

**VILLAGE OF PEWAUKEE
REGULAR VILLAGE BOARD MINUTES
May 19, 2026**

<https://www.youtube.com/watch?v=11dxWn4RF6Y>

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

President Knutson called the meeting to order at approximately 6:01 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: Village Attorney, Matt Gralinski; Village Administrator, Matt Heiser; Village Clerk, Jenna Peter; Deputy Clerk, Mackenzie Quigley; Director of Public Works, Dave Buechl; Department of Public Works Supervisor, Jay Bickler; Director of Parks and Recreation, Nick Phalin.

2. Public Hearings/Presentations - None

3. Approval of Minutes of Previous Meeting

a. Minutes of the Regular Village Board Meeting – May 5, 2026

Trustee Grabowski moved, seconded by Trustee Stauff to approve the May 5, 2026 minutes of the Regular Village Board meeting as presented.

Motion carried 7-0.

4. Citizen Comments - None

5. Ordinances – None

6. Resolutions –

a. Review, discussion and possible action on Resolution No. 2026-05, A Resolution Recognizing Village Clerk Jenna Peter.

Heiser read aloud Resolution 2026-05, recognizing Village Clerk Jenna Peter for her four years of dedicated service to the Village of Pewaukee, highlighting her contributions and accomplishments.

Clerk Peter expressed her appreciation to the Board for the opportunity to serve Pewaukee.

Trustee Rohde moved, seconded by Trustee Grabowski to approve Resolution 2026-05, recognizing Village Clerk, Jenna Peter.

Motion carried 7-0.

7. Old Business – None

8. New Business

a. Review, discussion and possible action on a report of stakeholder meetings regarding the Designated Outdoor Refreshment Area and Board direction to draft an ordinance.

Heiser provided an overview of the proposal. Discussion was held regarding whether or not the beach should be included in the allowed drinking area.

Director Phalin, spoke on behalf of the Parks and Recreation Department, indicated that the department has not experienced challenges in attracting visitors to downtown events. He noted that, from their perspective, the potential negative impacts on the parks outweigh any anticipated benefits. Additionally, the department is unclear about the specific issue the Village aims to address through the proposed ordinance, as there have been no prior incidents to suggest a need for regulation. Overall, the Parks and Recreation Department does not see a positive benefit to implementing such a measure.

Monica Kaskey, Recreation Manager for the Department of Parks and Recreation, added that the beach presents additional concerns, particularly regarding the designated swim area, which is not staffed with lifeguards. She emphasized that, in the event of an incident or safety issue, the responsibility would fall on the Parks and Recreation Department rather than on the businesses serving alcohol.

Additional discussion followed regarding the framework of the Designated Outdoor Refreshment Area, stakeholder input, public safety and enforcement, department perspectives, operational and legal considerations, as well as concerns and suggestions.

Trustee Rohde moved, seconded by Trustee Grabowski to direct the Village Attorney to create an ordinance reflecting what was provided to the Board in the agenda packet.

Motion carried on a roll call vote 7-0.

- b. Review, discussion and possible action to approve a new logo for the Joint Parks and Recreation Department.**

Trustee Stauff moved, seconded by Trustee Pader to approve the new logo for the Joint Parks and Recreation Department.

Motion carried 7-0.

- c. Review, discussion and possible action regarding Special Event permit for Waterfront Wednesdays for additional alcohol vending sales at Lakefront Park.**

Trustee Grabowski moved, seconded by Trustee Rohde to approve the Special Event Permit at Lakefront Park for vending during the ski show and the Summer Sizzle.

Motion carried 7-0.

- d. Review, discussion and possible action to approve a proposed change order for the design of Prospect Avenue by RA Smith.**

Trustee Grabowski and Trustee Belt gave an overview of what was discussed at the Public Works and Safety meeting on May 5th, 2026 regarding the potential addition of sidewalks, noting that plans are conceptual and do not guarantee installation.

Discussion also included concerns about current sidewalk conditions, walkability, and potential funding opportunities such as the Safe Routes to School grant, with consideration of additional sidewalk locations.

Trustee Grabowski moved, seconded by Trustee Stauff to approve the proposed change order for the design of Prospect Avenue.

Motion carried 7-0.

- e. Review, discussion and possible action to approve a drainage easement at 765 Glacier Road as part of the 2026 Street and Utility Projects.**

Trustee Rohde moved, seconded by Trustee Pader to approve a drainage easement at 765 Glacier Road as part of the 2026 Street and Utility Projects.

Motion carried 7-0.

- f. Review, discussion and possible action to purchase a message sign from Ver-Mac.**

Trustee Grabowski moved, seconded by Trustee Rohde to approve the purchase of a message sign from Ver-Mac.

Motion carried 7-0.**g. Review, discussion and possible action on an update for the installation of a concrete median at the Oakton railroad crossing.**

Heiser provided a summary of prior discussions and presented an update on the project. The Department of Transportation (DOT) responded on May 5, 2026 indicating that they are unwilling to allocate safety funds toward the installation of a reduced-size median.

The Village may consider independently funding and constructing the median. This approach would allow the project to continue progressing despite potential additional costs to the Village.

Discussion followed.

Trustee Grabowski moved, seconded by Trustee Rohde, to direct staff to seek design work for the Oakton median.

Motion carried 6-1. President Knutson opposed.

h. Review, discussion and possible action on a proposed contract with Baker Tilly for auditing services to the Village 2026-2028.

Knutson noted that, historically, the Village has maintained five-year contracts with both Baker Tilly and the Assessor. He reported that, following a discussion with John from Baker Tilly, it was confirmed that extending the agreement to a five-year term is feasible with the existing 2% annual growth structure. The only required modification would be updating the contract end date from 2028 to 2030. Knutson requested that the Board consider approving a transition to a five-year agreement.

Trustee Rohde moved, seconded by Trustee Pader to extend the contract with Baker Tilly to five years at 2% growth as described in the document.

Motion carried 6-1. Trustee Stauff opposed.

i. Review, discussion and possible action on a proposed contract with Walden, Neitzke and Taylor, S.C. for Village Attorney.

Attorney Gralinski invited questions from the Board and clarified that his current hourly rate would remain unchanged. He also disclosed a potential conflict of interest due to his upcoming move to the same firm as the Library's attorney. In the event of conflicts between the Village and the Library—particularly regarding the Joint Library Agreement or lease—both parties would need to retain separate counsel for those matters.

In response to a request for clarification, Gralinski noted that conflicts would arise only if disputes occur. Heiser added that the existing agreement with the Library extends for 20 years, making such conflicts unlikely in the near future.

Trustee Grabowski moved, seconded by Trustee Pader to approve the proposed contract with Walden, Neitzke and Taylor, S.C. for Village Attorney services.

Motion carried 7-0.

j. Review, discussion and possible action on a proposed update to the Village Employee Handbook allowing work from home.

Clerk Peter outlined the purpose of the item, noting that staff have been periodically working from home since 2024 without issue. She explained that the intent is to formalize a policy to provide clarity, emphasizing that any work-from-home arrangement would be limited to exceptions, require supervisor approval, and is not intended to establish a hybrid work model.

Discussion followed among Department Heads and the Board.

Trustee Kreuser moved, seconded by Trustee Grabowski to defer this conversation to allow more discussion between department heads.

Motion carried 7-0.

k. Review, discussion and possible action on Mobile Home/Trailer Park License Renewal for Pewaukee Lake Estates at 630 W. Wisconsin Ave.

Trustee Grabowski inquired whether the Fire and EMS database billing system had been updated to recognize each mobile home as an individual unit, noting that it was initially set up to treat the entire park as a single unit. Heiser confirmed that the issue has since been resolved.

Trustee Grabowski moved, seconded by Trustee Pader to approve the Mobile Home/Trailer Park License Renewal for Pewaukee Lake Estates at 630 W. Wisconsin Ave.

Motion carried 7-0.

l. Review, discussion and possible action on April 2026 Checks and Invoices.

Trustee Rohde moved, seconded by Trustee Kreuser to approve April 2026 checks and invoices, excluding the library.

Motion carried 7-0.

Trustee Pader moved, seconded by Trustee Kreuser to acknowledge April 2026 checks and invoices for the library.

Motion carried 7-0.

m. Review, discussion and possible action on Consent Orders with the DNR for wells #2, #4 and #6 and possible connection to Lake Michigan water supply.

Heiser provided an overview of events to date and staff's intended course of action moving forward. Staff is requesting closed session to seek advice from the Village Attorney and staff's intended courses of action and impact of consent order enforcement mechanisms.

n. Review, discussion, and possible action regarding restoration of Village retaining wall at 510 E. Wisconsin Ave.

Heiser provided an overview, including options for the Village to complete the repair work itself and assess the owner for the costs of doing so, or pursue a legal claim against the property owner or their homeowner's insurance. Staff is requesting closed session to seek advice from the Village Attorney on strategies to be adopted to pursue a legal claim for restoration

o. Review, discussion and possible action regarding Waukesha County Case #2026CV000324 Lan Dang et al vs. Village of Pewaukee.

Attorney Gralinski provided an overview. Staff is requesting closed session to discuss communication from Lan Dang regarding resolution of the case, as well as Village strategy to respond.

p. 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 Consent Orders with DNR for wells #2, #4 and #6, a claim for restoration of a Village retaining wall at 510 E. Wisconsin Ave and Waukesha County Case #2026CV000324 Lan Dang et al vs. 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 Stauff moved, seconded by Trustee Pader to move into closed session at 8:22 p.m.

Motion carried on a roll call vote 7-0.

Trustee Pader moved, seconded by Trustee Grabowski to move into open session at 9:24 p.m.

Motion carried on a roll call vote 7-0.

**Agenda Item 8o., Review, discussion and possible action regarding Waukesha County Case #2026CV000324 Lan Dang et al vs. Village of Pewaukee, was again addressed by the Board after moving back into open session. Trustee Kreuser moved, seconded by Trustee Grabowski to accept the recommendation of the Village Attorney made in closed session.
Motion carried 7-0.**

9. Citizen Comments - None

10. Adjournment

**Trustee Grabowski moved, seconded by Trustee Kreuser to adjourn the May 19, 2026, Regular Village Board meeting at approximately 9:25 p.m.
Motion carried 7-0.**

Respectfully Submitted,

Mackenzie Quigley
Deputy Clerk