

TOWN OF MUKWONAGO TOWN BOARD

JULY 21, 2010

The Town of Mukwonago Town Board Meeting was called to order at the Mukwonago Town Hall, W320 S8315 Beulah Road, Mukwonago, WI at 6:32 p.m. with the salute to the flag. Chairman D. Dubey said the meeting was noticed. He announced there would be a closed session at the end of Town Board Meeting.

Present: Supervisors B. Lawn, F. Leppin, T. Stefanowski, P. Topczewski and Chairman D. Dubey.

Others Present: Attorney J. Macy, Planner T. Schwecke, Police Chief T. Czarnecki, Building Inspector S. Johnson and Clerk K. Wilson.

Absent: DPW Foreman R. Peterson and Treasurer D. Steinke.

Motion by P. Topczewski, seconded by B. Lawn, to approve the June 16, 2010 Town Board Minutes as corrected. Motion carried.

COMMENTS FROM THE PUBLIC

No comments

PLAN COMMISSION

Todd Pieper Request for Unspecified Conditional Use

Motion by T. Stefanowski, seconded by B. Lawn, to agree with the Plan Commission determination that a family winery is considered an "Other Conditional Use" under Section 81-21(34) of the Municipal Code so long as it is owner operated, the owner lives on the site, the operator grows a portion of the raw materials used in the wine-making process on site, the operator produces no more than 5,000 gallons of wine per year on site and the wine is sold only on the property. Motion carried.

J. Macy reminded T. Pieper that this determination gives him the right to apply for a Conditional Use.

Farmland Preservation

T. Schwecke wrote a draft letter to the Waukesha County Farmland Preservation Planning Advisory Committee and requested comments from the Town Board and Plan Commission.

D. Dubey said the letter was good but needed more reasons to keep A-P.

K. McNelly suggested stating in the letter that water is an exceptional resource in the Town of Mukwonago and agriculture is the only business in the Town.

T. Schwecke reviewed the diagram that shows the relationships of the Farmland Preservation Program with the Ag Enterprise Areas, PACE and Farmland Preservation Zoning.

J. Macy said the history of Farmland Preservation in the Town should be included in the letter including how the Town was an exception in the 1996 Waukesha County Plan. He said that history would be important to the County Board.

Motion by F. Leppin, seconded by B. Lawn, to authorize the Town Chairman to sign the final draft letter written by T. Schwecke with input from K. McNelly and B. Holtz to the Waukesha County Farmland Preservation Planning Advisory Committee. Motion carried.

Lots Created

D. Dubey said according to the Assessor's Report, there were no new lots created in June in the Town of Mukwonago.

TOWN PLANNER

TOWN CLERK

TOWN ENGINEER

STH 83 Cul-de-Sac Agreement

D. Dubey reported the STH 83 Cul-de-Sac Agreement is not ready.

CTH I and STH 83 Roundabout

D. Dubey said the State offered to build a multiuse path outside the roundabout for bicycles. He said the State would build it, but the Town would maintain it.

J. Macy questioned if the Town would have to snowplow it.

D. Dubey said it would be better for the bicycles to go with the traffic.

Motion by T. Stefanowski, seconded by F. Leppin, to authorize the Town Chairman to sign a letter stating the Town of Mukwonago does not want a multiuse path at the CTH I and STH 83 roundabout and send the letter to the Wisconsin Department of Transportation. Motion carried.

Motion by B. Lawn, seconded by F. Leppin, to authorize the Town Chairman to sign a letter stating the Town of Mukwonago will not maintain the roundabout island at CTH I and STH 83 and send the letter to the Wisconsin Department of Transportation. Motion carried.

TOWN ATTORNEY

Correspondence

There were no questions regarding the correspondence.

TOWN CHAIRMAN

Salt Shed

D. Dubey said the DPW Foreman is not ready with the information.

Administrator/Clerk/Treasurer Job Description

B. Lawn said the Personnel Committee has recommended approval of the Administrator/Clerk/Treasurer job description and salary.

Salary range is \$55,000 – 62,000 per year plus benefits.

F. Leppin questioned what the total package would be.

Total package would be about \$75,000 depending on applicant experience.

B. Lawn said the ad is ready to be placed in the Mukwonago Chief, Waukesha Freeman, Town website and State job site. He said the timeline would be a start date in January for a smooth transition. Applications will be due on August 20 at 3:30 p.m.

Motion by F. Leppin, seconded by T. Stefanowski, to approve the Administrator/Clerk/Treasurer job description and posting of the job.

B. Lawn will be the contact person for referrals.

Motion carried.

Phantom Woods Road Channel Enhancement Project Update

B. Holtz said she will be picking up the plants for the project on July 28. Volunteer Planting Party will be held on Saturday, July 31 at 8:00 a.m. at the end of Phantom Woods Road.

Countywide Mutual Aid Agreement

Motion by T. Stefanowski, seconded by F. Leppin, to approve the Countywide Mutual Aid Agreement subject to:

- 1) Insurance carrier says the Town has the correct coverage
- 2) Fire Chief says the Agreement is not in conflict with the Town of Mukwonago Emergency Plan

Motion carried.

Police Chief Contract

Motion by B. Lawn, seconded by T. Stefanowski, to approve the Police Chief Contract. Motion carried.

FINANCE

Pay Bills

Motion by B. Lawn, seconded by F. Leppin, to pay the bills. Motion carried.

BUILDING INSPECTOR

Reggie's Lakeview – Conditional Use Violation

S. Johnson reported the violation letter for Reggie's Lakeview was sent out on July 21, 2010.

SBA Conditional Use

AT&T Conditional Use

T. Schwecke said both SBA and AT&T are in compliance regarding their Conditional Uses.

Richard Ziebell

S. Johnson will research and find out what bank the violation letter regarding property maintenance needs to be sent to.

Larry Ackmann

S. Johnson reported L. Ackmann is in compliance regarding his commercial truck parking since July 9, 2010.

John and Mary Leverance

S. Johnson said Leverance is making slow progress in removing vehicles from his property. S. Johnson shared a letter from Leverances which indicated their progress toward compliance.

FIRE CHIEF

POLICE CHIEF

Citation Update

Mark Carpenter, Ralinda Howard and Joel Anderson

cases have been set for court.

Sherry Towns

J. Macy said a check has been received by the Town of Mukwonago for the Towns settlement. He said the settlement money should go in the General Fund, not citations.

Town of Eagle Agreement for Clerical Services – Joint Municipal Court
Motion by B. Lawn, seconded by F. Leppin, to authorize the Town Chairman to sign the Town of Eagle Agreement for Clerical Services – Joint Municipal Court. Motion carried.

Promotion to Sergeant

Police Chief T. Czarnecki requested having a Sergeant in the department to free him to do other things. He reviewed with the Town Board the command structure of nearby Towns which showed an officer who is second in command.

B. Lawn questioned if the Sergeant would be union or non-union.

J. Macy said the Sergeant would have to have certain duties and responsibilities. The position would probably be paid hourly so patrol time is not lost.

D. Dubey will talk to labor counsel regarding the job description and the issues of union vs. non-union and salary vs. hourly wage.

T. Czarnecki would like to promote internally.

Backfilling the Open Officer Position

D. Dubey said the Police Commission needs to approve the Police Chief recommendation for Police Sergeant.

T. Czarnecki said he is short an officer at this time. He said as we get further into the year, there will be shifts that will not be covered unless we hire another officer.

F. Leppin said the Town Board committed to 24 x 7 Police coverage.

Motion by F. Leppin, seconded by T. Stefanowski, to fill open officer position contingent on the Sergeant position being filled. Motion carried.

D. Dubey questioned how this decision will affect the 2010 and 2011 Budgets.

T. Czarnecki said the 2010 Budget included a Chief's position that is not being paid out in 2010. The Budget included four officers, a Chief and a Sgt./Lt.

He predicted a 0% increase in the 2011 Budget because he would have more time to apply for grants.

P. Topczewski said the 2011 Survey will give the Town Board answers regarding the Police Department.

TREASURER

Budget Review Process

D. Dubey will meet with C. Makovec this week regarding the forecast.

CORRESPONDENCE

COMMITTEE REPORTS

Recycling

T. Stefanowski will meet with Brian from Johns regarding a compliance assurance plan.

COMMENTS FROM THE PUBLIC

No comments

CLOSED SESSION

Motion by P. Topczewski, seconded by B. Lawn, to go into closed session regarding the Fire Department billing. Motion carried unanimously.

Town Board Meeting reconvened at 9:10 p.m.

Motion by B. Lawn, seconded by F. Leppin, to send the letter regarding the Fire Department billing to the Mukwonago Village Board and Fire Chief Jeff Rolfe. Motion carried unanimously.

Motion by P. Topczewski, seconded by T. Stefanowski, to adjourn at 9:11 p.m. Motion carried.

Katherine W. Wilson
Town Clerk
Town of Mukwonago