

## **MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING** **Tuesday, February 6, 2018**

### **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:     Jim Decker  
   Darlene Johnson  
   Karl Kettner  
   Mark Penzkover  
   Fred Winchowky, Village President

Committee members Excused:    Kelly Klemme  
   Jay Vermeulen

Also present:                         Rebecca Alonge, Village Engineer  
   Ron Bittner, Public Works Director  
   Steven Braatz, Clerk-Treasurer  
   Dave Brown, Utilities Director  
   Diana Doherty, Finance Director  
   Robert Harley, Supervisor of Inspections  
   Kevin Schmidt, Police Chief  
   Jeff Stien, Fire Chief  
   Judy Taubert, Deputy Clerk-Treasurer  
   John Weidl, Administrator/Economic Development Director

### **Committee of the Whole Business** **Minutes**

Motion by Decker/Johnson to approve the minutes for October 5, 2017 Finance and Health and Recreation Committee special meetings, and January 2, 2018 regular meeting carried.

### **Consideration of change of March, April, and May 2018 meeting dates**

Braatz suggested meetings be moved in the interim to accommodate the attendance of the Village Attorney. Motion by Decker/Johnson to move the March, April, and May 2018 meeting dates to Wednesdays carried.

### **Committee Reports**

#### **Finance Committee**

#### **Vouchers payable batches**

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

- a. Payments batch AP-2-2018-1 \$129,845.37
- b. Payments batch AP-12-2017-5 \$496,486.06
- c. Prop Tax OVPY01183 \$3,766.34
- d. Payments batch LIBAP12-2017-2 \$2,226.07
- e. Payments batch LIBAP1-2018 \$16,585.41

### **Purchase requisitions**

Motion by Penzkover/Kettner to approve the purchase requisition for Mukwonago Village Hall for the purchase and installation of carpet from CJ & Associates, Inc. in the amount of \$12,265 carried (Decker voted no).

Motion by Decker/Johnson to approve the purchase requisition for Mukwonago Village Hall for the purchase and installation of door and window security from Tyco Integrated Security in the amount of \$14,864 carried.

Motion by Decker/Johnson to approve the purchase requisition for Department of Public Works for the purchase and installation of fencing from Century Fence in the amount of \$7,336 carried.

### **Village Website update**

Motion by Penzkover/Decker to recommend the Village Board approve the Website modifications and annual maintenance program agreement with Karl James & Company carried.

### **Village credit cards**

Motion by Johnson/Decker to recommend the Village Board authorize execution of the WSCA State of Wisconsin Political Subdivision Addendum for the Wisconsin Consortium credit card program carried.

### **Developer Guaranty Agreement real estate tax disparities**

Pursuant to the developer's guaranty agreement, Gearbox Express was to achieve a real estate property assessment of \$7.5M for the 2017 tax year. The actual assessment came in at \$6,842,800. Weidl informed the Committee the property owner for the difference in taxes. Information only, no action taken.

Weidl informed the Committee the property owner for the Aldi property will also be billed for the difference in taxes in accordance with the developer's guaranty agreement. Information only, no action taken.

### **Preliminary December 2017 Monthly Treasury Report**

The preliminary December 2017 monthly Treasury report is on file in the Clerk's Office.

### **Preliminary December 2017 Revenue/Expenditure Report**

The preliminary December 2017 monthly Revenue/Expenditure report is on file in the Clerk's Office.

## **Health and Recreation Committee**

### **Boat Launch Improvements Project**

Motion by Penzkover/Johnson to recommend the Village Board award the bid for the Boat Launch Improvements Project to Pro-Seal Asphalt Paving & Maintenance Co., Inc. in the amount of \$216,427.90 carried.

**A resolution to file the recycling grants to responsible units grant application**

Motion by Penzkover/Decker to recommend the Village Board authorize the Public Works Director to submit applications to the Department of Natural Resources for financial assistance for the Village recycling program, sign necessary documents, and submit a final report carried.

**Judicial Committee**

**Adoption of state traffic laws**

Motion by Penzkover/Johnson to recommend the Village Board adopt the ordinance to amend section 82-1 of the Municipal Code of the Village of Mukwonago regarding adoption of state traffic laws carried.

**Personnel Committee**

**Interim Clerk-Treasurer**

Motion by Penzkover/Decker to recommend the Village Board appoint Judy Taubert as Interim Clerk-Treasurer until 30 days following the appointment of the new Clerk-Treasurer carried.

Motion by Decker/Johnson to recommend the Village Board approve compensation for the Interim Clerk-Treasurer in the amount of \$140 per week until 30 days following the appointment of the new Clerk-Treasurer carried.

**Clerk-Treasurer vacancy**

Weidl and Braatz reported that applications for the Clerk-Treasurer position are due February 8. The intention is to hold the first round of interviews in the following week or two, followed by a second round of interviews that will include the Village President and Personnel Committee chair. Staff had a meeting to go over the transition of duties, so the majority of duties will be covered during the vacancy. Discussion only. No action taken.

**Protective Services Committee**

**Fire Station #1 Addition Project**

The Fire Station #1 Addition Project was budgeted \$250,000 in 2017, with \$19,851 being expended. The budget was increased to \$434,000 in 2018 with the use of ProHealth donations. The bid came in higher than expected, around \$484,000. Doherty presented funding options for the Fire Station #1 Addition Project, with more use of ProHealth donations and impact fees. No motion, there will be a budget amendment.

Motion by Penzkover/Kettner to recommend the Village Board award the bid for the Fire Station #1 Addition Project to Magill Construction Company, Inc. in the amount of \$482,600 carried.

## **Public Works Committee**

### **Request for reduction in 4<sup>th</sup> quarter 2017 sewer charges for 1539 Foxtail Court**

Motion by Decker/Johnson to recommend the Village Board approve an exception to Sec. 86-238(b) and allow a reduction to the 4<sup>th</sup> quarter 2017 sewer charges for 1539 Foxtail Court due to the following reasons carried:

1. Previous usage amounts from prior quarters
2. Time stamped pictures

### **Chapman Farms Blvd Project**

Motion by Kettner/Decker to recommend the Village Board approve Change Order #3 for the Chapman Farms Blvd Project for an increase of \$1,165.78 carried.

### **2017 Street Project**

Motion by Decker/Kettner to recommend the Village Board approve Change Order #2 for the 2017 Street Project for an increase of \$17,035.57 carried.

### **Wolf Run Signalization Project**

Motion by Decker/Kettner to recommend the Village Board approve the Closeout Change Order for the Wolf Run Signalization Project for an increase of \$4,162.66 carried.

### **Aurora Healthcare development**

Motion by Decker/Kettner to recommend the Village Board approve the Storm Water Management Plan for and issue the Erosion Control Permit to Aurora Healthcare subject to the following conditions carried:

Prior to issuance of an erosion control permit and any land disturbing activity beginning for the project the following will need to be addressed:

1. Provide us the Wisconsin Department of Natural Resources (WDNR) Water Resources Application for Project Permits (WRAPP) and all other applicable permits from regulating authorities prior to construction.
2. Hold a preconstruction conference with representatives of the design team, the construction team, Village and Utility Staff to ensure all members of the design and construction team understand the Storm Water Management Plan.

During Construction:

1. Owner will maintain approved plans on-site and readily available to the Village erosion control inspector.
2. On-site approved plans must reflect current construction conditions and compliance with the Village ordinance.
3. On-site plans must reflect the current sequence of construction and all erosion and sediment control measures shall meet the Wisconsin Department of Natural Resources (WDNR) Technical Standards.
4. Village ordinance requires the Clinic to inspect the erosion control measures once every 7 days and within 24 hours of a rainfall of 0.5 inches or greater. All inspection reports must be available on-site and available to the Village at any time of day.

Reports must contain the information required by the WDNR.

5. Owner will provide erosion control measures and restore any private utility company land disturbance resulting from providing utilities to this site regardless of location.
6. The water service will be installed with a minimum of 6 feet of cover and not more than 8 feet deep.
7. If a sanitary riser is necessary one shall not be constructed in the right of way.

#### **Fairwinds Storm Water Management Practice Maintenance Agreement**

Motion by Decker/Johnson to recommend the Village Board approve the Fairwinds Storm Water Management Practice Maintenance Agreement carried.

#### **Fairwinds Phase 5 letter of credit**

Motion by Decker/Johnson to recommend the Village Board establish a letter of credit in the amount of \$1,456,794 for the Fairwinds Phase 5 development carried.

#### **Well 4 Rehabilitation Project**

Motion by Kettner/Johnson to recommend the Village Board approve the Engineer Task Order for the Well 4 Rehabilitation Project carried.

#### **Deback Drive Infrastructure Project**

Motion by Decker/Kettner to recommend the Village Board approve the Engineer Task Order for the Deback Drive Infrastructure Project carried.

#### **TID #5 Phase 1 On-site Design Engineering Project**

Motion by Kettner/Decker to recommend the Village Board approve the Engineer Task Order for the TID #5 Phase 1 On-site Design Engineering Project carried.

#### **TID #5/Banker Wire Property**

Motion by Decker/Kettner to recommend the Village Board approve the proposal for Geotechnical Engineering Services for the proposed TID #5/Banker Wire Property carried.

#### **Declaration of public necessity and relocation order**

Motion by Decker/Kettner to recommend the Village Board adopt the resolution for declaration of public necessity and relocation order to construct public water and sanitary sewer facilities in the Village of Mukwonago carried.

#### **Access and Indemnity Agreements**

Motion by Decker/Kettner to recommend the Village Board approve the Access and Indemnity Agreement between Judith Sommers, Jacqueline Pitts and the Village of Mukwonago carried.

Motion by Decker/Kettner to recommend the Village Board approve the Access and Indemnity Agreement between ProHealth Care and the Village of Mukwonago carried.

**TID #5 Development Potential**

Weidl discussed the analysis of Development Potential for TID #5 by Redevelopment Resources. Discussion only. No action taken.

**Adjournment**

Meeting adjourned at 7:05 p.m.

Respectfully Submitted,

Steven Braatz, Jr.

Clerk-Treasurer