

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

Wednesday, January 4, 2023

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
James Decker
Darlene 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
Jerad Wegner, Village Engineer
Nathan Bayer, Village Attorney
Ron Bittner, Public Works Director
Wayne Castle, Utilities Director
Tim Rutenbeck, Building Inspection Supervisor

Excused: Ken Johnson

Comments from the Public

None

Presentations

Presentation, Discussion, and recommendation on the 2022 Village of Mukwonago CORP final draft.

Meiners/Decker motion to recommend approval of the 2022 Village of Mukwonago CORP Plan, with the current pedestrian multi use trail plan added and approve adjusting the top three results to the resident only survey options.

Lauren Dietz was present from MSA to provide the draft CORP plan. The survey results were separated out to designate Village and non-resident requests. The Village has over 21 acres of developed parkland per 1,000 residents. They are in good shape.

Trustee Johnson asked if in this state of economy if this type of plan would be wise to continue and put out there.

Bittner noted this is for the capital list and lays out the next five years. However, each project still comes before the Board and goes to BID and that is when the Board can determine if they will follow through on any particular development. It is necessary to have a robust plan so it is inclusive when you are ready to apply for grants should the needs change, so you don't have to amend your plan on short order.

Trustee Brill noted this is also used for the ability to apply for grants.

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

Approval of Minutes

Committee of the Whole meeting minutes of December 7, 2022.

Johnson/Decker motion to approve. Unanimously carried.

Finance Committee, Trustee Darlene Johnson

Monthly Treasury Report and Revenue/Expenditure Guideline Report For November

(For information purposes only, no action required)

Motion to recommend to the Village Board to approve Vouchers in the amount of \$377,325.81.

D Johnson/Meiners motion to approve. Unanimously carried.

Health and Recreation Committee, Trustee John Meiners

Discussion and possible recommendation on naming the outdoor stage at Indian Head Park.

Meiners/Decker motion to recommend approval of naming the Indian Head Performance Stage "Phantom View Stage" at Indian Head Park. Unanimously carried.

Judicial Committee, Trustee Scott Reeves

Discussion and possible recommendation to approve a Change of Agent application for Aldi Inc #46, 111 E Wolf Run, Mukwonago to Tami Wright.

Reeves/Decker motion to recommend approval. Unanimously carried.

Personnel Committee, Trustee Johnson

Discussion and possible recommendation to the Village Board to approve Resolution 2023- 01 reclassifying the Clerk-Treasurer position within the Village's classification plan to a grade 7.

It was noted there was a memo from Personnel Chair Ken Johnson in regard to his recommendation to approve this item.

Administrator Schnook noted he was asked to have her position reclassified and went through her job description and there is some significant skill increases for education and complexity around elections. They have become very complex. That merits a higher level. This doesn't give a pay increase, it adjusts the position labor grade, not the salary. President Winchowky agreed with Administrator, elections have become complex, and the clerk does a good job at that. She is the one who is in charge with the Administrator is out of the office and is a department head. He feels it is important that we go forward with this. Winchowky/Decker motion to recommend approval of **Resolution 2023- 01** reclassifying the Clerk-Treasurer position within the Village's classification plan to a grade 7.

Trustee Meiners questioned if there is a reason for this.

Trustee D. Johnson noted that as former personnel chair she had already thought the Clerk was at the department head level and this crystalizes what we are trying to do. She agrees with this.

Trustee Reeves asked if the education requirement was met by the current clerk.

Administrator Schnook noted she exceeds that by having a Bachelor's Degree, Masters Degree, and Master Municipal Clerk designation.

Unanimously carried.

Public Works Committee, Trustee Brill

Discussion and possible recommendation on reimbursement for oversized water main to Minor's Estates Investments LLC in the amount of \$44,598.

It was noted there is a standardized water main size and the village requested this be upsized for future development, and the village pays the difference when we request. Brill/Decker motion to recommend approval on reimbursement for oversized water main to Minor's Estates Investments LLC in the amount of \$44,598. Unanimously carried.

Discussion and possible recommendation on Resolution 2023-02 a Resolution to approve a Letter of Credit Reduction for Fairwinds Subdivision Phase V contingent upon receipt of final lien waivers.

Brill/Decker motion to recommend approval on Resolution 2023-02 a Resolution to approve a Letter of Credit Reduction for Fairwinds Subdivision Phase V contingent upon receipt of final lien waivers. It was noted final lien waivers have been received. Unanimously carried.

Discussion and possible recommendation on Resolution 2023-03 a Resolution to accept all roadway infrastructure within Phase V and accept all Storm Sewer infrastructure within Phase V of the Fairwinds Subdivision contingent upon receipt of final lien waivers.

Brill/Decker motion to recommend approval of on Resolution 2023-03 a Resolution to accept all roadway infrastructure within Phase V and accept all Storm Sewer infrastructure within Phase V of the Fairwinds Subdivision contingent upon receipt of final lien waivers. It was noted final lien waivers have been received. Unanimously carried.

Discussion and possible recommendation on a Resolution 2023 - 04 to accept Public Water Main and Sanitary Sewer Infrastructure of Phase 2 Chapman Farms contingent upon receipt of final lien waivers.

Brill/Decker motion to recommend approval of on a Resolution 2023 - 04 to accept Public Water Main and Sanitary Sewer Infrastructure of Phase 2 Chapman Farms contingent upon receipt of final lien waivers. It was noted they are still waiting on a few lien waivers. Unanimously carried.

Discussion and possible recommendation on a Resolution 2023- 05 to authorize a Letter of Credit Reduction for Chapman Residential Phase 2 contingent upon receipt of final lien waivers.

Brill/Decker motion to recommend approval of a Resolution 2023- 05 to authorize a Letter of Credit Reduction for Chapman Residential Phase 2 contingent upon receipt of final lien waivers. It was noted all the lien waivers have been received. Unanimously carried.

Closed Session

Decker/D. Johnson motion to go into Closed Session pursuant to **Wis. Stats § 19.85 (1) (g)** (Conferring with legal counsel who either orally or in writing will advise governmental body on strategy to be adopted with respect to current or likely litigation) concerning Spectrum Litigation at 6:22pm. Roll Call: "Yes" Trustee Decker, Brill, D. Johnson, Meiners, Reeves, Winchowky. Unanimously carried.

Reconvene into Open Session

Decker/Meiners motion to reconvene into open session pursuant to Wis. Stats. §19.85(2) at 6:39pm.

D. Johnson/Meiners motion to Authorize the Village Attorney to execute the settlement with Spectrum as discussed in closed session. Unanimously carried.

Adjournment

Meeting adjourned at 6:40pm

Respectfully submitted,

Diana Dykstra, MMC
Village Clerk-Treasurer