

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

Wednesday, March 5, 2025

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 5:30 p.m.

Roll Call

Present: Brill, D. Johnson, K. Johnson, Meiners, Reeves, and President Winchowky

Absent: Porter (excused)

Comments from the Public

NONE

Approval of Minutes

Approval of the Committee of the Whole minutes of February 5, 2025

D. Johnson made an amendment to the minutes, under Finance Committee item 5.5, to specifically note that, of the \$6,118,817.25, \$5,250,231.31 was allocated to Waukesha County for the tax settlement. Motion by Johnson to approve the Committee of the Whole minutes of February 5, 2025 as amended, second by Reeves. Motion carried 6-0.

Finance Committee, Trustee Darlene Johnson

Discussion/Recommendation to approve the Economic Development Cooperative Contract between Waukesha County Center for Growth, Inc and the Village of Mukwonago

Administrator Dykstra stated that this is an annual contract with no rates change for the current year. Motion by D. Johnson to recommend approval, second by Meiners. President Winchowky stated that there is a misprint on page 13 of the contract, that needs to be corrected. Motion carried 6-0.

Discussion/Recommendation to apply for a loan with Citizens Bank to fund the Sewer Utility's 2025 Capital budget items

Finance Director Doherty stated this is for the capital sewer projects that wouldn't warrant another large borrowing.

Motion by D. Johnson to recommend approval, second by Meiners. Motion carried 6-0.

Discussion/Recommendation to approve Vouchers in the amount of \$3,722,132.49

D. Johnson stated that the majority of accounts payable (\$2,505,844.58) is for the property tax settlement. Motion by D. Johnson to recommend approval, second by K. Johnson. Motion carried 6-0.

Discussion/Action regarding **Resolution 2025-02** amending the 2024 Adopted Budgets for Fire/Ambulance Fund, Fire/Ambulance Designated Fund, Community Development Fund, TID #5, Debt Service Fund, American Rescue Plan Act Fund, Library Fund and Parkland Fund

Finance Director Doherty stated that this is to balance the budget, with any overages, that was passed for 2024. She outlined the different funds, as described in the packet.

Motion by D. Johnson to recommend approval, second by Reeves. Motion carried 6-0.

Discussion/Recommendation to approve the Village Hall Community room AC system

DPW Director Bittner stated price had increased by approximately \$5,000 from what the original quoted. Motion by D. Johnson to recommend approval \$26,195.00, second by Meiners. Motion carried 6-0.

Discussion/Recommendation to approve the Holz Parkway bridge deck sealing purchase requisition

DPW Director Bittner explained the process for the work to be done. He noted that the work to be done is due to normal wear and that it shouldn't take more than a couple of days.

Motion by D. Johnson to recommend approval, second by Reeves. Motion carried 6-0.

Monthly Treasury Report and Revenue/Expenditure Guideline Report For January 2025

For information only. No action taken.

Health and Recreation Committee, Trustee John Meiners

Discussion/Recommendation regarding a Special Event Permit Application filed by the Village of Mukwonago Police Department for the event of National Night Out 2025 to be held on August 5, 2025 from 5:30 p.m. to 8:00 p.m., located at Field Park

Motion by Meiners to recommend approval, second by Reeves. Trustee K. Johnson noted that there will be planning meeting for this event. Motion carried 6-0.

Discussion/Recommendation regarding a Special Event Permit Application filed by Parabolic Pictures INC to take place June 6 and June 7, 2025, from 7:00 p.m. to 7:00 a.m. (through the night), to take place at Phantom Glen Park

Motion by Meiners to recommend approval, second by Brill. Discussion was held concerning the a type of movie, but it was unknown. Motion carried 6-0.

Discussion/Recommendation regarding a Special Event Permit filed by Mukwonago Community Library for the event of Summer Library Program, to take place on June 14, 2025 from 10:00 a.m. to Noon, located in Washington Avenue Park

Motion by to recommend approval, second by D. Johnson. No discussion. Motion carried 6-0.

Judicial Committee, Trustee Dale Porter

Discussion/Recommendation to amend Chapter 64 regarding Reader Board Signs to change the interval timing for an electronic message display change

Administrator Dykstra stated that this was brought to her attention by Trustee Porter. She noted the discrepancies of adherence to the sign code, and it seems to not be followed currently. The code currently states limits messages one minute before it can change and most municipalities state that signs can change every four to five seconds.

Trustee Brill recommended that this item go before the Plan Commission for a recommendation. No action taken.

Library Board of Trustees, Trustee Eric Brill

Library Directors Report for February 2025

For information only. Trustees Brill announced that upcoming events as listed the packet materials. No action taken.

Public Works Committee, Trustee Eric Brill

Discussion/Recommendation regarding Change Order #8 filed by Musson Bros, INC (via Ruekert & Mielke INC) for the DeBack Drive Infrastructure Project in an amount not to exceed \$185,166.31

Motion by Brill to recommend approval, second by Meiners. Brill explained that this change order is related to the renamed of DeBack Drive to Donna Drive. Motion carried 6-0.

Discussion/Recommendation regarding Task Order #2020-02A1 filed by Ruekert & Mielke INC for the DeBack Drive Infrastructure Construction Related Services - Amendment #1 in an amount not to exceed \$179,730.00

Motion by Brill to recommend approval, second by K. Johnson. This item is to cover inflation costs. Motion carried 6-0.

Discussion/Recommendation regarding the awarding the Primary Clarifier Rehab Project Bid to Staab Construction in an amount not to exceed \$74,000.00

Motion by to recommend approval, second by K. Johnson. Brill stated that this is to update the clarifying system. Motion carried 6-0.

Closed Session

Closed session 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 Village Administrator Evaluation**

Motion by Meiners to convene the Committee into Closed Session, second by D. Johnson. Motion carried on a roll call vote 6-0. The meeting convened into Closed Session at 6:12 p.m.

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

Motion by Meiners to convene the Committee into Open Session, second by Reeves. Motion carried on a roll call vote 6-0. The meeting reconvened into Open Session at 6:46 p.m.

Adjournment

Meeting adjourned at 6:47 p.m.