

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

Wednesday, August 2, 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
Darlene Johnson
John Meiners
Scott Reeves
Dale Porter
Fred Winchowky

Also Present

Fred Schnook, Village Administrator
Diana Dykstra, Village Clerk-Treasurer
Diana Doherty, Finance Director
Dan Streit, Police Chief
Ron Bittner, Public Works Director
Jerad Wagner, Village Engineer
Nathan Bayer, Village Attorney
Wayne Castle, Utilities Director
Tim Rutenbeck, Building Inspection Supervisor

Excused

Ken Johnson

Comments from the Public

Brad Zajork Mukwonago, was present to comment that he is available for "The Block" discussion if anyone has any questions.

Approval of Minutes

Approval of Minutes from July 5, 2023

Meiners/D Johnson motion to approve. Unanimously carried.

Finance Committee, Trustee Darlene Johnson

Monthly Treasury Report and Revenue/Expenditure Guideline Report For June

(For information purposes only, no action required)

Discussion and possible recommendation to the Village Board to approve Accounts Payable Vouchers in the amount of \$371,458.25.

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

Discussion and possible recommendation to approve a Purchase Requisition for Miller Electric Enterprises in the amount of \$12,495 for the Village Board Room upgrades as budgeted in the Capital Improvement Program.

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

Discussion and possible recommendation on a Purchase Requisition from Lewis Sound & Video in the amount of \$16,844.04 as budgeted in the Capital Improvement Plan for Village Board Room Upgrades.

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

Discussion and possible recommendation on Resolution 2023-38 A Resolution to adopt an update to the Village of Mukwonago Purchasing Policy.

Finance Director Doherty noted she is in the process of updating financial policies, no major changes, just cleaning up wording. It was noted Department Heads can approve up to 10,000, Admin and Finance Director up to \$25,000 then it is Board approval.

Trustee D Johnson asked if this amount should be lowered.

DPW Bittner noted that when its \$10,000 its acceptable. If it is over after that amount it's usually an emergency.

D Johnson/Meiners motion to recommend approval of Resolution 2023-38 A Resolution to adopt an update to the Village of Mukwonago Purchasing Policy

Discussion and possible recommendation on Resolution 2023-39 a Resolution to approve an update to the Accounting Operations Policy.

Finance Director Doherty noted this is how we keep the books. It is mainly updated concerning disbursements scanning invoices in and process how department heads approve.

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

Preliminary review and discussion of 2024-2028 5 Year Capital Improvement Plan (CIP).

Finance Director Doherty noted this is a summary of submissions from the department heads. She encourages members to sign in to the system and review the materials in the software program. This is very preliminary. No action or review was required at this time.

Health and Recreation Committee, Trustee John Meiners

Discussion and possible recommendation on Trick or Treat hours for the Village of Mukwonago.

Chief Streit noted since 2008 the Village has always had the last Sunday in October River Park Estates does their own trick or treat in their neighborhood.

Trustee Meiners prefers to leave alone.

Trustee Porter commented he has spoken to people who prefer to have it on a Saturday.

Trustee D Johnson noted everyone she spoke to was half and half. She suggested people come to the meeting to discuss.

Meiners/ Reeves motion to keep it last Sunday in October from 4-6pm.

Roll Call: "Yes" Trustee D. Johnson, Meiners, Reeves, Winchowky. "No" Trustee Brill, Porter.

Motion carried 4-2

Reminder of the next concert in the 2023 Series at the Phantom Junction Stage at Indianhead Park on August 5, 2023.

Judicial Committee, Trustee Dale Porter

Discussion and possible recommendation on a Temporary Retailers License for the Mukwonago Lions Foundation for the Phantom Junction Stage Concert Series event on September 8, 2023.

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

Library Board of Trustees, Trustee Eric Brill

Library Directors Report for the month of July 2023.

(for information only, no action required)

Public Works Committee, Trustee Eric Brill

John's Disposal Quarterly Report

(For Information Only, No Action Required)

PFAS testing Update from Utilities Director Wayne Castle

Utilities Director Castle presented the levels where we were at. He has provided the limits and the results of both tests that were returned. There is no violation currently, but it is in the hazard index. He is still working out temporary treatment or filtration.

Trustee D Johnson noted some residents have asked about proximity to Phantom Lake. How close is this well to Phantom Lake. It is close to the YMCA camp. It is touching their property line off Hwy J.

Trustee Reeves asked if there has been a study, what it would cost to remedy the system is there a suggestion to abandon this well based on cost to remedy?

Castle noted capacity was his main concern created in Well 3 & 4 study, so Well 7 might not be necessary. The village has invested several million in Well 7 but it may be a business decision to shut down.

Discussion and possible recommendation on Resolution 2023-35 a Resolution to Amend Parking Limitations for the Village of Mukwonago reflecting new restrictions on Grand Avenue.

Brill/Meiners motion to recommend approval. Unanimously carried.

Discussion and possible recommendation on Resolution 2023-36 a resolution to eliminate the letter of credit for Birchrock-Castle Senior Living at 210 McDivitt Lane.

Brill/Porter motion to recommend approval. Unanimously carried.

Discussion and possible recommendation on Change Order No 1 and final close out for Minor Park Pedestrian Culvert Crossing.

Brill/Meiners motion to recommend approval. Unanimously carried.

President Winchowky noted prior to Closed Session he wanted to thank everyone for their hard work on National Night Out. Trustee Johnson noted they raised about \$900 for next year.

Trustee Meiners noted they gave out about 800 snow cones from Rotary.

Closed Session

Meiners/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 with the Historical Society Red Brick Museum Lease, Associated Appraisal Contract, Development Agreement with Zip Main LLC, and McAdams Family parcel at 6:17pm.

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

Reconvene into Open Session

Meiners/Reeves motion to reconvene into open session pursuant to Wis. Stats. § 19.85(2) at 7:37pm.

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

Brill/Porter motion to direct Attorney to create development agreement with Zip Main LLC

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

Adjournment

Meeting adjourned at 7:38pm

Respectfully Submitted,

Diana Dykstra, MMC
Village Clerk-Treasurer