



**Regular Village Board Meeting Agenda**  
**Tuesday, September 2, 2025**  
**6:00 p.m.**

Village Hall, 235 Hickory Street, Pewaukee, WI 53072

**To view the meeting live:**

<https://www.youtube.com/watch?v=vn8ghNUiKIs>

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.
  - a. Minutes from the August 19, 2025 Special Village Board Meeting.
  - b. Minutes from the August 19, 2025 Regular Village Board Meeting.
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, with time being indicated by an audible alarm. When the alarm sounds, speakers are asked to conclude their comments. Speakers are asked to use the podium and state their name and address.*
5. Ordinances
  - a. Review, discussion and possible action on Ordinance 2025-11: An Ordinance to Amend the Official Traffic Map for the Village of Pewaukee to Add a Stop Sign at the Railroad Crossing on Kopmeier Drive.
6. Resolutions
  - a. Review, discussion and possible action on Resolution 2025-13; A Resolution committing to the required funding for the Pewaukee Public Library and requesting exemption from the 2025 Waukesha County Library Tax Levy for 2026 purposes.
7. Old Business
  - a. Review, discussion and possible action to approve a permanent Sanitary Sewer and Water Main Easement for the Glen at Pewaukee Lake.
8. New Business
  - a. Review, discussion and possible action on the 2026 budget proposal from the Parks and Recreation department.
  - b. Review, discussion and possible action on the 2026 budget proposal from the Pewaukee Public Library.
  - c. Review, discussion and possible action on an introduction of the 2026 budget overview for the Village.
  - d. Review, discussion and possible action on proposal from RA Smith to survey Capital Drive.
  - e. Review and discussion on a status update on repairs on the Kopmeier Lift Station.
  - f. Review, discussion and possible action to proceed with the Quiet Zone for the railroad crossings at Forest Grove and Oakton.
  - g. Review, discussion and possible action on an intergovernmental agreement with Waukesha County regarding Data Processing Services Property Tax Assessment and Billing for the 2026 and 2027 tax years.
  - h. Review, discussion and possible action on a proposal to change internet service provider for cell tower tenant on a Village water tower.
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, with time being indicated by an audible alarm. When the alarm sounds, speakers are asked to conclude their comments. Speakers are asked to use the podium and state their name and address.*
10. Adjournment.

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

Posted August 29, 2025

**VILLAGE OF PEWAUKEE  
SPECIAL VILLAGE BOARD MINUTES  
AUGUST 19, 2025**

[https://www.youtube.com/watch?v=grsvsF\\_qsu8](https://www.youtube.com/watch?v=grsvsF_qsu8)

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

President Knutson called the meeting to order at approximately 5:02 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 Nick Stauff, Trustee Bob Rohde, Trustee Rachel Pader, Trustee Kristen Kreuser, Trustee Jim Grabowski; and President Jeff Knutson. Trustee Kelli Belt was excused.

Also Present: Village Attorney, Matt Gralinski; Village Administrator, Matt Heiser and Village Treasurer Colin Palm.

**2. Old Business –**

**a. Review, discussion and possible action on the strategic plan spreadsheet and prioritization of objectives, strategies and tactics.**

Administrator Heiser began by introducing the Village strategic plan and its recent history. He briefly described the four components of the plan, how it was updated in 2024, the accompanying tracking spreadsheet, how it was updated and reviewed in February 2025. He then reviewed the strategies identified by the Board as priorities: Emergency preparation/Beach safety, water quality issues, IT security and the development of Village-owned assets. The Administrator recommended the first three strategies were a high enough priority to warrant constant effort/progress. He proceeded to describe three potential projects on Village assets:  
improving the beachfront  
improving the riverwalk  
building a community center in Kiwanis Park

Trustee Rohde explained that the community center project came from the Bell Tower Memorial project. During the design phase of the memorial the Village was considering a larger expenditure in Kiwanis Park which would have funded additional improvements. Thus a couple of different buildings were considered. He also suggested that any project in Kiwanis Park would decrease the parking spots and should include an accompanying project to install angled parking on the opposite side of Capital Drive. Trustee Grabowski expressed a concern about funding the additional parking installation.

Trustee Kreuser reported that the Joint Park and Recreation Committee spent time at a recent meeting reviewing past research and consideration of a building project in Kiwanis Park. She reported that committee members were receptive to the idea of a new facility and that resident input to the Parks department showed support for such an investment.

Trustee Grabowski reported that the surveys and feedback sessions all showed public support for a facility in Kiwanis Park. He recommended the Village should explore the feasibility of a community center.

Trustee Pader described her experience in the real estate industry and how there was a shortage of affordable rental facilities in the region.

Trustee Stauff told the group of his experience with Lions Park in Sussex and how their facilities are rented out two years in advance. Trustee Stauff also described the efforts of the Pewaukee School District to upgrade their baseball facilities and wondered if a partnership with them could benefit a community center building.

Trustee Rohde encouraged the group to rank the projects and define their priority. Trustee Stauff suggested that the lakefront has been a priority for the community for a while and other areas of the Village should be the focus. Trustee Kreuser talked about the potential amenities of a community center including an indoor pool; recognizing that the YMCA is pursuing a new facility attached to WCTC and it might have a pool.

Trustee Rohde recommended the Board assign members to be attached to the projects discussed at the meeting. Trustees Rodhe and Kreuser agreed to work on the community center project. Trustees Grabowski and Rohde agreed to work on the beachfront project. Trustee Grabowski stressed that the river-walk project should be part of the beachfront project.

Trustee Kreuser asked about the next step and Administrator Heiser responded that part of it is defining a target cost or budget for these projects.

### **3. Adjournment**

**Trustee Grabowski moved, seconded by Trustee Kreuser, to adjourn the August 19, 2025, Special Village Board meeting at approximately 5:51 p.m.  
Motion carried 6-0.**

Respectfully Submitted,

Matt Heiser  
Village Administrator

**VILLAGE OF PEWAUKEE  
REGULAR VILLAGE BOARD MINUTES  
AUGUST 19, 2025**

[https://www.youtube.com/watch?v=M\\_iybqlemy0](https://www.youtube.com/watch?v=M_iybqlemy0)

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

President Knutson called the meeting to order at approximately 5:52 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 Nick Stauff, Trustee Bob Rohde, Trustee Rachel Pader, Trustee Kristen Kreuser, Trustee Jim Grabowski; and President Jeff Knutson. Trustee Kelli Belt was absent and excused.

Also Present: Village Attorney, Matt Gralinski; Village Administrator, Matt Heiser; Village Treasurer, Colin Palm; Police Chief Heier and School Resource Officer Buddenhagen.

**2. Public Hearings/Presentations – None.**

**3. Approval of Minutes of Previous Meeting**

**a. Minutes of the Regular Village Board Meeting – August 5, 2025**

Trustee Stauff moved, seconded by Trustee Rohde to approve the August 5, 2025, minutes of the Regular Village Board meeting as presented.

**Motion carried 6-0.**

**4. Citizen Comments – None.**

**5. Ordinances –**

**a. Review, discussion and possible action on Ordinance 2025-09: An Ordinance to Create Section 54.112.2 of the Municipal Code of the Village of Pewaukee Regarding the Prohibition of Bullying and Harassment.**

Trustee Rohde asked for an introduction/background of this ordinance. Chief Heier explained that the ordinance was proposed by SRO Buddenhagen and researched by Attorney Gralinski for other examples in the state. SRO Buddenhagen explained the trend toward cyber-bullying and how some examples of recent cases exposed a gap in how the Village could respond to certain circumstances. She explained some of the features of the ordinance and alternatives to citation. Trustees Grabowski, Kreuser and Stauff expressed concerns that the level of forfeiture was too low to be a deterrence to bullying. SRO Buddenhagen and Attorney Gralinski explained how the base fines were in addition to the court costs so the final penalty was higher than the fine defined in the ordinance. President Knutson suggested that the middle fines should be increased to allow for an initial mistake but for greater deterrence for repeat offenders. Trustee Pader asked about the process of enforcement. Trustee Rohde recommended the Board approve the ordinance as proposed.

**Trustee Grabowski moved, seconded by Trustee Stauff to adopt Ordinance 2025-09 but changing the initial fine to be \$100 and going up with subsequent citations.**

**Motion carried 5-1, Trustee Kreuser voting no who supported the ordinance but wanted a higher penalty schedule.**

**b. Review, discussion and possible action on Ordinance 2025-10: An Ordinance to Repeal Chapter 92**

**of the Municipal Code of the Village of Pewaukee Regarding the Transportation Utility.**

Attorney Gralinski explained the Village has a court order to discontinue the transportation utility fee.

**Trustee Rohde moved, seconded by Trustee Pader, to approve Ordinance 2025-10 as presented.**

**Motion carried 5-1, Trustee Grabowski voting no who wanted to preserve the funding.**

**6. Resolutions – None.**

**7. Old Business – None.**

**8. New Business**

**a. Review, discussion and possible action to approve the quarterly financial reports.**

Administrator Heiser explained that this is the first set up reports submitted by the new Village Treasurer Colin Palm. They were meant to continue the practice established by his predecessors and Treasurer Palm was present to answer questions. President Knutson praised the quality of the reports. The Board did not have any questions.

**Trustee Rohde moved, seconded by Trustee Grabowski, to approve the reports.**

**Motion carried 6-0.**

**b. Review, discussion and possible action to approve an agreement with Park Avenue Pizza at 121 Park Avenue to reserve three parking spaces on Park Ave.**

Administrator Heiser introduced this item, how it was parallel to a request approved for Beach Bum Bakery. Trustee Grabowski clarified that this is not for on-street dining; this is for parking. Trustee Stauff expressed concerns about a developing pattern of businesses reserving space. Trustee Grabowski commented that he sees drivers ignore parking restrictions frequently for access to the beach and that the business owners would pay for signage. Trustee Rohde commented that it would support a local business. Trustee Kreuser asked how this would be handled when the business was closed and it was understood enforcement commences upon complaint of the business so there could not be a complaint if it was closed.

**Trustee Grabowski moved, seconded by Trustee Rohde to approve the agreement.**

**Motion carried 5-1, Trustee Stauff voting no.**

**c. Review, discussion and possible action regarding a request for a stop sign at the railroad crossing on Kopmeier Drive.**

Trustee Grabowski described the consideration of this item at the August 5, 2025, Public Works and Safety Committee that resulted in a recommendation from them to install it. Administrator Heiser recommended deferring this item until September 2 for a resolution to amend the Village traffic map.

**Trustee Grabowski moved, seconded by Trustee Pader to defer this item until September 2.**

**Motion carried 6-0.**

**d. Review, discussion and possible action to approve a time-line for the 2026 budget.**

Administrator Heiser briefly summarized the proposed schedule.

**Trustee Pader moved, seconded by Trustee Kreuser to approve the 2026 budget time-line as presented.**

**Motion carried 6-0.**





To: Jeff Knutson, Village President  
Trustees of the Village Board

From: Matt Heiser  
Village Administrator

Date: August 28, 2025

Re: September 2, 2025 Village Board Agenda Item 5(a)  
Review, discussion and possible action on Ordinance 2025-11: An Ordinance to Amend  
the Official Traffic Map for the Village of Pewaukee to Add a Stop Sign at the Railroad  
Crossing on Kopmeier Drive.

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### **BACKGROUND**

The Village received a request from a resident to install a stop sign before the railroad crossing on Kopmeier as you proceed south, toward the lake.

A stop sign already exists on Kopmeier as drivers head east before turning left to cross the tracks and proceed into the Village. A stop sign also exists on Kopmeier as drivers head west before turning right to cross the tracks and proceed into the Village.

This was considered by the Public Works and Safety Committee at their August 5, 2025 meeting. Committee members and residents remembered a stop sign was once installed at the proposed location. The committee recommended approval to the Village Board.

### **ACTION REQUESTED**

The action requested of the Village Board is to approve the proposed ordinance.

### **ANALYSIS**

The proposed ordinance matches traffic changes approved by the Board in other circumstances.

Attachments:

1. Ordinance 2025-11.
2. Packet material from the Public Works and Safety Committee.

**ORDINANCE NO. 2025-11**

**ORDINANCE TO AMEND THE OFFICIAL TRAFFIC MAP FOR THE VILLAGE  
OF PEWAUKEE  
FOR THE ADDITION OF A STOP SIGN AT THE RAILROAD CROSSING ON  
KOPMEIER DRIVE.**

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**WHEREAS**, the Village Board has been apprised of traffic concerns by residents along Kopmeier Drive specifically relating to thru traffic southbound on Kopmeier Drive north of the T intersection on Kopmeier Drive; and

**WHEREAS**, the residents have requested a Stop sign be installed north of the railroad crossing forcing drivers to check the other lanes of traffic at the intersection on Kopmeier Dr. rather than mistakenly proceeding into the eastbound or westbound lanes on Kopmeier when other vehicles might be approaching from either direction; and

**WHEREAS**, the Public Works and Safety Committee considered the residents' request at its August 5, 2025, meeting and recommended approval of the installation of a Stop sign in the Village right of way north of the railroad in the southbound lane; and

**WHEREAS**, The Village of Pewaukee shall pay the costs associated with installing the sign; and

**WHEREAS**, in order to promote the public health, safety and welfare, the Village Board is desirous of amending its Official Traffic Map.

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

**SECTION I**

The Village Board of the Village of does hereby amend its Official Traffic Map pursuant to Village of Pewaukee Municipal Code Section 86.106 in the following respects:

A. A Stop Sign (R1-1), as described in the applicable sections of the Manual on Uniform Traffic Control Devices, shall be installed north of the railroad crossing along the southbound lane of Kopmeier Drive.



## **SECTION II**

Village Staff is hereby directed to place appropriate signage to effectuate the intention of the modifications to the Traffic Map set forth herein.

## **SECTION III**

The Chief of Police is hereby directed, pursuant to Section 86.106 of the Village of Pewaukee Municipal Code, to cause all such modifications from the Official Traffic Map to be made.

## **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** by the Village Board of the Village of Pewaukee, this 2nd day of September, 2025.

APPROVED:

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Jeff Knutson, Village President

Countersigned:

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Jenna Peter, Village Clerk

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**Re: Stop sign on Kopmeier - Please add**

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**From** Jim Grabowski <jgrabowski@villageofpewaukee.gov>

**Date** Tue 7/29/2025 2:17 PM

**To** Village President <villagepresident@villageofpewaukee.gov>; David Buechl <dbuechl@villageofpewaukee.gov>; Matt Heiser <VillageAdmin@villageofpewaukee.gov>

Dave and Matt,

Can you please add this to the next PW&S agenda? Discussion and action for recommendation to the Village Board installation of a stop sign prior to the Kopmeier Crossing.

Thank you,  
Jim

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**From:** Village President <villagepresident@villageofpewaukee.gov>

**Sent:** Tuesday, July 29, 2025 10:56 AM

**To:** jjberes2@gmail.com <jjberes2@gmail.com>; Matt Heiser <VillageAdmin@villageofpewaukee.gov>; Jim Grabowski <jgrabowski@villageofpewaukee.gov>; Brian Foth <bfoth@villageofpewaukee.gov>

**Subject:** Re: Stop sign on Kopmeier - Please add

Jeff:

Yes, there was a miss understanding about the stop signs on Kopmier, which I thought was on the other side of tracks. I have included in this letter our Village Administrator, Matt Heiser, Deputy Police Chief, Brian Foth And Jim Grabowski chairman of the Public Works and Safety Committee, all who would be involved with stop sign(s) placement. You may think this is a lot of people to be involved, but we have to follow the correct procedures.

Now about the RR crossings and traffic patterns. These decisions were made by the RR and the DOT to prevent Vehicular and Pedestrian accidents on the RR tracks. Just so happened, when an inspection of the Capital/Oakton RR intersection was being looked at, someone(probably not using their signals) decided to make a left hand turn from Oakton onto Capital going to the Park which caused vehicles behind them to be stuck on the RR tracks. To prevent that from happening on either side No left turns had to be implemented. Village has no jurisdiction as it pertains to this or any traffic matter concerning the RR or esp. the crossings. Having the Federal RR fund all of these changes thru the DOT has definitely saved the Village probably millions of dollars in improvements to get Quiet Zones approved which I would say we are getting close. This was a long-winded explanation, but I hope it helped explain why Traffic patterns are the way they are.

Thank-You for your questions and concerns, I hope I've answered them, If not Please feel free to E-mail me or call me on my Cell phone at 262-620-6565.

Jeff  
VP

ps Hope the traveling was for pleasure.

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**From:** jjberes2@gmail.com <jjberes2@gmail.com>

**Sent:** Monday, July 28, 2025 2:10 PM

**To:** Village President <villagepresident@villageofpewaukee.gov>

**Cc:** jjberes2@gmail.com <jjberes2@gmail.com>

**Subject:** RE: Stop sign on Kopmeier - Please add

Hello Jeff,

Apology for delay, I've been traveling. I believe there must be a misunderstanding. It would be impossible for a vehicle to be stopped on the tracks if the stop sign was installed. Please see my notations in the photo below.

Additionally, I am struggling to understand all the changes at the intersections that have made traffic a mess in Pewaukee. Namely pushing a lot of traffic past the beach. All those RR crossings are electronically set. All the Railroad needs to do is



drop the crossing arm on the traffic lane preventing traffic from approaching the tracks before the opposite side allowing traffic to clear. They currently move at different times now, extending them removes the issue.

Please let me know if the picture below helps clarify the stop sign request.

Thank you,

Jeff  
414-640-4044



**From:** Village President <villagepresident@villageofpewaukee.gov>  
**Sent:** Thursday, July 17, 2025 12:11 PM  
**To:** jjberes2@gmail.com  
**Subject:** Fw: Stop sign on Kopmeier - Please add

Mr. Beres:

I apologize for the mistake I made in sending out this letter. Guess I didn't double check who I was sending it to and never noticed that I forgot to include you in the letter I sent to everyone else, even though it was addressed to you.

I hope this clarifies things for you. If you still have any questions or concerns, Please do not hesitate to e-mail me or Matt our Administrator or even call me.

Thank You for your questions and again Please accept my apology for my mistake.

Jeffrey Knutson  
Village President  
262-620-6565



**From:** Village President <[villagepresident@villageofpewaukee.gov](mailto:villagepresident@villageofpewaukee.gov)>

**Sent:** Monday, July 7, 2025 10:57 AM

**To:** Matt Heiser <[VillageAdmin@villageofpewaukee.gov](mailto:VillageAdmin@villageofpewaukee.gov)>

**Cc:** Matt Heiser <[VillageAdmin@villageofpewaukee.gov](mailto:VillageAdmin@villageofpewaukee.gov)>; David Buechl <[dbuechl@villageofpewaukee.gov](mailto:dbuechl@villageofpewaukee.gov)>; Timothy Heier <[theier@villageofpewaukee.gov](mailto:theier@villageofpewaukee.gov)>; Kelli Belt <[kbelt@villageofpewaukee.gov](mailto:kbelt@villageofpewaukee.gov)>

**Subject:** Fw: Stop sign on Kopmeier - Please add

Mr. Beres,

Thank you for your letters and concerns. We did discuss the pier incident and they told me that it was being taken care of as far as informing the weed drivers to be more alert, but I forgot to ask them to Please call or E-mail you back about steps being taken, My mistake.

As far as the RR tracks and stop sign, I believe the sign was removed as part of the RR safety initiative required by the RR to prevent ANY chance of a vehicle stopping at the stop sign and another one or more vehicles stopping on the tracks behind it. You can see many changes throughout the Village's RR crossing that have been done due to RR's requirements. Although these changes have made a lot of people unhappy, they are assisting the Village with saving a lot of money as we move forward to applying for our Quite Zones, please check out our Board meeting's for updates.

I've attached others to this E-Mail in case they may want to add or correct me.

Again, Thank you and I hope you had a Happy Fourth of July weekend.

Jeff Knutson  
Village President

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**From:** [jjberes2@gmail.com](mailto:jjberes2@gmail.com) <[jjberes2@gmail.com](mailto:jjberes2@gmail.com)>

**Sent:** Monday, July 7, 2025 8:48 AM

**To:** Village Hall <[villagehall@villageofpewaukee.gov](mailto:villagehall@villageofpewaukee.gov)>; Village President <[villagepresident@villageofpewaukee.gov](mailto:villagepresident@villageofpewaukee.gov)>

**Cc:** [jjberes2@gmail.com](mailto:jjberes2@gmail.com) <[jjberes2@gmail.com](mailto:jjberes2@gmail.com)>

**Subject:** Stop sign on Kopmeier - Please add

Hello,

We would like to request, for the next board meeting, a discussion to add a stop back onto Kopmeier Drive.

Working with the city residents; there has been a clean-up effort at the railroad crossing on Kopmeier drive. The vegetation was very overgrown and needing tending. At that time, we recall at time when there was a stop sign at the crossing as you face south, making it a 3-way stop. Today there is only a stop sign for those heading West turning North (right) crossing the tracks and one for those heading East turning North (Left) crossing the tracks.

With the removal of the stop sign for those heading south, turning left or right, has created a safety concern, as many rarely slow enough to look for other vehicles and the potential for accidents has increased. Would you please discuss the possibility of adding the stop sign back, re-establishing the 3-way stop.

I unfortunately will be out of town for business during the next board meeting on the 15<sup>th</sup>; I am happy to answer any questions before if necessary.

Thank you,

Jeff Beres  
414-640-4044



To: Jeff Knutson, Village President  
Trustees of the Village Board

From: Matt Heiser  
Village Administrator

Date: August 27, 2025

Re: September 2, 2025 Village Board Agenda Item 6(a)  
Review, discussion and possible action on Resolution 2025-13: A Resolution committing to the required funding for the Pewaukee Public Library and requesting exemption from the 2025 Waukesha County Library Tax Levy for 2026 purposes.

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### **BACKGROUND**

This is an annual requirement for communities in Waukesha County with a public library. This resolution commits the Village to a minimum funding level to operate the library the following year and it exempts the taxpayers of the Village from a County Library tax.

### **ACTION REQUESTED**

The action requested of the Village Board is to approve Resolution 2025-13.

### **ANALYSIS**

The Village of Pewaukee participates in a joint library with the City of Pewaukee. State statutes define the minimum funding level for a joint library as the average level of funding from the past three years. Bridges Library system calculates a minimum level of funding for its members based on a different method. The minimum level required for the Village in a Joint Library is slightly lower.

#### **Attachments:**

1. Resolution 2025-13.
2. Bridges Library System Notice of Required Commitment to Minimum Funding.
3. Bridges Library System Calculations of Minimum Funding.

**STATE OF WISCONSIN    VILLAGE OF PEWAUKEE    WAUKESHA COUNTY**

**RESOLUTION NO. 2025-13**

A RESOLUTION COMMITTING TO THE REQUIRED FUNDING FOR THE  
PEWAUKEE PUBLIC LIBRARY AND REQUESTING EXEMPTION FROM THE 2025  
WAUKESHA COUNTY LIBRARY TAX LEVY FOR 2026 PURPOSES

**WHEREAS**, THE Village Board of the Village of Pewaukee recognizes that pursuant to §43.64, Wis. Stats. and the recently enacted Section 43.64(2)(c), Wis. Stats., in order for joint library to obtain an exemption from the Waukesha County library levy for the 2025 for 2026 purposes, the Village Board must certify that it will expend no less than the average of the funding levels of the previous three years, and;

**WHEREAS**, the Village of Pewaukee funded the Pewaukee Public Library \$262,744 in 2023, \$262,534 in 2024 and \$262,153 in 2025 with the average of the three years being \$262,477, and;

**WHEREAS**, the Village Board further recognizes that pursuant to state law, listed funding for the Pewaukee Public Library must come only from municipal sources and must exclude fines, fees and other revenues as well as capital expenditures,

**NOW, THEREFORE, BE IT RESOLVED** by the Village Board of the Village of Pewaukee that it pledges to appropriate and allow the Pewaukee Public Library to expend no less than \$262,477, thereby exempting the Village of Pewaukee from the 2025 county library levy for 2026 purposes.

Dated this 2<sup>nd</sup> day of September, 2025.

VILLAGE OF PEWAUKEE

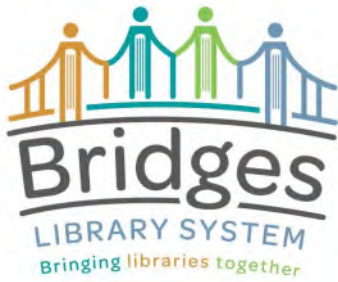
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Jeff Knutson, Village President

ATTEST:

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Jenna Peter, Village Clerk



741 N. Grand Ave., #210  
Waukesha, WI 53186

P 262.896.8080  
W [bridgeslibrarysystem.org](http://bridgeslibrarysystem.org)

To: Chief Elected Officials/Administrators in Municipalities with Libraries, Library Directors  
From: Brittany Larson, Bridges Library System Director  
Re: Waukesha County Library Tax Exemption Notice  
Date: August 15, 2025

**Annually, Waukesha County sets a special levy for library services. The funds are distributed to public libraries to compensate them for use by non-residents of their communities. State law (ss. 43.64(2) Wisc. Statutes) provides that municipalities with libraries may avoid double taxation and exempt themselves from this special levy if they meet certain conditions:**

- Exempting library municipalities must levy and expend an amount equal to or greater than the mill rate set by Waukesha County in the preceding year with the exception of joint libraries whose participating municipalities have an alternate option for exempting which is to levy and expend an amount not less than the average of the previous 3 years (ss.43.64 (2)(c)).
- Exempting library communities are required to provide written notification to the county annually.
- The County Code requires that the notification be from the **local governing body** rather than from the clerk alone.
- The County Code also requires a deadline of September 30 so that the County Executive Budget available to supervisors and the general public can properly reflect the county library taxation levels in the Adopted Budget in November.
- Exempting communities must also have a library that meets or exceeds minimum service levels and quality assurance standards (included in the Waukesha County Library Services Plan and formally adopted by the Waukesha County Board of Supervisors in 2022) which are certified by the library board. (The libraries have already received their standards certification letters.)

If you would like to exempt your municipality from the Waukesha County library tax, the form (on page 2), ***Request for Exemption from Waukesha County Library Levy 2025 Tax for 2026 Purposes*** must be completed, approved by the municipality's governing body, signed, and returned to Bridges Library System no later than September 30, 2025. A copy of your adopted municipal ordinance or resolution certifying that your library appropriation meets or exceeds the requirements is also required. Email submission is acceptable as long as the form includes the actual signature.

Thank you for providing library services to our citizens. Strong libraries build strong communities and your commitment to support your library is vital and valued!

**Serving the libraries of Waukesha and Jefferson Counties**

OUR MISSION: Improving member libraries through leadership, collaboration, & support

<p align="center"><b>Request for Exemption from Waukesha County Library Levy 2025 Tax for 2026 Purposes</b></p>
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**Name of Community:**

**Name of library:**

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We recognize that, pursuant to 43.64 of Wisconsin Statutes, to obtain an exemption from the 2025 county library levy for 2026 purposes, the municipality must certify that during budget year 2026, its library will be provided and be allowed to expend no less than the county library tax rate in the prior year, \$0.201512 per \$1,000 Equalized Value.

In the case of a joint library, an alternate exemption option exists pursuant to ss 43.64 (2) (c). Under this language, each participating municipality in the joint library has the option to certify that during its budget year 2026, the library will be provided and allowed to expend no less than the average of the funding levels of the previous 3 years.

We further recognize that, pursuant to state law, listed funding must be only from municipal sources, not the entire library budget. Reported amounts must exclude fines, fees, and other revenues. Capital expenditures are excluded as well.

I am authorized to certify that the governing body of the municipality has enacted an ordinance or resolution pledging that it will appropriate and allow the library to expend no less than a rate of \$0.201512 per \$1,000 of the actual state Equalized Value amount for the community that was published by the state on August 15, 2025 or, in the case of a joint library whose municipality may choose this option, that the participating municipality will appropriate and allow the library to expend no less than the average of the funding levels of the previous 3 years.

The community meets its requirement stated above and is therefore eligible for exemption from the 2025 Waukesha County library levy.

---

**Name and Title of Person filling out this form:**

---

**Signature**

---

**Date**

**This form, along with a copy of the municipal resolution/ordinance, must be filed no later than September 30, 2025.**

Send to:

Bridges Library System

741 N. Grand Avenue, Suite 210

Waukesha, WI 53186

Or email to [blarson@bridgeslibrarysystem.org](mailto:blarson@bridgeslibrarysystem.org)





741 N. Grand Ave., #210  
Waukesha, WI 53186

P 262.896.8080  
W bridgeslibrarysystem.org

To: Waukesha County Library Directors  
From: Brittany Larson, Bridges Library System Director  
Re: Minimum Municipal Appropriation to Exempt from County Library Tax  
Date: August 15, 2025

Please see the chart below for your municipality's necessary minimum library appropriation for 2026 to qualify for exemption from the county library tax. The calculation for each municipality's minimum amount is based on the county library tax rate from the previous year and the [equalized assessed value](#) for each municipality in the current year. The county library tax rate decreased from \$0.000201553 to \$0.000201512 from the previous year. Please contact me if you have any questions.

Library	2025 Equalized Value (less TID) in Municipalities with Libraries	% Change in Equalized Value from Prior Year	County Library Tax Rate (for 2025 levy)	2026 Minimum Municipal Library Appropriation*	% Change in Minimum Appropriation from Prior Year	Previous Year Minimum Appropriation
BIG BEND	\$284,297,700	9.06%	\$0.000201512	\$57,289	9.04%	\$52,539
BROOKFIELD	\$10,432,335,700	7.16%	\$0.000201512	\$2,102,240	7.13%	\$1,962,257
BUTLER	\$360,596,100	7.69%	\$0.000201512	\$72,664	7.66%	\$67,491
DELAFIELD	\$2,667,384,100	9.73%	\$0.000201512	\$537,510	9.70%	\$489,966
Eagle Village*	\$338,170,100	7.91%	\$0.000201512	\$68,145	7.88%	\$63,166
Eagle Town*	\$887,500,900	5.07%	\$0.000201512	\$178,842	5.05%	\$170,244
ELM GROVE	\$1,783,180,000	5.92%	\$0.000201512	\$359,332	5.90%	\$339,306
HARTLAND	\$2,320,843,300	11.02%	\$0.000201512	\$467,678	11.00%	\$421,327
MENOMONEE FALLS	\$8,256,550,700	10.94%	\$0.000201512	\$1,663,793	10.91%	\$1,500,090
MUKWONAGO	\$1,408,343,300	9.04%	\$0.000201512	\$283,798	9.01%	\$260,329
MUSKEGO	\$5,423,777,200	10.60%	\$0.000201512	\$1,092,956	10.58%	\$988,401
MERTON	\$3,032,449,600	9.32%	\$0.000201512	\$611,075	9.30%	\$559,068
NEW BERLIN	\$8,259,983,700	3.91%	\$0.000201512	\$1,664,485	3.89%	\$1,602,146
OCONOMOWOC	\$4,112,435,700	10.07%	\$0.000201512	\$828,705	10.05%	\$753,044
Pewaukee Village*	\$1,477,625,000	8.84%	\$0.000201512	\$297,759	8.82%	\$273,631
Pewaukee City*	\$5,228,633,000	5.17%	\$0.000201512	\$1,053,632	5.15%	\$1,002,060
Sussex	\$2,413,827,600	9.53%	\$0.000201512	\$486,415	9.51%	\$444,179
WAUKESHA	\$10,498,558,100	11.40%	\$0.000201512	\$2,115,584	11.37%	\$1,899,537

\*Joint libraries may use an alternative calculation described in Wis. Stats. 43.64 (2) (c).



To: Jeff Knutson, Village President  
Trustees of the Village Board

From: Matt Heiser  
Village Administrator

Date: August 29, 2025

Re: September 2, 2025 Village Board Agenda Item 7(a)  
Review, discussion and possible action to approve a Permanent Sanitary Sewer and Water Main Easement for The Glen at Pewaukee Lake.

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### **BACKGROUND**

The development project known as “The Glen at Pewaukee Lake”, developed by Cornerstone Developments, is nearing completion.

There is an existing Sanitary Sewer and Water Main Easement for the Glen, however it is deficient in several respects and does not include areas across Lots 30-33 of the development which have water main and sewer infrastructure. The developer is requesting an easement amendment to include a portion of their private street in front of four additional lots and to cleanup some of the deficiencies in the document itself.

This was reviewed at the August 5, 2025 meeting of the Village Board. The Board did not approve the proposed version.

### **ACTION REQUESTED**

The action requested of the Village Board is to review and consider whether to approve the updated easement.

### **ANALYSIS**

The developer agreed to retaining the original language in the easement regarding restoration.

Attachments:

1. Updated Permanent Easement for The Glen.
2. Exhibits for Updated Permanent Easement.

## **PERMANENT SANITARY SEWER AND WATER MAIN EASEMENT**

This Permanent Sanitary Sewer and Water Main Easement is made and entered into this day of \_\_\_\_\_, 2025 by and between the Village of Pewaukee, Wisconsin, a Municipal Corporation, hereinafter referred to as the "Village" and The Glen at Pewaukee Lake, LLC, hereinafter referred to as the "Grantors."

FOR AND IN CONSIDERATION of the sum of One (\$1.00) Dollar and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, owners and Grantors of the lands herein described do hereby grant unto the Village of Pewaukee, Waukesha County, Wisconsin, a permanent nonexclusive easement with the right, permission and authority to enter upon, construct, install, maintain and reconstruct sanitary sewer facilities, water main facilities and their appurtenances in, through, under, across, and upon the following described tract of land:

See attached Exhibit "1" and "2" for Legal Description and maps of the Easement Areas. The location of the easement hereinbefore described with respect to the premises of the Grantors is shown on the drawing attached hereto and marked Exhibit "1" and Exhibit "2" and made a part hereof.

1. The Grantors hereby warrant that they have legal right to the lands which are subject to this easement and that they have lawful authority to grant this easement. Further, Grantors shall defend the Village of Pewaukee in its exercise of rights under the easement herein granted against any defect in title to the land involved or the right of the Grantors to make the grant herein contained.
2. The right, permission and authority is also granted onto the Village to trim and to cut trees and/or brush, where said trees and/or brush interfere with the installation or maintenance or reconstruction of the sanitary sewer facilities, water main facilities or their appurtenances or otherwise interfere with, or represent a hazard to such facilities.
3. Village shall perform such regular and customary, or extraordinary or emergency maintenance, repairs or replacement to the sanitary sewer facilities, water main facilities or their appurtenances as it shall deem necessary and appropriate. The Grantor consents to the entry by employees, workmen, agents, or independent contractors of the Village for the incidental activities related to construction, operation, use, reconstruction, and repair of the sanitary sewer facilities, water main facilities or their appurtenances, and further for purpose of exercising the Village's rights herein acquired. Upon completion of any such work, Village shall backfill and compact any excavation to the pre-existing grade.
4. The Grantor, Grantor's successors and assigns or tenants of either shall be responsible for the restoration of topsoil, turf or other landscaping, surface paving, walk, curb, retaining wall, or any structures disturbed as a result of future work undertaken by Village.
5. The Grantor(s), their successors and assigns, covenant(s) and agree(s) to restrict the use of the land included in the easement described hereinabove as follows:

- (1) The land will only be put to uses consistent with this easement such as private road, driveways and small and easily movable structures that will not interfere with access to sanitary sewer facilities, water main facilities or their appurtenances, with the exception of item (3), below.
- (2) No obstruction of access to the sanitary sewer facility, water main facility or their appurtenances shall be created in the future and that no building, trees or other structures or items that may interfere with inspection, maintenance or repair shall be located in the space over and within vertical planes located on both sides of the sanitary sewer facilities, water main facilities or their appurtenances.
- (3) The surface elevation of the land within the easement shall not be raised or lowered more than four (4) inches without the prior written approval of the Village Engineer of the Village.
6. Grantor(s), their successors and assigns, covenant(s) and agree(s) to permit and allow Village to have the sanitary sewer facility, water main facility or their appurtenances to be installed at such time and in such location as Village may deem necessary.
7. Village and its agents shall have the right to enter upon the premises of the Grantor for the purpose of exercising its rights herein acquired. Village agrees to restore or cause to have restored said premises, as nearly as is reasonably possible, to the condition existing prior to such entry by the Village or its agents. The restoration, however, does not apply to any brush, trees, topsoil, turf or other landscaping, surface paving, walk, curb or retaining wall which may be removed at any time pursuant to the rights herein granted.
8. This Easement upon its acceptance by both parties, shall run with the land and shall be binding upon and inure to the benefit of the parties hereto, their respective heirs, successors and assigns.
9. If any term, provision or condition contained in this Easement shall, to any extent, be invalid or unenforceable, the remainder of this Agreement (or the application of such term, provision or condition to persons or circumstances other than those in respect of which it is invalid or unenforceable) shall not be affected thereby, and each term, provision or condition of this Agreement shall be valid and enforceable to the fullest extent permitted by law
10. This Easement shall be governed and construed in accordance with the laws of the State of Wisconsin.
11. This Easement shall commence upon the date first above written and shall continue in perpetuity.
12. This Easement upon recording shall supersede and replace the Sanitary Sewer and Water Main Easement recorded in the Waukesha County Register of Deeds Office on September 15, 2022, as Document No. 4689706 which is no longer in force or effect.

IN WITNESS WHEREOF, the parties have executed this indenture the day and year first above written.



Dated: \_\_\_\_\_

**VILLAGE:**

**VILLAGE OF PEWAUKEE**

By: \_\_\_\_\_  
Jeff Knutson, President

STATE OF WISCONSIN     )  
  ) ss.  
COUNTY OF WAUKESHA    )

Personally came before me, this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, the above-named Jeff Knutson, to be known to be the person who executed the foregoing instrument and acknowledged the same.

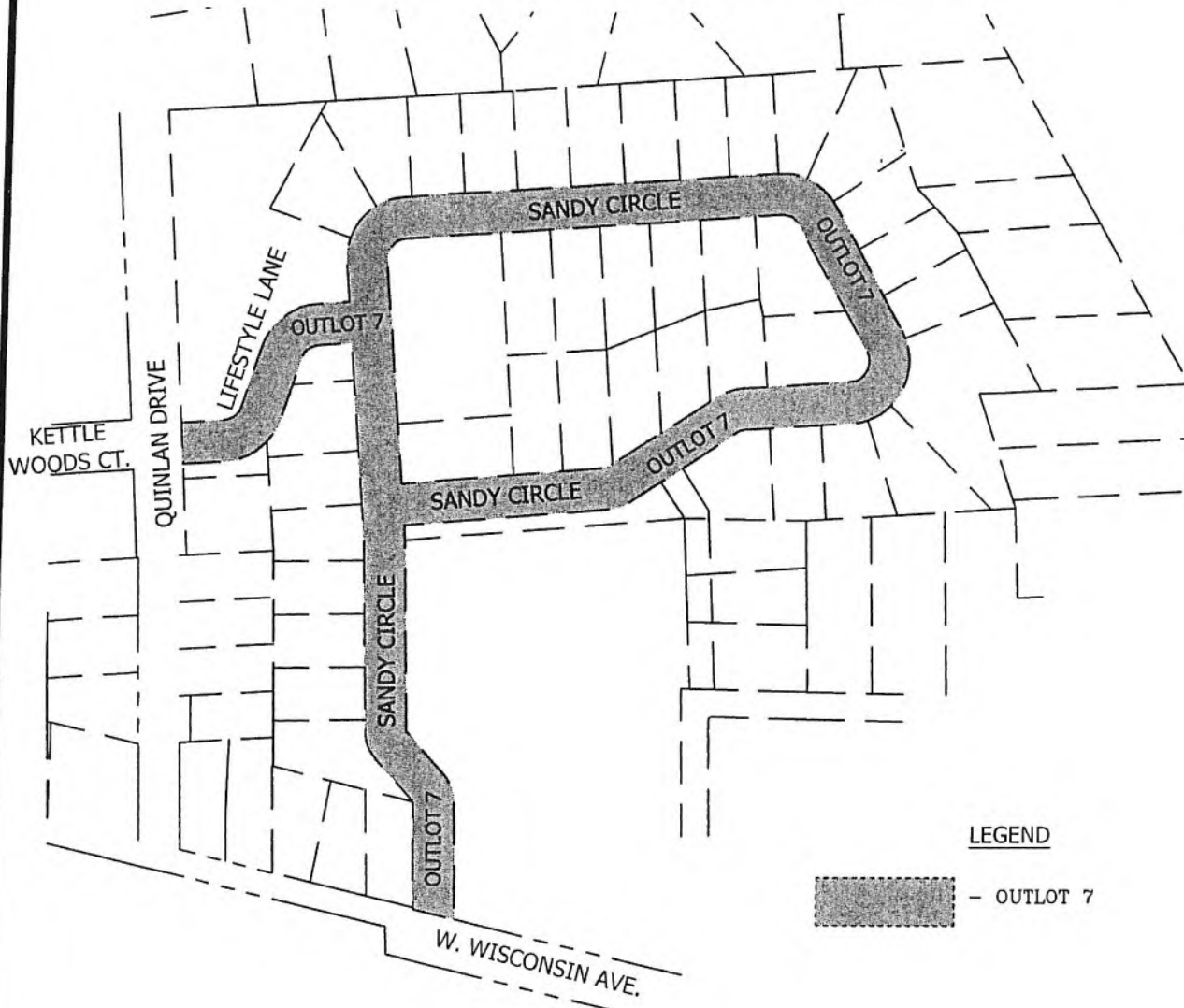
\_\_\_\_\_  
Notary Public, State of Wisconsin  
My Commission is permanent/expires \_\_\_\_\_

This document was drafted by  
Attorney Matthew R. Gralinski  
State Bar No. 1105301



# EXHIBIT -1

BEING ALL OF OUTLOT 7 OF THE GLEN AT PEWAUKEE LAKE  
BEING PART OF GOVERNMENT LOT 1 AND GOVERNMENT LOT 2 OF THE NE 1/4 AND NW 1/4 OF THE  
NE 1/4 OF SEC. 8 T.07N., R.19E.,  
IN THE VILLAGE OF PEWAUKEE, WAUKESHA COUNTY, WISCONSIN



## LEGEND

 - OUTLOT 7

## LEGAL DESCRIPTION:

BEING ALL OF OUTLOT 7 OF THE GLEN AT PEWAUKEE LAKE, BEING PART OF GOVERNMENT LOT 1 AND  
GOVERNMENT LOT 2 OF THE NE 1/4 AND NW 1/4 OF THE NE 1/4 OF SEC. 8 T.07N., R.19E., IN THE  
VILLAGE OF PEWAUKEE, WAUKESHA COUNTY, WISCONSIN

SAID LANDS CONTAIN 125,973 SQUARE FEET.

SCALE IN FEET  
0 100 200

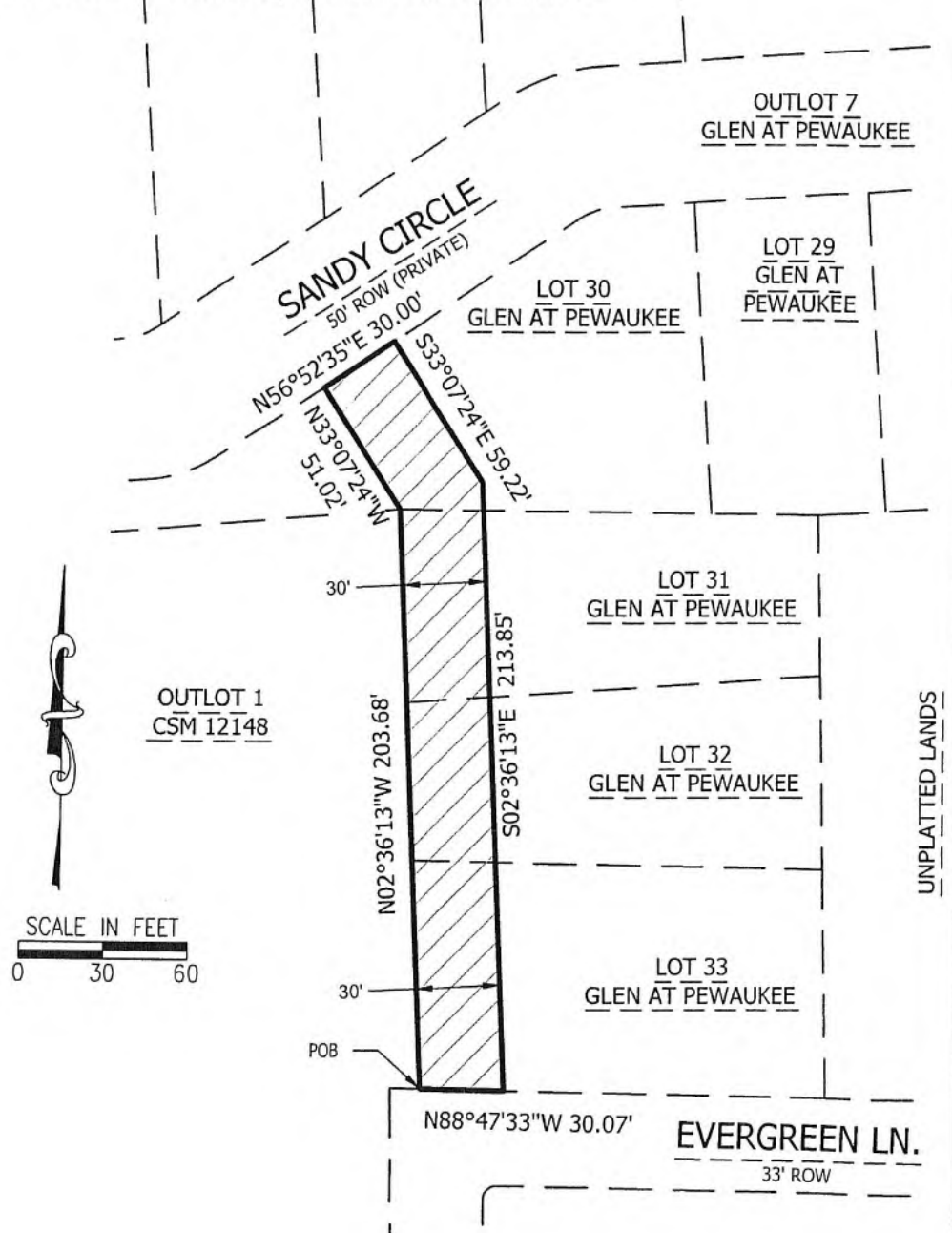


SEH 501 MAPLE AVE., DELAFIELD, WI 53018 262-646-6855

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## EXHIBIT -2

BEING A PART OF LOTS 30, 31, 32 AND 33 OF THE GLEN AT PEWAUKEE LAKE  
BEING PART OF GOVERNMENT LOT 1 AND GOVERNMENT LOT 2 OF THE NE 1/4 AND NW 1/4 OF THE  
NE 1/4 OF SEC. 8 T.07N., R.19E.,  
IN THE VILLAGE OF PEWAUKEE, WAUKESHA COUNTY, WISCONSIN



### LEGAL DESCRIPTION:

BEING A PART OF LOTS 30, 31, 32 AND 33 OF THE GLEN AT PEWAUKEE LAKE, BEING PART OF GOVERNMENT LOT 1 AND GOVERNMENT LOT 2 OF THE NE 1/4 AND NW 1/4 OF THE NE 1/4 OF SEC. 8 T.07N., R.19E., IN THE VILLAGE OF PEWAUKEE, WAUKESHA COUNTY, WISCONSIN.

BEGINNING (POB) AT THE SW CORNER OF LOT 33 OF THE GLEN AT PEWAUKEE, THENCE N02°36'13"W., ALONG THE SAID WEST LINE OF LOTS 33, 32 AND LOT 31, A DISTANCE OF 203.68 FEET, TO THE NW CORNER OF LOT 31; THENCE N33°07'24"W., 51.02 FEET, TO A POINT ON THE SOUTH RIGHT-OF-WAY OF SANDY CIRCLE; THENCE N56°52'35"E., ALONG THE SAID SOUTH RIGHT-OF-WAY OF SANDY CIRCLE, 30.00 FEET; THENCE S33°07'24"E., 59.22 FEET; THENCE S02°36'13"E., 213.85 FEET, TO A POINT ON THE NORTH RIGHT-OF-WAY OF EVERGREEN LANE; THENCE N88°47'33"W., ALONG SAID RIGHT-OF-WAY OF EVERGREEN LANE, 30.07 FEET TO THE POINT OF BEGINNING.

SAID LANDS CONTAIN 7,916.44 SQUARE FEET.



SEH 501 MAPLE AVE., DELAFIELD, WI 53018 262-646-6855

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## EXHIBIT 2

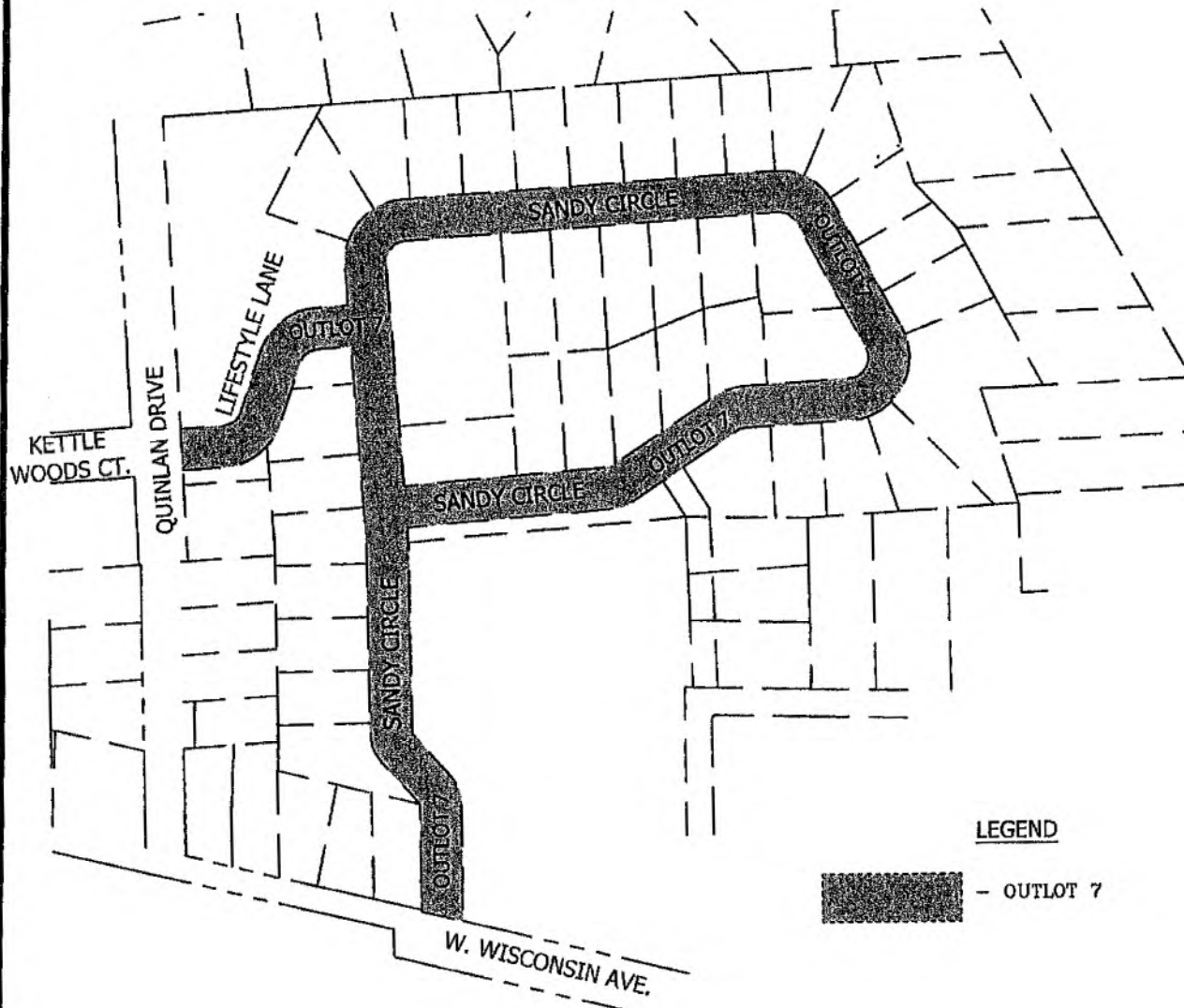
Lots One (1) through Forty-Six (46), and Outlots One (1) through Seven (7), in The Glen at Pewaukee Lake, being a part of Lot 1 of Certified Survey Map No. 12148, being part of Government Lot 1 and Government Lot 2 of the Northeast One-Quarter (1/4) and Northwest One-Quarter (1/4) of the Northeast One-Quarter (1/4) of Section Eight (8), Township Seven (7) North, Range Nineteen (19) East, in the Village of Pewaukee, County of Waukesha, State of Wisconsin.

PWV 0893075 (Lot One)  
PWV 0893076 (Lot Two)  
PWV 0893077 (Lot Three)  
PWV 0893078 (Lot Four)  
PWV 0893079 (Lot Five)  
PWV 0893080 (Lot Six)  
PWV 0893081 (Lot Seven)  
PWV 0893082 (Lot Eight)  
PWV 0893083 (Lot Nine)  
PWV 0893084 (Lot Ten)  
PWV 0893085 (Lot Eleven)  
PWV 0893086 (Lot Twelve)  
PWV 0893087 (Lot Thirteen)  
PWV 0893088 (Lot Fourteen)  
PWV 0893089 (Lot Fifteen)  
PWV 0893090 (Lot Sixteen)  
PWV 0893091 (Lot Seventeen)  
PWV 0893092 (Lot Eighteen)  
PWV 0893093 (Lot Nineteen)  
PWV 0893094 (Lot Twenty)  
PWV 0893095 (Lot Twenty-One)  
PWV 0893096 (Lot Twenty-Two)  
PWV 0893097 (Lot Twenty-Three)  
PWV 0893098 (Lot Twenty-Four)  
PWV 0893099 (Lot Twenty-Five)  
PWV 0893100 (Lot Twenty-Six)  
PWV 0893101 (Lot Twenty-Seven)  
PWV 0893102 (Lot Twenty-Eight)  
PWV 0893103 (Lot Twenty-Nine)  
PWV 0893104 (Lot Thirty)  
PWV 0893105 (Lot Thirty-One)  
PWV 0893058002 (Lot Thirty-Two)  
PWV 0893107 (Lot Thirty-Three)  
PWV 0893108 (Lot Thirty-Four)

PWV 0893109 (Lot Thirty-Five)  
PWV 0893110 (Lot Thirty-Six)  
PWV 0893111 (Lot Thirty-Seven)  
PWV 0893112 (Lot Thirty-Eight)  
PWV 0893113 (Lot Thirty-Nine)  
PWV 0893114 (Lot Forty)  
PWV 0893115 (Lot Forty-One)  
PWV 0893116 (Lot Forty-Two)  
PWV 0893117 (Lot Forty-Three)  
PWV 0893118 (Lot Forty-Four)  
PWV 0893119 (Lot Forty-Five)  
PWV 0893120 (Lot Forty-Six)  
PWV 0893121 (Outlot One)  
PWV 0893122 (Outlot Two)  
PWV 0893123 (Outlot Three)  
PWV 0893124 (Outlot Four)  
PWV 0893125 (Outlot Five)  
PWV 0893126 (Outlot Six)  
PWV 0893127 (Outlot Seven)

# EXHIBIT - 1

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BEING PART OF GOVERNMENT LOT 1 AND GOVERNMENT LOT 2 OF THE NE 1/4 AND NW 1/4 OF THE  
NE 1/4 OF SEC. 8 T.07N., R.19E.,  
IN THE VILLAGE OF PEWAUKEE, WAUKESHA COUNTY, WISCONSIN



## LEGEND

— OUTLOT 7

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SAID LANDS CONTAIN 125,973 SQUARE FEET.

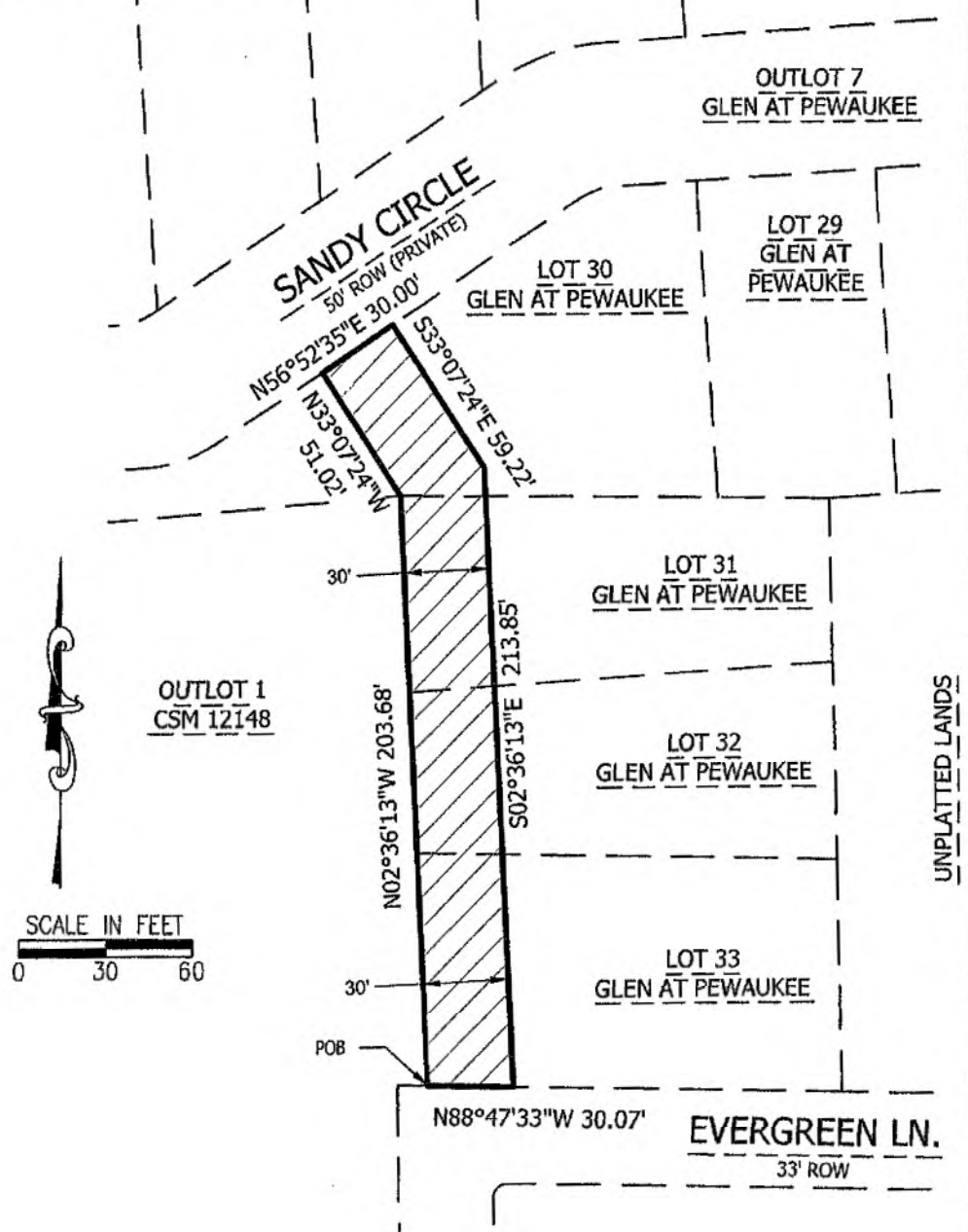


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# EXHIBIT -2

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## LEGAL DESCRIPTION:

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To: Jeff Knutson, Village President  
Village Board

From: Jenna Peter  
Village Clerk

Date: August 26, 2025

Re: Agenda Item: 8(g) Review, discussion and possible action on an intergovernmental agreement with Waukesha County regarding Data Processing Services Property Tax Assessment and Billing for the 2026 and 2027 tax years.

---

#### **BACKGROUND**

The Village has been utilizing Waukesha County in the past several years for data processing services for property tax assessments and billing. The term of the agreement with Waukesha County is typically for two (2) years. The current agreement expires on December 31, 2025. The new agreement will commence on January 1, 2026, and expire on December 31, 2027.

#### **ACTION REQUESTED**

To approve the new agreement with Waukesha County for data processing services.

#### **ANALYSIS**

##### 2026 Rates

\$1.99 per parcel

##### 2027 Rates

\$2.06 per parcel

The Village will be invoiced twice a year in May and September.

WAUKESHA COUNTY  
DATA PROCESSING SERVICES  
PROPERTY TAX ASSESSMENT AND BILLING

This Agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2025, by and between Waukesha County, a municipal corporation, hereinafter referred to as the County, located at 515 W. Moreland Blvd., Waukesha, WI 53188 and VILLAGE OF PEWAUKEE, hereinafter referred to as the Municipality, located at 235 HICKORY ST, PEWAUKEE, WI 53072. The authority for this agreement is that contained in the Wisconsin Statutes Section 66.0301, which permits intergovernmental cooperation for public purposes.

By this agreement, the County proposes to provide data processing services and access to some functionality and data within the Property Tax Application (PTA) Tax Software System, to assist the Municipal Assessors, Clerks and Treasurers (hereinafter collectively referred to as "Municipality") in the preparation of notices of assessment, assessment rolls and tax bills.

1. The County proposes to provide the following services, electronic reports and forms to Municipality as part of the Tax Listing Services provided to municipality at no charge:
  - A. Maintenance of an Assessment tax file database.
  - B. Maintain special districts' codes.
  - C. Electronic Assessment Rolls.
  - D. Statement of Assessment Summary transmitted to DOR.
  - E. Make and keep accurate lists and descriptions of all real property parcels in the county which are subject to tax and also those which are exempt from such tax.
  - F. Provide various reports, maps and descriptions of Real Property Tax parcels in the County for the Assessors, upon request.
  - G. Supply electronic versions of State of Wisconsin Prescribed Forms of assessment, to the Assessors and Clerks of cities, towns and villages within the County, as needed in the discharge of their duties.
  - H. Provide assessors with electronic copies of all new pertinent platted information for the municipality the assessor is working with.
  - I. Provide the necessary research for determination of status of ownership of all real property parcels within Waukesha County, as needed to clarify the property tax roll.
  - J. Availability to obtain the following reports and lists from the County:
    - a) Assessment roll cross reference lists by name or address
    - b) Property Assessment Roll
    - c) Reports for property specific data maintained in the PTA Property Assessment / Tax System.
2. The County proposes to provide the following services to the Municipality for a charge.
  - A. The County will provide forms and/or PTA Access for the Municipality to utilize for calculation and preparation of the property tax bills:
    1. Delinquent personal property worksheet (PTA Access)
    2. Billing parameter worksheet (PTA Access)
    3. Special assessment worksheet
    4. Tax Rate Worksheet (PTA Access)
    5. Special Assessment Charges applied to Special Purpose Districts (PTA Access)

6. Posting of special assessments to be placed on the tax bill
  7. Edits and lists of special assessments as entered
  8. Tax rates to be used for tax billing entered on the computer
  9. List of the tax rates used
- B. The County will provide these services and/or electronic reports:
1. Calculating of tax bills, as well as calculation audit listing
  2. Preliminary tax roll or one line roll report
  3. Posted tax roll
  4. Identify and coordinate a private vendor to print and process tax bills. Said vendor may also offer envelope supplies and printing, mailing and postage services. Any costs incurred for the printing of inserts, envelopes, postage and mailing or delivery of tax bills will be the sole responsibility of Municipality. The County is responsible for the printing of the tax bill. NOTE: Should Municipality choose to contract independently with an alternate vendor for tax bill printing, County will provide Municipality with a PDF file containing the calculated and formatted tax bills. Municipality and its vendor shall be responsible for ensuring that all forms and tax information provided by County shall be used only for authorized purposes.
- C. The County will also provide other related services, for an additional charge beyond this contract amount, with the mutual consent of both the County and the Municipality.
3. The Municipal Clerk shall transmit to the County any special assessments, special charges, and delinquent utility charges for entry on the current tax roll by November 15 or the due date provided by Tax Listing during the annual planning meeting. The County will supply specific instructions for transmittal.
  4. The Municipal Clerk shall approve all inserts to be included in the tax bill mailing with the tax bill printer by November 20 or the due date provided by Tax Listing during the annual planning meeting.
  5. Municipal Clerks shall transmit to the County, upon adjournment of the local budget hearing and receipt of State Aid amounts, the information for setting tax rates. The County will provide the worksheets and instructions.
  6. As soon as possible, the local Assessor shall bring the preliminary, open book and Board of Review Assessment values to the County, at each of these 3 stages of the Property Assessment Valuation process. Said assessment values are to be transmitted electronically.
  7. If the municipality chooses not to use the Property Assessment Roll generated from the PTA Tax System as the 'Official Roll' for the Open Book/Board of Review procedures, the municipality agrees to accept responsibility for balancing the property specific data (acres, property class code, assessed valuations and taxing jurisdictions) at the tax key level. The numbers in the PTA Tax System will represent the tax base amounts used for the preparation and calculation of the individual tax bills.
  8. The municipality will use the 2026 (and future years in the event this contract is extended) Property Assessment Roll generated by the County as the Official Roll present during the Board of Review.

9. The Municipality acknowledges that failure to comply with these limits and other reasonable time limits established by the County may result in delayed availability of the information to be provided by this agreement. In view of this fact, the Municipality will indemnify and hold harmless the County, its officers, employees and agents for any and all damages, expenses, and losses that may occur due to the County's inability to comply with the agreement due to the fault of the Municipality or the Municipality's officers, agents or employees.
10. The municipality agrees to abide by the terms and conditions of the Memorandum of Understanding and Policies for Municipalities Accessing the PTA (Tax) System dated October 5, 2011. As part of the acceptance of the above-referenced Memorandum of Understanding, the municipal agent(s) provided with an ID granting access to the County System is/are accepting responsibility for adherence to the Technology Use Policy incorporated by reference.
11. The term of this agreement shall be for two (2) years commencing January 1, 2026, and expiring on December 31, 2027 and therefore data processing services shall be provided for taxes of 2026 and 2027 due in the subsequent year. The Municipality will be invoiced twice a year in May and September. The terms will be net 30 days.
12. The following rates will be charged for these services:

<u>Per Parcel</u>	<u>2026 Rates</u>	<u>2027 Rates</u>
Taxes	\$1.99	\$2.06

13. The Municipality will indemnify, defend and hold harmless the County, its officers, employees and agents for any and all damages, expenses, and losses that may arise from the County's performance or inability to perform its obligations under this Agreement caused by act, error or omission of the Municipality or the Municipality's officers, agents or employees. The County will indemnify, defend and hold harmless the Municipality, its officers, employees and agents for any and all damages, expenses, and losses that may arise from the Municipality's performance or inability to perform its obligations under this Agreement caused by act, error or omission of the County or the County's officers, agents or employees. Nothing contained within this agreement is intended to be a waiver or estoppel of the contracting Municipality or County or either of its insurers to rely upon the limitations, defenses, and immunities contained within Wisconsin law, including those contained within Wisconsin Statutes 893.80, 895.52, and 345.05. To the extent that indemnification is available and enforceable, the Municipality or County or its insurers shall not be liable in indemnity or contribution for an amount greater than the limits of liability for municipal claims established by Wisconsin Law.
14. Each party shall have the right to terminate this agreement effective at the end of the term upon the giving of twelve (12) months written notice prior to the expiration of the term.
15. It is understood and agreed that the entire contract between the parties is contained herein, except for those matters incorporated herein by reference, and that this agreement supersedes all oral and written agreements and negotiations between the parties relating to the subject matter thereof.



16. Any notices that must be provided during the term of this contract or issues that arise regarding administration of this contract can be directed to:

i. County Contact Person

Primary Contact Name: Candace White, Community Services Representative  
Address: 515 W. Moreland Blvd  
Waukesha, WI 53188  
Phone Number: 262-548-7597

ii. Municipal Contact Person

Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
E-mail: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Waukesha County

By:

\_\_\_\_\_  
Andrew Thelke  
Waukesha County Department of Administration  
Director of Administration

VILLAGE OF PEWAUKEE

By: \_\_\_\_\_

\_\_\_\_\_

## 2026 BUDGET HIGHLIGHTS PARKS AND RECREATION DEPARTMENT

**Please note that this budget is as best as currently possible with information as of 8/26/25, still awaiting staff wage figures. Wage increase placeholders accounting for previous years have been used for comparison. Minimal adjustments may occur and will be relayed to the Village Administrator to update the overall budget as soon as we have final information.**

The Parks and Recreation budget is currently split between the City and the Village, 72%/28% respectively. Parks and Recreation employees are City employees therefore insurance and wage adjustments are controlled by the City. Our current budget proposal utilizes the information we have along with placeholders and will be determined by the end of October or early November.

Revenues are also split between the two municipalities at the same percentage. Those revenues include all programs, trip fees, shared donations, and sport club use rental fees that utilize both municipalities. Park rental fees other than by the sports clubs who participate in both municipalities are paid directly to the municipality in which the park resides. The Village receives all the rental fees we collect for rentals at Kiwanis Village Park and Lakefront Park and goes into the Village general fund.

The Joint Parks and Recreation Board has emphasized cost savings during previous budget workshops which has resulted in us developing partnerships with other organizations and/or sponsors. This would include items like t-shirt sponsorships, program sponsorships, special event sponsors, etc. We have made this process much more formal in 2025 and we expect further growth in 2026.

The partnership we have created with Beachside Boat & Bait has saved us money in staffing costs for operation of the launch and gas sales.

We had very strong registration in 2025 and project for more growth in 2026. We will be adding a fifth summer day camp site in 2026.

## **2026 BUDGET PROPOSAL SUMMARY (28% Village – tentative for 2026):**

	2025 Proposal	Village Portion	2026 Proposal	Village Portion
Joint Revenue	\$525,500	\$147,140	\$635,000	\$177,800
Park Rental Revenue	\$6,000	\$6,000	\$6,000	\$6,000
Parks Operations	720,035	201,610	TBD	TBD
Recreation Operations	967,009	270,763	TBD	TBD
Net Budget		319,233		TBD

Based on the Parks and Recreation budget formula, we are currently working off the 2025 amount which was a 28% Village contribution. We are awaiting final numbers to finalize the calculation.

Our budget increase is generally associated with:

1. Health insurance – we were informed that health insurance is likely to have an 11.5% increase for 2026.
2. Wages have not yet been finalized based on the pay for performance program.
3. Additional program offering expenses and revenues.
4. Consistent expense increases for daily operations.

We will keep the Village informed as we get final numbers and how that will impact the Village's budget.

## **SHARED CAPITAL EQUIPMENT:**

Since 2014, we have instituted a capital equipment replacement plan for all our equipment meaning we set aside smaller amounts each year toward a piece of equipment until it is scheduled to be replaced. As the piece approaches replacement purchase, we evaluate the condition, trade-in/auction price and determine the most optimal outcome for each piece. This process has helped diminish the drastic changes from year to year.

We are anticipating the following purchases in 2026:

- #82 / 2016 1-ton dump truck
- #96 / Convert large 16' wing mower to 11' wing mower
- #100 / 2014 Trailer

**In 2025 the Village budgeted \$43,505 for shared capital. For 2026, we are requesting \$47,202 for replacement items due in 2025.**

## **VILLAGE CAPITAL EQUIPMENT:**

### **Village Park Improvement Fund (Village Budget Account #200-00-55200-000-000)**

This account is never firm at the end of the year, but we are projecting to have ~\$20,000 remaining at the end of 2025.

This fund receives additional dollars if the Parks and Recreation Department comes in under budget on expenses. The fund total is not finalized until approximately March of the following year after the audit.

With this timeline and dollar range, we are proposing to make improvements while leaving ~\$5,000 in the fund as an emergency buffer. We will accomplish projects in our priority list as we are able to afford them.

Potential 2026 (and beyond) improvements and funding sources:

- Liberty Park
  - Tennis and basketball court crack repairs, ~\$3,500
- Kiwanis Village Park
  - Efficiency/green upgrades; ex: LED lighting interior and exterior, sensor faucets/flush
  - Ball diamond 2 improvements – outfield fencing
- Lakefront Park:
  - Efficiency/green upgrades
- Dog Park Opportunities

## **LAIMON FAMILY LAKESIDE PARK FUND:**

Highlights from this budget include the following:

- Tenant rent will increase in April 2026 by 3%.
- Slip rent will increase from \$3,100 to \$3,300 in 2026
  - Other small fee increases for lift rental, lift storage, lift install/removal
- Remaining capital improvement items to complete prior to 2030:
  - Deck renovation at greenspace at northwest part of property (2025/26?) - \$25,000
    - Unsuccessful efforts gathering deck replacement quotes – vendors either not interested or have not returned quotes for three seasons over two years. We are considering a concrete patio instead of a deck replacement in the name of longevity and simplicity.
  - Window Replacement (2026-2030) - \$25,000
    - This item has been in our capital plan for 2025 for a few years but should be re-evaluated to determine if window replacement should occur during siding or reconstruction of certain areas for efficiency and most appropriate use of funds.

Our year-to-date report generated 8/21/25 shows a balance from this fund of \$353,777.

**The Joint Parks & Recreation Board approved of the Parks & Recreation and Laimon Park budget proposal in August.**



TO: Village Board, Village of Pewaukee

FROM: Nan Champe, Library Director *Nan Champe*

SUBJECT: 2026 Municipal Funding and Capital Projects Contribution Request for the Pewaukee Public Library

DATE: 8/21/2025

On behalf of the Pewaukee Public Library Board of Trustees, I would like to submit the 2026 municipal funding request and a capital project budget request to the Village of Pewaukee in accordance with the Joint Library Agreement Between the Village of Pewaukee and the City of Pewaukee, approved on October 1, 2024.

The Board formally approved the 2026 Pewaukee Public Library Budget on August 20, 2025. A copy of the approved budget, along with the 2026 Budget Details and Administrative Recommendations, is attached for your review. The total budget for 2026 is \$1,337,464 representing a decrease of \$8,114 (.6%) compared to the 2025 Budget.

### **Operating Budget Request**

The Board respectfully requests a municipal contribution from the Village of Pewaukee in the amount of \$268,454. This request includes \$5,977 above the minimum required contribution. Compared to 2025, this contribution represents an increase of \$6,301 (2.4%).

### **Capital Projects Budget Request**

In accordance with the Agreement, this request also includes the 2026 Capital Projects Plan, which was approved by the Board on August 20, 2025. Two priority projects are scheduled for 2026:

- Replacement of the library's large flat roof
- Replacement of the HVAC control system

Updated cost estimates have been obtained from qualified vendors with relevant expertise. While actual costs will be finalized through the public bid process, the estimated municipal share for the Village of Pewaukee (80% of total project costs) is as follows:

- Roof replacement: \$104,000
- HVAC control system replacement: \$48,000

**Browse. Borrow. Bloom.**

210 Main Street • Pewaukee, WI 53072 • 262.691.5670 • Fax: 262.691.5673

The Board respectfully seeks the Village Board's approval to initiate the bidding process for these capital projects and for funding support.

Please contact me directly at 262-746-0920 or [director@pewaukeelibrary.org](mailto:director@pewaukeelibrary.org) if any further clarification or documentation is needed. The Board of Trustees will continue to monitor and review the budget, and adjustments may be made as updated figures become available.

Thank you for your continued support and partnership in maintaining the Pewaukee Public Library as a vital and valued resource for all residents.





**Pewaukee Public Library  
2026 Budget Details and  
Administrative Recommendations  
August 2025**

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## Summary

In 2026, the Pewaukee Public Library remains dedicated to delivering high-quality services to residents of both the City and Village of Pewaukee, as well as to all others who choose to use our resources including Waukesha County residents from communities with or without a public library and other Wisconsin residents.

Our plans for 2026 include continuing to offer and expand:

- A robust schedule of programs for both adults and children
- High-quality collections in print and digital formats
- A clean, safe facility where patrons can work quietly or collaborate with others
- Comprehensive computer services, including Wi-Fi, public internet stations, and printing/copying
- Knowledgeable, professional staff ready to assist with a wide range of informational needs
- Outreach services to local senior living centers
- Community spaces for public meetings

To support these plans, along with the full range of services we provide, I have prepared the proposed 2026 budget for your review and consideration.

## Expenditures

Total expenditures for 2026 are projected at **\$1,337,464**, reflecting a **decrease of \$8,114 (0.6%)** compared to the 2025 budget. However, this decrease is somewhat misleading, as the 2025 budget included **\$25,000** for several special projects (Outlay) funded by the Library's fund balance—not by municipal contributions or library revenues. The 2026 budget does not include any similar special project allocations.

When these one-time 2025 project expenses are excluded, the adjusted year-over-year comparison shows that the 2026 proposed budget represents an **increase of \$16,886 (1.28%)**. This increase is largely driven by ongoing inflationary pressures and annual rises in payroll and benefit costs, which continue to impact general operating expenses.

### **Maintenance of Effort (MOE) Minimums for PPL – 2026 Budget / 2027 Standards**

The proposed 2026 budget meets all Maintenance of Effort (MOE) standards required by Waukesha County that are listed below. As a result, both the Village of Pewaukee and the City of Pewaukee will remain eligible to exempt their residents from the Waukesha County Library Tax as long as they also approve the required minimum appropriation.

Standard	Minimum Standard	2026 Budget
Materials Expenditure	\$138,662	\$139,000
FTE Staff	13.24	13.27
Hours Open Per Week	57	59
Collection Size	101,000	101,000
Public Internet Devices	13	13

## **Description of Significant Changes: Expenditures.**

This section provides explanations for any expenditure increases or decreases of \$1,000 or more.

### *Library Salaries. (Increase of \$20,590 or 2.99%)*

The proposed 2026 budget maintains the same staffing positions and levels as in 2025. The Library employs 5 full-time librarians, 2 part-time librarians, and 16 part-time support staff members. Salaries represent the largest portion of the budget, accounting for 53% of total expenditures in the 2026 proposal. Compared to other City and Village employees, Library staff consistently rank at the lowest end of the municipal salary scales. As a result, annual pay adjustments are essential to help make Library salaries more competitive within the labor market.

- This budget supports 13.275 FTE positions, aligning with the 2026 Maintenance of Effort (MOE) standard of 13.24 FTE.
- It includes a 2% cost-of-living adjustment for full-time employees and part-time librarians, along with a merit increase pool of 0–2%.
- All other staff are budgeted to receive a \$1.00 per hour wage increase.
- The overall increase is partially offset by lower starting salaries for new hires in 2025.

### *Benefits and Payroll Taxes (Decrease of \$3,249 or 1.45%)*

The proposed 2026 budget maintains the same benefit levels as in 2025. The Library provides a full benefits package to its 5 full-time librarians. 2 part-time librarians and 1 support staff member currently qualify for prorated benefits. The Library also employs 17 part-time support staff members who do not receive benefits, despite working year-round. Benefits represent the second-largest portion of the budget, accounting for 16% of total expenditures in the 2026 proposal. The Library remains the largest municipal department to employ a significant number of part-time, non-benefited staff.

- The Wisconsin Retirement System (WRS) contribution rate will increase from 6.95% to 7.2% in 2026. 8 employees are enrolled in WRS.
- A 10% increase in health insurance costs is projected, based on current staff elections. Final rates are not yet available, and costs may change depending on staff selections during the open enrollment period.
- The overall decrease in this line item is due to adjusted benefit elections for new hires in 2025.

### *Materials/Municipal Contribution (Increase of \$2,430 or 1.92%)*

- This budget line represents the municipal contribution to the materials budget. When combined with the Friends commitment of \$7,000 to support the Library's explore pass program and library of things and Bridges e-materials grant for \$3,263, the total materials budget will be \$139,000. This allocation will align with the 2026 MOE standard of \$138,662.
- The increase in this line item as compared to 2025 is due to an increase in population from 24,408 in 2024 to 24,507 in 2025. This increase resulted in a corresponding adjustment in the MOE minimum from 2025 to 2026.

### *Professional Services (Increase of \$1,079 or 2.35%)*

- All line items are based on actual 2024 expenditures
- In 2024, the actual cost of property insurance was \$14,397, representing an increase of \$1,697. This budget has been adjusted to reflect the anticipated continued increase in property insurance costs.

### *Library Annual Municipal Fees (Decrease of \$1,582 or 41.83%)*

- The Library is exempt from the Fire and EMS fee; therefore, this expense has been removed from the budget.

### *Donations (Decrease of \$1,000 or 12.5%)*

- The Friends' contribution has been reduced by \$1,000 to align with the actual cost of Explore Passes purchased by the Library and to support ongoing contributions toward the purchase and upgrade of the Library of Things collection.

### *Library Outlay (Decrease of \$25,000 or 100%)*

- This budget does not allocate funds for special building maintenance projects or equipment upgrades in 2026.

## **Revenues**

Total revenues required to support the proposed 2026 operating budget are \$1,337,464 representing a decrease of \$8,114 (0.6%) compared to 2025. However, this decrease is somewhat misleading. The 2025 budget relied on a one-time use of \$25,000 from the Library's fund balance to fund Outlay projects. An additional \$32,211 from the fund balance was also used to close a budget gap after a request for funding above the statutory minimum was denied. In contrast, the 2026 proposed budget does not include any use of fund balance, resulting in a balanced financial plan.

### **Description of Significant Changes: Revenue**

Library revenues may come from a variety of sources, including:

- **Library-generated revenues**, such as fines and fees for meeting room use, material replacement, and printing/copying services
- **Investment income** earned from the Library's fund balance
- **County library aids**, which are reimbursement payments received for providing services to Waukesha County residents and residents from adjacent counties that do not support a local library
- **Grants and donations** from individuals, organizations, and foundations
- **Minimum Library Appropriation** from both the City and the Village
- **Additional municipal contributions** from the City and Village
- **Library fund balance**, used as a last resort to cover any funding gaps
- **Maintenance of Effort contributions** from both the City and the Village
- **Additional municipal contributions** from the City and Village, as needed
- **Library fund balance**, used as a last resort to cover any funding gaps

For Library-generated revenues and investment income, the proposed 2026 budget is based on actual revenues collected in 2024, the most recent complete budget year.

*Fund Balance (Decrease of \$57,211 or 100%)*

In 2025, the Library adopted a new **Fund Balance Policy** requiring an annual review to ensure the fund balance remains between 15% and 20% of the Library’s operating budget. **Appendix A** includes a copy of the current fund balance analysis.

This analysis does not account for the projected use of \$57,211 from the fund balance in 2025, and it will not be clear whether more or less of these funds will be used until the 2025 budget year concludes. At present, the Library’s fund balance is within the recommended range. However, if the full \$57,211 allocation is utilized, the fund balance would drop to approximately 13% of the operating budget—below the policy’s minimum threshold.

*County Library Aids (Increase of \$19,805 or 17.29%)*

- **Waukesha County Aid:** We will receive a welcomed increase in Waukesha County Library Aid for 2026. This revenue is based on our 2024 circulation to Waukesha County residents who live in communities without a municipal library—also known as True Non-Residents (TNRs). The funding is generated through the Waukesha County Library Tax, which is levied on these non-librariied residents. One of the factors which have contributed to this increase is an increase in circulation by TNR residents.

- **Other County Aids:** These revenues are based on our 2024 circulation to residents of adjacent counties who also live in non-librariied communities. Under current guidelines, libraries are eligible to receive reimbursement at **70% of the calculated cost per circulation**. Requests for reimbursement have been submitted to the appropriate counties.

*Donations (Decrease of \$1,000 or 12.5%)*

- This decrease mirrors the decrease in the expenditure line for budgeted donations.

*City Contribution: MIN (Increase of \$9,699 or 1.12%)*

This is the minimum library appropriation that is required by the City to qualify their residents for exemption from the Library Count Tax. Since the City participates in a Joint Library, they are able to use the alternative calculation outlined in Wis. Stat. § 43.64(2)(c), which sets the minimum appropriation at no less than the average of the past three years.

The 2026 minimum appropriation amount, based on this calculation, is:

**Year City of Pewaukee**

2023 \$871,795

2024 \$896,676

2025 \$869,687

**2026 \$879,386**

*Village Contribution MIN (Increase of \$324 or .12%)*

Based on the same law and calculation described above, the 2026 minimum appropriation amounts for the Village are:

**Year Village of Pewaukee**

2023 \$262,744

2024 \$262,534

2025 \$262,153

**2026 \$262,477**

*City Contribution above the MIN (Increase of \$11,080 or 100%)*

In 2025, the City did not provide funding beyond the state-required minimum. As a result, the Library’s fund balance was used to close the budget gap. However, the underlying expenses still remain. The 2026 budget proposes requesting additional funding from the City to support these ongoing operational costs. **Appendix B** includes the explanation and formula used to calculate this contribution.

*Village Contribution above the MIN (Increase of \$5,977 or 100%)*

In 2025, the Village did not provide funding beyond the state-required minimum. As a result, the Library’s fund balance was used to close the budget gap. However, the underlying expenses still remain. The 2026 budget proposes requesting additional funding from the Village to support these ongoing operational costs. **Appendix B** includes the explanation and formula used to calculate this contribution.

## Appendix A

### Library Fund Balance

According to the 2024 Library Audit, the Fund Balances are as follows:

- **Restricted:** \$55,513
- **Unassigned:** \$233,130

In alignment with the Library's Fund Balance Policy, the Board reviews the Fund Balance annually upon receipt of the audit report. As part of this review, the unassigned portion of the Fund Balance is compared to the Library's current total operating budget. The policy sets a target for the unassigned fund balance to fall between **15% and 20%** of the operating budget.

For 2025, the Library's approved operating budget is **\$1,345,578**. Based on the current unassigned fund balance of **\$233,130**, the Library's unassigned reserves represent **17.33%** of the 2025 operating budget—within the targeted range.



**Calculation of Requested Contribution Above the Minimum**

The Joint Library Agreement between the Village of Pewaukee and the City of Pewaukee states:

**Section 4.3.4** – *Approved expenditures exceeding the revenue and maintenance of effort (MOE) requirements outlined in Sections 4.3.1 and 4.3.2 shall be shared by each municipality. The cost-sharing shall be based on the percentage of each municipality’s resident circulation—both physical and digital—from the year prior to the budget's approval, as recorded by the Joint Library.*

The following outlines how each municipality's additional contribution for 2026 is calculated, using 2024 circulation data for both physical and digital materials.

**Budget Totals Formula – 2026**

- **City Minimum Appropriation (MIN):** \$879,386
- **Village Minimum Appropriation (MIN):** \$262,477
- **General Revenues:** \$178,544
- **Total Revenues:** \$1,320,407
- **Total Expenditures:** \$1,337,464
- **Request Above MIN:** \$17,057

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**Circulation from the Pewaukee Library (Including Digital Circulation)**

*Based on 2024 circulation data, applied to the 2026 budget year.*

	City	Village
Physical Circulation	114,300	63,868
Digital Circulation	30,823	14,411
<b>Total Circulation</b>	<b>145,123</b>	<b>78,279</b>
<b>Percent of Total</b>	<b>65%</b>	<b>35%</b>

**Total Systemwide Circulation:** 223,402

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**Additional Contributions Based on Circulation Percentages**

- **Additional City Contribution:** \$11,080.31
- **Total City Contribution:** \$890,466
- **Additional Village Contribution:** \$5,976.69
- **Total Village Contribution:** \$268,454

**Pewaukee Public Library 2026 Budget**  
**Approved 8.20.2025**

<b>EXPENDITURES</b>	<b>Budget 2024</b>	<b>Actual 2024</b>	<b>Actual 2024</b>	<b>June 30, 2025 Actual</b>	<b>Budget 2025</b>	<b>Budget 2026</b>	<b>Actual +/-</b>	<b>% Change</b>
<b>110 Library Salaries</b>	<b>668,000</b>	<b>661,429</b>	<b>-6,571</b>	<b>304,549</b>	<b>688,000</b>	<b>708,590</b>	<b>20,590</b>	<b>2.99%</b>
<b>130 Benefits</b>	<b>213,710</b>	<b>209,182</b>	<b>-4,528</b>	<b>110,982</b>	<b>223,435</b>	<b>220,186</b>	<b>-3,249</b>	<b>-1.45%</b>
Social Security (6.2%)	41,416	39,796	-1,620	18,064	42,650	43,932	1,282	3.01%
Medicare (1.45%)	9,686	9,307	-379	4,225	9,975	10,275	300	3.01%
Retirement (WRS 7.2%)	37,691	36,897	-794	16,341	36,502	38,242	1,740	4.77%
Dental	2,045	1,868	-177	843	1,865	1,571	-294	-15.79%
Disability	4,000	3,730	-270	1,855	3,964	3,621	-343	-8.65%
Health	117,660	116,574	-1,086	69,034	127,511	121,770	-5,741	-4.50%
Life Insurance	1,212	1,010	-202	466	968	775	-193	-19.94%
<b>Materials Budget</b>	<b>125,462</b>	<b>126,885</b>	<b>1,423</b>	<b>51,037</b>	<b>126,307</b>	<b>128,737</b>	<b>2,430</b>	<b>1.92%</b>
140 Subscriptions	7,000	6,875	-125	2,053	7,000	7,000	0	0.00%
141 Print Materials	80,500	76,977	-3,523	25,891	80,500	80,500	0	0.00%
142 Non-Print Materials	14,000	13,029	-971	6,918	14,700	14,700	0	0.00%
312 Digital Materials	23,962	30,005	4,795	16,175	24,107	26,537	2,430	10.08%
<b>143 Technology</b>	<b>44,628</b>	<b>45,811</b>	<b>1,183</b>	<b>33,618</b>	<b>45,548</b>	<b>45,526</b>	<b>-22</b>	<b>-0.05%</b>
CAFÉ - ILS System	24,176	24,176	0	25,366	25,366	25,252	-114	-0.45%
Computer Equipment/Installation	9,000	11,511	2,511	1,827	9,000	9,000	0	0.00%
Taylor Computing - Managed Services	5,800	3,774	-2,026	2,080	4,244	4,160	-84	-1.98%
Software Licenses	2,675	1,936	-739	1,427	3,280	2,700	-580	-17.68%
Envisionware Software & Maintenance	1,777	3,214	1,437	2,317	2,458	3,214	756	30.76%
T-1 Line: Wisnet	1,200	1,200	0	600	1,200	1,200	0	0.00%
<b>144 Mileage, Supplies, Other Expenditures</b>	<b>19,580</b>	<b>19,452</b>	<b>-128</b>	<b>5,766</b>	<b>14,045</b>	<b>13,600</b>	<b>-445</b>	<b>-3.17%</b>
Copier Services: James Imaging Contract	6,680	5,352	-1,328	0	0	0	0	#DIV/0!
Rhyme Copier Maintenance Contract	0	1,063	1,063	960	1,400	1,400	0	0.00%
Marketing	900	850	-50	0	0	0	0	#DIV/0!
Postage/Shipping/Freight	1500	184	-1,316	194	1,145	200	-945	-82.53%
Office Supplies	5,000	3,499	-1,501	1,762	4,000	3,500	-500	-12.50%
RFID Tags	1,500	3,038	1,538	936	1,500	3,000	1,500	100.00%
Processing/Repair Supplie	4,000	5,466	1,466	1,913	6,000	5,500	-500	-8.33%
<b>146 Staff Development</b>	<b>3,750</b>	<b>3,560</b>	<b>-190</b>	<b>1,473</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>	<b>0.00%</b>
Conference Attendance	2,000	1,218	-782	45	1,500	1,500	0	0.00%
Professional Association Memberships	1,000	1,151	151	400	750	750	0	0.00%
Staff Development Days	0	330	330	880	350	350	0	0.00%
New Hire	250	320	70	47	150	150	0	0.00%
Mileage	500	541	41	100	250	250	0	0.00%

**Pewaukee Public Library 2026 Budget**  
**Approved 8.20.2025**

<b>EXPENDITURES</b>	<b>Budget 2024</b>	<b>Actual 2024</b>	<b>Actual 2024</b>	<b>June 30, 2025 Actual</b>	<b>Budget 2025</b>	<b>Budget 2026</b>	<b>Actual +/-</b>	<b>% Change</b>
<b>150 Professional Services</b>	<b>45,936</b>	<b>47,015</b>	<b>1,079</b>	<b>8,944</b>	<b>45,936</b>	<b>47,015</b>	<b>1,079</b>	<b>2.35%</b>
Auditing Services	6,350	6,673	323	5,401	6,350	6,673	323	5.09%
Fiscal Agent Services	19,086	19,086	0	3,543	19,086	19,086	0	0.00%
Insurance: Liability	6,800	6,006	-794	0	6,800	6,006	-794	-11.68%
Insurance: Property	12,700	14,397	1,697	0	12,700	14,397	1,697	13.36%
Insurance: Worker's Comp	1,000	853	-147	0	1,000	853	-147	-14.70%
<b>160 Library Annual Municipal Fees</b>	<b>7,776</b>	<b>3,106</b>	<b>-4,670</b>	<b>0</b>	<b>3,782</b>	<b>2,200</b>	<b>-1,582</b>	<b>-41.83%</b>
Utility - Water, Sewer Stormwater, Fire Prot.								
Publ Fire Prot	2,000	1,218	-782	1,100	2,095	2,200	105	5.01%
Utility - Transportation	3,776	1,889	-1,887	0	0	0	0	#DIV/0!
Fire and EMS	2,000	0	-2,000	0	1,687	0	-1,687	-100.00%
<b>310 Building Maintenance</b>	<b>89,700</b>	<b>115,766</b>	<b>26,066</b>	<b>41,512</b>	<b>93,332</b>	<b>92,813</b>	<b>-519</b>	<b>-0.56%</b>
Carpet/Window Cleaning	3,400	0	-3,400	0	3,400	3,400	0	0.00%
Cleaning Services (Contract)	32,730	32,808	78	16,704	33,385	34,076	691	2.07%
Cleaning/Building Supplies	4,000	3,741	-259	466	4,000	4,000	0	0.00%
Elevator Inspections/Permits/Maintenance	1,800	13,836	12,036	1,702	1,977	1,640	-337	-17.05%
Fire: Inspections & Permits & Maintenance	1900	1,775	-125	5,734	4,561	1,775	-2,786	-61.08%
Fire Monitoring	1400	1,700	300	1,570	1,400	1,700	300	21.43%
General: Maintenance & Repair & Speciality								
Cleaning	12,000	25,647	13,647	3,836	12,000	12,000	0	0.00%
HVAC Maintenance	6,500	4,700	-1,800	469	7,756	4,700	-3,056	-39.40%
Lawn Care	15,790	20,561	4,771	5,940	17,678	18,523	845	4.78%
Snow Plowing	10,180	10,999	819	5,091	7,175	10,999	3,824	53.30%
<b>311 Utilities</b>	<b>55,013</b>	<b>53,034</b>	<b>-1,979</b>	<b>21,638</b>	<b>52,930</b>	<b>53,034</b>	<b>104</b>	<b>0.20%</b>
Electric	40,000	39,843	-157	14,262	39,279	39,843	564	1.44%
Gas	8,600	6,769	-1,831	4,358	6,681	6,769	88	1.32%
Telephone	6,413	6,422	9	3,018	6,970	6,422	-548	-7.86%
<b>313 Programs</b>	<b>5,250</b>	<b>5,132</b>	<b>-118</b>	<b>2,010</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>	<b>0.00%</b>
Programming - Adult	2,250	2,340	90	400	2,000	2,000	0	0.00%
Programming - Children's	3,000	2,077	-923	1,243	2,500	2,250	-250	-10.00%
Programming - Young Adult	0	715	715	366	500	750	250	50.00%
<b>400 Legal</b>	<b>4,000</b>	<b>6,309</b>	<b>2,309</b>	<b>2,653</b>	<b>4,000</b>	<b>4,000</b>	<b>0</b>	<b>0.00%</b>

**Pewaukee Public Library 2026 Budget**  
**Approved 8.20.2025**

<b>EXPENDITURES</b>	<b>Budget</b>	<b>Actual</b>	<b>Actual</b>	<b>June 30, 2025</b>	<b>Budget</b>	<b>Budget</b>	<b>Actual</b>	<b>%</b>
	<b>2024</b>	<b>2024</b>	<b>2024</b>	<b>Actual</b>	<b>2025</b>	<b>2026</b>	<b>+/-</b>	<b>Change</b>
<b>450 Grants</b>	<b>9,038</b>	<b>10,588</b>	<b>1,550</b>	<b>9,063</b>	<b>7,263</b>	<b>6,763</b>	<b>-500</b>	<b>-6.88%</b>
Bridges Grants (E-Materials)	6,038	6,038	0	3,263	3,263	3,263	0	0.00%
Bridges Non Competitive Grant (Non-materials)	3,000	3,000	0	0	4,000	3,500	-500	-12.50%
Bridges Competative Grant	0	0		5,000	0	0	0	#DIV/0!
LSTA SEWI Grant	0	1,500	1,500	0	0	0	0	#DIV/0!
Delta Grant	0	0	0	300	0	0	0	#DIV/0!
			50					
Greater MKE Foundation	0	50		500	0	0	0	#DIV/0!
<b>500 Donations</b>	<b>6,500</b>	<b>17,119</b>	<b>10,619</b>	<b>7,423</b>	<b>8,000</b>	<b>7,000</b>	<b>-1,000</b>	<b>-12.50%</b>
Friends : Explore Passes/Library of Things	6,500	5,499	-1,001	2,396	8,000	7,000	-1,000	-12.50%
Donations: Various	0	11,620	11,620	5,027	0	0		
<b>000 Library Outlay (Fund Balance)</b>	<b>20,200</b>	<b>68,646</b>	<b>48,446</b>	<b>27,179</b>	<b>25,000</b>	<b>0</b>	<b>-25,000</b>	<b>-100.00%</b>
Purchase 2 new copy machines	10,000	8,374	-1,626	0	0	0	0	#DIV/0!
Security Gates	10,200	11,291	1,091	0	0	0	0	#DIV/0!
LED Light Upgrade		4,800	4,800	7,244	10,000	0	-10,000	-100.00%
Security Camera Replacement		44,181	44,181	19,935	15,000	0	-15,000	-100.00%
<b>TOTAL EXPENDITURES</b>	<b>1,318,543</b>	<b>1,393,034</b>	<b>74,491</b>	<b>627,846</b>	<b>1,345,578</b>	<b>1,337,464</b>	<b>-8,114</b>	<b>-0.60%</b>

**Pewaukee Public Library 2026 Budget**  
**Approved 8.20.2025**

	<i>Budget</i>	<i>Actual</i>	<i>Actual</i>	<i>June 30,</i>	<i>Budget</i>	<i>Budget</i>	<i>Actual</i>	<i>%</i>
<b>REVENUES</b>	<b>2024</b>	<b>2024</b>	<b>2024</b>	<b>2025</b>	<b>2025</b>	<b>2026</b>	<b>+/-</b>	<b>Change</b>
<b>43790 County Lib Aids</b>	<b>118,774</b>	<b>118,324</b>	<b>-450</b>	<b>59,382</b>	<b>114,563</b>	<b>134,368</b>	<b>19,805</b>	<b>17.29%</b>
Waukesha County	114,627	114,627	0	55,175	110,349	129,179	18,830	17.06%
Prairie Lakes	897	446	-451	7	13	268	255	1961.54%
Jefferson Co.	2,250	2,250	0	3,235	3,235	3,401	166	5.13%
Dodge Co.	488	489	1	245	245	383	138	56.32%
Ozaukee Co.	0	0	0	30	30	0	-30	-100.00%
Washington Co.	512	512	0	691	691	1,137	446	64.54%
<b>46710 Library Fines</b>	<b>7,609</b>	<b>8,054</b>	<b>445</b>	<b>4,246</b>	<b>8,681</b>	<b>8,054</b>	<b>-627</b>	<b>-7.22%</b>
<b>48110 Interest Income</b>	<b>338</b>	<b>6,215</b>	<b>5,877</b>	<b>3,393</b>	<b>9,769</b>	<b>6,214</b>	<b>-3,555</b>	<b>-36.39%</b>
7-Month CD		1,316		0	2,887	1,316	-1,571	-54.42%
15-Month CD		1,187		0	5,680	1,187	-4,493	-79.10%
North Shore Interest		1,149		324	0	1,148	1,148	#DIV/0!
LGIP Interest		2,563		3,070	1,202	2,563	1,361	113.23%
<b>48500-000 Donations</b>	<b>6,500</b>	<b>21,812</b>	<b>15,312</b>	<b>17,700</b>	<b>8,000</b>	<b>7,000</b>	<b>-1,000</b>	<b>-12.50%</b>
<b>48500-100 Misc.</b>								
Revenues	6,500	15,645	9,145	5,424	8,251	15,645	7,394	89.61%
<b>48500-200 Grants</b>	<b>9,038</b>	<b>11,720</b>	<b>2,682</b>	<b>3,563</b>	<b>7,263</b>	<b>7,263</b>	<b>0</b>	<b>0.00%</b>
Bridges - Hoopla Grant	6,038	6,038	0	3,263	3,263	3,263	0	0.00%
Bridges - Innovation								
Grants	3,000	3,000	0	0	3,500	3,500	0	0.00%
Delta Kappa Gamma		202		300				
Bridges - Adult Program								
Grant		400		0	500	500		
LSTA SEWI Grant		2,081						
<b>48440-000 Insurance</b>								
Recoveries	0	48,736	48,736	0	0	0	0	#DIV/0!
<b>49300-000 Fund</b>								
Balance Applied	20,200	3,319	-16,881	0	57,211	0	-57,211	-100.00%
<b>Revenue Sub Total</b>	<b>148,759</b>	<b>230,505</b>	<b>81,746</b>	<b>93,709</b>	<b>213,738</b>	<b>178,544</b>	<b>-35,194</b>	<b>-16.47%</b>
<b>Total Contribution</b>								
<b>Subtotal</b>	<b>1,169,784</b>	<b>1,162,529</b>	<b>-7,255</b>	<b>534,138</b>	<b>1,131,840</b>	<b>1,158,920</b>	<b>27,079</b>	<b>2.39%</b>
<b>49000-000 City</b>								
Contribution MIN.			0	434,934	869,687	879,386	9,699	1.12%
<b>49000-000 City Above</b>								
<b>the MIN.</b>			0	0	0	11,080	11,080	100.00%
<b>Total City Contribution</b>	<b>896,675</b>	<b>896,675</b>	<b>0</b>	<b>434,934</b>	<b>869,687</b>	<b>890,466</b>	<b>20,779</b>	<b>2.39%</b>
<b>49001-000 Village</b>								
Contribution MIN.			0	131,076	262,153	262,477	324	0.12%
<b>49001-000 Village</b>								
<b>Above the MIN</b>			0	0	0	5,977	5,977	100.00%
<b>Total Village</b>								
Contribution	262,534	262,534	0	131,076	262,153	268,454	6,301	2.40%
<b>SUB TOTAL</b>	<b>1,307,968</b>	<b>1,389,714</b>	<b>81,746</b>	<b>659,719</b>	<b>1,345,578</b>	<b>1,337,464</b>	<b>-8,114</b>	<b>-0.60%</b>

**Pewaukee Public Library 2026 Budget - 5 YR Capital Projects Plan Approved 8.20.2025**

Interior/Exterior	ITEM DESCRIPTION	TOTAL COST TO REPLACE	Quote Provided by	Quote Year	2026 BUDGET	2027 BUDGET	2028 BUDGET	2029 BUDGET	2030 Budget
Exterior	Parking lot - blacktop and curb replacement	\$126,292.00	PLM Paving and Concrete	2023			X		
Exterior	Roof - Flat 2	\$130,000.00	Garland	2025	X				
Interior	HVAC : Control System (Front End)	\$60,000.00	Total Mechanical	2025	X				
	<b>Total</b>	\$316,292.00							



To: Jeff Knutson, President  
Trustees of the Village Board

From: Matt Heiser  
Village Administrator

Date: August 25, 2025

Re: September 2 Agenda Item 8(c)  
Review, discussion and possible action on an introduction of the 2026 budget overview  
of the Village

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### **BACKGROUND**

For your review and consideration this is the initial view of the proposed 2026 budget for the general fund.

### **ACTION REQUESTED**

There is no action requested of the Village Board at this time. Staff is seeking input and/or feedback on the proposed changes for the 2026 budget. Staff will then implement those directions when the budget is reviewed a second time on September 16.

### **ANALYSIS**

This memo is in the following order of content:

- I. General Fund changes incorporated by staff to date (revenues, expenses and debt service)
- II. Outstanding items yet to be defined
- III. General Fund summary and impact in its current state

#### **I. While preparing the General Fund budget staff included the following:**

##### **Revenues**

- The revenue items that are based on activity or market conditions, such as interest income and building inspection revenues, are conservative.
- The tax revenue proposed is estimated by staff to be the maximum allowed under the state levy limits with the current level of debt.



- The budget still uses the 2025 amounts from the EMS/Fire Fee. The amount for 2026 will depend on the amount budgeted by the City.

#### Expenses

- Administrative staff incorporated known increases for health insurances for 2026.
- Administrative staff proposed a total three percent (3%) increase for wages in 2026. This does not include members of the police union. Contract negotiations with them are on-going. The 2026 wage increases for non-represented staff would be distributed via a performance evaluation process in late November/early December.
- Staff included the amount for the Public Library that was requested by the Library Board. This is slightly higher than the minimum required by the County to be exempt for the County Library Tax.
- Staff included the amounts requested by the Joint Parks and Recreation Board for the September 9 meeting. The department still needs to update some of their operational expenses.

#### Debt Service

- Debt payments as they currently exist are included. This initial review of the budget does not include any new debt. Additional debt would be proposed for capital projects/purchases depending on the feedback by the Board.

## **II. Outstanding Items**

There are a number of items whose cost is yet to be determined. Staff still needs to determine:

1. Capital projects and purchases. DPW and Administrative staff have been updating a Capital Improvements Plan since June. Staff need to finish the process with specific proposals.
2. Some operational expenses for all departments.
3. The 2025 numbers for property, liability and worker's compensation insurance.
4. The amounts of state aids for 2026.
5. Final numbers for TID values from the state.
6. The Fire Department contract amount has yet to be determined.

There are also additional funds for the Board to review including the water utility, sewer utility, etc.

## **III. General Fund Summary and Impact in its current state**

The effect of these requests can be seen in the budget summary. This summary is in the format required by the state for publication prior to the annual budget public hearing. The summary does a good job at capturing how local government is funded and how its money is being spent.

General Fund				
	2025		2026 Proposed	
REVENUES	Budget		Budget	% Change
Taxes	\$3,641,887		\$3,904,076	7.20%
Special Assessments	\$2,500		\$2,500	0.00%
Intergov't Revenue	\$979,902		\$979,902	0.00%
Licenses & Permits	\$253,850		\$274,850	8.27%
Fines, Forfeits & Penalties	\$145,000		\$145,000	0.00%
Public Chargesfor Services	\$3,676,491		\$3,535,350	-3.84%
Misc Revenues	\$239,186		\$239,186	0.00%
Other Financing Sources	\$130,420		\$130,420	0
TOTAL REVENUES	<u>\$9,069,236</u>		<u>\$9,211,284</u>	1.57%
EXPENDITURES				
General Government	\$977,684		\$1,010,288	3.33%
Public Safety	\$5,582,501		\$5,621,011	0.69%
Public Works	\$1,335,306		\$1,367,181	2.39%
Health& Human Services	\$5,243		\$5,243	0.00%
Culture, Rec & Education	\$737,216		\$743,517	0.85%
Conservation & Develop	\$15,802		\$15,802	0.00%
Capital Outlay	\$225,295		\$224,992	-0.13%
Other Financing Uses	\$15,500		\$15,500	
TOTAL EXPENDITURES	<u>\$8,894,547</u>		<u>\$9,003,534</u>	1.23%
Surplus (or deficit)	\$174,689		\$207,750	
Village Mill Rate	\$3.87016		\$3.73000	-3.62%
				\$42.05

In its current state the 2026 budget shows a minor surplus. This budget would reduce the mill rate of the Village from \$3.8706 to \$3.73 per thousand dollars of assessed value. Using a parcel with a total value of \$300,000 as an example; the reduced mill rate has a net effect of lowering the Village property taxes \$42.05.

The reduced mill rate is an opportunity for the Village. It means a debt payment could be added that would bring the mill rate up. This additional debt would be used to purchase capital items and projects.

#### Attachments

- Proposed 2026 General Fund Budget

## Proposed 2026 Budget - General Fund for the September 2, 2025 Village Board Meeting

Acct#	Title	2026 Budget	2025 Projected	Current Actual	Current Budget	2024 Actual	2024 Budget	% Change
Fund110 - GENERAL FUND								
110-00-41110-000-000	GENERAL PROPERTY TAXES	3,571,026.00	3,317,091.29	3,317,091.29	3,317,091.00	3,423,050.52	3,424,186.00	7.66%
110-00-41115-000-000	CHARGEBACK & OMITTED TAXES	3,528.00	.00	.00	3,528.00	3,528.23	3,528.00	0.00%
110-00-41116-000-000	CHARGEBACK TAXES	8,022.00	.00	.00	8,022.00	.00	8,022.00	0.00%
110-00-41140-000-000	MOBILE HOME PARK PERMITS (R)	1,500.00			1,500.00			0.00%
110-00-41180-000-000	DELINQ PERSONAL PROPERTY TAXES	.00	125.93	83.96	.00	2,944.28	.00	0.00%
110-00-41310-000-000	IN LIEU OF TAXES-WATER UTILITY (R)	250,000.00			250,000.00			
110-00-41320-000-000	IN LIEU OF TAXES	70,000.00	74,676.81	74,676.81	61,746.00	77,610.55	61,746.00	13.37%
	<b>Total Taxes</b>	<b>3,904,076.00</b>						
110-00-42901-000-000	JOINT PISTOL RANGE REVENUES	2,500.00	.00	.00	2,500.00	4,798.56	2,500.00	0.00%
	<b>Total Assessments</b>	<b>2,500.00</b>						
110-00-43211-000-000	FED. GRANTS/LAW & COPS	1,800.00	.00	.00	1,800.00	.00	1,800.00	0.00%
110-00-43410-000-000	STATE SHARED REVENUES	199,075.00	62,372.04	62,372.04	199,075.00	416,879.18	198,650.00	0.00%
110-00-43415-000-000	STATE SHARED REVENUE SUPPLMNTL	216,734.00	.00	.00	216,734.00	.00	211,861.00	0.00%
110-00-43420-000-000	FIRE INS. TAX-2% FIRE DUES	55,000.00	82,888.09	55,261.49	55,000.00	51,720.56	45,000.00	0.00%
110-00-43521-000-000	STATE GRANTS/POLICE TRAINING	2,500.00	.00	.00	2,500.00	26,608.24	2,500.00	0.00%
11 110-00-43529-000-000	STATE GRANTS/OTHER (R)	3,000.00			3,000.00			0.00%
110-00-43529-000-005	STATE AID- VIDEO SERVICE FEE	29,000.00	29,136.28	29,136.28	29,000.00	29,136.28	29,000.00	0.00%
110-00-43531-000-000	GENERAL TRANSPORTATION AIDS	419,878.00	362,144.64	362,144.64	419,878.00	419,877.87	419,878.00	0.00%
110-00-43545-000-000	RECYCLING GRANTS	6,672.00	.00	.00	6,672.00	6,672.00	6,672.00	0.00%
110-00-43630-000-000	PD ASSET FORFEITURES/FEDERAL	.00	.00	.00	.00	.00	.00	0.00%
11 110-00-43690-000-000	OTHER STATE AIDS (R)	14,608.00			14,608.00			
11 110-00-43690-000-100	OTHER STATE AIDS/MFG PP TAXES (R)	31,635.00			31,635.00			
110-00-43700-000-000	OTHER COUNTY GRANTS	.00	1,531.11	1,531.11	.00	3,505.17	.00	0.00%
	<b>Total Intergovernmental Aids</b>	<b>979,902.00</b>						
110-00-44110-000-000	BEER & LIQUOR LICENSES	20,000.00	39,320.13	26,214.73	16,000.00	48,303.90	16,000.00	25.00%
110-00-44120-000-000	BARTENDERS LICENSES	13,000.00	17,886.61	11,925.00	13,000.00	12,770.00	12,000.00	0.00%

Proposed 2026 Budget - General Fund for the September 2, 2025 Village Board Meeting

Acct#	Title	2026 Budget	2025 Projected	Current Actual	Current Budget	2024 Actual	2024 Budget	% Change
110-00-44130-000-000	CIGARETTE LICENSES	1,100.00	1,349.93	900.00	1,100.00	1,300.00	800.00	0.00%
11 110-00-44210-000-000	MISCELLANEOUS LICENSES (R)	16,000.00			16,000.00			
110-00-44220-000-000	DOG LICENSES	4,500.00	7,279.14	4,853.00	4,500.00	4,619.00	4,000.00	0.00%
110-00-44240-000-000	YARD WASTE PERMIT FEE	17,400.00	24,609.27	16,407.00	17,400.00	18,523.00	15,000.00	0.00%
110-00-44260-000-000	WEIGHTS & MEASURES	3,750.00	.00	.00	3,750.00	3,696.04	2,800.00	0.00%
110-00-44280-000-000	NOTARY FEES	100.00	112.49	75.00	100.00	130.00	75.00	0.00%
110-00-44300-000-000	BLDG. PERMIT & INSPECT. FEES	75,000.00	170,548.55	113,704.72	64,000.00	214,911.36	64,000.00	17.19%
110-00-44300-000-110	HVAC PERMIT FEES	20,000.00	33,305.38	22,204.70	14,000.00	21,172.25	14,000.00	42.86%
110-00-44300-000-120	ELECTRICAL PERMIT FEES	24,000.00	37,608.92	25,073.87	24,000.00	59,547.69	24,000.00	0.00%
110-00-44300-000-130	PLUMBING PERMIT FEES	27,000.00	39,602.14	26,402.75	27,000.00	47,322.00	27,000.00	0.00%
110-00-44300-000-150	OCCUPANCY PERMITS	.00	.00	.00	.00	.00	.00	0.00%
110-00-44400-000-150	ZONING PERMITS AND FEES	3,000.00	5,999.70	4,000.00	3,000.00	7,870.00	3,000.00	0.00%
110-00-44900-000-000	REGULAT. FEES & PARKING PERMIT	10,000.00	16,401.90	10,935.15	10,000.00	12,534.76	10,000.00	0.00%
110-00-44900-000-100	CABLE FRANCHISE FEES/STATE AID	40,000.00	40,568.35	40,568.35	40,000.00	41,486.87	40,000.00	0.00%
	<b>Total Licenses</b>	<b>274,850.00</b>						
110-00-45100-000-000	LAW & ORDINANCE VIOLATIONS	125,000.00	133,386.29	88,928.64	125,000.00	126,797.50	125,000.00	0.00%
110-00-45120-000-000	PARKING TICKET FINES	20,000.00	19,049.05	12,700.00	20,000.00	26,757.00	20,000.00	0.00%
	<b>Total Fines</b>	<b>145,000.00</b>						
110-00-46100-000-000	SALE OF SUPPLIES, COPIES	100.00	327.18	218.13	100.00	479.10	50.00	0.00%
110-00-46210-000-000	MISCELLANEOUS POLICE REVENUES	5,000.00	3,889.80	2,593.33	5,000.00	5,128.34	5,000.00	0.00%
110-00-46210-000-101	PUBLIC CHGS FOR SERV/POLICE	1,000.00	1,151.46	767.68	8,000.00	2,760.51	8,000.00	-87.50%
110-00-46210-000-102	FIRE & EMS FEE	2,263,950.00	2,368,421.12	2,368,421.12	2,263,950.00	1,769,180.88	1,797,123.00	0.00%
110-00-46230-000-000	AMBULANCE	150,000.00	105,255.29	70,173.70	312,281.00	202,079.78	302,716.00	-51.97%
110-00-46420-000-000	REFUSE COLLECTION	325,500.00	286,705.13	286,705.13	325,500.00	380,492.25	306,000.00	0.00%
110-00-46720-000-000	PARK RESERVATION REVENUES	6,000.00	7,570.27	5,047.10	6,000.00	3,433.00	6,000.00	0.00%
110-00-46750-000-000	RECREATION REVENUES	177,800.00	34,302.29	22,869.34	149,660.00	152,210.28	118,300.00	18.80%
110-00-46900-000-000	SPECIAL ASSESSMENT LETTERS	6,000.00	8,279.59	5,520.00	6,000.00	7,630.00	6,000.00	0.00%
110-00-47321-000-000	LAW ENFORCE/WCTC SECURITY	275,000.00	229,175.70	152,791.44	275,000.00	288,535.37	275,000.00	0.00%
110-00-47321-000-100	LAW ENFORCE/PSD SECURITY	240,000.00	176,254.31	117,508.75	240,000.00	248,494.33	240,000.00	0.00%

Proposed 2026 Budget - General Fund for the September 2, 2025 Village Board Meeting

Acct#	Title	2026 Budget	2025 Projected	Current Actual	Current Budget	2024 Actual	2024 Budget	% Change
110-00-47323-000-000	FIRE DEPT TANK INSP/SPNKLR REV	1,000.00	412.48	275.00	1,000.00	.00	1,000.00	0.00%
110-00-47323-000-100	FIRE INSPECTION FEES	84,000.00	126,770.38	84,517.81	84,000.00	84,929.26	77,300.00	0.00%
	<b>Total Public Charges for Services</b>	<b>3,535,350.00</b>						
110-00-48110-000-000	INTEREST INCOME - SWP LGIP	200,000.00			200,000.00			
110-00-48111-000-000	INTEREST INCOME - WISC/MPA ®	.00	.00	.00	.00			
110-00-48200-000-100	FISCAL AGENT FEES/LIBRARY	19,086.00	19,086.04	19,086.04	19,086.00	19,086.00	23,319.00	0.00%
110-00-48200-000-200	WATER/SEWER RENTAL, OFFICE SPC	7,100.00	10,649.47	7,100.00	7,100.00	6,150.00	7,100.00	0.00%
110-00-48301-000-000	SALE, PD EQUIPMENT & PROPERTY	8,000.00	1,085.95	724.00	8,000.00	1,017.00	8,000.00	0.00%
110-00-48309-000-000	SALE OTHER EQUIP. & PROPERTY	.00	51,747.41	34,500.00	.00	19,106.00	.00	0.00%
110-00-48440-000-000	INSURANCE DIVIDEND &RECOVERIES	.00	7,712.78	5,142.11	.00	70,093.26	.00	0.00%
110-00-48500-000-000	DONATIONS, PRIV. OR ORGANIZ.	.00	262.55	175.04	.00	556.00	.00	0.00%
110-00-48500-000-100	MISCELLANEOUS REVENUES	5,000.00	5,851.91	3,901.47	5,000.00	19,221.88	5,000.00	0.00%
110-00-48500-000-200	PD SEIZED FUNDS/STATE	.00	6,259.61	4,173.28	.00	5,775.13	.00	0.00%
110-00-48900-000-000	REFUND OF PRIOR YEARS EXPEND	.00	2,044.77	1,363.25	.00	.00	.00	0.00%
	<b>Total Miscellaneous Revenues</b>	<b>239,186.00</b>						
110-00-49200-000-000	TRANSFERS FROM OTHER FUNDS	130,420.00	195,620.22	130,420.00	130,420.00	130,420.00	130,420.00	0.00%
110-00-49300-000-000	USE OF FUND BALANCE	.00	.00	.00	.00	.00	.00	0.00%
	<b>Other Funding Sources</b>	<b>130,420.00</b>						
<b>Total Revenues</b>		<b>9,211,284.00</b>	<b>8,165,829.77</b>	<b>7,631,184.25</b>	<b>9,069,236.00</b>	<b>8,530,851.18</b>	<b>8,109,346.00</b>	1.57%
110-00-51100-000-000	VILLAGE BOARD	29,300.00	31,438.26	20,959.89	29,300.00	29,106.01	29,300.00	0.00%
110-00-51100-000-130	VILLAGE BOARD FRINGE BENEFITS	2,203.00	2,405.20	1,603.55	2,203.00	2,203.56	2,203.00	0.00%
110-00-51120-000-000	PLAN COMMISSION	11,436.00	73,147.59	48,767.50	11,436.00	36,438.26	11,436.00	0.00%
110-00-51120-000-100	PLANNING/ENG CONSULTING SERV	10,000.00	-5,081.40	-3,387.77	10,000.00	24,170.80	.00	0.00%
110-00-51200-000-110	MUNICIPAL JUDGE SALARY	35,416.00	39,055.57	26,038.35	35,416.00	41,871.37	35,416.00	0.00%
110-00-51200-000-130	MUNICIPAL JUDGES BENEFITS	9,983.00	11,506.15	7,671.15	9,983.00	11,161.17	9,983.00	0.00%
110-00-51200-000-140	MUNICIPAL JUDGES EXPENSES	19,549.00	16,881.19	11,254.69	19,549.00	11,846.31	17,719.50	0.00%
110-00-51300-000-000	LEGAL COUNSEL-VILLAGE ATTORNEY	59,000.00	63,146.84	42,100.00	59,000.00	58,220.84	59,000.00	0.00%
110-00-51300-000-110	MUNICIPAL COURT ATTORNEY EXP	18,000.00	17,769.61	11,847.00	18,000.00	21,212.50	18,000.00	0.00%
110-00-51300-000-140	EXPENSES - RECODIFICATION	5,200.00	.00	.00	5,200.00	9,714.91	5,210.00	0.00%

Proposed 2026 Budget - General Fund for the September 2, 2025 Village Board Meeting

Acct#	Title	2026 Budget	2025 Projected	Current Actual	Current Budget	2024 Actual	2024 Budget	% Change
110-00-51320-000-000	LABOR ATTORNEY	7,000.00	4,270.29	2,847.00	7,000.00	15,781.50	5,000.00	0.00%
110-00-51400-000-110	VILLAGE ADMINISTRATOR SALARY	110,333.60	97,873.09	65,251.99	107,120.00	101,863.88	96,113.00	3.00%
110-00-51400-000-130	VILL. ADMIN. FRINGE BENEFITS	40,254.00	40,505.32	27,004.90	40,254.00	37,764.64	35,234.00	0.00%
110-00-51400-000-140	ADMINISTRATOR EXPENSES	6,000.00	22,320.86	14,881.32	3,654.00	924.68	3,654.00	64.20%
110-00-51420-000-110	CLERK OFFICE/SALARY & WAGES	156,018.22	140,279.63	93,524.43	151,474.00	132,890.84	140,225.00	3.00%
110-00-51420-000-130	CLERK OFFICE FRINGE BENEFITS	33,000.00	27,357.64	18,239.34	33,000.00	25,737.34	41,933.00	0.00%
110-00-51420-000-140	CLERKS OFFICE EXPENSES	38,860.00	45,367.66	30,246.62	38,860.00	39,883.83	38,953.00	0.00%
110-00-51440-000-000	ELECTIONS	24,334.00	10,762.65	7,175.46	24,334.00	21,231.29	32,681.00	0.00%
110-00-51440-000-130	ELECTIONS - BENEFITS	600.00	218.24	145.50	600.00	415.39	600.00	0.00%
110-00-51450-000-000	PAYROLL EXPENSES/DIVERSIFIED	2,400.00	-5,526.13	-3,684.27	2,400.00	11,038.75	2,400.00	0.00%
110-00-51460-000-000	COPY MACHINE	2,000.00	1,903.69	1,269.19	2,000.00	1,887.09	2,000.00	0.00%
110-00-51470-000-000	PUBLICATION EXPENSES	2,000.00	1,869.18	1,246.18	2,000.00	2,014.43	2,000.00	0.00%
110-00-51510-000-000	AUDIT COSTS	52,000.00	50,448.12	50,448.12	39,200.00	41,926.60	37,000.00	32.65%
11 110-00-51511-000-000	DATA PROCESSING (E)	18,000.00			18,000.00			0.00%
110-00-51520-000-000	ASSESSOR CONTRACT	35,000.00	32,997.89	21,999.69	44,000.00	50,833.63	43,500.00	-20.45%
110-00-51520-000-140	ASSESSOR EXPENSES	2,000.00	.00	.00	2,000.00	.00	2,000.00	0.00%
110-00-51600-000-310	VILLAGE HALL MAINTENANCE	60,751.00	42,638.58	28,427.14	60,751.00	44,456.35	63,648.00	0.00%
110-00-51612-000-000	OTHER PROPERTY MAINTENANCE	3,000.00	4,347.97	2,898.79	3,000.00	1,687.68	6,000.00	0.00%
110-00-51938-000-000	INSURANCE/PROP/LIABILITY/WC	205,700.00	245,815.22	163,885.01	187,000.00	146,778.54	170,000.00	10.00%
110-00-51939-000-000	WELLNESS INCENTIVE BENEFIT	.00	.00	.00	.00	.00	.00	0.00%
110-00-51980-000-000	GENERAL GOVT. MISC. EXPENSES	3,950.00	5,513.51	3,675.86	3,950.00	4,854.32	1,000.00	0.00%
11 110-00-51990-000-000	BAD DEBT EXPENSE (E)	4,500.00			4,500.00			0.00%
11 110-00-51991-000-000	BANK FEE EXPENSES (E)	2,500.00			2,500.00			0.00%
	<b>Total General Government Expenses</b>	<b>1,010,287.82</b>						
110-00-52100-000-110	POLICE SALARY & WAGES	1,907,300.00	1,713,084.25	1,142,113.27	1,907,300.00	1,908,470.32	1,851,679.00	0.00%
110-00-52100-000-120	POLICE HOLIDAYS & OVERTIME	75,000.00	33,638.56	22,426.83	75,000.00	25,751.16	75,000.00	0.00%
110-00-52100-000-130	POLICE FRINGE BENEFITS	620,156.00	797,429.05	531,645.95	620,156.00	761,509.74	803,769.00	0.00%
110-00-52100-000-140	PUBLIC SAFETY EXPENSES	24,961.00	39,701.54	26,469.02	24,961.00	23,166.07	24,061.27	0.00%
110-00-52100-000-310	POLICE VEHICLE MAINTENANCE	40,000.00	76,810.30	51,209.43	40,000.00	49,670.36	40,000.00	0.00%
110-00-52100-000-320	SPECIAL INVESTIGATIONS	13,200.00	6,833.55	4,555.93	13,200.00	12,408.92	13,200.00	0.00%

Proposed 2026 Budget - General Fund for the September 2, 2025 Village Board Meeting

Acct#	Title	2026 Budget	2025 Projected	Current Actual	Current Budget	2024 Actual	2024 Budget	% Change
110-00-52100-000-321	DARE FUNDED EXPENSES	.00	.00	.00	.00	.00	.00	0.00%
110-00-52100-000-330	POLICE OFFICE SUPPLIES/IT	27,107.00	23,676.32	15,785.00	27,107.00	32,556.05	26,942.00	0.00%
110-00-52100-000-340	POLICE COMMUNITY RELATIONS	4,000.00	4,998.83	3,332.72	4,000.00	3,986.38	4,000.00	0.00%
110-00-52100-000-350	POLICE TRAINING & SEMINARS	14,207.00	16,654.31	11,103.43	14,207.00	15,653.42	13,207.00	0.00%
110-00-52100-000-360	POLICE PISTOL TRAINING	9,000.00	11,266.22	7,511.19	9,000.00	10,475.48	9,000.00	0.00%
110-00-52100-000-361	JOINT PISTOL FUNDED EXPENSES	2,500.00	6,319.32	4,213.09	2,500.00	3,308.49	2,500.00	0.00%
110-00-52100-000-370	LAKE WATER & SNOW PATROL	8,700.00	13,049.35	8,700.00	8,700.00	8,310.00	8,700.00	0.00%
110-00-52100-000-380	POLICE COMMUNICATIONS EXPENSES	27,800.00	24,198.52	16,133.15	27,800.00	31,018.56	26,500.00	0.00%
110-00-52100-000-400	POLICE UNIFORM ALLOWANCE	12,000.00	11,239.12	7,493.12	12,000.00	11,788.02	12,000.00	0.00%
110-00-52100-000-900	POLICE- NATIONAL NIGHT OUT	.00	.00	.00	.00	.00	.00	0.00%
110-00-52200-000-000	FIRE ADMINISTRATION	2,694,580.00	2,695,762.17	1,797,264.64	2,694,580.00	2,219,639.00	2,219,639.00	0.00%
110-00-52400-000-100	BUILDING INSPECTION CONTRACT	140,000.00	203,247.20	135,504.91	101,490.00	231,057.95	101,490.00	37.94%
110-00-52400-000-140	BUILDING INSPECTION EXPENSES	500.00	10,194.41	6,796.61	500.00	.00	500.00	0.00%
	<b>Total Public Safety Expenses</b>	<b>5,621,011.00</b>						
110-00-53100-000-110	DPW/ADMINISTRATION SALARIES	47,326.44	110,710.75	73,810.86	45,948.00	62,108.92	35,872.00	3.00%
110-00-53100-000-120	OUTSIDE CONTRACTED ENGINEERING	35,000.00	34,952.75	23,303.00	25,000.00	22,842.22	10,000.00	40.00%
110-00-53100-000-130	DPW/ADMINISTRATION BENEFITS	16,043.00	56,540.14	37,695.31	16,043.00	27,262.78	13,043.00	0.00%
110-00-53100-000-140	ENGINEER/ADMINISTRATION EXPENS	10,000.00	3,780.71	2,520.60	14,000.00	3,217.56	3,901.00	-28.57%
110-00-53100-001-250	OUTSIDE ENG/PLAN SERVICE EXP	.00	.00	.00	.00	.00	.00	0.00%
110-00-53310-000-310	STREET MAINT. GEN. OPERATION	78,200.00	11,072.93	7,382.32	78,200.00	6,020.44	.00	0.00%
110-00-53310-000-311	GARAGE EXPENSES	85,000.00	135,169.94	90,117.80	60,300.00	85,570.41	60,300.00	40.96%
110-00-53311-000-110	DPW WAGES INCLUDING PART TIME	370,671.25	349,545.97	233,042.30	359,875.00	356,290.43	246,480.00	3.00%
110-00-53311-000-120	DPW OVERTIME	10,000.00	8,231.11	5,487.68	21,000.00	6,805.57	20,000.00	-52.38%
110-00-53311-000-130	DPW FRINGE BENEFITS	181,000.00	143,104.78	95,407.96	181,000.00	113,457.17	127,000.00	0.00%
110-00-53330-000-310	EQUIPT. MAINT. GEN. OPERATION	71,400.00	60,605.86	40,405.93	71,400.00	47,799.51	68,001.00	0.00%
110-00-53340-000-310	SNOW, ICE CONT. GEN. OPERATION	64,500.00	52,777.25	35,186.59	64,500.00	61,238.41	64,500.00	0.00%
110-00-53420-000-310	STREET LIGHTING, GEN. OPERAT.	89,000.00	50,060.27	33,375.18	89,000.00	75,198.32	75,500.00	0.00%
110-00-53470-000-310	TRAFFIC CONT. GEN. OPERATION	.00	5,418.55	3,612.55	.00	10.90	.00	0.00%
110-00-53620-000-000	REFUSE COLLECTION CONTRACT	225,000.00	202,043.81	134,702.61	225,000.00	231,925.53	216,000.00	0.00%
110-00-53635-000-000	RECYCLING EXPENSES	82,000.00	59,909.18	39,941.45	82,000.00	83,348.29	82,000.00	0.00%



Proposed 2026 Budget - General Fund for the September 2, 2025 Village Board Meeting

Acct#	Title	2026 Budget	2025 Projected	Current Actual	Current Budget	2024 Actual	2024 Budget	% Change
110-00-53640-000-310	TREE, BRUSH CONT. GEN. OPER.	240.00	160.45	106.97	240.00	226.84	.00	0.00%
110-00-53641-000-000	WEED & NUISANCE CONTROL	1,800.00	749.96	500.00	1,800.00	432.61	1,800.00	0.00%
110-00-53680-000-000	OTHER SANITATION	.00	.00	.00	.00	559.47	.00	0.00%
	<b>Total Public Works Expenses</b>	<b>1,367,180.69</b>						
110-00-54910-000-000	DOG LICENSE FEES	1,200.00	-1,018.93	-679.32	1,200.00	3,071.03	1,200.00	0.00%
110-00-54910-000-100	ANIMAL CONTROL	4,043.00	-6,245.69	-4,164.00	4,043.00	12,371.29	4,043.00	0.00%
	<b>Total Health and Human Services Expenses</b>	<b>5,243.00</b>						
110-00-55110-000-320	JOINT LIBRARY CONTRIBUTION	268,454.00	262,153.00	262,153.00	262,153.00	262,534.04	262,534.00	2.40%
110-00-55200-000-000	PARKS	210,192.00	210,181.49	140,128.00	210,192.00	180,949.45	194,002.00	0.00%
110-00-55300-000-000	RECREATION PROGRAMS	264,871.00	264,857.72	176,580.64	264,871.00	241,765.00	241,765.00	0.00%
	<b>Total Culture and Recreation Expenses</b>	<b>743,517.00</b>						
110-00-56600-000-000	URBAN FORESTRY & DEVELOPMENT	15,802.00	13,252.29	8,835.30	15,802.00	6,936.99	15,802.00	0.00%
	<b>Total Conservation and Development Expenses</b>	<b>15,802.00</b>						
110-00-57210-000-000	POLICE OUTLAY	156,790.00	121,741.71	81,165.20	156,790.00	47,072.50	107,101.00	0.00%
110-00-57324-000-000	NEW DPW BLDG EXPENSES	.00	.00	.00	.00	.00	.00	0.00%
11 110-00-57327-000-000	DPW EQUIPMENT OUTLAY (E)	21,000.00			25,000.00			-16.00%
110-00-57620-000-000	PARK/PLAYGROUND OUTLAY	47,202.00	26,911.49	17,941.89	43,505.00	.00	57,820.00	8.50%
	<b>Total General Fund Capital Outlay</b>	<b>224,992.00</b>						
110-00-59900-000-000	CONTINGENCY FUND	15,500.00	11,474.43	7,650.00	15,500.00	136,962.61	.00	0.00%
110-00-59900-000-100	USE OF INFRASTRUCTURE	.00	.00	.00	.00	131,311.42	.00	0.00%
<b>Total Expenditures</b>		<b>9,003,533.51</b>	<b>8,895,477.41</b>	<b>6,034,804.74</b>	<b>8,894,547.00</b>	<b>8,483,976.14</b>	<b>8,053,059.77</b>	1.23%
<b>FundBalance</b>		<b>207,750.49</b>	<b>-729,647.64</b>	<b>1,596,379.51</b>	<b>174,689.00</b>	<b>46,875.04</b>	<b>56,286.23</b>	



To: Jeff Knutson, Village President  
Trustees of the Village Board

From: Matt Heiser  
Village Administrator

Date: August 29, 2025

Re: September 2, 2025 Village Board Agenda Item 8(d)  
Review, discussion and possible action on a proposal from RA Smith to survey Capital Drive.

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### **BACKGROUND**

The Village is considering a number of projects that could impact parking near downtown (W. Wisconsin Ave) and at Kiwanis Park. One project is a potential improvement/extension of a riverwalk that would provide a pedestrian connection between Capital Dr and downtown. Another project might see a building constructed in the parking lot of Kiwanis Park. Both projects would benefit from additional angled parking along Capital Dr. The Village would have to determine how much space is available adjacent to the railroad right-of-way in create the parking stalls.

### **ACTION REQUESTED**

The action requested of the Village Board is to approve the proposed survey.

### **ANALYSIS**

This was not budgeted. The budget line item for Street Maintenance does have enough remaining funds to cover this expense.

### **Attachments:**

1. Proposal from RA Smith.

August 21, 2025

Mr. Matt Heiser  
Village Administrator  
Village of Pewaukee  
235 Hickory Street  
Pewaukee, WI 53072  
[VillageAdmin@villageofpewaukee.wi.gov](mailto:VillageAdmin@villageofpewaukee.wi.gov)

Re: Proposal for Professional Services  
Capitol Drive Angled Parking

Dear Mr. Heiser:

Thank you for giving raSmith the opportunity to provide you with a proposal for professional services. The contents of this proposal letter spell out the Project Understanding, Scope of Services to be provided, Project Schedule, Professional Fees, and the Client Responsibilities/Assumptions under which this proposal is being made.

### **Project Understanding**

The Village of Pewaukee is requesting raSmith to provide a topographic survey and determine ownership of the existing GAP parcel on the south side of Capitol Drive north of the Canadian Pacific railroad from the Pewaukee River to the Capitol Drive/Oakton Avenue intersection. The intent of the project is to determine feasibility of angled parking taking into account Village ordinances.

The following Scope of Services defines the approach we will take to complete this project for the Village.

### **Scope of Services**

- A. Survey Services – Due to records for the railroad dating back to the 1920s raSmith will research and review all historic records available. These historic records may include highway records, deeds, railroad records and surveys filed abutting Capitol Drive and the railroad right-of-way within the area, and potential agreements or dedications between the Village and railroad. raSmith will survey all the evidence from the historic records including: iron pipes, railroad tracks, fence lines, buildings, etc. raSmith will compute the Capitol Drive and railroad right-of-way from the historical records researched and field evidence. Upon completion of the review and computations raSmith will measure out and survey existing right-of-way and parcel lines. In addition, raSmith will perform a full topographic survey of the existing area including Digger's Hotline mapping and field locates with the creation of mapping and surface drawings. Review and topographic survey of the Capitol Drive and railroad right-of-ways and GAP parcel will be completed as described in the project understanding and shown in the picture below.
- B. Engineering Services – Based on the topographic survey raSmith will complete an engineering review of the area to determine the feasibility of angled parking.



Mr. Matt Heiser, Village Administrator  
Capitol Drive Angled Parking  
Page 2 / August 21, 2025



## Project Schedule

The intent is to have the record drawings review of the project area, mapping and topographic survey, and engineering review completed within six weeks of receiving authorization to proceed from the Village.

## Professional Fees

The above services will be provided on an hourly time-and-expense basis with an estimated cost not to exceed **\$11,528.00**

Services will be billed each month based on the work completed. All usual and customary expenses such as mileage, printing, delivery, permit fees and postage are not included in the above fee and will be billed at cost as a reimbursable expense.

This proposal does not include any services beyond those described in the above scope of services. raSmith offers an array of supplemental services that are available at your request. Please refer to Attachment A for a complete list of our services.

## Client Responsibilities/Assumptions

- A. The hourly rates shown on the Professional Fees Rate Schedule are subject to change on an annual basis.
- B. All topographic survey services assume no snow and/or ice conditions. Additional fees will be required in the event snow or ice conditions are present during the fieldwork.



Mr. Matt Heiser, Village Administrator  
Capitol Drive Angled Parking  
Page 3 / August 21, 2025

- C. After work has commenced, any revisions requested by the Client, or necessitated by conditions beyond our control, will be considered extra work requiring additional compensation.

If you would like to authorize raSmith to proceed with your project, please sign the attached Professional Services Agreement and forward a signed copy of the entire Agreement to our office. Once received, we will execute and return a copy for your records. If there are any questions concerning the above or the terms as presented, please contact me.

Thank you again for your consideration of raSmith to work on your project.

Sincerely,  
raSmith

A handwritten signature in blue ink that reads 'Jacob W. Scholbe'.

Jacob W. Scholbe, P.E.  
Project Manager

Enclosures: Professional Services Agreement – Contract  
Corporate Overview – Attachment A  
Rate Schedule – 2025



PROFESSIONAL SERVICES AGREEMENT  
BETWEEN CLIENT AND PROFESSIONAL

THIS IS AN AGREEMENT effective as of \_\_\_\_\_ ("Effective Date") between \_\_\_\_\_ ("Client") and R.A. Smith, Inc. ("Professional").

Client's Project, of which Professional's services under this Agreement are a part, is generally identified as follows:

\_\_\_\_\_. ("Project").

Professional's services under this Agreement are generally identified as follows:

\_\_\_\_\_. ("Services").

Client and Professional further agree as follows:

1.01 *Basic Agreement and Period of Service*

- A. Professional shall provide or furnish the Services solely for the benefit of Client as set forth in this Agreement and in the attached proposal. If authorized by Client, or if required because of changes in the Project, Professional shall furnish services in addition to those set forth above ("Additional Services").

2.01 *Payment Procedures*

- A. *Invoices:* Professional shall prepare invoices in accordance with its standard invoicing practices and submit the invoices to Client on a monthly basis. Invoices are due and payable within 30 days of invoice date. If Client fails to make any payment due Professional for Services, Additional Services, and expenses within 30 days after receipt of Professional's invoice, then (1) the amounts due Professional will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day, and (2) in addition Professional may, after giving seven days written notice to Client, suspend Services under this Agreement until Professional has been paid in full all amounts due for Services, Additional Services, expenses, and other related charges. Client waives any and all claims against Professional for any such suspension.
- B. *Payment:* As compensation for Professional providing or furnishing Services and Additional Services, Client shall pay Professional as set forth in this agreement. If Client disputes an invoice, either as to amount or entitlement, then Client shall promptly advise Professional in writing of the specific basis for doing so, may withhold only that portion so disputed, and must pay the undisputed portion.

2.02 *Basis of Payment*

- A. Client shall pay Professional for Services in the amount and manner provided in the attached proposal.
- B. *Additional Services:* Unless specified in the attached proposal, for Additional Services, Client shall pay Professional an amount equal to the cumulative hours charged in providing the Additional Services by each class of Professional's employees, times standard hourly rates for each applicable billing class; plus reimbursement of expenses incurred in connection with providing the Additional Services and Professional's consultants' charges, if any.

3.01 *Suspension and Termination*

- A. The obligation to continue performance under this Agreement may be suspended:
1. *By Client:* Client may suspend the Project for up to 90 days upon seven days written notice to Professional.
  2. *By Professional:* Professional may, after giving seven days written notice to Client, suspend services under this Agreement if Client has failed to pay Professional for invoiced services and expenses, as set forth in this Agreement.
- B. The obligation to continue performance under this Agreement may be terminated:
1. For cause,
    - a. By either party upon 14 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party. Failure to pay Professional for its services is a substantial failure to perform and a basis for termination.
    - b. By Professional:
      - 1) upon seven days written notice if Client demands that Professional furnish or perform services contrary to Professional's responsibilities as a licensed professional; or
      - 2) upon seven days written notice if the Professional's Services are delayed for more than 90 days for reasons beyond Professional's control, or as the result of the presence at the Site of undisclosed Constituents of Concern.
    - c. By Client, for convenience, effective upon Professional's receipt of written notice from Client

- d. Professional shall have no liability to Client on account of a termination for cause by Professional.
    - e. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under this section if the party receiving such notice begins, within seven days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.
  - C. In the event of any termination under this section, Professional will be entitled to invoice Client and to receive full payment for all Services and Additional Services performed or furnished in accordance with this Agreement, plus reimbursement of expenses incurred through the effective date of termination in connection with providing the Services and Additional Services, and Professional's consultants' charges, if any.
- 4.01 *Successors, Assigns, and Beneficiaries*
- A. Client and Professional are hereby bound and the successors, executors, administrators, and legal representatives of Client and Professional are hereby bound to the other party to this Agreement and to the successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.
  - B. Neither Client nor Professional may assign, sublet, or transfer any rights under or interest (including, but without limitation, money that is due or may become due) in this Agreement without the written consent of the other party, except to the extent that any assignment, subletting, or transfer is mandated by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.
  - C. Unless expressly provided otherwise, nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Client or Professional to any Constructor, other third-party individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Client and Professional and not for the benefit of any other party.
- 5.01 *General Considerations*
- A. **Standard of Care**  
The standard of care for all professional engineering and related services performed or furnished by Professional under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Professional makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services performed or furnished by Professional. Subject to the foregoing standard of care, Professional and its consultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.
  - B. **Design Without Construction Phase Services**  
Professional shall not at any time supervise, direct, control, or have authority over any Constructor's work, nor shall Professional have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, or the safety precautions and programs incident thereto, for security or safety at the Project site, nor for any failure of a Constructor to comply with laws and regulations applicable to such Constructor's furnishing and performing of its work. Professional shall not be responsible for the acts or omissions of any Constructor. Professional neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's failure to furnish and perform its work.
  - C. **Opinions of Cost**  
Professional's opinions (if any) of probable construction cost are to be made on the basis of Professional's experience, qualifications, and general familiarity with the construction industry. However, because Professional has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, Professional cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable construction cost prepared by Professional. If Client requires greater assurance as to probable construction cost, then Client agrees to obtain an independent cost estimate. Professional shall not be responsible for any decision made regarding the construction contract requirements, or any application, interpretation, clarification, or modification of the construction contract documents other than those made by Professional or its consultants.
  - D. **Use of Documents**  
All documents prepared or furnished by Professional are instruments of service, and Professional retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. Client shall have a limited license to use the documents on the Project, extensions of the Project, and for related uses of the Client, subject to receipt by Professional of full payment due and owing for all Services and Additional Services relating to preparation of the documents and subject to the following limitations:
    - 1. Client acknowledges that such documents are not intended or represented to be suitable for use on the Project unless completed by Professional, or for use or reuse by Client or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by Professional;



2. Any such use or reuse, or any modification of the documents, without written verification, completion, or adaptation by Professional, as appropriate for the specific purpose intended, will be at Client's sole risk and without liability or legal exposure to Professional or to its officers, directors, members, partners, agents, employees, and consultants;
3. Client shall indemnify and hold harmless Professional and its officers, directors, members, partners, agents, employees, and consultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the documents without written verification, completion, or adaptation by Professional; and
4. Such limited license to Client shall not create any rights in third parties.

E. Liability

To the fullest extent permitted by Laws and Regulations, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of Professional and Professional's officers, directors, employees, and Consultants, to Client and anyone claiming by, through, or under Client for any and all injuries, claims, losses, expenses, costs, or damages whatsoever arising out of, resulting from, or in any way related to the Project, Professional's or its Consultants services or this Agreement from any cause or causes whatsoever, including but not limited to the negligence, professional errors or omissions, strict liability, breach of contract, indemnity obligations, or warranty express or implied of Professional or Professional's officers, directors, employees, or Consultants shall not exceed the total amount of \$100,000 or the total compensation received by Professional under this Agreement, whichever is less.

F. Indemnification

To the fullest extent permitted by Laws and Regulations, Client shall indemnify and hold harmless Professional and Professional's officers, directors, employees, and Consultants from and against any and all claims, costs, losses and damages (including but not limited to all fees and charges of Professionals, architects, attorneys, and other professionals, and all court, arbitration, or other dispute resolution costs) arising out of or relating to the Project, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death or to injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting therefrom, but only to the extent caused by any negligent act or omission of the Client or Client's officers, directors, members, partners, agents, employees, consultants, or others retained by or under contract to the Client with respect to this Agreement or to the Project.

G. Dispute Resolution

Client and Professional agree to negotiate each dispute between them in good faith during the 30 days after written notice of dispute. If negotiations are unsuccessful in resolving the dispute, then the dispute shall be mediated. If mediation is unsuccessful, then the parties may exercise their rights at law. The venue for all disputes shall be the state of Wisconsin. Attorney fees will be borne by the non-prevailing party.

H. Governing Law

This Agreement is to be governed by the law of the state of Wisconsin.

6.01 *Agreement*

- A. This Agreement (including any expressly incorporated attachments), constitutes the entire agreement between Client and Professional and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument. Nothing in this Agreement between Professional and Client shall create a contractual relationship between either Professional and Client and an outside third party.

7.01 *Lien Notice*

- A. As required by the Wisconsin construction lien law, Professional hereby notifies Client that persons or companies performing, furnishing, or procuring labor, services, materials, plans, or specifications for the construction on Client's land may have lien rights on Client's land and buildings if not paid. Those entitled to lien rights, in addition to the undersigned Professional, are those who contract directly with the Client or those who give the Client notice within 60 days after they first perform, furnish, or procure labor, services, materials, plans or specifications for the construction. Accordingly, Client probably will receive notices from those who perform, furnish, or procure labor, services, materials, plans, or specifications for the construction, and should give a copy of each notice received to the mortgage lender, if any. Professional agrees to cooperate with the Client and the Client's lender, if any, to see that all potential lien Professionals are duly paid.



IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

Project Name: \_\_\_\_\_

Client: \_\_\_\_\_

Professional: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Print name: \_\_\_\_\_

Print name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Address for Client's receipt of notices:

Address for Professional's receipt of notices:

\_\_\_\_\_

R.A. Smith, Inc.

\_\_\_\_\_

16745 West Bluemound Road

\_\_\_\_\_

Brookfield, WI 53005

Client's Phone: \_\_\_\_\_

Professional's Phone: \_\_\_\_\_

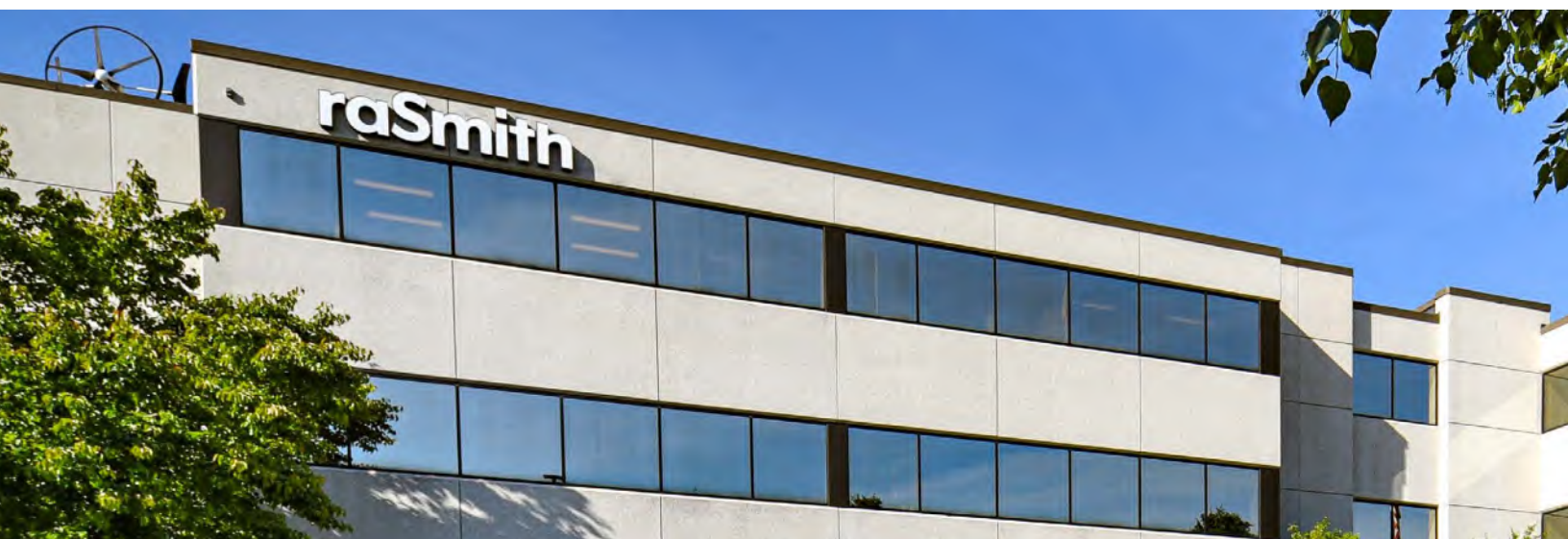
Client's Email: \_\_\_\_\_

Professional's Email: \_\_\_\_\_

## Corporate Overview

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raSmith is a multi-disciplinary consulting firm comprising civil engineers, structural engineers, traffic engineers, land surveyors, development managers, landscape architects and ecologists. Our services are focused on our public and private sector clients' needs in design and construction including land development, site planning and design, structural engineering, municipal engineering, transportation and traffic, surveying, construction services and geographic information systems (GIS). We work on projects nationwide from our seven locations. Richard A. Smith, M.S., P.E., chairman, founded raSmith in 1978. Richard A. Smith Jr., P.E., (Ricky) leads the firm as president. The firm currently employs a staff of 215.



### Our Services

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[Cold-Formed Steel Engineering](#)

[Construction Inspection/Management](#)

[Development Management](#)

[Ecological](#)

[GIS \(Geographic Information Systems\)](#)

[Grant Writing](#)

[Hydrographic Surveying](#)

[Land Development](#)

[Land Surveying](#)

[Landscape Architecture](#)

[LiDAR \(3D Laser Scanning\)](#)

[Municipal Engineering](#)

[Structural Engineering](#)

[Traffic Engineering](#)

[Transportation Engineering](#)

[UAS \(Unmanned Aircraft Systems\)](#)

[Water Resources](#)

### Locations

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#### Wisconsin:

Brookfield

Appleton

Cedarburg

Madison

Milwaukee

#### Illinois:

Naperville

#### California:

Irvine

**PROFESSIONAL FEES SCHEDULE  
 STANDARD 2025 WISCONSIN RATES**

<b><u>ENGINEERING SERVICES</u></b>	<b><u>PER HOUR</u></b>		
Senior Project Manager .....	\$ 202		
Project Manager .....	\$ 183		
Senior Project Engineer .....	\$ 183		
Project Engineer .....	\$ 175		
Civil Engineer .....	\$ 123	-	\$ 164
Engineering Technician .....	\$ 89	-	\$ 158
Ecologist .....	\$ 98	-	\$ 169
 <b><u>SURVEYING SERVICES</u></b>			
Senior Project Manager .....	\$ 181		
Project Manager .....	\$ 165		
2-Member Field Crew GPS/Robotics .....	\$ 245		
Field Person GPS/Robotics .....	\$ 169		
Project Surveyor .....	\$ 139		
Survey Technician .....	\$ 102	-	\$ 136
 <b><u>ADMINISTRATIVE SERVICES</u></b>			
Project Technician .....	\$ 100		



To: Jeff Knutson, Village President  
Trustees of the Village Board

From: Matt Heiser  
Village Administrator

Date: August 29, 2025

Re: September 2, 2025 Village Board Agenda Item 8(e)  
Review and discussion on a status update on repairs on the Kopmeier Lift Station.

---

### **BACKGROUND**

This project has been on-going for quite some time.

November 13, 2023: Dave Arnott from Ruekert/Mielke initially contacted the railroad for approval of this project.

April 11, 2024: Canadian Pacific Railroad gave verbal approval to proceed with the project.

June 18, 2024: The Village Board approved the construction contract for the project.

May 15, 2025: CP Railroad informed the Village a written license agreement was needed.

August 28, 2025: CP Railroad responded to multiple requests for updates that several departments need to review the draft agreement. No timeline was provided.

Since that time the Village has struggled to obtain written approval from the railroad to perform the work in their right-of-way. The purpose of this agenda item is to keep the Board up to date on developments with this project.

### **ACTION REQUESTED**

This agenda item is discussion only and does not allow for action.

### **ANALYSIS**

The contractor has started billing the Village for storage of materials. There is the possibility of increased project costs due to the delay.

Attachments: None.



To: Jeff Knutson, Village President  
Trustees of the Village Board

From: Matt Heiser  
Village Administrator

Date: August 29, 2025

Re: September 2, 2025 Village Board Agenda Item 8(f)  
Review, discussion and possible action to proceed with the Quiet Zone for the railroad crossings at Forest Grove and Oakton.

---

### **BACKGROUND**

This agenda item is a request from the Village President.

The Village has been pursuing a Quiet Zone designation for some time. The Village Board approved a proposal from RA Smith at its meeting on November 19, 2024, to lead the Village through the process.

While performing the inventory of the four railroad crossings in the Village it was determined that two of them, at West Wisconsin and Kopmeier, did not have the up-to-date sensors to detect approaching trains (aka "Constant Warning System"). The other two crossings, at Forest Grove and Oakton, do have the CWS technologies installed.

A resident is requesting the Village proceed with the designation at Forest Grove and Oakton separate from the two crossings that need to have the CWS facilities installed. The resident does not wish to wait for the process to unfold for the other two crossings to be updated.

### **ACTION REQUESTED**

The Village Administrator is recommending this request is not approved.

### **ANALYSIS**

RA Smith has scheduled a diagnostic meeting on Thursday, September 4. Staff could bring this up at the meeting but are concerned it would only complicate the issue further causing more delays.

Attachments: None.



**PUBLIC WORKS DEPARTMENT  
1000 Hickory Street  
Pewaukee, WI 53072**

# Memo

To: Jeff Knutson, President  
Village Board  
Matt Heiser, Village Administrator

From: David Buechl, P.E., P.L.S., Director of Public Works/Village Engineer

Date: August 28, 2025

Re: September 2, 2025 Village Board Meeting Agenda Item 8(h): Review, discussion and possible action on a proposal to change internet service provider for cell tower tenant on a Village water tower.

---

## **BACKGROUND**

The Village owns a 1,000,000 gallon water reservoir at 1515 Sunnyridge Road. Several communication facilities have leases with the Village to place their communication facilities on the tank and on or below ground at the property.

## **ACTION REQUESTED**

The action requested of the Village Board is to review, discuss, and consider approval to the letter agreement submitted by T-Mobile to allow maintenance work to proceed on the T-Mobile communication facility at 1515 Sunnyridge Road.

## **ANALYSIS**

All of the work for this type of project is not on the tank so Village staff can inspect this work and engaging an engineering firm to inspect work on the reservoir is not needed. Village staff will need to inspect that proper site restoration has been completed.

I recommend that the Village Board approve the agreement.

Attachments





T-Mobile Central LLC  
1400 Opus Place  
7<sup>th</sup> Floor  
Downers Grove, IL 60515  
(630) 690-8153 office  
(630) 690-8474 fax

August 12, 2025

**Via Certified EMail:** Village of Pewaukee, Attn: Village Administrator  
235 Hickory Street, Pewaukee, WI 53072

**Site Address:** 1515 Sunnyridge Road, Pewaukee, WI (Water Tower)

**RE:** TMO Site ML82323A- Tower Lease Agreement dated December 11, 2001  
between Village of Pewaukee and Sprint Spectrum Realty Company, L.P.

Dear Matt:

Our office has been retained as site acquisition agents on behalf of T-Mobile. The Lease authorizes T-Mobile to use its premises for the operation and maintenance of its wireless communications facility. We value our landlords and want to keep you informed of our maintenance and upgrades.

This letter is notice that T-Mobile needs to perform maintenance on its communications facility, by solely switching its fiber provider, and is seeking your acknowledgement that the work may proceed. The work mentioned is not very different from the routine maintenance work that we do and therefore will not interfere with your business or tenants.

As always, the work performed will be in compliance with the non-interference requirements of our lease and with all applicable laws and regulations.

Please indicate your acknowledgment that work may proceed by signing this letter below and returning to me in the self addressed, stamped, envelope provided.

If you have any questions, you may call Deb Brown at (231)342-9222 or email.

Sincerely,

**Agreed:**

*Deb Brown*

Deb Brown, SAS, PM  
Ph: 231-342-9222  
SMJ International LLC  
debbrown@smj-llc.com

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Date



**\*\* AT&T to Provide:  
Outdoor style Cienna,  
Dual DC power, -48V,  
LC/LC connections. \*\***

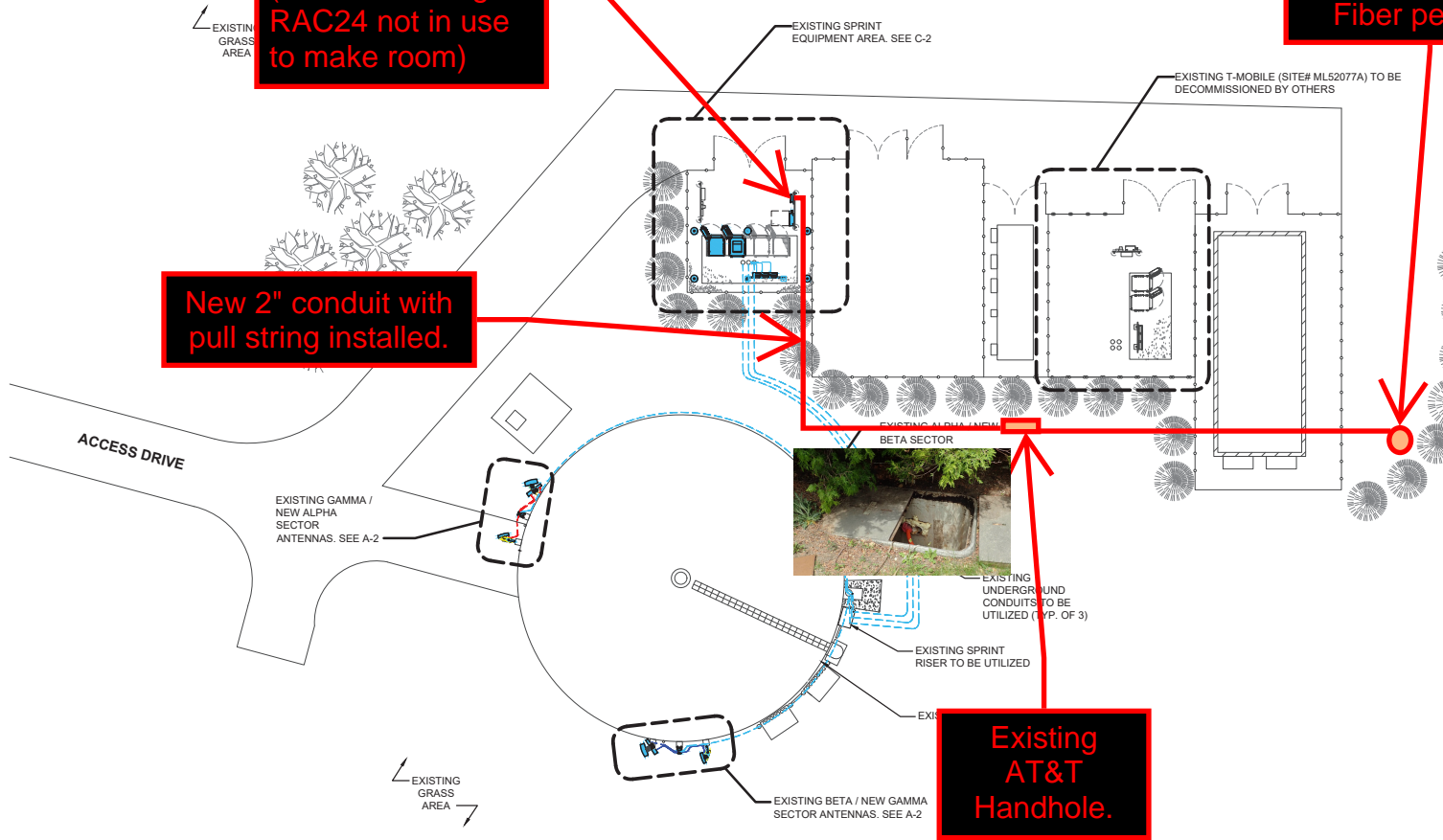
**Proposed AT&T  
Cienna location.  
(Decom existing  
RAC24 not in use  
to make room)**



**Existing AT&T  
Fiber pedestal**



**New 2" conduit with  
pull string installed.**



**Existing  
AT&T  
Handhole.**

**T-Mobile**

**WT GROUP**

1515 SUNNYRIDGE ROAD  
PEWaukee, WI 53072

**WT GROUP**

1515 SUNNYRIDGE ROAD  
PEWaukee, WI 53072

**WT Group**

Engineering • Design • Consulting

**ML82323A**

**ML82323A**

**1515 SUNNYRIDGE ROAD**

**PEWaukee, WI 53072**

**JEFF S. GUTOWSKY**

**36509-006**

**PROFESSIONAL ENGINEER**

**WISCONSIN**

**EXPIRES: 07/31/24**

**SIGNED: 09/27/22**

**REVISIONS**

REV.	ISSUED FOR	DATE	BY
A	FOR CLIENT REVIEW	02/18/22	JEG
B	REVISION	03/17/22	JEG
C	FINAL	06/15/22	APK
D	REVIEWER COMMENTS	08/29/22	APK
E	REVIEWER COMMENTS	09/27/22	APK

**1**

**ENLARGED SITE PLAN**

**SCALE: 1" = 20'-0"**

**C-1.2**

**ENLARGED SITE PLAN**

# CIENA MOUNTING REQUIREMENTS

