

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

Wednesday, May 4, 2022

Time: **5:30 pm**

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

Call to Order

President Winchowky called the meeting to order at 5:30pm.

Roll Call

Board Members Present

Eric Brill
Darlene Johnson
Ken Johnson
John Meiners
Scott Reeves
Fred Winchowky

Also Present

Fred Schnook, Village Administrator
Diana Dykstra, Village Clerk-Treasurer
Diana Doherty, Finance Director
Dan Streit, Police Chief
Chris DeMotto, Asst Chief
Mike Michalski, Village Engineer
Nathan Bayer, Village Attorney
Ron Bittner, Public Works Director
Wayne Caste, Utilities Director
Tim Rutenbeck, Building Inspections Supervisor

Excused

Daniel Adler

Comments from the Public

None.

Approval of Minutes

Approval of Committee of the Whole Minutes of April 6, 2022.

DJohnson/KJohnson motion to approve. Unanimously carried.

Finance Committee, Trustee Darlene Johnson

Monthly Treasury Report and Revenue/Expenditure Guideline Report For March

Report placed on file for information only.

Discussion and possible recommendation to the Village Board to approve Accounts Payable Vouchers in the amount of \$564,360.54.

Johnson/Meiners motion to recommend approval of Accounts Payable Vouchers in the amount of \$564,360.54. Unanimously carried.

Discussion and possible recommendation on a Service Agreement for managed IT Services with Velocity Solutions.

Administrator Schnook noted that John Wisniewski works on an hourly basis and it simply isn't enough. There are projects waiting in the works and hoping getting 8 hours a week so we can work through our outstanding projects.

Trustee Meiners asked how this will be funded. Administrator Schnook noted each department has an IT budget.

Johnson/Meiners motion to recommend approval of a Service Agreement for managed IT Services with Velocity Solutions.

Unanimously carried.

Health and Recreation Committee, Trustee John Meiners

Discussion and possible recommendation on Special Event Application from American Legion Post #375 use of Field Park for Maxwell Street Days June 10, 11, 12; July 15, 16, 17; August 19, 20, 21; September 9, 10, 11.

Meiners/Brill motion to recommend approval. Unanimously carried.

Announcement of Ribbon Cutting Ceremony and Kick-Off Concert on June 4, 2022 at the new Indianhead Park Outdoor Performance Stage.

Discussion and possible recommendation to Village Board for approval of a Special Event Application for National Night Out at Field Park on August 2, 2022 from 6 pm to 8:30 pm.

Meiners/DJohnson motion to recommend approval. Unanimously carried.

Discussion and possible recommendation to the Village Board for approval of the Special Event Permit Application for Memorial Day Parade on May 30, 2022.

Meiners/Brill motion to recommend approval. Unanimously carried.

Discussion and possible recommendation to approve a Special Event Permit Application for the Mukwonago Community Library 'Summer Library Program' kick-off event on June 11, 2022 from 10 am - 1 pm at Washington Park.

Meiners/Brill motion to recommend approval. Unanimously carried.

Discussion and possible recommendation to approve a Miniwaukan lease agreement with the Tribe Baseball Organization for the upstairs portion of the Miniwaukan Braves Building for equipment storage in the amount of \$75 per month due May 1 of each year.

Meiners/Brill motion to recommend approval.

DPW Bittner noted in 2019 we had the same lease with the Tribe but they were renting two locations, now they are wanting to lease the upstairs portion only. The fee is based on annual payment and attorney has reviewed agreement.

Unanimously carried.

Announcement of the Mukwonago Public Opinion Survey for residents to help participate in the Comprehensive Outdoor Recreation Plan Update and needs in the Community. <https://www.surveymonkey.com/r/MukwonagoParks>

Judicial Committee, Trustee Reeves

Discussion regarding Site Plan Review Ordinance and process from Administrator Schnook and Attorney Bayer.

Administrator Schnook noted he sent an email out with letter from Attorney on April 25th

Regarding our Ordinances do not allow the full board to provide a motion on a SPAR. Plan Commission would have final action. It has been a long-standing practice, however, came to a head with regard to Goodwill.

The Question before the Board is do we want to change our ordinances to continue to provide review of SPAR or follow as written.

Trustee Ken Johnson noted we already have two trustees on the plan commission with the president. The Board is provided a recommendation based on that, are we being redundant? Trustee Brill always wondered why this goes on to the Board. He prefers to keep at the Plan Commission. Some other items obviously make sense to move on to the Board, but a site plan review is different.

Trustee Meiners confirmed this is for Architectural Review.

Administrator Schnook noted that he is only referring to SPAR not talking about conditional uses.

Attorney Bayer confirmed the conditional use is something that is not otherwise expressly allowed in that zoning district, such as drive through restaurant etc. Chapter 100 zoning refers to the SPAR saying the Village Board is informed of the action. If you want this to go to the Board we need to amend the current ordinance to review and determine what type of review the Plan Commission will be making.

Trustee Meiners commented his opinion is to leave as is.

Trustee Darlene Johnson commented she prefers to also leave as is.

It was the consensus of the Board to leave the ordinances stand and not make any changes. SPAR will be finalized at the Plan Commission as Ordinance requires.

Discussion regarding the proposal to recognize the "No Mow May" movement.

Trustee Reeves commented "No mow May is more than just a catchy title, it's a movement that spreading across Wisconsin and several other states. The goal of No Mow May is to allow grass to grow un-mown for the month of May, creating habitat and forage for early season pollinators. This is particularly important in urban areas where floral resources are often limited. Additional benefits of letting your grass grow tall during this time will also help with weed control, choking out the small weed sprouts that tend to grow faster in shorter grass and the added benefit of saving on gas and fertilizer. In one week of the No Mow May initiative in Appleton, a sampling of participating lawns indicated there was a fivefold increase in bee abundance and a threefold increase in bee diversity compared to nearby parkland that was mowed regularly. What I'm basically asking from the board is to relax the enforcement Of our long grass rules for the last week of April through the first week of June. There are some municipalities that require those participating to register in this program. I don't believe we need to go that far so as not to cause unnecessary work to the Village Clerk's office. At this time what I'm asking from the board is for some discussion and possible motion."

Trustee Darlene Johnson noted she doesn't agree with it. Checked with homeowners in Miniwaukan estates area, and they want to cut grass due to water in the area.

Trustee Ken Johnson would like to see it on our village web site promoted, but not a formal declaration to do this. Make it informational only.

Trustee Reeves noted there would be problems with complaints regarding grass length.

Trustee Meiners stated he prefers not to make this a village ordinance, and would like to table any discussion.

DPW Bittner noted from an enforcement point of view we are a complaint based system and if found to be in violation they will get a letter and registering for the program is the only way to know who is participating. There are some challenges, and those places have a fine system set up. His department might be inundated with complaints.

Might be a next year discussion if this is something the Board wants to consider. Signs, registration, ordinance etc. It was noted they would possibly bring this back up for discussion next February.

Library Board of Trustees, Trustee Brill
Library Director Report for April 2022.

Trustee Brill presented the report.

Public Works Committee, Trustee Eric Brill

Presentation and review of the Adaptive Management Final Report and progress of the program.

An overview of the final report was presented by Ian McCormick with R&M

Discussion on the Rochester Street Temporary Pedestrian Bump outs

DPW Director Ron Bittner, DOT has issued permit for the temporary bump outs and should be installed in the coming weeks.

This is just a test run to get some feedback. He encourages board members to find information about bump outs, and they will be using radio, reports, and educational pushes.

Trustee Darlene Johnson asked if bump outs with traffic jams, will this make it worse. DPW Bittner commented that is why these are temporary right now so we can figure out what the effect might be before we invest in final infrastructure.

Discussion on a Surface Transportation Program-U Grant Application.

DPW Bittner noted he has filed a grant application. It is an urban grant we have one road that meets that criteria Holz parkway and taking this opportunity to get this covered, it is an 80/20 grant and administration fee is \$7,400. The Village can decline the grant, State controls the bid letting and construction process, and the State selects the year the project gets done.

It is for resurfacing roadway, pulverizing and overlay.

Brill/K Johnson recommend to complete application process. Unanimously carried.

Discussion and possible recommendation on the Atkinson Street Lift Station Redesign and Task Order 2022-06 with Ruekert-Mielke, Inc. in the amount of \$20,670.

Brill/Reeves motion to recommend approval.

Utility Director Wayne Castle noted the lift station was on the capital plan to be updated.

There's a need for more pump capacity. The size of the area is not conducive to a larger wet well. They designed a second wet well but was held up due to obtaining an easement. They received one bidder and the price was higher than the budgeted amount. This task order will redesign

Dave Arnodt of R&M was present and noted they weren't happy with the bid results, can make existing wet well work, and feels they can make this work with a few adjustments.

Unanimously carried.

Downtown Development Committee, Trustee Scott Reeves

Next Meeting Scheduled for May 26, 2022 at 6:00PM

Closed Session

DJohnson/KJohnson motion to go into Closed Session pursuant to **Wis. Stats § 19.85 (1) (c)** (Compensation and Evaluation. Considering employment, promotion, compensation or performance evaluation data of any public employee subject to the jurisdiction or authority of governing body concerning the performance of the village economic development functions;

and 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 the Briohn Builders, and Gearbox Express at 6:45pm.

Roll Call: "Yes" Trustee Brill, DJohnson, KJohnson, Meiners, Reeves, Winchowky.
Unanimously carried.

Reconvene in Open Session

Meiners/DJohnson motion to reconvene into open session pursuant to Wis. Stats. §19.85(2) for possible discussion and/or action concerning any matter discussed in closed session.

At 7:57pm.

Roll Call: "Yes" Trustee Brill, DJohnson, KJohnson, Meiners, Reeves, Winchowky.
Unanimously carried.

Adjournment

Meeting was adjourned at 7:57pm

Respectfully Submitted,

Diana Dykstra, MMC
Village Clerk-Treasurer