

Village of Mukwonago  
**Notice of Meeting and Agenda**

**DOWNTOWN DEVELOPMENT COMMITTEE MEETING**  
**Thursday, May 27, 2021**

Time: **5:00 pm**  
Place: **\*Virtual\***

**Zoom Log On Information**

<https://us02web.zoom.us/j/82355514298?pwd=aXhCR2h2S1F1R1p2a2I5UjlaemNhdz09>

**Meeting ID: 823 5551 4298 Passcode: 804644**  
Dial by your location +1 312 626 6799 US (Chicago)

**1. Call To Order**

**2. Roll Call**

**3. Approval of Minutes**

- 3.1 Minutes of April 22, 2021  
[2021-04-22 DDC Draft Minutes.docx](#)

**4. New Business**

- 4.1 Thank You for Service to Karl Kettner and Ryan Lilly.
- 4.2 Introduction of New Appointments: Dan Adler, Trustee and Jason Wamser, Citizen
- 4.3 Organizational Structure

<b>Voting Members</b>	<b>Non-Voting Member</b>
Daniel Adler, Trustee	John Fellows, Planner
Eliza Pautz	Ray Gooden
Scott Reeves	Sandy Kulik
Dave Stockwell	Robert Jadrnicek
Jason Wamser	

- 4.4 Discussion regarding ideas to ignite more participation from the community, such as quarterly guest speakers.
- 4.5 Discussion of implementation of Programs/Projects:
  - Wayfinding program - Wayfinding Signage RFP (Fellows)
  - Marketing - Banner Program (Fellows)
  - Beautification - Planters and other beautification ideas (Fellows)

[DDC 05-27-2021 Downtown Ideas.pdf](#)

4.6 Informational Update - Website and Facebook

4.7 Discussion of DDC funds for wayfinding, streetscaping, planters, and remaining cost of Mukwonago Historical Society signs.

[DDC 05-27-2021 Historic Signs Cost.pdf](#)

4.8 Discussion and possible action regarding moving to in-person meetings.

## 5. Public Comment

*The Public Comment Session shall last no longer than fifteen (15) minutes and individual presentations are limited to three (3) minutes per speaker. These time limits may be extended at the discretion of the Chief Presiding Officer. The Village Board may have limited discussion on the information received, however, no action will be taken on issues raised during the Public Comment Session unless they are otherwise on the Agenda for that meeting. Public comments should be addressed to the Village Board as a body. Presentations shall not deal in personalities personal attacks on members of the Village Board, the applicant for any project or Village employees. Comments, questions and concerns should be presented in a respectful professional manner. Any questions to an individual member of the Commission or Staff will be deemed out of order by the Presiding Officer.*

## 6. Adjourn

### **Membership:**

*Trustee Daniel Adler, Eliza Pautz, Scott Reeves, David Stockwell, Sandra Kulik, Ray Gooden, Robert Jadrnicek, and Village Planner John Fellows*

It is possible that a quorum of, members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Please note, upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through appropriate aids and services. For additional information or to request this service, contact the Municipal Clerk's Office, (262) 363-6420.

# MINUTES OF THE DOWNTOWN DEVELOPMENT COMMITTEE MEETING

Thursday, April 22, 2021

Time: 6:00 pm

Place: Via Zoom Platform, Log On information in the beginning of Agenda.

## Zoom Log On Information

### Join Zoom Meeting

<https://us02web.zoom.us/j/82534528110?pwd=LzlxRkZla3A5QXh4YjZRSgprYUo1Zz09>

Meeting ID: 825 3452 8110 Passcode: 751205

Dial by your location +1 312 626 6799 US (Chicago)

### Call To Order

Meeting was called to order at 6:04 pm

### Roll Call

Trustee Roger Walsh

Karl Kettner

Eliza Pautz

Scott Reeves

Sandra Kulik

David Stockwell

Ray Gooden

Ryan Lily

Village Planner John Fellows

Members Present: Walsh, Kettner, Pautz, Reeves, Stockwell

Members Excused: Kulik and Gooden

Absent: Lily

### Approval of Minutes

#### 3.1 Downtown Development Committee Meeting Minutes of March 25, 2021

Motion: Walsh

To approve the minutes of March 25, 2021

Second: Pautz

Vote: All Aye, Motion Carried

### Old Business

#### 4.1 Informational Update on RFP for next phase Streetscaping & Wayfinding. (J. Fellows)

Mr. Fellows provided an update

RFP and requests were sent out

## 4.2 Informational Update on Downtown Banners (Reeves, Fellows)

Mr. Fellows provided an update  
RFP and requests were sent out

## 4.3 Discussion and possible action on Downtown Yours website (www.mukwonagodowntown.com) and Facebook Page Updates (Pautz, Reeves)

Ms. Pautz provided an update with contribution from Mr. Walsh  
Additional work will be assigned to Danial the intern to update certain areas

### **New Business**

## 5.1 Informational Summary of Walsh DDC Report to the Board at 04-07-2021 Committee of the Whole.

Mr. Walsh provided information with regards to his summary report for the May COtW

## 5.2 Progress Report on Tier 1 and Tier 2 Recommendations

Mr. Walsh reviewed existing information from our Strategic plan

## 5.3 Direction to Village Attorney and Staff to draft DDC Ordinance Changes

Mr. Walsh discussed possible membership changed to the DDC committee with the possible addition of alternate members

## 5.4 Hwy 83 and Pedestrian Friendly Downtown Strategic Plan Immediate Implementation Recommendations

Mr. Walsh discussed the importance of continuing a conversation between the Village and the DOT regarding improvement to streets, sidewalks and crosswalks

## 5.5 Discussion and possible recommendation on DDC recommendations for Ordinance 960 Changes, Expiration Dates, Attendance Policy, Alternates, and members nominations.

Carryover discussion from 5.3

## 5.6 Discussion and possible recommendation on Pearl and Grand Ave Historic District signs; authorize possible donation from DDC operating budget. (Fellows-Wals)

Mr. Walsh and Mr. Fellows discussed the signs being purchased by the Historical Committee along with placement locations. We also discussed the possibly of contributing to the project. That will be tabled until our next meeting

## 5.7 Discussion and possible recommendation on Downtown Improvement recommendations

Mr. Walsh and Mr. Fellows discussed possible improvement ideas to keep the general public aware that something is happening downtown.

Mr. Fellows talked about the use of self-watering planters and business sponsorship.

Mr. Walsh also talked about possible façade grants to improve the look of some businesses

## 5.8 Informational possible announcement of Walsh replacement

Mr. Walsh indicated there was no additional information at this time. This will be tabled until next month

## 5.9 Discussion and possible recommendation on next DDC meeting

Our next meeting is scheduled for May 27<sup>th</sup> at 5:00 pm

**Public Comment** The Public Comment Session shall last no longer than fifteen (15) minutes and individual presentations are limited to three (3) minutes per speaker. These time limits may be extended at the discretion of the Chief Presiding Officer. The Village Board may have limited discussion on the information received, however, no action will be taken on issues raised during the Public Comment Session unless they are otherwise on the Agenda for that meeting. Public comments should be addressed to the Village Board as a body. Presentations shall not deal in personalities personal attacks on members of the Village Board, the applicant for any project or Village employees. Comments, questions and concerns should be presented in a respectful professional manner. Any questions to an individual member of the Commission or Staff will be deemed out of order by the Presiding Officer.

There were no comments from the public

## Adjourn

Meeting Adjourned at \_7:20 pm\_\_\_\_\_

<https://workcabincreative.ca/10-things-your-small-town-downtown-can-do-now/>

<https://www.yourtownrising.com/our-blog/10-things-successful-small-town-downtowns-do>

Smart Growth, Strong Towns, Incremental Growth, WEDC-Main Street-Connect Communities

Collaboration Cooperation Coordination with Village Board & Staff

Support Implementing the next Phase Design Plan RFP

Finish the Banner Project

Support the Historic Society completing the Historic District Sign Project

Historic Walking Tour-Help the historical society and friends of the library with technology

Planting Areas including Trees. Why can't we start planting more trees or beds downtown?

Hanging Baskets Raffle-Give Away to local businesses

Light the Locust Trees on the Square

Temporary rotating seasonal public art installations

Murals-Co- Sponsor a Wall Dog Event with Chamber if High School won't do it.

Apply for Façade Grants

Historic Walking Tour-Help the historical society and friends of the library with technology

Cross Market with other organizations focused on the DSP goals on Downtown Yours. What is the Downtown Yours Identity matched to other organizations?

Museum Events

Chamber Events

Village Forums

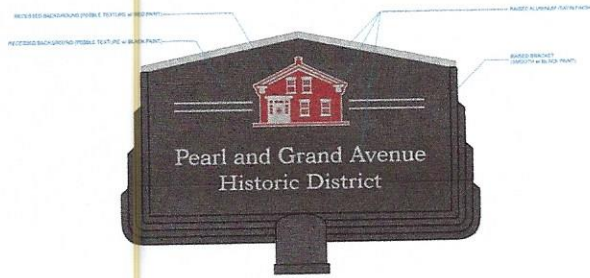
Identify Placement of Amenities----on public and private spaces (limited possible locations)

Work with Village to promote donations for Downtown Amenities like Benches, bike stations, bike racks, trees,

Pedestrian Safety Education on Downtown Yours

Support Downtown Hwy 83 Improvements or Reroute through political action---write-in, petition, non-binding referendum. Goal: Get Downtown Mukwonago back on the DOT Budget for Design Plan A or B.

JOB #50739-24" X 14" (DOUBLE SIDED) ROADSIDE MARKER DRAWING



Signs as ordered

Roger,

We received an endowment of \$10,500 several years ago that was specifically designated for historic markers which included street signs such those shown on the quotes below as well as signs to be placed on buildings or on sites themselves. Signs of the quality the district merits exceeded the endowment as we have discussed.

The signs themselves: \$13,489.60 From Erie Landmark

The poles 863.11 From PalSteel via the Village. Our quote was \$1103.88.

Black Powder coat of  
nine poles \$50 each 450.00 From ProMax Powder Coating Big Bend

Total \$14,802.71

Ron Bittner has also graciously offered to have a village truck haul the poles from Palmyra to Big Bend and to pick them up after powder coating.

Any help the village could additionally provide for the overage on the endowment would be greatly appreciated.

Best Regards,

Henry Hecker

President

Mukwonago Historical Society & Museum