

## **MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING** **Tuesday, November 1, 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  
Fred Winchowky, Village President

Committee members excused: Mark Penzkover  
Ken Werner

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

### **Minutes**

Motion by Decker/Johnson to approve the September 6, 2016 Committee of Whole meeting minutes carried.

### **Committee Reports**

#### **Finance Committee**

##### **Vouchers payable batches**

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

- a. AP11-2016-1 \$188,805.41
- b. LIBAP102016 \$10,568.12
- c. M-10-2016-1 \$532,091.48

##### **Purchase requisitions**

Motion by Vermeulen/Decker to approve the purchase requisition for Department of Public Works for ball diamond fencing replacement from Century Fence Company in the amount of \$6,719 carried.

Motion by Vermeulen/Johnson to approve the purchase requisition for Sanitary Sewer Utility for costs associated with televising various sections of sanitary sewer mains from The Expediter, Inc. in the amount of \$16,000 carried.

**Actuarial study of sick leave payout**

Doherty received quotes from Key Benefit Concepts LLC to conduct an actuarial study related to GASB requirements for financial reporting for retirees who remain on the Village's health plan, as well as another study to give an accurate assessment of the unfunded liability from our sick leave payout policy. There is a chance that we will not need to do the first study. The sick leave payout policy actuarial study will come back at a future meeting, along with quotes from other companies.

**Monthly Treasury Report**

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

**Health and Recreation Committee**

**Garbage service rates**

Motion by Decker/Vermeulen to recommend the Village Board approve 2017 garbage collection rate of \$8.57 per household per month, and the 2017 yard waste collection rate of \$1.65 per household per collection as requested by John's Disposal Service, Inc. carried.

**Personnel Committee**

**Salary study**

Discussion on the proposal to conduct a classification and salary/wage study to put into place for the 2018-19 budget cycle, and whether or not to compensate nine employees whose wages/salaries were frozen based on the previous salary/wage study and adopted policy. Motion made by Decker/Johnson to allow an increase of \$1,000 for any employee whose wages/salaries will be frozen in 2017. The monies shall be located within the current proposed budgets. Motion carried. Staff should get together and come back at a future meeting for a formal proposal on conducting a new classification and salary/wage study.

**Protective Services Committee**

**Snowmobile route resolution**

Motion by Johnson/Decker to recommend the Village Board adopt the resolution to establish a snowmobile route within the limits of the Village of Mukwonago for the 2016-17 season carried.

**Monthly Police Report**

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

**Finance Committee**

**Review and update of 2017 general government funds budgets**

Doherty updated the Committee on some changes to the 2017 proposed budget that they will see at the November 17 budget hearing. The Village will be receiving \$9,506 more in State Shared Revenue, which will be reflected in the General Fund revenue.

The Library Board has decided to not account for \$8,000 from an endowment fund. Instead the money will be shown as coming from the Library Building Fund. Weidl also noted that the Building Inspection vehicle replacement will be removed from the 2018 capital budget and added to the 2017 Capital Equipment Fund. The Committee decided to use Village designated reserves, rather than add it to the proposed borrowing.

## **Public Works Committee**

### **The Orchards of Mukwonago-Phase II**

Motion by Johnson/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 \$339,803 in accordance with the letter from the Village Engineer dated October 26, 2016 carried.

Motion by Decker/Johnson to postpone until the next regular Public Works Committee meeting the request by the developer of The Orchards of Mukwonago Addn #2 to accept sanitary sewer, water main, storm sewer and right-of-way dedication for the reasons stated in the letter from the Village Engineer dated October 26, 2016 carried.

Motion by Johnson/Decker to recommend the Village Board approve the addenda to the agreement for Subdivision Improvements for The Orchards of Mukwonago-Phase II, subject to the addenda being signed by the developer carried.

### **Main St. Water Main Relay Project**

Brown updated the Committee on the status of the Main St. Water Main Relay Project. Information only. No action taken.

### **Well # 7**

Motion by Decker/Johnson to recommend the Village Board approve the easement to Wisconsin Electric Power Company (We Energies) to loop electric service to Well # 7 carried.

### **Public Works Department policy**

Motion by Decker/Johnson to recommend the Village Board uphold the Public Works Department policy of only making service payments to Village contracted professional service companies carried.

### **Discussion of Village ownership of lot on Cedar St.**

Kaniewski and Bittner updated the Committee on the recent proposed development to the north of the Village-owned lot at the northern end of Cedar St. Kaniewski believes the Village took ownership decades ago through foreclosure or similar means. Bittner explained the lot is likely substandard. Kaniewski asked the Committee if they would be willing to dispose of the lot. The Committee was in agreement to dispose of the lot, and the matter will come back at a future meeting.

### **Correspondence from American Transmission Company regarding replacement of transmission poles through Village property**

Information only. No action taken.

**Monthly Reports**

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

**Adjournment**

Meeting adjourned at 7:01 p.m.

Respectfully Submitted,

Steven Braatz, Jr.  
Clerk-Treasurer

DRAFT