

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

Wednesday, October 4, 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
Dale Porter
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
Ron Bittner, Public Works Director
Wayne Castle, Utilities Director
Jeff Stien, Fire Chief

Excused

Scott Reeves

Comments from the Public

Joanne Tlachac-Hehn, 435 Lake Street, asked the board to consider charging a launch fee at Phantom Glen Park. She felt the launch is one of the only launch doesn't charge. DNR can and does mandate a fee park of grant approval because they recognize the need. She felt it could be handled with a credit or debit with a kiosk and a season pass option. She did some research on various companies that offer these services and the costs to install those devices, and was willing to share. She discussed surveys and research data suggesting around 550 pull outs happen between April and June and suggests a fee of \$5 would pay for upkeep. User fee would allow for maintenance of the area.

Sue Graczyk, 915 Kims Lane, was present to discuss the small town population has grown and free boat launch is in the past. They need to keep Phantom Lakes healthy. Suggesting the Village and Town put their heads together to come up with a solution.

Joe Graczyk, 805 Rhoda, Waterford, current chair of the Phantom Lakes Management District, in favor of a launch or kiosk and it was unanimously voted on to look into this. The residents did vote in favor of this.

David Boebel, 815 Parkview Lane, was present to discuss the Heine Neumann Sewer and Water Agreement. He feels there needs to be time to weigh the information on this item. He

expressed concerns for closed session discussions on this agreement and feels there is not enough information to take any action on. The Village of Vernon decided their boundaries. The Village doesn't have to give the Village of Vernon anything now.

Approval of Minutes

Approval of September 6, 2023 Committee of the Whole Minutes

Meiners/D Johnson motion to approve. Unanimously carried.

Finance Committee, Trustee Darlene Johnson

Monthly Treasury Report and Revenue/Expenditure Guideline Report For August

(For information purposes only, no action required)

Discussion and possible recommendation to the Village Board to approve Accounts Payable Vouchers in the amount of \$385,781.42.

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

Discussion and possible recommendation to the Village Board to approve Resolution 2023-51 Amending the 2023 Adopted Budgets for the General Fund, Community Development, Capital Equipment, Capital Improvement and Debt Service Funds.

Finance Director Doherty noted this is to transfer money from General Fund Reserve for smaller dollar items that you don't want to issue debt for because the life cycle isn't as long or you have excess funds available. She is preemptively moving funds. Additionally, this is a transfer from funds into debt service for premiums received for taking that debt out to offset debt payments in the future.

Trustee Brill questioned why are we doing the budget amendment now.

Doherty noted normally there is an expenditure restraint limit that you might exceed with expenses, therefore this is an opportunity to transfer funds and not be penalized.

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

Discussion and possible recommendation on RESOLUTION 2023-53 an Amendment to the Joint Town of Mukwonago and Village of Mukwonago Fire/EMS Department Agreement entered into on May 13, 2021, to add language concerning the settlement of referendum funded expenditures and the establishment of an assigned fund balance as part of the original annual settlement process.

D Johnson/K Johnson motion to recommend approval.

Finance Director Doherty noted the end of the year we typically settle with the Town. Any excess revenue goes to that settlement and is split between the Village and Town. The result is there is no undesignated balance to offset future revenue shortfalls. They are trying to establish a reserve. They want to segregate those funds and keep these items with the department as the costs go up. Unanimously carried.

Library Board of Trustees, Trustee Eric Brill

Library Report for the month of September. *(For information only, no action required)*

Trustee Brill added the lockers have been so successful they may be expanding, another tribe has come forward with Grutzmacher collection as items that were identified by a California tribe and were reported to be burial artifacts. They will also be looking at spacing needs and a future capital plan.

Public Works Committee, Trustee Eric Brill

Discussion and possible recommendation on RESOLUTION 2023-52 an Intergovernmental Agreement for the provision of municipal sewer and municipal water utility service in an area subject to development between the Village of Mukwonago and the Village of Vernon.

Utilities Director Castle commented he was asked to go back and look at a few items for the contract and he noted the suburban rate was looked into and we can't do it. The difference is the way they bill public fire protection. We bill based on the size of the meter on the monthly bill. We are unable to bill on the tax roll. There will be Public Service Commission approval before extending water and sewer into their jurisdiction.

Attorney Bayer noted he would want to see customers would be of the Mukwonago utility and work out what about non-payment to agree to place on the tax roll.

Trustee Brill noted he had some lengthy conversations about this information capacity and impacts and feels it has been reviewed but has been on the fence and feels it is a benefit for the Village of Vernon. They did pull out some items of the agreement. He has concerns about traffic flow and creating a clean boundary that may yet be worked out. The water and sewer agreement he would like to tie to a developer agreement for final standards of what they will be providing, noting this is just one step in the process.

Trustee Porter questioned building the road.

Trustee Brill stated he looked at traffic counts and knows it will require work with the county and future roadways in their development he would like to see worked through.

Administrator Schnook noted there have been discussions at meetings and they can address that. Vernon is not building that road, they would put that on the developer agreement. He has a verbal agreement they will do those things. It is not in the agreement.

Trustee Brill would like to have something more concrete.

Utility Director Castle noted there will be three water connections and two sewer connections. Engineer Wegner noted they would like to see looping water main tying back into the west of the river eventually.

President Winchowky noted this is 80 lots in Vernon and 38 in the Village of Mukwonago. This is two villages trying to make a project work. They have also discussed trading property.

Trustee D Johnson spoke with someone who was at the public hearing for the town becoming a village and heard they have to have their own sewer plant. Does this satisfy that? If they have to have their own sewer plant, is there anything to this?

Attorney Bayer felt that was not a concern.

President Winchowky felt the road is as important for that area as anything else. It is important and will take pressure off of that intersection.

Trustee K Johnson would like some assurances that Vernon will complete that road. What does this motion do?

Administrator Schnook passed out a list of questions vetted by the staff, it gives you contingencies you can add to the board meeting if you wish.

Trustee Porter noted if we had assurances from builder for road he would support this proposal.

Brill/Meiners motion to recommend approval of Resolution 2023-52 contingent upon the approval subject to a final development agreement and agreement with the Village of Vernon. Motion carried 5-1, Trustee D Johnson voted no.
This item will not go on the consent agenda at the Board Meeting.

Discussion and possible recommendation on an Adopt-a-Road program.

DPW Bittner has wanted to complete this for some time. We need to comply with our MS4 permit and show measurable results. This is participation and results are measurable. Their effort, three organizations that do clean up and give recognition and provide safety vests. There are guidelines and volunteer forms. Does ask for attorney review prior to final approval. It was noted the village pays for the signs
Brill/K Johnson motion to approve. Unanimously carried.

Village Administrator

Discussion on next steps with Strategic Planning

Administrator Schnook noted that he received some insights from Trustees but nothing new. Department heads had a spirited discussion that basically ended with a lack of direction. We need definition of what a “small town” feel means. If we do another session, focus on outcome, we need a visioning session, and define community in 30 years, He has been talking to some folks on strategic planning. He noted that with expenditure restraint which will not be held this year there might be opportunities because when we develop the budget we had to take it out and now we can put some money into it. Discussed some potential candidates to assist.
He noted they should discuss at the board meeting if we want to put some funds aside for this, and asked if they would like to have Staff be included. It was confirmed he should put something together and include staff.

Revisit Covid Policy (*request from Trustee Meiners*)

Administrator Schnook noted he was contacted by Trustee Meiners who had recently heard of different companies wiped out from covid. He had no idea it was still spreading this way. As an employer should we have something that helps people
Administrator stated he was going to check into other communities.
He noted they have similar policies, allowing people to forward sick time.
Trustee Porter asked questions about striking part of the covid policy.
Trustee D Johnson noted she agrees with Chief, use basic common sense. Do not believe we want to mandate people have to do anything.
No action was taken.

Announcement the Village Clerk-Treasurer's Office was awarded two federally funded grants from the Wisconsin Elections Commission toward the purchase of the new absentee ballot envelopes and new accessible voting equipment.

Closed Session

Meiners/D Johnson 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 the Red Brick Museum Lease at 6:53p

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

Reconvene into Open Session

D Johnson/Meiners Motion to reconvene into open session pursuant to Wis. Stats. §19.85(2) at 7:11pm.

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

Adjournment

Meeting adjourned at 7:11pm.

Respectfully submitted,

Diana Dykstra, MMC
Village Clerk-Treasurer