

**VILLAGE OF PEWAUKEE  
REGULAR VILLAGE BOARD MINUTES  
MAY 6, 2025**

<https://www.youtube.com/live/SH7Mm8jvyTA?si=H6stXYNY5VxqwY5V>

**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 Kelli Belt, Trustee Rachel Pader, Trustee Kristen Kreuser, Trustee Jim Grabowski; and President Jeff Knutson. Trustee Bob Rohde joined the meeting at 6:24 p.m.

Also Present: Village Attorney, Matt Gralinski; Police Chief, Timothy Heier; 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 – April 15, 2025**

**Trustee Grabowski moved, seconded by Trustee Kreuser to approve the April 15, 2025, minutes of the Regular Village Board meeting as presented.**

**Motion carried 5-0.**

**Trustee Belt abstained**

**4. Citizen Comments**

**Dale Stauber @ 851 E Wisconsin Ave** – Addressed his concerns about the noise from the business Northern Stainless. He stated they have some sort of fan or exhaust running all day Monday – Friday and it only stops on the weekends. This has been going on for two years and would like it to be investigated.

Clerk Peter took a list of signatures into the record provided by Mr. Stalbur.

**Rebecca Wollenzien @ 506 Partridge Ct.** – Thanked the Board for the addition of the amendment to the cruising ordinance.

**Chris Stock @ 506 Partridge Ct** – Thanked the Board for the addition of the amendment to the cruising ordinance.

**5. Ordinances –**

**a. Review, discussion and possible action on Ordinance 2025-03: An Ordinance To Create Chapter 86 – Article XI Of The Municipal Code Of The Village Of Pewaukee Regarding The Prohibition Of Cruising**

Attorney Gralinski explained this item was on the agenda at the last meeting. Revisions were made to the proposed ordinance based on the feedback received from the public. Language was added that officers can use on-scene. The language does come from another community, but it has been modified to fit the Village’s circumstances.

Discussion followed regarding extending the hours of enforcement and if there needs to be a timeframe enforcement in general.

Gralinski feels it is necessary to have a timeframe and have as many parameters as possible. If the ordinance is passed as is, dates can be expanded.

Administrator Heiser wanted the Board to be aware of an upcoming traffic project that might have unforeseen traffic congestion.

**Trustee Grabowski moved, seconded by Trustee Stauff to approve Ordinance 2025-03 with the amended time of 11am – 11pm otherwise as presented.**

President Knutson made the comment that he wants to see items like this come to the Public Works and Safety Commission first.

**Motion Carried 6-0.**

**6. Resolutions– None.**

**7. Old Business –**

- a. Review, discussion and possible action to schedule two special meetings of the Village Board to consider Appeals of the 2024 Fire-EMS Protection Fees.**

Heiser explained there are time restrictions within the ordinance to notify the respective parties and those timeframes were not met.

**Trustee Grabowski moved, seconded by Trustee Kreuser to schedule the Special Meeting for the 2024 Fire-EMS Appeals for May 20<sup>th</sup> @ 5:00 pm**

**Motion carried 6-0.**

**8. New Business**

- a. Review, discussion and possible action to confirm Committee Appointments by the Village President:**

- 1. **Board of Review – 1 Regular Member (3-year term) – Laurin Miller**
- 2. **Zoning Board of Appeals – 1 Members (3-year terms) – Theresa Opie**
- 3. **Sex Offender Residency Appeals Board – 2 Members (3-year terms) – Jennifer Heinemann & Susan Zenda**

**Trustee Kreuser moved, seconded by Trustee Grabowski to approve the Board and Committee Appointments as presented.**

**Motion carried 6-0.**

- b. Review, discussion and possible action to approve a temporary road closure at 1239 and 1230 Timber Ridge from 5 PM to 10 PM on Sunday, May 25 for a block party.**

Heiser stated he was approached by a resident with this request. They have had the same block party for years now.

**Trustee Grabowski moved, seconded by Trustee Kreuser to approve the temporary road closure for 1239 and 1230 Timber Ridge from 5pm to 10 pm on May 25, 2025.**

**Motion carried 6-0.**

- c. Review, discussion and possible action on a Memo of Understanding between Waukesha County and the Village of Pewaukee regarding the County Damage Assessment Team in Emergency Government.**

Chief Heier recently attended a virtual meeting hosted by Waukesha County Emergency Management to roll out an updated version of this MOU. The Department of Emergency Management will coordinate planning for large-scale events that could impact more than one community.

**Trustee Grabowski moved, seconded by Trustee Pader to approve the Memo of Understanding between Waukesha County and the Village of Pewaukee.**

**Motion carried 7-0.**

**d. Review, discussion and possible action to approve Transient Merchant Permits.**

Clerk Peter presented a list of 20 Transient Merchant permit applications for Aptive Environmental LLC that will be good for 60 days. Background checks have been completed on all applicants.

**Trustee Grabowski moved, seconded by Trustee Rohde to approve the transient merchant applications as presented.**

**Motion carried 7-0.**

**e. Review, discussion and possible action to approve agreement with CivisPlus ArchiveSocial for social media archiving services.**

Peter explained with the creation of the Village of Pewaukee 150<sup>th</sup> Facebook page, now is a good opportunity to implement an archiving service. Peter presented two quotes from ArchiveSocial (CivicPlus) for social media archiving services. There is a possibility of cost sharing with the Police Department, who have had a Facebook page since 2013, and the Library.

Gralinski added that Facebook is considered open records. If someone makes a record request, we need to provide that.

Knutson expressed his concerns if the public were to ask questions, multiple Trustees might give different answers to them.

Discussion following regarding who retrieves the records requests, is the annual uplift fee every year, and if the Village cancels with them, does the Village keep the records?

**Trustee Grabowski moved, seconded by Trustee Rohde to defer for staff review of the questions brought up this evening.**

**Motion carried 7-0.**

**f. Review, discussion and possible action on the First Amendment to the Collective Bargaining Agreement between the Village of Pewaukee and the Pewaukee Police Association. If required, 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 the First Amendment to the Collective Bargaining Agreement between the Village of Pewaukee and the Pewaukee Police Association. 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 this agenda item and to address the remaining meeting agenda.**

Gralinski explained the change in presentation for items 8f and 8g. Courts are no longer going to accept blanket closed session discussion. This has required the Village to be more specific. All discussion have to begin in open session then Board with Staff assistance will have to make the determination if the discussion needs to be continued in closed session.

Discussion began in open session.

Heier explained in the 2022-2023 CBA, the agreement was to accept lateral transfers with a minimum of two-years full-time experience begin at pay-level II, regardless of their years of experience over the minimum years. We are now requesting lateral transfers with three and a half or more years of experience be able to begin at pay-level I. Heier said the labor market has been tighter than ever and the department is looking at attracting people to apply for the current vacant position. No one will get back pay or raises if this is passed.

**Trustee Rohde moved, seconded by Trustee Grabowski to accept the recommendation of the first amendment to the Collective Bargaining Agreement.**

**Motion carried 7-0.**

- g. **Review, discussion and possible action on Developer Agreement and Mortgage between the Village of Pewaukee and Duncans Inc. for TID #2 Project Cost Expenditures for development at 203 West Wisconsin Avenue.. If required, 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 the Developer Agreement and Mortgage between the Village of Pewaukee and Duncans Inc. for TID #2 Project Cost Expenditures for development at 203 West Wisconsin Avenue. 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 this agenda item and to address the remaining meeting agenda.**

Heiser explained that Brewfinity is in the process of opening a location at 203 W Wisconsin Ave. During the remodeling process, they learned that building code required them to install a commercial sprinkler system for fire suppression which will result in approximately \$100,000 in additional unplanned costs. 203 W Wisconsin is part of Tax Incremental District #2 (TID #2) and is eligible for TID support. The developer is requesting a \$30,000 loan to help defer the cost. Baird created a Cash Flow Proforma that shows TID #2 will be paid back by 2034 via tax payments from the increase in value resulting from the development. The Village Attorney has also composed an agreement that includes a security element to make TID #2 whole in the event the business moves or the building is sold before the loan is paid back. **Trustee Grabowski moved, seconded by Trustee Stauff to approve the Developer Agreement and Mortgage between the Village of Pewaukee and Duncans Inc. as presented. Motion carried 7-0.**

**9. Citizen Comments –**

**John Siepmann @ W240N1221 Pewaukee Rd Waukesha** – Thanked the Board for passing the cruising ordinance and also for the consideration on the TID. Brewfinity is doing a massive overhaul on that building and are hoping to be open by Memorial Day.

**10. Adjournment**

**Trustee Kreuser moved, seconded by Trustee Grabowski to adjourn the May 6, 2025, Regular Village Board meeting at approximately 7:16 p.m. Motion carried 7-0.**

Respectfully Submitted,

Jenna Peter  
Village Clerk