

Town of Mukwonago  
Town Board Meeting Minutes  
Wednesday, March 29, 2023

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

ROLL CALL: Chairman Topczewski; Supervisors Boucher, Clabault, Wrasman and Yerke were present. Also present: Kathy Karalewitz, Administrator/Clerk-Treasurer; Eric Larson, Town Attorney; Fire Chief Jeff Stien; Diana Doherty, Accountant from Village of Mukwonago.

**ANNOUCEMENT OF CLOSED SESSION**

Announcement of closed session pursuant to Wis. Stats. §19.85(1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved; regarding flooding in the Country Bliss Subdivision; and Wis. Stats. §19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investment of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; regarding Town of Mukwonago Professional Police Association and sale of liquor license to the Village of Mukwonago.

**PUBLIC COMMENTS**

There were no public comments.

**MINUTES**

Motion by Supervisor Wrasman, second by Supervisor Boucher to approve the Town Board meeting minutes of February 15, 2023. All ayes.

**NEW BUSINESS**

**AMPLIFIER PERMIT FOR NATURE'S CLASSROOM & MONESSORI SCHOOL**

Geoffrey Bishop was present to answer any questions from the board. Motion by Supervisor Yerke, second by Chairman Topczewski to approve the Amplifier Permit for Nature's Classroom & Montessori School to allow music until 11:30 p.m., subject to contacting of police and fire departments. All ayes.

**AMPLIFIER PERMIT FOR EMILY LEWEIN**

Emily Lewein was present to answer any questions from the board. Motion by Supervisor Boucher, second by Supervisor Wrasman to approve the Amplifier Permit for Emily Lewein, subject to contacting of police and fire departments. All ayes.

The Chairman stated he would take up the items under Protective Services – Fire Dept.

**FIRE DEPARTMENT 2022 SETTLEMENT**

Diana Doherty, accountant from the Village went over the 2022 Fire Department Settlement. Motion by Supervisor Boucher, second by Supervisor Wrasman to approve the 2022 Fire Department Settlement. All ayes.

**DISBURSEMENT OF MONIES TO THE VILLAGE OF MUKWONAGO FOR FIRE/EMERGENCY RESPONSE PERSONNEL PRIOR TO THE HIRING OF THE PERSONNEL**

Discussion was held. Town to disburse the \$33,000 per month to the village for payment of fire/emergency response personnel.

#### UPDATE REGARDING CONTRACT WITH PRO HEALTH

Chairman Topczewski asked the fire chief what if any kind of communication has been happening with Pro Health regarding renewal of contract.

Chief Stien stated he has not spoke to pro health in over a month. Kathy Karalewitz asked if the chief was planning on contacting Pro Health at some point in the near future regarding renewal of contract. The fire chief asked if he can wait until he has hired personnel that were part of the referendum. The board had no problem with that.

#### AGREEMENT BETWEEN THE TOWN OF MUKWONAGO AND VJS CONSTRUCTION SERVICES FOR POLICE DEPARTMENT EXPANSION AND SECURITY IMPROVEMENTS & CONDITIONS OF THE CONTRACT BETWEEN TOWN OF MUWKONAGO AND VJS CONSTRUCTION SERVICES FOR POLICE DEPARTMENT EXPANSION

Due to the fact the board and VJS just received the comments from the Town Attorney, both would like to have time to go through both contracts. These two matters are tabled to next meeting.

#### UNDERSTANDING BETWEEN WAUKESHA COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES – AGING AND DISABILITY RESOURCE CENTER ADULT PROTECTIVE SERVICES UNIT AND WAUKEHA COUNTY LAW ENFORCEMENT.

Motion by Supervisor Wrasman, second by Supervisor Boucher to approve the Understanding Between Waukesha County Department of Health and Human Services – Aging and Disability Resource Center Adult Protective Services Unit and Waukesha County Law Enforcement. All ayes.

#### FINANCE/PERSONNEL

##### MONTHLY BILLS

Motion by Chairman Topczewski, second by Supervisor Clabault to pay the monthly bills. All ayes.

#### 7:55 p.m. CLOSED SESSION

Chairman Topczewski stated the town may convene into closed session pursuant to Wis. Stats. §19.85(1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved; regarding flooding in the Country Bliss Subdivision; and Wis. Stats. §19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investment of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; regarding Town of Mukwonago Professional Police Association and sale of liquor license to the Village of Mukwonago.

All ayes; motion carried by roll call vote.

The Board reconvened into open session pursuant to Wis. Stats. §19.85(2) for possible additional discussion and/or action concerning any matter discussed in closed session and/or any unfinished item remaining on the agenda.

#### RATIFICATION OF TOWN OF MUKWONAGO PROFESSIONAL POLICE ASSOCIATION CONTRACT

Motion by Supervisor Wrasman, second by Supervisor Boucher to approve ratification of Town of Mukwonago Professional Police Association Contract, subject to Attorney Vliet making final changes. All ayes.

SALE OF RESERVE LIQUOR LICENSE(S) TO THE VILLAGE OF MUKWONAGO  
No action taken.

ADJOURNMENT

Motion by Chairman Topczewski, second by Supervisor Boucher to adjourn at 8:55 p.m. All ayes.

Respectfully submitted,

Kathy Karalewitz  
Administrator/Clerk-Treasurer

Approved: 4-18-2023