

MINUTES OF THE SPECIAL VILLAGE BOARD MEETING Monday, January 4, 2016

Call to Order

Clerk-Treasurer Steven Braatz, Jr. called the meeting to order at 7:00 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

Board members excused: Fred Winchowky, Village President

Also present: Diana Doherty, Finance Director
John Weidl, Village Administrator
Jeff Stien, Fire Chief
Mark Blum, Village Attorney
Steven Braatz, Jr., Clerk-Treasurer

Motion by Decker/Johnson to appoint Mark Penzkover as acting chairperson carried.

Closed Session

Motion by Decker/Fickau to convene into closed sessions at 7:01 p.m. pursuant to Wisc. Stat. **§19.85(1)(c)** (*Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility*) to discuss Wisconsin Retirement System contribution for the retired Public Works Supervisor and pursuant to Wis. Stat. **§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*) to discuss the Joint Fire Department agreement with the Town of Mukwonago carried unanimously upon roll call vote. Discussion held in closed session.

Motion by Decker/Johnson to adjourn closed session and reconvene into open session at 7:10 p.m. pursuant to Wis. Stats. **§19.85(2)** for possible additional discussion and/or action concerning any matter discussed in closed session and/or any unfinished item remaining on the agenda carried unanimously upon roll call vote.

Motion made by Gasser/Decker to authorize the disbursement of funds refunded by Wisconsin Retirement System to Tom Brandemuehl. There is no budgetary impact. A policy on this matter will be forthcoming. Motion carried.

No action taken on the discussion regarding the Joint Fire Department agreement with the Town of Mukwonago.

Adjournment

Meeting adjourned at 7:13 p.m.

Respectfully Submitted,

Steven Braatz, Jr.
Clerk-Treasurer

MINUTES OF THE REGULAR VILLAGE BOARD MEETING

Tuesday, January 19, 2016

Call to Order

Village President Fred Winchowky called the meeting to order at 6:30 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
Ken Werner
Fred Winchowky, Village President

Board Members excused: Jerry Gasser

Also present: Bruce Kaniewski, Village Planner
Dan Streit, Police Lieutenant
Dave Brown, Interim Utilities Director
Diana Doherty, Finance Director
John Weidl, Administrator
Joe Hankovich, Supervisor of Inspections/Zoning Administrator
Ron Bittner, Public Works Director
Ann Lininger, Library Director
Steven Braatz, Jr., Clerk-Treasurer

Pledge of Allegiance

The Village Board recited the Pledge of Allegiance.

Announcement of closed sessions

President Winchowky announced the Board will convene into closed sessions later in the meeting pursuant to Wis. Stat. **§19.85(1)(e)** to discuss potential sale of property and potential purchase of property.

Public Hearings

The Public Hearing to consider a petition on the 2015-16 Original "Class A" Fermented Malt Beverage and Intoxicating Liquors License application of Khasria Two Inc. (Harjinder S. Khasria – Agent), d/b/a Village Express Liquor, for the property located at 712 Main Street Unit 101 in regard to exceeding the quota pursuant to Sec. 6-36 (b) of the Municipal Code of the Village of Mukwonago was withdrawn at the request of the applicant.

The Public Hearing to consider an application of John and Sandra Blott to amend the Comprehensive Plan 2035 for MUKV 1967-999 (no address), MUKV 1967-995 (803 County Road NN East) and MUKV 1967-999-002 (757 County Road NN East) opened at 6:31 p.m. No one appeared for or against. Public hearing closed at 6:32 p.m.

The Public Hearing to consider an application of Mukwonago Area School District to amend the Comprehensive Plan 2035 for MUKT 1959-993-007 (S93 W30375 County Road NN) opened at 6:32 p.m. No one appeared for or against. Public hearing closed at 6:33 p.m.

Monthly Reports

President Winchowky noted the 2015 December Treasurer, Vehicle, Police, Ambulance, Fire, and Library reports are on file in the Clerk's Office.

Comments from the Public

Susan Graczyk, 915 Kims Ln. – Wants clarification on whether or not the Village motion regarding the Library re-organization called for no terminations in 2016.

Kathleen Usarek, S75 W32096 Paul Ln., Town of Mukwonago – Is concerned with the funding given to the Library to create a recreation program.

Consent Agenda

- A. Approval of minutes for the December 15, 2015 regular meeting and December 2 and 22, 2015 and January 4, 2016 special meetings
- B. Granting of 2015-16 Operator's Licenses to Cynthia M. Bakos, John M. Bruner, Cassandra L. Engelberger, Amanda D. Gerou-Hawley, Robert K. Hider, Rebecca M. Morgan-Marham, and Tyler N. Swane
- C. Granting of 2016 Temporary Class B Beer Licenses to Knights of Columbus on January 30 and February 20, 2016
- D. Approval of Vouchers payable batches:
 - 1) AP-1-2016-1 \$ 1,108,192.94
 - 2) M-11-2015-2 \$ 7,020.97
 - 3) M-12-2015-1 \$ 213,531.99
 - 4) M-12-2015-2 \$ 1,413.00
 - 5) OVRPT12-15-1 \$ 17,513.29
 - 6) AP-1-2016-2 \$27,623.15
 - 7) AP-12-2015-4 \$145,431.43
 - 8) TAXSET1-2016 \$7,109,147.28
 - 9) OVPY1-16-1 \$19,363.82
- E. Adoption of **Resolution 2016-001**: A Resolution Amending the 2015 Adopted Budgets for Village General, Fire Dept, TID #3, Recycling, Library, Storm Water, Water Utility, Wastewater Utility, Capital Equipment and Capital Improvement Funds
- F. Adoption of **Resolution 2016-002**: A Resolution Amending the 2016 Adopted Budgets for Village General, Fire Dept, TID #3, Recycling, Library, Storm Water, Water Utility, and Wastewater Utility Funds
- G. Approval of Change Order #1 for River Park Estates Rehabilitation Project in the amount of \$40,633.80 decrease due to adjustment in final contract price to reflect actual quantities of work installed

Motion by Decker/Penzkover to approve the Consent Agenda as presented carried.

Committee/Commission Reports

Judicial Committee

2015-16 Alcohol License Application

Application for a 2015-16 Original "Class A" Fermented Malt Beverage and Intoxicating Liquors Licenses for Khasria Two Inc. (Harjinder S. Khasria – Agent), d/b/a Village Express Liquor, for the property located at 712 Main Street Unit 101 was withdrawn at the request of the applicant.

2015-16 Operator's Licenses

Motion by Decker/Johnson to uphold the Judicial Committee decision and deny the 2015-16 Application for 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.

Motion by Decker/Johnson to uphold the Judicial Committee decision and deny the 2015-16 Application for 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.

Personnel Committee

Mukwonago Community Library personnel policies

Motion made by Decker/Fickau to accept the Judicial Committee recommendation that the Village Board restrict all Board members and staff from having any discussions with the Library Board regarding Mukwonago Community Library personnel policies. This does not restrict the Village Trustee Library Board liaison from communicating with Village Staff, as that Trustee is a member of the Library Board. Staff and Trustees have the opportunity to work with the Village Trustee Library Board liaison. Motion carried (Penzkover voted no).

Plan Commission

Ordinance No. 908

Motion by Decker/Fickau to accept the Plan Commission recommendation and adopt Ordinance No. 908: *An Ordinance to Amend the Comprehensive Plan for the Village of Mukwonago for Property Located on CTH NN Between STH 83 and CTH ES* carried.

Ordinance No. 909

Motion by Penzkover/Decker to accept the Plan Commission recommendation and adopt Ordinance No. 909: *An Ordinance to Amend the Comprehensive Plan for the Village of Mukwonago for Property Located on CTH NN Between CTH EE and CTH I* carried.

Resolution 2016-003

Motion by Fickau/Decker to accept the Plan Commission recommendation and adopt Resolution 2016-003: *Amendment to Conditional Use Permit for the use of property as a Social Service Facility, Mukwonago Food Pantry, 225 Eagle Lake Avenue, MUKV1974009* carried.

GS Global Resources certified survey map

Motion by Decker/Fickau to accept the Plan Commission recommendation and approve the certified survey map requested by John Thornton, GS Global Resources, Inc., for the property located at 926 Perkins Dr., known as MUKV1969988004 and MUKV1969988005 carried.

Extraterritorial certified survey maps

Motion by Penzkover/Decker to accept the Plan Commission recommendation and approve the extraterritorial certified survey map requested by Olen Johnsen, Phantom Ranch Bible Camp, for the property located at W309S10910 Cty Rd I in the Town of Mukwonago, known as MUKT2007988002, MUKT2007988003, and MUKT2007999001 carried.

Motion by Penzkover/Decker to accept the Plan Commission recommendation and approve the extraterritorial certified survey map requested by Robert C. and Wanda Gene Thompson Joint Revocable Trust for the property located at S100W31476 CTH LO in the Town of Mukwonago, known as MUKT1982999 carried.

Business zoning districts mixed use ordinance

Motion by Penzkover/Johnson to accept the Plan Commission recommendation and postpone consideration of an ordinance to amend Chapter 100 of Municipal Code (zoning), specifically Section 100-152, the B-2 General Business District; Section 100-154, the B-3 Community Business District; Section 100-155, the B-4 Commercial Business Design District; Section 100-156, the Planned Business and Light Industrial Development District; and Section 100-157, Permitted and Conditional Uses of Business Districts, regarding the allowance of mixed use development within business zoning districts including associated amendments to business districts until after such time the amendments to the Comprehensive Master Plan have been approved carried.

Resolution 2016-004

#10 on page 3 of the plan will be revised to state, "When the committee reviews and discusses land use alternatives for a specific property, the property owner or representatives of the property owner may address the committee outside of the time allotted for public comment. Likewise, a representative of neighboring property owners may address the committee outside of the time allotted for public comment. If it is known a specific property will be the subject of a committee agenda, staff will notify the listed property owner and neighboring property owners within 300 feet of the subject property by letter or email." Motion by Penzkover/Decker to accept the Plan Commission recommendation and adopt Resolution 2016-004: *Public Participation Plan to Update Comprehensive Plan 2035 for the Village of Mukwonago* as amended carried.

New Business

Library Director

Library Directory presented a quarterly report on the activities of the Mukwonago Community Library. Informational only. No action taken.

Village Finance Director

Resolution 2016-005

Motion by Penzkover/Decker to adopt Resolution 2016-005: *A Resolution Amending the 2015 Adopted Budgets for TID #3, Impact Fee, Water Utility, Wastewater Utility, and Parkland Site Funds* carried.

Village President

Letter of Resignation

Motion by Penzkover/Fickau to accept the Village President recommendation and accept the Letter of Resignation from Darlene Johnson from the Mukwonago Community Library Board carried.

Library Board Appointment

Motion by Decker/Fickau to accept the Village President recommendation and appoint Jerry Gasser to the Mukwonago Community Library Board as the Village Trustee position for the remainder of the 2015-6 term carried.

Motion by Decker/Johnson to convene into closed sessions at 7:21 p.m. pursuant to Wisc. Stat. **§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*) to discuss potential sale of property and potential purchase of property carried unanimously upon roll call vote. Discussion held in closed session.

Motion by Penzkover/Decker to adjourn closed session and reconvene into open session at 8:07 p.m. pursuant to Wis. Stats. **§19.85(2)** for possible additional discussion and/or action concerning any matter discussed in closed session and/or any unfinished item remaining on the agenda carried unanimously upon roll call vote.

Motion by Penzkover/Decker to direct staff to put together conceptual plans to continue development of the new industrial park carried.

Adjournment

Meeting adjourned at 8:09 p.m.

Respectfully Submitted,

Steven Braatz, Jr.
Clerk-Treasurer

MINUTES OF THE REGULAR VILLAGE BOARD MEETING

Tuesday, February 16, 2016

Call to Order

Village President Fred Winchowky called the meeting to order at 6:30 p.m. located in the Board Room of the Mukwonago Municipal Building, 440 River Crest Ct.

Roll Call

Board Members present: Darlene Johnson
Jim Decker
Jerry Gasser
Ken Werner
Fred Winchowky, Village President

Board Members excused: Arnold Fickau
Mark Penzkover

Also present: Bruce Kaniewski, Village Planner
Kevin Schmidt, Police Chief
Dave Brown, Interim Utilities Director
Robert Harley, Building Codes Official
Ron Bittner, Public Works Director
Steven Braatz, Jr., Clerk-Treasurer
Judith Taubert, Deputy Clerk-Treasurer

Pledge of Allegiance

The Village Board recited the Pledge of Allegiance.

Announcement of closed sessions

President Winchowky announced the Board will convene into closed sessions later in the meeting pursuant to Wis. Stat. **§19.85(1)(c)** to discuss the Village Administrator performance evaluation and pursuant to **Wis. Stat. §19.85(1)(e)** to discuss potential sale of property.

Public Hearing

The Public Hearing to consider a petition on the 2015-16 Original Class B Fermented Malt Beverage and Reserve Class B Intoxicating Liquors License application of DAA Smokehouse LLC (Tina O'Bryan – Agent), d/b/a David Alan Alan's Smokehouse & Saloon, for the property located at 325 Bay View Road, Suites D and E in regard to exceeding the quota pursuant to Sec. 6-36 (b) of the Municipal Code of the Village of Mukwonago opened at 6:32 p.m. No one appeared for or against. Public hearing closed at 6:33 p.m.

Comments from the Public

Jason Wamser, 604 Prairie Hill Ave. – Wanted clarification on how the Comprehensive Master Plan Steering Committee appointees were picked.

Presentation

Shawn McNulty, Mukwonago Area School District Superintendent, gave a presentation on the upcoming Mukwonago Area School referenda that will be on the April 5, 2016 ballot.

Consent Agenda

- A. Approval of minutes for the January 19, 2016 regular meeting
- B. Granting of 2015-16 Operator's Licenses to Elaina A. Engen, Ben H. Fisher, Mahesh K. Sukheja, and Jackson T. White
- C. Approval of Vouchers payable batches:
 - 1) M-1-2016-1 \$286,373.24
 - 2) M-12-2015-3 \$8,272.98
 - 3) AP-2-2016-1 \$102,441.74
 - 4) AP-12-2015-5 \$18,480.95
 - 5) AP-12-2015-6 \$8,572.53
 - 6) AP-2-2016-2 \$300,632.00
- D. Approval of change of agent for Community Post No. 375 of the American Legion, 627 CTH NN E, d/b/a American Legion Post 375 to Beth A. Dums
- E. Approval to authorize the use of General Fund fund balance not to exceed \$3,000 for office renovations in the Public Works garage
- F. Approval to authorize the use of General Fund fund balance not to exceed \$11,000 for office renovations in the Village Hall
- G. Adoption of **Resolution 2016-006**: A Resolution to Establish a Snowmobile Route Within the Limits of the Village of Mukwonago
- H. Approval of Alternate 1 for the CTH NN Trail Project in the projected amount of \$122,623, which includes concrete sidewalk

Motion by Decker/Werner to approve the Consent Agenda as presented carried.

Committee/Commission Reports

Finance Committee

Mukwonago Food Pantry

Motion made by Decker/Werner to accept the Finance Committee recommendation and approve the request by Cynthia Eggleston, Mukwonago Food Pantry, to waive conditional use permit application fee. The costs for publication, postage, and professional service fees will be charged back. Motion carried. (Johnson and Decker voted no)

Judicial Committee

David Alan Alan's Smokehouse & Saloon alcohol license

Motion made by Decker/Johnson to accept the Judicial Committee recommendation and approve the request to exceed the alcohol license quota pursuant to Sec. 6-36 (b) of the Municipal Code and grant a 2015-16 Original "Class B" Fermented Malt Beverage and Reserve Intoxicating Liquors License to DAA Smokehouse LLC (Tina O'Bryan – Agent) for the property located at 325 Bay View Road, Suites D and E, d/b/a David Alan Alan's Smokehouse & Saloon. The Board finds that the addition of 40 jobs is an economic benefit to the Village. Motion carried.

Plan Commission

TriSkill Community Day Program Conditional Use Permit

Motion by Johnson/Decker to accept the Plan Commission recommendation and adopt **Resolution 2016-007**: *Conditional Use Permit for the Use of Property as an Adult Day Program, TriSkill Community Day Program, 231 Roberts Drive, MUKV1974906* carried.

Protective Services Committee – Fire/Ambulance Department

Update on hiring process and review of revenue to support first and/or second FT staff

Item not discussed due to the cancelation of the Committee meeting.

New Business

Interim Utilities Director

Cricket Wireless

Motion by Decker/Johnson to approve the Termination Agreement with Cricket Wireless to decommission cellular communications equipment on the Water Tower with engineering review approval carried.

Public Works Director

We Energies

Motion by Gasser/Decker to approve the authorization to have We Energies relocate street lights at 300 Ahrens Dr. and 805 Park View Ln. to new poles carried.

Village Planner

Correspondence from WiDOT regarding the Traffic Impact Analysis covering the Chapman Property Development

Item referred to the Public Works Committee.

Correspondence from WiDOT regarding the median opening at STH 83 and Arrowhead Drive

Item referred to the Public Works Committee.

Village President

Election Inspector Appointment

Motion by Decker/Johnson to accept the Village President's recommendation and appoint Lois K. Thompson as an Election Inspector for the 2016-17 term carried.

Appointment of members to Comprehensive Master Plan Steering Committee

Motion made by Gasser/Johnson to accept the Village President's recommendation and approve the list of members to the Comprehensive Master Plan Steering Committee as submitted. The Committee membership shall further be increased by five (5) additional Village residents from the areas of Fairwinds, River Park Estates, Minors Estates, Lake Shore Area and Mukwonago Estates to make a total of 16 members. Motion not passed (Decker, Werner and Winchowky voted no). Motion by Decker to accept the Village President's recommendation and approve the list of members to the Comprehensive Master Plan Steering Committee as submitted. Motion failed due to lack of second. Motion by Werner/Decker accept the Village President's recommendation and approve the list of members to Comprehensive Master Plan Steering Committee as submitted. The Committee membership shall further be increased by two (2) additional Village residents to make a total of 13 members. The Committee will then be composed of seven (7) citizens-at-large. The Village Clerk is further directed to publish an ad in the paper seeking and the Village website. Motion passed (Johnson and Gasser voted No).

Motion by Gasser/Decker to convene into closed sessions at 7:58 p.m. pursuant to Wisc. Stat. **§19.85(1)(c)** (*Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility*) to discuss the Village Administrator performance evaluation and pursuant to Wis. Stat. **§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*) to discuss potential sale of property carried unanimously upon roll call vote. Discussion held in closed session.

Motion by Gasser/Decker to adjourn closed session and reconvene into open session at 8:48 p.m. pursuant to Wis. Stats. **§19.85(2)** for possible additional discussion and/or action concerning any matter discussed in closed session and/or any unfinished item remaining on the agenda carried unanimously upon roll call vote.

Potential sale of property will be postponed to a special Village Board Meeting on March 1, 2016. The Village Administrator performance evaluation will be postponed to the next regular Village Board meeting.

Adjournment

Meeting adjourned at 8:50 p.m.

Respectfully Submitted,

Judith A. Taubert
Deputy Clerk-Treasurer

MINUTES OF THE SPECIAL VILLAGE BOARD MEETING Tuesday, March 1, 2016

Call to Order

Village President Fred Winchowky called the meeting to order at 7:33 p.m. located in the Board Room of the Mukwonago Municipal Building, 440 River Crest Ct.

Roll Call

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

Also present: John Weidl, Administrator
Diana Doherty, Finance Director
Bruce Kaniewski, Village Planner
Ray Goodden, Realty Advisor
Steven Braatz, Jr., Clerk-Treasurer

Motion by Penzkover/Decker to convene into closed sessions at 7:33 p.m. pursuant to Wisc. Stat. **§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*) to discuss potential sale of property carried unanimously upon roll call vote. Discussion held in closed session.

Motion by Decker/Penzkover to adjourn closed session and reconvene into open session at 8:13 p.m. pursuant to Wis. Stats. **§19.85(2)** for possible additional discussion and/or action concerning any matter discussed in closed session and/or any unfinished item remaining on the agenda carried unanimously upon roll call vote.

No action taken.

Adjournment

Meeting adjourned at 8:13 p.m.

Respectfully Submitted,

Steven Braatz, Jr.
Clerk-Treasurer

MINUTES OF THE REGULAR VILLAGE BOARD MEETING

Tuesday, March 15, 2016

Call to Order

Village President Fred Winchowky called the meeting to order at 6:30 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: Bruce Kaniewski, Planner
Kevin Schmidt, Police Chief
Jeff Stien, Fire Chief
John Weidl, Administrator
Dave Brown, Interim Utilities Director
Robert Harley, Building Codes Official
Ron Bittner, Public Works Director
Kurt Peot, Engineer
Steven Braatz, Jr., Clerk-Treasurer

Pledge of Allegiance

Boy Scout Dominic Eisert, Troop 152, led the Village Board in reciting the Pledge of Allegiance.

Announcement of closed sessions

President Winchowky announced the Board will convene into closed sessions later in the meeting pursuant to Wis. Stat. **§19.85(1)(c)** for discussion and possible action on the Village Administrator performance evaluation and pursuant to Wis. Stat. **§19.85(1)(e)** for discussion and possible action on the potential boundary agreement with the Town of Vernon, for discussion and possible action on the amendment to the Offer to Purchase of the 915 Main St. property, for discussion and possible action involving the Developer Agreement and Developer Guaranty Agreement with ALDI Inc. and I - Mukwonago LLC, for discussion and possible action involving the Two-party Construction Agreement between Waukesha County by the Department of Public Works and the Village of Mukwonago pertaining to the CTH NN Reconstruction Project, and for discussion and possible action involving the Conveyance of Rights of Land between the Village of Mukwonago and Waukesha County.

Public Hearing

The Public Hearing to consider an ordinance to amend chapter 100 of municipal code (zoning) regarding standards for off-street parking, driveways, access, loading and visibility opened at 6:32 p.m. Kaniewski explained that the ordinance change eliminates the 1,000 feet distance requirement between gas stations, as well as allows reviews through conditional use. Language is also clarified regarding the use of conditional uses within 500' of freeways and the I43 interchange. No one appeared for or against. A letter was received via email in opposition.

Public hearing closed at 6:34 p.m.

Comments from the Public

None.

Consent Agenda

- A. Approval of minutes for the February 16, 2016 regular meeting and March 1, 2016 special meeting
 - B. Granting of 2015-16 Operator's Licenses to Richard R. Bauer, Rajpal S. Khasria, Sandra M. Lombardo, Adam J. Mueller, Cecilia M. Pemrich, and Geoffrey A. Smith
 - C. Approval of Vouchers payable batches:
 - 1) TAXSET2-2016 \$3,728,199.84
 - 2) AP-3-2016-1 \$81,864.69
 - 3) M-2-2016-1 \$163,580.44
 - 4) AP-3-2016-2 \$191,921.39
 - D. Adoption of **Resolution 2016-009**: A resolution relating to wage schedules for Election Officials
 - E. Adoption of **Resolution 2016-010**: Village of Mukwonago Building Codes Official Position Description
 - F. Adoption of **Resolution 2016-011**: Village of Mukwonago Supervisor of Inspections Position Description
 - G. Adoption of **Resolution 2016-012**: A Resolution Amending the Village Employee Handbook
 - H. Authorization of the Public Works Director to apply for a permit from WiDOT for Yellow/Black Vertical Panel on State Right-of-way for the placement in the public right-of-way on STH 83 at Atkinson St. of a vertical panel curb system
 - I. Adoption of **Ordinance No. 910**: An Ordinance to Amend Section 74-8 of the Municipal Code of the Village of Mukwonago Pertaining to the Regulation of Streets, Sidewalks and Other Public Places
 - J. Authorization of the Public Works Director to apply for an Urban Nonpoint Source grant with WiDNR to incorporate storm water information into the Village GIS
 - K. Approval of a new deadline date for restoration of the Fairwinds pond to August 1, 2016
 - L. Approval of the CTH NN Water Main Relay Project contingent upon available funds
- Motion by Penzkover/Decker to approve the Consent Agenda as presented carried.

Committee/Commission Reports

Finance Committee

Resolution 2016-008

Motion by Johnson/Decker to accept the Finance Committee recommendation and adopt **Resolution 2016-008**: *A Resolution Amending the 2015 Adopted Budgets for General Fund, Fire, TID #3, Debt Service, Village Designated, Fire Designated and Library Funds* carried.

Resolution 2016-013

Motion by Johnson/Fickau to accept the Finance Committee recommendation and adopt **Resolution 2016-013**: *A Resolution Amending the 2016 Schedule of Fees for the Village of Mukwonago* carried (Johnson voted no).

Update on 2015 Fire Department settlement

Finance Director Doherty met with the Town of Mukwonago on March 2. Information only.
No action taken.

Judicial Committee

Resolution 2016-014

Motion by Decker/Johnson to accept the Judicial Committee recommendation and adopt Resolution 2016-014: *Resolution Providing for the Publication, Filing, Inspection, and Adoption of Chapter 2 Articles II and V of the Municipal Code of the Village of Mukwonago* carried.

Plan Commission

Ordinance No. 911

Motion by Penzkover/Decker to postpone the adoption of Ordinance No. 911: *An Ordinance to Amend Section 100-21 of Chapter 100 of the Village of Mukwonago Municipal Code, Known as the Zoning Ordinance, Pertaining to the Use Restrictions Near an Interchange, for Fuel Filling Stations and Other Uses* until the April Village Board meeting carried.

Resolution 2016-015

Motion by Penzkover/Decker to accept the Plan Commission recommendation and adopt Resolution 2016-015: *A Resolution Amending the Public Participation Plan to Update Comprehensive Plan 2035 for the Village of Mukwonago, Wisconsin* carried.

New Business

Administrator

Analysis of the Market Potential for Rental Apartment Development

Erik Doersching, Tracy Cross & Associates, Inc., presented the results of the Analysis of the Market Potential for Rental Apartment Development – Horter Property. Information only. No action taken.

Engineer

Chapman Farm Boulevard

Motion by Decker/Johnson to authorize the Village Engineer to proceed with the design of Chapman Farm Boulevard carried.

Fire Chief

Fire Station #1 dorm modifications

Motion by Decker/Johnson to authorize the use of monies from the Fire Designated fund, not to exceed \$1,500, for dorm modifications at Fire Station #1 carried.

Full-time Firefighter/Paramedics

Motion by Penzkover/Decker to authorize the Fire Department to hire up to three full-time EMT/paramedics as time allows, subject to a similar motion by the Town of Mukwonago, carried.

Public Works Director

Resolution 2016-016

Motion by Fickau/Decker to adopt Resolution 2016-016: *A Resolution Accepting Donated Items in Field Park* carried.

Village President

Proclamation

Motion by Johnson/Decker to endorse the signing of the 2016 National Public Safety Telecommunications Week proclamation, April 10-16, 2016, carried.

Appointments

Motion by Decker/Johnson to accept the Village President recommendation and appoint Bobbie Braun, Carla Guckenberger, and Myra Vachon as Election Inspectors for the 2016-17 term carried.

Motion by Decker/Fickau to accept the Village President recommendation and appoint Jason Wamser and Klaus Heitmann to Comprehensive Master Plan Steering Committee carried.

Motion by Decker/Johnson to convene into closed sessions at 7:49 p.m. pursuant to Wisc. Stat. **§19.85(1)(c)** (*Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility*) to discuss the Village Administrator performance evaluation and pursuant to Wis. Stat. **§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 discussion and possible action on the potential boundary agreement with the Town of Vernon, for discussion and possible action on the amendment to the Offer to Purchase of the 915 Main St. property, for discussion and possible action involving the Developer Agreement and Developer Guaranty Agreement with ALDI Inc. and I - Mukwonago LLC, for discussion and possible action involving the Two-party Construction Agreement between Waukesha County by the Department of Public Works and the Village of Mukwonago pertaining to the CTH NN Reconstruction Project, and for discussion and possible action involving the Conveyance of Rights of Land between the Village of Mukwonago and Waukesha County carried unanimously upon roll call vote. Discussion held in closed session.

Motion by Decker/Johnson to adjourn closed session and reconvene into open session at 8:55 p.m. pursuant to Wis. Stats. **§19.85(2)** for possible additional discussion and/or action concerning any matter discussed in closed session and/or any unfinished item remaining on the agenda carried unanimously upon roll call vote.

Motion by Penzkover/Decker to approve the revised Two-party Construction Agreement between Waukesha County by the Department of Public Works and the Village of Mukwonago pertaining to the CTH NN Reconstruction Project carried.

Motion by Penzkover/Decker to postpone indefinitely the Conveyance of Rights of Land between the Village of Mukwonago and Waukesha County carried.

Motion by Penzkover/Decker to authorize the Personnel Committee chairperson to discuss the performance evaluation results and applicable compensation adjustment with the Village Administrator as discussed in closed session carried (Johnson voted no).

Adjournment

Meeting adjourned at 9:00 p.m.

Respectfully Submitted,

Steven Braatz, Jr.
Clerk-Treasurer

MINUTES OF THE SPECIAL VILLAGE BOARD MEETING

Monday, April 11, 2016

Call to Order

Village President Fred Winchowky called the meeting to order at 7:03 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
Dave Brown, Interim Utilities Director
Ron Bittner, Director of Public Works
Steven Braatz, Jr., Clerk-Treasurer
John Weidl, Administrator
Diana Doherty, Finance Director
Kurt Peot, Village Engineer
Robert Harley, Building Codes Official

Announcement of closed sessions

President Winchowky announced the Board will convene into closed sessions later in the meeting pursuant to Wis. Stat. **§19.85(1)(c)** for discussion and possible action on the Village Administrator compensation and pursuant to Wis. Stat. **§19.85(1)(e)** for discussion and possible action on the amendment to the Offer to Purchase of the Chapman Blvd property, for discussion and possible action involving the acquisition of property.

New Business

Approval of vouchers payable batches

Motion by Penzkover/Decker to accept the Finance Committee recommendation and approve the following batches of vouchers payable carried:

- 1) M-3-2016-1 \$213,223.89
- 2) AP-4-2016-1 \$203,780.74

Resolution 2016-020

Motion by Decker/Fickau to accept the Finance Committee recommendation and adopt Resolution 2016-020: Resolution Amending the Bail Bond Schedule as Set by the Municipal Judge of the Village of Mukwonago carried.

Industrial Park Market Feasibility Project Approach Proposal by PLG Consulting

Item remains in Committee.

Community partnership with Mukwonago Area School District for advocacy support related to a Department of Education Physical Education Grant received by the District

Item remains in Committee.

Potential Bandshell/Auditorium project

Item remains in Committee.

Holz Parkway Multi-use Trail Project cost estimate

Motion by Decker/Fickau to accept the Health and Recreation Committee recommendation and authorize the Engineer to proceed with the design and bidding of the Holz Parkway Multi-use Trail Project carried.

Resolution 2016-017

Motion by Decker/Fickau to accept the Personnel Committee recommendation and adopt Resolution 2016-017: A Resolution Adopting a Compensation Philosophy carried.

Resolution 2016-018

Motion by Decker/Johnson to accept the Personnel Committee recommendation and adopt Resolution 2016-018: A Resolution Adopting a Position Classification, Compensation and Performance Evaluation Program Policy carried.

Resolution 2016-019

Motion by Decker/Gasser to accept the Personnel Committee recommendation and adopt Resolution 2016-019: A Resolution Amending the Village Employee Handbook carried.

CTH NN Water Main Relay Project

Motion by Fickau/Decker to accept the Public Works Committee recommendation and award the bid for CTH NN Water Main Relay Project to Genesis Excavators, Inc. in the amount of \$445,077 carried.

Premier Woods

Motion by Penzkover/Decker to accept the Public Works Committee recommendation and authorize the Village Attorney to respond to Premier Woods denying the request for a reduction in the hourly rate for construction review services carried.

Agricultural Lease Agreement with Chapman family

Motion by Penzkover/Decker to table the Agricultural Lease Agreement with Chapman family carried.

Motion by Decker/Johnson to convene into closed sessions at 7:10 p.m. pursuant to Wis. Stat. **§19.85(1)(c)** (*Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility*) for discussion and possible action on the Village Administrator compensation and pursuant to Wis. Stat. **§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 discussion and possible action on the amendment to the Offer to Purchase of the Chapman Blvd property, for discussion and possible action involving the acquisition of property carried unanimously upon roll call vote. Discussion held in closed session.

Motion by Decker/Johnson to adjourn closed session and reconvene into open session at 7:38 p.m. pursuant to Wis. Stats. **§19.85(2)** for possible additional discussion and/or action

concerning any matter discussed in closed session and/or any unfinished item remaining on the agenda carried unanimously upon roll call vote.

Motion by Penzkover/Fickau to approve the compensation adjustment as prepared to include the Administrator/Economic Development Director in the wage and salaries study and treat Mr. Weidl like all other employees. [Utilizing the salary survey the Administrator would go to step 2 - \$93,446 in 2016 (a raise of \$3446), and \$96,421 in 2017 (an additional raise for \$2,975)], contingent upon an acceptable performance evaluation carried (Johnson voted no).

Motion by Penzkover/Decker to remove from the table the Agricultural Lease Agreement with Chapman family carried. Item will come back at a future meeting. No action taken.

Motion by Penzkover/Decker to approve the vacant land offer to purchase with BBG Development for the property located on Chapman Farms Blvd and known as MUKV1962996001 carried.

Adjournment

Meeting adjourned at 7:40 p.m.

Respectfully Submitted,

Steven Braatz, Jr.
Clerk-Treasurer

MINUTES OF THE REGULAR VILLAGE BOARD MEETING

Tuesday, April 19, 2016

Call to Order

Village President Fred Winchowky called the meeting to order at 6:30 p.m. located in the Board Room of the Mukwonago Municipal Building, 440 River Crest Ct.

Roll Call

Board Members present: Jay Vermeulen
Jim Decker
Mark Penzkover
Kelly Klemme
Ken Werner
Fred Winchowky, Village President

Board Members excused: Darlene Johnson

Also present: Bruce Kaniewski, Planner
Dan Streit, Police Lieutenant
Ron Bittner, Public Works Director
Diana Doherty, Finance Director
John Weidl, Administrator
Dave Brown, Interim Utilities Director
Joe Hankovich, Supv of Inspections/Zoning Admin
Steven Braatz, Jr., Clerk-Treasurer

Pledge of Allegiance

The Village Board recited the Pledge of Allegiance.

Introduction of new Village Trustees

Winchowky introduced the new Village Trustees Kelly Klemme and Jay Vermeulen and welcomed them to the Village Board.

Comments from the Public

None.

Consent Agenda

- A. Approval of minutes for the March 15, 2016 regular meeting and April 11, 2016 special meeting
- B. Granting of 2015-16 Operator's Licenses to Destiny L. Anhalt, Andrew P. Bendlin, Rachelle S. Goforth, Kaylee N. Guise, Whitney M. Krestan, and Alexandra N. Sealy
- C. Approval of Vouchers payable batches:
 - 1) TAXSET4-2016 \$176,353.99
 - 2) AP-4-2016-2 \$227,423.20
- D. Granting of 2016 Temporary Class B Beer and Wine License to Knights of Columbus on April 22-23, 2016
- E. Granting of 2016 Temporary Class B Beer and Wine License to Knights of Columbus on April 29-May 1, 2016

Motion by Decker/Werner to approve the Consent Agenda as presented carried.

Unfinished Business

Ordinance No. 911

Kaniewski recommended changing the ordinance to specify that it is amending Sec. 100-21 (1) through (5). Motion by Penzkover/Decker to accept the Plan Commission recommendation and adopt Ordinance No. 911: *An Ordinance to Amend Section 100-21 of Chapter 100 of the Village of Mukwonago Municipal Code, Known as the Zoning Ordinance, Pertaining to the Use Restrictions Near an Interchange, for Fuel Filling Stations and Other Uses* as amended carried.

Committee/Commission Reports

Judicial Committee

Ordinance No. 912

Motion by Decker/Penzkover to accept the Plan Commission recommendation and adopt Ordinance No. 912: *An Ordinance to Amend Article II of Chapter 2 and Repeal Article V, Division 1 of Chapter 2 of the Village of Mukwonago Municipal Code Pertaining to Village Board and Committee of the Whole Meetings* carried.

Plan Commission

214 S Rochester Street

Motion by Penzkover/Decker to accept the Plan Commission recommendation and approve the Site Plan and Architectural Plan for the construction of a commercial building on the property located at 214 S. Rochester Street as presented subject to the following conditions carried:

1. Approval shall be subject to approval of the requested variances by the Board of Zoning and Building Appeals.
2. Approval of the plans for the redevelopment of 214 S. Rochester Street for a dental office shall be subject to the package of plans dated March 9, 2016 submitted by the applicant to the Village of Mukwonago, and further subject to architectural plans approved by the Plan Commission on April 12, 2016. Prior to commencement of any site demolition, construction or the issuance of any building permit, final plans shall be reviewed and approved by the Supervisor of Inspections/Zoning Administrator, Fire Chief, Village Planner and the Village Engineer. The final plans shall be modified to conform to all applicable Village codes (including landscaping, dumpster enclosure design, external lighting) and other conditions of approval. However, the basic layout of the site as depicted the Site Plan shall remain unchanged, except for potential modifications of the STH 83 driveway and interior sidewalks. Furthermore, the Plan Commission specifically added the following statements:
 - a. No sidewalks are to added adjacent to the subject property within the Jefferson and Henry Street right-of-ways; except if in the future the Village adds sidewalk to Jefferson or Henry Streets, the Village may assess the subject property owner for the cost of the adjacent sidewalk.
 - b. Four sided architecture shall be applied to the exterior design of the building.
 - c. Mechanical equipment may be added to the east elevation of the building within the 10 foot setback, and shall be appropriately screened.
3. Prior to the start of any site demolition, construction or issuance of a building permit, whichever occurs first, the following shall occur:
 - a. Conformance with all applicable Village codes and general safety standards for demolition and reconstruction.

- b. Completion of all required approvals as listed in Condition No. 2.
- c. Approval of the building and floor plans by the Fire Chief, which may include, but are not limited to, the internal fire suppression system, external fire department connection location and hydrant locations.
- d. Approval of building plans by the Building Inspector after receipt of approval of building plans by the State of Wisconsin.
- e. Approval of building plans shall include appropriate locations of the external mechanical equipment to be placed hidden from view of neighboring properties.
4. Prior to temporary occupancy issuance, and if needed, prior to final occupancy permit, the following shall occur:
 - a. Completion of all site grading in accordance with final approved plans.
 - b. Completion of all exterior lighting in accordance with final approved plans.
 - c. Completion of the building in accordance with final approved plans and all applicable codes.
 - d. Completion of a hard parking surface, including installation of handicapped parking signs and ramp in accordance with final approved plans.
 - e. Completion of the dumpster enclosure.
 - f. Completion of removal and replacement with grass of all unneeded current driveway openings with adjacent streets, installation of curb and gutter and adjacent paving in accordance with Village standards (and or DOT standards where applicable) where current driveway openings have been removed, and replacement of sidewalk along STH 83 and other curb and gutter along all adjacent right-of-ways that may be damaged during construction.
5. Prior to final occupancy permit, which shall be issued not later than 90 days after any temporary occupancy permit, the following shall occur:
 - a. Completion of all items within Condition No. 4.
 - b. Completion of paving and striping of the entire parking area, in accordance with approved plans.
 - c. Installation of all site landscaping.

New Business

Administrator

Utilities Director

Motion by Decker/Werner to remove interim status and to appoint David Brown as Utilities Director carried.

Village President

Infrastructure Investment Achievement Award

Winchowky stated the Village became the recipient of the Ruekert & Mielke Infrastructure Investment Achievement Award and received a \$1,000 monetary award donation. Motion by Decker/Penzkover to accept the Village President's recommendation and donate \$500 to the Mukwonago Historical Society and \$500 to the Friends of the Mukwonago Community Library carried.

Proclamations

Motion by Decker/Vermeulen to endorse the signing of the 2016 Arbor Day proclamation, April 29, 2016, carried.

President Winchowky offered a tree challenge in which if a Board member purchases a tree for planting in the Village, he will match the cost. Information only. No action taken.

Motion by Vermeulen/Decker to endorse the signing of the 2016 Municipal Clerks Week proclamation, May 1-7, 2016, carried.

Motion by Decker/Vermeulen to endorse the signing of the 2016 Police Week proclamation, May 15-21, 2016, carried.

Motion by Vermeulen/Decker to endorse the signing of the 2016 National Public Works Week proclamation, May 15-21, 2016, carried.

Letters of resignation

Motion by Decker/Penzkover to accept the letter of resignation by Mike Sellenheim from the Comprehensive Master Plan Steering Committee carried.

Motion by Penzkover/Decker to accept the letter of resignation by Sharroyl Cooper from the Library Board carried.

Motion by Vermeulen/Decker to accept the letter of resignation by Shawn Waller from the Library Board carried.

2016 Appointments

Motion by Decker/Penzkover to accept the Village President's recommendation and appoint the following subcommittee chairpersons carried:

- Finance Committee: Jay Vermeulen
- Health & Recreation Committee: Ken Werner
- Judicial Committee: Kelly Klemme
- Personnel Committee: Jim Decker
- Protective Services Committee: Darlene Johnson
- Public Works Committee: Mark Penzkover

Motion by Klemme/Penzkover to accept the Village President's recommendation and appoint Joe Abruzzo as a Plan Commission Citizen Member for the 2016-2019 term carried.

Motion by Decker/Penzkover to accept the Village President's recommendation and appoint Jack Dexter and Don Fischer as Board of Building and Zoning Appeals Regular Members for the 2016-2019 term carried.

Motion by Vermeulen/Decker to accept the Village President's recommendation and appoint John Beauchamp as the Board of Building and Zoning Appeals 1st Alternate for the 2014-2017 term carried.

Motion by Decker/Penzkover to accept the Village President's recommendation and appoint Charles Harwood as the Board of Building and Zoning Appeals 2nd Alternate for the 2015-2018 term carried.

Motion by Vermeulen/Decker to accept the Village President's recommendation and appoint Darlene Johnson as the Fire Commission Village Trustee Member for the 2016-2017 term carried.

Motion by Vermeulen/Decker to accept the Village President's recommendation and appoint James Naybert and Robert Douglas as Police Commission Members for the 2016-2019 term carried.

Motion by Penzkover/Decker to accept the Village President's recommendation and appoint Diane Magolan and Sandy Kaufman as Library Board Village Citizen Members for the 2016-2019 term carried.

Motion by Decker/Vermeulen to accept the Village President's recommendation and appoint Jerry Gasser as a Library Board Village Citizen Member for the 2015-2018 term carried.

Motion by Vermeulen/Decker to accept the Village President's recommendation and appoint Nick Reichhoff as the Library Board Village School Representative Member for the 2014-2017 term carried.

Motion by Decker/Klemme to accept the Village President's recommendation and appoint Mark Penzkover as the Library Board Village Trustee Member for the 2016-2017 term carried.

Motion by Penzkover/Vermeulen to accept the Village President's recommendation and appoint Doug Bruins as an Economic Development Committee Regular Member for the 2016-2019 term carried.

Motion by Penzkover/Vermeulen to accept the Village President's recommendation and appoint Susan Bower as an Economic Development Committee Non-voting Member At-Large for the 2016-2019 term carried.

Motion by Decker/Vermeulen to accept the Village President's recommendation and appoint Shelly Yergens as a Comprehensive Master Plan Steering Committee Regular Member carried.

Motion by Decker/Penzkover to accept the Village President's recommendation and appoint Andrew Wegner as a Comprehensive Master Plan Steering Committee Alternate Member carried.

Motion by Decker/Penzkover to accept the Village President's recommendation and appoint Jay Vermeulen, Ken Werner, and Darlene Johnson as 2016 Board of Review Members and Kelly Klemme as the 2016 Board of Review Alternate Member carried.

Motion by Decker/Penzkover to accept the Village President's recommendation and appoint Mark Blum as Village Attorney for the 2016-2018 term carried.

Motion by Penzkover/Decker to accept the Village President's recommendation and appoint the Humane Animal Welfare Society as the Humane Officer for the 2016-2018 term carried.

Motion by Penzkover/Decker to accept the Village President's recommendation and appoint Jeff Stien as Emergency Government Coordinator for the 2016-2018 term carried.

Motion by Decker/Vermeulen to accept the Village President's recommendation and appoint Justin Noe as Village Forester for the 2016-2018 term carried.

Schedule Village Board strategic planning sessions

The Village Board strategic planning sessions will be May 4 and June 1, 2016, at 5:30 p.m.

Schedule Village Board training session

The item will come back when a date is selected.

League of Wisconsin Municipalities 2016 Local Government 101 Workshops

Any Trustee interested in attending the League of Wisconsin Municipalities Local Government 101 Workshop should notify the Clerk as soon as possible. Information only. No action taken.

May 3 Committee of the Whole meeting

Motion by Decker/Vermeulen to change the May 3 Committee of the Whole meeting to May 2, 2016.

Adjournment

Meeting adjourned at 7:24 p.m.

Respectfully Submitted,

Steven Braatz, Jr.
Clerk-Treasurer

**MINUTES OF THE SPECIAL VILLAGE BOARD MEETING
WORKING SESSION OF THE BOARD
Wednesday, May 4, 2016**

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.

The Village Board and Village department heads met in a working session for the purposes of setting goals and strategy development with Jerry Braatz and Steve Chmielewski from Waukesha County UW-Extension. They identified issues and challenges that have an anticipated need to be addressed in the next three years. These identified issues and challenges helped the team to determine and prioritize the Strategic Issues facing the Village, and developed objectives to address them. No actions taken.

Braatz and Chmielewski will compile the data and present the findings at a special meeting on June 1, 2016.

Meeting adjourned at 7:30 p.m.

Respectfully Submitted,

Steven Braatz, Jr.
Clerk-Treasurer

MINUTES OF THE REGULAR VILLAGE BOARD MEETING

Tuesday, May 17, 2016

Call to Order

Village President Fred Winchowky called the meeting to order at 6:30 p.m. located in the Board Room of the Mukwonago Municipal Building, 440 River Crest Ct.

Roll Call

Board Members present: Jay Vermeulen
Darlene Johnson
Jim Decker
Mark Penzkover
Kelly Klemme
Ken Werner
Fred Winchowky, Village President

Also present: Jeff Stien, Fire Chief
Dan Streit, Police Lieutenant
Kurt Peot, Engineer
Diana Doherty, Finance Director
Bruce Kaniewski, Planner
John Weidl, Administrator
Robert Harley, Building Codes Official
Dave Brown, Utilities Director
Ron Bittner, Public Works Director
Steven Braatz, Jr., Clerk-Treasurer

Pledge of Allegiance

The Village Board recited the Pledge of Allegiance.

Announcement of closed session

President Winchowky announced the Board will convene into closed sessions later in the meeting pursuant to Wis. Stat. **§19.85(1)(e)** for discussion of negotiation strategy for a developer agreement for the development of the Sommer property.

Comments from the Public

None.

Consent Agenda

- A. Approval of minutes for the April 19, 2016 regular meeting
- B. Granting of 2015-16 Operator's License to Barbara L. Lloyd
- C. Approval of Vouchers payable batches:
 - 1) M-4-2016-1 \$239,448.08
 - 2) AP-5-2016-1 \$185,383.67
 - 3) AP-5-2016-2 \$164,017.93
 - 4) TAXSET5-2016 \$903,186.00
 - 5) AP-5-2016-3 \$44,833.38
- D. Granting of 2016 Temporary Class B Beer License to CFU John Movrich Lodge 993 on July 9, 2016

- E. Granting of 2016 Temporary Class B Beer Licenses to American Legion Post 375 on June 11-12, July 16-17, August 20-21, and September 10-11, 2016
- F. Adoption of **Resolution 2016-021**: A Resolution Designating Public Depositories and Authorizing Withdrawal of the Village of Mukwonago Monies
- G. Authorization of the use of the sick pay liability account to fund the sick leave payout to Joe Hankovich, Supv of Insp/Zoning Admin, upon retirement
- H. Approval of the Industrial Park Market Feasibility Project Approach Proposal by PLG Consulting
- I. Adoption of **Resolution 2016-022**: A Resolution Amending the 2016 Adopted Budgets for the General Fund
- J. Approval of the Special Event permits requested by American Legion Post #375 for the events known as Maxwell Street Days to be held on June 11-12, July 16-17, August 20-21, and September 10-11, 2016
- K. Granting of the following 2016-17 Renewal Class A Fermented Malt Beverage Licenses:
 - 1) 5 Star Stations, Inc. (Victoria Smith – Agent), 301 Main Street, d/b/a Clark-Mukwonago
 - 2) 5 Star Stations, Inc. (Denise H. Dixon – Agent), 407 South Rochester Street, d/b/a Mukwonago Express Mart
 - 3) 5 Star Stations, Inc. (Robert R. French – Agent), 122 Arrowhead Drive, d/b/a 5 Star BP
 - 4) Genesis Gas, Inc. (Manoj Gupta – Agent), 201 North Rochester Street, d/b/a Village Mini Mart
 - 5) Khasria Two Inc. (Harjinder S. Khasria – Agent), 710 Main Street, d/b/a Village Pumper Two
- L. Granting of the following 2016-17 Renewal Class A Fermented Malt Beverage and Intoxicating Liquors Licenses:
 - 1) 5 Star Stations, Inc. (Denise M. Jones – Agent), 909 Greenwald Court, d/b/a 5 Star Citgo
 - 2) 5 Star Stations, Inc. (Danielle M. Jones – Agent), 1060 North Rochester Street, d/b/a North Star Shell
 - 3) Aldi Inc. (Wisconsin) (John W. Lindstrom – Agent), 111 East Wolf Run, d/b/a Aldi #46
 - 4) Gerald M. Anich, 411 Main Street, d/b/a Anich's Liquor & Beer Store
 - 5) Kwik Trip Inc. (Patrick M. Rice – Agent), 1212 North Rochester Street, d/b/a Kwik Trip #282
 - 6) Ultra Mart Foods, LLC (Patrick T. Groves – Agent), 1010 North Rochester Street, d/b/a Pick'n'Save #6384
 - 7) Wal-Mart Stores East LP (Michael R. Sandelback – Agent), 250 East Wolf Run, d/b/a Wal-Mart #1571
 - 8) Walgreen Co. (Brian Marinello – Agent), 212 N. Rochester St., d/b/a Walgreens #07039
- M. Granting of the following 2016-17 Renewal Class B Fermented Malt Beverage and Reserve Intoxicating Liquors Licenses:
 - 1) Boneyard Pub and Grille, LLC (James F. Jones – Agent), 215 Bay View Road Suite D, d/b/a The Boneyard Pub and Grille
 - 2) DAA Smokehouse LLC (Tina M. O'Bryan – Agent), 325 Bay View Road, Suites D/E, d/b/a David Alan Alan's Smokehouse & Saloon
 - 3) El Pueblo Inc. (Marco Alarcon – Agent), 355 Bay View Road, d/b/a Antigua Real
- N. Granting of the following 2016-17 Renewal Class B Fermented Malt Beverage and Intoxicating Liquors Licenses:

- 1) Blue Bay Inc. (Vlaznim Islami – Agent), 927 Main Street, d/b/a Blue Bay Family Restaurant
 - 2) Community Post No. 375 of the American Legion (Beth A. Dums – Agent), 627 CTH NN East, d/b/a American Legion Community Post #375
 - 3) FJ Partners, LLC (Froylan J. Mauricio – Agent), 507 Main Street, d/b/a Sol de Mexico
 - 4) Jay's Lanes, Inc. (Jeffrey R. Jay – Agent), 326 Atkinson Street, d/b/a Jay's Lanes
 - 5) Sandra M. Miller, 701 Main Street, d/b/a Sandy's Miller Time
 - 6) Pam's Fine Wines, LLC (Pamela L. Turner – Agent), 100 Main Street Suite 1, d/b/a Pam's Fine Wines
 - 7) Perseverance Corp. (Mark A. Weiss – Agent), 200 South Rochester Street, d/b/a Half-Time Sports Grille
 - 8) Stevens Management Inc. (Dennis M. Stevens – Agent), 215 North Rochester Street, d/b/a Fork in the Road
- O. Adoption of **Resolution 2016-023**: Resolution Providing for the Publication, Filing, Inspection, and Adoption of Amendments to Chapter 54 of the Municipal Code of the Village of Mukwonago Relative to Sex Offender Residency
- P. Approval of the task order from Ruekert & Mielke for Chapman Farms Boulevard engineering as presented

Motion by Decker/Vermeulen to approve the Consent Agenda as presented carried.

New Business

Engineer

Ordinance No. 914

Motion by Penzkover/Decker to adopt Ordinance No. 914: *An Ordinance to Amend Section 34-100 of the Village of Mukwonago Municipal Code Pertaining to Storm Water Management and Erosion Control* contingent upon Village Attorney approval carried.

Public Works Director

We Energies

Motion by Penzkover/Johnson to approve the request by We Energies for change/relocation/removal and/or installation of street lights located at CTH NN, STH 83 to R/R in the amount of \$5,435.65 carried.

Village President

Letter of resignation

Motion by Penzkover/Decker to accept the letter of resignation by Susie Bower from the Economic Development Committee carried.

Appointment

Motion by Decker/Johnson to accept the Village President's recommendation and appoint Arnold Fickau as an Economic Development Committee Non-voting Member At-Large for the 2016-2019 term carried.

Village Board training session

Motion by Decker/Klemme to set the Village Board training session for June 13, 2016, at 5:30 p.m. carried.

Motion by Decker/Penzkover to convene into closed sessions at 6:41 p.m. pursuant to Wisc. Stat. **§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 discussion of negotiation strategy for a developer agreement for the development of the Sommer property carried unanimously upon roll call vote. Discussion held in closed session.

Motion by Penzkover/Vermeulen to adjourn closed session and reconvene into open session at 7:36 p.m. pursuant to Wis. Stats. **§19.85(2)** for possible additional discussion and/or action concerning any matter discussed in closed session and/or any unfinished item remaining on the agenda carried unanimously upon roll call vote. No action taken.

Adjournment

Meeting adjourned at 7:37 p.m.

Respectfully Submitted,

Steven Braatz, Jr.
Clerk-Treasurer

**MINUTES OF THE SPECIAL VILLAGE BOARD MEETING
STRATEGIC PLANNING SESSION WITH UW-EXTENSION WAUKESHA COUNTY
Wednesday, June 1, 2016**

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.

The Village Board and Village department heads met in a working session with Jerry Braatz and Steve Chmielewski from Waukesha County UW-Extension for the purposes of discussing the feedback received from village constituents, to clarify and group strategic Issues, determine the consequences of no action on strategic issues, and to prioritize the strategic issues. No actions taken.

Braatz and Chmielewski will present the final draft of the 2016-2018 strategic directions at a future meeting.

Meeting adjourned at 7:00 p.m.

Respectfully Submitted,

Steven Braatz, Jr.
Clerk-Treasurer

MINUTES OF THE SPECIAL VILLAGE BOARD MEETING

Tuesday, June 7, 2016

Call to Order

Village Clerk-Treasurer Steven Braatz, Jr. called the meeting to order at 7:46 p.m. located in the Board Room of the Mukwonago Municipal Building, 440 River Crest Ct.

Roll Call

Board Members present: Jay Vermeulen
Darlene Johnson
Jim Decker
Mark Penzkover
Kelly Klemme
Ken Werner

Board Member excused: Fred Winchowky, Village President

Also present: John Weidl, Administrator
Ron Bittner, Public Works Director
Steven Braatz, Jr., Clerk-Treasurer

New Business

Special event permit

Motion by Penzkover/Werner to accept the Health and Recreation Committee recommendation and approve the special event permit requested by Mukwonago Lions Foundation, Inc. for the event known as Mukwonago Lions Summerfeste to be held on June 16-19, 2016 carried.

2016 Temporary Class B Beer License

Motion by Decker/Johnson to grant the 2016 Temporary Class B Beer License to Mukwonago Lions Foundation, Inc. on June 16-19, 2016 carried.

Adjournment

Meeting adjourned at 7:47 p.m.

Respectfully Submitted,

Steven Braatz, Jr.
Clerk-Treasurer

MINUTES OF THE SPECIAL VILLAGE BOARD MEETING

Monday, June 13, 2016

Board Members present: Jay Vermeulen
Darlene Johnson
Jim Decker
Mark Penzkover
Kelly Klemme
Ken Werner
Fred Winchowky, Village President

Also present: Chris Tarr, Board of Building and Zoning Appeals Chairman
John Beauchamp, Board of Building and Zoning Appeals Member
Charles Harwood, Board of Building and Zoning Appeals Member
Jack Dexter, Board of Building and Zoning Appeals Member
John Meiners, Plan Commissioner
John Weidl, Administrator
Diana Doherty, Finance Director
Robert Harley, Building Codes Official
Dave Brown, Utilities Director
Kevin Schmidt, Police Chief
Ron Bittner, Public Works Director
Judith Taubert, Deputy Clerk-Treasurer
Mark Blum, Village Attorney
Steven Braatz, Jr., Clerk-Treasurer

Attorney Blum and Clerk-Treasurer Braatz presented training on Public Officials' Liability, Roles, Responsibilities, and Authorities of Elected and Appointed Officials, Open Meetings Law, Public Records Law, Ethics, Parliamentary Procedures, Conduct of Village Board members, Public Hearing Procedures, and general Operating Procedures. Discussion only. No actions were taken.

Adjournment

Meeting adjourned at 8:15 p.m.

Respectfully Submitted,

Steven Braatz, Jr.
Clerk-Treasurer

MINUTES OF THE REGULAR VILLAGE BOARD MEETING

Tuesday, June 21, 2016

Call to Order

Village President Fred Winchowky called the meeting to order at 6:30 p.m. located in the Board Room of the Mukwonago Municipal Building, 440 River Crest Ct.

Roll Call

Board Members present: Jay Vermeulen
Darlene Johnson
Jim Decker
Mark Penzkover
Kelly Klemme
Ken Werner
Fred Winchowky, Village President

Also present: Bruce Kaniewski, Planner
Jeff Belongia, Bond Advisor
Kevin Schmidt, Police Chief
Diana Doherty, Finance Director
Dave Brown, Utilities Director
Mark Blum, Village Attorney
Robert Harley, Building Codes Official
Ron Bittner, Public Works Director
Steven Braatz, Jr., Clerk-Treasurer

Pledge of Allegiance

The Village Board recited the Pledge of Allegiance.

Comments from the Public

Gina Gresch, 4693 Village Ct., Nashota – Introduced herself as a candidate for Waukesha County Clerk on the August 9 ballot.

Consent Agenda

- A. Approval of minutes for the May 17, 2016 regular meeting and June 7 and 13, 2016 special meetings
- B. Approval of 2015-16 Operators License for Shannon V. Schmidt
- C. Approval of 2016-17 Operators Licenses pursuant to the list dated 6-15-16
- D. Approval of Vouchers payable batches:
 - 1) M-5-2016-1 \$292,372.77
 - 2) AP-6-2016-1 \$420,529.86
- E. Acceptance of the 2015 Financial Audit Report
- F. Adoption of **Resolution 2016-027**: A Resolution Amending the 2016 Adopted Budgets for the General Fund
- G. Adoption of **Resolution 2016-028**: A Resolution Amending the 2016 Adopted Budgets for the Capital Equipment Fund
- H. Approval of Special event permit requested by CFU Lodge 993 John Movrich Lodge for the event known as Mukwonago Croatian Day Fest to be held on July 9, 2016
- I. Approval to authorize staff to send out request for proposals to various firms to conduct an update to the Comprehensive Outdoor Recreation Plan

- J. Granting of 2016-17 Renewal Class B Fermented Malt Beverage and Class C Wine Licenses to:
 - 1) Mario's Natural Roman Pizza Inc. (Charlene A. Edwards-Reitman – Agent), 225 Bay View Rd. #500, d/b/a Mario's Pizza
 - 2) Wild Flower Café LLC (Jefte Galvan – Agent), 1015 CTH NN E, d/b/a Wild Flower Café
- K. Adoption of **Resolution 2016-029**: A Resolution to Amend Parking Limitations for the Village of Mukwonago
- L. Approval of the request by Diane Mueller for a refund of the sewer portion of the utility bill in the amount of \$825.30 for the property located at 527 Bay St. due to a leak where the water did not enter the sanitary sewer system
- M. Approval of the request by John Wahlen, Cornerstone Development of SE WI, LLC, to extend the deadline of street improvements completion for The Glen of Mukwonago subdivision to May 31, 2017, contingent upon the letter of credit being extended to at least July of 2017 and that renewed letter of credit is backed up by new construction quotes
- N. Approval of the We Energies Non-standard street lighting agreement, Option B, for Orchards Add #2 located at Regees Rd and CTH ES
- O. Approval of the Award of Contract for the 2016 Crack Sealing Project to Fahrner Asphalt Sealers, LLC in the amount of \$78,938
- P. Adoption of **Resolution 2016-030**: A Resolution Approving the Submittal of the Wisconsin Department of Natural Resources NR 208 Compliance Maintenance Annual Report

Motion by Decker/Penzkover to approve the Consent Agenda as presented carried.

Committee/Commission Reports

Finance Committee

Resolution 2016-025

Motion by Vermeulen/Johnson to accept the Finance Committee recommendation and adopt Resolution 2016-025: *Resolution Authorizing the Issuance and Sale of \$3,100,000 General Obligation Promissory Notes, Series 2016a* carried.

Resolution No. 026

Motion by Vermeulen/Johnson to accept the Finance Committee recommendation and adopt Resolution 2016-026: *Resolution Amending and Supplementing Resolution No. 2002-03; Providing for the Issuance and Sale of \$5,445,000 Waterworks System and Sewerage System Revenue Bonds, Series 2016b; and Providing for the Payment of Said Bonds and other Details and Covenants with Respect Thereto* carried.

Plan Commission

Resolution 2016-031

Motion by Penzkover/Klemme to accept the Plan Commission recommendation and adopt Resolution 2016-031: *Conditional Use Permit for Outside Merchandise Sales, Pam's Fine Wines LLC, 100 Main Street Suite 1, MUKV1976109001* carried.

Premier Woods Apartments Phase 2

Motion by Penzkover/Decker to accept the Plan Commission recommendation and approve the Site Plan and Architectural Plan requested by Calvin Akin, Premier Minnesota, LLC, for the construction of apartment buildings on the property located at CTH ES and Phantom Woods Road known as MUKV2011984 subject to the following conditions carried:

1. Approval of the plans for the proposed second phase of Premier Woods Multi-Family development at the northwest corner of Main Street (STH 83) and Phantom Woods Road, for two-8 unit multi-family structures, shall be subject to the package of documents and plans submitted by the applicant to the Village of Mukwonago on April 8, 2016 with a portion of the plans revised with a submittal dated May 19, 2016. The plans may be further modified to conform to other conditions of approval; the building and floor plans may be modified with the approval of the Building Inspector to conform to Building and Fire Safety Codes and all plans may be further modified to conform to Village design standards. However, the basic layout of the site as depicted on Sheet 5, Site Plan, shall remain unchanged.
2. All ingress/egress drives and parking areas shown on Sheet 5 shall remain private and shall be maintained in a usable and passable condition at all times.
3. Approval shall be subject to approval of a Storm Water Maintenance Agreement and a Developer's Agreement by the Village Board. The Developer's Agreement shall list these conditions of approval, a list of all final plans for the project, and responsibilities for off-site improvements.
4. With approval, the Plan Commission and Village Board grant allowance of multiple principal buildings on one lot.
5. Prior to issuance of the first building permit, a landscape plan shall be submitted for the approval of the Zoning Administrator and Village Planner.
6. The property shall be maintained in a clean condition, free of debris at all times. No junk, inoperable or abandoned vehicles, or vehicles undergoing repair shall be kept on the property at any time. No vehicles shall be parked in any area not designated for vehicle parking as provided for on Sheet 5.
7. Only signs allowed by the Village Sign Code, and approved by either the Zoning Administrator or Plan Commission, shall be allowed on the property.
8. Prior to the start of any site construction or issuance of a building permit, whichever occurs first, the following shall occur:
 - a. The Village Engineer shall approve all site engineering plans and documents, including a complete Storm Water Management Plan.
 - b. Village Board approval of a Storm Water Maintenance Agreement and a Developer's Agreement (to include a submitted and Village approved Letter of Credit for any off-site improvements).
 - c. Submittal of the signed easements granted to the Village of Mukwonago providing access to maintain on-site sanitary sewer and potable water lines and hydrants.
 - d. Completion of all approvals listed in Condition No. 3, and all plans shall be consistent with the plans listed in Condition No. 1 or as modified and identified in the Developer's Agreement.
 - e. Approval of the plans by the Fire Chief, which may include, but are not limited to, the internal fire suppression system, external fire department connection location and hydrant locations.
 - f. Approval of building plans by the Building Inspector after receipt of approval of building plans by the State of Wisconsin.
 - g. Approval of building plans shall include appropriate locations of the external mechanical equipment to be placed hidden from view from neighboring properties.
9. Prior to temporary occupancy issuance for any building, and if needed prior to final occupancy permit, the following shall occur:
 - a. Completion of all site grading and storm water management facilities in accordance with approved plans, including landscaping that is a part of the storm water management facilities.

- b. Completion of all exterior lighting for the building in accordance with approved plans.
 - c. Completion of the building in accordance with approved plans and all applicable codes.
 - d. Completion of a hard drive and parking surfaces from the exterior public right-of-way to the general area surrounding the building, including installation of handicapped parking signs and ramp.
 - e. Completion of the dumpster enclosure for the building.
10. Prior to final occupancy permit for any building, which shall be issued not later than 120 days after any temporary occupancy permit, the following shall occur:
- a. Completion of all items within Condition No. 9.
 - b. Completion of paving and striping of the entire parking area, in accordance with approved plans.
 - c. Installation of all site landscaping.
 - d. Completion of all required public improvements as specified in the Developer's Agreement.
 - e. Completion of any other municipal code requirement in the interest of the health, safety and welfare of the public.

GS Global Parking Lot

Motion by Penzkover/Decker to accept the Plan Commission recommendation and approve the Minor Site Plan requested by John Thornton, GS Global Resources, Inc., to add 14 parking spaces to the north end of their parking lot contingent upon strictly following the Site Plan submitted to the Village on June 3, 2016 which includes replacing the trees removed for the parking, and subject to the following conditions carried:

- 1. Site plan approval is subject to the drawing submitted by GS Global.
- 2. During the construction, applicant shall adhere to proper erosion control measures.
- 3. Applicant shall replace the trees to be removed for the additional parking.

Ordinance No. 916

Motion by Penzkover/Decker to accept the Plan Commission recommendation and adopt Ordinance No. 916: An Ordinance to Amend Section 62-20 (d) of Chapter 64 of the Village of Mukwonago Municipal Code, Known as the Sign Code, Pertaining to Directional Signs in Manufacturing Zoning Districts carried.

Protective Services Committee

Lynch Ventures Developers Agreement

Motion by Johnson/Decker to accept the Protective Services Committee recommendation and approve the amendment to the Developers Agreement for Lynch Ventures Wolf Run/Certified Survey Map 11223 related to parking on East Wolf Run carried.

Judicial Committee

Ordinance No. 913

Motion by Klemme/Johnson to accept the Judicial Committee recommendation and adopt Ordinance No. 913: An Ordinance to Repeal and Recreate Chapter 54, Article VI of the Municipal Code of the Village of Mukwonago Relative to Sex Offender Residency carried.

Pam's Fine Wines premises description amendment

Motion by Klemme/Decker to accept the Judicial Committee recommendation and approve the request by Pam's Fine Wines LLC, Pamela L. Turner (Agent), 100 Main

Street Suite 1, d/b/a Pam's Fine Wines, to amend premises description of 2016-17 Class B Fermented Malt Beverage and Intoxicating Liquors License to include outdoor seating carried.

Ordinance No. 915

Motion by Klemme/Decker to accept the Judicial Committee recommendation and adopt Ordinance No. 915: An Ordinance to Amend Section 6-56 (2)b. of the Municipal Code of the Village of Mukwonago to Provide for the Authorization of the Village Clerk to Grant Temporary Class B Beer and Wine Licenses carried.

2015-16 Operator's License

Motion made by Klemme/Penzkover to uphold the Judicial Committee decision to deny the 2015-16 Operators License for Darlene M. Tadych for the reason of Omitted Offenses on Application. The applicant was offered a hearing to appeal the decision but did not accept. Motion carried.

New Business

Village Attorney

Presentation on Community Development Authority (CDA)

Attorney Blum gave a presentation on the purpose of, makeup of, and authorities given under state statutes to Community Development Authorities. Discussion only. Item will come back at the August meeting with more information on the use of it within the Village limits.

Village Engineer

Ordinance No. 917: An Ordinance to Amend Section 34-110 (d)(1)(a) of the Municipal Code of the Village of Mukwonago Regarding Storm Water Management Plan Requirements and Performance Standards; Specifically Minimum Requirements for Peak Discharge

Item not ready for Board consideration. Can be removed from the agenda until such time it is ready for adoption. No action taken.

Village President

Letter of resignation

Motion by Penzkover/Decker to accept the letter of resignation by Roger Walsh from the Economic Development Committee carried.

Appointment of Economic Development Committee Regular Member for term ending 2017

No recommendation at this point. Item will come back when a recommendation is ready.

Adjournment

Meeting adjourned at 7:50 p.m.

Respectfully Submitted,

Steven Braatz, Jr.
Clerk-Treasurer

MINUTES OF THE REGULAR VILLAGE BOARD MEETING

Tuesday, July 19, 2016

Call to Order

Village President Fred Winchowky called the meeting to order at 6:30 p.m. located in the Board Room of the Mukwonago Municipal Building, 440 River Crest Ct.

Roll Call

Board Members present: Jay Vermeulen
Darlene Johnson
Jim Decker
Mark Penzkover
Kelly Klemme
Ken Werner
Fred Winchowky, Village President

Also present: Bruce Kaniewski, Planner
Kevin Schmidt, Police Chief
Jeff Stien, Fire Chief
John Weidl, Administrator
Diana Doherty, Finance Director
Dave Brown, Utilities Director
Robert Harley, Building Codes Official
Ron Bittner, Public Works Director
Kurt Peot, Engineer
Judith Taubert, Deputy Clerk-Treasurer

Pledge of Allegiance

The Village Board recited the Pledge of Allegiance.

Announcement of closed session

President Winchowky announced the Board will convene into closed sessions later in the meeting pursuant to Wis. Stat. **§19.85(1)(e)** for discussion and possible action involving the potential acquisition of property.

Comments from the Public

None

Commendations from Police Chief

Police Chief Schmidt presented a letter of commendation to Officer Jose Ortiz, Officer Rebecca Ackman, and Reserve Officer Ryan Becht for their quick action and teamwork to an incident that occurred on July 3, 2016.

Consent Agenda

- A. Approval of minutes for the June 21, 2016 regular meeting.
- B. Approval of Vouchers payable batches:
 - 1) M-6-2016-1 \$181,218.78
 - 2) M-6-2016-2 \$1,299.00
 - 3) LIBAP62016 \$15,412.83

- 4) AP-7-2016-1 \$71,569.39
- 5) AP-7-2016-2 \$286,809.93
- C. Approval of contract renewal for assessment services with Associated Appraisal Services for the 2017-2019 tax years
- D. Authorization of the Village Administrator to contract with a company to provide a hotel market study, not to exceed \$5,000
- E. Approval of the Engineer Task Order for the Village Boat Launch Improvements Project
- F. Approval of the engineering services agreement with Traffic Analysis & Design, Inc. to design the traffic signals at the STH 83 and Wolf Run intersection, not to exceed \$16,980
- G. Approval to authorize the Village Attorney to file a claim on the letter of credit for Fairwinds Subdivision if work on the westerly pond and the park is not satisfactorily completed by August 1, 2016
- H. Approval to reduce the letter of credit for The Orchards of Mukwonago Addn #2 subdivision to \$718,410 in accordance with the letter from the Village Engineer dated July 1, 2016

Motion by Johnson/Vermeulen to remove Item A. Approval of minutes for the June 21, 2016 regular meeting from the Consent Agenda carried.

Motion by Johnson/Vermeulen to approve the Consent Agenda as amended carried.

Page 5 of the June 21, 2016 minutes should be amended to reflect Johnson seconding the first Judicial Committee motion. Motion by Decker/Werner to approve the minutes for the June 21, 2016 regular meeting as amended carried.

Committee/Commission Reports

Judicial Committee

Ordinance No. 917

Motion by Klemme/Vermeulen to accept the Judicial Committee recommendation and adopt Ordinance No. 917: *An Ordinance to Amend Section 6-56 (8) of the Municipal Code of the Village of Mukwonago to Provide for the Authorization of the Village Clerk to Issue Alcohol Operators' Licenses* carried.

Consideration of naming of CTH NN and CTH NN E to Village street name

Motion by Vermeulen/Werner to name CTH NN and CTH NN E to Village street name of School Road. Discussion regarding the choice. Vermeulen/Werner withdrew motion with the suggestion to stay in committee and come back with a few suggestions. Item will stay in committee.

Plan Commission

Resolution 2016-032

Motion by Penzkover/Vermeulen to accept the Plan Commission recommendation and adopt Resolution 2016-032: *Conditional Use Permit for the Construction of an Oil Change Facility and Drive-Up Window, John Theisen, Lighthouse Lubes Real Estate LLC, Marsh View Drive, MUKV1962990002* carried.

Protective Services Committee

Resolution 2016-033

Motion by Johnson/Decker to accept the Plan Commission recommendation and adopt Resolution 2016-033: *Resolution to Petition the Wisconsin Office of the Commissioner*

of Railroads to Determine the Adequacy of Warning Devices at Indianhead Park Trail Crossing in the Village of Mukwonago carried.

Request to use ACT 102 and Critical Care donation funds for the purchase of Ultra sound machine using recurring funds

Item will stay in committee. Information only. No action taken.

New Business

Village President

100th Birthday Proclamation to Warren E. Hansen

Motion by Johnson/Decker to endorse the signing of the 100th Birthday Proclamation to Warren E. Hansen carried.

2016 National Night Out Proclamation

Motion by Johnson/Decker to endorse the signing of the 2016 National Night Out Proclamation carried.

Appointments

Motion by Penzkover/Werner to accept the Village President's recommendation and appoint Jason Wamser as an Economic Development Committee Regular Member for the term ending 2017 carried.

Motion by Decker/Johnson to accept the Village President's recommendation and appoint Richard J. Wrasman as Election Inspector for the 2016-2017 term carried.

August Committee of the Whole meeting

Motion by Vermeulen/Johnson to hold the next Committee of the Whole meeting on August 1 instead of August 2, 2016, due to the Village Board attendance at the 2016 National Night Out event carried.

August Plan Commission meeting

The next Plan Commission meeting will be held August 15 rather than August 9 due to the Fall Primary election. Information only. No action taken.

Village Administrator

Appointments

Motion by Werner/Decker to appoint Robert Harley as Supervisor of Inspections carried.

Motion by Werner/Klemme to appoint Bruce Kaniewski as Zoning Administrator carried.

Village Engineer

Lighthouse Lube Real Estate, LLC

Motion by Penzkover/Vermeulen to approve the Storm Water Management and Maintenance Agreement with Lighthouse Lube Real Estate, LLC carried.

Motion by Penzkover/Decker to convene into closed sessions at 7:05 p.m. pursuant to Wisc. Stat. **§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 discussion and possible action involving the

potential acquisition of property carried unanimously upon roll call vote. Discussion held in closed session.

Motion by Penzkover/Decker to adjourn closed session and reconvene into open session at 8:56 p.m. pursuant to Wis. Stats. **§19.85(2)** for possible additional discussion and/or action concerning any matter discussed in closed session and/or any unfinished item remaining on the agenda carried unanimously upon roll call vote.

Motion by Penzkover/Decker to direct the DPW Director to send a letter of interest to possibly purchase property as discussed in closed session carried. Johnson voted no.

Motion by Penzkover/Klemme to authorize payment of earnest money to extend offer to sell for an additional nine months for property discussed in closed session, half of which will be reimbursed by developer if contract is terminated at end of contract carried.

Motion by Penzkover/Decker to direct Village Staff to prepare a budget amendment for \$10,000 to fund earnest money for property discussed in closed session.

Motion by Penzkover/Decker to direct Village Staff to work with developer on a revised contract for development of property as discussed in closed session carried.

Adjournment

Meeting adjourned at 8:58 p.m.

Respectfully Submitted,

Judith Taubert
Deputy Clerk-Treasurer

MINUTES OF THE SPECIAL VILLAGE BOARD MEETING

Monday, August 1, 2016

Call to Order

Village President Fred Winchowky called the meeting to order at 6:44 p.m. located in the Board Room of the Mukwonago Municipal Building, 440 River Crest Ct.

Roll Call

Board Members present: Jay Vermeulen
Darlene Johnson
Jim Decker
Mark Penzkover
Kelly Klemme
Ken Werner

Also present: Ron Bittner, Public Works Director
Judith Taubert, Deputy Clerk/Treasurer
Diana Doherty, Finance Director

New Business

CTH NN Reconstruction Project Change Order

Motion by Penzkover/Decker authorize the Village President to execute the CTH NN Reconstruction Project Change Order #1 in the amount of \$10,110 for the following reason: Existing manhole 1.1 was left about 10' low when installed. In order to connect to it per plan, 2 – 4 foot sections and rings need to be added to bring it up to grade carried.

WE Energies Removing Street Lighting on CTH NNE

Motion by Penzkover/Decker to authorize We Energies to remove street lighting located on CTH NN E from Clarendon Ave. to CTH ES (Fox St.) carried

Adjournment

Meeting adjourned at 6:45 p.m.

Respectfully Submitted,

Judith A. Taubert
Deputy Clerk-Treasurer

MINUTES OF THE REGULAR VILLAGE BOARD MEETING

Tuesday, August 16, 2016

Call to Order

Village President Fred Winchowky called the meeting to order at 6:30 p.m. located in the Board Room of the Mukwonago Municipal Building, 440 River Crest Ct.

Roll Call

Board Members present: Jay Vermeulen
Darlene Johnson
Jim Decker
Mark Penzkover
Kelly Klemme
Ken Werner
Fred Winchowky, Village President

Also present: Bruce Kaniewski, Village Planner/Zoning Administrator
Kevin Schmidt, Police Chief
Jeff Stien, Fire Chief
John Weidl, Administrator/Economic Development Director
Diana Doherty, Finance Director
Dave Brown, Utilities Director
Robert Harley, Supervisor of Inspections
Ron Bittner, Public Works Director
Kurt Peot, Engineer
Violet Razo, Engineer
Judith Taubert, Deputy Clerk-Treasurer

Pledge of Allegiance

The Village Board recited the Pledge of Allegiance.

Announcement of closed session

President Winchowky announced the Board will convene into closed sessions later in the meeting pursuant to Wis. Stat. **§19.85(1)(c)** and **(f)** for discussion and possible action pertaining to the FMLA status of an employee.

Comments from the Public

None.

Appreciation Resolution

President Winchowky presented former Village Trustee Arnold Fickau with a Resolution extending appreciation for over 30 years of dedicated service and many contributions to the economic and social well-being of the Village of Mukwonago. Motion by Penzkover/Decker to adopt the resolution extending appreciation to Village Trustee Arnold Fickau carried.

Consent Agenda

- A. Approval of minutes for the July 19, 2016 regular meeting
- B. Approval of Vouchers payable batches:
 - 1) M-7-2016-1 \$163,127.09

- 2) LIBAP72016 \$ 20,383.49
- 3) AP-8-2016-1 \$670,334.48
- 4) TAXSET8-2016 \$960,252.92
- 5) AP-8-2016-2 \$995,755.08

- C. Authorization of the Public Works Director to sell unused and retired equipment, in accordance with the list provided on August 1, 2016, through Wisconsin Surplus Action Services
- D. Approval of special event permit requested by St. James Catholic Parish for the event known as St. James Parish Festival to be held on August 26-28, 2016 at the property located at 830 CTH NN E
- E. Approval of special event permit requested by Mukwonago Area Chamber of Commerce for the event known as Mukwonago Fall Fest to be held on September 24, 2016 throughout the downtown Village area
- F. Approval of change of agent for Wildflower Café LLC, 1015 CTH NN E, d/b/a Wildflower Café to Lourdes Gonzalez
- G. Clarification that the appointment start date for Robert Harley as the Supervisor of Inspections shall be August 1, 2016
- H. Authorization of the Police Chief to begin the bidding process for the 2016 Police Department Roofing Project
- I. Authorization of the Village Attorney to file claim against letter of credit for The Glen of Mukwonago subdivision

Motion by Decker/Johnson to approve the consent agenda carried.

Committee/Commission Reports

Judicial Committee

CTH NN and CTH NN East Naming

Motion by Klemme/Penzkover to adopt the resolution naming CTH NN and CTH NN E within the Village limits carried.

Plan Commission

Instrument Development Corp.,

Motion by Penzkover/Werner to accept the Plan Commission's recommendation and approve the Site Plan and Architectural Plan Review requested by Kevin Sinnett, Instrument Development Corp., for the construction of an addition on the property located at 820 Swan Dr., known as MUKV1970987 subject to the following conditions 2016 carried:

- 1. Prior to issuance of any building permit for the subject additions, the following must occur with Village Engineer confirmation that the issues have been completed.
 - a. Stabilization of the site grading that has already occurred, in accordance with the Village issued erosion control permit.
 - b. Submittal of site wetland delineation to be approved by the Wisconsin Department of Natural Resources.
 - c. A preliminary Storm Water Management Plan in accordance with Village Municipal Code Chapter 34.
- 2. Prior to issuance of any building permit for the subject additions, the Mukwonago Fire Chief shall determine the need and type of fire suppression within the additions.
- 3. Approval of the plans for the 2,500 square foot south addition and 9,900 square foot north addition of Instrument Development Corporation at 820 Swan Drive, zoned as M-4 Medium/Heavy Industrial District, shall be subject to the package of documents

and plans submitted by the applicant to the Village of Mukwonago. The plans may be further modified to conform to other conditions of approval and all plans may be further modified to conform to Village design standards. However, the basic layout of the site as depicted the site plan shall remain unchanged.

4. All ingress/egress drives and parking areas shown on the site plan shall remain private and shall be maintained in a usable and passable condition at all times.
5. If a Storm Water Management Plan is required as determined by the Village Engineer, approval shall be subject to approval of a Storm Water Maintenance Agreement by the Village Board.
6. With approval, the Plan Commission and Village Board grant allowance of multiple principal buildings on one lot.
7. Prior to issuance of the first building permit, a final landscape plan, exterior site lighting plan and dumpster enclosure plan shall be submitted for the approval of the Zoning Administrator.
8. The property shall be maintained in a clean condition, free of debris at all times. No junk, inoperable or abandoned vehicles, or vehicles undergoing repair shall be kept on the property at any time. No vehicles shall be parked in any area not designated for vehicle parking as provided on the site plan.
9. Only signs allowed by the Village Sign Code, and approved by either the Zoning Administrator or Plan Commission, shall be allowed on the property.
10. Prior to the start of any site construction or issuance of a building permit for both additions or the additions individually, whichever occurs first, the following shall occur:
 - a. Compliance with Conditions #1 and #2.
 - b. Village Board approval of a Storm Water Maintenance Agreement, if needed.
 - c. All final site development plans shall be consistent with the plans noted in Condition No. 3.
 - d. Approval of the plans by the Fire Chief, which may include, but are not limited to, the internal fire suppression system, external fire department connection location and hydrant locations.
 - e. Approval of building plans by the Building Inspector after receipt of approval of building plans by the State of Wisconsin.
 - f. Approval of building plans shall include appropriate locations of external mechanical equipment to be placed hidden from view from neighboring properties.
11. Prior to temporary occupancy issuance for any addition, and if needed prior to final occupancy permit, the following shall occur:
 - a. Completion of all site grading and storm water management facilities (if needed) in accordance with approved plans, including landscaping that is a part of the storm water management facilities.
 - b. Completion of all exterior lighting for the building in accordance with approved plans.
 - c. Completion of the building in accordance with approved plans and all applicable codes.
 - d. Completion of a hard drive and parking surfaces from the exterior public right-of-way to the general area surrounding the building, including installation of handicapped parking signs.
 - e. Completion of the dumpster enclosures for the buildings so occupied.
12. Prior to final occupancy permit for any addition, which shall be issued not later than 120 days after any temporary occupancy permit, the following shall occur:
 - a. Completion of all items within Condition No. 11.

- b. Completion of paving and striping of the entire parking area, in accordance with approved plans.
- c. Installation of all site landscaping.
- d. Completion of any other municipal code requirement in the interest of the health, safety and welfare of the public.

WEH Properties/Edgewood Village, LLC

Motion by Penzkover/Decker to accept the Planning Commissions recommendation and approve the Site Plan and Architectural Plan for the construction of apartment buildings on the property located at S92W27800 Edgewood Ave., known as MUKV2091998 subject to the following conditions 2016 carried:

1. Approval of the plans for the proposed Edgewood Village development along the east side of Edgewood Avenue, zoned as R-10 Multi-Family District, for five to six-unit multi-family structures, shall be subject to the package of documents and plans submitted by the applicant to the Village of Mukwonago. The plans may be further modified to conform to other conditions of approval; the building and floor plans may be modified with the approval of the Building Inspector to conform to Building and Fire Safety Codes and all plans may be further modified to conform to Village design standards. However, the basic layout of the site as depicted the site plan shall remain unchanged.
2. All ingress/egress drives and parking areas shown on the site plan shall remain private and shall be maintained in a usable and passable condition at all times.
3. Approval shall be subject to approval of a Storm Water Maintenance Agreement and a Developer's Agreement by the Village Board. The Developer's Agreement shall list these conditions of approval, a list of all final plans for the project, and responsibilities for off-site improvements. Furthermore, the Developer's Agreement shall provide for applicant installed stop sign exiting the site, the site plan, future guest parking if needed, extension of Village utilities within the Edgewood Avenue right-of-way, on-site easements for Village maintained utilities if needed, and other provisions for the protection of the public health, safety and welfare.
4. With approval, the Plan Commission and Village Board grant allowance of multiple principal buildings on one lot.
5. Prior to issuance of the first building permit, a final landscape plan, exterior site lighting plan and dumpster enclosure plan shall be submitted for the approval of the Zoning Administrator.
6. The property shall be maintained in a clean condition, free of debris at all times. No junk, inoperable or abandoned vehicles, or vehicles undergoing repair shall be kept on the property at any time. No vehicles shall be parked in any area not designated for vehicle parking as provided for on Sheet 5.
7. Only signs allowed by the Village Sign Code, and approved by either the Zoning Administrator or Plan Commission, shall be allowed on the property.
8. Prior to the start of any site construction or issuance of a building permit, whichever occurs first, the following shall occur:
 - a. The Village Engineer shall approve all site engineering plans and documents, including a complete Storm Water Management Plan.
 - b. Village Board approval of a Storm Water Maintenance Agreement and a Developer's Agreement (to include a submitted and Village approved Letter of Credit for any off-site improvements) pursuant to Condition No. 3.

- c. Submittal of the signed easements granted to the Village of Mukwonago providing access to maintain on-site sanitary sewer and potable water lines and hydrants.
- d. All final site development plans shall be consistent with the plans noted in Condition No. 1 or as modified and identified in the Developer's Agreement.
- e. Approval of the plans by the Fire Chief, which may include, but are not limited to, the internal fire suppression system, external fire department connection location and hydrant locations.
- f. Approval of building plans by the Building Inspector after receipt of approval of building plans by the State of Wisconsin.
- g. Approval of building plans shall include appropriate locations of the external mechanical equipment to be placed hidden from view from neighboring properties.
9. Prior to temporary occupancy issuance for any building, and if needed prior to final occupancy permit, the following shall occur:
 - a. Completion of all site grading and storm water management facilities in accordance with approved plans, including landscaping that is a part of the storm water management facilities.
 - b. Completion of all exterior lighting for the building in accordance with approved plans.
 - c. Completion of the building in accordance with approved plans and all applicable codes.
 - d. Completion of a hard drive and parking surfaces from the exterior public right-of-way to the general area surrounding the building, including installation of handicapped parking signs and ramp.
 - e. Completion of the dumpster enclosures for the buildings so occupied.
10. Prior to final occupancy permit for any building, which shall be issued not later than 120 days after any temporary occupancy permit, the following shall occur:
 - a. Completion of all items within Condition No. 9.
 - b. Completion of paving and striping of the entire parking area, in accordance with approved plans.
 - c. Installation of all site landscaping.
 - d. Completion of all required public improvements as specified in the Developer's Agreement.
 - e. Completion of any other municipal code requirement in the interest of the health, safety and welfare of the public.

DAA Smokehouse LLC, Conditional Use

Motion by Penzkover/Decker to accept the Planning Commission's recommendation and adopt the resolution approving the Conditional Use Permit to allow for outside merchandise sales by installing outdoor seating to Tina M. O'Bryan, DAA Smokehouse LLC, 325 Bay View Road Suites D And E, MUKV2009956005 carried.

Eddie Cash Conditional Use Permit

The consideration for a Conditional Use Permit to allow for an indoor theater, Eddie Cash, Eddie Cash Show, Inc., 575 Bay View Road Suite 7, MUKV2010978002 will stay in Commission. No action taken.

Mukwonago High School Conditional Use Permit:

Motion by Penzkover/Decker to accept the Planning Commission's recommendation and adopt the resolution approving the Conditional Use Permit for the construction of a storage

structure on the property to Curt Wiebelhaus, Mukwonago Area School District, 605 CTH NN, MUKV1960998001 carried.

Motion by Penzkover/Decker to accept the Planning Commission's recommendation and adopt the resolution approving the Conditional Use Permit for the construction of phase 1 of building additions and renovations to Mukwonago High School to Curt Wiebelhaus, Mukwonago Area School District, 605 CTH NN, MUKV1960998001 carried.

Protective Services Committee-Fire Dept Subcommittee

Purchase of Ultra sound machine

Motion by Johnson/Werner to accept using \$12,000 from the ACT 102 account and the balance from the 5905 Fund account to purchase the Ultra Sound Machine subject to Mukwonago Town Board approval carried.

Purchase of ambulance

Motion by Johnson/Werner to approve the purchase of an ambulance with the insurance money and the 5905 fund money subject to Mukwonago Town Board approval carried.

Purchase Stryker ambulance cot, Stair Pro, and Power Load System

Motion by Johnson/Penzkover to allow re-allocating 2016 budget money from the 5905 Fund, insurance money and the ACT 102 Fund to purchase Stryker ambulance cot, Stair Pro, and Power Load System so not to increase the budget subject to Mukwonago Town Board approval carried.

New Business

Administrator/Economic Development Director

Strategic Plan Report

Jerry Braatz, Community Development Educator, UW-Extension, gave a presentation of the status of the Strategic Plan. Item will stay on the agenda.

CTH NN Water Main Relay Project

Motion by Penzkover/Decker to authorize reduction in payment and change orders as summarized in Ruekert & Mielke's letter dated August 10, 2016 carried.

Dewey Industrial Park Rail Feasibility Study Findings Report

Staff is directed to pursue and find any grants that would fund the Industrial Park Rail and also to continue to talk to the Schultz family.

Attraction Strategies and Best Practices

Information that will be forwarded to the Economic Development Committee for their use.

Rental of Lynch site

Authorize and direct staff to prepare a lease agreement. Item will remain on the agenda until the next regular Village Board meeting.

Village Finance Director

2016 budgets amendment

Motion by Johnson/Decker to adopt the resolution amending the 2016 adopted budgets for the General and Fire/Ambulance Funds carried.

FMLA Policy

Motion by Vermeulen/Decker to table the policy pertaining to use and administration of Family Medical Leave Act (FMLA) employee leaves item until after closed session carried.

Village President

Transportation funding solution

Motion by Penzkover/Werner to adopt the resolution to urge the State of Wisconsin Governor and Legislature to agree upon a sustainable transportation funding solution carried.

Motion by Penzkover/Johnson to convene into closed session at 8:26 p.m. pursuant to Wis. Stat. **§19.85(1)(c)** (*Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility*) and pursuant to Wis. Stat. **§19.85(1)(f)** (*Considering... medical... data of specific persons... which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data...*) for discussion and possible action pertaining to the FMLA status of an employee carried unanimously upon roll call vote. Discussion held in closed session.

Motion by Penzkover/Vermeulen to adjourn closed session and reconvene into open session at 8:56 p.m. pursuant to Wis. Stats. **§19.85(2)** for possible additional discussion and/or action concerning any matter discussed in closed session and/or any unfinished item remaining on the agenda carried unanimously upon roll call vote.

Motion by Penzkover/Klemme to authorize the Village Personnel Attorney to send a letter to the employee regarding FMLA specific to their case carried.

Motion by Penzkover/Decker to direct the Village Personnel Attorney and applicable Village Staff to revise existing policy to clarify FMLA leave associated with non-work related injuries and other impacted policies carried.

Adjournment

Meeting adjourned at 9:00 p.m.

Respectfully Submitted,

Judith Taubert
Deputy Clerk-Treasurer

MINUTES OF THE SPECIAL VILLAGE BOARD MEETING

Wednesday, September 7, 2016

Call to Order

Village President Fred Winchowky called the meeting to order at 6:30 p.m. located in the Board Room of the Mukwonago Municipal Building, 440 River Crest Ct.

Roll Call

Board Members present: Jay Vermeulen
Darlene Johnson
Jim Decker
Mark Penzkover
Kelly Klemme
Ken Werner
Fred Winchowky, Village President

Also present: Bruce Kaniewski, Village Planner/Zoning Administrator
John Weidl, Administrator/Economic Development Director
Diana Doherty, Finance Director
Dave Brown, Utilities Director
Ray Goodden, Anderson Ashton (realtor for the Village)
Steven Braatz, Jr., Clerk-Treasurer

Announcement of closed session

President Winchowky announced the Board will convene into closed sessions later in the meeting pursuant to Wis. Stat. **§19.85(1)(e)** for discussion and possible action involving the potential acquisition and sale of properties.

New Business

Mukwonago River Shoreline Restoration Project

Motion by Penzkover/Decker to accept the Public Works Committee recommendation and adopt the resolution approving the agreement with We Energies for permission for restoring Mukwonago River bank and ingress and egress on We Energies right of way and substation property for the Mukwonago River Shoreline Restoration Project subject to the following conditions carried:

1. The contract shall be modified to include language indemnifying the Village from the contractor against any claims.
2. The contract shall be modified to include language adding the Village as an additional insured by all contractors performing the work.

Motion by Penzkover/Decker to accept the Public Works Committee recommendation and adopt the resolution approving the working agreement with We Energies for the installation of conservation practices for the Mukwonago River Shoreline Restoration Project subject to the following conditions carried:

1. The contract shall be modified to include language indemnifying the Village from the contractor against any claims.
2. The contract shall be modified to include language adding the Village as an additional insured by all contractors performing the work.

Community Development Authority (CDA)

Attorney Blum continued the presentation from a few months ago. He presented examples of uses of a Community Development Authority (CDA) around the State. The Board agreed that there is likely no need for a CDA at this time, but is a tool for use should there be a need. No action taken.

Motion by Decker/Johnson to convene into closed session at 6:16 p.m. pursuant to Wis. Stat. **§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 discussion and possible action involving the potential acquisition and sale of properties carried unanimously upon roll call vote. Discussion held in closed session.

Motion by Decker/Johnson to adjourn closed session and reconvene into open session at 7:34 p.m. pursuant to Wis. Stats. **§19.85(2)** for possible additional discussion and/or action concerning any matter discussed in closed session and/or any unfinished item remaining on the agenda carried unanimously upon roll call vote.

No action taken from items discussed in closed session.

Adjournment

Meeting adjourned at 7:41 p.m.

Respectfully Submitted,

Steven Braatz, Jr.
Clerk-Treasurer

MINUTES OF THE REGULAR VILLAGE BOARD MEETING

Tuesday, September 20, 2016

Call to Order

Village President Fred Winchowky called the meeting to order at 6:30 p.m. located in the Board Room of the Mukwonago Municipal Building, 440 River Crest Ct.

Roll Call

Board Members present: Jay Vermeulen
Darlene Johnson
Jim Decker
Mark Penzkover
Kelly Klemme
Ken Werner
Fred Winchowky, Village President

Also present: Rebecca Alonge, Engineer
Steven Braatz, Jr., Clerk-Treasurer
Dave Brown, Utilities Director
Ron Bittner, Public Works Director
Diana Doherty, Finance Director
Bruce Kaniewski, Planner/Zoning Administrator
Kevin Schmidt, Police Chief
Jeff Stien, Fire Chief
Violet Razo, Engineer
John Weidl, Administrator/Economic Development Director

Pledge of Allegiance

The Village Board recited the Pledge of Allegiance.

Announcement of closed session

President Winchowky announced the Board will convene into closed sessions later in the meeting pursuant to Wis. Stat. **§19.85(1)(e)** for discussion and possible action involving the potential acquisition or property, sale of properties, leasing of the property located at 915 Main St., and the potential boundary agreement with the Town of Vernon.

Comments from the Public

None.

Consent Agenda

- A. Approval of minutes for the August 16, 2016 regular meeting and August 1 and September 7, 2016 special meetings
- B. Approval of Vouchers payable batches:
 - 1) AP-8-2016-2A \$16,668.59
 - 2) LIBAP8-2016 \$9,578.34
 - 3) M-8-2016-1 \$601,831.33
 - 4) M-8-2016-2 \$5,609.36
 - 5) AP-9-2016-1 \$569,267.86

- C. A resolution amending the village employee handbook update to family medical leave act policy
- D. A resolution to certify that the Village shall provide for and allow the Library to expend no less than the County rate in the prior year
- E. Authorization of the Utilities Director to sell unused generator through Wisconsin Surplus Action Services
- F. Approval of the special event permit requested by Mukwonago Rotary Club for the event known as Jack-O-Lantern Jaunt to be held on October 14-15, 2016 at the property located at 931 N. Rochester St. contingent upon receiving a plan of operation
- G. A resolution approving the Memorandum of Understanding between the Village of Mukwonago and the Wisconsin Department of Transportation for the Mukwonago TID #3 development site generally located on lands southeast of I-43 along WIS 83
- H. A resolution approving the revised yard tree list for the Minors West Subdivision
- I. A resolution approving the CTH NN E non-standard street lighting monthly billing contract with We Energies
- J. Acceptance of the Village Engineer recommendation to reduce the letter of credit for The Orchards of Mukwonago Addn #2 subdivision to \$494,787 in accordance with the letter from the Village Engineer dated September 2, 2016

Motion by Decker/Vermeulen to approve the consent agenda carried.

Committee/Commission Reports

Finance Committee

American Deposit Management Co.

Vermeulen recused himself. Motion by Decker/Johnson to accept the Finance Committee recommendation and adopt the resolution authorizing the American Deposit Management Co. As a designated depository for municipal funds carried.

Plan Commission

Lynch Ventures, LLC

Motion by Penzkover/Werner to accept the Plan Commission recommendation and approve the site plan approval to allow short-term, temporary parking in unpaved areas owned by Lynch between the dealerships (280 & 282 E. Wolf Run) and I-43 right-of-way, subject to the following conditions carried:

1. Parking will be for display purposes only (no long-term parking);
2. A maximum of fifteen (15) vehicles would be on display at any one time;
3. Only new vehicles shall be displayed (used vehicles are prohibited);
4. No vehicles, equipment or personnel shall encroach on the delineated wetlands;
5. Driving and parking of the vehicles shall cause minimal damage to the unpaved areas and not cause any significant increase in sedimentation or storm water entering the wetlands;
6. Lynch shall utilize some type of protective wheel pad under the tires of the vehicles;
7. Lynch employees are the only people allowed in this area (no public access);
8. This topic will be revisited/reevaluated by the Plan Commission and Village Board in nine (9) months (June 2017)

Culvers

Motion by Penzkover/Werner to accept the Plan Commission recommendation and approve the façade improvements to Culver's Restaurant, 1090 N. Rochester Street, in accordance with the following conditions carried:

1. Approval shall be subject to the submitted drawing entitled "Culvers, 1090 N. Rochester Street," prepared by Ollman Ernest Martin Architects dated August 10, 2016.
2. The architectural review approval does not approve of the signs shown on the drawing. Any change in existing wall signage must comply with Chapter 64 of Village Municipal Code and requires a permit from Village Inspection Department.

Recommendation to approve the Site Plan and Architectural Plan Review requested by Douglas Dorger, Apex Development LLC, for the construction of a detached garage on the property located at 511 Oakland Ave., known as MUKV1973998

Item remains at Commission.

Protective Services Committee – Fire Dept Subcommittee

Paramedic Intercept Services Agreement

The Town of Mukwonago Board approved this agreement on August 17, 2016. Motion by Johnson/Werner to accept the Protective Services Committee – Fire Dept Subcommittee recommendation and approve the Agreement to Provide Paramedic Intercept Services between the Village and Town of Mukwonago and the Tichigan Vol. Fire Co. carried.

Public Works Committee

Main Street water main replacement

Motion by Penzkover/Decker to authorize the Village Engineer to begin the survey and design work for the Main Street water main replacement project carried.

Selection of an alternative for installation of Chapman Blvd utility service

Motion by Penzkover/Decker to approve Alternate B of the Chapman Farms Blvd. utility installation at a projected cost of \$1,656,400 carried.

Unfinished Business

A resolution to adopt the 2016-18 Strategic Directions for the Village of Mukwonago

Motion by Decker/Klemme to adopt the resolution to adopt the 2016-18 Strategic Directions for the Village of Mukwonago carried.

New Business

Administrator

Resolution for declaration of public necessity and relocation order

Motion by Penzkover/Decker to adopt the resolution for declaration of public necessity and relocation order to construct a roadway and to install public water and sanitary sewer facilities in the Village of Mukwonago contingent upon the insertion of easement language carried.

Annexation of property from the Town of Vernon

Motion by Penzkover/Vermeulen to table the preliminary consideration of annexation of property known as VNT2091999005 from the Town of Vernon until after the closed session carried.

Wisconsin Act 391

Weidl explained changes to zoning law, 2015 Wisconsin Act 391, Property Rights, Shoreland Zoning, Contested Case Hearings, Administrative Rule Promulgation Process, and Deference Afforded Agency Legal Interpretations that may affect properties in the years ahead. Information only. No action taken.

Clerk-Treasurer

2016 populations

Motion by Decker/Werner to accept the preliminary estimate of January 1, 2016 populations for Waukesha and Walworth portions of the Village of Mukwonago carried.

Engineer

I-Mukwonago LLC Storm Water Management Practice Maintenance Agreement

Motion by Penzkover/Vermeulen to approve the First Amendment to Storm Water Management Practice Maintenance Agreement with I-Mukwonago LLC carried.

Village President

Election Inspector for the 2016-2017 term

Motion by Decker/Penzkover to accept the Village President's recommendation and appoint Shara Grover as an Election Inspector for the 2016-2017 term carried.

Motion by Decker/Johnson to convene into closed session at 7:48 p.m. pursuant to Wis. Stat. **§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 discussion and possible action involving the potential acquisition or property, sale of properties, leasing of the property located at 915 Main St., and the potential boundary agreement with the Town of Vernon carried unanimously upon roll call vote. Discussion held in closed session.

Motion by Decker/Johnson to adjourn closed session and reconvene into open session at 8:58 p.m. pursuant to Wis. Stats. **§19.85(2)** for possible additional discussion and/or action concerning any matter discussed in closed session and/or any unfinished item remaining on the agenda carried unanimously upon roll call vote.

Motion by Penzkover/Werner to direct the Village Attorney to draft an 8-month lease agreement with Amato Ford to allow the parking of vehicles on the former Lynch site located at 915 Main St., with the following criteria carried:

1. An up front and nonrefundable payment of \$5,000.
2. There shall be a 2-week opt out option.
3. Inclusion of language regarding the lessee covering the costs for maintenance and utilities while they occupy the site.
4. Inclusion of language regarding indemnifying the Village from liability.

Motion by Penzkover/Decker to approve the revised offer to sell agreement for the Chapman property as summarized in the confidential communication dated September 19, 2016, subject to review by the Village Attorney carried.

Annexation of property from the Town of Vernon

Motion by Penzkover/Vermeulen to remove from the table the preliminary consideration of annexation of property known as VNT2091999005 from the Town of Vernon until after the closed session carried. Board is fine with the applicant filing for annexation of the property known as VNT2091999005 from the Town of Vernon. No action taken.

Adjournment

Meeting adjourned at 9:02 p.m.

Respectfully Submitted,

Steven Braatz, Jr.
Clerk-Treasurer

MINUTES OF THE SPECIAL VILLAGE BOARD MEETING

Tuesday, October 4, 2016

Call to Order

Village President Fred Winchowky called the meeting to order at 6:10 p.m. located in the Board Room of the Mukwonago Municipal Building, 440 River Crest Ct.

Roll Call

Board Members present: Jay Vermeulen
Darlene Johnson
Jim Decker
Mark Penzkover
Kelly Klemme
Ken Werner
Fred Winchowky, Village President

Also present: Rebecca Alonge, Village Engineer
Ron Bittner, Public Works Director
Dave Brown, Utilities Director
Robert Harley, Supervisor of Inspections
Bruce Kaniewski, Village Planner/Zoning Administrator
Violet Razo, Village Engineer
Steven Braatz, Jr., Clerk-Treasurer

New Business

Mukwonago High School renovations

Motion by Penzkover/Werner to approve the Storm Water Management Plan for the renovations to Mukwonago High School subject to the following conditions carried:

Prior to issuance of an erosion control permit and any land disturbing activity beginning for Phase 1:

1. Provide additional details (width, length, etc.) of the concentrated flow curb cut pretreatment gravel flow separators.
2. Update the storm water management plans to clearly and correctly identify what is Phase 1 work and what is Phase 2 work.
3. Update the Outlet modelling of the West bio-infiltration basin to reflect the tailwater conditions present at this location.
4. Modify the overflow weir elevation and/or the bypass storm sewer size to reflect the results of modelling the tailwater present at this location.
5. Provide the primary contact for erosion control issues to the Village Engineer prior to the start of work.
6. Provide the Village Engineer with copies of all approved storm water management documents and drawings compiled into one complete PDF with appropriate bookmarks.
7. Execution of a Storm Water Maintenance Agreement by all parties and recording of same with the Register of Deeds. The draft Storm Water Maintenance Agreement is included for reference.
8. Holding a preconstruction conference with representatives of the design team, the construction team, Village and utility staff to ensure all members of the design and construction team understand the Storm Water Management Plan.

Prior to the issuance of an erosion control permit and any construction beginning on-site for Phase 2:

1. Update Phase 2 erosion control plans so that sequencing and erosion control notes correspond to Phase 2 in the Storm Water Management Plan.
2. Holding a preconstruction conference with representatives of the design team, the construction team and Village and Utility Staff to ensure all members of the design and construction team understand the Storm Water Management Plan.
3. Provide updates and receive approval for the storm water maintenance agreement and the storm water management plan if necessitated by design changes that occur after the date of this letter.

During Construction:

1. Owner will maintain approved plans on-site and readily available to the Village erosion control inspector.
2. On-site approved plans must reflect current construction conditions and compliance with the Village ordinance.
3. On-site plans must reflect the current sequence of construction and meet the Wisconsin Department of Natural Resources (DNR) Technical Standards.
4. Provide the Village with copies of all current DNR Chapter 30 and NR 216 permits
5. Village ordinance requires the Mukwonago Area School District to inspect the erosion control measures once every 7 days and within 24 hours of a rainfall of 0.5 inches or greater. All inspection reports must be available on site and available to the Village at any time of day. Reports must contain the information required by the DNR. This inspection will also fulfill NR216 inspection requirements.
6. Water main related construction, and any construction within the public right-of-way, will conform to the Village Standard Specifications and Village standard details. A copy of the requirements and details has been provided to the Engineer and Contractor.
7. Owner will provide erosion control measures and restore any private utility company land disturbance resulting from providing utilities to this site regardless of location.
8. All water main will be installed with a minimum of 6 feet of cover and not more than 8 feet deep.
9. The Owner will grout solid all unused sanitary laterals at the connection to the Village sewer main.
10. The Owner will remove any unused connections to the Village water system in a manner acceptable to the Utility Director.

Motion by Penzkover/Werner to approve the Storm Water Maintenance Agreement with Mukwonago Area School District for the renovations to Mukwonago High School contingent upon the Village Attorney placing the draft into proper format and delivering to the appropriate parties for signatures carried.

Motion made by Penzkover/Werner to authorize the Village Attorney to establish a surety in the form of a performance bond in the amount of \$494,000. The acceptance of a performance bond instead of a letter of credit are based on the fact that this project involved public funding, there is a tight timeframe, and it is in the community's best interest carried.

Mukwonago River stream bank stabilization project

Motion made by Penzkover/Decker to approve the contract with Applied Ecological Services for the Mukwonago River stream bank stabilization project with funding to be provided through a grant from the Southeastern WI Fox River Commission, contingent upon the incorporation of the contract revisions recommended by the Village Attorney carried.

Adjournment

Meeting adjourned at 6:33 p.m.

Respectfully Submitted,

Steven Braatz, Jr.
Clerk-Treasurer

MINUTES OF THE SPECIAL VILLAGE BOARD MEETING

Wednesday, October 12, 2016

Call to Order

Village President Fred Winchowky called the meeting to order at 6:11 p.m. located in the Board Room of the Mukwonago Municipal Building, 440 River Crest Ct.

Roll Call

Board Members present: Jay Vermeulen
Darlene Johnson
Jim Decker
Mark Penzkover
Ken Werner
Fred Winchowky, Village President
Board Member excused: Kelly Klemme

Also present: Rebecca Alonge, Village Engineer
Steven Braatz, Jr., Clerk-Treasurer
Dave Brown, Utilities Director
Diana Doherty, Finance Director
Kurt Peot, Village Engineer
Violet Razo, Village Engineer
John Weidl, Administrator/Economic Development Director

New Business

Main Street Water Main Replacement project

Bids were received this morning. The low bidder was D.F. Tomasini, Inc. for a cost of \$792,135 for Phase 1 and \$154,625 for Phase 2, for a total of \$946,760 *[Editor's Note: The Engineer later determined the total cost is actually \$935,420.00, and the correction was made to the resolution].*

Motion made by Penzkover/Johnson to adopt the resolution to declare an emergency under Wis Stat Sec 62.15 and approve a contract to replace the Main Street water main contingent upon the Village Attorney approving the form of the agreement, as well as the receipt of performance and payment bonds and a liability insurance endorsement identifying the Village as an additional insured carried.

Adjournment

Meeting adjourned at 6:27 p.m.

Respectfully Submitted,

Steven Braatz, Jr.
Clerk-Treasurer

**MINUTES OF THE SPECIAL VILLAGE BOARD MEETING
JOINT MEETING WITH THE TOWN OF MUKWONAGO BOARD
Wednesday, October 12, 2016**

Call to Order

Village President Fred Winchowky and Town Chairperson Tom Stefanowski called the meeting to order at 6:30 p.m. located in the Board Room of the Mukwonago Village Hall, 440 River Crest Court.

Roll Call

Village Board Members present: Jay Vermeulen
Darlene Johnson
Jim Decker
Mark Penzkover
Ken Werner
Fred Winchowky, Village President

Village Board Member excused: Kelly Klemme

Town Supervisors present: Lyle Boucher
Peter Topczewski
Richard Wrasman
Gail Yerke
Tom Stefanowski, Town Chairperson

Also present: Steven Braatz, Jr., Village Clerk-Treasurer
Diana Doherty, Village Finance Director
Kathy Karalewitz, Town Administrator/Clerk-Treasurer
Jeff Stien, Fire Chief
Andy Wegner, Deputy Fire Chief
John Weidl, Village Administrator/Economic Development Director

New Business

Portable radio equipment purchase

Village: Motion by Johnson/Penzkover to authorize the re-allocation of current 2016 Fire/Ambulance operation funds to purchase portable radio equipment in an amount not to exceed \$45,000 carried.

Town: Motion by Boucher/Yerke to authorize the re-allocation of current 2016 Fire/Ambulance operation funds to purchase portable radio equipment in an amount not to exceed \$45,000 carried.

Discussion of 2016 Expenditures and Revenues Year to Date

Chief Stien explained that through September, the 2016 revenue budget is at 66% of the budget, and the expenditure budget is at 59% of the budget. He explained factors that went into each. Discussion only. No action taken.

2017 Fire/Ambulance Operating Budget

Chief Stien explained the difference between the 2016 and 2017 budgets for the 5900 Other Financing Uses. There is a decrease of \$104,226, mainly due to the use of that money to fund the new full-time EMTs. The fund was created to account for the difference in revenue over expenditure. There was further discussion on other aspects of the budget, as well as reserving for future sick leave payouts.

Village: Motion by Johnson/Werner to preliminarily approve the proposed 2017 Fire/Ambulance operation budget and include as part of the budget hearing carried.

Town: It is the consensus of the Town Board to preliminarily approve the proposed 2017 Fire/Ambulance operation budget but will make their formal motion at another meeting.

2017 Fire/Ambulance Capital Budget

Deputy Chief Wegner presented a proposal to purchase of a multi-functional fire apparatus pumper/tender at a cost of \$625,000. This apparatus will replace the current 1986 GMC 3200 gallon tender, the 1990 Spartan engine, and the 2001 engine. The Village has the money to either purchase this equipment or do the Village-only Fire Department project, but if both were done, the Village would need to borrow. The Town would need to borrow. It is the consensus of the Village Board to go along with the decision of the Town Board. It is the consensus of the Town Board to not consider borrowing due to other debt payments in recent years, and will not go forward with this purchase for 2017.

Adjournment

Motion by Wrasman/Topczewski to adjourn the Town meeting at 8:09 p.m. carried. Village President Winchowky adjourned the Village meeting at 8:09 p.m.

Respectfully Submitted,

Steven A. Braatz, Jr.
Village Clerk-Treasurer

MINUTES OF THE SPECIAL VILLAGE BOARD MEETING

Wednesday, October 12, 2016

Call to Order

Village President Fred Winchowky called the meeting to order at 8:18 p.m. located in the Board Room of the Mukwonago Municipal Building, 440 River Crest Ct.

Roll Call

Board Members present: Jay Vermeulen
Darlene Johnson
Jim Decker
Mark Penzkover
Ken Werner
Fred Winchowky, Village President
Board Member excused: Kelly Klemme

Also present: Ron Bittner, Public Works Director
Steven Braatz, Jr., Clerk-Treasurer
Dave Brown, Utilities Director
Diana Doherty, Finance Director
Robert Harley, Supervisor of Inspections
Kevin Schmidt, Police Chief
Jeff Stien, Fire Chief
Andy Wegner, Deputy Fire Chief
John Weidl, Administrator/Economic Development Director

New Business

2017 Capital equipment and improvements budgets and 5 Year Capital Plan (2017-21)

Doherty handed out and presented the 5 year Capital Plan and asked the Board to focus on 2017 and review and discuss any items that should be removed, changed or delayed. Fire Chief presented the plan to modify the fire dorms in Station #1 at proposed budget of \$250,000. The consensus of the Board was to keep the project on the 2017 plan and to use critical care and reserve funds, no borrowing. There was various discussions on other capital equipment and projects, but the Board retained to list as presented to include as part of the proposed 2017 budget. No action taken.

Adjournment

Meeting adjourned at 9:12 p.m.

Respectfully Submitted,

Steven Braatz, Jr.
Clerk-Treasurer

**MINUTES OF THE SPECIAL VILLAGE BOARD MEETING
BUDGET WORKSHOP
Tuesday, October 18, 2016**

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

Committee members present:

- Jay Vermuelen
- Darlene Johnson
- Jim Decker
- Mark Penzkover
- Kelly Klemme
- Ken Werner
- Fred Winchowky, Village President

Also present:

- Ron Bittner, Public Works Director
- Steven Braatz, Jr., Clerk-Treasurer
- Diana Doherty, Finance Director
- Robert Harley, Supervisor of Inspections
- Bruce Kaniewski, Planner/Zoning Administrator
- Kevin Schmidt, Police Chief
- John Weidl, Administrator/Economic Development Director
- Terry Zignego, Interim Library Director

Workshop

Zignego presented the 2017 Library Fund budget. Highlights include revenues from Waukesha County and Lakeshores is staying the same. Circulation is up. The Village contribution remains the same as 2016.

Doherty presented the various 2017 Village funds budgets. Highlights include:

- In order to maximize the budget according to the expenditure restraint program, we can raise the expenditures 3.94%. \$24,000 of fund balance would be used to balance the budget. This will help add to the reserve funds for future budgets.
- \$110,000 of the tax increase will be reserved to help fund the current unfunded sick leave pay liability.
- The General Fund property taxes will be increased 7.2%. The overall tax levy, including Fire, Debt Service, Recycling, Capital Equipment, and Library funds will increase 3.33%.

Motion by Decker/Johnson to recess the meeting at 6:27 p.m. carried.

Motion by Decker/Werner to return from recess at 8:41 p.m. carried.

Further general discussion on aspects of the 2017 budget.

Motion by Penzkover/Werner to preliminarily approve the budget as presented and authorize it to go to public hearing carried.

Adjournment

Meeting adjourned at 9:08 p.m.

Respectfully Submitted,

Steven Braatz, Jr.
Clerk-Treasurer

MINUTES OF THE REGULAR VILLAGE BOARD MEETING

Tuesday, October 18, 2016

Call to Order

Village President Fred Winchowky called the meeting to order at 6:30 p.m. located in the Board Room of the Mukwonago Municipal Building, 440 River Crest Ct.

Roll Call

Board Members present: Jay Vermeulen
Darlene Johnson
Jim Decker
Mark Penzkover
Kelly Klemme
Ken Werner
Fred Winchowky, Village President

Also present: Rebecca Alonge, Engineer
Jeff Belongia, Financial Advisor
Ron Bittner, Public Works Director
Steven Braatz, Jr., Clerk-Treasurer
Dave Brown, Utilities Director
Diana Doherty, Finance Director
Robert Harley, Supervisor of Inspections
Bruce Kaniewski, Planner/Zoning Administrator
Violet Razo, Engineer
Kevin Schmidt, Police Chief
John Weidl, Administrator/Economic Development Director

Pledge of Allegiance

The Village Board recited the Pledge of Allegiance.

Announcement of closed sessions

President Winchowky announced the Board will convene into closed sessions later in the meeting pursuant to Wis. Stat. **§19.85(1)(e)** for discussion and possible action involving the potential acquisition of property and sale of properties.

Presentation

April Reszka, Mukwonago Area Chamber of Commerce Director, was unable to be present to make the presentation for Business of the Month Award.

Comments from the Public

None.

Consent Agenda

- A. Approval of minutes for the September 20, 2016 regular meeting, October 4 and October 12, 2016 special meetings, and October 12 Joint Village Board and Town of Mukwonago Board meeting
- B. Approval of Vouchers payable batches:
 - 1) AP10-2016-1 \$189,936.88
 - 2) M-9-2016-1 \$173,150.23

3) AP10-2016-2 \$316,886.12

C. Approval to re-allocate funds previously budgeted for the outdoor performance structure to allow for soil borings in Indianhead park for the construction of an outdoor performance stage, not to exceed \$12,000

D. Authorization of the Public Works Director to apply to be certified as a Tree City USA for 2016 carried

Motion by Decker/Johnson to approve the consent agenda carried.

Committee/Commission Reports

Plan Commission

OMSA Development LLC

Motion by Penzkover/Werner to accept the Plan Commission recommendation and approve the Site Plan and Architectural Plan requested by Kevin Connor, DDS, OMSA Development LLC, for the construction of a single-story office building on the property located at 320 Bay View Rd., known as MUKV2009954001 subject to the following conditions carried:

1. Approval of the plans for the proposal to construct a structure for Oral and Maxillofacial Survey Associates at approximately 320 Bay View Road shall be subject to the package of plans submitted on behalf of the applicant by Design Unlimited to the Village of Mukwonago and on file in the office of the Village Clerk. Prior to commencement of any site construction or issuance of any building permit, final plans shall be reviewed and approved by the Supervisor of Inspections/Zoning Administrator, Fire Chief, Village Planner and Village Engineer. The final plans shall be modified to conform to all applicable Village codes and other conditions of approval; the floor plans may be modified with the approval of the Supervisor of Inspections to conform to Building and Fire Safety Codes and all plans may be further modified to conform to Village design standards. However, the basic layout of the site as depicted on the Layout Plan dated November 5, 2015 shall remain unchanged.
2. Prior to the start of any site construction or issuance of a building permit, whichever occurs first, the following shall occur:
 - a. Conformance with all terms and conditions of approval for the Conditional Use.
 - b. Completion of all required approvals as listed in Condition No. 1.
 - c. Approval of the plans by the Fire Chief, which may include, but are not limited to, the internal fire suppression system, external fire department connection location and hydrant locations.
 - d. Approval of building plans by the Building Inspector after receipt of approval of building plans by the State of Wisconsin.
 - e. Approval of building plans shall include appropriate locations of external mechanical equipment to be placed hidden from view of neighboring properties.
 - f. Recording of the 2-Lot Certified Survey Map.
 - g. Approval of the storm water maintenance agreement by the Village Board and the soil erosion plan by the Village Engineer.
3. Prior to temporary occupancy issuance, and if needed, prior to final occupancy permit, the following shall occur:
 - a. Completion of all site grading and storm water management facilities in accordance with final approved plans.
 - b. Completion of all exterior lighting in accordance with final approved plans.
 - c. Completion of the buildings in accordance with final approved plans and all applicable codes.

- d. Completion of a hard parking surface with concrete curb and gutter, including installation of handicapped parking signs and ramp in accordance with final approved plans.
- e. Completion of the dumpster enclosure.
4. Prior to final occupancy permit, which shall be issued not later than 90 days after any temporary occupancy permit, the following shall occur:
 - a. Completion of all items within Condition No. 3.
 - b. Completion of paving and striping of the entire parking area, in accordance with approved plans.
 - c. Installation of all site landscaping, in accordance with approved plans.

New Business

Engineer

OMSA Development LLC

Motion by Penzkover/Werner to approve the Storm Water Management Plan and Storm Water Maintenance Agreement subject to the following conditions carried:

Prior to issuance of an erosion control permit and any land disturbing activity beginning for the project:

1. Modify either the bio-retention details within the plans and/or storm water calculations to ensure consistency between the elevations and invert elevations listed within both the plans and storm water calculations. Provide both updated and final documents to our office.
2. Only a partial set of plans were included with the most recent storm water management plan submittal. The plans are dated October 12, 2015. Provide a complete set with a current date to be issued for construction and submitted as mentioned in comment No. 1 above.
3. Provide USLE spreadsheet computations for erosion control indicating that the design and proposed schedule of construction satisfy the 5 Ton/Acre/Year threshold required per Village Ordinance.
4. Provide contact information for erosion control issues to the Village Engineer prior to the start of work. Include name, phone number, mailing address, and email address for each of the following:
 - a. Owner
 - b. Designer
 - c. Contractor
 - d. On-site erosion control inspector
5. Provide the Village Engineer with copies of all approved storm water management documents and drawings compiled into one complete PDF with appropriate bookmarks. This must be done after we have had an opportunity to verify that the changes identified above have been properly addressed. The final copies of both the storm water management plan and the construction plans shall be stamped by a registered Professional Engineer licensed in the State of Wisconsin.
6. Execution of a Storm Water Maintenance Agreement by all parties and recording of same with the Register of Deeds. The Designer must review the list of exhibits, specifically Exhibits E and F and modify the titles to be consistent with the Exhibits as identified on page 1 of the agreement. In addition, since some of the changes requested above impact the exhibits within the agreement, this agreement and associated exhibits must be revised after we have had an opportunity to verify that the

changes identified above have been properly addressed. Once the document has been signed the Village will record the document and provide copies to all parties.

7. Provide acceptable copies of agreements which allow:
 - a. Discharge of runoff across the neighboring property to the regional pond,
 - b. The use of the regional pond,
 - c. Identify the agreed upon cost share between all the owners/users of the regional pond
 - d. A storm water maintenance agreement for the regional pond.
 - e. The Village will cause all agreements to be recorded with the property.
8. A Letter of Credit or other financial surety acceptable to the Village Attorney for the construction of the on-site bio-retention facilities. A copy of our letter of credit recommendation to Attorney Mark Blum is attached for reference.
9. Hold a preconstruction conference with representatives of the design team, the construction team, Village and utility staff to ensure all members of the design and construction team understand the Storm Water Management Plan.

During Construction:

1. Owner will maintain approved plans on-site and readily available to the Village erosion control inspector.
2. On-site approved plans must reflect current construction conditions and compliance with the Village ordinance.
3. On-site plans must reflect the current sequence of construction and all erosion and sediment control measures shall meet the Wisconsin Department of Natural Resources (DNR) Technical Standards.
4. Village ordinance requires the Clinic to inspect the erosion control measures once every 7 days and within 24 hours of a rainfall of 0.5 inches or greater. All inspection reports must be available on site and available to the Village at any time of day. Reports must contain the information required by the DNR.
5. Any construction within the public right-of-way, will conform to the Village Standard Specifications and Village standard details. A copy of the requirements and details has been provided to the Engineer and Contractor.
6. Owner will provide erosion control measures and restore any private utility company land disturbance resulting from providing utilities to this site regardless of location.
7. The water service will be installed with a minimum of 6 feet of cover and not more than 8 feet deep.
8. If a sanitary riser is necessary one shall not be constructed in the right of way.

Motion by Penzkover/Johnson to accept the letter of credit pertaining to the Storm Water Maintenance Agreement with OMSA Development LLC in the amount of \$40,194 subject to final review by the Village Attorney carried.

Administrator/Economic Development Director
Economic development cooperation contract

Motion by Penzkover/Johnson to postpone the Economic development cooperation contract between Waukesha County Center for Growth, Inc. and the Village of Mukwonago until the November Village Board meeting to hear a presentation from a representative from Waukesha County Center for Growth carried.

Public Works Director

Police Department Roof Project

Motion by Decker/Penzkover to accept the lowest bid for the Police Department Roof Project, and approve the contract with Performance Roofing Systems, Inc. for the base bid of \$38,656 carried.

Finance Director

2016 Budget Amendment

Motion by Penzkover/Vermeulen to adopt the resolution amending the 2016 adopted budget for the Parkland Site Fund carried.

Clerk-Treasurer

2015-16 weights and measures schedule of assessments and fees

Motion by Decker/Penzkover to approve the 2015-16 weights and measures schedule of assessments and fees carried.

Motion by Decker/Johnson to convene into closed session at 7:03 p.m. pursuant to Wis. Stat. **§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 discussion and possible action involving the potential acquisition of property and sale of properties carried unanimously upon roll call vote. Discussion held in closed session.

Motion by Decker/Johnson to adjourn closed session and reconvene into open session at 8:32 p.m. pursuant to Wis. Stats. **§19.85(2)** for possible additional discussion and/or action concerning any matter discussed in closed session and/or any unfinished item remaining on the agenda carried unanimously upon roll call vote.

Motion made by Penzkover/Werner to authorize the Village President to sign the offer to purchase land as discussed in closed session for the price listed in the negotiation memo from the seller's attorney, contingent on the Village Attorney approving the conditions and contingencies of the contract and any addenda, including a possible option to extend the offer beyond 12 months. The contingencies include financial, environmental, ALTA survey, creation of a Tax Incremental Finance district, and wetland delineation. Motion carried.

Adjournment

Meeting adjourned at 8:33 p.m.

Respectfully Submitted,

Steven Braatz, Jr.
Clerk-Treasurer

MINUTES OF THE SPECIAL VILLAGE BOARD MEETING

Tuesday, November 1, 2016

Call to Order

Village President Fred Winchowky called the meeting to order at 7:03 p.m. located in the Board Room of the Mukwonago Municipal Building, 440 River Crest Ct.

Roll Call

Board Members present: Jay Vermeulen
Darlene Johnson
Jim Decker
Kelly Klemme
Fred Winchowky, Village President
Board Members excused: Mark Penzkover
Ken Werner

Also present: Steven Braatz, Jr., Clerk-Treasurer

New Business

Village President

Election Inspectors Appointment

Motion by Decker/Johnson to accept the Village President's recommendation and appoint Alyssa Naber, Bethany Semrow, and Ethan Wooster as an Election Inspectors for the 2016-2017 term carried.

Adjournment

Meeting adjourned at 7:04 p.m.

Respectfully Submitted,

Steven Braatz, Jr.
Clerk-Treasurer

MINUTES OF THE REGULAR VILLAGE BOARD MEETING

Tuesday, November 15, 2016

Call to Order

Village President Fred Winchowky called the meeting to order at 6:30 p.m. located in the Board Room of the Mukwonago Municipal Building, 440 River Crest Ct.

Roll Call

Board Members present: Jay Vermeulen
Darlene Johnson
Jim Decker
Mark Penzkover
Kelly Klemme
Ken Werner
Fred Winchowky, Village President

Also present: Rebecca Alonge, Engineer
Ron Bittner, Public Works Director
Steven Braatz, Jr., Clerk-Treasurer
Dave Brown, Utilities Director
Diana Doherty, Finance Director
Robert Harley, Supervisor of Inspections
Bruce Kaniewski, Planner/Zoning Administrator
Violet Razo, Engineer
Kevin Schmidt, Police Chief
John Weidl, Administrator/Economic Development Director

Pledge of Allegiance

The Village Board recited the Pledge of Allegiance, led by Cub Scout Pack 29.

Announcement of closed session

President Winchowky announced the Board will convene into closed sessions later in the meeting pursuant to Wis. Stat. **\$19.85(1)(e)** for discussion and possible action involving the potential acquisition of property.

Comments from the Public

Bill Canfield, contractor for petitioner for the Dodd property – Submitted a petition to annex property from the Town of Vernon. Was requested by the Village and the Town of Vernon to halt the process. Asked the Board to allow the petition review to move forward.

Consent Agenda

- A. Approval of minutes for the October 18, 2016 regular meeting and November 1, 2016 special meeting
- B. Approval of Vouchers payable batches:
 - 1) AP11-2016-1 \$188,805.41
 - 2) LIBAP102016 \$10,568.12
 - 3) M-10-2016-1 \$532,091.48
 - 4) AP11-2016-2 \$116,896.93

- C. Approval of 2017 garbage collection rate of \$8.57 per household per month, and the 2017 yard waste collection rate of \$1.65 per household per collection as requested by John's Disposal Service, Inc.
 - D. Adoption of **Resolution 2016-055**: A Resolution to Establish a Snowmobile Route Within the Limits of the Village of Mukwonago for the 2016-17 Season
 - E. Approval of the reduction of the letter of credit for The Orchards of Mukwonago Addn #2 subdivision to \$339,803 in accordance with the letter from the Village Engineer dated October 26, 2016
 - F. Adoption of **Resolution 2016-056**: A Resolution Approving an Addendum to the Agreement for Subdivision Improvements for the Orchards of Mukwonago Addition No. 2 Related to Roadway Repairs
 - G. Adoption of **Resolution 2016-057**: A Resolution Approving an Addendum to the Agreement for Subdivision Improvements for the Orchards of Mukwonago Addition No. 2 Related to Sanitary Sewer Mains
 - H. Adoption of **Resolution 2016-058**: Resolution Approving a Distribution Easement Underground with We Energies
 - I. Approval to uphold the Public Works Department policy of only making service payments to Village contracted professional service companies
- Motion by Decker/Johnson to approve the consent agenda carried.

Unfinished Business

Waukesha County Center for Growth

Tim Casey, Director of Waukesha County Center for Growth, Inc., gave a presentation on what the organization can do for the Village. John will be using the economic development budget to pay for it. The Board would like at least quarterly reportings on the effort. The contract will be for one year, with two one-year renewals that need to be approved by the Board. Motion by Penzkover/Werner to adopt the resolution approving an economic development cooperation contract between Waukesha County Center for Growth, Inc. and the Village of Mukwonago carried.

Committee/Commission Reports

Plan Commission

Mukwonago Area School District Phase 2 Conditional Use Permit

Motion by Penzkover/Decker to accept the Plan Commission recommendation and adopt the resolution approving the Conditional Use Permit for the Construction of Phase 2 of Building Additions and Renovations to Mukwonago High School, Curt Wiebelhaus, Mukwonago Area School District, 605 CTH NN, MUKV1960998001 carried.

New Business

Administrator/Economic Development Director

Mukwonago YMCA

Geoff Mertens, Executive Director of the Mukwonago YMCA, explained the YMCA is looking to expand the building, and asked the Village for a donation. Board would like to defer to the December meeting to discuss funding options.

Review of annexations from the Town of Vernon

The Village received a petition to annex property from the Town of Vernon. The petition was sent to the State for review. The Town of Vernon then requested the Village cease any annexation reviews while the Village and Town work on a boundary agreement. The

Village Board would like to know the Town's reasoning. The item will be postponed to the December meeting.

Utilities Director

Main St. Water Main Relay Project

Motion by Penzkover/Decker to approve change Order #1 for Main St. Water Main Relay Project for alternate pricing to install permanent pavement on the west side of Main St. and 4 trench crossings on the east side of Main St. in 2016 carried.

Motion by Decker/Johnson to convene into closed session at 7:52 p.m. pursuant to Wis. Stat. **§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 discussion and possible action involving the potential acquisition of property. Discussion held in closed session.

Motion by Decker/Johnson to adjourn closed session and reconvene into open session at 8:15 p.m. pursuant to Wis. Stats. **§19.85(2)** for possible additional discussion and/or action concerning any matter discussed in closed session and/or any unfinished item remaining on the agenda carried unanimously upon roll call vote.

Motion by Penzkover/Werner to authorize the Village President to sign the counter offer for the land as discussed in closed session dated November 10, 2016 carried.

Adjournment

Meeting adjourned at 8:16 p.m.

Respectfully Submitted,

Steven Braatz, Jr.
Clerk-Treasurer

MINUTES OF THE SPECIAL VILLAGE BOARD MEETING

Thursday, November 17, 2016

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: Jay Vermeulen
Darlene Johnson
Jim Decker
Mark Penzkover
Kelly Klemme
Ken Werner
Fred Winchowky, Village President

Also present: Rebecca Alonge, Engineer
Ron Bittner, Public Works Director
Steven Braatz, Jr., Clerk-Treasurer
Dave Brown, Utilities Director
Diana Doherty, Finance Director
Robert Harley, Supervisor of Inspections
Bruce Kaniewski, Planner/Zoning Administrator
Violet Razo, Engineer
Kevin Schmidt, Police Chief
John Weidl, Administrator/Economic Development Director

Public Hearing

Public hearing to consider the approval of the 2017 Annual Village Budget was opened at 5:32 p.m.

Administrator Weidl gave a presentation on the 2017 budget. Highlights include:

- 2017 is the second year of the 2016-17 biennial budget built around spending targets based on conservative revenue estimates
- Increases in State Transportation Aid of \$5,583 and State Shared Revenue of \$9,506
- Increased total levy by \$183,207 due to an increase of 4.596% net new construction.
- Total equalized value increased \$57,407,600, or 7.71%, over 2015. Total tax base (assessed value) increased \$30,692,000, or 4.27%, over 2015
- \$105,500 of the increased levy is budgeted for a fund reserve to reduce the Village's current unfunded liabilities
- Capital equipment for Public Works: \$165,000 Snow Patrol Truck (Replacing a 2000 snow patrol truck), \$45,000 Heating Upgrade DPW Garage, \$30,000 Comprehensive Outdoor Recreation Plan Update
- Capital equipment for Police: \$72,000 for two Squad Cars and related equipment (Replacing two older squads), \$13,000 Evidence Room Ventilation System, \$7,500 Evidence Room Equipment
- Capital equipment for Fire: \$250,000 Fire Station Dorm Room Addition
- Capital equipment for Building Inspection: \$20,000 Vehicle (Replacing 1999 Ford Explorer), \$8,000 Large Document Printer

- Capital equipment funding: \$100,500 from taxes, \$300,000 from reserves, \$210,000 from debt.
- The total property tax levy for Operations and Capital Purposes increased \$156,009 or 4.60%, from the 2015 levy
- The Debt Service levy increased \$27,198, or 1.30%, from the 2015 levy
- For Village properties within Waukesha County, the local tax rate is estimated at \$8.1593, an increase of \$.0751 per \$1,000 of assessed value, or .93% over 2015
- For Waukesha County properties, an owner of a \$220,000 home in 2016 would pay a Village tax of \$1,795.05, an increase of \$16.52 over 2015
- For Village properties within Walworth County, the local tax rate is estimated at \$7.7734, an increase of \$.4913 per \$1,000 of assessed value, or 6.75% over 2015
- For Walworth County properties, an owner of a \$220,000 home in 2016 would pay a Village tax of \$1,710.15, an increase of \$108.08 over 2015

There were no comments from the public.

Public hearing closed at 5:55 p.m.

Motion by Penzkover/Decker to adopt **Resolution 2016-061**: A Resolution to adopt the 2017 Annual Budget and Establish the 2016 Property Tax Levy for the Village of Mukwonago carried unanimously.

Adjournment

Meeting adjourned at 6:08 p.m.

Respectfully Submitted,

Steven Braatz, Jr.
Clerk-Treasurer

MINUTES OF THE “COMPREHENSIVE PLAN 2035” PUBLIC HEARING AND JOINT PLAN COMMISSION AND VILLAGE BOARD MEETING Tuesday, November 29, 2016

Call to Order

Village President/Plan Commission Chairman Fred Winchowky called the meeting to order at 6:30 p.m. located in the Board Room of the Mukwonago Municipal Building, 440 River Crest Ct.

Roll Call

Village Board Members present: Jay Vermeulen
Darlene Johnson
Jim Decker
Mark Penzkover
Kelly Klemme
Ken Werner
Fred Winchowky, Village President

Plan Commissioners present: Sterling Fairchild
Robert Harley
John Meiners
Mark Penzkover
Ken Werner
Joe Abruzzo
Fred Winchowky, Chairman

Also present: Rebecca Alonge, Engineer
Ron Bittner, Public Works Director
Steven Braatz, Jr., Clerk-Treasurer
Dave Brown, Utilities Director
Diana Doherty, Finance Director
Linda Gourdoux, Administrative Clerk I
Robert Harley, Supervisor of Inspections
Bruce Kaniewski, Planner/Zoning Administrator
Jeff Stien, Fire Chief
Kevin Schmidt, Police Chief
Judith Taubert, Deputy Clerk-Treasurer
John Weidl, Administrator/Economic Development Director

Verification that the Public Participation Plan was followed

Kaniewski noted the following:

- In compliance with Section 66.1001 of state statutes, called the Comprehensive Planning Law, to begin the process of updating the comprehensive plan, the Village Board adopted a Public Participation Plan (PPP).
- Per the PPP, a 13 member steering committee was appointed.
- The steering committee held 11 meetings and 2 off-site meetings.
- Each meeting agenda allowed opportunity for public input and as the process proceeded property owners and citizens spoke during numerous points of the meetings.

- To gain additional input that assisted committee deliberations, 2 open house/public informational meetings were held as stated in the PPP.
- The progress of the committee was reviewed at each monthly meeting of the Plan Commission.
- In late September the committee forwarded a recommended document to the Plan Commission.
- In October, the Plan Commission reviewed and discussed the committee's recommended document, made a few revisions to the document, and then passed a resolution for preliminary approval of the plan amendment.
- Per state law, and according to the procedures of the PPP, this joint public hearing was scheduled with 30 day notification.
- Also per state law, a copy of the public notice and a copy of the plan document were forwarded to state agencies, neighboring town governments, 3 county governments, 2 school districts and WCTC and Gateway Technical College.
- Staff scheduled and held a 3rd open house/public informational meeting.
- In addition, letters were sent to 181 different property owners representing over 300 properties with potential for development or redevelopment within Key development areas. The letters invited owners to the 3rd open house/public informational meeting and this public hearing.
- A News release announcing the public hearing was forward to the Mukwonago Chief, Mukwonago Times and Waukesha Freeman.

Therefore, proper notification has been given in advance of this public hearing.

Public Hearing

Public hearing to consider an amendment to "Comprehensive Plan 2035" adopted by the Village Board on October 9, 2009, pursuant to Section 66.1001 of Wisconsin Statutes opened at 6:35 p.m.

Staff presentation

Planner Kaniewski presented the following goals and objectives of the Steering Committee:

- As per any planning or decision making process, the Steering Committee started with forming and debating a goal and objectives statement.
- Through the goal and objectives statement the committee's direction with the plan update was similar to past planning policy to sustain all that is good about the Village, except with adjustments to the policy leading to financial stability through economic growth.
- The goal and objectives laid the foundation for the plan amendment

He also presented the following highlights of the amendment to the Comprehensive Master Plan:

- At the start of the process, 5 key planning areas were identified, where the greater majority of new developments or redevelopments will be proposed the next 10 years and beyond.
- Overall, the plan recommends a more diversified new housing stock to address the changing needs of the population.
- For the past 20 years, new single family lots in new developments were a minimum of 15,000 square feet (1/3 of acre). While areas planned for 15,000 square feet lots remain, several properties are planned for 10,000 square foot lots (1/4 of acre) to make new homes more affordable to young families and the older population that want to remain in a single family home but doesn't want a large lot to take care of.

- A few areas are now planned for executive style homes on over 25,000 square foot lots.
- The plan makes available the option for developers to construct conservation subdivisions where the number of lots is the same but lots could be smaller to preserve woodlands and steep slopes.
- Sets two areas of the Village, called Planning Districts, allowing for greater intensity of commercial uses and greater dwelling unit density for multi-family. The Planning Districts are the Interstate Planning District, southeast of the I-43 interchange on each side of Highway 83, and the Main Street/River South Planning District. The Main Street/River South Planning District is an area of about 100 acres south of the Mukwonago River along Main Street.
- In the Interstate Planning District, commercial and/or business buildings can be built up to 5 stories. Certain properties are slated for Business Mixed Use where business and multi-family can be mixed in the same building or vicinity, with the number of multi-family dwelling units limited to 20 units per acre. The business mixed use buildings can be up to four stories. In the Interstate Planning District stand-alone multi-family can be built to a density of 15 dwelling units per acre to a maximum of three stories.
- In the Main Street/River South Planning District certain properties are slated for Business Mixed Use, at a maximum building height of four stories, but only three of those stories can be residential. Other commercial or business in the Main Street/River South Planning District will be low intensity at a maximum building height of two stories.
- The other areas of the Village continue with basically the same development patterns that have occurred the past 20 years with lower level commercial and business buildings (two story maximum) and certain properties planned for either low density (maximum of 5 dwelling units per acre) or medium density multi-family (maximum of 10 dwelling units per acre), with both categories at maximum of two stories.
- Plan allows for senior housing to be built up to 20 dwelling units per acre within the medium density multi-family planned areas or within the high density multi-family planned areas of the Interstate Planning District.
- Overall, the plan is projecting a Village population of 12,000 in 2035 (from current 7,772).

Public comments

- Marilyn McCarthy, S108W27690 Maple Ave. – Concerned with the driveway access on STH 83 for her son's farming operation. Concerned with traffic on STH 83.
- Kevin McCarthy, 1475 S. Rochester St. – Concerned with traffic on STH 83 and how it impacts his farming business. Need to plan better for future traffic on 83.
- Maureen Gross, S109W27685 Maple Ave. – Concerned with traffic on Maple Ave. Concerned with soils in the area and building on those soils. Believes the comprehensive plan is too intensive with construction on these soils. Concerned with contamination of drinking water with future development. Concerned with increase in police and fire services.
- Mark Weiss, owner of Half-Time Sports Grille – Concerned with lack of employees and housing. Spoke in favor of the plan to help increase the employment and housing bases.
- Joe Bukovich, Vice President of Development for Pointe Real Estate – Asked to include high density residential in the plan for the property at N9602 Stone School Road.
- Karl Kettner, 603 Prairie Hill Ave. – Thanked the Committee, staff, citizens, and Village Board for their efforts in creating this amendment.

- Ray Goodden, realtor for Anderson Commercial Group LLC – Thanked the Committee and staff for their efforts in creating this amendment. Asked the Board to accept the plan as presented.
- Matthew Mehring, Anderson Ashton – Has clients that look to build in Mukwonago, and they mention that the lack of an employment base is an issue. Sees Mukwonago as a growth city.
- Shawn McNulty, 634 Two Rivers Dr. – Spoke in favor of the amendment. Assured the public that the schools have the space for more students.
- Rhon Roberts, 1616 Honeywell Rd. – Thanked the Committee for their efforts in creating this amendment. Acknowledged the connector roads as designated in the plan as dotted lines are not permanent placement for roads but rather temporary placeholders for possible roads. The Commission and Board are not voting on the placement of roads in this amendment. Spoke against the inclusion of high density residential for the property at N9602 Stone School Road.
- Nicole Ertl, 706 Stoecker Farm Ave. – Concerned with the negative effects of medium density multi-family development would have on traffic and pedestrian safety at the intersection of CTH NN and CTH EE. Asked the Board to accept the plan with the change to low density multi-family development in this area. Thanked the Committee, Plan Commission, Village Board, Village Administrator, and Village Planner for their efforts in creating this amendment.
- Joe Hankovich, W938 Harmony Lane, East Troy – Praised the Committee for coming through with a good comprehensive plan and improving the potential of the Village to expand in a well-developed form.

Public hearing closed at 7:20 p.m.

Plan Commission action

Resolution 2016-062

The following amendments to the Amendment to “Comprehensive Plan 2035” were suggested to be made:

- Page 12, Business Mixed Use Section, Line 3, 3rd word: strike “or” and replace with “and”
- Page 12, Business Mixed Use Section, Line 8: strike “Sites designated with” and replace with “Buildings within”
- Page 12, Business Mixed Use Section, Line 10: end the line with “and in compliance with planned unit development standards, if applicable.”
- (Per the Village Planner memo dated November 21, 2016) Bottom of page 2, a description of the final actions by the Plan Commission and Village Board must be included as follows: “On September 29, 2016, the committee voted to recommend adoption of the plan document to the Plan Commission and the Village Board. During a regularly scheduled meeting on October 11, 2016, the Plan Commission reviewed and discussed aspects of the proposed document. The Plan Commission made minor revisions to the document and then adopted a resolution granting preliminary approval to accept the updated plan. Soon thereafter, another Open House/Public Informational meeting was held and a public hearing was scheduled for November 29, 2016 co-jointly attended by the Plan Commission and Village Board. The final plan document was accepted and recommended for approval by the Plan Commission on November 29, 2016, with adoption by the Village Board on November 29, 2016.”
- (Per the Village Planner memo dated November 21, 2016) Bottom of page 11; High Density Multi-Family description, last sentence; “Housing dedicated to senior citizens may

exceed five (5) 15 dwelling units per acre, up to 20 dwelling units per acre and exceed stated building height restrictions.”

- (Per the Village Planner memo dated November 21, 2016) Top of page 12; Medium Density Multi-Family description, last sentence: “Housing dedicated to senior citizens may exceed five (5) 10 dwelling units per acre, up to 20 dwelling units per acre and exceed stated building height restrictions.”
- (Per the Village Planner memo dated November 21, 2016) Bottom of page 19; senior housing bullet point under Northeast Key Area policies, last sentence; “The government and institutional land use on the property of the religious institution may be utilized for senior housing under the policies of the Low Density Medium Density Multi-Family policies for senior housing without amendment of the plan.”

Motion by Penzkover/Werner to adopt **Resolution 2016-062**: Resolution Recommending to the Village Board Approval to Amend “Comprehensive Plan 2035” for the Village of Mukwonago as amended carried unanimously.

Village Board action

Ordinance No. 918

Motion by Vermeulen/Klemme to adopt **Ordinance No. 918**: Ordinance Granting Approval to Amend “Comprehensive Plan 2035” for the Village of Mukwonago, including the recommended Plan Commission amendments, and amending Page 12, Business Mixed Use Section, Line 11 by striking “20” and replacing with “15” defeated on a vote of 3 ayes and 4 nays (Decker, Penzkover, Werner and Winchowky voted no).

Motion by Penzkover/Werner to adopt **Ordinance No. 918**: Ordinance Granting Approval to Amend “Comprehensive Plan 2035” for the Village of Mukwonago, including the recommended Plan Commission amendments, carried on a vote of 5 ayes and 2 nays (Johnson and Klemme voted no).

Adjournment

Meeting adjourned at 8:05 p.m.

Respectfully Submitted,

Steven Braatz, Jr.
Clerk-Treasurer

MINUTES OF THE SPECIAL VILLAGE BOARD MEETING

Tuesday, December 6, 2016

Call to Order

Village President Fred Winchowky called the meeting to order at 6:52 p.m. located in the Board Room of the Mukwonago Municipal Building, 440 River Crest Ct.

Roll Call

Committee members present:

- Jay Vermuelen
- Darlene Johnson
- Jim Decker
- Mark Penzkover
- Kelly Klemme
- Ken Werner
- Fred Winchowky, Village President

Also present:

- Ron Bittner, Public Works Director
- Steven Braatz, Jr., Clerk-Treasurer
- Diana Doherty, Finance Director
- Robert Harley, Supervisor of Inspections
- Bruce Kaniewski, Village Planner/Zoning Administrator
- Kevin Schmidt, Police Chief
- John Weidl, Administrator/Economic Development Director

Committee Reports

Finance Committee

\$2,280,000 Taxable Waterworks System and Sewerage System Revenue Bond Anticipation Notes, Series 2016C

Motion by Vermeulen/Johnson to accept the Finance Committee recommendation and adopt the **Resolution 2016-063**: Resolution authorizing the issuance and sale of \$2,280,000 Taxable Waterworks System and Sewerage System Revenue Bond Anticipation Notes, Series 2016C carried unanimously.

Adjournment

Meeting adjourned at 6:53 p.m.

Respectfully Submitted,

Steven Braatz, Jr.
Clerk-Treasurer

MINUTES OF THE REGULAR VILLAGE BOARD MEETING

Tuesday, December 20, 2016

Call to Order

Village President Fred Winchowky called the meeting to order at 6:30 p.m. located in the Board Room of the Mukwonago Municipal Building, 440 River Crest Ct.

Roll Call

Board Members present: Jim Decker
Mark Penzkover
Ken Werner
Fred Winchowky, Village President

Members excused: Jay Vermeulen
Darlene Johnson
Kelly Klemme

Also present: Rebecca Alonge, Engineer
Ron Bittner, Public Works Director
Dave Brown, Utilities Director
Rob Buikema, Labor Attorney
Diana Doherty, Finance Director
Robert Harley, Supervisor of Inspections
Bruce Kaniewski, Planner/Zoning Administrator
Kurt Peot, Engineer
Kevin Schmidt, Police Chief
Jeff Stien, Fire Chief
Judith Taubert, Deputy Clerk/Treasurer
John Weidl, Administrator/Economic Development Director

Pledge of Allegiance

The Village Board recited the Pledge of Allegiance

Announcement of closed session

President Winchowky announced the Board will convene into closed sessions later in the meeting pursuant to Wis. Stat. **\$19.85(1)(e)** to discuss strategy for negotiations with Mukwonago Professional Firefighters Local 4585.

Comments from the Public

Mary Claire Lanser, 14550 W. Meadowshire Dr., New Berlin – Representing Midwest Commercial Funding, read a statement asking to consider this annexation prior to the border agreement as it would cause a hardship for the property owner.

Bill Canfield, contractor for petitioner for the Dodd property – Submitted a preliminary drawing of what the structure would look like.

Angie Zimmermann, new Mukwonago Community Library Director – Introduced herself and is anxious to get started working with the Library.

Consent Agenda

- A. Approval of minutes for the November 15, 2016 regular meeting and November 17 and December 6, 2016 special meeting
- B. Approval of Vouchers payable batches:
 - 1) AP12-2016-1 \$327,384.23

- 2) LIBAP112016 \$18,558.49
- 3) M-10-2016-2 \$276.13
- 4) M-11-2016-1 \$160,378.89
- 5) AP12-2016-2 \$935,858.56
- 6) AP12-2016-3 \$12,511.32

- C. Adoption of **Resolution 2016-064**: A resolution to set the 2017 Schedule of fees for the Village of Mukwonago
- D. Adoption of **Resolution 2016-065**: A resolution adopting the 2017 Sanitary Sewer Utility Budget and 2017 Water Utility Budget
- E. Adoption of **Resolution 2016-066**: A resolution adopting the 2017 Storm Water Utility District #1 Budget
- F. Adoption of **Resolution 2016-067**: Resolution requesting financial assistance from the Wisconsin Department of Natural Resources and authorizing participation in the Recreational Boating Facilities Program
- G. Adoption of **Resolution 2016-068**: A resolution approving an addendum to agreement for garbage and refuse collection with Johns Disposal Services, Inc.
- H. Adoption of **Resolution 2016-069**: A resolution relating to salary and wage schedules for non-represented full-time and part-time employees
- I. Adoption of **Resolution 2016-070**: A resolution relating to wage schedules for certain non-represented full-time employees – exceptions to the compensation policy
- J. Direct staff to prepare a Preliminary Notice of Special Assessment, special assessing the 8 and 12 inch sizes in accordance with Chapter 70 of the Municipal Code of the Village of Mukwonago, and funding the cost of the booster station in another way for the Sugden property development
- K. Approval of the agreement for engineering services with Traffic Analysis & Design, Inc. for phase 1 of the Sugden Traffic Impact Analysis in the amount of \$9,982
- L. Approval of the contract with Terracon Consultants, Inc. for Phase I Environmental Site Assessment of the Sugden property, using Option 2, in the amount of \$1,850
- M. Acceptance of the 2015 Annual Police Report
- N. Acceptance of the 2015 Annual Fire Report

Motion by Decker/Penzkover to approve the consent agenda carried.

Committee/Commission Reports

Plan Commission

511 Oakland Ave.

Motion by Penzkover/Decker to accept the Plan Commission recommendation and approve the revised Site Plan and Architectural Plan Review submitted by Douglas Dorger, Apex Development LLC, for the construction of an attached garage on the property located at 511 Oakland Ave., known as MUKV1973998 subject to certain conditions listed in the Village Planner's letter dated December 8, 2016 carried.

- 1. Construction of the attached garage and the paved parking lot shall be subject to the plan dated November 28, 2016 prepared by Tim Anderson, Architect, and further subject to conditions of this approval.
- 2. The approval of the parking lot is based on a 15 foot street yard setback variance approved by the Board of Zoning and Building Appeals on October 27, 2016.
- 3. Prior to issuance of a building permit for the attached garage, the following shall occur:
 - a. Approval of a final site plan by the Zoning Administrator. The final site plan shall show elimination of the pavement in the southeast corner of the parking lot as shown on the November 28, 2016 plan and preservation of existing vegetation.

- b. Approval of a final landscape plan by the Zoning Administrator.
 - c. Approval of a soil erosion control plan by the Supervisor of Inspections.
 - d. Approval of the final building construction plan by the Supervisor of Inspections and the Fire Chief.
 - e. Written documentation presented to the Zoning Administrator that the applicant for building permit is the property owner or has authority from the property owner to proceed with the project.
4. Prior to issuance of a final occupancy permit for the attached garage, the following shall occur:
- a. Completion of the attached garage in accordance with the approved plan and plans submitted for building permit.
 - b. Removal from the property of all construction equipment and immobile vehicles located on the site as of December 14, 2016, and all other construction equipment and vehicles not needed for or associated with any on-site business in the principle building.
 - c. Written documentation provided to the Zoning Administrator that all uses in the principle building conform to the list of allowable uses in the M-2 zoning district.
 - d. Completion of the paved parking lot, including parking space stripping and the installation of handicapped parking space sign, in accordance with the approved final site plan.
 - e. Completion of all site landscaping, in accordance the approved final landscaping plan.
5. A temporary occupancy permit may be issued for use of the attached garage before completion of all five items listed in Condition #4. However, final occupancy shall be issued no later than 120 days of issuance of temporary occupancy.

Life Point Church Conditional Use Permit

Motion by Penzkover/Decker to adopt **Resolution 2016-071**: Conditional use permit to allow for a church, Robert Jadrnicek, Life Point Church 560 Bay View Road, MUKV2010978017 carried.

W279S8820 Lookout Ln, Extraterritorial CSM

Motion by Penzkover/Werner to approve the extraterritorial CSM for the property located at W279S8820 Lookout Ln. in the Town of Vernon, known as VNT2090121 and VNT2090122 subject to written confirmation of approval by Vernon and Waukesha carried.

Change of zoning for the Village-owned property located on the west side of STH 83 across from Black Bear Blvd

Motion by Werner/Decker to authorize staff to schedule a public hearing at the January 2017 Village Board meeting to consider change of zoning from R-10 (Multiple-family District) to B-3 (Community Business District) for the Village-owned property located on the west side of STH 83 across from Black Bear Blvd carried.

Village Center Overlay Zoning District

Motion by Penzkover/Werner to authorize staff to schedule a public hearing at the February 2017 Village Board meeting to consider an ordinance to repeal and recreate of Sec. 100-153 and repeal Sec. 100-204 of the Municipal Code of the Village of Mukwonago pertaining to the creation of a Village Center Overlay Zoning District carried.

New Business

Administrator/Economic Development Director

Special assessments

Motion by Penzkover/Decker to direct staff to prepare the Preliminary Notices of Special Assessment, special assessing the 8 and 12 inch sizes in accordance with Chapter 70 of the Municipal Code of the Village of Mukwonago, and providing the costs for the Village owned Chapman Farm Boulevard property development carried.

Annexations from the Town of Vernon

Motion by Decker/Penzkover to direct staff to proceed with annexation of the Dodd/Chandler Property but table any future annexation requests or anything related until a Boundary Agreement with the Town of Vernon has been completed carried

Donations to nonprofit organizations

Motion Penzkover/Decker to refer the policy direction regarding donations to nonprofit organizations and specific guidance on how to deal with the request from the Mukwonago YMCA to the Finance Committee at the next Committee of the Whole meeting carried.

Motion by Penzkover/Decker to convene into closed session at 6:57 p.m. pursuant to Wis. Stat. **§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*) to discuss strategy for negotiations with Mukwonago Professional Firefighters Local 4585.

Motion by Decker/Penzkover to adjourn closed session and reconvene into open session at 7:44 p.m. pursuant to Wis. Stats. **§19.85(2)** for possible additional discussion and/or action concerning any matter discussed in closed session and/or any unfinished item remaining on the agenda carried unanimously upon roll call vote.

Motion by Penzkover/Decker to direct staff to proceed as directed in closed session carried.

Adjournment

Meeting adjourned at 7:45 p.m.

Respectfully Submitted,

Judith A. Taubert
Deputy Clerk-Treasurer