



Regular Village Board Meeting Agenda

September 5, 2023 – 6:00 pm

Village Hall, 235 Hickory Street, Pewaukee, WI 53072

To view the meeting live:

<https://www.youtube.com/live/2aZ4Mgb33Mo?si=asZSXXnvOLS1SIW9>

1. Call to Order, Pledge of Allegiance, Moment of Silence and Roll Call.
2. Public Hearings/Presentations.
 - Public Hearing on Ordinance No. 2023-16, Ordinance to Amend Section 40.471 of the Village Code of the Village of Pewaukee Regarding the Regulation of Transient Commercial Lodging Uses in Residential Districts
 - Public Hearing on Ordinance No. 2023-17, Ordinance to Amend Chapter 40, Article VI, Division 22 Floodplain Zoning Ordinance, in the Village of Pewaukee Municipal Code
3. Approval of Minutes of Previous Meeting.
 - Minutes of the Regular Village Board Meeting – August 15, 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. 2023-16, Ordinance to Amend Section 40.471 of the Village Code of the Village of Pewaukee Regarding the Regulation of Transient Commercial Lodging Uses in Residential Districts
 - b. Discussion and Possible Action on Ordinance No. 2023-17, Ordinance to Amend Chapter 40, Article VI, Division 22 Floodplain Zoning Ordinance, in the Village of Pewaukee Municipal Code
6. Resolutions.
 - a. Discussion and Possible Action on Resolution No. 2023-14, A Resolution Committing to Required Funding for the Pewaukee Public Library and Requesting Exemption from the 2023 Waukesha County Library Tax Levy for 2024 Purposes
7. Old Business.
 - a. Remove from the table – Discussion and/or Direction Regarding the Food Vendor Licenses and Special Event Permitting Processes
8. New Business.
 - a. Discussion and Possible Action on Mobile Vehicle Barrier Purchase
 - b. Discussion and Possible Action Regarding 2023 Trick or Treat Date and Time
 - c. Discussion and Review of Draft 2024 Budget Related to Police Department and Joint Library



Regular Village Board Meeting Agenda

- d. Discussion and Possible Action of Elimination of the Deputy Clerk/Treasurer and Account Finance Clerk/Administrative Assistant Positions and Approval of Deputy Clerk and Deputy Treasurer Positions
 - e. Review and Direction on Proposed Salary Range Adjustments for Non-Represented Positions and Possible Action on Establishment of Salary Ranges for Deputy Clerk and Deputy Treasurer Positions
 - f. Discussion and Possible Action on Class “B” Temporary Alcohol License for Friends of the Park on September 8th in Kiwanis Village Park
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. 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 collective bargaining agreement with the Pewaukee Police Association; and 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 Wisconsin Manufacturers & Commerce; and Anna Heise Revocable Trust; and Notice of Claim from West Bend Mutual.
11. Reconvene Into Open Session.
- a. Possible Action on Disallowance of Claim
12. 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 September 1, 2023

**VILLAGE OF PEWAUKEE
VILLAGE BOARD MINUTES
August 15, 2023**

https://www.youtube.com/live/ZeixlqBF1Dc?si=0m-tl_O5cgSrncik

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

Also Present: Village Attorney, Mark Blum; Village Administrator, Scott Gosse; Village Treasurer, Kayla Haack; Director of Public Works, Dan Naze; Village Engineer, Tim Barbeau; Village Planner, Mary Censky; and Village Clerk, Cassie Smith.

2. Public Hearings/Presentations

- a. **Public Hearing on Ordinance to amend Sections 40.221(a), 40.229(a), 40.268, 40.301, 40.319, and 40.400.1(2)(b) of the Village Code pertaining to maximum permitted building height, and to amend Section 40.426(J)(1) of the Village Code pertaining to residential use parking regulations**

None.

- b. **Public Hearing on Ordinance to amend Section 40.400.1.(1) of the Village Code pertaining to the maximum percentage of units within a senior housing development (developed under the HEO - Housing for the Elderly Overlay Zoning District) which may be allocated toward independent living.**

Pamela Belz – 2823 Hamlin Ave, Roseville, MN – Ms. Belz asked for consideration of the proposed ordinance amendment 2023-14 regarding the change of independent living units as proposed. She recited some background information and stated that the demand for independent living has increased and further stated that based on their study there is an oversupply of assisted living and memory care through 2026 and beyond.

3. Approval of Minutes of Previous Meeting

- a. Minutes of the Regular Village Board Meeting – August 1, 2023

Trustee Rohde moved, seconded by Trustee Krasovich to approve the August 1, 2023 minutes of the Regular Village Board meeting as presented.

Motion carried 7-0.

4. Citizen Comments

None.

5. Ordinances

- a. **Possible Action on Ordinance No. 2023-14, Ordinance to amend Sections 40.221(a), 40.229(a), 40.268, 40.301, 40.319, and 40.400.1(2)(b) of the Village Code pertaining to maximum permitted building height, and to amend Section 40.426(J)(1) of the Village Code pertaining to residential use parking regulations**

Planner Censky gave an overview regarding the past Plan Commission discussions and presented the draft Ordinance as to what the Commission recommended. In the review of the B-2 Downtown zoning district, the Plan Commission discussed density and looked at what the surrounding communities have for their downtown area. In discussion with other local Municipal Planners, the consensus was that preserving open space in the downtown areas is not the direction currently. Also, parking spaces in these areas have decreased. The proposed ordinance would increase the allowable height of a structure and base parking requirements on the density of a multifamily development. Discussion followed regarding residential parking requirements.

Trustee Gergen moved, seconded by Trustee Roberts to approve Ordinance 2023-14 to Amend Sections 40.221(a), 40.229(a), 40.268, 40.301, 40.319, and 40.400.1(2)(b) of the Village Code pertaining to maximum permitted building height, and to amend Section 40.426(J)(1) of the Village Code pertaining to residential use parking regulations as Presented.

Motion carried 7-0.

- a. Possible Action on Ordinance No. 2023-15, Ordinance to amend Section 40.400.1.(1) of the Village Code pertaining to the maximum percentage of units within a senior housing development (developed under the HEO - Housing for the Elderly Overlay Zoning District) which may be allocated toward independent living.**

Planner Censky stated this modification is a percentage change in the maximum number of independent living units. This change would affect the whole municipality in this zoning overlay district not just one development. At the time the Plan Commission drafted and created this overlay district with the independent living percentage it was created due to impact on services. Senior Housing Partners presented a proposed change for the independent percentage to move from 50% to 75% of independent living. Trustee Roberts explained that the Plan Commission reviewed several scenarios and the concern in the past there was more concern about adding rental properties and the current concern is the cost of services. Changing the ratio for independent living is more advantageous, this is a simple update to give some leeway on applications that are presented in the future.

Trustee Rohde moved, seconded by Trustee Grabowski to approve Ordinance 2023-15 to Amend Section 40.400.1.(1) of the Village Code pertaining to the maximum percentage of units within a senior housing development (developed under the HEO - Housing for the Elderly Overlay Zoning District) which may be allocated toward independent living as presented.

Motion carried 7-0.

6. Resolutions– None

7. Old Business

- a. Strategic Plan Update – Focus Group Progress**

Trustee Roberts explained that he met with four focus groups and he has started compiling the responses. He will present the findings at the next meeting and the Village Board will need to decide whether a community survey is needed or if they would work from what has been discovered from the groups. The Village Board thanked Trustee Roberts for taking the lead on this project.

8. New Business

- a. Discussion and Possible Action on Award of Bid for Kiwanis Village Park Sanitary Sewer Lateral Replacement Project**

Engineer Barbeau explained that the restrooms at the Kiwanis Village Park Pavilion have had backup issues for quite some time. It was discovered that the sewer pipe was basically flat without a slope. The Village went out for bids to install a grinder pump, force main, and electrical hook-up. Two bids were received with Mid City Corp. having the lowest bid at \$132,150. Administrator Gosse stated that the infrastructure fund has \$1.2 million, and the Village Board has allocated \$300,000 for the purchase of an aerial bucket truck with an anticipated delivery date of 1/31/2025 and the remaining funds could be used for this project.

Trustee Gergen moved, seconded by Trustee Rhode to Award the Sanitary Sewer Grinder Pump and Force Main Project to Mid City Corporation not to Exceed \$132,150 to Replace the Sanitary Dewer Lateral at Kiwanis Village Park Sanitary as Presented.

Motion carried 7-0.

b. Discussion and Direction Regarding Request from Matter Development to share steel casing pipe for water main pipe and sanitary sewer lateral pipe

Mark Seidl, representing Matter Development, stated that the Westerly sewer and water access is being connected from an easement in Walmart's parking lot and extending under Hwy 164 to their building and about 1 month ago the construction crew started hitting big boulders and rocks, which had to be mined by hand because the auger is not able to move through the stone. The general DNR requirement is that two separate casing pipes are recommended: one for water and one for sewer. The DNR is willing to consider the placement of the watermain and sanitary sewer lateral in one pipe given the field conditions for this site. Director Naze suggested that if one pipe would be considered by the DNR or DSPS to contain both services the Village should consider allowing the water service and sewer main pipe to be private services which would begin at the easement in Walmart parking lot in a meter vault. Discussion followed regarding the maintenance and the consensus was to privatize the main and install a public meter vault with a meter if the DNR and DSPS allow for the sewer and water to be encased together.

c. Discussion and Direction on Conceptual Village Hall Staffing Change

Clerk Smith presented staffing change at the Village Hall, moving to two full-time positions: a Deputy Clerk and Deputy Treasurer position. Smith explained that staffing needs have increased, and the office would like to become proactive regarding the transition period due to the retirement of the Accounts Payable/Admin. Assistant position. Splitting duties between a Deputy Clerk and a Deputy Treasurer would be advantageous during different seasons such as elections, utility billing, audit, and licensing. Treasurer Haack explained that a percentage of the position wages could be split with the utilities so that the levy would not be supporting both positions in full. Haack stated that workload and compliance have increased. The software has created many efficiencies, but the backlog of work continues to grow. Discussion regarding the Finance Director position referenced in the Charter Ordinances and the increase of hours followed. Direction was provided to move forward with the proposal as presented with staff to bring the matter back to the Village Board for formal review, budget impacts and possible approval.

d. Discussion and Direction Regarding 2024 Budget Review Schedule

Administrator Gosse presented the 2024 budget review schedule which is consistent with past budget discussions. The direction by the Village Board was to move forward with the 2024 budget schedule as below:

- September 5th – Police Department & Library
- September 19th – General Administration and Park & Recreation
- October 3rd – DPW and Utilities
- October 17th – continued discussion
- November 7th – continued discussion
- November 21st (tentative) – Village Board public hearing/action on proposed 2024 budget

e. Monthly Approval of Checks and Invoices for all Funds – July 2023

Trustee Roberts moved, seconded by Trustee Rhode to approve the July 2023 checks and invoices for all funds, except the library, as presented.

Motion carried 7-0.

Trustee Krasovich moved, seconded by Trustee Gergen to acknowledge the July 2023 check and invoices regarding the Library.

Motion carried 7-0.

9. Citizen Comments - None

10. Adjournment

Trustee Gergen moved, seconded by Trustee Roberts to adjourn the August 1, 2023 Regular Village Board meeting at approximately 7:38 p.m.

Motion carried 7-0.

Respectfully Submitted,

Casandra Smith
Village Clerk



To: Jeff Knutson, President
Village Board

From: Scott A. Gosse
Village Administrator

Date: August 29, 2023

Re: Agenda Item 5a, Review and possible Action on Ordinance No. 2023-16, Ordinance to Amend Section 40.471 of the Village Code of the Village of Pewaukee Regarding the Regulation of Transient Commercial Lodging Uses in Residential Districts

BACKGROUND

Attached for your review and consideration please find a draft amendment to the transient lodging ordinance prepared by Village Attorney Mark Blum based on the direction of the Village Board at a meeting earlier this year to clarify the intent and definition of “properties used for residential purposes”. The draft amendments include an expansion of the definition of transient commercial lodging uses to include “legally non-conforming, conditional uses, mixed uses or as authorized as part of a Planned Unit Development Ordinance”. The attached ordinance was reviewed by the Plan Commission and recommended for Village Board approval.

ACTION REQUESTED

The action requested of the Village Board by the Plan Commission by the Village Board is to adopt Ordinance No. 2023-16, Ordinance to Amend Section 40.471 of the Village Code of the Village of Pewaukee Regarding the Regulation of Transient Commercial Lodging Uses in Residential Districts.

Attachments

ORDINANCE NO. 2023-16

**ORDINANCE TO AMEND SECTION 40.471 OF VILLAGE CODE OF
VILLAGE OF PEWAUKEE REGARDING THE REGULATION OF
TRANSIENT COMMERCIAL LODGING USES IN RESIDENTIAL DISTRICTS**

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

SECTION I

Section 40.471, (a), (2) of the Village Code of the Village of Pewaukee is amended to read as follows:

Section 40.471(a)(2) – Transient commercial lodging uses: The use by any person of ~~residential~~ property residential purposes including for bed and breakfasts, hostels, hotels, inns, lodging, motels, resort or other similar uses. For purposes of this section, properties used for residential purposes shall include properties that are zoned for residential purposes, as well as those which allow for residential use because they are authorized for use based upon being legally non-conforming, conditional uses, mixed uses or as authorized as part of a Planned Unit Development Ordinance.

SECTION II

Section 40.471, (b) of the Village Code of the Village of Pewaukee is amended to read as follows:

Section 40.471(b) – Transient lodging uses: Transient lodging uses for remuneration are prohibited in the residential zoning districts of the Village or where legal residential uses are occurring including legal non-conforming property, conditional uses, mixed use, or residential uses allowed as part of a Planned Unit Development Ordinance, where the period of each individual use is less than three (3) days. Any person acting as an agent, real estate broker, real estate sales agent, property manager, reservation service or arranges or negotiates for the use of ~~residential~~ property for residential purposes or transient lodging uses, or any person who uses or allows the use of ~~residential~~ property for residential purposes in this manner shall be considered in violation of this Section. Each day in which such residential ~~property-use~~ is used or allowed to be used in violation of this Section shall be considered a separate offense. Any rental of single-family property for camping purposes is prohibited.

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 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:

Countersigned:

Jeff Knutson, Village President

Cassie Smith, Village Clerk



To: Jeff Knutson, President
Village Board

From: Scott A. Gosse
Village Administrator

Date: August 31, 2023

Re: Agenda Item 5b, Discussion and Possible Action on Ordinance No. 2023-17, Ordinance to Amend Chapter 40, Article VI, Division 22 Floodplain Zoning Ordinance, in the Village of Pewaukee Municipal Code

BACKGROUND

Attached for your review and consideration please find a copy of Consulting Engineer Tim Barbeau's staff report to the Plan Commission along with a copy of the revised floodplain ordinance for Village Board review and consideration. The Plan Commission reviewed the proposed ordinance amendment at its August meeting and has forwarded a recommendation to the Village Board for adoption after holding a public hearing. Engineer Barbeau's memo provides a summary of the modifications. Please note that the attached ordinance follows the WI DNR's model ordinance language and has been reviewed by the DNR for compliance with the DNR's model language.

ACTION REQUESTED

The action requested of the Village Board by the Plan Commission by the Village Board is to adopt Ordinance No. 2023-17, Ordinance to Amend Chapter 40, Article VI, Division 22 Floodplain Zoning Ordinance, in the Village of Pewaukee Municipal Code.

Attachments

Village of Pewaukee Plan Commission Engineer's Report for August 10, 2023

Village of Pewaukee Floodplain Ordinance Update

Report

The Village received a letter from FEMA (an LFD letter, or Letter of Final Determination) which requires Pewaukee (and other communities) to update their floodplain ordinance. The ordinance is to be completed within 6 months of the date of the LFD letter, meaning the Village will need to have adopted the updated ordinance by September 19 in order to get WDNR and FEMA approval and meet the federal deadline of October 19, 2023. The WDNR provided a model ordinance, which I have reviewed. Language added to our current ordinance is shown in yellow highlighting on the attached document. A general summary of those changes are listed below.

Recommendation

The additional language in the new floodplain model does not significantly change the floodplain regulations in the Village. It does provide some additional regulations for items that are not in the current ordinance and it also cleans up some language in the current ordinance for items that were not addressed previously. Subject to any questions at the meeting, I recommend that the Plan Commission provide a positive recommendation to the Village Board to adopt the model ordinance with the minor edits specifically related to the Village of Pewaukee (shown in red type).

Tim Barbeau, P.E., P.L.S.
Village Consulting Engineer
August 3, 2023

Summary of Modifications

1. Delineation of floodplain can be revised by Pewaukee where there have been natural or man-made changes or more detailed information – requires WDNR and FEMA approval and a Letter of Map revision (code sets forth criteria). 40.385 (e)(5)(b)
2. Statement of compliance – all must comply with regulations. 40.385 (e)(5)(c)
3. Language added on WisDOT project work in local floodplains and documentation required 40.385 (e)(7)
4. Village has to assure that all permits from State and federal agencies have been received before issuing a permit. 40.386
5. Added language that new construction and substantial improvements must take into account effects of buoyancy. 40.386 (1)
6. If subdivision is in a flood prone area, Pewaukee must assure that development is consistent with the need to minimize flood damage in the flood prone area. 40.386 (2)
7. Additional regulations for mobile recreational vehicles in campgrounds; adds standards for structures in campgrounds. 40.386 (d)

8. Non-structural permitted uses – allows portable latrines, wells, waste water treatment ponds or facilities and sewer and water lines. 40.387 (b)
9. Analysis of effects of development in a floodway must be by a Registered Professional Engineer. 40.387 (c)
10. Any encroachments in the floodway is prohibited unless the analysis shows no increase in the flood elevation. 40.387 (c)
11. Structures in the floodway – lowest floor elevation has to be elevated to or above the flood protection elevation or be dry-proofed and water tight. 40.387 (c)
12. Floodproofing must be certified by a Registered Professional Engineer; criteria set forth in the ordinance. 40.387 (c)
13. Flood Fringe – allows basement and crawl spaces to be below the flood protection elevation if walls are water tight and impermeable. 40.388 (c)
14. Mobile recreation vehicles can only be on a site for less than 180 consecutive days. 40.388 (c)(12)
15. Clarifying language added for determination of floodway boundaries. 40.389 (a)
16. New standards added for development in the general Floodplain District. 40.389 (a)(4)
17. Non-conforming uses – clarifying language added; no modification or additions to non-conforming structures in a flood storage area unless certain standards are met. 40.390
18. Certificate of Compliance – requires Professional Engineer's or Professional Land Surveyor's certification a to elevation of structures and methods of construction. 40.391 (a)(3)
19. Standards added for foundation below the flood protection level. 40.391 (e)
20. Added requirements for public information – marks on structures showing the depth of inundation; maps and engineering date to be readily available; real estate transfers show the floodplain district in which a property is located. 40.391 (f)
21. New definitions for Breakaway Wall and Non-Flood Disaster 40.394

ORDINANCE NO. 2023-17

AN ORDINANCE TO AMEND CHAPTER 40, ARTICLE VI, DIVISION 22 FLOODPLAIN ZONING ORDINANCE, IN THE VILLAGE OF PEWAUKEE MUNICIPAL CODE.

WHEREAS, on or about April 26, 2023, the Village received correspondence from the Wisconsin Department of Natural Resources (WDNR) stating that the Federal Emergency Management Agency (FEMA) recently updated the Flood Insurance Rate Maps for Waukesha County, and

WHEREAS, as part of the map changes, Pewaukee must update their floodplain ordinance by October 19, 2023, and

WHEREAS, the WDNR provided a model ordinance and offered assistance in completing the ordinance, and

WHEREAS, on August 10, 2023, the Village of Pewaukee Plan Commission reviewed the submitted ordinance and recommended approval of the ordinance, with the inclusion of that portion of the model ordinance that incorporates language regarding nonconforming uses and structures allowed by Act 175, to the Village Board, and

WHEREAS, upon publication of a Class 2 Notice per Chapter 985 Wisconsin Statutes once each week for two consecutive weeks prior to the hearing, and upon at least 10 days prior written notice to the clerk of any contiguous municipality as required by Wisconsin Statutes Section 62.23(7)(d)4., the Village Board held a public hearing regarding the proposed code amendments, on September 5, 2023; and

WHEREAS, the Village Board of the Village of Pewaukee, having determined that all procedural requirements and notice requirements have been satisfied, having given the matter due consideration, and having based its determination on the effect of the granting of such zoning amendments on the health, safety and welfare of the community, hereby determine that the zoning amendments will not violate the spirit or intent of the municipal code for the Village of Pewaukee, will not be contrary to the public health, safety or general welfare of the Village of Pewaukee, will not be hazardous, harmful, noxious, offensive and will not for any other reason cause a substantial adverse effect on the property values and general desirability of the neighborhoods within the Village of Pewaukee, and will be consistent with the Village of Pewaukee Comprehensive Plan.

NOW, THEREFORE, the Village Board of the Village of Pewaukee, Waukesha County, Wisconsin DOES HEREBY ORDAIN as follows:

SECTION 1: Chapter 40, Article VI, Division 22 of the Village of Pewaukee Municipal Code entitled "FLOODPLAIN ZONING ORDINANCE" is hereby amended to read as follows:

Refer to Exhibit A attached hereto and made part of this document

SECTION 2: SEVERABILITY.

The several sections of this ordinance are declared to be severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision, and shall not affect the validity of any other provisions, sections or portions thereof of the ordinance. The remainder of the ordinance shall remain in full force and effect. Any other ordinance whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

SECTION 3: EFFECTIVE DATE.

This ordinance shall be effective upon publication or posting as provided by law.

Dated this ____ day of _____, 2023.

VILLAGE OF PEWAUKEE

Jeff Knutson, President

ATTEST:

Cassandra Smith, Village Clerk

This ordinance posted or published _____.

H:\2238100\Doc\O 230817 Floodplain Zoning Ordiannce.docx

EXHIBIT A

FLOODPLAIN ORDINANCE FOR VILLAGE OF PEWAUKEE

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40.385 STATUTORY AUTHORIZATION, FINDING OF FACT, STATEMENT OF PURPOSE, TITLE, AND GENERAL PROVISIONS

(a) STATUTORY AUTHORIZATION

This ordinance is adopted pursuant to the authorization in s. 61.35 and 62.23, for villages and cities and the requirements in s. 87.30, Stats.

(b) FINDING OF FACT

Uncontrolled development and use of the floodplains and rivers of this municipality would impair the public health, safety, convenience, general welfare, and tax base.

(c) STATEMENT OF PURPOSE

This ordinance is intended to regulate floodplain development to:

- (1) Protect life, health and property;
- (2) Minimize expenditures of public funds for flood control projects;
- (3) Minimize rescue and relief efforts undertaken at the expense of the taxpayers;
- (4) Minimize business interruptions and other economic disruptions;
- (5) Minimize damage to public facilities in the floodplain;
- (6) Minimize the occurrence of future flood blight areas in the floodplain;
- (7) Discourage the victimization of unwary land and homebuyers;
- (8) Prevent increases in flood heights that could increase flood damage and result in conflicts between property owners; and
- (9) Discourage development in a floodplain if there is any practicable alternative to locate the activity, use or structure outside of the floodplain.

(d) TITLE

This ordinance shall be known as the Floodplain Zoning Ordinance for Village of Pewaukee, Wisconsin.

(e) GENERAL PROVISIONS

(1) AREAS TO BE REGULATED

This ordinance regulates all areas of special flood hazard identified as zones A, AO, AH, A1-30, or AE on the Flood Insurance Rate Map. Additional areas identified on maps approved by the Department of Natural Resources (DNR) and local community may also be regulated under the provisions of this ordinance, where applicable.

(2) OFFICIAL MAPS & REVISIONS

Special Flood Hazard Areas (SFHA) are designated as zones A, A1-30, AE, AH, or AO on the Flood Insurance Rate Maps (FIRMs) based on flood hazard analyses summarized in the Flood Insurance Study (FIS) listed in subd. (a) below. Additional flood hazard areas subject to regulation under this ordinance are identified on maps based on studies approved by the DNR and listed in subd. (b) below. These maps and revisions are on file in the office of the Clerk at Village Hall, (*Village of Pewaukee*).

(a) OFFICIAL MAPS: Based on the Flood Insurance Study (FIS):

1. Flood Insurance Rate Map (FIRM), panel numbers 55133C0181H, 55133C0182H, 55133C0183H, 55133C0184H, 55133C0201H, and 55133C0203H, dated 10/19/2023;
2. Flood Insurance Study (FIS) for Waukesha County (Village of Pewaukee), 55133CV001D, 55133CV002D, 55133CV003D, 55133CV004D, and 55133CV005D, dated 10/19/2023;

Approved by: The DNR and FEMA

(b) OFFICIAL MAPS: Based on other studies. Any maps referenced in this section must be approved by the DNR and be more restrictive than those based on the FIS at the site of the proposed development.

1. 100-yr Dam Failure Floodplain Map, dated October 14, 2004, prepared by Hey and Associates, Inc. **approved by WDNR January 11, 2005.**
2. Flood Storage Map, panel number 5, dated 11/05/2014, approved by the DNR.

(3) ESTABLISHMENT OF FLOODPLAIN ZONING DISTRICTS

The flood hazard areas regulated by this ordinance are divided into districts as follows:

- a) The Floodway District (FW), is the channel of a river or stream and those portions of the floodplain adjoining the channel required to carry the regional floodwaters, within AE Zones as shown on the FIRM, or within A Zones shown on the FIRM when determined according to s. 40.389 (a)(5).
- b) The Floodfringe District (FF) is that portion of a riverine special flood hazard area outside the floodway within AE Zones on the FIRM, or, when floodway limits have been determined according to s. 40.389 (a)(5), within A Zones shown on the FIRM.
- c) The General Floodplain District (GFP) is those riverine areas that may be covered by floodwater during the regional flood in which a floodway boundary has not been delineated on the FIRM and also includes shallow flooding areas identified as AH and AO zones on the FIRM.
- d) The Flood Storage District (FSD) is that area of the floodplain where storage of floodwaters is calculated to reduce the regional flood discharge.

(4) LOCATING FLOODPLAIN BOUNDARIES

Discrepancies between the exterior boundaries of zones A1-30, AE, AH, or A on the official floodplain zoning map and actual field conditions may be resolved using the criteria in subd (a) or (b) below. If a significant difference exists, the map shall be amended according to s. 40.392 *Amendments*. The zoning administrator can rely on a boundary derived from a profile elevation to grant or deny a land use permit, whether or not a map amendment is required. The zoning administrator shall be responsible for documenting actual pre-development field conditions and the basis upon which the district boundary was determined. Disputes between the zoning administrator and an applicant over the district boundary line shall be settled according to s. 40.391 (c)(3) and the criteria in (a) and (b) below. Where the flood profiles are based on established base flood elevations from a FIRM, FEMA must approve any map amendment or revision pursuant to s. 40.392 *Amendments*.

- a) If flood profiles exist, the map scale and the profile elevations shall determine the district boundary. The regional or base flood elevations shall govern if there are any discrepancies.
- b) Where flood profiles do not exist for projects, including any boundary of zone A or AO the location of the boundary shall be determined by the map scale.

(5) REMOVAL OF LANDS FROM FLOODPLAIN

- a) Compliance with the provisions of this ordinance shall not be grounds for removing land from the floodplain unless it is filled at least two feet above the regional or base flood elevation, the fill is contiguous to land outside the floodplain, and the map is amended pursuant to s. 40.392 *Amendments*.

- b) The delineation of any of the Floodplain Districts may be revised by the community where natural or man-made changes have occurred and/or where more detailed studies have been conducted. However, prior to any such change, approval must be obtained from the Wisconsin Department of Natural Resources and Federal Emergency Management Agency. A completed Letter of Map Revision is a record of this approval. The floodplain administrator shall not sign a community acknowledgement form unless all criteria set forth in the following paragraphs are met:
 - 1. The land and/or land around the structure must be filled at least two feet above the regional or base flood elevation;
 - 2. The fill must be contiguous to land outside the floodplain; Applicant shall obtain floodplain development permit before applying for a LOMR or LOMR-F;
- c) Removal of lands from the floodplain may also occur by operation of §87.30(1)(e), Wis. Stat. if a property owner has obtained a letter of map amendment from the federal emergency management agency under 44 C.F.R. 70.

(6) COMPLIANCE

- a) No structure or use within areas regulated by this ordinance shall hereafter be located, erected, constructed, reconstructed, repaired, extended, converted, enlarged, or altered without full compliance with the terms of these regulations and all other applicable regulations that apply to uses within the jurisdiction of these regulations.
- b) Failure to obtain a floodplain development permit shall be a violation of these regulations and shall be punishable in accordance with s. 40.393.
- c) Floodplain development permits issued on the basis of plans and applications approved by the Floodplain Administrator authorize only the use, and arrangement, set forth in such approved plans and applications, or amendments thereto if approved by the Floodplain Administrator. Use, arrangement, or construction contrary to that authorized shall be deemed a violation of these regulations and punishable in accordance with s. 40.393.

(7) MUNICIPALITIES AND STATE AGENCIES REGULATED

Unless specifically exempted by law, all cities, villages, towns, and counties are required to comply with this ordinance and obtain all necessary permits. State agencies are required to comply if s. 13.48(13), Stats., applies. The construction, reconstruction, maintenance and repair of state highways and bridges by the Wisconsin Department of Transportation is exempt when s. 30.2022, Stats., applies. Although exempt from a local zoning permit and permit fees, DOT must provide sufficient project documentation and analysis to ensure that the community is in compliance with Federal, State, and local floodplain standards. If a local transportation project is located within a Zone A floodplain and is not a WisDOT project under s. 30.2022, then the road project design documents (including appropriate detailed plans and profiles) may be sufficient to meet the requirements for issuance of a local floodplain permit if the following apply: The applicant provides documentation to the Floodplain Administrator that the proposed project is a culvert replacement or bridge replacement under 20' span at the same location, the project is exempt from a DNR permit under s. 30.123(6)(d), the capacity is not decreased, the top road grade is not raised, and no floodway data is available from a federal, state, or other source. If floodway data is available in the impacted area from a federal, state, or other source that existing data must be utilized by the applicant in the analysis of the project site.

(8) ABROGATION AND GREATER RESTRICTIONS

- a) This ordinance supersedes all the provisions of any municipal zoning ordinance enacted under s. 61.35 for villages or s. 87.30, Stats., which relate to floodplains. A more restrictive ordinance shall continue in full force and effect to the extent of the greater restrictions, but not otherwise.
- b) This ordinance is not intended to repeal, abrogate, or impair any existing deed restrictions, covenants, or easements. If this ordinance imposes greater restrictions, the provisions of this ordinance shall prevail.

(9) INTERPRETATION

In their interpretation and application, the provisions of this ordinance are the minimum requirements liberally construed in favor of the governing body and are not a limitation on or repeal of any other powers granted by the Wisconsin Statutes. If a provision of this ordinance, required by ch. NR 116, Wis. Adm. Code, is unclear, the provision shall be interpreted in light of the standards in effect on the date of the adoption of this ordinance or in effect on the date of the most recent text amendment to this ordinance.

(10) WARNING AND DISCLAIMER OF LIABILITY

The flood protection standards in this ordinance are based on engineering experience and research. Larger floods may occur, or the flood height may be increased by man-made or natural causes. This ordinance does not imply or guarantee that non-floodplain areas or permitted floodplain uses will be free from flooding and flood damages. This ordinance does not create liability on the part of, or a cause of action against, the municipality or any officer or employee thereof for any flood damage that may result from reliance on this ordinance.

(11) SEVERABILITY

Should any portion of this ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected.

(12) ANNEXED AREAS FOR CITIES AND VILLAGES

The Waukesha County floodplain zoning provisions in effect on the date of annexation shall remain in effect and shall be enforced by the municipality for all annexed areas until the municipality adopts and enforces an ordinance which meets the requirements of ch. NR 116, Wis. Adm. Code and 44 CFR 59-72, *National Flood Insurance Program (NFIP)*. These annexed lands are described on the municipality's official zoning map. County floodplain zoning provisions are incorporated by reference for the purpose of administering this section and are on file in the office of the municipal zoning administrator. All plats or maps of annexation shall show the regional flood elevation and the floodway location.

40.386 GENERAL STANDARDS APPLICABLE TO ALL FLOODPLAIN DISTRICTS

The community shall review all permit applications to determine whether proposed building sites will be reasonably safe from flooding and assure that all necessary permits have been received from those governmental agencies whose approval is required by federal or state law.

- 1) If a proposed building site is in a flood-prone area, all new construction and substantial improvements shall:
 - a. be designed and anchored to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy;
 - b. be constructed with flood-resistant materials;
 - c. be constructed by methods and practices that minimize flood damages; and

- d. Mechanical and utility equipment must be elevated to or above the flood protection elevation.
- 2) If a subdivision or other proposed new development is in a flood-prone area, the community shall assure that:
- a. such proposed subdivision or other proposed new development is consistent with the need to minimize flood damage within the flood-prone area;
 - b. public utilities and facilities such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage; and
 - c. adequate drainage is provided to reduce exposure to flood hazards.

All subdivision proposals (including manufactured home parks) shall include regional flood elevation and floodway data for any development that meets the subdivision definition of this ordinance and all other requirements in s. 40.391 (a)(2).

(a) HYDRAULIC AND HYDROLOGIC ANALYSES

- 1) No floodplain development shall:
- a. Obstruct flow, defined as development which blocks the conveyance of floodwaters by itself or with other development, causing any increase in the regional flood height; or
 - b. Cause any increase in the regional flood height due to floodplain storage area lost.
- 2) The zoning administrator shall deny permits if it is determined the proposed development will obstruct flow or cause any increase in the regional flood height, based on the officially adopted FIRM or other adopted map, unless the provisions of s. 40.392 *Amendments* are met.

(b) WATERCOURSE ALTERATIONS

No land use permit to alter or relocate a watercourse in a mapped floodplain shall be issued until the local official has notified in writing all adjacent municipalities, the Department and FEMA regional offices, and required the applicant to secure all necessary state and federal permits. The standards of s. 40.386 (a) must be met and the flood carrying capacity of any altered or relocated watercourse shall be maintained.

As soon as is practicable, but not later than six months after the date of the watercourse alteration or relocation and pursuant to s. 40.392 *Amendments*, the community shall apply for a Letter of Map Revision (LOMR) from FEMA. Any such alterations must be reviewed and approved by FEMA and the DNR through the LOMC process.

(c) CHAPTER 30, 31, WIS. STATS., DEVELOPMENT

Development which requires a permit from the Department, under chs. 30 and 31, Stats., such as docks, piers, wharves, bridges, culverts, dams, and navigational aids, may be allowed if the necessary permits are obtained and amendments to the floodplain zoning ordinance are made according to s. 40.392 *Amendments*.

(d) PUBLIC OR PRIVATE CAMPGROUNDS

Public or private campgrounds shall have a low flood damage potential and shall meet the following provisions:

- 1) The campground is approved by the Department of Agriculture, Trade and Consumer Protection;
- 2) A land use permit for the campground is issued by the zoning administrator;
- 3) The character of the river system and the campground elevation are such that a 72-hour warning of an impending flood can be given to all campground occupants;
- 4) There is an adequate flood warning procedure for the campground that offers the minimum notice required under this section to all persons in the campground. This procedure shall include a written agreement between the campground owner, the floodplain zoning agency or zoning administrator, the municipal emergency government coordinator and the chief law enforcement official which specifies the flood elevation at which evacuation shall occur, personnel responsible for monitoring flood elevations, types of warning systems to be used and the procedures for notifying at-risk parties, and the methods and personnel responsible for conducting the evacuation;
- 5) This agreement shall be for no more than one calendar year, at which time the agreement shall be reviewed and updated - by the officials identified in sub. (4) - to remain in compliance with all applicable regulations, including those of the state Department of Agriculture, Trade and Consumer Protection and all other applicable regulations;

6) All mobile recreational vehicles placed on site must meet one of the following:

- a. Be fully licensed, if required, and ready for highway use; or
- b. Not occupy any site in the campground for more than 180 consecutive days, at which time the recreational vehicle must be removed from the floodplain for a minimum of 24 hours; or
- c. Meet the requirements in either s. 40.387, 40.388, or 40.389 (a) for the floodplain district in which the structure is located;

A mobile recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick-disconnect utilities and security devices and has no permanently attached additions.

- 7) All camping units that remain on site for more than 30 days shall be issued a limited authorization by the campground operator, a written copy of which is kept on file at the campground. Such authorization shall allow placement of a camping unit consistent with 40.386 (d)(6) and shall ensure compliance with all the provisions of this section;
- 8) The municipality shall monitor the limited authorizations issued by the campground operator to assure compliance with the terms of this section;
- 9) The campground shall have signs clearly posted at all entrances warning of the flood hazard and the procedures for evacuation when a flood warning is issued; and
- 10) All service facilities, including but not limited to refuse collection, electrical service, gas lines, propane tanks, sewage systems and wells shall be properly anchored and placed at or floodproofed to the flood protection elevation; and

11) Standards for structures in a campground:

- a. All structures must comply with section 40.386 (d) or meet the applicable

requirements in ss. 40.387, 40.388, or 40.389 (a) for the floodplain district in which the structure is located;

- b. Deck/landing-a portable landing may be allowed for a camping unit for each entry provided that the landing is not permanently attached to the ground or camping unit, is no more than 200 square feet in size, shall be portable, contain no walls or roof, and can be removed from the campground by a truck and/or trailer. Sections of such portable landings may be placed together to form a single deck not greater than 200 square feet at one entry point. Provisions for the removal of these temporary landings during flood events must be addressed within the written agreement with the municipality compliant with section 40.386 (d)(4). Any such deck/landing structure may be constructed at elevations lower than the flood protection elevation but must not obstruct flow of flood waters or cause any increase in flood levels during the occurrence of the regional flood.
- c. Decks/patios that are constructed completely at grade may be allowed but must also comply with applicable shoreland zoning standards.
- d. Camping equipment and appurtenant equipment in the campground may be allowed provided that the equipment is not permanently attached to the ground or camping unit, is not used as a habitable structure, and must not obstruct flow of flood waters or cause any increase in flood levels during the occurrence of the regional flood. Provisions for the removal of this equipment during flooding events shall be addressed within the written agreement with the municipality compliant with section 40.386 (d)(4).
- e. Once a flood warning in the written agreement has been issued for the campground, the campground owner or the designated operator shall ensure that all persons, camping units, decks, camping equipment and appurtenant equipment in the campground shall be evacuated within the timelines specified within the written agreement with the municipality compliant with section 40.386(d)(4).

12) A land use permit shall be obtained as provided under 40.391 (a)(2) before any development, repair, modification, or addition to an existing structure; or change in the use of a building or structure, including sewer and water facilities, may be initiated.

40.387 FLOODWAY DISTRICT (FW)

(a) APPLICABILITY

This section applies to all floodway areas on the floodplain zoning maps and those identified pursuant to s. 40.389 (a)(5).

(b) PERMITTED USES

The following open space uses are allowed in the Floodway District and the floodway areas of the General Floodplain District, if:

- they are not prohibited by any other ordinance;
 - they meet the standards in s. 40.387 (c) and 40.387 (d); and
 - all permits or certificates have been issued according to s.40.391 (a).
- 1) Agricultural uses, such as: farming, outdoor plant nurseries, horticulture, viticulture, and wild crop harvesting.
 - 2) Nonstructural industrial and commercial uses, such as loading areas, parking areas and airport landing strips.

- 3) Nonstructural recreational uses, such as golf courses, tennis courts, archery ranges, picnic grounds, boat ramps, swimming areas, parks, wildlife and nature preserves, game farms, fish hatcheries, shooting, trap, and skeet activities, hunting and fishing areas and hiking and horseback riding trails, subject to the fill limitations of s. 40.387 (c)(4).
- 4) Uses or structures accessory to open space uses or classified as historic structures that comply with s. 40.387 (c) and 40.387 (d).
- 5) Extraction of sand, gravel or other materials that comply with s. 40.387 (c)(4).
- 6) Functionally water-dependent uses, such as docks, piers or wharves, dams, flowage areas, culverts, navigational aids and river crossings of transmission lines, and pipelines that comply with chs. 30 and 31, Stats.
- 7) Public utilities, streets and bridges that comply with s. 40.387 (c)(3).
- 8) Portable latrines that are removed prior to flooding and systems associated with recreational areas and Department-approved campgrounds that meet the applicable provisions of local ordinances and Ch. SPS 383, Wis. Adm. Code.
- 9) Public or private wells used to obtain potable water for recreational areas that meet the requirements of local ordinances and chs. NR 811 and NR 812, Wis. Adm. Code.
- 10) Wastewater treatment ponds or facilities permitted under s. NR 110.15(3)(b), Wis. Adm. Code.
- 11) Sanitary sewer or water supply lines to service existing or proposed development located outside the floodway that complies with the regulations for the floodplain area occupied.

(c) STANDARDS FOR DEVELOPMENT IN THE FLOODWAY

1) GENERAL

- a. Any development in the floodway shall comply with s. 40.386 and have a low flood damage potential.
- b. Applicants shall provide an analysis calculating the effects of this proposal on the regional flood height to determine the effects of the proposal according to s. 40.386 (a) and 40.391 (a)(2)(c). The analysis must be completed by a registered professional engineer in the state of Wisconsin.
- c. Any encroachment in the regulatory floodway is prohibited unless the data submitted for subd. 40.387 (c)(1)(b) above demonstrates that the encroachment will cause no increase in flood elevations in flood events up to the base flood at any location or removes the encroached area from the regulatory floodway as provided in s. 40.385 (e)(5).

2) STRUCTURES

Structures accessory to permanent open space uses, including utility and sanitary facilities, or functionally dependent on a waterfront location may be allowed by permit if the structures comply with the following criteria:

- a. Not designed for human habitation, does not have a high flood damage potential and is constructed to minimize flood damage;
- b. Shall either have the lowest floor elevated to or above the flood protection elevation or shall meet all the following standards:

1. Have the lowest floor elevated to or above the regional flood elevation and be dry floodproofed so that the structure is watertight with walls substantially impermeable to the passage of water and completely dry to the flood protection elevation without human intervention during flooding;
 2. Have structural components capable of meeting all provisions of Section 40.387 (c)(2)(g) and;
 3. Be certified by a registered professional engineer or architect, through the use of a Federal Emergency Management Agency Floodproofing Certificate, that the design and methods of construction are in accordance with Section 40.387 (c)(2)(g).
- c. Must be anchored to resist flotation, collapse, and lateral movement;
- d. Mechanical and utility equipment must be elevated to or above the flood protection elevation; and
- e. Must not obstruct flow of flood waters or cause any increase in flood levels during the occurrence of the regional flood.
- f. For a structure designed to allow the automatic entry of floodwaters below the Regional Flood Elevation, the applicant shall submit a plan that meets s. 40.387 (c)(2)(a) through 40.387 (c)(2)(e) and meets or exceeds the following standards:
1. The lowest floor must be elevated to or above the regional flood elevation;
 2. a minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding;
 3. the bottom of all openings shall be no higher than one foot above the lowest adjacent grade; openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters, otherwise must remain open.
 4. The use must be limited to parking, building access or limited storage.
- g. Certification: Whenever floodproofing measures are required, a registered professional engineer or architect shall certify that the following floodproofing measures will be utilized, where appropriate, and are adequate to withstand the flood depths, pressures, velocities, impact and uplift forces and other factors associated with the regional flood:
1. Reinforcement of floors and walls to resist rupture, collapse, or lateral movement caused by water pressures or debris buildup;
 2. Construction of wells, water supply systems and waste treatment systems so as to prevent the entrance of flood waters in such systems and must be in accordance with provisions in Sections 40.387 (d)(4) and 40.387 (d)(5);
 3. Subsurface drainage systems to relieve external pressures on foundation walls and basement floors;
 4. Cutoff valves on sewer lines or the elimination of gravity flow basement drains; and
 5. Placement of utilities to or above the flood protection elevation.

3) **PUBLIC UTILITIES, STREETS AND BRIDGES**

Public utilities, streets and bridges may be allowed by permit, if:

- a. Adequate floodproofing measures are provided to the flood protection elevation; and
- b. Construction meets the development standards of s. 40.386 (a).

4) **FILLS OR DEPOSITION OF MATERIALS**

Fills or deposition of materials may be allowed by permit, if:

- a. The requirements of s. 40.386 (a) are met;
- b. No material is deposited in navigable waters unless a permit is issued by the Department pursuant to ch. 30, Stats., and a permit pursuant to s. 404 of the Federal Water Pollution Control Act, Amendments of 1972, 33 U.S.C. 1344 has been issued, if applicable, and all other requirements have been met;
- c. The fill or other materials will be protected against erosion by riprap, vegetative cover, sheet piling or bulkheading; and
- d. The fill is not classified as a solid or hazardous material.

(d) PROHIBITED USES

All uses not listed as permitted uses in s. 40.387 (b) are prohibited, including the following uses:

- 1) Habitable structures, structures with high flood damage potential, or those not associated with permanent open-space uses;
- 2) Storing materials that are buoyant, flammable, explosive, injurious to property, water quality, or human, animal, plant, fish or other aquatic life;
- 3) Uses not in harmony with or detrimental to uses permitted in the adjoining districts;
- 4) Any private or public sewage systems, except portable latrines that are removed prior to flooding and systems associated with recreational areas and Department-approved campgrounds that meet the applicable provisions of local ordinances and ch. SPS 383, Wis. Adm. Code;
- 5) Any public or private wells which are used to obtain potable water, except those for recreational areas that meet the requirements of local ordinances and chs. NR 811 and NR 812, Wis. Adm. Code;
- 6) Any solid or hazardous waste disposal sites;
- 7) Any wastewater treatment ponds or facilities, except those permitted under s. NR 110.15(3)(b), Wis. Adm. Code; and
- 8) Any sanitary sewer or water supply lines, except those to service existing or proposed development located outside the floodway which complies with the regulations for the floodplain area occupied.

40.388 FLOODFRINGE DISTRICT (FF)

(a) APPLICABILITY

This section applies to all floodfringe areas shown on the floodplain zoning maps and those identified

pursuant to s. 40.389 (a)(5).

(b) PERMITTED USES

Any structure, land use, or development is allowed in the Floodfringe District if the standards in s. 40.388 (c) are met, the use is not prohibited by this, or any other ordinance or regulation and all permits or certificates specified in s. 40.391 (a) have been issued.

(c) STANDARDS FOR DEVELOPMENT IN THE FLOODFRINGE

Section 40.386 shall apply in addition to the following requirements according to the use requested. Any existing structure in the floodfringe must meet the requirements of s. 40.390 *Nonconforming Uses*;

(1) **RESIDENTIAL USES**

Any structure, including a manufactured home, which is to be newly constructed or moved into the floodfringe, shall meet or exceed the following standards. Any existing structure in the floodfringe must meet the requirements of s. 40.390 *Nonconforming Uses*;

- a) All new construction, including placement of manufactured homes, and substantial improvement of residential structures, shall have the lowest floor elevated to or above the flood protection elevation on fill. The fill around the structure shall be one foot or more above the regional flood elevation extending at least 15 feet beyond the limits of the structure. **No area may be removed from the floodfringe district unless it can be shown to meet s. 40.385 (e)(5).**
- b) Notwithstanding s. 40.388 (c)(1)(a), a basement or crawlspace floor may be placed at the regional flood elevation **if the basement or crawlspace is designed to make all portions of the structure below the flood protection elevation watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. No floor of any kind is allowed below the regional flood elevation;**
- c) Contiguous dryland access shall be provided from a structure to land outside of the floodplain, except as provided in subd. (d).
- d) In developments where existing street or sewer line elevations make compliance with subd. (c) impractical, the municipality may permit new development and substantial improvements where roads are below the regional flood elevation, if:
 - 1. The municipality has written assurance from police, fire and emergency services that rescue, and relief will be provided to the structure(s) by wheeled vehicles during a regional flood event; or
 - 2. The municipality has a DNR-approved emergency evacuation plan that follows acceptable hazard mitigation planning guidelines.

(2) **ACCESSORY STRUCTURES OR USES**

In addition to s. 40.386, new construction and substantial improvements of Accessory structures shall be constructed on fill with the lowest floor at or above the regional flood elevation.

(3) **COMMERCIAL USES**

In addition to s. 40.386, any commercial structure which is erected, altered, or moved into the floodfringe shall meet the requirements of s. 40.388 (c)(1). Subject to the requirements of s. 40.388 (c)(5), storage yards, surface parking lots and other such uses may be placed at lower elevations if an adequate warning system exists to protect life and property.

(4) MANUFACTURING AND INDUSTRIAL USES

In addition to s. 40.386, any manufacturing or industrial structure which is erected, altered, or moved into the floodfringe shall have the lowest floor elevated to or above the flood protection elevation or meet the floodproofing standards in s 40.391 (e). Subject to the requirements of s. 40.388 (c)(5), storage yards, surface parking lots and other such uses may be placed at lower elevations if an adequate warning system exists to protect life and property.

(5) STORAGE OF MATERIALS

Materials that are buoyant, flammable, explosive, or injurious to property, water quality or human, animal, plant, fish, or aquatic life shall be stored at or above the flood protection elevation or floodproofed in compliance with s. 40.391 (e). Adequate measures shall be taken to ensure that such materials will not enter the water body during flooding.

(6) PUBLIC UTILITIES, STREETS AND BRIDGES

All utilities, streets and bridges shall be designed to be compatible with comprehensive floodplain development plans; and

- a) When failure of public utilities, streets and bridges would endanger public health or safety, or where such facilities are deemed essential, construction or repair of such facilities shall only be permitted if they are designed to comply with s. 40.391 (e).
- b) Minor roads or non-essential utilities may be constructed at lower elevations if they are designed to withstand flood forces to the regional flood elevation.

(7) SEWAGE SYSTEMS

All sewage disposal systems shall be designed to minimize or eliminate infiltration of flood water into the system, pursuant to s. 40.391 (e)(3), to the flood protection elevation and meet the provisions of all local ordinances and ch. SPS 383, Wis. Adm. Code.

(8) WELLS

All wells shall be designed to minimize or eliminate infiltration of flood waters into the system, pursuant to s. 40.391 (e)(3), to the flood protection elevation and shall meet the provisions of chs. NR 811 and NR 812, Wis. Adm. Code.

(9) SOLID WASTE DISPOSAL SITES

Disposal of solid or hazardous waste is prohibited in floodfringe areas.

(10) DEPOSITION OF MATERIALS

Any deposited material must meet all the provisions of this ordinance.

(11) MANUFACTURED HOMES

- a) Owners or operators of all manufactured home parks and subdivisions shall provide adequate surface drainage to minimize flood damage, and prepare, secure approval, and file an evacuation plan, indicating vehicular access and escape routes, with local emergency management authorities.
- b) In existing manufactured home parks, all new homes, replacement homes on existing pads, and substantially improved homes shall:
 1. have the lowest floor elevated to the flood protection elevation; and
 2. be anchored so they do not float, collapse, or move laterally during a flood
- c) Outside of existing manufactured home parks, including new manufactured home parks and all single units outside of existing parks, all new, replacement and substantially improved manufactured homes shall meet the residential development standards for the floodfringe in s. 40.388 (c)(1).

(12) MOBILE RECREATIONAL VEHICLES

All mobile recreational vehicles must be on site for less than 180 consecutive days and be either:

- a) fully licensed and ready for highway use; or
- b) shall meet the elevation and anchoring requirements in s. 40.388 (c)(11)(b) and (c).

A mobile recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick-disconnect utilities and security devices and has no permanently attached additions.

40.389 OTHER FLOODPLAIN DISTRICTS

(a) GENERAL FLOODPLAIN DISTRICT (GFP)

1) APPLICABILITY

The provisions for the General Floodplain District shall apply to development in all floodplains mapped as A, AO, AH, and in AE zones within which a floodway is not delineated on the Flood Insurance Rate Maps identified in s. 40.385 (e)(2)(a).

2) FLOODWAY BOUNDARIES

For proposed development in zone A, or in zone AE within which a floodway is not delineated on the Flood Insurance Rate Map identified in s. 40.385 (e)(2)(a), the boundaries of the regulatory floodway shall be determined pursuant to s. 40.389 (a)(5). If the development is proposed to encroach upon the regulatory floodway, the development is subject to the standards of s 40.387. If the development is located entirely within the floodfringe, the development is subject to the standards of s. 40.388.

3) PERMITTED USES

Pursuant to s. 40.389 (a)(5) it shall be determined whether the proposed use is located within the floodway or floodfringe. Those uses permitted in the Floodway (s. 40.387 (b)) and Floodfringe (s. 40.388 (b)) Districts are allowed within the General Floodplain District, according to the standards of s. 40.389 (a)(4) provided that all permits or certificates required under s. 40.391 (a) have been issued.

4) STANDARDS FOR DEVELOPMENT IN THE GENERAL FLOODPLAIN DISTRICT

Section 40.387 applies to floodway areas, determined to pursuant to 40.389 (a)(5); Section 40.388 applies to floodfringe areas, determined to pursuant to 40.389 (a)(5).

a) New construction and substantial improvement of structures in zone AO shall have the lowest floor, including basement, elevated:

1. To or above the depth, in feet, as shown on the FIRM above the highest adjacent natural grade; or
2. If the depth is not specified on the FIRM, to or above two (2) feet above the highest adjacent natural grade.

b) New Construction and substantial improvement of structures in zone AH shall have the lowest floor, including basement, elevated to or above the flood protection elevation.

c) In AO/AH zones, provide adequate drainage paths to guide floodwaters around structures.

d) All development in zones AO and zone AH shall meet the requirements of s. 40.388 applicable to flood fringe areas.

5) DETERMINING FLOODWAY AND FLOODFRINGE LIMITS

Upon receiving an application for development within zone A, or within zone AE where a floodway has not been delineated on the Flood Insurance Rate Maps, the zoning administrator shall:

- a) Require the applicant to submit two copies of an aerial photograph or a plan which shows the proposed development with respect to the general floodplain district limits, stream channel, and existing floodplain developments, along with a legal description of the property, fill limits and elevations, building floor elevations and flood proofing measures and the flood zone as shown on the FIRM.
- b) Require the applicant to furnish any of the following information deemed necessary by the Department to evaluate the effects of the proposal upon flood height and flood flows, regional flood elevation and to determine floodway boundaries.
 1. A Hydrologic and Hydraulic Study as specified in s. 40.391 (a)(2)(c).
 2. Plan (surface view) showing elevations or contours of the ground; pertinent structure, fill or storage elevations; size, location, and layout of all proposed and existing structures on the site; location and elevations of streets, water supply, and sanitary facilities; soil types and other pertinent information.
 3. Specifications for building construction and materials, floodproofing, filling, dredging, channel improvement, storage, water supply and sanitary facilities.

(b) FLOOD STORAGE DISTRICT

The flood storage district delineates that portion of the floodplain where storage of floodwaters has been taken into account and is relied upon to reduce the regional flood discharge. The district protects the flood storage areas and assures that any development in the storage areas will not decrease the effective flood storage capacity which would cause higher flood elevations.

(1) **APPLICABILITY**

The provisions of this section apply to all areas within the Flood Storage District (FSD), as shown on the official floodplain zoning maps.

(2) **PERMITTED USES**

Any use or development which occurs in a flood storage district must meet the applicable requirements in s. 40.388 (c).

(3) **STANDARDS FOR DEVELOPMENT IN FLOOD STORAGE DISTRICTS**

- a. Development in a flood storage district shall not cause an increase equal or greater than 0.00 of a foot in the height of the regional flood.
- b. No development shall be allowed which removes flood storage volume unless an equal volume of storage as defined by the pre-development ground surface and the regional flood elevation shall be provided in the immediate area of the proposed development to compensate for the volume of storage, which is lost, (compensatory storage). Excavation below the groundwater table is not considered to provide an equal volume of storage.
- c. If compensatory storage cannot be provided, the area may not be developed unless the entire area zoned as flood storage district – on this waterway – is rezoned to the floodfringe district. This must include a revision to the floodplain study and map done for the waterway to revert to the higher regional flood discharge calculated without floodplain storage, as per s. 40.392 *Amendments* of this ordinance.
- d. No area may be removed from the flood storage district unless it can be shown that the area has been filled to the flood protection elevation and is contiguous to other lands lying outside of the floodplain.

40.390 NONCONFORMING USES

(a) GENERAL

1) **Applicability**

- a) The standards in this section shall apply to all uses and buildings that do not conform to the provisions contained within a floodplain zoning ordinance or with s. 87.30, Stats. and §§ NR 116.12-14, Wis. Adm. Code and 44 CFR 59-72., these standards shall apply to all modifications or additions to any nonconforming use or structure and to the use of any structure or premises which was lawful before the passage of this ordinance or any amendment thereto. A party asserting existence of a lawfully established nonconforming use or structure has the burden of proving that the use or structure was compliant with the floodplain zoning ordinance in effect at the time the use or structure was created.
- b) As permit applications are received for additions, modifications, or substantial improvements to nonconforming buildings in the floodplain, municipalities shall develop a list of those nonconforming buildings, their present equalized assessed value, and a list of the costs of those activities associated with changes to those buildings.

- 2) The existing lawful use of a structure or its accessory use which is not in conformity with the provisions of this ordinance may continue subject to the following conditions:

- a) No modifications or additions to a nonconforming use or structure shall be permitted unless they comply with this ordinance. The words "modification" and "addition" include, but are not limited to, any alteration, addition, modification, structural repair, rebuilding or replacement of any such existing use, structure or accessory structure or use. Maintenance is not considered a modification; this includes painting, decorating, paneling and other nonstructural components and the maintenance, repair or replacement of existing private sewage or water supply systems or connections to public utilities. Any costs associated with the repair of a damaged structure are not considered maintenance.

The construction of a deck that does not exceed 200 square feet and that is adjacent to the exterior wall of a principal structure is not an extension, modification, or addition. The roof of the structure may extend over a portion of the deck in order to provide safe ingress and egress to the principal structure.

- b) If a nonconforming use or the use of a nonconforming structure is discontinued for 12 consecutive months, it is no longer permitted and any future use of the property, and any structure or building thereon, shall conform to the applicable requirements of this ordinance;
- c) The municipality shall keep a record which lists all nonconforming uses and nonconforming structures, their present equalized assessed value, the cost of all modifications or additions which have been permitted, and the percentage of the structure's total current value those modifications represent;
- d) No modification or addition to any nonconforming structure or any structure with a nonconforming use, which over the life of the structure would equal or exceed 50% of its present equalized assessed value, shall be allowed unless the entire structure is permanently changed to a conforming structure with a conforming use in compliance with the applicable requirements of this ordinance. Contiguous dry land access must be provided for residential and commercial uses in compliance with s. 40.388 (c)(1). The costs of elevating the lowest floor of a nonconforming building or a building with a nonconforming use to the flood protection elevation are excluded from the 50% provisions of this paragraph;
- e) No maintenance on a per event basis to any nonconforming structure or any structure with a nonconforming use, the cost of which would equal or exceed 50% of its present equalized assessed value, shall be allowed unless the entire structure is permanently changed to a conforming structure with a conforming use in compliance with the applicable requirements of this ordinance. Contiguous dry land access must be provided for residential and commercial uses in compliance with s. 40.388 (c)(1). Maintenance to any nonconforming structure, which does not exceed 50% of its present equalized assessed value on a per event basis, does not count against the cumulative calculations over the life of the structure for substantial improvement calculations.
- f) If on a per event basis the total value of the work being done under (d) and (e) equals or exceeds 50% of the present equalized assessed value, the work shall not be permitted unless the entire structure is permanently changed to a conforming structure with a conforming use in compliance with the applicable requirements of this ordinance. Contiguous dry land access must be provided for residential and commercial uses in compliance with s. 40.388 (c)(1).
- g) Except as provided in subd. (h), if any nonconforming structure or any structure with a nonconforming use is destroyed or is substantially damaged, it cannot be replaced, reconstructed, or rebuilt unless the use and the structure meet the current ordinance requirements. A structure is considered substantially damaged if the total cost to restore the structure to its pre-damaged condition equals or exceeds 50% of the structure's present equalized assessed value.

- h) For nonconforming buildings that are substantially damaged or destroyed by a nonflood disaster, the repair or reconstruction of any such nonconforming building shall be permitted in order to restore it to the size and use in effect prior to the damage event, provided that the following minimum requirements are met, and all required permits have been granted prior to the start of construction:

1. Residential Structures

- a. Shall have the lowest floor, including basement, elevated to or above the base flood elevation using fill, pilings, columns, posts, or perimeter walls. Perimeter walls must meet the requirements of s. 40.391 (e)(2).
- b. Shall be anchored to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy, and shall be constructed with methods and materials resistant to flood damage.
- c. Shall be constructed with electrical, heating, ventilation, plumbing and air conditioning equipment and other service facilities that are designed and/or elevated so as to prevent water from entering or accumulating within the components during conditions of flooding.
- d. In A Zones, obtain, review, and utilize any flood data available from a federal, state or other source.
- e. In AO Zones with no elevations specified, shall have the lowest floor, including basement, meet the standards in s. 40.389 (a)(4).
- f. in AO Zones, shall have adequate drainage paths around structures on slopes to guide floodwaters around and away from the structure.

2. Nonresidential Structures

- a. Shall meet the requirements of s. 40.390 (a)(2)(h)1a-f.
 - b. Shall either have the lowest floor, including basement, elevated to or above the regional flood elevation; or, together with attendant utility and sanitary facilities, shall meet the standards in s. 40.391 (e) (1) or (2).
 - c. In AO Zones with no elevations specified, shall have the lowest floor, including basement, meet the standards in s. 40.389 (a)(4).
- 3) A nonconforming historic structure may be altered if the alteration will not preclude the structure's continued designation as a historic structure, the alteration will comply with s. 40.387 (c)(1), flood resistant materials are used, and construction practices and floodproofing methods that comply with s. 40.391 (e) are used. Repair or rehabilitation of historic structures shall be exempt from the development standards of s. 40.390 (a)(2)(h)1 if it is determined that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and is the minimum necessary to preserve the historic character and design of the structure.
- 4) Notwithstanding anything in this chapter to the contrary, modifications, additions, maintenance, and repairs to a nonconforming building shall not be prohibited based on cost and the building's nonconforming use shall be permitted to continue if:

- a) Any living quarters in the nonconforming building are elevated to be at or above the flood protection elevation;
- b) The lowest floor of the nonconforming building, including the basement, is elevated to or above the regional flood elevation;
- c) The nonconforming building is permanently changed to conform to the applicable requirements of 40.386;
- d) If the nonconforming building is in the floodway, the building is permanently changed to conform to the applicable requirements of 40.387 (c)(1), 40.387 (c)(2)(b) through (e), 40.387 (c)(3), 40.387 (c)(4), and 40.390 (b). Any development that adds additional fill or creates an encroachment in the floodplain from beyond the original nonconforming structure's 3-D building envelope must determine the floodway in accordance with section 40.389 (a)(5). If the encroachment is in the floodway, it must meet the standards in section 40.387 (c)(4);
- e) If the nonconforming building is in the floodfringe, the building is permanently changed to conform to the applicable requirements of 40.388 (c) and 40.390 (c);
- f) Repair or reconstruction of nonconforming structures and substantial improvements of residential buildings in zones A1-30, AE, and AH must have the lowest floor (including basement) elevated to or above the base flood elevation;
- g) Repair or reconstruction of nonconforming structures and substantial improvements of non-residential buildings in zones A1-30, AE, and AH must have the lowest floor (including basement) elevated to or above the base flood elevation, or (together with attendant utility and sanitary facilities) be designed so that below the base flood elevation the building is watertight with walls substantially impermeable to the passage of water and with structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy:
 - i. Where a non-residential structure is intended to be made watertight below the base flood elevation, a registered professional engineer or architect must develop and/or review structural design, specifications, and plans for the construction, and must certify that the design and methods of construction are in accordance with accepted standards of practice for meeting the provisions of s. 40.390 (a)(4)(g) above.
 - ii. The community must maintain a record of such certification including the specific elevation to which each such structure is floodproofed;
- h) Fully enclosed areas below the lowest floor of repair or reconstruction of nonconforming structures and substantial improvements in zones A1-30, AE, and AH that are usable solely for parking of vehicles, building access, or storage, must be designed to adequately equalize hydrostatic forces on exterior walls by allowing for the entry and exit of floodwaters. Subsequent improvements to repaired or reconstructed nonconforming structures must not increase the degree of their nonconformity. Designs for meeting this requirement must either be certified by a registered professional engineer or architect, or meet the following criteria:
 - i. A minimum of two openings into each enclosed area must be located below the base flood elevation and provide a total net area of not less than one square inch for every square foot of enclosed area.
 - ii. The bottom of all openings must be no higher than one foot above the adjacent grade.

- iii. Openings may be equipped with screens, louvers, valves, or other coverings if they permit the automatic entry and exit of floodwaters;
- i) Manufactured homes that are placed or substantially improved within zones A1-30, AE, and AH outside of a manufactured home park or subdivision, in a new manufactured home park or subdivision, in an expansion to an existing manufactured home park or subdivision, or in an existing manufactured home park or subdivision on which a manufactured home has incurred substantial damage as a result of flood, must be elevated on a permanent foundation such that the lowest floor of the manufactured home is at or above the base flood elevation, and be securely anchored to an adequately anchored foundation system to resist flotation, collapse, and lateral movement;
- j) Manufactured homes that are placed or substantially improved within zones A1-30, AE, and AH on existing sites in an existing manufactured home park that is not undergoing expansion and on which a manufactured home has not incurred substantial damage as a result of flood must be elevated so that either the lowest floor of the manufactured home is at or above the base flood elevation, or the manufactured home chassis is supported by reinforced piers or other foundation elements of at least equivalent strength that are no less than 36 inches in height above grade, and be securely anchored to an adequately anchored foundation system to resist flotation, collapse, and lateral movement;
- k) Recreational vehicles placed on sites within zones A1-30, AH, and AE must either:
 - i. Be on site for fewer than 180 consecutive days; or
 - ii. Be fully licensed and ready for highway use (a recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions); or
 - iii. Meet the elevation and anchoring requirements for manufactured homes in s. 40.390 (a)(4)(i) above;
- l) In a regulatory floodway that has been delineated on the FIRM in zone A1-30 or AE, encroachments, including repair or reconstruction of nonconforming structures, substantial improvement, or other development (including fill) must be prohibited unless it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment will not result in any increase in flood levels within the community during the occurrence of the base flood discharge. Subsequent improvements to repair or reconstructed nonconforming structures must not increase the degree of their nonconformity;
- m) In zone A, the community must obtain, review, and reasonably utilize any base flood elevation and floodway data available from a federal, state, or other source as criteria for requiring repair or reconstruction of nonconforming structures, substantial improvement, and other development to meet ss. 40.390 (a)(4)(f) through (l) (inclusive) above. Any development that adds additional fill or creates an encroachment in the floodplain from beyond the original nonconforming structure's 3-D building envelope must determine the floodway in accordance with section 40.389 (a)(5). If the encroachment is in the floodway, it must meet the standards in section 40.387 (c)(4). Subsequent improvements to repair or reconstructed nonconforming structures must not increase the degree of their nonconformity;
- n) In zones A1-30 or AE where a regulatory floodway has not been delineated on the FIRM, repair or reconstruction of nonconforming structures, substantial improvement, or any

development that adds additional fill or creates an encroachment in the floodplain from beyond the original nonconforming structure's 3-D building envelope must determine the floodway in accordance with section 40.389 (a)(5). If the encroachment is in the floodway, it must meet the standards in section 40.387 (c)(4). Subsequent improvements to repair or reconstructed nonconforming structures must not increase the degree of their nonconformity;

o) In zone AO, repair or reconstruction of nonconforming structures and substantial improvements of residential structures must have the lowest floor (including basement) elevated above the highest adjacent grade at least as high as the depth number specified in feet on the FIRM (at least two feet if no depth number is specified). Subsequent improvements to repair or reconstructed nonconforming structures must not increase the degree of their nonconformity; or

p) In zone AO, repair or reconstruction of nonconforming structures and substantial improvements of nonresidential structures must have the lowest floor (including basement) elevated above the highest adjacent grade at least as high as the depth number specified in feet on the FIRM (at least two feet if no depth number is specified), or (together with attendant utility and sanitary facilities) be structurally dry-floodproofed to that level according to the standard specified in s. 40.390 (a)(4)(g) above. Subsequent improvements to repair or reconstructed nonconforming structures must not increase the degree of their nonconformity.

(b) FLOODWAY DISTRICT

- 1) No modification or addition shall be allowed to any nonconforming structure or any structure with a nonconforming use in the Floodway District, unless such modification or addition:
 - a) Has been granted a permit or variance which meets all ordinance requirements;
 - b) Meets the requirements of s. 40.391 (a);
 - c) Shall not increase the obstruction to flood flows or regional flood height;
 - d) Any addition to the existing structure shall be floodproofed, pursuant to s. 40.391 (e), by means other than the use of fill, to the flood protection elevation; and,
 - e) If any part of the foundation below the flood protection elevation is enclosed, the following standards shall apply:
 1. The enclosed area shall be designed by a registered architect or engineer to allow for the efficient entry and exit of flood waters without human intervention. A minimum of two openings must be provided with a minimum net area of at least one square inch for every one square foot of the enclosed area. The lowest part of the opening can be no more than 12 inches above the adjacent grade;
 2. The parts of the foundation located below the flood protection elevation must be constructed of flood-resistant materials;
 3. Mechanical and utility equipment must be elevated or floodproofed to or above the flood protection elevation; and
 4. The use must be limited to parking, building access or limited storage.
- 2) No new on-site sewage disposal system, or addition to an existing on-site sewage disposal system, except where an addition has been ordered by a government agency to correct a hazard to public health, shall be allowed in the Floodway District. Any replacement, repair or

maintenance of an existing on-site sewage disposal system in a floodway area shall meet the applicable requirements of all municipal ordinances, s. 40.391 (e)(3) and Ch. SPS 383, Wis. Adm. Code.

- 3) No new well or modification to an existing well used to obtain potable water shall be allowed in the Floodway District. Any replacement, repair, or maintenance of an existing well in the Floodway District shall meet the applicable requirements of all municipal ordinances, s. 40.391 (e)(3) and chs. NR 811 and NR 812, Wis. Adm. Code.

(c) FLOODFRINGE DISTRICT

- 1) No modification or addition shall be allowed to any nonconforming structure or any structure with a nonconforming use unless such modification or addition has been granted a permit or variance by the municipality and meets the requirements of s. 40.388 (c) except where s. 40.388 (c)(2) is applicable.
- 2) Where compliance with the provisions of subd. (1) would result in unnecessary hardship and only where the structure will not be used for human habitation or be associated with a high flood damage potential, the Board of Adjustment/Appeals, using the procedures established in s. 40.391 (c), may grant a variance from those provisions of subd. (1) for modifications or additions using the criteria listed below. Modifications or additions which are protected to elevations lower than the flood protection elevation may be permitted if:
 - a) No floor is allowed below the regional flood elevation for residential or commercial structures;
 - b) Human lives are not endangered;
 - c) Public facilities, such as water or sewer, shall not be installed;
 - d) Flood depths shall not exceed two feet;
 - e) Flood velocities shall not exceed two feet per second; and
 - f) The structure shall not be used for storage of materials as described in s. 40.388 (c)(5).
- 3) All new private sewage disposal systems, or addition to, replacement, repair or maintenance of a private sewage disposal system shall meet all the applicable provisions of all local ordinances, s. 40.391 (e)(3) and ch. SPS 383, Wis. Adm. Code.
- 4) All new wells, or addition to, replacement, repair, or maintenance of a well shall meet the applicable provisions of this ordinance, s. 40.391 (e)(3) and ch. NR 811 and NR 812, Wis. Adm. Code.

(d) FLOOD STORAGE DISTRICTS

No modifications or additions shall be allowed to any nonconforming structure in a flood storage area unless the standards outlined in 40.389 (b)(3) are met.

40.391 ADMINISTRATION

Where a zoning administrator, planning agency or a board of appeals has already been appointed to administer a zoning ordinance adopted under ss. 59.69, 59.692 or 62.23(7), Stats., these officials shall also administer this ordinance.

(a) ZONING ADMINISTRATOR

1) DUTIES AND POWERS

The zoning administrator is authorized to administer this ordinance and shall have the following duties and powers:

- a) Advise applicants of the ordinance provisions, assist in preparing permit applications and appeals, and assure that the regional flood elevation for the proposed development is shown on all permit applications.
- b) Issue permits and inspect properties for compliance with provisions of this ordinance and issue certificates of compliance where appropriate
- c) Inspect and assess all damaged floodplain structures to determine if substantial damage to the structures has occurred.
- d) Keep records of all official actions such as:
 - 1. All permits issued, inspections made, and work approved;
 - 2. Documentation of certified lowest floor and regional flood elevations;
 - 3. Floodproofing certificates.
 - 4. Water surface profiles, floodplain zoning maps and ordinances, nonconforming uses and structures including changes, appeals, variances and amendments.
 - 5. All substantial damage assessment reports for floodplain structures.
 - 6. List of nonconforming structures and uses.
- e) Submit copies of the following items to the Department Regional office:
 - 1. Within 10 days of the decision, a copy of any decisions on variances, appeals for map or text interpretations, and map or text amendments;
 - 2. Copies of case-by-case analyses and other required information.
 - 3. Copies of substantial damage assessments performed and all related correspondence concerning the assessments.
- f) Investigate, prepare reports, and report violations of this ordinance to the municipal zoning agency and attorney for prosecution. Copies of the reports shall also be sent to the Department Regional office.
- g) Submit copies of amendments to the FEMA Regional office.

2) LAND USE PERMIT

A land use permit shall be obtained before any development; repair, modification, or addition to an existing structure; or change in the use of a building or structure, including sewer and water facilities, may be initiated. Application to the zoning administrator shall include:

a) GENERAL INFORMATION

- 1. Name and address of the applicant, property owner and contractor;
- 2. Legal description, proposed use, and whether it is new construction or a modification;

b) SITE DEVELOPMENT PLAN

A site plan drawn to scale shall be submitted with the permit application form and shall contain:

1. Location, dimensions, area and elevation of the lot;
2. Location of the ordinary highwater mark of any abutting navigable waterways;
3. Location of any structures with distances measured from the lot lines and street center lines;
4. Location of any existing or proposed on-site sewage systems or private water supply systems;
5. Location and elevation of existing or future access roads;
6. Location of floodplain and floodway limits as determined from the official floodplain zoning maps;
7. The elevation of the lowest floor of proposed buildings and any fill using the vertical datum from the adopted study – either National Geodetic Vertical Datum (NGVD) or North American Vertical Datum (NAVD);
8. Data sufficient to determine the regional flood elevation in NGVD or NAVD at the location of the development and to determine whether or not the requirements of s. 40.387 or 40.388 are met; and
9. Data to determine if the proposed development will cause an obstruction to flow or an increase in regional flood height or discharge according to s. 40.386 (a). This may include any of the information noted in s. 40.387 (c)(1).

c) **HYDRAULIC AND HYDROLOGIC STUDIES TO ANALYZE DEVELOPMENT**

All hydraulic and hydrologic studies shall be completed under the direct supervision of a professional engineer registered in the State. The study contractor shall be responsible for the technical adequacy of the study. All studies shall be reviewed **and approved** by the Department.

1. Zone A floodplains and in AE zones within which a floodway is not delineated:

a. Hydrology

- i. The appropriate method shall be based on the standards in ch. NR 116.07(3), Wis. Admin. Code, *Hydrologic Analysis: Determination of Regional Flood Discharge*.

b. Hydraulic modeling

The regional flood elevation shall be based on the standards in ch. NR 116.07(4), Wis. Admin. Code, *Hydraulic Analysis: Determination of Regional Flood Elevation* and the following:

- i. determination of the required limits of the hydraulic model shall be based on detailed study information for downstream structures (dam, bridge, culvert) to determine adequate starting WSEL for the study.
- ii. channel sections must be surveyed.
- iii. minimum four-foot contour data in the overbanks shall be used for the development of cross section overbank and floodplain mapping.

- iv. a maximum distance of 500 feet between cross sections is allowed in developed areas with additional intermediate cross sections required at transitions in channel bottom slope including a survey of the channel at each location.
 - v. the most current version of HEC-RAS shall be used.
 - vi. a survey of bridge and culvert openings and the top of road is required at each structure.
 - vii. additional cross sections are required at the downstream and upstream limits of the proposed development and any necessary intermediate locations based on the length of the reach if greater than 500 feet.
 - viii. standard accepted engineering practices shall be used when assigning parameters for the base model such as flow, Manning's N values, expansion and contraction coefficients or effective flow limits. The base model shall be calibrated to past flooding data such as high-water marks to determine the reasonableness of the model results. If no historical data is available, adequate justification shall be provided for any parameters outside standard accepted engineering practices.
 - ix. the model must extend past the upstream limit of the difference in the existing and proposed flood profiles in order to provide a tie-in to existing studies. The height difference between the proposed flood profile and the existing study profiles shall be no more than 0.00 feet.
- c. Mapping
- A work map of the reach studied shall be provided, showing all cross-section locations, floodway/floodplain limits based on best available topographic data, geographic limits of the proposed development and whether the proposed development is located in the floodway.
- i. If the proposed development is located outside of the floodway, then it is determined to have no impact on the regional flood elevation.
 - ii. If any part of the proposed development is in the floodway, it must be added to the base model to show the difference between existing and proposed conditions. The study must ensure that all coefficients remain the same as in the existing model, unless adequate justification based on standard accepted engineering practices is provided.

2. Zone AE Floodplains

- a. Hydrology

If the proposed hydrology will change the existing study, the appropriate method to be used shall be based on ch. NR 116.07(3), Wis. Admin. Code, *Hydrologic Analysis: Determination of Regional Flood Discharge*.
- b. Hydraulic model

The regional flood elevation shall be based on the standards in ch. NR 116.07(4), Wis. Admin. Code, *Hydraulic Analysis: Determination of Regional Flood Elevation* and the following:

 - i. Duplicate Effective Model

The effective model shall be reproduced to ensure correct transference of the model data and to allow integration of the revised data to provide a continuous

FIS model upstream and downstream of the revised reach. If data from the effective model is available, models shall be generated that duplicate the FIS profiles and the elevations shown in the Floodway Data Table in the FIS report to within 0.1 foot.

- ii. **Corrected Effective Model.**
The Corrected Effective Model shall not include any man-made physical changes since the effective model date but shall import the model into the most current version of HEC-RAS for Department review.
 - iii. **Existing (Pre-Project Conditions) Model.**
The Existing Model shall be required to support conclusions about the actual impacts of the project associated with the Revised (Post-Project) Model or to establish more up-to-date models on which to base the Revised (Post-Project) Model.
 - iv. **Revised (Post-Project Conditions) Model.**
The Revised (Post-Project Conditions) Model shall incorporate the Existing Model and any proposed changes to the topography caused by the proposed development. This model shall reflect proposed conditions.
 - v. All changes to the Duplicate Effective Model and subsequent models must be supported by certified topographic information, bridge plans, construction plans and survey notes.
 - vi. Changes to the hydraulic models shall be limited to the stream reach for which the revision is being requested. Cross sections upstream and downstream of the revised reach shall be identical to those in the effective model and result in water surface elevations and top widths computed by the revised models matching those in the effective models upstream and downstream of the revised reach as required. The Effective Model shall not be truncated.
- c. **Mapping**
Maps and associated engineering data shall be submitted to the Department for review which meet the following conditions:
- i. Consistency between the revised hydraulic models, the revised floodplain and floodway delineations, the revised flood profiles, topographic work map, annotated FIRMs and/or Flood Boundary Floodway Maps (FBFMs), construction plans, bridge plans.
 - ii. Certified topographic map of suitable scale, contour interval, and a planimetric map showing the applicable items. If a digital version of the map is available, it may be submitted in order that the FIRM may be more easily revised.
 - iii. Annotated FIRM panel showing the revised 1% and 0.2% annual chance floodplains and floodway boundaries.
 - iv. If an annotated FIRM and/or FBFM and digital mapping data (GIS or CADD) are used, then all supporting documentation or metadata must be included with the data submission along with the Universal Transverse Mercator (UTM) projection and State Plane Coordinate System in accordance with FEMA mapping specifications.

- v. The revised floodplain boundaries shall tie into the effective floodplain boundaries.
- vi. All cross sections from the effective model shall be labeled in accordance with the effective map and a cross section lookup table shall be included to relate to the model input numbering scheme.
- vii. Both the current and proposed floodways shall be shown on the map.
- viii. The stream centerline, or profile baseline used to measure stream distances in the model shall be visible on the map.

d) EXPIRATION

All permits issued under the authority of this ordinance shall expire no more than 180 days after issuance. The permit may be extended for a maximum of 180 days for good and sufficient cause. If the permitted work has not started within 180 days of the permit date, the development must comply with any regulation, including any revision to the FIRM or FIS, that took effect after the permit date.

3) CERTIFICATE OF COMPLIANCE

No land shall be occupied or used, and no building which is hereafter constructed, altered, added to, modified, repaired, rebuilt, or replaced shall be occupied until a certificate of compliance is issued by the zoning administrator, except where no permit is required, subject to the following provisions:

- a) The certificate of compliance shall show that the building or premises or part thereof, and the proposed use, conform to the provisions of this ordinance;
- b) Application for such certificate shall be concurrent with the application for a permit;
- c) If all ordinance provisions are met, the certificate of compliance shall be issued within 10 days after written notification that the permitted work is completed;
- d) The applicant shall submit a certification signed by a registered professional engineer, architect, or land surveyor that the fill, lowest floor and floodproofing elevations are in compliance with the permit issued. Floodproofing measures also require certification by a registered professional engineer or architect that the requirements of s. 40.391 (e) are met.
- e) Where applicable pursuant to s. 40.389 (a)(4), the applicant must submit a certification by a registered professional engineer or surveyor of the elevation of the bottom of the lowest horizontal structural member supporting the lowest floor (excluding pilings or columns), and an indication of whether the structure contains a basement.
- f) Where applicable pursuant to s. 40.389 (a)(4), the applicant must submit certifications by a registered professional engineer or architect that the structural design and methods of construction meet accepted standards of practice as required by s. 40.389 (a)(4).

4) OTHER PERMITS

Prior to obtaining a floodplain development permit the applicant must secure all necessary permits from federal, state, and local agencies, including but not limited to those required by the U.S. Army Corps of Engineers under s. 404 of the Federal Water Pollution Control Act, Amendments of 1972, 33 U.S.C. 1344.

(b) ZONING AGENCY

- 1) The Village of Pewaukee Planning Commission shall:
 - a) oversee the functions of the office of the zoning administrator; and
 - b) review and advise the governing body on all proposed amendments to this ordinance, maps, and text.
 - c) publish adequate notice pursuant to Ch. 985, Stats., specifying the date, time, place, and subject of the public hearing.
- 2) The Zoning Agency shall not:
 - a) grant variances to the terms of the ordinance in place of action by the Board of Adjustment/Appeals; or
 - b) amend the text or zoning maps in place of official action by the governing body.

(c) BOARD OF APPEALS

The Board of Appeals, created under s. 62.23(7)(e), Stats., for cities or villages, is hereby authorized or shall be appointed to act for the purposes of this ordinance. The Board shall exercise the powers conferred by Wisconsin Statutes and adopt rules for the conduct of business. The zoning administrator shall not be the secretary of the Board.

1) **POWERS AND DUTIES**

The Board of Appeals shall:

- a) Appeals - Hear and decide appeals where it is alleged there is an error in any order, requirement, decision or determination made by an administrative official in the enforcement or administration of this ordinance;
- b) Boundary Disputes - Hear and decide disputes concerning the district boundaries shown on the official floodplain zoning map; and
- c) Variances - Hear and decide, upon appeal, variances from the ordinance standards.

2) **APPEALS TO THE BOARD**

- a) Appeals to the board may be taken by any person aggrieved, or by any officer or department of the municipality affected by any decision of the zoning administrator or other administrative officer. Such appeal shall be taken within 30 days unless otherwise provided by the rules of the board, by filing with the official whose decision is in question, and with the board, a notice of appeal specifying the reasons for the appeal. The official whose decision is in question shall transmit to the board all records regarding the matter appealed.

b) **NOTICE AND HEARING FOR APPEALS INCLUDING VARIANCES**

1. Notice - The board shall:

- a. Fix a reasonable time for the hearing;
- b. Publish adequate notice pursuant to Wisconsin Statutes, specifying the date, time, place, and subject of the hearing; and
- c. Assure that notice shall be mailed to the parties in interest and the Department Regional office at least 10 days in advance of the hearing.

2. Hearing - Any party may appear in person or by agent. The board shall:

- a. Resolve boundary disputes according to s. 40.391 (c)(3);
- b. Decide variance applications according to s. 40.391 (c)(4); and
- c. Decide appeals of permit denials according to s. 40.391 (d).

c) **DECISION:** The final decision regarding the appeal or variance application shall:

- 1. Be made within a reasonable time;
- 2. Be sent to the Department Regional office within 10 days of the decision;
- 3. Be a written determination signed by the chairman or secretary of the Board;
- 4. State the specific facts which are the basis for the Board's decision;
- 5. Either affirm, reverse, vary or modify the order, requirement, decision, or determination appealed, in whole or in part, dismiss the appeal for lack of jurisdiction or grant or deny the variance application; and
- 6. Include the reasons for granting an appeal, describing the hardship demonstrated by the applicant in the case of a variance, clearly stated in the recorded minutes of the Board proceedings.

3) **BOUNDARY DISPUTES**

The following procedure shall be used by the Board in hearing disputes concerning floodplain district boundaries:

- a) If a floodplain district boundary is established by approximate or detailed floodplain studies, the flood elevations or profiles shall prevail in locating the boundary.
- b) The person contesting the boundary location shall be given a reasonable opportunity to present arguments and technical evidence to the Board; and
- c) If the boundary is incorrectly mapped, the Board should inform the zoning committee or the person contesting the boundary location to petition the governing body for a map amendment according to s. 40.392 *Amendments*.

4) **VARIANCE**

- a) The Board may, upon appeal, grant a variance from the standards of this ordinance if an applicant convincingly demonstrates that:
 - 1. Literal enforcement of the ordinance will cause unnecessary hardship;
 - 2. The hardship is due to adoption of the floodplain ordinance and unique property conditions, not common to adjacent lots or premises. In such case the ordinance or map must be amended;
 - 3. The variance is not contrary to the public interest; and
 - 4. The variance is consistent with the purpose of this ordinance in s. 40.385 (c).
- b) In addition to the criteria in subd. (a), to qualify for a variance under FEMA regulations, the Board must find that the following criteria have been met:
 - 1. The variance shall not cause any increase in the regional flood elevation;

2. The applicant has shown good and sufficient cause for issuance of the variance;

3. Failure to grant the variance would result in exceptional hardship;

4. Granting the variance will not result in additional threats to public safety, extraordinary expense, create a nuisance, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances;

5. The variance granted is the minimum necessary, considering the flood hazard, to afford relief.

c) A variance shall not:

1. Grant, extend or increase any use prohibited in the zoning district;

2. Be granted for a hardship based solely on an economic gain or loss;

3. Be granted for a hardship which is self-created.

4. Damage the rights or property values of other persons in the area;

5. Allow actions without the amendments to this ordinance or map(s) required in s. 40.392 *Amendments*; and

6. Allow any alteration of an historic structure, including its use, which would preclude its continued designation as an historic structure.

d) When a floodplain variance is granted, the Board shall notify the applicant in writing that it may increase risks to life and property and flood insurance premiums could increase up to \$25.00 per \$100.00 of coverage. A copy shall be maintained with the variance record.

(d) TO REVIEW APPEALS OF PERMIT DENIALS

(1) The Zoning Agency (s. 40.391 (b)) or Board shall review all data related to the appeal. This may include:

a. Permit application data listed in s. 40.391 (a)(2);

b. Floodway/floodfringe determination data in s. 40.389 (a)(5);

c. Data listed in s. 40.387 (c)(1)(b) where the applicant has not submitted this information to the zoning administrator; and

d. Other data submitted with the application or submitted to the Board with the appeal.

(2) For appeals of all denied permits the Board shall:

a. Follow the procedures of s. 40.391 (c);

b. Consider zoning agency recommendations; and

c. Either uphold the denial or grant the appeal.

(3) For appeals concerning increases in regional flood elevation the Board shall:

- a. Uphold the denial where the Board agrees with the data showing an increase in flood elevation. Increases may only be allowed after amending the flood profile and map and all appropriate legal arrangements are made with all adversely affected property owners as per the requirements of s. 40.392 *Amendments*; and
- b. Grant the appeal where the Board agrees that the data properly demonstrates that the project does not cause an increase provided no other reasons for denial exist.

(e) FLOODPROOFING STANDARDS

- (1) No permit or variance shall be issued for a non-residential structure designed to be watertight below the regional flood elevation until the applicant submits a plan certified by a registered professional engineer or architect that the floodproofing measures will protect the structure or development to or above the flood protection elevation and submits a FEMA Floodproofing Certificate. Floodproofing is not an alternative to the development standards in ss. 40.386, 40.387, 40.388, or 40.389 (a).
- (2) For a structure designed to allow the entry of floodwaters, no permit or variance shall be issued until the applicant submits a plan either:
 - a. certified by a registered professional engineer or architect; or
 - b. meeting or exceeding the following standards:
 - 1. a minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding;
 - 2. the bottom of all openings shall be no higher than one foot above grade; and
 - 3. openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.
- (3) Floodproofing measures shall be designed, as appropriate, to:
 - a. Withstand flood pressures, depths, velocities, uplift and impact forces and other regional flood factors;
 - b. Protect structures to the flood protection elevation;
 - c. Anchor structures to foundations to resist flotation and lateral movement;
 - d. Minimize or eliminate infiltration of flood waters;
 - e. Minimize or eliminate discharges into flood waters;
 - f. Placement of essential utilities to or above the flood protection elevation; and
 - g. If any part of the foundation below the flood protection elevation is enclosed, the following standards shall apply:
 - 1. The enclosed area shall be designed by a registered architect or engineer to allow for the efficient entry and exit of flood waters without human intervention. A minimum of two openings must be provided with a minimum net area of at least one square inch for every one square foot of the enclosed area. The lowest part of the opening can be no more than 12 inches above the adjacent grade;
 - 2. The parts of the foundation located below the flood protection elevation must be constructed of flood-resistant materials;

3. Mechanical and utility equipment must be elevated or floodproofed to or above the flood protection elevation; and

4. The use must be limited to parking, building access or limited storage.

(f) PUBLIC INFORMATION

(1) Place marks on structures to show the depth of inundation during the regional flood.

(2) All maps, engineering data and regulations shall be available and widely distributed.

(3) Real estate transfers should show what floodplain district any real property is in.

40.392 AMENDMENTS

Obstructions or increases may only be permitted if amendments are made to this ordinance, the official floodplain zoning maps, floodway lines and water surface profiles, in accordance with s. 40.392 (a).

(1) In AE Zones with a mapped floodway, no obstructions or increases shall be permitted unless the applicant receives a Conditional Letter of Map Revision from FEMA and amendments are made to this ordinance, the official floodplain zoning maps, floodway lines and water surface profiles, in accordance with s. 40.392 (a). Any such alterations must be reviewed and approved by FEMA and the DNR.

(2) In A Zones increases equal to or greater than 1.0 foot may only be permitted if the applicant receives a Conditional Letter of Map Revision from FEMA and amendments are made to this ordinance, the official floodplain maps, floodway lines, and water surface profiles, in accordance with s. 40.392 (a).

(a) GENERAL

The governing body shall change or supplement the floodplain zoning district boundaries and this ordinance in the manner outlined in s. 40.392 (b) below. Actions which require an amendment to the ordinance and/or submittal of a Letter of Map Change (LOMC) include, but are not limited to, the following:

(1) Any fill or floodway encroachment that obstructs flow causing any increase in the regional flood height;

(2) Any change to the floodplain boundaries and/or watercourse alterations on the FIRM;

(3) Any changes to any other officially adopted floodplain maps listed in s. 40.385 (e)(2)(b);

(4) Any floodplain fill which raises the elevation of the filled area to a height at or above the flood protection elevation and is contiguous to land lying outside the floodplain;

(5) Correction of discrepancies between the water surface profiles and floodplain maps;

(6) Any upgrade to a floodplain zoning ordinance text required by s. NR 116.05, Wis. Adm. Code, or otherwise required by law, or for changes by the municipality; and

(7) All channel relocations and changes to the maps to alter floodway lines or to remove an area from the floodway or the floodfringe that is based on a base flood elevation from a FIRM requires prior approval by FEMA.

(b) PROCEDURES

Ordinance amendments may be made upon petition of any party according to the provisions of s. 62.23, Stats., for cities and villages. The petitions shall include all data required by s. 40.389 (a)(5) and 40.391 (a)(2). The Land Use Permit shall not be issued until a Letter of Map Revision is issued by FEMA for the proposed changes.

- (1) The proposed amendment shall be referred to the zoning agency for a public hearing and recommendation to the governing body. The amendment and notice of public hearing shall be submitted to the Department Regional office for review prior to the hearing. The amendment procedure shall comply with the provisions of s. 62.23, Stats., for cities and villages.
- (2) No amendments shall become effective until reviewed and approved by the Department.
- (3) All persons petitioning for a map amendment that obstructs flow causing any increase in the regional flood height, shall obtain flooding easements or other appropriate legal arrangements from all adversely affected property owners and notify local units of government before the amendment can be approved by the governing body.

40.393 ENFORCEMENT AND PENALTIES

Any violation of the provisions of this ordinance by any person shall be unlawful and shall be referred to the municipal attorney who shall expeditiously prosecute all such violators. A violator shall, upon conviction, forfeit to the municipality a penalty of not more than \$50.00 (fifty dollars), together with a taxable cost of such action. Each day of continued violation shall constitute a separate offense. Every violation of this ordinance is a public nuisance, and the creation may be enjoined, and the maintenance may be abated by action at suit of the municipality, the state, or any citizen thereof pursuant to s. 87.30, Stats

40.394 DEFINITIONS

Unless specifically defined, words and phrases in this ordinance shall have their common law meaning and shall be applied in accordance with their common usage. Words used in the present tense include the future, the singular number includes the plural and the plural number includes the singular. The word "may" is permissive, "shall" is mandatory and is not discretionary.

1. A ZONES – Those areas shown on the Official Floodplain Zoning Map which would be inundated by the regional flood. These areas may be numbered or unnumbered A Zones. The A Zones may or may not be reflective of flood profiles, depending on the availability of data for a given area.
2. AH ZONE – See “AREA OF SHALLOW FLOODING”.
3. AO ZONE – See “AREA OF SHALLOW FLOODING”.
4. ACCESSORY STRUCTURE OR USE – A facility, structure, building or use which is accessory or incidental to the principal use of a property, structure or building. **An accessory structure shall not be used for human habitation.**
5. ALTERATION – An enhancement, upgrade or substantial change or modification other than an addition or repair to a dwelling or to electrical, plumbing, heating, ventilating, air conditioning and other systems within a structure.
6. AREA OF SHALLOW FLOODING – A designated AO, AH, AR/AO, AR/AH, or VO zone on a community’s Flood Insurance Rate Map (FIRM) with a 1 percent or greater annual chance of

flooding to an average depth of 1 to 3 feet where a clearly defined channel does not exist, where the path of flooding is unpredictable, and where velocity flood may be evident. Such flooding is characterized by ponding or sheet flow.

7. BASE FLOOD – Means the flood having a one percent chance of being equaled or exceeded in any given year, as published by FEMA as part of a FIS and depicted on a FIRM.
8. BASEMENT – Any enclosed area of a building having its floor sub-grade on all sides.
9. BREAKAWAY WALL – A wall that is not part of the structural support of the building and is intended through its design and construction to collapse under specific lateral loading forces, without causing damage to the elevated portion of the building or supporting foundation system.
10. BUILDING – See STRUCTURE.
11. BULKHEAD LINE – A geographic line along a reach of navigable water that has been adopted by a municipal ordinance and approved by the Department pursuant to s. 30.11, Stats., and which allows limited filling between this bulkhead line and the original ordinary highwater mark, except where such filling is prohibited by the floodway provisions of this ordinance.
12. CAMPGROUND – Any parcel of land which is designed, maintained, intended, or used for the purpose of providing sites for nonpermanent overnight use by 4 or more camping units, or which is advertised or represented as a camping area.
13. CAMPING UNIT – Any portable device, no more than 400 square feet in area, used as a temporary shelter, including but not limited to a camping trailer, motor home, bus, van, pick-up truck, or tent that is fully licensed, if required, and ready for highway use.
14. CERTIFICATE OF COMPLIANCE – A certification that the construction and the use of land or a building, the elevation of fill or the lowest floor of a structure is in compliance with all of the provisions of this ordinance.
15. CHANNEL – A natural or artificial watercourse with definite bed and banks to confine and conduct normal flow of water.
16. CRAWLWAYS or CRAWL SPACE – An enclosed area below the first usable floor of a building, generally less than five feet in height, used for access to plumbing and electrical utilities.
17. DECK – An unenclosed exterior structure that has no roof or sides and has a permeable floor which allows the infiltration of precipitation.
18. DEPARTMENT – The Wisconsin Department of Natural Resources.
19. DEVELOPMENT – Any artificial change to improved or unimproved real estate, including, but not limited to, the construction of buildings, structures or accessory structures; the construction of additions or alterations to buildings, structures or accessory structures; the repair of any damaged structure or the improvement or renovation of any structure, regardless of percentage of damage or improvement; the placement of buildings or structures; subdivision layout and site preparation; mining, dredging, filling, grading, paving, excavation or drilling operations; the storage, deposition or extraction of materials or equipment; and the installation, repair or removal of public or private sewage disposal systems or water supply facilities.
20. DRYLAND ACCESS – A vehicular access route which is above the regional flood elevation, and which connects land located in the floodplain to land outside the floodplain, such as a road with its surface above regional flood elevation and wide enough for wheeled rescue and relief vehicles.

21. ENCROACHMENT – Any fill, structure, equipment, use or development in the floodway.
22. FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) – The federal agency that administers the National Flood Insurance Program.
23. FLOOD INSURANCE RATE MAP (FIRM) – A map of a community on which the Federal Insurance Administration has delineated both the floodplain and the risk premium zones applicable to the community. This map can only be amended by the Federal Emergency Management Agency.
24. FLOOD or FLOODING – A general and temporary condition of partial or complete inundation of normally dry land areas caused by one of the following conditions:
 - The overflow or rise of inland waters;
 - The rapid accumulation or runoff of surface waters from any source;
 - The inundation caused by waves or currents of water exceeding anticipated cyclical levels along the shore of Lake Michigan or Lake Superior; or
 - The sudden increase caused by an unusually high-water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as a seiche, or by some similarly unusual event.
25. FLOOD FREQUENCY – The probability of a flood occurrence which is determined from statistical analyses. The frequency of a particular flood event is usually expressed as occurring, on the average once in a specified number of years or as a percent (%) chance of occurring in any given year.
26. FLOODFRINGE – That portion of the floodplain outside of the floodway which is covered by flood waters during the regional flood and associated with standing water rather than flowing water.
27. FLOOD HAZARD BOUNDARY MAP – A map designating approximate flood hazard areas. Flood hazard areas are designated as unnumbered A-Zones and do not contain floodway lines or regional flood elevations. This map forms the basis for both the regulatory and insurance aspects of the National Flood Insurance Program (NFIP) until superseded by a Flood Insurance Study and a Flood Insurance Rate Map.
28. FLOOD INSURANCE STUDY – A technical engineering examination, evaluation, and determination of the local flood hazard areas. It provides maps designating those areas affected by the regional flood and provides both flood insurance rate zones and base flood elevations and may provide floodway lines. The flood hazard areas are designated as numbered and unnumbered A-Zones. Flood Insurance Rate Maps, that accompany the Flood Insurance Study, form the basis for both the regulatory and the insurance aspects of the National Flood Insurance Program.
29. FLOODPLAIN – Land which has been or may be covered by flood water during the regional flood. It includes the floodway and the floodfringe and may include other designated floodplain areas for regulatory purposes.
30. FLOODPLAIN ISLAND – A natural geologic land formation within the floodplain that is surrounded, but not covered, by floodwater during the regional flood.
31. FLOODPLAIN MANAGEMENT – Policy and procedures to ensure wise use of floodplains, including mapping and engineering, mitigation, education, and administration and enforcement of floodplain regulations.
32. FLOOD PROFILE – A graph or a longitudinal profile line showing the relationship of the water surface elevation of a flood event to locations of land surface elevations along a stream or river.

33. FLOODPROOFING – Any combination of structural provisions, changes or adjustments to properties and structures, water and sanitary facilities and contents of buildings subject to flooding, for the purpose of reducing or eliminating flood damage.
34. FLOOD PROTECTION ELEVATION – An elevation of two feet of freeboard above the Regional Flood Elevation. (Also see: FREEBOARD.)
35. FLOOD STORAGE – Those floodplain areas where storage of floodwaters has been taken into account during analysis in reducing the regional flood discharge.
36. FLOODWAY – The channel of a river or stream and those portions of the floodplain adjoining the channel required to carry the regional flood discharge.
37. FREEBOARD – A safety factor expressed in terms of a specified number of feet above a calculated flood level. Freeboard compensates for any factors that cause flood heights greater than those calculated, including ice jams, debris accumulation, wave action, obstruction of bridge openings and floodways, the effects of watershed urbanization, loss of flood storage areas due to development and aggregation of the river or stream bed.
38. HABITABLE STRUCTURE – Any structure or portion thereof used or designed for human habitation.
39. HEARING NOTICE – Publication or posting meeting the requirements of Ch. 985, Stats. For appeals, a Class 1 notice, published once at least one week (7 days) before the hearing, is required. For all zoning ordinances and amendments, a Class 2 notice, published twice, once each week consecutively, the last at least a week (7 days) before the hearing. Local ordinances or bylaws may require additional notice, exceeding these minimums.
40. HIGH FLOOD DAMAGE POTENTIAL – Damage that could result from flooding that includes any danger to life or health or any significant economic loss to a structure or building and its contents.
41. HIGHEST ADJACENT GRADE – The highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.
42. HISTORIC STRUCTURE – Any structure that is either:
 - Listed individually in the National Register of Historic Places or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
 - Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
 - Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or
 - Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either by an approved state program, as determined by the Secretary of the Interior; or by the Secretary of the Interior in states without approved programs.
43. INCREASE IN REGIONAL FLOOD HEIGHT – A calculated upward rise in the regional flood elevation greater than 0.00 foot, based on a comparison of existing conditions and proposed conditions which is directly attributable to development in the floodplain but not attributable to manipulation of mathematical variables such as roughness factors, expansion and contraction coefficients and discharge.
44. LAND USE – Any nonstructural use made of unimproved or improved real estate. (Also see

DEVELOPMENT.)

45. **LOWEST ADJACENT GRADE** – Elevation of the lowest ground surface that touches any of the exterior walls of a building.
46. **LOWEST FLOOR** – The lowest floor of the lowest enclosed area (including basement).
47. **MAINTENANCE** – The act or process of ordinary upkeep and repairs, including redecorating, refinishing, nonstructural repairs, or the replacement of existing fixtures, systems or equipment with equivalent fixtures, systems, or structures.
48. **MANUFACTURED HOME** – A structure transportable in one or more sections, which is built on a permanent chassis and is designed to be used with or without a permanent foundation when connected to required utilities. The term "manufactured home" includes a mobile home but does not include a "mobile recreational vehicle."
49. **MOBILE/MANUFACTURED HOME PARK OR SUBDIVISION** – A parcel (or contiguous parcels) of land, divided into two or more manufactured home lots for rent or sale.
50. **MOBILE/MANUFACTURED HOME PARK OR SUBDIVISION, EXISTING** – A parcel of land, divided into two or more manufactured home lots for rent or sale, on which the construction of facilities for servicing the lots is completed before the effective date of this ordinance. At a minimum, this would include the installation of utilities, the construction of streets and either final site grading or the pouring of concrete pads.
51. **MOBILE/MANUFACTURED HOME PARK, EXPANSION TO EXISTING** – The preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed. This includes installation of utilities, construction of streets and either final site grading, or the pouring of concrete pads.
52. **MOBILE RECREATIONAL VEHICLE** – A vehicle which is built on a single chassis, 400 square feet or less when measured at the largest horizontal projection, designed to be self-propelled, carried or permanently towable by a licensed, light-duty vehicle, is licensed for highway use if registration is required and is designed primarily not for use as a permanent dwelling, but as temporary living quarters for recreational, camping, travel or seasonal use. Manufactured homes that are towed or carried onto a parcel of land, but do not remain capable of being towed or carried, including park model homes, do not fall within the definition of "mobile recreational vehicles."
53. **MODEL, CORRECTED EFFECTIVE** – A hydraulic engineering model that corrects any errors that occur in the Duplicate Effective Model, adds any additional cross sections to the Duplicate Effective Model, or incorporates more detailed topographic information than that used in the current effective model.
54. **MODEL, DUPLICATE EFFECTIVE** – A copy of the hydraulic analysis used in the effective FIS and referred to as the effective model.
55. **MODEL, EFFECTIVE** – The hydraulic engineering model that was used to produce the current effective Flood Insurance Study.
56. **MODEL, EXISTING (PRE-PROJECT)** – A modification of the Duplicate Effective Model or Corrected Effective Model to reflect any man-made modifications that have occurred within the floodplain since the date of the effective model but prior to the construction of the project for which the revision is being requested. If no modification has occurred since the date of the effective model, then this model would be identical to the Corrected Effective Model or Duplicate Effective Model.

57. MODEL, REVISED (POST-PROJECT) – A modification of the Existing or Pre-Project Conditions Model, Duplicate Effective Model or Corrected Effective Model to reflect revised or post-project conditions.
58. MUNICIPALITY or MUNICIPAL – The county, city or village governmental units enacting, administering, and enforcing this zoning ordinance.
59. NAVD or NORTH AMERICAN VERTICAL DATUM – Elevations referenced to mean sea level datum, 1988 adjustment.
60. NGVD or NATIONAL GEODETIC VERTICAL DATUM – Elevations referenced to mean sea level datum, 1929 adjustment.
61. NEW CONSTRUCTION – Structures for which the start of construction commenced on or after the effective date of a floodplain zoning regulation adopted by this community and includes any subsequent improvements to such structures.
62. NON-FLOOD DISASTER – A fire or an ice storm, tornado, windstorm, mudslide, or other destructive act of nature, but excludes a flood.
63. NONCONFORMING STRUCTURE – An existing lawful structure or building which is not in conformity with the dimensional or structural requirements of this ordinance for the area of the floodplain which it occupies. (For example, an existing residential structure in the floodfringe district is a conforming use. However, if the lowest floor is lower than the flood protection elevation, the structure is nonconforming.)
64. NONCONFORMING USE – An existing lawful use or accessory use of a structure or building which is not in conformity with the provisions of this ordinance for the area of the floodplain which it occupies. (Such as a residence in the floodway.)
65. OBSTRUCTION TO FLOW – Any development which blocks the conveyance of floodwaters such that this development alone or together with any future development will cause an increase in regional flood height.
66. OFFICIAL FLOODPLAIN ZONING MAP – That map, adopted and made part of this ordinance, as described in s. 40.385 (e)(2), which has been approved by the Department and FEMA.
67. OPEN SPACE USE – Those uses having a relatively low flood damage potential and not involving structures.
68. ORDINARY HIGHWATER MARK – The point on the bank or shore up to which the presence and action of surface water is so continuous as to leave a distinctive mark such as by erosion, destruction or prevention of terrestrial vegetation, predominance of aquatic vegetation, or other easily recognized characteristic.
69. PERSON – An individual, or group of individuals, corporation, partnership, association, municipality, or state agency.
70. PRIVATE SEWAGE SYSTEM – A sewage treatment and disposal system serving one structure with a septic tank and soil absorption field located on the same parcel as the structure. It also means an alternative sewage system approved by the Department of Safety and Professional Services, including a substitute for the septic tank or soil absorption field, a holding tank, a system serving more than one structure, or a system located on a different parcel than the structure.

71. PUBLIC UTILITIES – Those utilities using underground or overhead transmission lines such as electric, telephone and telegraph, and distribution and collection systems such as water, sanitary sewer, and storm sewer.
72. REASONABLY SAFE FROM FLOODING – Means base flood waters will not inundate the land or damage structures to be removed from the floodplain and that any subsurface waters related to the base flood will not damage existing or proposed buildings.
73. REGIONAL FLOOD – A flood determined to be representative of large floods known to have occurred in Wisconsin. A regional flood is a flood with a one percent chance of being equaled or exceeded in any given year, and if depicted on the FIRM, the RFE is equivalent to the BFE.
74. START OF CONSTRUCTION – The date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond initial excavation, or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading, and filling, nor does it include the installation of streets and/or walkways, nor does it include excavation for a basement, footings, piers or foundations or the erection of temporary forms, nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For an alteration, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.
75. STRUCTURE – Any manmade object with form, shape and utility, either permanently or temporarily attached to, placed upon or set into the ground, stream bed or lakebed, including, but not limited to, roofed and walled buildings, gas or liquid storage tanks, bridges, dams and culverts.
76. SUBDIVISION – Has the meaning given in s. 236.02(12), Wis. Stats.
77. SUBSTANTIAL DAMAGE – Damage of any origin sustained by a structure, whereby the cost of restoring the structure to its pre-damaged condition would equal or exceed 50 percent of the equalized assessed value of the structure before the damage occurred.
78. SUBSTANTIAL IMPROVEMENT – Any repair, reconstruction, rehabilitation, addition or improvement of a building or structure, the cost of which equals or exceeds 50 percent of the equalized assessed value of the structure before the improvement or repair is started. If the structure has sustained substantial damage, any repairs are considered substantial improvement regardless of the work performed. The term does not include either any project for the improvement of a building required to correct existing health, sanitary or safety code violations identified by the building official and that are the minimum necessary to assure safe living conditions; or any alteration of a historic structure provided that the alteration will not preclude the structure's continued designation as a historic structure.
79. UNNECESSARY HARDSHIP – Where special conditions affecting a particular property, which were not self-created, have made strict conformity with restrictions governing areas, setbacks, frontage, height, or density unnecessarily burdensome or unreasonable in light of the purposes of the ordinance.
80. VARIANCE – An authorization by the board of adjustment or appeals for the construction or maintenance of a building or structure in a manner which is inconsistent with dimensional standards (not uses) contained in the floodplain zoning ordinance.

81. VIOLATION – The failure of a structure or other development to be fully compliant with the floodplain zoning ordinance. A structure or other development without required permits, lowest floor elevation documentation, floodproofing certificates or required floodway encroachment calculations is presumed to be in violation until such time as that documentation is provided.
82. WATERSHED – The entire region contributing runoff or surface water to a watercourse or body of water.
83. WATER SURFACE PROFILE – A graphical representation showing the elevation of the water surface of a watercourse for each position along a reach of river or stream at a certain flood flow. A water surface profile of the regional flood is used in regulating floodplain areas.
84. WELL – means an excavation opening in the ground made by digging, boring, drilling, driving or other methods, to obtain groundwater regardless of its intended use.

STATE OF WISCONSIN

VILLAGE OF PEWAUKEE

WAUKESHA COUNTY

RESOLUTION NO. 2023-14

A RESOLUTION COMMITTING TO REQUIRED FUNDING FOR THE PEWAUKEE
PUBLIC LIBRARY AND REQUESTING EXEMPTION FROM THE 2023
WAUKESHA COUNTY LIBRARY TAX LEVY FOR 2024 PURPOSES

WHEREAS, the Village Board of the Village of Pewaukee recognizes that pursuant to §43.64, Wis. Stats. and the recently enacted Section 43.64 (2)(c), Wis. Stats., in order for joint libraries to obtain an exemption from the Waukesha County library levy for the year 2023 for 2024 purposes, the Village Board must certify that it will expend no less than the average of the funding levels of the previous three years; and

WHEREAS, the Village of Pewaukee funded the Pewaukee Public Library \$263,679 in 2021, \$261,180 in 2022 and \$262,744 in 2023 with the average of the three years being \$262,534; and

WHEREAS, the Village Board further recognizes that pursuant to state law, listed funding for the Pewaukee Public Library must come only from municipal sources and must exclude fines, fees and other revenues as well as capital expenditures.

THEREFORE, BE IT HEREBY RESOLVED by the Village of Pewaukee Village Board that it pledges to appropriate and allow the Pewaukee Public Library to expend no less than \$262,534, thereby exempting the Village of Pewaukee from the 2023 county library levy for 2024 purposes.

Dated this _____ day of September 2023.

VILLAGE OF PEWAUKEE

Jeff Knutson, Village Board President

ATTEST:

Cassie Smith, Village Clerk



741 N. Grand Ave., #210
Waukesha, WI 53186

P 262.896.8080
W bridgeslibrarysystem.org

To: Chief Elected Officials/Administrators in Municipalities with Libraries, Library Directors
From: Karol Kennedy, Bridges Library System Director
Re: Waukesha County Library Tax Exemption Notice
Date: August 16, 2023

Annually Waukesha County sets a special levy for library services. The funds are distributed to the county's public libraries to compensate them for use by non-residents. State law (ss. 43.64(2) Wisc. Statutes) provides that municipalities with libraries may avoid double taxation and exempt themselves from this special levy if they meet certain conditions:

- Exempting library municipalities must levy and expend an amount equal to or greater than the mill rate set by Waukesha County in the preceding year with the exception of joint libraries whose participating municipalities have an alternate option for exempting which is to levy and expend an amount not less than the average of the previous 3 years (ss.43.64 (2)(c)).
- Exempting library communities are required to provide written notification to the county annually.
- The County Code requires that the notification be from the **local governing body** rather than from the clerk alone.
- The County Code also requires a deadline of September 30 so that the County Executive Budget available to supervisors and the general public can properly reflect the county library taxation levels in the Adopted Budget in November.
- Exempting communities must also have a library that meets or exceeds minimum service levels and quality assurance standards (included in the Waukesha County Library Services Plan and formally adopted by the Waukesha County Board of Supervisors in 2022) which are certified by the library board. (The libraries have already received their standards certification letters.)

If you would like to exempt your municipality from the Waukesha County library tax, the form (on page 2), **Request for Exemption from Waukesha County Library Levy 2023 Tax for 2024 Purposes** must be completed, approved by the municipality's governing body, signed, and returned to Bridges Library System no later than September 30, 2023. A copy of your adopted municipal ordinance or resolution certifying that your library appropriation meets or exceeds the requirements is also required. Email submission is acceptable as long as the form includes the actual signature.

Thank you for providing library services to our citizens. Strong libraries build strong communities and your commitment to support your library is vital and valued!

Serving the libraries of Waukesha and Jefferson Counties

OUR MISSION: Improving member libraries through leadership, collaboration, & support

**Request for Exemption from Waukesha County Library Levy
2023 Tax for 2024 Purposes**

Name of Community:

Name of library:

We recognize that, pursuant to 43.64 of Wisconsin Statutes, to obtain an exemption from the 2023 county library levy for 2024 purposes, the municipality must certify that during budget year 2024, its library will be provided and be allowed to expend no less than the county library tax rate in the prior year, \$0.215554 per \$1,000 Equalized Value.

In the case of a joint library, an alternate exemption option exists pursuant to ss 43.64 (2) (c). Under this language, each participating municipality in the joint library has the option to certify that during its budget year 2024, the library will be provided and allowed to expend no less than the average of the funding levels of the previous 3 years.

We further recognize that, pursuant to state law, listed funding must be only from municipal sources, not the entire library budget. Reported amounts must exclude fines, fees, and other revenues. Capital expenditures are excluded as well.

I am authorized to certify that the governing body of the municipality has enacted an ordinance or resolution pledging that it will appropriate and allow the library to expend no less than a rate of \$0.215554 per \$1,000 of the actual state Equalized Value amount for the community that was published by the state on August 15, 2023 or, in the case of a joint library whose municipality may choose this option, that the participating municipality will appropriate and allow the library to expend no less than the average of the funding levels of the previous 3 years.

The community meets its requirement stated above and is therefore eligible for exemption from the 2023 Waukesha County library levy.

Name and Title of Person filling out this form:

Signature

Date

This form, along with a copy of the municipal resolution/ordinance, must be filed no later than September 30, 2023.

Send to:

Bridges Library System

741 N. Grand Avenue, Suite 210

Waukesha, WI 53186

Or email to kkennedy@bridgeslibrarysystem.org



To: Jeff Knutson, Village President
Village Board

From: Cassie Smith
Village Clerk

Date: September 5, 2023

Re: Agenda Item 7a, REMOVE FROM TABLE - Discussion and/or Direction Regarding the Food Vendor Licenses and Special Event Permitting Processes

BACKGROUND

At the August 1, 2023, Village Board meeting the Board discussed the Food Vendor Licenses. The item was tabled to explore how other municipalities in the area handle food vendor permits. I requested information from clerks within the State for feedback. The food vendor licenses (transient merchant permits) ranged from \$0-\$100 but it seemed I couldn't find another municipality that issues a license for an event similar to the Village; most included the food details in the special event permit. I reached out to all Waukesha County Clerks and received responses from most municipalities and the majority have no process in place or if they have an event, they require a different type of license. I have included a summary for your review on page 2.

In 2021 Food Vendor License revenue was \$400, in 2022, \$440, and thus far in 2023, \$360.

Given the above information, the Village may want to consider charging a fee for the Special Event Permits and incorporate the food vendor process into this form. The proposed cost of the Special Event Permit would cost roughly \$200 based on the time it takes to review, coordinate, and prepare for the event. The review process requires that the Administrator review the application to ensure it is complete, contact each Department Head to review the application and make any comments/suggestions. There is additional staff time with the Police Department and the Public Works Department to coordinate barricade placement and delivery and other safety measures.

ACTION REQUESTED

Discussion and direction regarding the future of food vendor permits and Special Event Permit Application fee.

ANALYSIS

Direction is requested for updating the Food Vendor License fee and/or including the food vendor information with the Special Event Application and/or consideration regarding upgrading to charge for the Special Event process.

FOOD VENDOR PERMIT - RESULTS

C/DELAFIELD	NO PROCESS
C/PEWAUKEE	NO PROCESS - IF DID HAVE EVENT WOULD REQUIRE A WAUKESHA COUNTY HEALTH LICENSE
V/MUKWONAGO	NO PROCESS
V/WALES	NO PROCESS
C/WAUKESHA	NO PROCESS - SPEAK TO THE HEALTH DEPT AT WAUKESHA COUNTY
V/NASHOTAH	NO PROCESS
V/BUTLER	NO PROCESS - SPECIAL EVENT PERMIT IS USED
C/BROOKFIELD	NO PROCESS - DIRECTED TO THE COUNTY
V/SUSSEX	VOLUNTEER ORGS EXEMPT - MOBILE FOOD STAND(MORE FOR FOOD TRUCKS)
V/WAUKESHA	NO PROCESS - NO SPECIAL EVENTS HELD
V/LISBON	NO PROCESS - FESTIVAL VENDOR APPLICATION ONLY (PER BOOTH)
V/MEN. FALLS	NO PROCESS - ONLY FOR FOOD TRUCKS
T/BROOKFIELD	NO PROCESS - SPECIAL EVENT OCCUPANCY PERMIT FOR TEMPORARY EVENTS (NOT FOCUSED ON FOOD)
C/NEW BERLIN	DIRECT SELLER PERMIT ---> https://www.newberlin.org/236/Direct-Seller-Licenses ---> SEE BELOW
	<p>Most of our special events occur in City parks or at the Library. If the event is not a city-sponsored and it is being held on City property, the application needs to be approved by the Parks, Building & Grounds Committee. PB&G approval is not required if the event is a City sponsored event such as our Fourth of July festival. All those vendors simply had to apply for the Direct Seller permit.</p>



To: Jeff Knutson, President
Village Board

From: Scott A. Gosse
Village Administrator

Date: August 24, 2023

Re: Agenda Item 8a, Discussion and Possible Action on Mobile Vehicle Barrier Purchase

BACKGROUND

Attached for your review and information please find a copy of a proposal received for the purchase of a mobile vehicle barrier system. Staff has confirmed with the vendor that the quote/proposal is still valid for the price noted.

ACTION REQUESTED

The action requested of the Village Board is to review the attached information proposal for the purchase of the Modular Vehicle Barrier 3X – 30 MBV3X System in the amount of \$59,980 using the Village's Infrastructure Fund.

ANALYSIS

The barrier system shown in the attached proposal is similar to the system now used by the City of Waukesha for assistance along their parade routes as well as being used at the State Fair Park. Police Chief Tim Heier, Director of Public Works Dan Naze and I viewed the proposed system at Wisconsin State Fair Park in 2022. The system allows for one person to set up the barriers as the barricades are easy to set up yet remain durable for their purpose of stopping vehicles. Staff presented this option during the 2023 budget discussion process with the possibility of funds for the purchase coming from ARPA Funds; however, as the 2023 budget progressed, ARPA funds were allocated to offset General Fund expenses to balance the budget. Funds for the purchase of the barricades, \$59,980, are available from the Infrastructure Account which has a projected balance of \$777,649 after accounting for the allocation of \$300,000 in funds for the aerial bucket truck purchase (delivery by 1/31/2025) and \$132,150 for the Kiwanis Village Park sanitary sewer lateral replacement project. The water filled barricades which have been used over the past several years are aging with many in need of replacement. The proposed barricade system would allow for greater efficiency through fewer people being required to deliver the barricades as well as requiring fewer staff to set up and place the barricades.

Attachment



Bringing Advanced Technologies to the Security World

27 April 2023

Scott Gosse
VILLAGE OF PEWAUKEE
235 Hickory Street
Pewaukee, Wisconsin 53072

Tel: 262-691-5660
E-Mail: sgosse@villageofpewaukee.com

REFERENCE: Modular Vehicle Barrier 3X Systems – 30 MVB3X System

Dear Mr. Gosse,

Thank you for your interest in the Advanced Security Technologies Modular Vehicle Barrier (MVB3X) System. Please find specifications and general budgetary price information, related to the entire system, enclosed for your review.



A. Modular Vehicle Barrier Specifications:

1. Barriers must be certified to ASTM-F2656-15.
2. Barriers must be certified to ASTM/PAS 68 & IWA standards.
3. Barrier System must be modular and adaptable to any road width.
4. Spacing between barriers must be 21”.
5. Each complete MVB3X unit must weigh less than 55 lbs.
6. Each unit dimensions: L~46.5”, W~21”, H~32”.
7. Tools shall not be required. System is to be assembled with pins.
8. Barriers must have the ability to be folded for transportation.
9. MVB3X units must have the option to pivot and transition into an operational gate.
10. MVB3X units must have the option of slide wheels.
11. MVB3X pivoting section shall be modular (meaning user can decide how many sections to open).
12. Barriers must be capable of quick deployment (less than a minute to deploy a single unit).
13. Barriers must be able to be deployed by one person.
14. Bottom edges of the barriers shall be protected by aluminum covers (for pedestrian safety).

15. Barrier System shall have the ability to be deployed from the road and up to sidewalk in one continuous line.
16. MVB3X units shall have multi-terrain capability.
17. MVB3X units shall not require any maintenance.
18. Sequential lights shall attach to MVB3X units for increased visibility.

B. Sequential Lighting Specifications

1. 24+ hours of continuous flash.
2. Charge all flares at once.
3. Visible range of 3,000+ feet
4. 6 hour recharge time from completely dead battery.
5. RDS™ (Rapid Deployment System): Automatically turns on flare when removed from case.
6. 30,000 lbs crush strength.
7. Flare specification: Weight = .5 lbs.
Dimensions: L = 4.25 in, W = 3.5 in, H = 1 in.
8. 10 Set specification: Weight with flares = 7 lbs,
Dimensions: L = 11.7 in, W = 9.2 in, H = 1.2 in
9. Includes: Carrying/Charging case, DC 12/24V car charger plug, AC wall charger plug

D. Pricing Information

15 Unit MVB3X Box System – Provides Approximately Two Lanes of Closure

System Number	Description	Unit Price	Quantity	Extended
AST3X-00/15-080103-10-B	15 MVB3X Box System	\$29,990	2	\$59,980

AST3X-00/15-080103-10-B System Inventory

Item	Unit Price	Quantity	Extended
MVB 3X Unit	\$1,400	15	\$21,000
Pivot Wheels	\$510	8	\$4,080
Slide Wheels - Fixed	\$455	1	\$455
Slide Wheels - Rotating	\$455	3	\$1,365
10 Block Sequential Light	\$725	1	\$725
Banner to Cover 8 MVB 3X	\$970	1	\$970
Shipping Box	\$970	1	\$970
One Time On-Line Training	\$350	1	Included
Shipping & Handling	\$425	1	\$425
		Total	\$29,990



E. Notes:

1. Pivot units are only required for the purposes of using a section of MVB3X Units as an operational gate. MVB3X Sections not designated as operational gates do not require the use of pivot units. The number of pivots can be modified based upon your specific operational requirements.
2. Slide wheels are used for the purposes of moving assembled sections of MVB3X laterally throughout an area of operation without requiring the end user to disassemble and re-assemble the section.
3. The inventory of sequential lights can be modified based upon your specific operational requirements.
4. The quantity of individual components can be adjusted to meet budgetary and operational requirements.
5. In addition to on-site training, AST provides a user's manual for the MVB3X and online access to instructional videos for all of the components of the system.

F. Terms & Conditions:

1. F.O.B – Destination. Shipping has been included in the above price.
2. Taxes are not included. Should any taxes be levied they will be paid for by the purchaser.
3. Delivery: 8-10 weeks ARO – depending on material availability.
4. Payment terms – 50% down payment 50 % net 30.
5. Prices are valid for 90 days.
6. Purchase of equipment is subject to Advanced Security Technologies LLC standard terms and conditions.

Please do not hesitate to contact me should you require additional information.

Sincerely,



Randall D. Lofland
Sales Director
Advanced Security Technologies LLC
Mobile: (804) 690-3055 | rlofland@adsectec.com



To: Jeff Knutson, President
Village Board

From: Scott A. Gosse
Village Administrator

Date: August 31, 2023

Re: Agenda Item 8b, Discussion and Possible Action Regarding 2023 Trick or Treat Date and Time

BACKGROUND

Halloween falls on a Tuesday this year.

ACTION REQUESTED

The action requested of the Village Board is to consider setting the 2023 Trick or Treat date and time for Saturday, October 28th from 4PM - 7PM if it desires to be consistent with the City.

ANALYSIS

The City of Pewaukee has scheduled Trick or Treat for Saturday, October 28th from 4PM - 7PM in the City. In recent times, the Village and the City have had the same times for the annual Halloween Trick or Treat.

8c



Memo

To: Jeff Knutson, President
Village Board

From: Scott A. Gosse
Village Administrator

Date: August 31, 2023

Re: Transmittal of Preliminary Draft 2024 Budget

BACKGROUND

The allowable levy limit increase for the 2024 General Fund Budget is 0.84% (or estimated at approximately \$33,792) which is the 2023 net new construction amount (not including debt service or TIF levy). The attached draft 2024 budget includes the allowable levy limit increase. The final levy increase calculation will be able to be completed when the levy limit worksheet is available on the WI Department of Revenue website which generally in November.

Overall, the draft 2024 General Fund Revenues are estimated at \$7,877,707 (\$825,537 more than 2023) and the draft 2024 General Fund Expenses are estimated \$8,066,006 (\$1,015,448 more than 2023) for the General Fund leaving a difference/shortfall of \$188,299. As a reminder, the Village Board used \$386,833 in ARPA funds to cover expenses normally included in the General Fund budget. Expenses that were allocated to ARPA for 2023 have been included in the draft General Fund 2024 budget. No ARPA funds are proposed to cover 2024 General Fund expenditures.

Current estimates for the 2023 year-end indicate revenues exceeding expenditures by approximately \$583,833. The projected amount is primarily related to the following:

interest earnings projected higher than budgeted; ambulance revenues projected higher than budgeted; recreation revenues projected higher than budgeted; miscellaneous permits higher than anticipated (Right-of-Way permits and Sign Permits); projected wages for the Police Department and Department of Public Works coming in under budget due to staffing shortages during 2023.

ANALYSIS

Equalized Value

The 2023 equalized value for the Village is \$1,361,836,700 which represents an increase of \$184,594,100 over the 2022 equalized value of \$1,177,242,600. At this time, we do not have the final 2023 statement of assessment from the Department of Revenue (this information is typically received by mid-November).

Collective Bargaining Agreement

The PPA Collective Bargaining Agreement (CBA) expires 12/31/23. The required 2024 Wisconsin Retirement System (WRS) contribution will increase 1.2% for protective service (police) to a new rate of 21.22%. The Employer contribution will be 14.32% with the Employee share at 6.9% of payroll.

WRS

General employees are required by state law to contribute 50% of the WRS contribution. The 2024 WRS contribution for general employees is 13.8% with the employer and employee contribution each at 6.9%.

Health Insurance

Preliminary information from the State of Wisconsin Department of Employee Trust Funds advises that 2023 premiums will be available the week of September 11th. At this time, the rates have not been posted to their website or emailed out. The draft budget currently includes a 10% increase over the 2023 premiums.

A. General Category/Line Item Overview

Attached for your review and information, please find a copy of the draft 2024 General Fund Budget. Attention should be paid to the “Budget” column which appears after the account title column (this same format will be used for all budgets as it is direct from the accounting software). Overall, the draft 2024 budget contains the following assumptions at this time:

REVENUES

The following accounts constitute all revenue sources available to the Village of Pewaukee General Fund including taxes, grants, interest on investments, fees, permits, and other revenue sources. The revenues section is divided into seven categories which address various revenue sources. The categories are Taxes, Intergovernmental Revenues, Licenses and Permits Revenue, Fines, Forfeitures and Penalties Revenue, Public Charge for Services, Miscellaneous Revenues, and Other Sources. Each category is broken down into several subcategories that address specific sources of revenue. Each sub-category will include a brief explanation of the account, comments on the recommended budget figure, and a detailed table outlining the anticipated revenue by line-item number.

TAXES

(Accounts 110-00-41110-000-000 thru 110-00-41320-000-000)

Explanation

The accounts in this section include all revenues generated from property taxes, including mobile home park permits and payment in-lieu of taxes to the Village from the Water Utility and Kirkland Crossing senior housing (agreement voluntarily entered into when this project was approved).

1. 110-00-41110-000-000 – General Property Taxes – the projected 2024 line item for general property taxes anticipates a reduction of \$1,239,812 which reflects the amount levied in 2013 for fire-ems services. This reduction is required due to the pending implementation of a fire-ems fee to cover this expense starting in 2024. The reduction in levy is required by Wis. Stats. Section 66.0602(2m)(b) which allows for a fee to be implemented for certain “covered services” but also requires a reduction in the property tax levy of the amount levied in 2013 for the respective “covered service”. A presentation on the Fire/EMS study will be made at the September 19, 2023 Village Board meeting related to the study being completed by Baker Tilly.
2. 110-00-41115-000-000 – Omitted/Rescinded Taxes – the 2024 amount is allowable to be placed on the levy as rescinded taxes as the amount is related to property assessment settlements for two office buildings (Quail Court and Forest Grove Drive).
3. 110-00-41116-000-000 – Chargeback of Taxes – this is the amount due to the Village from the School District, WCTC and Waukesha County for the aforementioned matters.
4. 110-00-41310-000-000 – The in lieu of taxes amount for the water utility is an estimate at this time and will be finalized as the budget and tax rate are established. The projected payment from the water utility is anticipated to decrease as the overall property tax levy is anticipated to decrease with the anticipated implementation of the Fire-EMS fee to cover the fire-EMS contract with the City of Pewaukee.
5. 110-00-41320-000-000 – The in lieu of taxes amount for this line item is an estimate for Kirkland Crossings and Laimon Family Lakeside Park until the tax rate is set and assessment ratio is received. The projected payments for the payment in lieu of taxes for these property owners is anticipated to decrease as the overall property tax levy is anticipated to decrease with the anticipated implementation of the Fire-EMS fee to cover the fire-EMS contract with the City of Pewaukee.

INTERGOVERNMENTAL REVENUES

(Accounts 110-00-42901-000-000 thru 110-00-43690-000-100)

Explanation

Intergovernmental revenues include all grants and aids received by the Village from County, State or Federal entities or programs.

6. 110-00-43410-000-000 - State shared revenue is down slightly for 2024 based on information provided by the Dept. of Revenue (DOR). The projected supplement state aid of \$211,000 starting in 2024 is recognized in account 110-00-43415-000-000.
7. 110-00-43531-000-000 - General transportation aids are currently held constant at \$365,959 as the state has not provided 2024 preliminary estimates.
8. 110-00-43545-000-000 - Recycling Grant is based on an estimate of the recycling grant from Waukesha County, which acts as the Responsible Unit with the DNR for the Village.
9. 110-00-43690-000-000 - The other state aids are the estimated exempt computer aid from the WI DOR.
10. 110-00-43690-000-100 – The Other State Aids – Mfg Pers Prop (Manufacturing Personal Property) account reflects state aids to reflect Machinery, Tools, Patterns now exempted from the personal property tax. This payment from the State of Wisconsin began in 2019.

LICENSES AND PERMITS
(Accounts 110-00-44110-000-000 thru 110-00-44900-000-000)

Explanation

This section includes revenues received by the Village related to the sale and/or issuance of licenses or permits to businesses and residents.

11. 110-00-44300-000-000 - Building permit revenue is an estimate based on a best guess as to what the development activity is going to be for 2024. These revenues are projected to remain at 2023 budgeted levels at this time with the pending residential developments.

FINES, FORFEITURES AND PENALTIES
(Accounts 110-00-45100-000-000 thru 110-00-45120-000-000)

Explanation

This section reflects revenues received from law and ordinance violations as well as parking citations issued by the Police Department and collected and/or paid through the municipal court. The amount collected in fines and forfeitures does not reflect the actual amount of the citations issued by the Police Department as citations may be reduced by the Municipal Judge through the municipal court process.

PUBLIC CHARGES FOR SERVICES
(Accounts 110-00-46100-000-000 thru 110-00-46900-000-000)

Explanation

This section includes revenues collected by the Village for services including fire & ems services, ambulance billing revenue, refuse/recycling revenues, recreation and park revenues, special assessment letter, and police and fire billings.

12. 110-00-46210-000-102 – this account was created to recognize the anticipated revenues for fire and ems fees for all property owners in the Village. As previously noted, a presentation on the Fire/EMS study will be made at the September 19, 2023 Village Board meeting.
13. 110-00-46230-000-000 - Ambulance revenue is estimated based upon estimated calls for service. This is a conservative estimate with the goal of not overstating revenue.

INTERGOVERNMENTAL CHARGES
(Accounts 110-00-47321-000-000 thru 110-00-47323-000-100)

Explanation

This section includes revenues received from WCTC and the Pewaukee School District related to security service contracts for the Police Department as well as revenues related to fire inspection and sprinkler plan reviews/inspections.

14. 110-00-47321-000-000 – WCTC Security – reflects reimbursement from WCTC for two FTE patrol officers in accordance with security services contract. This amount is estimated as the current collective bargaining agreement expires at the end of this year and we do not have 2024 health insurance premium information.

15. 110-00-47321-000-100 – Pewaukee School District (PSD) Security – reflects reimbursement from PSD for the School Resource Officer and Community Resource Officer in accordance with the current agreement for both positions. This amount is estimated as the current collective bargaining agreement expires at the end of this year and we do not have 2024 health insurance premium information.

MISCELLANEOUS REVENUES
(Accounts 110-00-48110-000-000 thru 110-00-48500-000-200)

Explanation

This section includes various miscellaneous revenues including interest income on investments, revenues from sale of equipment, donations, and other miscellaneous sources.

16. 110-00-48110-000-000 – Interest income is estimated to increase based upon current earnings on the LGIP investments. Projections for interest earnings are up slightly for 2024 based on current economic conditions. Staff will continue to monitor the projected year-end earnings as well as 2024 projected earnings during the budgeting process.

OTHER SOURCES
(Account 110-00-49200-000-000)

Explanation

This section reflects possible revenue from the use of fund balance or transfers to the General Fund from other funds.

17. 110-00-49200-000-000 - The transfer from other funds amount is from the Sanitary Sewer Utility to the General Fund.

EXPENSES

This section reviews expenses as they relate to general operating and capital expenses for the Village’s day-to-day services including general administration, police and fire protection, garbage and recycling, municipal court, general public works, parks and recreation programs, library contribution, and building inspection services.

GENERAL GOVERNMENT
(Accounts 110-00-51100-000-000 thru 110-00-51991-000-000)

Explanation

This section includes the budgets for the Village Board, Plan Commission, Municipal Court, Elections, legal services, general administration, assessor and auditing contracts, property, liability and workers’ compensation insurance, and Village Hall/Police Department utilities and maintenance.

The General Government staffing estimate for the 2024 budget consists of:

Village Administrator

Village Clerk

Village Treasurer

Deputy Clerk (proposed position – currently Deputy Clerk/Treasurer)

Deputy Treasurer (proposed position – currently part-time Account Finance Clerk/Administrative Assistant)

Wage and benefit allocation for the above positions are as follows:

Village Administrator – 80% General Fund, 10% Water Utility and 10% Sanitary Sewer Utility

Village Clerk – 80% General Fund, 10% Water Utility and 10% Sanitary Sewer Utility

Village Treasurer – 16% General Fund, 30% Water Utility, 30% Sanitary Sewer Utility, 12% Storm Water Utility, and 12% Transportation Utility

Deputy Clerk – 73% General Fund, 12% Water Utility, 12% Sanitary Sewer Utility, 3% Storm Water Utility

Deputy Treasurer – 53% General Fund, 22% Water Utility, 22% Sanitary Sewer Utility, 3% Storm Water Utility

1. 110-00-51120-000-000 - The Plan Commission line item reflects the current consulting engineer and planner agreements with R.A. Smith National and Mary Censky for meeting compensation estimated at \$4,032 for R.A. Smith National and \$1,404 for Mary Censky. The balance of \$6,000 in this account is allocated for possible land development code modifications or other work desired by the Plan Commission or Village Board as well as GIS mapping support for the Ruekert-Mielke hosted GIS system.
2. 110-00-51440-000-000 - The Elections account includes funds to cover the costs of four elections in 2024.
3. 110-00-51200-000-140 – The Municipal Court Expenses account includes postage, annual software maintenance, prisoner maintenance, training and seminars, and office supplies.
4. 110-00-51400-000-110 thru 110-00-51400-000-140 - Administrator’s budget accounts include wages, benefits, training, Wisconsin City/County Management Association (WCMA) and International City/County Management Association (ICMA) memberships, mileage reimbursement, and cell phone.
5. 110-00-51420-000-110 thru 110-00-51511-000-000 – Clerk & Treasurer Accounts – Four elections are anticipated for in 2024. Other items within the Clerk’s and Treasurer’s budget maintain a level service delivery for elections, payroll, bill payment, collection of taxes by Waukesha County, record keeping, software maintenance for accounting and permitting programs, email service, League of Wisconsin Municipalities dues, etc., performed by the Clerk’s and Treasurer’s Office.
6. Account 110-00-51420-000-140 Detail (Clerk’s Office Expenses):

Office Supplies	\$4,200.00
Envelopes	\$900.00
Monthly IT endpoint detection support	\$4,177.00
Postage	\$3,540.00
Records Checks (Operators Licenses/new hires)	\$2,800.00

Cell Phone - Treasurer	\$360.00
Mileage Reimbursement	\$500.00
Professional Memberships	\$600.00
Professional Training	\$5,085.00
CIVIC	\$7,065.00
COMPUTER PURCHASES	\$4,000.00
LICENSE MANAGER	\$300.00
WEBSITE HOSTING	\$975.00
SUBSCRIPTIONS/NOTARY	\$100.00
LEAGUE OF WI MUNICIPALITIES MEMB.	\$4,351.00

7. 110-00-51520-000-000 – Assessor Contract – This account reflects an estimated contract amount for this service.

8. 110-00-51600-000-310 Village Hall Maintenance –

WE ENERGIES	\$35,000.00
DATA COMM	\$3,750.00
INTERNET	\$1,020.00
ANNUAL MAINT/SIREN/HVAC/ETC	\$5,000.00
SECURITY SYSTEM	\$1,640.00
MATS	\$588.00

ELEVATOR INSPECT	\$150.00
VH MAINT/BATHROOM SUPPLIES	\$6,500.00
MISC	\$10,000.00

9. 110-00-51980-000-000 – General Government Expenses – This account includes the purchase of flags, Zoom subscription, storm water fee, and other miscellaneous items. The 2023 budget projections for this account includes the Village’s purchase of the reserve license from the Town of Delafield for \$30,000 along with Zoom fees, flags, etc.

TRUNKED RADIO	\$100.00
ZOOM/FLAGS	\$450.00
MISC	\$450.00

PUBLIC SAFETY
(Accounts 110-00-52100-000-110 thru 110-00-52400-000-140)

Explanation

This section includes the Police Department budget and the budgets for the contracted services with the City of Pewaukee for Fire and EMS services as well as Building Inspection Services.

Police Department staffing currently consists of the 20 sworn officer positions allocated as follows along with two administrative support positions:

Chief of Police – 1

Deputy Chief of Police (position currently vacant but employee count for this position included in Patrol Officer count)

Sergeants – 3

Patrol Officers – 16

Administrative Secretary – 1

Administrative Secretary/Court Clerk – 1 (wages/benefits split 50/50 between Police and Municipal Court budgets)

The Police Department budget request includes normal operational expenditures including annual software support fees and dues for joint services (SCIT & MIU). Many of the expenses included in the Police Department’s “Public Safety Expenses” and “Special Investigations” accounts were paid for out of ARPA funds for this current budget year.

Account 110-00-52100-000-140 Detail (Public Safety Expenses):

Motorola Maintenance Hand Held Radios	\$1,116.52
Traf-o-teria parking ticket booklets	\$1,231.00
Fastsigns parking permit placards and stickers	\$800.00
Axon taser batteries	\$500.00
Annual Radar calibration	\$600.00
Squad equipment (road flares, lock out tools, etc.)	\$2,500.00
unanticipated expenditures	\$1,173.75
SCIT dues	\$7,725.00
LIVE SCAN	\$2,815.00
Spillman/Flex/RMS	\$5,600.00

Account 110-00-52100-000-320 Detail (Special Investigations):

Legal blood draws	\$2,800.00
background hiring (H&P, drug test, PEP test, Psych exam etc.)	\$2,000.00
MOCIC	\$200.00
paper shredding	\$700.00
MIU dues	\$500.00

evidence processing and supplies	\$4,000.00
LEXISNEXIS	\$2,400.00
AT&T (ICAC line)	\$600.00

Account 110-00-52100-000-330 Detail (Police Office Supplies & IT):

Rhyme copier services	\$3,500.00
Cloud Archiving	\$1,700.00
IT support (TCS, Inc.)	\$10,000.00
office supplies (paper, pens, pencils, envelopes, etc.)	\$3,000.00
Dictation Software Bi-annual support fee	\$1,980.00
ALADTEC	\$2,623.00
TIPSS Police	\$4,139.00

Account 110-00-52100-000-380 Detail (Police Communication Expenses):

Unanticipated communication replacement/repairs	\$2,000.00
Datacom phone system	\$3,600.00
Charter communications (Internet for squads)	\$900.00
US cellular (PD cell phones and data and routers)	\$6,000.00
county trunk radio services	\$11,000.00

Waukesha County Treasurer (WCC services)	\$3,000.00
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Account 110-00-52100-000-400 Detail (Police Uniform Allowance):

Officer uniform allowance per CBA (\$300 per officer)	6,000.00
Unanticipated uniform replacement costs	6,000.00

10. 110-00-52200-000-000 – Fire Administration – The City of Pewaukee has not yet finalized its 2024 Fire-EMS budget. The preliminary budget estimate is based on the recently approved contract which provides that the Village’s cost for Fire/EMS services being based on the Village’s percentage of the call volume which is estimated at 34% for 2022 (most recent complete year). The agreement with the City provides that the Village will be charged 90% of the full cost of the Village’s share of the expenses. For planning purposes at this time, staff is estimating a 2024 Village cost of \$2,190,962.
11. 110-00-52400-000-100 - The line item for Building Inspection Contract is based the existing contract with the City of Pewaukee which includes a \$1,273/month flat fee for 2024 (increase of 2% over 2023 per contract), and sharing revenue on a 65/35 basis. The combination of \$1,273/month and 65% of the estimated revenue is \$99,131. The balance of \$2,359 is for code enforcement activities and building permit software maintenance.

PUBLIC WORKS

(Accounts 110-00-53100-000-110 thru 110-00-53680-000-000)

Explanation

The Public Works Department overall provides services related to street maintenance and construction projects, water, sewer, stormwater, engineering services, as well as the contract for refuse and recycling. Day to day operations of the department are overseen by the Director of Public Works/ Engineer. The budgets related to the Water Utility, Sanitary Sewer Utility, Stormwater Utility, and Transportation Utility are outside of the General Fund Budget.

Public Works Department staffing currently consists of the following (not including seasonal):

- Director of Public Works/Engineer
- Public Works Operations Supervisor
- Equipment Operator – 4
- General Laborer/Building Maintenance
- Utility Supervisor (water and sewer utilities)
- Utility Leadman (water and sewer utilities)
- Utility Operators – 3 (water and sewer utilities)
- Mechanic

The wages for the Public Works Department are generally allocated as follows (not including seasonal):

- General Fund Public – 5 FTE
- Water Utility – 2.75 FTE
- Sanitary Sewer Utility – 2.75 FTE
- Storm Water Utility – 0.7 FTE
- Transportation Utility – 1.6 FTE
- Cemetery – 0.2 FTE

The Public Works and various utilities are scheduled to be reviewed at the October 3rd Village Board meeting. The various utility budgets will be provided in time for the October 3rd Village Board meeting.

Account 110-00-53100-000-140 Detail (Engineer/Administration Expenses):

WCPWA/APWA/WAA memberships	\$550.00
Seminars	\$1,500.00
Office Supplies	\$350.00
Computer Hardware/Software	\$600.00
Postage	\$150.00
Recognition	\$250.00
Digital Communications	\$500.00
Fire/EMS Fees	\$1.00

Account 110-00-53310-000-311 Detail (Garage Expenses):

Natural Gas	\$16,000.00
Utilities Other	\$7,000.00

Telephone	\$2,000.00
Electric	\$15,000.00
Janitor/Restroom Supplies	\$2,000.00
Safety Equipment Consumables	\$800.00
Emergency Food	\$200.00
Maintenance - Building	\$7,000.00
Contracted Services - Training	\$3,500.00
Uniforms	\$2,800.00
Employee Reimbursements - Shoes and Glasses	\$1,500.00
Employee CDL Testing	\$1,000.00
Mobile Phones	\$1,000.00
CDL Reimbursements	\$500.00

Account 110-00-53330-000-310 Detail (Equipment Maintenance/General Operation):

service and parts	\$30,000.00
Fuel	\$30,000.00
Misc Tools and Equip	\$3,000.00
Tires	\$5,000.00

Bucket Truck Safety Insp \$1.00

Account 110-00-53340-000-310 Detail (Snow, Ice Control, General Ops):

De-Icing materials 77.75/ton 650+150 \$63,000.00

Plow Wearables \$1,500.00

Account 110-00-53420-000-310 Detail (Street Lighting):

electricity	65,000.00
misc repairs & maint	5,000.00
street lighting/traffic signal contracted services	5,000.00
flag & decoration repairs	500.00

HEALTH AND HUMAN SERVICES
(Account 110-00-54910-000-100)

Explanation

This account (110-00-54910-000-100) reflects the annual contract for animal control services with HAWS.

CULTURE, RECREATION and URBAN FORESTRY & DEVELOPMENT
(Account 110-00-55110-000-320 thru 110-00-56600-000-000)

Explanation

This section reflects the Village's contribution to the Pewaukee Public Library, the Village's share of the Joint Park & Recreation Department which is a joint service with the City of Pewaukee, expenses related to the Village's urban forestry efforts, and the Village's contribution the Waukesha County Center for Growth for economic development assistance efforts. The Pewaukee Public Library is a joint library with the City of Pewaukee with the Joint Library Board having statutory oversight over the budget and operation of the Joint Library.

12. 110-00-55110-000-320 - Attached for your review please find a copy of the proposed library budget as submitted by the Joint Library Board. The proposed budget request of \$262,534 represents an decrease of \$210 from the Village's 2023 contribution \$262,744. As a reminder, the Joint Library Agreement between the City and Village outlines that the funding for the Joint Library is based upon the percentage of equalized value between the two communities. Additionally,

the Village must provide funding to the library at a minimum of the three prior years' average which the proposed 2024 budget does. The Maintenance of Effort amount for the Village is \$262,534 based on the current three-year average.

- 13. 110-00-55200-000-000 and 110-00-55300-000-100 – The draft Parks budget anticipates an increase of \$8,340. The draft Recreation budget anticipates an increase of \$34,385. It should be noted that the amount shown in the “Current Budget” column for these accounts does not reflect the final 2023 budget amount after final changes for health insurance and wages for the City. The amount shown in the “Projected” column reflects the 2023 final amounts (which is less than the “Current Budget” amounts). Additional information on the proposed 2024 budgets will be included with the September 19th meeting material.
- 14. 110-00-56600-000-000 Urban Forestry & Development – This account includes expenses related to maintaining the Village’s urban forest including contracted arborist and forestry services as needed, training, forestry waste disposal, and the Village’s contribution to the Waukesha County Center for Growth as a municipal partner.

Arborist Services	\$2,000.00
Certified Arborist Training	\$750.00
Forestry Waste Disposal	\$3,000.00
Contracted Forestry Services	\$5,000.00
Waukesha County Center for Growth Payment	\$5,052.00

CAPITAL OUTLAY
(Accounts 110-00-57210-000-000 thru 110-00-57620-000-000)

Explanation

This section reflects small scale capital equipment and/or vehicles that are funded through the General Fund budget versus capital borrowing.

- 15. 110-00-57210-000-000 – Police Outlay – The following is a review of the capital outlay items requested by the Police Department and the items included in the draft budget for Village Board review. Staff is prepared to review these items with the Village Board.

Squad Car Replacement - 636	\$58,350.00
Squad Rifle Replacement (3)	\$7,000.00
Building #2/552 Hickory St. Security Camera/Equipment	\$7,951.00

Computer Workstation Replacement	\$5,150.00
Computer Server Replacement	\$15,398.00
Flock Cameras Payment (5 cameras)	\$15,000.00
Bullet Resistant Vest Replacements (3)	\$3,402.00
Total:	\$112,251.00

16. 110-00-57620-000-000 - Joint Park & Recreation capital purchases – This account represents the continuation of a Joint Park & Recreation equipment replacement fund which provides for future level levy requirements for the replacement of shared equipment by each community. The contribution toward this fund is proposed to decrease by \$2,445 for 2024 (2023 contribution is being made from ARPA funds). A copy of the proposed replacement schedule is attached.

B. DEBT SERVICE FUND

The total for debt service payments (principal and interest) for the debt service fund (not including water, sanitary sewer or other utilities) for 2024 is \$1,185,005. This represents a \$139,084 decrease from 2023. The levy requirement for the debt is \$1,185,005. A copy of the current debt service schedule is attached for your reference.

C. CAPITAL PROJECTS FUND

Discussion related to the Capital Projects Fund will be reviewed at the October 3rd Village Board meeting.

D. DISCUSSION ITEMS

Discussion items related to the draft budget after presentations by all Department Heads include the financing of capital outlay items using ARPA funds.

E. REVIEW OF FUND BALANCE

As noted by the 2022 audit, the Village had an unassigned fund balance of \$2,820,223. Based on current projections, the General Fund is projecting a 2023 year-end surplus of approximately \$583,833.

Additionally, the Village had an assigned fund balance of \$1,209,799 for infrastructure/capital equipment use as of 12/31/22. Of this amount, \$300,000 has been allocated for the purchase of an aerial bucket truck (anticipated delivery date of 1/31/25) and approximately \$140,000 for design/construction of a new sanitary sewer lateral for Kiwanis Village Park leaving a projected balance of \$770,799 for 12/31/23.

ACTION REQUESTED

The action requested of the Village Board is to review the information to be shared by the Library Director Nan Champe and Police Chief Heier on their respective budget requests (including the Police Department Capital Outlay account). The other Department budget requests will be reviewed based on the schedule below. The budgets for the capital projects fund, storm water utility, sewer utility, water utility, transportation utility, and cemetery fund will be presented at a later budget workshop.

The following is the planned budget review schedule:

September 19th – General Administration and Park & Rec

October 3rd – DPW, Water, Sewer, Storm Water, and Transportation Utilities; Capital Projects Fund

October 17th – continued discussion

November 7th – continued discussion

November 21st (tentative) – Village Board public hearing/action on proposed 2024 budget.

Attachments

C: Clerk, Police Chief, Treasurer, Park & Recreation Director, Library Director, Director of Public Works/Engineer

GeneralLedgerPeriod.GLPeriod 24 AND [Report].AccountNumber {StartsWith}110

Acct#	Title	Budget	Projected	Current Actual	Current Budget	PY Actual	PY Budget
110-00-44210-000-000	MISCELLANEOUS LICENSES	16,000.00	25,000.00	24,039.42	14,000.00	24,124.06	10,000.00
	<u>Description</u>	<u>Amount</u>					
	RIGHT-OF-WAY PERMITS	7000.00					
	SIGN PERMITS	2000.00					
	COIN MACHINE	2000.00					
	AMUSEMENT	500.00					
	FOOD VENDOR	280.00					
	OTHERS	4220.00					
110-00-44220-000-000	DOG LICENSES	4,000.00	5,165.00	5,185.00	4,200.00	6,387.37	4,000.00
	<u>UserName</u>	<u>Date</u>	<u>Comments</u>				
	Casandra Smith	7/10/2023 3:49:29 PM	DOG LIC COUNTY FEES NOW IN AS AN EXP - NOT TAKEN OUT OF REVENUE				
110-00-44240-000-000	YARD WASTE PERMIT FEE	15,000.00	17,000.00	16,890.00	15,000.00	15,765.00	16,000.00
	<u>Description</u>	<u>Amount</u>					
	500 permits @ \$30	15000.00					
110-00-44260-000-000	WEIGHTS & MEASURES	2,800.00	2,800.00	.00	.00	2,800.00	.00
110-00-44280-000-000	NOTARY FEES	75.00	140.00	130.00	.00	.00	.00
110-00-44300-000-000	BLDG. PERMIT & INSPECT. FEES	64,000.00	64,000.00	50,785.53	64,000.00	114,818.81	64,000.00
110-00-44300-000-110	HVAC PERMIT FEES	14,000.00	14,000.00	10,346.45	14,000.00	19,169.15	14,000.00
110-00-44300-000-120	ELECTRICAL PERMIT FEES	24,000.00	24,000.00	16,358.16	24,000.00	33,120.81	24,000.00
110-00-44300-000-130	PLUMBING PERMIT FEES	27,000.00	27,000.00	20,101.00	27,000.00	30,151.00	27,000.00
110-00-44300-000-150	OCCUPANCY PERMITS	.00	.00	.00	.00	.00	200.00
110-00-44400-000-150	ZONING PERMITS AND FEES	3,000.00	4,500.00	3,750.00	2,000.00	4,700.00	1,000.00
110-00-44900-000-000	REGULAT. FEES & PARKING PERMIT	10,000.00	9,500.00	7,113.52	12,000.00	10,596.78	12,000.00
110-00-44900-000-100	CABLE FRANCHISE FEES/STATE AID	40,000.00	49,000.00	40,271.90	57,000.00	40,201.94	57,000.00
110-00-45100-000-000	LAW & ORDINANCE VIOLATIONS	125,000.00	110,000.00	102,670.57	150,000.00	120,181.03	150,000.00
110-00-45120-000-000	PARKING TICKET FINES	20,000.00	20,000.00	14,154.82	30,000.00	26,028.00	40,000.00
110-00-46100-000-000	SALE OF SUPPLIES, COPIES	50.00	145.00	135.88	50.00	123.31	40.00
110-00-46210-000-000	MISCELLANEOUS POLICE REVENUES	5,000.00	6,000.00	3,730.45	6,000.00	12,845.10	4,000.00

GeneralLedgerPeriod.GLPeriod 24 AND [Report].AccountNumber {StartsWith}110

Acct#	Title	Budget	Projected	Current Actual	Current Budget	PY Actual	PY Budget
110-00-46210-000-101	PUBLIC CHGS FOR SERV/POLICE	8,000.00	8,000.00	5,081.08	10,000.00	3,312.74	10,000.00
110-00-46210-000-102	FIRE & EMS FEE	1,890,000.00	.00	.00	.00	.00	.00
110-00-46230-000-000	AMBULANCE	302,716.00	350,000.00	271,218.04	300,000.00	317,355.08	300,000.00
110-00-46420-000-000	REFUSE COLLECTION	306,000.00	306,000.00	230,842.31	306,000.00	282,636.27	304,248.00
110-00-46720-000-000	PARK RESERVATION REVENUES	6,000.00	6,500.00	5,440.00	6,000.00	9,396.02	6,000.00
110-00-46750-000-000	RECREATION REVENUES	118,300.00	129,000.00	119,680.51	95,508.00	121,040.15	84,535.00
110-00-46900-000-000	SPECIAL ASSESSMENT LETTERS	6,000.00	6,000.00	4,740.00	4,800.00	7,100.00	3,000.00
	Description	Amount					
	150*\$40	6000.00					
110-00-47321-000-000	LAW ENFORCE/WCTC SECURITY	275,000.00	263,486.00	150,400.96	263,486.01	252,312.06	252,502.00
110-00-47321-000-100	LAW ENFORCE/PSD SECURITY	240,000.00	231,586.00	129,153.66	231,586.00	98,435.65	98,412.00
110-00-47323-000-000	FIRE DEPT TANK INSP/SPNKLR REV	1,000.00	5,260.00	5,260.00	.00	.00	3,500.00
110-00-47323-000-100	FIRE INSPECTION FEES	77,300.00	77,300.00	.00	77,300.00	77,272.07	74,500.00
110-00-48110-000-000	INTEREST INCOME-SWP LGIP & R/E	75,000.00	325,000.00	237,796.88	60,000.00	174,024.53	20,000.00
110-00-48200-000-100	FISCAL AGENT FEES/LIBRARY	23,319.00	19,992.00	19,992.00	19,992.00	21,094.00	21,094.00
110-00-48200-000-200	WATER/SEWER RENTAL, OFFICE SPC	7,100.00	6,150.00	6,150.00	7,100.00	14,200.00	7,100.00
110-00-48301-000-000	SALE, PD EQUIPMENT & PROPERTY	8,000.00	16,000.00	4,800.00	16,000.00	1,566.50	16,000.00
110-00-48309-000-000	SALE OTHER EQUIP. & PROPERTY	.00	9,017.00	9,017.00	.00	12,105.00	.00
110-00-48500-000-100	MISCELLANEOUS REVENUES	5,000.00	10,300.00	10,190.82	5,000.00	63,214.66	5,000.00
110-00-48500-000-200	PD SEIZED FUNDS/STATE	.00	4,168.00	4,167.54	.00	7,789.88	.00
110-00-49200-000-000	TRANSFERS FROM OTHER FUNDS	130,420.00	130,420.00	130,420.00	130,420.00	130,420.00	158,299.00
Revenue		7,877,707.00	7,395,925.55	5,659,800.94	7,052,169.83	7,105,292.61	6,964,752.05
110-00-51100-000-000	VILLAGE BOARD	29,300.00	29,300.00	19,236.83	29,300.00	29,943.57	32,070.00
110-00-51100-000-130	VILLAGE BOARD FRINGE BENEFITS	2,203.00	2,203.00	1,469.04	2,203.00	1,469.04	.00
110-00-51120-000-000	PLAN COMMISSION	11,436.00	13,000.00	3,420.41	11,244.00	14,083.93	11,340.00
	Description	Amount					
	Planner Estimated PC attendance	1404.00					

GeneralLedgerPeriod.GLPeriod 24 AND [Report].AccountNumber {StartsWith}110

Acct#	Title	Budget	Projected	Current Actual	Current Budget	PY Actual	PY Budget
	Consulting Engineer Est PC Attendance	4032.00					
	GIS Mapping/Land Use Layer	1000.00					
	Misc Planner work - code revisions/projects	5000.00					
110-00-51120-000-100	PLANNING/ENG CONSULTING SERV	.00	.00	22,200.39	.00	.00	.00
110-00-51200-000-110	MUNICIPAL JUDGE SALARY	35,416.00	34,733.00	22,866.19	34,733.00	34,125.12	33,747.00
110-00-51200-000-130	MUNICIPAL JUDGES BENEFITS	9,713.00	9,160.00	5,971.49	9,160.00	5,768.75	.00
110-00-51200-000-140	MUNICIPAL JUDGES EXPENSES	17,719.50	18,509.00	12,343.95	18,509.50	17,404.71	25,525.00
	<u>Description</u>	<u>Amount</u>					
	SUPPORT FEES	4059.00					
	TIPSS DOT INTERFACE	465.00					
	TIPSS TRACS/COURT	874.00					
	TIPSS TAX INTERCEPT	1305.00					
	TIPSS CASH REGISTER SUPPORT	636.50					
	POSTAGE	1200.00					
	ZOOM	180.00					
	NEW REVISED STATIONARY	400.00					
	OFFICE SUPPLIES	1250.00					
	PRISONER MAINTENANCE	2500.00					
	SERVICE WITNESS FEES	400.00					
	PROFESSIONAL FEES	850.00					
	MEETINGS/TRAINING/SEMINARS	3600.00					
110-00-51300-000-000	LEGAL COUNSEL-VILLAGE ATTORNEY	59,000.00	58,000.00	35,193.00	58,000.00	62,013.00	58,000.00
110-00-51300-000-110	MUNICIPAL COURT ATTORNEY EXP	18,000.00	24,000.00	17,062.65	15,000.00	16,312.95	15,000.00
110-00-51300-000-140	EXPENSES - RECODIFICATION	5,210.00	4,000.00	3,262.99	6,000.00	4,455.07	6,100.00
110-00-51320-000-000	LABOR ATTORNEY	5,000.00	10,000.00	5,269.00	10,000.00	15,237.50	10,000.00
110-00-51400-000-110	VILLAGE ADMINISTRATOR SALARY	96,113.00	93,316.00	57,441.56	88,700.00	88,030.46	84,631.00
110-00-51400-000-130	VILL. ADMIN. FRINGE BENEFITS	33,846.00	31,653.00	20,931.05	30,986.00	29,910.89	29,944.00
110-00-51400-000-140	ADMINISTRATOR EXPENSES	3,654.00	3,000.00	1,367.78	3,654.00	2,577.85	3,604.00
110-00-51420-000-110	CLERK OFFICE/SALARY & WAGES	140,225.00	142,452.00	90,288.62	142,452.00	128,302.20	128,594.00
110-00-51420-000-130	CLERK OFFICE FRINGE BENEFITS	40,296.00	22,924.00	14,429.24	22,924.00	24,224.57	44,171.00
110-00-51420-000-140	CLERKS OFFICE EXPENSES	38,953.00	27,335.00	10,253.42	27,335.00	25,405.03	31,665.00

GeneralLedgerPeriod.GLPeriod 24 AND [Report].AccountNumber {StartsWith}110

Acct#	Title	Budget	Projected	Current Actual	Current Budget	PY Actual	PY Budget
	<u>Description</u>	<u>Amount</u>					
	Office Supplies	4200.00					
	Envelopes	900.00					
	Monthly IT endpoint detection support	4177.00					
	Postage	3540.00					
	Records Checks (Operators Licenses/new hires)	2800.00					
	Cell Phone KAYLA	360.00					
	Mileage Reimbursement	500.00					
	Professional Memberships	600.00					
	Professional Training	5085.00					
	CIVIC	7065.00					
	COMPUTER PURCHASES	4000.00					
	LICENSE MANAGER	300.00					
	WEBSITE HOSTING	975.00					
	SUBSCRIPTIONS/NOTARY	100.00					
	LEAGUE OF MUNI	4351.00					
110-00-51440-000-000	ELECTIONS	32,681.00	15,000.00	11,821.82	16,500.00	20,852.60	31,396.00
	<u>Description</u>	<u>Amount</u>					
	POSTAGE - MAILING AB BALLOTS	9625.00					
	ENVELOPES	3759.00					
	SOFTWARE MAINT	1250.00					
	FOOD/MILEAGE	400.00					
	PUBLICATIONS	530.00					
	BALLOT COST - SPRING ELECTION	300.00					
	CELL PHONE - CLERK	360.00					
	MISC SUPPLIES	1000.00					
	WAGES	15457.00					
	<u>UserName</u>	<u>Date</u>	<u>Comments</u>				
	Casandra Smith	7/10/2023 3:50:06 PM	SUPPLIES AND ENVELOPES ON ORDER				
110-00-51440-000-130	ELECTIONS - BENEFITS	600.00	215.96	215.96	300.00	1,501.93	.00
110-00-51450-000-000	PAYROLL EXPENSES/DIVERSIFIED	2,400.00	1,900.00	1,497.48	.00	.00	.00
110-00-51460-000-000	COPY MACHINE	2,000.00	2,000.00	1,205.73	2,300.00	2,046.43	2,500.00
110-00-51470-000-000	PUBLICATION EXPENSES	2,000.00	2,000.00	1,737.36	2,000.00	2,128.56	3,000.00
110-00-51510-000-000	AUDIT COSTS	37,000.00	.00	.00	.00	41,551.10	38,000.00
110-00-51511-000-000	DATA PROCESSING	18,000.00	16,000.00	10,680.80	14,000.00	13,413.36	14,000.00

GeneralLedgerPeriod.GLPeriod 24 AND [Report].AccountNumber {StartsWith}110

Acct#	Title	Budget	Projected	Current Actual	Current Budget	PY Actual	PY Budget
	<u>Description</u>	<u>Amount</u>					
	POSTAGE/PRINTING TAX BILLS	3000.00					
	COUNTY CONTRACT- TAX COLLECTION	15000.00					
110-00-51520-000-000	ASSESSOR CONTRACT	43,500.00	.00	.00	.00	42,500.00	42,500.00
110-00-51520-000-140	ASSESSOR EXPENSES	2,000.00	.00	.00	2,000.00	1,436.51	2,000.00
110-00-51600-000-310	VILLAGE HALL MAINTENANCE	63,648.00	64,200.00	38,521.25	64,200.00	57,906.34	52,040.00
	<u>Description</u>	<u>Amount</u>					
	WE ENERGIES	35000.00					
	DATAComm	3750.00					
	INTERNET	1020.00					
	ANNUAL MAINT/SIREN/HVAC/ETC	5000.00					
	SECURITY SYSTEM	1640.00					
	MATS	588.00					
	ELEVATOR INSPECT	150.00					
	VH MAINT/BATHROOM SUPPLIES	6500.00					
	MISC	10000.00					
110-00-51612-000-000	OTHER PROPERTY MAINTENANCE	6,000.00	2,700.00	855.43	2,700.00	1,804.73	1,600.00
	<u>Description</u>	<u>Amount</u>					
	STORM/TRANS-VILLAGE PROP	6000.00					
110-00-51938-000-000	INSURANCE/PROP/LIABILITY/WC	170,000.00	150,300.00	119,464.54	170,000.00	153,338.53	165,000.00
110-00-51939-000-000	WELLNESS INCENTIVE BENEFIT	.00	.00	.00	200.00	.00	200.00
110-00-51980-000-000	GENERAL GOVT. MISC. EXPENSES	1,000.00	33,000.00	30,409.58	3,150.00	21,297.46	11,702.00
	<u>Description</u>	<u>Amount</u>					
	TRUNKED RADIO	100.00					
	ZOOM/FLAGS/MIS	450.00					
	MISC	450.00					
	<u>UserName</u>	<u>Date</u>	<u>Comments</u>				
	Casandra Smith	7/10/2023 3:45:13 PM	T/DELAFIELD PURCHASE OF LIQUOR LICENSE \$30,000				
110-00-51990-000-000	BAD DEBT EXPENSE	4,500.00	4,800.00	.00	.00	4,383.33	.00
	<u>Description</u>	<u>Amount</u>					
	DELINQ PPT W/O TO COUNTY COLLECTIONS	4500.00					
110-00-51991-000-000	BANK FEE EXPENSES	5,800.00	5,600.00	2,659.01	.00	.00	.00

GeneralLedgerPeriod.GLPeriod 24 AND [Report].AccountNumber {StartsWith}110

Acct#	Title	Budget	Projected	Current Actual	Current Budget	PY Actual	PY Budget
110-00-52100-000-110	POLICE SALARY & WAGES	1,851,679.00	1,660,431.00	990,430.71	1,830,315.00	1,592,540.22	1,682,544.00
110-00-52100-000-120	POLICE HOLIDAYS & OVERTIME	75,000.00	75,000.00	32,068.56	75,000.00	30,999.12	75,000.00
110-00-52100-000-130	POLICE FRINGE BENEFITS	798,888.00	669,408.00	399,408.15	711,285.00	569,104.46	641,740.00
110-00-52100-000-140	PUBLIC SAFETY EXPENSES	24,061.27	6,618.11	1,789.06	6,618.11	21,332.25	19,000.00
	<u>Description</u>	<u>Amount</u>					
	Motorola Maintenance Hand Held Radios	1116.52					
	Traf-o-teria parking ticket booklets	1231.00					
	Fastsigns parking permit placards and stickers	800.00					
	Axon taser batteries	500.00					
	Annual Radar calibration	600.00					
	Squad equipment (road flares, lock out tools, etc.)	2500.00					
	unanticipated expenditures	1173.75					
	SCIT dues	7725.00					
	LIVE SCAN	2815.00					
	Spillman/Flex/RMS	5600.00					
110-00-52100-000-310	POLICE VEHICLE MAINTENANCE	40,000.00	40,000.00	25,912.93	40,000.00	58,840.12	36,000.00
110-00-52100-000-320	SPECIAL INVESTIGATIONS	13,200.00	9,050.00	3,721.96	9,050.00	9,125.04	9,600.00
	<u>Description</u>	<u>Amount</u>					
	Legal blood draws	2800.00					
	background hiring (H&P, drug test, PEP test, Psych exam etc.)	2000.00					
	MOCIC	200.00					
	paper shredding	700.00					
	MIU dues	500.00					
	evidence processing and supplies	4000.00					
	LEXISNEXIS	2400.00					
	AT&T (ICAC line)	600.00					
110-00-52100-000-321	DARE FUNDED EXPENSES	.00	.00	.00	1,900.00	1,164.51	1,900.00
110-00-52100-000-330	POLICE OFFICE SUPPLIES/IT	26,942.00	25,862.15	10,941.71	25,862.15	29,442.26	24,000.00
	<u>Description</u>	<u>Amount</u>					
	Rhyme copier services	3500.00					
	Cloud Archiving	1700.00					
	IT support (TCS, Inc.)	10000.00					
	office supplies (paper, pens, pencils, envelopes, etc.)	3000.00					

GeneralLedgerPeriod.GLPeriod 24 AND [Report].AccountNumber {StartsWith}110

Acct#	Title	Budget	Projected	Current Actual	Current Budget	PY Actual	PY Budget
	Dictation Software Bi-annual support fee	1980.00					
	ALADTEC	2623.00					
	TIPSS Police	4139.00					
110-00-52100-000-340	POLICE COMMUNITY RELATIONS	4,000.00	4,000.00	1,781.32	4,000.00	3,895.15	4,000.00
110-00-52100-000-350	POLICE TRAINING & SEMINARS	13,207.00	11,032.00	9,032.39	11,032.00	9,160.63	10,000.00
	<u>Description</u>	<u>Amount</u>					
	Reid Interview and Interrogation (3 officers)	1707.00					
	24 hour officer recertification 20 officers	2000.00					
	Supervisor training (FBI LEEDA, Northwestern Public Safety Center, etc.)	4500.00					
	LEAP conference (Angie)	500.00					
	Professional membership dues (FBI, Chief associations etc.)	1500.00					
	Continuing education/conferences (Tracs, ICAC, Crime Prevention, SRO school etc.)	3000.00					
110-00-52100-000-360	POLICE PISTOL TRAINING	9,000.00	8,400.00	8,284.43	8,000.00	5,644.77	6,000.00
110-00-52100-000-361	JOINT PISTOL FUNDED EXPENSES	2,500.00	2,500.00	667.09	2,500.00	1,494.49	2,500.00
110-00-52100-000-370	LAKE WATER & SNOW PATROL	8,700.00	9,138.00	9,137.84	8,560.00	8,310.40	8,310.00
110-00-52100-000-380	POLICE COMMUNICATIONS EXPENSES	26,500.00	28,300.00	25,764.03	20,985.80	36,746.78	32,000.00
	<u>Description</u>	<u>Amount</u>					
	Unanticipated communication replacement/repairs	2000.00					
	Datacom phone system	3600.00					
	Charter communications (Internet for squads)	900.00					
	US cellular (PD cell phones and data and routers)	6000.00					
	county trunk radio services	11000.00					
	Waukesha County Treasurer (WCC services)	3000.00					
110-00-52100-000-400	POLICE UNIFORM ALLOWANCE	12,000.00	8,600.00	8,455.16	7,600.00	18,929.29	10,000.00
	<u>Description</u>	<u>Amount</u>					
	Officer uniform allowance per CBA (\$300 per officer)	6000.00					
	Uniform replacement costs (outfitting new hire/repared uniforms/promotional changes)	6000.00					
110-00-52100-000-900	POLICE- NATIONAL NIGHT OUT	.00	.00	.00	.00	.00	.00

GeneralLedgerPeriod.GLPeriod 24 AND [Report].AccountNumber {StartsWith}110

Acct#	Title	Budget	Projected	Current Actual	Current Budget	PY Actual	PY Budget
110-00-52200-000-000	FIRE ADMINISTRATION	2,190,000.00	1,625,238.00	1,218,928.50	1,625,238.00	1,577,901.00	1,577,901.00
110-00-52400-000-100	BUILDING INSPECTION CONTRACT	101,490.00	116,129.00	77,725.94	116,129.00	144,339.35	102,091.00
110-00-52400-000-140	BUILDING INSPECTION EXPENSES	500.00	174.00	174.00	.00	2,950.00	2,800.00
110-00-53100-000-110	DPW/ADMINISTRATION SALARIES	35,872.00	50,907.00	30,907.09	32,732.00	34,187.02	31,310.00
110-00-53100-000-120	OUTSIDE CONTRACTED ENGINEERING	10,000.00	9,500.00	5,536.05	10,000.00	5,372.30	9,900.00
	<u>Description</u>	<u>Amount</u>					
	GIS MAPPING	6500.00					
	GENERAL SERVICES	3500.00					
110-00-53100-000-130	DPW/ADMINISTRATION BENEFITS	12,986.00	15,000.00	12,765.04	12,105.00	14,470.16	.00
110-00-53100-000-140	ENGINEER/ADMINISTRATION EXPENS	3,901.00	2,500.00	2,002.36	3,900.00	4,291.71	3,900.00
	<u>Description</u>	<u>Amount</u>					
	WCPWA/APWA/WAA memberships	550.00					
	Seminars	1500.00					
	Office Supplies	350.00					
	Computer Hardware/Software	600.00					
	Postage	150.00					
	Recognition	250.00					
	Digital Communications	500.00					
	Fire/EMS Fees	1.00					
110-00-53100-001-250	OUTSIDE ENG/PLAN SERVICE EXP	.00	250.00	246.75	.00	.00	.00
110-00-53310-000-310	STREET MAINT. GEN. OPERATION	.00	.00	750.64	.00	482.85	.00
110-00-53310-000-311	GARAGE EXPENSES	60,300.00	68,000.00	63,241.08	62,560.00	46,975.25	50,060.00
	<u>Description</u>	<u>Amount</u>					
	Natural Gas	16000.00					
	Utilities Other	7000.00					
	Telephone	2000.00					
	Electric	15000.00					
	Janitor/Restroom Supplies	2000.00					
	Safety Equipment Consumables	800.00					
	Emergency Food	200.00					
	Maintenance - Building	7000.00					
	Contracted Services - Training	3500.00					
	Uniforms	2800.00					

GeneralLedgerPeriod.GLPeriod 24 AND [Report].AccountNumber {StartsWith}110

Acct#	Title	Budget	Projected	Current Actual	Current Budget	PY Actual	PY Budget
	Employee Reimbursements - Shoes and Glasses	1500.00					
	Employee CDL Testing	1000.00					
	Mobile Phones	1000.00					
	CDL Reimbursements	500.00					
110-00-53311-000-110	DPW WAGES INCLUDING PART TIME	246,480.00	242,810.00	142,810.88	299,553.00	284,492.49	278,223.00
110-00-53311-000-120	DPW OVERTIME	20,000.00	15,000.00	8,634.30	20,000.00	19,577.35	20,000.00
110-00-53311-000-130	DPW FRINGE BENEFITS	133,524.00	85,450.00	52,450.37	118,816.00	102,260.76	100,593.00
110-00-53330-000-310	EQUIPT. MAINT. GEN. OPERATION	68,001.00	65,000.00	38,456.59	68,000.00	118,159.70	68,000.00
	<u>Description</u>	<u>Amount</u>					
	service and parts	30000.00					
	Fuel	30000.00					
	Misc Tools and Equip	3000.00					
	Tires	5000.00					
	Bucket Truck Safety Insp	1.00					
110-00-53340-000-310	SNOW, ICE CONT. GEN. OPERATION	64,500.00	55,000.00	43,616.29	63,500.00	63,866.67	68,350.00
	<u>Description</u>	<u>Amount</u>					
	De-Icing materials 77.75/ton 650+150	63000.00					
	Plow Wearables	1500.00					
110-00-53420-000-310	STREET LIGHTING, GEN. OPERAT.	75,500.00	75,000.00	51,551.62	67,500.00	75,337.28	67,500.00
	<u>Description</u>	<u>Amount</u>					
	Power	65000.00					
	Misc repairs and maintenance	5000.00					
	Lighting/Traffic signal contracted services	5000.00					
	Flags and Decorations	500.00					
110-00-53620-000-000	REFUSE COLLECTION CONTRACT	216,000.00	210,000.00	145,622.69	216,000.00	233,393.61	216,000.00
110-00-53635-000-000	RECYCLING EXPENSES	82,000.00	80,000.00	54,487.54	82,000.00	82,658.80	82,000.00
	<u>Description</u>	<u>Amount</u>					
	Curb side - contracted	65000.00					
	Recycling Center wages	7000.00					
	Contracted Services	10000.00					
110-00-53640-000-310	TREE, BRUSH CONT. GEN. OPER.	.00	500.00	32.97	.00	.00	1,000.00
110-00-53641-000-000	WEED & NUISANCE CONTROL	1,800.00	1,100.00	606.50	1,800.00	1,027.33	1,800.00
110-00-53680-000-000	OTHER SANITATION	.00	.00	.00	600.00	.00	600.00

GeneralLedgerPeriod.GLPeriod 24 AND [Report].AccountNumber {StartsWith} 110

Acct#	Title	Budget	Projected	Current Actual	Current Budget	PY Actual	PY Budget
110-00-54910-000-000	DOG LICENSE FEES	1,200.00	1,071.29	-1,071.29	.00	.00	.00
110-00-54910-000-100	ANIMAL CONTROL	4,043.00	4,043.00	4,043.00	4,043.00	4,043.00	4,043.00
	<u>Description</u>	<u>Amount</u>					
	HAWS	4043.00					
110-00-55110-000-320	JOINT LIBRARY CONTRIBUTION	262,534.00	262,744.00	262,744.00	262,744.00	261,180.00	261,180.00
110-00-55200-000-000	PARKS	196,517.00	188,177.00	151,938.67	198,954.00	191,648.33	191,585.00
110-00-55300-000-000	RECREATION PROGRAMS	250,094.00	215,709.00	162,093.78	216,125.00	193,359.00	193,359.00
110-00-56600-000-000	URBAN FORESTRY & DEVELOPMENT	15,802.00	14,000.00	11,818.00	18,000.00	25,502.00	26,312.00
	<u>Description</u>	<u>Amount</u>					
	Arborist Services	2000.00					
	Certified Arborist Training	750.00					
	Forestry Waste Disposal	3000.00					
	Contracted Forestry Services	5000.00					
	Waukesha County Center for Growth Payment	5052.00					
110-00-57210-000-000	POLICE OUTLAY	112,251.00	.00	.00	.00	114,999.03	117,173.00
	<u>Description</u>	<u>Amount</u>					
	Squad Car Replacement - 636	58350.00					
	Squad Rifle Replacement (3)	7000.00					
	Building #2/552 Hickory St. Security Camera/Equipment	7951.00					
	Computer Workstation Replacement	5150.00					
	Computer Server Replacement	15398.00					
	Flock Cameras Payment (5 cameras)	15000.00					
	Bullet Resistant Vest Replacements (3)	3402.00					
110-00-57620-000-000	PARK/PLAYGROUND OUTLAY	57,820.00	.00	.00	.00	22,365.77	49,506.00
110-00-59900-000-000	CONTINGENCY FUND	.00	29,150.00	15,150.00	.00	34,312.76	.00
Expenditure		-8,066,005.77	-6,812,092.51	-4,646,735.27	-7,050,557.56	-6,919,308.53	-6,966,109.00
110 - GENERAL FUND		-188,298.77	583,833.04	1,013,065.67	1,612.27	185,984.08	-1,356.95
Total:		-188,298.77	583,833.04	1,013,065.67	1,612.27	185,984.08	-1,356.95

NET NEW CONSTRUCTION 2023

COMUN CODE	MUNICIPALITY	2022 EQUALIZED VALUE	2023 NET NEW CONSTRUCTION	PERCENT
67002	TOWN OF BROOKFIELD	1,579,707,100	3,563,800	0.23%
67004	TOWN OF DELAFIELD	2,187,285,800	21,310,000	0.97%
67006	TOWN OF EAGLE	691,624,100	2,961,700	0.43%
67008	TOWN OF GENESEE	1,458,726,500	21,409,700	1.47%
67014	TOWN OF MERTON	2,275,605,700	26,336,500	1.16%
67016	TOWN OF MUKWONAGO	1,260,019,100	9,750,000	0.77%
67022	TOWN OF OCONOMOWOC	2,268,621,400	49,160,300	2.17%
67024	TOWN OF OTTAWA	805,674,900	6,581,200	0.82%
67106	VILLAGE OF BIG BEND	233,145,100	987,000	0.42%
67107	VILLAGE OF BUTLER	308,207,100	441,700	0.14%
67111	VILLAGE OF CHENEQUA	602,142,500	5,000,000	0.83%
67116	VILLAGE OF DOUSMAN	267,100,600	2,300,000	0.86%
67121	VILLAGE OF EAGLE	266,536,300	4,653,700	1.75%
67122	VILLAGE OF ELM GROVE	1,481,021,900	13,608,700	0.92%
67136	VILLAGE OF HARTLAND	1,744,361,100	37,762,900	2.16%
67146	VILLAGE OF LAC LA BELLE *	149,755,200	-52,600	-0.04%
67147	VILLAGE OF LANNON	235,171,800	36,344,000	15.45%
67149	VILLAGE OF LISBON	1,781,962,100	81,371,800	4.57%
67151	VILLAGE OF MENOMONEE FALLS	6,939,272,100	100,417,400	1.45%
67152	VILLAGE OF MERTON	608,292,700	24,383,300	4.01%
67153	VILLAGE OF MUKWONAGO *	1,158,525,200	33,685,700	2.91%
67158	VILLAGE OF NASHOTAH	247,324,200	451,500	0.18%
67161	VILLAGE OF NORTH PRAIRIE	318,421,800	536,800	0.17%
67166	VILLAGE OF OCONOMOWOC LAKE	488,352,900	5,036,200	1.03%
67171	VILLAGE OF PEWAUKEE	1,177,242,600	9,862,000	0.84%
67172	VILLAGE OF SUMMIT	1,458,868,700	48,659,000	3.34%
67181	VILLAGE OF SUSSEX	1,921,321,200	84,030,000	4.37%
67186	VILLAGE OF VERNON	1,275,990,100	4,908,300	0.38%
67191	VILLAGE OF WALES	507,646,500	6,588,300	1.30%
67195	VILLAGE OF WAUKESHA	1,428,369,000	20,737,900	1.45%
67206	CITY OF BROOKFIELD	9,027,968,300	88,331,100	0.98%
67216	CITY OF DELAFIELD	1,937,919,800	30,381,000	1.57%
67250	CITY OF MILWAUKEE *	15,240,100	0	0.00%
67251	CITY OF MUSKEGO	4,193,373,200	67,628,100	1.61%
67261	CITY OF NEW BERLIN	7,105,119,400	73,937,600	1.04%
67265	CITY OF OCONOMOWOC	3,160,762,900	120,579,200	3.81%
67270	CITY OF PEWAUKEE	4,137,683,700	117,299,900	2.83%
67291	CITY OF WAUKESHA	8,702,131,200	192,040,000	2.21%
67999	COUNTY OF WAUKESHA	75,406,493,900	1,352,983,700	1.79%

* Split districts are summed at the end of the report

**WISCONSIN DEPARTMENT OF REVENUE
2023 STATEMENT OF CHANGES IN EQUALIZED VALUES BY CLASS AND ITEM**

County 67 Waukesha
Village 171 Pewaukee

REAL ESTATE	2022 RE Equalized Value	Removal of Prior Year Compensation	% Change	\$ Amount of Economic Change	% Change	\$ Amount of New Constr	% Change	Correction & Compensation	% Change	\$ Amount of All Other Changes	% Change	2023 RE Equalized Value	Total \$ Change in R.E. Value	% Change
Residential														
Land	178,349,000	-3,000	0%	39,236,100	22%	1,874,800	1%	0	0%	-29,300	0%	219,427,600	41,078,600	23%
Imp	577,374,900	-132,600	0%	126,993,300	22%	5,320,900	1%	0	0%	-156,400	0%	709,400,100	132,025,200	23%
Total	755,723,900	-135,600	0%	166,229,400	22%	7,195,700	1%	0	0%	-185,700	0%	928,827,700	173,103,800	23%
Commercial														
Land	123,102,800	-100	0%	2,462,100	2%	68,000	0%	8,800	0%	0	0%	125,641,600	2,538,800	2%
Imp	255,863,900	-413,300	0%	5,109,100	2%	3,003,800	1%	5,400	0%	-279,600	0%	263,289,300	7,425,400	3%
Total	378,966,700	-413,400	0%	7,571,200	2%	3,071,800	1%	14,200	0%	-279,600	0%	388,930,900	9,964,200	3%
Manufacturing														
Land	5,599,500	0	0%	571,600	10%	0	0%	0	0%	0	0%	6,171,100	571,600	10%
Imp	17,236,900	0	0%	1,651,400	10%	30,500	0%	0	0%	0	0%	18,918,800	1,681,900	10%
Total	22,836,400	0	0%	2,223,000	10%	30,500	0%	0	0%	0	0%	25,089,900	2,253,500	10%
Agricultural														
Land/Total	33,300	0	0%	4,100	12%	0	0%	0	0%	0	0%	37,400	4,100	12%
Undeveloped														
Land/Total	301,400	-100	0%	12,000	4%	0	0%	-2,400	-1%	0	0%	310,900	9,500	3%
Ag Forest														
Land/Total	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0	0%
Forest														
Land/Total	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0	0%
Other														
Land	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0	0%
Imp	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0	0%
Total	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0	0%
Total Real Estate														
Land	307,386,000	-3,200	0%	42,285,900	14%	1,942,800	1%	6,400	0%	-29,300	0%	351,588,600	44,202,600	14%
Imp	850,475,700	-545,900	0%	133,753,800	16%	8,355,200	1%	5,400	0%	-436,000	0%	991,608,200	141,132,500	17%
Total	1,157,861,700	-549,100	0%	176,039,700	15%	10,298,000	1%	11,800	0%	-465,300	0%	1,343,196,800	185,335,100	16%
PERSONAL PROPERTY	Non-Mfg Personal Property			Manufacturing Personal Property			Total of All Personal Property							
	2022	2023	% Change	2022	2023	% Change	2022 Total	2023 Total	Tot. \$ Chg in PP	% Change				
Watercraft	331,100	319,700	-3%	0	0	0%	331,100	319,700	-11,400	-3%				
Machinery Tools & Patterns	0	0	N/A	597,600	843,300	41%	597,600	843,300	245,700	41%				
Furniture Fixtures & Equip	10,571,800	10,881,100	3%	1,177,800	1,205,900	2%	11,749,600	12,087,000	337,400	3%				
All Other	5,620,600	5,344,700	-5%	60,400	45,200	-25%	5,681,000	5,389,900	-291,100	-5%				
Prior Year Compensation	1,021,600	0		0	0		1,021,600	0	-1,021,600					
Total Personal Property	17,545,100	16,545,500	-6%	1,835,800	2,094,400	14%	19,380,900	18,639,900	-741,000	-4%				
TOTAL EQUALIZED VALUE	2022 Total							2023 Total	Total \$ Change	% Change				
Real Estate & Personal Property	1,177,242,600							1,361,836,700	184,594,100	16%				



TO: Scott Gosse, Village Administrator

FROM: Nan Champe, Library Director

SUBJECT: 2024 Pewaukee Public Library Budget and Municipal Contribution Request

DATE: 8/17/2023

On behalf of the Pewaukee Public Library Board of Trustees, I would like to submit the 2024 Pewaukee Public Library Budget and municipal contribution request to the Village of Pewaukee as stipulated in the Intergovernmental Cooperation Agreement between the Village of Pewaukee and the City of Pewaukee Regarding a Joint Library Agreement.

The Intergovernmental Cooperation Agreement between the Village of Pewaukee and the City of Pewaukee Regarding a Joint Library Agreement stipulates that;

“The funding of the budget and the payment of all costs of the Joint Library shall be shared by each municipality based upon the percentage of each municipality’s equalized value as determined annually by Wisconsin Department of Revenue for the following year’s operating budget.”

For 2023, the Village of Pewaukee’s equalized value (less TID) was \$1,343,776,000 which when combined with the City of Pewaukee’s equalized value (less TID) of \$4,856,403,000 makes the Village responsible for 22% of the Library’s 2024 municipal budget.

The following documents have been submitted with this memo:

- The 2024 Pewaukee Public Library Budget which was approved by the Pewaukee Public Library Board of Directors on August 16, 2023 which includes an explanation of significant changes in expenditures and revenues from the Library Director.
- A copy of the Waukesha County Library Standards Certification notification which reports that the Pewaukee Public Library has met the Library Service Effort Ratio (LSER) Calculation. This standard is important because it is part of the evaluation process for meeting the criteria which qualifies City of Pewaukee residents for exemption from the county library tax. It is important to note, that while City of Pewaukee residents are eligible for the exemption based on the fact that the Library passed the LSER standard, the Library Board is committed to ensuring that the Library is able to meet all the minimum standards outlined in Table 2 since the LSER standard is not calculated until after the end of the year.

- A copy of the memo from the Bridges Library System which provides the calculations on the Minimum Appropriations which Exempt from the County Library Tax. As a joint library, you use an alternative maintenance of effort minimum (MOE-min) calculation which is the average of the previous 3 years.

On behalf of the Pewaukee Public Library Board of Directors, I would like to request the municipal contribution of \$262,534 from the Village of Pewaukee for the 2024 Pewaukee Public Library Budget. This request represents 22% of the total municipal contribution request of \$260,404 plus an additional request of \$2,130 which enables the Village to meet the maintenance of effort minimum and qualify the residents of the Village of Pewaukee for exemption from the County Library Tax. In comparison to 2023, this contribution represents a decrease of \$210.00 for the Village of Pewaukee. The Pewaukee Public Library Board of Trustees will continue to review this budget. Further adjustments may be approved as actual figures become available.

Thank you and please let me know if you have any further questions.



**Pewaukee Public Library
2024 Budget
Administrative Recommendations
August 16, 2023**

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2024 Pewaukee Public Library Budget – approved 8/16/2023

<i>EXPENDITURES</i>	<i>Budget</i> 2022	<i>Actual</i> 2022	<i>Actual</i> 2022 +/-	<i>June</i> 30, 2023 <i>Actual</i>	<i>Budget</i> 2023	<i>Budget</i> 2024	<i>Actual</i> +/-	<i>%</i> <i>Change</i>
110 Library Salaries	616,882	596,684	-20,198	293,759	636,565	667,009	30,444	4.78%
130 Benefits	200,228	195,438	-4,790	102,073	212,484	227,646	15,162	7.14%
Social Security (6.2%)	38,247	34,874	-3,373	18,386	39,467	41,354	1,887	4.78%
Medicare (1.45%)	8,945	8,157	-788	4,300	9,230	9,672	442	4.78%
Retirement (WRS 6.9%)	32,837	32,436	-401	17,845	35,977	37,338	1,361	3.78%
Dental	3,148	3,119	-29	1,450	3,537	2,244	-1,293	-36.57%
Disability	3,635	3,262	-373	1,940	3,293	4,000	707	21.47%
Health	112,121	112,423	302	57,605	119,843	131,827	11,984	10.00%
Life Insurance	1,295	1,167	-128	548	1,137	1,212	75	6.60%
140 Subscriptions	8,000	7,235	-765	1,858	7,000	7,000	0	0.00%
141 Print Materials	73,000	78,228	5,228	35,401	73,000	87,000	14,000	19.18%
142 Non-Print Materials	24,000	19,128	-4,872	5,782	24,000	14,000	-10,000	-41.67%
143 Technology	51,933	62,888	10,955	37,617	50,040	50,916	876	1.75%
CAFÉ - ILS System	22,318	22,318	0	23,287	23,300	24,176	876	3.76%
Computer Equipment/Installation	9,000	13,323	4,323	6,912	9,000	9,000	0	0.00%
IT Services - Taylor Computing	6,160	6,130	-30	1,514	5,800	5,800	0	0.00%
Biblioteca Maintenance Contracts/Software Licenses	7,255	3,647	-3,608	3,647	3,640	3,640	0	0.00%
Software Licenses	6,000	3,468	-2,532	565	5,000	5,000	0	0.00%
Envisionware Equipment/Maintenance Contracts/Software Licenses	0	12,802	12,802	1,693	2,100	2,100	0	0.00%
T-1 Line: Wisnet	1,200	1,200	0	0	1,200	1,200	0	0.00%
144 Mileage, Supplies, Other Expenditures	23,800	20,455	-3,345	13,428	21,550	23,650	2,100	9.74%
Copier Services: James Imaging Contract	9,400	8,777	-623	4,986	10,050	10,750	700	6.97%
Marketing	1,000	800	-200	825	1,000	900	-100	-10.00%
Mileage	500	0	-500	0	500	0	-500	-100.00%
Postage/Shipping/Freight	900	437	-463	462	0	1,500	1,500	#DIV/0!
Office Supplies	5,000	7,376	2,376	2,317	5,000	5,000	0	0.00%
RFID Tags	2,000	773	-1,228	1501	2,000	1,500	-500	-25.00%
Processing Supplies	5,000	2,292	-2,708	3,337	3,000	4,000	1,000	33.33%
146 Staff Development	3,000	3,340	340	264	3,000	3,750	750	25.00%
Continuing Education	2,000	1,260	-740	0	2,000	2,000	0	0.00%
Professional Association Memberships	1,000	1,086	86	150	1,000	1,000	0	0.00%
New Hire	0	476	476	84	0	250	250	#DIV/0!
Mileage	0	518	518	30	0	500	500	#DIV/0!

EXPENDITURES	Budget 2022	Actual 2022	Actual "+/- 2022"	Current Actual 2023	Budget 2023	Budget 2024	Actual +/-	% Change
150 Professional Services	48,231	46,287	-1,944	33,455	45,952	50,169	4,218	9.18%
Auditing Services	6,000	6,716	716	5,134	6,150	6,350	200	3.25%
Fiscal Agent Services	21,094	21,094	0	9,996	19,992	23,319	3,328	16.65%
Insurance: Liability	7,382	6,529	-853	5,054	6,660	6,800	140	2.10%
Insurance: Property	12,525	11,046	-1,479	12,630	12,150	12,700	550	4.53%
Insurance: Worker's Comp	1,230	902	-328	641	1,000	1,000	0	0.00%
310 Building Maintenance	91,000	94,521	3,521	46,124	89,652	89,700	48	0.05%
Carpet/Window Cleaning	3,400	3,649	249	0	3,400	3,400	0	0.00%
Cleaning Services	31,480	31,534	54	16,055	32,110	32,730	620	1.93%
Cleaning/Building Supplies	4,000	2,843	-1,157	2,134	4,000	4,000	0	0.00%
Elevator Inspections/Permits	1,350	1,634	284	1,741	1,400	1,800	400	28.57%
Fire: Inspections & Permits & Maintenance	1500	1,928	428	1,125	1,900	1,900	0	0.00%
Fire Monitoring	1100	1,326	226	1,389	1,200	1,400	200	16.67%
General: Maintenance & Repair	12,000	20,277	8,277	10,314	12,000	12,000	0	0.00%
HVAC Maintenance	8,000	5,992	-2,008	397	9,000	6,500	-2,500	-27.78%
Lawn Care	15,170	15,160	-10	5,914	15,473	15,790	317	2.05%
Snow Plowing	13,000	10,179	-2,821	7,055	9,169	10,180	1,011	11.03%
311 Utilities	54,613	58,890	4,277	23,340	55,645	62,789	7,144	12.84%
Gas & Electric	45,000	48,600	3,600	19,049	45,387	48,600	3,213	7.08%
Telephone	5,500	6,413	913	2,841	6,145	6,413	268	4.36%
Utility - Water, Sewer Stormwater, Fire Prot. Publ Fire Prot	2,000	1,764	-236	506	2,000	2,000	0	0.00%
Utility - Transportation	2,113	2,113	0	944	2,113	3,776	1,663	78.70%
Fire and EMS	0	0	0	0	0	2,000	2,000	#DIV/0!
312 Digital Materials	21,815	22,346	531	18,430	19,899	23,962	4,063	20.42%
Advantage (E-Materials)	7,000	7,288	288	6,225	9,000	5,489	-3,511	-39.01%
Flipster (E-Magazines)	1,194	1,194	0	937	982	0	-982	-100.00%
Overdrive(E-Materials)	4,283	4,283	0	3,946	3,946	4,393	447	11.33%
Hoopla (E-Materials)	5,000	5,243	243	2,834	1,359	12,537	11,178	822.52%
Databases	1,345	1,345	0	1,412	1,412	1,543	131	9.28%
Gale Courses	2,993	2,993	0	3,077	3,200	0	-3,200	-100.00%
313 Programs	5,250	5,922	672	2,310	5,250	5,250	0	0.00%
Programming - Adult	2,000	2,002	2	443	2,000	2,000	0	0.00%
Programming - Children's	3,000	3,920	920	1,274	3,000	2,100	-900	-30.00%
Programming - Young Adult	0	0	0	506	0	900	900	#DIV/0!
Programming - General Supplies	250	0	-250	87	250	250	0	0.00%
400 Legal	2,000	2,640	640	3,465	2,000	4,000	2,000	100.00%
450 Grants	0	0	0	2,000	3,101	8,038	4,937	159.21%
500 Donations	0	34,512	34,512	9,237	0	0	0	#DIV/0!
TOTAL EXPENDITURES	1,223,752	1,248,514	24,762	628,544	1,249,138	1,324,879	75,742	6.06%

**2024 Pewaukee Public Library Budget approved
8/16/2023**

REVENUES	Budget 2022	Actual 2022	Actual 2022	Current Actual 2023	Budget 2023	Budget 2024	Actual +/-	% Change
43790 County Lib Aids	105,012	105,012	0	60,552	112,141	118,738	6,597	5.88%
Waukesha County Lakeshores Library System	102,070	102,070	0	57,407	108,996	114,590	5,594	5.13%
Jefferson Co.	695	695	0	384	384	897	513	133.66%
Dodge Co.	1,375	1,375	0	1,739	1,739	2,250	511	29.38%
Washington Co.	317	317	0	511	511	488	-23	-4.42%
Washington Co.	555	555	0	511	511	512	1	0.24%
46710 Library Fines	16,000	7,609	-8,391	4,527	10,136	7,609	-2,527	-24.93%
48110 Interest Income	2,500	338	-2,162	938	167	338	171	102.40%
48500-000 Donations	0	41,107	41,107	17,900	0	0	0	#DIV/0!
48500-100 Misc. Revenues	6,000	6,500	500	2,610	5,907	6,500	593	10.04%
48500-200 Grants	2,563	6,421	3,858		3,101	8,038	4,937	159.21%
SUB TOTAL	132,075	166,987	34,912	86,526	131,452	141,223	9,771	7.43%
49000 CITY Contribution (78%)	840,591	840,591	0	508,547	871,795	923,252	51,457	5.90%
49001 VILLAGE Contribution (22%)	261,180	261,180	0	131,372	262,744	260,404	-2,340	-0.89%
49001 VILLAGE addition to meet the MOE-min						2,130		
Total Municipal Contribution 100%	1,101,771	1,101,771	0	639,919	1,117,686	1,183,656	65,971	5.90%
TOTAL REVENUES	1,233,846	1,268,758	34,912	726,445	1,249,138	1,324,879	75,742	6.06%

Fund Balance as of 12/31/2022: \$259,728

	Mill-min	MOE-min
City	1,046,818	849,087
Village	289,656	262,534
Total	1,336,474	1,111,621

Description of Significant Changes: Expenditures

110 Library Salaries. (Increase of \$30,444 or 4.78%)

- New Library Clerk – 14 hr/wk. In 2024, the Waukesha County staffing standard for the Pewaukee Library will increase from 12.85 FTE to 13.24 FTE. This position would put the Library's FTE standard at 13.45 FTE to meet the minimum standard. (\$10,920 or 1.71%)
- This increase includes a cost of living adjustment for all employees of 2% and a pool for merit increases from 0-3% (\$19,524 or 3.07%).

130 Benefits. (Increase of \$15,162 or 7.14%)

- **Social Security/Medicare.** Percentage increase is in conjunction with the overall salary increase. (+ \$1,887 and \$442)
- **Retirement.** WRS contribution rate for 2024 will increase by .1% to 6.9%. This increase accounts for salary adjustments for 2024 and the increased contribution requirement. (+1,361)
- **Dental.** Dental insurance is now provided through the State of Wisconsin Health Insurance Program. (-1,293)
- **Disability.** The short term disability policy was renegotiated in 2023 and a long term disability policy was added. Adjustment is based on added benefits in 2023 and salary adjustments for 2024. (+707).
- **Health Insurance.** This budget projects a 10% increase in health insurance premiums based 2023 premiums of \$119,843. Actual rates will be released in fall and the budget will be adjusted according to established rates and open enrollment. (+\$11,984)

140 Subscriptions/141 Print Materials/142 Non-Print Materials / 312 Digital Materials/450 Grants (\$6,038).

(Increase of \$11,000 or 8.66%)

- In order to meet the Minimum Expenditures per Capita established in the Waukesha County Library Services Plan 2022-2026, the Library must spend at total of \$138,000. In 2023, the minimum was \$127,000.00. This proposed budget meets that minimum standard when combining the total budgets for the expenditure lines listed above.
- Here is information on the adjustments within these collections:
 - **140 Print Materials.** The increase in this budget will be used to purchase replacement copies. Many classic books are in need to replacement due wear and tear. (+14,000)
 - **141 Non-Print Materials.** The Library will discontinue purchasing of adult audiobooks on cd. This format is becoming obsolete. While we continue to purchase DVDs, we are not purchasing as many due to limited availability and reduced demand for this format. (-10,000)
 - **312 Digital Materials - Advantage (E-Materials).** We will reduce the number titles that we purchase through this program in favor of Hoopla. (-3,511)
 - **312 Digital Materials - Flipster (E-Magazine).** The system is discontinuing this subscription. E-Magazines are now available through Overdrive/Libby. (-982)
 - **312 Digital Materials - Hoopla (E-Materials).** The Library will begin to purchase permanent licenses for e-audiobooks as a replacement format for audiobooks on CD. (+8,077)
 - **312 Digital Materials - Gale Courses.** The system is discontinuing their subscription to this service due to low usage and high cost. (-3,200)
 - **450 Grants.** The Library is slated to receive a grant for \$6,038 to fund Hoopla use in 2024. (+2937)

144 Mileage, Supplies, Other Expenditures. (Increase of 2,100 or 9.74%)

- **Copier Services.** The contract with James Imaging includes the clause “At the end of the first 12 months after commencement of this Agreement, and once each successive 12-month period, thereafter, we may increase the Payment and the Excess Charge by a maximum of 15% of the existing Payment or Excess Charge.” For 2022, James Imaging increased this charge by 15% so this budget projects the same increase for 2023. (+\$700)
- **Postage/Shipping/Freight.** We have seen a significant increase in shipping costs for purchases. Baker and Taylor instituted a new freight charge in 2023 and shipping charges have increased with other vendors. (+\$1,500)
- **Processing Supplies.** This adjustment reflects increased pricing for processing supplies. (+\$1,000)

150 Professional Services (Increase of 4,218 or 9.18%)

- **Fiscal Agent Services.** Here is the Village of Pewaukee explanation for the increase in this fee:

Staff noted that historically the Fee did not include benefit costs for employees and that has been added for 2024 (similar to the Village contributing toward benefit costs for the Joint Park & Rec agreement services which are included in the Village’s share of the Park & Rec service costs). 2024 also represents the third and final year for the accounting software purchase. The wage adjustment estimate at this time for the 2024 wage estimates is 2% and the benefit rate estimate includes a 10% assumption for health insurance for those that take the benefit as the 2024 premium amounts have not been released at this time. This calculation will be revised accordingly when additional information is known. (+3,328)

311 Utilities. (Increase of 7,144 or 12.84%)

- **Utility - Transportation.** This line reflects the actual increase in the cost from 2022 to 2023. I have not received any actual projections for 2024. (+1,887)
- **Fire and EMS.** This is a new fee that the Village of Pewaukee is looking to begin in 2024. The Village has advised me to budget this amount for the Library. (+2,000)

400 Legal. (Increase of \$2,000 or 100%)

- This increase reflects the actual charges the Library has incurred in 2023.

450 Grants. (Increase of \$4,937 or 159.21%)

- This increase reflects grants that will be available to the Library from the Bridges Library System.

Description of Significant Changes: Revenue

43790 County Library Aids (Increase of \$6,597 or 5.88%)

- **Waukesha County, Lakeshores and Jefferson County.** We have seen increased circulation from True Non-Residents (TNR) of print and electric materials. (+5,594) There was also a slight increase in circulation to adjacent county residents from Lakeshores and Jefferson County. (+513 and 511)

46710 Library Fines (Decrease of \$2,527 or 24.93%)

Fine collection continues to trend downward. We continue to circulation less DVDs which accounts for most of the reduction. This budget projects fine collection based on the 2022 actual revenue.

48500-00 Grants (Increase of 4,937 or 159.21%)

The Library is slated to receive a grant of \$6,038 from the Bridges Library System to help fund the cost of Hoopla. Bridges is also budgeting to provide each Library with a \$2,000 Innovation Grant in 2024.



741 N. Grand Ave., #210
Waukesha, WI 53186

P 262.896.8080
W bridgeslibrarysystem.org

To: Pewaukee Public Library Board of Trustees
From: Karol Kennedy, Bridges Library System Director
Re: Waukesha County Library Standards Certification
Date: May 2, 2023

Wisconsin Statute 43.64(2) allows Waukesha County municipalities that tax their residents for libraries the opportunity to exempt their residents from the county library levy if two criteria are met:

- 1) The municipal tax rate for library services is equal to or greater than the rate of the county library tax, and
- 2) The library meets or exceeds the Waukesha County adopted library standards.

Exemption from the county library tax, therefore, includes two distinct actions. The municipality action required is a certification of its library tax rate. That process begins when I send out a communication to the municipality after the state releases its official Equalized Assessed Values in mid-August.

The library action requires the library board to review the information in this letter and certify the library's compliance with the various standards by completing the form beginning on page 2 of this document and returning it to the Bridges office by August 31, 2023.

The Waukesha County Board approved the updated county library standards in April 2022. All 16 library boards in the county have since endorsed these standards. More information is available here: <https://bridgeslibrarysystem.org/waukesha-county-planning-committee-2016-act-150/>. There are numeric *Minimums to Exempt* as well as *Quality Assurance Items* in the standards. This letter includes your library's specific standards-related requirements.

Please complete the documentation on pages 3-4 and then complete the *Library Board Certification of Eligibility for Exemption from County Library Tax* on page 5. Please **scan and send all pages (with signatures on page 5) to me via email by August 31**. This form constitutes your library's certification for compliance with the library standards portion required for exemption from the Waukesha County library tax levy.

Thank you for providing outstanding library services to the citizens of Waukesha County!



Step 1. Review your Library's Library Service Effort Ratio (LSER) Calculation

There is a provision in the Waukesha County Plan that allows a library to qualify for the exemption without meeting the *Minimums to Exempt*. If a library can demonstrate its ability to provide for most of the needs of its own resident by reaching its targeted Library Service Effort Ratio (LSER), it is allowed to exempt from the county library tax without meeting the numeric *Minimums to Exempt*.

The LSER is calculated as follows:

- Lending by your library to your own residents: 175,999
- PLUS lending to other library community's residents: 42,850
- DIVIDED by total circulation by your residents at all county libraries: 243,089

Your library's LSER is shown in Table 1 below.

Table 1.

Pewaukee's Library Services Effort Ratio (LSER)		Eligible for Exemption Based on LSER?
Target	Actual	Pass?
90%	90.03%	Yes

If your LSER ratio is higher than your listed target rate, you will see a "Yes" in Table 1 above and may skip to step 3 on this form. Please note, even if there is a "Yes" listed above, you are encouraged to complete step 2 for the purposes of assessment. However, if your LSER is higher than your required target, step 2 is not required for the purposes of meeting the minimum for the standards portion of the county library tax exemption. If there is a "No" in Table 1 for your library, you must complete step 2. All libraries must complete step 3.

Step 2: Compare your Library's previous year's data to your Library's *Minimums to Exempt*

Please review the data below gathered from your library's 2022 state annual report and indicate whether your library will meet its minimum requirements in 2023.

Please circle "Yes" or "No" in the last column in Table 2. **(Completing this table is required if LSER = "No" in step 1.)**

Table 2.

Library	Pewaukee		2021 Municipal Population	22,881
Category	Minimum to Exempt	Library Actuals from 2022 annual report	Met Minimum during 2022?	Will Meet Minimum in 2023? (Circle one)
Materials Expenditures/Capita	\$5.44/capita	\$5.55/capita	Yes	<input checked="" type="radio"/> Yes <input type="radio"/> No
Number Hours Open/Week	57	59	Yes	<input checked="" type="radio"/> Yes <input type="radio"/> No
Budgeted Staff in FTE	12.85	13.11	Yes	<input checked="" type="radio"/> Yes <input type="radio"/> No
Collection Size	98,000	97,467	No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Public Computers/Internet Access Devices	12	12	Yes	<input checked="" type="radio"/> Yes <input type="radio"/> No
Wireless Internet Access	Yes	Yes	Yes	<input checked="" type="radio"/> Yes <input type="radio"/> No

Step 3. Review and Report on Quality Assurance Standards for Pewaukee Public Library

Review each item and circle "Yes" or "No" in Table 3 below. **(Completing this Table is required regardless of LSER ratio.)**

Table 3.

Quality Assurance Standards	Library Assurance for 2023 (circle one)
Library board member orientations are provided	<p style="text-align: center;">Yes</p> <p style="text-align: center;">No</p>
Library website includes key board/staff contact & meeting info	<p style="text-align: center;">Yes</p> <p style="text-align: center;">No</p>
Library board conducts director performance evaluation	<p style="text-align: center;">Yes</p> <p style="text-align: center;">No</p>
Library budgets for professional development	<p style="text-align: center;">Yes</p> <p style="text-align: center;">No</p>
Library has active strategic plan	<p style="text-align: center;">Yes</p> <p style="text-align: center;">No</p>
Library has a current circulation policy	<p style="text-align: center;">Yes</p> <p style="text-align: center;">No</p>
Library has a current collection management policy	<p style="text-align: center;">Yes</p> <p style="text-align: center;">No</p>
Library has a current computer/internet policy	<p style="text-align: center;">Yes</p> <p style="text-align: center;">No</p>
Library has a current meeting room use policy (if meeting room available)	<p style="text-align: center;">Yes</p> <p style="text-align: center;">No</p>
Library has a current public behavior (rules of conduct) policy	<p style="text-align: center;">Yes</p> <p style="text-align: center;">No</p>

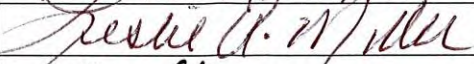

Policies are considered current if they have been adopted or reviewed within the last five years.

Please attach narrative for any items for which the library circles "No" and describe steps planned to address the area(s) of non-compliance. Note: For each item in tables 2 and 3, libraries are able to select "No" one time during the annual certification process for the five-year planning period.

If your library has circled "No" for an item in a previous year in tables 2 or 3, circling "No" a second time for that same item may result in the loss of ability for the municipality to exempt its residents from the county library tax.

Library Board Certification of Eligibility for Exemption from County Library Tax

I certify that the library board's responses related to the *Minimums to Exempt and Quality Assurance Standards* were approved by the library board and reflect the library's plan of service for 2023.

Name of Library	Pewaukee Public Library
Date Form Completed:	6/21/23
Library Board President Name:	Lestie A. Miller
Library Board President Signature:	
Library Director's Signature:	

This form (pages 1-5) must be completed, signed, and submitted to the Bridges Library System no later than **August 31, 2023**.



741 N. Grand Ave., #210
Waukesha, WI 53186

P 262.896.8080
W bridgeslibrarysystem.org

To: Waukesha County Library Directors
From: Karol Kennedy, Bridges Library System Director
Re: Minimum Municipal Appropriation to Exempt from County Library Tax
Date: August 16, 2023

Please see the chart below for your municipality’s necessary minimum library appropriation for 2024 to qualify for exemption from the county library tax. The calculation for each municipality’s minimum amount is based on the county library tax rate from the previous year and the equalized assessed value for each municipality in the current year. The county library tax rate decreased from \$0.000229096 to \$0.000215554 from the previous year. However, all Waukesha County municipalities with libraries had increases in their [equalized assessed value](#). Please contact me if you have any questions.

Library	2023 Equalized Value (less TID) in Municipalities with Libraries	% Change in Equalized Value from Prior Year	County Library Tax Rate (for 2023 levy)	2024 Minimum Municipal Library Appropriation*	% Change in Minimum Appropriation from Prior Year
Big Bend	\$246,875,700	6.89%	\$0.000215554	\$53,215	0.57%
Brookfield	\$9,686,972,300	10.58%	\$0.000215554	\$2,088,067	4.04%
Butler	\$342,945,300	11.27%	\$0.000215554	\$73,923	4.69%
Delafield	\$2,296,608,200	18.91%	\$0.000215554	\$495,043	11.88%
Eagle Village*	\$310,325,400	16.43%	\$0.000215554	\$66,892	9.55%
Eagle Town*	\$803,590,500	16.19%	\$0.000215554	\$173,217	9.32%
Elm Grove	\$1,551,074,200	7.83%	\$0.000215554	\$334,340	1.46%
Hartland	\$1,978,416,400	14.54%	\$0.000215554	\$426,456	7.77%
Menomonee Falls	\$7,307,647,500	11.84%	\$0.000215554	\$1,575,193	5.22%
Mukwonago	\$1,243,022,000	15.76%	\$0.000215554	\$267,938	8.91%
Muskego	\$4,659,476,300	13.95%	\$0.000215554	\$1,004,369	7.22%
New Berlin	\$7,796,566,900	10.54%	\$0.000215554	\$1,680,582	4.00%
North Lake	\$2,680,122,200	17.78%	\$0.000215554	\$577,711	10.81%
Oconomowoc	\$3,576,119,500	17.54%	\$0.000215554	\$770,847	10.59%
Pewaukee Village*	\$1,343,776,000	15.45%	\$0.000215554	\$289,656	8.63%
Pewaukee City*	\$4,856,403,000	17.37%	\$0.000215554	\$1,046,818	10.43%
Sussex	\$2,131,342,400	16.59%	\$0.000215554	\$459,420	9.70%
Waukesha	\$9,081,877,900	9.03%	\$0.000215554	\$1,957,636	2.59%

*Joint libraries may use an alternative calculation described in Wis. Stats. 43.64 (2) (c).

ITEM DESCRIPTION

ITEM DESCRIPTION	2022			2023			2024			2025	2026	2027	2028	2029	2030	2031	2032	2033		
	Dept	Est Life	Replace Ye: Cost	Assign Bal	Estimated Purchases/	Assign Bal	Proposed	Budgeted	Budgeted											
				12/31/22	Adds	Adjustments	12/31/23	Adds	Purchases	Balance										
#72 GMC 2020 3500	PRSHARE	10	2030	37,000	2,400	3,000	5,400	4,000	9,400	4,000	4,000	4,500	4,500	5,300	5,300	4,000	4,000	4,000		
#73 GMC 2019 1/2 ton 4x4	PRSHARE	10	2029	45,000	5,000	5,000	10,000	5,000	15,000	6,000	6,000	6,000	6,000	6,000	4,700	4,700	4,700	4,700		
#74 GMC 1/2 ton 4x4	PRSHARE	10	2028	33,000	9,750	3,375	13,125	3,375	16,500	3,375	4,375	4,375	4,375	3,600	3,600	3,600	3,600	3,600		
#75 2012 4x4 Pick-Up	PRSHARE	10	2023	40,000	29,500	4,000	33,500	-	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000		
#76 2013 Utility Truck	PRSHARE	10	2023	41,500	35,650	5,850	41,500	-	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500		
#77 2014 1-Ton Dump	PRSHARE	10	2024	51,000	31,000	10,000	41,000	10,000	51,000	-	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500		
#78 2014 Pickup Salter and Plow	PRSHARE	10	2024	48,500	29,784	9,310	39,094	9,406	48,500	-	5,200	5,200	5,200	5,200	5,200	5,200	5,200	5,200		
#79 2016 Utility Van	PRSHARE	10	2026	32,000	7,668	6,084	13,752	6,084	19,836	6,084	6,080	3,500	2,800	3,500	3,500	3,500	3,500	3,500		
#80 2018 One Ton Pickup	PRSHARE	10	2028	50,000	10,000	5,000	15,000	7,000	22,000	7,000	7,000	7,000	7,000	5,500	5,500	5,500	5,500	5,500		
#81 2020 4x4 Pick-Up and Plow	PRSHARE	10	2030	45,000	9,500	1,000	10,500	4,500	15,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000		
#82 2016 1-Ton Dump	PRSHARE	10	2026	59,500	17,000	9,000	26,000	11,166	37,166	11,166	11,168	6,500	6,500	6,500	6,500	6,500	6,500	6,500		
#83 2020 Wing Mower	PRSHARE	4	2024	65,000	28,000	18,500	46,500	18,500	65,000	-	18,750	18,750	18,750	20,000	20,000	20,000	20,000	21,000		
#85 2023 Utility Dump	PRSHARE	10	2023	14,000	4,200	9,800	14,000	-	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600		
#86 2012 Wing Mower	PRSHARE	4	2026	70,000	14,000	14,000	28,000	14,000	42,000	14,000	14,000	19,000	19,000	19,000	19,000	21,000	21,000	21,000		
#87 2008 Tractor/Loader	PRSHARE	10	2023	45,000	37,000	8,000	45,000	-	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500		
#88 2020 60" 2-Turn Mower	PRSHARE	4	2024	11,000	-	8,000	8,000	3,000	11,000	-	3,125	3,125	3,125	3,125	3,500	3,500	3,500	3,800		
#89 2022 Gooseneck Trailer	PRSHARE	10	2032	16,500	-	1,650	1,650	1,650	3,300	1,650	1,650	1,650	1,650	1,650	1,650	1,650	1,650	1,650		
#91 2021 Sand pro	PRSHARE	3	2025	21,000	4,500	4,500	9,000	6,000	15,000	6,000	7,500	7,500	7,500	8,000	8,000	8,000	8,500	8,500		
#96 2020 Wing Mower	PRSHARE	6	2026	61,000	10,500	12,550	23,050	12,550	35,600	12,550	12,850	11,000	11,000	11,000	11,000	11,000	11,000	11,000		
#99 2020 Zero Turn Mower	PRSHARE	4	2024	11,000	5,334	2,666	8,000	3,000	11,000	-	3,125	3,125	3,125	3,125	3,375	3,375	3,375	3,375		
#100 2016 Trailer	PRSHARE	10	2026	10,000	4,734	1,317	6,051	1,317	7,368	1,317	1,315	1,100	1,100	1,100	1,100	1,100	1,100	1,100		
#101 2014 Trailer	PRSHARE	10	2024	8,000	6,200	900	7,100	900	8,000	-	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000		
#110 Preseeder 2017	PRSHARE	10	2027	10,500	4,250	1,250	5,500	1,250	6,750	1,250	1,250	1,250	1,100	1,100	1,100	1,100	1,100	1,100		
#114 2017 Trailer	PRSHARE	10	2027	10,000	4,272	1,146	5,418	1,146	6,564	1,146	1,146	1,145	1,100	1,100	1,100	1,100	1,100	1,100		
#130 Top Dresser (smaller)	PRSHARE	10	2025	22,000	9,522	4,161	13,683	4,161	17,844	4,156	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400		
#133 2018 Trailer Mounted Water Tank	PRSHARE	10	2028	7,000	1,576	908	2,484	904	3,388	903	903	903	903	750	750	750	750	750		
#149 Aerator 687 - 2015	PRSHARE	10	2025	11,000	6,950	1,350	8,300	1,350	9,650	1,350	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1,300		
#151 2017 5900 Wing Mower	PRSHARE	6	2028	75,000	556	12,500	13,056	12,388	25,444	12,388	12,388	12,388	12,388	13,500	13,500	13,500	13,500	13,500		
#154 2017 Slit Seeder	PRSHARE	10	2027	8,200	2,342	1,171	3,513	1,171	4,684	1,171	1,171	1,174	850	850	850	850	850	850		
#156 Toro Dingo	PRSHARE	10	2033	50,000	25,500	14,100	39,600	-	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000		
#157 Diamond Trailer	PRSHARE	10	2023	8,500	5,600	2,900	8,500	-	950	950	950	950	950	950	950	950	950	950		
#158 Forklift	PRSHARE	10	2024	7,000	-	-	7,000	950	7,000	-	900	900	900	900	900	900	900	550		
Joint Park/Open Space Plan Update	PRSHARE	6	2024	5,000	3,000	1,000	4,000	1,000	5,000	-	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000		
TOTAL CAPITAL OUTLAYS				1,029,200	365,288	183,988	182,100	367,176	173,368	206,500	334,044	160,656	161,646	157,835	156,616	159,175	157,875	159,075	159,575	160,525
Village	28%			(102,281)	(51,517)	(50,988)	(102,809)	(48,543)	(57,820)	(93,532)	(44,984)	(45,261)	(44,194)	(43,852)	(44,569)	(44,205)	(44,541)	(44,681)	(44,947)	
City	72%			263,007	132,471	131,112	264,367	124,825	148,680	240,512	115,672	116,385	113,641	112,764	114,606	113,670	114,534	114,894	115,578	

Village of Pewaukee Existing General Obligation Debt

Calendar Year	LEVY / WATER UTILITY						LEVY / WATER / SEWER						LEVY							
	Issue: 1 Amount: \$2,850,000 Type: G.O. Ref. Bonds, Series 2013A (AR) Dated: June 11, 2013						Issue: 2 Amount: \$1,970,000 Type: G.O. Corp. Purp. Bonds, Series 2013B Dated: June 11, 2013						Issue: 3 Amount: \$1,960,000 Type: Tax. G.O. Ref. Bonds, Series 2013C (AR) Dated: June 11, 2013							
	Callable: '24-'25 Callable 3/1/23 @ Par						Callable: '24-'33 Callable 3/1/23 @ Par						Callable: Noncallable							
	PRINCIPAL	RATE	INTEREST	TOTAL	PRINCIPAL	INTEREST	PRINCIPAL	RATE	INTEREST	TOTAL	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST	TOTAL			
	(3/1)		(3/1 & 9/1)		(3/1)	(3/1 & 9/1)			(3/1 & 9/1)		(3/1)	(3/1 & 9/1)	(3/1)	(3/1 & 9/1)						
2022	\$280,000	1.600%	\$19,070	\$299,070	\$280,000	\$19,070			\$53,169	\$53,169	\$14,700		\$33,581		\$4,888		\$245,000	2.250%	\$8,881	\$253,881
2023	\$285,000	1.800%	\$14,265	\$299,265	\$285,000	\$14,265			\$53,169	\$53,169	\$14,700		\$33,581		\$4,888		\$245,000	2.500%	\$3,063	\$248,063
2024	\$290,000	2.000%	\$8,800	\$298,800	\$290,000	\$8,800	\$175,000	2.250%	\$51,200	\$226,200	\$50,000	\$14,138	\$110,000	\$32,344	\$15,000	\$4,719				
2025	\$295,000	2.000%	\$2,950	\$297,950	\$295,000	\$2,950	\$180,000	2.250%	\$47,206	\$227,206	\$50,000	\$13,013	\$115,000	\$29,813	\$15,000	\$4,381				
2026							\$180,000	2.375%	\$43,044	\$223,044	\$50,000	\$11,856	\$115,000	\$27,153	\$15,000	\$4,034				
2027							\$185,000	2.375%	\$38,709	\$223,709	\$50,000	\$10,669	\$120,000	\$24,363	\$15,000	\$3,678				
2028							\$195,000	2.750%	\$33,831	\$228,831	\$55,000	\$9,319	\$120,000	\$21,288	\$20,000	\$3,225				
2029							\$200,000	2.750%	\$28,400	\$228,400	\$55,000	\$7,806	\$125,000	\$17,919	\$20,000	\$2,675				
2030							\$205,000	3.000%	\$22,575	\$227,575	\$55,000	\$6,225	\$130,000	\$14,250	\$20,000	\$2,100				
2031							\$215,000	3.000%	\$16,275	\$231,275	\$60,000	\$4,500	\$135,000	\$10,275	\$20,000	\$1,500				
2032							\$215,000	3.000%	\$9,825	\$224,825	\$60,000	\$2,700	\$135,000	\$6,225	\$20,000	\$900				
2033							\$220,000	3.000%	\$3,300	\$223,300	\$60,000	\$900	\$140,000	\$2,100	\$20,000	\$300				
2034																				
2035																				
2036																				
2037																				
2038																				
2039																				
2040																				
2041																				
	<u>\$1,150,000</u>		<u>\$45,085</u>	<u>\$1,195,085</u>	<u>\$1,150,000</u>	<u>\$45,085</u>	<u>\$1,970,000</u>		<u>\$400,703</u>	<u>\$2,370,703</u>	<u>\$545,000</u>	<u>\$110,525</u>	<u>\$1,245,000</u>	<u>\$252,891</u>	<u>\$180,000</u>	<u>\$37,288</u>	<u>\$490,000</u>		<u>\$11,944</u>	<u>\$501,944</u>
Purpose:	Refunds 2005 Bonds Refunds 2007 Notes						Purpose: CIP Projects						Purpose: Refunds 2005 Taxable Bonds							
Paying Agent:	Associated Trust						Paying Agent: Associated Trust						Paying Agent: Associated Trust							

Village of Pewaukee Existing General Obligation Debt

Calendar Year	LEVY / WATER / SEWER				VILLAGE LEVY				WATER UTILITY		SEWER UTILITY		LEVY				TIF 2			
	PRINCIPAL	RATE	INTEREST	TOTAL	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST	PRINCIPAL	RATE	INTEREST	TOTAL	PRINCIPAL	RATE	INTEREST	TOTAL
	Callable: '22-'23 Callable 3/1/21 @ Par												Callable: Anytime				Callable: 1/1-8/31 every year			
	<i>(3/1)</i>								<i>(3/1 & 9/1)</i>				<i>(2/15)</i>				<i>(3/15)</i>			
2022	\$170,000	2.000%	\$5,638	\$175,638	\$50,000	\$1,625	\$105,000	\$3,525	\$15,000	\$488	\$4,634	0.000%	\$0	\$4,634	\$9,059	3.750%	\$6,107	\$15,166		
2023	\$175,000	2.250%	\$1,969	\$176,969	\$50,000	\$563	\$110,000	\$1,238	\$15,000	\$169					\$9,399	3.750%	\$5,767	\$15,166		
2024															\$9,736	3.750%	\$5,430	\$15,166		
2025															\$10,116	3.750%	\$5,050	\$15,166		
2026															\$10,496	3.750%	\$4,670	\$15,166		
2027															\$10,889	3.750%	\$4,277	\$15,166		
2028															\$11,287	3.750%	\$3,879	\$15,166		
2029															\$11,721	3.750%	\$3,445	\$15,166		
2030															\$12,160	3.750%	\$3,006	\$15,166		
2031															\$12,616	3.750%	\$2,549	\$15,166		
2032															\$13,084	3.750%	\$2,082	\$15,166		
2033															\$13,580	3.750%	\$1,586	\$15,166		
2034															\$14,089	3.750%	\$1,077	\$15,166		
2035															\$14,618	3.750%	\$548	\$15,166		
2036																				
2037																				
2038																				
2039																				
2040																				
2041																				
	<u>\$345,000</u>		<u>\$7,606</u>	<u>\$352,606</u>	<u>\$100,000</u>	<u>\$2,188</u>	<u>\$215,000</u>	<u>\$4,763</u>	<u>\$30,000</u>	<u>\$656</u>	<u>\$4,634</u>		<u>\$0</u>	<u>\$4,634</u>	<u>\$162,849</u>		<u>\$49,471</u>	<u>\$212,320</u>		

Purpose: CIP Projects

Trunked Radio System

Paying Agent: Associated Trust

Village of Pewaukee Existing General Obligation Debt

Calendar Year	Supported by Laimon Family Lakeside Park Fund				LEVY / SEWER				LEVY							
	Issue: 7				Issue: 8				Issue: 9							
	Amount: \$528,800				Amount: \$3,790,000				Amount: \$166,477							
Type: State Trust Fund Loan				Type: G.O. Corporate Purpose Bonds (AR)				Type: State Trust Fund Loan								
Dated: October 7, 2015				Dated: April 3, 2017				Dated: February 20, 2018								
Callable: 1/1-8/31 every year				Callable: '27-'32 Callable 3/1/26 @ Par				VILLAGE LEVY		SEWER UTILITY		Callable: 1/1-8/31 every year				
	PRINCIPAL	RATE	INTEREST	TOTAL	PRINCIPAL	RATE	INTEREST	TOTAL	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST	PRINCIPAL	RATE	INTEREST	TOTAL
	(3/15)		(3/15)		(3/1)		(3/1 & 9/1)		(3/1)		(3/15)		(3/15)			
2022	\$23,919	3.750%	\$16,124	\$40,044	\$230,000	2.250%	\$76,933	\$306,933	\$220,000	\$74,115	\$10,000	\$2,818	\$17,842	3.500%	\$4,090	\$21,932
2023	\$24,816	3.750%	\$15,227	\$40,043	\$245,000	2.250%	\$71,589	\$316,589	\$235,000	\$68,996	\$10,000	\$2,593	\$18,466	3.500%	\$3,466	\$21,932
2024	\$25,707	3.750%	\$14,336	\$40,043	\$360,000	2.250%	\$64,783	\$424,783	\$350,000	\$62,415	\$10,000	\$2,368	\$19,105	3.500%	\$2,827	\$21,932
2025	\$26,711	3.750%	\$13,333	\$40,043	\$370,000	2.500%	\$56,108	\$426,108	\$360,000	\$53,978	\$10,000	\$2,130	\$19,781	3.500%	\$2,151	\$21,932
2026	\$27,712	3.750%	\$12,331	\$40,043	\$380,000	2.500%	\$46,733	\$426,733	\$370,000	\$44,853	\$10,000	\$1,880	\$20,474	3.500%	\$1,458	\$21,932
2027	\$28,752	3.750%	\$11,292	\$40,043	\$385,000	2.750%	\$36,689	\$421,689	\$375,000	\$35,071	\$10,000	\$1,618	\$21,190	3.500%	\$742	\$21,932
2028	\$29,802	3.750%	\$10,242	\$40,043	\$395,000	2.900%	\$25,668	\$420,668	\$385,000	\$24,333	\$10,000	\$1,335				
2029	\$30,947	3.750%	\$9,096	\$40,044	\$160,000	2.900%	\$17,620	\$177,620	\$150,000	\$16,575	\$10,000	\$1,045				
2030	\$32,108	3.750%	\$7,936	\$40,044	\$165,000	3.000%	\$12,825	\$177,825	\$155,000	\$12,075	\$10,000	\$750				
2031	\$33,312	3.750%	\$6,732	\$40,043	\$170,000	3.000%	\$7,800	\$177,800	\$160,000	\$7,350	\$10,000	\$450				
2032	\$34,546	3.750%	\$5,498	\$40,043	\$175,000	3.000%	\$2,625	\$177,625	\$165,000	\$2,475	\$10,000	\$150				
2033	\$35,856	3.750%	\$4,187	\$40,044												
2034	\$37,201	3.750%	\$2,842	\$40,044												
2035	\$38,596	3.750%	\$1,447	\$40,043												
2036																
2037																
2038																
2039																
2040																
2041																
	<u>\$429,985</u>		<u>\$130,624</u>	<u>\$560,609</u>	<u>\$3,035,000</u>		<u>\$419,370</u>	<u>\$3,454,370</u>	<u>\$2,925,000</u>	<u>\$402,235</u>	<u>\$110,000</u>	<u>\$17,135</u>	<u>\$116,859</u>		<u>\$14,733</u>	<u>\$131,592</u>

Purpose: AR of 2008 Bonds, CIP Projects and Sewer Utility

Paying Agent: Associated Trust

Village of Pewaukee Existing General Obligation Debt

TIF 2					TIF 2				
Issue: 10					Issue: 11				
Amount: \$68,670					Amount: \$137,330				
Type: State Trust Fund Loan					Type: State Trust Fund Loan				
Dated: March 12, 2019					Dated: May 29, 2019				
Callable: 1/1-8/31 every year					Callable: 1/1-8/31 every year				
Calendar Year	PRINCIPAL (3/15)	RATE	INTEREST (3/15)	TOTAL	PRINCIPAL (3/15)	RATE	INTEREST (3/15)	TOTAL	
2022	\$2,532	4.750%	\$3,039	\$5,571	\$4,638	4.750%	\$6,052	\$10,690	
2023	\$2,652	4.750%	\$2,919	\$5,571	\$4,859	4.750%	\$5,832	\$10,690	
2024	\$2,770	4.750%	\$2,800	\$5,571	\$5,074	4.750%	\$5,616	\$10,690	
2025	\$2,910	4.750%	\$2,661	\$5,571	\$5,330	4.750%	\$5,360	\$10,690	
2026	\$3,048	4.750%	\$2,523	\$5,571	\$5,584	4.750%	\$5,107	\$10,690	
2027	\$3,193	4.750%	\$2,378	\$5,571	\$5,849	4.750%	\$4,842	\$10,690	
2028	\$3,338	4.750%	\$2,233	\$5,571	\$6,114	4.750%	\$4,576	\$10,690	
2029	\$3,503	4.750%	\$2,068	\$5,571	\$6,417	4.750%	\$4,273	\$10,690	
2030	\$3,669	4.750%	\$1,902	\$5,571	\$6,722	4.750%	\$3,969	\$10,690	
2031	\$3,843	4.750%	\$1,727	\$5,571	\$7,041	4.750%	\$3,649	\$10,690	
2032	\$4,022	4.750%	\$1,549	\$5,571	\$7,366	4.750%	\$3,324	\$10,690	
2033	\$4,217	4.750%	\$1,354	\$5,571	\$7,725	4.750%	\$2,965	\$10,690	
2034	\$4,417	4.750%	\$1,154	\$5,571	\$8,092	4.750%	\$2,598	\$10,690	
2035	\$4,627	4.750%	\$944	\$5,571	\$8,477	4.750%	\$2,214	\$10,690	
2036	\$4,845	4.750%	\$726	\$5,571	\$8,874	4.750%	\$1,816	\$10,690	
2037	\$5,077	4.750%	\$494	\$5,571	\$9,301	4.750%	\$1,389	\$10,690	
2038	\$5,318	4.750%	\$253	\$5,571	\$9,743	4.750%	\$948	\$10,690	
2039					\$10,206	4.750%	\$485	\$10,690	
2040									
2041									
	\$63,980		\$30,723	\$94,703	\$127,412		\$65,014	\$192,426	

Village of Pewaukee Existing General Obligation Debt

LEVY / SEWER / WATER / STORMWATER													LEVY			
Issue: 12 Amount: \$6,625,000 Type: G.O. Corporate Purpose Bonds (CR) Dated: March 24, 2020 Callable: '29-'40 Callable 3/1/28 @ Par													Issue: 13 Amount: \$180,745 Type: State Trust Fund Loan Dated: July 23, 2021 Callable: 1/1-8/31 every year			
Calendar Year	VILLAGE LEVY				SEWER UTILITY		WATER UTILITY		STORMWATER UTILITY		LEVY					
	PRINCIPAL (3/1)	RATE	INTEREST (3/1 & 9/1)	TOTAL	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST	PRINCIPAL (3/15)	RATE	INTEREST (3/15)	TOTAL		
2022	\$380,000	2.000%	\$119,700	\$499,700	\$195,000	\$46,050	\$85,000	\$38,150	\$80,000	\$32,100	\$20,000	\$3,400	\$17,480	3.000%	\$3,491	\$20,971
2023	\$375,000	2.000%	\$112,150	\$487,150	\$190,000	\$42,200	\$85,000	\$36,450	\$80,000	\$30,500	\$20,000	\$3,000	\$16,073	3.000%	\$4,898	\$20,971
2024	\$390,000	2.000%	\$104,500	\$494,500	\$195,000	\$38,350	\$90,000	\$34,700	\$85,000	\$28,850	\$20,000	\$2,600	\$16,543	3.000%	\$4,428	\$20,971
2025	\$400,000	2.000%	\$96,600	\$496,600	\$205,000	\$34,350	\$90,000	\$32,900	\$85,000	\$27,150	\$20,000	\$2,200	\$17,051	3.000%	\$3,919	\$20,971
2026	\$400,000	2.000%	\$88,600	\$488,600	\$205,000	\$30,250	\$90,000	\$31,100	\$85,000	\$25,450	\$20,000	\$1,800	\$17,563	3.000%	\$3,408	\$20,971
2027	\$415,000	2.000%	\$80,450	\$495,450	\$210,000	\$26,100	\$95,000	\$29,250	\$90,000	\$23,700	\$20,000	\$1,400	\$18,090	3.000%	\$2,881	\$20,971
2028	\$420,000	2.000%	\$72,100	\$492,100	\$215,000	\$21,850	\$95,000	\$27,350	\$90,000	\$21,900	\$20,000	\$1,000	\$18,626	3.000%	\$2,345	\$20,971
2029	\$425,000	2.000%	\$63,650	\$488,650	\$215,000	\$17,550	\$100,000	\$25,400	\$90,000	\$20,100	\$20,000	\$600	\$19,191	3.000%	\$1,780	\$20,971
2030	\$435,000	2.000%	\$55,050	\$490,050	\$220,000	\$13,200	\$100,000	\$23,400	\$95,000	\$18,250	\$20,000	\$200	\$19,767	3.000%	\$1,204	\$20,971
2031	\$285,000	2.000%	\$47,850	\$332,850	\$105,000	\$9,950	\$100,000	\$21,400	\$80,000	\$16,500			\$20,360	3.000%	\$611	\$20,971
2032	\$295,000	2.000%	\$42,050	\$337,050	\$110,000	\$7,800	\$105,000	\$19,350	\$80,000	\$14,900						
2033	\$295,000	2.000%	\$36,150	\$331,150	\$110,000	\$5,600	\$105,000	\$17,250	\$80,000	\$13,300						
2034	\$305,000	2.000%	\$30,150	\$335,150	\$110,000	\$3,400	\$110,000	\$15,100	\$85,000	\$11,650						
2035	\$310,000	2.000%	\$24,000	\$334,000	\$115,000	\$1,150	\$110,000	\$12,900	\$85,000	\$9,950						
2036	\$200,000	2.000%	\$18,900	\$218,900			\$115,000	\$10,650	\$85,000	\$8,250						
2037	\$205,000	2.000%	\$14,850	\$219,850			\$115,000	\$8,350	\$90,000	\$6,500						
2038	\$210,000	2.000%	\$10,700	\$220,700			\$120,000	\$6,000	\$90,000	\$4,700						
2039	\$215,000	2.000%	\$6,450	\$221,450			\$120,000	\$3,600	\$95,000	\$2,850						
2040	\$215,000	2.000%	\$2,150	\$217,150			\$120,000	\$1,200	\$95,000	\$950						
2041																
	<u>\$6,175,000</u>		<u>\$1,026,050</u>	<u>\$7,201,050</u>	<u>\$2,400,000</u>	<u>\$297,800</u>	<u>\$1,950,000</u>	<u>\$394,500</u>	<u>\$1,645,000</u>	<u>\$317,550</u>	<u>\$180,000</u>	<u>\$16,200</u>	<u>\$180,745</u>		<u>\$28,964</u>	<u>\$209,709</u>

Purpose: CR of 2010 Bonds (BABs) , CIP Projects, Sewer Utility, Water Utility, & Stormwater Utility

Purpose: Finance purchase of dump truck and accessories

Paying Agent: Associated Trust

Village of Pewaukee Existing General Obligation Debt

LEVY / SEWER / TRANSPORTATION											TIF 3				
Issue: 14 Amount: \$8,530,000 Type: G.O. Public Works Building Bonds Dated: December 22, 2021											Issue: 15 Amount: \$1,075,000 Type: Taxable G.O. Refunding Bonds Dated: June 30, 2022				
Calendar Year	Callable: '30-'41 Callable 3/1/29 @ Par				VILLAGE LEVY		SEWER UTILITY		TRANSPORTATION UTILITY		Callable: '31-'33 Callable 3/1/30 @ Par				
	PRINCIPAL	RATE	INTEREST	TOTAL	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST	PRINCIPAL	RATE	INTEREST	TOTAL	
	(3/1)		(3/1 & 9/1)								(3/1)		(3/1 & 9/1)		
2022			\$141,169	\$141,169		\$90,885		\$27,805		\$22,479					
2023	\$200,000	2.000%	\$202,100	\$402,100		\$131,400		\$39,100	\$110,000	\$31,600			\$46,915	\$46,915	
2024	\$115,000	2.000%	\$198,950	\$313,950		\$131,400		\$65,000	\$65,000	\$37,350	\$50,000		\$40,118	\$40,118	
2025	\$120,000	2.000%	\$196,600	\$316,600		\$131,400		\$65,000	\$65,000	\$36,050	\$55,000		\$40,118	\$40,118	
2026	\$385,000	4.000%	\$187,700	\$572,700	\$260,000	\$126,200	\$70,000	\$34,000	\$70,000	\$27,500	\$55,000	\$115,000	3.750%	\$37,961	\$152,961
2027	\$410,000	4.000%	\$171,800	\$581,800	\$275,000	\$115,500	\$75,000	\$31,100	\$75,000	\$25,200	\$60,000	\$120,000	3.750%	\$33,555	\$153,555
2028	\$435,000	4.000%	\$154,900	\$589,900	\$290,000	\$104,200	\$80,000	\$28,000	\$80,000	\$22,700	\$65,000	\$125,000	3.750%	\$28,961	\$153,961
2029	\$445,000	4.000%	\$137,300	\$582,300	\$300,000	\$92,400	\$80,000	\$24,800	\$80,000	\$20,100	\$65,000	\$130,000	3.750%	\$24,180	\$154,180
2030	\$470,000	2.000%	\$123,700	\$593,700	\$315,000	\$83,250	\$85,000	\$22,350	\$85,000	\$18,100	\$70,000	\$135,000	3.600%	\$19,313	\$154,313
2031	\$480,000	2.000%	\$114,200	\$594,200	\$325,000	\$76,850	\$85,000	\$20,650	\$85,000	\$16,700	\$70,000	\$145,000	3.650%	\$14,236	\$159,236
2032	\$490,000	2.000%	\$104,500	\$594,500	\$330,000	\$70,300	\$90,000	\$18,900	\$90,000	\$15,300	\$70,000	\$150,000	3.800%	\$8,740	\$158,740
2033	\$505,000	2.000%	\$94,550	\$599,550	\$340,000	\$63,600	\$90,000	\$17,100	\$90,000	\$13,850	\$75,000	\$155,000	3.800%	\$2,945	\$157,945
2034	\$515,000	2.000%	\$84,350	\$599,350	\$345,000	\$56,750	\$95,000	\$15,250	\$95,000	\$12,350	\$75,000				
2035	\$525,000	2.000%	\$73,950	\$598,950	\$355,000	\$49,750	\$95,000	\$13,350	\$95,000	\$10,850	\$75,000				
2036	\$545,000	2.000%	\$63,250	\$608,250	\$365,000	\$42,550	\$100,000	\$11,400	\$100,000	\$9,300	\$80,000				
2037	\$550,000	2.000%	\$52,300	\$602,300	\$370,000	\$35,200	\$100,000	\$9,400	\$100,000	\$7,700	\$80,000				
2038	\$565,000	2.000%	\$41,150	\$606,150	\$380,000	\$27,700	\$100,000	\$7,400	\$100,000	\$6,050	\$85,000				
2039	\$580,000	2.000%	\$29,700	\$609,700	\$390,000	\$20,000	\$105,000	\$5,350	\$105,000	\$4,350	\$85,000				
2040	\$590,000	2.000%	\$18,000	\$608,000	\$400,000	\$12,100	\$105,000	\$3,250	\$105,000	\$2,650	\$85,000				
2041	\$605,000	2.000%	\$6,050	\$611,050	\$405,000	\$4,050	\$110,000	\$1,100	\$110,000	\$900	\$90,000				
	\$8,530,000		\$2,196,219	\$10,726,219	\$5,445,000	\$1,465,485	\$1,705,000	\$403,705	\$1,380,000	\$327,029	\$1,075,000		\$297,041	\$1,372,041	

Purpose: CIP Projects, Sewer Utility, Transportation Utility

Paying Agent: Associated Trust

Purpose: TIF 3 (CR of 2021 TNAN)

Paying Agent: Associated Trust

Notes: Interest is capitalized through 9/1/2023 & \$14,922.01 is available to offset a portion of interest due on 3/1/2024

Village of Pewaukee Existing General Obligation Debt

Calendar Year	TOTAL G.O. EXISTING DEBT			WATER UTILITY OFFSETS			STORMWATER UTILITY OFFSETS			SEWER UTILITY OFFSETS			TIF 2 OFFSETS		
	PRINCIPAL	INTEREST	TOTAL	PRINCIPAL	INTEREST	TOTAL	PRINCIPAL	INTEREST	TOTAL	PRINCIPAL	INTEREST	TOTAL	PRINCIPAL	INTEREST	TOTAL
2022	\$1,385,104	\$463,463	\$1,848,566	(\$185,000)	(\$69,206)	(\$254,206)	(\$20,000)	(\$3,400)	(\$23,400)	(\$110,000)	(\$74,148)	(\$184,148)	(\$16,229)	(\$15,198)	(\$31,427)
2023	\$1,601,264	\$543,328	\$2,144,592	(\$190,000)	(\$65,319)	(\$255,319)	(\$20,000)	(\$3,000)	(\$23,000)	(\$220,000)	(\$83,199)	(\$303,199)	(\$16,909)	(\$14,518)	(\$31,427)
2024	\$1,408,936	\$503,787	\$1,912,723	(\$195,000)	(\$61,194)	(\$256,194)	(\$20,000)	(\$2,600)	(\$22,600)	(\$180,000)	(\$79,136)	(\$259,136)	(\$17,580)	(\$13,846)	(\$31,427)
2025	\$1,446,899	\$472,055	\$1,918,954	(\$200,000)	(\$56,963)	(\$256,963)	(\$20,000)	(\$2,200)	(\$22,200)	(\$180,000)	(\$75,461)	(\$255,461)	(\$18,356)	(\$13,071)	(\$31,427)
2026	\$1,544,876	\$433,535	\$1,978,411	(\$200,000)	(\$52,603)	(\$252,603)	(\$20,000)	(\$1,800)	(\$21,800)	(\$185,000)	(\$71,014)	(\$256,014)	(\$19,127)	(\$12,300)	(\$31,427)
2027	\$1,602,962	\$387,614	\$1,990,576	(\$210,000)	(\$48,063)	(\$258,063)	(\$20,000)	(\$1,400)	(\$21,400)	(\$195,000)	(\$65,646)	(\$260,646)	(\$19,930)	(\$11,496)	(\$31,427)
2028	\$1,639,167	\$338,734	\$1,977,901	(\$210,000)	(\$43,188)	(\$253,188)	(\$20,000)	(\$1,000)	(\$21,000)	(\$205,000)	(\$59,910)	(\$264,910)	(\$20,739)	(\$10,688)	(\$31,427)
2029	\$1,431,779	\$291,812	\$1,723,591	(\$215,000)	(\$38,019)	(\$253,019)	(\$20,000)	(\$600)	(\$20,600)	(\$210,000)	(\$53,920)	(\$263,920)	(\$21,640)	(\$9,786)	(\$31,427)
2030	\$1,484,426	\$251,478	\$1,735,904	(\$225,000)	(\$32,500)	(\$257,500)	(\$20,000)	(\$200)	(\$20,200)	(\$215,000)	(\$48,600)	(\$263,600)	(\$22,551)	(\$8,876)	(\$31,427)
2031	\$1,372,172	\$215,630	\$1,587,802	(\$215,000)	(\$26,775)	(\$241,775)				(\$215,000)	(\$44,000)	(\$259,000)	(\$23,501)	(\$7,926)	(\$31,427)
2032	\$1,384,018	\$180,193	\$1,564,210	(\$215,000)	(\$21,125)	(\$236,125)				(\$225,000)	(\$39,300)	(\$264,300)	(\$24,472)	(\$6,955)	(\$31,427)
2033	\$1,236,379	\$147,036	\$1,383,415	(\$220,000)	(\$15,400)	(\$235,400)				(\$215,000)	(\$34,650)	(\$249,650)	(\$25,522)	(\$5,904)	(\$31,427)
2034	\$883,800	\$122,170	\$1,005,970	(\$85,000)	(\$11,650)	(\$96,650)				(\$205,000)	(\$30,350)	(\$235,350)	(\$26,599)	(\$4,828)	(\$31,427)
2035	\$901,318	\$103,103	\$1,004,420	(\$85,000)	(\$9,950)	(\$94,950)				(\$205,000)	(\$26,250)	(\$231,250)	(\$27,721)	(\$3,705)	(\$31,427)
2036	\$758,719	\$84,692	\$843,411	(\$85,000)	(\$8,250)	(\$93,250)				(\$215,000)	(\$22,050)	(\$237,050)	(\$13,719)	(\$2,542)	(\$16,261)
2037	\$769,378	\$69,033	\$838,411	(\$90,000)	(\$6,500)	(\$96,500)				(\$215,000)	(\$17,750)	(\$232,750)	(\$14,378)	(\$1,883)	(\$16,261)
2038	\$790,061	\$53,050	\$843,111	(\$90,000)	(\$4,700)	(\$94,700)				(\$220,000)	(\$13,400)	(\$233,400)	(\$15,061)	(\$1,200)	(\$16,261)
2039	\$805,206	\$36,635	\$841,840	(\$95,000)	(\$2,850)	(\$97,850)				(\$225,000)	(\$8,950)	(\$233,950)	(\$10,206)	(\$485)	(\$10,690)
2040	\$805,000	\$20,150	\$825,150	(\$95,000)	(\$950)	(\$95,950)				(\$225,000)	(\$4,450)	(\$229,450)			
2041	\$605,000	\$6,050	\$611,050							(\$110,000)	(\$1,100)	(\$111,100)			
	<u>\$23,856,463</u>	<u>\$4,723,548</u>	<u>\$28,580,011</u>	<u>(\$3,105,000)</u>	<u>(\$575,203)</u>	<u>(\$3,680,203)</u>	<u>(\$180,000)</u>	<u>(\$16,200)</u>	<u>(\$196,200)</u>	<u>(\$3,975,000)</u>	<u>(\$853,284)</u>	<u>(\$4,828,284)</u>	<u>(\$354,241)</u>	<u>(\$145,208)</u>	<u>(\$499,449)</u>

Village of Pewaukee Existing General Obligation Debt

Calendar Year	TIF 3 OFFSETS			LAKESIDE PARK FUND OFFSETS			TRANSPORTATION UTILITY OFFSETS			LEVY SUPPORTED DEBT SERVICE		
	PRINCIPAL	INTEREST	TOTAL	PRINCIPAL	INTEREST	TOTAL	PRINCIPAL	INTEREST	TOTAL	PRINCIPAL	INTEREST	TOTAL
2022				(\$23,919)	(\$16,124)	(\$40,044)		(\$22,479)	(\$22,479)	\$1,029,956	\$262,907	\$1,292,863
2023		(\$46,915)	(\$46,915)	(\$24,816)	(\$15,227)	(\$40,043)	(\$90,000)	(\$31,600)	(\$121,600)	\$1,039,539	\$283,550	\$1,323,089
2024		(\$40,118)	(\$40,118)	(\$25,707)	(\$14,336)	(\$40,043)	(\$50,000)	(\$30,200)	(\$80,200)	\$920,648	\$262,357	\$1,183,005
2025		(\$40,118)	(\$40,118)	(\$26,711)	(\$13,333)	(\$40,043)	(\$55,000)	(\$29,150)	(\$84,150)	\$946,833	\$241,760	\$1,188,593
2026	(\$115,000)	(\$37,961)	(\$152,961)	(\$27,712)	(\$12,331)	(\$40,043)	(\$55,000)	(\$27,500)	(\$82,500)	\$923,037	\$218,025	\$1,141,062
2027	(\$120,000)	(\$33,555)	(\$153,555)	(\$28,752)	(\$11,292)	(\$40,043)	(\$60,000)	(\$25,200)	(\$85,200)	\$949,280	\$190,963	\$1,140,243
2028	(\$125,000)	(\$28,961)	(\$153,961)	(\$29,802)	(\$10,242)	(\$40,043)	(\$65,000)	(\$22,700)	(\$87,700)	\$963,626	\$162,046	\$1,125,672
2029	(\$130,000)	(\$24,180)	(\$154,180)	(\$30,947)	(\$9,096)	(\$40,044)	(\$65,000)	(\$20,100)	(\$85,100)	\$739,191	\$136,111	\$875,302
2030	(\$135,000)	(\$19,313)	(\$154,313)	(\$32,108)	(\$7,936)	(\$40,044)	(\$70,000)	(\$18,100)	(\$88,100)	\$764,767	\$115,954	\$880,721
2031	(\$145,000)	(\$14,236)	(\$159,236)	(\$33,312)	(\$6,732)	(\$40,043)	(\$70,000)	(\$16,700)	(\$86,700)	\$670,360	\$99,261	\$769,621
2032	(\$150,000)	(\$8,740)	(\$158,740)	(\$34,546)	(\$5,498)	(\$40,043)	(\$70,000)	(\$15,300)	(\$85,300)	\$665,000	\$83,275	\$748,275
2033	(\$155,000)	(\$2,945)	(\$157,945)	(\$35,856)	(\$4,187)	(\$40,044)	(\$75,000)	(\$13,850)	(\$88,850)	\$510,000	\$70,100	\$580,100
2034				(\$37,201)	(\$2,842)	(\$40,044)	(\$75,000)	(\$12,350)	(\$87,350)	\$455,000	\$60,150	\$515,150
2035				(\$38,596)	(\$1,447)	(\$40,043)	(\$75,000)	(\$10,850)	(\$85,850)	\$470,000	\$50,900	\$520,900
2036							(\$80,000)	(\$9,300)	(\$89,300)	\$365,000	\$42,550	\$407,550
2037							(\$80,000)	(\$7,700)	(\$87,700)	\$370,000	\$35,200	\$405,200
2038							(\$85,000)	(\$6,050)	(\$91,050)	\$380,000	\$27,700	\$407,700
2039							(\$85,000)	(\$4,350)	(\$89,350)	\$390,000	\$20,000	\$410,000
2040							(\$85,000)	(\$2,650)	(\$87,650)	\$400,000	\$12,100	\$412,100
2041							(\$90,000)	(\$900)	(\$90,900)	\$405,000	\$4,050	\$409,050
	<u>(\$1,075,000)</u>	<u>(\$297,041)</u>	<u>(\$1,372,041)</u>	<u>(\$429,985)</u>	<u>(\$130,624)</u>	<u>(\$560,609)</u>	<u>(\$1,380,000)</u>	<u>(\$327,029)</u>	<u>(\$1,707,029)</u>	<u>\$13,357,237</u>	<u>\$2,378,959</u>	<u>\$15,736,196</u>



To: Jeff Knutson, Village President
Village Board

From: Cassie Smith & Kayla Haack
Village Clerk - Village Treasurer

Date: August 29, 2023

Re: Agenda Item 8d, Discussion and Possible Action of Elimination of the Deputy Clerk/Treasurer and Account Finance Clerk/Administrative Assistant Positions and Approval of Deputy Clerk and Deputy Treasurer Positions

BACKGROUND

At the August 15th, 2023, Village Board meeting, staff introduced the concept of splitting the Deputy Clerk/Treasurer duties while eliminating the part-time account finance/administrative assistant position, and creating two full-time positions, a deputy clerk position, and a deputy treasurer position. The Village Board seemed receptive to this staffing change to the Village Hall to assist with the increased workload in the Village Hall and DPW departments.

Attached for your review in follow-up to this discussion please find copies of job descriptions for each position, Deputy Clerk and Deputy Treasurer.

ACTION REQUESTED

Possible action to eliminate the part-time Accounts Payable/Administrative Assistant position and create two full-time Deputy positions: Deputy Clerk and Deputy Treasurer.

ANALYSIS

The attached job descriptions will provide for more specific backup roles for the Village Clerk and Village Treasurer by having designated deputies for each position. The additional hours provided by creating the second full-time position will provide an opportunity to address the increased administrative workload and increase communication efforts for the administrative offices and public works department.

**Village of Pewaukee
Job Description**

Job Title: Deputy Clerk
Department: Administration
Reports to: Village Clerk
FLSA Status: Non-Exempt
Prepared Date: August 2023

GENERAL DEFINITION

Performs intermediate skilled administrative support work conducting a variety of clerical and administrative duties in support of the Clerk and Treasurer. Work is performed under the moderate supervision of the Clerk and Treasurer with the ability to perform duties in the absence of the Clerk.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

1. Assist in administration of or lead administration of Election process in the absence of the Clerk including overseeing Village use of the Wisconsin Voter Registration System, voter registration, absentee ballots, creating contests and adding candidates in WisVote, care facility voting, preparation of poll lists, preparation of all election worker's Election Day supplies and paperwork, recruiting, training, scheduling, oversee election workers on Election day, payroll of election workers, purging of indefinitely confined voters, publication of election notices, reconciliation of election results in WisVote, and all other related duties.
2. Prepare and complete the municipal candidate process.
3. Process various Village Committee/Commission application submittals, prepare public hearing notices and distribute to affected property owners, guide applicants through the development review process, track development projects and applications; communicate with developers/applicants as necessary; process approved and signed Certified Survey Maps, conditional use permits and final plats for Village staff signatures, developer pick up, and subsequent filing with Waukesha County Register of Deeds.
4. Act as Secretary to the Plan Commission. Prepare agendas, attend meetings and transcribe meeting minutes.
5. Act as Secretary to the Board of Review. Prepare agenda, attend meeting and schedule hearings and transcribe meeting minutes.
6. Oversee administrative functions related to permits and licenses, including but not limited to, liquor, operator, coin, amusement, cigarette, chicken, dumpster, weights and measures, transient and dog licenses.
7. Maintain data and documentation for liquor licenses, prepare renewal packets for liquor license agents, publish renewal notices, run background checks on applicants, and create licenses after approval.
8. Assist in Code Compliance management including but not limited to property maintenance and complaints.
9. Process and submit burning permits to fire and police departments daily.
10. Oversee tracking and administration of Village vehicles and equipment, including applicable insurance and vehicle titles. Responsible for filing insurance claims regarding all accidents and property loss including all Village-owned buildings and contractor's equipment; completing and submitting claim forms to insurance companies, gathering photographs of any damage, managing repair estimates, and management of all claim documentation and paperwork; acting as a liaison between insurance companies, Village staff, and/or citizens to coordinate repairs, payments and updates on claim.
11. Principal Village liaison between citizens and other outside parties.
12. Complete open record requests in a timely manner.
13. Follow the General Records Schedule as adopted by the Village Board for the retention of all Village records.
14. In the absence of the Clerk, maintain all Clerk responsibilities including creating agendas and/or recording meeting minutes of various public meetings including but not limited to Zoning Board of Appeals,

Pewaukee Lake Advisory Board, Historic Preservation Commission, and the Sex Offender Residency Appeals Board.

15. Update and maintain the Village website and calendar on a daily, weekly, and annual basis.
16. Timely apprise the office of events, updates, or issues affecting staff and/or residents.
17. Assist in administration of cemetery operations and manage burials, monuments and questions as presented.
18. Customer service responsibilities in answering the phone and assisting customers at the counter, including Department of Public Works support and correspondence.
19. Serve as backup for Deputy Treasurer functions in their absence, including but not limited to, accounts payable process, daily deposit, processing of utility payments and customer account updates, and coordination and scheduling of meter changes.
20. Attend professional meetings and training sessions annually to stay current on job requirements.
21. Other duties as assigned by Clerk, Treasurer or Administrator.

SUPERVISORY RESPONSIBILITIES

Supervision of poll-workers during each election or under the direction of the Village Clerk.

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of the statutory clerk functions and familiarity of treasurer functions.
- General knowledge of applicable laws, guides, policies, practices and procedures; not limited to alcohol compliance, elections and Village Municode.
- Knowledge of ordinances and ability to research ordinances, historical data and/or user manuals as necessary.
- General knowledge of Village boundaries and geography.
- General knowledge of Village operations and department functions.
- Skilled in creating standard business correspondence in relation to elections or public information.
- Intermediate knowledge of software including Microsoft Word, Excel, Publisher, Power Point, Zoom and Teams.
- Ability to learn and use the statewide voter software and specialized municipal software.
- Ability to use mathematical reasoning.
- Ability to exercise mature judgment, maintain confidentiality, and make responsible decisions in accordance with established policies and procedures.
- Ability to prioritize, organize, and perform work independently, and to manage multiple priorities and projects, making changes as circumstances dictate.
- Ability to work as a team and independently on duties as necessary.
- Ability to work outside of the normal office hours for meetings and elections as needed.

EDUCATION and/or EXPERIENCE

High school diploma or equivalent; moderate administrative experience; experience in a municipal office preferred, or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Must become a notary public within one year. Municipal clerk's certification within three years of hire or as soon as training schedule allows.

LANGUAGE SKILLS

Must be an excellent communicator (both written and verbal) in English.

MATHEMATICAL SKILLS

Ability to make arithmetic computations using whole numbers, fractions and decimals. Ability to compute rates, ratios and percentages.

REASONING ABILITY

Ability to define and resolve problems and deal with a variety of situations in stressful situations.
Ability to use good judgment, work on a variety of tasks, plan work, establish priorities and delegate.

PHYSICAL DEMANDS

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms, frequently requires standing and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision and ability to adjust focus; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

EQUIPMENT USED

General office equipment including but not limited to: computer, telephone, cash register, adding machine/calculator, election equipment, copier, and YouTube studio.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Valid Wisconsin Driver's License required for ability to attend offsite training, code compliance and to assist with election efforts.

The work of this job is generally performed in an office environment and will require working during non-business/regular hours as necessary.

NOTE The duties listed above are intended as illustrations of the various types of work performed by persons in this position. This list is not all-inclusive. The omission of a particular job duty does not mean that the duty is not one of the essential functions of this job. This job description does not create an employment contract and is subject to change by the Village as needs of the Village and the Department change over time. The Village of Pewaukee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities.

DRAFT: 082223
APPROVED: 000000

Village of Pewaukee
Job Description

Job Title: Deputy Treasurer
Department: Administration
Reports to: Treasurer
FLSA Status: Non-Exempt
Prepared Date: August 2023

GENERAL DEFINITION

Responsible for supporting the Village Treasurer with primary duties involving accounts receivable, accounts payable, general ledger and Utility accounting. Work is performed under the limited supervision of the Treasurer and Clerk with the ability to perform duties in the absence of the Treasurer.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

1. Assist in management of utility processes in the absence of the Treasurer including meter reads, meter installs, billing, adjustments, reconciliations, tax roll lien preparation, cash receipts, refunds, ACH transmissions and credit card transactions.
2. Prepare Village and Utility invoices through accounts receivable for services rendered and prepare outstanding records for collections and tax roll liens.
3. Pay vendors while maintaining the accounts payable system, which includes review and uploading of invoices for proper approval, examining expense account distribution and ensuring outstanding credits are received, while responding to all vendor inquiries regarding finance. Prepare monthly report for Village Board review.
4. Maintain a list of equipment and vehicle purchases for insurance purposes and fixed asset tracking.
5. Maintain accurate and complete postings to accounting records/software programs and files/filing systems; conduct monthly and annual reconciliation of liability, expense and income accounts, including bank reconciliations and prepare related reports, documents and journal entries.
6. Assist in Code Compliance management including but not limited to property maintenance and complaints.
7. Oversee special assessment letters and title company inquiries.
8. Prepare daily deposit.
9. Assist with the preparation of monthly financial reports when necessary.
10. Prepare credit applications for Treasurer review.
11. Assist Treasurer with reconciliation, maintenance and correspondence associated with special assessment rolls.
12. Assist Treasurer with the preparation and reconciliation of the annual tax roll.
13. File bi-annual unclaimed properties report with the County by researching and contacting vendors from outstanding checks.
14. Follow the General Records Schedule as adopted by the Village Board and Public Service Commission Schedule to assist in records retention of all financial records.
15. Customer service responsibilities in answering the phone and assisting customers at the counter, including Department of Public Works support and correspondence.
16. Timely apprise the office of events, updates, or issues affecting staff and/or residents.
17. Serve as backup for Deputy Clerk functions in their absence, including but not limited to, burning permits to fire and police departments, election functions (registrations, absentee process, election day), license and permitting (liquor, operator, transient and dog).
18. In the absence of the Treasurer, maintain all Treasurer responsibilities including accounts payable approval, positive pay, and monthly financial statements.
19. Assist in end of year audit preparation and complete all necessary worksheets for a successful audit.
20. Attend professional meetings and training sessions to stay current on job requirements.
21. Other duties as assigned by Treasurer, Clerk or Administrator.

SUPERVISORY RESPONSIBILITIES

None

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of generally accepted accounting principles and government fund accounting.
- Considerable knowledge of Caselle accounting and utility software.
- Advanced/Intermediate knowledge of Microsoft Word, Excel and use of formulas, Teams, and Zoom.
- Ability to conduct data analysis and forecast future outcomes.
- Ability to create custom reconciliation procedures/formulas.
- Considerable critical thinking skills and ability to solve problems.
- Ability to multi-task, organize, prioritize and practice excellent time-management skills.
- Extremely high accuracy in data entry is a critical performance requirement.
- Ability to work as a team as well as independently on duties as necessary.

EDUCATION and/or EXPERIENCE

Post-High School Accounting certificate or higher degree in accounting, finance or related field and 2-3 years' experience working in accounting or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Must become a Notary public within one (1) year and obtain Municipal Treasurer of Wisconsin Certificate within the first five years of employment or as soon as training schedule allows.

LANGUAGE SKILLS

Must be an excellent communicator (both written and verbal) in English.

MATHEMATICAL SKILLS

Ability to make arithmetic computations using whole numbers, fractions and decimals. Ability to compute rates, ratios and percentages. Ability to apply basic concepts of algebra and geometry.

REASONING ABILITY

Ability to define and resolve problems and deal with a variety of situations in stressful situations. Ability to use good judgment, plan work, establish priorities and delegate.

PHYSICAL DEMANDS

This work requires the frequent to occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently requires walking and sitting and occasionally requires standing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision and ability to adjust focus; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

EQUIPMENT USED

General office equipment including but not limited to: computer, telephone, cash register, adding machine/calculator, election equipment, and copier.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Valid Wisconsin Driver's License required for ability to attend offsite training, code compliance and to assist with election efforts.

The work of this job is generally performed in an office environment and will require working during non-business/regular hours as necessary.

NOTE The duties listed above are intended as illustrations of the various types of work performed by persons in this position. This list is not all-inclusive. The omission of a particular job duty does not mean that the duty is not one of the essential functions of this job. This job description does not create an employment contract and is subject to change by the Village as needs of the Village and the Department change over time. The Village of Pewaukee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities.

DRAFT: 090523

APPROVED: 000000



To: Jeff Knutson, President
Village Board

From: Scott A. Gosse
Village Administrator

Date: August 31, 2023

Re: Agenda Item 8e, Review and Direction on Proposed Salary Range Adjustments for Non-Represented Positions and Possible Action on Establishment of Salary Ranges for Deputy Clerk and Deputy Treasurer Positions

BACKGROUND

The last review and adjustment for Village positions was the fall of 2022 with an effective date of January 2023. The Village Board asked staff to review the salary ranges again during 2023 for any proposed amendments to be brought forward for Village Board review. Staff surveyed the peer communities outlined in the Village's Salary Plan this summer. I am now presenting for Village Board consideration the attached comparison review of the Village positions with the Village's current range and proposed range for each position listed.

ACTION REQUESTED

The action requested of the Village Board is to review and provide direction on the proposed 2024 salary range adjustment. If the Village Board is comfortable with the proposed adjustment, staff will prepare a revised salary range ordinance for the Village Board to act on at a future meeting. Regarding the establishment of the salary ranges for the Deputy Clerk and Deputy Treasurer positions, if the Village Board is acceptable of the proposed salary ranges, the action requested of the Village Board is to approve the proposed salary ranges.

ANALYSIS

To review, the peer communities are as follows:

Village of Mukwonago	Town of Mukwonago	Town of Brookfield
City of Delafield	Town of Delafield	Town of Merton
Town of Oconomowoc	Village of Hartland	Village of Sussex

The proposed range adjustment is 5% which would maintain general comparability with the Village's peer communities. Based on the current market, staff is recommending the Village Board's consideration of moving the Mechanic salary grade from the current Grade 9 position to the Grade 10 position which would adjust the salary range upward.

The proposed salary ranges also incorporate the proposed range for the new Deputy Clerk and Deputy Treasurer positions which is listed separately on the agenda for Village Board consideration of formal approval. The proposed range for these positions is the same as the current Deputy Clerk/Treasurer position which is Grade 7.

Attachments

Position	Your position title if different	Number of FTE's	Minimum Annual Base Salary	Maximum Annual Base Salary	Average Actual Annual Base Salary	FLSA Status E=Exempt N= Non-Exempt	Full-Time Hours per Year	Part-Time Hours per Year	U=Union Non=Non-Union	Comments
4	Deputy Clerk/Treasurer - V/Pewaukee (current)	1	43,046	58,112	48,797	n	2080		non	
	Deputy Clerk and Deputy Treasurer - V/Pewaukee (proposed range for new positions)		45,198.30	61,017.60						
	Deputy Clerk/Treasurer - Tn/Mukwonago	1			49,000.00					
	Deputy Clerk/Treasurer - Mukwonago		47,486.40	64,105.60	55,806.40	n	2080		non	
	Deputy Clerk/Treasurer - Tn/Merton				59,633.60		2080			
	Deputy Clerk- Sussex	1	45,050	60,950	53,664	e	2080		non	
	Deputy Clerk/Treasurer - Hartland	1	40,708	55,417	48,655	N	2080	0	Non	
	Deputy Clerk/Treasurer - Hartland	1	49,256	67,055	63,842	N	2080	0	Non	
	Deputy Clerk/Treasurer - Tn/Oconomowoc	1			41,600	n	2080		non	
	Deputy Clerk/Treasurer - C/Delafield	1			\$52,000.00	n	2080		non	
	Deputy Clerk/Treasurer - Tn/Delafield	1			31,237	n		1248	non	Part-time (3 days per week)
5	Treasurer - V/Pewaukee (current)	1	66,020	89,128	77,574	n	2080			
	Treasurer - V/Pewaukee (proposed adjustment)		69,321.00	93,584.40						
	Treasurer - Sussex	1	93,500	126,500	102,500					
	Treasurer - V/Mukwonago					E	2080		non	
	Treasurer - Hartland	1				E	2080	0	Non	
	Treasurer - Tn/Oconomowoc				N/A	n		1040	non	
	Treasurer - Tn/Brookfield									
	Treasurer- C/Delafield	0.78			59,962	e	1625		non	
	Treasurer - Tn/Merton				35,470					PT 1,000 hours/year; \$35.47 per hour
19	Administrative Secretary - Police - V/Pewaukee (current)	1	41,422.00	55,920.00	50,398.00	n	2080		Non	
	Administrative Secretary - Police - V/Pewaukee (proposed adjustment)		43,493.10	58,716.00						
	Administrative Secretary - Police - Tn/Merton							520		
	Administrative Secretary - Police - Hartland	3	35,422.00	50,379.00	48,657	N	2080	1040	Non	
	Administrative Secretary - Police - Tn/Brookfield						2080		non	
	Administrative Secretary - Police - C/Delafield	1			53,683	e	2080		non	
	Administrative Secretary - Police - C/Delafield	1			\$46,654.40	n	2080		non	
20	Chief of Police - V/Pewaukee (current)	1	94,240	119,273	115,865	e	2080		non	
	Chief of Police - V/Pewaukee (proposed adjustment)		98,952.00	125,236.65						
	Chief of Police - V/Mukwonago		88,470	119,434	103,952	e	2080		Non	
	Chief of Police - Tn/Mukwonago				115,834					
	Chief of Police - Hartland	1	88,597	135,828	133,266	E	2080	0	Non	
	Chief of Police - Tn/Oconomowoc	1			107,627	e	2080		non	
	Chief of Police - Tn/Brookfield				93,475		2080		non	
	Chief of Police - C/Delafield	1			110,000	e	2080		non	Actual Salary - New Chief April 2023 - w/city since 2006, Retired Chief end wage \$117,153- 25 years w/city

Position	Your position title if different	Number of FTE's	Minimum Annual Base Salary	Maximum Annual Base Salary	Average Actual Annual Base Salary	FLSA Status E-Exempt N= Non-Exempt	Full-Time Hours per Year	Part-Time Hours per Year	U=Union Non=Non-Union	Comments
Deputy Chief of Police - Pewaukee (current)		1	92,555	113,309	vacant	e	2080		total years w/ Dept.	
Deputy Chief of Police - Pewaukee (proposed adjustment)			97,182.75	118,974.45						
Deputy Chief of Police - Hartland		1	84,378	114,868	113,594	E	2080	0	Non	
Assistant Chief of Police - V/Mukwonago		1	88,470	119,434	103,952	e	2080		Non	
Police Captain - Hartland		1	79,602	108,366		E	2080	0	Non	
Police Lieutenant - C/Delafield		1			97,460	E	2080		Non	Actual Salary - New Lt April 2023 w/city since 2005, Previous Lt end wage \$97,456
21 Court Clerk/Administrative Assistant - V/Pewaukee (current)		1	39,077.00	52,755.00	45,466.00	n	2080		non	50/50 court clerk/admin secretary
Court Clerk/Administrative Assistant - V/Pewaukee (proposed adjustment)			41,030.85	55,392.75						
Court Clerk - V/Mukwonago	Court Clerk - 1	0.25	21.24	28.67	24.96	n		520	Non	only provides support to the Municipal Judge
Court Clerk - Tn/Brookfield					49,920	n	2080		non	
Cour Clerk - C/Delafield	Municipal Court Clerk	0.71			\$18.92	n		1482	non	Actual Salary - 16 years w/city. Support to only the judge
24 Police Sergeant - V/Pewaukee (current)		3	88,200	97,650	92,973	n	2080		non	
Police Sergeant - V/Pewaukee (proposed adjustment)			92,610.00	102,532.50						
Police Sergeant - Tn/Oconomowoc		1			91,591	n	2080		Union	
Police Sergeant - Tn/Brookfield					80,683	n	2080		non	
Police Sergeant - C/Delafield		2			\$89,689.60	n	2068.33		Union	Actual salary - 1 yr in position/ 11 and 6 years w/City
Police Sergeant - Tn/Mukwonago		1			100,251					
25 Director of Public Works/Engineer - V/Pewaukee (current)		1	94,240	119,273	116,092	e	2080		non	
Director of Public Works/Engineer - V/Pewaukee (proposed adjustment)			98,952.00	125,236.65						
Director of Public Works - V/Mukwonago	Public Works Director	1	80,426	108,576	94,501	e	2080		non	Not a degreed Engineer; oversees non-utility public works crew
Utilities Director (Water & Sewer) - V/Mukwonago	Utilities Director	1	80,426	108,576	94,501	e	2080		non	Not a degreed Engineer; oversees utility operations
Director of Public Works/Engineer - Tn/Merton	DPW Director				88,308.48	N	2080			Plut OT (est 100 hours OT)
Director of Public Works/Engineer - Sussex		1	93,500	126,500	116,249	E	2080		non	
Director of Public Works/Engineer - Hartland	DPW Director	1	88,597	135,828	131,530	E	2080	0	Non	
Director of Public Works/Engineer - Tn/Brookfield	Highway Superintendent						2080		non	
Highway Superintendent - Tn/Delafield	Highway Superintendent	1			85,488	N	2080		non	Reflects current salary.
Superintendent of Public Works - Tn/Mukwonago					74,000					

DRAFT			2023 Current Range			2024 Proposed Range (5% increase proposed)		
Position	Grade	Title	Min	Mid	Max	Min	Mid	Max
Police	5	Court Clerk	\$ 39,077.39	\$ 45,915.93	\$ 52,754.48	\$ 41,031.26	\$ 48,211.73	\$ 55,392.20
Public Works	5	Laborer	\$ 39,077.39	\$ 45,915.93	\$ 52,754.48	\$ 41,031.26	\$ 48,211.73	\$ 55,392.20
Police	6	Administrative Secretary	\$ 41,422.03	\$ 48,670.89	\$ 55,919.75	\$ 43,493.14	\$ 51,104.43	\$ 58,715.73
Administration	6	Acc't Finance & Admin Ass't Clerk (PT)	\$ 41,422.03	\$ 48,670.89	\$ 55,919.75	\$ 43,493.13	\$ 51,104.44	\$ 58,715.73
Administration	7	Deputy Clerk; Deputy Treasurer	\$ 43,045.72	\$ 50,579.05	\$ 58,112.37	\$ 45,198.00	\$ 53,108.00	\$ 61,017.99
Public Works	9	Equipment Operator	\$ 49,334.31	\$ 57,967.81	\$ 66,601.31	\$ 51,801.02	\$ 60,866.20	\$ 69,931.38
Public Works	9	Utility Operator	\$ 49,334.31	\$ 57,967.81	\$ 66,601.31	\$ 51,801.02	\$ 60,866.20	\$ 69,931.38
Public Works	9	Mechanic	\$ 49,334.31	\$ 57,967.81	\$ 66,601.31	\$ 51,801.02	\$ 60,866.20	\$ 69,931.38
Public Works	10	Leadworker - Streets	\$ 52,294.36	\$ 61,445.88	\$ 70,597.39	\$ 54,909.08	\$ 64,518.17	\$ 74,127.26
Public Works	10	Leadworker - Utility	\$ 52,294.36	\$ 61,445.88	\$ 70,597.39	\$ 54,909.08	\$ 64,518.17	\$ 74,127.26
Administration	13	Clerk	\$ 62,283.42	\$ 73,183.02	\$ 84,082.62	\$ 65,397.60	\$ 76,842.17	\$ 88,286.75
Public Works	13	Public Works Supervisor; Utility Supervisor	\$ 62,283.42	\$ 73,183.02	\$ 84,082.62	\$ 65,397.60	\$ 76,842.17	\$ 88,286.75
Police	14	Police Sergeant	\$ 88,200.00	\$ 92,925.00	\$ 97,650.00	\$ 92,610.00	\$ 97,571.25	\$ 102,532.50
Administration	14	Treasurer	\$ 66,020.43	\$ 77,574.00	\$ 89,127.58	\$ 69,321.45	\$ 81,452.71	\$ 93,583.96
Police	17	Deputy Chief	\$ 92,555.40	\$ 102,932.28	\$ 113,309.17	\$ 97,183.17	\$ 108,078.90	\$ 118,974.63
Public Works	19	Director of Public Works/Engineer	\$ 94,240.24	\$ 103,811.52	\$ 119,272.81	\$ 98,952.25	\$ 109,002.09	\$ 125,236.45
Police	19	Chief of Police	\$ 94,240.24	\$ 103,811.52	\$ 119,272.81	\$ 98,952.25	\$ 109,002.09	\$ 125,236.45
Administration	21	Village Administrator	\$ 99,270.32	\$ 116,642.62	\$ 134,014.93	\$ 104,233.83	\$ 122,474.75	\$ 140,715.67



To: Jeff Knutson, Village President
Village Board

From: Cassie Smith
Village Clerk

Date: August 21, 2023

Re: Agenda Item __8f_____, Approval of Temporary Class “B” Retailers License for Friends of the Parks of Pewaukee

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 Friends of the Parks of Pewaukee for the following event:

1. **Movie in the Park** – September 8, 2023 – Located at Kiwanis Village Park

ANALYSIS

This is the first Movie in the Park event in the Village to serve alcohol. 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 recommends approval of the license(s) as above.