

MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING Tuesday, February 2, 2016

Call to Order

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

Roll Call

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

Board members excused: Arnold Fickau
Mark Penzkover

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

Minutes

Motion by Decker/Johnson to approve the January 4, 2016 Committee of Whole meeting minutes carried.

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. M-1-2016-1 \$286,373.24
- b. M-12-2015-3 \$8,272.98
- c. AP-2-2016-1 \$102,441.74
- d. AP-12-2015-5 \$18,480.95

Purchase requisitions

Motion by Johnson/Decker to approve the purchase requisition for DPW for the purchase of a Utility Tractor from Deere & Co. in the amount of \$23,043 carried.

Motion by Johnson/Decker to approve the purchase requisition for DPW for the purchase of a Chassis with plow from Lynch's Horter Chevrolet in the amount of \$42,173 carried.

Motion by Johnson/Decker to approve the purchase requisition for the Police Department for the purchase of two Police Interceptors from John Amato Ford in the amount of \$56,200 carried.

Motion by Johnson/Decker to approve the purchase requisition for the Water Utility for the purchase of water meters from HD Supply in the amount of \$26,160 carried.

Motion by Johnson/Decker to approve the purchase requisition for the Sewer Utility and DPW for the purchase of a skid steer and stump grinder from Brooks Tractor Inc. in the amount of \$42,200 carried.

Mukwonago Food Pantry

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

Village Hall and Public Works office renovations

Motion by Johnson/Decker to recommend the Village Board authorize the use of General Fund fund balance not to exceed \$3,000 for office renovations in the Public Works garage carried.

Motion by Johnson/Decker to recommend the Village Board authorize the use of General Fund fund balance not to exceed \$11,000 for office renovations in the Village Hall carried.

Monthly Financial Report

Report is on file in the Clerk's Office.

Health and Recreation Committee

Policy about open space property within subdivisions

John Schulz, President of the Mukwonago Estates Maintenance Corporation, asked the Committee what their position is about the possibility of the Village taking over the maintenance of the open space within Mukwonago Estates subdivision. He stated he receives occasional inquiries from the residents in the subdivision. The Committee agreed that the policy was subdivisions are required to have and maintain their own parks. At this time, the Village would not be interested in acquiring any open property within any subdivision due to high costs of maintenance and ownership. No action taken.

Mukwonago Area Farmers Market

April Reszka, Chamber Director, gave a report on the 2015 Farmer's Market. Report is on file in the Clerk's Office. Use of the park for the 2016 Farmer's Market will be on the next agenda.

Comprehensive Outdoor Recreation Plan

Bittner handed out a list of future park projects and asked the Committee to review, prioritize, and comment on the plan at a future meeting.

Recreation services and youth sports management funding

The \$15,000 approved in the 2016 budget for the Village recreation programs will remain allocated for this use, including Clerk's Office and Public Works staff wages to manage the youth sports team scheduling. After a meeting with Library Director Ann Lininger, Bittner noted the management of sports scheduling services and providing recreation programs by the Library has been withdrawn at this time. No action taken.

Judicial Committee

Options for potential granting of liquor license to Khasria Two Inc., 712 Main St., Unit 101, d/b/a Village Express Liquor

Item removed from the agenda at the request of the applicant.

David Alan Alan's Smokehouse & Saloon alcohol license

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

Ordinance to amend Chapter 2, Articles II and V pertaining to Village Board meetings and Committee of the Whole

Item will remain on agenda.

Review of Elected Officials Handbook draft

Item will remain on agenda.

Personnel Committee

Employee Handbook Updates

Doherty explained various potential employee handbook changes related to benefits, part-time employees, and rehires, and asked the Committee for policy direction regarding certain sections. Committee agreed on the following:

- Benefits for eligible part-time employees will be pro-rated against 40 hours per week (2,080 annual hours).
- Part-time employees eligible for health insurance and the related HRA account, will have the Village's cost of the benefit* (which is not the total premium) prorated based on 5 ranges
- Beginning in the budget year 2017, the Village's annual funding to an HRA account for eligible employees who enroll in health insurance but who opt out of the dental option, will equal the difference in the Village's cost of the premium including the dental option.
- Village funding to employee Flex Spending Accounts remains a benefit only available to full-time employees. Full-time employees who waive health insurance coverage will also receive this benefit in the amount of \$250.
- Part-time employees who work less than 30 hours per week are not eligible for paid-time-off benefits or benefits related to length of service (longevity payout, sick leave payout, etc.) If these employees transition to a position where they will permanently work more than 30 hours per week, eligibility for these benefits begins on the date of transition, not the employees' original hire date.
- Employees who are eligible for benefits but who permanently transition to less than 30 hours per week will have benefits removed or reduced accordingly.
- Employees who separate from the Village and who are later rehired will accrue any eligible length-of-service benefits based on their new rehire date. Any exceptions to this must be approved by the Village Board.
- A rehired employee's salary or wage must conform to the Village's adopted wage and salary ranges. If an employee's wage at the time of separation, exceeds the range's current maximum for that position, the employee may be offered the maximum. Any exceptions to this must be approved by the Village Board.

Doherty will provide a summary memo of the amendments to the Committee members. They will be placed in a resolution for formal review and approval in March. No action taken.

Protective Services Committee

Snowmobile routes

Motion by Gasser/Decker to recommend the Village Board adopt the resolution to establish a snowmobile route within the limits of the Village of Mukwonago as presented carried.

Public Works Committee

Snow and ice removal policy

Bittner asked the Committee if they wish to include sidewalk ramps as part of the snow and ice removal policy in Sec. 74-8 of the Municipal Code, making it the responsibility of the property owner, or if they wish to make it the responsibility of the Village. The Committee agreed to make it the responsibility of the property owner. Bittner will incorporate it into the Code and present the ordinance at a future meeting. No action taken.

CTH NN walking pathway

Committee agreed the 5' sidewalks alternate for the CTH NN pathway is the cheapest and less intrusive option. Motion by Gasser/Decker to recommend the Village Board approve Alternate 1 for the CTH NN Trail Project in the projected amount of \$122,623, which includes concrete sidewalk, carried.

Monthly Reports

Water and Sanitary Sewer Utilities, Public Works Department, and Engineering Department reports are on file in the Clerk's Office.

Adjournment

Meeting adjourned at 8:08 p.m.

Respectfully Submitted,

Steven Braatz, Jr.
Clerk-Treasurer