff Stein, Fire Chief
Jerad Wegner, Village Engineer

Approval of Minutes

Motion to approve Committee of the Whole minutes from April 1, 2020.

Decker/Johnson motion to approve Committee of the Whole minutes from April 1, 2020.

Roll Call: "Yes" Trustee Adler, Brill, Decker, Johnson, Meiners, Walsh, and Winchowky.

Unanimously carried.

Downtown Development Committee, Trustee Walsh

Update/Status Report from the Downtown Development Committee (DDC), and further direction on resuming committee meetings.

Trustee Walsh noted all members of the DDC have agreed to come back for the year. Foth is finishing their preliminary plan and preparing for Committee review. He questioned the use of zoom or other virtual meeting options until they can get face to face in June. Trustee Johnson noted the County is starting their face to face meetings in May. President Winchowky noted the Village will not have face to face meetings until May 26, 2020 when the Governor's order expires.

Discussion and possible recommendation to direct Admin & Staff to continue to work on developing a Village of Mukwonago Small Business Assistance and Stimulus Plan for final presentation.

Trustee Walsh commented he was looking for options for small businesses in the Village.

Administrator Weidl noted they have an interesting opportunity with some remaining CDBG funds and would like to target cash loans/grants to keep them going.

Trustee Decker questioned how we can ask Departments to make cuts when we are giving money away to businesses.

Trustee Walsh discussed some options of assessing which businesses, and at what level. He suggested meeting with a business group to find out what the needs are and how they can benefit.

Finance Director Doherty noted there is \$210,000 in that account, but there was a commitment to purchase 301 Main Street, so this would need to be discussed.

President Winchowky noted he would like to see if there is a consensus in moving forward, and if so this should move on to the Finance Committee. He suggested April from the Chamber conduct a survey of local businesses affected and work with the Finance Chairman, the Administrator, and the Chair of the DDC to make a recommendation to the Board.

Finance Committee, Trustee Meiners

Monthly Treasurer Report and Revenue/Expenditure Guideline Report for March

Chairman Meiners noted both reports are on file.

Motion to recommend to the Village Board to approve Vouchers in the amount of \$668,680.13.

Meiners/Johnson motion to recommend to the Village Board to approve Vouchers in the amount of \$668,680.13.

Roll Call: "Yes" Trustee Adler, Brill, Decker, Johnson, Meiners, Walsh, and Winchowky. Unanimously carried.

Motion to recommend approval of Resolution 2020-18 a Resolution to provide for compensation to the Village Board members appointed to the Board of Review.

Decker/Brill motion to recommend approval of Resolution 2020-18 a Resolution to provide for compensation to the Village Board members appointed to the Board of Review.

Roll Call: "Yes" Trustee Adler, Brill, Decker, Johnson, Meiners, and Walsh. "No" President Winchowky. Motion carried.

Health and Recreation Committee, Trustee Decker

Motion to recommend approval of the Special Event Application from the Mukwonago Chamber of Commerce for the Farmers Market at Field Park on Wednesdays between May 20, 2020 and October 14, 2020.

Decker/Johnson motion to recommend approval of the Special Event Application from the Mukwonago Chamber of Commerce for the Farmers Market at Field Park on Wednesdays between May 20, 2020 and October 14, 2020 pending the ability to meet State and Federal guidelines. It was noted the booths should be spaced and attendees should not gather in groups. DPW Director Bittner noted the bathrooms are closed and the Chamber would be required to get Porta-Johns. The Chamber noted they will cover the cost, and they have handwashing stations. It was noted they plan only 17 of the normal 40 vendors.

Roll Call: "Yes" Trustee Adler, Brill, Decker, Johnson, Meiners, Walsh, and Winchowky. Unanimously carried.

Motion to recommend approval of a License Agreement between Wisconsin Electric Power Company (We Energies) and the Village of Mukwonago for a Trail License.

Decker/Johnson motion to recommend approval of a License Agreement between Wisconsin Electric Power Company (We Energies) and the Village of Mukwonago for a Trail License.
Roll Call: "Yes" Trustee Adler, Brill, Decker, Johnson, Meiners, Walsh, and Winchowky.
Unanimously carried.

Discussion and possible recommendation on an Ordinance amending section 45-14 and 45-16 regarding the co -existence of the public site fee with the park impact fee.

Attorney Blum noted last month there was discussion in the amendment of the Park Impact Fees and the platting fee. They were going to remove the platting fee due to the thought it would overlap, however, after further review his advice is to leave the platting fee on the books with the ability not to charge the fee when the other applies.

Decker/Brill motion to approval on an Ordinance amending section 45-14 and 45-16 regarding the co -existence of the public site fee with the park impact fee.

Trustee Johnson questioned which staff member is responsible to be sure there is no duplication and this doesn't slip through the cracks. Attorney Blum noted these applications would more than likely be filed with the Village Planning and Zoning offices.

Roll Call: "Yes" Trustee Adler, Brill, Decker, Meiners, Walsh, and Winchowky. "No" Trustee Johnson. Motion carried.

Judicial Committee, Trustee Walsh

Discussion and recommendation to approve a contract amendment for Zoning Code Rewrite with Civi Tek Consulting, Inc. to commence work immediately on conditional uses to meet State Code guidelines at a cost of \$2,100.

Attorney Blum noted Act 67 adopted changes in the way conditional uses are approved. This contract amendment allows that section of the code to be added to the zoning code rewrite. Walsh/Johnson motion to recommend approval of a contract amendment for Zoning Code Rewrite with Civi Tek Consulting, Inc. to commence work immediately on conditional uses to meet State Code guidelines at a cost of \$2,100.

Roll Call: "Yes" Trustee Adler, Brill, Decker, Johnson, Meiners, Walsh, and Winchowky.
Unanimously carried.

Discussion and possible recommendation on reducing annual fees for Class B liquor license holders.

Trustee Walsh noted this item might be more appropriately folded into the finance plan that is being presented. President Winchowky confirmed he spoke with the Mayor of Delafield and he noted they would have only an effect of \$6,000 for reducing license fees. He confirmed any licenses that would be considered should be live or do business in the jurisdiction of the Village. It was noted a review of area communities would be presented to the May 20, 2020 Board meeting.

Protective Services, Trustee Adler

American Legion Post #375 has cancelled the May 25, 2020 Memorial Day Parade, due to COVID-19 current situation. This was for information only, no action was required. Chief Schmidt noted there is a group of American Legion Riders who would like to ride through town with flags. This would not be a parade, but a nice display of riders through town.

Village of Mukwonago Police Department 2019 Annual Report

The Police Department Annual Report was placed on file. No action was required.

Annual Fire Department Report for 2019

The Fire Department Annual Report was placed on file. No action was required.

Public Works Committee, Trustee Brill

Motion to recommend approval of a sewer credit in the amount of \$254.99 for 1311 Riverton Drive for an exterior water leak.

Utility Director Brown noted Mr. Krueger called and had received a high water bill. He normally uses 2,000 gals per quarter, so they had one of the utility employees help identify any leaks. It was noted his outside hose bib had been leaking but the staff did not observe the leak themselves. It is a policy they do not approve without seeing the leak. He did not want to see any precedent being set.

Decker/Meiners motion to decline to award the credit in the amount of \$254.99 for 1311 Riverton Drive for an exterior water leak.

Roll Call: "Yes" Trustee Adler, Brill, Decker, Johnson, Meiners, Walsh, and Winchowky.
Unanimously carried.

Motion to recommend approval of Change Order #1 for River Park Estates paving, a cost reduction of \$15,843.30 on the contract price due to a calculation error.

Decker/Johnson motion to approve Change Order #1 for River Park Estates Paving.

Roll Call: "Yes" Trustee Adler, Brill, Decker, Johnson, Meiners, Walsh, and Winchowky.
Unanimously carried.

Discussion and possible action on a request from Bielinski Development, Inc., to amend the Meadowland Townhomes Developers Agreement to extend the time frame to install infrastructure to December 1, 2022, and direct staff to amend agreement accordingly for the next Committee of the Whole.

Planner Kohout noted they are hoping to finish Chapman Villas before this project. They are looking to exchange the date to December 1, 2022 acknowledging COVID-19 and not looking to further any extensions.

Decker/Walsh motion to approve a request from Bielinski Development, Inc., to amend the Meadowland Townhomes Developers Agreement to extend the time frame to install infrastructure to December 1, 2022.

Roll Call: "Yes" Trustee Adler, Brill, Decker, Johnson, Meiners, Walsh, and Winchowky.
Unanimously carried.

Discussion and possible recommendation on the Well #3 rehab project and update.

Utility Director Brown noted this is now complete and they have gained pumping from 700 gals per minute to 900 gals per minute. This will allow them not to have to build a new well for some time.

Motion to recommend to the Village Board to approve Task Order No. 2020-06 from Ruekert Mielke, Inc. for the Design and Bidding of CTH LO Sanitary Sewer Rehabilitation in the amount of \$20,820.

Administrator Weidl noted the Village was blindsided by the County with this issue. Trustee Brill noted this was a long term plan, however, it was not known this road was being worked on.

DPW Director Bittner noted he received a call regarding borings. There is a deadline to complete before they complete the road.

Decker/Johnson motion to recommend approval of Task Order No. 2020-06 from Ruekert Mielke, Inc. for the Design and Bidding of CTH LO Sanitary Sewer Rehabilitation in the amount of \$20,820.

Roll Call: "Yes" Trustee Adler, Brill, Decker, Johnson, Meiners, Walsh, and Winchowky.
Unanimously carried.

Discussion and possible recommendation on an amendment to the Agreement for the Development of Improvements for Box Self Storage, LLC.

DPW Director Bittner noted they have a final punch list and a date couldn't be met for asphalt. They were looking to extend to 2021.

Decker/Johnson motion to recommend approval of an amendment to the Agreement for the Development of Improvements for Box Self Storage, LLC.

Roll Call: "Yes" Trustee Adler, Brill, Decker, Johnson, Meiners, Walsh, and Winchowky.
Unanimously carried.

Discussion and possible recommendation to approve a Letter of Credit Reduction for Phantom Lakes Preserve.

Engineer Wegner noted all work is up to date and sufficient.

Decker/Walsh motion to recommend approval of a Letter of Credit Reduction for Phantom Lakes Preserve to 92,381.40.

Roll Call: "Yes" Trustee Adler, Brill, Decker, Meiners, Walsh and Winchowky. "No" Trustee Johnson.

Motion carried.

Adjournment

Meeting was adjourned at 9:07pm.

Respectfully Submitted,

/s/ Diana Dykstra, CMC
Village Clerk-Treasurer