

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

Wednesday, April 3, 2024

Time: **5:30 pm**

Place: **Mukwonago Municipal Building/Board Room, 440 River Crest Court,
Mukwonago, WI 53149**

Call to Order Call to Order

Village Clerk Dykstra called the meeting to order at 5:30pm.

Roll Call

Board Members Present

Eric Brill
Dale Porter
Darlene Johnson
Ken Johnson
Scott Reeves

Also Present

Diana Dykstra, Village Clerk-Treasurer
Diana Doherty, Finance Director
Dan Streit, Police Chief
Chris DeMotto, Assistant Chief
Jerad Wegner, Village Engineer
Wayne Castle, Utilities Director
Ron Bittner, Public Works Director
Nathan Bayer, Attorney
Zac Cuomo, Fire Dept.

Excused: John Meiners and Fred Winchowky

Election of a President Pro Tem

K Johnson/Reeves motion to appoint Trustee Darlene Johnson as President Pro Tem.
Unanimously carried.

Comments from the Public

Dave Dubey W304S10308 Lakeview Town of Mukwonago serves as the Town Representative on Phantom Lakes Management District. He thanked the Board for the resolution last month approving the harvester storage, however it only approved the harvester and there were other items the Town wanted confirmation on their ability to utilize the property with a lease between PLMD and the Town of Mukwonago. There were roughly 12 conditions on the lease to review.

Joe Graczyk, Waterford serves as the current chair for PLMD and is present for a permit for the fireworks display.

Presentations

Electronic Recycling Presentation and Event Announcement

Blake Stevens was present to discuss his electronic recycling program he created to earn his Conservation Award. There will be the Free Electronic Recycling Event held at Public Works on April 27, 2024 from 8AM to 1PM for Village Residents.

Proclamations

President Winchowky had authorized the following Proclamations which were read into the record:

A Proclamation honoring the 2024 National Library Week.

A Proclamation honoring National Public Safety Telecommunicators Week

A Proclamation honoring Arbor Day in the Village of Mukwonago for April 26, 2024

Approval of Minutes

Committee of the Whole Meeting Minutes of March 6, 2024.

K Johnson/Brill motion to approve. Unanimously carried.

Finance Committee, Trustee Darlene Johnson

Monthly Treasury Report and Revenue/Expenditure Guideline Report for February

(For information purposes only, no action required)

Discussion and possible recommendation to the Village Board to approve Accounts Payable Vouchers in the amount of \$491,270.66.

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

Update on the 2024 Exterior Revaluation process.

Clerk Dykstra provided an update on the revaluation process. The Assessor should be completed mid April and will be sending notices for those who have a value change. Board of Review will more than likely take place in June.

Update and discussion on Resolution 2024 -20 use of 2023 Settlement Amounts for the Fire Department. *(Town of Mukwonago did not approve.)*

It was noted the Town of Mukwonago did not approve this use of extra funds at settlement. The motion was contingent upon the Town approval. Finance Director Doherty noted she will be back in a few weeks with a new resolution.

Health and Recreation Committee, Trustee John Meiners

Discussion and possible recommendation on a Special Event application for Croatian Festival at Field Park on July 13, 2024, 11 am to 8 pm; Carol Movrich Gedde, applicant. Application also includes payment for Pavilion A for set-up. (all fees have been paid.)

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

Discussion and possible recommendation for a Special Event Permit application for Phantom Lake Management District to use Phantom Glen Park for fireworks display on July 3, 2024 in conjunction with Phantom Junction Stage Concert, and waiver of Park fees for this event, contingent upon Fire Department Approval.

D Johnson/Reeves motion to recommend approval. It was noted Fire Department, Police Department, and Public Works have all approved. Unanimously carried.

Discussion and possible recommendation to approve a Special Event Permit application for National Night Out at Field Park on August 6, 2024 from 6:00 pm to 8:30 pm.

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

Discussion and possible recommendation on a Special Event application for the 2024 Maxwell Street Days at Field Park on June 8, 9, July 20, 21, August 17, 18, and September 14, 15.

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

Discussion and possible recommendation to approve a Special Event permit for St James Festival on August 23, 24, 25, 2024.

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

Judicial Committee, Trustee Dale Porter

Discussion and possible recommendation to approve a Temporary Class "B"/"Class B" Retailer's License for Croatian Fest at Field Park on July 13, 2024, Carol Movrich Gedde, applicant.

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

Discussion and possible recommendation to approve a Temporary Class "B"/"Class B" Retailer's License for American Legion Post #375, applicant; for 2024 Maxwell Street Days at Field Park on June 8, 9, July 20, 21, August 17, 18, and September 14, 15.

Porter/Reeves motion to recommend approval. Unanimously carried.

Discussion and possible recommendation to approve Temporary Class "B"/"Class B" Retailer's License for the Mukwonago Food Pantry to serve beverages at the Phantom Junction Stage concerts on June 13, June 27, and August 13, 2024.

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

Discussion and possible recommendation to approve Temporary Class "B"/"Class B" Retailer's License for St James Festival on August 23, 24, 25, 2024.

Porter/Reeves motion to recommend approval. Unanimously carried.

Discussion and possible recommendation to approve a Temporary Class "B"/"Class B" Retailer's License for St James Congregation, 830 E Veterans Way, for the St James the Less Academy Gala on May 11, 2024.

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

Discussion and possible recommendation on a "Class A" /Class "A" Combination Intoxicating Liquor and Fermented Malt Beverage License Application for Andy Liquor Store at 411 Main Street, Mukwonago, Amandeep Singh Agent (*Application is due to an ownership change only*)

Porter/Reeves motion to recommend approval. Unanimously carried.

Library Board of Trustees, Trustee Eric Brill

Library Board Report for the Month of March

Trustee Brill presented the monthly newsletter and director's report for the Board.

Personnel Committee, Trustee Ken Johnson

Update on the position of Village Administrator.

Trustee K Johnson noted that the Village Board held some intern Strategic Planning with Abby Armour from the Library and are using the month of April to review the job description, with collaboration from Department Heads. This item will return to the agenda next month, however they wish to take their time and make the right decisions.

Public Works Committee, Trustee Eric Brill

Discussion and possible recommendation to approve Resolution 2024-19 a Resolution to support the "No Mow May" initiative.

Brill/Reeves motion to recommend approval. It was noted there was positive feedback last year and no issues reported. Unanimously carried.

Discussion and possible recommendation to approve Resolution 2024-23 a Resolution to approve a Mukwonago Urban Area Adjusted Urban Area Boundary as required by the WDOT.

Brill/Porter motion to recommend approval. Unanimously carried.

Discussion and possible recommendation to approve Resolution 2024-22 A Resolution Authorizing the Installation of Intelligent Transportation Systems for the Village of Mukwonago.

Brill/K. Johnson motion to recommend approval. It was noted this is the first portion of the Fiber project where the Village will take advantage of pre-negotiated prices on a State Publicly Bid Project. The Village staff have met and determined the best route of the first phase to get the project started. This is funded with ARPA funds that were set aside. Unanimously carried.

Discussion and possible recommendation to approve a Release of Development Agreement for Chapman Trust Tax Keys MUKV1962-996-008 and MUKV1962-996-009.

Brill/K. Johnson motion to recommend approval. Attorney Bayer noted this is for release of a development agreement which has been satisfied. No further obligation remains. Unanimously carried.

Discussion and Direction on the Holz Parkway Street Lighting Project.

The project was discussed and noted the quotes came in higher than expected.

Trustee Porter noted he would like to put a hold on this to address finances, noting it seems more of a want not a need.

Trustee K. Johnson noted this has been a need for street lighting on this highly traveled area. He would like to see this move forward and suggested portions be completed.

Trustee Brill noted he is seeking ideas.

Trustee D. Johnson noted she would like to see this added next year then as she feels it is a potential need.

Trustee Reeves noted this area is very dark and suggests sections be completed.

DPW Director Bittner provided alternative options for portions of this project to be completed. It was noted there may be more funds available after the Two Rivers Subdivision project and suggested the Village hold off until June or July to determine which direction to take. No action was taken.

Discussion and possible recommendation to approve the award of the Indianhead Park Pathway Lighting Bid to Pieper Electric, Inc in the amount of \$92,000.

Brill/Reeves motion to recommend approval. It was noted this is a budgeted item in the Capital Improvement Program. Unanimously carried.

Discussion and possible recommendation to support the conditions of the Wahl Avenue Property Lease agreement with the Town of Mukwonago and PLMD allowing PLMD to erect a security fence to reduce vandalism, temporary storage shed to contain small tools necessary to maintain harvesting equipment, and a temporary Port-a-Potty rented by PLMD for use from the harvesting crew

(Use and storage was previously approved by the Village Board on February 21, 2024 in Resolution 2024-10)

Building Inspector Rutenbeck noted the property is zoned R2 and there is no principle structure. He suggested an alternative to the storage shed which was smaller and moveable. No issue with a trailer, porta potty, however the fence on the entire property will be difficult. The property is all street yard and would have to be a 24 foot linear fee ornamental fence or he suggested an alternative of a swing gate or they will be required to rezone the property. Dave Dubey appeared to note they can work without a fence this year and have more signage. They suggested removal of fencing and making it a lockbox instead of shed. Brill/K. Johnson motion to approve with the changes of elimination of #5, modification of storage shed, and allowance of portable restroom. Unanimously carried.

Update on STH 83 *(For information only, No action required)*

Trustee Eric Brill noted this will be a monthly item on the agenda. It provides an opportunity to discuss some of the items that have not previously been communicated. He is working on a spreadsheet tracking items. They are broken down by amenities and infrastructure types. He will be presenting updates monthly.

Trustee Porter congratulated Trustee Darlene Johnson and Eric Brill and thanked David Boebel for running.

Adjournment

Reeves/Porter motion to adjourn at 7:04pm. Unanimously carried.

Respectfully submitted,

Diana Dykstra, MMC
Village Clerk-Treasurer