

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

**SPECIAL VILLAGE BOARD MEETING**  
**Wednesday, February 7, 2024**

Time: **6:30 pm**

Place: **Mukwonago Municipal Building, 440 River Crest Ct., Mukwonago, WI 53149**

***\*\*Meeting at 6:30pm Or Immediately Following the Committee of the Whole.\*\****

**1. Call To Order**

**2. Roll Call**

**3. New Business**

- 3.1 Discussion and possible action to approve a resolution to appoint an Interim Administrator.

[RESOLUTION 2024 \(Interim Admin - Dykstra\)](#)

**4. Adjournment**

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.

**VILLAGE OF MUKWONAGO  
WAUKESHA/WALWORTH COUNTIES**

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**RESOLUTION NO. 2024 - 09  
RESOLUTION OF THE VILLAGE BOARD OF THE VILLAGE OF MUKWONAGO  
TO APPOINT DIANA DYKSTRA AS INTERIM ADMINISTRATOR**

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WHEREAS, the position of Village Administrator for the Village of Mukwonago is currently vacant; and

WHEREAS, the Village Board is desirous of appointing an Interim Administrator to discharge the responsibilities of that position until such time as a new Administrator is appointed; and

WHEREAS, the Village Board has concluded that the appointment of an Interim Administrator is in the best interests of the residents of the Village and will promote the efficient administration and management of the Village of Mukwonago; and

WHEREAS, Diana Dykstra is the Village Clerk/Treasurer and is familiar with the functions of the Village, the needs of the Village and the Village Staff; and

WHEREAS, the Village Board is desirous of appointing Diana Dykstra to serve the additional duties of Interim Administrator in addition to her current duties as Village Clerk/Treasurer.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Mukwonago that Diana Dykstra is hereby appointed to serve the duties of Interim Administrator of the Village of Mukwonago and specifically, to perform the functions and duties of the Administrator as provided for in Section C2-64 of the Charter Ordinances of the Village of Mukwonago.

BE IT FURTHER RESOLVED that this appointment shall continue for an indefinite term subject to removal at any time by majority vote of the Village Board and concluding upon the appointment of a new Village Administrator; and

BE IT FURTHER RESOLVED that this interim appoint shall be paid a stipend for those additional duties, which shall be a stipend of \$900 per month, which shall be effective January 4, 2024, and conclude upon the appointment of a new Village Administrator; and

BE IT FURTHER RESOLVED that the residency requirement set forth in Village of Mukwonago Charter Ordinance C2-63 is hereby waived for this appointment.

NOW BE IT RESOLVED that the Village President and Village Staff are authorized to execute such other and further documents as may be necessary and take such other steps as may be necessary to effectuate the intention of these Resolutions.

Adopted this 7<sup>th</sup> day of February, 2024.

APPROVED:

Attestation:

\_\_\_\_\_  
Fred Winchowky, Village President

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Diana Dykstra, Village Clerk