

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

### **Tuesday, January 3, 2017**

#### **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  
Kelly Klemme  
Fred Winchowky, Village President

Committee members excused: Mark Penzkover  
Ken Werner

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  
John Weidl, Administrator/Economic Development Director

#### **Minutes**

Motion by Decker/Johnson to approve the December 6, 2016 Committee of Whole meeting minutes as presented carried.

#### **Committee Reports**

##### **Finance Committee**

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

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

- a. AP-1-2017-1 \$7,367.83
- b. AP-12-2016-4 \$939,156.88
- c. M-12-2016-1 \$157,290.38
- d. LIBAP12-2016 \$9,374.12
- e. OVPY12-2016 \$7,865.35

##### **Amendment to Purchasing Policy**

Committee agreed to remove the change beginning with "Additionally...or similar" from the proposed amendment. Motion by Decker/Vermeulen to recommend the Village Board approve the amendment to the Village of Mukwonago Purchasing Policy pertaining to purchases from \$5,000 to \$25,000 as amended carried (Johnson voted no).

### **General discussion of the 2017 Fire Department Budget**

Weidl informed the Committee that a full-time firefighter has left the department for another community. There will be a budget impact. The Chief will discuss the filling of the position with the Protective Services – Fire Department subcommittee later this month.

### **Monthly Treasury Report**

The November 2016 monthly Treasury report is on file in the Clerk's Office.

### **Protective Services Committee**

#### **Installation of traffic lights**

Motion by Johnson/Decker to recommend the Village Board approve the installation of emergency vehicle pre-emption devices on the traffic lights at the intersection of North Rochester Street (STH 83) and Black Bear Boulevard in the Village of Mukwonago when the lights are installed carried.

Motion by Johnson/Decker to recommend the Village Board approve the installation of emergency vehicle pre-emption devices on the traffic lights at the intersection of South Rochester Street (STH 83) and Wolf Run in the Village of Mukwonago when the lights are installed carried.

### **Monthly Police Report**

The November 2016 monthly Police report is on file in the Clerk's Office.

### **Public Works Committee**

#### **Kwik Trip**

Motion by Winchowky/Johnson to recommend the Village Board accept the Village Engineer recommendation and reduce the letter of credit for Kwik Trip to \$0.00 in accordance with the letter from the Village Engineer dated December 5, 2016 and release it to the financial institution carried.

#### **Pedestrian path on the CTH ES Fox River Bridge**

Waukesha County removed the pedestrian portion of the bridge from their project due to budgets and possible design conflicts. The current design maintains two 12-foot traffic lanes and a 10-foot emergency lane on each side. Discussion on the impact the long-range plans of connecting the Village. More clarification is needed from the County. Item will remain on the agenda.

#### **Preliminary resolutions declaring the intent to levy special assessments**

Motion by Winchowky/Johnson to recommend the Village Board adopt the preliminary resolution declaring the intent to levy special assessments under the Village of Mukwonago's Police Power Acting pursuant to Wisc. Stat. §66.0703 pertaining to the Sugden property development subject to clarification of #4 by the Village Attorney carried.

Motion by Winchowky/Decker to recommend the Village Board adopt the preliminary resolution declaring the intent to levy special assessments under the Village of

Mukwonago's Police Power Acting pursuant to Wisc. Stat. §66.0703 pertaining to the Chapman Farms Boulevard property development subject to clarification of #4 by the Village Attorney carried.

**Monthly Reports**

The December 2016 Engineering Department report is on file in the Clerk's Office.

**Adjournment**

Meeting adjourned at 6:08 p.m.

Respectfully Submitted,

Steven Braatz, Jr.  
Clerk-Treasurer

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

### **Tuesday, February 7, 2017**

#### **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  
Fred Winchowky, Village President

Committee members excused: Mark Penzkover  
Kelly Klemme  
Ken Werner

Also present: Rebecca Alonge, Village 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, Village Planner/Zoning Administrator  
Violet Razo, Village Engineer  
Jeff Stien, Fire Chief  
Dan Streit, Police Lieutenant  
John Weidl, Administrator/Economic Development Director

#### **Minutes**

Motion by Decker/Johnson to approve the January 3, 2017 Committee of Whole meeting minutes as presented carried.

#### **Committee Reports**

##### **Finance Committee**

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

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

- a. LIBAP1220161 \$2,941.42
- b. LIBAP1-2017 \$15,279.18
- c. Manuals batch M-12-2016-2 \$3,686.64
- d. Manuals batch M-12-2016-3 \$171.29
- e. Manuals batch M-12-2016-4 \$1,500.00
- f. Manuals batch M-12-2016-5 \$1,181.24
- g. Payments batch AP-12-2016-5 \$13,083.91
- h. Manuals batch M-1-2017-1 \$201,008.78
- i. Payments batch AP-2-2017-1 \$228,480.46
- j. Prop Tax OVPY2/2017 \$18,077.49

### **Purchase requisitions**

Motion by Vermeulen/Decker to approve the purchase requisition for Police Department for the purchase of two Police interceptor vehicles from Lynch Mukwonago in the amount of \$61,940 carried.

Motion by Vermeulen/Johnson to approve the purchase requisition for Inspections Department for the purchase of a vehicle from Lynch Mukwonago in the amount of \$25,000, contingent upon the Village Board approval of the use of \$5,000 from the Village Designated Fund carried.

### **Use Village Designated Reserve**

Weidl explained this vehicle includes a full bumper-to-bumper warranty, which saves on costs by Public Works Department labor in fixing the vehicle. \$20,000 was budgeted. The extra \$5,000 also includes the installation of emergency lights. Motion by Vermeulen/Decker to recommend the Village Board approve the request by Robert Harley, Inspection Department, to use Village Designated Reserve in the amount of \$5,000 for the purchase of a vehicle and lights carried.

### **Mukwonago YMCA**

Johnson and Vermuelen voiced objections to cash donations to the YMCA. The attending members felt it would be better to discuss donations when all members are present. Motion by Decker/Johnson to postpone the request by Mukwonago YMCA for donation towards proposed addition until the next Village Board meeting carried.

### **Mukwonago Lions Club**

The attending members felt it would be better to discuss donations when all members are present. Furthermore, Braatz can bring suggested changes to park reservation fees to the next Committee meeting. Motion by Decker/Vermeulen to postpone the request Mukwonago Lions Club for a donation towards the Summerfeste event and a reduced park reservation fee for use of Field Park for the Mukwonago Easter Egg Hunt until the next Committee meeting carried.

### **2016 Budget amendments**

Motion by Vermeulen/Johnson to recommend the Village Board approve the 2016 Budget amendments for General, Community Development, TID #3, Debt Service, Recycling, Capital Equipment, Library, Impact Fee, and Parkland Site Funds as presented carried.

### **Monthly Treasury Report**

The December 2016 monthly Treasury report is on file in the Clerk's Office.

## **Health and Recreation Committee**

### **Comprehensive Outdoor Recreation Plan**

Motion made by Decker/Johnson to recommend the Village Board accept the proposal from MSA Professional Services to conduct the amendment to the Village Comprehensive Outdoor Recreation Plan. This approval is based on 1) a high rating of experience, qualifications, project approach, and consultant effort by a 4-person panel, 2)

even though the price was higher than the other company, the price was still \$5,000 under budget. This approval also authorizes the Village to enter into a contract with MSA Professional Services in an amount not to exceed \$25,000, subject to the Village Attorney's review. Motion carried.

#### **We Energies Distribution easement**

Bittner explained We Energies suggested moving the current easement alongside the railroad tracks to accommodate a cable replacement they wanted to do as well as the potential construction of the outdoor performance stage. Motion by Decker/Vermeulen to recommend the Village Board approve the distribution easement – underground with We Energies in Indianhead Park carried.

### **Judicial Committee**

#### **Town of Vernon cooperative boundary plan**

Motion by Decker/Johnson to recommend the Village Board adopt the resolution authorizing preparation of cooperative boundary plan between the Village of Mukwonago and the Town of Vernon carried.

### **Personnel Committee**

#### **Employee position descriptions**

Weidl requested a special task force committee to meet regularly over the next month to review amendments to employee position descriptions. The plan is to have all position descriptions approved at the next regular Committee meeting so the new salary/wage study can commence as soon as possible. The company that will be conducting the study will need the latest descriptions. Winchowky suggested this wait until after the fire union contract has been settled. Motion by Decker/Johnson to postpone the request to create a special task force committee to review amendments to employee position descriptions until the next Committee meeting carried.

### **Protective Services Committee**

#### **Emergency Vehicle Pre-Emption (EVP) System Agreements with Wis DOT**

Motion by Johnson/Decker to recommend the Village Board approve the installation of emergency vehicle pre-emption devices on the existing traffic lights at the intersection of STH 83 and Holz Parkway/Bay View Road in the Village of Mukwonago carried.

Motion by Johnson/Decker to recommend the Village Board approve the installation of emergency vehicle pre-emption devices on the existing traffic lights at both intersections of STH 83 and IH 43 in the Village of Mukwonago carried.

#### **Selection of architect for the Fire Station #1 Upgrade Project**

Chief Stien will have the proposals by the next Committee meeting. Motion by Decker/Johnson to postpone the selection of an architect for the Fire Station #1 Upgrade Project until the next Committee meeting carried.

### **Public Works Committee**

### **Pedestrian path on the CTH ES Fox River Bridge**

Bittner explained a stand-alone bridge is cheaper than moving our services to incorporate the path on the existing bridge. He requested to hold off on decisions on this matter until he has time to review the capital improvements plan and see what other projects might be needed before we commit to this project. Item will remain on the agenda.

### **Main Street Water Main Relay Project Change Order #3**

Motion by Decker/Johnson to recommend the Village Board approve the Main Street Water Main Relay Project Change Order #3 in the amount of \$17,008.54 increase for additional work to repair broken sanitary cleanout, locate existing 12" water main, remove existing tee and install bend, and locate water services carried.

### **The Orchards of Mukwonago**

Alonge noted there are items that need to be completed and cannot recommend approval. Weidl noted that he has a meeting next with representatives to discuss outstanding bills they owe. Motion by Decker/Johnson to postpone the request by Joe Bukovich, Pointe Real Estate, for termination of the Storm Water Permit for The Orchards of Mukwonago until the next Committee meeting carried.

### **Engineer Task Orders for various projects**

Motion by Decker/Johnson to recommend the Village Board approve the engineer Task Order for the Well 3 & 4 Standby Generators Project as presented carried.

Motion by Decker/Johnson to recommend the Village Board approve the engineer Task Order for the Wastewater Treatment Facility Primary Clarifier and Fine Screen Rehabilitation Project as presented carried.

Motion by Decker/Johnson to recommend the Village Board approve the engineer Task Order for the Wastewater Treatment Facility Septage Receiving, Digester, and Biosolids Analysis Project as presented carried.

Motion by Decker/Johnson to recommend the Village Board approve the engineer Task Order for the Well PLC Upgrades Project as presented carried.

Braatz suggested the purchasing policy be amended to include approval of project engineer task orders by the Public Works Committee, similar to the approval of purchase requisitions by the Finance Committee. This will help expedite projects. Committee agreed. Braatz will provide a draft amendment at the next regular Committee meeting.

### **Potential TID #7 Phase II Environmental Assessment proposals**

Motion made by Decker/Vermeulen to recommend the Village Board accept the proposal from Terracon Consultants, Inc. to conduct an environmental/limited site investigation for Phase II of the potential TID #7 land. This approval is based on 1) the pre-existing relationship with the Village and the company's role in the Phase I environmental site assessment and 2) the lowest price. This approval also authorizes the Village to enter into a contract with Terracon Consultants, Inc. in an amount not to exceed \$5,300, subject to the Village Attorney's review, carried.

**Street lights on E. Veterans Way (CTH NN)**

Bittner explained that these lights will finish off the portion of Veterans Way that was outside of the County's project scope. Motion by Decker/Johnson to recommend the Village Board approve the contract with We Energies to install additional non-standard street lights on E. Veterans Way (CTH NN) as presented. Monies will come from the contingency fund. Motion carried.

**Adjournment**

Meeting adjourned at 6:31 p.m.

Respectfully Submitted,

Steven Braatz, Jr.  
Clerk-Treasurer



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

### **Tuesday, March 7, 2017**

#### **Call to Order**

In the absence of Village President Fred Winchowky, Village Clerk-Treasurer Steven Braatz, Jr. 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  
Committee member excused:     Fred Winchowky, Village President

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

Motion by Decker/Werner to appoint Penzkover as acting chair of the Committee of the Whole carried.

#### **Committee of the Whole Business**

##### **Minutes**

Motion by Decker/Johnson to approve the February 7, 2017 Committee of Whole meeting minutes as presented carried.

##### **Change to April 2017 meeting date or location**

Motion by Decker/Johnson to change the date of the April Committee of Whole meeting to Monday, April 10, 2017 at regular time carried.

#### **Committee Reports**

##### **Finance Committee**

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

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

- a. AP-3-2017-1 \$160,706.33
- b. M-2-2017-1 \$170,916.84

### **Purchase requisitions**

Motion by Vermeulen/Decker to approve the purchase requisition for Department of Public Works for the purchase of a patrol truck from Lakeside International in the amount of \$91,475 carried.

Motion by Vermeulen/Johnson to approve the purchase requisition for Department of Public Works for the purchase of a patrol truck equipment from Burke Truck and Equipment in the amount of \$67,815 carried.

### **Mukwonago Lions Club**

Due to past Board decisions declining to waive the fee, the Mukwonago Lions Club is requesting a donation to help offset expenses to the Summerfeste event. Committee felt that a waiver of the fee is better than a donation. Motion made by Klemme/Vermeulen to recommend the Village Board approve a reduction of the park usage fee for the Summerfeste event to \$50 per day. This approval is in recognition of all of the work the Mukwonago Lions Club has done in the parks and for the community. Motion carried.

Due to the fact the Mukwonago Lions Club only uses Field Park for two hours for the Easter Egg Hunt, they have requested a reduction in the park usage fee. Motion made by Vermeulen/Klemme to recommend the Village Board approve a reduction of the park usage fee for the Easter Egg Hunt event to \$50 for the day. This approval is in recognition of all of the work the Mukwonago Lions Club has done in the parks and for the community. Motion carried.

### **2016 Budget amendments**

Motion by Vermeulen/Johnson to recommend the Village Board approve the 2016 Budget amendments for General, Fire, Village Designated, Fire Designated and Capital Improvement Funds as presented carried.

### **January 2017 Monthly Treasury Report**

The January 2017 monthly Treasury report is on file in the Clerk's Office.

## **Judicial Committee**

### **Policy pertaining to background checks**

The policy pertaining to background checks on applicants for Board, Committee, and Commission appointments was initiated by the Village President. He has been wanting to conduct background checks on these applicants for many years to better protect the Village. Motion by Klemme/Vermeulen to postpone this matter until the next regular Committee meeting to allow the Village President to be in attendance to speak on it carried.

## **Personnel Committee**

### **Employee position descriptions**

Motion by Decker/Penzkover to create a special task force committee consisting of Decker, Werner, and Winchowky to review amendments to employee position descriptions and present a final recommendation to the full Committee carried.

### **Utilities Part-time Summer Help position**

Brown explained that he is looking to hire former intern Nicholas Lamb as the Utilities Summer Help person. Although this is not an official internship, Brown would like to be able to pay Nick at internship wage, which is normally around \$15 per hour. The top end of the wage range would need to be changed. Motion by Decker/Johnson to recommend the Village Board amend the wage scale for the Utilities Part-time Summer Help position to \$8.02 - \$15.00 carried.

### **Protective Services Committee**

#### **Fire Station #1 Remodel Project**

Motion made by Johnson/Penzkover to recommend the Village Board accept the proposal from Fischer-Fischer-Theis, Inc. to provide architectural services for the Mukwonago Fire Station #1 Remodel Project. This approval is based on 1) past experience with the firm, 2) the lowest cost. This approval also authorizes the Village to enter into a contract with Fischer-Fischer-Theis, Inc. in an amount not to exceed \$30,000, subject to the Village Attorney's review. Motion carried.

### **Public Works Committee**

#### **Pedestrian path on the CTH ES Fox River Bridge**

Motion by Penzkover/Decker to postpone this matter until the next regular Committee meeting carried.

#### **Request by Joe Bukovich, Pointe Real Estate, for termination of the Storm Water Permit for The Orchards of Mukwonago**

Motion by Penzkover/Decker to postpone this matter until the next regular Committee meeting carried.

#### **Storm water management plan for YMCA**

Motion by Penzkover/Decker to recommend the Village Board amend the storm water management plan and storm water maintenance agreement for YMCA contingent upon the following conditions carried:

- A. Prior to issuance of an erosion control permit and any land disturbing activity beginning for the project:
  - 1. 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
  - 2. Prepare an amendment reflecting the changes to the Storm Water Maintenance Agreement Exhibits and sign at Village Hall so that it can be recorded by the Village.
- B. 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 YMCA 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. Owner will provide erosion control measures and restore any private utility company land disturbance resulting from providing utilities to this site regardless of location.

### **Sugden property**

Weidl explained this is one of the contingencies for closing on the Sugden parcel. This is a required step to having the wetland delineation confirmed by the DNR. Motion by Penzkover/Johnson to recommend the Village Board authorize the execution of the Delineation Confirmation Request with Wisc DNR for the Sugden property carried.

### **Engagement letter with VonBriesen & Roper, s.c.**

Weidl explained that in searching for a way to advance development within TID #3, our Village Attorney recommended we meet with Alan Marcuvitz to discuss our options. This engagement letter makes it official that Alan can offer legal advice. Alan is the preeminent attorney regarding TID matters in Wisconsin, especially in situations where a TID is running out of time to payback debt or the options for developing are severely limited. Thus far, we have met twice and asked Alan's team to look at the TID #3 and provide options for how to amend or recreate portions of the TID so that the undeveloped properties will eventually contribute to the economic wellbeing of the area. Motion by Penzkover/Decker to recommend the Village Board approve the Engagement letter with VonBriesen & Roper, s.c. for legal services related to the options to advance development in TID #3 carried.

### **Grand Ave. Water main replacement project**

Brown explained the water main on Grand Ave. was installed in 1962 in the same manner as the Main St. water main which was recently replaced, set on wood blocks every six feet and severely deteriorated. Since this stretch of road is being slated by the DPW for reconstruction, now is the time to replace this main before failures occur. Doherty explained that we will be looking at using existing funds before we consider borrowing for it. Motion by Penzkover/Decker to recommend the Village Board approve the engineer Task Order for the Grand Ave. Water main replacement project as presented carried.

### **Fairwinds Subdivision westerly pond**

Weidl explained the westerly pond in the Fairwinds subdivision, which was recently fixed, is now leaking. Engineers have been in touch with the developer to get the issue fixed. Information only. No action taken.

### **Storm water management and erosion control ordinance**

Motion by Penzkover/Johnson to recommend the Village Board tentatively approve the ordinance to amend Section 34-100 of the Village of Mukwonago Municipal Code

pertaining to storm water management and erosion control and present for adoption by the Village of Board at the regular Board meeting on May 16, 2017 carried.

**Adjournment**

Meeting adjourned at 6:41 p.m.

Respectfully Submitted,

Steven Braatz, Jr.  
Clerk-Treasurer

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

### **Monday, April 10, 2017**

#### **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
- Dave Brown, Utilities Director
- Robert Harley, Supervisor of Inspections
- Kurt Peot, Village Engineer
- Kevin Schmidt, Police Chief
- John Weidl, Administrator/Economic Development Director

#### **Committee of the Whole Business**

##### **Minutes**

Motion by Decker/Johnson to approve the March 7, 2017 Committee of Whole meeting minutes as presented carried.

#### **Committee Reports**

##### **Finance Committee**

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

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

- a. Payments batch AP-4-2017-1 \$339,954.56
- b. Manuals M-3-2017-1 \$175,287.76
- c. LIBAP20173 \$17,175.19

##### **Impact Fees**

Motion made by Vermeulen/Decker to recommend the Village Board approve increases to the impact fee amounts based on the CPI inflation between 2013 and 2017 of 4.57%, rounded up to the nearest dollar. This action is consistent with Sec 44-5 (e) of the Municipal Code. Motion carried.

##### **2017 Eagle Scout project at Brooklife Church**

Motion by Vermeulen/Penzkover to recommend the Village Board waive any fees charged by the Village associated with the 2017 Eagle Scout project consisting of the construction of pergolas within the greenspace area north of Brooklife Church carried (Decker and Winchowky voted no).

### **Actuarial study of sick leave payout**

Doherty let the Committee know she contacted three other actuarial firms to conduct an actuarial study of sick leave payout from a list provided by the auditors but have been unable to get any of them to respond to the request for a quote. She will proceed with Key Benefit Concepts, LLC to conduct the study, provided they will proceed with the price as originally quoted. She also noted the Other Post Employment Benefit study included in this quote is no longer needs to be conducted, as she was able to obtain information from similarly sized communities for comparison purposes that satisfied the auditor requirement which originally prompted the request for a quote.

### **February 2017 Monthly Treasury Report**

The February 2017 monthly Treasury report is on file in the Clerk's Office.

## **Health and Recreation Committee**

### **Comprehensive Outdoor Recreation Plan**

Bittner introduced Becky Binz from MSA Professional Services who will be conducting the CORP update. She explained the aspects and schedule of the study, and the resident survey that will go out. She also asked the Committee to visit each park and assess them.

### **Acceptance of donation**

Motion by Werner/Johnson to recommend the Village Board accept the donation of kitchen facilities at Field Park by CFU Lodge 993 John Movrich Lodge carried.

## **Judicial Committee**

### **Board, Committee, and Commission appointments**

Staff will come back at the next meeting with a draft policy of a policy pertaining to background checks on applicants for Board, Committee, and Commission appointments.

### **Vending machines licenses**

Motion made by Klemme/Decker to recommend the Village Board adopt the ordinance to repeal Article VI of Chapter 22 of the Village of Mukwonago Municipal Code pertaining to vending machines. The licensing of vending machines is an unneeded and unnecessary regulation of business. Furthermore, the cost of administering the licensing of vending machines highly outweighs the revenue received. Motion carried.

### **Black Bear Drive No parking**

Motion by Klemme/Johnson to recommend the Village Board update the Stopping, Standing, Parking, and No Parking resolution by adding no parking on the even address side of Black Bear Drive carried.

## **Personnel Committee**

### **Review of position descriptions**

Sub-committee reviewed the first batch of position descriptions. Next meeting will be Monday, April 17, 2017 at 9:00 a.m.

## **Public Works Committee**

### **Pedestrian path on the CTH ES Fox River Bridge**

Item will remain on the agenda.

**Request by Joe Bukovich, Pointe Real Estate, for termination of the Storm Water Permit for The Orchards of Mukwonago**

Item not ready. Remove from the agenda.

**2017 Street Program**

Motion by Penzkover/Decker to recommend the Village Board approve the Engineer Task Order for the creating and administering the bidding documents for the 2017 Street Program project (Paving project on Lincoln Ave., Oakland Ave., Clarendon Ave., Grand Ave., and a portion of Division St.) carried.

**2017 Street Maintenance Program**

Motion by Penzkover/Decker to recommend the Village Board approve the Engineer Task Order for the creating and administering the bidding documents for the 2017 Street Maintenance Program project (Slag or granite sealing on E. Wolf Run and Maple Ave. from E. Wolf Run to Maple Ct.) carried.

**Resolution to delegate approval authority for functional classification and boundary changes in urban areas**

Motion by Penzkover/Werner to recommend the Village Board adopt the resolution to delegate approval authority for functional classification and boundary changes in urban areas to Ron Bittner, Public Works Director, carried.

**Main Street Water Main Relay project**

Motion made by Penzkover/Decker to recommend the Village Board approve the Main Street Water Main Relay project change order #4, for an increase in the original contract price of \$26,765. The reason for the change order is to adjust the contract price for additional work to mill and overlay 2" of southbound lanes on Main St., including four trench crossings on the east side, and provide pavement markings along new asphalt areas in order to meet Waukesha County permit requirements. Motion carried.

**Conflict waiver from VonBriesen & Roper, s.c.**

Motion made by Penzkover/Decker to recommend the Village Board approve the contract waiver with VonBriesen & Roper, s.c. The Village Attorney finds there is no conflict between the two matters and recommends the execution of the waiver. Motion carried.

**Adjournment**

Meeting adjourned at 6:40 p.m.

Respectfully Submitted,

Steven Braatz, Jr.  
Clerk-Treasurer



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

### **Tuesday, May 2, 2017**

#### **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  
   Karl Kettner  
   Fred Winchowky, Village President

Also present:                      Rebecca Alonge, Village 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, Village Planner/Zoning Administrator  
   Kevin Schmidt, Police Chief  
   Jeff Stien, Fire Chief  
   John Weidl, Administrator/Economic Development Director

#### **Committee of the Whole Business**

##### **Minutes**

Motion by Decker/Johnson to approve the April 10, 2017 Committee of Whole meeting minutes as presented carried.

#### **Committee Reports**

##### **Finance Committee**

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

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

- a. Payments batch AP-5-2017-1 \$103,433.11
- b. LIBAP20174 \$34,256.03

##### **Monthly Treasury Report**

The March 2017 monthly Treasury report is on file in the Clerk's Office.

#### **Health and Recreation Committee**

##### **Miniwaukan Park parking on the grass**

Motion by Decker/Johnson to recommend the Village Board temporarily waive Sec. 82-180(e) of the Municipal Code to allow parking on the grass at Miniwaukan Park on June 3 and 4, 2017 carried.

### **Special Event Permits**

Motion by Decker/Johnson to recommend the Village Board approve the special event permit to American Legion Post #375 for Maxwell Street Days on June 10-11, 2017 carried.

Motion by Decker/Johnson to recommend the Village Board approve the special event permit to Mukwonago Lions Foundation, Inc. for Mukwonago Lions Summerfeste on June 15-18, 2017 carried.

### **Judicial Committee**

#### **2017-18 Renewal Alcohol Beverage Licenses**

Motion by Kettner/Penzkover to recommend the Village Board grant the following 2017-18 Renewal Class A Fermented Malt Beverage licenses carried:

- a. 5 Star Stations, Inc. (Victoria Smith – Agent), 301 Main Street, d/b/a Clark-Mukwonago
- b. 5 Star Stations, Inc. (Denise H. Schick – Agent), 407 S. Rochester Street, d/b/a Mukwonago Express Mart
- c. 5 Star Stations, Inc. (Kori M. Grabowski – Agent), 122 Arrowhead Drive, d/b/a 5 Star BP
- d. Genesis Gas, Inc. (Manoj Gupta – Agent), 201 N. Rochester Street, d/b/a Village Mini Mart
- e. Khasria Two Inc. (Harjinder S. Khasria – Agent), 710 Main Street, d/b/a Village Pumper Two

Motion by Kettner/Decker to recommend the Village Board grant the following 2017-18 Renewal Class A Fermented Malt Beverage and Intoxicating Liquors licenses carried:

- a. 5 Star Stations, Inc. (Denise M. Jones – Agent), 909 Greenwald Court, d/b/a 5 Star Citgo
- b. 5 Star Stations, Inc. (Danielle M. Jones – Agent), 1060 N. Rochester Street, d/b/a North Star Shell
- c. Aldi Inc. (Wisconsin) (John W. Lindstrom – Agent), 111 E. Wolf Run, d/b/a Aldi #46
- d. Gerald M. Anich, 411 Main Street, d/b/a Anich's Liquor & Beer Store
- e. Kwik Trip Inc. (Patrick M. Rice – Agent), 1212 N. Rochester Street, d/b/a Kwik Trip #282
- f. Ultra Mart Foods, LLC (Patrick T. Groves – Agent), 1010 N. Rochester Street, d/b/a Pick'n'Save #6384
- g. Wal-Mart Stores East LP (Michael R. Sandelback – Agent), 250 E. Wolf Run, d/b/a Wal-Mart #1571
- h. Walgreen Co. (Brian Marinello – Agent), 212 N. Rochester St., d/b/a Walgreens #07039

Motion by Kettner/Penzkover to recommend the Village Board grant the following 2017-18 Renewal Class B Fermented Malt Beverage and Class C Wine license carried:

- a. Wild Flower Café LLC (Lourdes Gonzalez – Agent), 1015 E. Veterans Way, d/b/a Wild Flower Cafe

Motion by Kettner/Johnson to recommend the Village Board grant the following 2017-18 Renewal Class B Fermented Malt Beverage and Reserve Intoxicating Liquors licenses carried:

- a. Boneyard Pub and Grille, LLC (James F. Jones – Agent), 215 Bay View Road Suite D, d/b/a The Boneyard Pub and Grille
- b. DAA Smokehouse LLC (Tina M. O'Bryan – Agent), 325 Bay View Road, Suites D/E, d/b/a David Alan Alan's Smokehouse & Saloon
- c. El Pueblo Inc. (Marco Alarcon – Agent), 355 Bay View Road, d/b/a Antigua Real

Motion by Kettner/Penzkover to recommend the Village Board grant the following 2017-18 Renewal Class B Fermented Malt Beverage and Intoxicating Liquors licenses carried:

- a. Blue Bay Inc. (Vlaznim Islami – Agent), 927 Main Street, d/b/a Blue Bay Family Restaurant
- b. Community Post No. 375 of the American Legion (Beth A. Dums – Agent), 627 E. Veterans Way, d/b/a American Legion Community Post #375
- c. FJ Partners, LLC (Froylan J. Mauricio – Agent), 507 Main Street, d/b/a Sol de Mexico
- d. Jay's Lanes, Inc. (Jeffrey R. Jay – Agent), 326 Atkinson Street, d/b/a Jay's Lanes
- e. Sandra M. Miller, 701 Main Street, d/b/a Sandy's Miller Time
- f. Pam's Fine Wines, LLC (Pamela L. Turner – Agent), 100 Main Street Suite 1, d/b/a Pam's Fine Wines
- g. Stevens Management Inc. (Dennis M. Stevens – Agent), 215 N. Rochester Street, d/b/a Fork in the Road

### **Personnel Committee**

#### **Mukwonago Professional Police Association 2018-2020 contract**

Motion by Klemme/Kettner to recommend the Village Board authorize the Village President to sign the letter to Mukwonago Professional Police Association to commence negotiations for 2018-2020 contract carried.

#### **Review of all Village employee position descriptions**

Motion by Klemme/Kettner to accept the Special Task Force Committee recommendation and recommend the Village Board approve the amended position descriptions as presented, including the newly created position of Utilities Lead operator, carried.

#### **Proposal by GovHR USA for Compensation Study**

Motion by Klemme/Decker to recommend the Village Board proceed with the Compensation Study by GovHR USA in an amount not to exceed the budgeted amount of \$18,200 carried.

### **Protective Services Committee**

#### **Appointment of Protective Services Fire Department Sub-committee members**

Motion by Johnson/Decker to appoint Johnson, Kettner, and Klemme to the Protective Services Fire Department Sub-committee carried.

### **Public Works Committee**

#### **Storm Sewer Drain Stenciling Project**

Motion by Penzkover/Decker to recommend the Village Board approve the Storm Sewer Drain Stenciling Project by Nick Gilson, Boy Scout Troop 152, subject to compliance with any County requirements carried.

**Merit Asphalt Village lot sealing services**

Motion made by Penzkover/Johnson to recommend the Village Board allow Merit Asphalt to perform lot sealing services for the Village on a Sunday, pursuant to Sec. 74-1 of the Municipal Code. The day and time will be at the discretion of the Public Works Director. Motion carried.

**E. Veterans Way street lighting**

Motion by Penzkover/Decker to recommend the Village Board approve the We Energies work request for installation of street lighting in the 400 block of E. Veterans Way carried.

**Award of bid for Wells 3 and 4 Generator Additions Project**

Motion by Penzkover/Decker to recommend the Village Board award the bid for the Wells 3 and 4 Generator Additions Project to NEXT Electric in the amount of \$158,620 carried.

**Wolf Run and STH 83 intersection signal installation project**

Motion by Penzkover/Johnson to recommend the Village Board authorize the Village Engineer to begin bidding process for the Wolf Run and STH 83 intersection signal installation project carried.

**Sewer connection fees**

Motion by Penzkover/Decker to recommend the Village Board adopt the ordinance to amend Sec. 86-240 of the Village of Mukwonago Municipal Code concerning sewer connection fees carried.

Motion by Penzkover/Decker to recommend the Village Board adopt the resolution to confirm sewer connection fees carried.

**CLK Mukwonago, LLC/Brooklife Church Development**

Motion by Penzkover/Decker to recommend the Village Board approve the technical exemption pursuant to Section 34-110(e)1.C.(i) of the Municipal Code for the Mukwonago Point development located at the corner of South Rochester Street (STH 83) and Bayview Road carried.

Motion by Penzkover/Decker to recommend the Village Board approve the Storm Water Maintenance Agreement between CLK Mukwonago, LLC, Brooklife Church, Inc., and the Village of Mukwonago for the development located at the corner of S. Rochester Street (STH 83) and Bayview Road carried.

Motion by Penzkover/Decker to recommend the Village Board to grant the Storm Water and Erosion Control Permit to CLK Mukwonago, LLC for the development located at the corner of S. Rochester Street (STH 83) and Bayview Road subject to the following conditions carried:

Prior to issuance of an erosion control permit and any land disturbing activity beginning for the project the following will need to be addressed:

1. Village Board approval of the Storm Water Technical Exemption following Section 34-110(e) of the Village Storm Water Ordinance.
2. Execution and recording of the Storm Water Maintenance Agreement.

3. Provide us the Wisconsin Department of Natural Resources (WDNR) Water Resources Application for Project Permits (WRAPP) and all other applicable permits from regulating authorities prior to construction.
4. 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 (WDNR) 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 WDNR.
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.

**Adjournment**

Meeting adjourned at 6:18 p.m.

Respectfully Submitted,

Steven Braatz, Jr.  
Clerk-Treasurer

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

### **Tuesday, June 6, 2017**

#### **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
- Karl Kettner
- Fred Winchowky, Village President

Also present:

- Rebecca Alonge, Village 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, Village Planner/Zoning Administrator
- Kevin Schmidt, Police Chief
- John Weidl, Administrator/Economic Development Director

#### **Committee of the Whole Business**

##### **Minutes**

Motion by Decker/Johnson to approve the May 2, 2017 Committee of Whole meeting minutes as presented carried.

##### **Change of date for the July Committee of the Whole meeting**

Motion by Decker/Johnson to change the July Committee of the Whole meeting date to July 5, 2017 carried.

##### **Change of date for the August Committee of the Whole meeting**

Motion by Johnson/Decker to change the August Committee of the Whole meeting date to August 2, 2017 carried.

#### **Committee Reports**

##### **Finance Committee**

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

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

- a. Payments batch AP-6-2017-1 \$223,676.40
- b. LIBAP5-2017 \$14,438.42
- c. TAXSET5-2017 \$676,094.26
- d. Payments batch M-5-2017-1 \$181,402.91

### **Purchase requisition**

Motion by Vermeulen/Johnson to approve the purchase requisition for Department of Public Works for costs associated with pickle ball court resurfacing from Poblocki Paving Corp. in the amount of \$8,802 carried.

### **ICMA 457(b) Deferred Compensation contributions Social Security and Medicare taxes owed**

Motion by Decker/Johnson to recommend the Village Board approve an interest-free advance to current and former employees affected by the error related to Social Security and Medicare taxes owed on Village's ICMA 457(b) Deferred Compensation contributions to qualified employees for 2011 thru 2016 up to 12 months carried.

### **Unlawful taxes claims**

Motion by Penzkover/Klemme to recommend the Village Board acknowledge a palpable error in the 2016 assessment roll and request a charge-back of taxes for the property known as MUKV1977074 carried.

Motion by Penzkover/Klemme to recommend the Village Board acknowledge a palpable error in the 2016 assessment roll and request a charge-back of taxes for the property known as MUKV2009965002 carried.

### **Treasury Report**

The April 2017 monthly Treasury report is on file in the Clerk's Office.

### **April 2017 Revenue/Expenditure Report**

The April 2017 monthly Revenue/Expenditure report is on file in the Clerk's Office.

## **Judicial Committee**

### **2017-18 Alcohol Licenses**

Motion by Kettner/Johnson to recommend the Village Board grant the following 2017-18 Renewal Class B Fermented Malt Beverage and Class C Wine license carried:

- a. Mario's Natural Roman Pizza, Inc. (Charlene Edwards-Reitman – Agent), 225 Bay View Rd. Suite 500, d/b/a Mario's Natural Roman Pizza

Motion by Kettner/Johnson to recommend the Village Board grant the following 2017-18 Renewal Class B Fermented Malt Beverage and Intoxicating Liquors licenses carried:

- a. Community Post No. 375 of the American Legion (Shelby K. Savin – Agent), 627 E. Veterans Way, d/b/a American Legion Community Post #375
- b. Perseverance Corp. (Mark A. Weiss – Agent), 200 S. Rochester St., d/b/a The Badger Burger Co.

Khasria Two Inc. (Harjinder S. Khasria – Agent) has applied for a 2017-18 Class A Intoxicating Liquors License for the property located at 712-18 Main Street Units 101-103, to open a liquor store. Attorney Joe Abruzzo, representing the applicant, provided information regarding the benefit of allowing this type of business at that location. He obtained an appraisal with the liquor store which showed an increase in assessment. He also provided a letter from a realtor stating the location is most appropriate for a business

like a liquor store, and will remain vacant otherwise. Applicant will be transferring his license from the existing gas station business next door to this new location. Committee would approve the request, pending inspections and background checks. Public hearing to exceed the quota will be held in July. Item will remain in Committee.

### **2017-18 Operators License**

Motion made by Kettner/Decker to deny the 2017-18 Operators License for Theodore F. Van Singel for the following reasons:

1. Omitted Offenses on Application. During a background check, it was discovered that there were arrests/citations for offenses that were not listed on the application.
2. Habitual Offender (Sec. 125.04(5)(b) Wisc. Stats.). Some of the offenses are substantially related to drug and/or alcohol.

The applicant will be offered a hearing to appeal the decision at the next Committee meeting. Motion carried.

### **Protective Services Committee**

#### **COPS Hiring Program**

Chief Schmidt notified the Committee that he intends to apply for a COPS grant through the U.S. Department of Justice Office of Community Oriented Policing Services COPS Office FY 2017 Grant Program. If selected, an entry-level officer would increase the Police Department budget approximately \$52,500 in salary and fringe benefits. The grant would cover the balance of approximately \$41,666 of the cost. Information only. No action taken.

### **Public Works Committee**

#### **Award of bids for projects**

Motion by Penzkover/Decker to recommend the Village Board award the bid for the 2017 Road Program – Chip Seal Project to Scott Construction, Inc. in the amount of \$105,457 carried.

Motion by Penzkover/Johnson to recommend the Village Board award the bid for the Wolf Run Signalization Project to MP Systems, Inc. in the amount of \$260,000 carried.

#### **W. Veterans Way Sidewalk Project**

Motion by Penzkover/Kettner to recommend the Village Board authorize the Village President to sign the application for Waukesha County Dept. of Public Works Permit to construct 2,280 feet of 5-foot wide concrete sidewalk carried.

Motion by Penzkover/Johnson to recommend the Village Board authorize the Public Works Director to commence the bidding process for the W. Veterans Way Sidewalk Project carried.

#### **Excavations in public right-of-ways ordinance**

Motion by Penzkover/Decker to recommend the Village Board tentatively approve the ordinance to create Section 74-10 of Chapter 74 of the Village of Mukwonago Municipal Code pertaining to excavations in public right-of-ways and present for adoption by the Village of Board at the regular Board meeting on July 18, 2017 carried.



### **Holz Parkway Multi-use Trail**

The engineers are working on the design plans to submit to WiDNR. Information only.  
No action taken.

### **OMSA Storm Water Maintenance Agreement**

Item remains in Committee.

### **Berg Property Storm Water Maintenance Agreement**

Item remains in Committee.

## **Health and Recreation Committee**

### **Special Event Permits**

Motion by Decker/Johnson to recommend the Village Board approve the special event permit to CFU John Movrich Lodge for Croatian Day Fest on July 8, 2017, subject to the conditions submitted by the department heads, carried.

Motion by Decker/Penzkover to recommend the Village Board approve the special event permit to St. James Catholic Parish for St. James Festival on August 25-27, 2017, subject to the conditions submitted by the department heads, carried.

### **Fairwinds subdivision park**

Motion by Decker/Klemme to recommend the Village Board name the new park in Fairwinds subdivision carried.

Bittner explained Section 6 of the Fairwinds subdivision developer's agreement requires the installation of four street lights in the park. WE Energies is currently designing the lighting plan. Committee recommended Bittner contact Atty Blum to determine if any documents are needed to accept the park prior to the completion of conditions in the developer's agreement.

Motion by Decker/Johnson to recommend the Village Board authorize the Public Works Director to solicit Request for Proposals for the design of a play structure in the new park in Fairwinds subdivision carried.

### **Comprehensive Outdoor Recreation Plan**

Discussion on existing conditions maps, community survey results, preliminary geographic, quantitative and qualitative needs assessment, and potential park and recreation improvements. The Committee and staff each identified their top three priority parks. No action taken.

## **Adjournment**

Meeting adjourned at 7:42 p.m.

Respectfully Submitted,

Steven Braatz, Jr.  
Clerk-Treasurer

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

### **Wednesday, July 5, 2017**

#### **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
- Karl Kettner
- Fred Winchowky, Village President

Also present:

- Mark Blum, Village Attorney
- Steven Braatz, Jr., Clerk-Treasurer
- Dave Brown, Utilities Director
- Diana Doherty, Finance Director
- Robert Harley, Supervisor of Inspections
- Bruce Kaniewski, Village Planner/Zoning Administrator
- John Knepel, Auditor
- Kurt Peot, Village Engineer
- Kevin Schmidt, Police Chief
- John Weidl, Administrator/Economic Development Director

#### **Committee of the Whole Business**

##### **Minutes**

Motion by Decker/Johnson to approve the June 6, 2017 Committee of Whole meeting minutes as presented carried.

#### **Committee Reports**

##### **Finance Committee**

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

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

- a. Payments batch AP-7-2017-1 \$161,888.80
- b. LIBAP6-2017 \$11,227.22
- c. Payments batch M-6-2017-1 \$229,398.74

##### **Purchase requisitions**

Motion by Vermeulen/Decker to approve the purchase requisition for Fire Department for the purchase of a ventilator from Hamilton Medical in the amount of \$17,886.05 carried.

Motion by Vermeulen/Penzkover to approve the purchase requisition for Sanitary Sewer Utility for the costs associated with primary clarifier rebuild from Sabel Mechanical LLC in the amount of \$100,666 carried.

Motion by Vermeulen/Decker to approve the purchase requisition for Water and Sanitary Sewer Utilities for the costs associated with Water Utility and Sanitary Sewer Utility Rate Studies from Trilogy Consulting, LLC in the amount of \$19,030 carried.

#### **2016 Financial Audit Report**

Motion by Vermeulen/Johnson to recommend the Village Board accept the 2016 Financial Audit Report as presented carried.

#### **Aldi Special Assessment**

Motion by Vermeulen/Johnson to recommend the Village Board adopt the Preliminary Resolution Authorizing the Levying of Special Assessments Against Benefited Property carried.

#### **Bail Bond Schedule**

Motion by Vermeulen/Decker to recommend the Village Board approve the update to the Bail Bond Schedule pertaining to Village parks violations carried.

#### **2017 Fee Schedule**

Some Committee members voiced concern over the costs for the deck permit fee and the deck examination fee. Harley and Weidl agreed to review the deck fees and come back to the July 18 Board meeting with a suggestion on the fees. Motion by Vermuelen/Penzkover to recommend the Village Board approve the update to the 2017 Fee Schedule pertaining to copies of public records, fire protection inspection permits, Plan Commission sign reviews, street privilege permits, plumbing permits, and building permits, removing items J) and T)5) of the Building Permit Fee Schedules for a review and recommendation at the July 18 Village Board meeting carried (Winchowky and Johnson voted no).

#### **May 2017 Monthly Treasury Report**

The May 2017 monthly Treasury report is on file in the Clerk's Office.

#### **May 2017 Revenue/Expenditure Report**

The May 2017 monthly Revenue/Expenditure report is on file in the Clerk's Office.

### **Health and Recreation Committee**

#### **Parks and Recreation Ordinance Amendments**

Staff suggested a change to Subsection 58-31(b), striking "No person shall bathe...6:00 a.m." Motion by Decker/Johnson to recommend the Village Board adopt the Ordinance to Amend Subsections 58-31(b) and 58-33(a)(4)b. and Create Subsections 58-33(a)(4)c. and 58-33(b)(7) of Chapter 58 of the Mukwonago Municipal Code of the Village of Mukwonago Pertaining to Parks and Recreation as amended carried.

#### **Osprey nesting boxes**

Motion by Decker/Johnson to recommend the Village Board approve the installation of Osprey nesting boxes in the western portion of Minors Park and the mitigation field in Miniwaukan Park subject to We Energies signing a hold harmless agreement for doing work on Village property carried.

## **Judicial Committee**

### **Alcohol Licenses**

Motion by Kettner/Penzkover to recommend the Village Board grant the following 2017-18 Original Class B Fermented Malt Beverage and Intoxicating Liquors license subject to the criminal background check on the agent carried:

- a. Take a Big Bite, Inc. (Paul J. Hennessy – Agent), 215 N. Rochester Street, d/b/a Fork in the Road

Motion by Kettner/Penzkover to recommend the Village Board grant the following 2017-18 Original Class A Intoxicating Liquors License carried:

- a. Khasria Two Inc. (Harjinder S. Khasria – Agent), 712-18 Main Street Units 101-103, d/b/a Village Wine & Liquor

### **2017-18 Operators License**

Motion made by Kettner/Decker to deny the 2017-18 Operators License for Danielle A. Grooms for the following reasons:

1. Omitted Offenses on Application. During a background check, it was discovered that there were arrests/citations for offenses that were not listed on the application. The applicant will be offered a hearing to appeal the decision at the next Committee meeting. Motion carried.

### **Library Board no smoking policy**

The Library Board passed a no smoking policy to designate smoking areas, but wanted to ensure Mukwonago Police Dept. enforcement, if needed. Schmidt noted that his department can enforce if the Authority Having Approval (AHL) has a policy. Discussion only. No action taken.

## **Protective Services Committee**

### **2016 Annual Police Report**

Motion by Johnson/Decker to recommend the Village Board accept the 2016 Annual Police Report as presented carried.

### **Waukesha County Civil Disturbance Unit (CDU) Memorandum of Understanding**

Motion by Johnson/Decker to recommend the Village Board approve the Waukesha County Civil Disturbance Unit (CDU) Memorandum of Understanding carried.

### **Walworth County Crowd Control Unit (CCU) Memorandum of Understanding**

Motion by Johnson/Decker to recommend the Village Board approve the Walworth County Crowd Control Unit (CCU) Memorandum of Understanding carried.

## **Public Works Committee**

### **Chapman Farms Blvd Project**

Motion by Penzkover/Decker to recommend the Village Board award the bid for the Chapman Farms Boulevard Project to Musson Bros., Inc. in the amount of \$1,154,914.50 carried.

### **Premier Woods**

Motion by Penzkover/Decker to recommend the Village Board approve the reduction in the letter of credit for Premier Woods to \$100,000 subject to the following conditions carried:

1. The developer must submit signed lien waivers from all contractors and subcontractors associated with the work performed.
2. The Developer shall provide a schedule for the completion of the remaining items of work and all remaining punch list items.

### **Future water tower maintenance needs**

Brown explained that the water towers are in need of repairs and informed the Committee of upcoming needs and status. Discussion only. No action taken.

### **Edgewood Village Apartments Development**

Motion by Penzkover/Decker to recommend the Village Board approve the Storm Water Management Plan for Edgewood Village Apartments and issue Storm Water and Erosion Control Permit subject to the following conditions carried.

1. Prior to any land disturbing activity, 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 installation of utilities and the Storm Water Management Plan.
2. During Construction:
  - a. Owner will maintain approved plans on-site and readily available to the Village Erosion Control Inspector.
  - b. On-site approved plans must reflect current construction conditions and compliance with the Village ordinance.
  - c. 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 (WDNR) Technical Standards.
  - d. Village ordinance requires inspection of 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 WDNR.
  - e. 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.
  - f. Owner will provide erosion control measures and restore any private utility company land disturbance resulting from providing utilities to this site regardless of location.

Motion by Penzkover/Decker to recommend the Village Board approve the Storm Water Maintenance Agreement between Edgewood Village Apartments, LLC and the Village of Mukwonago carried.

Motion by Penzkover/Decker to recommend the Village Board approve the Permanent Utility Easements for the Edgewood Village Apartments between Edgewood Village Apartments, LLC and the Village of Mukwonago carried.

Motion by Penzkover/Johnson to recommend the Village Board approve the Public Improvement Construction Drawings for Edgewood Village Apartments, subject to a meter room approved by the Utilities Director, carried.

Motion by Penzkover/Decker to recommend the Village Board establish a letter of credit for the Edgewood Village Apartments development in the amount of \$245,047.20 subject to final form by the Village Attorney carried.

Motion by Penzkover/Decker to recommend the Village Board approve the Agreement for Improvements for the Edgewood Village Apartments between Edgewood Village Apartments, LLC and the Village of Mukwonago subject to final review by the Village Planner and Village Attorney carried.

**OMSA Development**

Motion by Penzkover/Decker to recommend the Village Board approve the Storm Water Maintenance Agreement between Citizens Bank and OMSA, LLC and the Village of Mukwonago carried.

Motion by Penzkover/Johnson to recommend the Village Board approve the Storm Water Maintenance Agreement between OMSA, LLC and the Village of Mukwonago carried.

**Adjournment**

Meeting adjourned at 7:30 p.m.

Respectfully Submitted,

Steven Braatz, Jr.  
Clerk-Treasurer

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

### **Wednesday, August 2, 2017**

#### **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
- Karl Kettner
- Fred Winchowky, Village President

Also present:

- Ron Bittner, Public Works Director
- Mark Blum, Village Attorney
- Steven Braatz, Jr., Clerk-Treasurer
- Dave Brown, Utilities Director
- Diana Doherty, Finance Director
- Kevin Schmidt, Police Chief
- John Weidl, Administrator/Economic Development Director

#### **Committee of the Whole Business**

##### **Minutes**

Motion by Decker/Johnson to approve the July 5, 2017 Committee of Whole meeting minutes as presented carried.

##### **Procedures on making motions**

Braatz asked to chairs of each Committee to ask for motions rather than make motions.

#### **Committee Reports**

##### **Finance Committee**

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

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

- a) Payments batch AP-8-2017-1 \$130,127.45
- b) LIBAP-7-2017 \$19,027.96
- c) Payments batch M-7-2017-1 \$257,672.16

##### **Intergovernmental Agreement with Waukesha County**

Blum offered suggested changes, but we have not heard back from Waukesha County whether or not they accepted the changes. The Agreement with Waukesha County regarding Special Assessments and Special Charges will remain in Committee.

##### **Contract with Hippenmeyer, Reilly, Blum, Schmitzer, Fabian, & English**

Blum explained that after reviewing the the firm's rates, which have not been increased in many years, he is asking for an increase. He did not feel it was appropriate to raise

the rates when he first came on board four years ago until he was up to speed with the Village's matters. Motion by Johnson/Decker to recommend the Village Board approve the request by the Village Attorney to increase the billing rate for general legal services from \$165.00 per hour to \$175.00 per hour and for municipal prosecution services from \$140.00 per hour to \$150.00 per hour pending a financial impact analysis by staff carried.

#### **Agreement for Interim Market Update Assessment Services**

Braatz explained the Village is approaching 90% of equalized value, the threshold where the State will force us to conduct a revaluation. There are also significant inequities throughout the Village, which a revaluation will solve. Motion by Johnson/Decker to recommend the Village Board approve the Agreement for Interim Market Update Assessment Services with Associated Appraisal Consultants to conduct a Village-wide property assessment revaluation in 2018 carried.

#### **Cost/benefit comparison of various proposed development projects**

The Committee prioritized future development costs for several proposed projects. Top three choices were Sugden TID, residential development near Maple Ave, and the Dewey property. Discussion only. No action taken. More discussion will occur during budget discussions.

#### **Sick Leave Payout Benefit to actuarial study**

The study suggested an annual budget of \$42,645 to fund the sick leave liability. Monies will remain in a reserve until used. Discussion only. No action taken. More discussion will occur during budget discussions.

#### **Consideration of joining centralized administration of CDBG Revolving loan funds through Waukesha County**

More research by staff is needed. Item will remain in Committee.

#### **MUKV1974983 Special Assessment Interest**

Braatz explained that there is a special assessment for water and sewer main work from 1983 in the amount of \$11,629.78 on this property, which needs to be paid prior to the owner selling it and/or constructed a home on it. With the interest rate set at 9.5%, the owner would have to pay well over \$36,000 in interest. However, the bond has been paid off, the assessment should have been paid in 2007 when the owner bought the property, and precedence was set when the Village Board waived the interest prior to 2000 on another property in the area in 2014. Motion by Johnson/Penzkover to recommend the Village Board approve the request by Dan Schmidt for a reduction in the interest on the STH 99 Water and Sewer Project Special Assessment for the property located at 450 Eagle Lake Ave. and known as MUKV1974983, waiving the interest from Sept. 1, 1983 to Dec. 31, 1999 and from Feb. 8, 2008 and beyond carried.

#### **June 2017 Monthly Treasury Report**

The June 2017 monthly Treasury report is on file in the Clerk's Office.

#### **June 2017 Revenue/Expenditure Report**

The June 2017 monthly Revenue/Expenditure report is on file in the Clerk's Office.



## **Health and Recreation Committee**

### **Comprehensive Outdoor Recreation Plan (CORP)**

Motion by Johnson/Winchowky to hold a special meeting of the Health and Recreation Committee on Wednesday, August 9, 2017 at 5:00 p.m. to discuss the Comprehensive Outdoor Recreation Plan (CORP) Master Plan Concepts for Indianhead Park, Field Park, and future downtown park carried.

### **Report on East Troy-Mukwonago multi-use trail**

Winchowky reported that Walworth County is looking at creating a multi-use trail along the East Troy Electric Railroad easement from East Troy to Mukwonago. They were successful in securing funding through donations and naming rights. The project and timetable has not been started.

### **Park lands located in Fairwinds subdivision (aka Rosewood Park)**

Motion by Vermeulen/Klemme to recommend the Village Board accept the park lands located in Fairwinds subdivision (aka Rosewood Park) carried.

Motion by Johnson/Vermeulen to recommend the Village Board approve the We Energies Work Request 4069695 for Lighting at Oldfield Ave/Rosewood Dr. for park lands located in Fairwinds subdivision (aka Rosewood Park) carried.

Motion by Klemme/Johnson to recommend the Village Board authorize Public Works Director to proceed with Request for Proposals for the design and installation of playground equipment in park in Fairwinds subdivision (aka Rosewood Park) carried.

### **Information on issues related to goose population in Village parks**

Bittner reported that he is seeking options to control the goose population in the Village parks. Provided the Committee with a publication from Cornell Cooperative Extension, University of Wisconsin, and an article from USDA listing a variety of options. Discussion only. No action taken.

### **Phantom Lakes high water levels**

Bittner reported on the Phantom Lakes high water levels and the dam during the week of July 17. This was the first time we entered the overflow. He noted that we were up to a maximum of 13" at the gate of the dam, and estimated the lake was 16" high at that time. The new shoreline that was constructed held up. The water never reached the railroad tracks. The water spilled out to the spillway, which worked exactly how it was designed. Discussion only. No action taken.

## **Judicial Committee**

### **Creation of Election Ward 12**

Braatz explained the Chandler property that was annexed from the Town of Vernon in February is in a different State Senate and Assembly District, necessitating the creation of a new ward. Motion by Decker/Johnson to recommend the Village Board adopt the resolution to create Ward 12 for the Village of Mukwonago carried.

### **Village and Town of Mukwonago Boundary Agreement correction**

Braatz and Blum explained a property on Lake St. was supposed to be part of the legal description for a set of properties that annexed to the Village when the Village and Town

of Mukwonago Boundary Agreement took effect. This particular property was not included in that legal description, so it has been a Town property since. This document corrects the issue. Motion by Decker/Penzkover to recommend the Village Board approve the correction instrument to the Village and Town of Mukwonago Boundary Agreement correcting a legal description resulting in the attachment of the Town of Mukwonago property known as MUKT1974910, contingent upon a similar approval by the Town of Mukwonago, carried.

### **Protective Services Committee**

#### **Sugden Property access point to State Highway 83**

Motion by Decker/Vermeulen to recommend the Village Board adopt the resolution requesting reconsideration by the Wisconsin Department of Transportation of its restriction on the access point to State Highway 83 for the proposed development on the Sugden Property and request a reduction of the speed limit on STH-83 southward from the Walworth County line to 40 mph carried.

### **Public Works Committee**

#### **Well #5 Rehabilitation Project**

Brown reported that pump at Well #5 is in need of repair. Well Water Solutions will inspect the pump for \$4,000. There will be larger expenses after the inspection to repair it. He will come back to the Committee when costs for the repair are known. Discussion only. No action taken.

#### **Water tower inspections findings**

Brown reported that both water towers are at a point where they can be recoated and the major expense of stripping them can be held back for numerous years to come. He is considering hiring SUEZ Water Advanced Solutions to handle the maintenance of the tower painting and inspections annually. The estimated cost is \$43,000-\$112,000 per year and will be included in the rate study and factored into future utility rates. Discussion only. No action taken.

#### **Properties not yet hooked up to available water and sanitary sewer services**

Brown and Blum reported that there are a number of properties that have failed to hook up to the water and sewer system, in accordance with the Village Municipal Code, State law, and DNR codes. They notified the Committee that staff will be contacting them to order the connections, and wanted to make them aware in case they receive phone calls. Discussion only. No action taken.

#### **St. Johns Lutheran Church parking lot expansion documents**

Motion by Decker/Johnson to recommend the Village Board approve the St. Johns Evangelical Lutheran Church storm water management plan, the Storm Water Maintenance Agreement with St. Johns Evangelical Lutheran Church, and issue the Storm Water and Erosion Control Permit to St. Johns Evangelical Lutheran Church subject to the following conditions carried:

- a. Prior to any land disturbing activity, 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.
- b. 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 (WDNR) Technical Standards.
- 4) Village ordinance requires inspection of 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 WDNR.
- 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.

### **Adjournment**

Meeting adjourned at 8:00 p.m.

Respectfully Submitted,

Steven Braatz, Jr.  
Clerk-Treasurer

**MINUTES OF THE SPECIAL MEETING OF THE COMMITTEE OF THE  
WHOLE OF THE VILLAGE BOARD OF TRUSTEES  
HEALTH AND RECREATION COMMITTEE  
Wednesday, August 9, 2017**

**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  
   Kelly Klemme  
   Karl Kettner  
   Fred Winchowky, Village President  
Committee members excused:     Mark Penzkover

Also present:                     Ron Bittner, Public Works Director  
   Steven Braatz, Jr., Clerk-Treasurer  
   Diana Doherty, Finance Director  
   Bruce Kaniewski, Village Planner/Zoning Administrator  
   Sarah McDonald, CORP Consultant  
   John Meiners, Plan Commissioner  
   Kevin Schmidt, Police Chief  
   Ken Werner, Plan Commissioner

**New Business**

**Comprehensive Outdoor Recreation Plan**

Committee reviewed the Comprehensive Outdoor Recreation Plan (CORP) Master Plan Concepts for Indianhead Park, Field Park, and future pocket park and offered some amendments. Sarah McDonald, CORP Consultant with MSA, gave a presentation on the plans. There will be a public open house on Monday, August 21, from 6:00 p.m. to 8:00 p.m. Discussion only. No action taken.

**Adjournment**

Meeting adjourned at 7:05 p.m.

Respectfully Submitted,

Steven Braatz, Jr.  
Clerk-Treasurer

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

### **Tuesday, September 5, 2017**

#### **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: Darlene Johnson  
Jim Decker  
Mark Penzkover  
Kelly Klemme  
Karl Kettner  
Fred Winchowky, Village President

Committee member excused: Jay Vermuelen

Also present: Steven Braatz, Jr., Clerk-Treasurer  
Dave Brown, Utilities Director  
Chris DeMotto, Police Sergeant  
Diana Doherty, Finance Director  
John Weidl, Administrator/Economic Development Director

#### **Committee of the Whole Business**

Motion by Decker/Johnson to approve the August 2, 2017 regular meeting and August 9, 2017 special meeting minutes as presented carried.

#### **Committee Reports**

##### **Finance Committee**

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

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

- a. Payments batch AP-9-2017-1 \$541,047.30
- b. LIBAP-8-2017 \$18,133.77
- c. Payments batch M-8-2017-1 \$181,349.83

##### **Purchase requisitions**

Motion by Penzkover/Johnson to approve the purchase requisition for Mukwonago Water Utility for the purchase of 140 water meters from HD Supply in the amount of \$14,700 carried.

Motion by Penzkover/Decker to approve the purchase requisition for Village Administration for costs associated with storm water management training from Ruekert & Mielke in the amount of not to exceed \$7,000 carried.

##### **Buelow, Vetter, Buikema, Olson & Vliet, LLC rate increase**

The Labor Attorney billing rate will increase by \$10.00 to \$20.00 per hour per attorney starting January 1. Committee would like to review prior billings to determine how the attorney is used and what can be done to reduce costs. No action taken.

### **Aldi special assessment**

Aldi entered into a developer agreement with the Village and received a grant in the amount of \$250,000. A condition of the grant was that the building would come in at an assessed value of \$3,000,000. The assessor determined an assessed value of \$1,993,100 as of January 1, 2017, leaving a disparity of \$1,006,900 in value and \$18,954.32 in taxes. The Village Attorney determined the best route for collection of the taxes due to the disparity would be via special assessment. Motion by Johnson/Decker to recommend the Village Board adopt the final resolution authorizing the levying of a special assessment against a benefited property carried.

### **Post-Issuance Compliance Policy**

The Village issues tax-exempt debt to finance capital projects and major equipment purchases. There are IRS regulations for tax-exempt debt issues concerning the spending and investing of bond proceeds; use of tax-exempt financed property; record retention and annual disclosure requirements. Adopting and following a documented policy would give the Village a significant advantage in the event of an IRS compliance audit and is viewed favorably by rating agencies when issuing new debt. Motion by Penzkover/Decker to recommend the Village Board adopt the Post-Issuance Compliance Policy for Tax-Exempt and Tax-Advantaged Obligations and Continuing Disclosure carried.

### **Library annual exemption resolution**

Motion by Johnson/Decker to recommend the Village Board adopt the 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 carried.

### **Waukesha County Special Assessments and Special Charges**

Atty Blum's comments were sent to the County, and the County made the requested revisions. Motion by Decker/Penzkover to recommend the Village Board approve the Intergovernmental Agreement with Waukesha County regarding Special Assessments and Special Charges carried.

### **Consideration of joining centralized administration of CDBG Revolving loan funds through Waukesha County**

More research by staff is needed. Item will remain in Committee.

### **Proposed 2018 budget schedule**

The joint meeting with the Town of Mukwonago Board to go over the 2018 Fire Dept. budget will be on September 18, 2017 at 6:30 p.m. There will be a 2018 budget workshop to go over the capital budget on October 3, 2017 following the Committee of the Whole meeting. There will be another 2018 budget workshop to go over the operating budget on October 5, 2017 at 6:30 p.m. The public hearing will be either November 2 or November 9, 2017, depending on when the budget will be complete.

### **July 2017 Monthly Treasury Report**

The July 2017 monthly Treasury report is on file in the Clerk's Office.

## **July 2017 Revenue/Expenditure Report**

The July 2017 monthly Revenue/Expenditure report is on file in the Clerk's Office.

### **Health and Recreation Committee**

#### **Comprehensive Outdoor Recreation Plan (CORP)**

There will be a special Committee meeting on October 5, 2017 at 5:30 p.m. to discuss and review the draft Comprehensive Outdoor Recreation Plan (CORP).

#### **Residential electronics and appliance recycling**

The Village would like to host electronics recycling events with Waukesha County in the future. Motion by Decker/Penzkover to recommend the Village Board approve the Residential Electronics and Appliance Recycling Collection Event Agreement with Waukesha County carried.

#### **Open-air pavilion at Minwaukan Park located at 360 McKenzie Rd.**

Bittner would like to run electric to the open-air pavilion in Minwaukan Park. Money is included in the budget. Motion by Johnson/Penzkover to recommend the Village Board approve the Agreement with WE Energies for the installation of electrical service to the open-air pavilion at Minwaukan Park located at 360 McKenzie Rd. carried.

### **Judicial Committee**

#### **Wal-Mart premises description amendment**

Motion by Decker/Johnson to recommend the Village Board approve the premises description amendment requested by Wal-Mart Stores East LP for the 2017-18 Intoxicating Liquors and Fermented Malt Beverage license for Walmart #1571 carried.

#### **2017-18 Operators License**

Motion made by Decker/Johnson to deny the 2017-18 Operators License for Russell R. Lammey for the following reasons:

1. Omitted Offenses on Application. During a background check, it was discovered that there were arrests/citations for offenses that were not listed on the application.
2. Habitual Offender (Sec. 125.04(5)(b) Wisc. Stats.). Some of the offenses are substantially related to drug and/or alcohol.

The applicant will be offered a hearing to appeal the decision at the next Committee meeting. Motion carried.

#### **Terms for Village Trustee and Village President**

Decker proposed increasing the terms for Village Board members from two years to three years to maintain consistency and to give the members a longer term to learn and work on the issues that come before them. A majority of the Committee agreed to proceed with the change. Staff will come back at a future meeting with a proposed ordinance to change the terms.

#### **Preliminary 2017 population estimates**

Motion by Decker/Penzkover to recommend the Village Board accept the preliminary 2017 population estimates for Waukesha and Walworth County portions of the Village carried.

## **Public Works Committee**

### **Arbys-BP Development**

Motion by Decker/Johnson to recommend the Village Board establish a letter of credit for the Arbys-BP Development in the amount of \$62,760 carried.

Motion by Decker/Johnson to recommend the Village Board approve the Storm Water Management Plan for the Arbys-BP Development subject to the following conditions carried:

- a. Submittal of the Storm Water Management Plan stamped by a professional engineer
- b. Submittal of the construction plans stamped by a professional engineer.
- c. The 3-inch orifice on the 6-inch underdrain needs to be clarified on the details. The plans and details show a 6-inch underdrain as part of the biofilter outlet structure. The storm water management plan and hydrology calculations show a 3-inch orifice on the outlet for the biofilter at elevation 822.00. The 3-inch orifice needs to be shown on the end of the underdrain for the biofilter outlet structure detail.

Motion by Decker/Johnson to recommend the Village Board approve the Storm Water Maintenance Agreement for the Arbys-BP Development carried.

Motion by Johnson/Decker to recommend the Village Board issue the Storm Water and Erosion Control Permit for the Arbys-BP Development subject to the following conditions carried:

- a. Prior to any land disturbing activity, 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 installation of utilities and the Storm Water Management Plan.
- b. 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 (WDNR) Technical Standards.
  - 4) Village ordinance requires inspection of 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 WDNR.
  - 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.

### **The Orchards of Mukwonago Addn #2 Development**

Motion by Decker/Johnson to recommend the Village Board accept the sanitary sewer and water main for The Orchards of Mukwonago Addn #2 Development carried.



Motion by Decker/Johnson to recommend the Village Board reduce the letter of credit for The Orchards of Mukwonago Addn #2 Development to \$215,839.70 carried.

**Wolf Run Signalization Project**

Motion by Decker/Klemme to recommend the Village Board approve Change Order #1 for the Wolf Run Signalization Project for an increase of \$14,266.11 due to additional work needed due to field conditions, including larger areas of sidewalk replacement were completed than anticipated in Work Change Directive 1 due to current ADA compliance standards carried.

**Adjournment**

Meeting adjourned at 6:24 p.m.

Respectfully Submitted,

Steven Braatz, Jr.  
Clerk-Treasurer

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

### **Tuesday, October 3, 2017**

#### **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:

- Jim Decker
- Darlene Johnson
- Karl Kettner
- Kelly Klemme
- Jay Vermeulen
- Mark Penzkover
- Fred Winchowky, Village President

Also present:

- Rebecca Alonge, Village Engineer
- Ron Bittner, Public Works Director
- Steven Braatz, Clerk-Treasurer
- Dave Brown, Utilities Director
- Diana Doherty, Finance Director
- Robert Harley, Supervisor of Inspections
- Bruce Kaniewski, Planner/Zoning Administrator
- Steve LaDue, Police Lieutenant
- Kevin Schmidt, Police Chief
- Jeff Stien, Fire Chief
- John Weidl, Administrator/Economic Development Director

#### **Committee of the Whole Business**

Motion by Decker/Johnson to approve the September 5, 2017 regular meeting carried.

#### **Committee Business**

##### **Judicial Committee**

##### **Parking regulations amendments**

The Village Board adopted Ordinance No. 888 on December 16, 2014, which provided that limitations on parking would be made from time to time by the Village Board through the adoption of a resolution, rather than an amendment to the ordinance. Subsequently, the Board adopted Resolution 2014-49 on December 16, 2014 that was to list the streets in conjunction with Sections 82-178, 82-192, and 82-207. The list of streets in Sec. 82-207 were not included in the resolution. This new resolution now includes the streets, which is the same list that was in the original ordinance prior to Ord 888. For plowing purposes, the Police Chief and Public Works Director wish to limit parking on the streets with cul-de-sacs in the Mukwonago Estates subdivision during the snow months.

Motion by Johnson/Decker to recommend the Village Board adopt the ordinance to create Subsection 82-180(h) and amend Subsection 82-231 of Chapter 82 of the Mukwonago Municipal Code of the Village of Mukwonago pertaining to limitations of parking on cul-de-sacs carried.

Motion by Johnson/Decker to recommend the Village Board adopt the resolution to amend parking limitations pertaining to the list of streets limited to two-hour parking from September 1 until May 31 pursuant to Sec. 82-207 of the Municipal Code of the Village of Mukwonago, and pertaining to limitations of parking on cul-de-sacs pursuant to Secs. 82-180(h) and 82-231(b) carried.

### **Internet and Social Media Policy**

Motion by Decker/Klemme to recommend the Village Board adopt the internet and social media policy carried.

### **Three-year terms Charter ordinance**

As directed from the 9-5-17 Judicial Committee meeting, an ordinance was prepared to change the Village Board terms to three years. Pursuant to Wis. Stats. §66.0101 and 61.195, this is done by Charter Ordinance, which would go into effect 60 days after the date of publication. Assuming the Village Board adopts on 10-17-17, the ordinance will go into effect on 12-25-17, in time for the 2018 Spring election. Pursuant to the proposed Charter Ordinance, at the 2018 election the Trustee receiving the highest number of votes shall be elected for a term of three years and the other two Trustees shall be elected for a term of two years. At the 2019 election the Trustee receiving the lowest number of votes shall be elected for a term of two years, and the other two Trustees shall be elected for a term of three years. By the 2021 election, we will be on a schedule of two Trustees up for election every year, for three-year terms, and the Village President up for election every three years, for a three-year term.

Motion by Decker/Penzkover to recommend the Village Board adopt the charter ordinance relating to the establishment of three-year terms for the Village President and Trustees of the Village of Mukwonago carried (Klemme voted no).

### **Personnel Committee**

#### **Schedule special meeting to review GovHR salary/wage study**

Motion by Penzkover/Decker to schedule a special meeting of the Personnel Committee on Monday, October 9, 2017 at 5:30 p.m. to review the GovHR salary/wage study carried.

### **Protective Services Committee**

#### **Open burning ordinance**

Prior to the last FPC update, there were regulations pertaining to open burning and bonfires in the FPC. There were inadvertently left out of the latest update.

Motion by Decker/Penzkover to recommend the Village Board adopt the ordinance to repeal and recreate Section 38-35 (5) of the Village of Mukwonago Municipal Code pertaining to regulations on open burning carried.

### **Public Works Committee**

#### **Appeal by William Sievert of revocation of Holding Tank Disposal Permit**

Item will appear on the next agenda.

### **Fairwinds Subdivision Phase IV Development**

Motion by Johnson/Decker to recommend the Village Board accept the streets, storm sewer, sanitary sewer and water mains for Fairwinds Subdivision Phase IV subject to the following conditions carried:

1. Complete the following punch list items identified from the Department Head walkthrough on September 21, 2017 include:
  - a. Remove the debris from the flared end section west of Storm Manhole 23.
  - b. Mortar the exposed rebar on the flared end section east of Storm Manhole 25.
  - c. Mortar the exposed rebar on the flared end section east of Storm Manhole 15.
  - d. Remove the gravel and debris in Storm Manhole 31.
  - e. Remove the mortar off of the bench of Storm Inlet 33A.
  - f. Mortar between the frame and chimney, install an internal seal, and remove the seal band from the bottom of Sanitary Manhole 22.
  - g. Fix the broken top section of curb stop box of Lot 86.
  - h. Straighten the top section of curb stop box of Lot 89.
  - i. Cleanout the curb stop box at Lot 96.
  - j. Cleanout and straighten the curb stop box at Lot 97.
  - k. Straighten and raise the curb stop box to grade at Lot 98.
  - l. Raise the curb stop box to grade at Lot 100.
  - m. Raise the curb stop box to grade at Lot 102.
  - n. Raise the curb stop box to grade at Lot 104.
  - o. Raise the curb stop box to grade at Lot 106.
2. The Development Agreement requires that these three other items be satisfied prior to Village Board acceptance:
  - a. All outstanding charges have been paid to the Village.
  - b. A breakdown of all Developer construction, engineering, and administrative costs for sewer and water be provided to the Village to aid in establishing sewer and water utility plant value.
  - c. Valid lien waivers must be provided from all persons providing materials or performing work on the subject improvements.

Motion by Decker/Johnson to recommend the Village Board reduce the letter of credit for Fairwinds Subdivision Phase IV Development to \$141,130.25 carried.

### **Mukwonago Retail development located on the Chapman Farms 6-acre parcel**

Motion by Decker/Johnson to recommend the Village Board approve the public improvement drawings for the Mukwonago Retail development located on the Chapman Farms 6-acre parcel subject to the following conditions carried:

1. Sanitary sewer and water main be labeled as proposed Village utilities on the drawings.
2. Developer to provide about onsite pedestrian.

Motion by Decker/Johnson to recommend the Village Board approve the Storm Water Management Plan for the Mukwonago Retail development located on the Chapman Farms 6-acre parcel carried.

Motion by Decker/Johnson to recommend the Village Board issue the Storm Water and Erosion Control Permit subject to the following conditions carried:

1. Approval and execution of the Storm Water Maintenance Agreement.
2. Prior to any land disturbing activity, 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 installation of utilities and the Storm Water Management Plan.
3. During Construction:
  - a. Owner will maintain approved plans on-site and readily available to the Village Erosion Control Inspector.
  - b. On-site approved plans must reflect current construction conditions and compliance with the Village ordinance.
  - c. 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 (WDNR) Technical Standards.
  - d. Village ordinance requires inspection of 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 WDNR.
  - e. 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.
  - f. Owner will provide erosion control measures and restore any private utility company land disturbance resulting from providing utilities to this site regardless of location.

Motion by Johnson/Klemme to recommend the Village Board approve the Storm Water Maintenance Agreement for the Mukwonago Retail development located on the Chapman Farms 6-acre parcel carried.

Motion by Decker/Kettner to recommend the Village Board approve the Developer's Agreement for the Mukwonago Retail development located on the Chapman Farms 6-acre parcel carried.

Motion by Decker/Johnson to recommend the Village Board approve the Acknowledgement Agreement for the Mukwonago Retail development located on the Chapman Farms 6-acre parcel carried.

#### **Residential equivalency charge chart amendment ordinance**

Motion by Decker/Johnson to recommend the Village Board adopt the ordinance to amend Appendix A to Chapter 86 of the Village of Mukwonago Municipal Code concerning the residential equivalency charge chart carried.

#### **Finance Committee**

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

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

- a. Payments batch AP-10-2017-1 \$414,840.14

- b. LIBAP-9-2017 \$17,574.31
- c. Payments batch M-9-2017-1 \$175,837.37

**Purchase requisition (Committee Approval Only)**

Motion by Decker/Johnson to approve the purchase requisition for Mukwonago Department of Public Works for costs associated with sidewalk replacements from Mendoza Concrete in the amount of \$21,225 carried.

**Update on early start to 2018 assessment revaluation**

Braatz notified the Committee that the 2018 assessment revaluation will be starting in 2017. Expenditures will be coming from savings from the 2017 insurance budget and a few other 2017 budgetary savings. This will reduce the amount of expenditures needed for the 2018 assessment budget by \$5,000.

**2019-2021 Assessment Services**

Motion by Decker/Penzkover to recommend the Village Board approve the Agreement for Maintenance Assessment Services with Associated Appraisal Consultants, Inc. for years 2019-2021 carried.

**Data Processing Services Property Tax Assessment and Billing Agreement**

Motion by Penzkover/Decker to recommend the Village Board approve the Data Processing Services Property Tax Assessment and Billing Agreement with Waukesha County carried.

**\$1,400,000 General Obligation Promissory Notes, Series 2017a**

This is the borrowing for the approved list of 2017 capital expenditures. Motion by Penzkover/Decker to recommend the Village Board adopt the resolution authorizing the issuance and sale of \$1,400,000 General Obligation Promissory Notes, Series 2017a carried.

**Proposed 2016-17 weights and measures schedule of assessments and fees**

Motion by Decker/Johnson to recommend the Village Board approve the proposed 2016-17 weights and measures schedule of assessments and fees carried.

**Review of labor attorney services expenditures**

For the Committee's review. No action taken.

**Consideration of joining centralized administration of CDBG Revolving loan funds through Waukesha County**

Item will remain in Committee.

**August 2017 Monthly Treasury Report**

The August 2017 monthly Treasury report is on file in the Clerk's Office.

**August 2017 Revenue/Expenditure Report**

The August 2017 monthly Revenue/Expenditure report is on file in the Clerk's Office.

**2018 Capital Equipment Fund and Capital Improvements Funds budgets**

Doherty and Weidl presented the 2017-22 Capital Improvement Plan. Committee reviewed the proposed 2018 Capital Equipment and Capital Improvement expenditures and the proposed funding.

Motion by Penzkover/Decker to recommend the Village Board approve the proposed 2018 Capital Equipment and Capital Improvement Funds carried.

**Adjournment**

Meeting adjourned at 7:28 p.m.

Respectfully Submitted,

Steven Braatz, Jr.  
Clerk-Treasurer

**MINUTES OF THE SPECIAL MEETING OF THE COMMITTEE OF THE  
WHOLE OF THE VILLAGE BOARD OF TRUSTEES  
FINANCE COMMITTEE  
Thursday, October 5, 2017**

**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**

Committee members present:

- Jim Decker
- Darlene Johnson
- Karl Kettner
- Kelly Klemme
- Karl Kettner
- Jay Vermuelen
- Fred Winchowky

Also present:

- Ron Bittner, Public Works Director
- Steven Braatz, Clerk-Treasurer
- Dave Brown, Utilities Director
- Robert Harley, Supervisor of Inspections
- Bruce Kaniewski, Planner/Zoning Administrator
- John Weidl, Administrator/Economic Development Director
- Angie Zimmermann, Library Director

**New Business**

**2018 Library Services budget**

Zimmermann presented the 2018 Library Services budget, as approved by the Library Board.

Motion by Penzkover/Vermuelen to recommend the Village Board adopt the 2018 Library Services budget carried.

**2018 Water Utility and Sanitary Sewer Utility Funds budgets**

Brown presented the 2018 Water Utility budget. Christine DeMaster, Trilogy Consulting, LLC presented the water and sewer rate study.

Motion by Penzkover/Kettner to recommend the Village Board submit an application to the Wisconsin Public Service Commission for a water rate increase carried.

Motion by Penzkover/Decker to recommend the Village Board adopt the 2018 Water Utility budget carried.

Motion by Penzkover/Decker to recommend the Village Board adopt the 2018 Sanitary Sewer Utility budget carried.



**2018 Debt Service, Recycle, Capital Equipment Special Revenue Funds budgets**

Doherty presented the Debt Service, Recycle, Capital Equipment, and Special Revenue Funds Services budgets. Discussion only. No action taken. Further review will occur at a meeting on October 9, 2017.

**Adjournment**

Meeting adjourned at 8:17 p.m.

Respectfully Submitted,

Steven Braatz, Jr.  
Clerk-Treasurer

**MINUTES OF THE SPECIAL MEETING OF THE COMMITTEE OF THE  
WHOLE OF THE VILLAGE BOARD OF TRUSTEES  
HEALTH AND RECREATION COMMITTEE  
Thursday, October 5, 2017**

**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:

- Jim Decker
- Darlene Johnson
- Karl Kettner
- Kelly Klemme
- Karl Kettner
- Jay Vermuelen
- Fred Winchowky

Also present:

- Ron Bittner, Public Works Director
- Steven Braatz, Clerk-Treasurer
- Robert Harley, Supervisor of Inspections
- Bruce Kaniewski, Planner/Zoning Administrator
- John Weidl, Administrator/Economic Development Director

**New Business**

**Comprehensive Outdoor Recreation Plan (CORP)**

Dan Schmitt, MSA, and Bittner presented the draft of the 2017-22 Comprehensive Outdoor Recreation Plan (CORP). Bittner provided the Committee a list of projects for each park and asked them each to prioritize the top five projects to implement over the next five years. This will discussed at a future meeting. No action taken.

**Adjournment**

Meeting adjourned at 6:28 p.m.

Respectfully Submitted,

Steven Braatz, Jr.  
Clerk-Treasurer

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

### **Tuesday, November 7, 2017**

#### **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:     Jim Decker  
   Darlene Johnson  
   Karl Kettner  
   Kelly Klemme  
   Fred Winchowky, Village President

Committee member excused:     Mark Penzkover  
   Jay Vermeulen

Also present:                         Rebecca Alonge, Village Engineer  
   Ron Bittner, Public Works Director  
   Steven Braatz, Clerk-Treasurer  
   Dave Brown, Utilities Director  
   Rob Buikema, Labor Attorney  
   Diana Doherty, Finance Director  
   Bruce Kaniewski, Planner/Zoning Administrator  
   Steve LaDue, Police Lieutenant  
   Dan Streit, Police Lieutenant  
   Ivan Zaremba, Assistant Utilities Director

#### **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 an update on the negotiations with The Mukwonago Professional Police Association and Wis. Stat. **§19.85(1)(c)** to discuss compensation of the current Assistant Utilities Director, and to conduct the performance evaluation of the Village Administrator/Economic Development Director.

#### **Committee of the Whole Business**

##### **Minutes**

Motion by Johnson/Klemme to approve the October 3, 2017 regular meeting carried.

#### **Committee Reports**

##### **Finance Committee**

##### **Vouchers payable**

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

- a. Payments batch AP-11-2017-1 \$1,145,637.34
- b. LIBAP-10-2017 \$77,267.15
- c. Payments batch M-10-2017-1 \$879,288.41

### **Purchase requisition**

Motion by Decker/Kettner to approve the purchase requisition for Mukwonago Department of Public Works for costs associated with mill and pavement patching from Poblocki Paving Corp. in the amount of \$26,276 carried.

### **Funds for study of Shared Police Services with the Town of Mukwonago**

Item held in Committee due to Police Chief absence.

### **Use remaining 2017 capital budget funds**

Motion by Decker/Klemme to recommend the Village Board approve the request by Police Department to use remaining 2017 capital budget funds for the purchase of three automated external defibrillator (AED) units carried.

Motion by Decker/Klemme to recommend the Village Board approve the request by Police Department to use remaining 2017 capital budget funds not to exceed \$6,000 to upgrade department building cameras carried.

### **Centralized administration of CDBG Revolving loan funds**

Motion by Decker/Kettner to recommend the Village Board approve the contract for centralized administration of CDBG Revolving loan funds through Waukesha County carried.

### **September 2017 Monthly Treasury Report**

The September 2017 monthly Treasury report is on file in the Clerk's Office.

### **September Revenue/Expenditure Report**

The September 2017 monthly Revenue/Expenditure report is on file in the Clerk's Office.

### **Updates on 2018 budget**

Doherty gave an update on the 2018 budget. The expenditure restraint program came in at 3.4%, so \$22,000 was added to the General Fund budget and removed from the Capital Equipment levy. Budget hearing is on November 9, 2017.

## **Health and Recreation Committee**

### **John's Disposal Service, Inc. garbage service rates**

Motion by Kettner/Klemme to recommend the Village Board approve the request by John's Disposal Service, Inc. for increase in garbage service rates in accordance with the letter dated October 25, 2017 carried (Johnson voted no).

### **Play structures for Rosewood Park**

Motion by Kettner/Klemme to recommend the Village Board approve the proposal for the installation of a play structure from Lee Recreation in the amount of \$43,902 carried.

## **Judicial Committee**

### **Parking on E. Wolf Run adjacent to the Lynch Dealerships**

Motion by Decker/Johnson to recommend the Village Board approve the amendment to the agreement with Lynch regarding temporary parking on E. Wolf Run subject on the following conditions carried:

1. Street parking can be removed at any time the Village requires the need for two lanes of traffic on that section of E. Wolf Run.
2. Lynch Automotive agrees to pay for all costs associated to the temporary parking, (examples include, but are not limited to pavement markings, signage, design, installation, and developer's agreement amendments).
3. The parking zone on the south side of E. Wolf Run will start 60 FT west of the cul-de-sac and extend to the west for 850 FT... The north side will start 60 FT west of the cul-de-sac and extend to the west for 850 FT with allowances for no parking at driveway entrances and an unloading zone. The unloading zone is located west of the main entrance on the north side of the street and will be within 100 FT of the main entrance.
4. Parking on E. Wolf Run will be limited to between the hours of 6:00 AM and 10:00 PM.
5. The cul-de-sac will remain No Parking.

#### **Removal of parking spaces on STH 83 near Walgreens**

Motion by Klemme to recommend the Village Board approve the removal of the three parking space located on the west side of STH 83 in front of Fork in the Road and Cousins. Motion failed for lack of a second.

#### **Chargeback of administrative staff services**

Weidl would like to be able to charge back some staff time to developers for specific projects. Blum drafted an amendment to Sec. 70-15 of the Municipal Code. Committee would like to see examples of costs and scenarios. Item held in Committee.

### **Public Works Committee**

#### **Appeal by William Sievert of revocation of Holding Tank Disposal Permit**

Appellant was unable to appear. Item remains in Committee.

#### **Tree City 2017 Application**

Motion by Decker/Klemme to recommend the Village Board authorize the Village President to sign the Tree City 2017 application carried.

#### **Proposed highway improvement notice from Wisconsin DOT**

Bittner noted that the Village received a PROPOSED HIGHWAY IMPROVEMENT NOTICE from Wisconsin DOT. They are currently in the preliminary stage of designing a concrete overlay project for the STH 83 bridge and requested area utility locations. Information only.

#### **Chapman Farm Blvd. Project**

Motion by Kettner/Klemme to recommend the Village Board approve the WE Energies work request 4118650 for the installation of street lights on Chapman Farm Blvd. Committee would like two additional lights if space is found and if We Energies is in agreement. Motion carried.

Motion by Johnson/Decker to recommend the Village Board approve the WE Energies work request 4134056 for the installation of street lights on N. Rochester St. (STH 83) at Chapman Farms Blvd. carried.

Motion by Johnson/Decker to recommend the Village Board approve the Change Order #1 for the Chapman Farms Boulevard project carried.

**Main Street Water Main Relay project**

Motion by Johnson/Decker to recommend the Village Board approve the Change Order #5 for the Main Street Water Main Relay project – Closeout Change Order carried.

**Edgewood Village Apartments development**

Motion by Johnson/Decker to recommend the Village Board approve the permanent Utility Easement for the Edgewood Village Apartments development subject to review by the Village Attorney carried.

**Anaerobic Digester, Grit System and Septage Receiving Station Upgrades project**

Motion by Kettner/Johnson to recommend the Village Board approve the Task Order for the Wastewater Treatment Facility Anaerobic Digester, Grit System and Septage Receiving Station Upgrades project carried.

**Personnel Committee**

**Federal Labor Standards Act (FLSA) classification changes**

Motion by Johnson/Kettner to recommend the Village Board approve the classification change of the Court Clerk from exempt to non-exempt carried.

Motion by Johnson/Decker to recommend the Village Board approve the classification change of the Assistant Utilities Director from non-exempt to exempt carried.

**Position descriptions**

Motion by Johnson/Decker to recommend the Village Board approve the amendments to the Assistant Utilities Director position description carried.

Motion by Johnson/Decker to recommend the Village Board approve the amendments to the Police Dispatcher/Clerk Supervisor position description including the title change to Lead Police Dispatcher/Clerk carried.

**Compensation Philosophy**

Motion by Kettner/Winchowky to recommend the Village Board approve the amendments to the Compensation Philosophy carried (Decker voted no).

**Classification, Compensation and Performance Evaluation Program Policy**

Motion by Kettner/Winchowky to recommend the Village Board approve the amendments to the Classification, Compensation and Performance Evaluation Program Policy carried (Decker voted no).

**Position description**

Motion by Kettner/Winchowky to recommend the Village Board approve the creation of a Human Resources Coordinator position description carried.

**Police Community Service Officer Position Description – New Position**

LtDs. LaDue and Streit, on behalf of the Chief Schmidt, presented the position description for a Community Service Officer. This part-time position will respond to non-emergency

calls, such as parking complaints, abandoned property, preliminary breath tests (PBT's) at the department (many times we have to call a police officer off the street to handle), police department tours, and child safety seat checks. The department stopped doing these checks as the time constraints of keeping up certification and doing the checks left us shorthanded on street. Bittner added that this officer will also respond to complaints related to grass and snow being blown into the street and sidewalk shoveling. Committee would like to hear the opinions of the absent Committee members. Item held in Committee.

**Village Administrator/Economic Development Director position performance evaluation process**

Klemme presented the process and timeline of the upcoming and future performance evaluations of the Village Administrator/Economic Development Director. Discussion only. No action taken.

Motion by Decker/Johnson to convene into closed sessions at 8:00 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 an update on the negotiations with The Mukwonago Professional Police Association and 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*) to discuss compensation of the current Assistant Utilities Director, and to conduct the performance evaluation of the Village Administrator/Economic Development Director 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 8:49 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 Decker/Johnson to recommend the Village Board ratify the 2018-19 Mukwonago Professional Police Association contract carried.

**Adjournment**

Meeting adjourned at 8:50 p.m.

Respectfully Submitted,

Steven Braatz, Jr.  
Clerk-Treasurer

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

### **Tuesday, December 5, 2017**

#### **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:

- Jim Decker
- Darlene Johnson
- Karl Kettner
- Kelly Klemme
- Mark Penzkover
- Jay Vermeulen
- Fred Winchowky, Village President

Also present:

- Rebecca Alonge, Village Engineer
- Ron Bittner, Public Works Director
- Steven Braatz, Clerk-Treasurer
- Dave Brown, Utilities Director
- Diana Doherty, Finance Director
- Robert Harley, Supervisor of Inspections
- Kurt Peot, Village Engineer
- Kevin Schmidt, Police Chief
- Jeff Stien, Fire Chief
- John Weidl, Administrator/Economic Development Director

#### **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)** to conduct the performance evaluation of the Village Administrator/Economic Development Director.

#### **Committee of the Whole Business**

##### **Minutes**

Motion by Decker/Johnson to approve the November 7, 2017 regular meeting carried.

#### **Committee Reports**

##### **Finance Committee**

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

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

- a. Payments batch AP-12-2017-1 \$498,024.12
- b. LIBAP-11-2017 \$30,268.26
- c. Payments batch M-11-2017-1 \$165,253.48

##### **Amendment to Sec. 70-15 of the Municipal Code**

Weidl asked the Committee if they are interested in being able to charge back some staff time to developers. Committee would like to know if other municipalities do this and if so, how do they track the time. Item remains in Committee.



### **2018 TID #3 budget**

Motion by Decker/Johnson to recommend the Village Board adopt the 2018 TID #3 budget carried.

### **2018 Fee Schedule**

Motion by Decker/Klemme to recommend the Village Board adopt the 2018 Fee Schedule carried.

### **Funds for study of Shared Police Services with the Town of Mukwonago**

The Town and Village Police Chiefs are meeting to discuss the potential of merging the Police Departments. Committee would like the Chiefs to report to the Protectives Services subcommittee. No action taken.

### **October 2017 Monthly Treasury Report**

The October 2017 monthly Treasury report is on file in the Clerk's Office.

### **October 2017 Revenue/Expenditure Report**

The October 2017 monthly Revenue/Expenditure report is on file in the Clerk's Office.

## **Health and Recreation Committee**

### **Phantom Glen boat launch reconstruction project**

Motion by Penzkover/Johnson to recommend the Village Board authorize the Public Works Director to start the bidding process for the Phantom Glen boat launch reconstruction project carried.

### **Holz Parkway Multiuse Trail project**

Motion by Penzkover/Johnson to recommend the Village Board approve the engineer Task Order for Holz Parkway Multiuse Trail project carried.

### **Comprehensive Outdoor Recreation Plan (CORP)**

Motion by Penzkover/Johnson to recommend the Village Board adopt the 2017-2022 Comprehensive Outdoor Recreation Plan (CORP) carried.

## **Judicial Committee**

### **Limitations of Parking on E. Wolf Run**

Motion by Johnson/Decker to recommend the Village Board adopt the ordinance to create Subsection 82-191(g) of Chapter 82 of the Municipal Code of the Village of Mukwonago pertaining to limitations of parking on E. Wolf Run carried.

Motion by Johnson/Decker to recommend the Village Board adopt the resolution to amend parking limitations for the Village of Mukwonago pertaining to limitations of parking on E. Wolf Run carried.

### **Ordinance Pertaining to Sureties for Public Officials**

Motion by Decker/Johnson to recommend the Village Board adopt the ordinance to create Subsection 2-78(c)(1) of Chapter 2 of the Municipal Code of the Village of Mukwonago pertaining to sureties for public officials carried.

## **Public Works Committee**

### **Holding Tank Disposal Permit Revocation Appeal**

William Sievert presented his case regarding the revocation of his Holding Tank Disposal Permit by the Utilities Director. Committee recommended, and Brown agreed to allow Mr. Sievert one more chance to make timely payments, and thus reinstate the permit.

### **Review of Impact Fee Study and scheduling of public hearing**

Christy DeMaster, Trilogy Consulting, presented the final draft of the impact fee assessment study. Some fees went up and some went down. Total decrease of \$112. Motion by Decker/Kettner to recommend the Village Board schedule the public hearing for the consideration of the Impact Fee assessment for January 16, 2017 carried.

## **Engineer Task Orders**

Motion by Decker/Johnson to recommend the Village Board approve the following Engineer Task Orders contingent upon finalization of the October 13, 2017 addendum to the service agreement with Ruekert & Mielke carried:

- a. Engineer Task Order for Well 5 Iron filter project
- b. Engineer Task Order for I-43 Water Tower Painting project
- c. Engineer Task Order for 2018 Smoke Testing project
- d. Engineer Task Order for Well 4 Pump Station Upgrades project
- e. Engineer Task Order for Grand Avenue Infrastructure Rehabilitation project
- f. Engineer Task Order for Front Street Improvements project
- g. Engineer Task Order for 2018 Streets Rehabilitation project
- h. Engineer Task Order for Quiet Zone 2018 Update project

### **Engineer Task Order for TID #5 Improvements project**

Brown explained the possibility of a shortage of companies to bid on the booster station and potential increase in pricing due to the Foxconn bids going out next year. Asked the Committee if they wish to proceed now, even though TID #5 has not yet been approved. Committee and staff agreed the booster station would likely be needed regardless if TID #5 is approved or not. Motion by Decker/Kettner to recommend the Village Board approve the Engineer Task Order for TID #5 Improvements project contingent upon finalization of the October 13, 2017 addendum to the service agreement with Ruekert & Mielke carried.

## **Personnel Committee**

### **Police Community Service Officer Position Description – New Position**

Motion by Decker/Johnson to recommend the Village Board approve the Police Community Service Officer Position Description carried (Winchowky voted no).

### **A Resolution Relating to Salary and Wage Schedules for Non-Represented Full-Time and Part-Time Employees**

Motion by Penzkover/Kettner to recommend the Village Board adopt the resolution relating to salary and wage schedules for non-represented full-time and part-time employees carried.

**A Resolution Relating to Wage Schedules for Certain Non-Represented Full-Time Employees**

Motion by Penzkover/Vermeulen to recommend the Village Board approve the 2018 salary exception/stipend for the Village Administrator/Economic Development Director carried (Johnson voted no).

**Labor negotiations policy**

Motion by Kettner/Vermeulen to recommend the Village Board adopt the labor negotiations policy carried.

Motion by Johnson/Vermeulen to convene into closed sessions at 7:29 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*) to conduct the performance evaluation of the Village Administrator/Economic Development Director 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 7:33 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 7:34 p.m.

Respectfully Submitted,

Steven Braatz, Jr.  
Clerk-Treasurer