

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

Wednesday, September 6, 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
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
Chris DeMotto, Assistant Police Chief
Jerad Wegner, Village Engineer
Mike Wilharms, Public Works Supervisor
Wayne Castle, Utilities Director
Tim Rutenbeck, Building Inspector

Excused

Dale Porter

Presentations

Presentation from Jeff Standafer of Citizens Bank

Comments from the Public

Brad Zajork of Zip Main LLC, noted he is the developer of The Block on the agenda for the Liquor License and appreciates their support.

Dan Wendt, 412 Fritz Way, commented about the potential for deduct meter for irrigation systems specifically. He noted if they run in May or spring the break it isn't significant enough for the others. He asked they provide a deduct meter for those residents who have a outdoor irrigation system or who water a lot outside the summer months. He suggests they and could get a meter at the owners request.

Jasson Ziminsky, representing residents on Fritz Way president of minors homeowners association He noted he is in favor of a deduct meter option for those who water outside the scope of the season.

Nate Livingston, 458 Ahrens Drive, supports deduct meter.

Joel Oblander, 401 Fritz Way, some neighbor communities do allow deduct meter as a standard and feels we should do also.

Phil Ciardo, 441 Ahrens Drive, commented he would support issuing the deduct meter.

Tim Gehl, 1176 Black Bear Drive, asked for clarification on the deduct meter issue. He isn't sure unless he is able to get some clarification.

Approval of Minutes

Minutes of August 2, 2023 Committee of the Whole Meeting.

Meiners/D Johnson motion to approve. Unanimously carried.

Finance Committee, Trustee Darlene Johnson

Monthly Treasury Report and Revenue/Expenditure Guideline Report for July

(For information purposes only, no action required)

Discussion and possible recommendation to the Village Board to approve Accounts Payable Vouchers in the amount of \$1,968,593.62.

D Johnson/K Johnson motion to approve. Unanimously carried.

Discussion and possible recommendation on a Patrol Squad purchase

Chief Streit noted this is the annual replacement of one squad per year at the State discount rate.

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

Discussion and possible recommendation to approve a Resolution to Certify the Village of Mukwonago is exempt from the County Library Levy.

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

Discussion and possible recommendation on Resolution 2023-44 A Resolution to adopt an update to the Village of Mukwonago Fund Balance Policy.

D Johnson/Meiners motion to recommend approval. Finance Director Doherty reviewed adjustments and reviewed the updates. Unanimously carried.

Discussion and possible recommendation on Resolution 2023-43 A Resolution to adopt an update to the Village of Mukwonago Capital Improvement Planning Policy.

D Johnson/Meiners motion to recommend approval. Doherty noted several changes and included adding a (6) year column for planning, and dates for meetings etc. Unanimously carried.

Discussion and possible recommendation on Resolution 2023- 47 A Resolution to adopt an update to the Village of Mukwonago Capitalized Fixed Asset Policy

D Johnson/Reeves motion to recommend approval. Doherty noted this is more of an accounting update and detail the auditor expects. Unanimously carried.

Discussion and possible recommendation on a Contract for Maintenance Assessment Services with Associate Appraisal Consultants for 2024-2026.

D Johnson/Meiners motion to recommend a resolution to approve Contract for Maintenance Assessment Services with Associate Appraisal Consultants for 2024-2026 as amended to include keeping Dean Peters as the Assessor and contingent upon Village Attorney approval.

Eric Brill, ask to amend Keep Dean Peters and contingent upon village attorney approval.
Unanimously Carried.

Discussion and possible recommendation on a Contract for Exterior Revaluation Services with Associated Appraisal and Consultants.

D Johnson/Meiners motion to recommend approval of a resolution for a Contract for Exterior Revaluation Services with Associated Appraisal and Consultants. Unanimously carried.

Health and Recreation Committee, Trustee John Meiners

Discussion and possible recommendation to Award the Indian Head Park Sign Project to Poblocki Signs in the amount of \$62,610.

Meiners/Reeves motion to recommend approval.
Unanimously carried.

Discussion and possible recommendation to approve the new electric service for the Miniwaukan Park restrooms.

It was noted this is for the new restrooms and cost is about \$2,886

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

Judicial Committee, Trustee Dale Porter

Discussion and possible recommendation on a Resolution documenting the annual liquor license quota calculation for the Village of Mukwonago.

Winchowky/K Johnson motion to recommend approval.

Clerk Dykstra explained she has reviewed the licenses issued since 1997 and the population estimates by year. The data is important to document each year to provide an analysis of the number of licenses available to issue under the Reserve Quota.

Unanimously carried.

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.

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

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.

Winchowky/Reeves motion to recommend approval. Unanimously carried.

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.

Trustee K Johnson asked about the proposed date of opening.

Arturo Napoles commented it has taken a while to clean up. He had hoped to open in November. He is planning to have a patio at some time. They will bring the extension at that time when they decide to have one.

Winchowky/Meiners motion to recommend approval. Unanimously carried.

Library Board of Trustees, Trustee Eric Brill

Library Director Report *(For Information Only, No Action Required)*

Personnel Committee, Trustee Ken Johnson

Discussion and possible recommendation on Ordinance 1019 An Ordinance to Amend Chapter 2 Administration; Article IV Officers and Employees; DIVISION 4 Finance Director.

Trustee K Johnson discussed how this is a result of previous meeting to look at the ordinances to make them more uniform.

Administrator Schnook noted he observed inconsistencies with the ordinances and how employees were appointed and evaluated and removed.

K Johnson/Brill motion to recommend approval. Unanimously carried.

Discussion and possible recommendation on Ordinance 1020 an Ordinance to Amend Chapter 2 Administration; ARTICLE IV Officers and Employees; Division 2 Public Works Director.

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

Discussion and possible recommendation on Ordinance 1021 an Ordinance to amend Chapter 2 Administration, ARTICLE IV Officer and Employees; Division 5 Utilities Director.

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

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

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

Discussion and possible recommendation on Resolution 2023-37 to approve the Employee Handbook Update.

Trustee K Johnson explained they had a meeting to review the employee handbook and reviewed certain items. Finance Directory Doherty reviewed the specific changes and provided a redlined version.

Trustee D Johnson questioned the increase on paged 50 for tuition reimbursement. Doherty noted it is reflective of increase in those costs.

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

Public Works Committee, Trustee Eric Brill

Discussion and possible recommendation on a Resolution to approve the Stormwater Management Agreement with St. John's Evangelical Lutheran Church.

Brill/Reeves motion to recommend approval. Unanimously carried.

Discussion and possible recommendation to approve Resolution 2023-42 a Resolution to approve a Letter of Credit Elimination for Goodwill of Mukwonago.

Brill/K Johnson motion to recommend approval. Unanimously carried.

Discussion regarding residential sprinkler meter requests.

Utility Director Wayne Castle asked to have a discussion tonight on this issue

He noted a deduct meter is used to measure water that doesn't go down the sewer system.

He noted the Summer Sewer schedule doesn't address the ability to obtain a deduct meter and it has been a past practice not to provide those to residents.

However the AM1 rate does allow for the distribution of the deduct meter. There is a policy by ordinance to allow every resident to get the

He feels these two policies conflict because they are getting the summer sewer credit.

He feels by not complying with Rate Schedule and conflicting with the summer sewer credit, the Board should pick one or the other he isn't sure how the billing would work otherwise. His opinion is to repeal the summer sewer credit and just offer the Deduct Meter to all residents.

We currently offer deduct meters to commercial, manufacturing etc. This could be the part that becomes discriminatory. He asks the Board what is their feelings toward this subject.

Trustee Meiners questioned the amount of labor and cost of meters being passed on to the residents. How can we afford that to install.

Director Castle noted he does plan to recover rental rate for each one that is installed. It is an additional meter on the house and the resident pays an additional rental rate. The meter never gets pulled out and the customer would have to get a plumber to place in their home.

Trustee D. Johnson confirmed the plumbing configurations. Director Castle noted it is a separate system that goes to the outside spigot.

Trustee Meiners noted you will also have to have a plumbing permit them as well.

Trustee Reeves confirmed the summer sewer rate is June, July, and August. If they water their lawns in May would it benefit to increase the time. He additionally asked why can't they have some who want the deduct meter and some who get the credit.

Castle feels it would be a nightmare for accounting.

He noted accounting has found multiple billing issues for years and feels this would just cause a problem. He noted if more revenue comes in maybe they can take some of those funds and assist customers with the cost.

Trustee K Johnson noted this is an interesting topic. He asked if there are other subdivisions in the village who are asking for this. He asked if this is what the PSC is recommending.

Castle noted this is already in effect and feels we just need to repeal the ordinance on the Summer Sewer Credit.

Trustee Brill noted that he has reviewed the numbers and believes there is potential for his house to have savings, however isn't sure if that is the same for others and if it is as cost effective for the others to put in their own system or have to hire a plumber. He would like some additional hard facts before making any decisions. It could be a standard install practice to new homes. He would like to know how long it takes for average resident to recoup costs. How many customers would benefit from this? Is there a hybrid approach?

Castle noted he will bring back to the Board at the November Committee of the Whole Meeting.

Update on Well #7

Utilities Director Castle noted he has nothing major, still working on price. Does have equipment rental for temporary treatment a three-year deal for the filtration system, Working on mechanical contractors for install etc. then they will bring to the board on whether to follow through on this.

Closed Session

Meiners/D Johnson 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 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 at 7:16pm
Roll Call: Trustee Brill, D. Johnson, K. Johnson, Meiners, Reeves, Winchowky.

Reconvene into Open Session

Meiners/K Johnson motion to reconvene into open session pursuant to Wis. Stats. §19.85(2) at 7:58pm. Roll Call: Roll Call: Trustee Brill, D. Johnson, K. Johnson, Meiners, Reeves, Winchowky.

It was noted a contract extension for Briohn Builders will be presented to the next Board meeting for approval.

Adjournment

Meeting adjourned at 7:58pm

Respectfully Submitted,

Diana Dykstra, MMC
Village Clerk-Treasurer