

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

Wednesday, February 2, 2022

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 5:30pm.

Roll Call

Board Members Present

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

Also Present:

Fred Schnook, Village Administrator
Diana Dykstra, Village Clerk-Treasurer
Diana Doherty, Finance Director
Dan Streit, Police Chief
Jerad Wegner, Village Engineer
Mark Blum, Village Attorney
Ron Bittner, Public Works Director
Wayne Castle, Utilities Director
Tim Rutenbeck, Building Inspector Supervisor

Comments from the Public

None.

Approval of Minutes

Approve Minutes of Committee of the Whole meeting of January 5, 2022.

Decker/Johnson motion to approve Minutes of Committee of the Whole meeting of January 5, 2022. Unanimously carried.

Downtown Development Committee, Trustee Adler

Discussion and direction to the consultant and staff regarding the wayfinding signage rankings and list of public facilities to be identified. (*carried over from 1/5/22 COW meeting*)

Trustee Adler noted they are looking to approve list and rankings, final locations will come back for approval.

Adler/Meiners motion to recommend approval of wayfinding signage rankings and list of public facilities to be identified. Unanimously carried.

Finance Committee, Trustee Meiners

Monthly Treasury Report and Revenue/Expenditure Guideline Report for December 2021. (For information only, no action required)

Trustee Meiners noted he is amazed by the year end percentage and how close departments heads are in their budgets.

Finance Director Doherty noted these are preliminary and may be looking at some charges still being put back to 2021.

Discussion and possible recommendation on Accounts Payable Vouchers in the Amount of \$4,553,202.92.

Meiners/Decker motion to recommend approval on Accounts Payable Vouchers in the Amount of \$4,553,202.92. Unanimously carried.

Discussion and possible recommendation on a First Amendment to Assignment of Offer to Purchase for 301 W. Main Street and E Love Coffee, LLC to extend the deadline for construction improvements.

Meiners/Johnson motion to recommend approval of a First Amendment to Assignment of Offer to Purchase for 301 W. Main Street and E Love Coffee, LLC to extend the deadline for construction improvements.

Attorney Blum explained in the agreement they signed they would complete construction by a particular date and this document will extend that date to April 30, 2023.

Trustee Walsh asked if the remaining funds for CDBG were still being held in escrow. Finance Director Doherty noted about \$109,000 budgeted to expend this year still waiting.

Unanimously carried.

Health and Recreation Committee, Trustee Decker

Discussion and possible recommendation to approve the service agreement with MSA for the Village of Mukwonago (CORP) Comprehensive Outdoor Recreation Plan update in the amount of \$13,000, pending approval village attorney review.

Decker/Meiners motion to recommend approval the service agreement with MSA for the Village of Mukwonago (CORP) Comprehensive Outdoor Recreation Plan update in the amount of \$13,000, pending approval village attorney review.

Trustee Johnson asked if this is urgent and why now if there will be a new Board in April.

Page three says March – April phase 1 and she feels we should ask to delay one month.

Trustee Decker can put off meeting with elected officials for after April.

DPW Bittner noted he can ask for that accommodation.

Trustee Walsh commented the deliverables in schedule and would point out that they have three public participation components at Cow #2 and Cow #3. He also asked about grant summary or if one will be available if village so chooses.

DPW Bittner noted that this is the 5 year plan to insert into the CIP plan.

Trustee Decker commented that 2017 was probably first time he saw comprehensive planning that he could budget money from and gave the whole board a look at the park system that hasn't been done before. It is a value to the residents.

Unanimously Approved.

Judicial Committee, Trustee Walsh

Discussion and possible recommendation to amend Ordinance Section 45-118 Easements to create a section regarding village owned easements.

Walsh/Brill motion to recommend approval to amend Ordinance Section 45-118 Easements to create a section regarding village owned easements.

Trustee Walsh explained this item is regarding village owned easements and makes it clear and puts protections in place. Unanimously carried.

Discussion and possible recommendation to approve an amendment to Ordinance Section 86 Sewer Utilities to provide various updates to the Sewer Utilities Chapter in the Municipal Code.

Walsh/Brill motion to recommend approval of an amendment to Ordinance Section 86 Sewer Utilities to provide various updates to the Sewer Utilities Chapter in the Municipal Code.

Trustee Walsh noted this was to update to comply with state statutes.

Taryn Nall, of Ruekert-Mielke was presented to discuss the changes. He noted the original ordinance was drafted in 1966 and ready to be updated. He reviewed all the specific changes that were being proposed.

Trustee Johnson noted she didn't feel comfortable because she wasn't able to read all of this before the meeting.

Utility Director Castle noted that local limits will come back from significant manufacturing users and those are being compiled and will come back in a few months. There will be an additional update at that time.

Trustee Walsh noted there could be an exposure for the outstanding issues if they are not completed before that.

Motion carried 6-1. Trustee Johnson opposed.

Library Board of Trustees, Trustee Brill

Library Director Report for the month of January.

Trustee Brill presented the directors report and noted that continued efforts are made between Library and Village regarding outreach. He noted circulation is slowly coming back, and they are working on strategic plan.

Public Works Committee, Trustee Brill

Discussion and possible recommendation to approve a Letter of Credit Reduction for Box Self Storage Development to \$79,998, as recommended by Ruekert-Mielke.

Brill/Meiners motion to recommend approval of a Letter of Credit Reduction for Box Self Storage Development to \$79,998, as recommended by Ruekert-Mielke.

Unanimously carried.

Discussion and possible recommendation to award the WWTF Aeration Basin Upgrades Project contract to Lee Mechanical, Inc. in the amount of \$291,500.00.

Trustee Brill noted that at this time he would like to move this item March Committee of the Whole.

Discussion and possible recommendation to award Water Well Solutions Wisconsin, LLC the 2022 Well No. 6 Improvements Project contract in the amount of \$38,050.00.

Brill/Decker motion to recommend approval to award Water Well Solutions Wisconsin, LLC the 2022 Well No. 6 Improvements Project contract in the amount of \$38,050.00.

Unanimously carried.

Discussion and possible recommendation to approve Task Order No. 2022-01 from Ruekert Mielke, Inc. for the engineering related services of Rochester Street Sanitary Sewer and Water Main Relay – 60% Plans project in the amount of \$30,215.

Brill/Decker motion to recommend approval of Task Order No. 2022-01 from Ruekert Mielke, Inc. for the engineering related services of Rochester Street Sanitary Sewer and Water Main Relay – 60% Plans project in the amount of \$30,215.

Trustee Walsh confirmed this is preparation if and when the state comes in.

This is the engineering so when the road is replaced they are ready for the sewer and water main.

Unanimously carried.

Discussion and possible recommendation to approve Task Order No. 2022-03 from Ruekert Mielke, Inc. for the engineering related services of Holz Parkway & Miniwaukan Park Pond Dredging project in the amount of \$35,475.

Brill/Decker motion to recommend approval of Task Order No. 2022-03 from Ruekert Mielke, Inc. for the engineering related services of Holz Parkway & Miniwaukan Park Pond Dredging project in the amount of \$35,475.

It was noted this is required maintenance for compliance.

Unanimously carried.

Discussion and possible recommendation to purchase and installation of temporary bump outs on N. Rochester St., at Lake St. and 215 N. Rochester.

Brill/Meiners motion to recommend approval to purchase and installation of temporary bump outs on N. Rochester St., at Lake St. and 215 N. Rochester.

DPW Bittner noted they are temporary ones this summer, DOT has signed off on it, and they would like to receive community feedback prior to installing permanent

Trustee Decker asked if they don't work is there another use. Bittner noted yes as curb stops as delineators, special events. Etc.

Motion carried 6-1, Trustee Decker opposed.

Discussion and possible recommendation to approve a purchase requisition for Annual Sanitary Sewer Televising with The Expeditors, Inc., in the amount of \$14,560

Brill/Decker motion to recommend approval of a purchase requisition for Annual Sanitary Sewer Televising with The Expeditors, Inc., in the amount of \$14,560.

Utilities Director Castle noted this is annual for the CMOM they have to do a certain amount of televising. This is based on footage and could change slightly.

Unanimously carried.

Discussion and possible recommendation to approve the purchase and payment for the Atkinson Lift Station - Sewer Utility Easement at 210 Shore Drive in the amount of \$8,250

Brill/Decker motion to recommend approval to purchase and payment for the Atkinson Lift Station - Sewer Utility Easement at 210 Shore Drive in the amount of \$8,250

Motion carried 6-1, Trustee Johnson abstained.

Discussion and possible recommendation on a purchase requisition for a 2022 Water Utility Truck Purchase in the amount of \$68,808

Brill/Decker motion to recommend approval of a purchase requisition for a 2022 Water Utility Truck Purchase in the amount of \$68,808

Utilities Director Castle noted this vehicle will be multi use and look more like a van. It will provide space and larger toolbox, air compressor, ladder rack, and one operator who is maintenance would utilize the vehicle. It is a Budgeted item.

President Winchowky asked about State Bids. Castle noted they went through Lynch asked Lynch to match the state bid price but apparently the state is unable to do state pricing. There were 15 vehicles allocated to the state and half went to Lynch. He feels the price is fair.

Trustee Meiners noted he does understand price is normal for this type of vehicle. This is outfitted and vehicle included

Unanimously carried.

Adjournment

Meeting adjourned at 6:47pm.

Respectfully Submitted,

Diana Dykstra, MMC
Village Clerk-Treasurer