

Village of Mukwonago

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING
Wednesday, May 7, 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, Porter, and President Winchowky

Absent: Reeves (excused)

Comments from the Public

NONE

Presentations

2025 National Public Works Week Proclamation

President Winchowky proclaimed the week of May 18 – 24, 2025 as National Public Works Week.

2025 National Police Week Proclamation

President Winchowky proclaimed the week of May 11- 17, 2025 as National Police Week.

2025 National EMS Week Proclamation

President Winchowky proclaimed the week of May 18- 24, 2025 as National EMS Week.

Approval of Minutes

Approval of April 2, 2025 Committee of the Whole minutes

Motion by Meiners to approve the April 2, 2025 Committee of the Whole minutes, second by D. Johnson. Motion carried 6-0.

Finance Committee, Trustee Darlene Johnson

Discussion/Recommendation regarding **Resolution 2025-07** a resolution acknowledging a palpable error in the 2024 assessment roll and requesting a charge-back of taxes for the real estate property known a MUKV2091-989-052, MUKV1976-133, and MUKV1976-134

Motion by D. Johnson to recommend approval of Resolution 2025-07, second by K. Johnson. Clerk Kropf and Administrator Dykstra explained the corrections that were made in relation to the palpable errors. Motion carried 6-0.

Discussion/Recommendation to approve an agreement with Civic Review Inc for Building and Zoning Department software in an amount not to exceed \$13,100.00

Motion by D. Johnson to recommend approval, second by K. Johnson. Administrator Dykstra explained the current software and the issues for the end user. She noted that the new system will have a workflow and is internet based. Motion carried 6-0.

Motion to recommend to the Village Board to approve Vouchers in the amount of \$1,002,781.63

Motion by D. Johnson, second by Meiners. D. Johnson noted that the amount was larger due to lottery credit settlements. Motion carried 6-0.

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

D. Johnson offered the monthly treasury report and revenue/expenditure guideline for March 2025. No action taken.

Health and Recreation Committee, Trustee John Meiners

Discussion/Recommendation regarding a Special Event Permit filed by Life Point Church for the event of Church & Picnic in the Park, to take place on August 31, 2025 from 8:00 am to 3:00 pm, located in Field Park

Motion by Meiners to recommend approval of the Special Event Permit filed by Life Point Church, second by D. Johnson. Staff noted that there are no concerns and issues with the request. Motion carried 6-0.

Discussion/Recommendation regarding a Special Event permit for St. James Catholic Church for the event of St. James Festival, to take place on August 22, 2025 to August 24, 2025, located at 830 E Veterans Way

Motion by Meiners to recommend approval of the Special Event permit for St. James Catholic Church, second by K. Johnson. D. Johnson announced the various events that will be happening during the festival. The Bella Cain event will be happening on Friday and there will be fireworks on Saturday. Motion carried 6-0.

Discussion/Recommendation regarding the fee waiver for Phantom Glen Park for the July 3 fireworks show (July 5 rain date)

Motion by Meiners to recommend approval, second by K. Johnson. DPW Director Bittner explained that there is no requirement for a special event permit for a fireworks display. This would only be to approve the waiver of the fees for the Park Reservation. D. Johnson explained that the Phantom Lakes District will clean up all fireworks remnants. Motion carried 6-0.

Discussion/Guidance on permitting Sponsorship Signage Displays for Youth Athletic Organizations at Village Parks

DPW Director Bittner explained the situation with sponsorship signage within the parks, specifically for Youth Organizations. The current ordinance does not allow advertising in the parks. Brill would like to move forward with the changes with certain parameters. Attorney Bayer would work with Director Bittner to draft an ordinance to allow this.

Motion by Meiners to recommend drafting an ordinance to allow sponsorship signage displays for youth athletic organizations, second by Brill. Motion carried 6-0.

Judicial Committee, Trustee Dale Porter

Discussion/Recommendation regarding a Temporary Class "B"/"Class B" Retailer's license filed by St. James Catholic Church for the event of St. James Parish Festival to take place on August 22, 2025 through August 25, 2025, located at 830 E Veterans Way

Motion by Porter to recommend approval of the Temporary Class "B"/"Class B" Retailer's license filed by St. James Catholic Church, second by K. Johnson. No discussion. Motion carried 6-0.

Discussion/Recommendation regarding a Temporary Class "B"/"Class B" Retailer's license filed by Mukwonago Food Pantry for the event of Phantom Junction Stage Concert Series to take place on June 5, 2025, July 17, 2025, and July 31, 2025

Motion by Porter to recommend approval of the Temporary Class "B"/"Class B" Retailer's license filed by Mukwonago Food Pantry, second by Brill. No discussion. Motion carried 6-0.

Discussion/Recommendation regarding an Agent Change Request filed by Aldi INC, to Matthew Fait

Motion by Porter to recommend approval of the Agent Change Request file by Aldi INC, second Meiners. No discussion. Motion carried 6-0.

Discussion/Recommendation regarding **Resolution 2025-08** a resolution authorizing and directing the proper Village Official(s) to issue the liquor license renewals for the period of July 1, 2025 to June 30, 2026

Motion by Porter to recommend approval of Resolution 2025-08, second by K. Johnson. Chief Streit noted no issues with any of the renewals. Motion carried 6-0.

Library Board of Trustees, Trustee Eric Brill

March 2025 Library Director's Report

Information only, no action taken.

D. Johnson mentioned the purchase of a new binding machine. Brill mentioned fundraising options for the expansion. No action taken.

Public Works Committee, Trustee Eric Brill

Discussion/Recommendation regarding a letter of support request, to the WI DOT pertaining to access on Highway 83 and County Road NN

Motion by Brill/ to recommend approval of the letter of support to the WI DOT, second by K. Johnson. Brill explained the situation with the agreement. Motion carried 6-0.

Discussion/Recommendation regarding the approval of the bid award with Campbell Construction for the garage addition for the Police Department in an amount not to exceed \$1,309,730.00

Motion by Brill to recommend approval, second by Meiners. Brill mentioned the scope of the project and the timeline. Motion carried 6-0.

Discussion/Recommendation regarding the approval of a bid with Wanasek Corp to replace seven (7) fire hydrants, Village wide, in an amount not to exceed \$26,775.00

Motion by Brill to recommend approval, second by D. Johnson. Brill explained the situation and noted that the price should read \$29,775.00. Motion carried 6-0.

Update regarding Public Service Commission approval of Hydrous Manganese Oxide (HMO) treatment at Well #3 & Well #4 and Supply Modifications at Well #5 & Well #6
Update only, no action taken.

Discussion/Recommendation regarding Pay Request #7 filed by Musson Brothers Inc, and approved by Ruekert & Mielke, Inc, for work completed on the DeBack Dive (Donna Drive), Infrastructure project, in an amount not to exceed \$347,554.34
Motion by Brill to recommend approval, second by K. Johnson. Discussion was held regarding the project details. Motion carried 6-0.

Update on STH83 DOT resurface and reconstruction project
Administrator Dykstra gave an update on the project. No action taken.

Downtown Development Committee, Trustee Scott Reeves

Update regarding Downtown Development Committee activities
Administrator Dykstra gave an update regarding the Downtown Development Committee's activities. No action taken.

Closed Session 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) related to the
John's Disposal Contract

Motion by Meiners to convene into Closed Session, second by D. Johnson. Motion carried on a roll call vote 6-0. The meeting convened into Closed Session at 6:24pm.

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 reconvene into Open Session, second by D. Johnson. Motion carried on a roll call vote 6-0. The meeting reconvened into Open Session at 6:35pm.

Adjournment

The meeting adjourned at 6:35 p.m.