

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

Wednesday, March 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
Nathan Bayer, Village Attorney
Ron Bittner, Public Works Director
Wayne Castle, Utilities Director
Tim Rutenbeck, Building Inspector Supervisor

Comments from the Public

Micah Roberts, 1616 Honeywell Rd., commented regarding Section 9.2 on the agenda, the Minors Park Task Order. His understanding is the cost is excessive. He looked at them and felt that they need maintenance but there might be other options rather than another study to see if they need repair or engineering. He felt that money could be spent more effectively elsewhere. Additionally recommends getting several cost estimates for field park structure.

Approval of Minutes

Approve Minutes of Committee of the Whole meeting of February 2, 2022

Decker/Johnson motion to approve Minutes of Committee of the Whole meeting of February 2, 2022. Unanimously carried.

Finance Committee, Trustee Meiners

Monthly Treasury Report and Revenue/Expenditure Guideline Report for January

(For information purposes only, no action required)

Discussion and possible recommendation to approve Accounts Payable Vouchers in the amount of \$4,273,789.62.

Meiners/Decker motion to recommend approval of Accounts Payable Vouchers in the amount of \$4,273,789.62. Unanimously carried.

Discussion and possible recommendation to approve Resolution 2022-27 Amending the 2021 Adopted Budgets for the General Fund, TID #5, Debt Service, Fire Designated,

Village Designated, ARPA, Library, Capital Improvement, Stormwater Utility and Parkland Site Fund.

Meiners/Decker motion to recommend approval of **Resolution 2022-27** Amending the 2021 Adopted Budgets for the General Fund, TID #5, Debt Service, Fire Designated, Village Designated, ARPA, Library, Capital Improvement, Stormwater Utility and Parkland Site Fund. Finance Director Doherty reviewed the changes.
Motion Unanimously carried.

Discussion and guidance for the Administrator regarding the Purchase Policy on small contracts.

Trustee Johnson noted she had been discussing suggestions and ideas with Administrator Schnook to not have all of these small contracts come to the board but felt there should be a minimal amount approved between these certain small contracts. She feels there should be an approval process with administrator, clerk, finance director and chair. It should be more than just the finance director and the Administrator.

Trustee Meiners noted up to \$6,000 he is willing to trust their department heads. He does like the annual list of contracts. Trustee Decker noted we will know if it is unbudgeted.

Trustee Walsh noted it is the responsibility of dept heads to control costs within the budget. He has seen concerns over the last few years discretionary expenses if there is a \$25,000 limit and that gets spent multiple times, and he feels there needs to be competitive bids.

President Winchowky noted that policy looks good unless they want to change the policy. He felt each one we see at budget time, and doesn't see why we need to review these at each meeting. No action was taken.

Health and Recreation Committee, Trustee Decker

Discussion and possible recommendation to approve the annual Mukwonago Lions Easter Egg Hunt at Field Park on April 9, 2022 (rain date April 16, 2022) from 10 a.m. to Noon.

Decker/Meiners motion to recommend approval of the annual Mukwonago Lions Easter Egg Hunt at Field Park on April 9, 2022 (rain date April 16, 2022) from 10 a.m. to Noon.
Unanimously carried

Discussion and possible recommendation for ProHealth Cares Park Walk for Cancer scheduled for Field Park May 7, 2022 from 6am to 1pm.

Decker/Meiners motion to recommend approval of for ProHealth Cares Park Walk for Cancer scheduled for Field Park May 7, 2022 from 6am to 1pm. Unanimously carried.

Discussion and possible recommendation to approve Mukwonago Lions Summerfeste at Field Park, June 16, 17, 18, 19, 2022, and recommendation to approve a Temporary Class B Retailer's license for the Mukwonago Lions Foundation.

Decker/Meiners motion to recommend approval of Mukwonago Lions Summerfeste at Field Park, June 16, 17, 18, 19, 2022, and recommendation to approve a Temporary Class B Retailer's license for the Mukwonago Lions Foundation. Unanimously carried.

Discussion and possible recommendation to approve the application for Croatian Fest at Field Park on July 9, 2022, and approval of a Temporary Class B Retailer's License.

Decker/Meiners motion to recommend approval of the application for Croatian Fest at Field Park on July 9, 2022, and approval of a Temporary Class B Retailer's License. Unanimously carried.

Discussion and possible recommendation to approve the Chamber of Commerce sponsored Farmers Market at Field Park every Wednesday May 18, 2022 through October 12, 2022. (No Market on June 15th during Summerfeste) at the agreed upon rate of \$20 per week.

Decker/Johnson motion to recommend approval of the Chamber of Commerce sponsored Farmers Market at Field Park every Wednesday May 18, 2022 through October 12, 2022. (No Market on June 15th during Summerfeste) at the agreed upon rate of \$20 per week.

Unanimously carried.

Discussion and possible recommendation to approve the Field park Pavilion Renovation Study agreement with Plunkett Raysich Architect, LLP, in the amount of \$4,900.

Decker/Meiners motion to recommend approval of the Field park Pavilion Renovation Study agreement with Plunkett Raysich Architect, LLP, in the amount of \$4,900.

DPW Director Bittner noted they are bringing in this firm because they want licensed engineers to evaluate the building of what they have and want to have as a base so they know what they can do and can't do with the building.

Trustee Walsh asked how they chose the vendor. Bittner noted they looked around and they had done work in Mukwonago previously. He explained the scope doesn't mean going to do this, but what the Village can or can't do with the property, It will include codes etc

Trustee Johnson explained she has been in that building during the National Night Out event and feels it is a wise decision to look at renovating the Pavilion Building. President Winchowky noted this building was constructed in late 60s

Unanimously carried.

Discussion and possible recommendation to approve Task Order No. 2022-04 from Ruekert Mielke, Inc. for the engineering and construction related services of Miniwaukan Park Restroom Building project in the amount of \$60,325.

Decker/Meiners motion to recommend approval of Task Order No. 2022-04 from Ruekert Mielke, Inc. for the engineering and construction related services of Miniwaukan Park Restroom Building project in the amount of \$60,325.

DPW Bittner noted the project putting rest rooms in middle of four plex major area to expand use of the park He noted simple bathrooms precast concrete structure with utilities.

There is an Assessment that R&M will be doing including environmental and conducting some borings. Water also is required to be brought in and connected.

Trustee Walsh noted there are two estimates looking at the R& M prework on this, and confirmed current set up.

Trustee Johnson confirmed the elimination of the porta potties.

Roll Call: "Yes" Trustee Adler, Brill, Decker, Johnson, Meiners, and Winchowky. "No" Trustee Walsh. Motion carried 6-1.

Judicial Committee, Trustee Walsh

Discussion and possible recommendation to approve a change of agent application from Aldi Inc., Aldi #46 to Justin Olson.

Walsh/Johnson motion to approve Discussion and possible recommendation to approve a change of agent application from Aldi Inc., Aldi #46 to Justin Olson. Unanimously carried.

Library Board of Trustees, Trustee Brill

Library Directors Report for February 2022 was presented by Trustee Brill.

Public Works Committee, Trustee Brill

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

Brill/Meiners motion to recommend approval to award the WWTF Aeration Basin Upgrades Project contract to Lee Mechanical, Inc. in the amount of \$291,500.00.

Utility Director Castle noted this is a project that was worked on last year. Some of the parts have been purchased already. The project is currently more than what was budgeted. The total project was to be about \$435,000 and due to concrete, sandblasting, tank cracks etc. some costs have gone up. The Engineer was budgeted in operations budgets and total will end up over \$500,000. They have reserves to cover those overages and will cancel another project to make this one happen. Unanimously carried.

Discussion and possible recommendation to approve Task Order No. 2022 -05 from Ruekert Mielke, Inc. for the engineering and construction related services of Minors Park Pedestrian Culvert Crossing project in the amount of \$68,940.

Brill/Meiners motion to recommend approval of to approve Task Order No. 2022 -05 from Ruekert Mielke, Inc. for the engineering and construction related services of Minors Park Pedestrian Culvert Crossing project in the amount of \$68,940, with the design using the box culvert approach.

Trustee Brill noted this was discussed at CIP time,
DPW Bittner commented bridges built by developer for Minors Estates, without any oversight or inspections. They were shallow and with the water table the footings are not functioning properly. It isn't going to last much longer and it is a danger. They were planning on using Clear span, and found a cheaper way to do a box culvert approach.
They need permitting with DNR the task order covers more than just a proposal it additionally covers Survey design bidding and construction and close out.
Unanimously carried.

Discussion and update on Village Hall maintenance and equipment for furnace and elevator repairs.

DPW Bittner noted he presented this item so the Board would be aware of the maintenance items that came up. Parts have been ordered and they are waiting for them to arrive, along with some supply chain issues. There may be some budget amendments coming forward to cover those costs moving forward. No action was required.

Discussion and possible recommendation to approve Resolution 2022- 26 a Resolution to approve the Reduction of the Letter of Credit for Fairwinds Phase V to the amount of \$100,290.

Brill/Meiners motion to recommend approval of Resolution 2022- 26 a Resolution to approve the Reduction of the Letter of Credit for Fairwinds Phase V to the amount of \$100,290.
Unanimously carried.

Closed Session

Decker/Johnson motion to go into Closed Session pursuant to **Wis. Stats § 19.85 (1) (e)** (Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session) for negotiation with Gearbox, and Briohn Builders at 6:32pm.

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

Unanimously carried.

Reconvene into Open Session

Decker/Johnson motion to reconvene into open session pursuant to Wis. Stats. 19.85 (2) at 7:46pm. Roll Call: Trustee Adler, Brill, Decker, Johnson, Meiners, Walsh and Winchowky.

Unanimously carried.

Adjournment

Meeting adjourned at 7:47pm

Respectfully Submitted

Diana Dykstra, MMC
Village Clerk-Treasurer