

Town of Mukwonago
Town Board Meeting Minutes
Wednesday, January 18, 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 noticed.

Roll Call – Present: Chairman Topczewski; Supervisors Boucher, Clabault, Wrasman and Yerke. Also, present Kathy Karalewitz, Administrator/Clerk-Treasurer; John Macy, Town Attorney; Fire Chief Stien.

PUBLIC COMMENTS

There were no public comments.

MINUTES

Motion by Supervisor Wrasman, second by Supervisor Boucher to approve the town board meeting minutes of December 21, 2022. All ayes.

PROPOSAL FOR TOWN HALL/POLICE DEPARTMENT REMODEL ARCHITECTURE & ENGINEERING DESIGN SERVICES

Supervisor Clabault gave an overview of the project and where the town is at in the process. She also was able to answer questions the board members had regarding the project.

Mike Moening from VJS was present and gave an over view of the proposal.

Motion by Supervisor Boucher, second by Chairman Topczewski to approve the proposal for Kueney Architects in the amount of \$30,250, of which those funds are to be used from the ARPA Recovery Fund. All ayes.

RESOLUTION TO MOVE POLLING PLACE LOCATION FOR FEBRUARY ELECTIONS

Motion by Supervisor Clabault, second by Supervisor Wrasman to approve the Resolution to move the polling place to the Town of Mukwonago Town Hall for all February Elections. All ayes.

PROFESSIONAL SERVICES AGREEMENT BETWEEN THE TOWN OF MUKWONAGO AND CIVI TEK CONSULTING, LLC

Motion by Supervisor Boucher, second by Supervisor Clabault to approve the professional services agreement between the Town of Mukwonago and Civi Tek Consulting LLC for 2023. All ayes.

MUKWONAGO PUBLICATION AND NOTICE POLICY

Supervisor Yerke had questions regarding the publication and posting of notices on the website and sending of town news to residents.

Discussion was held and Supervisor Yerke gave the following suggestions:

- Notice of Annual Meeting and any special elector’s meeting be put on the front banner of the town website as soon as first publication in newspaper.
- Since the Annual Meeting and Budget Meeting are the most important for the Town Residents, they should also be put into a timely “Town News” edition.
- Agendas should be posted to the town website shortly as the board has them.
- Calendar of Events should be kept current to reflect upcoming meetings and events
- All meetings that require a legal notice should be on the calendar.

Chairman Topczewski stated right now the Clerk's office is short staff and once there is a part time staff member hired, the website items shall be taken care of. There was no formal action taken.

FINANCE/PERSONNEL

REVIEW OF EXPENDITURES/REVENUES

There were no concerns.

MONTHLY BILLS

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

PROTECTIVE SERVICES – FIRE DEPARTMENT

MEMORANDUM OF UNDERSTANDING BETWEEN MUKWONGO FIRE DEPARTMENT AND IAFF LOCAL 4585 REGARDING NEW CLASSIFICATION – FIREFIGHTER EMT BASIC

Chief Stien was present to give explanation and answer any questions the board may have.

Motion by Supervisor Boucher, second by Chairman Topczewski to approve the Memorandum of Understanding Between Mukwonago Fire Department and IAFF Local 4585 Regarding New Classification – Firefighter EMT Basic. All ayes.

ADJOURNMENT

Motion by Supervisor Boucher, second by Chairman Topczewski to adjourn at 7:42 p.m. All ayes.

Respectfully submitted,

Kathy Karalewitz
Administrator/Clerk-Treasurer

Approved 2-15-2023