

Village of Mukwonago

**MINUTES OF THE REGULAR VILLAGE BOARD MEETING
WEDNESDAY, DECEMBER 17, 2025**

Time: 6:30 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 6:30 p.m.

Roll Call

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

Absent: None

Pledge of Allegiance

Comments from the Public

None

Presentations/Announcements

Announcement: Village Hall Closed December 24, December 25, December 31, 2025, and January 1, 2026

Village Hall will be closed on December 24, December 25, December 31, and January 1. No action taken.

Candidacy paperwork is available for circulation and due back to the Village Clerk, no later than 5:00 p.m. on Tuesday, January 6, 2026

Clerk Kropf announced that Candidacy Paperwork is available on the website and at Village Hall; and needs to be returned no later than 5:00 p.m. on Tuesday, January 6, 2026. No action taken.

Consent Agenda

Approval of November 19, 2025 Village Board Minutes as prepared and distributed

Approval of **Resolution 2025-46** a resolution adopting the 2026 salary and wage schedules for non-represented employees

Approval of **Resolution 2025-47** a resolution authorizing annual stipends for the Assistant Chief and Deputy Fire Chief

Approval of **Resolution 2025-48** a Resolution Authorizing the Termination of Tax Incremental District (TID) #6

Approval of **Resolution 2025-52** a resolution adopting the 2026 Tax Increment Finance District (TID) Budgets

Approval of Vouchers in the amount of \$1,269,256.30.

Approval of **Resolution 2025-55** a resolution adopting the 2026 Schedule of Fees for the Village of Mukwonago

Approval of the Original Class "B" Beer and "Class C" Wine license application filed by House of Frank LLC d/b/a House of Frank, located at 211 N Rochester St, Amanda Frank, Agent

Approval of **Resolution 2025-50** a resolution to appoint Election Inspectors for the 2026-2027

term in the Village of Mukwonago

Approval of **Resolution 2025-51** a resolution to approve a reduction in the letter of credit for Chapman Farms Phase III residential subdivision in the Village of Mukwonago

Approval of Task Order #7 for the Bay View Circle & Court, Mukwonago Drive, and Apollo Court Rehabilitation

Approval of Final Pay Request for Parking Lot Maintenance LLC in an amount not to exceed \$26,685.42

Motion by Meiners to approve the consent agenda, second by D. Johnson. No discussion. Motion carried 7-0.

Planning Commission, President Winchowky

For Information Only:

PC Resolution 2025-22 for a Site Plan and Architectural Review for Culver's, Parcel MUKV1963-999-049

President Winchowky offered PC Resolution 2025-22 for information only. No action taken.

Discussion/Action regarding **Ordinance No. 1038** to amend the "Village of Mukwonago Comprehensive Plan 2035" for property located at S93W30740 Hwy NN: Parcel: MUKV 1959-988-010

President Winchowky noted that this was for the zoning change for a church to a residence. Motion by Meiners to approve Ordinance 1038, second by Brill. No discussion. Motion carried 7-0.

Discussion/Action regarding **Ordinance No. 1037** to amend the The Village of Mukwonago Zoning Map for the property located at S93W30740 Hwy NN: Parcel: MUKV 1959-988-010

President Winchowky noted that this was for the zoning change for a church to a residence. Motion by Meiners to approve Ordinance 1037, second by Brill. No discussion. Motion carried 7-0.

Discussion/Action regarding **Resolution 2025-53** for a Conditional Use and Prescribing Conditions for a site drive-thru facility (Culver's) on MUKV 1963-999-049

Motion by Meiners to approve **Resolution 2025-53**, second by Brill. Discussion was held concerning the actual location of the drive-thru; site plans were described to the board. Motion carried 7-0.

Discussion/Action regarding **Resolution 2025-54** approving the Final Plat for Phase 3 Addition No. 2 of Chapman Farms Residential Subdivision, Bielinski Homes, Applicant.

President Winchowky noted this would approve an additional 43 lots for phase 3 of the Chapman Farms Subdivision.

Motion by Brill to approve **Resolution 2025-54**, second by K. Johnson. Motion carried 7-0.

Finance Committee, Trustee Darlene Johnson

Discussion/Action regarding the Vouchers in the amount of \$534,472.52

Motion by D. Johnson to approve, second by Porter. No discussion. Motion carried 7-0.

Discussion/Possible Action to approve **Resolution 2025-56** a resolution to adopt the 2026 Water Utility and Wastewater Utility Annual Budgets

Motion by D. Johnson to approve **Resolution 2025-56**, second by Meiners. Utilities Director Castle gave a brief overview of the wastewater and water utility budgets. He noted there is not an increase to the wastewater utility budget, and therefore will not be an increase to the

customer. Director Castle did note that the Public Service Commission did approve the rate increase and will be implementing the increase in phases, starting in March 2026. Motion carried 7-0.

Joint Protective Services Committee, Trustee Scott Reeves

Discussion regarding November 2025 Incident Type Report (Information Only, No Action Needed)
Trustee Reeves offered the November 2025 Incident Type Report for information only. No action taken.

Public Works Committee, Trustee Eric Brill

Discussion/Possible Action regarding Resolution 2025-57 a resolution to approve an MOU between the Village of Mukwonago and the Mukwonago Area School District regarding WisDOT Median Closure on STH83
Motion by Brill to approve **Resolution 2025-57**, second by Meiners. No discussion. Motion carried 7-0.

Discussion/Action regarding the Project Closeout Change Order and Final Pay Request for Musson Brothers, Inc
Motion by Brill to table until the final paperwork becomes available, second by Porter. No discussion. Motion carried 7-0.

Protective Services Committee, Trustee Scott Reeves

Discussion regarding November 2025 Police Incident Report (For Information Only, No Action Needed)
Trustee Reeves offered the November 2025 Police Incident Report for information only. 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) for negotiation and pursuant to Wis. Stats. § 19.85(1)(c) 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 and Union Agreement between the Mukwonago Fire Department and IAFF Local 4585 and 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 for **Outlot #3 of CSM 4773**

Motion by Meiners to convene the Village Board into Closed Session, second by Reeves. Motion carried on a roll vote 7-0. The Board convened into Closed Session at 6:44 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 reconvene the Board in Open Session, second by D. Johnson. Motion carried on a roll call vote. The Board reconvened into Open Session at 7:43p.m.

Motion by Meiners to approve the Memorandum of Understanding with Broih Builders for

Outlot 3 of CSM 4773, second by Reeves. Motion carried 7-0.

Motion by K. Johnson to approve the Union Agreement between the Mukwonago Fire Department and IAFF Local 4585 contingent upon Town of Mukwonago approval, second by Reeves. Motion carried 7-0.

Adjournment

Meeting adjourned at 7:45 p.m.

RESOLUTION 2025-56

A RESOLUTION ADOPTING THE 2026 WATER UTILITY AND WASTEWATER UTILITY BUDGETS INCLUDING 2026 WASTEWATER RATES

WHEREAS, the Village Board of Trustees recommends the 2026 Water Utility Budget as follows and;

Operation & Maintenance	\$ 2,103,079
One-time Expenditure (HSA Funding)	9,625
Capital Expense	6,510,000
Depreciation	<u>660,027</u>
Total	\$ 9,282,731

WHEREAS, the Water Utility will require a water rate increase to fund the debt service for the Wells No. 3 and 4 HMO Treatment System and Supply System Water Main Modifications that the Village applied to the Public Service Commission of Wisconsin (PSC) and was granted approval to construct on April 22, 2025; and

WHEREAS, the overall rate increase will be determined by the PSC, but is estimated at 46.9 percent in the application for approval to construct Wells No. 3 and 4 treatment and supply system modifications; and

WHEREAS, it is anticipated that a full water rate increase applied for in 2025 would not take effect until first quarter 2026; and

WHEREAS, the Village Board of Trustees recommends the 2026 Wastewater Utility Budget as follows and;

Operation & Maintenance	\$ 1,923,945
One-time Expenditure (HSA Funding)	9,625
Capital Expense	860,000
Depreciation	<u>578,957</u>
Total	\$ 3,372,527

WHEREAS, effective with the 1st quarterly billing in fiscal year 2026, the sewer rate per thousand gallons of water will remain at \$7.86, and the quarterly flat charge shall be as follows (no increase over 2025) and;

<u>Connection Size</u>	<u>Charge</u>
5/8" or 3/4"	\$43.68
1"	\$68.50
1 1/4"	\$88.42
1 1/2"	\$110.01
2"	\$159.67
3"	\$275.65
4"	\$440.78
6"	\$855.61
8"	\$1,352.63
10"	\$2,015.42
12"	\$2,678.09

WHEREAS, effective with the 1st quarter billing in fiscal year 2026, surcharge rates for pollutant loadings in excess of domestic strength wastewater shall be as follows (no change over 2025 rates) and;

Pollutant	Charge per pound
BOD	\$0.77
TSS	\$0.60
Phosphorus	\$7.38
Ammonia	\$0.67

NOW THEREFORE BE IT RESOLVED, the Village Board of Trustees does hereby approve the 2026 Water Utility Budget, the 2026 Wastewater Utility Budget and the 2026 sewer rates per thousand, quarterly flat charges and pollutant surcharges.

Adopted this 17th day of December, 2025

Fred H. Winchowky, Village President

Attest: _____
Lana Kropf, Clerk-Treasurer

610 - Water Utility

Cat	Cat Descr	Sum of 2023	Sum of 2024	Sum of 2025	Sum of 6-30-25	Sum of Year	Sum of 2026	% change	\$\$
		Actual	Actual	Adopted Budget	YTD Amount	End Estimates	Proposed Budget		
Expenditure									
5140	ADMINISTRATIVE & GENERAL	3	-	-	-	-	-	0.00%	-
** 5890	USE OF DESIGNATED FUNDS						9,625		9,625
** 5900	OTHER FINANCING USES	15,000	15,000	80,162	15,000	15,000	67,655	-15.60%	(12,507)
6200	PUMPING OPERATIONS	139,910	139,005	154,102	71,586	149,302	159,620	3.58%	5,518
6210	PUMPING MAINTENANCE	52,685	41,150	72,228	9,516	43,228	135,322	87.35%	63,094
6300	WATER TREATMENT OPERATIONS	93,263	105,036	122,842	35,168	84,500	124,342	1.22%	1,500
6310	WATER TREATMENT MAINTENANCE	14,638	9,001	23,549	3,234	7,200	22,051	-6.36%	(1,498)
6450	T&D-DISTR RSRVR/STNDP MAINT	5,386	2,183	4,316	203	20,900	61,589	1326.99%	57,273
6451	T&D-MAINS MAINTENANCE	49,938	36,831	60,480	46,733	77,600	70,920	17.26%	10,440
6452	T&D-SERVICES MAINTENANCE	56,448	36,340	57,940	26,582	72,150	69,412	19.80%	11,472
6453	T&D-METERS MAINTENANCE	27,316	10,780	38,471	4,361	17,351	38,120	-0.91%	(351)
6454	T&D-HYDRANTS MAINTENANCE	22,987	11,987	51,402	15,426	56,402	32,348	-37.07%	(19,054)
6901	METER READING LABOR	2,208	1,391	4,368	899	4,368	3,754	-14.06%	(614)
6902	ACCOUNTING/COLLECTING	82,619	85,819	87,678	41,593	86,178	87,678	0.00%	-
6920	ADMINISTRATIVE & GENERAL EXP	900,036	957,272	1,097,872	476,177	938,100	1,297,923	18.22%	200,051
** 6950	YEAR END ACCOUNTING ADJUSTMENT	609,409	661,581	629,590	-	687,197	660,027	4.83%	30,437
Expenditure Total		2,071,846	2,113,376	2,485,000	746,478	2,259,476	2,840,386	14.30%	355,386
Revenue									
4010	METERED SALES	2,216,484	2,211,794	2,211,000	1,059,832	2,185,100	2,408,000	8.91%	197,000
4020	OTHER OPERATING REVENUE	203,162	188,993	169,200	156,100	206,700	206,400	21.99%	37,200
4420	IMPACT FEES COLLECTED	59,872	162,693	-	93,255	148,297	106,253	0.00%	106,253
4800	MISC REVENUE	380,208	6,457	200	64,854	287,576	1,000	400.00%	800
4810	INTEREST REVENUE	112,582	154,951	104,600	74,848	148,817	118,733	13.51%	14,133
* 4900	OTHER FINANCING SOURCES	47,677	291,052	-	-	82,928	-	0.00%	-
Revenue Total		3,019,985	3,015,940	2,485,000	1,448,889	3,059,418	2,840,386	14.30%	355,386

Water Debt Service Coverage Ratio		2026
* Total Revenue less Other Financing Sources:		2,840,386 *
** Total Expenditure Less Year End Accounting Adjustments & Other Financing Uses:		2,103,079 **
Net Revenue		737,307
Debt Service Principal		340,003
Debt Service Coverage Ratio (should exceed 125%)		217%

Breakdown of Totals for Water Budget Resolution	
Operation and Maintenance (includes Salaries & Compensation and Interest Due on Debt):	2,103,079
Depreciation	660,027
One-time expenditure (HSA funding)	9,625
Capital Expense (excl. development)	6,510,000
Total Water Budget	9,282,731

620 - Wastewater Utility

Cat	Cat Descr	Sum of 2023 Actual	Sum of 2023 Actual	Sum of 2025 Adopted Budget	Sum of 6-30-25 YTD Amount	Sum of Year End Estimates	Sum of 2026 Proposed Budget	% change	\$\$ change
Expenditure									
** 5890	USE OF DESIGNATED FUNDS	-	-	-	-	-	9,625		9,625
** 5900	OTHER FINANCING USES	-	-	133,154	-	-	247,323	85.74%	114,169
8010	WWTP-TREATMENT/DISPOSAL/GP	658,330	731,420	697,277	294,756	670,936	899,355	28.98%	202,078
8020	LIFT STATIONS/PUMPING EQUIP	32,133	27,894	31,350	9,481	28,053	49,320	57.32%	17,970
8030	WASTEWATER COLLECTION SYSTEM	103,802	101,243	110,147	43,106	104,027	130,168	18.18%	20,021
8300	ACCOUNTING/COLLECTING	81,886	83,969	84,678	41,971	84,678	84,678	0.00%	-
8400	ADMINISTRATIVE & GENERAL	688,169	599,681	739,763	377,201	713,044	760,424	2.79%	20,661
** 8900	YEAR END ACCOUNTING ADJUSTMENT	668,149	593,979	670,505	-	578,957	578,957	-13.65%	(91,548)
Expenditure Total		2,232,469	2,138,186	2,466,874	766,515	2,179,695	2,759,850	11.88%	292,976
Revenue									
4010	METERED SALES	1,912,409	2,072,713	2,075,000	1,099,973	2,209,764	2,209,700	6.49%	134,700
4020	OTHER OPERATING REVENUE	442,256	539,457	266,500	226,010	485,453	355,760	33.49%	89,260
4420	IMPACT FEES COLLECTED	20,119	60,038	12,500	35,987	54,812	44,990	259.92%	32,490
4600	PUBLIC CHARGES FOR SERVICES	-	-	-	7,980	7,980	-	0.00%	-
4800	MISC REVENUE	282,400	230	400	-	400	400	0.00%	-
4810	INTEREST REVENUE	165,351	144,068	97,474	56,339	129,546	129,000	32.34%	31,526
4820	COMMERCIAL REVENUE	-	-	-	1,386	1,386	-	0.00%	-
* 4900	OTHER FINANCING SOURCES	15,000	15,000	15,000	15,000	15,000	20,000	33.33%	5,000
Revenue Total		2,837,535	2,831,506	2,466,874	1,442,675	2,904,341	2,759,850	11.88%	292,976

Wastewater Debt Service Coverage Ratio		2026
* Total Revenue less Other Financing Sources:		2,739,850 *
** Total Expenditure Less Year End Accounting Adjustments & Other Financing Uses:		1,923,945 **
Net Revenue		815,905
Debt Service Principal		759,998
Debt Service Coverage Ratio (should exceed 125%)		107%

Breakdown of Totals for Wastewater Budget Resolution	
Operation and Maintenance (includes Salaries & Compensation and Interest Due on Debt):	1,923,945
Depreciation	578,957
One-time expenditure (HSA funding)	9,625
Capital Expense (excl. development)	860,000
Total Wastewater Budget	3,372,527