Village of Mukwonago

Downtown Development Committee, (DDC) Meeting

Minutes of March 6, 2020

1) Call to order- Village Trustee Roger Walsh called the meeting to order at 4:00 p.m. located at Mukwonago Community Library, 511 Division St., Mukwonago, WI 53149
2) Roll Call: Members Present: R. Goodden, E. Pautz, S. Reeves, D. Stockwell, D. Yeager, S. Kulik, Village Planner B. Kohout and Chair R. Walsh. K. Kettner arrival: 4:24 p.m. Audience: (0)
3) Approval of Minutes for the February 27, 2020 DDC meeting; Motion (Pautz, Reeves) to approve minutes subject to corrections on names misspelled; unanimously approved.
4) Downtown Yours Website, FB Page, General & Managerial Outreach Recommendations. Direction from Committee for additional Admin authorization for website. R. Walsh reported that we are still waiting on Admin volunteer and that Ben Kohout will update website.
5) February 27, 2020 Design Concepts Open House Summary of Public, Village Government, & Rotary Club Comments. Request for motion to recommend 2 concept preferences, A, B, C, D. R. Walsh recommended referral to next meeting. Will bring 2 versus 4 plans. R. Walsh to send comments to DDC members. E. Pautz recommendation to put narrative with design elements and to provide enlargements so they can be easier to read. R. Goodden concurred. B. Kohout to update as requested.
6) Review of Revised Concept Plans & Comments. Request motion to recommend approval for distribution to the public. R. Walsh reported that primary comment was confusion and in order to address this as it related to points of reference on the plans.
7) Proposed March 14th Showing of Revised Concept Plans @ Mukwonago Community Library (MCL) & Request for motion to approve expenditure from DDC Operating Budget. Discussion of DDC Budget. R. Walsh reported that additional costs to show revised concept plans at MCL is approximately $110 per hour for five hours or $550. B. Kohout requested clarification on operating and capital budgets. R. Walsh commented that there is $3,500 for DDC expenses not related to the Concept funding that is in the capital projects accounts. E. Pautz question regarding fiscal year end as 12/31/20. R. Walsh replied that it was. S. Kulik question on why the additional monies under discussion were not going towards the capital project funding as it was a contract addendum to the original Foth agreement and that funds remain in that line item. E. Pautz agreed. R. Walsh indicated that the funds were going to a subcontractor under the Foth contractor. B. Kohout commented that the committee doesn't have time to process the change order as it would need to go back. R. Walsh commented he could re-present it to the COW. E. Pautz asked where and when the events will take place. R. Walsh commented that the boards will be set up at the Farmers Market and they would be in the Library lobby as people enter to go to the Farmers Market. Comments will limited to receipt by March 14 meeting. E. Pautz requested that the comments are sent to the DDC once they are collected. R. Walsh agreed. Motion (Pautz, Reeves) to approve up to $550 from DDC Operating Budget with request to the Committee of the Whole (COW) to use Capital Funds if available; unanimously approved.
8) Review Foth Proposal Deliverables, Timeline Update & Member Comments – R. Walsh reported that it would go to the COW in May. E. Pautz question on if the Board has agreed to the May 20th

timeline as reasonable. Consensus that May is a better time line that April was too compressed to do it well. R. Walsh commented that it was on the upcoming agenda. The Foth representatives will present the recommendations to the DDC on April 16th at 6 p.m. R. Walsh presented the draft of the press release for review. Members were asked to write comments or mark up the press release and return them to him as what they are looking at is just a draft.

9) 305 Main Street Comments & Recommendations- R. Walsh reported on the Village's offer to purchase the property and was presented as information only. Branding concepts will be presented to the Village Board at the next COW meeting and in conjunction with the DDC recommendations so they are presented at the same time. E. Pautz comments on if the plan is that the Branding concept and the way finding can be correlated at the same time. R. Walsh confirmed that is the idea.
10) Village Branding Update & DDC Member – R. Walsh commented that branding was addressed under agenda item 9 above and that a link is on the Village website.
11) Hwy 83 Reroute Strategic Plan Implementation Recommendation. Request Motion to recommend support. R. Walsh question regarding whether an advisory vote to support the reroute. R. Goodden commented that the re-route would be supported by the downtown businesses and that he is in favor of supporting some plan to address this. E. Pautz concurred. B. Kohout commented that the transfer were to go through, the road could be designed to Village standards versus the State standards which allows for greater leeway for the Village downtown area and the DDC when the plans are developed. Motion (Reeves, Kettner) to recommend as the DDC, support for a reroute of Hwy 83; unanimously approved.
12) Connect Communities Events & Services: March 11th Lake Mills Downtown Marketing Outreach Workshop – Informational – No Action Required. R. Walsh to attend as a required commitment in order to maintain membership.
13) March 19th Revitalization through Downtown Development Districts 1:30 – 3:00 Webinar at Village Hall. R. Walsh commented on the upcoming opportunity. E. Pautz indicated she may be interested in the event. B. Kohout asked that she let him know so he can have the total member count for the event.
14) Comments from the Public-(Informational Only Public Input Opportunity) – none.
15) Adjournment – Motion (Kettner, Pautz) to adjourn at 5:04 p.m.; unanimously approved.

Respectfully submitted: Sandy Kulik