

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

Wednesday, May 1, 2024

Time: **5:30 pm**

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

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 (arrived at 5:35pm)
Scott Reeves
Fred Winchowky

Also Present

Diana Dykstra, Village Clerk-Treasurer
Dan Streit, Police Chief
Mike Michalski, Village Engineer
Wayne Castle, Utilities Director
Ron Bittner, Public Works Director
Nathan Bayer, Attorney
Tim Rutenbeck, Building Inspector

Comments from the Public

Micah Roberts of East Troy noted he started a family business ice cream truck Cubby's Cool Treats with his wife and children and they currently drive in East Troy, Eagle, and Village of Mukwonago. They have served hundreds ice cream and it has been well received. He noted the Police did talk to him about his jingle which is played from the vehicle. The current code prohibits him from playing it. He asked if this can be reviewed so they can do this.

Approval of Minutes

Approve Minutes of the April 3, 2024 Committee of the Whole

K Johnson/Meiners motion to approve. Unanimously carried.

Presentations

Presentation from Mukwonago Historical Society

This item was sent to the May 15, 2024 Village Board meeting.

**Presentation from Cory Poris Plasch with [CP2 Consulting](#) on providing
Comprehensive Strategic Planning for the Village Board of Trustees.**

Proclamations

**A Proclamation honoring National Police Week as May 12-18, 2024 and May 15th as
National Peace Officer Memorial Day.**

A Proclamation honoring Professional Municipal Clerks Week May 5 - 11, 2024.

Finance Committee, Trustee Darlene Johnson

Monthly Treasury Report and Revenue/Expenditure Guideline Report For March *(For information purposes only, no action required)*

Discussion and possible recommendation the Village Board to approve Accounts Payable Vouchers in the amount of \$916,317.22.

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

Discussion and possible recommendation to approve Resolution 2024-26 A
Resolution designating Public Depositories

D. Johnson/Meiners motion to recommend approval striking BMO Harris Bank which has moved out of the Village. Unanimously carried.

Discussion and possible recommendation to approve Resolution 2024-27 a
Resolution designating the official posting and notice publications.

D. Johnson/K. Johnson motion to recommend approval. It was noted this is the authorized newspapers are Mukwonago Times and Waukesha Freeman.
Unanimously carried.

Health and Recreation Committee, Trustee John Meiners

Discussion and possible recommendation of special event permit for Memorial Day Parade May 27 2024 from Mukwonago Community American Legion Post #375, applicant.

Meiners/Reeves motion to recommend approval. Unanimously carried.

Discussion and possible recommendation of Special Event Permit for Mukwonago Community Library, June 8, 2024 at Washington Avenue Park. Library will be hosting its Summer Library Program Kick-Off from 10:00am to 1:00pm.

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

Judicial Committee, Trustee Dale Porter

Discussion and possible recommendation of Temporary Class "B"/"Class B" Retailer's License for Mukwonago Food Pantry, applicant serving Wine and Beer at Phantom Junction Stage Concerts on June 27, August 8th, August 22, and 24. *(prior application was approved on 4-17-24 for Beer, applicant is adding wine sales and additional dates to application)*

Porter/Reeves motion to recommend approval. It was reminded this organization will need some approved operators to comply with the law as well. Unanimously carried.

Discussion and possible recommendation to approve a Temporary Class "B"/ "Class B" Retailers License for Rotary Club of Mukwonago to serve Beer and Wine at Phantom Junction Stage events June 1, July 3, August 2, and September 28, 2024.

Porter/Meiners motion to recommend approval. Unanimously carried.

Library Board of Trustees, Trustee Eric Brill

Library Director's Report for the month of April.

(for information only, no action required)

Trustee Brill reviewed the Directors Report and presented the latest Library Newsletter.

Personnel Committee, Trustee Ken Johnson

Discussion and possible recommendation on the Village Administrator Position Description.

Trustee Ken Johnson noted we are presenting in process of recruitment. There were workshops held to discuss. In the packet was the Job Description used for the last administrator. He is asking Board members if you would like to see any changes in this to let him know by next week.

Trustee Brill noted some items in this description are specific and some are broad and he would like to see a bit more continuity.

Trustee Ken Johnson noted he would like to see someone with thorough knowledge of Taxes and TIDs. He suggested next Friday would be finalizing this document with the Clerk so if they would like to make changes, they consider sending those to him via email by May 8, 2024.

Trustee Meiners noted there has been a tough time with this position, and with this current description no one can do this job. It is too much. He would like to see some of this items taken out.

Trustee Ken Johnson did note there has been discussion about the dual role with Economic Development and it is not sustainable. There are options to have assistance with Economic Development either by contractor or position.

President Winchowky asked if the League of Municipalities has a description the Personnel Chair could receive a copy of as well.

No action was taken. This item will have continued future discussion.

Public Works Committee, Trustee Eric Brill

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

Trustee Brill noted that they are obtaining potential costs to bury lines. R&M has been working on the budget for the 30% plans which seems to be in the area of 2.5 million. They have information on bump outs, curb/gutter, and landscape trees. They are also taking a high level look at grants and loans that are available. They are hoping to have more information from the State in June or July on the scope of their project, and also have some information on street lighting.

Discussion and possible recommendation to approve Resolution 2024-28 an Interim Financing Comfort Resolution for Wells 3 & 4 for HMO Treatment System and Supply System Water Main Revisions.

Brill/Meiners motion to recommend approval.

Utilities Director Castle noted this is for a project that was previously approved, and they are looking at funding. This is for the Safe Drinking Water Loan program.

Trustee Reeves noted he has received responses on this subject due to a local blogger posting about this 6 million dollar building and everyone wants more information.

Castle noted there is a great deal of misinformation going out there. Project price is not wrong. The project is more than Well #4 is where filtration occurs and this will change up how it is configured currently from blending. Blending is not going away but is a backup. At Well #3 there is no space for expansion that has been looked at. There are things that need to be upgraded at Well #3. It is more than what it is being portrayed. They find out this week where they rank on the Safe Drinking Water Loan program. That is how they decide how this will move forward with 80% plans and the funds won't be available until next year so this resolutions provides for the interim financing.

Trustee Reeves asked about the PFAS litigation and the money coming in and if we are still looking for assistance in that situation. Castle noted they are trying to find out how much money is going to be allocated but they are getting ready to settle.
Unanimously carried.

Protective Services, Trustee Scott Reeves

Discussion and possible recommendation to approve a Suburban Critical Incident Team Mutual Aid Agreement (SCIT) for the purpose of providing mutual aid for police Tactical Incidents between various communities.

Reeves/Meiners motion to recommend approval. Unanimously carried.

Downtown Development Committee, Trustee Scott Reeves

Update from the Downtown Development Committee meeting of April 25, 2024

Trustee Reeves noted they held a meeting and discussed the Hwy 83 Plans, pocket park, closing Jefferson Street and the update on the strategic downtown plan. They will let the Board know when they complete additional items. They would like to have a joint meeting with the Plan Commission on the downtown zoning changes and guidelines.

President Winchowky noted HAWS sent a thank you card for the continued support.

Public Works Director Ron Bittner noted they had 221 Village residents participate in the Electronic Recycling event. There were 30 pallets and over 60-70 TV's. 14 Non-Residents were turned away. They suggested an agreement with the Town or an opportunity to collect a fee for their disposal. He will look into that.

Closed Session

Meiners/K. 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 St. James Parish at 6:49pm.

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

Also Present: Dykstra, Streit, Rutenbeck, Bittner, Castle, Attorney Bayer, and Engineer Michalski

Reconvene into Open Session

Meiners/D. Johnson motion to reconvene into open session pursuant to Wis. Stats. §19.85(2) at 7:10pm.

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

Adjournment

Meeting adjourned at 7:10pm

Respectfully Submitted,

Diana Dykstra, MMC
Village Clerk-Treasurer