



Regular Village Board Meeting Agenda

February 6, 2024 – 6:00 pm

Village Hall, 235 Hickory Street, Pewaukee, WI 53072

To view the meeting live:

<https://www.youtube.com/live/UgxpfkpsKXs?si=evjhtfXnUKTCL2q8>

1. Call to Order, Pledge of Allegiance, Moment of Silence and Roll Call.
2. Public Hearings/Presentations. – None.
3. Approval of Minutes of Previous Meeting.
 - Minutes of the Regular Village Board Meeting – January 16, 2023
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. – None.
6. Resolutions. – None.
7. Old Business. – None.
8. New Business.
 - a. Discussion and Possible Action Regarding Strategic Plan Update Process and Budget Allocation for Survey Tool
 - b. Discussion and Possible Action on Special Event Permit Application for the 2024 Kiwanis Beach Party
 - c. Discussion and Possible Action on Temporary Alcohol License for the 2024 Kiwanis Beach Party
 - d. Discussion and Possible Action on Publishing a Third Time for the Reserve Transfer “Class B” Intoxicating Liquor License
 - e. Discussion and Action Regarding Date Change Regarding April 2, 2024, Meeting Date Due to Election
 - f. Review of **Preliminary** 4th Quarter 2023 Financial Report
 - g. Discussion and Possible Action on Committee Appointments
 - a. Two Plan Commission Citizen Members to Fill Remainder of Vacant Terms Both Ending April 30, 2025
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)(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 Administrator; and 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 US Cellular Cell Tower Agreement.



Regular Village Board Meeting Agenda

11. Reconvene Into Open Session.
 - a. Possible Direction on US Cellular Cell Tower Agreement

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 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 2, 2024

**VILLAGE OF PEWAUKEE
VILLAGE BOARD MINUTES
January 16, 2024**

<https://www.youtube.com/live/8dQ3nC8Yctg?si=puNwBlo2nzH5ajCY>

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 Kelli Belt; Trustee Chris Krasovich; Trustee Craig Roberts; Trustee Jim Grabowski, and President Jeff Knutson.

Also Present: Village Attorney, Mark Blum; Village Administrator, Scott Gosse; Director of Public Works, Dave Buechl, Director of Parks and Recreation, Nick Phalin 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 – December 19, 2023

Trustee Roberts moved, seconded by Trustee Rohde to approve the December 19, 2023, minutes of the Regular Village Board meeting as presented.

Motion carried 7-0.

4. Citizen Comments

Bryce Kingsbury @ 1466 Capitol Drive – Mr. Kingsbury who represents First Watch at 1466 Capitol Drive expressed his desire for the Village Board to reconsider obtaining a “Class B” reserve transfer license.

5. Ordinances – None.

6. Resolutions

- a. **Possible Action on Resolution No. 2024-01, A Resolution Authorizing Submittal of a Wisconsin DNR Recreational Boating Facilities Weed Harvester Refurbishment Grant Application**

Administrator Gosse stated that the grant request was presented to the Village Board at a past meeting to offset costs up to 50%.

Trustee Gergen moved, seconded by Trustee Grabowski to approve Resolution No. 2024-01, authorizing the submittal of a Wisconsin DNR recreational boating facilities weed harvester refurbishment grant application as presented.

Motion carried 7-0.

- b. **Possible Action on Resolution No. 2024-02, A Resolution Authorizing Submittal of a Wisconsin DNR Recreational Boating Facilities Weed Harvester Grant Application**

Administrator Gosse stated that this grant application is to purchase a new harvester and item 6a was to refurbish a harvester.

Trustee Grabowski moved, seconded by Trustee Krasovich to approve Resolution No. 2024-02, authorizing the submittal of a Wisconsin DNR recreational boating facilities weed harvester grant application as presented.

Motion carried 7-0.

c. Possible Action on Resolution No. 2024-03, A Resolution Recognizing Village Attorney Mark Blum’s Years of Service to the Village of Pewaukee

Administrator Gosse read Resolution 2024-03. Attorney Blum thanked the Village Board and staff.

Trustee Gergen moved, seconded by Trustee Roberts to approve Resolution 2024-03 recognizing the Village Attorney Mark Blum’s Years of Service to the Village of Pewaukee as presented.

Motion carried 7-0.

7. Old Business – None.

8. New Business

a. Discussion and Direction Regarding 2024 Capital Financing Plan

Representative of Baird, Brad Viegut presented the finance plan for 2024 capital improvements as well as a refinancing option for the existing State Trust Fund Loan which was obtained in September 2023 for roads and utility projects. If favored a resolution will come before the Village Board in February with final numbers in March. The current estimated interest rate is about 4.02%. The financing plan has been set up to have a smooth amortization schedule considering future needs as well.

The consensus of the Village Board was to move forward with the financing plan as presented.

b. Discussion and Possible Action Professional Services Agreement Amendment with Ruekert-Mielke for Well No. 4 HMO Treatment Project

Administrator Gosse presented an amendment to the professional services agreement amendment for work related to obtaining approval from the PSC for the project which was not anticipated in the original agreement. This increases the existing contract by an estimated \$4,400.

Trustee Gergen moved, seconded by Trustee Rohde to approve the Professional Services Agreement Amendment with Ruekert-Mielke for Well No. 4 HMO treatment project as presented.

Motion carried 7-0.

c. Discussion and Possible Action on Well #4 HMO Treatment Project Construction Services Agreement with Ruekert-Mielke

Director Buechl stated the Village is required to lower the radium removal and the Village already contracted with R&M to facilitate that process for the design and engineering of the HMO facility. The Wisconsin DNR requires that a Resident Engineer monitor and inspect the construction to ensure the project is in substantial conformance with the plans. This update would create additional hours for Ruekert-Mielke at an estimated 2,030 hours and \$329,400.

Trustee Grabowski moved, seconded by Trustee Gergen to approve the Well #4 HMO Treatment Project Construction Services Agreement with Ruekert-Mielke for an additional \$329,400 as presented.

Motion carried 7-0.

d. Discussion and Possible Action Regarding \$30,000 Donation from Pewaukee Youth Baseball for Baseball Related Improvements at Kiwanis Village Park

Items 8d and 8e were presented together.

Director Phalin gave an overview of Kiwanis Village Park and explained that the Pewaukee Youth Baseball group would like to donate \$30,000 for baseball-related improvements such as scoreboards and a new infield fence. The existing scoreboards are not in working condition.

The Pewaukee Youth Baseball group proposed a match from the Village where Laimon Park funds are proposed to be used.

Trustee Roberts asked about the fencing estimates, and Phalin explained that the infield fence is in worse condition so that is the fence replacement proposed at this time. Discussion continued regarding the use of Laimon Park fund balance and the vision for the Kiwanis Village Park.

Trustee Rohde moved, seconded by Trustee Grabowski to accept a donation of \$30,000 from Pewaukee Youth Baseball for baseball related improvements as presented for Kiwanis Village Park.

Motion carried 7-0.

e. Discussion and Possible Action Regarding Use of Laimon Park Fund Balance for Facility Improvements at Kiwanis Village Park

Item discussed with 8d.

Director Phalin stated that he is hoping the project can be completed before the start of summer. Formal bids for the two projects will be needed as they both exceed the bidding threshold with bids being brought back to the Village Board for approval at a future date.

Trustee Roberts moved, seconded by Trustee Grabowski to approve the use of Laimon Park funds as presented for facility improvements.

Motion carried 7-0.

f. Discussion and Direction Regarding Possible Business Recognition Program

Trustee Krasovich stated she is grateful to all Village businesses and many businesses in the community embrace the opportunity to improve the community through fundraisers and donations. The Village Board discussed the purpose. The consensus was to direct staff to look into how other communities facilitate a recognition process with a concept to come back at a future meeting.

g. Village Board Meeting Monthly Approval of Checks and Invoices for All Funds – December 2023

Trustee Krasovich moved, seconded by Trustee Roberts to approve the December 2023 checks and invoices for all funds, except the library, as presented.

Motion carried 7-0.

Trustee Gergen moved, seconded by Trustee Krasovich to acknowledge the December 2023 check and invoices regarding the Library.

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)(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 Administrator; and 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 Jade Reef Properties, LLC Developers Agreement.***

**Trustee Gergen moved, seconded by Trustee Rohde to move into Closed Session at approximately 7:29 p.m.
Motion carried 7-0.**

**Trustee Gergen moved, seconded by Trustee Rohde to move into Open Session at approximately 8:56 p.m.
Motion carried 7-0.**

11. Reconvene Into Open Session.

a. Possible Action on Village Administrator Employment Agreement

Trustee Roberts moved, seconded by Trustee Grabowski to approve the Village Administrator Employment Agreement as presented.

Motion carried, 7-0.

b. Possible Action on the Jade Reef Properties, LLC Developers Agreement

No action was taken.

12. Adjournment

Trustee Gergen moved, seconded by Trustee Roberts to adjourn the January 16, 2024, Regular Village Board meeting at approximately 8:57 p.m.

Motion carried, 7-0.

Respectfully Submitted,

Casandra Smith
Village Clerk

DRAFT



To: Jeff Knutson, President
Village Board

From: Scott A. Gosse
Village Administrator

Date: January 30, 2024

Re: Agenda Item 8a, Discussion and Possible Action Regarding Strategic Plan Update Process and Budget Allocation for Survey Tool

BACKGROUND

This matter is on the agenda to allow for an update on the strategic plan update process and to allow for discussion and direction on the members of the team working on the current update. Specifically, Trustee Roberts is seeking Village Board direction on his willingness to continue to be involved in the update effort after his term ends this April. Trustee Roberts would also like to review projected costs for the survey instrument and receive direction and/or approval of an estimated amount for the cost to be reviewed at the meeting.

ACTION REQUESTED

The action requested of the Village Board is to review the aforementioned information to be shared at the meeting and to provide direction on Trustee Roberts' offer of continued involvement in the strategic plan update after his term ends this April and direction/action on possible approval of an estimated budget amount for the survey tool.



To: Jeff Knutson, President
Village Board

From: Scott A. Gosse
Village Administrator

Date: January 26, 2024

Re: Agenda Item 8b, Discussion and Possible Action on 2024 Kiwanis Beach Party Special Event Permit Application

BACKGROUND

The Pewaukee Kiwanis have submitted a Special Event Permit application for the Kiwanis Beach Party for June 21 and 22, 2024. The Pewaukee Kiwanis Club meets the requirement of local civic/nonprofit groups under the Special Event Permit Ordinance and the event meets the definition of a private special event as it serves as a fundraiser for the Pewaukee Kiwanis.

ACTION REQUESTED

The action requested of the Village Board is to approve the Special Event Permit for Kiwanis Beach Party for June 21 and 22, 2024 with the following conditions:

1. Provision of a Certificate of Insurance (1 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 from the Kiwanis. This is required due to the sale of alcohol at the event and due to the road closure as part of the event. The proof of insurance is required by June 7, 2024.
2. Tent stakes may be set into the road and/or sidewalk upon approval of Village staff.
3. Event clean up shall be completed by and W. Wisconsin Avenue shall be open by 9AM on Sunday, June 23, 2024.
4. On-site inspections shall be conducted by the Fire Department and all tent certificates shall be on site at time of inspection and maintained on site during the course of event.
5. Contacting the Building Services Department for any electrical inspections that may be related to the temporary electrical connections.
6. Contacting downtown businesses along W. Wisconsin Avenue from Oakton Avenue to Capitol Drive at least 30 days in advance of the event to advise of the road closure dates and times.
7. Any costs associated with an ambulance placed on standby at the event are paid for by the event sponsor (due to anticipated event attendance greater than 1,000).
8. Reimbursement of Police Department expenses related to event security are paid for by the event sponsor and shall be paid within 30 days of receipt of invoice.

ANALYSIS

Attached please find a copy of their application. A copy of the application was distributed to Department Heads for review and comments on the application. The proposed event times are 5PM – Midnight on Friday and 10AM

to Midnight on Saturday and the event does include the closure of W. Wisconsin Avenue from Friday morning through Sunday morning.

The Police and Fire Departments have reviewed the application. The Police Department will be scheduling the appropriate level of staffing for public safety needs during the event period. The Fire Department will have EMS personnel on standby.

The Park and Recreation Department has reviewed and approved a park use permit for its Department (use of Lakefront Park). The Village has been requested to provide barricades and additional trash barrels as has been done in the past.

The application indicates that the event includes live music from 7PM – 11:00 PM. on Friday and from 2PM – 5 PM and then 7PM – 11:00 P.M. on Saturday. The Kiwanis indicate they will be providing shuttle service from the WCTC parking lot on Friday and Saturday evenings from 6PM until midnight each night.

Attachment



235 Hickory Street
 Pewaukee, WI 53072
 262-691-5660
 262-691-5664
www.villageofpewaukeewi.us

SPECIAL EVENT PERMIT APPLICATION

Permit approved	_____	Date	_____
Permit fees paid	_____	Date	_____
Deposit paid	\$300 Baricade	Date	12/21/23
Deposit returned?	_____	Date	_____
FEES ARE NON-REFUNDABLE			

\$300

Applications are due 90 days PRIOR to the event.

ORGANIZATION INFORMATION

Name of Organization Pewaukee Kiwanis Club			
Street Address PO box 131	City Pewaukee	State wi	Zip 53072
Phone Number 4142433974	Are you a 501(c)3 Organization?		<input checked="" type="radio"/> Yes <input type="radio"/> No
Event Contact Person (First & Last Name) Kent Seflow			
Address 215 Park Avenue	City Pewaukee	State WI	Zip 53072
Email kdseflow@gmail.com	Phone Number 4142433974	Day of Event Phone Number 4142433974	

EVENT INFORMATION

Name of Event Pewaukee Kiwanis Beach Party	Date(s) of Event 06/21/24-6/22/24
Event Start Time 5:00 PM	Event End Time 12:00 AM
Location of the Event* Wisconsin Avenue/Pewaukee Lakefront	
<p>You MUST attach a detailed map/sketch of your event indicating the specific location, layout of your event, the direction of the route, including all turns and the number of traffic lanes to be used.</p> <p>*If you are using a Village Park, you must reserve the park through the Park/Recreation Department prior to getting your special event permit approved by the Village Board. Call 262-691-7275.</p>	
Generally describe your event and its purpose Fundraiser for the Pewaukee Kiwanis Club. Proceeds benefit local charities and organizations. Weekend is shared with the Lake Country Clean Water Festival.	
Estimated Number of Participants 7000	Spectators
Vendors 8-12	

OTHER INFORMATION

Based on the definition described in the Special Event Manual, do you consider your event to be a Public Special Event or a Private Special Event? Please explain why.
 This is a private special event. The Pewaukee Kiwanis is a non-profit organization raising money for local charities and organizations

Are you a Local Civic/Nonprofit Group as defined by Village Code? (Copy of code in manual)	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Is there an outdoor bar that will serve alcohol? <i>If yes, alcohol and bartender licenses are necessary under separate application.</i>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Is there an outdoor bar that will serve soda? <i>If yes, soda license is required under separate application.</i>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Does the event include the sale of food on public property? <i>If yes, a Food Vendor Permit is required under separate application.</i>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Does the event include the sale of merchandise? <i>If yes, a Transient Merchant license is required under separate application.</i>	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Does the event involve fireworks? <i>If yes, please provide a detailed fireworks plan with application.</i>	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Does the event involve amplified music?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
If yes, will the amplified music be a :	<input checked="" type="radio"/> Band	<input type="radio"/> DJ <input type="radio"/> Other
Hours of amplified music: 6/21 - 7:00 pm to 11:00 pm, 6/22 2:00 pm - 5:00 pm and 7:00 pm to 11:00 pm		
Please list the number of security staff you will be providing for the event:	Pewaukee Village Police	
Will you need barricades provided by the Village for your event, if so, how many?	Village	
Will you be erecting any tents, canopies or other temporary structure(s)? <i>If yes, the Fire Department and Building Inspection Department will need to inspect these structures prior to the start of your event.</i>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Will you be requiring electricity?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Will you be providing portable restrooms and wash stations?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<i>If yes, how many will you provide and where will they be located?</i> 10 regular, 2 handicap and 2 sinks. Duncan's Parking Lot behind Artisan		
Will you provide parking for participants?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<i>If yes, where will parking be available?</i> WCTC parking lot. We will run a shuttle from 6:00 pm to 12:00 am Friday and Saturday.		
Will you provide a dumpster/clean-up services?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Will you need extra 55 gallon garbage cans? <i>If yes, please include the number of cans you would like in your refuse collection plan below.</i>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<i>If yes, please describe your clean-up and refuse collection plan.</i> 5-10 additional cans -will request recyclable containers - will provide cleanup volunteers for the entire event.		



KEY

- Porta Potty 4 x 4
- Beer 30 x 80
- Stage 30 x 80
- Beer 30 x 80
- Ski Club 20 x 90

Porta Potty
Dumpster

65'

Chocolate Factory

95'
Stage 30x80

Beach Bum Bakery

200'

Beer 30x80

Club 20x90

100'



To: Jeff Knutson, Village President
Village Board

From: Cassie Smith
Village Clerk

Date: February 2, 2024

Re: Agenda Item 8c, Approval of Temporary Class "B" Retailer's License

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"/"Class B" Retailer's License application made by the Pewaukee Kiwanis for their annual Pewaukee Kiwanis Beach Party event on June 21-22, 2024, at the Pewaukee Lakefront Park on Wisconsin Avenue.

ANALYSIS

This event has been successful in past years. The applicants meet the requirements to hold a Temporary Class "B"/"Class B" retailer's license in the Village of Pewaukee.

Staff recommends approval of the license(s) as recommended above.



To: Jeff Knutson, Village President
Village Board

From: Cassie Smith
Village Clerk

Date: February 2, 2024

Re: Agenda Item [8d](#) Discussion and/or Possible Action on Publishing a Third Time for the Reserve Transfer "Class B" Intoxicating Liquor License Availability

BACKGROUND

In June 2023 the Village Board purchased a "Class B" Liquor license in the amount of \$30,000. The Village Board also approved [Ordinance 2023-09](#) (attached) which created the process for accepting applications and determining whether to approve/deny an application based on compliance with the Village Code of Ordinances, Comprehensive Plan, Development Plans, and Zoning Code. In August 2023 staff published the required notice in the Waukesha Freeman and on the Village's website at the direction of the Village Board. No applications were received. In November 2023 an application was received and denied by the Village Board at the December 5th meeting.

A new applicant has inquired about the available license and who is interested in applying but approval by the Village Board is needed to re-publish before accepting any application(s) for the Reserve Transfer "Class B" license according to Ordinance 2023-09.

Action Requested:

To approve or deny a third round of publishing regarding the "Class B" liquor license availability.

Analysis:

If the Village Board approves another publication of the "Class B" Reserve Liquor License the applicant in question and any other applicant would have the ability to apply for the available license. Staff would publish a Class 1 legal notice in the Waukesha Freeman and post it on our website for 30 days. The completed applications would then be presented and reviewed by the Village Board which will consider applications per the [Village's Code of Ordinances](#), [Comprehensive Land Use Plan](#), Development Plans, and [Zoning Code](#).

Attachments

ORDINANCE NO. 2023-09

**ORDINANCE TO AMEND SECTION 6.111 AND TO
CREATE SECTION 6.117.1 OF THE VILLAGE OF PEWAUKEE
MUNICIPAL CODE REGARDING THE ISSUANCE OF
CLASS B INTOXICATING LIQUOR LICENSES**

WHEREAS, the Village of Pewaukee has exhausted the number of Class B Intoxicating Liquor Licenses which it may issue pursuant to restrictions established under Wisconsin Statute Sec. 125.51; and

WHEREAS, the only circumstance where additional Class B Intoxicating Liquor Licenses may become available is if the population of the Village increases or if the Village purchases a License from another municipality as permitted under the Wisconsin Statutes; and

WHEREAS, because of the limited number of Class B Intoxicating Liquor Licenses available for issuance by the Village, the Village is desirous of establishing standards and a process for how licenses will be issued when a new license might become available.

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

SECTION I

Section 6.111 of the Municipal Code of the Village of Pewaukee is amended to revise the definition of abandon and abandonment as follows:

In this section, “abandon” and “abandonment” shall mean a continuing refusal or a failure of a licensee to use the license for the purpose or purposes for which the license was granted by the Village Board, which abandonment continues for a period of 180 days. The Village Board may, for good cause shown, extend the period of permitted non-use.

SECTION II

Section 6.111 (d) of the Municipal Code of the Village of Pewaukee is hereby created to read as follows:

- (d) Within 180 days from the issuance of a Class B License, the licensee shall be open for business with adequate stock and equipment. If the business does not commence within such time, the license shall be subject to revocation by the Village Board after a public hearing. The Village Board may, for good cause shown, extend such license for up to a 90-day period. Failure to commence doing business within 180 days from issuance of the license constitutes cause for revocation under this Chapter.

SECTION III

Section 6.117.1 of the Municipal Code of the Village of Pewaukee is created to read as follows:

Section 6.117.1 - The process for the issuance of new Class B Intoxicating Liquor Licenses.

- (a) In the event the Village has the ability to issue additional Class B Intoxicating Liquor Licenses as a result of an increase in population or the purchase of such License under Wisconsin law from another municipality or in the event of an amendment of Section 125.51 of the Wisconsin Statutes, the Village shall follow the procedure set forth in this Ordinance for consideration of the issuance of a Class B Intoxicating Liquor License under these circumstances.
- (b) The Village Board may establish, from time to time, criteria for purposes of evaluation of Class B Intoxicating Liquor Licenses as provided for under this Section.
 - (1) The Village Clerk shall publish a Class 1 legal notice and shall post on the Village website a notice indicating that a Class B Intoxicating Liquor License has become available and the potential license applicants shall have thirty (30) days after the date of publication of the notice to submit an application inclusive of a narrative description of how the proposed licensee will promote the economic development of the Village of Pewaukee. No applications received more than thirty (30) days after the date of publication of the notice referred to in this Section will be considered. The applications shall be opened by the Village Clerk on the first business day following the expiration of the 30-day period for submission of the applications.
 - (2) Upon the expiration of the of the license submission period, the Village Board shall meet to review the applications received and shall also consider the applicants' compliance with the Village Code of Ordinances and how the application and proposed business conforms to the Village's Comprehensive Plan, Development Plans (if any) and the Village's Zoning Code.
 - (3) The issuance of the Class B Intoxicating Liquor License shall be in the sole reasonable discretion of the Village Board after weighing all of the aforementioned factors including any criteria established by the Village Board. The Board shall have no obligation to issue such a license if it determines that none of the applicants have satisfied the requirements of this Section; in which case, the Village Board may choose to hold the license and may renew the process at such later date and time as it determines in its reasonable discretion.
- (c) The Village does not maintain a waiting list of interested individuals/companies who wish to obtain any type of alcohol license. The Village does not notify interested parties when a license is available. Interested parties are solely responsible for inquiring as to the availability of a license. Any license application that fails to comply completely with the terms of this Ordinance shall constitute a basis for denial of the application.

SECTION IV

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

SECTION V

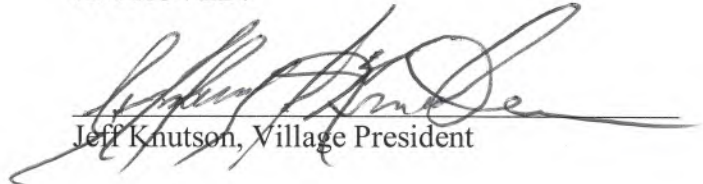
The several sections of this Ordinance shall be considered severable. If any section shall be considered by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the other portions of the Ordinance.

SECTION VI

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 6 day of June 2023 by the Village Board of the Village of Pewaukee.

APPROVED:


Jeff Knutson, Village President

Countersigned:


Cassie Smith, Village Clerk



To: Jeff Knutson, Village President
Village Board

From: Cassie Smith
Village Clerk

Date: February 2, 2024

Re: Agenda Item 8e, Possible Action on Rescheduling the April 2, 2024, Village Board Meeting due to the elections.

BACKGROUND

There is a spring election on April 2, 2024 which is the same date as the regularly scheduled Village Board meeting.

ACTION REQUESTED

The action requested of the Village Board is to consider rescheduling the April 2nd Village Board meeting to Wednesday April 3rd, 2024.

VILLAGE OF PEWAUKEE
PRELIMINARY FUND BALANCES MONTH ENDING
December 31, 2023

FUND	GENERAL	INFRASTRUCTURE	PARK EQUIPMENT	CAPITAL PROJECTS	ARPA	WATER	STORM WATER	TRANSPORTATION	SEWER	CEMETERY	LAKE PATROL	LAIMON
	<u>110</u>	<u>110</u>	<u>110</u>	<u>200</u>	<u>510</u>	<u>600</u>	<u>650</u>	<u>675</u>	<u>700</u>	<u>800</u>	<u>950</u>	<u>960</u>
BEGINNING FUND BALANCE 1/01/2023	\$2,820,223	\$1,209,799	\$47,597	\$1,977,395	\$805,684	\$916,831	(\$10,213)	\$126,420	\$2,835,056	\$97,333	\$25,515	\$226,785
(+) REVENUES YTD	122,037		500	313,243	395,708	1,542,395	257,449	312,828	1,915,778	52,098	95,639	223,321
(-) EXPENDITURES YTD	(529,015)		(18,998)	(1,656,580)	(352,582)	(1,738,602)	(439,323)	(282,172)	(1,935,372)	(30,336)	(110,308)	(158,052)
PRELIMINARY FUND BALANCE YTD	\$2,413,245	\$1,209,799	\$29,099	\$634,059	\$848,810	\$720,625	(\$192,087)	\$157,075	\$2,815,462	\$119,096	\$10,846	\$292,055
(-) BUDGETED USE OF RESERVES		(439,000)	29,099	-	(386,833)	(542,668)	(41,955)	-	(2,056,355)		(2,413)	-
PROJECTED 12/31/2023 FUND BALANCE	\$2,413,245	\$770,799	\$58,198	\$634,059	\$461,977	\$177,957	(\$234,042)	\$157,075	\$759,107	\$119,096	\$8,433	\$292,055

VILLAGE OF PEWAUKEE
REVENUES & EXPENDITURES TO BUDGET
GENERAL FUND
December 31, 2023

	12/31/2022	12/31/2023	2023	% to
	<u>Prev Yr</u>	<u>Curr Yr</u>		
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
<u>REVENUES</u>				
TAXES	4,336,893	4,366,306	4,379,087	100%
SPECIAL ASSESSMENTS	2,500	3,722	2,000	186%
INTERGOVERNMENTAL	678,707	718,674	689,841	104%
LICENSES & PERMITS	334,741	387,821	262,000	148%
FINES, FORFEITS AND PENALTIES	146,209	165,061	180,000	92%
PUBLIC CHARGES FOR SERVICES	753,809	869,078	728,358	119%
INTERGOVERNMENTAL CHARGES FOR SERVICES	428,020	584,212	572,372	102%
MISCELLANEOUS REVENUES	307,122	479,518	108,092	444%
OTHER FINANCING SOURCES	130,420	130,420	130,420	100%
TOTAL GENERAL FUND REVENUES	<u>7,118,420</u>	<u>7,704,811</u>	<u>7,052,170</u>	109%
<u>EXPENDITURES</u>				
GENERAL GOVERNMENT	863,426	826,276	787,551	105%
POLICE	2,396,729	2,513,133	2,762,708	91%
FIRE & EMS	1,577,901	1,625,238	1,625,238	100%
BUILDING INSPECTION	147,289	172,769	116,129	149%
PUBLIC WORKS	1,086,553	984,903	1,059,066	93%
HEALTH & HUMAN SERVICES	4,043	2,972	4,043	74%
CULTURE, RECREATION & URBAN FORESTRY	671,689	697,305	695,823	100%
CAPITAL OUTLAY	137,365	13,328	-	0%
CONTINGENCY	34,313	60,717	-	0%
TOTAL GENERAL FUND EXPENDITURES	<u>6,919,309</u>	<u>6,896,640</u>	<u>7,050,558</u>	98%



235 Hickory Street - Pewaukee, WI

Committee APPLICATION

If you are interested in serving the community as a committee member, please complete this application form. If applying for an existing vacancy, your committee application will be kept on file until after an appointment has been made. If no vacancy currently exists, your application will be kept on file until a vacancy occurs. If you have any additional questions, please feel free to contact Village Hall by calling (262) 691-5660 or email the Village President at villagepresident@villageofpewaukee.com.

First Name		M.I.	Last Name	
Applicant's Residence: Street Address		City	State	Zip
Home Phone:	Work Phone:		Cell Phone:	
Home Email:		Work Email:		

Choose a Committee(s)	
<input type="checkbox"/> Board of Review	<input type="checkbox"/> Police Commission
<input type="checkbox"/> Historic Preservation Commission	<input type="checkbox"/> Public Works & Safety Committee
<input type="checkbox"/> Joint Library Board	<input type="checkbox"/> Sex Offender Residency Appeal Board
<input type="checkbox"/> Joint Parks & Recreation	<input type="checkbox"/> Zoning Board of Appeals
<input type="checkbox"/> Plan Commission	<input type="checkbox"/> Other (please specify): _____

Background (related experience, skills, or qualifications): _____

Why are you interested in this committee(s): _____

Katie Jelacic Oct 16, 2023

Applicant's Signature & Date

Village of Pewaukee Committees & Boards

Annually at any time during the 30-day period beginning the 2nd

Board of Review

(3 Year Term) Monday of May and may convene from time to time.

- *A quasi-judicial (court-like) body with duties & powers defined by Wis. Stats. § 70.46 & 70.48 as follows:
- *Adjust assessments when they are proven incorrect by sworn oral testimony
- *Correct errors or omissions in the descriptions or computations found on the assessment roll
- *Check the assessment roll for omitted property and double assessments

Historic Preservation Commission

(3 Year Term) Meetings scheduled as needed by Committee.

- *Power to designate historic landmarks, landmark sites and historic districts
- *Responsible for the regulation of construction, reconstruction and alteration
- *District shall contemporaneously be filed with an application to the Commission for a Certificate of Appropriateness

Joint Library Board

(3 Year Term) 3rd Wednesday of month at 6:30 p.m. @ Pewaukee Public Library

- *Operate under the authority of Wis. Stats. § 43.58. Plan for, implement and manage all library services, programs and activities for the Village of Pewaukee and City of Pewaukee
- *Make recommendations on the purchase, lease, sale or exchange of land, facilities or equipment necessary
- *Submit a proposed program and budget for the ensuing year, no later than August 1 of each year

Joint Park & Recreation Board

(3 Year Term) 2nd Wednesday of month at 7 p.m. @ Pewaukee City Hall

- *Assist park/recreation director with the annual budget and with establishing and implementing operational policies
- *Conduct applicant reviews and interviews respecting hiring of parks & recreation staff
- *Recommend to City Council and Village Board on park-related matters such as land acquisition or building projects & department policy
- *Hear and determine appeals in regards to cost of services and general citizen complaints

Lake Advisory Committee

Typically meets quarterly.

- *Liaison to each respective government body / consults with Police Chief regarding operations, equipment needs, etc.
- *Provide recommendations respecting capital purchases for Water Safety Patrol
- *Formulate recommendations for consideration of the respective government bodies regarding Water Safety Patrol budget

Plan Commission

(3 Year Term) 2nd Thursday of month at 7 p.m.

- *Review and action on: Business Site Plans, Conditional Use Requests, and Sign Code Waiver Requests
- *Review and Recommendation to the Village Board of Plat Maps, Certified Survey Maps, and Zoning Ordinances
- *Responsible to make and adopt a Master Plan for the physical development of the Village
- *Public Hearings for Conditional Use Requests and Rezoning Petitions

Police Commission

(5 Year Term) Scheduled as needed

- *Have the authority to appoint and remove the Police Chief in accordance with Wisconsin Statutes
- *Administer examinations and prepare eligible lists for the appointment and promotion of uniformed personnel of the Police Department in accordance with Wisconsin Statutes
- *Serve as an appeals board in cases of dismissals and suspensions of Police Department uniformed personnel
- *Have such authority and duties as prescribed by Wisconsin Statutes

Public Works & Safety Committee

(2 Year Term) 1st Tuesday of month at 5:30 p.m. - meets as necessary

- *Advise the board regarding matters referred to the committee by the board, including matters that relate to public works and public safety, streets, sewers, lighting, storm sewers, village work crews, curbs and gutters, sidewalks, dumps, cemeteries, building regulations, civil defense, traffic and parking regulation

Sex Offender Residency Board of Appeals

(3 Year Term) Meetings scheduled as needed.

- *Review reports as to the criminal background of the applicant and the nature and circumstances of the underlying offense
- *Hear from applicant, Police Department and residents who are affected by any decisions made by the board
- *Evaluate time since offense, likelihood to re-offend, employment status and applicants current standing in the community

Zoning Board of Appeals

(3 Year Term) 3rd Thursday of month at 7 p.m. - meets as necessary

- *Hear and decide appeals where it is alleged there is an error in any order, requirement, decision or determination made by an administrative official in the enforcement of the village's land development code
- *Authorize upon appeal in specific cases such as variances from the terms of the land development code as will not be contrary to the public interest, where owing to special conditions a literal enforcement of the provisions of the code will result in no reasonable use, practical difficulty or unnecessary hardship, so that the spirit of the code shall be observed, public safety and welfare secured and substantial justice done



235 Hickory Street - Pewaukee, WI

Board of Review

Revised 12/11/2020

Committee APPLICATION

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First Name Samuel	M.I. E	Last Name Liebert
Applicant's Residence: Street Address 435 High St.		City Pewaukee
		State WI
		Zip 53072
Home Phone: 608-359-1956	Work Phone: 262-246-5211	Cell Phone:
Home Email: sliebert@gmail.com		Work Email: sliebert@villagesussex.org

Choose a Committee(s)

<input checked="" type="checkbox"/> Board of Review	<input checked="" type="checkbox"/> Police Commission
<input checked="" type="checkbox"/> Historic Preservation Commission	<input checked="" type="checkbox"/> Public Works & Safety Committee
<input checked="" type="checkbox"/> Joint Library Board	<input checked="" type="checkbox"/> Sex Offender Residency Appeal Board
<input checked="" type="checkbox"/> Joint Parks & Recreation	<input checked="" type="checkbox"/> Zoning Board of Appeals
<input checked="" type="checkbox"/> Plan Commission	<input type="checkbox"/> Other (please specify): _____

Background (related experience, skills, or qualifications): I have a BS in Public Administration & Policy from UW Whitewater, and I am currently finishing my Master of Public Administration (MPA). I currently work for the Village of Sussex as the Administrative Services Director, Clerk/Treasurer. Before moving to Pewaukee, I was the Assistant City Administrator for Monroe, WI. Before that, I served 6 years on the Janesville City Council.

Why are you interested in this committee(s): My wife and I moved to Pewaukee for my new job in Sussex and love the community. We have a 2 year old daughter, and we plan to spend the rest of our lives here and have her go through the school system and plant our roots here. I'd love to give back in any way possible with my experience and skill set. I would be happy to serve on any committee that the Village President believes I would be a good fit. Pending my schedule with work - most evenings are available.

Samuel Liebert 1/12/21
Applicant's Signature & Date