

## **MINUTES OF THE REGULAR VILLAGE BOARD MEETING** **Tuesday, April 19, 2016**

### **Call to Order**

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

### **Roll Call**

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

Board Members excused: Darlene Johnson

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

### **Pledge of Allegiance**

The Village Board recited the Pledge of Allegiance.

### **Introduction of new Village Trustees**

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

### **Comments from the Public**

None.

### **Consent Agenda**

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

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

## **Unfinished Business**

### **Ordinance No. 911**

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

## **Committee/Commission Reports**

### **Judicial Committee**

#### **Ordinance No. 912**

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

### **Plan Commission**

#### **214 S Rochester Street**

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

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

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

## **New Business**

### **Administrator**

#### **Utilities Director**

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

### **Village President**

#### **Infrastructure Investment Achievement Award**

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

### **Proclamations**

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

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

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

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

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

### **Letters of resignation**

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

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

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

### **2016 Appointments**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Schedule Village Board strategic planning sessions**

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

**Schedule Village Board training session**

The item will come back when a date is selected.

**League of Wisconsin Municipalities 2016 Local Government 101 Workshops**

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

**May 3 Committee of the Whole meeting**

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

**Adjournment**

Meeting adjourned at 7:24 p.m.

Respectfully Submitted,

Steven Braatz, Jr.  
Clerk-Treasurer