

COMMITTEE OF THE WHOLE MEETING MINUTES

Wednesday, November 4, 2020

Time: **5:30 pm**

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

Call To Order

The Village President Winchowky called the meeting to order at 5:30p.m. located in the Board Room of the Mukwonago Municipal Building, 440 River Crest Ct.

Roll Call

Board Members Present: Daniel Adler
Eric Brill
James Decker
Darlene Johnson
John Meiners
Roger Walsh
Fred Winchowky

Also Present:

John Weidl, Village Administrator
Diana Doherty, Finance Director
Diana Dykstra, Village Clerk-Treasurer
Ron Bittner, DPW Director
Dave Brown, Utilities Director
Mark Blum, Village Attorney
Kevin Schmidt, Police Chief
Jeff Stein, Fire Chief
Jerad Wegner, Village Engineer

Approval of Minutes

Discussion and possible action to approve minutes of the Committee of the Whole meeting of October 7, 2020.

Decker/Johnson motion to approve minutes as amended. It was noted there was a typographical error on the date of Halloween which will be corrected.
Unanimously carried.

Finance Committee, Trustee Meiners

Monthly Treasurer Report and Revenue/Expenditure Guideline Report For September

Report was placed on file.

Discussion and possible recommendation to approve Vouchers in the amount of \$448,176.58.

Meiners/Decker motion to recommend approval of vouchers in the amount of \$448,176.58
Unanimously carried.

Recommend authorization to Finance Director to submit request for remaining balance of Routes-to-Recovery grant after final reporting period expenses are submitted in November

Finance Director Doherty noted that the State has opened up the filing and asking municipalities to submit their expenses for the balance of their funds. They will be going back

and submitting payroll for police and fire along with sick time. They have three additional checks that will be on the next check run as well to be included with submittal that were not on this voucher run.

Meiners/Decker motion to submit all eligible expenses for the remaining amounts of the Roads to Recovery grant program.

Unanimously carried.

Discussion and possible recommendation on Resolution 2020-50 a resolution to adopt the 2021 Fee Schedule changes.

Meiners noted that he averaged the samples received and came out with \$375. The current fee for a special board meeting is \$15 per board member. Clerk Dykstra noted it is not uncommon to charge for the fees the Village incurs. President Winchowsky feels it is important to offer this service without charge.

Meiners/Decker motion to recommend approval of the fee schedule excluding any change to special board meetings. Unanimously carried.

Discussion and possible recommendation on a Resolution to approve Receipt of Claims for Refund/Adjustment of 2018 and 2019 Property Taxes under Wis. Stats. Section 70.511 and request of chargeback of taxes for the real property known as Tax ID MUKV1970999022.

Meiners/Decker motion to recommend approval of a Resolution to approve Receipt of Claims for Refund/Adjustment of 2018 and 2019 Property Taxes under Wis. Stats. Section 70.511 and request of chargeback of taxes for the real property known as Tax ID MUKV1970999022. Unanimously carried.

Discussion and possible recommendation to approve Change Order and final pay request for the WWTF Septage Receiving, Grit, and Digester Upgrade to August Winter and Son in the amount of \$42,945.24.

Meiners/Decker motion to recommend approval of a Change Order and final pay request for the WWTF Sepage Receiving, Grit, and Digester Upgrade to August Winter and Son in the amount of \$42,945.24.

Proposed 2021 Budget Updates.

Finance Director Doherty noted that the budget publication has been completed and placed on the web site. No changes from the last time they reviewed it. The Public Hearing is set for November 18, 2020 at 6pm.

Judicial Committee, Trustee Walsh

Discussion and possible recommendation regarding creating an Ordinance authorizing the sale of intoxicating liquor to be consumed by the glass on the premises where sold, and also authorizing the sale of intoxicating liquor in the original package or container, in any quantity to be consumed off the premises where sold.

Chairman Walsh noted that he had conducted some research on this item and e-mailed a request for information to the Administrator. He referred him to the Village Clerk without providing any additional information. He noted there is a memo in the packet from the Attorney. He discussed his concerns with the blurred lines between a Class A establishment and a Class B establishment.

Trustee Decker commented about the importance of differences in the types of sales and taxes.

Chairman Walsh commented he was looking for input from the Board to see if this puts current license holders at a disadvantage.

Trustee Johnson noted she didn't like the idea at this time.

Trustee Brill clarified the types of licenses that are available.

Attorney Blum commented that this possibly could put other establishments at a disadvantage.

Closing times are a restriction handled in another section of the ordinance.

Walsh/Decker motion to table while the Board considers impacts on local business and restrictions of sales. Unanimously carried.

Review and possible recommendation on a Village of Mukwonago Elected Official Handbook update.

Walsh/Decker motion to recommend this be sent to the December Committee of the Whole for further review. President Winchowky suggested the inclusion of the Organizational Chart as well. Unanimously carried.

Discussion and possible recommendation on establishing a policy regarding special board meetings.

Trustee Adler noted that he felt the Village did not have a solid procedure on setting special board meetings. They are at times hard to account for and with short notice can be difficult to attend. He felt it would be important to create a procedure to be more courteous and efficient. Trustee Johnson commented there are times when Board members may not be able to attend a meeting. She doesn't feel it is happening to disrupt people, and doesn't feel a policy is necessary.

Trustee Walsh noted if there is urgency and the need and notifications can be made as best as they can, he does recommend there is some guidelines set and that can be included in the Elected Officials Handbook.

President Winchowky noted that he isn't sure how to anticipate a special meeting. He knows everyone wants to be at every meeting, but there is no rule you have to. He has been a promoter of special meetings and hopefully hopes that staff works hard to make sure we don't have to have them.

Trustee Walsh commented there is a time and place for special meetings. He noted there was a special meeting set up for a night he had a committee meeting schedule and he had to adjust that schedule.

It was recommended the Committee move on without any action at this time.

Discussion and possible recommendation on a policy for remote participation of Trustees at Village Board Meetings.

Trustee Walsh reviewed the memo from Attorney Blum and he understands there is technology concerns at this time.

Attorney Blum noted that remote and in person needs to be able to participate fully and interact to obey the open meetings law as well. There could be quorum issues, sufficient to have (4) in-person attendees, and review the technology issues including participation from the public. The other concern could be if the feed is lost, would the remote trustee be allowed to vote on the items at hand. There are several concerns that would need to be reviewed.

Trustee Decker questioned how would the remote participants be seen by the Public.

Trustee Johnson noted she previously was in favor but realize how she would probably be opposed to this given the complexity.

Trustee Meiners asked about the upgrades required.

Clerk Dykstra noted that she checked into Granicus and the increase of Covid and the potential of a staff or board member to prevent them from participating for being in

quarantine. There is a device that could be used, and a conference call device along with a TV to use for the visual. She further asked about the presentations or input device. They could purchase a switcher that would allow the zoom screen to be on the live feed. The point is there are options to upload this, we just need to clarify. Trustee Walsh would like to hold this item for future discussion.

Personnel Committee, Trustee Johnson

Discussion and possible recommendation to approve changes to the Employee Handbook subject to final review by labor attorney.

Finance Director Doherty noted this does change overtime and comp time to over 40 hours worked, but they are willing to be flexible during emergency. She noted the PD and FD have contracts which lay out those standards.

Johnson/Decker motion to recommend approval of the Employee Handbook subject to final review by labor attorney. Unanimously carried.

Public Works Committee, Trustee Brill

Discussion and possible recommendation on hosting two Electronics Recycling Events in 2021

Brill/Decker motion to recommend approval. Unanimously carried.

Protective Services, Trustee Adler

Discussion and possible recommendation on Engine Response Fee dispute.

Adler/Walsh motion to deny the Engine Response Fee Dispute.

Chief Stein noted that at the Town meeting they said no because the policy is if they can prove a hardship. Unanimously carried.

Adjournment

Meeting was adjourned at 6:55pm.

Respectfully Submitted,

Diana Dykstra, MMC
Village Clerk-Treasurer