



Regular Village Board Meeting Agenda

April 3, 2024 – 6:00 pm

Village Hall, 235 Hickory Street, Pewaukee, WI 53072

To view the meeting live:

https://www.youtube.com/live/VIAR768Gup4?si=PQwjOPRKpI-k7W_R

1. Call to Order, Pledge of Allegiance, Moment of Silence and Roll Call.
2. Public Hearings. – None.
3. Approval of Minutes of Previous Meeting.
 - Minutes of the Regular Village Board Meeting – March 5, 2024
 - Minutes of the Regular Village Board Meeting – March 19, 2024
4. Citizen Comments. – *This is an opportunity for citizens to share their opinions with Board Members on any topic they choose. However, due to Wisconsin Open Meeting laws, the Board is not able to answer questions or respond to your comments. All comments should be directed to the Board. Comments are limited to 3 minutes per speaker. Speakers are asked to use the podium and state their name and address.*
5. Ordinances.
 - a. Discussion and Possible Action on Ordinance No. 2024-04, Ordinance Regarding Electronic Vaping Device Licenses
6. Resolutions.
 - a. Possible Action on Resolution No. 2024-08, Resolution Recognizing the Service of Craig Roberts to the Village of Pewaukee
7. Old Business.
8. New Business.
 - a. Discussion and Possible Action Regarding Closing Village Hall on Friday, July 5th
 - b. Discussion and Possible Action on Scheduling a Special Village Board Meeting for Two Fire/EMS Fee Appeals
 - c. Discussion and Possible Action Regarding a Temporary Class “B” Retailer’s License for the VFW Auto Show
 - d. Discussion and Possible Action Regarding Quote to Paint the Logo on the Water Tower at 1010 Quinlan Drive
9. Citizen Comments. – *This is an opportunity for citizens to share their opinions with Board Members on any topic they choose. However, due to Wisconsin Open Meeting laws, the Board is not able to answer questions or respond to your comments. All comments should be directed to the Board. Comments are limited to 3 minutes per speaker. Speakers are asked to use the podium and state their name and address.*
10. Adjournment.

Note: Notice is hereby given that a quorum of a Village Committee and/or Commission may be present at the Village Board meeting, and if so, this meeting shall be considered an informational meeting of that Committee or Commission and no formal action of that Committee or Commission shall occur. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. To request such assistance, contact the Village Clerk at 262-691-5660.

**VILLAGE OF PEWAUKEE
VILLAGE BOARD MINUTES
March 5, 2024**

<https://www.youtube.com/live/EaT1Ju4gkD8?si=zku7NF5iKcrLF0Q2> - Video #1
<https://www.youtube.com/live/oeWhDyRa-nU?si=vYKyHHuUSUfxHxVq> - Video #2

1. Call to Order, Pledge of Allegiance, Moment of Silence, and Roll Call

President Knutson called the meeting to order at approximately 6:01 p.m. The Pledge of Allegiance was recited, followed by a moment of silence.

Roll Call was taken with the following Village Board members present: Trustee Heather Gergen; Trustee Bob Rohde; Trustee Kelli Belt; Trustee Chris Krasovich; Trustee Craig Roberts; Trustee Jim Grabowski, and President Jeff Knutson.

Also Present: Village Attorney, Matt Gralinski; Village Director of Public Works, Dave Buechl; Village Administrator, Scott Gosse; and Village Deputy Clerk, Jenna Peter.

2. Public Hearings/Presentations – None.

3. Approval of Minutes of Previous Meeting

Minutes of the Regular Village Board Meeting – February 20, 2024

**Trustee Krasovich moved, seconded by Trustee Gergen to approve the February 20, 2024, minutes of the Regular Village Board meeting as presented.
Motion carried 6-0. Trustee Belt Abstained.**

4. Citizen Comments

Joe Woelfle @ 303 Oakton Ave – Mr. Woelfle said there were some negative comments about the new sign for his business on his property. He explained that the sign was not finished and that he would continue to do work to make the property and the sign look nice.

Greg DeWees @1127 Hawthorne Place Apt G - Mr. DeWees spoke against the Fire and EMS fees and stated his rent increased by approximately \$100. He would like the Board to consider other options to fund this fee. He also questioned why Baker Tilly did their study during the “Pandemic Years” and why average years weren’t considered.

Mike Heise @ 1105 Hawthorne Place - Mr. Heise spoke against the Fire and EMS Fees and wants the fee structure to be changed so that the community pays for the fees equally. He stated he did not receive the postcard that was mailed to all the residents and the videos from the meetings where the fees were discussed were not available. He also stated that all Fire and EMS fees are separately charged to him and now he is paying double.

Richard Petersohn @1097 Hawthorne Place Apt E – Mr. Petersohn spoke against the Fire and EMS fees. He stated he is on a fixed income and cannot afford the increase the fees caused. He also stated that he was not informed of the fees before they were implemented.

Penny Olson @ 1093 Hawthorne Place Apt E - Ms. Olson said her son is a retired fire chief and

understands the importance of being funded. She stated in the 12 years she has lived at her residence the ambulance has come three times and their insurance covered the costs. She questioned where the fees were going.

Amber Miller – AARP Wisconsin Outreach Director - Ms. Miller asked the Board to reconsider the current structure of the Fire and EMS fees which was based on the years 2020-2023 which was the height of the pandemic. She suggested to the Board to explore diverse methods to the tax-payers as a “one size fits all.”

Mary Lamb @ 1223 Hawthorne Place Apt H – Ms. Lamb spoke against the Fire and EMS fees. She loves where she lives and utilizes the services but is concerned with the disproportionate fees. The chosen period of time for the assessment was during the pandemic when there probably were more health issues with residents. She is requesting the Board replace the fees to reflect similar multi-family units.

Mitch Epstein – no address given – Mr. Epstein spoke against the Fire and EMS fees. He is asking the Board to reconsider the fee structure. He stated the residents are all on a fixed income and \$100 a month is a lot of money for them.

5. Ordinances

- a. **Possible action on Ordinance No. 2024-02, Ordinance to Amend the Salaries for Trustees and Village President.**

Trustee Grabowski moved, seconded by Trustee Roberts to table the agenda item.

Motion carried 6-1; Trustee Krasovich voted nay.

6. Resolutions

- a. **Possible Action on Resolution No. 2024-05, Acknowledgement of the 2023 WPDES Storm Water Discharge Permit Annual Report.**

Trustee Gergen moved, seconded by Trustee Rohde to approve Resolution No. 2024-05, Acknowledgement of the 2023 WPDES Storm Water Discharge Permit Annual Report.

Motion carried 7-0.

7. Old Business

- a. **Discussion and Direction Regarding Municipal Judge Salary Adjustment.**

Village of Pewaukee Municipal Judge, Melissa Murray explained that she has served in this capacity since 2005 and stated that not once has a Trustee attended court to see what she does. Even though court is once a month at the Village, she does court work every day and has trials several times a month. Judge Murray shared a spreadsheet of comparable salaries with the Board. She stated some judges are making \$20-\$21 or so a case; she is making \$7.69 per case. She also stated that over 19 years she has had only 6 raises and there was an 8 year period where she didn't receive any raises.

Discussion followed regarding the compensation for Judge Murray.

Staff was directed to create an ordinance to raise the salary by \$3,500 per year.

****Village Board Meeting recessed due to a medical emergency. The meeting resumed at approximately 7:02 p.m.**

8. New Business

- a. **Discussion and Possible Action on Operator license denial.**

Deputy Clerk, Jenna Peter explained the Operator License application is before the Board due to the

parameters of the application in that any habitual charges (3 or more) relating to alcohol activity will be automatically denied and this application falls within those parameters. It then goes before the Village Board for approval. She also stated that Chief Heier reviewed the application and has no issues with it since the offenses were more than 5 years prior.

The applicant, Jennifer Hagedorn addressed the Board. She stated she holds Operator Licenses in three other municipalities, this is her livelihood, and she enjoys working at the establishment in the Village.

Trustee Rohde commended Ms. Hagedorn on speaking in front of the Board because it is a tough thing to do.

Trustee Grabowski moved, seconded by Trustee Krasovich to approve the Operator License for Jennifer Hagedorn for the remainder of the 2023-2024 licensing period.

Motion carried 7-0.

9. Citizen Comments – None.

10. Closed Session – *The Village Board of the Village of Pewaukee will enter into closed session pursuant to Wis. Statute Section 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically regarding negotiations with the City of Pewaukee for a Joint Library Agreement.*

Trustee Gergen moved, seconded by Trustee Rohde to move into Closed Session at approximately 7:14 p.m.

Motion carried on roll call vote 7-0.

Trustee Gergen moved, seconded by Trustee Krasovich to move into Open Session at approximately 8:02 p.m.

Motion carried on roll call vote 7-0.

11. Reconvene Into Open Session.

12. Adjournment.

Trustee Grabowski moved, seconded by Trustee Roberts to adjourn the March 5, 2024, Regular Village Board meeting at approximately 8:03 p.m.

Motion carried, 7-0.

Respectfully Submitted,

Jenna Peter
Deputy Village Clerk

VILLAGE OF PEWAUKEE
VILLAGE BOARD MINUTES
March 19, 2024

https://www.youtube.com/live/9LH5idESIBY?si=j42ekNN39ixq_lmT

1. Call to Order, Pledge of Allegiance, Moment of Silence, and Roll Call

Clerk Smith called the meeting to order at approximately 6:00 p.m. The Pledge of Allegiance was recited, followed by a moment of silence.

Clerk Smith called for nominations for acting Chair in the absence of Village President Knutson. Trustee Rohde moved, seconded by Trustee Gergen, to nominate Trustee Roberts as acting chair.

Motion carried 5-0.

Roll Call was taken with the following Village Board members present: Trustee Heather Gergen; Trustee Bob Rohde; Trustee Kelli Belt; Trustee Craig Roberts; and Trustee Jim Grabowski. Trustee Chris Krasovich and President Jeff Knutson were excused.

Also Present: Village Attorney, Matt Gralinski; Director of Public Works, Dave Buechl; Village Administrator, Scott Gosse; and Village Clerk, Cassie Smith.

2. Public Hearings/Presentations – None.

3. Approval of Minutes of Previous Meeting -None.

4. Citizen Comments

Richard Petersohn @ 1097 Hawthorne Pl #E – Mr. Petersohn questioned the transparency of the Village Board especially regarding minutes and regarding the emails he sent to the Village Board. He apologized to some Trustee members and spoke regarding the emergency event at the last Board meeting. He asked the Village Board to rescind Resolution 2023-17 regarding the Fire&EMS fee.

Mary Dietz @ 1101 Hawthorne Pl #2 – Ms. Dietz spoke regarding the classification of their apartments which are independent living and regarding the data used in the Fire & EMS fee.

Zach Stephens @ Beach Bum Bakery – Mr. Stephens stated his concerns for item 8f regarding the sound of the jet skis and the concessions taking business away from the lakefront businesses.

Sarah Stephens @Beach Bum – Ms. Stephens stated her concern about item 8f. She expressed the concession stand would take business away from her business during the busy season.

5. Ordinances –

a. Possible Action on Ordinance No. 2024-03, An Ordinance Establishing the 2024 Salary for Municipal Judge

Administrator Gosse explained this Ordinance is presented based on the consensus from the prior Board meeting to take effect on May 1st, 2024. Trustee Rohde stated that the Judge serves the community and this ordinance brings her salary to a competitive wage which is justified. Trustee Gergen agreed.

Trustee Grabowski moved, seconded by Trustee Gergen to approve Ordinance No. 2024-03, establishing the 2024 Salary for the Municipal Judge to \$15,500 starting May 1st, 2024.

Motion carried 5-0.

6. Resolutions –

a. Possible Action on Resolution No. 2024-06, Interim Financing Comfort Resolution PFAS Treatment at Well No. 6

Administrator Gosse explained that this resolution is required to provide assistance with the temporary PFAS treatment at Well #6.

Trustee Gergen moved, seconded by Trustee Grabowski to approve Resolution No. 2024-06 regarding interim financing comfort resolution PFAS treatment at ell No. 6 not to exceed \$890,202 as presented.

Motion carried 5-0.

a. Possible Action on Resolution No. 2024-07, Resolution Accepting Dedication of Public Improvements on Waterstone Court and Oxbow Court as Part of the Riverside Preserve Subdivision

Administrator Gosse explained that the infrastructure of the Riverside Preserve subdivision has been accepted. The Village will retain 20% of the letter of credit for one year as a guarantee period and to ensure that the punch list of items is completed.

Trustee Rohde moved, seconded by Trustee Grabowski to approve Resolution No. 2024-07 to accept the dedication of Public Improvements on Waterstone Court and Oxbow Court as part of the Riverside Preserve Subdivision as presented.

Motion carried 5-0.

7. Old Business

a. Update/Discussion Regarding Strategic Plan Update Community Survey

Trustee Roberts gave an update regarding the community survey. The website will provide a link to the survey and communications will be sent out using postcards, emails, utility inserts, and social media posts for neighborhood groups. The postcard is planned to be mailed on April 1st, 2024 and the deadline to respond is April 30, 2024.

The total cost is estimated to be \$2,500. After the results are in the committee will reconvene in June or July.

8. New Business

a. Discussion and Possible Action on Positively Pewaukee Special Event Permits for 2024

Administrator Gosse presented the 2024 PP events noting that Taste on the Lake is a shortened version of the past Taste of Lake Country. Grabowski asked if there were any changes and Administrator Gosse stated that Family Fun Fest will be held at Agape this year.

Trustee Grabowski moved, seconded by Trustee Gergen to approve the Positively Pewaukee Special Event Permits for 2024 as presented with the following conditions:

- 1. Provision of a Certificate of Insurance (2 million dollars minimum coverage) and provision of a copy of the “additional insured” endorsement with each naming the Village of Pewaukee as an additional insured. This is required due to the sale of alcohol at the Waterfront Wednesday and Taste on the Lake events and due to the road closures related to Taste on the Lake. The proof of insurance is required at least 30 days prior to the first event for 2024.**
- 2. Contacting the Pewaukee Fire Department for tent inspections as may be required by the International Fire Code and National Fire Protection Association Code.**
- 3. Contacting the Pewaukee Building Services Department for any electrical inspections that may be related to the temporary electrical connections (related to Taste on the Lake).**
- 4. Any costs associated with an ambulance placed on standby at the event are paid for by the event.**
- 5. Provide written notification of the road closures to downtown businesses at least 30 days prior to the events that include a road closure and provide proof of delivery to the Village Administrator.**
- 6. Village Board approval is contingent up Joint Park & Recreation approval for park usage.**

7. **Any costs associated with an ambulance placed on standby at the event direct and costs associated with the level of Police coverage determined by the Police Department are paid for by the event organization.**

Motion carried 5-0.

b. Discussion and Possible Action on Village Park Improvement Related to Ball Diamond 2 Fencing Bids

Administrator Gosse stated that the Village Board discussed the new fencing at Village Park in January. The fence will be paid for using Laimon Park funds and the park improvement fund with Pewaukee Youth Baseball's donation paying for a new score board. The amount to be paid out of the Laimon Park fund is \$13,500 which will leave an estimated fund balance of \$156,000 in the Laimon Fund. Trustee Rohde stated the bids received were \$12,000 less than what was presented to the Village Board in January.

Trustee Rohde moved, seconded by Trustee Grabowski to approve the purchase of the baseball diamond fencing as presented in the amount of \$28,497.

Motion carried 5-0.

c. Discussion and Possible Action on Village Park Improvement Related to Replacement of Basketball Court and Catch Basin

Trustee Rohde stated the lowest bid was from PLM \$31,947 which could possibly be completed this spring. Trustee Grabowski questioned if the basketball court would be re-stripped, and Bob stated yes. The funds for this project would come from the Laimon Park Fund balance.

Trustee Grabowski moved, seconded by Trustee Gergen to approve the replacement of the basketball court and catch basin at Kiwanis Village Park in the of \$31,947 as presented.

Motion carried 5-0.

d. Discussion and Possible Action on Diesel Tank replacement for Lift Station 1 Generator

Director Buechl stated Lift Station 1 has a diesel generator to provide backup. Lift Station 1 pumps sewage for the Village of Pewaukee, the City of Pewaukee and Lake Pewaukee Sanitary District to the Brookfield Treatment Plant. This update was included in the 2024 budget at \$60,000 and the quote came in at \$48,489.

Trustee Gergen moved, seconded by Trustee Rohde to approve the diesel tank replacement at Lift Station 1 not to exceed \$48,489 as presented.

Motion carried 5-0.

e. Discussion and Possible Action on Award of Contract for 200,000-Gallon Spheroid Tank Repainting and Repair Project at 1010 Quinlan Drive

Director Buechl stated 7 bids were received to repaint the water tower at 1010 Quinlan Drive. The budgeted amount was \$480,000. The bid from O&J Coatings, Inc. was presented at \$295,000. This wasn't the lowest bid, the lowest bidder wasn't a qualified contractor, according to Dixon Engineering. If the Village requires the wording Village of Pewaukee on the water tower there would be an additional \$5,000 charge. Trustee Gergen was glad this was under budget and directed Director Buechl to garner a cost to place the Village's logo on the water tower and bring that quote to the Village Board.

Trustee Gergen moved, seconded by Trustee Grabowski to approve the contract for the 200,000-gallon spheroid tank repainting and repair project at 1010 Quinlan Drive including the Village of Pewaukee wording not to exceed \$300,000 as presented.

Motion carried 5-0.

f. Discussion and Possible Action on Recommendation from Joint Park & Recreation Board Regarding Jet Ski Rental/Concession Stand Rental at Lakefront Park

Trustee Rohde stated this has been a 2-month project at the Park & Recreation Board. Business owner, Laith

Alhushieh, presented the proposal regarding jet ski rentals and working with the water ski club and Positively Pewaukee on sharing the building. The proposal includes a rental fee of \$65 per day and the operation of the concession stand. Concessions are not the main part of the business; the main aspect is the jet ski rentals. Rohde explained that two jet skis would be available for rent with a third for staff use. Trustee Grabowski gave background regarding his past experience regarding jet ski rentals and stated he is concerned about the safety at the lakefront and on the lake in general. Discussion continued regarding safety concerns.

Trustee Belt agreed with Trustee Grabowski, she sees the lack of knowledge and safety on the lake. Trustee Gergen agreed with Trustee Grabowski and Belt.

Trustee Grabowski moved, seconded by Trustee Belt, to deny the recommendation regarding jet ski rental/concession stand Rental at Lakefront Park as presented.

Motion carried on roll call vote 4-1; Trustee Rohde voted nay.

a. Discussion and Possible Action on Temporary Class "B"/"Class B" Retailer's License(s)

Trustee Gergen moved, seconded by Trustee Rohde to approve the temporary class "B"/"Class B" retailer's Licenses for Positively Pewaukee as presented.

Motion carried 5-0.

b. Possible Action on Monthly Approval of Checks and Invoices for All Funds – February 2024

Trustee Gergen moved, seconded by Trustee Grabowski to approve the February 2024 checks and invoices for all funds, except the library, as presented.

Motion carried 5-0.

Trustee Gergen moved, seconded by Trustee Belt to acknowledge the February 2024 check and invoices regarding the Library.

Motion carried 5-0.

9. Citizen Comments

Richard Petersohn @ 1097 Hawthorne Pl #E – Mr. Petersohn expressed his satisfaction regarding the denial of the jet ski rental and gave background on his experiences.

10. Adjournment

Trustee Grabowski moved, seconded by Trustee Gergen to adjourn the March 19, 2024, Regular Village Board meeting at approximately 7:21 p.m.

Motion carried, 5-0.

Respectfully Submitted,

Casandra Smith
Village Clerk



To: Jeff Knutson, Village President
Village Board

From: Cassie Smith
Village Clerk

Date: March 29, 2024

Re: Agenda Item __5a__, Discussion and Possible Action on Ordinance 2024-04, Regarding Electronic Vaping Device Licenses

BACKGROUND

In January 2024 the State of Wisconsin created [ACT 73](#) to include that sellers of electronic vaping devices hold a municipal retail license.

An “Electronic vaping device” means a device that may be used to deliver any aerosolized or vaporized liquid or other substance for inhalation, regardless of whether the liquid or other substance contains nicotine, including an e-cigarette, e-cigar, e-pipe, vape pen, or e-hookah. “Electronic vaping device” includes a component, part, or accessory of the device, and includes a liquid or other substance that may be aerosolized or vaporized by such device, regardless of whether the liquid or other substance contains nicotine. “Electronic vaping device” does not include a battery or battery charger when sold separately. “Electronic vaping device” does not include drugs, devices, or combination products authorized for sale by the U.S. food and drug administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.

ACTION REQUESTED

The action requested of the Village Board is to approve the presented ordinance to update the municipal code to include electronic vaping devices.

ANALYSIS

Updating our Ordinances to include electronic vaping devices aligns our code with the State Statutes for the proper issuance of the required retail licenses.

ORDINANCE NO. 2024-04

ORDINANCE TO AMEND SECTIONS 7 AND 54.130 OF THE VILLAGE OF PEWAUKEE MUNICIPAL CODE REGARDING ELECTRONIC VAPING DEVICE LICENSES

NOW, THEREFORE, the Village Board of the Village of Pewaukee, Waukesha County, Wisconsin, do ordain as follows:

SECTION I

Section 7.100(a) of the Municipal Code of the Village of Pewaukee is hereby amended to add the following definition:

Electronic vaping device: As Given in W.S.A §134.65(1a)(b)

SECTION II

Section 7.101 of the Municipal Code of the Village of Pewaukee is hereby amended to read as follows:

Sec. 7.101. - License required.

No person shall, in any manner, directly or indirectly, manufacture, sell, exchange, dispose of or give away or keep for sale, any cigarette, cigarette papers or wrappers, tobacco products, or electronic vaping devices without first obtaining a license therefore from the village clerk in the manner provided in W.S.A. § 134.65. This chapter shall not apply to jobbers or manufacturers doing interstate business with customers outside the state.

(Ord. No. 2021-08, § I, 6-20-2021)

SECTION III

Section 7.102 of the Municipal Code of the Village of Pewaukee is hereby amended to read as follows:

Sec. 7.102. - License fee.

The fee for such cigarette/tobacco/electronic vaping device license shall be specified in the most current village board resolution and the village treasurer's receipt therefor must be presented to the village clerk before the village clerk shall issue any license under this chapter.

SECTION IV

Section 54.130(b) of the Municipal Code of the Village of Pewaukee is hereby amended as follows:

The definition of “Vapor products” is hereby repealed and replaced with the following:

Electronic vaping device: As Given in W.S.A §134.65(1a)(b).

All uses of the term “vapor products” within Section 54.130 of the Municipal Code of the Village of Pewaukee are deemed repealed and replaced with the term “Electronic vaping device” as defined herein.

SECTION V

All Ordinances or parts of Ordinances contravening the terms and conditions of this Ordinance are hereby to that extent repealed.

SECTION VI

The several sections of this Ordinance shall be considered severable. If any section shall be considered by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the other portions of the Ordinance.

SECTION VII

This Ordinance shall take effect upon passage and publication as approved by law, and the Village Clerk shall so amend the Code of Ordinances of the Village of Pewaukee and shall indicate the date and number of this amending Ordinance therein.

Passed and adopted this 3 day of April 2024 by the Village Board of the Village of Pewaukee.

APPROVED:

Jeff Knutson, Village President

Countersigned:

Casandra Smith, Village Clerk

RESOLUTION NO. 2024-08
A Resolution Recognizing the Service of
Craig Roberts
to the Village of Pewaukee

WHEREAS, Craig Roberts was elected as a Village Trustee in April 2018 and was re-elected to two additional two-year terms until finishing his last term in April 2024; and

WHEREAS, Craig Roberts was appointed to serve on the Plan Commission 2012 as a citizen member from 2012 to 2018 and then as the Village Trustee member from 2018 through April 2024; and

WHEREAS, Craig Roberts assisted in the newly developed comprehensive land use plan; and

WHEREAS, Craig Roberts assisted in the development of the Strategic Plan in 2019 and continuing to implement a newly updated Strategic Plan in 2024; and

WHEREAS, Craig Roberts used his expertise to serve on the committee regarding financial reports review for the Village.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Pewaukee, Waukesha County, Wisconsin, that it hereby extends its heartfelt appreciation for the dedication given to the Village of Pewaukee by Craig Roberts while serving the residents of the Village as a Village Trustee.

Dated and approved this 3 day of April 2024.

Approved:

Jeffrey Knutson, Village President

Certified:

Cassie Smith, Village Clerk



To: Jeff Knutson, President
Village Board

From: Scott A. Gosse
Village Administrator

Date: March 18, 2024

Re: Agenda Item 8a, Discussion and Possible Action Regarding Closing Village Hall on Friday, July 5th

BACKGROUND

Staff is interested in receiving feedback from the Village Board on the option of closing Village Hall on Friday, July 5th if staff were to use available paid time off to cover the time off – the Village Board is not being asked to consider granting this day as an additional holiday.

ACTION REQUESTED

The action requested of the Village Board is to consider allowing the Village Hall/Police Department building to be closed on Friday, July 5th provided employees use available paid time off to cover their time off.

ANALYSIS

At this time, on the administrative side, all five staff are interested in taking the day off as a paid day off. Practically speaking, a minimum of two people are needed to staff the Village Hall/administrative side of the building.

Discussions with Chief Heier indicate that one of the administrative/clerical staff is already scheduled for a PTO day and the other staff person may or may not take PTO that day. The Police Department has been able to function with one administrative/clerical staff during the day and weekend activity may determine that administrative staff may need to be present for the preparation of reports for processing with the District Attorney's Office.

Preliminary discussions with Director of Public Works Dave Buechl indicate that employees are not inclined to take PTO on the July 5th and will report to work as normal.



To: Jeff Knutson, President
Village Board

From: Scott A. Gosse
Village Administrator

Date: March 18, 2024

Re: Agenda Item 8b, Discussion and Possible Action on Scheduling Special Village Board Meeting for two Fire/EMS Fee Appeals

BACKGROUND

Two property owners have filed appeals to appear before the Village Board related to the calculation of the Fire-EMS Fees for their properties. The properties in question are 1061 Cecelia Drive and 1105 Hawthorne Place. This matter is on the Village Board agenda to determine if there are a selection of dates that the Village Board may be able to set aside in an effort to schedule a special Village Board meeting to schedule the Village Board's review of the two appeals.

ACTION REQUESTED

The action requested of the Village Board is to consider selecting multiple dates after April 22nd as options for scheduling a special Village Board meeting to hear the appeals of 1061 Cecelia Drive and 1105 Hawthorne Place as it relates to the determination of the calculation of ESEs assigned.

ANALYSIS

Section 93.105 of the Village Code related to the Fire-EMS Protection Fee sets forth the process of appeals and Section 93.105(e) specifically relates to the Village Board's hearing of an appeal. The Village Board is to provide notice to the appellant at least five (5) business days prior to the hearing.

Attachment



To: Jeff Knutson, Village President
Village Board

From: Cassie Smith
Village Clerk

Date: March 29, 2024

Re: Agenda Item __8c__, Possible Action on Temporary Class “B” Retailers License for the Veterans of Foreign Wars Auto Show.

BACKGROUND

The Village Board is the ruling body responsible for approving Temporary Class “B”/”Class B” Retailer’s License applications.

ACTION REQUESTED

To approve the Temporary Class “B” Retailer’s License applications made by Veterans of Foreign Wars – Pewaukee Memorial Post #9537 for the following event:

1. **VFW Memorial Day Show** – May 27, 2024 – Located at Kiwanis Village Park

ANALYSIS

This event has been successful in the past years. The applicant meets the requirements for a Temporary Class “B” Retailer’s License in the Village of Pewaukee. The approved licenses would authorize the sale of malt beverages at the event as indicated.

Staff recommend approval of the license(s) as above.



To: Jeff Knutson, Village President
Village Board

From: Cassie Smith
Village Clerk

Date: March 29, 2024

Re: Agenda Item __8d__, Discussion and Possible Action Regarding Water Tower Logo

BACKGROUND

On March 19th, 2024, the Village Board meeting directed staff to acquire a bid regarding the cost associated with painting the Village logo on the water tower at 1010 Quinlan Drive. The contractor has provided the attached proposal which provides the costs as below.

Applying the Village Logo on ONE side of the water tower: \$13,000 - \$5,000 = \$8,000 of additional funds

Applying the Village Logo on TWO sides of the water tower: \$15,000 - \$5,000 = \$10,000 of additional funds

ACTION REQUESTED

To review and discuss the proposal attached and determine if the Village Board would like the logo on the water tower on one side, two sides, or not at all.

ANALYSIS

Attached to this memo is a quote to apply the Village logo to the water tower at 1010 Quinlan Drive. The Village approved \$300,000 for the repainting project which includes placing the words "Village of Pewaukee". The amount to repaint the water tower is \$295,000. On March 19th the Village Board approved an additional \$5,000, this amount was not included in the attached proposal. The costs presented in the quote would be an additional amount from what was approved if the Village Board approved the logo.

Section 00 63 57 - Change Order Price Request Form
Village of Pewaukee, Wisconsin
Exterior Repaint with Containment
Wet Interior Repaint
Dry Interior Partial Repaint
And Miscellaneous Repairs
Contract No. 49-68-10-04-23

March 26, 2024
Bulletin No. 1

Provide prices for the following:

1. Apply the logo below in one (1) location on the sidewall. Field verify location and dimensions with the Owner prior to application. Colors to be determined by the Owner. Approved Fluoropolymer urethane coating system. Apply lettering coating at 2.0 to 3.0 mils.

<u>Manufacturer</u>	<u>System</u>
Tnemec	V700
Induron	Perma-Gloss
Sherwin Williams	Fluorokem HS

EIGHT THOUSAND DOLLARS AND ZERO CENTS \$8,000.00

2. Apply the logo below in two (2) locations on the sidewall. Field verify locations and dimensions with the Owner prior to application. Colors to be determined by the Owner. Approved Fluoropolymer urethane coating system. Apply lettering coating at 2.0 to 3.0 mils.

<u>Manufacturer</u>	<u>System</u>
Tnemec	V700
Induron	Perma-Gloss
Sherwin Williams	Fluorokem HS

TEN THOUSAND DOLLARS AND ZERO CENTS \$ 10,000.00



Contractor Signature

3/26/2024

Date

