

MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING

Tuesday, September 6, 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
- Mark Penzkover
- Kelly Klemme
- Ken Werner
- Fred Winchowky, Village President

Also present:

- Rebecca Alonge, Village Engineer
- Ron Bittner, Public Works Director
- Dave Brown, Utilities Director
- Diana Doherty, Finance Director
- Robert Harley, Supervisor of Inspections
- Bruce Kaniewski, Village Planner/Zoning Administrator
- Violet Razo, Village Engineer
- Dan Streit, Police Lieutenant
- Andrew Wegner, Deputy Fire Chief
- John Weidl, Administrator/Economic Development Director
- Steven Braatz, Jr., Clerk-Treasurer

Minutes

Motion by Decker/Johnson to approve the August 1, 2016 Committee of Whole meeting minutes carried. Penzkover abstained.

Committee Reports

Personnel Committee

Family Medical Leave Act (FMLA) policy

Motion by Decker/Johnson to recommend the Village Board adopt the updated Family Medical Leave Act (FMLA) policy and incorporate it into the employee handbook carried.

Public Works Department hiring of temporary staff

Bittner updated the Committee on the recent hire of a part-time staff member to fill the void of recent full-time absences. Information only. No action taken.

Finance Committee

Vouchers payable batches

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

- a. AP-8-2016-2A \$16,668.59

- b. LIBAP8-2016 \$9,578.34
- c. M-8-2016-1 \$601,831.33
- d. M-8-2016-2 \$5,609.36
- e. AP-9-2016-1 \$569,267.86

Approval of purchase requisitions

Motion by Vermeulen/Decker to approve the purchase requisition for Department of Public Works for costs associated with mill and fill paving in Two Rivers Subdivision from Johnson & Son Paving, LLC in the amount of \$14,749 carried.

Motion by Vermeulen/Johnson to approve the purchase requisition for Department of Public Works for the replacement of a fuel pump and installation of a fuel management system from Interstate Pump & Tank, Inc. in the amount of \$24,925 carried.

Motion by Vermeulen/Johnson to approve the purchase requisition for Department of Public Works for the costs associated with reworking six ball diamonds in various parks from W.H. Major & Sons in the amount of \$6,250 carried.

Motion by Vermeulen/Decker to approve the purchase requisition for Sanitary Sewer Department for the costs associated with repairs to the Jetter/Vactor from RNOW, Inc. in the amount of \$12,000 carried.

Library exemption resolution

Motion by Vermeulen/Johnson 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.

5 Year Capital Plan (2017-21)

Doherty wanted to get this report before the Committee in advance of budget discussions so they have time to review. Information only. No action taken.

Investments

Vermeulen recused himself. Decker asked for proposals from at least two other companies. Utilization of American Deposit Management Co. Treasury Services to manage the Village's funds will remain on the agenda or may appear on the September 20, 2016 Village Board agenda if Doherty can get the information in time.

Wisconsin Surplus Action Services

Motion by Vermeulen/Decker to recommend the Village Board authorize the Utilities Director to sell unused generator through Wisconsin Surplus Action Services carried.

Monthly Treasury Report

The July 2016 monthly Treasury report will be distributed at a later date.

Health and Recreation Committee

Special event permit

Motion by Werner/Johnson to recommend the Village Board approve the special event permit requested by Mukwonago Rotary Club for the event known as Jack-O-Lantern Jaunt to be held on October 14-15, 2016 at the property located at 931 N. Rochester St. contingent upon receiving a plan of operation carried.

Judicial Committee

Alcohol licenses

Paul Cielinski gave a presentation of a potential craft beer restaurant at 110 Main St. He would still need to go through the conditional use process in addition to the license application. He would be applying for a reserve "Class B" retail license. Braatz explained the Village currently has seven available reserve licenses, and three are currently being used. The only way to increase the amount of licenses is to increase population. Committee is fine with the proposal and the applicant can proceed with the application process. Item will come back at a future meeting.

Protective Services Committee

Arrowhead Ct. Median/Wolf Run intersection signals

Motion by Johnson/Decker to recommend the Village Board approve the Memorandum of Understanding between the Village of Mukwonago and the Wisconsin Department of Transportation for the Mukwonago TID #3 development site generally located on lands southeast of I-43 along WIS 83 carried.

Monthly Police Report

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

Public Works Committee

Main St. water main break and Main Street water main replacement

Brown gave an update on the large water main break on August 19 by Sol de Mexico. Engineers will provide an estimate to replace the water main by the next Committee meeting.

Mukwonago River Shoreline Restoration Project

Motion by Penzkover/Decker to recommend the Village Board approve the agreement with We Energies for permission for restoring Mukwonago River Bank and Ingress and Egress on We Energies Right of Way and Substation Property for the Mukwonago River Shoreline Restoration Project contingent upon Village Attorney review carried.

Motion by Penzkover/Decker to recommend the Village Board approve the working agreement with We Energies for the installation of conservation practices for the Mukwonago River Shoreline Restoration Project contingent upon Village Attorney review carried.

Minors West subdivision yard trees

Motion by Penzkover/Johnson to recommend the Village Board approve the recommended Village Forester yard trees list for incorporation into the Minors West subdivision deed restrictions carried.

CTH NN E Non-Standard Street Lighting

Motion by Penzkover/Decker to recommend the Village Board approve the CTH NN E Non-Standard Street Lighting Monthly Billing Contract with We Energies carried.

Temporary closure of CTH NN E railroad crossing

Bittner informed the Committee that the railroad crossing on CTH NN E will be closed starting Sept 8 morning until the railroad finishes constructing their crossing. Information only. No action taken.

CTH NN E Reconstruction Project

Weidl informed the Committee that a change order for the CTH NN E Reconstruction project was signed, to install vertical offset of the hydrant lead H-1 at a lump sum price of \$2,200. Information only. No action taken.

1002 CTH NN E driveway location

Weidl informed the Committee that Waukesha County is working with the owner of 1002 CTH NN E regarding the possible removal and replacement of his driveway. The matter is a County issue, not the Village. Information only. No action taken.

The Orchards of Mukwonago Addn #2 subdivision

Motion by Penzkover/Decker 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 \$494,787 in accordance with the letter from the Village Engineer dated September 2, 2016 carried.

Chapman Farms Blvd utility service

The Committee was asked to review the alternatives regarding installing utilities on the Chapman property versus installing additional utilities to service the area to the west. Alternative A will service the commercial property the Village owns at a cost of around \$1,327,069. Alternative B will service the commercial property and future development to the west of the property at a cost of around \$1,646,996. Weidl asked which proposal would the Committee consider and would the Committee consider special assessments. The Committee agreed Alternative B make more sense and is cheaper in the long run. The Committee cannot answer whether or not they would special assess at this time. The project will be on a future agenda.

Holz Parkway multiuse trail

The Committee was asked to review the alternatives regarding the installation of new multiuse trail on Holz Parkway. Alternative 1 will run the trail along the east side of Holz Parkway at a cost of around \$263,575. Alternative 2 will run the trail along the west side of Holz Parkway at a cost of around \$344,600. The Police Department feels Alternative 2 is safer, as people will not have to cross Holz Parkway. The Committee agreed

Alternative 2 make more sense and is cheaper in the long run. Decker asked staff to look into the possibility of a land swap with the DNR to reduce the costs of the boardwalk. The project will be on a future agenda.

Monthly Reports

The July 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 7:50 p.m.

Respectfully Submitted,

Steven Braatz, Jr.
Clerk-Treasurer