



## Regular Village Board Meeting Agenda

**Wednesday, April 8, 2026**

**6:00 p.m.**

Village Hall, 235 Hickory Street, Pewaukee, WI 53072

**To view the meeting live:**

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

1. Call to Order, Pledge of Allegiance, Moment of Silence and Roll Call.
2. Public Hearings/Presentations –None.
3. Approval of Minutes of Previous Meeting.
  - a. Minutes from the March 17, 2026, Regular Village Board Meeting.
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, 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.*
5. Ordinances - None.
6. Resolutions:
  - a. Review, discussion, and possible action on Resolution 2026-03: A Resolution for Governmental Responsibility for Runoff Management Grants.
7. Old Business – None.
8. New Business
  - a. Review, discussion and possible action to approve the Organizational Chart for the Village of Pewaukee to make the Court Clerk a part-time position for the Municipal Court.
  - b. Review, discussion and possible action on the proposed job description for the Court Clerk position.
  - c. Review, discussion and possible action on the proposed job description for the Police Clerk position.
  - d. Review, discussion and possible action request for project and funding approval for Pewaukee Public Library Flat Roof Replacement Project.
  - e. Review, discussion and possible action on letter of agreement with Verizon Wireless to consent for access to Village property at 1010 Quinlan Drive for Verizon to perform Phase I and Phase II Environmental Site Assessments (ESAs).
  - f. Review, discussion and possible action to approve a storm water maintenance agreement with The Glen at Pewaukee Lake LLC and The Glen at Pewaukee Lake Homeowners Association Inc.
  - g. Review, discussion and possible action to approve a contract with RA Smith for the 2026 Glacier Road Project.
  - h. Review, discussion and possible action to confirm committee appointments by the Village President:
    - a. Board of Review – 2 Citizen Members (3-year terms); Cheryl Mantz and Kyle McNulty.
    - b. Public Works and Safety Committee – 1 Citizen Member (3-year term); Patrick Wunsch and 2 Trustee Members (1-year terms); Kelli Belt and Jim Grabowski.
    - c. Joint Park and Recreation Board – 1 Trustee Member (1-year term); Kristen Kreuser.
    - d. Historic Preservation Commission – 1 Trustee Member (1-year term); Kelli Belt.
    - e. Lake Advisory Committee – 1 Trustee Member (1-year term); Jim Grabowski.
    - f. Zoning Board of Appeals – 1 Citizen Member Alternate (3-year term); Patricia Stronger.
  - i. Review, discussion and possible action on applications for Transient Merchant Permits.
    - a. Elliot Currie, Jr. – Renewal by Andersen
    - b. Jordan Mueller – Renewal by Andersen
  - j. Review, discussion, and possible action on Waukesha County Case [2026CV000542](#), Kirkland Crossings v. Village of Pewaukee.
  - k. The Village Board of the Village of Pewaukee will enter into closed session pursuant to Wis. Statute Section 19.85(1)(g) for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, specifically regarding

Waukesha County Case [2026CV000542](#), Kirkland Crossings v. Village of Pewaukee. After conclusion of any closed session, the Village Board will reconvene in open session pursuant to Wis. Statute Section 19.85(2) for possible additional review, discussion and action concerning these agenda items and to address the remaining meeting agenda.

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, 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.*

10. Adjournment.

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

Posted April 3<sup>rd</sup>, 2026

**VILLAGE OF PEWAUKEE  
REGULAR VILLAGE BOARD MINUTES  
MARCH 17, 2026**

[https://www.youtube.com/live/VYRqY1wu3y0?si=BdHT9o\\_al0WgA0HO](https://www.youtube.com/live/VYRqY1wu3y0?si=BdHT9o_al0WgA0HO)

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

President Knutson called the meeting to order at approximately 6:00 p.m. The Pledge of Allegiance was recited, followed by a moment of silence.

Roll Call was taken with the following Village Board members present: Trustee Nick Stauff, Trustee Bob Rohde, Trustee Rachel Pader, Trustee Jim Grabowski; and President Jeff Knutson.

Excused: Trustee Kelli Belt and Trustee Kristen Kreuser

Also Present: Parks & Recreation Director, Nick Phalin; Public Works Director, Dave Buechl; Public Works Supervisor, Jay Bickler; Village Attorney, Matt Gralinski; Village Administrator, Matt Heiser; and Village Clerk, Jenna Peter.

**2. Public Hearings/Presentations - None**

**3. Approval of Minutes of Previous Meeting**

**a. Minutes of the Regular Village Board Meeting – March 3, 2026**

Trustee Grabowski moved, seconded by Trustee Stauff to approve the March 3, 2026, minutes of the Regular Village Board meeting as presented.

**Motion carried 5-0.**

**4. Citizen Comments – None**

**5. Ordinances –**

**a. Review, discussion and possible action on Ordinance No. 2026-03; An Ordinance to Amend Section 58.130(d) of the Municipal Code of the Village of Pewaukee Regarding Dogs in Parks.**

Director Phalin reported that dogs are currently prohibited in all parks and specifically in areas such as the beach, grass areas, playgrounds, and soccer fields. Staff is exploring future dog-park options, including a mobile dog park with removable fencing.

President Knutson noted there is sometimes dog feces in the grassy lakefront area which is especially concerning during lakefront music events when people lay blankets down. He would like this grassy area specifically included in the ordinance where dogs are not allowed.

Phalin clarified that the ordinance reflects the City staff's recommendations and noted that adding a prohibition on dogs in the grass area would differentiate from the approved City ordinance.

Trustee Rohde expressed no concerns with the current wording, noting that the ordinance addresses the necessary exceptions.

Phalin added that staff will enforce the rules as best as possible and that a leash requirement is included.

Trustee Grabowski acknowledged President Knutson's concerns but stated dogs have historically been prohibited without successfully keeping them out. He does not believe the ordinance will increase the number of dogs in parks and prefers to keep the ordinance as is.

**Trustee Grabowski moved, seconded by Trustee Rohde to approve Ordinance 2026-03 as presented.**

**Note: Ordinance 2026-03 was already in use; therefore, this ordinance is now numbered 2026-04.**

**Motion carried 4-1.**

**President Knutson voting nay.**

**6. Resolutions – None**

**7. Old Business – None**

**8. New Business**

**a. Review, discussion and possible action regarding commercial and residential lease renewal with existing tenants at Laimon Family Lakeside Park.**

Phalin stated that the renters have been leasing the space for approximately ten years.

Rohde commented that the partnership between Beachside Boat & Bait and the Parks & Recreation Department has been a positive one.

Grabowski referenced Exhibit B and asked whether the slips shown are the only ones included in the lease, noting they appear to be the same slips included in the original lease from ten years ago.

Attorney Gralinski confirmed that Exhibit B is from the 2016 lease.

Phalin added that Exhibit B depicts the gas dock.

Gralinski added that Exhibit B is no longer accurate.

Knutson requested an updated photo, and Director Phalin indicated a new exhibit will be prepared and attached once finalized.

**Trustee Grabowski moved, seconded by Trustee Rohde to approve the commercial and residential lease renewal at Laimon Family Lakeside Park.**

**Motion carried 5-0.**

**b. Review, discussion and possible action regarding proposed 2026 Pewaukee Lake Water Ski Club schedule.**

**Trustee Rohde moved, seconded by Trustee Grabowski to approve the 2026 Pewaukee Lake Water Ski Club schedule.**

**Motion carried 5-0.**

**c. Review, discussion and possible action to purchase a Ford F350 1 ton dump truck for \$90,740.**

Knutson noted this is a budgeted item.

**Trustee Grabowski moved, seconded by Trustee Pader to approve purchase of the Ford F350 1 ton dump truck for \$90,740.**

**Motion carried 5-0.**

**d. Review, discussion and possible action to purchase a Ford F350 Utility truck for \$87,289.**

Knutson noted this is a budgeted item.

**Trustee Grabowski moved, seconded by Trustee Pader to approve purchase of the Ford F350 utility truck for \$87,289.**

**Motion carried 5-0.**

**e. Review, discussion and possible action to approve Change Order #2 of the 2025 Street and Utility Project from Payne & Dolan for \$9,835.**

Director Buechl noted that this may be a close-out change order and that staff is not aware of any additional change orders at this time.

Knutson questioned the circumstances surrounding the water shut-off.

Buechl explained that at the start of the project, the engineer submitted a Diggers Hotline request and that Public Works provided the engineer with copies of the Village's as-builts. He stated it is unclear how accurate the as-builts were or whether they were incorporated correctly by the engineer.

Stauff asked whether large projects typically include an estimated contingency and Buechl confirmed that staff generally budgets approximately 20% for contingencies.

Knutson expressed concern that the issue arose five months after the project began.

Buechl stated that disagreements between the contractor and engineer sometimes occur and that he is unsure why the area in question was not properly marked.

**Trustee Stauff moved, seconded by Trustee Rohde to approve Change Order No. 2 for 2025 Street and Utility Project form Payne & Dolan for \$9,835.**

**Motion carried 5-0.**

- f. Review, discussion and possible action on proposed Work Agreement from Municipal Well & Pump to rehab Well #5 for \$220,557.**

Buechl explained that the well pump is removed and fully inspected as part of the maintenance process. The well is also televised to a depth of approximately 1,000 feet to evaluate conditions under a "worst-case scenario." He noted that each well is required to undergo a major maintenance project every ten years, and staff aims to complete one well maintenance project per year.

**Trustee Grabowski moved, seconded by Trustee Pader to approve the Work Agreement from Municipal Well to rehab Well #5 for \$220,557.**

**Motion carried 5-0.**

- g. Review, discussion and possible action on proposed bid for 2026 street and utility project on Glacier Road.**

**Trustee Grabowski seconded by Trustee Rohde to approve the proposed bid for DF Tomasini in the amount of \$1,048,885.00 for the 2026 street and utility project on Glacier Road.**

**Motion carried 5-0.**

- h. Review, discussion and possible action to approve a Temporary "Class B" Wine/"Class B" Beer Retailer's License for the VFW 2026 Memorial Day Car Show.**

**Trustee Rohde moved, seconded by Trustee Grabowski to approve the Temporary "Class B" Wine/ "Class B" Beer License for the 2026 VFW Memorial Day Car Show.**

**Motion carried 5-0.**

- i. Review, discussion and possible action to approve all checks and invoices from February 2026.**

**Trustee Grabowski moved, seconded by Trustee Pader to approve all checks and invoices from February 2026 except for the Library Fund.**

**Motion carried 5-0.**

**Trustee Stauff moved, seconded by Trustee Pader to acknowledge the checks and invoices for the Library fund for February 2026.**

**Motion carried 5-0.**

**9. Citizen Comments- None.**

**10. Adjournment**

**Trustee Rohde moved, seconded by Trustee Stauff to adjourn the March 17, 2026, Regular Village Board meeting at approximately 6:45 p.m.**

**Motion carried 5-0.**

Respectfully Submitted,

Jenna Peter  
Village Clerk

DRAFT



**PUBLIC WORKS DEPARTMENT**  
**1000 Hickory Street**  
**Pewaukee, WI 53072**

To: Village Board Members  
CC: Village Administrator  
From: David Buechl, P.E., P.L.S, Director of Public Works/Village Engineer  
Date: March 19, 2026  
Re: Agenda item 6(a). Review, discussion and possible action on Resolution 2026-03: A Resolution for Governmental Responsibility for Runoff Management Grants.

### **BACKGROUND**

The Village of Pewaukee has an existing street sweeper that is at the end of its service life. The existing Tymco 500X sweeper was manufactured in 2010. The Village desires to replace this existing sweeper with a high-efficiency street sweeper. To accomplish this task, the Village is requesting grant funding from the Wisconsin Department of Natural Resources (WDNR) for a new high-efficiency street sweeper.

### **ACTION REQUESTED**

The action requested of the Village Board is to review and consider approval of the Resolution authorizing the Director of Public Works/Village Engineer to act on behalf of the Village of Pewaukee to:

- Sign and submit an application to the State of Wisconsin Department of Natural Resources for any financial aid that may be available;
- Sign a grant agreement between the local government (applicant) and the Department of Natural Resources;
- Sign and submit reimbursement claims along with necessary supporting documentation;
- Sign and submit an Environment Hazards Assessment Form, if required; and
- Take necessary action to undertake, direct and complete the approved project.

### **ANALYSIS**

The budget for a new street sweeper in 2027 may be \$420,000.00. The WDNR maximum eligible amount is a 25% cost share which is \$105,000 of \$420,000.

The non-point pollution sources targeted by this purchase are to clean the Village streets of sediment, debris, and contaminants that exist on public streets. The water quality need addressed by this proposed project is to remove the Total Suspended Solids (TSS) and phosphorous prior to entering the Pewaukee River and Pewaukee Lake.

I recommend the Village Board approve the Resolution to start the application submittal process which is due on April 15, 2026.

Attachments

RESOLUTION NO. 2026-03

A RESOLUTION OF GOVERNMENTAL RESPONSIBILITY FOR RUNOFF  
MANAGEMENT GRANTS

2027 STREET SWEEPER

WHEREAS, on April 8, 2026, the Village Board of the Village of Pewaukee, Waukesha County Wisconsin adopted a Resolution declaring its interest in acquiring a Grant from the Wisconsin Department of Natural Resources for the purpose of implementing measures to control agricultural or urban storm water runoff pollution sources (as described in the application and pursuant to ss.281.65 or 281.66, Wis. Stats., and chs. NR 151, 153 and 155); and

WHEREAS, a cost-sharing grant is required to carry out the project:

THEREFORE, BE IT RESOLVED, that the Village of Pewaukee

HEREBY AUTHORIZES, the Director of Public Works/Village Engineer, in the Department of Public Works to act on behalf of the Village of Pewaukee to:

- Sign and submit an application to the State of Wisconsin Department of Natural Resources for any financial aid that may be available;
- Sign a grant agreement between the local government (applicant) and the Department of Natural Resources;
- Sign and submit reimbursement claims along with necessary supporting documentation;
- Sign and submit an Environment Hazards Assessment Form, if required; and
- Take necessary action to undertake, direct and complete the approved project.

BE IT FURTHER RESOLVED that the Village of Pewaukee shall comply with all state and federal laws, regulations and permit requirements pertaining to implementation of this project and to fulfillment of the grant document provisions.

ADOPTED April 8, 2026

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Jeff Knutson  
Village President

ATTEST:

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Jenna Peter  
Village Clerk

**Notice:** This application form template was created by the Wisconsin Department of Natural Resources (DNR). Application is hereby made to the disadvantaged community score Wisconsin Department of Natural Resources, Bureau of Watershed Management, for grant assistance consistent with s. 281.66, Wis. Stats., and Chapters NR 151, 154 and 155, Wis. Adm. Code. Collection of this information is authorized under the authority of s. 281.66, Wis. Stats. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Public Records Law [ss. 19.31 - 19.39, Wis. Stats.]. *Unless otherwise noted, all citations refer to Wisconsin Administrative Code.*

Please refer to the [instructions](#) to complete this form. Complete all sections as applicable. Tab to each section or click in answer spaces. All "Attachments" referenced are in the application instructions.

**Part I. Applicant Information**

Calendar Year of Application			Calendar Year of Grant Start		
2026			2027		
Project Name					
Street Sweeper					
Applicant (governmental unit applying name and type, e.g., Wausau City; Randall Town)					
Pewaukee Village					
Authorized Responsible Government Official			Grant Contact Person - if different than Responsible Government Official (contact cannot be a consultant)		
David Buechl			Jay Bickler		
Title			Title		
Director of Public Works/Village Engineer			DPW Street Supervisor		
Area Code + Phone Number			Area Code + Phone Number		
(262) 691-5694			(262) 691-5667		
Email Address			Email Address		
dbuechl@villageofpewaukee.gov			jbickler@villageofpewaukee.gov		
Mailing Address - Street or PO Box			Mailing Address - Street or PO Box		
235 Hickory Street			235 Hickory Street		
City	State	ZIP Code	City	State	ZIP Code
Pewaukee	WI	53072	Pewaukee	WI	53072

MS4 Permittee?  Yes  No

**Part II. Project Information**

**A. Location**

Identify the project location(s) by filling in the table below. If the proposed project is to construct multiple BMPs located on non-contiguous sites, enter the latitude/longitude, county and senate/assembly district of each BMP location in individual rows. If the proposed project is to purchase a high-efficiency street sweeper that will serve areas in more than one HUC 12 watershed, enter the midpoint location for each HUC 12 in the table below.

See [Attachment A](#) and [Surface Water Data Viewer \(SWDV\)](#) for assistance in completing this question.

Location Name	Latitude North (4 to 7 decimal places)	Longitude West (4 to 7 decimal places)	County	State Senate District Number	State Assembly District Number
1. Village of Pewaukee	43.083	-88.259	Waukesha	5	15

**B. Watershed and Waterbody**

Enter the 12-digit hydrologic unit (HUC) code of the area served by each proposed BMP location on line a of the tables below. The name of the HUC 12 will automatically populate line b.

Determine the percent of the total area served by the project's proposed BMPs that is served by the BMP(s) in the first project location. Enter this percentage on line c of the tables. Identify the nearest water resources downstream of each proposed BMP location and enter on lined of the tables.

The name and number of the downstream HUC 12 will automatically populate lines e. and f., respectively.

See [Attachment A](#) and [Surface Water Data Viewer](#) for assistance in identifying the HUC 12s and nearest downstream water resources.

**1. 12-Digit Hydrologic Unit Code (HUC 12)**

<b>Location:</b>	Village of Pewaukee
a. HUC 12 Watershed Code	071200061003
b. HUC 12 Name	Palmer Creek-Fox River
c. Percent of Project Area Located in HUC 12	0.15
d. Nearest Water Resource	
Name of the water resource nearest to, and downstream of, the project area in this HUC 12	Pewaukee Lake, Pewaukee River
e. Downstream HUC 12	071200061006
f. Downstream HUC 12 Watershed Code Name	Bassett Creek-Fox River

**C. Contaminated Sites, Endangered and Threatened Resources and Historic Properties**

Check the appropriate box for each question based on what the **governmental unit knows** to occur where the project disturbs land. These questions are only required if the application is for a project that disturbs land and/or includes property acquisition.

- 1. The applicant certifies that they will follow through as necessary with all requirements regarding contaminated sites, as identified in chs. NR 700 Series, endangered or threatened resources as identified in s. 29.604, Wi. Stats., and ch. N 27, and all requirements regarding archeological sites, historical structures, burial sites, or other historic places identified in s.44.45, Wis. Stats. in the project area.
- 2. There are contaminated sites in the project area.
- 3. There are endangered or threatened resources as identified in s. 29.604, Wis. Stats., and ch. NR 27 in the project area. (Refer to [NH Portal](#) for assistance.)
- 4. There are archaeological sites, historical structures, burial sites, or other historic places identified in s. 44.45, Wis. Stats., in the project area.

**D. Alternative Funding**

- Check this box if applicant requests that the DNR also submit a copy of this application to the Clean Water Fund Program (CWFP). This submittal serves to waive the deadline for submitting an "Intent to Apply" form for CWFP funding; it is not a substitute for a CWFP loan application or interest rate subsidy application.
- Check this box if the applicant requests that the DNR also submit a copy of this application to the upcoming Sewer Overflow & Stormwater Reuse Municipal Grant (OSG) Program.

**E. Pro-Rating for Existing versus New Development**

For each project location entered in Part IIA.1, select the true statement (1 or 2) below and provide all additional information requested under the selected choice.

Location:

Yes

- 1. The project will serve existing urban development only. Existing means urban development in existence on or before October 1, 2004.
- 2. The project will serve some areas of existing urban development and some areas of new development or other land use. Existing means in existence on or before October 1, 2004.

a. Enter the percentage of the project area that serves existing urban development: 100 %

- b. For each proposed BMP, a 2004 aerial photo (or nearest available year) identifying the location of the BMP(s) and delineating the extent of its upstream drainage area is attached to this application.

**F. Best Management Practices (BMPs) and Associated Activities for Which Funding is Requested**

For each project location entered in Part II-A.1, check all BMPs for which funding is requested and provide the requested information for each checked BMP. Eligible BMPs must be consistent with available storm water post-construction technical standards. The associated technical standard number is in parentheses. See [Attachment C](#) for additional BMP information.

Location: **Village of Pewaukee**

Yes

- 1. Wet Detention Pond (1001)
- 2. Infiltration Basin (1003)
- 3. Bioretention for Infiltration (1004)
- 4. Vegetated Swale (1005)
- 5. Proprietary Storm Water Sedimentation Devices (1006)
- 6. Infiltration Trench (1007)
- 7. Non-Proprietary Storm Water Sedimentation Device  
(e.g., catch basins, settling tanks or vaults with minimum 3.0-foot sump and modeled per tech. std. 1006)
- 8. Permeable Pavement (1008)
- 9. Shoreline Habitat Restoration for Developed Area (NR 154.04(29))
- 10. **Streambank or Shoreline Protection (NR 154.04(31))**
  - a. Number of locations where funding for streambank or shoreline protection is requested: \_\_\_\_\_
  - b. Ancillary activities necessary to implement the streambank or shoreline protection for which funding is requested at Village of Pewaukee:
    - i. Grassed Swale (see tech. stds. 1004 and 1005)
    - ii. Vegetated Filter Strip (see tech. stds. 1004 and 1005)
    - iii. Storm Sewer Rerouting to direct storm water to streambank or shoreline protection
    - iv. Structure Removal necessary to install streambank or shoreline protection
    - v. Groundwater Monitoring Well Installation - if required by DNR for streambank or shoreline protection
  - c. Other eligible costs for which funding is requested at Village of Pewaukee:
    - i. Engineering for streambank or shoreline protection
    - ii. Land Acquisition for installation of streambank or shoreline protection
- 11. **Accelerated or HighEfficiency Street Sweeper**  
**Note:** *The cost of a high-efficiency street sweeper can be shared at 25% of the total cost of a new high-efficiency sweeper.*
- 12. **Other Urban Construction Practice:** \_\_\_\_\_

**G. Project Description**

Include a project narrative, site plan and conceptual drawings. Drawings are to include the project scope, key features and associated BMPs.

The Village of Pewaukee has an existing street sweeper that is at the end of its service life. The Tymco 500X sweeper was manufactured in 2010. The Village desires to replace this existing sweeper with a high-efficiency street sweeper. The non-point pollution sources targeted by this purchase are to clean the Village streets of sediment, debris, and contaminants that exist on public streets. The water quality need addressed by this proposed project is to remove the Total Suspended Solids (TSS) and phosphorous prior to entering the Pewaukee River. To accomplish this task, the Village is requesting funding for a new high-efficiency street sweeper.

**H. Project area photos (optional)**

- 1. Labeled photographs of the proposed BMP location(s) are attached to this application.
- 2. Labeled photographs of the of pollution sources areas in the upstream watershed draining to the proposed BMP(s) are attached to this application.

**Part III. Screening Requirements**

**A. Maps and Photographs**

Attach the required maps and photographs and then check boxes 1 and 2 to indicate they are attached.

- 1. An 8.5" x 11" map of each proposed BMP location identified in Part II-A is attached. Each map shows the location of the proposed BMP(s) and its upstream drainage area; municipal limits; topographic contours; HUC 12 watershed boundaries; and major roads, including road names.
- 2. An 8.5" x 11" aerial photo of each proposed BMP location identified in Part II-A is attached. Each photo shows the location of the proposed BMP(s) and its upstream drainage area; municipal limits; HUC 12 watershed boundaries; and major roads, including road names.

**B. Project Filters**

The applicant must be able to check "Yes" to questions 1 through 12 below to be eligible for a grant. If any of these questions cannot be answered "Yes" and/or if required supporting documentation is omitted, the application will not be scored.

Yes

- 1. The project is in an urban area as identified in [Attachment B](#).
- 2. The project will be completed within 24 months of the start of the grant period.
- 3. Staff and contractors designated (or selected) to work on this project have adequate training, knowledge and experience to implement the proposed project.
- 4. Staff or contractual services, in addition to those funded by this grant, will be provided if needed to complete all elements of the proposed project.
- 5. Best management practices constructed under this grant are consistent with non-agricultural performance standards under NR 151 (see Application Instructions - [Attachments C&D](#)).
- 6. The applicant will provide an operation and maintenance plan for the installed BMP with the final report.
- 7. The [Regional DNR Project Contact](#) has been contacted and all, of the topics in the below were discussed.

Name of DNR Staff Contacted	Date(s) Contacted	Subject(s) of Contact(s) (check all that apply)	
Peter Wood	3-18-2026	<input checked="" type="checkbox"/> Project Eligibility	<input checked="" type="checkbox"/> Permits / Feasibility
		<input checked="" type="checkbox"/> Proposed BMPs	<input checked="" type="checkbox"/> Water Quality Need
		<input checked="" type="checkbox"/> Other	

Summarize your discussion(s) with your Regional DNR Project Contact in the space below.  
 Emailed Peter Wood and talked about The Village of Pewaukee has an existing street sweeper that is at the end of its service life. The Tymo 500X sweeper was manufactured in 2010. The Village desires to replace this existing sweeper with a high-efficiency street sweeper. The non-point pollution sources targeted by this purchase are to clean the Village streets of sediment, debris, and contaminants that exist on public streets. The water quality need addressed by this proposed project is to remove the Total Suspended Solids (TSS) and phosphorous prior to entering the Pewaukee River. To accomplish this task, the Village is requesting funding for a new high-efficiency street sweeper.

- 8. The applicant can declare that one of the two statements below (a or b) is TRUE.
  - a. The applicant is not the University of Wisconsin Board of Regents.
  - b. The applicant is the University of Wisconsin Board of Regents and the grant is for practices, techniques or measures to control stormwater discharges on a University of Wisconsin System campus, located in a municipality that meets **both** of the following criteria:
- 9. Construction Site Erosion Control Ordinance: Local regulations are in place within the municipality or campus to administer and enforce construction erosion controls in the governmental unit consistent with the non-agricultural performance standards in s. NR 151.11.
- 10. Post-Construction Storm Water Management Ordinance: Local regulations are in place within the municipality or campus to administer and enforce post-construction runoff from areas of new development and re-development in the governmental unit consistent with the non-agricultural performance standards in s. NR 151.12.

Project Name:  
Street Sweeper

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## UNPS&SW Program Construction Grant Application

Form 8700-299 (R 03/2026)

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11. The applicant can declare that one of the two statements below (a or b) is TRUE.
- a. This application is not a joint application among local units of government.
  - b. This application is a joint application among local units of government and the required Inter-Governmental Agreement (IGA) is attached (see [Attachment J](#)).
12. The applicant can declare that one of the two statements below (a or b) is TRUE.
- a. The applicant does not currently have any existing Runoff Management Grants.
  - b. The applicant currently has one or more existing, active Runoff Management Grants and the applicant hereby certifies that all such projects shall be completed within the applicable grant period for each.
13. The applicant certifies that this project site is not specifically listed in an approved Adaptive Management Plan under s. NR 217.18, Wis. Adm. Code or a water quality trading plan pursuant to s. 283.84, Wis. Stats. AND the resulting reductions will not be credited towards the achievement of any WPDES requirement or performance goal.

**C. Location Filters**

For each project location entered in Part II-A.1, answer the questions below for each location where the applicant intends to construct water quality BMPs under the proposed project. For each location, the applicant must be able to check "Yes" to questions 1 through 9 below to be eligible for a grant. If any of these questions cannot be answered "Yes" and/or if required supporting documentation is omitted, the application will not be scored.

**Location**

**Yes**

1. Navigable Waters Determination: The applicant can declare that one of the two statements below (a or b) is TRUE.
- a. The proposed project will not install any urban storm water treatment practices.
  - b. The proposed project will install urban storm water treatment practice(s) and the applicant has determined that all such practice(s) installed under this grant will not be located in any intermittent or perennial waterway, based on the 24K Hydro Layer of DNR's [Surface Water Data Viewer](#).
2. Wetlands Waters Determination: The applicant can declare that one of the five statements below (a, b, c, d or e) is TRUE. If checked, select the true statement below, and provide all information requested below for the selected choice.
- a. The proposed project will not install any urban storm water treatment practices.
  - b. The proposed project will install urban storm water treatment practice(s) and the applicant has determined that all such practice(s) installed under this grant will not be located in any wetland, based on consulting the Wisconsin Wetland Inventory and the Wetland Maximum Extent Indicators Layer Theme of the DNR's [Surface Water Data Viewer](#).
  - c. The proposed project will install urban storm water treatment practice(s) and the applicant has attached an approved wetland exemption for the proposed practices(s) at their proposed location(s) signed by a DNR Water Management Specialist or Wetland Identification Specialist.
  - d. The proposed project will install urban storm water treatment practice(s) at a location where there is a potential for wetland presence. A wetland determination or delineation has been completed showing that none of the proposed treatment practices will encroach upon a wetland.
  - e. The proposed project will install one or more urban storm water treatment practice(s) at a location where there is a potential for wetland presence. A wetland determination or delineation will be completed and submitted to DNR by a qualified person in accordance with the DNR "Wetland Screening and Delineation Procedures Guidance", prior to commencing construction of treatment practices. The applicant hereby agrees not to begin construction on the proposed treatment practice(s) until after receiving DNR concurrence that the proposed practices will not be located in any wetland.
3. Property Control: The applicant can declare that one of the five statements below (a, b, c, d or e) is TRUE. If checked, select the true statement below:
- a. The proposed project does not require that the applicant have control of any property.
  - b. The proposed project requires that the applicant has control of the property, and the applicant currently owns the property.
  - c. The proposed project requires that the applicant has control of the property, and the applicant currently has control of the property through an easement or a construction and maintenance agreement.
  - d. The proposed project requires that the applicant has control of the property, and the applicant has documentation stating that the current owner of the property is willing to enter into a construction and maintenance agreement with the grant applicant prior to the award of the grant.
  - e. The proposed project requires that the applicant has control of the property, and the applicant proposes purchasing the property (fee title) or an interest in the property (easement), and the applicant has documentation that the sale will be completed prior to the award of the grant.
4. The applicant certifies that the BMP will not be constructed within a public drinking water well required setback per local ordinances or NR 811, and NR 812.
-

**Part IV. Competitive Elements**

**Question 1. Fiscal Accountability**

**A. Timeline and Source of Staff**

For each applicable milestone listed below, fill in the appropriate data. Leave column 2 blank, and enter N/A in column 3 if the milestone is not applicable.

1 Milestone	2 Target Completion Date (month/year)	3 Source of Staff
Discuss project with DNR	03/2026	Municipal and WDNR staff
Get DNR approval of Professional Services Agreement		N/A
Completion of design		N/A
Get DNR approval of design		N/A
Obtain required permits		N/A
Bidding	06/2027	Municipal staff
Contract signing		N/A
BMP construction		N/A
Site inspection and certification		N/A
Project evaluation		N/A
Purchase Street Sweeper	07/2027	Municipal staff and Village Board
Additional Milestones (list below)		

**B. Financial Budget Table**

Provide a detailed budget in this table for each proposed BMP and ancillary activity checked in Part II-G. Enter costs for associated Engineering Services (design, construction management and inspection) and Land Acquisition in rows ii and iv. The state share may not exceed 50% of eligible costs. The grant amount is capped at \$150,000 for the installation of eligible BMPs and at \$50,000 for land acquisition.

a. BMPs, ancillary and other eligible activities	b. Estimated Total Cost	c. Amount Eligible for DNR Cost Sharing (\$)
10. Streambank or Shoreline Protection (NR 154.04(31)) High Efficiency Street Sweeper	Location:	\$
11. Accelerated or High Efficiency Street Sweeper	Location: Village of Pewaukee	\$ 420,000
		\$ 210,000
i. Construction Subtotal	420,000	210,000
ii. Engineering Services		
iii. Construction and Engineering Subtotal	420,000	210,000
iv. Land Acquisition (Fee Title and Easement)		
v. Project Grand Total	420,000	210,000
vi. Maximum Cost-Share Rate	a. Eligible Costs	b. Max Cost-Share %
		c. a x b
vii. Construction and Engineering	\$ 210,000	50 %
viii. Land Acquisition (Fee Title and Easement)	\$	50 %
ix.	Total Maximum State Share	
		\$ 105,000

**C. State Share Request**

1. Requested State Share (Grant Award) Amount	\$ 105,000.00
2. Total Local Share Amount	\$ 315,000
3. Local Share of Eligible Costs	\$ 105,000

**D. Method Used to Calculate Cost Estimates**

Select the appropriate option and attached all required documentation.

- 1. Project costs are based on completed design and lowest competitive bid on the project.
- 2. Project costs are based on completed design with material unit costs and labor costs based on similar, recently bid projects.
- 3. Project costs are based on similar projects conducted locally (i.e., a nearby municipality in the same region of the state).
- 4. Project costs are based on similar projects conducted in a different region of the state.
- 5. Project costs are based on data less specific than the choices above.

**E. Cost-Effectiveness**

1. Describe why this is the most cost-effective solution at this location. Consider factors such as site feasibility, practicality and/or secondary environmental benefits that justify why the proposed management measure was selected for this site. If the proposed project is a storm water treatment practice, also include the BMP drainage area size in acres and the estimated percent impervious of BMP drainage area.

Municipal staff collected three preliminary bids for a street sweeper. Final bids will be collected if the Village is awarded grant funds. The new sweeper will more efficiently and better clean the streets than the existing sweeper.

2. If other alternative management measures were evaluated, list them here and describe why the alternative(s) is not being recommended.

A used sweeper was considered but we understand that the grant funds are not eligible for used sweepers.

**Question 2. Evidence of Local Support**

**A. Budget**

Check the situation that exists at the time of application and attach and fill in the required supporting information. Check all that apply.

1. Some or all of the local-share funds for this project are already specifically included in an adopted budget or adopted capital improvement plan. A copy of the adopted budget(s) and/or adopted capital improvement plan is/are attached to this application, and the attached budget document(s), amount budgeted and date(s) of adoption are listed in the table below.

<u>Adopted Budget Document</u>	<u>Amount Budgeted</u>	<u>Date of Adoption</u>
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
<b>Total</b>	\$ _____	_____

2. Some or all of the local-share funds for this project not specifically included in an adopted budget, are included in one or more proposed budget(s) attached to this application, and the amount(s) budgeted and date(s) of anticipated adoption are listed in the table below.

<u>Proposed Budget Document</u>	<u>Amount Budgeted</u>	<u>Date of Adoption</u>
460000	\$ 420,000	11/03/2026
_____	\$ _____	_____
_____	\$ _____	_____
<b>Total</b>	\$ 420,000	_____

3. Some or all of the local-share funds for this project not specifically included in an adopted or proposed budget, will be provided by another non-state funding source. These other funding source(s), and their anticipated amounts are listed in the table below.

<u>Other Funding Sources (e.g. grants)</u>	<u>Amount</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>Total</b>	<b>\$ _____</b>

4. Total local share amount included in an adopted or proposed budget: \$ 420,000

5. Local share amount entered in Question 1C.2: \$ 315,000

*The amounts shown on lines 4 and 5 (above) should be equal. If the full amount of local share will not be provided, the project is ineligible.*

**B. Public Information**

Select the true statement below and attach the required supporting information.

1. The applicant has already conducted public outreach activities about the proposed project with property owners in the immediate project area and evidence of this public outreach is attached to this application.
2. This project has been discussed at a governmental meeting open to the public and the information about this meeting, including date/time, location, participant names, and discussion summary are attached to this application.

**Question 3. Project Evaluation Strategy**

**A. Modeling and Measures of Change**

The applicant **must** agree to provide modeled results in the final project report submitted for the project and will provide their modeling and analysis to the storm water permit specialist responsible for their community. The project evaluation strategy will be based on comparing pre- and post-project changes in modeled pollutant loading to water resources or will be based on the quantity of units managed. Check all that apply in the table below and include the estimated reductions.

Priority for Developed Urban Area (recommended calculation method)	Units of Measure	Estimated Reduction Amount
<input type="checkbox"/> Reduction in Total Suspended Solids (TSS) (WinSLAMM, P-8)	Pounds TSS reduced	
	% TSS reduction	
<input type="checkbox"/> Reduction in Phosphorus (WinSLAMM, P-8)	Pounds Phosphorus reduced	
	% Phosphorus reduced	
<input type="checkbox"/> Shoreline/Streambank Protection (NRCS bank erosion formula)	Tons of shore/bank erosion reduced	
	Feet of shore/bank protected	
<input type="checkbox"/> Other (specify)		

If you are not using the recommended calculation method, describe the method used.

**B. Water Quality Monitoring (not eligible for cost sharing at this time)**

If, in addition to modeling, the project evaluation strategy includes monitoring, select the statements that describes the intended monitoring strategy. A signed copy of the monitoring strategy must be included to receive points.

Yes

1. A one-page summary of the monitoring strategy is attached.
2. The project will monitor BMP pollution reduction effectiveness (e.g. inlet/outlet monitoring).
3. The project will monitor the in-stream physical habitat, fisheries, biological, or chemical conditions.
4. The applicant is willing to participate with the Department to do monitoring in the project area should funding become available.

**Question 4. Water Quality Need**

For each HUC 12 served by a proposed BMP, the project must be consistent with at least one of the water quality need categories and the primary water resource addressed by the project. See the instructions for category definitions and scoring information. Identify the water quality need for each HUC12 included in the project area by answering the questions below.

**1. Water Quality Need in the HUC 12: Palmer Creek-Fox River**

**A. Primary water resource addressed by project in the above-listed HUC 12:**

Surface Water

**B. Select the primary pollutant(s) that the project will address.**

TP & TSS

**Question 5. Drinking Water Bonus**

Columns (1), (2), and (3), of the table below are automatically populated with the name of each HUC 12 in the project area, the water resource type addressed in that HUC 12 (ground or surface water) and the percent of the project area in each HUC 12, respectively.

For each HUC 12 in the project area, determine whether the project's water quality goals relate to the reduction of nonpoint source contaminants in community or non-community public drinking water supplies that draw from groundwater or surface water. If so, select "Yes" in the dropdown in Column 4. If not, select "No" in the dropdown.

This includes any of the following: Municipal water supplies governed by chs. NR 809 and 811; Other-Than-Municipal (OTM) water supplies governed by chs. 809 and 811; Non-Transient water supplies governed by chs. NR 809 and 812; Transient water supplies governed by chs. NR 809 and 812. Projects that benefit only private wells are not eligible for bonus points.

(1) HUC 12 Name	(2) Water Resource type addressed	(3) percent of project area located in the HUC 12	(4) Do the goals relate to reduction of NPS contaminants in drinking water supplies?
Palmer Creek-Fox River	Surface Water	0.15	Yes

**Question 6. Extent of Pollution Control**

Select 1, 2, or 3 in A, and then select B if appropriated to identify the pollutant control goal of the proposed project and provide all requested information for the selected category.

**A. Pollutant Control Goal**

**1. Ch. NR 151 Performance Standard for Total Suspended Solids**

- The project will make progress toward achieving compliance with the 20 percent reduction in total suspended solids (TSS) performance standard in NR 151.13(2)(b)1. to reduce TSS carried in storm water runoff from existing developed urban areas to waters of the state, as required under municipal separate storm sewer system (MS4) permit issued pursuant to NR 216. Do not select this if your community has already demonstrated compliance with the TSS performance standard.

- 1. Provide information demonstrating the 20% reduction in TSS is not currently being achieved in the space below:

The current Village stormwater model has 11.6% TSS removal.

**2. Total Maximum Daily Load Allocations**

- The project will make progress toward achieving compliance with the storm water wasteload allocation or meeting the storm water load allocation in an EPA approved TMDL to reduce pollutant(s) of concern carried in storm water runoff from existing developed urban areas to waters of the state. (Note: Check only if reduction in storm water allocation is assigned in the TMDL. This category does not apply to streambank or shoreline restoration projects.)

**3. Other Water Resources Management Priority**

- The project addresses a water resources management priority other than the NR 151 performance standard in category A. or the TMDL requirements in category B.

**B. Planning Data And Source Targeting**

- Check this box if the applicant has local (non-state) quantitative planning information (such as a municipal storm water management plan) that ranks pollutant load generation from urban drainage areas from highest to lowest in severity and the proposed project will manage pollutant loading from an area in in the top 50% of the ranked list. If checked, provide the information required in a, b, and c below.

**Question 7. Disadvantaged Community Bonus Points**

1. List the town, village, or city where the project is located, including tribal land.  
Village of Pewaukee

2. Explain how the project is benefitting the communities where it is located.  
This project will assist with cleaning the streets and water ways through out the entire Village.

**Question 8. Consistency with Local Resource Management Plans**

Yes

- A. Check this box if the proposed project implements a water quality recommendation from a locally approved resource management plan less than ten years old, other than a TMDL report, TMDL implementation plan, or County Land and Water Resource Management Plan.

- B. Check the applicable plan type(s) and fill out the associated information in the table below (required to earn points for Question 7).

1. Smart Growth plans  
 2. Green Tier Legacy Community plans  
 3. Water Star plan  
 4. Local storm water management plan  
 5. Wellhead protection plan

(a) Publication Name

Wellhead Protection Ordinance

(b) Publication Date

04/2007

(c) Summary of water quality recommendation(s) & how it/they relate(s) to the goals of the proposed project.

The wellhead protection area should be monitored for contaminants to not affect the well. Cleaning of chlorides from the streets would help with the shallow Well 6 which has high chlorides.

(d) URL & page number(s), or attach pertinent pages:

[https://library.municode.com/wi/pewaukee/codes/code\\_of\\_ordinances?nodeId=PTIIMUCO\\_CH40LADE\\_ARTXIIWEP](https://library.municode.com/wi/pewaukee/codes/code_of_ordinances?nodeId=PTIIMUCO_CH40LADE_ARTXIIWEP)

6. Lake management plan

(a) Publication Name

A Lake Management Plan for Pewaukee Lake

(b) Publication Date

06/2020

(c) Summary of water quality recommendation(s) & how it/they relate(s) to the goals of the proposed project.

Several streets and storm sewers outfall to Pewaukee Lake. Continuing to sweep streets with a quality machine will assist in reducing discharge of contaminants to the lake and river.

(d) URL & page number(s), or attach pertinent pages:

pg 114, chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.sewrpc.org/SEWRPCFiles/Publi

7. Regional water quality plan  
 8. Remedial action plan  
 9. Other watershed-based NPS control plan

**Question 9. Supporting Regulations**

Check all that apply to this project and provide the required information for each checked item.

**A. Ordinances**

- The project is located within an area which has one or more regulations that implement the nonagricultural performance standards for existing developed urban areas under s. NR 151.13 (e.g. pet waste management, illicit discharge).

**B. New Development Area Ordinances**

- The project is located within an area which has other regulations designed to reduce the impact on water quality from new development other than a construction site erosion control or a post-construction storm water ordinance (e.g. low impact development).

**Question 10. City of Racine**

**Yes**

- A. Check this box if this is an application from the City of Racine for a project that is necessary for the city to comply with state storm water permitting requirements.

**Part V. Eligibility for Local Enforcement Multiplier**

Check one of the boxes below. If Permitted MS4 is selected, stop here. If Non-Permitted-MS4 is selected, continue.

- Permitted MS4                       Non-Permitted-MS4

Completion of this part of the application is optional for Non-Permitted MS4s. However, an applicant can increase the final project score by qualifying for a project multiplier. To qualify, an applicant must be able to answer "yes" to A, B, and C and provide all requested supporting information.

Select all of the activities that are in place and being implemented as of the application submittal date and provide the required documentation if A, B and/or C is checked.

**Yes**

- A. The governmental unit is implementing a pollution prevention information and education program targeted for property owners and other resident and electronic copies of items 1 and 2 below are attached to this application.
- 1. A description of the efforts to understand storm water issues in the community during the past 2 years.
  - 2. Examples of printed materials created and distributed during the last two years.
- B. The governmental unit is tracking storm water permitting activity (construction and post-construction) in the governmental unit and an electronic copy of summary information from the last two years is attached to this application.
- C. The governmental unit is implementing a nutrient management plan for municipally-owned pervious area where nutrients are applied and electronic copies of items 1 and 2 below are attached to this application.
- 1. Labeled map of all municipally owned pervious areas located in the project area.
  - 2. Nutrient management plan for each municipally-owned pervious area.

**Optional Consultant Contact**

If the applicant would like a consultant to be copied on correspondence regarding this grant application, enter consultant contact information in the space below.

Consultant Name	Consultant Firm Name
E-Mail Address	Area Code + Phone Number

**Optional Additional Information**

Carefully review your answers to all of the questions above. Is there additional information that will add to the department's understanding of this project? If so, describe here.

Project Name:  
Street Sweeper

# UNPS&SW Program Construction Grant Application

Form 8700-299 (R 03/2026)

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## Applicant Certification

A Responsible Government Official (authorized signatory) must sign and date the application form prior to submittal to the DNR. The governmental official with signatory authority must be the person authorized by the Governmental Responsibility Resolution. I certify that, to the best of my knowledge, the information contained in this application and attachments is correct and true.

Signature of Responsible Government Official	Date Signed
--	-------------

Name ( <i>please print</i> ) David Buechl	Title Director of Public Works/Village Engineer
--	--

The required, completed Governmental Responsibility Resolution (GRR) (see [Attachment K](#)) is attached. Authorized signatory must be approved in the GRR.

Project Name:  
Street Sweeper

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**UNPS&SW Program Construction Grant  
Application**

Form 8700-299 (R 03/2026)

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**Please use this page to write any constructive comment(s) you might have to improve this application.**

Thank you.

**Submittal Directions**

To be considered for funding, provide the following for each application submitted:

1. Assemble one complete application (current version of DNR Form 8700-333), including all attachments, with a signature by the Authorized Responsible Government Official listed in the GRR.
2. The assembled application must conform to the following:
  - All pages in the application, including maps, must be 8.5 x 11 inches in size.
  - Each page must be numbered.
  - All attachments must clearly identify the associated question number and description.
3. The signed application and attachments should be saved in at least two separate PDF files (e.g. GranteeName\_ProjectName\_UNPS\_C\_Application, GranteeName\_ProjectName\_UNPS\_C\_Attachments).
4. Email the application files or a link to the files on a different FTP site to [DNRCFANONPOINTGRANTS@wisconsin.gov](mailto:DNRCFANONPOINTGRANTS@wisconsin.gov). Send multiple emails and break up the files if they exceed 25 MB. The subject line of the email should include the Application Type, Project Name and Applicant Name.

All application materials must be dated/postmarked no later than midnight

**April 15 (April 16/17, if the 15th falls on a Sunday or a Saturday) of the calendar year** prior to the grant start year.

**Attachment Checklist**

**Required with all applications**

- GRR (if not attached, date for submission should be provided – required prior to grant award)
- An 8.5" x 11" map from USGS or the DNR data/map viewers, showing the project location
- Aerial photo maps and project area photos

**Required with some applications**

- Part II Question A:** Attach additional locations if more space is needed.
- Part II Question B:** Attach additional watershed and waterbody information if more space is needed.
- Part II Question E:** Evidence that the project area will serve existing urban development only or a combination of new and existing development.
- Part III Question B11:** If joint application among local units of government, then attach a draft Inter-Governmental Agreement
- Part IV Question 1D:** Attach detailed construction components and costs, if available, to support question score. Attach design, bid, and estimate documentation in order to receive points.
- Part IV Question 2A:** Provide a copy of the adopted/proposed budget or adopted/proposed capital improvement plan.
- Part IV Question 2B:** Attach evidence of public outreach or a governmental meeting summary.
- Part IV Question 3B:** Attach a signed copy of the signed monitoring strategy.
- Part IV Question 6B:** Attach a copy of the local planning document.
- Part IV Question 8:** If a web link is not provided, attach pertinent pages of the plan(s).
- Part V:** Provide required documentation for each of the items selected.



To: Jeff Knutson, President  
Trustees of the Village Board

From: Matt Heiser  
Village Administrator

Date: March 31, 2026

Re: April 8, 2026 Meeting Agenda Item 8(a)  
Review, discussion and possible action on an Organizational Chart for the Village of Pewaukee to make the Court Clerk a part-time position with the Municipal Court.

---

### **BACKGROUND**

This memo serves as an introduction to accompany materials prepared by Judge Murray. While this memo is from the Administrator the proposal is from the Judge. The purpose of this memo is to group the different materials into a digestible package for the Board and public. While in preparation for this agenda item Court staff sought input from Village staff on how to appropriately propose the change to the Board. The Administrator advised that the Board would want to see that service to the public (Court and Police processes) are covered and materials should demonstrate that.

Historically the Police Department has shared a position with the Municipal Court. The Court Clerk/Police Clerk position has split its time between Police duties at the front counter and Court Clerk duties. The payroll system is set up to charge half the wages/benefits of this position to the Court and half to the Police Department.

Judge Murray proposed to the Village Board at its meeting on September 16, 2025, to split the Court Clerk position from the Police Department as part of the budgeting process. The Board approved the budget with these changes in November. The Judge is moving forward with the proposal now with the goal to provide some preparation time before an effective date of July 6, 2026.

The memo from the Judge has the official agenda item in the subject line but her proposal is about the split of the positions. The Administrator proposed the organizational chart to capture the proposed change and to assist Board members and the public to understand the proposal. It is common practice for Village Boards/City Councils to approve an organizational chart as a matter of oversight of municipal roles/services. The Board does not have to approve an organizational chart to approve the proposed split.

### **ACTION REQUESTED**

The action requested of the Village Board is to approve the organizational chart if the Board wishes to approve the split.

## ANALYSIS

The potential cost increases were reviewed during the budget proposal. There are one-time costs related to work area renovations, cost impacts for half of 2026 and then on-going costs for 2027 and beyond.

The existing relationship has 2 departments equally sharing 40 hours of wages per week and all benefits expenses. The proposed split of 24 hours a week for the Court Clerk would add 4 hours per week to the Court wages/benefits. Back-filling the second half of the position in the Police Department would add 20 hours per week of wages/benefits. Wage estimates are based on the current wage of the shared position and benefits include the Village's contribution to health insurance, retirement and FICA. This is only an estimate because the new employee hired to back-fill in the Police Department may or may not be hired at a lower wage. The proposed wage increase by the Judge for the Court Clerk position was in the budget but not part of the estimate. The following is an estimate of the additional costs for both departments if the split is approved:

	2026	2027+
Municipal Court		
Office Renovations	\$3,850	\$0
Wages	\$2,412	\$4,824
Benefits	<u>\$748</u>	<u>\$1,497</u>
Total	\$7,010	\$6,320
Police Dept Costs		
Office Renovations	\$0	\$0
Wages	\$12,059	\$24,118
Benefits	<u>\$4,652</u>	<u>\$9,304</u>
Total	\$16,711	\$33,422
Total Impact to		
General Fund:	\$23,721	\$39,742

The Village Attorney reviewed the pertinent statutes for this position. His conclusion was that the law is neutral on a shared position, so long as the roles being performed are clearly demarcated between those performed for the court and those for law enforcement. Furthermore, statutes on municipal court decorum and facilities do, for example, specifically prohibit the wearing of a police uniform by the person who performs court functions while they are performing those functions. Attorney Gralinski speculates this provision demonstrates the law anticipates one person may be performing both a police role and court role, especially in smaller communities. While care must be taken to differentiate the court employee role from the law enforcement employee role, one individual serving in a position which encompasses both roles is not strictly prohibited by statute.

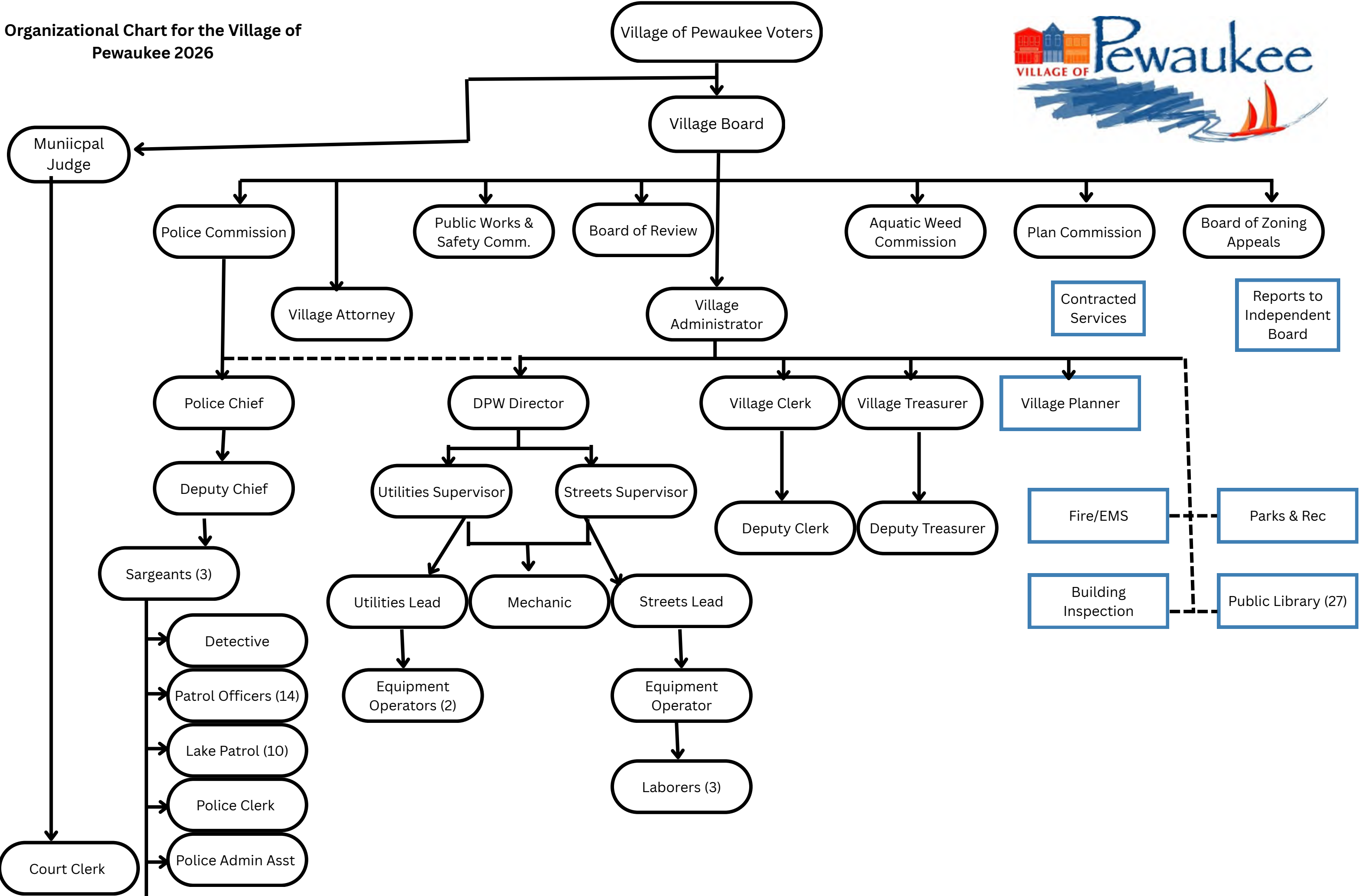
### Attachments:

1. Proposed Organizational Chart for the Village of Pewaukee 2026

### Following this memo:

1. Memo from Judge Murray
2. Details on the Transition to a Part Time Court Clerk
3. Duties of the Part Time Court Clerk
4. Duties carried over from when the position was shared

**Organizational Chart for the Village of Pewaukee 2026**



To: Village Board

From: Judge Melissa Murray  
Municipal Judge, Village of Pewaukee

Date: April 8, 2026

Re: Agenda Item 8(a): Review, discussion, and possible action to approve the Organizational Chart for the Village of Pewaukee to make the Court Clerk a part-time position for the Municipal Court.

---

### **BACKGROUND**

Historically, the Village of Pewaukee Police Department and the Village of Pewaukee Municipal Court have shared a joint full-time police/court clerk. Over the last several years, sharing a clerk has become increasingly challenging. Because the clerk does not have specified hours for court work and for police work, the expectations and workload priorities have become more problematic. Instead of wearing two different hats, the joint clerk tends to wear both hats at the same time.

Paul Bugenhagen, Jr., the Chief Judge of the Waukesha County Circuit Court, has emphasized the importance of the actual and perceived independence of Wisconsin Municipal Courts. To that end, the separation of court and police clerk duties would provide greater autonomy for the municipal court – ensuring accessibility, impartiality, due process, access to justice, and administrative efficiency.

### **ACTION REQUESTED**

To approve the proposed separation of the full-time court and police clerk, and to approve the new position of part-time court clerk.

### **ANALYSIS**

A thorough review of the current handbook reveals that the language is sufficient regarding part-time employees, so no changes to the handbook are necessary. In addition, the Village Administrator, Police Chief, and Municipal Judge have been meeting about this position split for more than a year, and we have come to a shared understanding of this proposal.

## **Transitioning to Part-Time Court Clerk (“PTCC”) - Details**

- **Working Days**

Each Tuesday, Wednesday, Thursday – 8 hour days – which coincide with the day before Court, the day of Court, and the day after Court.

- **Effective date**

July 6, 2026 (1<sup>st</sup> full week In July)

- **Benefits:**

No overtime

No comp

No PTO

Insurance available for part-time employees

Pursuant to state statute, contributions to WRS will continue

- **Holiday pay**

If a Village of Pewaukee approved holiday lands on a Tuesday, Wednesday, or Thursday 8-hour working day, then PTCC would be paid for an 8-hour working day. If a holiday lands on a Saturday, Sunday, Monday or Friday, no holiday pay will be awarded.

- **Operational Costs**

A) Court will continue to pay for ½ the cost of the cash register and credit card system.

*Rationale:* Two separate cash registers and credit card systems would be cost prohibitive for the Court, PD, and Village.

B) Court will need an office desk and supplies to set up the new Court office. This will amount to a one-time cost of \$3938. (This is the total cost of everything needed including the desk, chair, shredder, supplies, etc.)

*Rationale:* Pursuant to state statute § 755.09 Office, where kept.

(1) The governing body of the city, village, or town shall provide the judge with an office or appropriate workspace other than at a place prohibited under sub. (2).

C) A Court copier will cost \$126.68 per month. In the past, Court/PD shared a copier and cost.

It is preferred that the current desktop computer and monitors will stay with PTCC; if this is not an option, then the cost of a new computer system, monitors, installation, and programming would cost \$2503.23. In addition to continue to allow PTCC access to current use of computer programs; Etime, Tracs, Tipss Court, Spillman, Aladtec, which allows PTCC access to necessary supplements, lab results, reports, citations, supporting paperwork, transfer citations, audits, and trial scheduling.

D) The Court phone will be part of the current Village phone plan but will secure a distinct phone number for Court. This should lessen unnecessary calls to the PD and/or Village.

- **Security**

In the past five years, PTCC has never had a defendant ask to speak to the Judge or the Clerk of Court In person.

- A) PTCC hands out business cards with PTCC's contact information during all Intake/Pre-trials/Trials. Defendants have commented that they appreciate having the business card.
- B) The Court contact information – including our email and phone number - is on the Court website.
- C) Letters are mailed out monthly with Court reminders and PTCC's contact information.
- D) In the past, PTCC has been in contact with defendants solely via phone calls or emails.

In case there is a first time that a defendant does want to meet in-person, PTCC proposes the following: Depending on where the defendant stops, the PD or the Village could call PTCC, and PTCC would leave the office and meet the defendant in the lobby. PTCC would be seen by both the PD and the Village for security purposes. Again, these occurrences are very infrequent.

- **Court Payments**

Defendants will have the following options to make payment:

- In person -the PD window is open to take Court payments; if after hours, deposit payment in the outdoor Village drop box;
- Pay online – most defendants use this option – they are given the information at every Court session; the Court also has a QR Code which will provide instant access to the payment portal;
- In-person payments – see below.

**PROPOSAL MOVING FORWARD**

All ***in-person*** Court payments will be taken and deposited by the PD.

***Rationale 1:*** If payments are taken by the PD: The Court contributes ½ the cost of both the cash register and credit card program. Also, the Court paid 100% (\$1160.06) of the security line for the new credit card system to be used at the cash register. The Court's contributions would essentially compensate for the time it takes the PD clerk to enter Court payments.

***Rationale 2:*** Following this procedure will eliminate the need for the PTCC to have access to the PD. If the PTCC needs to take the in-person Court payments, the PTCC would need to have access to the cash register and credit card machine within the PD.

***Rationale 3:*** Most defendants are already used to paying online or by QR Codes. The Court will post the QR Code in the lobby near the Courtroom, and if it would help to cut down on in-person Court payments, the Court would be happy to post one at the police window as well.

**Comparison for Informational Purposes:**

Other municipalities court clerks – even those which have more than one full-time clerk of courts – do NOT take payments. Examples are provided below:

- City of Brookfield has 2 full-time Court Clerks, and the PD takes ALL court payments.
- New Berlin has 3 full-time Court Clerks, and the PD takes ALL court payments.
- Town of Brookfield has 1 full-time Court Clerk, and the Town Hall takes ALL court payments.
- City of Whitewater has 1 part-time Court Clerk, and the City takes ALL court payments.
- Village of Shorewood has 1 part-time Court Clerk, and the Village takes ALL court payments.

Procedurally, It is not unusual to have the PD or the Village accept and process court payments, especially when there is a PTCC.

- **Court Paperwork from the PD**

All supporting paperwork for Intake/Pre-trials/Trials will be emailed to PTCC from the PD. PTCC will then print all requested paperwork.

All other paperwork – e.g. lake patrol citations, compliance paperwork etc. - will be deposited in Court lock box in lobby, by the PD clerk each morning.

Rationale: This will save the PD and the village from printing costs that every other municipality must provide to the Court.

## **2026 Part-Time Court Clerk ("PTCC") Job Responsibilities**

### **Court Duties Including Pre and Post Trial Work**

- Prepare Court packets- reports paperwork for non-traffic as well as DMV history on traffic offenses daily
- Judge substitutions/schedule telephonic pretrials/attorneys/findings to original Court of record daily
- Judge substitution trials
- Municipal Trials
- Municipal pretrials
- AODA Forms
- Ignition Interlock Devices
- Court and pre-trial rescheduling daily
- Stipulations- amend citations /charges in Court TIPSS daily
- Record/download trial proceedings
- Process appeals
- Community service (log, process, track, mail) daily
- Pre-trial – continually updating and sending to Village Atty. daily
- Records request – trials, pretrials, daily
- Stop N Think
- Restitution Hearings
- Refusal Hearings
- Manage Court docket
- Motion Hearings
- Contempt of Court

### **Court Paperwork**

- Print all requested supporting paperwork from PD
- Print all non-traffic reports for Court/trial/pretrial
- Findings and amendments- revise charge/plea
- Complied/withdrawn- citations in Court system
- Footage requested /download, bill, and send to requester
- Set-up new statues in the Court program
- Set-up or delete any new employees so citations carry over to Court

### **Financial Reporting/Reconciling**

- SDC Pre-submission process in TIPSS accounts
- SDC submissions to State/processed and transmitted/letter sent to defendant
- Accounts Payable Court
- Credit card spreadsheet reconciliation
- Annual Budgeting
- Disbursements - accounts payable State/County
- Accounts receivable payments- credit card, cash, check- reconcile

## **Reporting/Updating Duties**

- Tracs correct/approve/print citations/transmit into Court program daily
- Submit Incident Report numbers (non-traffic) supporting paperwork to PD for Court
- Run Etime for citations that are traffic daily
- Monthly Tracs/TiPSS AUDIT (2x month)
- Quarterly Tracs/TiPSS AUDIT (1x per quarter)
- Court annual report
- Boat patrol citations (seasonal) - manually entered into Court TiPSS
- Lab results and supplement daily
- Tipss updates/cleanup procedures daily
- Crash reports- transmitted/printed daily/muni
- Court docket - continually updating daily

## **DMV Reporting/Submissions**

- Processing suspensions
- Submissions to DMV daily
- Send all findings and amendments to DMV daily
- Re-opens Court and DMV when applicable
- Exemptions – interlock/DMV
- Revocation /DMV

## **Correspondence/Communication/ Miscellaneous**

- Court letters daily
- Pretrial letters daily
- Trial letters
- Default process/letters
- Trial communications, rescheduling
- Trials/posted/scheduled
- Telephone/email/mail/website/business cards daily
- Yearly Clerk of Court seminar
- Pewaukee High School workshops
- Notary

**CURRENT PD/ Part-Time Court Clerk (“PTCC”) Clerk Duties That Will Carry Over to PTCC Because it as it Affects Audits/TiPSS; PTCC Intake/Pre-trials/Trials/Audits**

1. PTCC will process/approve/print citations/and transfer from Tracs\* to Court TiPSS.\*\* PTCC will continue withdrawals/voids etc. in Tracs as needed before transmission to Court TiPSS for audit purposes.
2. PTCC will process all compliance citations and withdraw in Court TiPSS.
3. PTCC will default unpaid citations Court Tipss.
4. PTCC will process/submit delinquent accounts to SDC (State Debt Collection).
5. PTCC will manually enter boat citations in Court TiPSS.
6. PTCC will have the same access to programs and reports as it does now for preparation and processing for Intake/Pre-trials/Trials/audits.
7. PTCC will print reports for all municipal non-traffic citations but will request PD to email supporting paperwork on all requested Incident Report numbers that are emailed to PD. PTCC will print all supporting paperwork.
8. PTCC will run/print all ETime traffic paperwork for citations.
9. PTCC will process and submit TiPSS Court/Tracs Audit.
10. PTCC will notify PD of trial date/s and list of witness/s information for subpoenas that are to be processed by PD. PTCC will notify PD of officers needed for trial.

*\*\*Titan Public Safety Solutions (TiPSS) specializes in computer software for police departments and municipal courts.*

*\*Traffic and Criminal Software (TraCS) incorporates the latest in computing technology for law enforcement to collect, report, and manage incident data.*



To: Jeff Knutson, President  
Trustees of the Village Board

From: Matt Heiser  
Village Administrator

Date: April 1, 2026

Re: April 8, 2026 Village Board Meeting Agenda Item 8(b)  
Review, discussion and possible action on the proposed job description for the Court Clerk position.

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**BACKGROUND**

If the Village Board approves the proposed split in item 8(a) of this agenda, then the Board should approve the official job description of the position.

**ACTION REQUESTED**

The action requested of the Village Board is to approve the updated job description of the Court Clerk if they approved the split of the shared position. If they did not approve the split then this agenda item should be denied.

**ANALYSIS**

The proposed job description was provided by Judge Murray. The group had not discussed a pay range for the position yet. I would recommend the range for the shared position be adopted until the Comp and Class study is completed in 2026. That range was approved in December of 2025 in Ordinance 2025-19 to be \$41,031 - \$55,392.

Attachment:

1. Job Description for Court Clerk

## **Village of Pewaukee Municipal Court – Official Position Description**

### **Part-Time Municipal Court Clerk**

**Department: Municipal Court**

**Reports To: Municipal Judge**

**Part-Time / Non-Exempt**

**Location: Village Hall, 235 Hickory Street, Pewaukee, WI 53072**

#### **POSITION SUMMARY**

The Part-Time Municipal Court Clerk provides administrative and clerical support to the Village of Pewaukee Municipal Court. This position ensures accurate recordkeeping, assists with court operations, and delivers professional customer service to residents, law enforcement, attorneys, and court participants. The role requires strong organizational skills, attention to detail, and the ability to work effectively in a fast-paced environment.

#### **ESSENTIAL DUTIES & RESPONSIBILITIES**

##### **Court Administration**

- Prepare, maintain, and file court records, case files, and legal documents.
- Enter citations, update case statuses, and process incoming mail and electronic correspondence.
- Prepare court dockets, notices, and related documentation for hearings and trials.
- Attend scheduled court sessions (typically Wednesday mornings) to assist the Municipal Judge and Prosecutor.

##### **Customer Service**

- Provide information to the public regarding court procedures, fine payments, court dates, and compliance requirements.
- Respond to inquiries in person, by phone, and via email in a courteous and professional manner.
- Assist defendants with payment plans, scheduling, and general court navigation.

##### **Financial Processing**

- Receive, record, and reconcile payments for fines, fees, and forfeitures.
- Maintain accurate financial logs in accordance with Village and State requirements.
- Prepare deposits and ensure proper handling of all monetary transactions.

### **Operational Support**

- Coordinate communication between the court, law enforcement agencies, attorneys, and other municipal departments.
- Maintain confidentiality and adhere to all legal, ethical, and procedural standards.
- Assist with administrative tasks as assigned by the Municipal Judge.

### **QUALIFICATIONS**

#### **Required**

- High school diploma or equivalent.
- Strong organizational skills and attention to detail.
- Excellent communication and customer service abilities.
- Proficiency with computers, data entry, and office software.
- Ability to work independently and handle sensitive interactions professionally.

#### **Preferred**

- Experience in a municipal court, legal office, or government administrative setting.
- Familiarity with Wisconsin municipal court procedures and citation/court management software.

### **WORK SCHEDULE**

- Part-time schedule aligned with court operations.
- Availability required for Wednesday morning court sessions (11:00 a.m.).
- Additional hours scheduled based on administrative needs.

### **WORKING CONDITIONS**

- Office environment located in the Pewaukee Village Hall.
- Frequent interaction with the public, law enforcement, and legal professionals.
- Requires extended periods of sitting, standing, and handling documents.



To: Jeff Knutson, President  
Trustees of the Village Board

From: Matt Heiser  
Village Administrator

Date: April 1, 2026

Re: April 8, 2026 Village Board Meeting Agenda Item 8(c)  
Review, discussion and possible action on the proposed job description for the Police Clerk position.

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**BACKGROUND**

If the Village Board approves the proposed split in item 8(a) of this agenda, then the Board should approve the official job description of the position.

**ACTION REQUESTED**

The action requested of the Village Board is to approve the updated job description of the Police Clerk if they approved the split of the shared position. If they did not approve the split then this agenda item should be denied.

**ANALYSIS**

The proposed job description was provided by Chief Heier.

Attachment:

1. Job description for Police Clerk position.

# Village of Pewaukee Police Department

## Police Department Clerk Position



**Salary:** \$41,031 - \$55,392 (Ordinance 2025-19)

**Opening Date:** May 2026

**Closing Date:** May 2026

### Position Title: Police Clerk (Full-Time)

**Organization:** Village of Pewaukee Police Department

**Location:** Village of Pewaukee, Wisconsin

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### Position Summary

The Village of Pewaukee Police Department is seeking a qualified, professional, and detail-oriented individual to serve as a full-time Clerk. This position provides essential administrative, clerical, and customer service support to department personnel and the public.

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### Essential Functions

The following duties are representative of the position and are not intended to be all-inclusive. Additional duties may be assigned.

- Prepare, type, and process reports, correspondence, and departmental documents
- Maintain and organize departmental records, files, reports, and dispositions
- Enter and update information in departmental records systems
- Answer telephone inquiries and assist walk-in citizens with complaints and requests
- Dispatch officers using the department's radio system
- Perform receptionist and cashier duties, including processing payments for citations, parking tickets, permits, and fingerprinting services
- Enter and manage parking citation records and related dispositions
- File arrest records, reports, correspondence, and other documentation
- Support municipal court processes, including preparation of citations, reports, and related documentation
- Assist with departmental accreditation efforts, including organizing and maintaining WILEAG documentation
- Maintain and update the department's social media platforms
- Conduct basic analytical tasks such as reviewing data, identifying trends, and assisting with reporting
- Serve as a Notary Public for departmental documents and related materials
- Perform other duties as assigned by command staff or supervisors

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## Knowledge, Skills, and Abilities

- Knowledge of general office procedures, recordkeeping, and administrative practices
- Strong written and verbal communication skills, including proper grammar and proofreading ability
- Ability to maintain accurate records and perform detailed clerical work
- Proficiency in Microsoft Office (Word, Excel, Outlook) or equivalent systems
- Ability to operate standard office equipment (phones, copiers, scanners, etc.)
- Strong organizational skills with the ability to prioritize tasks and meet deadlines
- Ability to work effectively under pressure with frequent interruptions
- Ability to establish and maintain positive working relationships with staff and the public
- High level of professionalism, integrity, reliability, and discretion

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## Minimum Qualifications

- High School Diploma or GED
- Minimum of three (3) years of post-high school experience (clerical or administrative experience preferred)
- Must be of good moral character
- Must not have been convicted of a felony or any offense that would be considered a felony in Wisconsin (unless pardoned)
- Must successfully pass a background investigation
- Must possess a valid Wisconsin Driver's License with a good driving record

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## Physical Requirements

- Ability to sit for extended periods
- Ability to bend, reach, and lift up to 10 pounds on a regular basis

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## Application Process

Submit the following materials:

- Village of Pewaukee Employment Application
- Letter of Interest
- Resume

**Submit to:**

Village of Pewaukee Police Department  
Village Hall  
235 Hickory Street  
Pewaukee, WI 53072

Phone: 262-691-5678

Fax: 262-691-5660



TO: Village Board, Village of Pewaukee

FROM: Nan Champe, Library Director *Nan Champe*

SUBJECT: Request for Project and Funding Approval for Pewaukee Public Library Flat Roof Replacement Project

DATE: 3/19/2026

On behalf of the Pewaukee Public Library Board of Trustees, I would like to submit a request for project and funding approval in the amount of \$107,840.00 for the replacement of the Library's flat roof.

For this project, we are partnering with Garland Company, Inc to provide technical expertise. Garland developed the project specifications and Request for Bid, assisted in evaluating submissions and selecting the successful bidder, and will continue to provide support during installation to help ensure all work meets required standards and quality expectations. A formal bidding process, conducted in accordance with the legal requirements of the State of Wisconsin, concluded on March 3, 2026.

Four contractors submitted bids under the same scope of work, specifications and performance standards. Based on this process, the Board has approved the award of the project to the lowest responsible bidder M.M. Schranz Roofing. M.M. Schranz Roofing is the low bidder for this project with a Base Bid of \$134,800 and Alternative #1 of \$161,300.00.

In addition, the Board approved to accept the base bid of \$134,800 for a modified Bitumen Roof System, which includes a 30-year warranty. The Board also voted to reject Alternative #1, which would have provided a polyurethane modified Bitumen Roof System with a 40-year warranty at the total cost of \$161,300. Approval of this contract remains contingent upon project and funding approval from both the City of Pewaukee and the Village of Pewaukee.

The replacement of the Library's flat roof is categorized as a Capital Project in the Joint Library Agreement. Following these terms, the Village has agreed to contribute 80% toward capital project costs. For this project, an 80% contribution is \$107,840.

We sincerely appreciate the Village's continued support and partnership in maintaining and improving our shared community resources. Please feel free to contact me if you need any additional information regarding this project.

Enclosures:

1. Bid Tabulation
2. M.M. Schranz Bid Proposal

Browse. Borrow. Bloom.

210 Main Street • Pewaukee, WI 53072 • 262.691.5670 • Fax: 262.691.5673



# BID PROPOSAL

Dated this 2nd, day of March, 2026

TO:

Pewaukee Public Library  
210 Main Street  
Pewaukee, WI 53072

RE: 2026 BUILDING ENVELOPE PROJECT

Dear Ms. Nan Champe:

The undersigned bidder having familiarized itself with the Contract Documents hereby proposes, in compliance with said Contract Documents, to furnish all labor, equipment, materials, drayage, tools, supervision, etc., and to complete all said work as herein specified on the following pages at the **Pewaukee Public Library**.

**Base Bid: \$134,800.00**

Install Modified Bitumen Roof System for Pewaukee Public Library 2026 Building Envelope Project, per Project Specifications and Scope or Work. To provide supervision, labor, materials and equipment for roof project per project specifications:

Lump sum price: One Hundred Thirty-Four Thousand Eight Hundred dollars and ---- %

**Alternate #1: ADD \$26,500.00**

Install Polyurethane Modified Bitumen Roof System for Pewaukee Public Library 2026 Building Envelope Project, per Project Specifications and Scope or Work. To provide supervision, labor, materials and equipment for roof project per project specifications:

Add to Base Bid: Twenty-Six Thousand Five Hundred dollars and ---- %

## **Add: Unit Prices**

1. For spot replacement of deteriorated deck. \$ 20.00 /Sq Ft.
2. For spot replacement of wet/deteriorated Insulation. \$ 15.00 /Sq Ft.

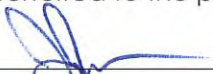
**ADDENDA**

**I acknowledge receipt of the Addendum instructions numbered \_\_, \_\_, and have incorporated their provisions into the bid.**

The undersigned understands and agrees that the Owner has the right to reject any and all bids, to waive informalities or other requirements for its benefit.

**GUARANTEE OF GOOD FAITH**

If this proposal is rejected, or if it is accepted and the undersigned shall enter into contract and furnish necessary bonds and proof of insurance, then the check or bid-bond, when applicable, which has been deposited with this bid shall be returned. However, if the undersigned should refuse to enter into contract and furnish the necessary bond within twenty (20) days after notification of acceptance then the bid security shall be forfeited to the purchaser as liquidated damages.

Signature:  \_\_\_\_\_

Firm: M.M. Schranz Roofing, Inc.

Individual: Jason Busalacchi

Title: Corporate Secretary/Treasurer

Address: 6360 N. 60th Street  
Milwaukee, WI 53218

Telephone: 414-358-3100

Federal Tax Identification Number: 39-0598305

Accepted \_\_\_\_\_  
*Pewaukee Public Library*



To: Jeff Knutson, President  
Trustees of the Village Board

From: Matt Heiser  
Village Administrator

Date: April 1, 2026

Re: April 8, 2026 Village Board Meeting Agenda Item 8(d)  
Review, discussion and possible action to on request for project and funding approval for  
Pewaukee Public Library Flat Roof Replacement Project

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### **BACKGROUND**

This project was anticipated and contemplated to be paid by reserves during the 2026 budget process.

### **ACTION REQUESTED**

The action requested is to utilize the donation to cover the Village portion of roof costs.

### **ANALYSIS**

The Village auditors, Baker Tilly, notified the Village of a previous donation intended for the Library that was not yet spent. The Library Foundation donated \$243,000 toward the construction of the Library just after the project had begun. Baker Tilly reports it was planned to be used for the final debt payment on the building. The final debt payment was made in 2025 and the Village is still in possession of the funds. The Library roof project would be an appropriate use of these funds.

Attachment – None.



**PUBLIC WORKS DEPARTMENT  
1000 Hickory Street  
Pewaukee, WI 53072**

# Memo

To: Jeff Knutson, President  
Village Board  
Matt Heiser, Village Administrator

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

Date: March 26, 2026

Re: Agenda Item 8(e), April 8, 2026 Village Board Meeting – Review, discussion and possible action on a letter of agreement with Verizon Wireless to consent for access to Village Property at 1010 Quinlan for Verizon to perform a Phase I Environmental Assessment.

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## **BACKGROUND**

The Village owns a 200,000 gallon water tower at 1010 Quinlan Drive. Several communication facilities have leases with the Village to place their communication facilities on the tank and on or below ground at the property. Verizon Wireless desires to install their communication facilities on the tower. An agreement with the Village will eventually be needed. At this time, Verizon Wireless is requesting consent to access the property.

## **ACTION REQUESTED**

The action requested of the Village Board is to review, discuss, and consider approval to the letter agreement submitted by Verizon Wireless to allow Verizon Wireless access to perform a phase I environmental site assessment at 1010 Quinlan Drive.

## **ANALYSIS**

This agreement allows the staff of Verizon Wireless to access the property to perform the phase I environmental site assessment.

I recommend that the Village Board approve the agreement.

Attachments



**PUBLIC WORKS DEPARTMENT  
1000 Hickory Street  
Pewaukee, WI 53072**

# Memo

To: Jeff Knutson, President  
Village Board  
Matt Heiser, Village Administrator

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

Date: March 26, 2026

Re: Agenda Item 8(e), April 8, 2026 Village Board Meeting – Review, discussion and possible action on a letter of agreement with Verizon Wireless to consent for access to Village property at 1010 Quinlan Drive for Verizon to perform a Phase II Environmental Site Assessment.

---

## **BACKGROUND**

The Village owns a 200,000 gallon water tower at 1010 Quinlan Drive. Several communication facilities have leases with the Village to place their communication facilities on the tank and on or below ground at the property. Verizon Wireless desires to install their communication facilities on the tower. An agreement with the Village will eventually be needed. At this time, Verizon Wireless is requesting consent to access the property.

## **ACTION REQUESTED**

The action requested of the Village Board is to review, discuss, and consider approval to the letter agreement submitted by Verizon Wireless to allow Verizon Wireless access to perform a phase II environmental site assessment at 1010 Quinlan Drive.

## **ANALYSIS**

This agreement allows the staff of Verizon Wireless to access the property to perform the phase II environmental site assessment.

I recommend that the Village Board approve the agreement.

Attachments



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## **Consent for Access to Property for Verizon Wireless**

### **Environmental Site Assessment**

Before construction for/on a telecommunications facility, Verizon Wireless needs the signature of the property owner and/or tenant on the attached Consent for Access to Property Form to perform a Phase I Environmental Site Assessment (ESA).

#### General Scope of Work

ESA work may encompass the following activities:

- An ASTM Phase I environmental site assessment, which includes a background and historical investigation and site inspection.

ESA work would be carried out by Verizon Wireless authorized representatives.

## **Agreement for Access to Property for Phase I Environmental Assessment**

For good and valuable consideration, including the consent by the Village for Verizon and its Representatives to access the Property and conduct certain activities, the receipt and sufficiency of which is duly acknowledged, the Village and Verizon hereby covenant and agree as follows:

1. Property Owner(s)/Tenant(s): Village of Pewaukee (the "Village").
2. Property Description:

Site Property Address

Street Address: 1010 Quinlan Drive, Pewaukee, WI 53072

Assessor's Parcel Number: PWV 0883993007

3. Right of Entry: The Village is the owner, representative of the owner, or tenant of the Property described above. The Village hereby consents and has authority to authorize Cellco Partnership dba Verizon Wireless, with business address of 180 Washington Valley Road, Bedminster, NJ 07921 ("Verizon"), and its representatives, employees, agents and contractors ("Representatives") (collectively, "Verizon and its Representatives") to enter upon such Property, and perform a Phase I Environmental Site Assessment subject to the terms and conditions of this Agreement.

The duration of Phase I environmental assessment activities shall be determined and agreed upon by the Village and Verizon before initiation of work.

4. Scope of Access:
  - A. The Village consents to provide Verizon and its Representatives access to the above-described Property for the purpose of performing environmental testing, performing boundary surveys, conducting radio propagation studies, and locating utilities and/or equipment on the Property in preparation for, and in the course of, a Phase I Environmental Assessment only. Verizon or its Representative shall provide reasonable advance notice, in no case less than twenty-four hours notice, prior to accessing the Property.
  - B. Verizon or its Representatives shall provide the Village at least twenty-four hours' notice of the need to take any follow-up samples. The Village will not unreasonably withhold consent for such additional sampling. The Village will sign any waste manifests or other documents required for proper disposal of environmental sampling materials after having a reasonable opportunity to review such documentation, but, in no case, shall the Village take more than three days to review and sign such documentation.
  - C. Verizon and its Representatives shall conduct any assessment in compliance with applicable state and federal laws and regulations. All material and equipment utilized by Verizon and its Representatives will be removed from the Property upon the completion of the environmental assessment activities authorized hereunder. The Property will be restored as nearly as reasonable to its original state and

condition existing immediately preceding the beginning of activities set forth in this Agreement. The reasonableness of the restoration shall be determined by the Village in its sole reasonable discretion.

- D. The Representatives will not unreasonably interfere with my, or anyone else's, use of the Property. The Representatives will also comply with all legal requirements while they are on the Property. They may use outdoor electrical outlets or water spigots on the Property in limited amounts so long as doing so does not interfere with my, or anyone else's, use of them. Verizon agrees to indemnify and save the Village, its employees, agents or contractors, harmless from and against any and all liability, damage, expense, claims, liens or judgments, resulting from injury to person or damage to property to the extent caused by the activities of Verizon, its agents, employees, contractors, or invitees, upon the Property, except to the extent such claims or damages may be due to or caused by the negligence or willful misconduct of the Village, or its employees, contractors or agents. The Village shall: provide prompt notice of any claim; reasonably cooperate with Verizon in the management and defense of covered claims; and allow Verizon to defend and manage any claim with employees, consultants, contractors and attorneys of its choosing.
  - E. All access activities authorized under this consent form shall be at the sole cost and expense of Verizon.
  - F. Verizon will provide copies of the test results to the Village, which the Village acknowledges may result in a reporting obligation to the Village. The Village acknowledges and agrees: (i) that the tests are performed for Verizon's specific purposes and cannot be relied on by the Village in any way as being accurate or sufficient for any purposes; and (ii) not to share, provide, disseminate, present, and/or make available the test results to any third party unless required by law. Verizon acknowledges the Village is a public entity subject to public records laws and regulations.
5. Insurance: Verizon shall provide the Village a certificate of insurance evidencing its comprehensive vehicle liability insurance and comprehensive general liability insurance for bodily injury, death, and loss or damage to property or third persons arising from their activities. The Village shall be included as an additional insured as their interest may appear under this Agreement.

6. Term of Consent: This consent granted hereby will terminate upon the Representative's completion of a Phase I Assessment as called for herein.

In Witness Whereof, the Village and Verizon have executed this Agreement as of the date first below written.

Property Owner/Tenant Signature: \_\_\_\_\_

Property Owner/Tenant Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Verizon Signature: \_\_\_\_\_

Verizon Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_



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**Consent for Access to Property for Verizon Wireless**

**Environmental Site Assessment**

Before construction for/on a telecommunications facility, Verizon Wireless needs the signature of the property owner and/or tenant on the attached Consent for Access to Property Form to perform a Phase II Environmental Site Assessment (ESA).

General Scope of Work

ESA work may encompass the following activities:

- A Phase II environmental site assessment, which includes environmental sampling activities to identify types and concentrations of contaminants and any areas of contamination.

ESA work would be carried out by Verizon Wireless authorized representatives.

**Agreement for Access to Property for Phase II  
Environmental Assessment**

For good and valuable consideration, including the consent by the Village for Verizon and its Representatives to access the Property and conduct certain activities, the receipt and sufficiency of which is duly acknowledged, the Village and Verizon hereby covenant and agree as follows:

1. Property Owner(s)/Tenant(s): Village of Pewaukee (the "Village")

2. Property Description:

Site Property Address

Street Address: 1010 Quinlan Drive, Pewaukee, WI 53072

Assessor's Parcel Number: PWV 0883993007

3. Right of Entry: The Village is the owner, representative of the owner, or tenant of the Property described above. The Village hereby consents and has authority to authorize Cellco Partnership dba Verizon Wireless, with business address of 180 Washington Valley Road, Bedminster, NJ 07921 ("Verizon"), and its representatives, employees, agents and contractors ("Representatives") (collectively, "Verizon and its Representatives") to enter upon such Property, and perform and carry out a Phase II Environmental Site Assessment subject to the terms and conditions of this Agreement.

The duration of Phase II environmental assessment activities shall be determined and agreed upon before initiation of work.

4. Scope of Access:

A. The Village consents to provide Verizon and its Representatives access to the above-described Property for the purpose of performing environmental assessments, including obtaining samples (soil, subsurface soil, air, water, groundwater, building materials and other substances), performing boundary surveys, conducting radio propagation studies, and locating utilities and/or equipment on the Property in preparation for, and in the course of Phase II Environmental Assessment. Without limiting the generality of the foregoing, obtaining samples may include drilling into the soil, drilling through pavement, and installing sample monitoring wells if needed.

B. Verizon or its Representatives shall provide Village at least twenty-four hours' notice of the need to take any follow-up samples. The Village will not unreasonably withhold consent for such additional sampling. The Village will sign any waste manifests or other documents required for proper disposal of environmental sampling materials after having a reasonable opportunity to review such documentation, but, in no case, shall the Village take more than three days to review and sign such documentation.

C. Verizon and its Representatives shall conduct any assessment in compliance with applicable state and federal laws and regulations. All material and equipment

utilized by Verizon and its Representatives will be removed from the Property upon the completion of the environmental assessment activities authorized hereunder. The Property will be restored as nearly as reasonable to its original state and condition existing immediately preceding the beginning of activities set forth in this Agreement.

- D. The Representatives will not unreasonably interfere with my, or anyone else's, use of the Property. The Representatives will also comply with all legal requirements while they are on the Property. They may use outdoor electrical outlets or water spigots on the Property in limited amounts so long as doing so does not interfere with my, or anyone else's, use of them. Verizon agrees to indemnify and save the Village, its employees, agents or contractors, harmless from and against any and all liability, damage, expense, claims, liens or judgments, resulting from injury to person or damage to property to the extent caused by the activities of Verizon, its agents, employees, contractors, or invitees, upon the Property, except to the extent such claims or damages may be due to or caused by the negligence or willful misconduct of the Village, or its employees, contractors or agents. The Village shall: provide prompt notice of any claim; reasonably cooperate with Verizon in the management and defense of covered claims; and allow Verizon to defend and manage any claim with employees, consultants, contractors and attorneys of its choosing.
- E. All access activities authorized under this consent form shall be at the sole cost and expense of Verizon Wireless.
- F. Verizon will provide copies of the test results to the Village, which the Village acknowledges may result in a reporting obligation to the Village. The Village acknowledges and agrees: (i) that the tests are performed for Verizon's specific purposes and cannot be relied on by the Village in any way as being accurate or sufficient for any purposes; and (ii) not to share, provide, disseminate, present, and/or make available the test results to any third party unless required by law. Verizon acknowledges the Village is a public entity subject to public records laws and regulations.

- 5. Insurance: Verizon shall provide the Village a certificate of insurance evidencing its comprehensive vehicle liability insurance and comprehensive general liability insurance for bodily injury, death, and loss or damage to property or third persons arising from their activities. The Village shall be included as an additional insured as their interest may appear under this Agreement.

**Commented [MA1]:** Verizon will be providing the insurance certificate, so there is no need to add "and its Representatives" here.

6. Term of Consent: This consent granted hereby will terminate upon the Representative's completion of a Phase II Assessment as called for herein.

In Witness Whereof, the Village and Verizon have executed this Agreement as of the date first below written.

Property Owner/Tenant Signature: \_\_\_\_\_

Property Owner/Tenant Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

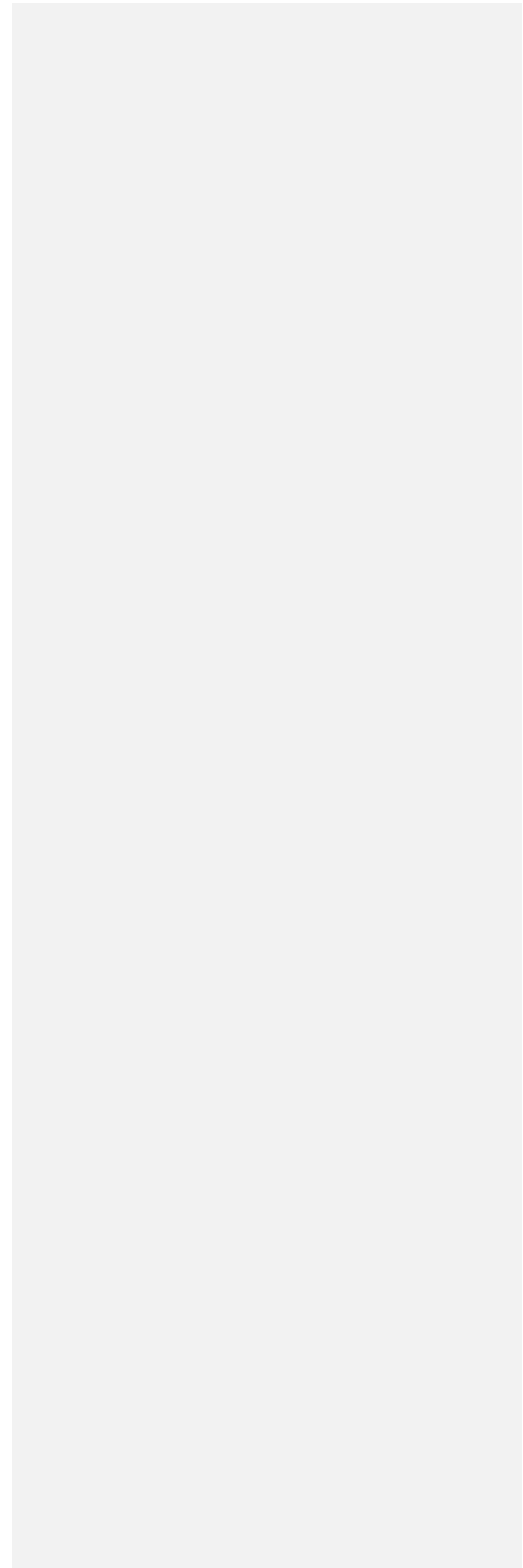
Verizon Signature: \_\_\_\_\_

Verizon Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_





**PUBLIC WORKS DEPARTMENT  
1000 Hickory Street  
Pewaukee, WI 53072**

# Memo

To: Village Board

CC: Village Administrator

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

Date: March 24, 2026

Re: Agenda Item 8(f), April 8, 2026 Village Board Meeting. Review, discussion and possible action to approve a Storm Water Maintenance Agreement with The Glen at Pewaukee Lake, LLC and The Glen at Pewaukee Lake Homeowners Association, Inc.

## Background

The property owner constructed storm water facilities at their development site to address storm water quality and quantity requirements. Storm Water Maintenance Agreements are required to be recorded by the Village's Storm Water Management Ordinance. The Storm Water Agreement requires that the Owners regularly inspect and maintain the storm water measures installed as part of the development, and report the results of the inspection to the Department of Public Works each year. If the Agreement is not approved, then the Owner may not maintain the storm water facilities.

## Analysis:

There are no immediate costs to the Village. This Agreement requires the property owners to arrange to complete future inspections of the storm water facility and provide a copy of the inspection report to the Village, as listed in Paragraph #3. The Agreement states that the Village is able to levy the costs and expenses of inspections, maintenance, or repairs back to the property owner, if the owners do not complete the inspections, as listed in paragraph #5.

## Recommendation:

Approve as submitted, and record at the Waukesha County Register of Deeds.

## Storm Water Management Practice Maintenance Agreement

The Glen at Pewaukee Lake, LLC as “Titleholder(s)” of portions of the property described below, in accordance with the Village of Pewaukee’s Municipal Code Chapter 14 Storm Water Management and Erosion Control Ordinance, agrees to install and maintain storm water management practice(s) on those portions the subject property owned by them in accordance with approved plans and Storm Water Permit conditions. The Titleholder(s) further agrees to the terms stated in this document to ensure that the storm water management practice(s) continues to serve the intended functions in perpetuity. This Agreement includes the following exhibits:

**Exhibit A:** Legal Description of the real estate for which this Agreement applies (“Property”).

**Exhibit B:** Location Map(s) – shows an accurate location of each storm water management practice affected by this Agreement.

**Exhibit C:** Maintenance Plan – prescribes those activities that must be carried out to maintain compliance with this Agreement.

Note: After construction verification has been accepted by Village of Pewaukee for all planned storm water management practices, an addendum(s) to this agreement shall be recorded by the Titleholder(s) showing design and construction details. The addendum may contain several additional exhibits, including certification by Village

of Pewaukee of Storm Water Permit termination, as described below.

By this Agreement, the Titleholder(s) hereby subjects their respective interest in the Property to the following covenants, conditions and restrictions:

1. The Titleholder(s) shall be responsible for the routine and extraordinary maintenance and repair of the storm water management practice(s) and drainage easements identified in Exhibit B until Storm Water Permit issued is terminated by the Wisconsin Department of Natural Resources and the Village of Pewaukee’s Municipal Code Chapter 14 Storm Water Management and Erosion Control ordinance.
2. After Storm Water Permit termination under paragraph 1, the homeowner’s association known as The Glen at Pewaukee Lake Homeowners Association, Inc. (“Responsible Party”) shall be solely responsible for maintenance and repair of the storm water management practices and drainage easements in accordance with the recorded deed restrictions, the Village of Pewaukee’s Municipal Code Chapter 14 Storm Water Management and Erosion Control ordinance and the maintenance plan contained in Exhibit C.
3. The Village of Pewaukee, or its designee, is authorized to access the property as necessary to conduct inspections of the storm water management practices or drainage easements to ascertain compliance with the intent of this Agreement and the activities prescribed in Exhibit C. Upon written notification by Village of Pewaukee or their designee, the Responsible Party shall, at its own cost and within a reasonable time period determined by the Village of Pewaukee, have an inspection of the storm water management practice conducted by a qualified professional, file a report with the Village of Pewaukee and complete any maintenance or repair work recommended in the report. The Responsible Party shall be liable for the failure to undertake any maintenance or repairs.
4. Upon notification by the Village of Pewaukee of required maintenance or repairs, the Responsible Party shall complete the specified maintenance or repairs within a reasonable time frame determined by the Village of Pewaukee in accord with paragraph 2 above.

**The Glen at Pewaukee Lake, LLC  
N63W23849 Main St  
Sussex, WI 53089**

PWV 0893013001

Parcel Identification Number(s) – (PIN)

5. If the Responsible Party does not complete an inspection under 3. above or required maintenance or repairs under 3 and 4 above within the specified time period, the Village of Pewaukee is authorized, but not required, to perform the specified inspections, maintenance or repairs. In the case of an emergency situation, as determined by the Village of Pewaukee, no notice shall be required prior to the Village of Pewaukee performing emergency maintenance or repairs. The Village of Pewaukee may levy the costs and expenses of such inspections, maintenance or repair

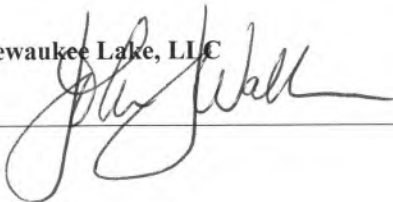
related actions as a special charge against the Property and collected as such in accordance with the procedures under s. 66.0627 Wis. Stats. of sub ch.VI of ch.66 Wis. Stats.

6. This Agreement shall run with the Property and be binding upon all heirs, successors and assigns.

Dated this 20<sup>th</sup> day of MARCH, 2026.

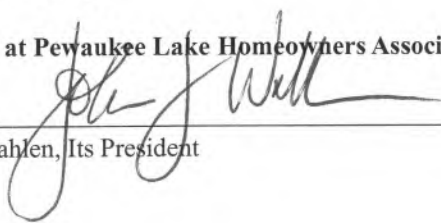
**Titleholder(s):**

**The Glen at Pewaukee Lake, LLC**

By:  \_\_\_\_\_  
John Wahlen

**Responsible Party:**

**The Glen at Pewaukee Lake Homeowners Association, Inc.**

By:  \_\_\_\_\_  
John J. Wahlen, Its President

Acknowledgements

State of Wisconsin )  
 ) ss.  
County of Waukesha )

Personally came before me this 20<sup>th</sup> day of March, 2026, the above named John Wahlen, to me know to be the person who executed the foregoing instrument and acknowledged the same.



*Amy L Rivera*  
Amy L Rivera, Notary Public  
State of Wisconsin  
My Commission: 4-25-30

Accepted by the Village of Pewaukee this \_\_\_ day of \_\_\_\_\_, 2026

\_\_\_\_\_  
Jeff Knutson, Village President

\_\_\_\_\_  
Jenna Peter, Clerk

State of Wisconsin )  
 ) ss.  
County of Waukesha )

Personally came before me this \_\_\_ day of \_\_\_\_\_, 2026, the above named Jeff Knutson and Jenna Peter, as the authorized Representatives of the Village of Pewaukee for the purpose of signing this document, to me known to be the person who executed the foregoing instrument and acknowledged the same.

\_\_\_\_\_  
\_\_\_\_\_  
Print Name  
Notary Public, Waukesha County, WI  
My commission is permanent/expires: \_\_\_\_\_

**This document was drafted by:**  
  
**Joy Stone**  
**Short Elliot Hendrickson (SEH)**  
**501 Maple Avenue**  
**Delafield, WI 53018**

### Exhibit A – Legal Description

The following description and reduced copy map identifies the land parcel(s) affected by this Agreement. For a larger scale view of the referenced document, contact Village of Pewaukee Engineering Office.

Project Identifier: The Glen at Pewaukee  
Date of Recording: SEH, 501 Maple Avenue, Delafield, WI  
Map Produced By: Tax Key PWV 0893013001. Located in the NE ¼ of the NE ¼ of Section 08, T07N, R19E, Village of Pewaukee, Waukesha County, Wisconsin.  
Legal Description:



**Exhibit B – Location Map**  
**Storm Water Management Practices Covered by this Agreement**

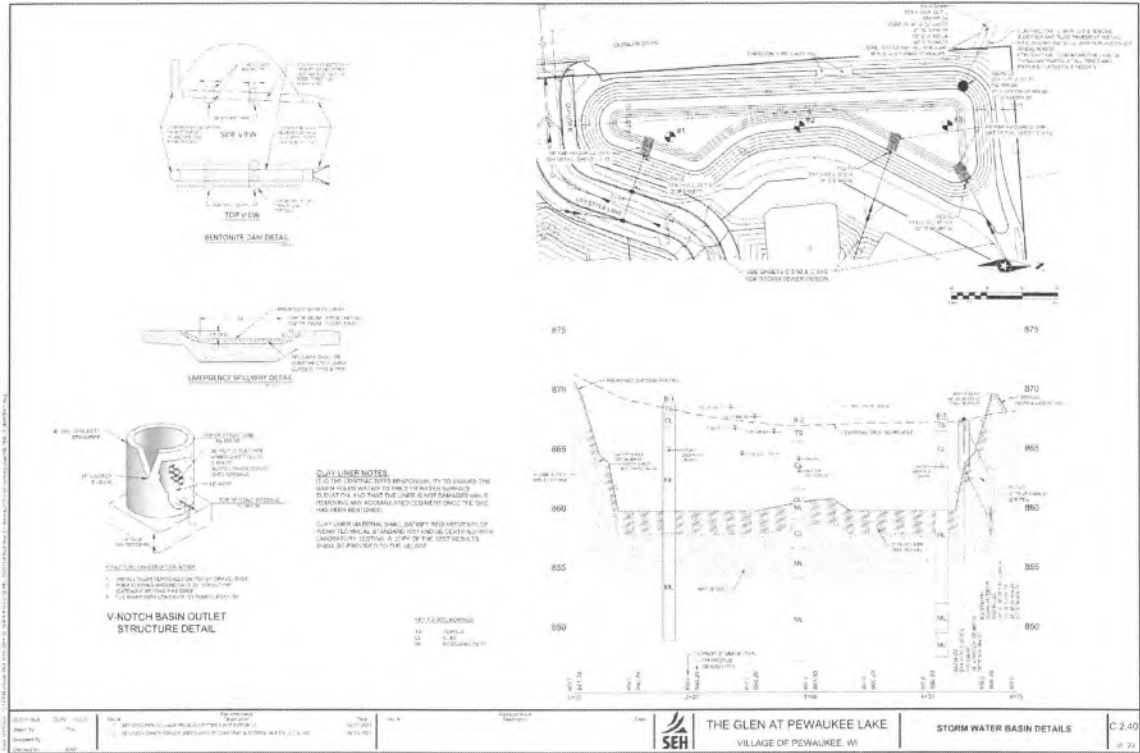
The storm water management practices covered by this Agreement are depicted in the reduced copy of a portion of the construction plans, as shown below. The practices include a proposed wet detention basin, an infiltration basin, and bio-swales, and all associated pipes, earthen berms, rock chutes and other components of these practices.

Project Name: **The Glen at Pewaukee**  
 Storm water Practices: **Wet detention basin**  
 Location of Practices: **Northwest corner of property, directly east of Quinlan Drive**

Proposed Wet Detention Basin



**Figure 1 – Wet Detention Basin**  
Plan View of Storm Water Practices



## **Exhibit C Storm Water Practice Inspection/Maintenance Plan**

This exhibit explains the basic function of each of the storm water practices listed in Exhibit B and prescribes the minimum maintenance requirements to remain compliant with this Agreement. The maintenance activities listed below are aimed to ensure these practices continue serving their intended functions in perpetuity. The list of activities is not all inclusive, but rather indicates the minimum type of maintenance that can be expected for this particular site. Access to the stormwater practices for maintenance vehicles is shown in Exhibit B. Any failure of a storm water practice that is caused by a lack of maintenance will subject the Titleholder(s)/Responsible Party to enforcement of the provisions listed on page 1 of this Agreement by the Village of Pewaukee.

### **System Description:**

The Glen at Pewaukee Lake is a proposed condominium development located on the existing Agape Community Church site, bound by Quinlan Drive to the West, West Wisconsin Avenue to the South, and Evergreen Lane to the East. The Glen at Pewaukee will contain 46 single family residential lots, clubhouse, and recreational yard. The cemetery will remain as is and the existing parking lots and drives will be removed.

The Wet Detention Basin is in the northwest corner of the property. This basin will serve 9.2 acres of the property and manage the runoff for the redeveloped area. A concrete riser structure provides a controlled outlet and would direct flow into the ditch and storm sewer system that drains towards Quinlan Drive.

“As-built” design/construction drawings of the basins, showing actual dimensions, elevations, outlet structures, etc. will be recorded as an addendum(s) to this agreement within 60 days after Village of Pewaukee accepts verification of construction from the Village of Pewaukee Department of Public Works (DPW).

### **Annual Storm Water Management Report:**

The Titleholders/Responsible Party shall submit to the DPW an annual report on the condition for the site’s storm water management conveyance systems and devices/basins. This report shall be submitted by December 31<sup>st</sup> of each year following the termination of the Storm Water Permit by the Wisconsin DNR. The submitted annual report shall be completed and sealed by a Professional Engineer currently licensed in the State of Wisconsin, on inspection forms provided by the DPW, and shall contain but not limited to the following:

- (a) Inspection forms provided by the DPW shall be complete, including photos of the items requiring maintenance.
- (b) Documentation of the completion of the required maintenance, including copies of receipts from agents hired to perform the work and the date the work was completed;
- (c) Photos of the management conveyance systems and devices/basins after completion of the required maintenance.

### **Minimum Maintenance Requirements:**

The Titleholders/Responsible Party shall submit a copy of every required inspection performed during each year, to the DPW.

Storm Water Conveyance System maintenance requirements:

1. The Titleholders/Responsible Party is responsible for ensuring system inlets, outlets and any external runoff control structures remain clear of debris and blockage. The inlets and outlets shall be inspected semi-annually and/or after major storm events (more than 3.5 inches of rainfall in 24 hours). Any debris or blockage found should be immediately removed.

2. Visual inspections from system access points shall be conducted semi-annually and/or after major storm events (more than 3.5 inches of rainfall in 24 hours) and, after extended periods of rainy weather (more than 3 days) and at least semi-annually. Major items to look for are excessive debris build-up at system inlets and outlets, and proper system discharge.
3. Storm curb inlets shall be inspected semi-annually and/or after major storm events (more than 3.5 inches of rain fall in 24 hours). Any debris that is found, causing potential blockage, shall be cleaned immediately. All storm curb inlet and storm manhole sumps shall be cleaned annually, at a minimum, or when sediment in the sump has accumulated to an elevation of one foot below the outlet pipe elevation.
4. Cleanout of sediment accumulation should be based on manufacture recommendations. Cleanout shall be performed when the sediment accumulation does not allow the system to function as designed.

**Storm Water Basin Inspection/Maintenance Requirements:**

The stormwater basin shall be inspected annually and/or after a 1/2" inch or more of rainfall in 24 hours. Inspection data shall be on the Stormwater Pond Inspection Checklist forms provided by the DPW.

The Titleholders/Responsible Party is responsible to ensure proper function of the storm water basin, per the recorded design. All maintenance items required from the Storm Water Pond Inspection Checklist forms shall be executed at a minimum according to the Maintenance Checklist Descriptions guidelines provided by the DPW.

Maintenance activities/procedures are required but are not limited to the following:

- Is the spillway level
- Adequate vegetation and ground cover
- Appropriate vegetation
- Adequate freeboard (Minimum of 1 foot from the top of the spillway to the top of the berm)
- Embankment erosion evident
- Cracking, bulging or sliding of embankment.
- Evidence of animal burrows
- Seepage evident on exterior face of embankment
- Vertical & horizontal alignment of top of dam as per plans
- Emergency spillway clear of obstructions and debris
- Maintenance access clear of obstruction
- Sediment accumulation in outlet pipe
- Outfall channels functioning
- Slope protection or rip-rap failures
- Undesirable vegetative growth
- Removal of floating debris required
- Visible oil/chemical presence
- Evidence of wave action
- Adequate vegetation cover
- Presence of undesirable vegetation/woody growth
- Low flow channels unobstructed
- Standing water or wet spots
- Sediment and/or trash accumulation
- Evidence of invasive species
- Is sediment accumulation >50% (maintenance required immediately, if yes)
- Evidence of excessive velocity/scour

- Encroachments on pond or easement area
- Complaints from residents
- Odor
- Grass mowing required
- Graffiti removal needed
- Insects in excess
- Any public hazards (specify)
- At least monthly, the site shall be inspected for spills (oil, grease, ect.). Spills shall be cleaned immediately and disposed of properly.
- If floating algae or weed growth becomes a nuisance in the wet basin, it must be removed from the basin and deposited where it cannot drain back into the basin.
- No land disturbance (i.e. grading) of the basins, other than for sediment removal, is allowed.
- Any other repair or maintenance needed to ensure the continued function of the storm water practices shall be implemented as needed.
- Any damaged portions of the storm sewer system shall be repaired and/or replace immediately. Upon system failure replace it with a WI Department of Commerce code compliant system.
- Any other repair or maintenance needed to ensure the continued function of the stormwater basin, infiltration basin, and bio-swales as ordered by the Village of Pewaukee under the provisions listed on page 1 of this Agreement.

**Related Maintenance Activities Recommended/Required:**

The Titleholder(s)/Responsible Party is responsible to ensure proper function of all storm water infiltration basins; the following signifies related maintenance activities:

1. All outlet pipes, stone trenches and other flow control devices must be kept free of debris. Any blockage must be removed immediately.
2. Any eroding areas must be repaired immediately to prevent premature sediment build-up in the system. Erosion matting is recommended for repairing grassed areas.
3. Heavy equipment and vehicles must be kept off of the bottom and side slopes of infiltration basins and bio-swale to prevent soil compaction. Soil compaction will reduce infiltration rates and may cause failure of the basin, resulting in ponding and possible growth of wetland plants.
4. No trees are to be planted or allowed to grow on the earthen berms or the bottom of the basin. On the berms, tree root systems can reduce soil compaction and cause berm failure. On the basin bottom, trees may shade out the native grasses. The basin must be inspected annually and any woody vegetation removed.
5. Grass swales leading to the basin shall be preserved to allow free flowing of surface runoff in accordance with approved grading plans. No buildings or other structures are allowed in these areas. No grading or filling is allowed that may interrupt flows in any way.
6. If floating algae or weed growth becomes a nuisance in the pond (decay odors, etc.), it must be removed and deposited where it cannot drain back into the basin. Removal of the vegetation from the water reduces re-growth the following season (by harvesting the nutrients). Wetland vegetation must be maintained along the waters edge for safety and pollutant removal purposes.
7. When sediment in the basin has accumulated to an elevation of three feet below the outlet elevation, it must be removed (refer to figure). All removed sediment must be placed in an appropriate upland disposal site and stabilized (grass cover) to prevent sediment from washing back into the basin. Failure to remove sediment from the basin will cause re-suspension of previously trapped sediments and increase deposition in the infiltration basin.
8. No grading or filling of the basin or berms other than for sediment removal is allowed.
9. Periodic mowing of the grass swales will encourage rigorous grass cover and allow better inspections for erosion. Waiting until after August 1 will avoid disturbing nesting wildlife. Mowing around basin may attract nuisance populations of geese to the property and is not necessary or recommended.
10. Any other repair or maintenance needed to ensure the continued function of the stormwater basin, infiltration basin, and bio-swales as ordered by the Village of Pewaukee under the provisions listed on page 1 of this Agreement.



CERTIFICATION

I, David Buechl, of the Village of Pewaukee, do hereby certify that the attached photos and maps are a true and correct copy of the original and if they are not legible or readable, a copy of the original is available at the Village of Pewaukee DPW.

Date: March 24, 2026

A handwritten signature in black ink that reads "David Buechl".

David Buechl, DPW/Village Engineer  
Village of Pewaukee DPW



**PUBLIC WORKS DEPARTMENT**  
**1000 Hickory Street**  
**Pewaukee, WI 53072**

# Memo

To: Jeff Knutson, President  
Village Board  
Matt Heiser, Village Administrator

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

Date: March 24, 2026

Re: Agenda Item 8(g), April 8, 2026 Village Board Meeting – Review, discussion and possible action to approve a contract with RA Smith for the 2026 Glacier Road Project.

---

## **BACKGROUND**

The Village approved the 2026 Road and Utility Improvements project for Glacier Road at the meeting on March 17, 2026. The Village contracted with RA Smith for design of the drawings and specifications. The work needs to be properly survey staked out, installed in accordance with the drawings and specifications, and inspected and measured for payment during construction. As part of the WDNR approval of the project, the WDNR also requires that the Village observe testing of certain components of the water main installation as part of the construction to make sure the project is in substantial conformance with the plans and specifications. Sidewalk ramps also have to be installed in accordance with ADA design criteria and inspected. Coordination with adjacent property owners and businesses during the project will be needed.

## **ACTION REQUESTED**

The action requested of the Village Board is to review and consider approval of the attached construction services contract with RA Smith as stated in the attached proposed contract for \$72,800.00.

## **ANALYSIS**

RA Smith proposes to provide coordination of the construction contract documents, general contract administration, conduct the preconstruction meeting, review submittals, review erosion control, provide schedule updates, perform site visits, prepare the punchlist, project closeout, observe construction, prepare record drawings, and provide staking for water main, storm sewer, saw cuts, roadways, driveways, and sidewalks.

## **Recommendation:**

RA Smith has performed this type of inspection work for the Village in the past. I recommend the Village Board approve the \$72,800.00 contract with RA Smith as described in attached 2026 Road and Utility Improvements Program Construction Services Proposal dated March 16, 2026.

The project is anticipated to begin during April. The contract included that work is to be substantially completed by July 17, 2026, and ready for final payment on or before July 31, 2026.

Attachment



CREATIVITY BEYOND ENGINEERING

R.A. Smith, Inc.  
16745 W. Bluemound Road  
Brookfield, WI 53005-5938  
(262) 781-1000 | [rasmith.com](http://rasmith.com)

March 16, 2026

Mr. David Buechl, P.E., P.L.S.  
Director of Public Works/Village Engineer  
Village of Pewaukee  
1000 Hickory Street  
Pewaukee, WI 53072

Re: Proposal for 2026 Road and Utility Improvements – Glacier Road

Dear Mr. Buechl:

Thank you for giving raSmith the opportunity to provide you with a proposal for professional services. We look forward to working with the Village of Pewaukee on this project. We strive to develop a long-term, mutually beneficial relationship with our clients and are committed to understanding your challenges and developing solutions that meet your needs.

### Scope of Services

raSmith will provide construction services for this project consisting in part of approximately: 700 LF pavement sawing, 4,095 SY pulverizing, 740 SF remove and replace sidewalk with detectable warning fields, 450 LF remove and replace concrete curb and gutter, 730 SF of remove and replace concrete driveway approaches, 1,380 tons HMA pavement, 1,265 tons base aggregate placement, 1,440 LF of water main, 3 hydrant assemblies, 523 LF of HDPE water services, 5 sanitary manhole rebuilds, 1 sanitary lateral spot repair, 1,333 LF CIPP sanitary sewer lining, 24 test and seal lateral connections, 9 storm manholes, 275 LF storm sewer, 1 storm structure chimney rebuild, 3,170 LF pavement markings, restoration, erosion control and traffic control.

The proposed services include:

Construction administration coordination of the construction contract documents, general contract administration, conduct the preconstruction meeting, submittal reviews, perform spot checks during erosion control installation, provide schedule updates, perform visits throughout construction to ensure work is progressing as specified in the project specifications, punch list preparation and project closeout.

raSmith will provide construction observation when the contractor is on site performing work. Observations will be documented in electronic format, and a pdf copy will be e-mailed to Village staff.

Record drawings for the water main and storm sewer will be completed upon project completion.

Staking for the water main, storm sewer, saw cuts, roadways, ditching, driveways and sidewalks will be completed as required.

### Completion Schedule

Work is anticipated to start and be completed during the 2026 construction season.



Mr. David Buechl, P.E., P.L.S., Director of Public Works/Village Engineer  
Page 2 / March 16, 2026

### Professional Fees

The above-described services will be provided on a time and expense basis. Fees will be invoiced monthly as the project proceeds.

The primary representative on site will be a Construction Technician supplied at a rate of \$114 per hour. A Construction Manager will be involved with the project at a rate of \$170 per hour. A CADD Technician will be involved with record drawings at a rate of \$125 per hour. A two-person survey crew will be required for staking at a rate of \$260 per hour (\$130 per person) and survey project manager at a rate of \$145 per hour.

The estimated cost to complete the above-mentioned activities is based on typical contractor production rates.

The estimated fees for this proposal are approximately \$72,800 for construction inspection, administration and staking.

Usual and customary expenses such as mileage, postage, delivery, and applicable taxes are included in the above estimate.

### Client Responsibilities/Assumptions

- A. The terms and conditions set forth herein are valid for 30 days from the date of this proposal and are conditioned upon our completion of all services within 480 days.
- B. The hourly rates described above are subject to change on an annual basis.
- C. No additional Geotechnical work is included in this proposal.

If you would like to authorize raSmith to proceed with your project, please sign the attached Professional Services Agreement Between Client and Professional, and forward a signed copy of the entire Agreement to our office. Once received, we will execute and return a copy for your records. We look forward to working with you on this project.

Sincerely,  
raSmith

Jennifer Starr, CISEC  
Assistant Director of Construction Services

Enclosure: Professional Services Agreement



**PROFESSIONAL SERVICES AGREEMENT  
BETWEEN CLIENT AND PROFESSIONAL**

THIS IS AN AGREEMENT effective as of March 16, 2026 ("Effective Date") between Village of Pewaukee ("Client") and R.A. Smith, Inc. ("Professional").

Client's Project, of which Professional's services under this Agreement are a part, is generally identified as follows:

2026 Road and Utility Improvements – Glacier Road ("Project").

Professional's services under this Agreement are generally identified as follows:

Construction Services ("Services").

---

Client and Professional further agree as follows:

1.01 *Basic Agreement and Period of Service*

- A. Professional shall provide or furnish the Services solely for the benefit of Client as set forth in this Agreement and in the attached proposal. If authorized by Client, or if required because of changes in the Project, Professional shall furnish services in addition to those set forth above ("Additional Services").

2.01 *Payment Procedures*

- A. *Invoices:* Professional shall prepare invoices in accordance with its standard invoicing practices and submit the invoices to Client on a monthly basis. Invoices are due and payable within 30 days of invoice date. If Client fails to make any payment due Professional for Services, Additional Services, and expenses within 30 days after receipt of Professional's invoice, then (1) the amounts due Professional will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day, and (2) in addition Professional may, after giving seven days written notice to Client, suspend Services under this Agreement until Professional has been paid in full all amounts due for Services, Additional Services, expenses, and other related charges. Client waives any and all claims against Professional for any such suspension.
- B. *Payment:* As compensation for Professional providing or furnishing Services and Additional Services, Client shall pay Professional as set forth in this agreement. If Client disputes an invoice, either as to amount or entitlement, then Client shall promptly advise Professional in writing of the specific basis for doing so, may withhold only that portion so disputed, and must pay the undisputed portion.

2.02 *Basis of Payment*

- A. Client shall pay Professional for Services in the amount and manner provided in the attached proposal.
- B. *Additional Services:* Unless specified in the attached proposal, for Additional Services, Client shall pay Professional an amount equal to the cumulative hours charged in providing the Additional Services by each class of Professional's employees, times standard hourly rates for each applicable billing class; plus reimbursement of expenses incurred in connection with providing the Additional Services and Professional's consultants' charges, if any.

3.01 *Suspension and Termination*

- A. The obligation to continue performance under this Agreement may be suspended:
1. *By Client:* Client may suspend the Project for up to 90 days upon seven days written notice to Professional.
  2. *By Professional:* Professional may, after giving seven days written notice to Client, suspend services under this Agreement if Client has failed to pay Professional for invoiced services and expenses, as set forth in this Agreement.
- B. The obligation to continue performance under this Agreement may be terminated:
1. For cause,
    - a. By either party upon 14 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party. Failure to pay Professional for its services is a substantial failure to perform and a basis for termination.
    - b. By Professional:
      - 1) upon seven days written notice if Client demands that Professional furnish or perform services contrary to Professional's responsibilities as a licensed professional; or
      - 2) upon seven days written notice if the Professional's Services are delayed for more than 90 days for reasons beyond Professional's control, or as the result of the presence at the Site of undisclosed Constituents of Concern.
    - c. By Client, for convenience, effective upon Professional's receipt of written notice from Client

- d. Professional shall have no liability to Client on account of a termination for cause by Professional.
  - e. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under this section if the party receiving such notice begins, within seven days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.
- C. In the event of any termination under this section, Professional will be entitled to invoice Client and to receive full payment for all Services and Additional Services performed or furnished in accordance with this Agreement, plus reimbursement of expenses incurred through the effective date of termination in connection with providing the Services and Additional Services, and Professional's consultants' charges, if any.
- 4.01 *Successors, Assigns, and Beneficiaries*
- A. Client and Professional are hereby bound and the successors, executors, administrators, and legal representatives of Client and Professional are hereby bound to the other party to this Agreement and to the successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.
  - B. Neither Client nor Professional may assign, sublet, or transfer any rights under or interest (including, but without limitation, money that is due or may become due) in this Agreement without the written consent of the other party, except to the extent that any assignment, subletting, or transfer is mandated by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.
  - C. Unless expressly provided otherwise, nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Client or Professional to any Constructor, other third-party individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Client and Professional and not for the benefit of any other party.
- 5.01 *General Considerations*
- A. *Standard of Care*

The standard of care for all professional engineering and related services performed or furnished by Professional under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Professional makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services performed or furnished by Professional. Subject to the foregoing standard of care, Professional and its consultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.
  - B. *Design Without Construction Phase Services*

Professional shall not at any time supervise, direct, control, or have authority over any Constructor's work, nor shall Professional have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, or the safety precautions and programs incident thereto, for security or safety at the Project site, nor for any failure of a Constructor to comply with laws and regulations applicable to such Constructor's furnishing and performing of its work. Professional shall not be responsible for the acts or omissions of any Constructor. Professional neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's failure to furnish and perform its work.
  - C. *Opinions of Cost*

Professional's opinions (if any) of probable construction cost are to be made on the basis of Professional's experience, qualifications, and general familiarity with the construction industry. However, because Professional has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, Professional cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable construction cost prepared by Professional. If Client requires greater assurance as to probable construction cost, then Client agrees to obtain an independent cost estimate. Professional shall not be responsible for any decision made regarding the construction contract requirements, or any application, interpretation, clarification, or modification of the construction contract documents other than those made by Professional or its consultants.
  - D. *Use of Documents*

All documents prepared or furnished by Professional are instruments of service, and Professional retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. Client shall have a limited license to use the documents on the Project, extensions of the Project, and for related uses of the Client, subject to receipt by Professional of full payment due and owing for all Services and Additional Services relating to preparation of the documents and subject to the following limitations:

    - 1. Client acknowledges that such documents are not intended or represented to be suitable for use on the Project unless completed by Professional, or for use or reuse by Client or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by Professional;

2. Any such use or reuse, or any modification of the documents, without written verification, completion, or adaptation by Professional, as appropriate for the specific purpose intended, will be at Client's sole risk and without liability or legal exposure to Professional or to its officers, directors, members, partners, agents, employees, and consultants;
3. Client shall indemnify and hold harmless Professional and its officers, directors, members, partners, agents, employees, and consultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the documents without written verification, completion, or adaptation by Professional; and
4. Such limited license to Client shall not create any rights in third parties.

E. *Liability*

To the fullest extent permitted by Laws and Regulations, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of Professional and Professional's officers, directors, employees, and Consultants, to Client and anyone claiming by, through, or under Client for any and all injuries, claims, losses, expenses, costs, or damages whatsoever arising out of, resulting from, or in any way related to the Project, Professional's or its Consultants services or this Agreement from any cause or causes whatsoever, including but not limited to the negligence, professional errors or omissions, strict liability, breach of contract, indemnity obligations, or warranty express or implied of Professional or Professional's officers, directors, employees, or Consultants shall not exceed the total amount of \$100,000 or the total compensation received by Professional under this Agreement, whichever is less.

F. *Indemnification*

To the fullest extent permitted by Laws and Regulations, Client shall indemnify and hold harmless Professional and Professional's officers, directors, employees, and Consultants from and against any and all claims, costs, losses and damages (including but not limited to all fees and charges of Professionals, architects, attorneys, and other professionals, and all court, arbitration, or other dispute resolution costs) arising out of or relating to the Project, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death or to injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting therefrom, but only to the extent caused by any negligent act or omission of the Client or Client's officers, directors, members, partners, agents, employees, consultants, or others retained by or under contract to the Client with respect to this Agreement or to the Project.

G. *Dispute Resolution*

Client and Professional agree to negotiate each dispute between them in good faith during the 30 days after written notice of dispute. If negotiations are unsuccessful in resolving the dispute, then the dispute shall be mediated. If mediation is unsuccessful, then the parties may exercise their rights at law. The venue for all disputes shall be the state of Wisconsin. Attorney fees will be borne by the non-prevailing party.

H. *Governing Law*

This Agreement is to be governed by the law of the state of Wisconsin.

6.01 *Agreement*

- A. This Agreement (including any expressly incorporated attachments), constitutes the entire agreement between Client and Professional and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument. Nothing in this Agreement between Professional and Client shall create a contractual relationship between either Professional and Client and an outside third party.

7.01 *Lien Notice*

- A. As required by the Wisconsin construction lien law, Professional hereby notifies Client that persons or companies performing, furnishing, or procuring labor, services, materials, plans, or specifications for the construction on Client's land may have lien rights on Client's land and buildings if not paid. Those entitled to lien rights, in addition to the undersigned Professional, are those who contract directly with the Client or those who give the Client notice within 60 days after they first perform, furnish, or procure labor, services, materials, plans or specifications for the construction. Accordingly, Client probably will receive notices from those who perform, furnish, or procure labor, services, materials, plans, or specifications for the construction, and should give a copy of each notice received to the mortgage lender, if any. Professional agrees to cooperate with the Client and the Client's lender, if any, to see that all potential lien Professionals are duly paid.



IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

Project Name: 2026 Road and Utility Improvements – Glacier Road

Client: Village of Pewaukee

Professional: R.A. Smith, Inc.

By: \_\_\_\_\_

By: \_\_\_\_\_

Print name: \_\_\_\_\_

Print name: Jennifer Starr, CISEC

Title: \_\_\_\_\_

Title: Assistant Director of Construction Services

Date Signed: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Address for Client's receipt of notices:

Address for Professional's receipt of notices:

Village of Pewaukee

R.A. Smith, Inc.

1000 Hickory Street

16745 West Bluemound Road

Pewaukee, WI 53072

Brookfield, WI 53005

Client's Phone:

Professional's Phone: 262-901-2209

Client's Email:

Professional's Email: Jennifer.Starr@raSmith.com



To: Jeff Knutson, President  
Trustees of the Village Board

From: Matt Heiser  
Village Administrator

Date: April 1, 2026

Re: April 8, 2026 Village Board Meeting Agenda Item 8(h)  
Review, discussion and possible action to confirm Committee Appointments by the Village President.

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### **BACKGROUND**

A variety of Committee appointments need to be made with the beginning of the new term.

The Village President made the following appointments:

1. Board of Review – 1 Citizen Members (3 year term): Cheryl Mantz and Kyle McNulty.
2. Public Works and Safety Committee - 1 Citizen Member (3-year term); Patrick Wunsch and 2 Trustee Members (1-year terms); Kelli Belt and Jim Grabowski.
3. Joint Park and Recreation Board – 1 Trustee Member (1-year term); Kristen Kreuser.
4. Historic Preservation Commission – 1 Trustee (1-year term); Kelli Belt.
5. Lake Advisory Committee – 1 Trustee Member (1-year term); Jim Grabowski.
6. Zoning Board of Appeals – 1 Citizen Member Alternate (3-year term); Patricia Stronger.

### **ACTION REQUESTED**

The action requested is to confirm the appointments of the Village President.

### **ANALYSIS**

None.

Attachment – None.



To: Jeff Knutson, Village President  
Village Board

From: Jenna Peter  
Village Clerk

Date: March 26, 2026

Re: Agenda Item 8i (a) Transient Merchant Permit Application Recommendation for Denial

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### **BACKGROUND**

The Village Board is the ruling body responsible for approval/denial of transient merchant applications. A transient merchant application was submitted to the Village by Elliot Currie, Jr. for door-to-door window and door replacements. As part of the standard review process, a background check was conducted. The results of that background check revealed that the applicant has a criminal history that does not meet the Village's requirements for eligibility to hold a transient merchant license.

Based on these findings, the Police Chief is recommending **denial** of the application.

### **ACTION REQUESTED**

To review the application, the criminal background findings, and the Police Chief's recommendation, and then determine whether:

1. The criminal conduct is substantially related to the duties or activities of a transient merchant
2. Will issuing the permit pose a risk to residents or consumers

Once the Board makes its determination, the Clerk's Office will issue the appropriate notice to the applicant

If the Board should deny the license, reason(s) for the denial should be stated in the motion.

#### **Transient Merchant**

Applicant: Elliot Currie, Jr.

Company: Renewal By Andersen

### **ANALYSIS**

The Village Board is the final approving authority for all transient merchant permits. While staff—including the Clerk's Office and Police Department—reviews applications and provides recommendations, the decision to approve or deny rests solely with the Board.



To: Jeff Knutson, Village President  
Village Board

From: Jenna Peter  
Village Clerk

Date: April 1, 2026

Re: Agenda Item 8i(b), Transient Merchant Permit Application Approval

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**BACKGROUND**

The Village Board is the ruling body responsible for approving Transient Merchant Applications. Approved permits are issued for 60 days from the date of approval by the Village Board.

**ACTION REQUESTED**

To approve the Transient Merchant Permit application for the listed individual for 60 days:

1. Jordan Mueller – Renewal by Andersen

**ANALYSIS**

The above applicant has applied for a transient merchant permit for setting appointments for window/door replacement consultations.

A background check has been completed by the Police Chief, and the applicant meets the requirements to hold a transient merchant permit in the Village.

Staff recommends approval of the license above.