



Public Works and Safety Committee Meeting Agenda
Village Board Room
235 Hickory Street, Pewaukee, WI 53072
May 13, 2025 – 5:00 p.m.

1. Call to Order
2. Approval of Minutes of March 4, 2025 meeting
3. Citizen Comments - *This is an opportunity for citizens to share their opinions with Committee Members on any topic they choose. However, due to Wisconsin Open Meeting laws, the Committee is not able to answer questions or respond to your comments. All comments should be directed to the Committee. Comments are limited to 3 minutes per speaker, with time being indicated by an audible alarm. When the alarm sounds, speakers are asked to conclude their comments. Speakers are asked to use the podium and state their name and address.*
4. Old Business
 - a. Discussion and possible action to resolve storm sewer obstruction at 219 Park Avenue
 - b. Discussion and possible action to review ownership and maintenance responsibilities for alley located west of Main Street, east of Lake Street, and south of Park Avenue
 - c. Discussion and possible action regarding 2025 Street Program. Update status of project bidding and questions to WDOT for concrete medians at Oakton railroad crossing.
5. New Business
 - a. Discussion and possible action regarding Change Order #1 from Mid-City Plumbing at Well #4 HMO Treatment project.
 - b. Discussion and possible action regarding request from Gethsemane Church at 642 Main Street for Village to pay overtime portion of invoice for repair of water service break
 - c. Discussion and possible action regarding request from Patricia Hribik at 219 Orchard Avenue for Village to pay for concrete carriage walk to be added instead of flag stone walk.
 - d. Discussion and possible action regarding grease identified in sanitary sewer along W. Wisconsin Avenue at lake front.
 - e. Discussion and possible action regarding request to refund deposit to PLM for Right-Of-Way Permit application for work at 203 W. Wisconsin Avenue
 - f. Discussion and possible action regarding sanitary sewer televising videos being added to Village GIS.
 - g. Discussion and possible recommendation to the Village Board on 2024 Fire/EMS fee appeal for parcel tax key PWV 0903106, 1088 Quail Ct. (owner KKNN Quail LLC).
6. Adjournment

Note: It is possible that members and/or possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; action will not be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in the notice. 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: May 13, 2025

**VILLAGE OF PEWAUKEE
PUBLIC WORKS AND SAFETY COMMITTEE MINUTES
MARCH 4, 2025**

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

Member Grabowski called the meeting to order at approximately 4:30 p.m. The Pledge of Allegiance was recited, followed by a moment of silence.

Roll Call was taken with the following Committee members present: Member Ed Hill, Member Mark Grabowski, Member Laurin Miller, Member Nick Wellenstein, Member Chris Krasovich, and Member Jim Grabowski.
Members Absent: Patrick Wunsch

Also Present: Village Administrator, Matt Heiser; Village Public Works Director, Dave Buechl, and Village Clerk, Jenna Peter.

2. Approval of Minutes of Previous Meeting

a. October 1, 2024

Member Krasovich moved, seconded by Member Hill to approve the October 1, 2024, minutes of the Public Works and Safety Committee meeting as presented.

Motion carried 6-0.

3. Citizen Comments

Barb Volden @341 Oakton Ave – Ms. Volden Stated she received a letter that her sidewalk needed to be fixed because someone tripped and fell. The letter stated that it was her responsibility to take care of the sidewalk. Ms. Volden said she had a health inspector inspect the sidewalk when she purchased the house and the inspector indicated there was no issue with the sidewalk. If the sidewalk is truly hers, then she is going to put in grass and not have a sidewalk.

Art Compton @ 136 Main St – Mr. Compton stated he lives by the alley that is on the agenda. He explained the alley has been plowed by the Village since 1970 and all of a sudden the Village stopped plowing it. It is a busy alley that is used by a lot of traffic. He would like to know who the alley belongs to so it can be taken care of again.

4. Old Business

a. Discussion and possible action to resolve storm sewer obstruction at 219 Park Avenue

Director Buechl explained that a resident had contacted the office and said storm water was coming out of his storm sewer. Buechl stated there is a driveway and a boat ramp over the top of the pipe. Public Works jetted the pipe from 2 directions on two different occasions and debris came out both times. He is still unsure if the pipe is collapsed. The next step to take would be to cap the pipe at the lake and televise the line.

Grabowski wants to check into if it's an illegal driveway and if there is an easement recorded.

No action taken.

5. New Business

- a. Discussion and possible action regarding request for additional traffic signage including a 4-way stop condition at intersection of Prospect Avenue and Lake Street, and at intersection of Prospect Avenue and School Street; additional pedestrian crossing signage, and temporary signage from resident Cheryl Mantz**

Administrator Heiser explained a resident had concerns about the traffic flows at a few intersections in the Village. The resident has gotten support from her neighbors who also want to install the traffic signs. Director Buechl stated he called the resident, Cheryl Mantz and left her a voicemail because she had requested to be contacted when the signs were being discussed. Ms. Mantz requested stop signs be installed at the intersections of Prospect and Lake St. and Prospect and School St. Buechl further explained that there was a traffic study done in that area in 2021 and signs were repositioned and installed at that time. The stops signs at the time of the study were not proposed to be installed. An additional 16 school-related signs were approved at the March 2024 Public Works & Safety meeting and paid for by the Village. A speed study was also conducted in December of 2023, and the results did not indicate that speeding was a problem in that area.

Trustee Krasovich would rather encourage the presence of police in that area rather than installing more signs.

J. Grabowski stated he would like to see the crosswalks be more visible.

M. Grabowski moved to make a recommendation to follow the recommendation from Director, Dave Buechl to not install any additional signage, and increase awareness of the crosswalk. E. Hill offered an addendum “and direct the police to increase their presence” seconded by C. Krasovich Motion carried 6-0.

- b. Discussion and possible action to review ownership and maintenance responsibilities for alley located west of Main Street, east of Lake Street, and south of Park Avenue**

Buechl stated resident, Dennis Anders spoke with him about the snow plowing extents of the Village DPW for the alley.

Heiser explained he also spoke with Mr. Anders about the alley way and stated Mr. Anders had documentation that the entire alley was in the public right of way and should be maintained by the Village. Heiser is working with Attorney Gralinski to determine who exactly owns that property.

No action taken.

- c. Discussion regarding 2050 City of Brookfield Treatment Plan Expansion**

Buechl explained that the City of Brookfield is planning to expand their wastewater treatment facility. The Village will provide the City of Brookfield with different pieces of information that will include 2024, 2035, and 2050 service area populations, and a summary of current residential, commercial, and industrial wastewater contributions.

No action taken.

- d. Discussion and possible action regarding 2025 Street Program delayed funding until 2026 from WDOT for concrete medians needed for Quiet Zone application.**

Buechl explained the Village would have two options in regard to this project. The first is the Village can install and fund the median work in 2025. The second is the Wisconsin DOT will tentatively install and possibly fund the median work in 2026. The estimated cost of the project is \$29,000. Buechl further explained that the Village Engineer believes the medians are not required to be installed for the Quiet Zone.

Grabowski stated the median still needs to be extended to replace the temporary medians that are there currently.

Krasovich wants Staff to reach out to the DOT and explain what the Village has been doing to get

everything needed for the Quiet Zones and what can the DOT do to help the Village resolve the issue.

M. Grabowski moved, seconded by L. Miller to make a recommendation to the Village Board to include the median in the bid as an alternate option.

Motion carried 6-0.

e. Discussion and possible action regarding sidewalk replacement letter sent to resident at 341 Oakton Avenue

The Committee directed Staff to follow the Village Ordinance 78.109 and notify the resident.

No action taken.

f. Discussion and possible action regarding 2025 Lake Weed Removal and Operations plan – presented out of order after 5i.

Supervisor Bickler explained there are several construction projects going to take place this summer that will affect the traffic routes through the Village, including the Village's dump trucks for lake week pick up. DPW Staff have reviewed the end of Lake Street as a possible alternate location for temporarily parking boats and short-term mobilizing to pick up weeds if needed.

No action taken.

g. Discussion and Possible Action to recommend to the Village Board to amend the current "NO PARKING" Zones on the west side of Main St. to "NO PARKING – TOW AWAY ZONE" at the request of the Village Police – presented out of order after 5e

E. Hill motioned, seconded by C. Krasovich to recommend to the Village Board to amend the "No Parking Zone" signs to include "Tow Away" Zones.

Motion carried 6-0.

h. Discussion and Possible Action to recommend to the Village Board to amend the "1-Hour Parking" in the downtown B-2 District to "1-Hour parking until 6 p.m."

Buechl stated that this item was at the direction of the Police Chief. The Chief feels that the 1-hour parking was not enough time if people are going into restaurants and sitting down to eat.

M. Grabowski stated Staff could speak to the businesses owners and if they want the signs they can come up with the costs.

E. Hill motioned, seconded by C. Krasovich to deny the recommendation

Motion carried 6-0.

i. Discussion and Staff Direction to explore safety bollards along the west side of Main Street from beachfront to Lakefront Park

J. Grabowski explained that after the tragedy in New Orleans on New Year's Eve, public safety downtown is a concern during events. An idea being explored is installing safety bollards along the curb line of the sidewalk on the lake-side of W Wisconsin Ave. A potential feature would be to connect them with chains to funnel pedestrians to the designated crosswalks.

Bickler is concerned with the plow trucks potentially hitting the bollards. They would need to be a couple of feet in from the curb. Bickler suggested something more temporary that can be put away during the winter.

No action taken.

6. Adjournment

Member Krasovich moved, seconded by Member Miller, to adjourn the March 4, 2025, Public Works & Safety Committee meeting at approximately 5:58 p.m.

Motion carried 6-0.

Respectfully Submitted,

Jenna Peter
Village Clerk

DRAFT



PUBLIC WORKS DEPARTMENT
1000 Hickory Street
Pewaukee, WI 53072

To: Public Works and Safety Committee

CC: Matt Heiser, Village Administrator

From: David Buechl, P.E., P.L.S, Director of Public Works/Village Engineer

Date: May 7, 2025

Re: Agenda item 4a. Discussion and possible action regarding 219 Park Street storm sewer collapse or clog

BACKGROUND

The resident at 219 Park Street contacted the Village DPW Dept about a possible collapsed or clogged storm sewer within a pipe that drains from a manhole in Park Street and discharges into the lake at the shoreline. The resident took a video showing runoff bubbling up through the joints in his concrete driveway about 15 feet from the waters edge. The end of the storm sewer outfall is located below the water surface of Pewaukee Lake. A property survey is attached but no easement is shown for the Village storm sewer pipe.

Last fall, the DPW staff used a jetter on two occasions for a few hours each time and attempted to jet out any debris that could be blocking the pipe. Some debris was removed but the obstruction was not removed. A pipe televising camera was also attempted to better view the obstruction but this was unsuccessful. It appears that a relay of the pipe will be needed. The limits of the pipe relay are unknown but it appears that the obstruction is about 15 feet from shore. The lot owner at 219 Park Street can be contacted to coordinate access and easement.

As of May 7, 2025, Visu-Sewer is scheduled to televise the pipe in next 1-2 weeks.

ACTION REQUESTED

None

Attachments



PUBLIC WORKS DEPARTMENT
1000 Hickory Street
Pewaukee, WI 53072

Memo

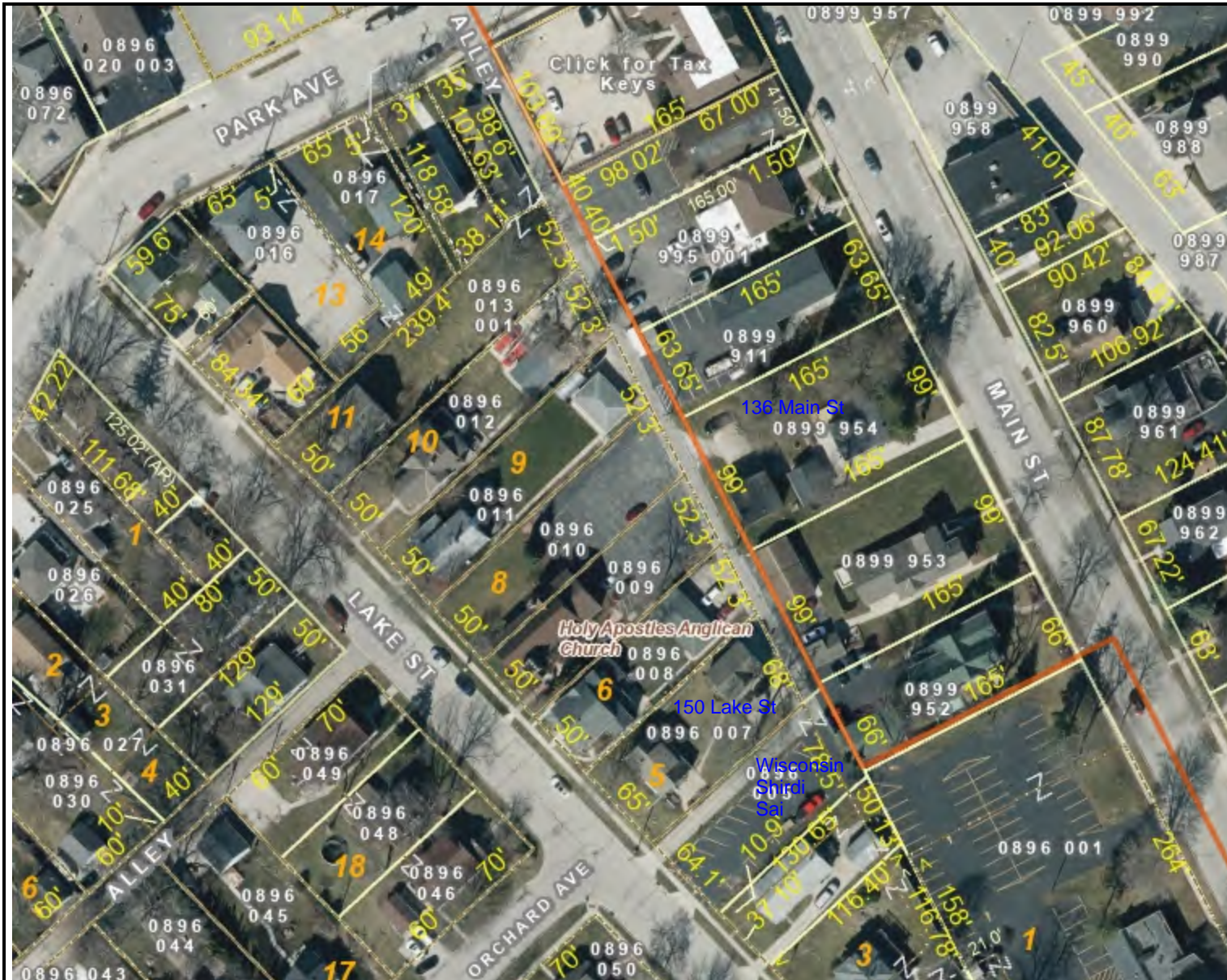
To: Public Works and Safety Committee Members
From: Dave Buechl, P.E., P.L.S., Director of Public Works/Village Engineer
Date: May 7, 2025
Re: May 13, 2025 PWSC Meeting Item 4b –Discussion and possible action to review Village limits of ownership and maintenance responsibilities for alley located west of Main Street, east of Lake Street, and south of Park Avenue

This is a follow up to PWSC meeting in March, 2025. Resident Dennis Anders, 150 Lake Street, recently contacted Village representatives regarding the snow plowing extents of the Village DPW for the alley at the above referenced location. Currently, the Village plows snow from Park Avenue for 480 feet on the alley, to 156 Lake Street which is where the curve in the alley is located. The alley has signage in place to alert vehicles to not continue further down the alley at the south line extended of 136 Main Street because the alley width is constrained at the curve which does not allow 2-way vehicle traffic. Several years ago, the Village was plowing the full limits of the alley. At that time, Mr. Anders voiced his concerns multiple times to Village DPW staff about the plows damaging his grass at the turn in the alley which is at the southerly line extended of 150 Lake Street. Village representatives did some research and determined the Village did not own and should not be plowing the alley on the lot owned by the Wisconsin Shirdi Sai Inc. This 142-foot long section of alley, located adjacent to Lake Street, had previously been vacated. The limits of plowing were changed. The Waukesha County Geographic Information system (GIS) also shows the public right of way to extend from Park Avenue to 156 Lake Street which is owned by Wisconsin Shirdi Sai Inc. See attached exhibit.

The Village Attorney conducted a review and determined that the portion of the alley in question was not discontinued by the Village and remains a Village public alleyway. He stated that should the Village contact the owner of 156 Lake Street and that owner present a different opinion of ownership of the alley portion in question then that should be reviewed. The Village will be contacting the owner of 156 Lake Street to discuss.

Recommendation:

No recommendation at this time.



- Legend**
- Municipal Boundary_2K
 - Parcel_Dimension_2K
 - Note_Text_2K
 - Lots_2K
 - Lot
 - Unit
 - General Common Element
 - Outlot
 - SimultaneousConveyance
 - Assessor Plat
 - CSM
 - Condominium
 - Subdivision
 - Cartoline_2K
 - EA-Easement_Line
 - PL-DA
 - PL-Extended_Tie_line
 - PL-Meander_Line
 - PL-Note
 - PL-Tie
 - PL-Tie_Line
 - <all other values>
 - Railroad_2K

0 103.16 Feet

The information and depictions herein are for informational purposes and Waukesha County specifically disclaims accuracy in this reproduction and specifically admonishes and advises that if specific and precise accuracy is required, the same should be determined by procurement of certified maps, surveys, plats, Flood Insurance Studies, or other official means. Waukesha County will not be responsible for any damages which result from third party use of the information and depictions herein, or for use which ignores this warning.

Notes:

Printed: 2/17/2025





PUBLIC WORKS DEPARTMENT
1000 Hickory Street
Pewaukee, WI 53072

To: Public Works and Safety Committee
CC: Matt Heiser, Village Administrator
From: David Buechl, P.E., P.L.S, Director of Public Works/Village Engineer
Date: May 7, 2025
Re: Agenda item 4c. Discussion and possible action regarding the 2025 Road and Utility Improvements and related Railroad Crossing Improvements

BACKGROUND

The 2025 Street and Utility Improvements projects design is being finalized and estimates of costs are being reviewed for comparison to the Village budget. The W. Wisconsin Avenue paving project is fairly straight forward while the Glacier Road and E. Capitol Drive have some design aspects that are still lingering on.

In general, the Village can afford two out of the three projects that are being designed. As of now, it is likely that the E. Capitol Drive project and W. Wisconsin Avenue project will be included in the bid. The concrete options won't be included due to much higher costs

E. Capitol Drive: This street will include milling of asphalt pavement, relay of water main and services, spot removal and replacement of concrete curb and gutter, and some catch basin replacements from Simmons Avenue to where E. Capitol Drive veers to right. There are some safety improvements needed at the Oakton railroad crossing which generally include extension of the concrete medians. The Wisconsin DOT recently told the Village that we have two options.

1. The Village install and fund the median work in 2025.
2. The Wisconsin DOT tentatively install the median work in 2026.

The estimated cost of the concrete median work is \$29,000 from HNTB who is working for the WDOT. The E. Capitol Drive street project was bumped up to coincide with the Wisconsin DOT asking last year if we had an upcoming project that the median work could be completed with. Since we have last discussed this item, the WDOT has completed the draft drawings. I have sent design review comments back to the WDOT but they haven't responded yet. I recommend that this median work should be not included our 2025 Road Program.

Glacier Road: This street will include asphalt milling and a relay of water main and storm sewer. One other design goal is to loop connect the water main from Glacier Road to W. Wisconsin Avenue. We will be contacting the lot owners to discuss the possibility of obtaining a water main easement. The storm sewer relay will also likely require obtaining a storm sewer easement. We will be contacting the affected lot owners to discuss the possibility to obtain a storm sewer easement along the side lot lines. One of the three easements has been signed. Two easements have not been returned signed at this time.

Recommendation

No recommendation is provided at this time.

GENERAL NOTES

CONTRACTOR SHALL CONTACT THE UTILITIES AND DIGGERS HOTLINE TO LOCATE AND FIELD VERIFY UTILITIES PRIOR TO THE START OF WORK. THE LOCATIONS OF EXISTING AND PROPOSED UTILITY INSTALLATIONS AS SHOWN ON THE PLANS ARE APPROXIMATE. THERE MAY BE OTHER UTILITY INSTALLATIONS WITHIN THE PROJECT AREA THAT ARE NOT SHOWN. ANY LOCAL, MUNICIPAL OR OTHER UTILITY THAT IS NOT A MEMBER OF DIGGERS HOTLINE SHALL BE CONTACTED SEPARATELY.

NO TREES OR SHRUBS ARE TO BE REMOVED WITHOUT APPROVAL OF THE ENGINEER.

PROTECT INLETS WITH PROPER INLET PROTECTION AT LOCATIONS EXHIBITING RISK OF BEING IMPACTED BY CONSTRUCTION OPERATIONS AS SHOWN ON THE PLANS, OR AS DIRECTED BY THE ENGINEER.

THE CONTRACTOR SHALL BE RESPONSIBLE FOR RESHAPING AND SEEDING ANY PREVIOUSLY GRASSED AREAS WHICH ARE DISTURBED BY ANY OPERATION OUTSIDE OF THE NORMAL CONSTRUCTION LIMITS AT THE CONTRACTOR'S EXPENSE.

TEMPORARY STORAGE OF ANY EXCAVATED MATERIAL WILL NOT BE PERMITTED IN WETLANDS, FLOODWAY OR FLOODPLAIN OF ANY WATERWAY.

FILL AND COMPACT ALL HOLES OR OPENINGS BELOW SUBGRADE RESULTING FROM ABANDONMENT OR REMOVAL OF EXISTING STRUCTURES WITH MATERIAL SIMILAR TO EXISTING GROUND OR ENGINEER APPROVED BACKFILL TO AVOID POTENTIAL FROST HEAVING. BACKFILLING IS INCIDENTAL TO CORRESPONDING ABANDONMENT OR REMOVAL ITEM.

SIGNS IN CONFLICT WITH TRAFFIC CONTROL "IN USE" SHALL BE COVERED AS DIRECTED BY THE ENGINEER AND PAID FOR UNDER THE ITEM "TRAFFIC CONTROL COVERING SIGNS TYPE 1 OR TYPE 2."

STATIONING, DISTANCES AND OFFSETS FOR TRAFFIC CONTROL SIGNS SHOWN IN THE PLANS ARE APPROXIMATE AND THE FINAL LOCATION OF SIGNS ARE TO BE DETERMINED BY THE ENGINEER.

RIGHT OF WAY SHOWN IS PER WAUKESHA COUNTY GIS. IT IS +/- 3' ACCURACY. RIGHT OF WAY IN CLOSE PROXIMITY TO CONSTRUCTION LIMITS TO BE CONFIRMED AND PROVIDED BY ENGINEER.

CONTRACTOR TO FOLLOW STATE CODES AND REGULATIONS.

NO EXCAVATED MATERIAL SHOULD BE PLACED ON RAILROAD RIGHT OF WAY.

A SAWED JOINT IS REQUIRED WHERE HMA PAVEMENT MEETS EXISTING ASPHALTIC CONCRETE SURFACE. SAWING ASPHALTIC AND CONCRETE DRIVEWAYS AND/OR PARKING LOTS AT THE MATCHLINE AS SHOWN ON THE PLAN DETAILS OR AS DIRECTED BY THE ENGINEER.

ALIGNMENT IDENTIFIERS

AK	OAKTON AVENUE
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DESIGN CONTACTS

HNTB
CODY JUSTMAN, P.E.
250 E WISCONSIN AVE #2000
MILWAUKEE, WI 53202
PHONE: (608)-294-5010
CJUSTMAN@HNTB.COM

WISCONSIN DEPARTMENT OF TRANSPORTATION

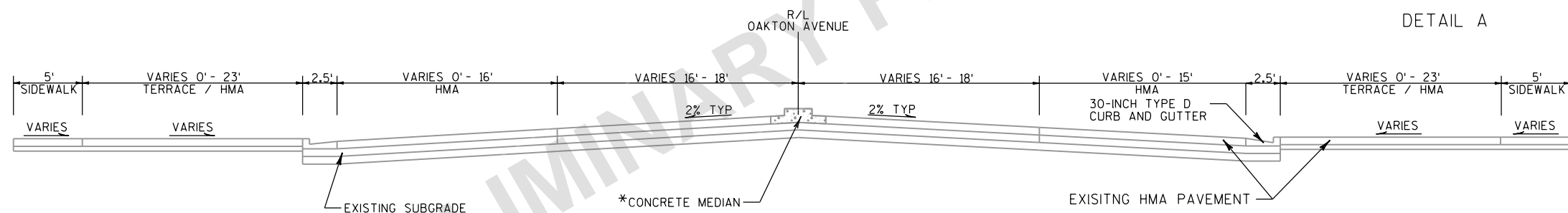
DIGGERS

HOTLINE



Dial 811 or (800)242-8511

www.DiggersHotline.com

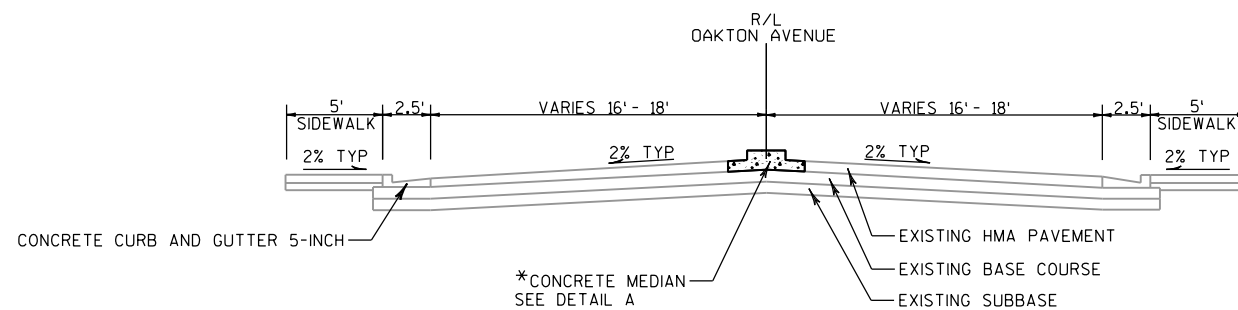


EXISTING TYPICAL SECTION

STA 101AK+73 to 105AK+02

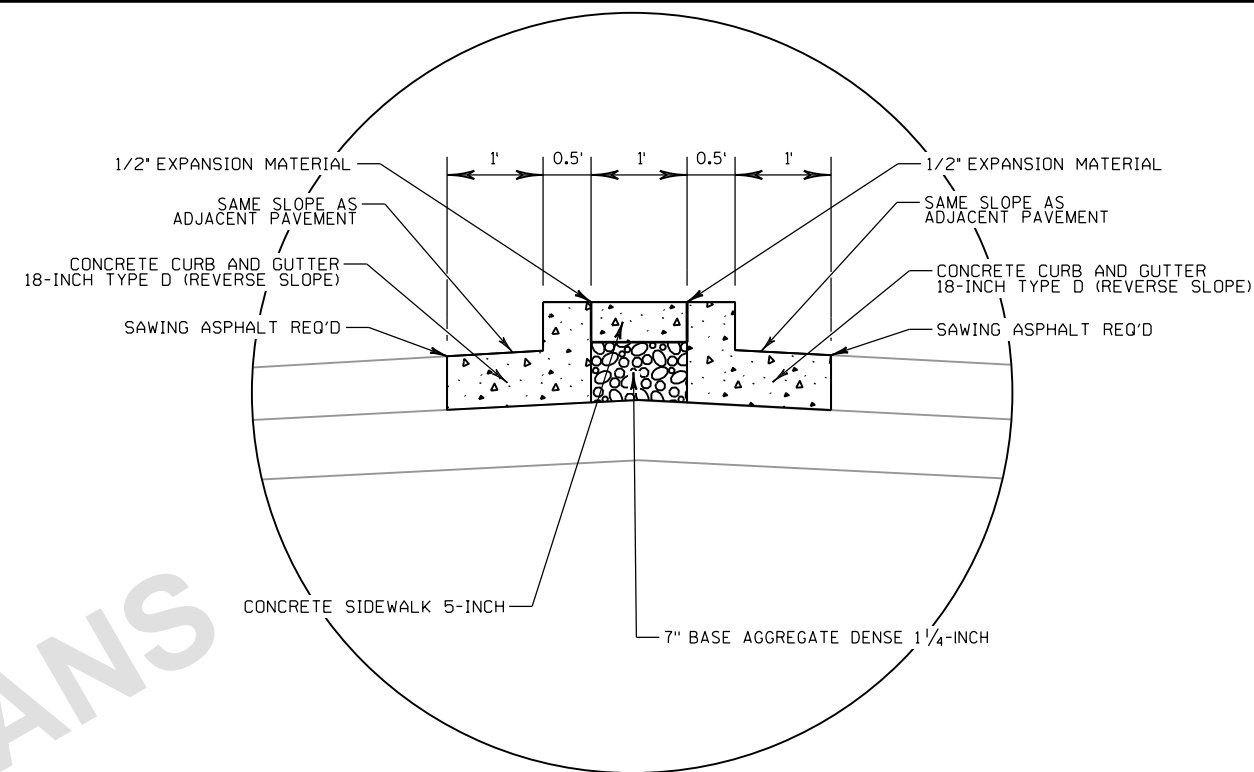
NOTES:

*CONCRETE MEDIAN STA 102AK+49 TO STA 103AK+53
STA 104AK+09 TO 104AK+59

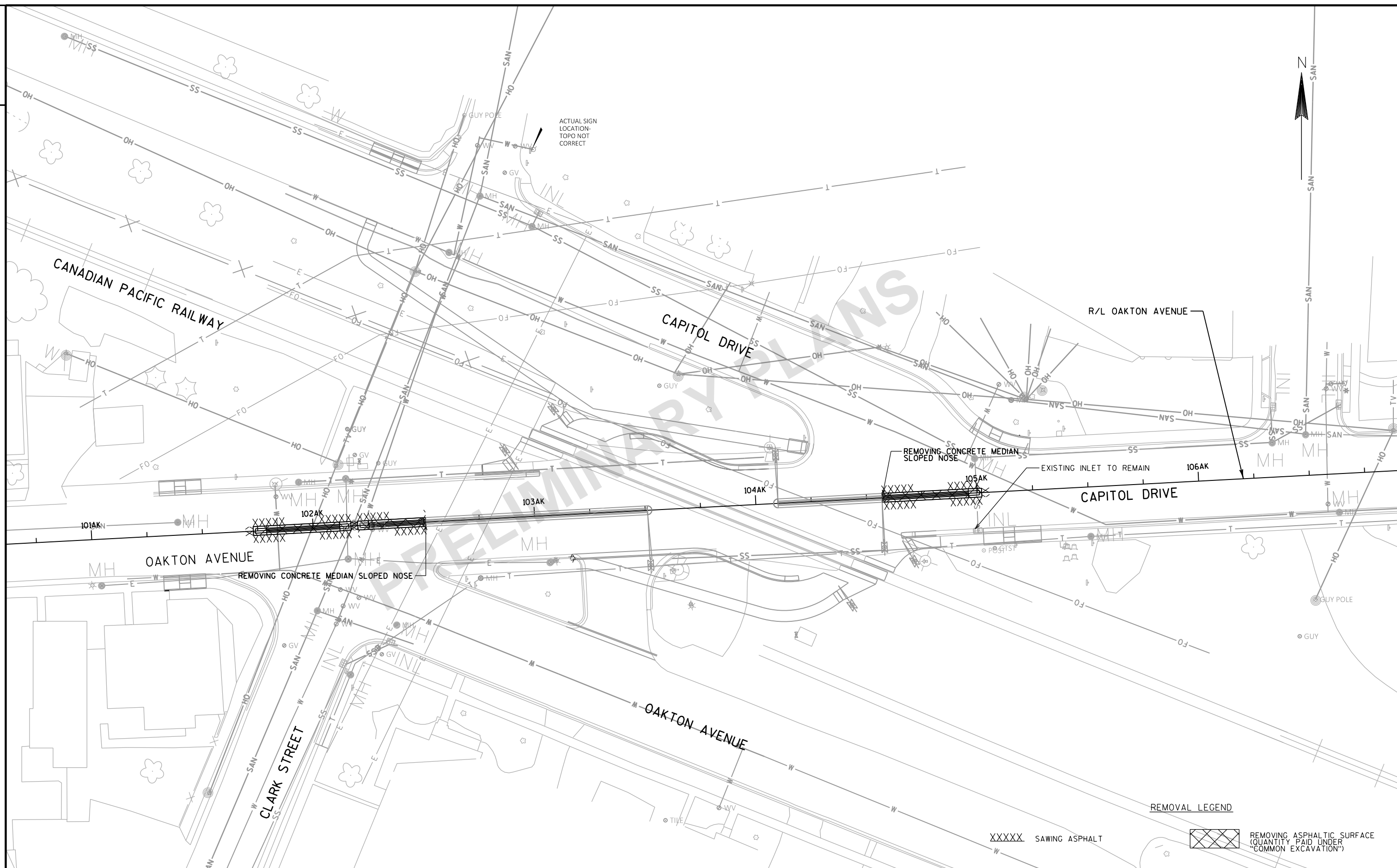


FINISHED TYPICAL SECTION

STA 101AK+73 TO 102AK+51
STA 104AK+57 TO 105AK+02



DETAIL A



PROJECT NO:

HWY:

COUNTY: WAUKESHA

REMOVAL PLAN: OAKTON AVENUE

SHEET

E

FILE NAME : I:\86936 At-Grade Rail Design\1\cads\Oakton Ave - V. of Pewaukee\021101-rm.dgn

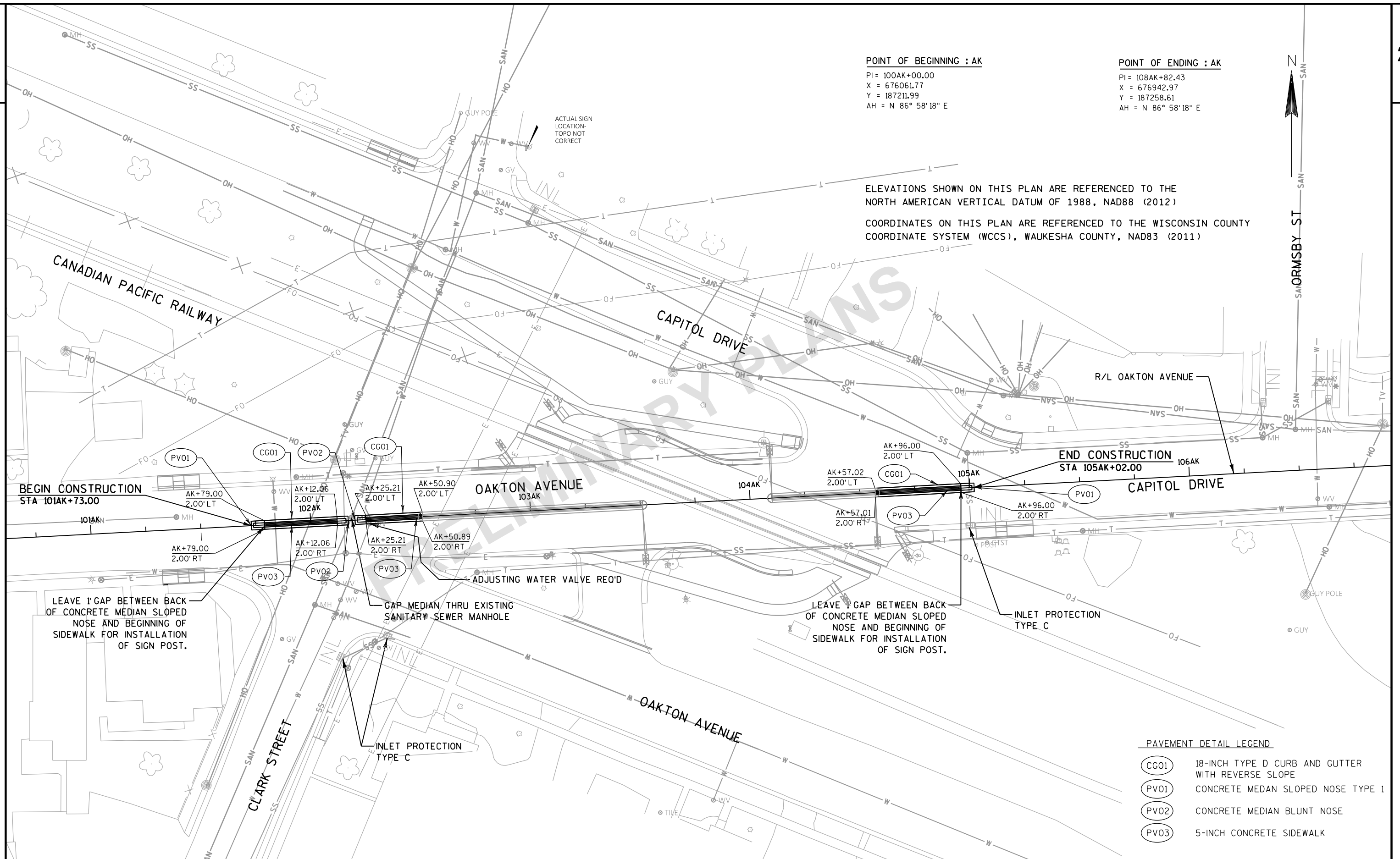
PLOT DATE : 4/7/2025 10:59:02 AM

PLOT BY : jalessia

PLOT NAME :

PLOT SCALE : 40:1

WISDOT/CADDs SHEET 42



PROJECT NO:

HWY:

COUNTY: WAUKESHA

PLAN SHEET: OAKTON AVENUE

SHEET

E

FILE NAME : I:\86936 At-Grade Rail Design\1\cds\Oakton Ave - V. of Pewaukee\021201-pd.dgn

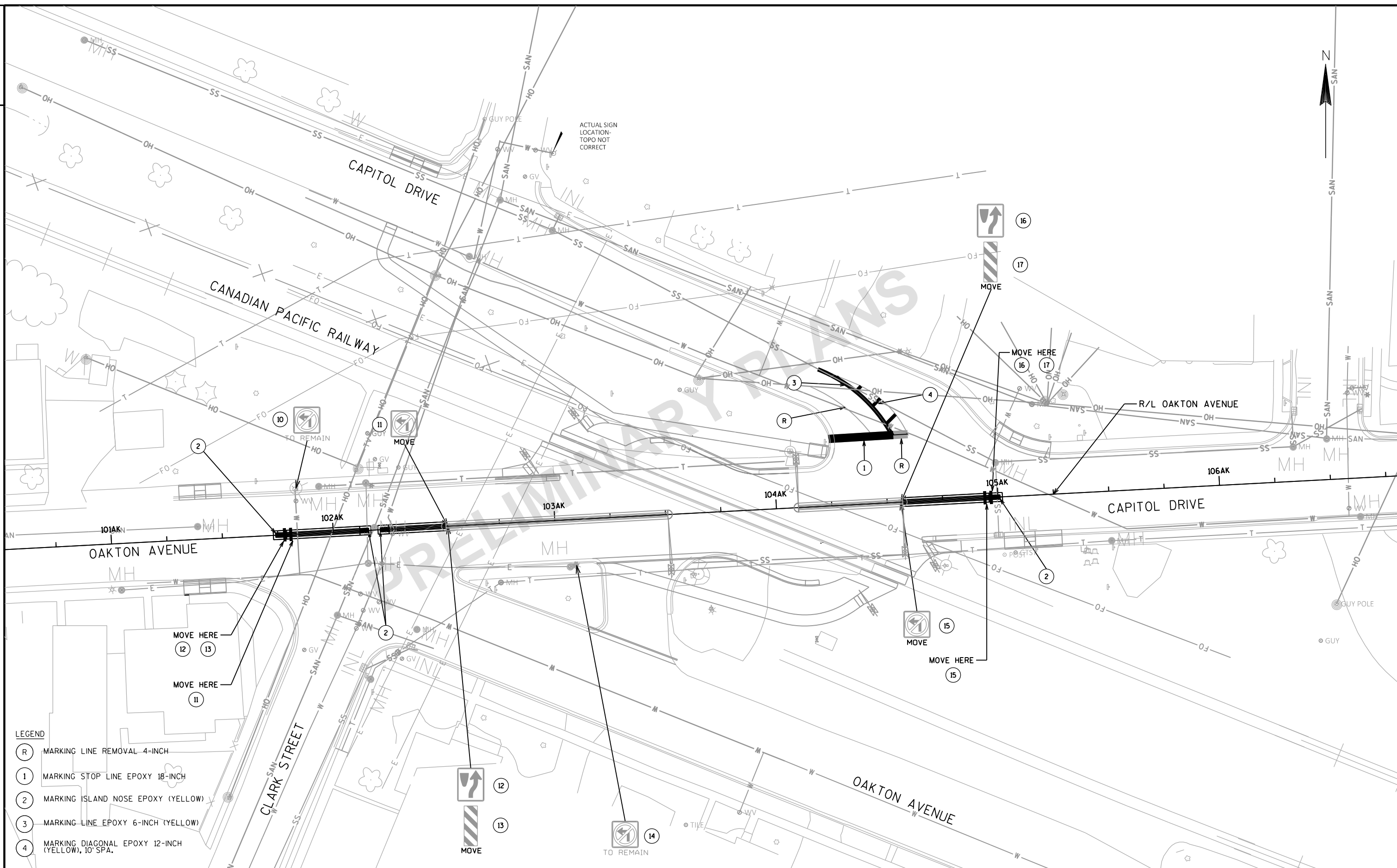
PLOT DATE : 4/7/2025 10:59:04 AM

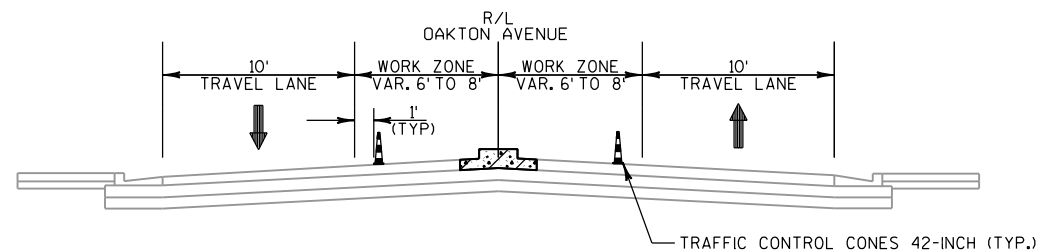
PLOT BY : jalessia

PLOT NAME :

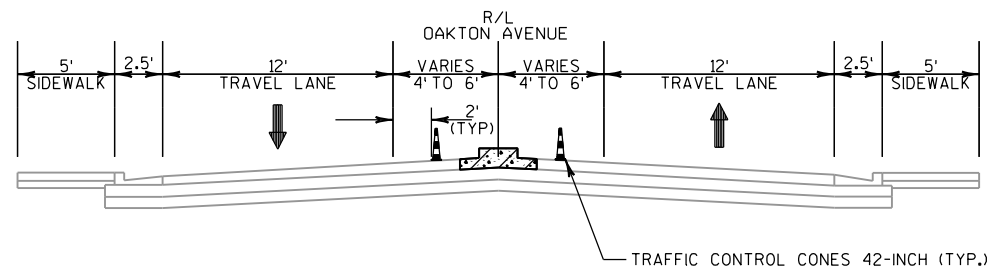
PLOT SCALE : 40:1

WISDOT/CADDs SHEET 42

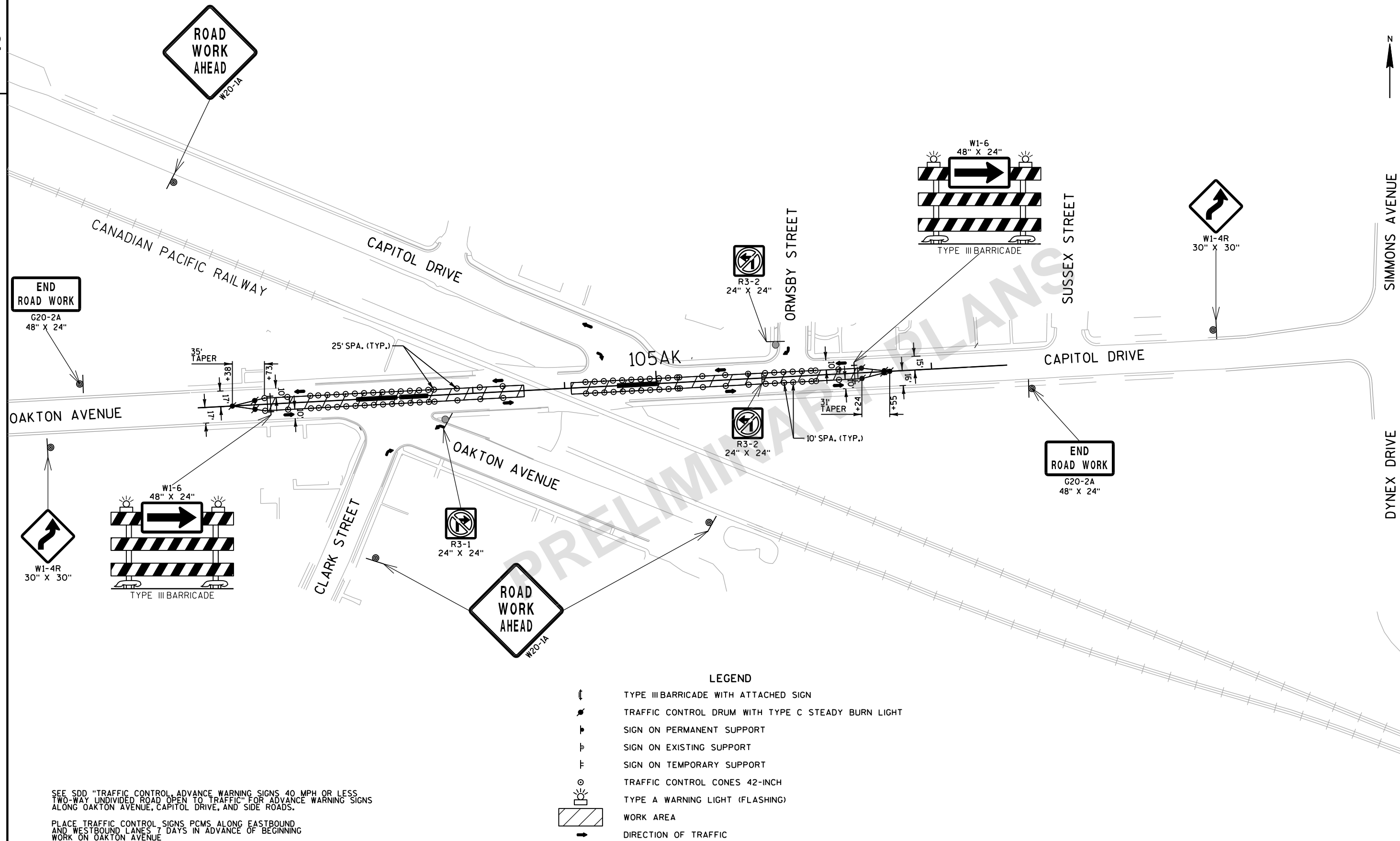




TYPICAL SECTION - ACTIVE WORK ZONE



TYPICAL SECTION - INACTIVE WORK ZONE



EXCAVATION COMMON SUMMARY

					205.0100
					EXCAVATION
					COMMON
CATEGORY	ROADWAY	STATION	TO	STATION	CY
1000	OAKTON AVE	101AK+73	-	102AK+50.90	6
		104AK+57.01	-	105AK+02	4
PROJECT TOTAL					10

REMOVING FLEXIBLE TUBLAR MARKERS SUMMARY

					204.9060.S
					REMOVING
					FLEXIBLE TUBULAR
					MARKERS
CATEGORY	ROADWAY	STATION	TO	STATION	EACH
1000	OAKTON AVE	102AK+17.29	-	102AK+48.90	18
		104AK+59.01	-	104AK+70.13	8
PROJECT TOTAL					26

REMOVING CONCRETE MEDIAN SLOPED NOSE SUMMARY

					204.9060.S.01
					REMOVING
					CONCRETE MEDIAN
					SLOPED NOSE
CATEGORY	ROADWAY	STATION	TO	STATION	EACH
1000	OAKTON AVE	101AK+48.89	-	101AK+50.90	1
		104AK+57.01	-	104AK+59.02	1
PROJECT TOTAL					2

BASE AGGREGATE DENSE SUMMARY

					305.0120
					BASE AGGREGATE
					DENSE
					1 1/4 INCH
CATEGORY	ROADWAY	STATION	TO	STATION	TON
1000	OAKTON AVE	101AK+73.00	-	102AK+17.21	2
		102AK+22.20	-	102AK+50.90	2
		104AK+57.01	-	105AK+02	2
PROJECT TOTAL					6

CONCRETE MEDIAN, CURB & GUTTER, AND SIDEWALK SUMMARY

CATEGORY	ROADWAY	STATION	TO	STATION	601.0407	602.0410	620.0300	620.0300	NOTES
					CONCRETE	CONCRETE			
					CURB & GUTTER	SIDEWALK	CONCRETE MEDIAN	CONCRETE MEDIAN	
					18-INCH TYPE D	5-INCH	BLUNT NOSE	SLOPED NOSE	
1000	OAKTON AVE		101AK+79		--		-	24	TYPE 1
		101AK+79	-	102AK+12	68	34	--	--	
				102AK+12			24		
				102AK+25			24		
		102AK+25	-	102AK+51	52	26	--	--	
		104AK+57	-	104AK+96	78	39	--	--	
				104AK+96	--		-	24	TYPE 1
PROJECT TOTAL					198	99	48	48	

CONSTRUCTION STAKING SUMMARY

					650.5500
					CONSTRUCTION STAKING
					CURB GUTTER
					AND CURB & GUTTER
CATEGORY	ROADWAY	STATION	TO	STATION	LF
1000	OAKTON AVE	101AK+79	-	102AK+12.06	68
		102AK+25.21	-	102AK+50.90	52
		104AK+57.01	-	104AK+96	78
PROJECT TOTAL					198

MOBILIZATION SUMMARY

CATEGORY	ROADWAY	619.1000	628.1905	628.1910
		MOBILIZATION EACH	MOBILIZATION EROSION CONTROL EACH	MOBILIZATION EMERGENCY EROSION CONTROL EACH
1000	OAKTON AVE	1	1	1
PROJECT TOTAL		1	1	1

SIGNAGE SUMMARY

CATEGORY	ROADWAY	638.3000	638.2102	634.0616
		REMOVING SMALL	MOVING SIGNS	POSTS WOOD
		SIGN SUPPORTS	TYPE 2	4x6-INCH x 16-FT
		EACH	EACH	EACH
1000	OAKTON AVE	2	6	2
PROJECT TOTAL		2	6	2

INLET PROTECTION TYPE C SUMMARY

			628.7015
			INLET PROTECTION
			TYPE C
CATEGORY	ROADWAY	STATION	EACH
1000	OAKTON AVE	102AK+10.46	1
		102AK+32.32	1
		104AK+98.80	1
PROJECT TOTAL			3

SAWING PAVEMENT SUMMARY

					690.0150
					SAWING ASPHALT
CATEGORY	ROADWAY	STATION	TO	STATION	LF
1000	OAKTON AVE	101AK+73	-	102AK+17.06	97
		102AK+20.21	-	102AK+50.90	70
		104AK+57.01	-	105AK+02	98
PROJECT TOTAL					265

TRAFFIC CONTROL ITEMS SUMMARY

			643.0300		643.0420		643.0705		643.0715		643.0900		643.1050		643.1070	
			TRAFFIC		TRAFFIC CONTROL		TRAFFIC CONTROL				TRAFFIC		TRAFFIC		TRAFFIC	
			CONTROL		BARRICADES		WARNING LIGHTS				CONTROL		CONTROL		CONTROL	
STAGE			DURATION		TYPE III		TYPE A		TYPE C		SIGNS		SIGNS PCMS		CONES 42-INCH	
CATEGORY	STAGE	DAYS	EACH	DAYS	EACH	DAYS	EACH	DAYS	EACH	DAYS	EACH	DAYS	EACH	DAYS	EACH	DAYS
1000	1	8	7	56	2	16	4	32	7	56	18	144	2	14	86	688
PROJECT TOTALS				56	16	32	56	144	14	688						

PAVEMENT MARKING SUMMARY

CATEGORY	ROADWAY	646.2020	646.6120	646.7120	646.8220	646.9000
		MARKING LINE EPOXY	MARKING STOP LINE	MARKING DIAGONAL	MARKING ISLAND	MARKING LINE
		6-INCH	EPOXY 18-INCH	EPOXY 12-INCH	NOSE EPOXY	REMOVAL 4-INCH
		LF	LF	LF	EACH	LF
1000	OAKTON AVE	92	30	15	4	124
PROJECT TOTAL		92	30	15	4	124



PUBLIC WORKS DEPARTMENT
1000 Hickory Street
Pewaukee, WI 53072

To: Public Works and Safety Committee
CC: Matt Heiser, Village Administrator
From: David Buechl, P.E., P.L.S, Director of Public Works/Village Engineer
Date: May 9, 2025
Re: Agenda item 5a. Discussion and possible action regarding Change Order #1 from Mid-City Plumbing at Well #4 HMO Treatment Project.

BACKGROUND

Related discussion of this item initially occurred at the October 1, 2024 Public Works and Safety meeting. The Well #4 HMO Treatment System project at 800 College Avenue is now under construction. Mid-City Plumbing has submitted a change order request to increase the contract price as attached for two items for a total of \$75,294.61. The additional costs for the revised sanitary sewer discharge, and electrical change order are listed in the attached supporting documents.

ACTION REQUESTED

I recommend that the Public Works and Safety Committee recommend to the Village Board to approve Change Order #1 with Mid City Plumbing to increase the contract price.

ANALYSIS

This project was bid out without final approval to connect the sanitary sewer discharge to the Lake Pewaukee Sanitary District (LPSD) sewer. Negotiations with LPSD to connect to their sewer did not come to fruition so a new sewer route was necessary. A revised design was completed prior to the start of construction to connect to a WCTC sewer. Progress to get final sewer discharge approval is still progressing with WCTC. A change order is needed to increase contract costs.

Attachments

Date of Issuance: May 8, 2025

Effective Date:

May 8, 2025

Contract: Well No. 4 HMO Treatment

Owner:

Village of Pewaukee

Contractor: Mid City Corporation

Engineer:

Ruekert & Mielke, Inc.

Address: 12930 W. Custer Avenue
Butler, WI 53007

Engineer's Project No.:

8034-10022.305

Effective Date of Contract:

June 24, 2024

The Contract is modified as follows upon execution of this Change Order:

Description:

- Sanitary sewer discharge relocation. \$68,852.60
- Upsizing of electrical power distribution equipment conductors. \$6,442.01

Reason for Change Order:

- The Owner requested that the sanitary sewer from the filter building be relocated to a different discharge point than the original design. This change order covers additional equipment, material, and labor costs to perform the changes to the sanitary sewer relocation.
- The Contractor had to upsize the conductors for the power distribution equipment due to the generator manufacturer only having a 240 volt generator coolant heater available instead of the 480 volt specified which was in the manufacturer's catalog data. This resulted in upsizing the conductors for the generator coolant heater. This will require additional equipment, material, and labor costs to perform the electrical work. R/M did negotiate with the contractor to decrease the original amount.

Attachments:

Sanitary Sewer Change Order Proposal dated 3/20/25


Electrical Change Order Proposal dated 3/20/25.

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price \$ 2,982,000.00	Original Contract Times: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Increase/ Decrease from previously approved Change Orders \$ 0.00	●Increase● ●Decrease● from previously approved Change Orders No. ____ to No. ____: Substantial Completion: _____ Ready for Final Payment: _____ days
Contract Price prior to this Change Order: \$ 2,982,000.00	Contract Times prior to this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Increase of this Change Order: \$ 75,294.61	●Increase● ●Decrease● of this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Contract Price incorporating this Change Order: \$ 3,057,294.61	Contract Times with all approved Change Orders: Substantial Completion: _____ Ready for Final Payment: _____ days or dates

RECOMMENDED:

ACCEPTED:

ACCEPTED:

Signature: Engineer (Authorized Signature)
Christopher L. Epstein, P.E.

Signature: _____

Owner (Authorized Signature)

Signature: 

Contractor (Authorized Signature)

Date: May 8, 2025

Date: _____

Date: 5/8/2025

00 63 63-1

05/08/25

Ruekert & Mielke, Inc.



12930 W. Custer Ave., Butler, WI 53007
Phone: (262) 781-5940
Website: www.midcitycorp.us

Invoice

Invoice Number
104805
Invoice Date
3/17/2025
Due Date
4/16/2025

Bill To: VILLAGE OF PEWAUKEE
235 HICKORY STREET

PEWAUKEE, WI 53072

Work Performed At:
642 MAIN ST
PEWAUKEE WI

MCC Job No	Customer ID	Customer PO	Payment Terms	Date Ordered
2575-1911-011	VPEWAUKEE		Net 30 Days	12/7/2024
Quantity	Description		Unit Price	Price
1.00	REPAIR 4" BRANCH PER THE ATTACHED		9,070.20	9,070.20

Subtotal	\$	9,070.20
Sales Tax (if applicable)	\$	0.00
Total Due	\$	9,070.20

Thank you for your business!

As required by the Wisconsin construction lien law, builder hereby notifies owner that persons or companies furnishing labor or materials for the construction on owner's land may have lien rights on owner's land and building if not paid. Those entitled to lien rights, in addition to the undersigned builder, are those who contract directly with the owner or those who give the owner notice within 60 days after they first furnish labor or materials for the construction. Accordingly, owner probably will receive notices from those who furnish labor or materials for the construction, and should give a copy of each notice received to the mortgage lender, if any. Builder agrees to cooperate with the owner and the owner's lender, if any, to see that all potential lien claimants are duly paid 1.5% service charge will be added to all accounts due 30 days or more. 18% per annum.



Project:

Bill To:

Job:

Date:

Repair 4" Branch

Village of Pewaukee

2575-1911-011

Saturday, December 7, 2024

Location: 642 Main St
Pewaukee, WI

Notes: Dug down to main and found a radial crack in 4" main. Used 4" x 15" clamp to repair. MCC supplied all material.

<i>Description</i>		<i>Quantity</i>	<i>Unit</i>	<i>Unit \$</i>	<i>Total \$</i>
Foreman (OT)		6	HR	\$206.00	\$1,236.00
Operator (OT)		6	HR	\$178.00	\$1,068.00
Laborer (OT)		12	HR	\$168.00	\$2,016.00
				Subtotal:	\$4,320.00
Equipment:					
Equipment Group 1		1	DY	\$2,900.00	\$2,900.00
Cold Weather Charge 35F-26F		6	HR	\$12.00	\$72.00
Load Hauled Out - Spoil		2	LD	\$250.00	\$500.00
				Subtotal:	\$3,472.00
Material:					
4" x 15" Repair Clamp		1	EA	\$174.20	\$174.20
Stone		21.5	TON	\$26.00	\$559.00
Cold Patch		5	TON	\$105.00	\$525.00
Rock Salt		100	LB	\$0.20	\$20.00
				Subtotal:	\$1,278.20
				Total:	\$9,070.20

Sanitary Sewer Relocation - Cost Comparison
Village of Pewaukee - Well No. 4 HMO Treatment
May 9, 2025

Initial Route

Length of Sanitary Sewer (ft.)	102
Total Cost	\$ 64,447.00
Cost per ft.	\$ 631.83

Revised Route

Length of Sanitary Sewer (ft.)	200
Change Order Cost	\$ 133,329.60
Additional Manhole Cost	\$ 8,567.00
Total Cost (Not Including Manholes)	\$ 124,762.60
Cost per ft. including manhole Cost	\$ 666.65
Cost per ft. w/o Manhole Cost	\$ 623.81



PUBLIC WORKS DEPARTMENT
1000 Hickory Street
Pewaukee, WI 53072

To: Public Works and Safety Committee
CC: Matt Heiser, Village Administrator
From: David Buechl, P.E., P.L.S, Director of Public Works/Village Engineer
Date: May 8, 2025
Re: Agenda item 5b. Discussion and possible action regarding the water service repair bill sent to owner of 642 Main Street owned by Gethsemane United Methodist

BACKGROUND

A leak occurred for the water service to 642 Main Street on December 6, 2024. The leak to the water service was on the property side of the shut off valve. The Village policy is that the Village maintains the water service to the curb stop/valve. The property owner is responsible for the repair in the section from the curb stop valve to the building. Mid-City Plumbing was called to repair the water service and sent an invoice for \$9,070.20. The invoice was sent to Gethsemane United Methodist. After receiving the bill, the property owner called the DPW and requested an on-site meeting to discuss the invoice. At the meeting, the property owner said Mid-City performed the work during overtime hours and they had initially told a Village DPW staff member to have the repair contractor wait until Monday to complete the work on non-overtime hours so the church is requesting that the Village pay for the overtime portion of the hours on the repair bill. This amount isn't specifically broken out on the invoice.

Analysis

When an incident like this occurs, Village DPW typically call outside contractors to perform the work. We don't usually tell them or have much control when they do the work, but are more concerned to have the work done as soon as possible. This is unplanned work so contractors likely perform this work during overtime hours because they already have regularly scheduled work. We don't know the exact conversation that occurred because that Utility Staff member has since retired. Another consideration is that if a fire occurred over the weekend and there was no water, then the requested action may have also been questioned to have no water for radiators, sprinkler system, or fire protection.

Additional costs still will be incurred for restoration of the street as stated in the letter to the property owner.

Recommendation

I recommend that the property owner pay the full invoice.



Gethsemane United Methodist

642 Main St.

Pewaukee, WI 53072

Dear Gethsemane United Methodist,

On December 6th, the Village was called to your location for a possible water main break. Village Staff determined that the break was on the property side of the water shut-off valve. The Village maintains the water service to the curb stop/water valve that feeds the property. Anything that occurs after the valve to the property building is the property owner's responsibility.

The Village contracted with Mid City Corporation to repair the leak that was in the road right of way on December 7th. The decision was made to fix the leak to further prevent damage to the road and repair the pipe/

The property owner will be responsible for paying Mid-City Corporation the cost of the repair and hiring a contractor to repair the road, which has been temporarily repaired for the winter.

The Village will send you the cost of the repair from Mid-City Corp. when the bill is received.

Please contact me with any comments, questions, or concerns.

Thank you!

Shawn Tremaine

Utility Operations Supervisor

262-200-7506

stremaine@villageofpewaukee.gov







PUBLIC WORKS DEPARTMENT
1000 Hickory Street
Pewaukee, WI 53072

To: Public Works and Safety Committee
CC: Matt Heiser, Village Administrator
From: David Buechl, P.E., P.L.S, Director of Public Works/Village Engineer
Date: May 8, 2025
Re: Agenda item 5c. Discussion and possible action regarding request from Patricia Hribik at 219 Orchard Avenue for Village to pay for concrete carriage walk to be added instead of flag stone walk

BACKGROUND

The 2024 Street and Utility project was generally completed in late 2024 along Orchard Avenue. With the street being reconstructed, carriage walks on the north side of Orchard Avenue were removed and replaced to meet again at the back of concrete curb and gutter. In spring of 2025, Ms. Hribik called DPW and wanted her flag stone walk fixed as a loose piece of stone was present, as told and seen at our site meeting on April 21, 2025. Ms. Hribik also had several other construction related concerns with the project that were discussed. Wolf Construction rebuilt the carriage walk for an approximate cost of \$500 the next week. The walk currently looks well built and solid. At the same meeting, Ms. Hribik asked if since the Village owns the right-of-way, that can the Village pay for a concrete carriage walk.

Analysis

Carriage walks are normally replaced in kind so concrete is replaced by concrete, and flag stone is replaced with flag stone. The carriage walk at 219 Orchard Avenue is flag stone so the carriage walk was reconstructed with flag stone.

Recommendation

I recommend that the carriage walk remain as is, and the Village not pay to again have the carriage walk rebuilt with concrete.





PUBLIC WORKS DEPARTMENT
1000 Hickory Street
Pewaukee, WI 53072

To: Public Works and Safety Committee
CC: Matt Heiser, Village Administrator
From: David Buechl, P.E., P.L.S, Director of Public Works/Village Engineer
Date: May 8, 2025
Re: Agenda item 5d. Discussion and possible action regarding grease in sanitary sewer

BACKGROUND

In fall of 2024 during routine inspection of the Village's sanitary sewer manholes, a significant amount of grease was observed in a sanitary sewer manhole along W. Wisconsin Avenue. The next day, staff cleaned the grease out of the manhole. This issue could be due to a few reasons being either grease traps were not included in a food service business, or restaurant staff pouring grease down drains not intended for grease, or grease traps not being properly maintained. Plumbing code does require grease traps to be installed if grease is expected from food service business.

Analysis

Photos are attached from a sanitary sewer manhole along W. Wisconsin Avenue. The sewer line was televised in 2019 and the video was reviewed. There was some grease but it was televised after it was jetted. The plumbing inspector stated putting grease into the sewer is normally a plumbing code violation. He sent us this info:

According to Wisconsin Statutes:

SPS 382.34(5)

GREASE AND OIL TREATMENT. (a) All plumbing installations for occupancies, other than dwelling units, where grease, fats, oils or similar waste products of cooking or food are introduced into the drain system shall be provided with grease and oil treatment in accordance with this subsection.

(b) General. 1. Public sewers.[All new, altered or remodeled plumbing systems which discharge to public sewers shall be provided with one or more grease interceptors.

a. Where one or more exterior grease interceptors are provided all, and only, kitchen wastes shall be discharged to an exterior interceptor.

b. Except as required in subd. 1. c. or d., where one or more interior grease interceptors are provided the wastes from a food waste grinder, a sanitizing compartment of a sink or a rinse compartment of a sink, may bypass the interceptor or interceptors.

c. The wash compartment of a scullery sink shall discharge through a grease interceptor.

d. The pre-wash compartment not discharging through a garbage disposal shall discharge through a grease interceptor.

Recommendation

None at this time.



Josh took some pictures of the manhole on Wisconsin. There is a lateral coming in from the side, but I am unsure if it is Seesters or Artisan 179, but you can see build up on the bench, grease restricting the flow in the flow line, and a film on the water.



PUBLIC WORKS DEPARTMENT
1000 Hickory Street
Pewaukee, WI 53072

To: Public Works and Safety Committee
CC: Matt Heiser, Village Administrator
From: David Buechl, P.E., P.L.S, Director of Public Works/Village Engineer
Date: May 9, 2025
Re: Agenda item 5e. Discussion and possible action regarding request to return right-of-way permit application deposit

BACKGROUND

On Thursday, May 1, 2025, PLM submitted a right-of-way permit application at Village Hall to replace concrete sidewalk panels across a driveway approach at 203 W. Wisconsin Avenue at the new brewery. The permit was not able to be reviewed prior to work starting at 6am on May 5, 2024. At 7:30am, I went to the site and noticed that PLM was using a jack hammer to remove sidewalk panels which were located above the box culvert that conveys the discharge from the dam. Some of the ceiling of the box culvert broke off and fell into the box culvert. Photos are attached. Later that afternoon, Village staff informed PLM that their \$1,000 deposit would not be returned for starting the project without waiting for the permit to be issued. PLM requests that the deposit be returned so I am bringing this issue to the Public Works and Safety Committee for review and possible action.

ANALYSIS

Village and DPW staff have withheld deposits from other contractors in past for the same reason of starting work prior to the permit being issued. Some reasons for having the right-of-way permit is so that Village DPW staff can review the proposed work in the Village right-of-way and determine if there will be potentially any conflicts with Village utilities, to obtain insurance from the contractor in case of an accident or causing damage to utilities, verify that the proper Village driveway details, pavement thicknesses, and specifications are followed, and verify that pavement or turf restoration is completed.

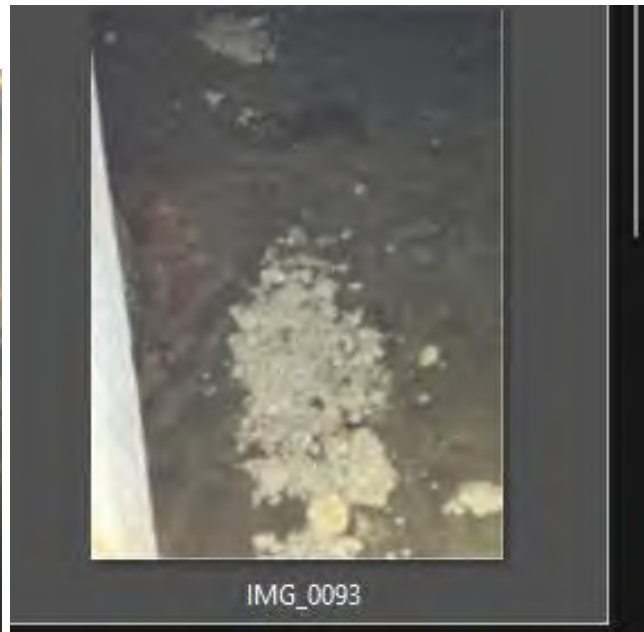
Last year summer, PLM performed work at 801 Hickory Street without obtaining a right-of-way permit and installed a driveway approach that didn't match the Village driveway detail. This approach included a 6-inch vertical curb head that didn't match the Village's driveway detail, changed the drainage pattern to direct runoff from parking lot into curb instead of ditch, and this winter may have been hit by one of our snow plow trucks. After installation on September 19, 2024, DPW sent a letter to both the property owner and PLM stating that in future, right of way permits are needed for work in right of way and copies of our driveway details and right-of-way permit application were included. They did install an opening in curb after our on site meeting.

As the project at 203 W. Wisconsin Avenue was being done on May 5, 2025, another PLM crew installed a driveway approach and was working in right-of-way at 347 Park Avenue without an approved right of way permit. This permit application was submitted while the work was being done.

Recommendation

I recommend that the \$1,000 deposit not be returned.

203 W. Wisconsin Avenue box culvert





RIGHT-OF-WAY PERMIT APPLICATION

Permit # _____

☐ APPROVED
☐ DENIED

APPLICANT INFORMATION

Name: _____ Phone: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Email: _____

CONTRACTOR INFORMATION

Name: _____ Phone: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Email: _____
 24-Hour Contact Name: _____ 24-Hour Contact Phone: _____

PROJECT INFORMATION

Project Start Date: _____ Project End Date: _____

Project Location: _____

Facility Type

☐ Road ☐ Water ☐ Sanitary Sewer ☐ Electric
☐ Storm Sewer ☐ Gas ☐ Other: _____

Purpose

☐ Install ☐ Repair ☐ Other: _____

Location

☐ Road ☐ Easement ☐ Terrace ☐ Sidewalk ☐ Driveway Approach

Restoration

☐ Asphalt ☐ Concrete ☐ Sod/Seed ☐ Other: _____

Trench Size

Width: _____ Length: _____ Depth: _____

BORING

Will this work involve boring? ☐ YES ☐ NO *Enter boring length in Submittal Requirements and Fees box on page 2.*

Check box below to indicate which method will be used to field-verify the actual horizontal and vertical location of existing utilities prior to boring:

- ☐ Potholing at every water, sanitary sewer and storm sewer utility in the boring path
- ☐ Pre-boring closed circuit television (CCTV) inspection and locating with an inspection probe to provide accurate horizontal and vertical location of existing water, sanitary sewer and storm sewer utilities
- ☐ Post-boring CCTV inspection to verify existing water, sanitary sewer and storm sewer utilities were not damaged during boring process

NOTICE: Project-specific special conditions may be required for longitudinal boring or trenching projects unless otherwise indicated.

OTHER PROJECT INFORMATION

Will this work involve road closure? ☐ YES ☐ NO (If yes, road closure/detour plans must be provided)


Will a permanent structure(s) be placed in the right-of-way? ☐ YES ☐ NO

(If yes, additional legal documents/agreements may be required as part of this application)

SUBMITTAL REQUIREMENTS AND FEES

EMAILED SUBMITTALS AND REVISIONS WILL NOT BE REVIEWED

Remit completed application, supporting documentation and payment to: VILLAGE OF PEWAUKEE
RIGHT OF WAY PERMIT
235 HICKORY ST
PEWAUKEE WI 53072

- ☐ Application Form *
- ☐ Application Fee \$250 * -OR-
- ☐ Application Fee \$150 * (Driveway/Sidewalk/Perpendicular Terrace Crossing)
- ☐ Certificate of Insurance with Endorsements (See page 3 #1) *
- ☐ Site Drawing/Plans *
- ☐ Deposit \$1,000.00 *
- ☐ Boring Fees (See calculation box to right) 
- ☐ Bond (Amount varies by project type)

_____ Actual Boring Length in Linear Feet
_____ Length Above / 1,000 Lin. Ft. (Round up to next whole number)
x \$250.00
= _____ Total Boring Fee Due

* Required

NOTE: Non-emergency permits will be reviewed within 30 days of a complete permit submittal.

**If all required documents are not received within 30 days of initial notice of incompleteness/denial, the application process starts over.
A new submittal and fees will apply.**

AGREEMENT TO ABIDE

In consideration of being permitted to conduct work in the public right-of-way, the applicant hereby agrees to abide by Chapter 78, Streets, Sidewalks, and Other Public Places, of the Village of Pewaukee Code of Ordinances, attached Provisions and Conditions of Issuance (including but not limited to the insurance requirements on page 3, number 1) and all project-specific Special Conditions.

Applicant Signature: _____ Date: _____

Contractor Signature: _____ Date: _____

THIS SECTION FOR COMPLETION BY OFFICE STAFF ONLY

Special Permit Conditions Required: _____

Application Received By: _____ Date: _____

Application Approved By: _____ Date: _____

Surety Release

Restoration Inspected By: _____ Date: _____

Surety Released By: _____ Date: _____

PROVISIONS AND CONDITIONS OF ISSUANCE:

Pursuant to Wisconsin Statutes and the Ordinances of the Village of Pewaukee, this Permit is granted to allow performance of the specific work described herein. The following standard provisions and any included special provisions shall govern this work:

Initial next to each item indicating compliance and understanding.

- _____ 1. Before commencement of the work, Applicant agrees to provide the Village with evidence of comprehensive, general liability insurance written on an occurrence basis with limits of not less than \$1 Million per occurrence and \$2 Million in the aggregate, which insurance shall name the Village of Pewaukee as an Additional Insured on a primary and non-contributory basis. Said coverage shall be evidenced by a Certificate of Insurance, as well as a Policy Endorsement, evidencing the Village's Additional Insured status. Coverage shall also provide that notice of termination or material modification of the policy shall be given not less than thirty (30) days prior to the termination of the policy except in the event of termination for non-payment, in which case the evidence of termination shall not be less than ten (10) days prior to the termination event.
- _____ 2. Applicant shall notify the Village of Pewaukee not less than one (1) business day prior to starting any work in the public right-of-way.
- _____ 3. A copy of this approval, along with any plans and special provisions shall be available on the job site.
- _____ 4. Upon completion of the work, Applicant shall file a written notice with the Village Engineer to ensure return of deposit.
- _____ 5. No openings in the streets, alleys, sidewalks or public ways shall be permitted between December 1st and April 1st except where it is determined by the Director of Public Works to be an emergency excavation or authorized Public Works Department Project.
- _____ 6. Applicant agrees to indemnify and hold harmless the Village of Pewaukee, its employees and agents, from and against any and all costs, claims, suits, liability and/or award of damages, including actual attorney fees which might come, be brought or be assessed, because of the issuance or performance of this Permit, or because of any adverse effect upon any person or property which is attributed to the partially or entirely completed work of the Applicant. The performance of the permitted work or any part thereof, by or on behalf of Applicant, shall bind such Applicant to abide by this Permit and all its conditions and provisions.
- _____ 7. The terms of this Permit and these conditions of issuance shall apply to anyone acting on behalf of the Applicant, its agents, sub-contractors or assigns.
- _____ 8. The permitted facility shall, if necessary, be altered at the expense of the Applicant to permit alteration, improvement or maintenance of the roadway as may hereafter be ordered. The entire cost of construction and maintaining the permitted work shall be the obligation of the Applicant unless a contract for such costs has been executed by the Village.
- _____ 9. No open cutting or crossing will be allowed where the pavement is too narrow to maintain one-way traffic at all times unless the Village Engineer has granted permission for a detour. Whenever the pavement is open, the spoil material from the excavation shall be hauled away and the trench shall be backfilled with a flowable, aggregate slurry mix. Pavement removed for a road crossing will be replaced as per the specifications of the Village.
- _____ 10. Applicant shall provide all necessary signs, flagmen, barricades and lights required according to the Manual on Traffic Uniform Control Devices. When a detour is allowed, police, fire and local newspapers shall be notified by Applicant in advance of the work being started.
- _____ 11. All disturbed areas shall be returned to their present condition, or better, subject to the satisfaction of the Village Engineer or representatives of the Village of Pewaukee. Access to all private drives and public street intersections shall be maintained and all disturbed areas completed restored to the conditions existing prior to the commencement of the work. If weather conditions exist that will prevent the growth of seed or sod, Applicant shall be responsible for maintaining the sod or seed as necessary to establish the vegetation.
- _____ 12. Any trenching, tunneling or excavating shall be performed in accordance with the requirements of OSHA and the Wisconsin Department of Safety and Professional Services and any applicable local regulations.
- _____ 13. The Applicant acknowledges that the Policy Endorsement required by this section is its own document, separate from the Applicant's insurance contract, which specifically identifies the Village as an Additional Insured under the Applicant's insurance contract. The Applicant further acknowledges and understands that merely listing the Village of Pewaukee as the holder of a Certificate of Insurance does not satisfy the requirements of this section. A copy of this section should be provided to the Applicant's insurance broker, if any, to ensure proper documentation is provided in a timely fashion.
- _____ 14. Applicant, as well as any contractors, subcontractors or assigns, shall comply with the Erosion Control Ordinance of the Village of Pewaukee, and shall follow the direction of the Village Engineer.
- _____ 15. In the event Applicant fails to comply with any of the terms of this Permit or engages in activities which the Director of Public Works determines, in the exercise of his/her sole discretion, are injurious to the public health, safety and welfare, the Director of Public Works may issue a Stop Work Order and the authority under this Permit shall be terminated.
- _____ 16. Permit does not grant or imply access to disturb any private property adjacent to the work. Where such disturbance will occur grantee will obtain written permission from owner prior to proceeding.



PUBLIC WORKS DEPARTMENT
1000 Hickory Street
Pewaukee, WI 53072

To: Public Works and Safety Committee
CC: Matt Heiser, Village Administrator
From: David Buechl, P.E., P.L.S, Director of Public Works/Village Engineer
Date: May 9, 2025
Re: Agenda item 5f. Discussion and possible action regarding adding sanitary sewer televising videos to Village GIS

BACKGROUND

The Public Works and Safety Committee asked Village DPW to have the sanitary sewer televising videos added to the Village GIS. We did get an estimate of costs to perform the work as attached.

ANALYSIS

Village Utility staff reviewed the number of sewer televising videos and there are approximately 859 videos.

Recommendation

This work could be done over 2-3 years to spread out the costs. Eventually, the Village sewer will be televised again and the new videos will also need to be added.

CCTV Estimates Worksheet

Project: CCTV

Charged by segment.

Number of videos	Price per segment
1-50	\$60
50-100	\$50
100-200	\$40
200+	\$30

**No less than \$30 per segment*

**Additional Services will be charged on an hourly basis*

Price per segment + Additional Services:

- PDF Splitting
- Data Review
- Mapping defects
- Renaming

Scope:

1. Convert and compress video files into proper format to use over web
2. Convert all pdf files to the proper format and separate as necessary.
3. Create a database table to link files.
4. Uploading the videos and reports to the database and the server.
5. Trouble shooting and cleanup of files that do not find the correct pipe.
6. QA/QC all records.



To: Jim Grabowski, Committee Chair
Members of the Public Works and Safety Committee

From: Matt Heiser
Village Administrator

Date: May 9, 2025

Re: May 13, 2025 Committee Meeting Agenda Item 5(g)
Discussion and possible recommendation to the Village Board on 2024 Fire/EMS fee
appeal for parcel tax key PWV 0903106, 1088 Quail Ct. (owner KKNN Quail LLC).

BACKGROUND

Village ordinance Chapter 93, establishing the Fire/EMS Protection Fee, allows property owners to file an appeal for the fee. The annual fee is based on a methodology using Emergency Service Equivalents (ESEs) assigned to each parcel as provided in the ordinance. Property owners can appeal the determination of ESEs assigned to their property or the amount of the special charge associated therewith. Per the ordinance, the appeal must be in writing, specify the grounds for the challenge to the amount of ESEs, and state the amount of the fee that the applicant considers to be appropriate. The appellant has an opportunity to present evidence in support of their appeal at a hearing held before the Village Board. The Public Works and Safety Committee role is to review the appeal materials submitted and make a recommendation to the Village Board on whether to grant or deny the appeal for the Village Board's consideration during its formal hearing of the appeal request. The Village Board determines at their hearing whether the number of ESEs assigned is fair and reasonable in accordance with the terms of the Fire and EMS Fee Ordinance and whether or not a refund is due to the appellant. The Public Works and Safety Committee's review and recommendation should address those same factors.

There were three applicants who satisfied the requirements to appeal the Fire/EMS fees as defined in the Village ordinance.

<u>Owner Name</u>	<u>Address</u>
KKNN Quail LLC	1088 Quail Court (Quail Pointe Apartments)
Hawthorne Place LLC (c/o Michael Heise)	1105 Hawthorne Place
JM 1405 LLC (c/o Kevin Yonke)	205 Prospect Ave (Yonke & Son Funeral Home)

Of those three, two of them chose to waive the preliminary hearing before the Public Works and Safety Committee as the Village has agreed to allow in the past.

The remaining applicant, KKNN Quail LLC, has its request before the Committee for its May 13, 2025 meeting.

ACTION REQUESTED

The action requested is for the committee to recommend to the Village Board to grant or deny the applicant's appeal of the 2024 Fire/EMS fee.

ANALYSIS

The process as defined in the ordinance is for Village staff to perform a review of the fee when the waiver request is received. The Village Administrator confirmed that the parcel was correctly classified and charged the correct number of Emergency Service Equivalents (i.e. ESEs).

Attachments:

1. 2024 Fire/EMS Fee Waiver Appeal from KKNN Quail
2. 2024 Fire/EMS Fee Waiver Appeal Response to KKNN Quail
3. 2024 Fire/EMS Fee Waiver Appeal Request Full Hearing
4. 2024 Fire/EMS Fee Waiver Appeal KKNN Quail Letter – Time-Line of Hearing
5. 2024 Fire/EMS Fee Waiver Appeal KKNN Quail Notice of May 13, 2025 PW&S Committee Meeting.
6. 6. Copy of Chapter 93 – Village of Pewaukee Municipal Code.



Patrick Brotherhood
Quail Pointe Apartments (KKNN Quail LLC)
1088 Quail Ct.
Pewaukee, WI 53072

January 8, 2025

Matt Heiser, Village Administrator
Village of Pewaukee
235 Hickory Street
Pewaukee, WI 53072

Mr. Heiser,

I write in protest of the Fire-EMS fee assessed on our 2024 tax bill. The Fire-EMS fee is an improper and unreasonable tax. We ardently oppose the implementation and calculation of this unfair "fee" and hereby submit our appeal.

Please advise the next steps to move forward.

Thank you,

Patrick Brotherhood
Property Manager
Quail Pointe Apartments
patrick@watercrestinvestments.com
Cell: 414-533-4899



February 5, 2025

Mr. Patrick Brotherhood
Property Manager
Quail Pointe Apartments (KKNN Quail, LLC)
1088 Quail Ct.
Pewaukee, WI 53072

Re: Village of Pewaukee Fire and EMS Fee Appeal – PWV0903106

Dear Mr. Brotherhood:

This letter is in response to your appeal of the Village of Pewaukee's Fire and EMS Fee included on your 2024 Real Property Tax Bill. Your appeal was filed with the Village Administrator by letter dated January 8, 2025.

Pursuant to Section 93.105 of the Municipal Code of the Village of Pewaukee, upon receipt of a petition and appeal of the Fire and EMS Fee, the Village Administrator "shall review the petition and make a determination if there is an error in any order, decision, or determination made pertaining to the calculation of ESEs" and further shall provide such determination to the applicant in writing. "ESE" is defined by Section 93.101 of the Code as an Emergency Service Equivalent. The Village Administrator's review is solely limited to the criteria above.

Your parcel, PWV0903106 was classified as Senior Living, which the Code defines as including "residential care facilities, care facilities, and senior living residential developments which are marketed and/or limited to residents 55 years of age and older." The Code further provides that for Senior Living classified properties, 1.0 ESEs shall be assigned per residential unit. The residential development located on your parcel has 135 residential units. The parcel was assigned 135 ESEs. After reviewing the ESE methodology provided for in Pewaukee Municipal Code Section 93.104, as amended, it is my determination that the calculation and assignment of ESEs to your property is correct and consistent with the methodology provided by our code.

Section 93.105(d) allows you to appeal my determination to the Public Works and Safety Committee for recommendation to the Village Board. The Village Board shall then hear and decide appeals made on the basis other than an alleged error in the determination of residential ESE or building square footage ESE determination. The Board's review is limited to determining whether the number of ESEs assigned is fair and reasonable in accordance with the terms of this ordinance and, in the event an appeal is granted, whether or not a refund is due the appellant and the amount of the refund. The legality of the fee itself is not relevant subject matter under these appeal procedures.



Please be advised the Municipal Code of the Village of Pewaukee provides any appeal of my determination to the Village Board must be filed with the Village Clerk, in writing, no later than thirty (30) calendar days from the date the enclosed decision was mailed to you. Untimely appeal requests will not be processed.

Should you wish to appeal my determination, the Village is willing to waive any hearing and recommendation from the Public Works and Safety Committee and proceed directly to a hearing at the Village Board. If you are in agreement with that procedure and wish to pursue further appeal, please review, sign, and return the enclosed waiver to me along with your written intention to proceed with appeal to the Village Board so we may process the same.

Should there be any questions, please do not hesitate to contact me. Thank you for your consideration of this matter.

Sincerely,

VILLAGE OF PEWAUKEE

Matt Heiser, Village Administrator



WAIVER OF HEARING AT PUBLIC WORKS AND SAFETY COMMITTEE

I, PATRICK BROTHERHOOD, have filed an appeal of the Fire and EMS Fee Emergency Services Equivalence pursuant to Village of Pewaukee Municipal Code Section 93.105. I hereby knowingly waive any hearing in front of or recommendation from the Village of Pewaukee Public Works and Safety Committee, only to the extent such hearing or recommendation is required as part of an appeal pursuant to Section 93.105 of the Municipal Code of the Village of Pewaukee. Further, I consent to my appeal being heard directly by the Village Board of the Village of Pewaukee pursuant to Municipal Code Section 93.105(d) and (e).

Date: _____

QUAIL POINTE APARTMENTS

Patrick Brotherhood, Property Manager



3/6/25

To: Matt Heiser

Dear Matt,

Watercrest Investments wishes to dispute the 2025 FIRE & EMS fees per your letter of February 5th 2025. The property at 1088 Quail Court Should be charged a fee not based on calls for service. Please schedule a hearing as soon as possible.

Sincerely,

A handwritten signature in blue ink, appearing to read "James Cadd".

James Cadd

Watercrest Investments



March 20, 2025

Mr. Patrick Brotherhood
Property Manager
Quail Pointe Apartments (KKNN Quail, LLC)
1088 Quail Ct.
Pewaukee, WI 53072

Re: Status Update of Fire/EMS Fee Appeal for PWV 0903106

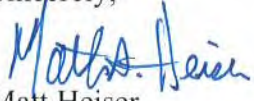
Dear Mr. Brotherhood,

The Village received a hand-delivered response from Mr. Jim Cadd on March 6, 2025 to continue the appeals process but chose not to waive the appeal hearing before the Public Works and Safety Committee. Thus the next step is for the Village to schedule a hearing date with the committee to hear your appeal. This is a courtesy letter to lay out the envisioned time-line for this process to unfold.

The Public Works and Safety Committee generally meets quarterly so the next anticipated meeting will be in June of 2025. You will be receiving a letter from the Village when the committee hearing is scheduled. The Public Works and Safety Committee would hear your appeal and make a recommendation to the Village Board. The next step is for the Village Board to hear the appeal.

Please feel free to contact me with any questions. Thank you for your patience,

Sincerely,


Matt Heiser

Village Administrator



Mr. Patrick Brotherhood
Property Manager
Quail Pointe Apartments (KKNN Quail, LLC)
1088 Quail Ct.
Pewaukee, WI 53072

May 7, 2025

Dear Mr. Brotherhood,

This letter is to inform you of a status update in your appeal of the 2024 Fire/EMS Protection Fee. The next step is for review and recommendation by the Public Works and Safety Committee as defined in Pewaukee Municipal Code 93.105. The Committee has scheduled a meeting for Tuesday, May 13 at 5:00. An item will be on the agenda of that meeting for Property tax key PWV0903106. Please see the Village website for the posting of the agenda and supporting packet information. It will likely be available to the public on Friday, May 9.

Thank you for your attention to this matter.

Sincerely,

Matt Heiser
Village Administrator

Chapter 93 FIRE-EMS PROTECTION FEE

Sec. 93.100. Purpose and intent.

- (a) Adequate and sustainable funding is essential for life-safety related services. A fire-EMS protection fee apportioned to all properties provides a sustainable source of funds for the provision of fire-EMS services to all properties within the Village of Pewaukee.
- (b) The village board reviewed funding options for fire-EMS service funding provided under contract with the City of Pewaukee, including a fee charged to all properties within the village, during 2023 and determined that establishment of a fee charged to properties based on property usage and call volume is the most appropriate method to provide the necessary funds. The village board further concluded through the study that the costs incurred by the village in contracting fire-EMS services would be recovered through assessments to properties in proportion to the benefit received by the demand for service as reflected in the calls from service from each respective property class.
- (c) In creating this chapter, the village is acting pursuant to authority granted by Chapters 61 and 66 of the Wisconsin Statutes, including but not limited to Wis. Stats. §§ 66.0301 and 66.0627.
- (d) The village board shall review the fire-EMS protection fee at least every five years to evaluate the success of the activities funded and the appropriateness of the rate structure. The first review shall occur by or before June 30, 2026.

(Ord. No. 2023-22, § 1, 11-17-2023)

Sec. 93.101. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

- (a) "Department" means City of Pewaukee Fire Department.
- (b) "Emergency service equivalent" or "ESE" means the base amount used to calculate the amount of fees charged to each single-family/duplex property, regardless of size or value.
- (c) "Developed property" means a parcel or legal portion of real property, on which an improvement exists or has been constructed.
- (d) "Services" means the fire and EMS services provided to the Village of Pewaukee by the City of Pewaukee or another entity.
- (e) "Village" means the Village of Pewaukee, Waukesha County, Wisconsin.
- (f) "Single-family/duplex" means single-family homes and duplexes as a 1- and 2- family home.
- (g) "Multi-family" includes apartments and condominium complexes.
- (h) "Senior living" includes residential care facilities, care facilities and senior living residential developments which are marketed and/or limited to residents 55 years of age or older.
- (i) "Care home" includes residential board and care or 24-hour care nursing homes, where care is provided for four or more persons.

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- (j) "Commercial" includes properties zoned B-1 community business district, B-2 downtown business district, B-3 office and service district, and B-4 business park district.
 - (k) "Industrial" includes properties zoned B-5 light industrial district.
 - (l) "Open space" may include the portion of a single lot outside of the development envelope that is characterized by important natural resources and/or may encompass the contiguous boundaries of important natural resources located on multiple lots.
 - (m) "Right-of-way" is an area of real property in which the village has a dedicated or acquired right-of-way interest in the real property. It shall include the area on, below or above the present and future streets, alleys, avenues, roads, highways, parkways or boulevards dedicated or acquired as right-of-way.

Sec. 93.102. Authority.

- (a) This chapter is enacted pursuant to Wis. Stats. §§ 61.65, 66.0301, and 66.0627 and other applicable laws for the purpose of providing the funding for the services within the village. The recitals set forth herein are incorporated by reference as though more fully set forth herein.

(Ord. No. 2023-22, § 1, 11-17-2023)

Sec. 93.013. Geographic application.

- (a) This chapter applies to all developed property located within the village.

(Ord. No. 2023-22, § 1, 11-17-2023)

Sec. 93.104. Annual fire/EMS protection fee.

- (a) There is hereby imposed upon every developed property described in section 93.103 above an annual fee for the provision of fire and EMS services to such real property. Such fees shall be annually established by the village by means of adoption of a fee schedule by resolution of the village board on or before the last Tuesday of November of each year commencing with the year 2023. The fee charged shall be sufficient in the amount to allow the village to pay in its entirety the amount of the village's contract for the receipt of fire and EMS services. With respect to the annual fees, the following shall apply:
 - (1) Annual fees shall be based on a methodology utilizing ESEs. The total amount of the required contract for services for any year shall be divided by the total number of ESEs located within the village to arrive at a stated dollar amount per single ESE.
 - (2) Each tax key parcel within the village shall be assigned a number of ESEs by the village as follows:
 - a. Single-family/duplex—1.0 ESE (per unit)
 - b. Multi-family—1.0 ESE (per unit)
 - c. Senior living—1.0 ESE (per unit)
 - d. Care home—1.0 ESE (per unit)
 - e. Commercial—1 ESE per 3,350 sq. ft.
 - f. Industrial—1 ESE per 31,000 sq. ft.
 - g. Institutional—1 ESE per 6,500 sq. ft.

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- (3) Fire/EMS protection fees shall be included on the annual property tax bills as a special charge in accordance with Wis. Stats. § 74.01. Payments shall be paid in full by January 31 and any unpaid fee shall be considered delinquent and subject to interest and penalties. A delinquent special charge becomes a lien on the property against which it is imposed as of the date of delinquency. The delinquent special charge shall be included in the current or next tax roll for collection and settlement. All special charges that become delinquent shall be paid, together with interest and penalties, to the county treasurer in accordance with Wis. Stats. § 74.11(11).

- (4) The village may collect delinquent special charges in any other manner provided for by law.

(Ord. No. 2023-22, § 1, 11-17-2023; Ord. No. 2024-07, § I, 11-6-2024)

Sec. 93.105. ESE appeals.

- (a) Any person aggrieved by the determination of ESEs applicable to the real property of such person or entity or as to the amount of the special charge associated therewith may file a written appeal to the village clerk. The written appeal shall specify the grounds for the challenge to the amount of the ESEs and shall state the amount of fee that the appellant considers to be appropriate.
- (b) Such petition shall be made in writing and be filed with the village clerk within 30 days of the receipt of the bill.
- (c) The appeal must specify the basis for the appeal and may include dwelling unit documentation for residential ESE determination or building square footage documentation for non-residential ESE determination.
- (d) The village administrator shall review the petition and make a determination if there is an error in any order, decision or determination made pertaining to the calculation of ESEs. Once a determination has been made on a calculation, no additional request may be filed for the same developed property unless there has been a significant material change from the prior determination. The decision of the village administrator shall be provided in writing to the applicant. A property owner may appeal the decision of the village administrator to the public works and safety committee for a recommendation to the village board. The appeal must be filed in writing to the village clerk within 30 calendar days from the date the decision of the village administrator was mailed to the property owner.
- (e) The village board, upon review and recommendation of the public works and safety committee, shall hear and decide appeals made on the basis other than an alleged error in the determination of residential ESE or building square footage ESE determination. The board shall determine whether the number of ESEs assigned is fair and reasonable in accordance with the terms of this ordinance and, in the event the appeal is granted, whether or not a refund is due the appellant and the amount of the refund. The board shall conduct a hearing and provide notice to the appellant at least five business days prior to the hearing. The applicant shall be afforded the opportunity to be heard and to present evidence in support of their appeal. The village administrator shall provide evidence in support of how the original assessment was made. The board shall render a written decision based upon the evidence presented.

(Ord. No. 2023-22, § 1, 11-17-2023)

Sec. 93.106. Severability.

- (a) In any provision, paragraph, word, section, or article of this chapter is invalidated by any court of competent jurisdiction, the remaining provisions, paragraphs, words, section, and chapters shall not be affected and shall continue in full force and effect.

(Ord. No. 2023-22, § 1, 11-17-2023)
