

## **MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING**

### **Monday, October 5, 2015**

#### **Call to Order**

Village President Fred Winchowky called the meeting to order at 5:30 p.m. located in the Board Room of the Mukwonago Municipal Building, 440 River Crest Ct.

#### **Roll Call**

Board members present: Arnold Fickau  
Darlene Johnson  
Jim Decker  
Mark Penzkover  
Jerry Gasser  
Ken Werner  
Fred Winchowky, Village President

Also present: Kevin Schmidt, Police Chief  
Jeff Stien, Fire Chief  
Diana Doherty, Finance Director  
John Weidl, Administrator  
Ivan Zaremba, Interim Utilities Director  
Chris Genellie, Village Engineer  
Ann Lininger, Library Director  
Steven Braatz, Jr., Clerk-Treasurer

#### **Establishment of Committee of the Whole rules**

Monthly reports should still be submitted, and will be listed on the agenda as being submitted. If there is an item from the monthly report that the Committee wants to discuss, it will be forwarded to the next Committee of the Whole agenda. Motion by Fickau/Decker to end the meeting at 8:30 p.m. carried. The general "Comments from the Public" section of the agenda will only be on the Village Board agenda, and not on Committee of the Whole agenda. If there is a member of the public that wishes to speak about an item on the agenda, it will be the discretion of the Chair to allow the person to speak. If another Committee member disagrees, there will be a vote on whether or not to allow the person speak. If a Committee member wishes to hold a special meeting, that member is to contact the Village Clerk. The Clerk will then contact the Committee chair to get approval for the special meeting and availabilities, and will contact the rest of the Committee members for availabilities.

#### **Committee Reports**

##### **Public Works Committee**

##### **Orchards of Mukwonago Addition #2**

Motion by Penzkover/Decker to recommend the Village Board approve the utility, paving, storm water plans and storm water management plan for Orchards of Mukwonago Addition #2 dated August 11, 2015 contingent upon the following condition carried:

1. In the event groundwater is encountered during utility construction, the representatives of The Orchards of Mukwonago, LLC will document the elevation of ground water prior to the start of dewatering operations and prepare a detailed plan showing which lots have proposed building pad elevations within 10-feet of the groundwater level. Lots meeting this criteria are to be raised such that the basement floor elevation is at least 2 feet above the groundwater elevation. For lots with sump pumps that continuously run, a sump drainage system approved by the Village Engineer is to be installed behind the curb that drains into the storm sewer system.

#### **Glen of Mukwonago Paving Deadline**

Administrator Weidl and Engineer Genellie explained the developer has an alternate construction plan involving the paving of The Glen of Mukwonago roads. The developer agreement indicates the final date of construction is October 15. Genellie suggested extending the date a month to allow the engineers to work with the developer to come up with a plan. Motion by Penzkover/Decker to recommend the Village Board approve a 30-day extension of the completion of The Glen of Mukwonago roads to November 15, 2015 carried.

#### **Wolf Paving utility frame adjustments not within specification**

DPW Director Bittner will be taking an inventory and discussing it with the Village Engineer. Bittner wanted to notify the Committee that he will be notifying Wolf Paving of the unadjusted structures that need to be adjusted properly. Information only. No action taken.

#### **Fountain Park Alternative analysis simplified**

Village Engineer Kurt Peot explained in a letter the alternatives for the construction of water and sewer infrastructure in the area north of Fairwinds Subdivision. The first alternative is to use the existing 8-inch sewer in Fairwinds Boulevard which has adequate capacity to serve the proposed development. This alternative is also the less costly alternative, but it will limit development of the remaining undeveloped lands to less than 1 dwelling unit per acre or less than 3 people per acre. The second alternative is to extend a 12-inch sewer north from an existing sewer on St. John's Church property. This option will cross through Town lands to reach the Fountain Park Apartments development and surrounding lands. With extension of this sewer there would be adequate capacity to serve the remaining undeveloped lands at two dwelling units per acre or six people per acre. This density of development is similar to that of the Fairwinds Subdivision. A pump station would be required with either alternative. The Committee agrees with alternative 2. Information only. No action taken.

#### **Fairwinds Apartments - need for sewer to limits of development**

Administrator Weidl explained the sewer lines for this development should be laid out in a manner that future development beyond this property would be able to hook up. The Committee indicated that staff should work with the developer to come up with a way to extend the sewer to the edge of the property line to allow for future development. The Committee also indicated they would be willing to entertain other ideas from the developer as well. Information only. No action taken.

## **Monthly Reports**

Monthly Reports for the Public Works Department and Engineering Department were submitted for review.

## **Finance Committee**

### **Vouchers payable**

Motion by Decker/Werner to recommend the Village Board approve the following batches of vouchers payable carried (Fickau voted no):

1. AP-10-2015-1 in the amount of \$598,126.65
2. Manuals M-8-2015-2 in the amount of \$756.15
3. Manual M-9-2015-1 in the amount of \$131,080.71
4. Manual M-9-2015-2 in the amount of \$33,640.99

### **Approval of purchase requisition**

Motion by Decker/Werner to approve the purchase requisition for the purchase of an autoclave for WWTP in the amount of \$5,715.00 to come from the WWTP Equipment Replacement Fund carried.

### **Police Department purchase of a new telephone and radio recording system**

Motion by Decker/Werner to recommend the Village Board approve the request to use Capital Equipment funds from the 911 system budget to purchase a new telephone and radio recording system carried.

### **Police Department purchase of a new server and licensing for TraCS**

Motion by Decker/Werner to recommend the Village Board approve the request to use Capital Equipment funds from the Police Department generator budget to purchase a new server and licensing for TraCS carried.

### **Painting the inside of the Police Department building**

Fickau stated this should be a budgeted item for 2016. Decker stated there is money left from the 911 system and generator capital budgets that should be used, and impact fee monies should not be used. Motion by Decker/Johnson to recommend the Village Board authorize the use of Capital Equipment funds from the 911 system and Police Department generator budgets to paint the inside of the Police Department building carried (Fickau voted no).

### **Update on the 2016-17 Fire/Ambulance budget**

Chief Stien explained the budget has no more or less impact on either community and the same contribution versus 2015. The difference regarding the Pro Health Care impact is not including because the contract has not been finalized. Information only. No action taken.

### **Sale of old phones**

Motion by Gasser/Decker to recommend the Village Board approve the Village Clerk-Treasurer to sell the old Nortel phones carried.

### **Sale of old Police Department generator and squad car**

Motion by Decker/Werner to recommend the Village Board approve the Village Police Chief to sell the old Police Department generator and the old Police Department squad car carried.

### **Schedule budget workshop**

A 2016 budget workshop will be scheduled for October 22, 5:30 p.m. The Village Clerk will attempt to schedule a joint meeting with the Town Board regarding the Fire Department budget on October 19, 6:30 p.m.

## **Health and Recreation Committee**

### **Joint Park and Recreation Agreement with the Town of Mukwonago and Mukwonago Community Library recreation programs and sports scheduling**

Library Director Lininger explained that the Library is willing to take over the scheduling of the club sports teams, as well as offer recreation programs. The Library Board was presented the idea at the last meeting but tabled the matter for more information. Item will remain in the agenda. Staff expressed concern about the amount of money being paid to the Town for the park and recreation and sports scheduling services. The services can be brought back in-house with either the Library handling it or hiring a part-time person to handle it. Motion by Decker/Gasser to recommend the Village Board not renew the Joint Park and Recreation Agreement with the Town of Mukwonago carried.

### **Definition of Village sponsorship for special event**

Motion by Decker/Gasser to recommend the Village Board certify that the only organizations exempt from special event and park usage fees are those where the Village or a Village department or division is operating the event carried (Johnson and Winchowky voted no).

### **Refuse collection contract with Johns Disposal Services**

Motion by Decker/Fickau to recommend the Village Board cancel the final year of the refuse collection contract with Johns Disposal Services and enter into a new agreement with Johns Disposal Services for 2016-2020 carried. Staff will work into the budget a potential 5<sup>th</sup> yard waste collection.

## **Personnel Committee**

### **Police Department dispatcher/clerk**

Chief Schmidt indicated a dispatcher/clerk will be retiring within a year, but has not given a firm date. He will be compiling an eligibility list for the potential future hiring to replace the retired dispatcher/clerk.

### **Revised Utilities Director Position Description**

Motion by Werner/Decker to recommend the Village Board approve the revised Utilities Director Position Description carried.

**Introductory discussion on compensation market study data**

Finance Director Doherty presented the compensation market study data to the Committee. Doherty suggested the Committee hold a special meeting to go over the data so philosophies and strategies can be created to bring those that are underpaid according to the market up to a level more appropriate for the market. There will be another budget workshop to deal with the compensation study as it relates to the budget on October 12, 2015 at 5:30 p.m.

**Adjournment**

Meeting adjourned at 7:37 p.m.

Respectfully Submitted,

Steven Braatz, Jr.  
Clerk-Treasurer

## **MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING**

### **Monday, November 2, 2015**

#### **Call to Order**

Village President Fred Winchowky called the meeting to order at 5:30 p.m. located in the Board Room of the Mukwonago Municipal Building, 440 River Crest Ct.

#### **Roll Call**

Board members present: Arnold Fickau  
Darlene Johnson  
Jim Decker  
Mark Penzkover  
Jerry Gasser  
Fred Winchowky, Village President

Board member excused: Ken Werner

Also present: Kevin Schmidt, Police Chief  
Ron Bittner, Director of Public Works  
Diana Doherty, Finance Director  
John Weidl, Administrator  
Ivan Zaremba, Interim Utilities Director  
Ann Lininger, Library Director  
Jeff Belongia, Bond Advisor  
Judith Taubert, Deputy Clerk-Treasurer

#### **Minutes**

Motion by Decker/Johnson to approve the October 5, 2015 Committee of Whole meeting minutes carried.

#### **Committee Reports**

##### **Finance Committee**

##### **Vouchers payable**

Motion by Johnson/Decker to recommend the Village Board approve the following batches of vouchers payable carried:

- a. AP-11-2015-1 \$608,225.88
- b. M-10-2015-1 \$207,204.80
- c. M-10-2015-2 \$150,496.81

##### **Purchase requisitions**

Motion by Johnson/Decker to approve the following purchase requisitions carried:

- a. Fire Dept. – Purchase of Skidster and supplies in the amount of \$6,921
- b. Fire Dept. – Purchase of Ambulance Remount and supplies in the amount of \$140,295
- c. Fire Dept. – Purchase of 2016 Chevrolet Tahoe in the amount of \$36,698
- d. Police Dept. – Purchase of TraCS in the amount of \$7,795

### **Vouchers Payable Review Guidelines**

Doherty explained that once the packets go out, staff is really done with them so the actual invoices are available to any committee member who wants to look at them. Just let the staff know a head of time so they can have them ready.

### **DPW bucket truck**

Bittner stated that he found a used 2005 aerial unit listed by the City of River Falls for \$38,995 which is in very good condition and it would save the Village \$21,000 to purchase this vehicle this year. Motion by Johnson/Decker to recommend the Village Board approve the request to use 2016 DPW reserve money to purchase a replacement truck for the 1991 bucket truck with a 2005 aerial unit in the amount of \$38,995 carried.

### **2016 Fee Schedule**

Motion by Decker/Penzkover to recommend to the Village Board to cut the recommended event fees for Class I and Class II in half for the next 2 year budget cycle failed due to a tie vote. (Fickau, Johnson and Winchowky voted no). Consideration of the special event fees will be placed on the Village Board agenda for the November 17, 2015 meeting. The remaining fees will remain on the Committee agenda.

### **Request by Mukwonago Lions Club for a three year commitment of fees**

Item will be placed on the next Village Board agenda for the November 17, 2015 meeting.

### **Auditing services contract**

Motion by Johnson/Decker to recommend the Village Board approve the auditing services contract with Baker Tilly for years 2016-2017 for audit years 2015-2016 carried.

### **Annual disclosure agreement**

Belongia explained why we need to provide a letter to sign for the annual disclosure agreement. Motion by Johnson/Decker to recommend the Village Board authorize the Finance Director to sign annual disclosure agreement with Hutchinson, Shockey, Erley & Co. carried.

### **Budget amendment resolutions**

Motion by Johnson/Decker to recommend the Village Board adopt the resolution amending the 2015 Adopted Budgets for General and Debt Service Funds carried.

Motion by Johnson/Decker to recommend the Village Board adopt the resolution amending the 2015 Adopted Budgets for General, TID #3, Water Utility and Wastewater Utility Funds carried.

Motion by Johnson/Decker to recommend the Village Board adopt the resolution amending the 2015 Adopted Budgets for Community Development, TID #3, Debt Service, Capital Equipment and Capital Improvement Funds for Actual Proceeds and Costs of Debt Issued carried.

### **Update on 2016-17 budget**

Committee agreed to a 4.25% increase in the tax levy that will be brought to the November 30, 2015 budget hearing.

## **Health and Recreation Committee**

### **Animal control contract**

Motion by Decker/Johnson to recommend the Village Board approve the Animal Control Contract with Human Animal Welfare society for years 2016-2018 carried.

### **Recreation program with the Mukwonago Community Library**

Motion by Decker/Johnson to recommend the Village Board approve the Recreation Program with the Mukwonago Community Library for one year not to exceed \$15,000. Library will be submitting a quarterly report to Health and Recreation Committee. The money will stay in the Village account reimbursing the Library costs. Motion carried.

## **Judicial Committee**

### **Aldi, Inc. alcohol license**

Motion by Decker/Johnson to recommend the Village Board grant a 2015-16 Original Class A Fermented Malt Beverage and Intoxicating Liquors License to Aldi, Inc. (John W. Lindstrom – Agent), 111 East Wolf Run, d/b/a Aldi #46. There will be a public hearing for Aldi to exceed quota at the Village Board meeting. Motion carried.

### **2015-16 Application for Operator's License**

Motion by Decker/Johnson to deny the 2015-16 application for Operator's License for Scott K. Lesniewski for the following reasons:

1. Omitted Offenses on Application.
2. Habitual Offender (Sec. 125.04(5)(b) Wisc. Stats.). Some of the offenses were substantially related to drug and/or alcohol.

The Clerk's Office is directed to write a letter of denial including an offer of a hearing at the next COW meeting. Motion carried.

## **Personnel Committee**

### **Appointment of Interim Utilities Director**

Motion by Gasser/Penzkover to recommend the Village Board appoint Dave Brown Interim Utilities Director for 3-6 months. Ivan Zaremba will be removed from the Interim Utilities Director and returned to the position of Assistant Utilities Director. Motion carried.

### **Employment posting for Utilities Operator position**

Motion by Gasser/Penzkover to recommend the Village Board approve the employment posting for Utilities Operator position carried.

### **Supervisor pay guidelines and DPW Mechanic position pay range**

Motion by Gasser/Penzkover to recommend the Village Board approve the DPW Mechanic's position wage be established at \$.75 per hour higher than a general DPW crew person, so the 2015 range for the DPW mechanic's position will be \$22.57-\$26.93. Departments utilizing a Supervisor title will be \$1.00 over the hourly rate of that position. Motion carried.



### **Protective Services Committee – Police Department**

#### **Suburban Mutual Assistance Response Teams Agreement**

Motion by Fickau/Decker to recommend the Village Board to approve the Suburban Mutual Assistance Response Teams Agreement carried.

### **Public Works Committee**

#### **CTH NN E reconstruction project**

Discussion if the Board wants to include in the agreement with the County a plan to install trees. Plan should include the number of trees and type of trees. Included in the plans presented should be an estimated cost. No action taken.

Motion made by Penzkover/Gasser to recommend the Village Board direct the Village Engineer to create a report on funding options for the CTH NN E reconstruction project. Prior to doing the report, the Engineer shall provide an estimate of the cost to do the report. Motion carried.

#### **CTH NN pathway and crosswalk**

Committee discussed options on the school side on CTH NN to pursue the right-of-way ourselves, put sidewalk around poles, or abandon the project. Committee wants an estimate of cost before abandoning project. No action taken.

#### **The Glen of Mukwonago**

Motion by Penzkover/Fickau to recommend the Village Board approve an extension to the paving time for The Glen of Mukwonago to August 15, 2016 in accordance with the Ruekert & Mielke letter dated November 2, 2015, which includes a 10% contingency in the Letter of Credit, carried.

#### **915 Main Street**

Assessed escrow will cover removal. No impact to Village. Do hazardous material inventory as well. It will help with the demolition. Get referrals. No action taken.

Motion by Penzkover/Decker to recommend the Village Board approve submittal of the 915 Main Street site investigation report for from Terracon to WiDNR carried.

#### **Monthly Reports**

Monthly Reports for Water and Sanitary Sewer Utilities, Public Works Department and Engineering Department were submitted. Letter on file.

### **Adjournment**

Meeting adjourned at 7:10 p.m.

Respectfully Submitted,

Judith A. Taubert  
Deputy Clerk-Treasurer

## **MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING**

### **Tuesday, December 1, 2015**

#### **Call to Order**

Village President Fred Winchowky called the meeting to order at 5:30 p.m. located in the Board Room of the Mukwonago Municipal Building, 440 River Crest Ct.

#### **Roll Call**

Board members present: Arnold Fickau  
Darlene Johnson (entered at 5:50 p.m.)  
Jim Decker  
Mark Penzkover  
Jerry Gasser  
Ken Werner  
Fred Winchowky, Village President

Also present: Kevin Schmidt, Police Chief  
Ron Bittner, Director of Public Works  
Diana Doherty, Finance Director  
Dave Brown, Interim Utilities Director  
Steven Braatz, Jr., Clerk-Treasurer

#### **Minutes**

Motion by Decker/Fickau to approve the November 2, 2015 Committee of Whole meeting minutes carried.

#### **Committee Reports**

##### **Finance Committee**

##### **Vouchers payable batches**

Motion by Decker/Fickau to recommend the Village Board approve the following batches of vouchers payable carried:

- a. AP-12-2015-1 \$184,011.87
- b. M-11-2015-1 \$162,258.62

##### **Purchase requisitions**

Motion by Decker/Fickau to approve the purchase requisition for DPW for the purchase of a Versalift Aerial carried.

Motion by Decker/Fickau to approve the purchase requisition for DPW for the purchase of Asphalt Patch carried.

##### **2016 Fee Schedule**

Motion by Decker/Winchowky to recommend the Village Board approve the 2016 Fee Schedule as presented carried (Fickau voted no).

## **Health and Recreation Committee**

### **Utility Forestry Fee**

Discussion only. Item kept in Committee for further study.

## **Judicial Committee**

### **2015-16 Original Class B Fermented Malt Beverage and Class C Wine Licenses**

Motion by Decker/Fickau to recommend the Village Board grant a 2015-16 Original Class B Fermented Malt Beverage and Class C Wine Licenses for Wild Flower Café LLC (Jefte Galvan – Agent), 1015 CTH NN E, d/b/a Wild Flower Café carried.

### **2015-16 Operator's License**

Motion by Decker/Fickau to deny the 2015-16 Operator's License for John M. Bruner for the following reasons carried:

1. Omitted Offenses on Application.
2. Habitual Offender. Some of the offenses were substantially related to drug and/or alcohol.

Motion by Decker/Fickau to deny the 2015-16 Operator's License for Amanda D. Gerou-Hawley for the following reasons carried:

1. Omitted Offenses on Application.
2. Habitual Offender. Some of the offenses were substantially related to drug and/or alcohol.

Motion by Decker/Fickau to deny the 2015-16 Operator's License for Wendy L. Stockton for the following reasons carried:

1. Omitted Offenses on Application.
2. Habitual Offender. Some of the offenses were substantially related to drug and/or alcohol.
3. Felony Offender.

Motion by Decker/Fickau to deny the 2015-16 Operator's License for Jessie B. Putnam for the following reasons carried:

1. Omitted Offenses on Application.
2. Habitual Offender. Some of the offenses were substantially related to drug and/or alcohol.
3. Felony Offender.

Hearing for 2015-16 Operator's License for Scott K. Lesniewski. Mr. Lesniewski was present and explained the reason for the omitted offenses was he thought he did not need to write down the offenses that were not related to alcohol or drug violations. The two OWI offenses were more than six years old and he has not violated since. He also took various classes pertaining to those violations. Motion by Werner/Decker to recommend the Village Board approve the 2015-16 Operator's License for Scott K. Lesniewski carried.

## **Change of agent**

Motion by Decker/Fickau to recommend the Village Board approve the change of agent for Wal-Mart Stores East LP, 250 East Wolf Run, d/b/a Wal-Mart Supercenter #1571 to Michael R. Sandelback carried.

**Imposition of warrant fees ordinance**

Motion by Decker/Johnson to recommend the Village Board adopt an ordinance to amend Section 1-12 of the Municipal Code of the Village of Mukwonago to provide for the imposition of warrant fees carried.

**Personnel Committee**

**Utilities position descriptions**

Motion by Gasser/Decker to recommend the Village Board approve the Assistant Utility Director position description carried.

Motion by Gasser/Penzkover to recommend the Village Board approve the revisions to the Utility Operator position description carried.

Motion by Gasser/Penzkover to recommend the Village Board approve the Utilities Part-time Summer Help position description carried.

**Update on new Utilities Department hire**

A prior employee for the Utilities has applied. The deadline for applications is December 4. No action taken.

**Public Works Committee**

**Fairwinds Subdivision**

Motion by Penzkover/Decker to recommend the Village Board approve the request by Bielinski Homes to extend completion dates for park laterals in Fairwinds Subdivision to June 1, 2016 carried.

**2016 Sanitary Sewer Utility budget and 2016 Water Utility budget**

Motion by Penzkover/Decker to recommend the Village Board approve the 2016 Sanitary Sewer Utility budget and 2016 Water Utility budget carried.

**2016 Storm Water Utility District #1 budget**

Motion by Penzkover/Decker to recommend the Village Board approve the 2016 Storm Water Utility District #1 budget carried.

**Monthly Reports**

The monthly reports for Water and Sanitary Sewer Utilities, Public Works Department, and Engineering Department are on file in the Clerk's Office. No action taken.

**Adjournment**

Meeting adjourned at 6:21 p.m.

Respectfully Submitted,  
Steven Braatz, Jr., Clerk-Treasurer