



Regular Village Board Meeting Agenda

May 2, 2023 – 6:00 pm
Village Hall, 235 Hickory Street, Pewaukee, WI 53072

To view the meeting live: <https://www.youtube.com/live/BHzROy5JzNM?feature=share>

1. Call to Order, Pledge of Allegiance, Moment of Silence and Roll Call.
2. Public Hearings/Presentations. – None.
3. Approval of Minutes of Previous Meeting.
 - Minutes of the Regular Village Board Meeting – April 18, 2023
 - Minutes of the Strategic Planning Workshop – April 20, 2023
4. Citizen Comments. – *This is an opportunity for citizens to share their opinions with Board Members on any topic they choose. However, due to Wisconsin Open Meeting laws, the Board is not able to answer questions or respond to your comments. All comments should be directed to the Board. Comments are limited to 3 minutes per speaker. Speakers are asked to use the podium and state their name and address.*
5. Ordinances.
 - a. Discussion and Possible Action on Ordinance No. 2023-05, Ordinance to Amend Chapter 2, Article II, Division 2, Section 2.110 of the Code of Ordinances Regarding Appointed Committees
 - b. Discussion and Possible Action on Ordinance No. 2023-06, Ordinance to Amend Chapter 62, Article II, Section 62.101 of the Code of Ordinances Regarding Plan Commission Membership
 - c. Discussion and Possible Action on Ordinance No. 2023-07, Ordinance to Amend Chapter 34, Section 34128 Regarding Fees Related to Fire Sprinkler Systems
6. Resolutions. – None.
7. Old Business.
 - a. Discussion and Possible Action on Committee Appointments
 1. Board of Review –1 Alternate Member (3 year term)
 2. Public Works & Safety Committee – 3 Members (2 year terms); 1 Trustee
 3. Zoning Board of Appeals – 1 Members (full 3 year terms);
 4. Police Commission – 1 Member (3 year term); 1 Member (term ending 4/30/24)
 5. Historic Preservation Commission –1 Member (term to expire 4/30/24); 1 Member Architect (term to expire 4/30/24); 1 Member (3 year term)
 6. Lake Management Planning Committee
8. New Business.
 - a. Discussion and Possible Action on VFW Memorial Day Car Show Special Event Permit Application
 - b. Discussion and Possible Action Regarding the July 4th, 2023 Village Board Meeting
 - c. Discussion and Possible Action on Alcohol Licenses
 - i. VFW Memorial Day Car Show Temporary Alcohol License



Regular Village Board Meeting Agenda

- ii. New “Class A” License Regarding 1256 Capitol Dr #600
- iii. New “Class B” License Regarding 742 Glacier Rd

9. Citizen Comments. – *This is an opportunity for citizens to share their opinions with Board Members on any topic they choose. However, due to Wisconsin Open Meeting laws, the Board is not able to answer questions or respond to your comments. All comments should be directed to the Board. Comments are limited to 3 minutes per speaker. Speakers are asked to use the podium and state their name and address.*

10. Adjournment.

Note: Notice is hereby given that a quorum of a Village Committee and/or Commission may be present at the Village Board meeting, and if so, this meeting shall be considered an informational meeting of that Committee or Commission and no formal action of that Committee or Commission shall occur. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. To request such assistance, contact the Village Clerk at 262-691-5660.

Posted April 28, 2023

**VILLAGE OF PEWAUKEE
VILLAGE BOARD MINUTES
April 18, 2023**

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 Kelli Belt, Trustee Chris Krasovich, Trustee Craig Roberts; Trustee Heather Gergen; Trustee Bob Rohde; Trustee Jim Grabowski; and President Jeff Knutson.

Also Present: Village Attorney, Mark Blum; Director of the Public Works Department, Dan Naze; Village Administrator, Scott Gosse; Village Clerk, Cassie Smith

2. Public Hearings/Presentations – None

3. Approval of Minutes of Previous Meeting

a. Minutes of the Regular Village Board Meeting – April 5, 2023

Trustee Grabowski moved, seconded by Trustee Roberts to approve the April 5, 2023, minutes of the Regular Village Board meeting as presented.

Motion carried 7-0.

4. Citizen Comments

Dan Ladwig @ N37w26980 Kopmeier Dr. – Mr. Ladwig spoke regarding the quiet zone. He indicated that the City of Pewaukee is waiting on the Village to submit for a quiet zone before they proceed. He would like an update and will report back to the City of Pewaukee.

Ed Hill @ 303 Sunset Drive – Mr. Hill congratulated those who were elected to the Village Board. He spoke regarding Ordinance 2023-04 to amend Chapter 14, Article VI, Section 14.243 of the Village of Pewaukee Code of Ordinances regarding the demolition of buildings. He explained that he had addressed the concerns at the last meeting. He expressed that the USEPA and DNR do not address issues until after the damage has been done. He is looking to help protect the environment.

5. Ordinances

a. Possible Action on Ordinance No. 2023-04, Ordinance to Amend Chapter 14, Article VI, Section 14.243 of the Village of Pewaukee Code of Ordinances Regarding Demolition of Buildings

Administrator Gosse stated the draft ordinance is consistent with the discussion during the last meeting. One addition was added that includes adding that a building permit would be needed if the building was a landmark. Trustee Rohde questioned the removal of hazardous materials and proper documentation. Attorney Blum stated that hazardous materials need to be disposed of at a landfill that is licensed to accept hazardous materials.

Trustee Krasovich moved, seconded by Trustee Grabowski, to Approve Ordinance No. 2023-04 to Amend Chapter 14, Article VI, Section 14.243 of the Village of Pewaukee Code of Ordinances Regarding Demolition of Buildings as Presented.

Trustee Rohde asked when the Ordinance would take effect; Attorney Blum responded that any new permits

currently in place would not be affected.

Motion carried 7-0.

6. Resolutions

a. Resolution No. 2023-04, Resolution Recognizing the Service of Edmund Hill to the Village of Pewaukee

President Knutson read the Resolution to recognize the service of Edmund Hill and Mr. Hill accepted the Resolution.

Trustee Rohde moved, seconded by Trustee Krasovich to Approve Resolution No. 2023-04 Recognizing the Service of Edmund Hill to the Village of Pewaukee

Motion carried 7-0.

7. Old Business - None

8. New Business

a. Discussion and Direction on Trustee Committee Appointment Terms

Not discussed.

b. Discussion and Direction on Email Newsletter Options

Clerk Smith presented the different options that may be used to communicate information to the residents. The Village Board discussed the current process, and each Board member gave their views. Concerns of the Village Board were costs and staff time. The consensus was to discuss the newsletter options at the Strategic Planning meeting on April 20, 2023.

c. Discussion and Update on Quiet Zone Process

President Knutson stated that he put this on the agenda to give an update regarding the Quiet zone. Two options for applying for a quiet zone were addressed. The first was to do the two crossings at Kopmeier and Forest Grove and the second was to complete the sealed corridor project and submit for all four crossing as quiet zones at the same time. Discussion followed on different ideas on how to proceed. The consensus was to bring this item back to the Village Board at a future meeting after obtaining direction regarding the Oakton Ave sealed corridor and reaching out to City regarding their railroad crossings.

d. Discussion and Direction on Oakton Avenue Sealed Corridor Project

Administrator Gosse explained he had a few conversations with DOT regarding the Oakton crossing and the DOT made it clear that they do not have civil engineers on staff to address it. The DOT questioned if Village would be willing to accept the quick curb to address the left turns in lieu of a raised concrete median. Their request is for consideration for a quick curb and the DOT would look for grant funds to reimburse the Village for the expense. Discussion regarding the quick curb versus the permanent cement curb and the costs associated. Director Naze stated that 3-4 years ago he proposed installing stop signs as the Village does during special events and Traffic Engineer Pat Hawley evaluated and recommended against it due to creating two separate intersections, in addition, he doesn't think that the OCR will go back on the decision to remove the left-hand turns. Naze stated that the quick curbs state they have a 10-year life and the concrete curbs will have a life of 25-30 years. The quick curbs are less permanent in the event something does change at this intersection. The consensus was to relay that the quick curb option is not something the Village is excited about but will move forward if that will meet the standards of the OCR. The Village directed Administrator Gosse to bring back the information to the Village Board on what their response is.

e. Discussion and Possible Action on raSmith Agreement Regarding Kiwanis Village Park Sanitary

Sewer Lateral Design and Bid Document

Administrator Gosse stated this item was reviewed with the Board during the ARPA discussions. The DPW has been maintaining the lateral by jetting the lateral on a regular basis. Director Phalin reached out to a local plumbing company for a proposal to install a grinder pump and directional bore a new discharge line from the Village Park Pavilion about 400 feet to the east. Due to the proposal being over \$25,000, it requires the Village to publicly bid for the project which would mean that a bid proposal would need to be created. raSmith will create the bid package for an amount of \$6,000. Discussion continued about the costs which were determined could be paid by infrastructure funds and that it will be mid/late summer before the work could be started.

Trustee Gergen moved, seconded by Trustee Roberts to Approve the raSmith Agreement as Presented with an Estimated budget not to Exceed \$6,000 which will be Paid out of the Infrastructure Fund.

Motion carried 7-0.

f. Discussion and Possible Action on Committee Appointments

1. Board of Review – 2 Regular Members and 1 Alternate Member (all 3 year terms)

Trustee Rohde motioned, seconded by Trustee Krasovich to Re-appoint Cheryl Mantz as a Regular Board of Review Member for the Term Ending on April 30, 2026.

Motion carried 7-0.

2. Plan Commission – 1 Trustee

Trustee Rohde motioned, seconded by Trustee Gergen to re-appoint Trustee Roberts the Trustee Representative to the Plan Commission for the Term Ending on April 30, 2026.

Motion carried 7-0.

3. Public Works & Safety Committee – 3 Members (2 year terms); 2 Trustees

Trustee Gergen motioned, seconded by Trustee Grabowski to Appoint Trustee Krasovich a Trustee Representative to the Public Works & Safety Committee.

Motion carried 7-0.

4. Zoning Board of Appeals – 2 Members (full 3 year terms); 1 Alternate (term to expire 4/30/24); 1 Alternate (3 year term)

Trustee Gergen motioned, seconded by Trustee Krasovich to Re-appoint Paul Evert as a Regular Zoning Board of Appeals Member for the Term Ending on April 30, 2026; Re-appoint Patricia Stonger as an Alternate Zoning Board of Appeals Member for the Term Ending on April 30, 2026; and Appoint Edmund Hill as an Alternate Zoning Board of Appeals Member for the Remaining Term Ending on April 30, 2024.

Motion carried 7-0.

5. Park & Recreation Board – 2 Members (3 year terms); 1 Trustee (3-year term)

Trustee Rohde motioned, seconded by Trustee Grabowski to Appoint Kristen Kreuser as a Park & Recreation Member for the Term Ending April 30, 2026, and to Re-appoint Eric Krasovich as a Regular Park & Recreation Member for the Term Ending April 30, 2026.

Motion carried 7-0.

6. Police Commission – 1 Member (3 year term); 1 Member (term ending 4/30/24)

No action was taken.

7. Sex Offender Residency Appeal Board – 2 Members (3 year terms)

Trustee Grabowski motioned, seconded by Trustee Gergen to Re-appoint Laurin Miller and Charla Beutler as Regular Sex Offender Residency Appeal Board Members for the Term Ending on April 30, 2026.

9. Motion carried 7-0.

1. Historic Preservation Commission –1 Member (term to expire 4/30/24); 1 Member

Architect (term to expire 4/30/24); 1 Member (3 year term)

No action was taken.

2. Lake Advisory Committee – 1 Trustee

Trustee Gergen motioned, seconded by Trustee Rohde to Appoint Trustee Grabowski as the Trustee Representative of the Lake Advisory Committee.

Motion carried 7-0.

3. Joint Library Board – 1 Member

Trustee Gergen motioned, seconded by Trustee Roberts to Re-appoint Leslie Miller as a Member of the Joint Library Board for the Term Ending on April 30, 2026.

Motion carried 7-0.

b. Review of Quarterly Financial Reports and Monthly Approval of Checks and Invoices for all funds – March 2023

Trustee Belt stated that the Quarter 1 financial review will be held in May.

Trustee Krasovich moved, seconded by Trustee Roberts to Approve the March 2023 checks and invoices for all funds, except the library, as presented.

Motion carried 7-0.

Trustee Grabowski moved, seconded by Trustee Roberts to Acknowledge the March 2023 check and invoices regarding the library.

Motion carried 7-0.

10. Citizen Comments

Mike Heise @ 440 Oakton Ave – Mr. Heise said that it is premature to close off the Oakton Ave intersection until the Village has an opportunity to look at a plan. He has garnered 2 engineers willing to work together to put a plan together. He believes there is a solution to satisfy OCR and he is willing to spend the money to put options together. It would be nice to work with our staff to help put a plan together. Asked if the engineers could speak to Village staff about this.

11. Closed Session. – *The Village Board of the Village of Pewaukee will enter into closed session pursuant to Wis. Statute Section 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically regarding Joint Library Agreement with City of Pewaukee.*

Trustee Roberts moved, seconded by Trustee Grabowski to move into Closed Session at approximately 7:30 p.m.

Motion carried on Roll Call vote, 7-0.

12. Reconvene into Open Session

Trustee Krasovich moved, seconded by Trustee Belt to reconvene into Open Session at Approximately 8:45 p.m.

Motion carried on Roll Call vote, 7-0.

13. Adjournment

Trustee Grabowski moved, seconded by Trustee Roberts to adjourn the April 18, 2023, Regular Village Board meeting at approximately 8:45 p.m.

Motion carried 7-0.

Respectfully Submitted,

Casandra Smith
Village Clerk

DRAFT

VILLAGE OF PEWAUKEE
VILLAGE BOARD MINUTES – STRATEGIC PLANNING WORKSHOP
April 20, 2023 – 6:00PM

Village Board members present: Trustee Heather Gergen, Trustee Bob Rohde, Trustee Kelli Belt, Trustee Grabowski; Trustee Chris Krasovich; Trustee Craig Roberts; and President, Jeff Knutson.

Also Present: Administrator Scott Gosse and Village Clerk, Cassie Smith.

1. Review and Direction on Goals, Strategies and Objectives Described in the Draft Strategic Plan

Strategy #1 – Develop a formal redevelopment and land use plan for the Village, considering the fiscal impact and cost of service for varying land uses.

Objective #1- Identify the types of development and/or redevelopment desired within the Village and prioritize locations for this development. It was determined by the Village Board that this objective is complete.

Objective #2-Develop an updated land use plan for the Village. Trustee Roberts updated the Board stating that the density regarding mixed use is being addressed at the Plan Commission to take a proactive approach regarding the downtown area. Planner Censky has been researching what other communities have done.

Objective #3-Determine appropriate mechanisms and action steps for incentivizing desired development in priority areas based on cost-benefit analysis. Trustee Roberts stated that in November Administrator Gosse, Trustee Belt, and Trustee Roberts met with Waukesha County Center for Growth to look at programs that would be advantageous for the Village. Waukesha County Center for Growth suggested an open house and Trustee Roberts stated the Village will hold an open house in the future once areas are identified areas according to the Land Use Plan. Discussion regarding Waukesha County Center for Growth and making a more friendly Land Use document was had. It was determined Trustee Gergen will create a summary of the Land Use document to give prospective developers a better vision of what we are looking for in certain areas. Discussion continued regarding developments and the Capstone project.

Objective #4-Invest in improvements and enhancements to Village Parks. Trustee Rohde gave an update on what improvements have been completed, and what future improvements are coming for all Village Parks.

Strategy #2 – Develop a plan for updating facilities, improving technology, and making capital improvements over the next ten years and ensure sustainability of the Village’s growth and resources moving forward.

Objective #1-Complete assessment of current and future maintenance, infrastructure, and technology needs.

Administrator Gosse stated that the Village staff are always looking at what can be updated. The facilities maintenance review project is now completed, which will be part of the 2024 budget preparations.

Objective #2-Develop a plan for document management and the scanning and digitizing of records. Clerk Smith explained that due to a lack of funds the Village staff have started compiling a plan to move to digital records without the use of a digital record software. As able staff will digitize documents that are retained

forever.

Objective #3-Create a 10-year plan that includes all Village departments and is updated annually. This is a living document that will determine what is needed for debt issuances. Gosse is in conversation with Baird regarding debt. It was confirmed that personnel needs are a component of this document.

Objective #4-Create a toolkit to respond to potential challenges and threats that could be the result of budget, litigation, environmental, economic or other emergency situations. Administrator Gosse will contact our new security provider to create a plan to present. The Village has an emergency management plan and is included in the emergency/disaster document prepared by Waukesha County.

Objective #5- Develop how the Village can pay for additional services.

Most of the suggestions have been implemented or the process of implementation has started. Grants will continue to be looked at as they become available. Administrator Gosse reported that the Village was awarded the grant for 50% of the cost of the weed cutter. The new Fire and Rescue fee structure has been added to the worksheet as another avenue for additional services.

Strategy #3 – Improve planning and collaboration with the surrounding communities, Lake Pewaukee Sanitary District, Waukesha County, Pewaukee School District, and other civic/business organizations.

Objective #1-Plan for future contracts for shared services. It was noted the Village and City are currently in the negotiation phase for the Fire/EMS and Library contracts.

Objective #2-Identify collaborations for shared equipment, consolidation of services, and purchasing.

It was determined that the workgroup has completed its work regarding a short-term weed harvesting policy, but a long-term goal is needed. Trustee Grabowski who has been newly elected to the Lake Advisory Committee was tasked with working with all three communities to create an all-encompassing plan for the lake. Trustee Belt asked that the immediate concerns regarding the accountability and supervision of staff on the lake be addressed.

Objective #3-Identify partnerships around future planning needs related to infrastructure and development.

New partnerships were not addressed.

Strategy #4 – Improve communications and operational transparency with Village residents and business through the development and implantation of a communications platform that leverages technology.

Objective #1 Develop and implement an improved communication plan that focuses on website improvements and prioritizes new methods of disseminating information. Trustee Roberts explained that in 2019 when the Strategic Plan was created the survey showed that transparency/communication was a concern. During this time the property where St. Mary's church resided was a big issue for the residents. He believes that a new survey may give more insight into what the Village residents want regarding information. Trustees Krasovich and Gergen were tasked to work as a team to work on ideas for communication with the residents.

Objective #2-Create a financial dashboard. Trustees Roberts and Belt will work with Treasurer Haack to start the process of creating documents that can be presented to the Village Board so that the Board can know where the

Village stands. The financial dashboard and what it should encompass were discussed. Discussion regarding staffing time, details, and narratives was discussed.

Objective #3-Make permanent recordings of Village meetings including a live webcast.

The live webcast was implemented in March 2023. This item is marked as completed.

Strategy #5 – Promote activities and organizations that foster stronger neighborhoods and a healthier community.

Trustee Rohde stated that the new survey should include Strategy 5 to see how the Village should proceed on objectives 1-3.

Objective #1- Work with neighborhood residents to actively promote the creation of neighborhood associations in both new subdivisions and older neighborhoods within the community.

Objective #2-Develop a platform to communicate, inform, and promote neighborhood and community events.

Objective #3-Create a clearinghouse of individuals, groups, and organizations to assist individuals in need of a helping hand.

Trustee Roberts presented Chapter 1, “Environmental Scan” in draft format. He removed items he didn’t see relevant within the last 4 years. Roberts added items that have been completed in the past 4 years and included demographics that are relevant like Village. More information regarding the Land Use Plan was added and how it is related to the levy. Items discussed were how to educate the community, facilities, capital improvements, and the lake management plan. Discussion continued regarding the draft document and its details. Gergen suggested including the housing demographics included and the statistics highlight to show that they make an impact.

The next steps are to create section 2, which is community feedback, and create the questionnaire. This process will include inviting residents, businesses, and organizations in to give their viewpoints and get an idea of what others see as issues/problems. This will help reign in on what questions to ask during our survey. The timeline for this process is to send out the survey in the 3rd quarter of 2023 and conclude the strategic plan by the end of the year.

The meeting adjourned the Strategic Planning Workshop at approximately 7:39 p.m.

Respectfully Submitted,

Casandra Smith
Village Clerk



To: Jeff Knutson, President
Village Board

From: Scott A. Gosse
Village Administrator

Date: April 26, 2023

Re: Agenda Items 5a and 5b - Ordinances

BACKGROUND

The following two ordinances are on the agenda at the request of Village President Knutson. Staff will defer to President Knutson to facilitate the discussion on these matters.

ACTION REQUESTED

The action requested of the Village Board by President Knutson is to consider the adoption of the two draft ordinances.

Attachments

ORDINANCE NO. 2023-05

ORDINANCE TO AMEND CHAPTER 2, ARTICLE II, DIVISION 2, SECTION 2.110 OF THE CODE OF ORDINANCES REGARDING APPOINTED COMMITTEES

WHEREAS, the Village of Pewaukee has ordinance language regarding terms of citizen members on the Public Works & Safety Committee; and

WHEREAS, the Village of Pewaukee has ordinance language providing for stating the appointment of some committee chairs by the Village President.

NOW, THEREFORE, the Village Board of the Village of Pewaukee, Waukesha County, Wisconsin, do ordain as follows:

SECTION ONE:**Sec. 2.110. Appointed committees.**

- (a) The following committees are established, and members shall be appointed by the president subject to confirmation by the village board at the first regular meeting in May:
- (1) Reserved.
 - (2) Public works and safety committee.
 - a. *Membership.* The public works and safety committee shall consist of seven members inclusive of the chairperson. Two of said members shall be members of the village board and shall serve one-year terms. The remaining five members shall be residents of the village and shall serve twothree-year terms, so staggered that not more than three members shall be appointed in any one year. All appointments shall be made by the village president and be subject to confirmation by the village board.
 - b. *Duties.* The public works and safety committee shall advise the board regarding matters referred to the committee by the board, including matters that relate to public works and public safety, streets, sewers, lighting, storm sewers, village work crews, curbs and gutters, sidewalks, dumps, cemeteries, building regulations, civil defense, traffic and parking regulation, and matters related to the village water utility, as referenced in section 90.135, et. seq. of this Code.
- (b) Except as otherwise provided for hereunder, Each all other committees shall consist of three members; however, no trustee nor the president shall serve on more than two committees. The village president shall be a member of the finance committee. The chairmen of the committees shall be designated by the president subject to confirmation by the board elected by their respective Board or Committee unless otherwise specifically stated in the Code of Ordinances or Wisconsin Statutes. Officers, employees and members of all other committees, boards and commissions shall be appointed as called for by ordinance or statute and otherwise by the village president.
- (c) The conduct and operation of each committee shall be reviewable only by the board except as otherwise provided by statute.

SECTION TWO: All ordinances or parts of ordinances contravening the terms and conditions of this ordinance are hereby to that extent repealed.

SECTION THREE: The several sections of this ordinance shall be considered severable. If any section shall be considered by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of other portions of the ordinance.

SECTION FOUR: This ordinance shall take effect upon passage and publication as required by law.

Passed and adopted this _____ day of _____, 2023, by the Village Board of the Village of Pewaukee.

APPROVED:

Jeffrey Knutson, Village President

Countersigned:

Cassie Smith, Village Clerk

DRAFT

ORDINANCE NO. 2023-06

ORDINANCE TO AMEND CHAPTER 62, ARTICLE II, SECTION 62.101 OF THE CODE OF ORDINANCES REGARDING PLAN COMMISSION MEMBERSHIP

WHEREAS, the Village of Pewaukee has ordinance language regarding the election of a Village Trustee representative to serve on the Plan Commission by a two-thirds vote of the Village Board; and

WHEREAS, the Village Board desires to change the two-thirds vote requirement to a majority vote requirement.

NOW, THEREFORE, the Village Board of the Village of Pewaukee, Waukesha County, Wisconsin, do ordain as follows:

SECTION ONE:**Sec. 62.101. Membership.**

- (a) The plan commission shall consist of the village president or an alternate appointed by the village president, a village trustee elected by the village board each April by a ~~two-thirds~~ majority vote of the Board members present at the meeting, and five citizens appointed by the village president subject to confirmation by the village board, for the term of three years. The citizen members shall be electors of the village of recognized experience and qualifications.
- (b) The presiding officer shall be the village president or an alternate appointed by him. In the absence of the president or his alternate, the presiding officer shall be the village trustee appointed to the plan commission; and in absence of the above, the presiding officer shall be the senior plan commission member.
- (c) The secretary shall be the village clerk, deputy clerk/treasurer or designee appointed by the village clerk.
- (d) Official oaths shall be taken by all members in accordance with Wis. Stats. § 19.01, within ten days of receiving notice of their appointment.
- (e) Terms for the citizen members shall commence on May 1 and shall be for three-year periods, staggered so as to prevent all terms from expiring within the same year.
- (f) Vacancies shall be filled for the unexpired term in the same manner as appointments for the full term.

SECTION TWO: All ordinances or parts of ordinances contravening the terms and conditions of this ordinance are hereby to that extent repealed.

SECTION THREE: The several sections of this ordinance shall be considered severable. If any section shall be considered by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of other portions of the ordinance.

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SECTION FOUR: This ordinance shall take effect upon passage and publication as required by law.

Passed and adopted this _____ day of _____, 2023, by the Village Board of the Village of Pewaukee.

APPROVED:

Jeffrey Knutson, Village President

Countersigned:

Cassie Smith, Village Clerk

DRAFT



To: Jeff Knutson, Village President
Village Board

From: Cassie Smith
Village Clerk

Date: April 28, 2023

Re: Agenda Item: 5c Discussion and Possible Action on Ordinance No. 2023-07, Ordinance to Amend Chapter 34, Section 34128 Regarding Fees Related to Fire Sprinkler Systems

BACKGROUND

Ordinance 2023-07 has been drafted to include an update of fees to be consistent with the City of Pewaukee.

ACTION REQUESTED

The action requested by the Village Board is to adopt Ordinance 2023-07 to update Fire Sprinkler and Fire Alarm fees as presented.

ORDINANCE NO. 2023-07

Ordinance to Amend Chapter 34, Section 34.128 Regarding Fees Related to Fire Sprinkler and Fire Alarm Systems of the Village of Pewaukee Code of Ordinances

SECTION I

WHEREAS, the Village of Pewaukee establishes fees related to fire sprinkler and Fire Alarm plan ~~reviews~~reviews; and

WHEREAS, the City of Pewaukee Fire Department provides this plan review service for the Village of Pewaukee; and

WHEREAS, the City of Pewaukee has updated its fire sprinkler and fire alarm plan review schedules; and

WHEREAS, the Village of Pewaukee desires to be consistent with the City of Pewaukee on this matter.

SECTION II

NOW, THEREFORE, the Village Board does hereby ordain as follows:

Sec. 34.127. Inspections.

Every sprinkler system required by this Code or by the administrative rules of the state shall be tested in accordance with applicable IFC rules as well as NFPA 25, 13 and 13R. The results of the testing shall be forwarded to the Fire Department on a yearly basis.

Every Fire Alarm System required by this Code or by administrative rules of the State of Wisconsin shall be tested in accordance with applicable IFC rules as well as NFPA 72. The results of the testing shall be forwarded to the Fire Department on a yearly basis.

Sec. 34.128. Fees related to fire sprinkler and fire alarm systems.

Fire sprinkler and fire alarm system fees are as follows:

- (1) Basic fire sprinkler plan review fee ~~\$125~~ \$325
- (2) Fire sprinkler with fire pump \$475
- (3) Fire sprinkler plans review with hydraulic calculations ~~\$175~~ \$275
- (4) Fire sprinkler hydraulic calculations verification only ~~\$110~~ \$185
- (5) Each additional review of the same system ~~\$110~~ \$185
- (6) Site inspection of fire sprinkler installations during installation, ~~\$75~~ \$225/visit
- (7) Witness final acceptance tests of fire sprinkler and fire alarm systems, ~~per hour \$75~~ \$225/visit
- (8) Small additions and changes ~~\$50~~ \$175
- (9) Small additions and changes under 20 heads \$175
- (10) Fire sprinkler and fire sprinkler plan review fee schedule shall be as follows:

1. New construction, additions, alterations and parking lots fees are computed per this table.
2. New construction and additions are calculated based on total gross floor area of the structure.
3. A separate plan review fee is charged for each type of plan review.

Area (Square Feet)	Fire Alarm System Plans	Fire Suppression System Plans
Less than 2,500	\$30	\$30
2,500 - 5,000	\$60	\$60
5,001 - 10,000	\$100	\$100
10,001 - 20,000	\$150	\$150
20,001 - 30,000	\$200	\$200
30,001 - 40,000	\$350	\$350
40,001 - 50,000	\$500	\$500
50,001 - 75,000	\$700	\$700
75,001 - 100,000	\$1,000	\$1,000
100,001 - 200,000	\$1,200	\$1,200
200,001 - 300,000	\$3,000	\$3,000
300,001 - 400,000	\$4,400	\$4,400
400,001 - 500,000	\$5,600	\$5,600
Over 500,000	\$6,400	\$6,400
Note:	1. A Plan Entry Fee of <u>\$100.00</u> shall be submitted with <u>each</u> submittal of plans in addition to the plan review and inspection fees.	
	2. At the Sole discretion of the fire department in conjunction with the Plans Examiner; Fees may be modified, reduced or waived based on scope of services, project type, or other relevant factors.	
Determination of Area	The area of a floor is the area bounded by the exterior surface of the building walls or the outside face of columns where there is no wall. Area includes all floor levels such as subbasements, basements, ground floors, mezzanines, balconies, lofts, all stories, and all roofed areas including porches and garages, except for cantilevered canopies on the building wall. Use the roof area for free standing canopies.	
Plan Examination Extensions	The fee for the extension of an approved plan review shall be 50% of the original plan review fee, not to exceed \$3,000.00.	
Resubmittals & revisions to approved plans	When deemed by the reviewer to be a minor revision from previously reviewed and/or approved plans, the review fee shall be \$75.00. Any significant changes or alterations beyond minor amendments as determined by the Plans Examiner and Fire Department may result in additional charges as appropriate.	
Submittal of plans after construction	Where plans are submitted after construction, the standard late submittal fee of \$250.00 will be assessed per each review type that occurred after construction. This is in addition to any other plan entry fees, structural components and base fees applied to a project.	
Expedited Priority Plan Review	The fee for a priority plan review, which expedites completion of the plan review in less than the normal processing time when the plan is considered ready for review, shall be 200% of the fees specified in these provisions.	

(Ord. No. 420, § 2(8), 7-5-1995)

SECTION III

All ordinances or parts of ordinances contravening the terms and conditions of this ordinance are hereby to that extent repealed.

SECTION IV

The several sections of this ordinance shall be considered severable. If any section shall be considered by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the other portions of the ordinance.

SECTION V

This ordinance shall take effect upon passage and publication or posting as approved by law, and the Village Clerk shall so amend the Code of Ordinances of the Village of Pewaukee, and shall indicate the date and number of this amending ordinance therein.

Passed and adopted this _____ day of _____ 2023 by the Village Board of the Village of Pewaukee.

APPROVED:

Jeffrey Knutson, Village President

Countersigned:

Cassie Smith, Village Clerk



235 Hickory Street - Pewaukee, WI

Committee APPLICATION

If you are interested in serving the community as a committee member, please complete this application form. If applying for an existing vacancy, your committee application will be kept on file until after an appointment has been made. If no vacancy currently exists, your application will be kept on file until a vacancy occurs. If you have any additional questions, please feel free to contact Village Hall by calling (262) 691-5660 or email the Village President at villagepresident@villageofpewaukee.com.

First Name Jodie		M.I. A.	Last Name Borckmann	
Applicant's Residence: Street Address 440 Majeskie Dr.		City Pewaukee	State WI	Zip 53072
Home Phone: 262-691-9047	Work Phone: —	Cell Phone: 262-370-2082		
Home Email: Jodieborckmann@gmail.com		Work Email: —		


Choose a Committee(s)	
<input type="checkbox"/> Board of Review	<input checked="" type="checkbox"/> Police Commission
<input type="checkbox"/> Historic Preservation Commission	<input type="checkbox"/> Public Works & Safety Committee
<input type="checkbox"/> Joint Library Board	<input type="checkbox"/> Sex Offender Residency Appeal Board
<input type="checkbox"/> Joint Parks & Recreation	<input type="checkbox"/> Zoning Board of Appeals
<input type="checkbox"/> Plan Commission	<input type="checkbox"/> Other (please specify): _____

Background (related experience, skills, or qualifications):

Have lived in the Village for 22 yrs.
 Was on the Pewaukee school PTO board 5 years as a school liaison for 3 years and a treasure for 2 years.
 Have been on the Pewaukee H.S. Booste Club board for 4 years running the concessions for all sports.

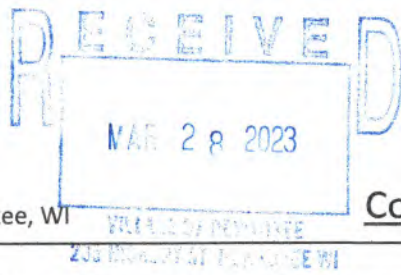
Why are you interested in this committee(s):

my kids are getting older and next year I will only have 1 senior in school. ~~and~~ I would like to continue supporting this community beyond the school district now. And help continue to make this a great place to live and raise a family.

 4-18-2023
 Applicant's Signature & Date



235 Hickory Street - Pewaukee, WI



Revised 12/11/2020

Committee APPLICATION

If you are interested in serving the community as a committee member, please complete this application form. If applying for an existing vacancy, your committee application will be kept on file until after an appointment has been made. If no vacancy currently exists, your application will be kept on file until a vacancy occurs. If you have any additional questions, please feel free to contact Village Hall by calling (262) 691-5660 or email the Village President at villagepresident@villageofpewaukee.com.

First Name Jeffrey		M.I. S	Last Name Bublitz	
Applicant's Residence: Street Address 423 Hickory St		City Pewaukee	State WI	Zip 52072
Home Phone:	Work Phone:		Cell Phone: (262) 424 3749	
Home Email: jsb99705@gmail.com		Work Email:		

Choose a Committee(s)	
<input type="checkbox"/> Board of Review	<input checked="" type="checkbox"/> Police Commission
<input type="checkbox"/> Historic Preservation Commission	<input type="checkbox"/> Public Works & Safety Committee
<input type="checkbox"/> Joint Library Board	<input type="checkbox"/> Sex Offender Residency Appeal Board
<input type="checkbox"/> Joint Parks & Recreation	<input type="checkbox"/> Zoning Board of Appeals
<input type="checkbox"/> Plan Commission	<input type="checkbox"/> Other (please specify): _____

Background (related experience, skills, or qualifications): See Attached

Why are you interested in this committee(s): See Attached

Applicant's Signature & Date

Jeffrey S. Bublitz
423 Hickory St.
Pewaukee, WI 53072
262-424-3749

My background:

I have been in leadership roles for many years. I have served on the board of directors of civic groups and have been employed as management and team lead in the private sector for more than 12 years. I was a volunteer fire fighter for 5 years. I am currently the president of a 12-member group to maintain and promote the growth of 100 acres of land. I am also the chairman of a group that is amending and writing new by-laws for a nature conservancy of 200 acres and 28 members.

Why I am interested in this committee:

This year marks the 39th year I have been a resident of the Village of Pewaukee, I have had the opportunity to see the Village transform from what used to be open farm fields and budding subdivisions to one of the premier communities of Lake Country. This type of progress doesn't come without challenges. Policing a diverse community is certainly one of those. If appointed, I look forward to assisting the police department and the Village of Pewaukee accomplish their goals. The Police Commission plays an important role in providing the department the tools they need through hiring, promotions and oversight and acts as one of the bridges that connects the Village residents to those that protect and serve them.

Thank you for considering me for the Police Commission,

Jeff Bublitz



To: Jeff Knutson, President
Village Board

From: Scott A. Gosse
Village Administrator

Date: April 26, 2022

Re: Agenda Item _8a___, Discussion and Possible Action on VFW Special Event Permit
Application for Memorial Day Car Show

BACKGROUND

The Pewaukee VFW Memorial Post 9537 has submitted a special event permit application for a car show and beer tent for May 29, 2023 from 9AM (after Legion Memorial Day Parade) – 3PM. According to the application, the event does not include amplified music. A copy of the permit application is attached for your review.

ACTION REQUESTED

The action requested of the Village Board is to approve the Special Event Permit Application for the Pewaukee VFW Memorial Post 9537 for their car show and beer tent as submitted and subject to the following conditions:

1. Provision of a Certificate of Insurance (1 million dollars minimum coverage) and provision of a copy of the “additional insured” endorsement with each naming the Village of Pewaukee as an additional insured. This is required due to the sale of alcohol at the event. The proof of insurance and endorsement is required at least 15 days prior to the event.
2. Contacting the Pewaukee Fire Department for a tent inspection as may be required by the International Fire Code and National Fire Protection Association Code.
3. Contacting the Pewaukee Building Services Department for any electrical inspections that may be related to any temporary electrical connections that may be associated with the event.

ANALYSIS

The application was distributed to Department Heads for review and comments with no concerns expressed. The Pewaukee VFW Memorial Post 9537 is a registered 501(c)(3) organization with the IRS.

The Park and Recreation Department has approved the park rental. The event as proposed includes the sale of food, soda and beer.

Attachment

May 2nd, 2023 Mtg



SPECIAL EVENT PERMIT APPLICATION

235 Hickory Street
 Pewaukee, WI 53072
 262-691-5660
 262-691-5664
www.villageofpewaukeewi.us

Permit approved	_____	Date	_____
Permit fees paid	_____	Date	_____
Deposit paid	_____	Date	_____
Deposit returned?	_____	Date	_____
FEES ARE NON-REFUNDABLE			

Applications are due 90 days PRIOR to the event.

ORGANIZATION INFORMATION

Name of Organization VFW Post 9537			
Street Address 202 Hickory st	City Pewaukee	State WI	Zip 53072
Phone Number	Are you a 501(c)3 Organization?		<input checked="" type="radio"/> Yes <input type="radio"/> No
Event Contact Person (First & Last Name) Erik VanDerVoort			
Address 202 Hickory st	City Pewaukee	State WI	Zip 53072
Email vmantrucker@yahoo.com	Phone Number 262-844-1518	Day of Event Phone Number same	

EVENT INFORMATION

Name of Event Memorial Day Car Show	Date(s) of Event Monday, Memorial Day
Event Start Time After Legion Memeorial Day Parade 0900	Event End Time 1500
Location of the Event* Veterans Park (Kiwanis ?)	
<p>You MUST attach a detailed map/sketch of your event indicating the specific location, layout of your event, the direction of the route, including all turns and the number of traffic lanes to be used.</p> <p>*If you are using a Village Park, you must reserve the park through the Park/Recreation Department prior to getting your special event permit approved by the Village Board. Call 262-691-7275.</p>	
Generally describe your event and its purpose Same as last several years. A car show to honor Americans Fallen.	
Estimated Number of Participants 100	Spectators >500
Vendors 2	

OTHER INFORMATION

Based on the definition described in the Special Event Manual, do you consider your event to be a Public Special Event or a Private Special Event? Please explain why.		
Are you a Local Civic/Nonprofit Group as defined by Village Code? (Copy of code in manual)		<input checked="" type="radio"/> Yes <input type="radio"/> No
Is there an outdoor bar that will serve alcohol? <i>If yes, alcohol and bartender licenses are necessary under separate application.</i>		<input checked="" type="radio"/> Yes <input type="radio"/> No
Is there an outdoor bar that will serve soda? <i>If yes, soda license is required under separate application.</i>		<input checked="" type="radio"/> Yes <input type="radio"/> No
Does the event include the sale of food on public property? <i>If yes, a Food Vendor Permit is required under separate application.</i>		<input checked="" type="radio"/> Yes <input type="radio"/> No
Does the event include the sale of merchandise? <i>If yes, a Transient Merchant license is required under separate application.</i>		<input type="radio"/> Yes <input checked="" type="radio"/> No
Does the event involve fireworks? <i>If yes, please provide a detailed fireworks plan with application.</i>		<input type="radio"/> Yes <input checked="" type="radio"/> No
Does the event involve amplified music?		<input type="radio"/> Yes <input checked="" type="radio"/> No
If yes, will the amplified music be a :		<input type="radio"/> Band <input type="radio"/> DJ <input checked="" type="radio"/> Other
Hours of amplified music:		
Please list the number of security staff you will be providing for the event:		4
Will you need barricades provided by the Village for your event, if so, how many?		
Will you be erecting any tents, canopies or other temporary structure(s)? <i>If yes, the Fire Department and Building Inspection Department will need to inspect these structures prior to the start of your event.</i>		<input checked="" type="radio"/> Yes <input type="radio"/> No
Will you be requiring electricity?		<input type="radio"/> Yes <input checked="" type="radio"/> No
Will you be providing portable restrooms and wash stations?		<input type="radio"/> Yes <input checked="" type="radio"/> No
<i>If yes, how many will you provide and where will they be located?</i>		
Will you provide parking for participants?		<input type="radio"/> Yes <input checked="" type="radio"/> No
<i>If yes, where will parking be available?</i>		
Will you provide a dumpster/clean-up services?		<input type="radio"/> Yes <input type="radio"/> No
Will you need extra 55 gallon garbage cans? <i>If yes, please include the number of cans you would like in your refuse collection plan below.</i>		<input checked="" type="radio"/> Yes <input type="radio"/> No
<i>If yes, please describe your clean-up and refuse collection plan. 2 cans extra, and we shall police up after.</i>		

OTHER INFORMATION CONTINUED

What other assistance do you foresee needing from the Village (personnel, materials, and/or equipment)?

Have you reviewed and do you have a copy of the Village of Pewaukee Special Events Manual including the Special Events Ordinance? Yes No

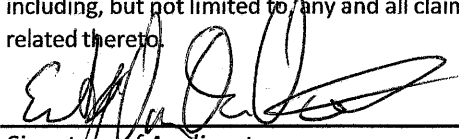
INSURANCE REQUIREMENTS
 A certificate of insurance (\$1,000,000 minimum coverage) and a copy of the "additional insured" endorsement, each naming the Village of Pewaukee as an additional insured under the event organizer's general liability insurance policy, may be required. Those events that will be required to provide the aforementioned insurance indemnification include, but are not limited to: 1) an event that includes alcohol, or 2) an event that is anticipated to have attendance greater than 500 people per day, or 3) an event that includes a road closure.

Are you able to provide these insurance documents, if required? Yes No

DEPOSIT REQUIREMENTS
 The applicant may be required to submit to the Village a cleaning/damage deposit of \$200 per day for each scheduled day of the event (or portion thereof), two weeks prior to the starting date of the event. The deposit shall be refunded to applicant, if, upon inspection, all is in order, or a prorated portion thereof as may be necessary to reimburse the Village for loss or cleaning costs. The Village reserves the right to retain the entire deposit if cleanup is not completed satisfactorily in the time frame as specified in the permit. Unless otherwise stated in the permit, the applicant shall be fully responsible for all necessary cleanup associated with the permitted event to be completed within twelve (12) hours after the conclusion of the event. (This deposit is separate from any deposit required by the Park/Recreation Department for park use).

TERMINATION OF AN EVENT
 The Village reserves the right to shut down a special event that is in progress if it is deemed to be a public safety hazard by the Police and/or Fire Department and/or there is a violation of Village Ordinances, State Statutes or the terms of the Applicant's permit. The Village Administrator and/or his/her designee may revoke an approved Special Events Permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.

By signing this form, the applicant certifies authorization to act on behalf of their organization and hereby releases the Village of Pewaukee, its employees, agents, subcontractors and assigns indemnified as and against any and all claims, demands, actions, causes of action, costs or expenses made against or incurred by the Village, including, but not limited to, actual attorney fees arising from the approval of this event application and the conducting of the activity set forth therein including, but not limited to, any and all claims for injury or damage to property arising from the event or any activities related thereto.



 Signature of Applicant

4-13-23

 Date

For staff use only

- Application forwarded to:
- Building Inspector
 - Fire Chief
 - Chief of Police
 - Park & Recreation Director
 - Clerk/Treasurer
 - Public Works Director



To: Jeff Knutson, Village President
Village Board

From: Cassie Smith
Village Clerk

Date: April 28, 2023

Re: Agenda Item: 8b Discussion and Possible Action Regarding July 4th, 2023, Village Board Meeting

BACKGROUND

The first Village Board meeting in July falls on July 4th, 2023.

ACTION REQUESTED

The action requested by the Village Board is to provide action on whether the Board would like to reschedule or cancel the July 4th, 2023, Village Board meeting.



To: Jeff Knutson, Village President
Village Board

From: Cassie Smith
Village Clerk

Date: April 28, 2023

Re: Agenda Item 8c(1), Approval of Temporary Class "B" Retailers License

BACKGROUND

The Village Board is the ruling body responsible for approving Temporary Class "B"/"Class B" Retailer's License applications.

ACTION REQUESTED

To approve the Temporary Class "B" Retailer's License applications made by Veterans of Foreign Wars – Pewaukee Memorial Post #9537 for the following event:

1. **VFW Memorial Day Show** – May 29, 2023 – Located at Kiwanis Village Park

ANALYSIS

This event has been successful in the past years. The applicant meets the requirements for a Temporary Class "B" Retailer's License in the Village of Pewaukee. The approved licenses would authorize the sale of malt beverages at the event as indicated.

Staff recommend approval of the license(s) as above.



To: Jeff Knutson, Village President
Village Board

From: Cassie Smith
Village Clerk

Date: April 28, 2023

Re: Agenda Item 8c(2), New "Class A" Combination License ("Class A") – Brews Wine and Spirits

BACKGROUND

Listed below is an application received for a new Class A Combination License (Class "A" Beer and "Class A" Liquor). The applicant has applied for the remainder 2022-2023 license term ending on June 30, 2023.

The Village received an application from DK & KD, LLC (dba/Brews Wine and Spirits) for the location located at 1256 Capitol Dr, Suite 600. This space is currently licensed by Brews Wine and Spirits under a separate owner. The premise description specifically states the following and will remain as is:

"ALCOHOL STORED WITHIN SUITE 600, 2100 SQ. FT. BUILDING, PUBLIC LIQUOR STORE/BACKROOM/WALK-IN COOLER. KEPT IN COOLERS, SHELVING AND STORAGE IN BACK AND FRONT AREAS. RECORDS ARE KEPT IN BACKROOM"

The current owner will be selling the business to DK & KD, LLC who will take over the business on or before 4/15/2023. The current owner has a liquor license which would be surrendered simultaneously with the new license issuance on or before May 4th, 2023.

The Fire Department, Treasurer, and Police Department have given their approval.

The Village Board is the ruling body responsible for approving liquor license applications.

ACTION REQUESTED

To consider the Alcohol Beverage License as listed.

Class A Combination License (Class "A" Beer & "Class A" Liquor)

DK & KD LLC	1256 Capitol Drive, Suite 600
DBA Brews Wine and Spirits	1256 Capitol Drive, Suite 600
Agent: Ravin R. Daniel	

ANALYSIS

The applicant listed above has applied for the remainder of the 2022-2023 license term. This is a new application that provides the Board an opportunity to address concerns and outline conditions to ensure alcohol rules and regulations are adhered to in a manner the Board deems satisfactory. If the Board is inclined to approve, please approve contingent on the surrender of the current "Class A" license and a signed lease agreement.

