

**VILLAGE OF PEWAUKEE
REGULAR VILLAGE BOARD MINUTES
APRIL 8, 2026**

<https://www.youtube.com/live/rssJSmkztg?si=QUam-GTgzf-tdYoj>

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; Library Director, Nan Champe; Police Chief 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 – March 17, 2026

Trustee Rohde moved, seconded by Trustee Stauff to approve the March 17, 2026, minutes of the Regular Village Board meeting as presented.

Motion carried 5-0.

Trustees Belt and Kreuser abstained.

4. Citizen Comments – None

5. Ordinances – None

6. Resolutions –

a. Review, discussion, and possible action on Resolution 2026-03: A Resolution for Governmental Responsibility for Runoff Management Grants.

Director Buechl reported that the Village’s existing street sweeper is nearing the end of its service life, with replacement anticipated in 2027. The replacement had originally been scheduled in the 2025 Capital Improvement Plan (CIP) but was delayed due to the potential availability of a grant. Buechl indicated staff will begin the grant application process for a street sweeper; noting that applying does not obligate the Village to move forward with a purchase. The potential replacement would be included in the 2027 CIP.

Administrator Heiser noted the project is currently identified in the Capital Improvement Plan.

Trustee Kreuser asked about the timeframe for using the grant.

Buechl stated he was unsure of the timing but noted that once a street sweeper is purchased, the Village would no longer be eligible for the grant. He will follow up and confirm the grant timing requirements.

Trustee Grabowski moved, seconded by Trustee Stauff to approve Resolution 2026-03 as presented.

Motion carried 7-0.

7. Old Business – None

8. New Business**a. Review, discussion and possible action to approve the Organizational Chart for the Village of Pewaukee to make the Court Clerk a part-time position for the Municipal Court.**

Heiser reported that Judge Melissa Murray is proposing to separate the combined Court Clerk/Police Clerk position, creating a part-time Court Clerk position effective July 6, 2026.

Judge Murray stated the proposal was originally introduced over a year ago and now a consensus has been reached with the Police Department that separating the positions is workable. She noted this is part of a broader trend, with Chief Judge Bugenhagen reviewing similar arrangements statewide. The Court Clerk position would have no set overlap with police clerk duties and would be dedicated solely to court work. The Court Clerk office would be relocated to a separate room in the boardroom. Proposed hours would be Tuesday, Wednesday, Thursday, at 8 hours per day. Court payments would be encouraged through online options, QR codes, and the drop box to reduce impacts on police staff during court dates. Judge Murray also noted that recent statutory fee increases would result in increased revenue to the Village, and that no Board action is required under Section 1.102(d). Judge Murray also noted that a dedicated Court Clerk would significantly improve efficiency and reduce interruptions, and that the position would no longer have access to the police office.

Chief Heiser stated that separating the positions would require hiring an additional full-time police clerk to offset the loss of shared hours. He indicated there is sufficient work to justify a full-time position and that the transition could be managed within the available timeframe. Duties could be redistributed to improve operational efficiency.

Board members discussed staffing levels, coverage, long-term costs, and whether the change is necessary given that the combined position has functioned for many years.

Judge Murray emphasized that the proposal would improve service to residents by providing consistent court access and increased efficiency but noted that flexibility remains regarding the effective date and implementation if adjustments are needed.

Trustee Grabowski moved, seconded by Trustee Stauff to approve the change to the organization chart for the Village for the part time Court Clerk.

Trustee Rohde expressed concerns regarding the estimated cost and its overall impact on the General Fund, noting that the total cost may be higher than projected.

Motion carried on a Roll Call vote 4-3.

Trustees Rohde, Belt and President Knutson voting no.

b. Review, discussion and possible action on the proposed job description for the Court Clerk position.

Heiser explained this is defining what the duties will be for the Court Clerk.

Trustee Rohde moved, seconded by Trustee Kreuser to approve the job description for the Court Clerk position.

Motion carried 7-0.

c. Review, discussion and possible action on the proposed job description for the Police Clerk position.

Heiser explained this revises the job description for the Police Clerk.

Trustee Rohde moved, seconded by Trustee Stauff to approve the job description for the Police Clerk

Motion carried 7-0.

d. Review, discussion and possible action request for project and funding approval for Pewaukee Public Library Flat Roof Replacement Project.

Director Champe reported that a roofing expert was consulted regarding the proposed roof work. Both 30-year and 40-year warranty options are available and are considered high-quality systems. The Garland Group will monitor the installation process, with an on-site representative to ensure proper installation. The proposed quote applies only to the flat roof; the existing gabled roofs are in good condition and expected to last an additional 10 years.

Trustee Grabowski noted that flat roofs can be challenging and prone to leaks if not properly designed, particularly with drainage.

Trustee Kreuser asked whether a flat roof was required, and Champe explained that a flat roof is necessary to accommodate the elevator system, which must extend above the roofline.

Trustee Stauff asked whether the contract must be reviewed prior to approval and expressed concern about potential change orders.

Champe stated the Village is required to accept the lowest responsible bid and that the contractor must adhere to the specifications outlined in the proposal.

Attorney Gralinski noted that any change orders would require Board and City approval.

Champe added that the Board may approve the project with a not-to-exceed amount.

Trustee Pader stated that the Library Board is confident in the consultants hired for the project.

Trustee Stauff moved, seconded by Trustee Grabowski to approve the funding approval for the Pewaukee Public Library Flat Roof Replacement Project.

Motion carried 7-0.

e. Review, discussion and possible action on letter of agreement with Verizon Wireless to consent for access to Village property at 1010 Quinlan Drive for Verizon to perform Phase I and Phase II Environmental Site Assessments (ESAs).

Buechl explained that the Village owns a water tower located at 1010 Quinlan, which currently hosts equipment for several utility companies that pay lease fees to the Village. A new company has expressed interest in locating equipment on the tower. This item represents the first phase of the process, which includes conducting a survey and requesting access to the Village's equipment.

Trustee Kreuser moved, seconded by Trustee Pader to approve the agreement with Verizon Wireless.

Motion carried 7-0.

f. Review, discussion and possible action to approve a storm water maintenance agreement with The Glen at Pewaukee Lake LLC and The Glen at Pewaukee Lake Homeowners Association Inc.

Trustee Grabowski moved, seconded by Trustee Rohde to approve the storm water maintenance agreement with the Glen at Pewaukee Lake LLC and the Glen at Pewaukee Lake Homeowners Association Inc.

Motion carried 7-0.

g. Review, discussion and possible action to approve a contract with RA Smith for the 2026 Glacier Road Project.

Trustee Grabowski moved, seconded by Trustee Stauff to approve the contract with RA Smith for the 2026 Glacier Road Project.

Motion carried 7-0.

h. Review, discussion and possible action to confirm committee appointments by the Village President:

- a. Board of Review – 2 Citizen Members (3-year terms); Cheryl Mantz and Kyle McNulty.**

- b. **Public Works and Safety Committee – 1 Citizen Member (3-year term); Patrick Wunsch and 2 Trustee Members (1-year terms); Kelli Belt and Jim Grabowski.**
- c. **Joint Park and Recreation Board – 1 Trustee Member (1-year term); Kristen Kreuser.**
- d. **Historic Preservation Commission – 1 Trustee Member (1-year term); Kelli Belt.**
- e. **Lake Advisory Committee – 1 Trustee Member (1-year term); Jim Grabowski.**
- f. **Zoning Board of Appeals – 1 Citizen Member Alternate (3-year term); Patricia Stronger.**

Trustee Grabowski moved, seconded by Trustee Pader to approve the committee appointees as presented by the Village President.

Motion carried 7-0.

i. Review, discussion and possible action on applications for Transient Merchant Permits.

a. Elliot Currie, Jr. – Renewal by Andersen

Clerk Peter explained that background checks are conducted for all Transient Merchant license applicants. An application was submitted to the Village by Elliott Currie, Jr. for door-to-door window and door replacement services. The resulting background check indicated that the applicant’s criminal history does not meet the Village’s eligibility requirements for issuance of a Transient Merchant license. Due to the nature of the requested license and the substantial relationship between the applicant’s background and the activities associated with transient merchant work, staff is recommending denial of the application.

Attorney Gralinski noted that the Police Chief submitted a written letter dated March 26, 2026 recommending denial of the application which was made part of the record.

Chief Heier reviewed the findings of the background check, reporting that on May 15, 2017, the applicant was charged with armed robbery and later convicted of that felony. The Chief stated that, due to the violent nature of the offense, there is a substantial relationship between the conviction and the duties of a transient merchant, which would include unsupervised, door-to-door interactions with residents, potentially including individuals who may be home alone or otherwise vulnerable. Based on these concerns, the Chief recommended denial of the application. Chief Heier also noted that he spoke with both the applicant and the applicant’s supervisor and invited them to attend the meeting to discuss the matter further.

Gralinski advised the Board that its decision must be based solely on the felony armed robbery conviction and whether the circumstances of that offense are directly related to the duties of a transient merchant. He inquired whether anyone was present on behalf of the applicant and noted that no one was in attendance. Gralinski further explained that, pursuant to Wis. Stat. § 111.335, the Board is required to determine whether the circumstances of the offense are substantially related to the license application under consideration.

Trustee Stauff moved, seconded by Trustee Kreuser to deny the applicant, Elliot Currie, Jr. based on the recommendation from Staff and the Police Chief.

Motion carried 7-0.

b. Jordan Mueller – Renewal by Andersen

Trustee Grabowski moved, seconded by Trustee Rohde to approve the Transient Merchant Permit for Jordan Mueller.

Motion carried 7-0.

j. Review, discussion, and possible action on Waukesha County Case [2026CV000542](#), Kirkland Crossings v. Village of Pewaukee.

Attorney Gralinski recommended the Board go into closed session to discuss the litigation strategy of this case.

k. The Village Board of the Village of Pewaukee will enter into closed session 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 [2026CV000542](#), Kirkland Crossings v. Village of Pewaukee. 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 Grabowski moved, seconded by Trustee Rohde to move into closed session at approximately 7:18 p.m.

Motion carried on a roll call vote 7-0.

Trustee Grabowski moved, seconded by Trustee Rohde to move into open session at approximately 7:24 p.m.

Motion carried on a roll call vote 7-0.

9. Citizen Comments- None

10. Adjournment

Trustee Grabowski moved, seconded by Trustee Stauff to adjourn the April 8, 2026, Regular Village Board meeting at approximately 7:25 p.m.

Motion carried 7-0.

Respectfully Submitted,

Jenna Peter
Village Clerk