



**SPECIAL VILLAGE BOARD  
MEETING**  
Mukwonago Municipal Building / Board Room  
440 River Crest Court, Mukwonago, WI 53149  
June 3, 2026 at 6:00 PM

**AGENDA**

The meeting will start at 6:00 p.m. or immediately following the adjournment of the Committee of the Whole.

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Comments from the Public**
- 5. Consent Agenda**

All items listed are considered routine and/or have been unanimously recommended by the Committee of the Whole and will be enacted by one motion. There will be no separate discussion of these items unless a Board member so requests, in which event the item will be removed from the Consent agenda and be considered on the regular agenda.

5.1 Approval of a Memorandum of Understanding with St. James the Less Congregation outlining the responsibilities of the Village of Mukwonago pertaining to a Building Resilient Infrastructure and Communities (BRIC) grant as outlined under the Federal Emergency Management Agency (FEMA)

**6. Closed Session**

6.1 **Closed session pursuant to Wis. Stats § 19.85 (1) (g)** (Conferring with legal counsel who either orally or in writing will advise governmental body on strategy to be adopted with respect to current or likely litigation) concerning Maple Centre Development.

**7. Reconvene into Open Session**

7.1 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

**8. Adjournment**

It is possible that a quorum of, members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the

governmental body specifically referred to above in this notice. Please note, upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through appropriate aids and services. For additional information or to request this service, contact the Municipal Clerk's Office, (262) 363-6420.

**Memorandum of Understanding (MOU)**  
**St. James the Less Congregation**  
**And**  
**Village of Mukwonago**

This Memorandum of Understanding (MOU) is entered into by and between St. James the Less Congregation (“SJTL”) located at 830 E. Veterans Way in Mukwonago Wisconsin and the Village of Mukwonago (“the Village”) a local municipality with offices located at 440 River Crest Court in Mukwonago Wisconsin.

The terms and conditions outlined herein pertain to the application and establishment of an emergency shelter “tornado shelter” or safe room under the **Building Resilient Infrastructure and Communities (BRIC) grant as outlined under the Federal Emergency Management Agency (FEMA) 2025 Notice of Funding Opportunity and administered by the Wisconsin Emergency Management Agency**. The goal of this project is to successfully apply and receive funding for the creation of a new safe room or emergency shelter structure in Mukwonago.

The partnership agreement is comprised of two sections:

1. Responsibilities of the Village of Mukwonago
3. Responsibilities of St James the Less Congregation

**I. Responsibilities of the Village of Mukwonago**

1. Act as the sub-applicant and fiscal agent with respect to grant submission and disbursement of funding,
2. File completed claim forms and reimbursement request as may be required,
3. File narrative progress reports and any required final report as may be required,
4. Provide such data and information related to the Hazard Mitigation Plan, relevant building codes or other information required in order to apply for the grant,
5. Assist in facilitating any communication(s) related to the grant or its administration and successful completion.

**II. Responsibilities of St James the Less Congregation**

1. Act as the Project Manager and primary responsible party for both development of application materials and implementation of any grant funded project,
2. Provide required architectural, construction and other engineering documents as may be needed for successful application and completion of the project,
3. Draft and prepare the application materials as outlined under the BRIC NOFA,
4. Prepare ongoing financial and narrative reporting materials, including claim forms, proof of payment, etc. and provide to Village or Wisconsin Emergency Management as directed by the grant,
5. Provide any/all required matching funds related to the grant and the application, and project itself,
6. Ensure any such shelter complies with applicable FEMA, state and federal guidelines,
7. Manage and oversee all aspects of grant administration including any public procurement process, bid solicitation or other compliance requirements,

**III. Right of Refusal and Waiver of Liability**

1. St James the Less Congregation reserves the right in its sole discretion to refuse grant funding upon notification of award. Such refusal may be based on insufficient financial resources as required to meet the match, regulatory or compliance requirements which would otherwise impact or violate beliefs and operational principals of St. James the Less Academy,
2. St James the Less Congregation does hereby waive any responsibility on the part of the Village of Mukwonago for funding or financial obligations under the grant, and does hereby agree to meet all costs associated with the application and any implementation efforts, this includes consulting fees, architects fees, etc.
3. St James the Less, upon acceptance of the grant agrees to comply with all required grant terms.
4. St James the Less Congregation does hereby agree to hold harmless, defend, and indemnify the Village of Mukwonago from any and all claims stemming from application for the grant discussed herein, the development and construction of the "Project," and any subsequent use thereof.

Whereas the parties below do hereby agree and consent to the terms and conditions outlined in the preceding agreement and related exhibits as demonstrated by their signatures.

**ACKNOWLEDGED AND AGREED TO**

**On behalf of the Village of Mukwonago**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

**ACKNOWLEDGED AND AGREED TO:  
ST. JAMES THE LESS CONGREGATION**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_