

## **MINUTES OF THE COMMITTEE OF THE WHOLE MEETING**

### **Wednesday, February 1, 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  
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  
Peter Gesch, Village Engineer  
Nathan Bayer, Village Attorney  
Ron Bittner, Public Works Director  
Wayne Castle, Utilities Director  
Tim Rutenbeck, Building Inspection Supervisor  
Abby Armour, Library Director

#### **Comments from the Public**

None.

#### **Approval of Minutes**

**Minutes of the Committee of the Whole Meeting of January 4, 2023**

Decker/D. Johnson Motion to approve. Unanimously carried.

#### **Library Board of Trustees, Trustee Brill**

Library Director Report for January *(for information only, no action required)*

**Library Abby Armour presented the 2023-2025 Strategic Plan for the Library.**

#### **Finance Committee, Trustee Darlene Johnson**

**Monthly Treasury Report and PRELIMINARY Revenue/Expenditure Guideline  
Report For December**

*(For information only, no action required)*

**Discussion possible recommendation to approve Vouchers in the amount of \$3,944,353.95.**

D Johnson/ Decker motion to recommend approval of Vouchers in the amount of \$3,944,353.95. Unanimously carried.

**Health and Recreation Committee, Trustee John Meiners**

**Discussion and possible recommendation to approve a park facilities rental application of Croatian Fest 2023 on July 22, 2023. This event takes place at Field Park from noon to 8 pm. This event celebrates the Croatian Culture with Croatian music all day; Croatian food from 12-6 pm; a silent auction, 50-50 raffle and souvenir t-shirts for sale. Meiners/ Brill motion to recommend approval. Unanimously carried.**

**Discussion and possible recommendation on a park application and a Temporary Class "B"/"Class B" Retailers License from American Legion Post #375 using Field Park June 10-11, July 15-16, August 19-20, and September 9-10 for Maxwell Street Days 2023.**

Meiners/Decker motion to recommend approval. Unanimously carried.

**Discussion and possible recommendation to approve the Phantom Junction Stage Logo.**

Meiners/D Johnson motion to recommend approval of the phantom junction stage logo.

Trustee D. Johnson felt there should be railroad tracks

Trustee K. Johnson questioned if this was the only design.

DPW Director Bittner noted there was another with railroad tracks but there was question about it overpowering the stage design. It is meant to be included in the marketing materials only.

Trustee K. Johnson asked if there is an opportunity to redesign.

Trustee D. Johnson asked if they could take the trees out of it.

Trustee Meiners noted he felt it was fine to pass the way it is.

Trustee Decker noted he sees both arguments make sense. He would leave as is.

Trustee Brill noted he is generally okay with the logo, however did feel there was a bit too much detail of the stage. He understands there could be different styles utilized.

President Winchowky commented he likes it now.

Trustee Reeves does see both sides. Thought maybe they could take out the one of the trees

Roll Call: "Yes" Trustee Brill, Decker, Meiners, Reeves, Winchowky. "No" Trustees D. Johnson and K. Johnson. Motion carried 5-2

**Public Works Committee, Trustee Brill**

**Discussion and possible recommendation to award the Miniwaukan Park Restroom Building REBID Contract to Ray Stadler Construction, Co in the amount of \$492,840.67**

Brill/Decker motion to recommend approval.

This was rebid no bids were received last time and this time they came back more favorable within budget. Unanimously carried.

**Discussion and possible recommendation on Task Order 2023-01 a Task Order for the design, bidding and construction related services with Ruekert & Mielke, Inc and KLM Engineering for the North Water Tower Painting in the amount of \$155,848.**

Brill/Decker motion to recommend approval.

This has been discussed for some time and is included in the capital plan. There are some upgrades in the tank that will need to take place as well. This is for the engineering services to get a contract for the work.

President Winchowky questioned on Page 2 article 20 “replace overflow pipe if determined necessary” and wondered who determines if it is necessary.

Director Castle noted this is opportunity to bring water tower up to code for example the vent. Codes change over time, and this is a unique tower. So, this has a slightly smaller overflow pipe and he would like to review this at that time.

Trustee D Johnson concerned about the flag painting and was hoping it could remain.

Director Castle noted he will be working with the school and the fast “M” to bring before the board in the next few months. He hopes to keep the flag as well. Unanimously carried.

### **Administrator**

#### **Update on Community and Economic Development Department and a possible recommendation to create a development process review system.**

Administrator Fred Schnook updated the combination of the planning, building and zoning departments into the new Community and Economic Development Department.

He has been appointed as the lead in that department. He reviewed some of these exercises what customer service means to them and develop goals for the department.

He further discussed the process and the need to develop a standardized flow for customers to understand their journey through the development process with the Village.

He presented a quote from Foth regarding creation of what that journey would be and what those requirements would be necessary for each step.

Brill/Decker motion to recommend approval creating the development process review system with Foth Infrastructure and Environment, LLC not to exceed \$14,000 plus \$3,000.

Trustee John Meiners commented he feels knowing a few of these things, it is a real problem so they don’t spend so much before coming before the board asking if they approve of something. He noted he has heard from three different developers it is something we need to fix. Unanimously carried.

### **Adjournment**

Meeting adjourned at 6:44pm

Respectfully Submitted,

Diana Dykstra, MMC  
Village Clerk-Treasurer