

TOWN OF MUKWONAGO
TOWN BOARD MEETING MINUTES
WEDNESDAY, JUNE 19, 2019

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

Chairman Topczewski stated the meeting was noticed.

ROLL CALL: Chairman Topczewski; Supervisors Boucher, Clabault, Wrasman and Yerke were present. Also present: Kathy Karalewitz, Administrator/Clerk-Treasurer; John Macy, town attorney; Toby Monogue, Director of Parks and Recreation.

Chairman Topczewski stated the Town Board will not be going into closed session as stated on the agenda.

PUBLIC COMMENTS

There were no comments.

MINUTES OF MAY 15, 2019

Motion by Supervisor Boucher, second by Supervisor Yerke to approve the minutes of May 15, 2019. All ayes; motion carried.

RENEWAL OF CLASS B BEER AND CLASS B LIQUOR LICENSE FOR CASTAWAY ON PHANTOM

Motion BY Supervisor Boucher, second by Supervisor Wrasman to approve the Renewal of Class B Beer and Class B Liquor License for the Castaway on Phantom, W299S10545 Phantom Woods Rd; Sean Carroll, Agent. All ayes; motion carried.

RENEWAL OF CLASS B BEER AND CLASS B LIQUOR LICENSE FOR DAWN K. HUGHES, D/B/A TROLLEY PUB

Motion BY Supervisor Boucher, second by Supervisor Wrasman to approve the Renewal of Class B Beer and Class B Liquor License for Dawn K. Hughes, d/b/a Trolley Pub, W297S10794 Phantom Woods Rd. All ayes; motion carried.

Supervisor Clabault abstained from acting or voting on Renewal of licenses for Pieper Porch Winery and Vineyard.

Renewal of Class B Beer and Class B Wine Only License for Pieper Porch Winery & Vineyard

Motion by Supervisor Boucher, second by Supervisor Wrasman to approve the Renewal of Class B Beer and Class B Wine Only License for Pieper Porch Winery & Vineyard, S67W8435 River Road; Katherine Pieper, Agent. Supervisor Clabault abstained, the rest, four (4) in all voted "aye". Motion carried.

REPORTS/COMMITTEES/COMMISSIONS

FINANCE/PERSONNEL

Supervisor Yerke questioned the monies in operating for elections. Kathy Karalewitz explained there is maintenance to pay on the election equipment.

MONTHLY BILLS

Motion by Supervisor Boucher, second by Supervisor Yerke to pay the monthly bills. All ayes; motion carried.

PARKS AND RECREATION

PROCLAMATION RECOGNIZING JULY AS PARK AND RECREATION MONTH

Chairman Topczewski read the Proclamation. Motion by Supervisor Boucher, second by Supervisor Clabault to authorize the Chairman to sign the Proclamation. All ayes; motion carried.

PUBLIC WORKS

COMPLETION OF TURNAROUND AT THE END OF STONE RIDGE DR

Motion by Supervisor Boucher, second by Chairman Topczewski based on the recommendation of the superintendent of public works and recommendation of the public works committee, to proceed with soliciting bids for the maintenance work on the end of Stone Ridge Dr. with bids to be brought back to the board. All ayes; motion carried.

UPDATE REGARDING COUNTRY BLISS WATER LEVEL

Superintendent of Public Works stated there is no immediate flooding of the roadways at this time. He is monitoring it and ready to lay the pipe if needed.

MINUTES FROM THE VILLAGE OF MUKWONAGO

Supervisor Boucher stated it was Mark Penzkover's last official meeting as a Village Trustee in the Village of Mukwonago. He contacted him to wish him farewell.

DISCUSSION REGARDING PARKS AND RECREATION

Discussion was held regarding the process used for the filling of the job for Director of Parks and Recreation.

The Administrator and Supervisor Wrasman will determine through the pool of applicants who meets the criteria and will set up phone interviews with the applicants. The list of those being interviewed by phone will be presented to the board.

Once the phone interviews are complete, the board will be presented with another list of finalists who the board will meet and interview.

The board determined by unanimous consent the salary range to be \$54,000 to \$62,000 and the deadline to accept applications is July 12, 2019 at 3:30 p.m.

The Administrator to check with labor counsel regarding a probationary period for the position.

Motion by Supervisor Wrasman, second by Chairman Topczewski that the qualifications for the position is the applicant must have a Bachelor's or Master's degree and in parks, recreation, public administration or related field preferred and three (3) years of Park and Recreation Department supervisory and management experience required within such department, or if no degree, must have five (5) years of Parks and Recreation Department supervisory and management experience required within such department. All ayes; motion carried.

ADJOURNMENT

Motion by Supervisor Boucher, second by Supervisor Clabault to adjourn at 7:50 p.m. All ayes; motion carried.

Respectfully submitted,

Kathy Karalewitz
Administrator/Clerk-Treasurer

Approved: 7-17-19