

**VILLAGE OF PEWAUKEE
REGULAR VILLAGE BOARD MINUTES
SEPTEMBER 16, 2025**

https://www.youtube.com/live/bf807j_gRbY?si=AvPDolRY3CvwMcl9

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; and President Jeff Knutson.

Members Excused: Trustee Jim Grabowski.

Also Present: Police Chief, Timothy Heier, Public Works Director, Dave Buechl, 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 – September 2, 2025

Trustee Pader moved, seconded by Trustee Stauff to approve the September 2, 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 2025-12: An Ordinance to Repeal and Recreate Chapter 22 of the Municipal Code of the Village of Pewaukee Regarding Cemeteries.

Clerk Peter explained the current cemetery ordinance needed to be amended to include the new cremains only portion of the cemetery.

Trustee Stauff moved, seconded by Trustee Rohde to approve Ordinance 2025-12 as presented.

Motion carried 6-0.

6. Resolutions –

a. Review, discussion and possible action on Resolution 2025-14: A Resolution Amending and Establishing Certain Fees Related to Forest Hill Cemetery, Located at 300 School Street.

Peter presented the proposed new fees for the cemetery.

The Board had questions on the actual cost of a burial for Village salaries and materials.

Trustee Rohde moved, seconded by Trustee Kreuser to defer Resolution 2025-14 to the October 7, 2025 meeting.

Motion carried 6-0.

7. Old Business –

a. Review, discussion and possible action on a proposal from RA Smith to survey Capitol Drive.

Administrator Heiser explained the Village is considering future projects that would impact parking near downtown (W. Wisconsin Ave) and at Kiwanis Park. The projects would benefit from the addition of angled

parking along Capitol Dr. In order propose this, the Village needs a survey of Capitol Dr. to determine how much space is available adjacent to the railroad right-of-way.

Trustee Rohde moved, seconded by Trustee Belt to approve project with RA Smith to survey Capitol Dr. not to exceed \$14,528.00.

Motion carried 6-0.

8. New Business

a. Review, discussion and possible action on the 2026 budget proposal from the Police Department.

Chief Heier presented the Police Department’s budget proposal. Heier explained the Department has been without a full-time officer since February and they have been trying to fill the 3rd shift Sergeant position for the past three years. As a result, there is an overall savings of approximately \$200,000 in salary and fringe benefits. Heier also stated they are proposing another full-time Police Clerk if the Court Clerk is approved to switch to part-time.

No action taken.

b. Review, discussion and possible action on a 2026 budget proposal from the Municipal Court.

Judge Murray presented the budget for the Municipal Court. She introduced Julie Forrest as the joint Clerk of Court and Police Clerk. Judge Murray explained the position had worked for many years until the Covid pandemic. There is a lot more involved with the Court Clerk position. She is proposing to separate the Clerk of Court position from the Police Clerk position.

No action taken.

c. Review, discussion and possible action on a 2026 budget proposal from the Department of Public Works.

Director Buechl reviewed a couple of street projects going on in the Village. Heiser presented the Public Works budget proposal.

No action taken.

d. Review, discussion and possible action on the 2026 budget proposals for the Village.

Heiser presented the Village budget proposal.

No action taken.

e. Review, discussion and possible action on Village Website Proposals.

Peter explained that Staff has been looking into upgrading the Village website. The current website does not have many capabilities that are useful and help the office staff run efficiently. The Village website also needs to be upgraded to keep up with ADA compliance. Peter presented the four website proposals.

Trustee Belt moved, seconded by Trustee Pader to approve the proposal for Revise software subject to review from the Attorney for terms and conditions.

Motion carried 6-0.

f. Review, discussion and possible action on Social Media Archiving Proposal.

Peter presented two Social Media Archiving proposals from CivicPlus.

The Board asked if the records per month included the Village’s posts, plus comments.

Trustee Kreuser asked if the archiving software was needed.

Attorney Gralinski stated that while Facebook does keep a record of posts for accounts, getting that information when needed is burdensome if Facebook decides to share that information to begin with. It behooves the Village to maintain their own archives in the event there is an open records request for that information.

Trustee Pader moved, seconded by Trustee Belt to defer until Staff has further information for the Board as discussed.

Motion carried 6-0.

g. Review, discussion and possible action on August 2025 Checks and Invoices.

Trustee Rohde moved, seconded by Trustee Belt to approve the August 2025 Checks and Invoices except for library.

Motion carried 6-0.

Trustee Belt moved, seconded by Trustee Stauff to acknowledge the August 2025 Checks and Invoices for the library.

Motion carried 6-0.

h. Review, discussion, and possible action on Waukesha County Case 2022-CV-515, WMC 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.

Trustee Rohde moved, seconded by Trustee Pader to go into closed session at approximately 7:44 p.m.

Motion carried on a Roll Call vote 6-0.

Trustee Stauff moved, seconded by Trustee Rohde to go into open session at approximately 8:41 p.m.

Motion carried on a Roll Call vote 6-0.

9. Citizen Comments- None.

10. Adjournment

Trustee Kreuser moved, seconded by Trustee Stauff to adjourn the September 16, 2025, Regular Village Board meeting at approximately 8:42 p.m.

Motion carried 6-0.

Respectfully Submitted,

Jenna Peter
Village Clerk