

MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING **Tuesday, June 7, 2016**

Call to Order

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: Dave Brown, Utilities Director
 Ron Bittner, Director of Public Works
 Robert Harley, Building Codes Official
 John Weidl, Administrator
 Steven Braatz, Jr., Clerk-Treasurer
 Paul Frantz, Village Auditor
 Diana Doherty, Finance Director
 Jeff Belongia, Bond Adviser
 Bruce Kaniewski, Village Planner
 Steve LaDue, Police Lieutenant

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

Minutes

Motion by Decker/Johnson to approve the May 2, 2016 Regular and May 4, 2016 Special Committee of Whole meeting minutes carried.

Committee Reports

Finance Committee

Vouchers payable

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

- a. M-5-2016-1 \$292,372.77
- b. AP-6-2016-1 \$420,529.86

Purchase requisitions

Motion by Johnson/Werner to approve the purchase requisition for Department of Public Works for the purchase of costs associated with micro surfacing from Fahrner Asphalt Sealers in the amount of \$17,993 carried.

2015 Financial Audit Report

Paul Frantz, Baker Tilly, presented the 2015 Financial Statements to the Committee. Motion by Decker/Vermuelen to recommend the Village Board accept the 2015 Financial Audit Report as drafted and presented carried.

\$3,100,000 General Obligation Promissory Notes, Series 2016A

The resolution authorizing the issuance and sale of approximately \$3,100,000 General Obligation Promissory Notes, Series 2016A with final interest rates will appear before the Village Board on June 21, 2106 for consideration.

\$5,610,000 Waterworks System and Sewerage System Revenue Bonds, Series 2016B

The resolution amending and supplementing Resolution No. 2002-03; providing for the issuance and sale of approximately \$5,610,000 Waterworks System and Sewerage System Revenue Bonds, Series 2016B; and providing for the payment of said bonds and other details and covenants with respect thereto with final interest rates will appear before the Village Board on June 21, 2106 for consideration.

Budget amendments

Doherty explained the DOR calculation to remain within the limits for expenditure restraint rounded up and still showed we needed to remove another \$197 from the budget. Motion by Vermuelen/Johnson to recommend the Village Board approve the budget amendment to the 2016 General Fund budget to remain within expenditure restraint qualification carried.

Doherty explained some invoices for the 2015 911 project came in after the allowable time to be automatically included in the 2015 expenditures. The money that was left over was placed into a reserve account, and this amendment is using this money. Motion by Vermuelen/Decker to recommend the Village Board approve the budget amendment to the 2016 Capital Equipment Fund budget to cover the balance due from the 2015 911 project carried.

Hotel facility market study

Weidl explained that there are interested parties looking to build different kinds of hospitality developments. He is recommending a study be done by a professional to determine what the market is calling for. However, he would like this to remain in Committee to work on some items. HMI, Inc. was recommended by UW-EX. Vermeulen asked Weidl to see about getting a quote from another company, for comparison. Item remains in Committee.

Monthly Report

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

Health and Recreation Committee

Special event permits

Motion by Vermuelen/Johnson to recommend the Village Board approve the special event permit requested by Mukwonago Lions Foundation, Inc. for the event known as Mukwonago Lions Summerfeste to be held on June 16-19, 2016 carried.

Motion by Werner/Decker to recommend the Village Board approve the special event permit requested by CFU Lodge 993 John Movrich Lodge for the event known as Mukwonago Croatian Day Fest to be held on July 9, 2016 carried.

Request for Proposals for Comprehensive Outdoor Recreation Plan

Kaniewski and Bittner noted they will be making several changes to the document presented in the packet. The final document will be included in the Village Board packet. The Committee will review the responses and have an opportunity to consider the selection of a firm at a later meeting. At this point they are simply seeking approval to be able to send out an RFP. Motion by Werner/Decker to recommend the Village Board authorize staff to send out request for proposals to various firms to conduct an update to the Comprehensive Outdoor Recreation Plan carried.

Creation of a sub-committee for potential Bandshell/Auditorium project

Motion by Decker/Penzkover to appoint Ken Werner, Jim Decker, Kevin Schmidt, Ron Bittner, Tim Novotny, Jay Campbell, Ray Goodden, Linda Forster, and Joline Palatino as members of the Mukwonago Outdoor Performance Stage (MOPS) Ad-hoc Sub-Committee carried.

Judicial

Licenses

Motion by Klemme/Decker to recommend the Village Board grant the following 2016-17 Renewal Class B Fermented Malt Beverage and Class C Wine License carried:

- a. Mario's Natural Roman Pizza Inc. (Charlene A. Edwards-Reitman – Agent), 225 Bay View Rd. #500, d/b/a Mario's Pizza
- b. Wild Flower Café LLC (Jefte Galvan – Agent), 1015 CTH NN E, d/b/a Wild Flower Café

Pam Turner, Pam's Fines Wines, is asking to include her proposed outdoor seating area as part of the alcohol license premises description. She will be appearing before the Plan Commission on June 14 to request a conditional use permit to allow the seating. Motion by Klemme/Penzkover to recommend the Village Board approve the request by Pam's Fine Wines LLC, Pamela L. Turner (Agent), 100 Main Street Suite 1, d/b/a Pam's Fine Wines, to amend premises description of 2016-17 Class B Fermented Malt Beverage and Intoxicating Liquors License to include outdoor seating, contingent upon the approval of the conditional use permit to approve the outdoor seating carried.

Motion by Klemme/Decker to recommend the Village Board authorize the Village Clerk-Treasurer to grant Temporary Class B Beer and Wine Licenses subject to Police Chief recommendation carried.

Parking limitations

A recent Police Department audit discovered a few areas in the Village that were not listed in the parking limitations resolution concerning no-parking. Motion by Klemme/Decker to recommend the Village Board approve the amendments to the parking limitations resolution carried.

Elected and Appointed Official Handbook

Village Clerk provided the final draft. Decker asked for a policy concerning attendance of Village Board and Committee members.

Protective Services Committee

Lynch Ventures

Bittner noted that the language should be changed to state that Lynch will be doing the snow plowing of the parking stalls, and the DPW will assist. Any plowing by DPW will occur during a normal schedule. Motion by Johnson/Decker to recommend the Village Board approve the amendment to the Developers Agreement for Lynch Ventures Wolf Run/Certified Survey Map 11223 related to parking on East Wolf Run, with the amendment as stated and subject to final review by the Village Attorney carried.

Median opening at STH 83 and Arrowhead Drive and possible signals at STH 83 and Wolf Run

Weidl explained the Village is still dealing with WiDOT on the median opening at STH 83 and Arrowhead Drive and possible signals at STH 83 and Wolf Run. Staff believes the safest way to move traffic is with a protected left turn. Ultimately, the Committee and Board will need to choose a priority between having the safest intersection at Wolf Run or keeping the Arrowhead Dr. median open. Item remains in Committee.

Mukwonago Professional Firefighters, International Association of Firefighters, Local 4585

The Protective Services – Fire Dept. sub-committee will be setting up a meeting with the Town's Protective Services Committee to begin strategy regarding the upcoming Mukwonago Professional Firefighters union negotiations.

Monthly Report

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

Public Works Committee

527 Bay St. utility bill

Motion by Penzkofer/Johnson to recommend the Village Board approve a refund to the sewer portion of the utility bill in the amount of \$825.30 for the property located at 527 Bay St. due to a leak where the water did not enter the sanitary sewer system carried.

The Glen of Mukwonago subdivision

Bittner explained the general rule for completion of roads is when the development reaches around 75% capacity, which The Glen of Mukwonago is beyond. However, the

binder has to be replaced, Wahlen is asking for an extension to wait until the spring when the final three units are sold, and the entire development can have a brand new road. Motion by Penzkover/Decker to recommend the Village Board approve the request by John Wahlen, Cornerstone Development of SE WI, LLC, to extend the deadline of street improvements completion for The Glen of Mukwonago subdivision to May 31, 2017, contingent upon the letter of credit being extended to at least July of 2017 and that renewed letter of credit is backed up by new construction quotes carried.

We Energies Non-standard street lighting agreement

Motion by Penzkover/Decker to recommend the Village Board approve the We Energies Non-standard street lighting agreement, Option B, for Orchards Add #2 located at Regees Rd and CTH ES carried.

2016 crack sealing project

Motion by Penzkover/Decker to recommend the Village Board award the 2016 Crack Sealing Project contract to Fahrner Asphalt Sealers, LLC in the amount of \$78,938 carried.

Fairwinds Subdivision

Committee directed staff to prepare a letter to the Fairwinds Subdivision developer stating the Village's intent to withdraw monies from the letter of credit to complete outstanding development work, and outlining the developer's options. If the matter is ready, it may appear on the June 21 Village Board agenda. Otherwise it will appear on the next Committee agenda.

Wi DNR NR 208 Compliance Maintenance Annual Report

Motion by Penzkover/Decker to recommend the Village Board adopt the resolution approving the submittal of the Wisconsin Department of Natural Resources NR 208 Compliance Maintenance Annual Report carried.

Monthly Reports

The April 2016 monthly Water and Sanitary Sewer Utilities, Public Works Department, and Engineering Department reports are on file in the Clerk's Office.

Adjournment

Meeting adjourned at 7:39 p.m.

Respectfully Submitted,

Steven Braatz, Jr.
Clerk-Treasurer