

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

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

**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: Library Director, Nan Champe; Parks and Recreation Director, Nick Phalin; Public Works Director, Dave Buechl; Village Attorney, Matt Gralinski; Village Administrator, Matt Heiser; and Village Clerk, Jenna Peter.

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

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

**a. Minutes of the Special Village Board Meeting – August 19, 2025**

Trustee Rohde moved, seconded by Trustee Grabowski to approve the August 19, 2025, minutes of the Special Village Board meeting as presented.

**Motion carried 6-0. Trustee Belt Abstained.**

**b. Minutes of the Regular Village Board Meeting – August 19, 2025**

Trustee Pader moved, seconded by Trustee Grabowski to approve the August 19, 2025, minutes of the Regular Village Board meeting as presented.

**Motion carried 6-0. Trustee Belt Abstained.**

**4. Citizen Comments – None.**

**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.**

Trustee Grabowski stated a stop sign was requested by a resident to be installed before the railroad crossing on Kopmeier as you proceed south towards the lake. The sign was recommended by the Public Works & Safety Committee at their August 5, 2025 meeting.

**Trustee Rohde moved, seconded by Trustee Grabowski to approve Ordinance 2025-11 as presented.  
Motion carried 7-0.**

**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.**

Administrator Heiser updated the Board on this topic. The 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.

**Trustee Rohde moved, seconded by Trustee Stauff to approve Resolution 2025-13 as presented.**

**Motion carried 7-0.**

**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.**

Heiser explained this went before the Board at the August 5, 2025, meeting, however, it included language requiring Village restoration for certain areas. The Board rejected the proposed easement at that time. The Developer made changes to the easement that were satisfactory with the Village Attorney and Department of Public Works.

**Trustee Grabowski moved, seconded by Trustee Pader to approve the permanent Sanitary Sewer and Water Main Easement for the Glen at Pewaukee Lake subject to the final approval of the Village Attorney.**

**Motion carried 7-0.**

**8. New Business**

**a. Review, discussion and possible action on the 2026 budget proposal from the Parks and Recreation department.**

Director Phalin gave an update on the budget highlights for the Parks and Recreation Department. They had a strong summer camp registration this year and are looking into adding a 5<sup>th</sup> summer camp site in 2026. The increase in budget is generally contributed to: health insurance increases, wages, additional program offering expenses and revenues, and expense increases for daily operations. Phalin indicated there will be potential improvements to Liberty Park, Kiwanis Village Park and Lakefront Park. There is also the protentional for Dog Park opportunities. Phalin also stated there will be improvements at Laimon Family Lakeside Park for deck renovation and window replacement.

Grabowski asked if there would be the potential to upgrade the fuel dispenser at Laimon Park to be self-pay (after hours).

Phalin has concerns about marine gas being spilled into the lake if there were to be no supervision.

**No action taken.**

**b. Review, discussion and possible action on the 2026 budget proposal from the Pewaukee Public Library.**

Director Champe explained she provided detailed information on the library budget. The budget has already been approved by the Joint Library Board. Champe highlighted two Capital Project budget expenses that are priorities for 2026: Replacement of the library’s flat roof and replacement of the HVAC control system. Champe further explained that the flat roof needs immediate attention after it was observed that after the recent heavy rainfall, water leaked into the elevator shaft and rendered the elevator non-functional for a time.

**Trustee Grabowski moved, seconded by Trustee Rohde to approve the 2026 budget proposal from the Pewaukee Public Library with the additional amount over the minimum of \$5,977.**

**Motion carried 7-0.**

**Trustee Grabowski moved, seconded by Trustee Pader to approve commencing of the bid process for the HVAC system and new roof.**

**Trustee Rohde asked Director Champe if she could provide the benefits of the HVAC control system when the library receives a bid.**

**Motion carried 7-0.**

**c. Review, discussion and possible action on an introduction of the 2026 budget overview for the Village.**

Heiser explained this is the first of six reviews for the budget. The General Fund is very preliminary as it does not include Capital projects and purchases, property and liability insurance, State aids for 2026, final TID numbers and updated Fire & EMS fees. The General Fund includes all known increases for health insurance, proposals from the library and Parks and Rec, and a 3% wage increase for staff. The current state of the 2026 budget shows a minor surplus. The proposed mill rate would decrease from \$3.8706 to \$3.73 per thousand dollars of assessed value. Potential borrowing could be used to purchase capital items and projects.

**No action taken.**

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

Heiser stated that in response to some of the strategic planning discussions, he is going to take this back to RA Smith to get an updated survey and the item will be discussed at the September 16, 2025 meeting.

**No action taken.**

**e. Review and discussion on a status update on repairs on the Kopmeier Lift Station.**

Dave Arnott with Ruckert – Mielke provided the Board background on this project. The project design was finalized in the fall of 2023. In the spring of 2024 Canadian Pacific Railroad gave verbal approval to proceed with the project and the Village Board approved the construction contract shortly after. In May of 2025 the railroad informed the Village a written license agreement was needed. All equipment has been fabricated and is being stored in the warehouse by the contractor. The final item needed to move the project forward is the written approval from the railroad to work in the right-of-way.

Attorney Gralinski stated that the railroad has been contacted multiple times asking when the written approval will be received. No timeline has been provided by the railroad.

Discussion followed regarding what action can be pursued, if any. The Village could possibly incur additional fees for the cost in the storage of materials.

**No action taken.**

**f. Review, discussion and possible action to proceed with the Quiet Zone for the railroad crossings at Forest Grove and Oakton.**

Heiser stated the Village has been pursuing a Quiet Zone designation for some time. It was determined that two of the four crossings do not have the Constant Warning System sensors installed (W Wisconsin Ave and Kopmeier Dr.) The other two crossings (Forest Grove Dr and Oakton Ave) do have these sensors installed. A Village resident is requesting the Village proceed with the Quiet Zone designations at Forest Grove Dr and Oakton Ave separate from the other two crossings. Staff is scheduled to have a diagnostic meeting with RA Smith on September 4, 2025, on the Quiet Zone designation, but are concerned that going forward with only two of the four crossings would further complicate matters.

**Trustee Grabowski moved, seconded by Trustee Pader to deny the immediate proceeding of the Quiet Zones at only Forest Grove Dr. and Oakton Ave.**

**Motion carried 7-0.**

**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.**

Heiser explained that Waukesha County has been printing and collecting the Village's tax bills. The agreements historically have been for two years as a time.

**Trustee Rohde moved, seconded by Trustee Kreuser to approve the agreement with Waukesha County for Property Tax Assessment and Billing.**

**Motion carried 7-0.**

**h. Review, discussion and possible action on a proposal to change internet service provider for cell tower tenant on a Village water tower.**

Heiser stated that T-Mobile has a lease with the Village to place their communication facilities on the tank and on or below ground at the property. They have requested to allow for maintenance work of their equipment at the water tower at 1515 Sunnyridge Road.

Director Buechl has no concerns with this request.

Gralinski clarified that this is not modifying the lease. This is T-Mobile seeking permission to do light maintenance.

**Trustee Kreuser moved, seconded by Trustee Grabowski to approve the change for internet service provider for cell tower tenant on a Village water tower.**

**Motion carried 7-0.**

**9. Citizen Comments-** None.

**10. Adjournment**

**Trustee Rohde moved, seconded by Trustee Kreuser to adjourn the September 2, 2025, Regular Village Board meeting at approximately 7:12 p.m.**

**Motion carried 7-0.**

Respectfully Submitted,

Jenna Peter  
Village Clerk