TOWN OF MUKWONAGO

TOWN BOARD MEETING MINUTES

WEDNESDAY, MARCH 19, 2025

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 property noticed.

ROLL CALL: Chairman Topczewski and Supervisors Boucher, Clabault, Wrasman and Yerke were present. Also present: Kathy Karalewitz, Administrator/Clerk-Treasurer; Attorney John Macy and Fire Chief Stien.

PUBLIC COMMENTS

There were no comments.

MINUTES OF JANUARY 15, 2025
Motion by Supervisor Boucher, second by Supervisor Wrasman to approve the minutes of January 15, 2025. All ayes.

MINUTES OF FEBRUARY 14, 2025
Motion by Supervisor Boucher, second by Supervisor Yerke to approve the minutes of February 14, 2025. All ayes.

MINUTES OF MARCH 10, 2025
Motion by Supervisor Wrasman, second by Chairman Topczewski to approve the minutes of March 10, 2025. Supervisor Boucher stated that in the third paragraph "approve the Bid from Double K…." should be "approve the bid from Midwest" and also add the paragraph that the motion was withdrawn. All ayes; motion carried as amended.

FINAL PAY APPLICATION FOR 2024 ROADWAY IMPROVEMENT PROJECTS
Motion by Chairman Topczewski, second by Supervisor Clabault to approve the Final Pay application for 2024 roadway improvement project for Payne and Dolan in the amount of $18,735.54. All ayes.

BADGER STATE OUTBOARD ASSOCIATION POWER BOAT RACES ON LOWER PHANTOM LAKE
Motion by Supervisor Boucher, second by Supervisor Yerke to approve the Badger State Outboard Association Power Boat Races on Lower Phantom Lake on May 18 & 19, 2025, subject to fire and police department notification. All ayes.

AMPLIFIER PERMIT FOR STEVEN TYLICKI, CLYDESDALE FARMS SUMMER PARTY
Motion by Chairman Topczewski, second by Supervisor Clabault to approve the amplifier application for Steven Tylicki, Clydesdale Farms Summer Party on July 26, 2025 to 10:00 p.m. All ayes.

REVISE TOWN EMPLOYEE HANDBOOK TO INCLUDE DECEMBER 24 AS A PAID HOLIDAY AND CLOSURE OF THE HALL ON THAT DAY
Motion by Chairman Topczewski, second by Supervisor Boucher to approve giving the non-represented employees December 24 off as a paid holiday and closure of the town hall on that day, beginning 2026. Supervisor Yerke voted "no". The rest "ayes". Motion carried.

JOINT POWERS AGREEMENT COUNTY 9-1-1 EMERGENCY SYSTEM
Motion by Supervisor Wrasman, second by Chairman Topczewski to approve the Joint Powers Agreement 9-1-1 Emergency System with Waukesha County. All ayes.

REPORTS COMMITTEES/COMMISSIONS

MONTHLY BILLS
Motion by Supervisor Boucher, second by Chairman Topczewski to approve the monthly bills. All ayes.

PROTECTIVE SERVICES – FIRE DEPARTMENT

REVISION TO THE MUKWONAGO FIRE DEPARTMENT OPERATING PROCEDURE ORGANIZATIONAL POLICY
Motion by Chairman Topczewski, second by Supervisor Wrasman to approve the revision to the Mukwonago Fire Department Operating Procedure Organizational Policy 1 and 20. After discussion, Chairman Topczewski with approval of Supervisor Wrasman to withdrawn their motion and put this on the next month's agenda pending review by labor counsel. All ayes.

PROCLAMATION FOR EMS WEEK, MAY 18-24, 2025
Chairman Topczewski read the Proclamation; Supervisor Boucher, second by Supervisor Yerke that the Chairman should sign the proclamation. All ayes.

2024 JOINT TOWN/VILLAGE FIRE DEPARTMENT SETTLEMENT
Motion by Supervisor Boucher, second by Chairman Topczewski to approve the 2024 Fire Department Settlement as presented. The amount due to the Town is $312,330.17. All ayes.

DAMAGE ASSESSMENT MOU FINAL
Motion by Supervisor Boucher, second by Supervisor Yerke to approve the MOU for Countywide Damage Assessment Services. All ayes.

INTERGOVERNMENTAL AGREEMENT FOR SHARED COSTS FOR A FORCIBLE TRAINING PROP AND FLATBED TRAILER
Motion by Supervisor Boucher, second by Supervisor Yerke to approve the Intergovernmental Agreement for shared costs for a forcible training prop and flatbed trailer for the fire department, subject to attorney review. Chairman Topczewski voted "no". The rest ayes. Motion carried.

DISCUSSION OF WHO WILL BE INVOLVED IN THE NEGOTIATIONS OF THE PROFESSIONAL FIREFIGHTERS CONTRACT, SET TO EXPIRE ON 12/31/2025
Motion by Chairman Topczewski, second by Supervisor Clabault to assign Supervisor Boucher and Supervisor Wrasman to be involved in the negotiations between the Town and the Professional Firefighters Union. All ayes.

PROTECTIVE SERVICES – POLICE DEPARTMENT
APPROVE THE HIRING OF ERIC SCHMIDT AS THE TOWN OF MUKWONAGO POLICE CHIEF
Motion by Chairman Topczewski, second by Supervisor Boucher to approve the hiring of Eric Schmidt as the Town of Mukwonago Police Chief. All ayes.

APPROVE THE TERMS OF EMPLOYMENT FOR POLICE CHIEF
Motion by Chairman Topczewski, second by Supervisor Boucher to approve the terms of the employment for the police chief. All ayes.

ADOURNMENT
Motion by Supervisor Boucher, second by Chairman Topczewski to adjourn at 7:41 p.m. All ayes.

Respectfully submitted,

Kathy Karalewitz
Administrator/Clerk-Treasurer

Approved 4-15-25