

## **MINUTES OF THE REGULAR DOWNTOWN STRATEGIC PLAN STEERING COMMITTEE MEETING**

Notice of Meeting and Agenda  
*Tuesday, September 19, 2017*

### **Call to Order**

Village Clerk-Treasurer called the meeting to order at 5:34 p.m. located in the Board Room of the Mukwonago Municipal Building, 440 River Crest Ct.

### **Roll Call**

Committee members present:     Doug Bruins  
  Eric Brill  
  Tina Chitwood  
  Diana Doherty  
  Ray Goodden  
  Mark Penzkover  
  Sue Perkins  
  Jason Wamser  
  John Weidl  
  Fred Winchowky

Committee member absent:     April Reszka

Also present:             Steven Braatz, Jr., Clerk-Treasurer  
                                  Bruce Kaniewski, Village Planner/Zoning Administrator  
                                  Eliza Pautz, 2<sup>nd</sup> Alternate Member

### **Introductions**

Committee members and Village Staff introduced each other and gave brief backgrounds.

### **Election of Committee Positions**

Motion by Weidl/Penzkover to appoint Wamser as Committee chairperson carried.

Motion by Wamser/Weidl to appoint Chitwood as Committee vice-chairperson carried.

Motion by Winchowky/Penzkover to appoint Perkins as Committee secretary carried.

### **Meetings procedures**

Braatz explained Open meetings law requirements, various Roberts Rules of Order and parliamentary procedures, minutes requirement, and there will be audio and visual recordings of the meetings.

### **Committee reporting structure, Committee rules, and agenda structure**

Braatz explained that the Committee reports to the Village Board. The Committee would like the Village Board to decide when and how often they should receive reports.

Motion by Winchowky/Penzkover to allow for public comments periods at the beginning of each meeting and at the end. The rules for public comments will be at the discretion of the chair, and generally following the same rules the Village Board uses carried.

Motion by Chitwood/Bruins to allow set the Committee agenda structure as follows carried:

- A. Roll Call
- B. Call to Order
- C. Approval of Minutes
- D. Public Comments
- E. Unfinished Business
- F. New Business
- G. Public Comments
- H. Adjournment

Motion by Weidl/Winchowky to direct staff to notify property owners of properties and adjacent property owners it is known a specific property will be the subject of a committee agenda carried.

Committee discussed the role of the alternates, which will be used as replacements of excused/absent Committee members at any particular meeting.

#### **Future meetings schedule**

Future meetings will occur on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of each month at 6:00 p.m. The location will tentatively be in the Board Room of the Mukwonago Municipal Building, but will be discussed further at the next meeting.

#### **Future discussion**

Weidl notified the Committee that there will be a Visioning exercise at the next meeting. The Committee will also discuss the Goals and objectives of the Committee.

#### **Adjournment**

Meeting adjourned at 6:22 p.m.

Respectfully Submitted,

Steven Braatz, Jr.  
Clerk-Treasurer