

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

Wednesday, October 5, 2022

Time: **5:30 pm**

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

Call to Order

Board Members Present

Eric Brill
James Decker
Darlene Johnson
John Meiners (arrived at 5:36pm)
Scott Reeves
Fred Winchowky

Excused Ken Johnson

Also Present Fred Schnook, Village Administrator
Diana Dykstra, Village Clerk-Treasurer
Diana Doherty, Finance Director
Rob Krieser, Police Lt.
Nathan Bayer, Village Attorney
Ron Bittner, Public Works Director
Wayne Castle, Utilities Director
Tim Rutenbeck, Building Inspector
Mike Michalski, Village Engineer
Jeff Stien, Fire Chief

Comments from the Public

None.

Approval of Minutes

Approval of September 7, 2022 Committee of the Whole Minutes

Decker/D Johnson motion to approve. Unanimously carried.

Finance Committee, Trustee Darlene Johnson

Monthly Treasury Report and Revenue/Expenditure Guideline Report For August

(For information purposes only, no action required)

Discussion and possible recommendation to approve Accounts Payable Vouchers in the amount of \$718,090.77.

D Johnson/Decker motion to recommend approval of Accounts Payable Vouchers in the amount of \$718,090.77.

Discussion and possible recommendation on the 2023 Fee Schedule

D Johnson/Meiners motion recommend approval of the 2023 Fee Schedule.

President Winchowky asked about the plan amendment review fees and asked for explanation including the chargeback definition, and questioned the vacation fee. Administrator Schnook will get those definitions for the next meeting. However, he believes the vacation is the abandonment of utilities.

Trustee D Johnson request the new arcade fee be included.

Roll Call : "Yes" Trustee Brill, Decker, Johnson, Meiners, Reeves. "No" President Winchowky.
Motion carried 5-1.

Trustee John Meiners arrived at 5:41pm.

Health and Recreation Committee, Trustee John Meiners

Discussion and possible recommendation of a Temporary Class "B"/"Class B" Retailer's License for St James Catholic Parish Fish Fry; 830 E Veterans Way; on the following dates: 11/4/22, 12/2/22, 1/6/23, 2/3/23, 3/3/23, 3/31/23, and 5/5/23.

Meiners/Brill motion to recommend approval. Unanimously carried.

Judicial Committee, Trustee Scott Reeves

Discussion and possible recommendation on an Ordinance amendment to establish non-coin operated Vintage Arcade license.

Trustee Reeves motion to recommend approval

Attorney Bayer noted this is an ordinance his office put together to reflect the new vintage arcade license. This is a new classification of a license. Trustee Brill suggested removing the word Vintage to allow it to apply to all non-coin operated pay to enter locations.

He further explained there might be a reason for the Board to consider a change to the normal arcade license that is currently issued to see if it is in line with the new change. It was noted staff will look at this item and return to the next COW if they feel a change is in order to the ordinance.

Meiners/D Johnson motion to recommend approval of Ordinance 1010 regarding amusement devices. Unanimously carried.

Library Board of Trustees, Trustee Brill

Library Director Report for the month of September 2022 *(for information only, no action required)*

Personnel Committee, Trustee Johnson

Discussion and update regarding Community and Economic Development Director Position

Administrator Schnook noted they had previously created the Community Economic Development Director Position. Four new businesses and four new developments come into the que. It was posted twice and received one qualified candidate that did not work out. He questioned if the Board wished to post a third time. Staff discussed this last week and Trustee Ken Johnson was present. He noted there are several options he sees, Option 1 Increase the salary by 7.5%, or Option 2 go back to hiring a planner. It appears the Board wishes to take Option 2, which means the Administrator needs to take on the role of the CEDD and take control. He read an email from Trustee Ken Johnson who serves as Chair of the Personnel Committee regarding his opinion and scheduling conflict for the meeting. Administrator Schnook noted he agrees with this action plan.

Administrator Schnook handed out a list of developments that are in the que.

Trustee Brill asked if we were close to knowing what the budget is at, and if there is any value in holding out until that time frame? Is there anything we can do to change the job description that might be stopping us from hiring.

Trustee Meiners confirmed the pay scale differences between the planner and the Community Economic Development Director. He noted he feels we will have the same issues with the planner and would like to see the Administrator have an office assistant as a third option.

Trustee D.Johnson understands this community is known as a stepping stone and agree it might need to be a bit more for planner.

Administrator Schnook noted he will need to put economic development back into the Administrator job description.

President Winchowky suggested reposting for the planner and change the job description at the next personnel committee for the administrator position.

Public Works Committee, Trustee Brill

Discussion and possible recommendation to approve the Minor Park Pedestrian Culvert Crossing Bid Award to All-Ways Contractors Inc in the amount of \$178,243.

Brill/Decker motion to recommend approval of the Minor Park Pedestrian Culvert Crossing Bid Award to All-Ways Contractors Inc in the amount of \$178,243. Unanimously carried.

Discussion and possible recommendation to approve the street lighting for Minors Estates Phase II.

Brill/Meiners motion to recommend approval. Unanimously carried.

Protective Services, Trustee Decker

Discussion regarding the Section III of the Joint Amended Town and Village FIRE/EMS Department Agreement

Trustee Decker noted that at last protective services and found areas that are questionable in the contract and he is requesting to sit down with Administrator, President and Clerk to go through this and see if he is off base.

Closed Session

Decker/Meiners 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 the Village of Vernon on the sale of water and sewer services for the Heine Development.

Roll Call: "Yes" Trustee Brill, Decker, D Johnson, Meiners, Reeves, Winchowky.

Unanimously carried.

Reconvene into Open Session

Decker/Brill Motion to reconvene into open session pursuant to Wis. Stats. §19.85(2) at 6:58pm. Roll Call: "Yes" Trustee Brill, Decker, D Johnson, Meiners, Reeves, Winchowky. Unanimously carried.

Adjournment

Meeting adjourned at 6:58pm.

Respectfully Submitted,

Diana Dykstra, MMC
Village Clerk-Treasurer