

Village of Mukwonago
Notice of Meeting and Agenda

COMMITTEE OF THE WHOLE MEETING
Wednesday, September 6, 2023

Time: **5:30 pm**

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

1. Call to Order

2. Roll Call

3. Presentations

- 3.1 Presentation from Jeff Standafer of Citizens Bank
[Citizens Bank Annual Report.pdf](#)

4. Comments from the Public

Information and comment may be received from the public by the Committee of the Whole, but solely as to matters that appear on the Agenda for that meeting. The public comment session shall last no longer than 15 minutes and individual presentations are limited to (3) minutes per speaker. These time limits may be extended at the discretion of the Chief Presiding Officer. The Committee of the Whole may have limited discussion on the information received, however, no action will be taken on issues raised during the public comment session unless they are otherwise on the agenda for that meeting. Public comments should be addressed to the Committee of the Whole as a body. Presentations shall not deal in personalities or personal attacks on members of the Board, the applicant for any project or Village employees. Comments, questions and concerns shall be presented in a respectful and professional manner. Any questions to an individual member of the Committee of the Whole or Staff will be deemed out of order by the Presiding Officer.

5. Approval of Minutes

- 5.1 Minutes of August 2, 2023 Committee of the Whole Meeting.
[2023-08-02 DRAFT COW Minutes](#)

6. Finance Committee, Trustee Darlene Johnson

Discussion and action possible on the following items.

- 6.1 Monthly Treasury Report and Revenue/Expenditure Guideline Report For July (*For information purposes only, no action required*)
[2023-07 July Revenue & Expenditure Guideline.pdf](#)
[2023-07 July Treasury Report.pdf](#)
- 6.2 Discussion and possible recommendation to the Village Board to approve Accounts Payable Vouchers in the amount of \$1,968,593.62.
[090623 VB AP Packet.pdf](#)
- 6.3 Discussion and possible recommendation on a Patrol Squad purchase
[2023 squad purchase cover letter.pdf](#)

- 6.4 Discussion and possible recommendation to approve a Resolution to Certify the Village of Mukwonago is exempt from the County Library Levy.
[Resolution 2023-39 Library Exemption - Waukesha.pdf](#)
- 6.5 Discussion and possible recommendation on **Resolution 2023-44** A Resolution to adopt an update to the Village of Mukwonago Fund Balance Policy.
[RESOLUTION 2023-44 \(Fund Balance Policy Update\).docx](#)
[Village of Mukwonago GASB 54 Fund Balance Policy 2023 Revision.pdf](#)
- 6.6 Discussion and possible recommendation on **Resolution 2023-43** A Resolution to adopt an update to the Village of Mukwonago Capital Improvement Planning Policy.
[RESOLUTION 2023-43 CIP Policy Update\).docx](#)
[Village of Mukwonago Capital Improvement Planning Policy 2023 Revision to 2021 Version.pdf](#)
- 6.7 Discussion and possible recommendation on **Resolution 2023- 47** A Resolution to adopt an update to the Village of Mukwonago Capitalized Fixed Asset Policy
[RESOLUTION 2023-47 \(Capitalized Fixed Asset Policy Update\).docx](#)
[Village of Mukwonago Capitalized Fixed Asset Policy 2023 Revision.pdf](#)
- 6.8 Discussion and possible recommendation on a Contract for Maintenance Assessment Services with Associate Appraisal Consultants for 2024-2026.
[RESOLUTION 2023-45 \(Associated Appraisal Contract 04-06\).docx](#)
[Village of Mukwonago - 2024-2026 Assessor Maintenance Contract.pdf](#)
- 6.9 Discussion and possible recommendation on a Contract for Exterior Revaluation Services with Associated Appraisal and Consultants.
[RESOLUTION 2023-46 \(Associated REVAL Contract 2024\).docx](#)
[Village of Mukwonago - 2024 Assessor Exterior Revaluation Contract.pdf](#)

7. Health and Recreation Committee, Trustee John Meiners

Discussion and action possible on the following items

- 7.1 Discussion and possible recommendation to Award the Indian Head Park Sign Project to Poblocki Signs in the amount of \$62,610.
[Indian Head Park Sign Agenda Cover Report.docx](#)
[Indianhead Park Sign.pdf](#)
[Location Exhibit.pdf](#)
- 7.2 Discussion and possible recommendation to approve the new electric service for the Miniwaukan Park restrooms.
[Miniwaukan Park Restroom Agenda Cover Report 2021.docx](#)
[4875411 Cost Letter.pdf](#)
[4875411 Sketch.pdf](#)
[Pay Invoice.pdf](#)

8. Judicial Committee, Trustee Dale Porter

Discussion and action possible on the following items

- 8.1 Discussion and possible recommendation on a Resolution documenting the annual liquor license quota calculation for the Village of Mukwonago.
[Cover Report - Liquor License Resolution.pdf](#)
[Liquor Lic Quota Calc Resolution.pdf](#)
- 8.2 Discussion and possible recommendation of a Temporary Class "B" Retailer's License for the annual St. James Catholic Parish Fish Fry held at 830 E Veteran's Way, held on 10/6/2023, 11/3/2023, 12/1/2023, 1/5/2024, 2/2/2024, 3/1/2024, 4/5/2024, and 5/3/2024.
[Temp Retailer's License - St James.pdf](#)
- 8.3 Discussion and possible recommendation on an Original Reserve "Class B"/Class "B" combination Fermented Malt Beverage and Liquor License application for Zip Main, LLC d/b/a The Block, at 944 & 950 Main Street, Mukwonago, WI 53149, Bradley Zajork, Agent.
[Original Reserve Lic Application - The Block_Redacted.pdf](#)
- 8.4 Discussion and possible recommendation on an Original Reserve "Class B"/Class "B" Combination Fermented Malt Beverage and Liquor License Application for That Place LLC, d/b/a That Place Restaurant, 1015 E Veteran's Way, Mukwonago, WI 53149, Arturo Napoles, Agent.
[Original Reserve Lic Application - That Place Restaurant_Redacted.pdf](#)

9. Library Board of Trustees, Trustee Eric Brill

- 9.1 Library Director Report *(For Information Only, No Action Required)*
[08_Library_Director_Report_August_2023.pdf](#)

10. Personnel Committee, Trustee Ken Johnson

Discussion and action possible on the following items

- 10.1 Discussion and possible recommendation on **Ordinance 1019** An Ordinance to Amend **Chapter 2 Administration; Article IV Officers and Employees; DIVISION 4 Finance Director**.
[Agenda Cover Report Department Head Ordinances Changes](#)
[ORDINANCE 1019 Amend Finance Director .docx](#)
- 10.2 Discussion and possible recommendation on **Ordinance 1020** an Ordinance to Amend **Chapter 2 Administration; ARTICLE IV Officers and Employees; Division 2 Public Works Director**.
[ORDINANCE 1020 Amend Public Works Director .docx](#)
- 10.3 Discussion and possible recommendation on **Ordinance 1021** an Ordinance to amend **Chapter 2 Administration, ARTICLE IV Officer and Employees; Division 5 Utilities Director**.
[ORDINANCE 1021 Amend Utilities Director](#)

10.4 Discussion and possible recommendation on **CHARTER ORDINANCE 1022**, An Ordinance to amend Charter Ordinance **Chapter C, ARTICLE II Officers and Employees; Division 2 Clerk/Treasurer**
[ORDINANCE 1022 Amend Charter Clerk-Treasurer](#)

10.5 Discussion and possible recommendation on **Resolution 2023-37** to approve the Employee Handbook Update.
[2023 Summary of Employee Handbook changes - September COW.pdf](#)
[RESOLUTION 2023-37 \(Employee Handbook Update\)](#)
[Employee Handbook-2023 Updates for September COW agenda.pdf](#)

11. Public Works Committee, Trustee Eric Brill

Discussion and action possible on the following items

11.1 Discussion and possible recommendation on a Resolution to approve the Stormwater Management Agreement with St. John's Evangelical Lutheran Church.
[RESOLUTION 2023-41 \(SWMA St Johns\).pdf](#)

11.2 Discussion and possible recommendation to approve **Resolution 2023-42** a Resolution to approve a Letter of Credit Elimination for Goodwill of Mukwonago.
[RESOLUTION 2023-42 \(LOC Elimination Goodwill\).pdf](#)

11.3 Discussion regarding residential sprinkler meter requests.
[Memo_Residential Sprinkler Meter Request.docx](#)
[Mukwonag_AM - 1 Rate.pdf](#)
[Public Service Commission Inquiry.pdf](#)
[Sewer use charge and surcharges.docx](#)

11.4 Update on Well #7

12. Closed Session

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 Briohn Construction, and a Development Agreement with the Village of Vernon;
and 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 Mukwonago Professional Policeman's Association.

13. Reconvene into Open Session

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

14. Adjournment

It is possible that a quorum of, members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Please note, upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through appropriate aids and services. For additional information or to request this service, contact the Municipal Clerk's Office, (262) 363-6420.