

## **MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING** **Tuesday, July 5, 2016**

### **Call to Order**

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

### **Roll Call**

Committee members present:     Jay Vermuelen  
  Darlene Johnson  
  Jim Decker  
  Kelly Klemme  
  Ken Werner  
  Fred Winchowky, Village President

Committee member excused:     Mark Penzkover

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

### **Minutes**

Motion by Johnson/Werner to approve the June 7, 2016 Committee of Whole meeting minutes 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. M-6-2016-1 \$181,218.78
- b. M-6-2016-2 \$1,299.00
- c. LIBAP62016 \$15,412.83
- d. AP-7-2016-1 \$71,569.39

##### **Purchase requisitions**

Motion by Vermeulen/Johnson to approve the purchase requisition for Department of Public Works for the purchase of costs associated with asphalt patching from Johnson and Sons Paving LLC in the amount of \$24,992 carried.

Motion by Vermeulen/Decker to approve the purchase requisition for Department of Public Works for the purchase of costs associated with transverse crack leveling from Fahrner Asphalt Services LLC in the amount of \$14,960 carried.

Motion by Vermeulen/Johnson to approve the purchase requisition for Department of Public Works for the purchase of a critical spot sprayer from VariTech Inc. in the amount of \$7,531 carried.

#### **Assessor contract**

Motion by Vermeulen/Klemme to recommend the Village Board approve the contract renewal for assessment services with Associated Appraisal Services for years 2017-2019 carried.

#### **Proposals to perform a hotel facility market study**

Motion by Vermeulen/Johnson to recommend the Village Board authorize the Village Administrator to contract with a company to provide a hotel market study, not to exceed \$5,000, carried.

#### **Monthly Treasury Report**

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

### **Health and Recreation Committee**

#### **Village Boat Launch Improvements Project**

Motion by Werner/Klemme to recommend the Village Board approve the Engineer Task Order for the Village Boat Launch Improvements Project carried.

### **Judicial**

#### **Issuance of Alcohol Operators Licenses**

Motion by Klemme/Werner to recommend the Village Board adopt an ordinance to authorize the Village Clerk-Treasurer to issue Alcohol Operators Licenses carried.

#### **Naming of CTH NN and CTH NN E to Village street name**

Klemme polled the Board if they prefer Holz Pkwy or W. and E. School Rd. With a 3-3 poll, the item will go straight to the Board at the next meeting.

### **Personnel Committee**

#### **Update on Police Clerk-Dispatcher position opening**

Chief Schmidt explained the new dispatcher starts this evening. In the meantime, another dispatcher submitted her resignation. Schmidt noted he is in the process for replacing this position. Information only. No action taken.

#### **Update on Department Head competency**

Weidl asked the Board to review and provide feedback for discussion at the next Committee meeting.

## **Protective Services Committee**

### **Indianhead Park railroad crossing**

The East Troy Railroad and Village Police Chief would like the Wisconsin Railroad Commission to investigate the need for and costs involved with installing gates and signals at the Indianhead Park and CTH ES railroad crossing. The railroad is being used more often, and there have been some near misses with vehicles. The Chief was asked to contact the Town of East Troy to see if they would be interested in combining efforts to get railroad signals at the Cty Rd J crossing, too. Motion by Johnson/Decker to recommend the Village Board adopt a resolution directing staff to take all necessary steps to petition the Office of the Commissioner of Railroads for an investigation and order determining the adequacy of warning devices at the rail-highway of CTH ES with the tracks of the East Troy Railroad Co. in the Village of Mukwonago, Waukesha County carried.

### **Median opening at STH 83 and Arrowhead Drive**

Peot informed the Committee that the State DOT has agreed to the protected left turn signal at Wolf Run, which would ultimately close the median at Arrowhead Dr. There will be a Memorandum of Understanding coming before the Committee at a later meeting which will provide all of the details. Information only. No action taken.

### **STH 83 and Wolf Run intersection**

Motion by Johnson/Winchowky to recommend the Village Board approve the engineering services agreement with Traffic Analysis & Design, Inc. to design the traffic signals at the STH 83 and Wolf Run intersection, not to exceed \$16,980, carried. Weidl noted that this will be paid from TID #3 funds.

### **Mukwonago Professional Firefighters, International Association of Firefighters, Local 4585**

The Protective Services Committee – Fire Dept. met recently with the Town of Mukwonago Committee to go over talking points and designated the negotiation team for the upcoming negotiations. The Village recently received the letter from the union inviting the Town and Village to begin negotiations. Information only. No action taken.

### **Monthly Police Report**

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

## **Public Works Committee**

### **Fairwinds subdivision**

Engineer Peot explained the work on the westerly pond and the park improvements have not been completed in accordance with the developer's agreement. There was a recent pre-construction meeting with Bielinski to complete the pond. However, the window is closing to be able to file a claim against the letter of credit. Authorizing the Village Attorney to file the claim does not mean we will actually pull the letter of credit, but it gives the Attorney the ability to in case we need to. Motion by Winchowky/Decker to recommend the Village Board authorize the Village Attorney to file a claim on the letter of credit for Fairwinds Subdivision if work on the westerly pond and the park is not satisfactorily completed by August 1, 2016, carried.

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

The request was to reduce the letter of credit to \$586,761.20. Village Engineer review determined that the items requested were not complete, so the recommendation is to reduce it by the amount that is complete, which would leave \$718,410 left on the letter of credit. Motion by Winchowky/Werner to recommend the Village Board accept the Village Engineer recommendation and reduce the letter of credit for The Orchards of Mukwonago Addn #2 subdivision to \$718,410 in accordance with the letter from the Village Engineer dated July 1, 2016 carried.

**Sewer Dept. skidster purchase**

Brown updated the Committee about the replacement of the skidster. The original equipment broke down four days prior to the trade-in, which reduced the trade-in value. The Sewer Dept. will contract with Brooks Tractor to make the repairs to keep the trade-in value the same. Information only. No action taken.

**CTH NN Water Main Relay Project**

Peot explained the project was a long process and the contractor was late on the contract time. The project is over a month behind but is in the process of wrapping up. Information only. No action taken.

**Monthly Reports**

The May 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 7:14 p.m.

Respectfully Submitted,

Steven Braatz, Jr.  
Clerk-Treasurer