MINUTES OF THE COMMITTEE OF THE WHOLE MEETING
Wednesday, July 7, 2021

Time: **5:30 pm**
Place: **Mukwonago Municipal Building/Board Room, 440 River Crest Court, Mukwonago, WI 53149**

Call to Order
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., Mukwonago, WI 53149

Roll Call
Board Members Present

Daniel Adler
Eric Brill
Jim Decker
Darlene Johnson
Roger Walsh
Fred Winchowky

Excused: John Meiners

Also Present

Diana Dykstra, Interim Admin/Village Clerk-Treasurer
Diana Doherty, Finance Director
Dan Streit, Police Chief
Dave Brown, Utilities Director
Ron Bittner, Public Works Director
Ron English, Village Attorney
Jerad Wegner, Village Engineer
John Fellows, Village Planner

Comments from the Public
None

Approval of Minutes
Motion to approve minutes of the Committee of the Whole meeting of June 2, 2021
Decker/Johnson motion to approve. Unanimously carried.

Downtown Development Committee, Trustee Adler
Discussion and possible action to approve a request to allow the Downtown Development Committee to meet virtually from June 2021 through November 2021, to allow for more more participating from the business community during the meetings.
No action was required on this item. It was previously discussed at the June COW meeting and referred to the Village Board. It will appear on the July 21, 2021 Village Board meeting.

Finance Committee, Trustee Meiners
Discussion and possible recommendation on web site redesign proposal from CivicCMS in the amount of $9,800 and $2,000 for annual maintenance, and authorize Village President to execute contract.
It was noted this has been a goal for the Village to address the web site. The cost for conversion and maintenance is substantially less than the current vendor. There are some funds available in the Elections Budget remaining that can be allocated. Finance Director Doherty noted the remaining can be transferred from reserves.

Trustee Johnson noted that she is unsure the necessity of this project.
Trustee Decker has concerns regarding the use of reserves, and suggests departments are asked what they can assist with.
Trustee Walsh supports the concept of a new web site and has seen the issues that the residents face when trying to find information.
It was noted this item will come back to the July 21, 2021 Village Board meeting with more concrete funding options prior to approval.

Discussion and possible recommendation to approve the purchase requisition for Ravel Seal asphalt sealer to Gee Asphalt Systems Inc. in the amount of $22,706.00.
Decker/Brill motion to recommend approval of the purchase requisition for Ravel Seal asphalt sealer to Gee Asphalt Systems Inc. in the amount of $22,706.00.
Unanimously carried.

Discussion and possible recommendation to approve the purchase requisition for Friction Seal asphalt sealer to Fahrner Asphalt Sealers LLC in the amount of $80,661.00.
Decker/Brill motion to recommend approval the purchase requisition for
Friction Seal asphalt sealer to Fahrner Asphalt Sealers LLC in the amount of $80,661.00.
DPW Director Bittner noted this is used on roads in worse condition but do not warrant major repairs. This calls for a slight aggregate installed on top of it. We are the first ones in the area to be using this type of equipment.
Unanimously carried.

Discussion and possible recommendation on a Fire Department Roof Top Unit Replacement Purchase Requisition for four Carrier RTU to AUER STEEL in the amount $25,755.00.
Decker/Brill motion to recommend approval of a Fire Department Roof Top Unit Replacement Purchase Requisition for four Carrier RTU to AUER STEEL in the amount $25,755.00.
Purchase directly from carrier and save roughly $7,000. They are in the capital plan for replacement. Unanimously carried

Discussion and possible recommendation to approve the purchase requisition for installation services and required hardware to install station 1 RTUs to AC Services INC. in the amount of $17,995.00.
Decker/Johnson motion to recommend approval of the purchase requisition for installation services and required hardware to install station 1 RTUs to AC Services INC. in the amount of $17,995.00. Unanimously carried

Discussion and possible recommendation on a request from the Downtown Development Committee to authorize expenditures from the pedestrian and signage funds to secure the services of KMA Design Group, of Carnegie, PA for design drawings and construction drawings for Village signage identification and wayfinding program for the Village in the amount of $37,635.00
Planner Fellows noted there was an RFP in the spring reviewed by Downtown Development Committee. They will provide schematics, color combinations, and then the Committee and Village Board will recommend approval and then they will take and move forward with rest of designs in that style.
Village President noted he should be the person who signs this contract.
Trustee Johnson expressed concerns for change orders on contracts. Planner Fellows noted that he doesn't believe there would be additional fees associated. She further asked if the public would weigh in the design or have a meeting. Fellows noted that was not part of the contract at this junction.

President Winchowky asked if they would be taking consideration on where DOT requires signage and that they comply.
Decker/Adler motion to recommend approval of a contract with KMA Design Group, of Carnegie, PA for design drawings and construction drawings for Village signage identification and wayfinding program for the Village in the amount of $37,635.00. Unanimously carried.

Monthly Treasury Report and Revenue/Expenditure Guideline Report For May
(For information purposes only, no action required)

Discussion and possible recommendation to approve Vouchers in the amount of $670,783.09.
Decker/Johnson motion to recommend approval of to approve Vouchers in the amount of $670,783.09. Unanimously carried.

Trustee Walsh excused himself from the meeting.

<u>Health and Recreation Committee, Trustee Decker</u>
Announcement of 2022 Kick Off Concert Scheduled at Indian Head Park Outdoor Performance Stage with Mt. Olive on June 4, 2022.

<u>Judicial Committee, Trustee Walsh</u>
Discussion and possible recommendation on a Schedule of Agent change for Kwik Trip 282 to Susan J. Foster.
Johnson/Decker motion to recommend approval of a Schedule of Agent change for Kwik Trip 282 to Susan J. Foster. Unanimously carried.

<u>Library Board of Trustees, Trustee Brill</u>
Trustee Brill provided a monthly update on activities and events at the Library.

<u>Personnel Committee, Trustee Johnson</u>
Discussion and possible recommendation on the appointment of two additional members to the Personnel Committee.
Trustee Johnson noted she brought this up with the last situation with Administrator and hiring she felt the Committee was harder for everyone to be together to discuss issues, wondering if the Board would like to add a few more members to the Committee, for certain situations.
President Winchowky noted that he does not feel this is necessary for the immediate future. That is why we have the Committee of the Whole. He will work with her regarding hiring process and Clerk will assist with the process.

Discussion and possible recommendation on change of status for the new Supervisor of Inspections, Tim Rutenbeck.
Interim Administrator Dykstra noted that Tim Rutenbeck has been appointed the new Supervisor of Inspections. He has the following qualifications: Commercial Building Inspector, Commercial Electrical Inspector, Commercial Plumbing Inspector, UDC Construction Inspector, UDC Electrical Inspector, UDC Plumbing Inspector, UDC HVAC Inspector, Master Electrician, Electrical Contractor License. The range for the Supervisor is $56,930 to 76,856 and he is currently at $64,001.47 and is recommended at $70,000 effective July 1, 2021.
Trustee Johnson requested that he be provided a review after 6 months and give report to President and Personnel chair. Unanimously carried.

<u>Public Works Committee, Trustee Brill</u>

Discussion and possible recommendation to approve Front Street Reconstruction Close- out Change Order and Final Payment request from Advance Construction, Inc. in the amount of $9,689.53. (Final Contract amount is $352,668.15).
Brill/Decker motion to recommend approval of Front Street Reconstruction Close- out Change Order and Final Payment request from Advance Construction, Inc. in the amount of $9,689.53. Unanimously carried.

Discussion and possible recommendation to approve Grand Avenue Infrastructure Rehabilitation Close -out Change Order and Final Payment request from Advance Construction, Inc. in the amount of $20,127.39. (Final Contract amount is $852,250.30)
Brill/Johnson motion to recommend approval of Grand Avenue Infrastructure Rehabilitation Close -out Change Order and Final Payment request from Advance Construction, Inc. in the amount of $20,127.39. Unanimously carried.

Discussion and possible recommendation to approve Task Order No. 2021-08 from Ruekert Mielke, Inc. for the construction related services of Indianhead Park Outdoor Performance Stage project in the amount of $29,610.
Brill/Decker motion to recommend approval of approve **Task Order No. 2021-08** from Ruekert Mielke, Inc. for the construction related services of Indianhead Park Outdoor Performance Stage project in the amount of $29,610. Unanimously carried.

Discussion and possible recommendation to approve a Permanent Easement and Access Agreement dedicating a portion of 301 Main Street for the purposes of public parking stalls.
Brill/Decker motion to recommend approval of a Permanent Easement and Access Agreement dedicating a portion of 301 Main Street for the purposes of public parking stalls.
pending submission of final documents. Planner Fellows noted the site plan was modified and he has asked for confirmation of the easement and hasn't received it yet. Unanimously carried

Discussion and possible recommendation to award the 2021 Street Crack Seal project to Fahrner Asphalt Sealers LLC in the amount of $28,624.00.
Brill/Decker motion to recommend approval to award the 2021 Street Crack Seal project to Fahrner Asphalt Sealers LLC in the amount of $28,624.00. Unanimously carried.

Discussion and possible recommendation to approve a Resolution approving a Developer's Agreement for Subdivision Improvements within the Chapman Farms Subdivision Phase 2.
Brill/Decker motion to recommend approval of approve a Resolution approving a Developer's Agreement for Subdivision Improvements within the Chapman Farms Subdivision Phase 2. Unanimously carried

Discussion and possible recommendation on a Letter of Credit Elimination for Phantom Lakes Preserve (Infinity Development), as recommended by the Village Engineers.
Brill/Decker motion to recommend approval of a Letter of Credit Elimination for Phantom Lakes Preserve (Infinity Development), as recommended by the Village Engineers. Unanimously carried.

Discussion and possible recommendation on a Letter of Credit Elimination for the Hittman Property project on Arrowhead and STH83, as recommended by the Village Engineers.
Brill/Decker motion to recommend approval of a Letter of Credit Elimination for the Hittman Property project on Arrowhead and STH83, as recommended by the Village Engineers.

Unanimously carried.

Discussion and possible recommendation on a Letter of Credit Elimination for Pointe Apartments Development, as recommended by the Village Engineers.
Brill/Decker motion to recommend approval of a Letter of Credit Elimination for Pointe Apartments Development, as recommended by the Village Engineers. Unanimously carried.

Discussion and possible recommendation on a Letter of Credit Reduction for Minor's Estates Phase 4 development to $1,505,647.84.
Brill/Decker motion to recommend approval of a Letter of Credit Reduction for Minor's Estates Phase 4 development to $1,505,647.84.
Unanimously carried.

Discussion and possible action to recommend approval to approve Chapman Farm phase 2 street lights and authorize the Village President to sign the WE Energies lighting agreement.
Brill/Decker motion to recommend approval of Chapman Farm phase 2 street lights and authorize the Village President to sign the WE Energies lighting agreement.
It was noted the Developer installs the poles and lights in and the Village covers the electric cost. Unanimously carried

Protective Services, Trustee Adler
Update on the police department hiring process to replace the vacancy created by Chief Schmidt's retirement.
Chief Streit noted they are short one person with the Chief retirement. They produced the savings and the ability to hire a replacement officer. The difference is available in the budget and they plan to get together with the Police Commission and interview a reserve officer first. They will have the official approval of Asst Chief DeMotto since it wasn't officially in the minutes previously so they will make that documentation.

Adjournment
Meeting adjourned at 6:38pm

Respectfully Submitted,

Diana Dykstra, MMC
Interim Administrator/Clerk-Treasurer