



Village Administrator Pewaukee, WI

Position Profile



Public Administration Associates

The Community

The Village of Pewaukee is a 4-square mile community located about 17 miles west of Milwaukee in the heart of the Waukesha County's Lake Country area. It has an estimated population of 8,238 (2020 Census). It borders the east side of Pewaukee Lake and its downtown offers activities for a wide range of interests.

The present-day village of Pewaukee was settled in about 1837 by the Deacon Asa Clark of Lunenburg, Vermont when he erected a hotel, sawmill, and church in this location. Pewaukee became a town in the year 1840, and then a village later in 1876. The Village is set to celebrate the 150th anniversary of its incorporation in 2026.

The lake has always been an important feature of Pewaukee, from the early sawmills to collecting ice for shipping perishable goods to summer resort activity. Today, the lake still draws businesses, residents, and visitors for boating, fishing, swimming, and beautiful sunsets. Besides the Village's beautiful lakefront and beach area, residents and visitors can experience diverse shopping, fine-dining and seasonal festivals hosted by several non-profit companies in the area. Summertime is its busiest season and draws crowds for abundant events such as a weekly waterski show, Taste of Lake Country, Parktoberfest and much more!

Recreational opportunities and programs are offered for all ages from infants to seniors in conjunction with the City of Pewaukee Park and Recreation department. From art classes, dance lessons, sport leagues and exercise classes, there is something for everybody. The Pewaukee Public Library and Fire Department are also services provided to our residents through a partnership with the City of Pewaukee.

The Village of Pewaukee is served by the Pewaukee School District with a multi-school campus. Students' progress through two elementary schools divided by grade, a middle school, and a high school. In addition, Pewaukee is also served by several private schools as well as numerous higher education institutions in Waukesha and Milwaukee Counties. Pewaukee is the home to the main campus of Waukesha County Technical College (WCTC). The technical college is part of the 16 technical colleges that make up the Wisconsin Technical College System (WTCS).

The village of Pewaukee is home to one of the three locations of Dynex/Rivett Inc., a manufacturer of hydraulic components and systems. It was also home to Necco Stark, formerly Stark Candy Co. The Pewaukee candy location closed on May 30, 2008. Pewaukee is also the home of Logic Design Corporation, the developers of Global Edge Engineering and Manufacturing Software. Another business located in Pewaukee is PM Plastics, a custom injection molding company.

The village is home to the Old Main Street building on Wisconsin Avenue. Opened in 2002 across from the beach on Pewaukee Lake, Old Main Street replicates the charm of a late 1800s building with modern up to date facilities. It is the home of small businesses that include restaurants (Seesters and The Chocolate Factory), a salon, a bakery, a pilates/yoga/barre studio, a bead shop, a home builder, a construction management firm, a recruitment firm (Joel Frank & Associates), and a software company (Logic Design Corporation).

For additional information, please visit the community website at villageofpewaukee.com

The Municipal Organization

The Village Board is the governing body of the Village of Pewaukee. Seven (7) members are elected at the spring election(s) and all Trustees serve the Village at-large. The Village President functions as the presiding officer at Village Board meetings and as the executor of enacted documents.

Standing committees of the Village include Board of Review; Historical Preservation Commission; Joint Library Board; Joint Park and Recreation Board; Joint Review Board; Pewaukee Lake Advisory Committee; Plan Commission; Police Commission; Public Works and Safety Committee and Zoning Board of Appeals.

The Village directly provides police, public works (including water, sewer and stormwater utilities as well as a municipal cemetery) and general administrative services. The Village leads a joint water safety patrol of Pewaukee Lake with the city of Pewaukee and the Town of Delafield. It jointly provides building inspection, EMS, fire library and parks/recreation services under contract with the city of Pewaukee. In addition, assessor, planning and property tax collection services are contracted out.



The Position

The Village Administrator is Pewaukee's Chief Administrative Officer under Chapter 61 of the Wisconsin State Statutes. The Pewaukee Village Administrator is directly responsible to the Village Board and coordinates the activities of the various municipal departments and implements the policy directives of the Village Board. The Administrator is also responsible for planning, organizing and coordinating all business and activities of the Village's Administration Department.

Further, the essential duties and responsibilities of the position (from the current job description) include the following:

- Responsible for bringing pertinent matters to the Village Board, Committees, Commissions or appropriate department heads.
- Responsible for attending all regular and special Village Board meetings and other committee meetings as directed by the Village Board, responsible for editing and publishing of agendas and minutes of all meetings of the Village Board, Committees and Commissions.
- Responsible for administering the Village personnel and purchasing policies, makes recommendations as to the appropriate policy changes to the Village Board and is responsible for the safe keeping of records and assets and maintenance of appropriate insurance.
- Oversee publication, implementation and adherence of all resolutions and ordinances adopted by the Village Board.
- Responsible for communication with and information dissemination to Village Board and Village personnel.
- Assist in planning and financing all Village construction projects performed by private contractors.
- Confer with all Village consultants (planning, engineering, financial, legal, labor negotiations, and insurance) regarding Village activities.
- Coordinate Plan Commission agendas with Consulting/Contract Planner and attend all Planning Commission meetings, present or participate in presenting matters within purview of the Planning Commission and notifying the petitioner of the action taken.
- Prepare, manage and administer the Village budget with appropriate tax rates, maintain the finance and accounting system, monitor accounting records and budgeting requests, approve all checks issued for capital expenditure and capital accounts, advise the Board on investments of surplus funding and assist various department heads in forecasting budgetary needs.
- Responsible for any special assignments as directed by the Village Board.
- Perform related duties as required by state statute and municipal code.
- Attend professional meetings and otherwise keep abreast of changes and trends in municipal government including, but not limited to, grants and revenue sharing and informing the Village Board of any changes in status.
- Confer with representatives of the private sector regarding activities related to economic development, land development and increasing village tax base.

Future Challenges and Opportunities

Among the future opportunities and challenges that will face the next Village Administrator are the following:

Opportunities:

- Village Board is in the process of updating its strategic plan which should be updated by July/August 2024.
- Working with the Village Board on the continued review and administration of the Village's new Fire & EMS Protection Fee. (could also be challenge)
- Working with the Village Board, Plan Commission and prospective developers to continue the redevelopment of the downtown.
- Finalizing the allocation of ARPA funds by the end of 2024 with the Village Board for expenditure no later than 12/31/2026.
- Working with the Village Board on pursuing quiet zone designations for the Village's four rail crossings.

Challenges:

- The Village is awaiting the decision of the Wisconsin Supreme Court as to whether it will accept the Village's appeal of the Court of Appeals decision against the Village's Transportation Utility. This is a future challenge, if the Village fails, it will need to reallocate expenses currently allocated to the Transportation Utility Fund.
- Navigating upgrades to the Village's water utility infrastructure related to water quality issues such as radium and PFAS and along with working with consultant team on PSC rate case related financing of the projects.
- Annual budget challenges as the Village is 90% - 95% built-out with low net new construction for annual levy increases.



Village Finances

The Village Administrator oversees an almost \$23M total annual budget (all Funds), 44 FT and 70+ PT/seasonal employees. The following is a breakdown of the Village's 2024 Budget:

General Fund: \$8,553,859

Capital Projects Fund: \$1,363,520

Debt Service Fund: \$1,185,005

TIF #2 Fund: \$34,076

TIF #3 Fund: \$41,318

Water Utility Fund: \$6,882,518

Stormwater Utility Fund: \$285,452

Transportation Utility Fund: \$379,459

Sanitary Sewer Utility Fund: \$2,562,926

Cemetery Fund: \$38,800

Library Fund (Joint Library): \$1,318,543

Lake Patrol Fund (Joint w/City of Pewaukee & Town of Delafield): \$87,400

Laimon Lakeside Park Fund: \$234,894

Total \$ 22,967,770

Moody's Investor Service recently (March, 2024) issued Ratings Report for the Village's \$6.3M Note Anticipation Notes (NAN) and affirmed the Village's "outstanding Aa2 issuer and general obligation unlimited tax (GOULT) ratings". The Moody's Report further states "the Aa2 issuer rating reflects the village's stable financial performance and robust reserves (representing about 100% of revenue in fiscal 2022). Its location in the Milwaukee metro area supports a strong local economy with a full value of per capita at \$143,000, though resident incomes are below the national average (84%). Leverage and fixed costs are a little high compared to peer medians at 275% and 15% of revenue respectively."



The Ideal Candidate

The next Pewaukee Village Administrator must have excellent communications skills and be able to establish a good rapport with a wide variety of community members. Carrying oneself with a high degree of professionalism with personal and professional integrity is expected. Pewaukee desires an administrative leader who fosters teamwork and has a collaborative style who will support and encourage a positive and convivial working environment as well as professional growth opportunities for city staff. A passionate public servant who has the skills and abilities to readily resolve conflict is also desired.

The Village of Pewaukee is seeking candidates who have strong background in budget development and debt financing; intergovernmental relations; capital improvement planning and execution; community planning; human resources and the ability to effectively manage contracts and projects. The successful candidate should have a high level of both personal and professional integrity; have a strong commitment to public service; be an out of the box thinker; possess open and positive communication skills and be able to work harmoniously with elected officials including those from other governmental entities.

Require Bachelor's Degree in public or business administration or related field; prefer Master's Degree with progressively responsible administrative and leadership experience in a municipal organization(s). Consideration of candidates with private sector or military experience will be made if they can demonstrate accomplishments that directly relate to skills required

Appointment to this position is expected in mid-summer with the current village administrator city manager slated to retire in early September. Hiring salary range \$115,000-140,000 DOQ plus a great fringe benefit package.

How to Apply

Send cover letter, resume, salary history and five work-related references to Public Administration Associates, LLC,

Attn: Sue McDade, Associate

Address: 1155 W. South Street Whitewater WI 53190

E-mail: suemcdade@gmail.com

Phone: 608-516-9012

Application Deadline: June 28, 2024.



To Learn more watch the Pewaukee Village Administrator video announcement from Village Administrator Jeff Knutson :
<https://youtu.be/MdUTtMHUMUQ?si=JajnUiJU4CHX94OU>