



Regular Village Board Meeting Agenda

Tuesday, February 4, 2025

The Regular Board Meeting will start immediately following the adjournment of the Special Village Board Meeting which begins at 5:00 PM

Village Hall, 235 Hickory Street, Pewaukee, WI 53072

To view the meeting live:

https://www.youtube.com/live/wBah7xwVHbE?si=pxZ3dn-_R1gpQoIY

1. Call to Order, Pledge of Allegiance, Moment of Silence and Roll Call.
2. Public Hearings/Presentations.
 - a. Presentation by representatives from St. Teresa of Calcutta on volunteer home repair assistance available to Pewaukee area residents.
3. Approval of Minutes of Previous Meeting.
 - a. Minutes from the January 21, 2025, 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 – None.
7. Old Business - None.
8. New Business.
 - a. Review, discussion and possible action on filling vacant seat on the Village Board.
 - b. Review, discussion and possible action to appoint Trustee Kelli Belt to the Library Board.
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. Closed Session - The Village Board of the Village of Pewaukee will enter into closed session pursuant to Wis. Statute Section 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has



Regular Village Board Meeting Agenda

jurisdiction or exercises responsibility, specifically regarding the Deputy Clerk and Sergeant of Police positions.

11. Reconvene Into Open Session
 - a. Possible action on compensation for the Sergeant of Police.
 - b. Possible action on compensation for the Deputy Clerk.

12. Adjournment.

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

Posted January 31, 2025



To: Jeff Knutson, President
Trustees of the Village Board

From: Matt Heiser
Village Administrator

Date: January 31, 2025

Re: February 4, 2025 Regular Meeting Agenda Item 2(a)
Presentation by representatives from St. Teresa of Calcutta on volunteer home repair assistance available to Pewaukee area residents.

BACKGROUND

St. Teresa of Calcutta is a parish in the area that co-sponsors an annual mission trip in July to assist underprivileged property owners. The mission trip organizes youth volunteers for charitable help in property maintenance. In 2025 the mission trip will be in the Pewaukee area. The group wishes to present this opportunity to the Village Board to raise awareness of this opportunity.

ACTION REQUESTED

None.

ANALYSIS

None.

Attachment:

1. Announcement letter from St. Teresa of Calcutta
2. 2025 Mission Trip promotional brochure



Workcamp Mission Trip Cosponsor

Pewaukee, Wisconsin

We at **St. Teresa of Calcutta Parish** are excited to share an impactful opportunity that will transform the lives of hundreds in the **Lake Country, Pewaukee, and Waukesha** area this coming **July 2025**. In collaboration with Group Mission Trips, a Colorado-based nonprofit, we are proud to sponsor the Pewaukee, WI Workcamp Mission Trip July 21st – 25th, 2025. The Workcamp is organized and run by Group Mission Trips which is an organization with many years of experience coordinating high school mission trips, visit <https://groupmissiontrips.com/about-us> to learn more about Group Mission Trips organization.

As the cosponsor, we are looking for residents in need of home repair projects for the students and adults to complete the week of the mission trip. There will be around 200 youth and adults coming to Pewaukee and staying at the Pewaukee middle school. Together, they will work on **40-50 homes** in our area, addressing critical repair needs for families who otherwise could not afford these services. Anyone can apply but our target audience would be low-income, veteran, and/or disabled families who live within a 30-minute distance of Pewaukee middle school.

There is no cost to the residents for the work to be completed by the Workcamp.

The request of St. Teresa of Calcutta Parish is for any assistance from other Parish's and organizations in sharing the home repair application with residents that might need work on their homes or mobile homes. Projects we are looking for include but are not limited to building porches, wheelchair ramps, painting (exterior or interior); deck construction or repair; mobile home skirting and more.

Any help in distributing application is greatly appreciated. Thank you for your time and please reach out with any questions.

Regards,

Steph Haizel

Middle School, High School & Young Adult Ministry

St. Teresa of Calcutta Parish

steph.haizel@stteresaofcalcutta.org

262-966-2191 x 129



Apply for:

Free Home Repair

St. Teresa of Calcutta
Parish Hosting
Workcamp Mission Trip in
Pewaukee, WI July 2025

Are you 30 minutes from Pewaukee?

Scan the Code to Learn
More and Apply TODAY



Projects
Such as:

Porches, Steps

Interior or Exterior Painting

Wheelchair Ramps

Mobile home skirting, weatherization

**VILLAGE OF PEWAUKEE
REGULAR VILLAGE BOARD MINUTES
JANUARY 21, 2025**

<https://www.youtube.com/live/eue8rJ2f8EY?si=lcFqockl9f2x8tW6>

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

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

Roll Call was taken with the following Village Board members present: Trustee Heather Gergen, Trustee Bob Rohde, Trustee Kelli Belt, Trustee Chris Krasovich, Trustee Kristen Kreuser, Trustee Jim Grabowski; and President Jeff Knutson.

Also Present: Village Attorney, Matt Gralinski; Village Administrator, Matt Heiser; Village Clerk, Jenna Peter.

2. Public Hearings/Presentations - None

3. Approval of Minutes of Previous Meeting

a. Minutes of the Regular Village Board Meeting – December 17, 2024

Trustee Krasovich moved, seconded by Trustee Rohde to approve the December 17, 2024, minutes from the Regular Village Board meeting as presented.

Motion carried 7-0.

4. Citizen Comments

John Siepmann @ W240N1221 Pewaukee Rd, Waukesha – Stated he is here item 8g on the agenda. They would be grateful if the Village would help cover the cost of the sidewalk in front of the business since that sidewalk is heavily used by the public.

5. Ordinances – None

6. Resolutions – None

7. Old Business

a. Review, discussion and possible action to confirm the Pewaukee School District appointment to the Library Board.

Trustee Gergen moved, seconded by Trustee Krasovich to approve the appointment of Leslie Miller to the Library Board

Motion carried 7-0.

8. New Business

a. Review, discussion and possible action on Special Event Permit Application for the 2025 Kiwanis Beach Party

Administrator Heiser explained this is an annual event that Kiwanis has been hosting for quite a few years. There are no objections from Building Services, Fire Department or Police Department.

Trustee Grabowski moved, seconded by Trustee Kreuser to approve the Special Event Permit

Application for the 2025 Kiwanis Beach Party.

Motion carried 7-0.

b. Review, discussion and possible action on Temporary Alcohol License for the 2025 Kiwanis Beach Party

Trustee Grabowski moved, seconded by Trustee Rohde to approve the Temporary Alcohol License for the 2025 Kiwanis Beach Party.

Motion carried 7-0.

c. Review, discussion and possible action on Positively Pewaukee Special Event Permits for 2025

Administrator Heiser explained there are four events that Positively Pewaukee submitted for Special Events:

1. Waves of Welcome
2. Waterfront Wednesdays
3. Taste on the Lake
4. Grilling & Chilling

Trustee Rohde moved, seconded by Trustee Grabowski to approve the four presented Positively Pewaukee Special Event Permits for 2025.

Motion carried 7-0.

d. Review, discussion and possible action on Temporary Alcohol Licenses for Positively Pewaukee 2025 Special Events

Trustee Grabowski moved, seconded by Trustee Krasovich to approve the Temporary Alcohol Licenses for Positively Pewaukee 2025 Special Events.

Motion carried 7-0.

e. Review, discussion and possible action on replacement playground equipment including the funding route at Kiwanis Village Park

Director Phalin stated in December he shared with the Board that the current playground equipment at the park is outdated and needs to be more inclusive. Phalin presented four different renderings and believes option #2 with the turf surface is the best option. There is a concrete walkway that leads directly to a ramp that would be assessable to children with mobility challenges. There will be turf surfacing throughout which is safer and easier to replace if needed. The surface turf has a 15-year warranty, and the expectation is that it will last 20-25 years. The total project cost would be \$171,045.

Trustee Rohde asked if all grant potential has been exhausted.

Phalin stated they will apply for a Community Development Block Grant that would be applied to the surface portion of the playground only. The cost for the playground equipment if option #2 is chosen would be \$68,885.

Trustee Grabowski moved, seconded by Trustee Kreuser to approve funding for recommended Option #2 with the turf surface not to be contingent upon grant funding.

Motion carried 6-1. Trustee Belt voting Nay.

f. Review, discussion and possible action on proposed park use and retail sales license for Brewfinity Brewing Company at Village Parks for the 2025 Season

Phalin explained Brewfinity has been approved to operate by the Parks and Recreation Board. Brewfinity was in operation in 2024 and took over dates for the ski show when Beergo broke down.

Trustee Rohde moved, seconded by Trustee Grabowski to approve the proposed park use and retail sales license for Brewfinity Brewing Company.

Motion carried 7-0.

g. Review, discussion and possible action on property owner request for Village cost share of sidewalk replacement at 203 W. Wisconsin Ave.

President Knutson explained a new business, Brewfinty is moving into the location. The Plan Commission approved a Conditional Use Grant for the use at its December 12, 2024, meeting. One of the conditions recommended by staff and adopted by the Commission was for the applicant/owner to replace the broken or heaved sidewalk panels along the property. The property owner requested that the Village share the cost because he allows the public to utilize the parking lot during community events on the lake front. According to the Village Ordinance, it is the property owner's responsibility to maintain their sidewalks. The quote from PLM for the sidewalk replacement is \$15,000 with the Village's portion being \$5,000.

Trustee Grabowski would like to see in future Conditional Use Grants that a business cannot be burdened or set back by opening a business due to cracked sidewalks.

Trustee Krasovich asked if there were fees collected for parking.

John Siepmann stated there are two people who work at the parking lot at any given time. None of the money made goes to the maintenance of the lot. It goes towards compensation for the workers.

Trustee Rohde does not agree with the Village paying for cracked sidewalks if the Village is not responsible for the damage.

Trustee Grabowski moved to approve the request for the Village to cost share the sidewalk replacement at 203 W. Wisconsin Ave.

Trustee Grabowski amended his motion to include not to exceed the Village portion of \$5,000, seconded by Trustee Krasovich

Motion carried on a roll call vote 5-2. Trustees Gergen and Rohde voting Nay.

h. Monthly Approval of Checks and Invoices for All Funds – November 2024

Trustee Rohde moved, seconded by Trustee Krasovich to approve the Monthly Approval of Checks and Invoices for All Funds – November 2024

Motion carried 7-0.

Trustee Gergen moved, seconded by Trustee Kreuser to acknowledge the library fund.

Motion carried 7-0.

i. Monthly Approval of Checks and Invoices for All Funds – December 2024

Trustee Rohde moved, seconded by Trustee Gergen to approve the Monthly Approval of Checks and Invoices for All Funds – December 2024

Motion carried 7-0.

Trustee Krasovich moved, seconded by Trustee Gergen to acknowledge the Library Fund.

Motion carried 7-0.

9. Citizen Comments – None

- 10. Closed Session.** – *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 Wisconsin Manufacturers and Commerce, Inc. vs. the Village of Pewaukee Case 22CV000515 and Hawthorne Place LLC et al v. Village of Pewaukee Case 24CV1584 and pursuant to Wis. Statute Section 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which*

the governmental body has jurisdiction or exercises responsibility, specifically regarding the Village Administrator.

Trustee Krasovich moved, seconded by Trustee Gergen to move into Closed Session at approximately 6:52 p.m. Motion carried on Roll Call vote, 7-0.

11. Reconvene into Open Session

Trustee Gergen moved, seconded by Trustee Rohde to reconvene into Open Session at approximately 7:33p.m. Motion carried on Roll Call vote, 7-0.

- a. **Discussion, review and possible action on goals for the Village Administrator.
Trustee Gergen, seconded by Trustee Kreuser to approve Village Administrator goals as presented in closed session.
Motion carried 7-0.**

- b. **Discussion, review and possible action on compensation for the Village Administrator.
Trustee Krasovich moved, seconded by Trustee Gergen to approve the compensation adjustment for the Village Administrator as discussed in closed session.**

12. Adjournment

**Trustee Grabowski moved, seconded by Trustee Gergen to adjourn the January 21, 2025, Regular Village Board meeting at approximately 7:34 p.m.
Motion carried 7-0.**

Respectfully Submitted,

Jenna Peter
Village Clerk



To: Jeff Knutson, President
Trustees of the Village Board

From: Matt Heiser
Village Administrator

Date: January 31, 2025

Re: February 4, 2025 Regular Meeting Agenda Item 8(a)
Review, discussion and possible action on filling vacant seat on the Village Board.

BACKGROUND

Trustee Heather Gergen is in the process of moving out of the Village. She submitted a letter of resignation on Wednesday, January 29. It will mean her seat on the Board is vacant until the expiration of its term in mid-April, 2025. This seat is on the ballot of the April 1, 2025 election.

Trustee Gergen served the Village many years in a variety of roles and her passion for the community will be missed.

ACTION REQUESTED

Staff does not have a recommendation. The Board should decide as a body if it wishes to fill the seat. Staff does not see a driving force to fill the seat in the short time-frame until the election, however.

ANALYSIS

Village Attorney Matt Gralinski provided legal input on a vacant seat on the Village Board:

1. The Board can operate with 6 members. This would mean the possibility of a tie vote if all 6 members are present.
2. Pursuant to Wis. Stat. 17.24, a vacancy in an elective village office may be filled by appointment by a majority of the board (4) for the rest of the unexpired term. It is a “may”, it is not required. It is usual practice to engage in an application and potential interview process for appointive members which, takes time. The actual process is up to the discretion of the Board in terms of timeline, letters of interest, etc.
3. In determining a quorum, the general rule is you count the whole number entitled to membership on the board (i.e. you ignore the vacancy for that purpose and count all 7). A quorum is still 4.

4. On most matters, a majority vote of the members present is all that is required to adopt a motion before the board so long as there is a quorum. However, there are certain actions that either by ordinance or by statute may require a “majority of the entire Board” or “a 2/3 majority of the entire board.” For example, our ordinance 2.117(7) does require a “majority vote of all members of the board in favor of any proposed ordinance, resolution, or appointment” so, those actions will require 4 votes, not just a majority of the quorum. In those cases, again you still count the whole number of seats entitled to membership to determine majority regardless of vacancy. In the case of 1 vacancy, there is not really a change from what was required when that position was occupied.

Attachment:

1. Tr. Gergen letter of resignation.

January 29, 2025

Jeff Knutson, Village President
Matt Heiser, Village Administrator
Village Board
Village of Pewaukee
235 Hickory St.
Pewaukee, WI 53072

Dear President Knutson, Administrator Heiser, and the Village Board,

I am writing to formally resign my position as trustee for the Village of Pewaukee. Serving the citizens of Pewaukee has been an incredible honor, and I am deeply proud of the many accomplishments and improvements I have been part of since I joined the board in 2013.

Pewaukee will always hold a special place in our hearts as the community where we raised our children for the past 22 years. The experiences and connections I've had here have been truly meaningful, and I will always treasure my time serving this wonderful village.

As you know, our family recently purchased a home in Dousman. While this marks the beginning of a new chapter for us, I will always remain grateful for the opportunity to serve the Village of Pewaukee and its residents.

Thank you for your support and partnership over the years. I wish the Village continued success and progress in the future.

Sincerely,

Heather Gergen
467 E. Red Pine Circle
Dousman, WI 53118



To: Jeff Knutson, President
Trustees of the Village Board

From: Matt Heiser
Village Administrator

Date: January 31, 2025

Re: February 4, 2025 Regular Meeting Agenda Item 8(b)
Review, discussion and possible action to appoint Kelli Belt to the Library Board.

BACKGROUND

Trustee Gergen was the appointed Village Board representative on the Library Board. That seat is also vacant with the resignation of Tr. Gergen.

ACTION REQUESTED

The action requested of the Village Board is to appoint Trustee Kelli Belt as Village representative on the Library Board for the duration of that term.

ANALYSIS

The term of this seat was recently defined in the addendum to the Joint Library Agreement. The term on this seat expires 12/31/2027.

Tr. Kelli Belt expressed interest in this role to Village President Knutson.

Attachment:

1. None.