

Town of Mukwonago  
Town Board Meeting Minutes  
Wednesday, January 21, 2015

Chairman Dubey called the meeting to order at 6:30 p.m. and the Pledge of Allegiance was recited.

Chairman Dubey stated the open meeting was noticed.

Present: Chairman Dubey; Supervisors Hintz, Nicoson, Stefanowski and Topczewski. Also present: Kathy Karalewitz, Administrator/Clerk-Treasurer; Rick Peterson, Public Works Supervisor; Toby Monogue, Director of Parks and Recreation; Jeff Stien, Fire Chief; Tom Czarnecki, Police Chief; Gail Obradovich, Deputy Clerk; Scott Johnson, Building Inspector.

#### PUBLIC COMMENTS

Chairman Dubey asked if anyone wished to speak. No one wished to speak.

#### INSURANCE COVERAGE WITH EMC INS. FOR THE PERIOD OF 2/12/15 – 2/12/16

Motion by Supervisor Nicoson, second by Supervisor Topczewski to table this item pending review of a summary of coverages from 2014 and the new policy. This matter to be put on a Special Town Board Agenda for February 4, 2015. All ayes; motion carried.

#### EMAIL NOTIFICATION LIST

The Administrator stated the Deputy Clerk would like to set up an email notification to residents within the Town to receive notification of items going on in the Town and to direct them to the website for further details of items. Those items could include, special meetings, change in events, town events, elections, brush pick-up, just to name a few. Motion by Supervisor Stefanowski, second by Supervisor Topczewski to approve of the email notification to residents. All ayes; motion carried.

#### BUILDING INSPECTOR REPORT

##### UPDATE FROM BUILDING INSPECTOR REGARDING ANY OUTSTANDING VIOLATIONS

Scott Johnson, Building Inspector sent 30 day notice to Kornkven, Jacobsen and Zenn. Building Inspector stated he will verify if these are repeats. If they are, building inspector will notify the police to issue citations. If they are not, building inspector will send 15 day notice.

#### FINANCE/PERSONNEL

##### REVIEW OF EXPENDITURES/REVENUES

Chairman Dubey asked if there were any comments or questions regarding the financials. Supervisor Nicoson questioned the court payments, dam payment and library donation.

#### MONTHLY BILLS

Motion by Supervisor Nicoson, second by Supervisor Topczewski to approve the bills with the Fire Department payment to remain the same as 2014. All ayes; motion carried.

#### PARKS AND RECREATION

##### REPORT BY DIRECTOR OF PARKS AND RECREATION

There were no comments or questions.

#### PLAN COMMISSION

##### AMENDMENT OF SECTION 82-21(d) OF THE TOWN OF MUKWONAGO'S ZONING CODE WITH REGARD TO COMMERCIAL KENNELS AND ANIMAL HOSPITALS AS CONDITIONAL USES; BRENT AND MARGARET NICHOLSON, APPLICANTS

Motion by Supervisor Stefanowski, second by Supervisor Nicoson to approve the Amendment to Section 82-21(d) of the Town of Mukwonago's Zoning Code with Regard to Commercial Kennels and Animal Hospitals as conditional uses as recommended by the Plan Commission. All ayes; motion carried.

DISCUSSION REGARDING CONDUCTING LISTENING SESSIONS WITH TOWN RESIDENTS WITH REGARDS TO THE POTENTIAL AMENDMENT TO THE COMPREHENSIVE PLAN TO ACCOMMODATE ADDITIONAL BUSINESS DEVELOPMENT  
The Town Board set an informational meeting for the public regarding commercial development within the Town for April 29, 2015 at 6:30 p.m.

#### PROTECTIVE SERVICES

HIPPA BUSINESS ASSOCIATE AGREEMENT BETWEEN THE VILLAGE OF MUKWONAGO, THE TOWN OF MUKWONAGO AND THE VILLAGE OF WATERFORD

Fire Chief Stien gave an overview of the Agreement. Motion by Supervisor Topczewski, second by Supervisor Nicoson to approve the HIPPA Business Associate Agreement Between the Village of Mukwonago, Town of Mukwonago and the Village of Waterford. All ayes; motion carried.

MEMORANDUM OF UNDERSTANDING BETWEEN THE MUKWONAGO FIRE DEPARTMENT, WATERFORD FIRE DEPARTMENT AND THE EAGLE FIRE DEPARTMENT

Motion by Supervisor Nicoson, second by Supervisor Hintz to approve the Memorandum of Understanding Between the Mukwonago Fire Department, Waterford Fire Department and the Eagle Fire Department. All ayes; motion carried.

GRIEVANCE FILED BY MUKWONAGO PROFESSIONAL FIREFIGHTERS LOCAL 4585

Supervisor Topczewski gave an overview of the content of the grievance. He stated the grievance was denied by the Protective Services Committee.

UPDATE BY CHAIRMAN REGARDING MEETING WITH VILLAGE OF MUKWONAGO REGARDING FIRE DEPARTMENT

Chairman Dubey stated that on January 15, 2015 he along with Kathy Karalewitz, Town Administrator met with Village President Winchowky, John Weidl, Village Administrator, Diana Doherty, Finance Director for the Village and Fire Chief Stien to address concerns the Town has regarding the donation to the Village from Pro Health Care to offset costs for the critical care transports. The Village will be putting together a memorandum of understanding for the Town to review within the next month.

PUBLIC WORKS REPORT

Supervisor Nicoson stated the \$78,512 puts us further in the hole. Supervisor Stefanowski congratulated Rick Peterson, Public Works Supervisor for the sale of the equipment on-line.

MINUTES FOR VILLAGE OF MUKWONAGO AND NORTH PRAIRIE

There was no discussion.

ADJOURNMENT

Motion by Supervisor Nicoson, second by Supervisor Topczewski to adjourn at 7:11 p.m. All ayes; motion carried.

Respectfully submitted,

Kathy Karalewitz  
Administrator/Clerk-Treasurer

Approved: 1-21-15