

## **MINUTES OF THE COMMITTEE OF THE WHOLE MEETING**

### **Wednesday, October 6, 2021**

Time: **5:30 pm**

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

#### **Call to Order**

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

#### **Roll Call**

Board Members Present

Eric Brill  
Jim Decker  
Darlene Johnson  
John Meiners  
Roger Walsh  
Fred Winchowky

Also Present

Diana Dykstra, Village Clerk-Treasurer  
Diana Doherty, Finance Director  
Dan Streit, Police Chief  
Dave Brown, Utilities Director  
Ron Bittner, Public Works Director  
Mark Blum, Village Attorney  
Mike Michalski, Village Engineer  
John Fellows, Village Planner

Excused

Daniel Adler

#### **Comments from the Public**

David Boebel 815 Parkview Ln, submitted the following comments:

"Thank you for taking action on the Livestream audio problem. I applaud your effort to cover the costs for this upgrade with re-allocation of your budget, but as I commented publicly during the discussion on the website upgrade, it's a shame that you have to juggle your departmental budget when the Village "Slush Fund" finished 2020 with \$1,816,879 — more than \$500,000 above the target 25% reserve. Thank you for continuing to set an example for others to follow."

#### **Approval of Minutes**

##### **Committee of the Whole Minutes of September 1, 2021**

Decker/Meiners motion to approve Committee of the Whole Minutes of September 1, 2021.  
Unanimously carried.

#### **Library Board of Trustees, Trustee Brill**

Abby Armour Library Director was present to introduce a new position and individual Community Engagement Coordinator, Eric Heummer who started in August. He brings a wealth of experience and has started working on the style guide and communications guide and branding. Additionally, has submitted for a mini grant for marketing.

Trustee Brill added that the air conditioning unit installed, the summer program wrapped up and went very well. Monthly Adult Bingo begins and many other programs starting to pick up again.

**Finance Committee, Trustee Meiners**

**Discussion and possible recommendation to approve Resolution 2021-70 a Resolution to certify that the Village shall authorize an appropriation for the Mukwonago Community Library for the year 2022 in an amount at least equal to the amount as set forth in Wis. Stats. 43.64(2)(b)1 & 2.**

Meiners/Brill motion to recommend approval of Resolution 2021-70 a Resolution to certify that the Village shall authorize an appropriation for the Mukwonago Community Library for the year 2022 in an amount at least equal to the amount as set forth in Wis. Stats. 43.64(2)(b)1 & 2. Unanimously carried.

**Discussion and possible recommendation to approve the purchase requisition for picnic table and field benches from Pilot Rock in the amount of \$13,424.00.**

Meiners/Decker motion to recommend approval of the purchase requisition for picnic table and field benches from Pilot Rock in the amount of \$13,424.00.

It was noted that Picnic Tables are reviewed annually to see what needs to be replaced Soccer club is offering to purchase three and we purchase three.

Trustee Johnson questioned the bench material

DPW Bittner noted they are aluminum. Unanimously carried.

**Discussion regarding the use of current budgeted funds in the existing Clerk Treasurer Capital Improvement Plan to fund Audio upgrades for the Village Board Room, if necessary.**

The general consensus was everyone agrees Audio upgrades can utilize funds from the CIP program previously earmarked for additional fire safes.

**Presentation and discussion regarding Community Development Investment Grant Opportunity for 301 Main Street from Village Planner John Fellows.**

Planner Fellows commented he wanted to bring before the committee this idea. This is a grant that can be applied to any shovel ready project in the village. He is only aware of one in the downtown area right now. He was approached by a downtown business as costs escalate for their project. The Next steps are resolution for a grant application authorization.

Trustee Johnson questioned the money already invested into this project.

Planner Fellows noted there was environmental clean-up with CDBG funding. Federal money received. This is a grant from the state

Trustee Walsh confirmed WEDC administers the grant.

They will proceed with the next step.

**Set meeting date for Special Budget Meeting Workshop.**

It was determined the Special Meeting will be October 21, 2021 at 5:00pm.

**Discussion and possible recommendation on Accounts Payable Vouchers in the amount of \$588,248.60**

Meiners/Johnson motion to recommend approval of Accounts Payable Vouchers in the amount of \$588,248.60. Unanimously carried.

**Monthly Treasury Report and Revenue/Expenditure Guideline Report for August**

*(For Information Purposes Only, no action required)*

**Discussion and review of potential marketing options for Parcel within TID#5 East SH83 #A477300004.**

John Fellows noted he was approached by two individuals interested in brokering and or purchasing property from the village. Both situations before him come with options, so he listed out all of the options the village can take. He also needs to know how much village is interested in selling, any incentives, who builds pond, there are things that need to be discussed and he is asking for direction. He doesn't know if it is urgent to sell this and wanted to bring this up to the board.

He noted they can discuss further next month.

President Winchowky stated he prefers Option A which is to market the property on our own.

He notes always had lots available sale on our own.

Trustee Decker comments if you have someone who wants to purchase, then find out what their plan is.

Planner Fellows noted the conversation was industrial smaller units and incubator type businesses. He noted he will tell them to just put together a proposal, but he is asking for direction and how broad do you contact to get other proposals

President Winchowky commented if there is offer bring back to us to review and avoid the brokerage fee.

Trustee Walsh asked to start with raw land value.

Trustee Johnson appreciated all the options, but feels Option D or F is better,

**Health and Recreation Committee, Trustee Decker**

**Trick or Treat hours October 31, 2021 from 4pm to 6pm.**

Decker/Johnson motion to set Trick or Treat Hours October 31, 2021 from 4pm to 6pm

Unanimously carried.

**Discussion and possible recommendation on Park Rental Application of Jack-O-Lantern Jaunt at Field Park on October 15th and 16th from 6:00-9:30 pm.**

Decker/Johnson motion to recommend approval on Park Rental Application of Jack-O-Lantern Jaunt at Field Park on October 15th and 16th from 6:00-9:30 pm. Unanimously carried.

**Judicial Committee, Trustee Walsh**

**Discussion and possible recommendation on an Original Combination Class A Fermented Malt Beverage License and Class A Intoxicating Liquor Application for R&A Trading LLC, d/b/a Andy Liquor Store , 411 Main Street, Mukwonago.** *(This is a*

*previously approved establishment on 9/1/21 for Main Street Liquor and is processing a name change to Andy Liquor Store.)*

Walsh/Brill motion to recommend approval of an Original Combination Class A Fermented Malt Beverage License and Class A Intoxicating Liquor Application for R&A Trading LLC, d/b/a Andy Liquor Store , 411 Main Street, Mukwonago. Unanimously carried.

**Discussion and possible recommendation on Resolution 2021- 72 to revise the Ward Map for the Village of Mukwonago in Walworth County.**

Walsh/Meiners motion to recommend approval on Resolution 2021- 72 to revise the Ward Map for the Village of Mukwonago in Walworth County. Unanimously carried.

**Discussion and possible recommendation on Resolution 2021- 73 to revise the Ward Map for the Village of Mukwonago in Waukesha County.**

Walsh/Decker motion to recommend approval on **Resolution 2021- 73** to revise the Ward Map for the Village of Mukwonago in Waukesha County. Unanimously carried.

**Personnel Committee, Trustee Johnson**

**Discussion and possible recommendation on a request for educational incentive pay for officer Mike Kubiak.**

Chief Streit commented that Officer Kubiak has received his Bachelor's Degree and pursuant to the police contract they receive compensation for that.

Johnson/Decker motion to recommend approval a request for educational incentive pay for officer Mike Kubiak. Unanimously carried.

**Public Works Committee, Trustee Brill**

**Discussion and possible recommendation to approve a Letter of Credit Reduction #4 for Minor's Estates Phase 4 to a new balance of \$536,851.39.**

Brill/Decker motion to recommend approval of a Letter of Credit Reduction #4 for Minor's Estates Phase 4 to a new balance of \$536,851.39.

Unanimously carried.

**Discussion and possible recommendation on an Access and Indemnity Agreement for Bielinski Inc Fairwinds Lots #108 and 109.**

Brill/Decker motion to recommend approval recommendation on an Access and Indemnity Agreement for Bielinski Inc Fairwinds Lots #108 and 109 subject to staff and attorney approval. Director Bittner moted while digging one of the basements found a natural spring, and they asked if they can pump directly into the storm sewer. They wanted the indemnification as they will be required to maintain. Unanimously carried.

**Protective Services, Trustee Adler**

Announcement of Joint Village and Town Board Budget Workshop for the Fire Department on October 18, 2021 at 6:00PM at the Town Of Mukwonago Town Hall.

**Adjournment**

Meeting adjourned at 6:29pm

Respectfully Submitted,

Diana Dykstra, MMC  
Village Clerk-Treasurer