

Town of Mukwonago  
Town Board Meeting Minutes  
Wednesday, November 20, 2019

Kathy Karalewitz, Administrator/Clerk-Treasurer called the meeting to order at 6:30 p.m. and asked for a motion to nominate a Chairman to run the meeting. Motion by Supervisor Yerke, second by Supervisor Clabault to nominate Supervisor Boucher acting Chairman for the meeting. All ayes; motion carried.

Supervisor Boucher stated the meeting was noticed.

ROLL CALL

Present: Supervisors Boucher, Clabault, Wrasman and Yerke. Chairman Topczewski was absent. Also present: Kathy Karalewitz, Administrator/Clerk-Treasurer; John Macy, Town Attorney.

PUBLIC COMMENTS

There were no public comments.

MINUTES

Motion by Supervisor Wrasman, second by Supervisor Clabault to approve the minutes of October 16, 2019. All ayes; motion carried.

Motion by Supervisor Clabault, second by Supervisor Wrasman, to approve the Special meeting minutes of October 30, 2019. All ayes; motion carried.

ENGAGEMENT LETTER FROM BAKER TILLY VIRCHOW KRAUSE, LLP FOR AUDITING SERVICES

Motion by Supervisor Yerke, second by Supervisor Clabault to approve the Engagement Letter from Baker Tilly Virchow Krause, LLP for Auditing Services for years ending December 31, 2019-2023. All ayes; motion carried.

EXISTING EMPLOYER UPDATE RESOLUTION; WISCONSIN PUBLIC EMPLOYERS' GROUP HEALTH INSURANCE PROGRAM

Motion by Supervisor Wrasman, second by Clabault to approve the Existing Employer Update Resolution; Wisconsin Public Employers' Group Health Insurance Program. All ayes; motion carried.

DATA PROCESSING SERVICES CONTRACT WITH WAUKESHA COUNTY FOR PROPERTY TAX ASSESSMENT AND BILLING FOR THE PERIOD OF TWO YEARS, EXPIRING ON DECEMBER 31, 2021

Motion by Supervisor Clabault, second by Supervisor Yerke to approve the Data Processing Services Contract with Waukesha County for Property Tax Assessment and Billing for the period of two years, expiring on December 31, 2021. All ayes; motion carried.

INSURANCE COVERAGE WITH EMC IN THE AMOUNT OF \$62,100 FOR 2020

Motion by Supervisor Wrasman, second by Supervisor Clabault to approve the property insurance coverage with EMC in the amount of \$62,100 for 2020. All ayes; motion carried.

THIRD LETTER OF CREDIT FOR ROLLING HILLS RESERVE

Motion by Supervisor Boucher, second by Supervisor Clabault to approve the third letter of credit for Rolling Hills Reserve as outlined in the letter by Sean Sullivan, Ruekert and Mielke dated November 13, 2019. All ayes; motion carried.

FINANCE/PERSONNEL

REVIEW OF EXPENDITURES/REVENUES

Supervisor Wrasman stated the state revenues are on tract and the cable fees.

Supervisor Boucher stated the expenditures/revenues looked very good.

Motion by Supervisor Clabault, second by Supervisor Wrasman to approve the Expenditures/Revenues. All ayes; motion carried.

MONTHLY BILLS

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

MINUTES FROM VILLAGE OF MUKWONAGO

There were no comments.

ADJOURNMENT

Motion by Supervisor Clabault, second by Supervisor Wrasman to adjourn at 6:50 p.m. All ayes; motion carried.

Respectfully submitted,

Kathy Karalewitz

Administrator/Clerk-Treasurer

Approved 12-18-2019