

**VILLAGE OF PEWAUKEE
REGULAR VILLAGE BOARD MINUTES
JUNE 3, 2025**

https://www.youtube.com/live/1aqbO93h-lo?si=CUJF7IIRn4C6r_XM

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

President Knutson called the meeting to order at approximately 6:25 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 Kristen Kreuser, Trustee Jim Grabowski; and President Jeff Knutson.

Excused: Trustee Rachel Pader

Also Present: Village Public Works Director, Dave Buechl; Village Library Director, Nan Champe; Village Attorney, Matt Gralinski; Village Administrator, Matt Heiser; Village Clerk, Jenna Peter.

2. Public Hearings/Presentations –

- a. **Public Hearing on Ordinance 2025-05: An Ordinance to create section 40.109(c) of the Municipal Code of the Village of Pewaukee regarding reasonable accommodations through special zoning permit waivers.**

No Comments.

- b. **Public Hearing on Ordinance 2025-06: An Ordinance amending section 40.419(e)(1) of the Municipal Code of the Village of Pewaukee revising offsets for accessory structures.**

No Comments.

3. Approval of Minutes of Previous Meeting

- a. **Minutes from the May 20, 2025, Special Village Board Meeting.**

Trustee Grabowski moved, seconded by Trustee Rohde to approve the May 20, 2025, minutes of the Special Village Board meeting as presented.

Motion carried 6-0.

- b. **Minutes from the May 20, 2025, Regular Village Board Meeting.**

Trustee Rohde moved, seconded by Trustee Grabowski to approve the May 20, 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 2025-05: An Ordinance to create section 40.109(c) of the Municipal Code of the Village of Pewaukee regarding reasonable accommodations through special zoning permit waivers.**

Administrator Heiser explained that a resident in the Village recently had to install a handicap accessible ramp to their home. The ramp impeded setbacks as defined in the Village code so the resident had to go through the Conditional Use Grant process which takes 6-8 weeks and comes with financial burdens. The

Ordinance would allow Village staff to permit reasonable accommodations of handicapped accessory structures without having to go through the Conditional Use Grant process.

Trustee Rohde moved, seconded by Trustee Grabowski to approve Ordinance 2025-05 to create section 40.109(c).

Motion carried 6-0.

- b. Review, discussion and possible action on Ordinance 2025-06: An Ordinance amending section 40.419(e)(1) of the Municipal Code of the Village of Pewaukee revising offsets for accessory structures.**

Heiser explained that a resident recently went through a lengthy Conditional Use Grant process because they wanted to place a storage shed a certain distance from their lot line. The Plan Commission directed staff to propose amending the zoning code that would allow staff to permit such structures in the future. Trustee Rohde stated the resident had to pay \$1,500 in permits and fees for a \$3,000 shed so this amendment to the code would help streamline the process for residents.

Trustee Grabowski moved, seconded by Trustee Kreuser to approve Ordinance 2025-06 as presented.

Motion carried 6-0.

- c. Review, discussion and possible action on Ordinance 2025-07: An Ordinance to Repeal and Recreate Chapter 98 – Article IV of the Municipal Code of the Village of Pewaukee Regarding The Aquatic Weed Commission.**

Heiser explained the original text of the ordinance was composed of 3 residents and 1 Village Board member. In order to have an odd number for voting purposes, the text was changed to 4 residents. Attorney Gralinski noted elements in the existing Municipal Code that were out of date or inconsistent with Village practices. The changes presented would bring Chapter 98 up to date.

Trustee Belt moved, seconded by Trustee Rohde to approve Ordinance 2025-07 as presented.

Motion carried 6-0.

6. Resolutions–

- a. Review, discussion and possible action on Resolution 2025-08: A Resolution Establishing a Per Diem Rate for Citizen Members of the Aquatic Weed Commission.**

Trustee Kreuser moved, seconded by Trustee Grabowski to approve Resolution 2025-08 as presented.

Motion carried 6-0.

7. Old Business –

- a. Review, discussion and possible action on the Median extension at the Railroad Crossing as part of the East Capitol Road Project.**

Trustee Grabowski explained the median at that intersection has been changed to extend out further on both sides. This would remove the left turns from both Capitol Dr going towards 16 and Oakton Ave from Clark St. Traffic will now have to go through downtown and cause more congestion.

Discussion followed regarding concerns about traffic congestion downtown and not being able to close W. Wisconsin for special events.

Director Buechl said an option would be to re-locate the intersection to the east, but that would require purchasing multiple properties.

The Board directed staff to put together a proposal of options the Village could look into.

No action taken.

8. New Business

- a. Review, discussion and possible action to approve a request from the Pewaukee Public Library to replace its water softener.**

Heiser explained the libraries water softener needs to be replaced and would be a capital expenditure with the Village covering 80% of the cost.

Library Director Champe explained the water in the toilets is cloudy and there are striations in the bowls now. A plumbing company came out and could not get the cycles running due to the age of the equipment. The quote includes 3 bypass levers to be able to shut off the water. The salt delivery fee will be incorporated into the facilities budget.

Trustee Grabowski moved, seconded by Trustee Rohde to approve the request to replace the water softener with a 5% adder if needed.

Motion carried 6-0.

- b. Review, discussion, and possible action to approve Renewal of Alcohol Licenses.**

Trustee Grabowski moved, seconded by Trustee Kreuser to approve the Class A Combination License (Class “A” Beer & “Class A” Liquor) for Costco Wholesale Corporation.

Motion carried 6-0.

Trustee Grabowski moved, seconded by Trustee Kreuser to approve the Class B Combination License (Class “B” Beer & “Class B” Liquor) for Asiana of Wisconsin Inc.

Motion carried 6-0.

- c. Review, discussion and possible action on the trapping of muskrats around Bill Bown Island.**

President Knutson explained he has received complaints of muskrats damaging the shoreline of Bill Brown Island.

He stated it was recommended that the Village could hire a company for trapping.

Members of the Board expressed they did not want to spend money to trap muskrats and to let nature be nature.

No action taken.

- d. Review, discussion and possible action directing staff to revise current burning ordinances to limit the days for burn permits.**

Knutson stated a resident sent him a letter and asked that this be put on an agenda. The resident mentioned in their letter that Brookfield has an ordinance that you can only burn on certain days of the week.

Trustee Rohde stated the Village’s Ordinance is already fairly restrictive.

No action taken.

- e. Review, discussion, and possible action on status and possible settlement of Waukesha County Case 2024-CV-1242, Cecilia Senior Homes, LLC v. Village of Pewaukee. If required, the Village Board of the Village of Pewaukee will enter into closed session pursuant to Wis. Statute Section 19.85(1)(g) for 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 the aforementioned case. 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 introduced the topic. Cecilia Senior Homes, LLC appealed the 2023 Fire/EMS fee at the August 20, 2024, Village board meeting. At that meeting, the Village Board ruled that the property at 1061 Cecelia

Drive was properly classified as a “Care Home” and the fees assessed were fair and reasonable by the terms of the ordinance at that time. Cecelia Senior Homes filed a case against the Village alleging the Fire/EMS fee is an unlawful tax. The Village has retained counsel for this claim. Counsel is present to discuss the status of the case and strategy moving forward with respect to this litigation and possible settlement.

Trustee Grabowski moved, seconded by Trustee Rohde to move into closed session at approximately 7:30 p.m.

Motion carried 6-0 on a Roll Call Vote.

Trustee Grabowski moved, seconded by Trustee Rohde to move into open session at approximately 7:45 p.m.

Motion carried 6-0 on a Roll Call Vote.

No further action taken.

9. Citizen Comments – None.

10. Adjournment

Trustee Grabowski moved, seconded by Trustee Rohde to adjourn the June 3, 2025, Regular Village Board meeting at approximately 7:46 p.m.

Motion carried 6-0.

Respectfully Submitted,

Jenna Peter
Village Clerk