

**VILLAGE OF PEWAUKEE
REGULAR VILLAGE BOARD MINUTES
DECEMBER 2, 2025**

https://www.youtube.com/live/lgDLBHPnWEs?si=L5Kb8Ke5tdae_DnV

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

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

Roll Call was taken with the following Village Board members present: Trustee Nick Stauff, Trustee Bob Rohde, Trustee Kelli Belt, Trustee Rachel Pader, Trustee Kristen Kreuser, Trustee Jim Grabowski; and President Jeff Knutson.

Also Present: Public Works Director, Dave Buechl; Chief of Police Tim Heier, Village Attorney, Matt Gralinski; Village Administrator, Matt Heiser; Village Clerk, Jenna Peter.

2. Public Hearings/Presentations - None

3. Approval of Minutes of Previous Meeting

a. Minutes of the Regular Village Board Meeting – November 18, 2025

Trustee Rohde moved, seconded by Trustee Kreuser to approve the November 18, 2025, minutes of the Regular Village Board meeting as presented.

Motion carried 7-0.

b. Minutes of the Special Village Board Meeting – November 24, 2025

Trustee Kreuser moved, seconded by Trustee Stauff to approve the November 24, 2025, minutes of the Special Village Board meeting as presented.

Motion carried 5-0.

Trustees Belt and Pader abstained.

4. Citizen Comments - None

5. Ordinances – None

6. Resolutions – None

7. Old Business – None

8. New Business

a. Review, discussion, and possible action on Cross Connection Inspection Contract with Hydrocorp.
Trustee Rohde moved, seconded by Trustee Grabowski to approve the contract with Hydrocorp in the amount of \$34,391.70 for two years.

Motion carried 7-0.

b. Review, discussion and possible action on a proposal for 2026 Prospect Avenue design services.

Director Buechl confirmed with Trustee Grabowski that the proposed installation of a sidewalk on the southeast side of Prospect Avenue, from Lake Street to School Street, has been removed from the project scope.

Trustee Kreuser asked about the possibility of adding a sidewalk on Pirate Pass. Trustee Grabowski stated that the topic can be added to the agenda for the next Public Works and Safety Committee meeting.

Trustee Grabowski moved, seconded by Trustee Rohde to approve the proposal for the 2026 Prospect Avenue design services.

Motion carried 7-0.

c. Review, discussion and possible action on a proposal for 2026 Street and Utility Improvement Program design services.

Trustee Grabowski moved, seconded by Trustee Rohde to approve the proposal for 2026 Street and Utility Improvement Program design services.

Motion carried 7-0.

d. Review, discussion and possible action regarding change order No. 2 from Mid-City Plumbing at Well #4 HMO Treatment Project.

Buechl stated that WCTC is covering the cost of the revised design, survey, and modifications to the driveway.

Trustee Kreuser moved, seconded by Trustee Pader to approve change order No. 2 from Mid-City Plumbing as presented.

Motion carried 7-0.

e. Review, discussion and possible action to introduce the process and time-line of the performance evaluation of the Village Administrator.

Trustee Rohde explained that he has historically led the process of evaluating the Village Administrator. He will be the central point of contact for all related information. Rohde went over the timeline for the evaluation.

No action taken.

f. Review, discussion and possible action regarding an update on a Village Administrator goal: Report on Staff Oversight.

Administrator Heiser explained the Board requested he develop an annual report to document HR processes that are occurring. Heiser reported that the following processes are occurring within the office:

- 1-on-1 meetings occurring with direct staff of the Administrator
- Performance evaluations
- Goal setting
- Merit-based raises
- Exit interviews

No action taken.

g. Review, discussion and possible action regarding sale or retention of a portion of Simmons Woods Park, PWV0897984 west of STH 16.

Heiser explained that Staff reported receiving a complaint regarding boats stored on a Village-owned parcel west of Highway 16. The Village was previously unaware of ownership of this small section of land. The Village Attorney directed removal of the stored materials, which has been completed. Staff is seeking Board direction on the future use of the property—options include selling, leasing, or retaining it as part of the park system. Staff confirmed with the DNR that the land does not need to be preserved for

environmental reasons.

Attorney Gralinski stated an appraisal of the property should be obtained to determine the property's value, and a Certified Survey Map (CSM) would be required prior to any sale.

Board members discussed potential uses, including leasing to Center Point, selling to increase adjacent property value, or exploring other opportunities. Several members expressed interest in using any proceeds to fund park projects.

**Trustee Stauff moved, seconded by Trustee Pader to get an appraisal completed on the parcel.
Motion carried 7-0.**

h. Review, discussion and possible action on negotiations between the Village of Pewaukee and the Pewaukee Police Association to extend the collective bargaining agreement.

Heiser noted that the current agreement expires at year-end, both parties remain firm in their positions, and he recommends discussing the matter in closed session to discuss the current proposals and develop bargaining strategy.

i. Review, discussion, and possible action on Waukesha County Case 2024-CV-1584, WMC et. al v. Village of Pewaukee et. al..

Gralinski explained this Case relates to the lawsuit filed against the Village in 2024 alleging the Fire/EMS fees are an impermissible tax. The Board will review the status of the litigation in closed session and discuss further strategy.

j. Review, discussion, and possible action on notice of claim filed by Joe Shefsky.

Gralinski reported that the Village received a notice of claim from Joe Shefsky for a slip and fall on a public sidewalk. The claim was forwarded to the Village's insurance provider. The investigation has been completed, and the insurer is recommending disallowance of the claim. The Board will have the opportunity to review the matter in closed session to determine future strategy given the insurance company's recommendation.

k. The Village Board of the Village of Pewaukee will enter into closed session pursuant to Wis. Statute Section 19.85(1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically regarding negotiations between the Village of Pewaukee and the Pewaukee Police Association to extend the collective bargaining agreement and pursuant to Wis. Statute Section 19.85(1)(g) for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, specifically regarding Waukesha County Case 2024-CV-1584, WMC et. al v. Village of Pewaukee et. al. and a notice of claim filed by Joe Shefsky. After conclusion of any closed session, the Village Board will reconvene in open session pursuant to Wis. Statute Section 19.85(2) for possible additional review, discussion and action concerning these agenda items and to address the remaining meeting agenda.

Trustee Rohde moved, seconded by Trustee Stauff to move into closed session at approximately 6:47 p.m.

Motion carried on a roll call vote 7-0.

Trustee Grabowski moved, seconded by Trustee Kreuser to move into open session at approximately 7:39 p.m.

Motion carried on a roll call vote 7-0.

**Trustee Kreuser moved, seconded by Trustee Stauff to disallow the claim by Joe Shefsky.
Motion carried 7-0.**

9. Citizen Comments – None.

10. Adjournment

Trustee Kreuser moved, seconded by Trustee Grabowski to adjourn the December 2, 2025, Regular Village Board meeting at approximately 7:40 p.m.

Motion carried 7-0.

Respectfully Submitted,

Jenna Peter
Village Clerk