

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

Wednesday, April 5, 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
Mike Michalski, 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

Gail Yerke, resident of the Town of Mukwonago commented she noticed on the agenda the Farmers Market and wanted to offer her support.

Presentations

Presentation of Proclamation in honor of Deputy Chief Dave Unti and his distinguished career with the Mukwonago Fire Department.

President Winchowky presented Deputy Chief Dave Unti a proclamation for his 30 years of service to the Mukwonago Fire Department.

Presentation of a Proclamation in honor of 2023 National Public Safety Telecommunicators Week.

President Winchowky presented the 2023 National Public Safety Proclamation to Chief Streit for his dispatch team.

Presentation of Proclamation in honor of James Decker for his dedicated Public Service as a Village Trustee for the Village of Mukwonago.

President Winchowky presented a proclamation to Trustee James Decker to honor his continued service.

Presentation from the Resource Development Team on the 2023 Concert Series at the Phantom Junction Stage.

DPW Director Bittner presented the new launch of a web site www.phantomjunctionstage.com and a review of its contents. He further acknowledged the Resource Team members Linda Forrester, Jolene Palantino, Mike Murphy, Katie Baker, Ray Gooden, Todd Ciske, Beth and Dina Dums, Linda Gourdoux and Diana Dykstra. He reviewed the schedule of events planned for 2023 and reviewed the local food trucks that were being scheduled along with the water/soda or adult beverages by local charitable organizations.

Presentation from Chamber of Commerce on the Mukwonago Farmers Market.

April Rezka provided an overview of the 2022 year and what is planned for 2023. They are working toward the EBT/SNAP funding noting they are strictly agriculture and food. They are excited to start the year.

Approval of Minutes

Minutes of Committee of the Whole meeting of March 1, 2023

Decker/Meiners motion to approve. Unanimously carried.

Finance Committee, Trustee Darlene Johnson

Monthly Treasury Report and Revenue/Expenditure Guideline Report For February

No action required.

Discussion and possible recommendation to approve Accounts Payable Vouchers in the amount of \$680,542.97.

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

Discussion and possible recommendation to approve a Purchase Requisition for Reclamite sealing project with Corrective Asphalt Sealers in the amount of \$13,440.

D Johnson/K Johnson motion to recommend approval.

DPW Director Bittner noted there are two products Reclamite and GSB, and he prefers Reclamite when there is paint on the road. It will be a sealed road. Have used this in the past. Unanimously carried.

Discussion regarding Fiber Infrastructure project between the Library, Police Department, Red Brick Museum, and Village Hall.

Administrator Fred Schnook noted we have been dealing with technology issues and consistently spotting service as we currently use a point of site antenna

We are shooting through power lines and there are concerns and issues that surface.

John Wisniewski noted he has been the IT contractor since 2014. This issue does go back to this when the village unify had its own infrastructure and decided to consolidate and start sharing applications, phone systems to be more cost effective etc. The biggest problem has been how to connect.

One option was to lease and invest in fiber build out. Unfortunately, Spectrum undersold their service and the leased fiber was not going to have the capacity for us. This wireless option has 37 dishes and cameras that connects parks and major facilities. It has worked well but the maintenance and vulnerability become an issue. We are also using free public frequencies and more people that use it make it difficult. We are using sections that anyone can infringe on and environmentally we have power lines, substations and more electromagnetic interference.

We need to consider a more permanent solution, which would be owning our own Fiber between buildings. He would try to instill the importance to move in this direction of private fiber.

Abby Armour, Library Director, commented there is an immediate situation at the Library perspective and appreciates this conversation. Information technology is a utility. This is investing in a full utility to allow us to grow. Due to the line-of-sight technology at the water tower, and next year when the water tower is painted, this means we would not have connection while it is worked on. That is the immediate issue. Long term solutions are needed.

Administrator Schnook noted between police, village hall, library and public works. The next phase would be connecting all the water and sewer infrastructure. We would like to have this dialogue. If this capital investment can take the place of operational costs year after year. He noted funding would be broken between agencies, state grants, broadband funding. He believes once we know the cost we could move some items around in the 2023 Budget as well to start.

Trustee Meiners asked if this \$300,000 is the anticipated cost? And suggests a timeline worth investigating.

Trustee Brill would like information on a full plan. He noted there is a need temporarily for the Library, but would like to see a plan for budget, build in redundancy. It is a great idea to look at and grand overall cost for entire plan. Additionally what other private services coming into area and what is our return on investment

Utility Director Castle noted it is possible to push painting into later in the year. Risk to get tower done but is possible. Their projects are normally done in a certain order as they are not just painting there are interior improvements planned.

Health and Recreation Committee, Trustee John Meiners

Discussion and possible recommendation of a performance stage rental and special event application from the Village of Mukwonago for the Phantom Junction Concert Series 2023 on June 1, June 3, July 3, August 5, September 8, and October 7.

Meiners/Brill motion to recommend approval. Unanimously carried.

Discussion and possible recommendation on the special event application from Mukwonago High School Athletic Booster Club for the Mukwonago Mile fundraiser for the MHS Athletic Booster Club. (*The Club plans to have a 1 mile run immediately preceding the Father's Day Parade on Sunday, June 18, 2023.*)

Meiners/D Johnson motion to recommend approval. Unanimously carried.

Discussion and possible recommendation of a park and special event application from ProHealth Care Foundation for the Cancer Walk at Field Park and surrounding neighborhood on May 6, 2023 from 6:30 am to 2 pm.

Meiners/Decker motion to recommend approval. Unanimously carried.

Discussion and possible recommendation to approve Resolution 2023-10 requesting financial assistance from the WDNR and authorizing participation in the Knowles-Nelson Stewardship Grant Program.

Meiners/Brill motion to recommend approval. Unanimously carried.

Discussion and possible recommendation on a Park Application and Special Event Application from the Mukwonago Area Chamber of Commerce for the Annual Farmer's Market, located at Field Park, every Wednesday from Noon to 6 pm, beginning May 17, 2023 and ending October 11, 2023.

Meiners/Reeves motion to recommend approval. Unanimously carried.

Judicial Committee, Trustee Scott Reeves

Discussion and possible recommendation to approve a purchase agreement for an additional Reserve Combination Class B/B Fermented Malt Beverage and Liquor License from Town of Mukwonago under Wis. Stats 125.51(4) (e).

Reeves/Meiners motion to recommend approval.

Clerk Dykstra discussed the option under state law that allows a municipality who is out of licenses to negotiate with a bordering Town if they have additional licenses to sell. There is a limit.

Trustee Brill questioned why now vs. any other person. It was noted this person had started with the Town negotiations. Unanimously carried.

Discussion and possible recommendation to approve a Temporary Class "B"/"Class B" Retailers License to the Rotary Club of Mukwonago for the Phantom Junction Stage Concerts on June 3, 2023 and July 3, 2023.

Reeves/Decker motion to recommend approval. Unanimously carried.

Discussion and possible recommendation on an application for a Temporary Class "B" retailers license from John Morrich Croation Lodge for Mukwonago Croation Day Fest on July 22, 2023

Reeves/Decker motion to recommend approval. Unanimously carried.

Library Board of Trustees, Trustee Brill

Library Director Report for the Month of March.

Public Works Committee, Trustee Brill

Announcement of Public Works Resignations and Promotion.

Director Bittner noted that there were two resignations. He has promoted Mike Wilharms to Crew Supervisor, and they are advertising for additional full time member. They also have a part-time addition who is also a forester which is a big help.

Discussion and possible recommendation to approve Resolution 2023-12 a Resolution to recognize the month of May as "No Mow May" and suspend the enforcement of Sect. 34-1(a) of the Municipal Code on developed lots.

Brill/Decker motion to recommend approval.

Trustee Darlene Johnson asked if there were any problems from prior year? Director Bittner noted the Village is complaint based and no complaints were raised in May last year. Unanimously carried.

Discussion and possible recommendation on the Wayfinding Signage RFP and recommendation to award to Michaels Signs with contingencies.

Brill/Decker motion to recommend approval. It was noted the village has not done business with either but both are reputable. Trustee Meiners questioned the time frame and it was noted be done by end of year. Unanimously carried.

Discussion and possible recommendation to approve Resolution 2023-11 to assign authorized representative to Wayne Castle Utilities Director for such documents required under the Safe Drinking Water Loan Funding.

Brill/Decker motion to recommend approval. Unanimously carried.

Discussion and possible recommendation on Resolution 2023-14 a resolution to declare intent to reimburse expenditures for Safe Drinking Water Loan Program for the north water tower painting.

Brill/K Johnson motion to recommend approval. Unanimously carried

Discussion and possible recommendation on Resolution 2023-13 a Resolution to Reduce the Letter of Credit for Goodwill of Mukwonago to \$8,435.60.

Brill/Decker motion to recommend approval. Unanimously carried.

Update on Downtown Strategic Plan from the Downtown Development Committee.

Trustee Brill noted he wanted this on the agenda after the last meeting. He had felt there wasn't much communication and all the sudden they walked around and looked at details and feels he wants to talk about a few things.

Trustee Reeves noted this is a citizen advisory committee who shall advise the village on matters of development activities and promote development of the downtown.

There are Tier 1 and Tier 2 items from the Downtown Strategic Plan and this committee is very proud of their work. They have raised over \$4,000 for planters to beautify the downtown.

They have picked out Christmas decorations and banners, been helpful in pedestrian safety and wayfinding signage.

Reviewed the Downtown Strategic Plan

Tier 1 were highest importance of 1 or 2 years and this report came out in 2018.

1. Crosswalk safety enhancements – in progress
2. Adopt ordinance to change trucking route to Holtz parkway – official reroute the DOT hasn't approved, but village put up signs. DOT because it is a federal highway, alternate truck routes were installed can't force. This one is done.
3. Community spaces / Relaxation spaces – work in progress
4. Engage firm for market analysis grew new business and maximize existing commercial space was part of Foth presentation and is ongoing older market study
5. Reestablish HPC to guide and support – done
6. 1-6 nothing they can do about this right now.

Two ongoing 1.1. and 1.5

Tier 2 – 3 have a 4-year timeline

1. Invest in pedestrian safety and crosswalk enhancements – flashing lights and bump outs. Not completed Chief Streit noted that data doesn't support putting them in, but if you want them in just to put them in you can. President Winchowky commented might want to do another year to test. They will need board action to go forward with this, can discuss in two weeks. Trustee Brill would like to place this on the board agenda under Public Works.
2. Firm to develop design plan exterior building improvements – this is ongoing – walk to bring up design standards and recommend – Trustee Brill asked looking to engage a firm? Asking the board to approve funding? President Winchowky suggested we review samples to bring to the Plan Commission and the board - ongoing
3. Promote collaborate – historical and cultural events. – done
4. Marketing to highlight the uniqueness of Mukwonago – midnight magic fall fest, and the charrettes – ongoing.
5. Create financial support programs to support downtown building improvements – committee investigating grants – or creation of a BID, turned down at a prior Board meeting

Connect communities – gets training, updates, presentations, etc.

6. Invest in wayfinding signage and key points of interest – working on and directional signage being implemented.
7. Marketing of existing parking options downtown – wayfinding signage to direct people to the wayfinding signage.
8. Investigate development of BID – not going to happen

Closed Session

Decker/Brill 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 on properties along Rochester and Meacham Street.

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

Reconvene into Open Session

Decker/Meiners motion to reconvene into open session pursuant to Wis. Stats. §19.85(2) at 8:14pm. Roll Call: “Yes” Trustee Brill, Decker, D Johnson, K Johnson, Meiners, Reeves, and Winchowky. Unanimously carried.

Adjournment

Meeting was Adjourned at 8:14pm.

Respectfully Submitted,

Diana Dykstra, MMC
Village Clerk Treasurer