

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

Wednesday, December 7, 2022

Time: **5:30 pm**

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

Call to Order Call to Order

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

Roll Call

Board Members Present

Eric Brill
James Decker
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
Jerad Wegner, Village Engineer
Nathan Bayer, Village Attorney
Ron Bittner, Public Works Director
Wayne Castle, Utilities Director
Tim Rutenbeck, Building Inspection Supervisor
Jeff Stien, Fire Chief

Comments from the Public

None

Approval of Minutes

Approval of Minutes of November 2, 2022 Committee of the Whole Meeting.

Decker/K Johnson motion to approve. Unanimously carried.

Finance Committee, Trustee Darlene Johnson

Monthly Treasury Report and Revenue/Expenditure Guideline Report For October

(For information purposes only, no action required)

Discussion regarding funding strategies for Capital Improvement Program with Ruekert Mielke

Administrator Schnook presented the need to establish a funding strategy for projects. He explained he asked R&M to put together a strategy for funding the CIP program and they have a representative from their Madison office to present tonight.

Administrator Schnook noted when we put items on the CIP, if it is over \$500,000 we need to engage the engineers for a funding strategy. It means we need to take more time to find that

funding not just assume it will be money borrowed or taxed for. No action was required at this time.

Discussion, presentation, and possible recommendation adopting the sewer rate increase for 2023.

Kristy DeMaster of Trilogy was present to update and provide a 10 year forecast for water and wastewater. She is recommending 7% increase for sewer rates in 2023. This equates to about \$2.55 per month. These are 5 year projections to maintain and continue to monitor. It is her opinion for the next three years there will be this same increase for sewer at this time. There is a resolution for these actions later on the agenda.

Discussion of Change Order No. 7 for DeBack Drive Infrastructure *(For informational purposes only, no action required.)*

It was noted Munson had purchased pipe that has been held and is owed. This doesn't change the overall price of the project. They have requested payment. It will be credited at the time those materials will be used.

Discussion and possible recommendation to the Village Board to approve Vouchers in the amount of \$1,015,260.76.

D Johnson/Meiners motion to recommend approval of Vouchers in the amount of \$1,015,260.76. Unanimously carried.

Discussion and possible recommendation to the Village Board to approve Resolution 2022-70 A Resolution adopting the 2023 Annual Tax Increment District Budgets for TID #3, TID #4, and TID #5.

Finance Director Doherty noted that TID 3 & 4 are primarily Debt Payments, and TID 5 is for Hwy 83 costs.

D Johnson/Meiners motion to recommend approving Resolution 2022-70 A Resolution adopting the 2023 Annual Tax Increment District Budgets for TID #3, TID #4, and TID #5. Unanimously carried.

Discussion and possible action to recommend approval of a maintenance contract with Bassett Mechanical for the Wastewater Utilities.

D Johnson/Meiners motion to recommend approval of a maintenance contract with Bassett Mechanical for the Wastewater Utilities. Unanimously carried.

Fire Station #1 water heater replacement.

(For Information Only, no action required)

DPW Bitner noted the price for repair was approaching 50% of replacement and wanted everyone to know of the purchase that had to be made.

Discussion and possible recommendation to approve Resolution 2022- 73 a Resolution adopting the 2023 Annual Water and Sewer Utilities Budget, including 2023 Sewer Utility Rate Increase for the Village of Mukwonago.

D Johnson/K Johnson motion to recommend approval of Resolution 2022- 73 a Resolution adopting the 2023 Annual Water and Sewer Utilities Budget, including 2023 Sewer Utility Rate Increase for the Village of Mukwonago. Unanimously carried.

Discussion and possible recommendation to the Village Board to approve Resolution 2022-74 A resolution related to the annual increase in Impact Fees and Sewer Connection Fees as allowed by Village Municipal Code.

Administrator Schnook noted this was reviewed by Trilogy.

D Johnson/Reeves motion to recommend approval of Resolution 2022-74 A resolution related to the annual increase in Impact Fees and Sewer Connection Fees as allowed by Village Municipal Code. Unanimously carried.

Discussion and possible recommendation to authorize the Village Administrator to draft a resolution to apply for the Vibrant Spaces Grant with Wisconsin Economic Development Corporation.

Administrator Schnook noted the Village will be applying for the Vibrant spaces grant. It is a \$25-50,000 grant to create public gathering spaces which include incorporating municipal improvements into an open space, that have the ability to start in 2023. The requirement is to have a resolution to authorize the application for this grant. The plan is to use this for Indian Head Park, for lighting, turf, power, more pathways extended, benches, and signage.

D. Johnson/Meiners motion to authorize the Village Administrator to draft a resolution to apply for the Vibrant Spaced Grant with WEDC. Unanimously carried.

Health and Recreation Committee, Trustee John Meiners

Discussion and possible recommendation to approve the WE Energies service agreement for the Field Park message center sign power.

It was noted this service to this sign requires a monthly fee and contract.

Meiners/Decker motion to recommend approval. Unanimously carried.

Judicial Committee, Trustee Scott Reeves

Discussion and possible recommendation to approve a Temporary Class "B" Fermented Malt Beverage License for the Knights of Columbus #7048 for a Bean Bag Tournament on January 21-22, 2023, a Card Party on February 11, 2023, and a Family Sock Hop on February 18, 2023.

Decker/Brill motion to recommend approval. Unanimously carried.

Discussion and possible recommendation to approve a Class "A" Fermented Malt Beverage and "Class A" Liquor License Application from Ultra Mart Foods, LLC, d/b/a Metro Market #384, 1010 N Rochester St., Mukwonago, WI (*This application is a reflection of the new DBA only, no change in officers, agents, or Corporate Name*)

Decker/Brill motion to recommend approval. Unanimously carried.

Personnel Committee, Trustee Johnson

Filling vacant Budgeted positions in the Police Department

(For Information Only, no action required)

Chief Streit noted there were two new dispatchers and two new police officers. He was just updating the Board.

Discussion and possible recommendation on offering two weeks vacation upon hire for officers with at least 10 years experience as a full-time certified law enforcement officer.

Chief Streit noted this was included in the contract that he could offer some lateral movements from area departments. He would like to continue this.

K Johnson/ Decker motion to recommend approval. Unanimously carried.

Discussion and possible recommendation to the Village Board to approve Resolution 2022-71 A Resolution approving the 2023 Salary and Wage Schedules for Non-Represented Full-Time and Part-Time Employees.

K Johnson/Meiners Motion to recommend approval of Resolution 2022-71 A Resolution approving the 2023 Salary and Wage Schedules for Non-Represented Full-Time and Part-Time Employees. Unanimously carried.

Discussion and possible recommendation to the Village Board to approve Resolution 2022- 72 A Resolution authorizing annual stipends for the Assistant Fire Chief and Deputy Fire Chief

K Johnson/Decker motion to recommend approval of Resolution 2022- 72 A Resolution authorizing annual stipends for the Assistant Fire Chief and Deputy Fire Chief

Chief Stien noted this is existing policy that has been past several years and is for the administrative responsibilities they have to handle; complaints outside, phone calls, incident response. Trustee Brill asked about why hourly rates haven't been adjusted. Why is this not just changed in their regular rate.

Unanimously carried.

Public Works Committee, Trustee Brill

Discussion and possible recommendation on Resolution 2022-68 A Resolution for Minors Estates Phase 2 Sanitary Sewer and Watermain Acceptance.

Brill/Decker motion to recommend approval on Resolution 2022-68 A Resolution for Minors Estates Phase 2 Sanitary Sewer and Watermain Acceptance. Unanimously carried.

Discussion and possible recommendation on Resolution 2022-69 a Resolution to approve the Letter of Credit reduction for Minor's Estates 4 Phase 1 to a new Letter of Credit value of \$199,939.38.

Brill/Decker motion to recommend approval on Resolution 2022-69 a Resolution to approve the Letter of Credit reduction for Minor's Estates 4 Phase 1 to a new Letter of Credit value of \$199,939.38. Unanimously carried.

Discussion and possible recommendation to approve the Holz Parkway and Miniwaukan Park Pond Dredging Final Change Order and Acceptance of completed work.

Brill/Decker motion to recommend approval of the Holz Parkway and Miniwaukan Park Pond Dredging Final Change Order and Acceptance of completed work. Unanimously carried.

Discussion and possible recommendation on a Resolution to adopt Standard Specifications for constructing village infrastructure.

Brill/Decker motion to recommend approval.

Utility Director Castle noted when developers come in there are final standards in place to provide them what is required. For every project the Village lets or developer projects for residential, there are technical specifications so the Village has a certain type of valve or curb box they use and this is provided to a developer and they must use that product. It saves efficiencies for staff and projects so our model numbers are in stock and calculated across all projects for determining cost and consistencies. Unanimously carried.

Discussion and possible recommendation on the Village Engineering Services Agreement with Ruekert-Mielke for 2023 thru 2025.

Brill/Decker motion to recommend approval. Unanimously carried.

Closed Session

Decker/Brill 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 Village Administrator Evaluation at 7:20pm.

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

Reconvene into Open Session

Decker/D Johnson 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 7:36pm

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

Adjournment

Meeting adjourned at 7:36pm

Respectfully Submitted,

Diana Dykstra, MMC
Village Clerk-Treasurer