



Regular Village Board Meeting Agenda

March 5, 2024 – 6:00 pm

Village Hall, 235 Hickory Street, Pewaukee, WI 53072

To view the meeting live:

<https://www.youtube.com/live/EaT1Ju4gkD8?si=76f6eKe7sP5ZSIC6>

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 – February 20, 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. Possible Action on Ordinance No. 2024-02, Ordinance to Amend the Salaries for Trustees and Village President
6. Resolutions.
 - a. Possible Action on Resolution No. 2024-05, Acknowledgement of the 2023 WPDES Storm Water Discharge Permit Annual Report
7. Old Business.
 - a. Discussion and Direction Regarding Municipal Judge Salary Adjustment
8. New Business.
 - a. Discussion and Possible Action on Operator license denial
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. 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.
11. Reconvene Into Open Session.
12. 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



Regular Village Board Meeting Agenda

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.

Posted February 28, 2024

**VILLAGE OF PEWAUKEE
VILLAGE BOARD MINUTES
February 20, 2024**

<https://www.youtube.com/live/wuheOrtpXbw?si=TEdo3CowGLk6Dggl>

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

President Knutson called the meeting to order at approximately 6:00 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 Chris Krasovich; Trustee Craig Roberts; Trustee Jim Grabowski, and President Jeff Knutson. Trustee Kelli Belt was 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

- a. Minutes of the Regular Village Board Meeting – February 2, 2024

Trustee Krasovich moved, seconded by Trustee Gergen to approve the February 2, 2024, minutes of the Regular Village Board meeting as presented.

Motion carried 6-0.

4. Citizen Comments

Dawn Degner 625 Westfield Way #G – Ms. Degner expressed her concerns regarding the fees in the Village. The property taxes she believes are too high for the property she owns. She gave details regarding the fees she needs to pay and questioned what the property taxes pay for.

Charlie Shong @ 116 Highland Ave – Mr. Shong expressed his concern about the sign across the street from the Village on Oakton Ave. He fears the precedent the sign sets. Regarding item 5 and stated most businesses want bigger signs. He believes the sign code is good and businesses should have to come to the Plan Commission to explain their signage needs. Asked that the sign code be left as it is and be even more restrictive.

5. Ordinances –

- a. **Possible Action on Ordinance No. 2024-01, Ordinance to Amend Chapter 70, Section 70.103 of the Village of Pewaukee Code of Ordinances Regarding Administrative Exceptions from Sign Code**

Administrator Gosse explained this was brought to the Plan Commission by President Knutson to allow for staff approval of sign exceptions in certain situations related to sign size and height. The Plan Commission reviewed the Ordinance and recommended it to Village Board. Currently, if a sign is within code sign approval is granted at staff level. Trustee Grabowski stated he has been on the Plan Commission and 100% of applicants that asked for a variance were granted. Trustees Gergen and Krasovich didn't feel comfortable with this ordinance. Discussion continued regarding past practice of the Plan Commission and the new language proposed. Trustee Rohde stated that as he has said in the past, he trusts the committee recommendation and the Village Administrator.

Trustee Grabowski moved, seconded by Trustee Roberts to approve Ordinance No. 2024-01, to amend chapter 70, section 70.103 of the Village of Pewaukee Code of Ordinances regarding administrative exceptions from sign

code as presented.

Motion carried 5-1; Trustee Krasovich voted nay.

6. Resolutions –

- a. Possible Action on Resolution No. 2024-04, Resolution Authorizing the Issuance of Not to Exceed \$6,300,000 General Obligation Promissory Notes and Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$6,300,000 Note Anticipation Notes in Anticipation Thereof**

Robert W. Baird representative, Brad Viegut, presented the financing plan regarding the 2024 capital plan. The resolution establishes the parameters of the note and allows for an interest rate not to exceed 5%. The target date to finalize terms and interest rates is March 27, 2024. The note will be presented for re-financing around this time in 2024.

Trustee Roberts moved, seconded by Trustee Krasovich to approve Resolution No. 2024-04, authorizing the issuance of not to exceed \$6,300,000 general obligation promissory notes and authorizing the issuance and establishing parameters for the sale of not to exceed \$6,300,000 note anticipation notes in anticipation thereof as presented.

Motion carried 6-0.

7. Old Business – None.

8. New Business

- a. Discussion and Possible Action on Professional Services Agreement for Well #6 PFAS Treatment Coordination**

Administrator Gosse explained that Well #6 was taken offline when PFAS was tested for and determined to be present. There is a temporary treatment plan available which was presented by David Arnott, representative of Ruekert Mielke. Mr. Arnott explained the agreement and the scope of work and treatment plan for PFAS. Mr. Arnott stated that his firm will assist the Village in applying for a state grant to hopefully offset some of the expenses related. This three-year temporary treatment will buy the Village time to complete the other well improvements and give time for a permanent solution at Well 6 to be determined. Discussion regarding the grants regarding PFAS continued.

Trustee Rohde moved, seconded by Trustee Gergen to approve the Professional Services Agreement for Well #6 PFAS treatment coordination not to exceed \$92,600 as presented.

Motion carried 6-0.

- a. Presentation by Waukesha County Center for Growth Executive Director on 2023 Activities and 2024 Plan and Related Discussion**

Executive Director, Therese Thill, introduced herself and presented Waukesha County Center for Growth’s plans and activities. Ms. Thill explained what the Waukesha County Center for Growth offers to the municipality and businesses and indicated that the Economic Profile handout will be updated in the future. The WCCFG is looking to business attraction and development, growth strategies, and more transparency and engagement in 2024.

- b. Discussion and Direction Regarding Village Board Salary Adjustments**

President Knutson explained that over the past 8-9 years he has noticed a big change in the Village Board regarding the amount of extra work and time that each Village Board member contributes. President Knutson proposed an increase of \$1,000 per year per Village Board member. Trustee Grabowski stated that maybe the increase in money would help get people to run for the Village Board. Trustee Rohde stated that this is the hardest working Board that he has seen in years but now is not the right time for the Village therefore he does not support raising the Village Board salary. Trustee Roberts stated that the Village President role should be compensated at a higher rate due to the demands of that position. Trustee Krasovich stated she doesn’t support

this because the surrounding communities are not comparable in size. Staff was directed to create an ordinance to raise the salary by \$1,000 per month per member.

c. Discussion and Direction Regarding Municipal Judge Salary Adjustment

President Knutson explained that the Municipal Judge requested a salary adjustment and he explained that her salary can be adjusted during term years two through five. Knutson asked the Village Board if they were ok with raising her salary. The Village Board directed staff to bring this matter back with comparable salaries from other communities.

d. Discussion and Possible Action Regarding Scheduling of Special Village Board Meeting to Review UW Capstone Project

Trustee Krasovich moved, seconded by Trustee Gergen to change the start time of the Regular April 16th, 2024, meeting to start at 5:00 p.m.

Motion carried 6-0.

e. Discussion and Direction Regarding Survey Questionnaire Related to Strategic Plan Update

Trustee Roberts gave an overview regarding the survey questionnaire and asked for any additional comments, changes, etc. by Friday, February 25th, 2024. Trustee Krasovich has started building the survey form. The group is planning on utilizing direct mail, emails, utility bill newsletters, and social media platforms and to launch the survey in late March. After the questionnaire deadline has closed, strategic planning meetings will be held to present the data.

f. Village Board Meeting Monthly Approval of Checks and Invoices for All Funds – January 2024

Trustee Roberts moved, seconded by Trustee Rohde to approve the January 2024 checks and invoices for all funds, except the library, as presented.

Motion carried 6-0.

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

Motion carried 6-0.

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)(g) for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, specifically regarding Wisconsin Manufacturers & Commerce; and pursuant to Wis. Statute Section 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically regarding Village Treasurer candidates.*

Trustee Krasovich moved, seconded by Trustee Rohde to move into Closed Session at approximately 8:01 p.m.

Motion carried on roll call vote 6-0.

Trustee Gergen moved, seconded by Trustee Rohde to move into Open Session at approximately 8:42 p.m.

Motion carried on roll call vote 6-0.

11. Reconvene Into Open Session.

a. Possible Action on Petition for Review by Wisconsin Supreme Court of Court of Appeals Decision in Wisconsin Manufacturers and Commerce Inc. v. Village of Pewaukee.

Trustee Gergen moved, seconded by Trustee Roberts to proceed as advised in Closed Session.
Motion carried 6-0.

b. Possible Action on Village Treasurer Candidate

Trustee Roberts moved, seconded by Trustee Grabowski to pursue the Village Treasurer candidate as presented.
Motion carried 6-0.

12. Adjournment

Trustee Gergen moved, seconded by Trustee Krasovich to adjourn the February 20, 2024, Regular Village Board meeting at approximately 8:43 p.m.

Motion carried, 6-0.

Respectfully Submitted,

Casandra Smith
Village Clerk

DRAFT



To: Jeff Knutson, President
Village Board

From: Scott A. Gosse
Village Administrator

Date: February 27, 2024

Re: Agenda Item 5a, Possible Action on Ordinance No. 2024-02, Ordinance to Amend the Salaries for Trustees and Village President

BACKGROUND

This matter was discussed by the Village Board at the last meeting. Direction was provided for the Village Attorney to prepare a draft ordinance for Village Board review and consideration. Attached please find a copy of the draft ordinance prepared by Village Attorney Matt Gralinski.

ACTION REQUESTED

The action requested of the Village Board is to review the attached draft ordinance and determine how to proceed. This matter is listed on the agenda for possible action.

Attachment

Law Office of

**HIPPENMEYER, REILLY, BLUM,
SCHMITZER & FABIAN, S.C.**

MARK G. BLUM
THOMAS G. SCHMITZER
LORI J. FABIAN

MATTHEW R. GRALINSKI
ALEXANDRA K. EVANS

720 Clinton Street, P.O. Box 766
Waukesha, WI 53187-0766
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RICHARD S. HIPPENMEYER
(1911-1979)

WILLIAM F. REILLY
(1932-2007)

EMAIL: MGRALINSKI@HRBLAWFIRM.COM

February 22, 2024

Via Email (villagepresident@villageofpewaukee.gov)

Village President Jeff Knutson
Village of Pewaukee
235 Hickory Street
Pewaukee, WI 53072

Re: Ordinance to Amend the Salaries for Trustees and Village President

Dear President Knutson:

Enclosed for your review, pursuant to the direction given at the Board meeting of February 20, 2024 is a proposed ordinance adjusting the salaries of the Village President and Village Trustees respectively. As directed, the ordinance contemplates an increase of \$1,000.00 per year in the salary of both the Village President and Village Trustees. Consistent with actions taken in the past, adjustments to both Trustee and Village President salaries are accomplished by the adoption of one single ordinance.

Please review and let me know if you have any questions or concerns. It is my understanding that this matter will be placed on the next available Board Agenda for possible action.

Sincerely,

HIPPENMEYER, REILLY, BLUM,
SCHMITZER & FABIAN, S.C.

/s/ Matthew R. Gralinski

Matthew R. Gralinski
Village Attorney

MRG/sm
Enc.

Cc: Mr. Scott Gosse, Village Administrator (via email)

ORDINANCE NO. 2024-02

ORDINANCE TO AMEND THE SALARIES FOR TRUSTEES AND VILLAGE PRESIDENT

WHEREAS, the Village Board adopted Ordinance No. 2013-06 on May 7, 2013, establishing the annual salary of the Village President at Five Thousand Forty Dollars per year (\$5,040.00) or Four Hundred Twenty Dollars (\$420.00) per month for the term commencing on or after the third Tuesday of April 2014; and

WHEREAS, the Village Board adopted Ordinance No. 2013-06 on May 7, 2013 establishing the annual salary for Village Trustees at Three Thousand Nine Hundred Sixty Dollars (\$3,960.00) per year or Three Hundred Thirty (\$330.00) Dollars per month for the term commencing on or after the third Tuesday of April 2014; and

WHEREAS, the Village Board desires to modify the wages of elected officials with terms of office commencing on or after the third Tuesday in April of 2024.

NOW, THEREFORE, pursuant to Wisconsin Statute Section 61.32 and Wisconsin Statute Section 66.0505, the Village Board of the Village of Pewaukee, Waukesha County, do ordain as follows:

SECTION I

WAGE OF VILLAGE PRESIDENT:

The salary for the Village President for terms of office commencing on or after the third Tuesday in April 2024 shall be \$503.33 per month (\$6040.00 per year.)

WAGE OF VILLAGE TRUSTEE:

The salary for Village Trustees for terms of office commencing on or after the third Tuesday in April 2024 shall be \$413.33 per month (\$4,960.00 per year).

SECTION II

All Ordinances or parts of Ordinances contravening the terms and conditions of this Ordinance are hereby to that extent repealed; however as to terms of office for the Village President and Village Trustees commencing prior to April 16, 2024 the salaries as set forth in Ordinance 2013-06 shall remain in full force and effect

SECTION III

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 IV

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 _____ day of _____ 2024 by the Village Board of the Village of Pewaukee.

APPROVED:

Countersigned:

Jeff Knutson, Village President

Cassie Smith, Village Clerk

DRAFT



PUBLIC WORKS DEPARTMENT
1000 Hickory Street
Pewaukee, WI 53072

To: Village Board
Cc: Scott A. Gosse, Village Administrator
From: David Buechl, P.E., P.L.S., Director of Public Works/Village Engineer
Date: February 27, 2024
Re: Agenda Item 6a, Resolution 2024-04, Acknowledgement of the Draft 2023 WDNR NR216 Municipal Separate Storm Sewer Annual Report

Attached is a copy of the annual report summarizing 2023 activities for the Village Wisconsin Pollution Discharge Elimination System (WPDES storm water discharge) permit. The permit requires that the municipal governing body recognize the report by resolution or other mechanism. The submittal is a fillable pdf type report, and all data collection and the fiscal analysis is provided as online pdf attachments. The current Discharge Permit S-050105 for the Upper Fox (Illinois) Watershed Group expired November 30th, 2019, however non-renewed permits continue indefinitely until renewed. The DNR staff and other Upper Fox (Illinois) Watershed group representatives met on February 19, 2024 to review the draft form permit.

Impaired waters in Wisconsin are addressed through an analysis known as a Total Maximum Daily Load (TMDL). A TMDL is the amount of pollutant loading a waterbody can receive and still meet water quality standards. State DNR staff has started effort on a Wisconsin/Illinois Upper Fox River TMDL to meet Clean Water Act requirements, with drafts, public comment period, and full implementation in 2-4 years. This new approved TMDL will likely have significant financial impact with the next and future MS4 permits. The EPA will likely be requiring the WDNR to require the Village to construct water quality improvement projects at locations where pollutants are entering water bodies that exceed the Total Maximum Daily Load as well as continuing to tighten the expectations and processes already in place that are listed in annual submittal.

A report copy will be available for public viewing at Village Hall and on the Village web site.

Recommendation:

The Village Board acknowledge the NR216 2023 Annual Report by adopting Resolution 2024-04, recognizing that elected officials been apprised of the content of the report.

RESOLUTION 2024-05

Acknowledgement of the 2023 WPDES Storm Water Discharge Permit Annual Report

WHEREAS, the Village of Pewaukee is required to comply with the conditions of its Wisconsin Pollution Discharge Elimination General Permit (WPDES); and

WHEREAS, the requirement for the drafting, acknowledgement of the report by elected officials, and submittal of an annual report certifying permit compliance is a condition of the permit dated December 1, 2014; and

WHEREAS, the Village Board of the Village of Pewaukee has been appraised of the content of 2023 Annual Report and acknowledges therefore by resolution.

NOW, THEREFORE, BE IT RESOLVED that the Village Board of the Village of Pewaukee does hereby acknowledge the content of the WPDES Permit Number WI-S050105, 2023 Annual Report with this resolution.

PASSED AND ADOPTED this _____ day of March, 2024.

Jeffery Knutson,
Village President

ATTEST:

Casandra Smith
Village Clerk



PUBLIC WORKS DEPARTMENT
1000 Hickory Street
Pewaukee, WI 53072

To: Village Board
From: David Buechl, P.E., P.L.S., Director of Public Works/Village Engineer
Date: February 27, 2024
Re: Year 2023 WDNR NR216 Municipal Separate Storm Sewer (MS4) Annual Report

Part II

Minimum Control Measures:

Section 1 is a listing of all public education and outreach activities conducted. This is done in a partnership with Waukesha County Parks and Land Use Department.

Section 2 is a listing of public involvement and participation, also conducted by Waukesha County Parks and Land Use Department.

Section 3 is Illicit detection and elimination: the results of visual screening and documentation of the 14 designated major storm water outfalls in the Village. I inspected and documented each location during a dry weather period.

Section 4 is Construction Site Pollutant Control: documents number of construction sites and number of inspections during the year, and if there were violations. This includes inspections for street and utility projects, development sites where we have consultant inspectors present, and from inspections the Building Services have conducted.

Section 5 is Post Construction Storm Water Management: questions how many new storm water management facilities were approved and how many were inspected during the year. A condition of the permit is that at a minimum all facilities used to create the pollutant loading analysis be inspected annually and be in as new pollutant removal condition. This again has not been performed during this or previous NR216 permit periods.

Section 6 is Pollution Prevention including questions on municipal storm facilities, quarterly DPW Storm Water Pollution Prevention Plan inspections, catch basin cleaning, sweeping, leaf collection, and winter road salt use. (60 tons of sweepings, 1,205 cubic yards of leaves, 469 tons of seasonal salt use is as of this writing, 740 cubic yards of yard waste and brush.)

Section 7 is an up to date system map generated off of our Geographic Information System. The GIS system was built showing all known storm sewer piping implied as Village owned minus updates installed this summer.

Part III

Fiscal Evaluation:

The Village budgets do not align with the information as the DNR lists it for the report and expects filers to estimate costs. I will proceed with the intent to annually to recover administrative, labor, and equipment costs, and other expenses related to storm water for this report. I will be completing a similar accounting for reporting our yard waste and recycling costs to the County twice a year, and have already submitted an annual weed harvesting report to the DNR.

The remaining sections relate to water quality, TMDL's, requesting more information, and attaching documentation of activities.

Submittal of Annual Reports and Other Compliance Documents for Municipal Separate Storm Sewer System (MS4) Permits

NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. After 120 days your draft is **deleted**.

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Form 3400-224(R8/2021)

Reporting Information :

Will you be completing the Annual Report or other submittal type? Annual Report Other

Project Name: 2023 Annual Report

County: Waukesha

Municipality: Pewaukee, Village

Permit Number: S050105

Facility Number: 30734

Reporting Year: 2023

Is this submittal also satisfying an Urban Nonpoint Source Grant funded deliverable? Yes No

Required Attachments and Supplemental Information

Please complete the contents of each tab to submit your MS4 permit compliance document. The information included in this checklist is necessary for a complete submittal. A complete and detailed submittal will help us review about your MS4 permit document. To help us make a decision in the shortest amount of time possible, the following information must be submitted:

Annual Report

- Review related web site and instructions for [Municipal storm water permit eReporting](#) [Exit Form]
- Complete all required fields on the annual report form and upload required attachments
- Attach the following other supporting documents as appropriate using the attachments tab above
 - Public Education and Outreach Annual Report Summary
 - Public Involvement and Participation Annual Report Summary
 - Illicit Discharge Detection and Elimination Annual Report Summary
 - Construction Site Pollution Control Annual Report Summary
 - Post-Construction Storm Water Management Annual Report Summary
 - Pollution Prevention Annual Report Summary
 - Leaf and Yard Waste Management
 - Municipal Facility (BMP) Inspection Report
 - Municipal Property SWPPP
 - Municipally Property Inspection Report
 - Winter Road Maintenance
 - Storm Sewer Map Annual Report Attachment
 - Storm Water Quality Management Annual Report Attachment

- TMDL Attachment
 - Storm Water Consortium/Group Report
 - Municipal Cooperation Attachment
 - Other Annual Report Attachment
- Attach the following permit compliance documents as appropriate using the attachments tab above
- Storm Water Management Program
 - Public Education and Outreach Program
 - Public Involvement and Participation Program
 - Illicit Discharge Detection and Elimination Program
 - Construction Site Pollutant Control Program
 - Post-Construction Storm Water Management Program
 - Pollution Prevention Program
 - Municipal Storm Water Management Facility (BMP) Inventory
 - Municipal Storm Water Management Facility (BMP) Inspection and Maintenance Plan
 - Total Maximum Daily Load documents *(*If applicable, see permit for due dates.)*
 - TMDL Mapping*
 - TMDL Modeling*
 - TMDL Implementation Plan*
 - Fecal Coliform Screening Parameter *
 - Fecal Coliform Inventory and Map *(S050075-03 general permittees Appendix B B.5.2 – document due to the department by March 31, 2022)*
 - Fecal Coliform Source Elimination Plan *(S050075-03 general permittees Appendix B - document due to the department by October 31, 2023)*
- Sign and Submit form

Municipal Contact Information- Complete

Notice: Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (Department) by March 31 of each year to report on activities for the previous calendar year ("reporting year"). This form is being provided by the Department for the user's convenience for reporting on activities undertaken in each reporting year of the permit term. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

Note: Compliance items must be submitted using the Attachments tab.

Municipality Information

Name of Municipality: Pewaukee, Village

Facility ID # or (FIN): 30734

Updated Information: Check to update mailing address information

Mailing Address: 235 Hickory St

Mailing Address 2:

City: Pewaukee, Village

State: WI

Zip Code: 53072 xxxxx or xxxxx-xxxx

Primary Municipal Contact Person (Authorized Representative for MS4 Permit)

The "Authorized Representative" or "Authorized Municipal Contact" includes the municipal official that was charged with compliance and oversight of the permit conditions, and has signature authority for submitting permit documents to the Department (i.e., Mayor, Municipal Administrator, Director of Public Works, City Engineer).

Select to **create new** primary contact

First Name: David

Last Name: Buechl

Select to **update** current contact information

Title: Dir. of Public Works

Mailing Address: 235 Hickory St

Mailing Address 2:

City: Pewaukee

State: WI

Zip Code: 53072 xxxxx or xxxxx-xxxx

Phone Number: 262-691-5694 Ext: xxx-xxx-xxxx

Email: dbuechl@villageofpewaukeewi.gov

Additional Contacts Information (Optional)

I&E Program

**Individual with responsibility for:
(Check all that apply)**

- IDDE Program
- IDDE Response Procedure Manual
- Municipal-wide Water Quality Plan
- Ordinances
- Pollution Prevention Program
- Post-Construction Program
- Winter roadway maintenance

First Name: David

Last Name: Buechl

Title: DPW/Engineer

Mailing Address: 235 Hickory Street

Mailing Address 2:

City: Pewaukee

State: WI

Zip Code: 53072 xxxxx or xxxxx-xxxx

Phone Number: 262-691-5694 Ext: xxx-xxx-xxxx

Email: dbuechl@villageofpewaukeewi.gov

Municipal Billing Contact Person (Authorized Representative for MS4 Permit)

Select to **create new** Billing contact

First Name: David

Last Name: Buechl

Select to **update** current contact information

Title: DPW/Engineer

Mailing Address: 235 Hickory St.

Mailing Address 2:

City: Pewaukee

State: WI

Zip Code: 53072 xxxxx or xxxxx-xxxx

Phone Number: 262-691-5694 Ext: xxx-xxx-xxxx

Email: dbuechl@villageofpewaukeewi.gov

1. Does the municipality rely on another entity to satisfy some of the permit requirements?

Yes No

Public Education and Outreach Waukesha County

Public Involvement and Participation Waukesha County

Illicit Discharge Detection and Elimination

Construction Site Pollutant Control City of Pewaukee Building Inspection Dept.

Post-Construction Storm Water Management

Pollution Prevention

2. Has there been any changes to the municipality's participation in group efforts towards permit compliances (i.e., the municipality has added or dropped consortium membership)?

Yes No

Missing Information

Do not close your work until you SAVE.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7.

Form 3400-224 (R8/2021)

Minimum Control Measures- Section 1 : Complete

1. Public Education and Outreach

- a. Does MS4 conduct any educational efforts or events independently (not with a group) Yes No
- b. How many total educational events were held during the reporting year:
- c. Were any of the public education and outreach delivery mechanisms conducted during the reporting year active or interactive? Yes No
- d. Please select all storm water topics, target audiences, and delivery mechanisms used in the reporting year

Public Education and Outreach Delivery Mechanisms (Active and Passive)	
Active/Interactive Mechanisms	Passive Mechanisms
<input checked="" type="checkbox"/> Education activities (school presentations, summer camps)	<input checked="" type="checkbox"/> Passive print media (brochures at front desk, posters, etc.)
<input checked="" type="checkbox"/> Information booth at event	<input checked="" type="checkbox"/> Distribution of print media (mailings, newsletters, etc.) via mail or email.
<input checked="" type="checkbox"/> Targeted group training (contractors, consultants, etc.)	<input checked="" type="checkbox"/> Media offerings (radio and TV ads, press release, etc.)
<input checked="" type="checkbox"/> Government event (public hearing, council meeting)	<input checked="" type="checkbox"/> Social media posts
<input checked="" type="checkbox"/> Workshops	<input checked="" type="checkbox"/> Signage
<input checked="" type="checkbox"/> Tours	<input checked="" type="checkbox"/> Website
<input type="checkbox"/> Other: <input type="text"/>	<input type="checkbox"/> Other: <input type="text"/>

Topics Covered	Target Audience
<input checked="" type="checkbox"/> Illicit discharge detection and elimination	<input checked="" type="checkbox"/> General Public
<input checked="" type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing	<input checked="" type="checkbox"/> Public Employees
<input checked="" type="checkbox"/> Yard waste management/pesticide and fertilizer application	<input checked="" type="checkbox"/> Residents
<input checked="" type="checkbox"/> Stream and shoreline management	<input checked="" type="checkbox"/> Businesses
<input checked="" type="checkbox"/> Residential infiltration	<input checked="" type="checkbox"/> Contractors
<input checked="" type="checkbox"/> Construction sites and post-construction storm water management	<input checked="" type="checkbox"/> Developers
<input checked="" type="checkbox"/> Pollution prevention	<input checked="" type="checkbox"/> Industries
<input checked="" type="checkbox"/> Green infrastructure/low impact development	<input type="checkbox"/> Public Officials
<input type="checkbox"/> Other: <input type="text"/>	<input type="checkbox"/> Other: <input type="text"/>

- e. Will additional information/summary of these education events be attached to the annual report? Yes No

If no, please provide additional comment in the brief explanation box below. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Missing Information

Do not close your work until you SAVE.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 2 : Complete

2. Public Involvement and Participation

a. Permit Activities. Select all of the following topics the Permittee did to engage public participation and involvement.

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input checked="" type="checkbox"/> MS4 Annual Report <input type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm Water related ordinance <input checked="" type="checkbox"/> Other: Lay out SW pond info at Village ...	<input type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input checked="" type="checkbox"/> Public Officials <input type="checkbox"/> Other	11-50	<input type="radio"/> Yes <input checked="" type="radio"/> No

b. Volunteer Activities. Select all of the following audiences targeted for volunteer involvement and participation related to storm water.

NA (Individual Permittee)

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
Volunteer Opportunity	<input checked="" type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other	101 +	<input checked="" type="radio"/> Yes <input type="radio"/> No

c. Brief explanation on Public Involvement and Participation reporting. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Residents who Adopt a Drain are asked to clean two times per month and report the quantity of what they remove. Citizen Stream Monitors collect water quality data of local waters.

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 3 : Complete

3. Illicit Discharge Detection and Elimination

- a. How many total outfalls does the municipality have?
- b. How many outfalls did the municipality evaluate as part of their routine ongoing field screening program?
- c. From the municipality's routine screening, how many were confirmed illicit discharges?
- d. How many illicit discharge complaints did the municipality receive?
- e. From the complaints received, how many were confirmed illicit discharges?
- f. How many of the identified illicit discharges did the municipality eliminate in the reporting year (from both routine screening and complaints)?

(If the sum of 3.c. and 3.e. does not equal 3.f., please explain below.)

- g. What types of regulatory mechanisms does the municipality have available to compel compliance with this program? Check all that are available and how many times each were used in the reporting year.

- Verbal Warning
- Written Warning (including email)
- Notice of Violation
- Civil Penalty/ Citation

Additional Information: _____

- h. Brief explanation on Illicit Discharge Detection and Elimination reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 4 : Complete

4. Construction Site Pollutant Control

- a. How many total construction sites with one acre or more of land disturbing construction activity were active at any point in the reporting year?
- b. How many construction sites with one acre or more of land disturbing construction activity did the municipality issue permits for in the reporting year?
- c. How many erosion control inspections did the municipality complete in the reporting year (at sites with one acre or more of land disturbing construction activity)?

- d. What types of regulatory mechanisms does the municipality have available to compel compliance with this program? Check all that are available and how many times each were used in the reporting year.

- | | |
|---|--------------------------------|
| <input checked="" type="checkbox"/> Verbal Warning | <input type="text" value="0"/> |
| <input checked="" type="checkbox"/> Written Warning (including email) | <input type="text" value="0"/> |
| <input type="checkbox"/> Notice of Violation | <input type="text"/> |
| <input checked="" type="checkbox"/> Civil Penalty/ Citation | <input type="text" value="0"/> |
| <input checked="" type="checkbox"/> Stop Work Order | <input type="text" value="0"/> |
| <input checked="" type="checkbox"/> Forfeiture of Deposit | <input type="text" value="0"/> |
| <input type="checkbox"/> Other - Describe below | <input type="text"/> |

- e. Brief explanation on Construction Site Pollutant Control reporting . *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 5 : Complete

5. Post-Construction Storm Water Management

- a. How many new structural storm water management Best Management Practice (BMP) have received local approval ?
*Engineered and constructed systems that are designed to provide storm water quality control such as wet detention ponds, constructed wetlands, infiltration basins, grassed swales, permeable pavement,
- b. Does the MS4 have procedures for inspecting and maintaining private storm water facilities? Yes No
- c. If Yes, how many privately owned storm water management facilities were

inspected in the reporting year ? Inspections completed by private landowners should be included in the reported number.

0

d. Does the municipality utilize privately owned storm water management BMP in its pollutant reduction analysis? Yes No

e. Does MS4 have maintenance authority on these privately owned BMPs?

yes

f. How many municipally operated (private) storm water management BMPs were inspected in the reporting year? 1

g. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year.

- Verbal Warning
- Written Warning (including email)
- Notice of Violation 0
- Civil Penalty/ Citation
- Forfeiture of Deposit
- Complete Maintenance 0
- Bill Responsible Party 0
- Other - Describe below

e. Brief explanation on Post-Construction Storm Water Management reporting. If marked 'Unsure' on any questions above, justify your reasoning. Limit your response to 250 characters and/or attach supplemental information on the attachments page.

Missing Information

Do not close your work until you SAVE.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 6 : Complete

6. Pollution Prevention

Storm Water Management Best Management Practice Inspections Not Applicable

a. Enter the total number of municipally owned or operated (i.e., privately owned BMPs) structural storm water management best management practices. 4

- b. How many new municipally owned storm water management best management practices were installed in the reporting year?
- c. How many municipally owned (public) storm water management best management practices were inspected in the reporting year?
- d. What elements are looked at during inspections (250 character limit)?
- e. How many of these facilities required maintenance?
- f. Brief explanation on Storm Water Management Best Management Practice inspection reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Public Works Yards & Other Municipally Owned Properties that require a stormwater pollution prevention plan (SWPPP)* Not Applicable

- g. How many municipal properties require a SWPPP?
- h. How many inspections of municipal properties have been conducted in the reporting year?
- i. Have amendments to the SWPPPs been made?
 Yes No
- j. If yes, describe what changes have been made. Limit response to 250 characters and/or attach supplemental information on the attachment page:
- k. Brief explanation on Storm Water Pollution Prevention Plan reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

* Any municipally owned property that has the potential to generate stormwater pollution should have a SWPPP. For example, if a municipal property stores compost piles, material storage, yard wastes, etc., outside and can contaminate stormwater runoff—a SWPPP is required.

Collection Services - Street Sweeping Program Not Applicable

- l. Did the municipality conduct street sweeping during the reporting year?
 Yes No
- m. If known, how many tons of material was removed?
- n. Does the municipality have a [low hazard exemption](#) for this material? Yes No
- o. If street sweeping is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency?
 Yes - Explain frequency mains 6x spring, then all streets monthly, fall
 No - Explain _____

Not Applicable

Collection Services - *Catch Basin Sump Cleaning Program* Not Applicable

- p. Did the municipality conduct catch basin sump cleaning during the reporting year? Yes No
- q. How many catch basin sumps were cleaned in the reporting year?
- r. If known, how many tons of material was collected?
- s. Does the municipality have a low hazard exemption for this material? Yes No
- t. If catch basin sump cleaning is identified as a storm water best management practice in the pollutant loading analysis, was cleaning completed at the assumed frequency?
 Yes- Explain frequency _____
 No - Explain Was not included as practice in analysis
 Not Applicable

Collection Services - *Leaf Collection Program* Not Applicable

- u. Does the municipality conduct curbside leaf collection? Yes No
- v. Does the municipality notify homeowners about pickup? Yes No
- w. Where are the residents directed to store the leaves for collection?
 Pile on terrace Pile in street Bags on terrace
 Other - Describe _____
- x. What is the frequency of collection?
Minimum 3x; up to 6x
- y. Is collection followed by street sweeping? Yes No
- z. Brief explanation on Collection Services reporting. *Limit response to 250 characters and/or attach supplemental information on the attachments page*

Winter Road Management Not Applicable

*Note: We are requesting information that goes beyond the reporting year, answer the best you can.

- aa. How many lane-miles of roadway is the municipality responsible for doing snow and ice control? (*One mile of a two-way road equals two lane miles.*)

- ab. Provide amount of de-icing products used by month last winter season?
Solids (tons) (ex. sand, or salt-sand)

Product	Oct	Nov	Dec	Jan	Feb	Mar
<u>Salt</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="442"/>	<input type="text" value="27"/>	<input type="text" value="0"/>

Liquids (gallons) (ex. brine)

	Oct	Nov	Dec	Jan	Feb	Mar

None

- ac. Was salt applying machinery calibrated in the reporting year? Yes No
- ad. Have municipal personnel attended salt reduction strategy training in the reporting year? Yes No

Training Date	Training Name	# Attendance
<input type="text"/>	<input type="text"/>	<input type="text"/>

- ae. Brief explanation on Winter Road Management reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page*

Internal (Staff) Education & Communication

- af. Has the municipality provided an opportunity for internal training or education to staff implementing the municipality's procedures for each of the pollution prevention program element ? Yes No

If yes, describe what training was provided (250 character limit):

- ag. Describe how the municipality has kept the following local officials and municipal staff aware of the municipal storm water discharge permit programs, procedures and pollution prevention program requirements.

Elected Officials

annual report presentation and budget

Municipal Officials

small staff, no other officials than active staff

Appropriate Staff (such as operators, Department heads, and those that interact with public)

During regular O+M operations

- ah. Brief explanation on Internal Education reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 7 : Complete

7. Storm Sewer System Map

a.

Did the municipality update their storm sewer map this year?

Yes No

If yes, check the areas the map items that got updated or changed:

Storm water treatment facilities

Storm pipes

Vegetated swales

Outfalls

Other - Describe below

- b. Brief explanation on Storm Sewer System Map reporting. *If you marked Unsure for an question for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Missing Information

Do not close your work until you SAVE.

Form 3400-224 (R8/2021)

Final Evaluation - Complete

Fiscal Analysis

Complete the fiscal analysis table provided below. For municipalities that do not break out funding into permit program elements, please enter the monetary amount to your best estimate of what funding may be going towards these programs.

Annual Expenditure Reporting Year	Budget Reporting Year	Budget Upcoming Year	Source of Funds
-----------------------------------	-----------------------	----------------------	-----------------

Element: Public Education and Outreach

1500	1500	1500	<u>Storm water utility</u>
------	------	------	----------------------------

Element: Public Involvement and Participation

1500	1500	1500	<u>Storm water utility</u>
------	------	------	----------------------------

Element: Illicit Discharge Detection and Elimination

1000	1000	1000	<u>Storm water utility</u>
------	------	------	----------------------------

Element: Construction Site Pollutant Control

3000	0	3000	<u>Permit fee and/or deposit/escrow</u>
------	---	------	---

Element: Post-Construction Storm Water Management

2000	15000	15000	<u>Storm water utility</u>
------	-------	-------	----------------------------

Element: Pollution Prevention

17000	17000	18000	<u>Storm water utility</u>
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Other (describe)

debt service

23400	23000	23400	<u>Storm water utility</u>
-------	-------	-------	----------------------------

Other (describe)

mapping and GIS

5000	6000	5000	<u>Storm water utility</u>
------	------	------	----------------------------

Other (describe)

audit, permit fees, insurance, software, training

26000 39000 16500 Storm water utility

Other (describe)

post construction sw management new development

8000 8000 8000 Permit fee and/or deposit/escrow

Please provide a justification for a "0" entered in the Fiscal Analysis. *Limit response to 250 characters.*

Village 3rd party consultant expenses are passed back to developer

Water Quality

a: Were there any known water quality improvements in the receiving waters to which the municipality's storm sewer system directly discharges to?

Yes No Unsure If Yes, explain below:

b: Were there any known water quality degradation in the receiving waters to which the municipality's storm sewer system directly discharges to?

Yes No Unsure If Yes, explain below:

c: Have any of the receiving waters that the municipality discharges to been added to the impaired waters list during the reporting year?

Yes No Unsure

d: Has the municipality evaluated their storm water practices to reduce the pollutants of concern?

Yes No Unsure

Storm Water Quality Management

a. Has the municipality completed or updated modeling in the reporting year (relating to developed urban area performance standards of s. NR 151.13(2)(b)1., Wis. Adm. Code)? Yes No

b. If yes, enter percent reduction in the annual average mass discharging from the entire MS4 to surface waters of the state as compared to implementing no storm water management controls:

Total suspended solids (TSS)

Total phosphorus (TP)

Additional Information

Based on the municipality's storm water program evaluation, describe any proposed changes to the municipality's storm water program. *If your response exceeds the 250 character limit, attach supplemental information on the attachments page.*

Do not close your work until you SAVE.

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Form 3400-224 (R8/2021)

Requests for Assistance on Understanding Permit Programs

Would the municipality like the Department to contact them about providing more information on understanding any of the Municipal Separate Storm Sewer Permit programs?

Please select all that apply:

- Public Education and Outreach
- Public Involvement and Participation
- Illicit Discharge Detection and Elimination
- Construction Site Pollutant Control
- Post-Construction Storm Water Management
- Pollution Prevention
- Storm Water Quality Management
- Storm Sewer System Map
- Water Quality Concerns
- Compliance Schedule Items Due
- MS4 Program Evaluation

Do not close your work until you **SAVE**.

Form 3400-224(R8/2021)

Required Attachments and Supplemental Information

Any other MS4 program information for inclusion in the Annual Report may be attached on here. Use the Add Additional Attachments to add multiple documents.

Upload Required Attachments (15 MB per file limit) - [Help reduce file size and trouble shoot file uploads](#)

*Required Item

Note: To replace an existing file, use the 'Click here to attach file ' link or press the to delete an item.

Municipal Facility SWPPP

 File Attachment

[522 1000 Hickory Street SWPPP Pewaukee.pdf](#)

Attach - Other Supporting Documents

AR WintRdMain

 File Attachment

[Winter 2023-2024 Activity Log.pdf](#)

AR Other

 File Attachment

[2023 Completed Sweeping Schedule.pdf](#)

AR LeafYardMgmt

 File Attachment

[Leaf Collection Program Year 2023.docx](#)

AR SWMap

 File Attachment

[11 x 17 Landscape Storm Sewer System Map VOP 20240227.pdf](#)

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

Attach - Permit Compliance Documents

EO Program

 File Attachment

[Ledger of SW Education Activities 2023.pdf](#)

CS Program

 File Attachment

[Erosion control - Village 2023.pdf](#)

PP BMPInventory

 File Attachment

[Pond Inventory.pdf](#)

IDDE Program

 File Attachment

[Outfall Inspections 2023.pdf](#)

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

Missing Information

Draft and Share PDF Report with the permittee's governing body or delegated representatives.

Press the button below to create a PDF. The PDF will be sent to the email address associated with the WAMS ID that is signed in. After the annual report has been reviewed by the governing body or delegated representative, return to the MS4 eReporting System to submit the final report to the DNR.

[Draft and Share PDF Report](#)

Sign and Submit Your Application

Steps to Complete the signature process

1. Read and Accept the Terms and Conditions
2. Press the Submit and Send to the DNR button

NOTE: For security purposes all email correspondence will be sent to the address you used when registering your WAMS ID. This may be a different email than that provided in the application. For information on your WAMS account click [HERE](#).

Terms and Conditions

Certification: I hereby certify that I am an authorized representative of the municipality covered under Pewaukee, Village MS4 Permit for which this annual report or other compliance document is being submitted, and that the information contained in this submittal and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.

Signee (must check current role prior to accepting terms and conditions)

- Authorized municipal contact using WAMS ID.
- Delegation of Signature Authority (Form 3400-220) for agent signing on the behalf of the authorized municipal contact.
- Agent seeking to share this item with authorized municipal contact (authorized municipal contact must get WAMS id and complete signature).

Name:

Title:

Authorized Signature.

- I accept the above terms and conditions.

After providing the final authorized signature, the system will send an email to the authorized party and any agents. This email will include a copy to the final read only version of this application.



To: Jeff Knutson, Village President
Village Board

From: Cassie Smith
Village Clerk

Date: February 28, 2024

Re: Agenda Item 7a, Discussion and Direction Regarding Municipal Judge Salary

BACKGROUND

Judge Murray asked that the Village Board consider a salary adjustment during the 2024 budget discussion. This matter was discussed at the last meeting and the Village Board directed staff to research comparable salaries for Municipal Judges in other communities.

ACTION REQUESTED

To review and discuss the information attached and to provide direction to staff on this matter.

ANALYSIS

Attached to this memo is a list of communities that responded with their community size, the number of court dates per month, and the salary of the judge. Twenty-one different communities around our area utilize the Lake Country Municipal Court system for their court needs.

<u>COMMUNITY</u>	<u>POSITION</u>	<u>POPULATION</u>	<u>COURT/MONTH</u>	<u>ANNUAL</u>
V/PEW	MUNICIPAL JUDGE	8,215	1	\$ 12,000
C/PEW	MUNICIPAL JUDGE	15,945	2	\$ 16,589
V/MUKWONAGO	MUNICIPAL JUDGE	8,389	2	\$ 14,500
C/ELKHORN	MUNICIPAL JUDGE	10,000	1	\$ 11,315
C/RIVER HILLS	MUNICIPAL JUDGE	1,573	1	\$ 4,200
C/CHETEK	MUNICIPAL JUDGE	2,170	2	\$ 5,300
V/MAZOMANIE	MUNICIPAL JUDGE	1,799	1	\$ 7,000
V/OSCEOLA & 1 MORE MUNI	MUNICIPAL JUDGE	3,757	2	\$ 8,000
C/OCONTO	MUNICIPAL JUDGE	4,565	1	\$ 11,795
C/NIAGARA	MUNICIPAL JUDGE	1,560	1	\$ 3,840
T/GENEVA	MUNICIPAL JUDGE	5,485	2	\$ 13,394
C/BRILLION	MUNICIPAL JUDGE	3,501	1	\$ 5,000
C/REEDSBURG	MUNICIPAL JUDGE	11,000	2	\$ 12,396
C/WAUTOMA + 2 MUNIS	MUNICIPAL JUDGE	2,200	1	\$ 3,600
C/SEMOUR	MUNICIPAL JUDGE	3,533	1	\$ 5,000
V/BALDWIN	MUNICIPAL JUDGE	5,000	1	\$ 5,400
C/MERRILL	MUNICIPAL JUDGE	9,104	3	\$ 16,000
C/OCONOMOWOC	LAKE COUNTRY MUNI COURT	<p style="text-align: center;">These communities have elected to utilize Lake Country Municipal Court. LCMC keeps court costs.</p>		
T/OCONOMOWOC	LAKE COUNTRY MUNI COURT			
V/OCONOMOWOC LAKE	LAKE COUNTRY MUNI COURT			
T/IXONIA	LAKE COUNTRY MUNI COURT			
V/JOHNSON CREEK	LAKE COUNTRY MUNI COURT			
V/DOUSMAN	LAKE COUNTRY MUNI COURT			
V/SUMMIT	LAKE COUNTRY MUNI COURT			
T/SULLIVAN	LAKE COUNTRY MUNI COURT			
V/SULLIVAN	LAKE COUNTRY MUNI COURT			
T/OTTAWA	LAKE COUNTRY MUNI COURT			
T/DELAFIELD	LAKE COUNTRY MUNI COURT			
C/DELAFIELD	LAKE COUNTRY MUNI COURT			
T/MERTON	LAKE COUNTRY MUNI COURT			
V/MERTON	LAKE COUNTRY MUNI COURT			
V/SUSSEX	LAKE COUNTRY MUNI COURT			
V/LISBON	LAKE COUNTRY MUNI COURT			
T/ERIN	LAKE COUNTRY MUNI COURT			
V/LAC LA BELLE	LAKE COUNTRY MUNI COURT			
V/HARTLAND	LAKE COUNTRY MUNI COURT			
V/CHENEQUA	LAKE COUNTRY MUNI COURT			
V/NASHOTAH	LAKE COUNTRY MUNI COURT			



To: Jeff Knutson, Village President
Village Board

From: Casandra Smith
Village Clerk

Date: February 5, 2024

Re: Agenda Item 8a, Discussion and Possible Action on Operator License Denial

BACKGROUND

The Village Board is the ruling body responsible for approval/denial of Operator License applications and the applicant is being presented for denial due to one or more of the following causes.

PARAMETERS FOR DENIAL OF AN OPERATOR'S LICENSE (BARTENDER LICENSE)

If you have three or more convictions of any one offense listed or a combination of three or more convictions of the offenses listed, your application will be recommended for denial.

1. Giving false, incomplete information, misinformation, or failure to disclose on the Application.
2. An arrest or conviction of underage selling during the past 5 (five) years.
3. An arrest or conviction of underage person on premise during the past 5 (five) years.
4. Conviction of any substance abuse during the past 5 (five) years.
5. Conviction of driving under the influence of any alcohol or controlled substance during the past 5 (five) years.
6. Conviction of selling to an intoxicated person during the past 5 (five) years.
7. Conviction of selling after hours in the past 5 (five) years.
8. Conviction of selling without a license in the past 5 (five) years.
9. Conviction of any part of Chapter 125 State Statutes, not listed above, relating to alcohol beverages during the past 5 (five) years.
10. An arrest or conviction of charges related to the activities performed while bartending within the past 5 (five) years.
11. **Any habitual law offender or felon** where the circumstances of the charges substantially related to the licensing activity.
12. A FELONY conviction substantially related to alcohol and/or drug activity WILL automatically be denied.

The Village Police Chief and Village Clerk will review applications and submit recommendations to the Village Board for either approval or denial, at regularly scheduled Village Board meetings. **If the license is denied** at the Village Board Meeting, the Clerk shall provide the applicant a letter with reasons for denial of their license. Any applicant denied a license may appeal the decision by writing a letter to the Village Clerk within 14 days of receipt of the denial letter. The letter should state in detail the grounds for reversal of the denial and shall be signed by the applicant. The Clerk shall submit the letter and application to the Village Board for further review.

ACTION REQUESTED

To deny the Bartender License as listed.

New Operator Permit

Kranky's
Jennifer Hagedorn

ANALYSIS

The bartender license application listed above is being presented for denial. A background check has been completed and the applicant does not meet the requirements to hold a license in the Village of Pewaukee.

Staff recommends denial of the license as presented above.