Office of the Clerk/Treasurer

W240N3065 Pewaukee Road
Pewaukee, WI 53072
(262) 691-0770 Fax 691-1798

~ REVISED ~

COMMON COUNCIL
MEETING NOTICE AND AGENDA
Monday, September 13, 2021
6:30 PM

Common Council Chambers ~ Pewaukee City Hall
W240 N3065 Pewaukee Road ~ Pewaukee, Wisconsin

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1. Call to Order and Pledge of Allegiance

2. Public Comment - Please limit your comments to two (2) minutes, if further time for discussion is needed please contact your District Alderperson prior to the meeting.

3. Consent Agenda

   3.1. Approval of the Accounts Payable Listing Dated September 13th, 2021

   3.2. Approval of Common Council Meeting Minutes Dated July 20th, 2020

   3.3. Approval of Common Council Meeting Minutes Dated December 21st, 2020

   3.4. Approval of Common Council Meeting Minutes Dated June 21st, 2021

   3.5. Approval of Common Council Meeting Minutes Dated August 16th, 2021

4. Presentation of the 2021 Wage Compensation Study by Carlson Dettmann Consulting [Woldanski]

5. Discussion and Possible Action Regarding the Department of Public Works Facility to Award the Construction Project to the Lowest Qualified Bidder [Klein / Wagner]

6. Discussion and Possible Action Regarding Urban Forestry and a City-wide Tree Inventory [Wagner]

   6.1 City wide Tree Inventory (right of ways and Parks)
   6.2 Re-allocate $600.00 from the Forestry Training Budget to Contract with a Consultant to Assist in Applying for the 2022 Wisconsin Department of Natural Resource Urban Forestry Grant.
   6.3 **Resolution 21-09-32** - Authorizing Resolution for the Urban Forestry Grant

7. Discussion and Possible Action Regarding Woodleaf Reserve Phase 5 Development Early Grading Agreement and Guarantee [Wagner]

   7.1 Approval of the Early Grading Agreement.
   7.2 Establish the Value of the Guarantee as $701,623.68 for the Grading Agreement.

8. Discussion and Possible Action to Approve **Resolution 21-09-29** Related to a 2021 Budget Amendment for Park & Recreation Playground Equipment [Klein]

9. Discussion and Possible Action to Approve **Resolution 21-09-31** Authorizing a Budget Amendment for the Purchase of a Catch Basin Trailer for the Storm Water Utility [Klein]

10. Discussion and Possible Action to Approve **Resolution 21-09-30** Related to the Library Exemption [Klein]

11. Discussion and Possible Action to Make Appoints to Various Boards, Commissions and Committees [Mayor Bierce]

12. Discussion and Possible Action to Set the 2021 Trick or Treat Hours [Mayor Bierce]

13. Discussion and Possible Action to Set the 2022 Budget Schedule [Klein]

14. Discussion and Possible Action to Adjust the Start Time of the September 20th, 2021 Common Council Meeting Due to the Packers vs. Lions Game [Mayor Bierce]

15. Public Comment - Please limit your comments to two (2) minutes, if further time for discussion is needed please contact your district Alderperson prior to the meeting.

16. Adjournment

Kelly Tarczewski
Clerk/Treasurer

September 9, 2021

NOTICE

It is possible that members of other governmental bodies of the municipality may be in attendance to gather information that may form a quorum. At the above stated meeting, no action will be taken by any governmental body other than the governmental body specifically referred to above in this notice.

Any person who has a qualifying disability under the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible format must contact the Clerk/Treasurer, Kelly Tarczewski, at (262) 691-0770 three business days prior to the meeting so that arrangements may be made to accommodate your request.

CITY OF PEWAUKEE
COMMON COUNCIL AGENDA ITEM 3.1.

DATE: September 13, 2021

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Approval of the Accounts Payable Listing Dated September 13th, 2021

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

A/P 9-13-2021

Check Date	Check	Vendor Name	Description	Amount
Bank 100 GENERAL FUND CHECKING				
08/13/2021	449(E)	DIVERSIFIED BENEFIT SERVICES, INC.	FLEX SPEND	1,163.73
08/31/2021	450(E)	WISCONSIN RETIREMENT SYSTEM	WRS GENERAL EMPLYOYEES	50,878.88
			WRS FIRE EMPLOYEES	60,809.92
			WRS VOLUNTARY CONTRIBUTIONS	259.45
				111,948.25
08/20/2021	451(E)	DIVERSIFIED BENEFIT SERVICES, INC.	FLEX SPEND	1,571.83
08/18/2021	452(E)	DELTA DENTAL	DENTAL CLEARING	278.27
08/13/2021	453(E)	GREAT WEST TRUST - WDC	DEFERRED COMPENSATION	2,620.00
			DEF COMP - ROTH 457	1,865.00
				4,485.00
08/20/2021	455(E)	ADP, LLC		755.00
08/20/2021	456(E)	ADP, LLC		2,147.30
08/20/2021	457(E)	WE ENERGIES		21,441.72
08/30/2021	460(E)	WE ENERGIES	AUG 2021 GROUP BILL	12,626.04
08/25/2021	461(E)	MUTUAL OF OMAHA	BENEFITS - LIFE INSURANCE	66.98
			BENEFITS - LIFE INSURANCE	36.06
			COURT - LIFE INSURANCE	11.52
			ADMINISTRATOR - LIFE INSURANCE	8.86
			CLERK/TREASURER - LIFE INSURANCE	64.00
			EMPLOYEE SERVICES - LIFE INSURANCE	19.04
			IT - LIFE INSURANCE	16.96
			ASSESSOR - LIFE INSURANCE	30.24
			POLICE - LIFE INSURANCE	7.68
			FIRE ADMINISTRATION - LIFE INSURANCE	70.72
			FIRE PROTECTIVE SERVICES - LIFE INSURANC	461.44
			BUILDING SERVICES - LIFE INSURANCE	44.32
			HIGHWAY - LIFE INSURANCE	131.09
			ENGINEERING - LIFE INSURANCE	86.08
			PARKS - LIFE INSURANCE	21.92
			RECREATION PROGRAM - LIFE INSURANCE	29.28
			PLANNER - LIFE INSURANCE	19.36
			BENEFITS - DISABILITY INSURANCE	101.50
			BENEFITS - DISABILITY INSURANCE	54.65
			DISABILITY INSURANCE	1,017.86
			LTD - FIRE UNION	611.51
			COURT - DISABILITY INSURANCE	16.87
			ADMINISTRATOR - DISABILITY INSURANCE	27.79
			CLERK/TREASURER - DISABILITY INSURANCE	96.58
			EMPLOYEE SERVICES - DISABILITY INSURANCE	27.79
			IT - DISABILITY INSURANCE	27.06
			ASSESSOR - DISABILITY INSURANCE	47.38
			POLICE - DISABILITY INSURANCE	9.61
			FIRE ADMINISTRATION - DISABILITY INSURAN	98.65
			FIRE PROTECTIVE SERVICES - DISABILITY IN	109.17
			BUILDING SERVICES - DISABILITY INSURANCE	64.76
			HIGHWAY - DISABILITY INSURANCE	188.34
			ENGINEERING - DISABILITY INSURANCE	127.15
			PARKS - DISABILITY INSURANCE	31.70
			RECREATION PROGRAM - DISABILITY INSURANC	45.60
			PLANNER - DISABILITY INSURANCE	27.79
			VOLUNTARY LIFE	1,047.00

Check Date	Check	Vendor Name	Description	Amount
				4,904.31
08/25/2021	462(E)	DELTA DENTAL	DENTAL CLEARING	744.00
				380.64
				1,124.64
08/24/2021	463(E)	DIVERSIFIED BENEFIT SERVICES, INC.	FLEX SPEND	447.57
08/20/2021	465(E)	ADP, LLC		508.97
09/03/2021	466(E)	ADP, LLC	CITY HALL - DATA PROCESSING	476.91
08/24/2021	467(E)	AT&T	SCADA/TELEMETARY	32.68
			SCADA/TELEMETARY	32.68
				65.36
08/31/2021	468(E)	WE ENERGIES		25,232.13
08/31/2021	469(E)	WE ENERGIES		94.68
				156.87
				251.55
08/18/2021	472(E)	LEASING SERVICES		52.00
				52.00
				104.00
08/30/2021	473(E)	LEASING SERVICES		324.00
08/13/2021	475(E)	LEASING SERVICES		167.85
08/25/2021	477(E)	DEPOSITORY TRUST COMPANY	PRINCIPAL DEBT RETIREMENT	150,000.00
			BONDS PAYABLE	215,000.00
			BONDS PAYABLE	75,000.00
				440,000.00
08/25/2021	478(E)	DEPOSITORY TRUST COMPANY	INTEREST EXPENSE	24,326.24
			INTEREST/LONG TERM DEBT	35,216.88
			INTEREST/LONG TERM DEBT	11,949.38
				71,492.50
08/25/2021	479(E)	BOND TRUST SERVICES CORP	BONDS PAYABLE	60,000.00
			INTEREST/LONG TERM DEBT	22,975.00
				82,975.00
09/03/2021	480(E)	DIVERSIFIED BENEFIT SERVICES, INC.	FLEX SPEND	72.77
09/02/2021	481(E)	WI DEPT OF REVENUE/SALES TAX	SALES TAX DUE STATE	311.84
			SALES TAX DISCOUNT	(10.00)
				301.84
09/08/2021	483(E)	DELTA DENTAL	DENTAL CLEARING	2,487.47
09/01/2021	484(E)	DELTA DENTAL	DENTAL CLEARING	1,423.00
08/12/2021	132631	1ST AYD	FD SUPPLIES	527.86
08/12/2021	132632	AIR ONE EQUIPMENT	FD SPECTACLE KIT	115.00
08/12/2021	132633	AIRGAS USA	FD OXYGEN	131.19
			FD OXYGEN	215.51

Check Date	Check	Vendor Name	Description	Amount
				346.70
08/12/2021	132634	ALL CITY COMMUNICATIONS INC.	SW ANSWERING SERVICE	60.80
08/12/2021	132635	ALPHA OMEGA CLEANING, INC.	P&R JANITORIAL SERVICES	284.00
08/12/2021	132636	ASSESSMENT TECHNOLOGIES LLC	IT INCIDENT SUPPORT JULY 2021	105.00
08/12/2021	132637	AT&T CAROL STREAM IL	CH TELEPHONE	101.99
08/12/2021	132638	AUCA CHICAGO MC LOCKBOX	HWY UNIFORMS	87.82
			HWY UNIFORMS	87.82
				175.64
08/12/2021	132639	BADGER METER	SW BEACON METER READING	243.36
08/12/2021	132640	BAKER TILLY MUNICIPAL ADVISORS LLC	SW FINANCIAL PER THE AGREEMENT	10,479.75
08/12/2021	132641	BATTERIES PLUS LLC	SW BATTERIES	97.95
08/12/2021	132642	BATZNER PEST CONTROL	P&R PEST CONTROL	68.00
08/12/2021	132643	BEVERLY JOHNSON	P&R PROGRAM REFUND	23.00
08/12/2021	132644	BURKE TRUCK & EQUIPMENT	HWY WING ROPE, MUD FLAP, MARKERS	1,879.32
08/12/2021	132645	CHERRIE LARSON	P&R WAY OUT ART CAMP SESSION 2	235.20
08/12/2021	132646	CITY OF BROOKFIELD	SW PRETREATMENT	18,117.27
08/12/2021	132647	COMMUNICATIONS ENGINEERING CO	IT AV CONTROLLER TIME	375.00
08/12/2021	132648	CONTREE SPRAYER & EQUIPMENT	HWY COUPLERS	106.63
08/12/2021	132649	COREY OIL	HWY CLEAR DIESEL	1,048.01
			HWY CLEAR DIESEL	1,462.01
				2,510.02
08/12/2021	132650	CUMMINS SALES & SERVICE	SW STILL RIVER WELL CONTROL ASSY	419.66
08/12/2021	132651	DIVERSIFIED BENEFIT SERVICES, INC.	AUGUST 2021 HRA ADMIN	326.59
08/12/2021	132652	ELEVITY	IT MONITORING EMAIL M365 MIMECAST	4,494.50
08/12/2021	132653	ELLIOTT ACE HARDWARE	FD BROOM	19.99
			FD TAPE	16.36
			FD BRUSHES AND ROLLERS	55.44
			FD BEST ROLLER	5.99
			FD TRUFUEL MIX	45.98
			HWY FASTENERS AND HITCH PINS	27.32
			HWY DP SCKT	19.18
				190.26
08/12/2021	132654	EQUAL RIGHT DIVISION	P&R JULY 2021 WORK PERMITS	30.00
08/12/2021	132655	FIRE & POLICE SELECTION, INC	HR EXAMS	500.00
08/12/2021	132656	FIRE RESCUE SUPPLY LLC	FD TNT RESCUE TOOLS	1,100.00
08/12/2021	132657	FIRE SERVICE INC	FD VEHICLE REPAIRS	300.42
			FD VEHICLE REPAIRS	1,461.79
				1,762.21
08/12/2021	132658	FIRST STUDENT	P&R BUS RENTAL	275.00
			P&R BUS RENTAL	137.50
			P&R BUS RENTAL	150.00
			P&R BUS RENTAL	150.00
			P&R BUS RENTAL	137.50
			P&R BUS RENTAL	137.50
			P&R BUS RENTAL	137.50
			P&R BUS RENTAL	275.00
				1,400.00
08/12/2021	132659	GARY JANICKI	HWY BOOT REIMBURSEMENT	125.00

Check Date	Check	Vendor Name	Description	Amount
08/12/2021	132660	GEO-SYNTHETICS SYSTEMS LLC	SW POSTS AND STRAW STENLOG	84.90
08/12/2021	132661	GILES ENGINEERING ASSOCIATES, INC	ENG CITY HALL IMPROVEMENTS	6,781.00
08/12/2021	132662	HAWKINS, INC.	SW CHEMICALS	638.73
			SW CHEMICALS	3,707.83
			SW CHEMICALS	6,240.63
				10,587.19
08/12/2021	132663	HUMPHREY SERVICE PARTS, INC	SW OIL FILTER	4.15
			HWY PARTS	45.04
			SW CR REPAIRS EXP	(16.00)
				33.19
08/12/2021	132664	J.F. AHERN COMPANY	FD SPRINKLER INSPECTIONS	905.00
08/12/2021	132665	Jacobus Energy LLC	SW FUEL	734.98
08/12/2021	132666	JENNA CONDON	P&R MILEAGE REIMBURSEMENT	22.96
08/12/2021	132667	JENSEN EQUIPMENT	FD CUTTING CUT-OFF WHEEL	126.50
			FD CHAINSAW AND BATTERY	838.78
			FD ROTARY TOOL KIT, WRENCH COLOR CODE CA	12.25
			FD CHAINSAW	26.70
				1,004.23
08/12/2021	132668	JK LAWN SERVICE	FD LAWN SERVICE	296.00
			FD LAWN SERVICE	324.00
			SW LAWN SERVICE	323.00
			SW LAWN SERVICE	245.00
				1,188.00
08/12/2021	132669	JOHN'S DISPOSAL SERVICE	ENG GARBAGE	51,916.43
08/12/2021	132670	KAESTNER AUTO ELECTRIC CO.	HWY REPAIR SUPPLIES	62.19
08/12/2021	132671	KASKEY, MONICA	P&R MILEAGE REIMBURSEMENT	151.20
			P&R PROGRAM REIMBURSEMENTS	75.53
				226.73
08/12/2021	132672	KINGS WAY HOMES	ADD'L ASSMTS NEW KEY 945989003	4,243.69
08/12/2021	132673	KWIK TRIP INC.	FD JULY FUEL	7,763.00
08/12/2021	132674	LIFE-ASSIST INC	FD SAFETY RESTOCK	925.75
			FD SAFETY RESTOCK	176.89
			FD SAFETY SUPPLIES	36.90
			FD SAFETY SUPPLIES	430.00
			FD SAFETY RESTOCK	215.00
			FD SAFETY RESTOCK	538.11
				2,322.65
08/12/2021	132675	LINCOLN CONTRACTORS	HWY SINGLE ROTARY LASER	176.40
08/12/2021	132676	MARY MCNEILL	P&R PROGRAM REFUND	52.00
08/12/2021	132677	MENARDS	PLC COMMUNITY PROGRAM SUPPLIES	44.35
			P&R SUPPLIES FOR REPAIRS	91.55
			P&R METAL ARC	22.99
			FD SCREW COMBO	4.69
			FD WATER	26.88
			SW BLACK NIPPLE	20.19

Check Date	Check	Vendor Name	Description	Amount
			HWY TANK SPRAYER	9.99
			HWY CABLE, GLOVES, MICRO TYPE-C	17.95
				238.59
08/12/2021	132678	MICHELLE GARCIA	P&R PROGRAM REFUND	52.00
08/12/2021	132679	MOTION & CONTROL ENTERPRISES LLC	HWY REPAIRS	303.23
08/12/2021	132680	NAPA	FD OIL DRY	92.30
08/12/2021	132681	NEENAH FOUNDRY COMPANY	SW FRAME AND SOLID LID	341.00
08/12/2021	132682	NORTHERN LAKE SERVICE, INC	SW WATER TESTING	63.00
			SW WATER TESTING	764.80
			SW WATER TESTING	63.00
			SW WATER TESTING	84.00
			SW WATER TESTING	231.00
			SW WATER TESTING	84.00
			SW WATER TESTING	63.00
				1,352.80
08/12/2021	132683	OFFICE COPYING EQUIPMENT, LTD	FD SHARP MX3070N CONTRACT	40.23
			ENG SHARP MX4070N CONTRACT	240.59
				280.82
08/12/2021	132684	PAYNE & DOLAN	HWY ASPHALT	89.17
			SW ASPHALT	246.66
				335.83
08/12/2021	132685	PREMIUM WATERS, INC	P&R WATER	46.49
			HWY WATER	19.40
			HWY WATER	45.00
			HWY WATER	61.50
			HWY WATER	53.25
				225.64
08/12/2021	132686	PROHEALTH PHARMACY WAUKESHA	FD PHARMACY TRANSFERS	1,343.64
08/12/2021	132687	PROJECT ENTERTAINMENT DBA FUN FLICK	P&R SCREEN RENTAL	283.10
08/12/2021	132688	R&R INSURANCE SERVICES	WORKERS COMP 9/1 INSTALLMENT	27,357.00
08/12/2021	132689	R.A. SMITH & ASSOC., INC.	SW SWAN VIEW LIFT	2,836.00
08/12/2021	132690	REINDERS, INC.	HWY MULCH AND SEED	79.25
08/12/2021	132691	RUEKERT & MIELKE, INC.	SW WELL 1 AND WATER TOWER	2,902.50
			SW WISPARK RESERVOIR	38.25
			SW WELL 5 REHAB	2,616.75
			SW DEER HAVEN WELL	269.50
			SW WELL 5 RESERVOIR ROOF ADN PUMP REPLAC	3,587.75
			SW NORTHMOUND WATER MAIN ALT	2,370.00
				11,784.75
08/12/2021	132692	SAFELITE FULLFILLMENT, INC	FD WINDSHIELD REPAIR	102.97
08/12/2021	132693	SERWE IMPLEMENT MUNICIPAL SALES	HWY V-BELT	96.64
			HWY BEARING	805.44
				902.08
08/12/2021	132694	SOFT WATER, INC.	FD SOLAR SALT	85.00

Check Date	Check	Vendor Name	Description	Amount
			FD SOLAR SALT	68.00
				153.00
08/12/2021	132695	STRYKER SALES CORPORATION	FD ONSITE MAINTENANCE AGREEMENT	3,060.00
08/12/2021	132696	UNIFIRST CORP	FD MATS	80.50
08/12/2021	132697	VERIZON	FD AIR CARDS	21.06
			FD AIR CARDS	138.73
				159.79
08/12/2021	132698	VILLAGE OF PEWAUKEE	SW SEWER FLOWS QTR 2	25,212.19
			JUNE 2021 BUILDING PERMITS	1,243.03
			LIFEQUEST EMS COLLECTIONS	29,213.12
			P&R JULY 2021	3,677.84
				59,346.18
08/12/2021	132699	WASTE MANAGEMENT	HWY RECYCLING	2,165.40
08/12/2021	132700	WATER REMEDIATION TECHNOLOGY	SW RADIUM TREATMENT	3,590.23
			SW 2021 LICENSE FEE	1,250.00
				4,840.23
08/12/2021	132701	WAUKESHA CO TREASURER	PLC DEPUTY OVERTIME	18,921.09
08/12/2021	132702	WAUKESHA LIME & STONE CO.	HWY STONE	1,162.63
			HWY STONE	83.22
				1,245.85
08/12/2021	132703	WAUKESHA WATER UTILITY	SW SEWER SERVICE CHG	21,055.20
08/12/2021	132704	WESTERN CULVERT & SUPPLY	HWY CMPA	2,805.30
			HWY CMPA	4,780.20
			HWY CMPA	1,047.20
				8,632.70
08/12/2021	132705	WI RURAL WATER ASSOCIATION	SW WRWA TECH CONFERENCE	300.00
			SW WRWA TECH CONFERENCE	225.00
				525.00
08/12/2021	132706	WISCONSIN DEPARTMENT OF	HR EXAMS	7.00
08/12/2021	132707	XEROX CORPORATION	SW BASE CHG AND METER READS	231.34
08/12/2021	132708	VILLAGE OF PEWAUKEE	JULY 2021 BUILDING PERMITS	0.00 V
08/17/2021	132709	BEAR DEN ZOO & PETTING FARM	P&R FIELD TRIP	270.00
08/19/2021	132710	AECOM TECHNICAL SERVICES, INC	ENG STORMWATER MGMT PLAN REVIEW	23,662.56
			ENG EMERALD LANE FLOOD ANAL	1,437.66
				25,100.22
08/19/2021	132711	AIR ONE EQUIPMENT	FD SOLUTION, CONFIDENCE PLUS	93.76
08/19/2021	132712	AIRGAS USA	FD OXYGEN	106.00
08/19/2021	132713	ASPEN HOMES	BLD 210136 OCCUPANCY BOND REFUND	500.00
08/19/2021	132714	AT&T MOBILITY	FD AIR CARDS	894.52
08/19/2021	132715	BOUCHER CHEVROLET	ENG HOSE	73.92
08/19/2021	132716	BREDAN MECHANICAL SYSTEMS	CH CONDENSER CLEANING	810.02
08/19/2021	132717	BS&A SOFTWARE	IT FINAL PMT PERMIT AND INSPECTION SOFTW	24,490.00
08/19/2021	132718	CAROL SAZAMA	PAY DATE 8/13/21 ACCOUNT CLOSED	250.00

Check Date	Check	Vendor Name	Description	Amount
08/19/2021	132719	CINTAS	SW SAFETY RESTOCK	98.81
08/19/2021	132720	CITY OF BROOKFIELD	SW 2ND QTR OPERATING CHGS	197,027.37
08/19/2021	132721	CONLEY MEDIA	PUBLICATION FEES	205.60
08/19/2021	132722	CRAIG POHL	P&R UMPIRE PAY	528.00
08/19/2021	132723	CTACCESS	IT LASERFICHE RENEWAL	2,830.00
08/19/2021	132724	DEMLANG BUILDERS	BLD 210220 OCCUPANCY BOND REFUND	500.00
08/19/2021	132725	ELLIOTT ACE HARDWARE	SW THREADLOCKER AND FASTNERS	9.89
			SW BLEACH AND SIMPLE GREEN	29.97
				39.86
08/19/2021	132726	ENVIRONMENTAL SYSTEMS	IT ESRI RENEWAL	3,900.00
08/19/2021	132727	Espire Homes	BLD 210390 OCCUPANCY BOND REFUND	500.00
			BLD 210288 OCCUPANCY BOND REFUND	500.00
				1,000.00
08/19/2021	132728	FAMBRO MANAGEMENT	P&R CHESS SCHOLARS PROGRAM	504.00
			P&R STAGE STARS	864.00
				1,368.00
08/19/2021	132729	FERGUSON WATERWORKS	SW HAND WIPES	17.85
08/19/2021	132730	FIRE SERVICE INC	FD REPAIRS	365.77
			FD REPAIRS	226.67
				592.44
08/19/2021	132731	HAWKINS, INC.	SW CHEMICALS	2,987.84
08/19/2021	132732	HYDROCORP	SW CROSS CONNECTION	1,084.00
08/19/2021	132733	INNOVYZE INC	ENG INFOCARE	3,552.00
08/19/2021	132734	JENSEN EQUIPMENT	FD RESCUE CHAIN	349.99
			FD ROTARY TOOL KIT	139.90
				489.89
08/19/2021	132735	JOHN GAHAN	P&R MILEAGE REIMBURSEMENT	360.00
08/19/2021	132736	JOHN'S DISPOSAL SERVICE	ENG LANDFILL CHGS	20,910.40
08/19/2021	132737	KAEREK HOMES INC	BLD 201543 OCCUPANCY BOND REFUND	500.00
08/19/2021	132738	KORNDOERFER HOMES	BLD 201223 EROSION BOND REFUND	2,000.00
			REETURN DEPOSIT FOR WOODLEAF RESERVE #3	10,000.00
				12,000.00
08/19/2021	132739	KWIK TRIP INC.	CRT RESTITUTION THEFT	63.15
08/19/2021	132740	KYLE STRANDBERG	PLC BADGES PICNIC SUPPLIES REIMBURSEMENT	112.26
08/19/2021	132741	LANGE ENTERPRISES, INC	BLD TILES	278.41
			BLD TILES	146.31
				424.72
08/19/2021	132742	LIFE-ASSIST INC	FD ISOLATION GOWNS	57.90
			FD SAFETY RESTOCK	1,207.61
			FD SAFETY RESTOCK	255.10
				1,520.61
08/19/2021	132743	MARC MOONEN	PLC BADGES AND BUDDIES PICNIC FOOD REIMB	89.03

Check Date	Check	Vendor Name	Description	Amount
08/19/2021	132744	MARIANNE HILTUNEN	ENG MILEAGE REIMBURSEMENT	154.56
08/19/2021	132745	MATRIX TRUST COMPANY	CT LOAN REPAYMENT PAY DATE 8/13/21	50.00
08/19/2021	132746	MATTHEWS INTERNATIONAL	CT SCHRANTZ PLAQUE	317.36
08/19/2021	132747	MENARDS	P&R SUPPLIES FOR BLD REPAIRS	39.97
			P&R NPT HYDRANT	5.01
			SW WASHER PUSH NUT	0.39
			SW TOOL BOX, HORNET SPRAY, WASH WAX	31.20
				76.57
08/19/2021	132748	MIDWEST METER INC.	SW MTR/BACKFLOW	3,545.00
08/19/2021	132749	NATIONWIDE RETIREMENT SOLUTIONS	CT RETIREMENT PAY DATE 8/13/21	1,829.09
08/19/2021	132750	NICHOLAS DELTORTO	14133 UMS REFUND	217.93
08/19/2021	132751	OCCUPATIONAL HEALTH CENTERS	HR EXAMS	90.00
08/19/2021	132752	OFFICE COPYING EQUIPMENT, LTD	CRT SHARP MX3571 CONTRACT	7.90
08/19/2021	132753	OFFICE DEPOT	BLD FLAGS	11.18
			BLD PORTFOLIOS	14.90
			BLD RUBBERBANDS	14.69
			BLD OFFICE SUPPLIES	69.08
			CRT OFFICE SUPPLIES	105.99
				215.84
08/19/2021	132754	PARKING LOT MAINTENANCE	ENG PMT 2 FOR 2020 INLET REPAIRS	618,287.55
08/19/2021	132755	PREMIUM WATERS, INC	P&R WATER	42.99
			CRT WATER	59.99
				102.98
08/19/2021	132756	PROHEALTH CARE MEDICAL ASSOCIATES	HR EXAMS	50.00
			HR EXAMS	50.00
				100.00
08/19/2021	132757	PROJECT ENTERTAINMENT DBA FUN FLICK	P&R SCREEN RENTAL	283.10
08/19/2021	132758	REVERE ELECTRIC SUPPLY CO.	SW HIGH PERFORMANCE	145.07
08/19/2021	132759	RUEKERT & MIELKE, INC.	ENG STEEPLECHASE PHASE 2 CONSTRUCTION RE	29,978.54
			ENG FOX VIEW COURT CONSTRUCTION REVIEW	7,987.92
			ENG WOODLEAF RESERVE ADDTION 2, PHASE 3	2,487.98
			SW KOPMIER LIFT STATION	235.00
			SW DPW BUILDING / WELL 10 ROUTE ANALYSIS	5,895.59
				46,585.03
08/19/2021	132760	STATE OF WI COURT FINES & ASSMTS	CRT STATES SHARE OF COURT COSTS & ASSESS	7,236.96
08/19/2021	132761	STEEPLE POINTE HOMES	BLD 210421 OCCUPANCY BOND REFUND	500.00
08/19/2021	132762	TRAFFICE ANALYSIS & DESIGN INC	ENG DUPLAINVILLE RD WITH GREEN RD TRAFFI	5,459.00
08/19/2021	132763	TRI-COUNTY WATERWORKS ASSOC.	SW CONTINUING EDUCATION - SB & SH	40.00
08/19/2021	132764	US POSTAL SERVICE-PEWAUKEE	SW FIRST-CLASS PRESORT FEE	265.00
08/19/2021	132765	VERIZON	SW TELEPHONE / SCADA	334.81
08/19/2021	132766	VICTORY HOMES	BLD 210139 OCCUPANCY BOND REFUND	500.00
08/19/2021	132767	VILLAGE OF PEWAUKEE	SEPT 2021 JOINT LIBRARY	69,572.91
			2020 LIFT TRUE-UP	26,221.00
			JULY 2021 BUILDING PERMITS	4,305.82
				100,099.73
08/19/2021	132768	WAUKESHA CO SHERIFF'S DEPT	CRT WARRANT FEE JULY 2021	60.00

Check Date	Check	Vendor Name	Description	Amount
08/19/2021	132769	WAUKESHA CO TREASURER	SEPT 2021 POLICE SERVICES	248,986.29
			JULY 2021 PRISONER HOUSING	37.28
			CRT COUNTY JAIL ASSESSMENTS & DRIVER IMP	1,965.63
				250,989.20
08/19/2021	132770	WAUKESHA LIME & STONE CO.	SW STONE	71.54
08/19/2021	132771	WAUKESHA PEWAUKEE CVB	CT 3RD QTR PAYMENT	50,000.00
08/19/2021	132772	WISCONSIN LEGAL BLANK	BOAT LAUNCH ENVELOPES	289.00
08/20/2021	132773	RUTH WARDINSKI	P&R YOGA REFUND	34.00
08/25/2021	132774	AIRGAS USA	FD OXYGEN	184.79
08/25/2021	132775	ALESCI HOMES	BLD 200142 EROSION BOND REFUND	2,000.00
08/25/2021	132776	AMERICAN LITHO	P&R FALL ACTIVITY GUIDE	4,305.00
08/25/2021	132777	AMY KORNOWSKI	P&R MILEAGE REIMBURSEMENT	132.72
08/25/2021	132778	ANDERSON HOMES LLC	BLD 210146 OCCUPANCY BOND REFUND	500.00
08/25/2021	132779	ASHLEY ZLOTOCHA	P&R LIFEGUARD CERT REIMBURSEMENT	290.00
08/25/2021	132780	BOUCHER CHEVROLET	FD MULTI POINT INSPECTION	250.35
08/25/2021	132781	BOUNDTREE MEDICAL	FD CURAPLEX	578.33
08/25/2021	132782	CONLEY MEDIA	CT PUBLICATION FEES	887.03
08/25/2021	132783	COOKING WITH MOORE	P&R ME & MY GROWN-UP	192.00
08/25/2021	132784	DAN & NICOLE LADWIG	BLD 200190 EROSION BOND REFUND	2,000.00
08/25/2021	132785	DIVERSIFIED BENEFIT SERVICES, INC.	AUGUST 2021 FLEX	193.50
08/25/2021	132786	DOUG POM	P&R PROGRAM REFUND	10.00
08/25/2021	132787	ELEVITY	IT REMOTE MAINTENANCE, EMAIL SECURITY, M	4,469.50
08/25/2021	132788	FIRST STUDENT	P&R BUS RENTAL	150.00
			P&R BUS RENTAL	150.00
			P&R BUS RENTAL	150.00
			P&R BUS RENTAL	125.00
			P&R BUS RENTAL	125.00
			P&R BUS RENTAL	125.00
				825.00
08/25/2021	132789	GERI COEN	P&R PROGRAM REFUND	10.00
08/25/2021	132790	GRENZ SERVICE CO. LLC	FD AIR FILTERS	143.34
08/25/2021	132791	HEARTLAND BUSINESS SYSTEMS	IT NETWORK MONITORING SUPPORT	92.00
08/25/2021	132792	JUDY ZYBLE	P&R PROGRAM REFUND	10.00
08/25/2021	132793	KAEREK HOMES INC	BLD 201216 OCCUPANCY BOND REFUND	500.00
08/25/2021	132794	KINGS WAY HOMES	BLD 201315 OCCUPANCY BOND REFUND	500.00
08/25/2021	132795	KYLA STANLEY	P&R MILEAGE REIMBURSEMENT	33.10
08/25/2021	132796	LANGE ENTERPRISES, INC	BLD TILES	303.10
08/25/2021	132797	LIFE-ASSIST INC	FD STERILE WATER, ONDANSETRON	40.88
08/25/2021	132798	MALECKI GRAPHIC ARTS SERVICES	P&R LAYOUT, DESIGN FOR FALL ACTIVITY GUI	720.00
08/25/2021	132799	MENARDS	FD WIPES, BIRD FOOD	67.14
			P&R CHARCOAL, LIGHTER FLUID, THERMOMETER	15.17
			P&R TANK LEVER	15.78
			P&R TANK LEVER	9.48
				107.57
08/25/2021	132800	MILWAUKEE LAWN SPRINKLER CORP	P&R IRRIGATION LINE MARKING FOR WALKWAY	176.25
08/25/2021	132801	NASSCO INC	P&R NEW COMPACT BATTERY, FLOOR PAD	19.00
08/25/2021	132802	NEIL EVENS	P&R RENTAL REFUND	111.25
08/25/2021	132803	OCCUPATIONAL HEALTH CENTERS	HR EXAMS	90.00
08/25/2021	132804	OLIVIA FLADHEMMER	P&R MILEAGE REIMBURSEMENT	34.72
08/25/2021	132805	PAIGE KETTNER	P&R MILEAGE REIMBURSEMENT	3.47
08/25/2021	132806	PURCHASE POWER	CT POSTAGE	3,139.66
08/25/2021	132807	RODNEY HOMERDING	FD FLEET MAINTENANCE	1,600.00
08/25/2021	132808	SAFETYFIRST PLAYGROUND MAINTENANCE	P&R COMPLIANT PLAYGROUND SAFETY SURFACIN	4,548.00

Check Date	Check	Vendor Name	Description	Amount
08/25/2021	132809	STACI JOERS	P&R GRILLING PROGRAM	360.00
08/25/2021	132810	UNIFIRST CORP	FD MATS	80.50
08/25/2021	132811	VERIZON	FD AIR CARDS	292.48
			FD TELEPHONE	62.31
				354.79
08/25/2021	132812	WISCONSIN LEGAL BLANK	FD BOOKLETS 2020 STANDARDS	591.75
08/25/2021	132813	WOLDANSKI, KELLEY	HR REIMBURSEMENT FOR SERVICE RECOGNITION	62.42
09/02/2021	132814	1ST AYD	P&R POLYLINER BLACK AND CLEAR	947.89
09/02/2021	132815	AIRGAS USA	FD OXYGEN	135.26
09/02/2021	132816	ANDREA TRESNIEWSKI	P&R LIFEGUARD CERT REIMBURSEMENT	290.00
09/02/2021	132817	AUCA CHICAGO MC LOCKBOX	HWY UNIFORMS	89.56
			HWY UNIFORMS	88.98
				178.54
09/02/2021	132818	BEDROCK SEWER & WATER	SW MAINTENANCE OF COLLECTION SYSTEM	2,990.00
09/02/2021	132819	CHUCK MARSCH	P&R RENTAL REFUND	221.50
09/02/2021	132820	CINTAS	HWY SAFETY RESTOCK	77.51
09/02/2021	132821	CONTINENTAL UTILITY SOLUTIONS, INC	SW ANNUAL WEB PORTAL HOSTING	2,000.00
09/02/2021	132822	COREY OIL	HWY CLEAR DIESEL	1,415.87
			HWY CLEAR DIESEL	1,128.18
			HWY UNLEADED GASOLINE	1,412.90
			HWY UNLEADED GASOLINE	537.65
				4,494.60
09/02/2021	132823	CRETEX SPECIALTY PRODUCTS	HWY PRO RINGS	1,174.00
09/02/2021	132824	DAN PLAUTZ CLEANING SERVICE	HR CLEANING SERVICES	2,873.00
09/02/2021	132825	EARL & KRISTI KLINE	WAUKESHA REFUND W/S 13470	1,558.11
09/02/2021	132826	FIRE SERVICE INC	FD LIGHTS	196.11
09/02/2021	132827	FIRST STUDENT	P&R BUS RENTAL	1,000.00
09/02/2021	132828	GRAINGER	HWY SAFETY GLASSES	70.15
09/02/2021	132829	GREAT AMERICA FINANCIAL SERVICES	BLD SHARP MX3071 COPIER	205.50
09/02/2021	132830	HUMPHREY SERVICE PARTS, INC	P&R FILTER	6.21
			SW FILTERS	30.10
				36.31
09/02/2021	132831	Jacobus Energy LLC	SW FUEL	300.08
09/02/2021	132832	JEFFREY WEIGEL	GO365 AND WELLNESS REBATE	794.06
09/02/2021	132833	JENNIFER SCHOLTKA	P&R ZUMBA GOLD SESSION 3	264.00
09/02/2021	132834	JENSEN EQUIPMENT	FD RESCUE CHAINSAW PARTS	58.37
			FD AIR FILTER	13.04
			FD CARBIDE CHAIN	349.99
				421.40
09/02/2021	132835	JX ENTERPRISES, INC.	HWY REPAIRS	178.78
09/02/2021	132836	KMB ELECTRIC	CH ELECTRICAL WORK	787.47
09/02/2021	132837	LANGE ENTERPRISES, INC	SW ORANGE CONES	397.00
09/02/2021	132838	LIFE-ASSIST INC	FD DIAGNOSTIX PALM STYLE	62.19
			FD SAFETY RESTOCK	575.62
				637.81

Check Date	Check	Vendor Name	Description	Amount
09/02/2021	132839	MENARDS	HR CEMENT, PRIMER, SCREWDRIVER, DOWNSPOU	48.44
			P&R DOORSTOP, TAPE, PAINT TINT	207.13
			HWY DECK SCREW AND WOOD	56.17
			HWY CONCRETE MIX AND WOOD	78.45
				390.19
09/02/2021	132840	MOTION & CONTROL ENTERPRISES LLC	HWY CRIMP HOSE ASSY	91.90
09/02/2021	132841	OCCUPATIONAL HEALTH CENTERS	HR EXAMS	900.00
09/02/2021	132842	OFFICE COPYING EQUIPMENT, LTD	BLD SHARP MX3070N CONTRACT	131.08
			CT SHARP MX7580N CONTRACT	158.77
			FD SHARP MX3070N CONTRACT	55.09
				344.94
09/02/2021	132843	OFFICE DEPOT	CH TISSUE	375.06
			CT TOWELS	84.78
			CH SOAP	167.98
			SW PAPER AND BINDERS	75.96
				703.78
09/02/2021	132844	PARKING LOT MAINTENANCE	HWY PATCHING PER CONTRACT	4,800.00
			HWY PAVE DRIVEWAY PER CONTRACT	3,895.00
			HWY PAVE DRIVEWAY PER CONTRACT	5,625.00
			HWY PATCHING PER CONTRACT	13,800.00
				28,120.00
09/02/2021	132845	PAYNE & DOLAN	HWY ASPHALT	87.22
			SW ASPHALT	169.13
				256.35
09/02/2021	132846	PEWAUKEE KIWANIS	CT KIWANIS TOURISM GRANT	3,984.39
09/02/2021	132847	PITNEY BOWES GLOBAL	CT USPS TRACKING SERVICES ACTIVATION	21.00
			SW INSTALL/DE-INSTALL	295.00
			SW LEASING CHARGES	1,681.53
				1,997.53
09/02/2021	132848	POMP'S TIRE SERVICE, INC.	FD TIRES	911.48
09/02/2021	132849	PORT-A-JOHN	P&R SEASONAL RESTROOM	96.00
			P&R SEASONAL RESTROOM	96.00
			P&R SEASONAL RESTROOM	96.00
			P&R SEASONAL RESTROOM	96.00
				384.00
09/02/2021	132850	POSITIVELY PEWAUKEE	CT TASTE OF LAKE COUNTRY	5,000.00
09/02/2021	132851	PREMIUM WATERS, INC	P&R WATER	46.49
			P&R WATER	95.99
			HWY WATER	45.00
				187.48
09/02/2021	132852	PROJECT ENTERTAINMENT DBA FUN FLICK	P&R SCREEN RENTAL	283.10
09/02/2021	132853	RUEKERT & MIELKE, INC.	SW WATER DISTRIBUTION SYSTEM MODELING	926.00

Check Date	Check	Vendor Name	Description	Amount
			SW NORTH AVE PUMP STATION	2,684.25
			SW DEER HAVEN WELL AND PUMP MAINTENANCE	510.25
			SW WELL STATION 5 ROOF REPAIR AND PUMP R	3,303.50
			SW SCADA SERVICE	344.48
				7,768.48
09/02/2021	132854	RUNDLE-SPENCE	P&R BUBBLER PARTS	190.73
09/02/2021	132855	SANDI DEBYL	HR REIMBURESE TRAINING	35.00
09/02/2021	132856	SENSIT TECHNOLOGIES	FD EQUIP REPAIR	147.72
09/02/2021	132857	SHAWNS DEER PICK UP	HWY DEER REMOVAL	490.00
09/02/2021	132858	SHERWIN-WILLIAMS	P&R PAINT	194.28
09/02/2021	132859	TCS LAWN CARE & LANDSCAPE LLC	HWY TREE REMOVAL	3,600.00
09/02/2021	132860	TOM SCOTT	P&R SAFETY BOOT REIMBURSEMENT	125.00
09/02/2021	132861	VILLAGE OF PEWAUKEE	AUGUST 2021 BUILDING PERMITS	0.00 V
09/02/2021	132862	WASTE MANAGEMENT	HWY RECYCLE	2,852.04
09/02/2021	132863	WAUKESHA LIME & STONE CO.	HWY STONE	179.46
			HWY STONE	117.99
				297.45
09/02/2021	132864	WESTERN CULVERT & SUPPLY	HWY CMPA	676.00
09/02/2021	132865	WPRA	P&R 2021 DISCOUNT PROGRAM	2,713.84
09/02/2021	132866	VILLAGE OF PEWAUKEE	PARK & REC MONTHLY INCOME SPLIT	4,008.04
			AUGUST 2021 BUILDING PERMITS	3,789.79
				7,797.83

100 TOTALS:

(2 Checks Voided)
Total of 261 Disbursements: 2,607,216.64

CITY OF PEWAUKEE
COMMON COUNCIL AGENDA ITEM 3.2.

DATE: September 13, 2021

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Approval of Common Council Meeting Minutes Dated July 20th, 2020

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

CC Minutes 7-20-2020

In attendance:
Mayor Steve Bierce, Aldermen B. Bergman, C. Brown, B. Dziwulski, R. Grosch, J. Kara, and J. Wamser.

Also in Attendance:
Attorney S. Riffle, Administrator S. Klein, DPW Director M. Wagner, Utility Manager J. Mueller, IT Director B. Kewan, City Planner & Community Development Director N. Fuchs, and Clerk/Treasurer K. Tarczewski.

1. Call to Order and Pledge of Allegiance

   Mayor Bierce called the meeting to order at 6:00 p.m. and requested everyone stand for the Pledge of Allegiance.

2. Public Comment - None.

3. Consent Agenda
   - 3.1. Approval of the Common Council Listing Dated July 20, 2020
   - 3.2. Approval of **Resolution 20-07-12** Pertaining to the City's Compliance Regarding NR 208 Maintenance
   - 3.3. Concur with the Employee Services Committee on their Recommendation to Approve Changing the Appraiser Position to Deputy Assessor in the Assessor's Department and Approving the Deputy Assessor Job Description.
   - 3.4. Concur with the Mayor's Recommendation to Reappoint Del Kaatz to the Joint Park & Recreation Board for Another 3-Year Term
   - 3.5. Concur with the Plan Commission Recommendations Dated July 16, 2020 Regarding Applications for Outdoor Activity on Premises Where Alcoholic Beverages are Consumed
     - 3.5.1 Michael's House of Prime
     - 3.5.2 Smokey's Musky & Bait Shop
     - 3.5.3 Boomers Sports Pub & Grill
     - 3.5.4 Waukesha Gun Club
   - 3.6. Concur with the Plan Commission Recommendation Dated June 18, 2020 Regarding Applications for Outdoor Activity on Premises Where Alcoholic Beverages are Consumed
     - 3.6.1 5 O'clock Club
     - 3.6.2 Curly's Waterfront
     - 3.6.3 Doc's Dry Dock
     - 3.6.4 Edgewater of Pewaukee
     - 3.6.5 Gina's Sports Dock
     - 3.6.6 The Station
     - 3.6.7 Wonderland Tap

   Mr. Bergman requested items 3.1. and 3.2 be removed.

   A motion was made and seconded (B. Bergman, B. Dziwulski) to approve the remaining consent agenda items. Motion Passed: 6-For, 0-Against.

   3.1. Approval of the Common Council Listing Dated July 20, 2020

   Ms. Tarczewski stated they could hold off on this until the August 3rd meeting.

3.2. Approval of **Resolution 20-07-12** Pertaining to the City's Compliance Regarding NR 208 Maintenance

Utility Manger Jane Mueller stated this was the annual sewer report and was delayed until August 1st. Attorney Riffle stated this was an annual checklist and the DNR accepts staff's reporting on it. He suggested the Council authorize the submission subject to final approval by the City Administrator, and if the City Administrator feels there are legitimate concerns with it, then the Council could hold a special meeting.

A motion was made and seconded (B. Bergman, R. Grosch) to approve Resolution 20-07-12. Motion Passed: 5-For, 1-Against (Kara).

4. Discussion and Possible Action Regarding the Chicago, Lincoln, Oak, & Peninsula Project, Specifically Related to the Connection to the Public Main and Abandonment of the Existing Private Wells Policies

DPW Director Maggie Wagner stated the policy that was adopted can change. The policy was that was adopted was that the connection to the water main would be mandatory in 15 years and the assessment must be paid at the time of connection or the end of a 5-year window. It can be paid over 10 years, and there is a mandatory disconnection of a private well. In discussions with the Council, they had suggested that the assessments be paid at the time of connection, or after a 5-year deferral, but there would be no mandatory connection to the system or no mandatory disconnection of a private well. Ms. Wagner requested an amendment that there would be no mandatory connection until the property is sold, and no abandonment of the well until the property is sold. She noted construction would begin the second week of August and go into November.

Mark Visovatti (N28 W27546 Peninsula Drive) stated he likes the amendment. He questioned why they should hook up if their well is working. Ms. Wagner noted that the Council would direct her to put the terms into the final resolution.

Julie Schappe (N39 W27440 Hillside Grove Road) was concerned with hooking up to water, as she felt it has fluoride in it and it is not healthy. She did not think it was fair that they would have to pay the fee when they sell their house. She wanted to be able to vote on the issue.

Jean Oswald (W276 N2830 Oak Street) questioned if anyone would be exempt because of the distance and stated she was over 400 feet. Mayor Bierce stated that would have to be discussed.

Mark Buschman (W278 N2897 Lincoln Avenue) questioned if the water could be brought down Chicago and go thru Oak Street. He felt it could lower the cost. Ms. Wagner noted that they are tying into Chicago near Woodland and creating a looping system. Mr. Buschman questioned the Fire Department's input on this issue, and Ms. Wagner noted she works directly with the Fire Chief. Mr. Buschman also questioned why the City would charge a percentage over what the City is borrowing. He felt this was putting a financial hardship on a lot of people. Mr. Riffle stated it was set because the then-Town recognized that for a limited area, they did not want to distribute the administrative costs against all of the taxpayers, and only to those individuals that would benefit from the project.

Robert Schappe (N39 W27440 Hillside Grove Road) stated he was amazed at the lack of transparency to the citizens. He stated there was nothing in the quarterly statement about this. Nothing is wrong with his well, and he questioned why the City was being so quiet about it. Mayor Bierce stated there was no intention of being quiet and this not the first discussion on this issue. The City holds open meetings and people are welcome to speak.

Jack Henning (W277 N2832 Chicago Avenue) stated he put his house up for sale and questioned what he should tell perspective buyers. He requested a copy of the information to pass onto his agents.

Mr. Kara stated there was a request for a re-communication of this. He suggested sending out another letter with the updated conditions.

Brad Oswald (W276 N2830 Oak Street) stated this was going to cost him $60,000 to $80,000 and he requested an exemption.

Robert Schappe (N39 W27440 Hillside Grove Road) questioned how many people on the Council have private wells, and it was noted that three members did.

Peter Harkin (W279 N2923 Rocky Point Road) stated he liked the suggestion that they do not have to hook up until they sell the house. Mayor Bierce stated the City will hold up to this.

Mr. Kara pointed out that this has to do with the road, and if the road needs to be replaced, that is the logical time to consider the water.

Ms. Brown noted that the lateral would have to be paid for whether the resident hooks up to water or not.

Robert Schappe (N39 W27440 Hillside Grove Road) questioned why people have to give up their perfectly good wells. Mayor Bierce noted that the City is fixing the road, so now is the time to lay the water pipes under the road.

Mr. Dziwulski clarified that residents will have to pay for the water main going down the street but will not have to pay for the lateral going to the house until they hook up. Tonight's meeting will decide if that payment needs to be made in 5, 10 or 15 years.

Heidi Middleton (W277 N2877 Oak Street) felt the residents could not be expected to come up with the costs for this project. She stated it does not address the current flooding problems. She felt the letter that was sent out was confusing and she requested it be more clearly outlined for residents. Ms. Middleton requested that some of the costs be deferred. She also discussed the water quality issues and fire safety issues.

Tom Youngbauer (N28 W27580 Peninsula Drive) questioned why the residents were being forced to hook up if it is a fire service issue.

Cortni Jones (W274 N3951 Hillside Grove Road) felt this was a very large cost for homeowners and questioned why the costs were not put into the City's taxes. Mayor Bierce stated the City was trying to do the fairest thing possible and not have residents subsidize other people's homes. She questioned how much notice was provided, and it was noted that it was ten days.

Greg Stoller (N28 W27536 Peninsula Drive) felt the cost of forcing water would diminish the property value.

Ian Clark (W276 N2822 Oak Street) stated he hopes to inherit his parents' home in the future and questioned if he would have to pay for the hookup. Ms. Wagner stated that would be part of the discussion, and there may be provisions for deaths and transfers of trusts.

Mick Rotta (W278 N2855 Lincoln Ave) stated he was planning on selling his house to his son and questioned if there would be an exemption for the hookup. He felt the cost was unnecessary and a financial burden.

Marla Poytinger (N28 W27542 Peninsula Drive) stated she would appreciate a long-term notice for projects. She encouraged the Council to consider waiting on the project and reopening negotiations. She questioned if the project could be delayed and felt there would have been more success if the residents had more notice

with a long-term communication process. Ms. Poytinger preferred she never have to hook up, even upon sale of her home.

David Poytinger (N28 W27542 Peninsula Drive) questioned why the project would not be bid as one entire project around the lake. Mayor Bierce stated they did not know if the rest of the lake would be coming. Mr. Poytinger felt there could have been more communication and the residents could have planned for it better. He stated the City should have rebid the project a little bit later and delayed the vote in order to negotiate with the contractor. City Administrator Scott Klein stated the City cannot negotiate on a public bid. Attorney Riffle noted that the contract has already been executed.

Shana Heinichen (N48 W27533 Peninsula Drive) questioned why the City did not inform the public that the project came in under budget. Ms. Wagner stated the City does not publish their estimates and they only do project estimates, not assessment estimates. Ms. Heinichen requested information be sent out on upcoming projects.

Heidi Middleton (W277 N2877 Oak Street) requested the Council make the financial burden less on the residents. She felt it would not add any value to their homes. Ms. Middleton felt the letter that came out was confusing and there were a lot of fees that were not disclosed.

Eric Ehrke (N29 W27355 Peninsula Drive) stated he liked the changes but questioned why they would still have to hook up.

Laurel Johnson (W277 N2836 Oak Street) felt it should be up to the homeowner to connect. She stated she sent a video on what the connection process looks like and the destruction to the property. She felt the choice should be the homeowners' as to whether or not they have to hook up at any point.

Steve Dethloff (N29 W27448 Peninsula Drive) did not understand the excessive costs involved with this project. Mr. Dethloff referred to other projects within the City and questioned why this project was so much more expensive than other projects. Ms. Wagner noted that the other projects were large, undeveloped parcels and the cost was spread over more parcels. She stated the current project cost was about average and all the bids were close and within range. Mr. Dethloff questioned what is done with the extra percentage of interest and questioned what the connection fee was for.

Mark Mundt (W277 N2869 Oak Street) stated he does not want the water and requested a communal vote to see if the residents want the water pipe in the road.

Sharon Lotz (N29 W27365 Peninsula Drive) stated 90 percent of the residents do not want the water. She felt it was dirty government that the City was doing what they wanted, despite holding a public hearing. Ms. Lotz felt the rules and policies get changed so the City can do what it wants. She felt access will be an issue and the residents will not be able to get in and out.

Bill Goggins (W279 N2862 Rocky Point Road) stated this will be remembered come election time. He appreciated the consideration for the community.

Mayor Bierce stated the Council needs to decide if and when people must hook up, and if they must abandon their well, as well as distance, inheritance, and a timeline. Discussion took place amongst the Council members. The majority of Council members were in favor of forcing a connection at the time of sale.

Further discussion then took place regarding exemptions as relates to inheritance and descendants. The Council determined they would move forward with the inheritance going to perpetuity.

The Council then discussed the issues of financing and well abandonment.

A motion was made and seconded (J. Kara, C. Brown) to direct City staff to include in the final resolution for the Chicago, Lincoln, Oak, and Peninsula project; that the assessments must be paid at the time of connection or after a 5-year deferral period, whichever comes first. Furthermore, allow the payments to extend over a ten-year period with interest. It will also be mandatory to connect to the system and begin payments when the property is sold. The well is to be abandoned at time of sale. Staff was directed to recommend a determination on what will happen in instances of inheritance where the property is passed on based on a one-time lineal descendant basis. Motion Passed: 5-For, 1-Against (Dziwulski). Mr. Dziwulski stated he was not in favor of forcing the residents to connect to the system or abandon their wells. 2:40

5. Discussion and Possible Action to Award the Contract for the Wispark Reservoir Roof Repair to Lowest Qualified Bidder, J.H. Hassinger, Inc., in the Amount of $254,637.00 and Reallocate $332,000 to the Project

   Ms. Wagner stated one of the well roofs was leaking, so took it was taken out of service in order to not contaminate the drinking water. The lowest qualified bid came from J.H. Hassinger in the amount of $254,637. She noted that this project was not anticipated, and she requested the funds be reprogramed. The total amount of $332,000 includes Engineering contingencies and administration of the contract.

   A motion was made and seconded (B. Dziwulski, R. Grosch) to award the Wispark Reservoir roof repair to J.H. Hassinger in the amount of $254,637 and authorize the reallocation of funds. Motion Passed: 6-For, 0-Against.

6. Discussion and Possible Action to Award the Contract for the Northview Road Rehabilitation to the Lowest Qualified Bidder, Fahrmer Asphalt Sealers, LLC in the amount of $85,939.20 and Reallocate Funds

   Ms. Wagner stated this project was discussed earlier to reallocate $75,000 but the project was delayed. The project was then bid out again and it came in at $85,939.20. She noted that this was a specialty project and they only received one bid, which was in line with the estimates for this project. She requested the additional $11,000 be reallocated to complete the project.

   A motion was made and seconded (B. Bergman, J. Kara) to approve the contract to the lowest qualified bidder, Fahrmer Asphalt Sealers, in the amount of $85,939.20 and reallocating $11,000 to complete the project. Motion Passed: 6-For, 0-Against.

7. Discussion and Possible Action Regarding the Village of Pewaukee Northwest Area Sanitary Sewer Study to Service the Northwest Quadrant of the City of Pewaukee Including Reallocation of Funds

   Ms. Wagner referred to a study that was done on the Kopmeier lift station ultimate service flows and noted that the area of Ryan Road made more sense to come through the Village of Pewaukee. Neither the City nor Village would be able to handle the flows coming from the northwest quadrant of the City, so that prompted the current Village study to look at their capacity to see if the City's sewer could go through a Village subdivision. The Village is requesting the City partner with them on the study, but it is not an anticipated expense in the budget. Ms. Wagner requested the funding of the study in the amount of $19,136.50 in partnership with the Village. She requested the funds be reprogramed from the OPS funds. Ms. Wagner added that if the City does not study this and we do not get another connection point, it is likely we would have to put in another lift station.

   A motion was made and seconded (B. Dziwulski, R. Grosch) to authorize the City's portion of the study not to exceed $19,136.50 and reallocate the OPS funds. Motion Passed: 6-For, 0-Against.

8. **PUBLIC HEARING**, Discussion and Possible Action Regarding the Plan Commission Recommendations to Approve the Conditional Use Permit for Michael's House of Prime Located at W278 N2316 Prospect Avenue (PWC 0935-039) to Add Outdoor Seating and Outdoor Music to Their Existing Restaurant Operations

Mr. Fuchs stated the outdoor dining area was approximately 2,500 square feet with 45 seats, 2 outdoor speakers, and café lights. He noted staff was recommending approval with the conditions that the conditional use is personal to Michael's House of Prime, the alcohol sales would have to be consistent with the premises description on the liquor license, no outdoor activities between 10pm and 8am Sunday thru Thursday and 10:30pm to 8am Friday and Saturday, the maximum permitted decibel level in the parking lot would be 65 decibels, and the outdoor dining lights be shut off at 10pm Sunday thru Thursday and 10:30pm Friday and Saturday.

Mayor Bierce opened the public hearing. After hearing no requests to speak, Mayor Bierce then closed the public hearing.

A motion was made and seconded (B. Bergman, J. Wamser) to approve the conditional use permit for Michael's House of Prime including the conditions in the staff report. Motion Passed: 6-For, 0-Against.

9. Discussion and Possible Action Regarding **Ordinance 20-06** *(Second Reading)* Rezoning the property on Bluemound Road (PWC 0951-995-001) From Rs-1 Single-Family Residential to M-1 General Wholesale Business/Warehouse District (Lot 1 of the Concurrently Filed Certified Survey Map) and Rs-3 Single-Family Residential (Lot 2 of the Concurrently Filed Certified Survey Map) for the Purpose of Constructing a Landscape and Handyman Building on Proposed Lot 1 and a Future Single-Family Residential Building on Proposed Lot 2 as requested by Arce Handyman LLC

Mr. Fuchs stated the CSM would divide the existing parcel into one lot and two outlots. The proposed building would be on Lot 1. The rezoning would rezone Lot 1 to M-1 to accommodate the business use. Outlot 2 would remain Rs-1 and Outlot 1 is proposed for Rs-3, which is consistent with the property to the north. The land use plan would then be amended accordingly. The conditional use is for the business use, as it is not a listed, permitted use within the M-1 district. Mr. Fuchs added that the site plans include a building, garage, and storage bins. He stated staff was recommending approval with several conditions listed in the conditional use permit.

Mayor Bierce opened the public hearings for Item #10 for the land use amendment and Item #12 for the conditional use permit. After hearing no requests to speak, Mayor Bierce then closed the public hearings.

Mr. Fuchs clarified that per the Plan Commission recommendation, condition 10 on the conditional use requires that three windows be added to the west elevation facing Bluemound Road. Condition 11 requires a 12-foot-high door on the west elevation. The plans have not been revised to this point, but the building permit plans, when submitted, will need to show those changes and address all the conditions listed.

A motion was made and seconded (J. Wamser, B. Bergman) to approve the rezoning with the staff recommendations. Motion Passed: 6-For, 0-Against.

10. **PUBLIC HEARING**, Discussion and Possible Action Regarding the Plan Commission Recommendations Related to a Comprehensive Master Plan Amendment to Change the Year 2050 Land Use/Transportation Plan Use Designation for Arce Handyman LLC for Property Located on Bluemound Road (PWC 0951-995-001) From Manufacturing/Fabrication/Warehousing to Manufacturing/Fabrication/Warehousing and Flood Plains, Lowland and Upland Conservancy, and Other Natural Areas (Lot 1); and From Manufacturing/Fabrication/Warehousing to Medium Density Residential

(6,500 SQ. Ft. - 1/2 AC./Dwelling Unit) and Floodplains, Lowland and Upland Conservancy, and Other Natural Areas (Lot 2)

A motion was made and seconded (B. Bergman, B. Dziwulski) to amend the comprehensive master plan as presented by staff. Motion Passed: 6-For, 0-Against.

11. Discussion and Possible Action Regarding a Certified Survey Map for Arce Handyman LLC for Property on Bluemound Road (PWC 0951-995-001) for the Purpose of Subdividing an Existing Lot

A motion was made and seconded (B. Bergman, J. Kara) to approve the CSM. Motion Passed: 6-For, 0-Against.

12. **PUBLIC HEARING**, Discussion and Possible Action Regarding the Plan Commission Recommendations for a Conditional Use Permit and Site and Building Plans for Arce Handyman LLC for Property Located on Bluemound Road (PWC 0951-995-001) for the Purpose of Constructing a Combined Warehouse/Office Building for a Landscape and Handyman Service Company

A motion was made and seconded (J. Wamser, R. Grosch) to approve the conditional use and site and building plans including staff and Plan Commission conditions. Motion Passed: 6-For, 0-Against.

13. Discussion and Possible Action Regarding a Certified Survey Map for the Purpose of Combining Two Lots Into One for the Proposed Building Addition and Site Modifications to Lindner Logistics Located at W229 N1492 Westwood Drive (PWC 0958-979-007 & PWC 0959-988-009) [Fuchs]

Mr. Fuchs stated the Lindner Logistics building and parking area currently sits on two separate parcels, so this CSM cleans that up and eliminates some setback issues. Staff was recommending approval with no conditions.

A motion was made and seconded (B. Dziwulski, R. Grosch) to approve the CSM. Motion Passed: 6-For, 0-Against.

14. **PUBLIC HEARING**, Discussion and Possible Action Regarding the Recommendations of the Plan Commission to Approve the Conditional Use Permit for Valor Aquaponics Located at N15 W22180 Watertown Road (PWC 0960-999-015) for the Purpose of Operating an Indoor Aquaponics Farm for the Production of Organic Vegetables and Fish

Mr. Fuchs stated this use was going into an existing tenant space and converting it into an aquaponics farm. It will consist of growing vegetables and fishponds. There are no exterior changes or building changes to the property with the exception of building some soundproofing around their equipment so there will be no adverse effects to the adjacent properties or uses in the building. Mr. Fuchs recommended approval.

Mayor Bierce opened public hearing. After hearing no requests to speak, Mayor Bierce then closed the public hearing.

Mr. Fuchs noted that there would be no fish processed at this facility, no customers at the site and no outside storage. They may possibly have tours of the facility.

A motion was made and seconded (B. Dziwulski, J. Wamser) to approve the conditional use permit. Motion Passed: 6-For, 0-Against.

15. Discussion and Possible Action Regarding **Ordinance 20-02** Rezoning the Property Located at N28 W25206 Bluemound Road (PWC 0925-994-004 & PWC 0925-990-002) from Rs-3 Single-

Family Residential to B-4 Office District and LC Lowland Conservancy for the Purpose of Constructing a 24,000 Square Foot Two-Story Office Building as Requested by Green Acres, LLC

Mr. Fuchs stated this was for a 24,000 square foot, two-story office building. The certified survey map combines the developments crossing two separate parcels. The properties will be rezoned to B-4 Office District to accommodate the use. The comp plan amendment changes the future land use designation to office/commercial. He stated staff was recommending approval with two conditions included for the CSM.

Mayor Bierce opened the public hearing. After hearing no requests to speak, Mayor Bierce then closed the public hearing.

A motion was made and seconded (B. Bergman, B. Dziwulski) to approve the rezoning as presented. Motion Passed: 6-For, 0-Against.

16. **PUBLIC HEARING**, Discussion and Possible Action Regarding the Plan Commission Recommendations for a Comprehensive Master Plan Amendment to Change the Year 2050 Land Use/Transportation Plan Use Designation for Green Acres, LLC for Property Located at N28 W25206 Bluemound Road (PWC 0925-994-004 & PWC 0925-990-002) from Medium Density Residential (6,500 SQ. FT. – 1/2 AC. / D. U.) to Office Commercial and Flood Plains, Lowland & Upland Conservancy, and Other Natural Areas

A motion was made and seconded (B. Bergman, B. Dziwulski) to approve the amendment to the comp master plan. Motion Passed: 6-For, 0-Against.

17. Discussion and Possible Action Regarding a Certified Survey Map for Green Acres, LLC for Property Located at N28 W25206 Bluemound Road (PWC 0925-994-004 & PWC 0925-990-002) for the Purpose of Constructing a 24,000 Square Foot Two-Story Office Building

A motion was made and seconded (B. Bergman, B. Dziwulski) to approve the CSM with the conditions listed in the staff report. Motion Passed: 6-For, 0-Against.

18. Discussion and Possible Action to Approve **Ordinance 20-04** Regarding Proposed Amendments to Chapter 17 of the City of Pewaukee Zoning Ordinance Including Striking a Portion of Sub-section 17.0706c Related to Digital Signs; Adding New Sub-section 17.0706d and Re-lettering the Subsequent Sections Accordingly Related to Adding Electronic Message Boards Signs as Permitted Under Certain Conditions, and Striking a Portion of Sub-section 17.0711 Related to Lighting, Design and Color

Mr. Fuchs stated this item was discussed at the March 2nd Council meeting and the Council directed staff to draft an ordinance. The ordinance went before the Plan Commission, but they did not make a recommendation or take any action. Mr. Fuchs discussed the revisions to the ordinance and stated staff was not recommending a change to the sign code.

Mr. Wamser felt the old signs were unsightly and he stated he wanted to support this.

Mr. Fuchs did not see the need for this and felt as long as the City is consistent from one business to the next with the sign requirements, there is no need to potentially change the character of the City.

Mr. Bergman felt it would start with one business and spread to all others, causing a change to our community's character. He felt this goes against the intention of holding onto the special part of the City.

Ms. Brown stated she needed to look at the overall picture of the City of Pewaukee. She referred to the bars on Highway SS and she did not want that vision for the City.

A motion was made and seconded (B. Bergman, R. Grosch) to deny Ordinance 20-04 regarding the proposed amendments to the Chapter 17 sign code zoning ordinance. Motion Passed: 3-For (B. Bergman, R. Grosch, and B. Dziwulski), 3-Against (C. Brown, J. Kara, and J. Wamser). Mayor Bierce broke the tie vote by voting in favor of the motion.

19. Discussion and Possible Action Regarding **Ordinance 20-05** Amending Chapter 17 of the City of Pewaukee Zoning Ordinance Including Sub-Sections 17.0207b, 17.0301e, 17.0435d, 17.0435e(7)(f)iii, 17.0435l(5), 17.0436 and 17.0717 Related to the Deletion of Appendices A-1, A-2, A-3, and A-4

    Mr. Fuchs stated this was a change to the zoning code, as the City does not follow the same processes any longer. The applications and processes have been modified and updated.

    A motion was made and seconded (J. Kara, R. Grosch) to approve Ordinance 20-05. Motion Passed: 6-For, 0-Against.

20. Public Comment - None.

21. Closed Session – You are hereby notified that the Common Council and staff of the City of Pewaukee will convene into closed session after all regular scheduled business has been concluded and upon motion duly made and seconded and acted upon by rollcall vote as required under §19.85(1)(a), Stats. The purpose of the closed session is for the following:

    - §19.85(1)(e): Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session specifically related to the contract with the Village of Pewaukee for Building Services.

    You are further notified that at the conclusion of the Closed Session, the Common Council may convene into open session pursuant to 19.85(2), Stats., for possible additional discussion and action concerning any matters discussed in closed session and for adjournment.

    A motion was made and seconded (J. Wamser, B. Dziwulski) to go into closed session at 9:37 p.m. Motion Passed Via Roll Call Vote: 6-For, 0-Against.

22. Adjournment

    A motion was made and seconded (B. Dziwulski, R. Grosch) to adjourn the meeting from closed session at 9:47 p.m. Motion Passed: 6-For, 0-Against.

Respectfully Submitted,

Kelly Tarczewski
Clerk/Treasurer

CITY OF PEWAUKEE
COMMON COUNCIL AGENDA ITEM 3.3.

DATE: September 13, 2021

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Approval of Common Council Meeting Minutes Dated December 21st, 2020

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

CC Minutes 12-21-2020

In Attendance:
Aldermen B. Bergman, C. Brown, B. Dziwulski, R. Grosch, J. Kara, and J. Wamser. Mayor S. Bierce was absent and excused.

Also in Attendance:
Attorney S. Riffle, Administrator S. Klein, DPW Director M. Wagner, City Planner & Community Development Director N. Fuchs and Clerk/Treasurer K. Tarczewski.

1. Call to Order and Pledge of Allegiance

   In the absence of Mayor Bierce, Council President C. Brown called the meeting to order at 7:00 p.m. and requested everyone stand for the Pledge of Allegiance.

2. Public Comment - None.

3. Consent Agenda
   3.1. Approve Accounts Payable Listing Dated December 21st, 2020

   A motion was made and seconded (B. Dziwulski, J. Wamser) to approve the consent agenda. Motion Passed: 5-For, 0-Against.

4. Discussion and Possible Action Regarding **Ordinance 20-12** Amending Section 17.0900f to Include Multi-Family Residential Buildings and Creating Section 17.0900g Related to Increasing the Height of Single-Family and Two-Family Residential Buildings to 3-Stories or 45-Feet if the Structure is Located No Closer than 40-Feet to Another Structure

   Mr. Fuchs stated the City was approached by several residential builders who had concerns with the City's building height standard and the way the City measures it. They felt some homes being built in Swan View Farms subdivision will exceed the City's standards and stated homes in Broken Hill subdivision were permitted to be built and they exceed the standards. Mr. Fuchs said staff did some comparisons with other communities and everyone measures a bit differently. He noted staff thought it would be best to keep the City's building height definition as is but add in a provision that would allow Plan Commission to increase the building height if they felt it was appropriate. Mr. Fuchs stated the current ordinance reads three stories or 45 feet and would like to add "and have to have a 40-foot building separation". Mr. Fuchs noted it would be a good time to add multi-family in subsection F, which would give Plan Commission the ability to increase the height to six stories with the approval of the Fire Chief. He stated the Plan Commission did recommend approval of both of these changes.

   Ms. Brown voiced her concerns. She did not find it necessary and stated the City is 90 percent built out. Other neighborhoods have built beautiful, strong, functional homes and stay within building codes. She suggested getting a variance if someone would like a bigger home. She noted there is talk about revamping near the lake and feels the last thing the City of Pewaukee wants to see is a 6-story building on Pewaukee Lake and would not be in favor of this change.

   Attorney Riffle recommended not considering the possibility of a variance for a change in height of structures contrary to the City's ordinances. He said he can't think of any justification making height a hardship.

Mr. Bergman stated these are authorizations that are allowed by the Plan Commission. If someone is requesting a difference in height, they would have to come to the Plan Commission for approval. Mr. Fuchs concurred additional height requests would need Plan Commission approval. Mr. Bergman explained home heights are determined by looking at the midpoint of the side elevation.

Attorney Riffle stated the revised language written on the current ordinance is not sufficient and the Council should only act upon an actual ordinance spelling out the changes. He also voiced his concern related to the provisions of "F" regarding delegating the decisions of variances related to height to the Plan Commission. He said due to Act 67 it would be hard to say no. Attorney Riffle requested the opportunity to discuss this matter with the City Planner prior to the Council acting on this item.

Attorney Riffle stated he understands the provision of "G" related to the grade differential. He said he could prepare the ordinance and Council could direct the Mayor to sign it. Mr. Kara was agreeable to this suggestion.

A motion was made and seconded (B. Bergman, B. Dziwulski) to direct the City Attorney to draft an ordinance that includes language in "G" and omit language in "F" related to multi-family residential and allow mayor to execute the document.

There was additional discussion whether or not to bring this item back before Council or authorize the Mayor to execute the document right away. Mr. Fuchs stated there is time to bring it back as, the builder wants to pull their permits in February.

Attorney Riffle stated the ordinance will put together exactly how the changes have been presented. The Council members stated as long as it was just "G" they were okay with authorizing the Mayor to sign the document and it didn't need to be brought back.

Motion Passed: 5-For, 0-Against.

5. Discussion and Possible Action Regarding a Certified Survey Map for the Century Fence Company Located at Approximately 1300 Hickory Street in Order to Combine 2.07 Acres of City of Pewaukee Vacant Land With an 11.43 Acre Parcel in the Village of Pewaukee (PWC 0921-997-003 & PWV 0921-995)

Mr. Fuchs stated Century Fence is looking to combine two properties; one which is in the Village, and one that is in the City. He noted the Certified Survey Map will need to be approved by both communities. The plan is to utilize the City portion as outdoor storage. Mr. Fuchs stated this is for land combination only and they will need to come back with detailed plans requesting approval for the use and improvements. He noted the Certified Survey Map does need some technical corrections. The existing lot line needs to be marked as the lot line to be removed, the wetland setback needs to be accurately noted, the Plan Commission Secretary needs to be revised and the legal description needs to be revised.

Attorney Riffle stated he has no concerns about combining the Village and City properties into one, but stated he does not want the property owner to think they have a zoning right to do whatever they want. Mr. Bergman stated the applicant was aware of that. Attorney Riffle noted the issue would be if they have a principal structure on the lot and whether or not it crosses municipal lines.

A motion was made and seconded (J. Kara, R. Grosch) to recommend approval of the certified survey map combining the two properties contingent upon the approval of the Village of Pewaukee and subject to the corrections previously noted by the City Planner being made prior to being recorded at the Waukesha County Register of Deeds. Motion Passed: 5-For, 0-Against

6. Discussion and Possible Action Regarding a Recommendation to the Wisconsin Geographic Names Council Related to a Proposed Name Change to Rename "Wilson's Island" to "Green Dragonfly Island" as Proposed by Property Owner Stephen Green

Stephen Green was present for this item.

Mr. Fuchs stated the City received the application from the DNR. They asked if we had any recommendations related to the application. Mr. Fuchs stated our response could be to approve, to reject or no recommendations. He noted the deadline to respond is February 3rd.

Mr. Wamser stated this is bypassing the island's historical significance. He said the name has been Wilsons Island before he was born.

Mr. Dziwulski stated he does not have a problem with the name change and people will call it what they want to call it. The City should not stand in his way.

Mr. Green stated Wilsons Island is not the actual name for the island and anyone who has ever owned it has named it something differently. He said it was noted as "The Big Island" or "Rains Island"' based on Miller Filmore's legal description in his 1847 land grant. He felt Green Dragonfly Island makes sense because the island is the habitat for the green dragonflies in all stages of development.

Mr. Bergman stated the County's website shows it listed as Wilson's Island and asked if they were getting that from the Wisconsin Geographic Name Council. Mr. Fuchs stated there is a plat map for the island consisting of 16 lots and the subdivision plat is called Wilsons Island.

Mr. Grosch noted he does not have an objection to the name change and felt it should be up to the owner to call the island what he wants.

Mr. Fuchs noted if Common Council chooses not to act, the DNR would move forward to render their own determination without the City's input.

A motion was made and seconded (B. Dziwulski, R. Grosch) to recommend to the Wisconsin Geographic Name Council changing the name of the island to Green Dragonfly Island. Motion Passed: 3-For, 2-Against (J. Wamser, B. Bergman).

7. Discussion and Possible Action to Approve the First Reduction of the Glen at Parkway Ridge Letter of Credit from $1,437,453.34 to $380,504.85 (a reduction of $1,056,948.49)

Ms. Wagner stated the developer finished construction of all items except for the final lift of asphalt and minor restoration. She recommended the reduction of the letter of credit which would be sufficient to complete the rest of the project.

A motion was made and seconded (B. Dziwulski, R. Grosch) to reduce the Glen at Parkway Ridge letter of credit down to $380,504.85. Motion Passed: 5-For, 0-Against.

8. Discussion and Possible Action Regarding a Public Works Mutual Aid Agreement During the COVID 19 Pandemic

Ms. Wagner stated the Village President approached the City regarding snow plowing operations specifically if there was a staffing shortage due to the pandemic. She said Stan drafted an agreement that would last the length of the pandemic and afterwards would be null and void. Ms. Wagner stated the Village has not had the opportunity to review the document yet.

There were several questions raised about the agreement. Mr. Bergman asked if we looked into hiring part-time staff. Mr. Dziwulski asked why any damage caused would be the responsibility of the municipality it took place in. Ms. Brown asked how the end of a pandemic would be determined. Attorney Riffle stated he was unsure and that is why the agreement can be terminated at any time, by either side.

Mr. Klein stated the Village Public Works Director isn't in favor of the agreement and from the sound of it, either are most of the Village Board members. It was thought that there already was an agreement of some sort, but it was determined that was solely for natural disasters, not illness. Ms. Wagner stated there will be various challenges.

Mr. Kara asked what the staffing size of each community was. Ms. Wagner stated the City has ten normal plow routes with ten drivers but we can manage with about seven people if needed. She said the Village has five guys with one or two back up drivers in smaller trucks.

Mr. Klein suggested that we wait for the Village to approve the agreement first before we make that decision.

No action was taken on this item.

8. Public Comment - None.

9. Closed Session – You are hereby notified that the Common Council and staff of the City of Pewaukee will convene into closed session after all regular scheduled business has been concluded and upon motion duly made and seconded and acted upon by roll-call vote as required under §19.85(1)(a), Stats. The purpose of the closed session is for the following:

   - §19.85(1)(e): Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically with regard to division of costs associated with the potential acquisition of land and/or easements for utility purposes from property located at W223 N3251 Shady Lane.

   You are further notified that at the conclusion of the Closed Session, the Common Council may convene into open session pursuant to 19.85(2), Stats., for possible additional discussion and action concerning any matters discussed in closed session and for adjournment.

   A motion was made and seconded (B. Dziwulski, J. Kara) to go into closed session at 8:09 p.m.
   Motion Passed: 5-For, 0-Against by roll call vote.

11. Adjournment

   A motion was made and seconded at 8:33 p.m. to adjourn the meeting while still in closed session.
   Motion Passed: 5-For, 0-Against.

Respectfully Submitted,

Kelly Tarczewski
Clerk/Treasurer

CITY OF PEWAUKEE
COMMON COUNCIL AGENDA ITEM 3.4.

DATE: September 13, 2021

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Approval of Common Council Meeting Minutes Dated June 21st, 2021

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

CC Minutes 6-21-2021

In Attendance:
Mayor Steve Bierce, Aldermen B. Bergman, C. Brown, B. Dziwulski, R. Grosch, I. Clark, and J. Wamser.

Also in Attendance:
Attorney S. Riffle, Administrator S. Klein, DPW Director M. Wagner, Utility Manager J. Mueller, City Planner & Community Development Director N. Fuchs, Lieutenant A. Scheckles and Clerk/Treasurer K. Tarczewski.

1. Call to Order and Pledge of Allegiance

   Mayor Bierce called the meeting to order at 6:30 p.m. and asked everyone to rise for the Pledge of Allegiance.

2. Public Comment - None.

3. Consent Agenda
   - 3.1. Approve Common Council Meeting Minutes Dated April 19th, 2021
   - 3.2. Approve Common Council Meeting Minutes Dated June 7th, 2021
   - 3.3. Approve Accounts Payable Listing Dated June 21st, 2021
   - 3.4. Approval of **Resolution 21-06-21** Acknowledging the 2020 Compliance Maintenance Annual Report (CMAR)
   - 3.5. Approval of **Resolution 21-06-22** Amending the 2021 Budget to Carry Over Funds from 2020 for Fire Department Capital purchases
   - 3.6. Approval of **Resolution 21-06-23** Authorizing the Transfer of Budgeted Funds to Purchase an Additional One-Ton Dump Truck and Plow Truck
   - 3.7. Notification of Temporary No Parking on Rocky Point Road on June 16 and June 17

   Ms. Brown requested that Item #3.2 be removed for discussion and Mr. Bergman requested that Item #3.6 also be removed.

   A motion was made and seconded (B. Dziwulski, R. Grosch) to approve the remaining items on the consent agenda. Motion Passed: 6-For, 0-Against.

   3.2 Approve Common Council Meeting Minutes Dated June 7th, 2021

   Ms. Brown stated she did not attend that meeting and needed to abstain.

   A motion was made and seconded (B. Bergman, B. Dziwulski) to approve the meeting minutes dated June 7th, 2021. Motion Passed: 5-For, 0-Against, 1-Abstain (C. Brown).

   3.6 Approval of Resolution 21-06-23 Authorizing the Transfer of Budgeted Funds to Purchase an Additional One-Ton Dump Truck and Plow Truck

   Mr. Bergman asked if it was an additional snowplow or one that was scheduled for this year. Ms. Wagner stated the City was budgeted to buy a new one. She said the City is adding one to the fleet and will not be getting rid of the old one. Mr. Bergman asked why there needed to be a resolution if it was in the budget. Ms. Wagner stated it is an addition

to the fleet and the City is transferring funds from the original truck to the new truck. She noted the funds are there, but the original replacement is not in the budget, but it will be in the next budget cycle. Ms. Wagner stated there are eleven truck routes and they are on the cusp of adding an additional route. She said the 2022 budget reflects the City saving for 12 trucks instead of 11.

A motion was made and seconded (B. Bergman, R. Grosch) to approve item 3.6 on the consent agenda. Motion Passed: 6-For, 0-Against.

4. **PUBLIC HEARING**, Discussion and Possible Action Regarding the Liquor License Requests for the 2021-2022 Licensing Period

Ms. Tarczewski stated this was the cleanest data she ever provided Common Council and felt everything could be approved. The only issue was what to do with the request of Michael's House of Prime. She stated they had a fire in December of last year and there is no premises to license. Ms. Tarczewski noted the City has never issued a liquor license to vacant land.

Mayor Bierce opened the public hearing.

David Buckley from Michael's House of Prime was present. Mr. Buckley stated they have been challenged as to the best decision to make for the property. He said it is located in a flood plain and is not conducive for the type of building and outside dining opportunities they would like. He noted they are trying to figure out the best way to work with the property. Mr. Buckley stated they have considered food trucks and different ways to build the structure on the site within the footprint without outside dining and it does not work for them. He stated the DNR is going to study the flood plain since the current flood plain is an estimate that was done and adopted by FEMA in 2014. He stated the timeline for this study is a year and the City will not allow them to move forward to build anything different than what is on the footprint. He is asking the City to allow them to sort through this and do what is best for the property.

Gina Schwister (W317N8431 Hwy 83) stated so many people in the community miss Michael's House of Prime. She would like to see the City give them some time to figure out their liquor license to see what they can do. She noted that she is fully backing the Buckley family.

Mayor Bierce closed the public hearing and reopened the public.

A woman in the audience stated she lived at the intersection of Highfield Road and Auburn Court and had a question regarding Urban Slopes. Mayor Bierce stated it was not on the agenda and only existing licenses were being discussed.

Mayor Bierce closed the public hearing.

Mayor Bierce asked about holding Michael's license in reserve. Attorney Riffle stated the license can be issued and the premise would be described as "general area that is anticipated to be reconstructed in 2021/2022". He noted that if it is not up and running next year they would be notified in advance of non-revocation.

A motion was made and seconded (B. Dziwulski, J. Wamser) to issue all licenses for the 2021-2022 licensing period. Motion Passed: 6-For, 0-Against.

Mr. Bergman asked that the motioner add the language that Attorney Riffle described for Michaels House of Prime.

5. **PUBLIC HEARING**, Discussion and Possible Action Regarding the Conditional Use Permit for Urban Slopes, LLC Located at N35 W23770 Capitol Drive (PWC 0906-999-006) for the Purpose of Operating a Ski Simulator Facility

Mr. Fuchs stated it is a conditional use application for Urban Slopes, a ski and snowboarding simulation facility. The location is 4500 square feet. It will have four simulators, restrooms, bar and storage areas, lounge, and additional seating. The hours will be 12 pm-10 pm, but the hours may vary on the weekends. Mr. Fuchs stated staff is recommending approval and Plan Commission unanimously recommended approval at the last meeting.

Bob Walters (N36W23663 Oak Hill Lane) stated he is not against the business, just the liquor license.

Colleen Henderson (N35W23701 Auburn Court) said she also is not against the business, just the liquor license. Her biggest concern is the intersection gets more dangerous every day and with the daycare center opening, there will be a lot of traffic going in and out. She feels liquor makes it more dangerous and feels the speed limit should be lowered.

AJ Haines (N34W23815A Adam Court) stated she has no problem with the business just the liquor license.

Jared Masters (N37W26633 Kopmeier Drive) stated he was the applicant and understood the concerns. He assured his neighbors that the focus of his business is not selling beer and wine, and it is just an add on. He said people are there to ski and to enjoy the experience.

Shawn Houser (N36W23612 Oak Hill Lane) stated the business sounds interesting but is concerned about the liquor license.

Attorney Riffle noted that the conditional use permit can be approved but not the liquor license.

Mr. Klein clarified that the letter sent out was purely for conditional use and that the letter mentioned they would be applying for a liquor license. He noted that tonight's agenda item is only for the conditional use.

Mayor Bierce closed the public hearing.

Mr. Grosch commented on the traffic in the area. Mr. Bergman stated it was previously Anytime Fitness and was busier than what this business is anticipated being.

A motion was made and seconded (B. Dziwulski, R. Grosch) to approve the conditional use permit with the verbiage that it does not take into account the liquor license that they will be applying for next month. Motion Passed 6-For, 0-Against.

6. Discussion and Possible Action and Regarding **Ordinance 21-06** Rezoning the Property Located at N6 W27539 Northview Road (PWC 0983-999-005) from Rs-1 Single-Family Residential to Rs-4 Single-Family Residential at the Request of Debra Aukofer

7. Discussion and Possible Action Regarding a Certified Survey Map for Debra Aukofer for Property Located at N6 W27539 Northview Road (PWC 0983-999-005) for the Purpose of Dividing the

Property Into Three Separate Lots

Mr. Fuchs stated no discussion on Items #6 and #7 were needed at this time. He said the property owner has requested this item be postponed until she is able to make changes to the certified survey map.

8. Discussion and Possible Action Regarding **Ordinance 21-04** Related to Weapons Discharge for Urban Deer Management (*Second Reading)*

Discussion took place regarding the current ordinance which is restricted to shooting deer by a City-sponsored volunteer urban deer management program approved by Common Council. Attorney Riffle said this Ordinance opens it up to a new DNR-sponsored non-contracted hunter program. He said if the program is sponsored and a hunter gets all the proper certifications through the DNR, they can hunt. It would be limited to volunteer hunters who are vetted and received consent from property owners or the LPSD, and they would be restricted to Rocky Point Peninsula Drive and the LPSD area. The hunters are limited to bows, cross bows and like weapons and no guns would be used. The hunters would be able to collect the deer and take them for CWD testing. Attorney Riffle noted the program would run from January 22 through February 20.

Ms. Brown stated Steeplechase is also having issues and asked if it will be opened to other areas or if it is limited to Rocky Point and LPSD.

Mr. Klein stated the City does not want to be asking different areas if they want to be a part of the program. We want the neighborhoods to come to the City. He said if a Homeowners Association comes to the City, we will give them permits. He noted that if a Homeowners Association wanted it done there is no reason to debate it or get in the middle. He said it is a hard enough program to keep track of without stepping in and taking a side.

Mayor Bierce commented that this does not start until winter and felt it can wait.

Attorney Riffle stated guns, bows and cross bows can presently be utilized anywhere in the City under an Urban deer management program contract. Mr. Klein stated sharpshooters that are contracted can use rifles.

Mr. Bergman commented on the second half of paragraph referring to property owners refusing to give permission to collect a deer on their property. The property owner would have to tag it, deliver to the DNR testing site and then take it to a food pantry. He feels it is very un-enforceable. He said owners have a private property right. Attorney Riffle stated it needs to be changed to say "with the permission of the property owner" the shooter will do this. He noted he would make the change.

Mr. Klein suggested when it is rewritten that it not be limited to only areas in the ordinance, and it should be municipal wide. Attorney Riffle stated he and Mr. Klein would sort it out.

9. Discussion and Possible Action Regarding **Ordinance 21-07** Amending Chapter 17 of the City of Pewaukee Zoning Ordinance Including Sub-Sections 17.0702f., 17.0706c., 17.0708a., and Section 17.0711, Related to Electronic or Movable Copy Directional Signs and Menu Boards for Restaurants

Mr. Fuchs stated a request came from Octane Coffee. They are looking to have a digital monitor screen which is not a traditional menu board sign and is more of a directional type sign. Mr. Fuchs said code does not allow digital copy signs. This amendment was put together based on this request and

would allow this type of sign. He said Plan Commission had concerns and was adamant about no digital signs being allowed. They felt it would potentially open the door to more of these types of signs and unanimously recommended denial.

Attorney Riffle commented that it was nothing more than a menu and not out on the street.

Mr. Fuchs stated staff had discussions after the draft was done. He said the proposed change in the directional sign section would allow moveable copy being used as directional signage and would be no larger than nine square feet. The other section that was changed was under permanent ground signs, which would add "serving solely as a menu board for restaurant use". He noted from staff's perspective, it is different than a traditional menu board, which is why staff looked to put language under the directional sign.

Mr. Dziwulski asked what is meant by a directional sign. Mr. Fuchs stated by code it means directing traffic through a property. This is directing customers to a specific bin where their coffee is located.

Mr. Clark was concerned that without the large sign, people will be paying more attention to their phone and where to line up as opposed to the road.

Discussion took place regarding the business model and how orders are done through a phone app.

A motion was made and seconded (B. Bergman, C. Brown) to concur with the Plan Commission and deny the Ordinance. Motion Passed: 4-For, 0-Against, 2- Abstained (Wamser/Clark).

10. Discussion and Possible Action for Sharing the Municipal Sanitary Sewer Extension and Water Main Oversizing Cost with Westridge Builders for the Swan View Farms Development Phase 2

Ms. Wagner stated prices went up on the cost share for sanitary sewer on future lands to the north of the development. The new cost came in $65,000.00 more than what was originally approved. Ms. Wagner is still recommending and would like Common Council to concur and increase the cost share value, since it is serving land beyond the development.

Ms. Wagner said the developer is also asking for a cost share on the water main upsizing. The subdivision needs an 8-inch service to serve the subdivision. The City asked to upsize to a 12 inch to get to Balmer Park and a small stretch of Lindsay Road to connect to the Sports Complex, which would allow us to accelerate a secondary loop. Ms. Wagner is recommending the cost share of $51,772.50, which is the difference between the 8 inch and 12 inch and the upsizing of the valving. She said the City would need to amend the developer's agreement. Ms. Wagner noted that it would be paid through our rates since it is a benefit to the overall system and in the short term it would be added to the City's water utility borrowing for 2021 to pay for the additional cost.

Mayor Bierce asked if the $65,000.00 was the total increase of the project or just the City's portion. Ms. Wagner stated it is the increase for the City's portion.

Discussion took place regarding the cost share on the 12-inch water main. Ms. Wagner noted it is the City's Ordinance to pay the oversizing cost. Mayor Bierce asked what happens if the City says no. Ms. Wagner stated the developer would have to decide if they want to move forward with the development or eat the cost share. Mr. Bergman asked if 12 inches was only being used in Phase 2. Ms. Wagner said 12-inch only comes up in Phase 1 at the entrance and at Francis Boulevard.

Ms. Brown stated it's helping the City's water system by creating another loop and the City is only paying a small portion of it.

Ms. Wagner stated the preliminary plans had 12-inch pipes up to Balmer Park. The developer is in the design stage and had it as an 8-inch. Ms. Wagner said the City told him it needed to be 12-inch and when he received the revised bids, he asked the City for a water main share

Mr. Bergman asked if the $51,772.50 is the upsizing from 8-inch to 12-inch. Ms. Wagner stated the cost is for upsizing the pipes and the valves.

Ms. Wagner stated the City does not have a developer's agreement for Phase 2. She noted when it is received, it will have to include the same language for the sewer and water.

Discussion took place regarding who determines the size of the main and cost sharing. Ms. Wagner noted the assessment policy is standard for 8-inch in residential neighborhoods and if upsized to 12-inch, it is paid for by the water utility. Further discussion took place regarding Ordinance 10-10.

A motion was made and seconded (B. Dziwulski, R. Grosch) to approve the requested cost share of $65,130.00 for the sanitary. Motion Passed: 6-For, 0-Against.

Discussion took place regarding the cost to the City and benefits of 12-inch pipes.

A motion was made and seconded (B. Dziwulski/C. Brown) to approve the requested cost share of $51,772.50 for the water to 12-inch water. 3-For, 3-Against (Clark, Grosch, Bergman). Mayor Bierce broke the tie and voted against.

11. Discussion and Possible Action to Determine Whether or Not Virtual Meetings are Still Necessary for the Various Boards, Commissions and Committees

There was a brief discussion regarding virtual meetings, and it was stated that attendance on Zoom is distracting. Attorney Riffle stated their firm has always advised against it.

A motion was made and seconded (B. Bergman, B. Dziwulski) to officially eliminate the Zoom options from all of the City's meetings. Motion Passed: 6-For, 0-Against.

12. Discussion and Possible Action to Appoint Members to Various Boards, Commissions and Committees

Mayor Bierce recommended the appointment of Ian Clark to the Lake Patrol Advisory Committee.

A motion was made and seconded (B. Dziwulski, J. Wamser) to appoint Ian Clark to the Advisory Lake Patrol Committee. Motion Passed: 6-For, 0-Against.

13. Public Comment - None.

14. Closed Session – You are hereby notified that the Common Council and staff of the City of Pewaukee will convene into closed session after all regular scheduled business has been concluded and upon motion duly made and seconded and acted upon by roll-call vote as required under §19.85(1)(a), Stats. The purpose of the closed session is for the following:

You are further notified that at the conclusion of the Closed Session, the Common Council may

convene into open session pursuant to 19.85(2), Stats., for possible additional discussion and action concerning any matters discussed in closed session and for adjournment.

A motion was made and seconded (B. Dziwulski, R. Grosch) to go into Closed Session at 8:00 p.m. Motion Passed: 6-For, 0-Against via roll call vote.

15. Adjournment

A motion was made and seconded (I. Clark, B. Dziwulski) to adjourn the meeting while in closed session at 8:17 p.m. Motion Passed: 6-For, 0-Against.

Respectfully Submitted,

Kelly Tarczewski
Clerk/Treasurer

CITY OF PEWAUKEE
COMMON COUNCIL AGENDA ITEM 3.5.

DATE: September 13, 2021

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Approval of Common Council Meeting Minutes Dated August 16th, 2021

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

CC Minutes 8-16-2021

In Attendance:
Mayor Steve Bierce, Aldermen C. Brown, I. Clark, B. Dziwulski, R. Grosch, and J. Wamser.

Also in Attendance:
Attorney S. Riffle, Administrator S. Klein, DPW Director M. Wagner, and Clerk/Treasurer K. Tarczewski.

1. Call to Order and Pledge of Allegiance

   Mayor Bierce called the meeting to order at 6:30 p.m. and asked everyone to rise for the Pledge of Allegiance.

2. Public Comment – None.

3. Discussion and Possible Action to Approve the Accounts Payable Listing Dated August 16, 2021.

   A motion was made and seconded (J. Wamser, I. Clark) to approve the accounts payable listing dated August 16, 2021. Motion Passed: 5-For, 0-Against

4. Discussion and Possible Action to Award Well No. 5 Reservoir Roof Repair and Pump Replacement Project to the Lowest Qualified Bidder, J.H. Hassinger, Inc. in the Amount of $249,261.00

   Ms. Mueller stated the City is moving forward with putting in a temporary pump to utilize until a long-term solution is decided. She noted part of the project includes making sure there would be capacity for fire protection and water storage for that side of town. She said the City is moving ahead to bid out the reroof of the reservoir that was leaking and replacement of the well pump. Ms. Mueller stated this would give the City a year or two worth of use while the City does the exploration work.

   Mr. Grosch asked if the well collapsed and what the capacity would be. Ms. Mueller noted it would be the same capacity but will be careful not to over pump it. She said the agreement with the DNR is that it would operate on a minimal basis.

   Ms. Brown asked if the water would be retested for radium and to see if it the radium was in the deeper part of the well. Ms. Mueller noted it has been tested and the radium levels increased. She said the hydrologist felt like the radium was being pulled from down below and it is sucking up through the cobble in the bottom of the well.

   Mr. Wamser asked about a loop for that area. Ms. Mueller stated it is part of the investigation going on. She noted Ruekert & Mielke will have a preliminary investigation done in the next three weeks which will provide the City with some options. She said the loop has been on the back burner for a future project. She thought it was prudent at that time to put in the treatment system but unfortunately all the discoveries have come about.

   Discussion took place regarding possible well sites.

   A motion was made and seconded (R. Grosch, J. Wamser) to approve the Well No. 5 reservoir roof repair and pump replacement project to the lowest qualified bidder, J.H. Hassinger, Inc. in the amount of $249,261.00. Motion passed: 5-For, 0-Against.

5. Discussion and Possible Action to Approve the Swan View Farms Phase 2 Development Agreement and Establish the Letter of Credit Amount

A motion was made and seconded (J. Wamser, B. Dziwulski) to approve the Swan View Farms Phase 2 development agreement contingent upon City Attorney and City Engineer requirements and establish the letter of credit in the amount of $2,675,786.10. Motion passed: 5-For, 0-Against.

6. Discussion and Possible Action to Approve the Knutson CSM Development Agreement and Establish the Amount of the Letter of Credit.

Ms. Mueller stated the petitioner asked to have this item tabled until the next meeting.

7. Discussion and Possible Action to Approve the First Reduction of the Woodleaf Reserve Phase 4 Letter of Credit from $1,838,646.30 to $458,854.80 (Reduction of $1,379,791.50)

A motion was made and seconded (B. Dziwulski, R. Grosch) to approve the first reduction of the Woodleaf Reserve Phase 4 letter of credit from $1,838,646.30 to $458,854.80. Motion Passed: 5-For, 0-Against.

8. Discussion and Possible Action to Appoint Alderman Brown to the Plan Commission

Mayor Bierce recommended the appointment of Colleen Brown to the Plan Commission.

A motion was made and seconded (B. Dziwulski, R. Grosch) to appoint Colleen Brown to the Plan Commission. Motion Passed: 5-For, 0-Against.

9. Discussion and Possible Action on Whether or Not to Reschedule or Cancel the September 6th Meeting Due to it being Labor Day.

Mayor Bierce stated it was typical to cancel the meeting unless staff felt there was something of importance to reschedule to a different date.

Mr. Klein stated the bids for the DPW facility would be available at that time and he requested that the Council be available on Tuesday, September 7th to discuss it.

10. Public Comment – None.

11. Adjournment

A motion was made and seconded (I. Clark, R. Grosch) to adjourn the meeting at 6:44 p.m. Motion Passed: 5-For, 0-Against.

Respectfully Submitted,

Kelly Tarczewski
Clerk/Treasurer

CITY OF PEWAUKEE
COMMON COUNCIL AGENDA ITEM 4.

DATE: September 13, 2021

DEPARTMENT: Employee Services

PROVIDED BY:

SUBJECT:

Presentation of the 2021 Wage Compensation Study by Carlson Dettmann Consulting [Woldanski]

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

CITY OF PEWAUKEE
COMMON COUNCIL AGENDA ITEM 5.

DATE: September 13, 2021

DEPARTMENT: Public Works

PROVIDED BY: Magdelene Wagner/Scott Klein

SUBJECT:

Discussion and Possible Action Regarding the Department of Public Works Facility to Award the Construction Project to the Lowest Qualified Bidder [Klein / Wagner]

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

CITY OF PEWAUKEE
COMMON COUNCIL AGENDA ITEM 6.

DATE: September 13, 2021

DEPARTMENT: Public Works

PROVIDED BY: Magdelene Wagner

SUBJECT:

Discussion and Possible Action Regarding Urban Forestry and a City-wide Tree Inventory [Wagner]

BACKGROUND:

The City was contacted by Wachtel Tree Science in July asking if the City was interested in completing a City-wide tree inventory. The City recently consulted with Wachtel on a few individual trees (one that was damaged by recent construction, an area that will be part of a water main extension, and a neighbor conflict). Around this time, the Wisconsin Department of Natural Resources announced the Urban Forestry Grant Applications were being accepted for 2022 funding. Our contact at Wachtel is looking to determine if we are interested in an inventory of our City right of ways and parks. This inventory would qualify for the Urban Forestry Grant. The grant applications are due by October 1st.

We have done three inventories of trees. The first was Green Road in 2011 which suppported the reconstruction project. The second was Swan Road which was ahead of a reconstruction project which was converted to a rehabilitation project. The third was Lindsay Road which was completed in anticipated of a road reconstruction project which was subsequently delayed. All have not been updated since they were completed. I believe the Parks Department may have done some inventory of some of their parks as well.

The WDNR and SEWPRC are also becoming very interested in this type of program to determine impacts to the tree canopy due to the Emerald Ash Borer. There have been studies in the past and ongoing to determine how these impact air quality and water quality.

The Staff reviewed this at the Public Works Committee. The Public Works Committee supported completing a City-wide Tree Inventory and applying for the grant to assist in this effort.

If the City is interested in a City-wide tree inventory, I would recommend pursing the 2022 grant application. Wachtel has estimated the cost to assist in this grant application at $500. We did not budget for this work, but would recommend re-allocating up to $600 from the Forestry Training budget to fund this effort. In order to apply for the grant, we need an Authorizing Resolution.

FINANCIAL IMPACT:

The tree inventory is estimated around $50,000. If a grant were received, it would be a matching grant at $25,000. The City cost would be $25,000 and would be included in the 2022 budget.

The Parks and Highway Department support the transfer of up to $600 from the Forestry Training Budget.

RECOMMENDED MOTION:

Common Council authorize the budget reallocation of $600 to apply for the 2022 Wisconsin Department of Natural Resource Urban Forestry Grant.

Common Council approve the Authorizing Resolution for the Urban Forestry Grant.

ATTACHMENTS:

Description

Tree Inventory

Tree Inventory Preliminary Budget

Grant Application Assistance

Urban Forestry Plans Guide

Resolution 21-09-32

Wagner, Magdelene

From: Nathan Schuettpelz - Wachtel Tree Science <NateS@wachteltree.com>
Sent: Wednesday, July 14, 2021 12:55 PM
To: Wagner, Magdelene
Subject: City Forestry Consulting Services-2022

Good afternoon Maggie,

I wanted to circle around to the discussion of future forestry consulting with the City. As you may know, the 2022 WIDNR Urban Forest grant application period is now open. We've done on and off forestry consulting with the City usually centered around development projects. I do not believe the City has a fully completed public tree inventory. This type of work qualifies within projects that are selected for the 50/50 cost share Urban forest grants.

If you'd like to chat further about this opportunity, I'd be happy to discuss. We could be available to draft a potential project budget, as well as assist in the grant application prep. Let me know how you would like to proceed!

Nate

Nathan Schuettpelz, RCA # 732
Consulting Department Manager
ISA Certified Arborist Municipal Specialist WI-0887AM, TRAQ

Wachtel Tree Science
Office: 262-538-1900
Mobile: 262-337-3984
Fax: 262-538-1412
nates@wachteltree.com

Wagner, Magdelene

From: Nathan Schuettpelz - Wachtel Tree Science <NateS@wachteltree.com>
Sent: Friday, September 3, 2021 3:56 PM
To: Wagner, Magdelene
Subject: RE: City Forestry Consulting Services-2022

Good afternoon Maggie,

I have the following budget figures:

Public streets/parks/public property tree inventory - $44,494.00
Forestry Management Plan - $4,750.00

Total Forestry Grant Project Budget - $49,244.00

The max grant budget for these projects is $50,000. What I've proposed falls within that target. This is a cost share program, the City would be responsible for all costs up front when the project is complete. The DNR would then provide a 50% re-imbursement, up to $25,000.

I included a forestry plan that would be a cover a large scale summary of the tree inventory as a whole, and follow up with budget recommendations out to 5 years. Including this component with the project would strengthen the grant as it would demonstrate the City's intent to actively utilize the data to guide future forestry activities.

Let me know if you have any questions, and I hope you have an enjoyable extended weekend!

Nate

Nathan Schuettpelz, RCA # 732
Consulting Department Manager
ISA Certified Arborist Municipal Specialist WI-0887AM, TRAQ

Wachtel Tree Science
Office: 262-538-1900
Mobile: 262-337-3984
Fax: 262-538-1412
nates@wachteltree.com

From: Wagner, Magdelene <wagner@pewaukee.wi.us>
Sent: Thursday, September 2, 2021 8:48 AM
To: Nathan Schuettpelz - Wachtel Tree Science <NateS@wachteltree.com>
Subject: RE: City Forestry Consulting Services-2022

EXTERNAL SENDER

Hi Nate,

The City has 92.58 miles of centerline roads.

Thanks,
Maggie

Magdelene Wagner, P.E.
Director of Public Works/City Engineer
City of Pewaukee
W240N3065 Pewaukee Road
Pewaukee, WI 53072
262-691-0804

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From: Nathan Schuettpelz - Wachtel Tree Science [mailto:NateS@wachteltree.com]
Sent: Thursday, September 2, 2021 7:50 AM
To: Wagner, Magdelene <wagner@pewaukee.wi.us>
Subject: RE: City Forestry Consulting Services-2022

Good morning Maggie,

As I'm looking at inventory costs for the City of Pewaukee, can you provide a summary of centerline miles within City limits? This will assist me in dialing in an estimated number of tree records that need to be collected.

Nate

From: Wagner, Magdelene <wagner@pewaukee.wi.us>
Sent: Thursday, August 26, 2021 5:07 PM
To: Nathan Schuettpelz - Wachtel Tree Science <NateS@wachteltree.com>
Subject: RE: City Forestry Consulting Services-2022

EXTERNAL SENDER

Hi Nate,

Sorry for the delayed response. I had a preliminary discussion about a tree inventory with our Public Works Committee and was surprised to hear that they are interested in this type of program. I will be taking this to the Common Council on September 13th for further discussion and buy in at that level to potentially include in our 2022 budget. Do you have any rough budgetary numbers that I could share with the Council? Also, do you know if the grant application would require a resolution? I ask as this is our only meeting prior to the October 1st grant application deadline.

Thanks,
Maggie

Magdelene Wagner, P.E.
Director of Public Works/City Engineer
City of Pewaukee
W240N3065 Pewaukee Road

Pewaukee, WI 53072
262-691-0804

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From: Nathan Schuettpelz - Wachtel Tree Science [mailto:NateS@wachteltree.com]
Sent: Wednesday, July 14, 2021 12:55 PM
To: Wagner, Magdelene <wagner@pewaukee.wi.us>
Subject: City Forestry Consulting Services-2022

Good afternoon Maggie,

I wanted to circle around to the discussion of future forestry consulting with the City. As you may know, the 2022 WIDNR Urban Forest grant application period is now open. We've done on and off forestry consulting with the City usually centered around development projects. I do not believe the City has a fully completed public tree inventory. This type of work qualifies within projects that are selected for the 50/50 cost share Urban forest grants.

If you'd like to chat further about this opportunity, I'd be happy to discuss. We could be available to draft a potential project budget, as well as assist in the grant application prep. Let me know how you would like to proceed!

Nate

Nathan Schuettpelz, RCA # 732
Consulting Department Manager
ISA Certified Arborist Municipal Specialist WI-0887AM, TRAQ

Wachtel Tree Science
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Wagner, Magdelene

From: Nathan Schuettpelz - Wachtel Tree Science <NateS@wachteltree.com>
Sent: Thursday, August 26, 2021 5:43 PM
To: Wagner, Magdelene
Subject: Re: City Forestry Consulting Services-2022

Good evening Maggie,

Thanks for the response now, glad to hear you've got a positive response and this gets us a starting point to get you some budget numbers.

Yes, this grant requires an authorizing resolution. I can share the basic template the WDNR makes available when I'm back to my computer. For the resolution, you'll need a budget number, when will you need that ahead of your September meeting? Will you also want the grant application completed ahead of then?

I'm currently working on 2 grant applications, against a deadline to have completed by Monday. I could work on a grant application for you if you'd like early September. We've traditionally charged a flat fee of $500 for grant application prep.

Nate

Sent from my iPhone

On Aug 26, 2021, at 5:07 PM, Wagner, Magdelene <wagner@pewaukee.wi.us> wrote:

EXTERNAL SENDER

Hi Nate,

Sorry for the delayed response. I had a preliminary discussion about a tree inventory with our Public Works Committee and was surprised to hear that they are interested in this type of program. I will be taking this to the Common Council on September 13th for further discussion and buy in at that level to potentially include in our 2022 budget. Do you have any rough budgetary numbers that I could share with the Council? Also, do you know if the grant application would require a resolution? I ask as this is our only meeting prior to the October 1st grant application deadline.

Thanks,
Maggie

Magdelene Wagner, P.E.
Director of Public Works/City Engineer
City of Pewaukee
W240N3065 Pewaukee Road
Pewaukee, WI 53072
262-691-0804

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A Technical Guide to Developing

Urban Forestry Strategic Plans

&

Urban Forest Management Plans

Wisconsin Department of Natural Resources
Division of Forestry

Revised February
2011

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This guide is intended to help local units of government and others develop urban forestry plans that: 1) address local needs, and 2) meet the standards of Wisconsin's Urban Forestry Assistance grant program.

Why Plan?

Planning is key to efficient management of any program. Good plans make the difference between cost-effective, proactive management and costly crisis management. Plans give focus and direction. They provide the framework for program implementation and a basis for consistent decision making. They are tools for determining budgets and other support needs.

What are Urban Forestry Plans?

Urban forestry planning occurs on several levels. At the broadest level, ***strategic*** plans establish the overall goals and objectives of the organization's urban forestry efforts. Ideally, strategic planning is one of the first tasks undertaken in the establishment of a community forestry program. Also called long-range, comprehensive or master plans, strategic plans create a blueprint for administration and management of a community tree program. Strategic plans include input from local residents, organizations, businesses, municipal staff and elected officials. They are integrated with other comprehensive community plans.

Urban forest ***management*** plans are specific to the field operations of the community tree program. Typically based on a detailed tree inventory, management plans identify and prioritize tree planting, maintenance and removal activities within a multi-year time frame.

Urban forestry planning also takes a variety of other forms. Land use plans, greenway plans, site development & reconstruction plans, public landscape design and maintenance plans and similar planning efforts need input from those involved with public tree care.

Pre-Planning

Pre-planning establishes parameters for plan development. Pre-planning should identify such things as:

- what kind of plan is needed
- who will be involved in its development and at what stage
- how the plan will be used
- how awareness and support for the plan will be generated

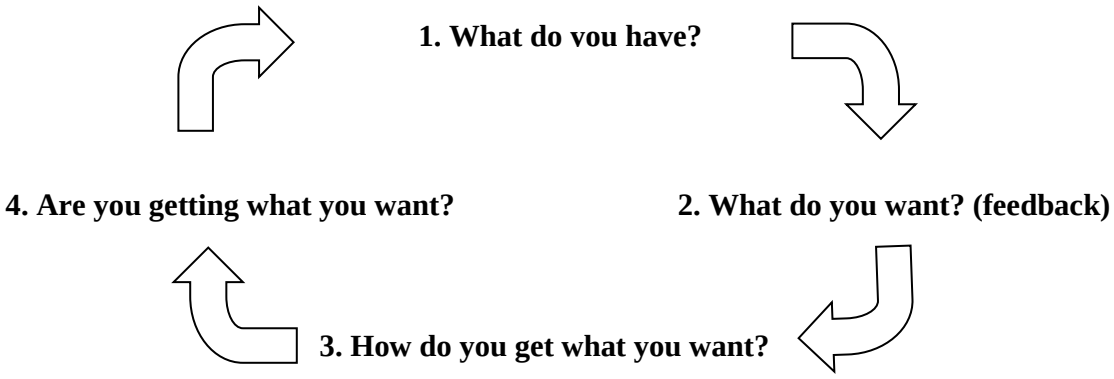
Available interest, expertise, time and financial resources of the organization should be considered when determining how to develop the plan. Plans can be developed by staff, program volunteers such as a citizen tree board, a hired consultant or some combination of these.

Urban Forestry Assistance Grants, administered by the Department of Natural Resources, are available on a competitive basis for projects that develop or expand capacity for sustainable urban forestry programs at the local level. This cost-share program favors development of strategic and management plans. Grant funded plans must meet Department standards (see pp.15&17).

Pre-planning should occur before applying for an Urban Forestry Assistance Grant. Pre-planning makes the application process easier and invariably results in a better project proposal.

The Planning Process

Planning is a continuous process that follows a logical sequence of steps. Four principal questions drive the process, regardless of the type of plan or its complexity:



How to Use This Guide

The wide spectrum of community tree issues and planning considerations can make urban forestry strategic or management planning seem formidable, particularly to organizations lacking trained staff. This guide offers a "how to" approach to urban forestry planning, utilizing the four-step process shown above. By following step-by-step through the guide, any organization can develop a thorough, functional urban forestry plan, regardless of community size or technical resources.

The examples given in this guide are merely to stimulate ideas and illustrate concepts. Because each community is unique, plans will differ from one community to another. Not all plans will need to address every point discussed or give the amount of detail shown. Some communities may wish to include information beyond that presented in the guide. There is no prescribed order, length, format or style for a plan. Organizations are encouraged to develop clear, practical, action-oriented plans that best suit their own needs and circumstances. Above all, a plan must be ***useful***! For further planning assistance, contact the DNR urban forestry coordinator serving your region.

Urban Forestry Strategic Plans

Before beginning the four-step planning process, identify the purpose and scope of your plan. Think back to your pre-planning assessment. Why are you developing this plan? What is it supposed to do? How will it be used? Document your intentions with written statements.

For example...	Purpose:	The purpose of the Pleasantville Urban Forestry Strategic Plan is to lay the groundwork for developing a comprehensive urban forestry program.
	Scope:	This plan provides a 20-year outline for achieving urban forestry administrative, policy, educational and management goals. It gives citizens of Pleasantville, community decision makers and staff a clear set of prioritized recommendations to accomplish these goals. The plan proposes a timetable of implementation and, where possible, provides estimated costs. This plan is intended to become a part of Pleasantville's Community Master Plan.

Step 1: What Do You Have?

a. historical background

A brief overview of the history of your community's tree resource and its management can add useful perspective. Tracing the community back to its development, what has been the role of trees? What values were placed on them? What cultural influences shaped these values? Are there trees of historical significance in the community? Has tree planting been a part of the community's history? How have trees been taken care of in the past? Have there been events that changed the public's attitude toward trees (e.g., Dutch elm disease, tree removal for road projects, etc.)?

b. current situation

Assess your situation in terms of:

- ✓ awareness and interest among community residents and officials
- ✓ administration and management of public tree planting and care
- ✓ general status of the urban forest resource

This assessment may require some investigation. You might conduct a survey to gauge residents' attitudes, preferences and knowledge about trees, tree care and public tree management. Are there local organizations, businesses or individuals interested in community tree planting and care? How do local elected officials and staff feel about public trees? Are public trees adequately cared for in your community? Is there an adequate budget for trees? How is it determined? Are there ordinances or policies concerning trees? Are they adequate? Are they enforced? Is tree wellbeing considered in development and construction projects? ...in comprehensive community planning? ...in subdivision planning? Are the persons in charge of public trees trained in proper tree care practices? Is there an adequate budget for overall management of the tree program, including ongoing staff training, public education and administrative support? Does the municipal fleet include appropriate equipment for forestry operations? Is tree care equipment locally available for lease? What is the availability and quality of commercial tree care service in the area? etc.

Step 2: What Do You Want?

a. needs

Various program needs will be evident from your assessment in Step 1. You might want to group needs into categories.

For example... Awareness Needs

- increased public awareness of the values and benefits of community trees
- better local support for an urban forest management
- better understanding among residents about proper tree selection, planting and care

Administration & Management Needs

- more training and education for tree program staff
- updated municipal tree ordinance
- alternative sources of program funding
- creation of a tree board

Tree Needs

- more species and age diversity
- better maintenance for existing public trees
- fewer hazardous trees

b. goals

Develop broad goals that address the needs you have identified. Steer away from vague statements such as, "improve the quality of life." Goals should be quantifiable so that progress can be measured.

For example...
1. The urban forestry program has community and political support.
2. Residents are knowledgeable about proper tree planting and care.
3. Trees are integral in all community planning decisions.
4. Community trees are maintained at optimum levels of stocking, health, age and species diversity and are appropriate for the site. etc.

Step 3: How Do You Get What You Want?

a. strategies

Once goals are determined, start figuring out ways to achieve them. Recommendations should be in the form of specific strategies or objectives. If desired, strategies can be further broken down into actions and tasks. Look at sample goal #4, "community trees are maintained at optimum levels of stocking, health, age and species diversity, and are appropriate for the site." Recommendations might look something like this:

Strategy 1: Complete a community tree inventory.
Action: Determine how inventory will be conducted.
Action: Apply for Urban Forestry Assistance grant.
Action: Hire intern or consultant, as necessary.
Action: Conduct inventory.
Task: Conduct training, as necessary.
Task: Purchase equipment and materials, as necessary.
Action: Analyze inventory findings.

Strategy 2: Prepare a management plan based on inventory findings. etc.

b. time, responsibilities and budgets

Plans are unlikely to be implemented without a clear indication of who will do what, when, and at what cost. Develop an implementation schedule that identifies who is responsible for each strategy (action, task), when each will be completed and what each will cost. Be sure to prioritize the schedule so that, if time and budget become limiting, the most important work gets done first. Here's an example of how a portion of an implementation schedule might look:

GOAL #1: COMMUNITY TREES ARE MAINTAINED AT OPTIMUM LEVELS OF STOCKING, HEALTH, AGE AND SPECIES DIVERSITY, AND ARE APPROPRIATE FOR THE SITE			
Strategy 1: Complete a community tree inventory			**Priority - 1**
Recommended Actions & Tasks	*Cost/Funding Source*	*Performed By*	*Status/Completion Date*
Determine how inventory will be conducted	N/A (volunteers)	tree board	September 2011
Apply for Urban Forestry Assistance grant	N/A (volunteers)	tree board	October 2011
Hire intern or consultant	$4,000 DNR Urban Forestry Assistance Grant	tree board & staff	February 2012
Perform inventory	included in $4000 above	intern or consultant	June–July 2012
Conduct training, as necessary	included in $4000 above	intern or consultant	June 2012
Purchase equipment and materials, as necessary	$500 forestry budget	tree board or staff	June 2012
Analyze inventory findings	included in $4000 grant	intern or consultant & tree board	August 2012
Strategy 2: Prepare an inventory based management plan			**Priority - 1**

c. justify recommendations

Plan recommendations that depart from the current management level and/or entail a substantial budget increase need clear, compelling justification. How will implementation improve public safety, resident satisfaction or cost-effectiveness? What problems will be solved or reduced? What alternatives were considered and why were they rejected? What are the consequences of not implementing the recommendations? It might be helpful to make a side-by-side comparison between existing and proposed program costs and benefits. Administrators and budget decision makers are unlikely to support a plan or budget requests without a clear, convincing argument for doing so.

Step 4: Are You Getting What You Want?

a. monitor & evaluate

How will you assess whether the strategies, once implemented, are moving you toward your goals? For example, to determine whether strategies for reaching sample goal #2 are working, you might look around the community at trees on private property. Are they being planted and cared for properly? Are you getting feedback on municipal tree planting and care practices? Has the quality of commercial tree care services changed? Are there other ways to measure tree knowledge among residents? Include specific monitoring recommendations in your plan.

b. take corrective action

Include a schedule for reviewing and updating the plan. Goals, strategies and priorities may change over time. New program staff or volunteers may bring different ideas or priorities. Periodic review and updating are important to avoid wasted effort and to keep the plan a working document.

Appendix and Summary

Strategic plans should also include an Appendix of reference information useful for plan implementation. Appropriate material might include: community map(s), relevant ordinances or tree policies, technical resources, potential sources of funding, summaries of surveys, etc.

Finally, for a plan that is quite lengthy or detailed, it is helpful to include a one- or two-page executive summary. For those who haven't the time or interest to read the entire plan, a short summary of its highlights should give a sense of the plan's general direction, major recommendations and implementation costs.

Urban Forest Management Plans

The steps for developing a management plan are the same as for a strategic plan. Begin by defining the purpose and scope of the plan.

For example... Purpose: The purpose of the Pleasantville urban forest management plan is to recommend specific tree planting, maintenance and removal activities to cost-effectively improve the public tree resource.

Scope: This plan makes site-specific, prioritized, inventory-based recommendations for managing Pleasantville's public tree resource for a five-year time period. It identifies staffing and other support needs and projects annual budgets for the five-year planning period.

Step 1: What Do You Have?

a. inventory summary and analysis

A recent inventory of tree and site information forms the basis for the management plan. A thorough summary and analysis of the inventory data will enable you to identify existing resource needs and anticipate future ones. Does any one species comprise a high percentage of the total public tree resource? ...a high percentage of trees of a certain age or size class? At what age or size are trees regularly developing structural problems? Does this vary by species? ...by location? Is width of tree lawn correlated with tree condition? Does this vary by species? Does tree condition vary by land use or location? Are there areas where trees are needed? Such questions are just a few examples of those you might consider in an inventory analysis.

b. assessment of other circumstances

What other local circumstances are likely to influence your short-term resource management activities? Consider these examples:

- ✓ new subdivision under development
- ✓ tall-growing trees to be removed from beneath power lines by the local utility company
- ✓ stump grinding, previously contracted, now to be done by staff
- ✓ volunteer tree board forming
- ✓ emerald ash borer confirmed 50 miles away

Step 2: What Do You Want?

a. management needs

Identify needs based on your inventory analysis and assessment of other circumstances.

For example...

Remove _____ (#) hazardous trees
Conduct safety pruning* on _____ (#) trees
Conduct training pruning* on _____ (#) existing and _____ (#) future trees
Conduct maintenance pruning* on _____ (#) mature trees
Fill _____ (#) existing and _____ (#) anticipated planting vacancies
Improve diversity of street trees
Improve planting survival
Minimize new oak wilt infection centers

*Note: Various types of pruning are defined on p.12

b. management goals

Determine quantifiable goals based on needs.

For example...

1. Optimum tree cover is established and maintained.
2. Optimum level of age and species diversity is established and maintained.
3. Conservation of tree resources is promoted.
4. Street trees are appropriately selected, situated and maintained to minimize hazard, nuisance, hardscape damage and maintenance costs.
5. Management of the urban forest is cost-effective and efficient.
6. Management strategies are acknowledged, understood and cooperatively implemented by appropriate municipal departments. etc.

Step 3: How Do You Get What You Want?

a. strategies and action steps

This is the meat-and-potatoes of the management plan. Management plan strategies should consist of specific, inventory based recommendations for accomplishing stated goals, to include:

Tree and stump removal

- priority (hazard) removals ... how many, rate of removal, where (list or description)
- replacement needs wood
- residue utilization
- stump grinding, reseeding ... how many existing and anticipated, how many per year, where (list or description)

Maintenance

- priority pruning (safety, health) ... how many, rate of removal, where (list or description)
- other maintenance - watering, insect & disease control, mulching, cabling & bracing, fertilizing, stake removal, etc... what, where (list or description), what species, when/how often
- mature tree pruning (maintenance, routine)... how many, where (list or description), when/how often
- new tree maintenance program ... what, where (list or description), what species, when/how often

Planting

- planting site assessment ... how many existing and anticipated planting sites, where (list or description), constraints & opportunities, new tree protection
- prioritized planting plan ... optimum stocking level, planting rate, citizen requests
- site specific evaluation of diversity, design & function
- site specific species recommendations

Administrative Support

- analysis of adequacy of current staffing levels and recommendations on any or all work to be done by staff, outside contractors, volunteers, or if additional staff is or will be needed
- equipment needs ... what type, how many, purchase or lease
- staff training/education
- storm damage & hazard tree plans; inspections
- policies re: citizen requests for tree work, permits for tree work
- public notification of scheduled operations

Note: Recommendations should make reference to any existing policies and industry standards, as appropriate. Referenced policies and technical standards should be incorporated into the plan Appendix.

b. prioritizing operations

When developing your plan, consider the following priorities of management activities:

1. Public Safety! Remove hazardous trees and limbs.
2. Maintain what you have.
3. Plant after maintenance needs have been met.

Remember also to build in funding for maintenance when you plant, just as you would for any other component of infrastructure (roads, bridges, utilities, etc.).

According to the USDA Forest Service, new programs or those in which routine maintenance and removals have been neglected should spend approximately 80% of their operations budget on maintenance and removals. The remaining 20% is for planting and administration. Once the initial heavy maintenance and hazard tree removals have been performed, the following IDEAL* budget is suggested:

	IDEAL	(TYPICAL)
Pruning and other maintenance	45-50%	38%
Removals	20%	35%
Planting	20-25%	14%
Administration & supervision	10%	13%

Note that maintenance expenditures should be about twice those for planting. Also, *TYPICAL* expenditures for removals are much higher than *IDEAL*. With greater emphasis on maintenance, the tree population should become healthier and longer lived, decreasing removal costs.

*The "ideal" budget figures are offered as a guideline only. In all cases, forestry expenditures should be based on actual needs as determined from a tree inventory and other local circumstances.

c. time, responsibilities and budget

Develop an implementation schedule as described for strategic plans. Budgets should be based on real information (e.g., what does it cost to conduct "maintenance pruning" on a 14" tree?) The budget work sheet and instructions on pp.10-12 will help you estimate the cost of planting, maintenance and removal activities specified in your plan.

d. justification of recommendations

As for strategic plans, management plans whose recommendations call for a substantial budget increase should include specific justification, either as part of the plan or as an attachment to the plan.

Step 4: Are You Getting What You Want?

Monitor and evaluate progress, take corrective action and reset goals as described for strategic plans.
As for strategic plans, include an Appendix with information useful for plan implementation. Appropriate material might include: community map, map of utilities, technical & safety standards, list of vendors, recommended species lists, equipment & vehicle rates, etc. Also include an executive summary if needed.

Estimated Costs for a Five Year Urban Forest Management Program

Estimated costs for each activity			20__		20__		20__		20__		20__		Five year cost
Activity	**Diameter Class**	**Cost/tree** (in dollars)	**# of trees**	**Total Cost**	**# of trees**	**Total Cost**	**# of trees**	**Total Cost**	**# of trees**	**Total Cost**	**# of trees**	**Total Cost**	
Tree Removals (include any accelerated ash removal, if applicable)	1-6"												
	7-12"												
	13-18"												
	19-24"												
	25-30"												
	31-36"												
	Over 36"												
Activity Totals													
Stump Removal	1-6"												
	7-12"												
	13-18"												
	19-24"												
	25-30"												
	31-36"												
	Over 36"												
Activity Totals													
Immediate Priority Pruning	1-6"												
	7-12"												
	13-18"												
	19-24"												
	25-30"												
	31-36"												
	Over 36"												
Activity Totals													
High Priority Pruning	1-6"												
	7-12"												
	13-18"												
	19-24"												
	25-30"												
	31-36"												
	Over 36"												
Activity Totals													
Sub-Total This Page													

Estimated costs for each activity			20__		20__		20__		20__		20__		Five Year Cost
Activity	**Diameter Class / Sub-activity**	**Cost/tree** (in dollars)	**# of trees**	**Total Cost**	**# of trees**	**Total Cost**	**# of trees**	**Total Cost**	**# of trees**	**Total Cost**	**# of trees**	**Total Cost**	
Routine Pruning (may want to exclude some or all ash if planning accelerated removal)	1-6"												
	7-12"												
	13-18"												
	19-24"												
	25-30"												
	31-36"												
	Over 36"												
Activity Totals													
Tree Planting	site prep												
	tree purchase												
	planting												
Activity Totals													
New Tree Maintenance	training pruning												
	mulching												
	watering												
Activity Totals													
Other Maintenance	EAB insecticide												
	fertilization												
Activity Totals													
Sub-Total This Page													
Sub-Total Previous Page													
Totals per Year													

Completing the Budget Table

Use your inventory to identify and schedule tree planting, removal and maintenance for the 5-year planning period. Tree work should be prioritized based on public safety. Trees that present a risk to public safety (dead, dying, decayed, structurally unsound) should be treated or removed immediately, before undertaking other, non-emergency tree work.

Determine the ***cost per tree*** for each activity. Local tree services should be able to provide cost estimates. Breaking costs down by diameter class will result in more accurate estimates. Diameter is measured at 4.5 feet above ground. The diameter classes may vary depending on the inventory program used. For work to be performed in-house, calculations should be based on staff time and equipment costs.

Most inventories recognize three levels of tree risk. Trees classified as *Immediate Priority* (or *Priority One*) are those at highest risk to public safety and should be scheduled for treatment during the first year. If the entire tree requires removal, it should be shown in the appropriate ***Tree Removal*** row. If the risk can be mitigated through pruning, the tree should be shown in the appropriate *Immediate Priority Pruning* row.

Priority Two are trees that warrant action with regard to public safety, but are not in immediate danger of failing. Trees in this category should be removed or pruned as soon as possible after the *Priority One* work is complete, but before most other tree work, such as *Routine Pruning*, *Planting*, etc.

The third level of risk is ***Routine Pruning***, for mature trees that present no apparent public safety risk. These trees should be pruned on a regular, preventive-maintenance cycle of approximately once every five years. If trees have not received routine pruning in the past, the first cycle of *Routine Pruning* will likely involve more work (expense) due to the greater amount of corrective pruning required. Subsequent cycles of *Routine Pruning* usually involve far less work (expense), since only minor corrections or deadwooding are needed. Note that once the *Priority One* and *Two* pruning are completed, all mature trees will fall into the *Routine Pruning* category. From that point on, each year should schedule *Routine Pruning* for one-fifth of the total mature tree population (for a 5-year pruning cycle).

New Tree Maintenance includes several activities. It involves Training Pruning—the systematic corrective and directional pruning of newly planted trees, usually done three times in the first ten years. For example, trees planted in 2011 could receive Training Pruning in 2014 and 2017 and 2021. After this, they should generally be incorporated into the *Routine Pruning* cycle with the other trees. Training Pruning will eliminate most structural problems that would otherwise develop during the remaining life of the tree. Pruning small trees with small limbs is easier, faster, cheaper, safer and better for tree health than waiting to prune until problems develop. An investment in Training Pruning greatly increases the long-term health and value of the tree. *New Tree Maintenance* also includes mulching, watering, and removal of any wraps, stakes & guying material.

Other Maintenance can include a variety of as-needed activities, such as watering, mulching, insect & disease monitoring and treatment, fertilizing, cabling & bracing, etc. Communities planning to treat any ash trees with insecticide for emerald ash borer should include those treatment costs. Although weather, pest outbreaks and similar circumstances can make it difficult to project *Other Maintenance* costs, an estimate should be included in the budget.

Planting should become a regularly scheduled activity once *Priority One* and *Two* pruning is complete and *Routine Pruning* has begun. Planting can be phased in gradually as high-priority tree work is nearing completion. ***The number of trees to plant*** can be determined as follows:

$$\frac{\text{number of planting sites + number of removals +average annual mortality}}{\text{number of years to full stocking (or other canopy goal)}}$$

Note: The Table for Estimated Costs only includes costs for the forestry program's field operations. Additional costs for public awareness, staff training, program administration, equipment purchase and maintenance, etc. should also be calculated into the overall community forestry budget.

Sample Outlines for Strategic and Management Plans

STRATEGIC PLAN

I. Executive Summary
* II. Statement of Purpose and Scope
III. Historical Background
* IV. Current Situation
* V. Needs Statement
* VI. Goals
* VII. Objectives/Strategies (& Actions, Tasks)
* VIII. Implementation Schedule with Budgets
IX. Budget Justification (can be attachment to plan)
* X. Evaluation Mechanism
XI. Appendices
  - A. Community Map
  - B. Shade Tree Ordinance
  - C. Survey Summaries
  - D. Potential Funding Source
  - E. Technical Resources
  - F. Tree City USA Program Information Management Districts etc.

MANAGEMENT PLAN

I. Executive Summary
* II. Statement of Purpose and Scope
* III. Inventory Summary & Analysis
* IV. Assessment of Administrative & Public Awareness Needs
* V. Goals
* VI. Objectives/Strategies (& Actions, Tasks)
* VII. Implementation Schedule with Budgets
VIII. Budget Justification (can be attachment)
* IX. Evaluation Mechanism
X. Appendices
  - *A. Inventory Documentation (e.g., data summary)
  - B. Community Map with Management Districts etc.
  - C. Relevant Ordinances
  - D. Map of Utilities
  - E. Technical & Safety Standards
  - F. Species Lists
  - G. Equipment & Vehicle Rates
  - H. List of Vendors
  - I. Storm Management Plan etc.

* required elements for plans developed with funding from an Urban Forestry Assistance Grant (see pp.15 & 17)

Planning Tips & Troubleshooting

A plan is not an end unto itself, but a vehicle for reaching a destination. Many impressive-looking plans end up on a shelf gathering dust rather than being put to use. A plan is more likely to be implemented if:

- it is ambitious but realistic, achievable within the abilities and constraints of the organization. A plan that might work well for one community or organization could be a "pie in the sky" for another.

- it contains a full complement of ***clear and specific recommendations*** *for action* based on stated goals. Anyone who reviews the plan should be able to answer such questions as: What is the first step toward implementing this plan? Who is responsible for initiating that step? Who else will be involved? What equipment, training &/or technical resources are needed to take that step? What will it cost? What happens after that step is completed? **A good plan provides enough information to give a clear idea of the next step(s) and the resources (time, dollars, people) needed to take that step**.

- it is used to develop annual work plans. Ideally, annual work plans are developed from both strategic and management plans. Prior to the start of a new year, establish a calendar of tasks based on recommendations in the strategic and management plans.

- it has a broad support base. Avoid the temptation to include only tree enthusiasts or insiders in the planning process. Identify and include all affected parties and adversaries.

- plan development is a team effort. Regardless who prepares the plan; everyone who will be involved in its implementation should thoroughly review all drafts and provide objective input. The DNR Urban Forestry Coordinator serving your region is available to review and comment on drafts.

- plenty of time is allowed for plan development and review. Anticipate revisions, setting interim deadlines as needed. Regardless who prepares the plan; it is unlikely that a first draft, or even a second, will fully address your planning needs.

- your community's elected officials are made aware of your planning effort. Their interest and support will help ensure integration with the plans and activities of other municipal departments and will increase the likelihood of plan implementation.

- someone is given responsibility for overall plan development, implementation and evaluation. To help ensure thoroughness and continuity, responsibility is best given to someone with the time and interest to give the plan the attention it deserves.

If a consultant will be preparing your plan, be sure to request a copy of "Guidelines for Working with Consultants on Urban Forestry Grant Projects" from the Urban Forestry Coordinator serving your region

Minimum Requirements for Grant Funded Urban Forestry Strategic Plans

Sponsor of Plan: _____ Project Number: _____

___ 1. statement of purpose and scope of plan

___ 2. urban forestry background, current situation & key issues; overview of needs

___ 3. long-term goals for shaping program direction, priorities & policies; must address, at a minimum: *tree resource*, *program administration*, & *tree awareness & program support needs*

___ 4. proposed strategies (actions, tasks) to accomplish *tree resource* goals (i.e., a broad range of recommendations detailing how to establish, provide &/or develop such things as: urban forest management plans; hazard tree management plans; tree health care plans; greenway &/or land use plans; ecosystem management guidelines; tree inventories; technical standards & specifications; design standards; stocking & phasing objectives; species/site criteria; maintenance cycles & priorities; tree protection policy; tree removal criteria; etc.)

___ 5. proposed strategies to accomplish *program administration* goals & objectives (i.e., a broad range of recommendations detailing how to establish, provide &/or develop such things as: funding sources; program budgets; staffing & staff training; tree board &/or other program volunteers; ordinances; policy & procedures for equipment procurement & disposal, contractual services, permits &/or licenses, public & worker safety, tree work documentation, accomplishment reporting & program evaluation, assessing & collecting tree damages, handling citizen requests, emergency response, abatement of public & private tree hazards, hardscape conflict resolution, wood waste utilization, etc.)

___ 6. proposed strategies to accomplish *tree awareness & program support* goals & objectives (i.e., a broad range of recommendations detailing how to establish, provide &/or develop such things as: I&E programs for homeowners, schools, organizations, targeted populations or neighborhoods; Arbor Day & other awareness opportunities; TCUSA participation; recognition &/or awards programs; news media relationships; inter- and intra-departmental cooperation; communications &/or partnerships with utilities, real estate developers & builders, business community, green industry, DOT, etc; program promotion & publicity; political support; sources of technical assistance; etc.)

___ 7. implementation schedule of all activities; must include:
   a. priorities
   b. who is responsible for each activity
   c. target dates for completing each activity
   d. projected costs
   e. funding sources, as appropriate

___ 8. mechanism for evaluating & updating plan (i.e., who, when & how?)

___ 9. plan fluent, functional, technically sound & appropriate to needs of community

___ 10. funding credit statement

FOR DEPARTMENT USE ONLY

___ **REVISION REQUIRED**; letter to sponsor _____
(date)

___ **PLAN APPROVED** _____ by: _____
(date) (signature)

comments _____

_____

_____

_____

Minimum Requirements for Grant Funded Urban Forest Management Plans

Sponsor of Plan: _____Project Number: _____

___ 1. statement of purpose and scope of plan
___ 2. assessment of tree resource, program administration and public awareness needs; assessment must be sufficiently detailed to provide a basis for management goals & activities for the duration of the planning period; inventory documentation (or comparable data) must be included in the appendix
___ 3. management goals based on needs assessment
___ 4. proposed activities (strategies, actions, tasks) to accomplish management goals; must address planting, pruning, other maintenance & removal needs identified through inventory summary and analysis, to include:

- prioritized planting locations (by location, land use or other parameter)
- site assessment for planting locations (e.g., physical characteristics & limitations; proposed site modifications; tree placement/siting considerations; species & size considerations; site-specific tree protection measures
- prioritized pruning by location & type of pruning (e.g., safety, training, maintenance, routine)
- prioritized inspections & miscellaneous maintenance by type & location, as appropriate (e.g., re-inventory; hazard tree inspections; transplant survival checks; insect & disease monitoring & treatment; fertilizing; soil treatment; root treatment; grass/weed control; cabling/bracing; supplemental watering; removing stakes, ties & wrap; mulching)
- prioritized tree & stump removal (by degree of hazard, species, size, location, land use or similar parameter); tree replacement or site restoration
- pest management, to include ash management consistent with *Reducing the Impact of Emerald Ash Borer: Guidelines for Managing Ash in Wisconsin's Urban Forests*; see http://dnr.wi.gov/forestry/UF/pdf/ManagingUrbanAsh8-3-10.pdf.

Note: Ash management recommendations are intended to complement, not preclude or replace, EAB readiness/response plans.

___ 5. recommendations for administrative activities to support planting, pruning, other maintenance & removals, to include:
staffing needs (e.g., how many, type of position, contract vs. staff, training needs)
equipment needs (e.g., what kind, how many, where/how to obtain)
wood residue utilization (if no policy already exists)

___ 6. implementation schedule of all activities for at least 5 years; must include:
who is responsible for each activity
target dates for each activity
projected costs
funding sources, as appropriate

___ 7. mechanism for evaluating & updating plan (i.e., who, when & how?)
___ 8. plan fluent, functional, technically sound & appropriate to needs of community
___ 9. funding credit statement

- - - -

STATE OF WISCONSIN **CITY OF PEWAUKEE** **WAUKESHA COUNTY**

RESOLUTION NO. 21-09-32

RESOLUTION ACKNOWLEDGING THE DIRECTOR OF PUBLIC WORKS/CITY ENGINEER AS AUTHORIZED REPRESENTATIVE FOR THE CITY OF PEWAUKEE URBAN FORESTRY GRANT AND URBAN FORESTRY CATASTROPHIC STORM GRANT PROGRAMS

WHEREAS, the City of Pewaukee, Waukesha County, Wisconsin (the" City") owns trees within public right of ways and municipally owned lands; and

WHEAREAS, the City is interested in obtaining a cost-share grant from Wisconsin Department of Natural Resources for the purpose of funding urban and community forestry projects or urban forestry catastrophic storm projects specified in §23.097(1g) and (1r), Wisconsin Statutes; and

WHEREAS; the City attests to the validity and veracity of the statements and representations contained in the grant application; and

WHEREAS; the City requests a grant agreement to carry out the project;

NOW, THEREFORE, BE IT RESOLVED, the City of Pewaukee will comply with all local, state, and federal rules, regulations, and ordinances relating to this project and the cost-share agreement;

BE IT FURTHER RESOLVED, the City will budget a sum sufficient to fully and satisfactorily complete the project and hereby authorizes and empowers the Director of Public Works/City Engineer, its employee, to act on its behalf to:

1. Sign and submit the grant application
2. Sign a grant agreement between the City and the DNR
3. Submit interim and/or final reports to the DNR to satisfy the grant agreement
4. Submit grant reimbursement request to the DNR
5. Sign and submit other required documentation.

Adopted this 13th day of September 2021.

CITY OF PEWAUKEE

_____

ATTEST: Steve Bierce, Mayor

_____

Kelly Tarczewski, City Clerk

CITY OF PEWAUKEE
COMMON COUNCIL AGENDA ITEM 7.

DATE: September 13, 2021

DEPARTMENT: Public Works

PROVIDED BY: Magdelene Wagner

SUBJECT:

Discussion and Possible Action Regarding Woodleaf Reserve Phase 5 Development Early Grading Agreement and Guarantee [Wagner]

BACKGROUND:

The Woodleaf Reserve Phase 5 Subdivision Development is seeking to move forward with a grading and fill agreement prior to starting their development. The development needs a large amount of fill which the owners have been able to secure ahead of the full development approval. As such, they would like to grade and fill the site prior to the start of the construction of the development.

The agreement needs the Developer to post a guarantee in the form of a cash deposit or letter of credit. We recommend this value be established in the amount of $701,623.68 in a form as approved by the City Attorney. This value is 20% above their anticipated costs per our ordinance.

FINANCIAL IMPACT:

The work is guaranteed by the Developer so there are no costs to the City at this time.

RECOMMENDED MOTION:

Common Council approve the grading agreement and the value of the guarantee at $701,623.68 contingent on City Engineer and City Attorney approvals.

ATTACHMENTS:

Description

Draft Grading Agreement - Woodleaf 5

Letter of credit value justification

Wagner, Magdelene

From: Joe A Bukovich <jbukovich@pointre.com>
Sent: Friday, September 3, 2021 11:12 AM
To: Wagner, Magdelene
Cc: 'WolfK@korndoerferhomes.com'; 'Mike Kaerek (mikekaerek@kaerekhomes.com)'; 'Dave Tanner (davidt@korndoerferhomes.com)'
Subject: Woodleaf V Grading and Stockpiling Agreement
Attachments: Woodleaf 5 City Grading Stockpiling Agreement 9-3-21 Clean.pdf; Woodleaf 5 City Grading Stockpiling Agreement 9-3-21.doc; 1611_001.pdf

Good Morning Maggie,

Attached is a clean pdf copy and a redline Word version of the Woodleaf Preserve Phase V Grading and Stockpiling of Fill Material Agreement for your review. Also attached is a highlighted copy of Super Western's grading and erosion control bid identifying the items that were included in the Surety. Please note that raSmith is currently working on the legal description of the Property, I will forward you a copy once it is complete.

Please include the review and approval of the Agreement on the September 13th Common Council agenda and let me know if you have any questions or concerns regarding this submittal.

Thank you,
Joe

Joseph A. Bukovich, P.E.
Vice President Development
Point Real Estate
19000 W. Bluemound Road
Brookfield, WI 53045
(262) 424-5997 (mobile)
(414) 908-9157 (fax)
www.PointRE.com

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WOODLEAF PHASE 5

Super Western, Inc

N59 W14601 Bobolink Avenue
Menomonee Falls, WI 53051
Contact: **JOSH REGENT-SMITH**
Phone: **262-252-5995**
Fax: **262-252-5397**

Quote To:

Phone:
Fax:

Job Name:
Date of Plans:
Revision Date:

ALL ITEMS TIED UNLESS A CALL IS MADE TO DISCUSS

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
5	MOBILIZATION	1.00	LS	54,950.00	54,950.00
10	TRACKING PAD	1.00	EACH	2,765.00	2,765.00
20	STRIP TOPSOIL	21,000.00	CY	3.20	67,200.00
30	CUT/FILL	33,000.00	CY	4.85	160,050.00
40	HANDLE SEWER SPOIL	15,000.00	CY	3.95	59,250.00
50	HANDLE BORROW	48,500.00	CY	3.20	155,200.00
60	SUBGRADE ROAD	1.00	LS	9,962.00	9,962.00
70	BACKFILL CURB	1.00	LS	4,196.00	4,196.00
80	SAND FOR POND BOTTOM	600.00	CY	45.25	27,150.00
90	REPLACE TOPSOIL	11,000.00	CY	3.00	33,000.00
	SUBTOTAL - GRADING PACKAGE	GRADING LOC SUBTOTAL		$500,315.00	~~$573,723.00~~
200	SILT FENCE	3,600.00	LF	1.85	6,660.00
210	ORANGE CONSTRUCTION FENCE	375.00	LF	2.65	993.75
220	DITCH CHECKS	14.00	EACH	158.00	2,212.00
230	BERM AND SWALE RESTORATION	3,400.00	SY	1.85	6,290.00
240	INLET PROTECTION	4.00	EACH	131.75	527.00
250	PERIMETER STRAW LOGS	1,500.00	LF	4.25	6,375.00
260	E-MAT CLASS I TYPE A	7,955.00	SY	1.85	14,716.75
270	SEED/FERT/MULCH LOTS	57,364.00	SY	0.60	34,418.40
280	SEED/FERT/MULCH ROW	10,375.00	SY	1.00	10,375.00
290	ISLAND RESTORATION	2.00	EACH	1,580.00	3,160.00
295	TRM MATTING	295.00	SY	7.90	2,330.50
	SUBTOTAL - EROSION CONTROL AND RESTORATION	EROSION CONTROL LOC SUBTOTAL		$84,371.40	**$88,058.40**
300	8" SANITARY	1,605.00	LF	155.00	248,775.00
305	6" SANITARY LATERALS	1,318.00	LF	135.00	177,930.00
310	6" RISERS	21.00	VF	230.00	4,830.00
315	48" SANITARY MH	155.00	VF	230.00	35,650.00
320	8" WATERMAIN	1,680.00	LF	85.00	142,800.00
325	8" GV	7.00	EACH	2,000.00	14,000.00

TOTAL LOC $584,686.40

CITY OF PEWAUKEE
COMMON COUNCIL AGENDA ITEM 8.

DATE: September 13, 2021

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Discussion and Possible Action to Approve **Resolution 21-09-29** Related to a 2021 Budget Amendment for Park & Recreation Playground Equipment [Klein]

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Resolution 21-09-29

STATE OF WISCONSIN **CITY OF PEWAUKEE** **WAUKESHA COUNTY**

RESOLUTION NO. 21-09-29

A RESOLUTION AUTHORIZING 2021 BUDGET AMENDMENT

WHEREAS, the Common Council of the City of Pewaukee adopted the 2021 Budget at their meeting held November 16, 2020; and,

WHEREAS, the 2021 Budget included Assigned Fund Balance for the future purchase of playground equipment in the amount of $150,170.00; and,

WHEREAS, the Common Council approved the use of $39,430 of assigned fund balance to use for playground improvements at South Park in their March 15, 2021 meeting; and,

NOW, THEREFORE, BE IT RESOLVED, that the Common Council of the City of Pewaukee hereby authorizes the purchase of playground improvements at South Park.

PASSED and **ADOPTED** this 7th day of September, 2021.

CITY OF PEWAUKEE

_____
Steve Bierce, Mayor

ATTEST:

_____
Kelly Tarczewski, City Clerk

CITY OF PEWAUKEE
COMMON COUNCIL AGENDA ITEM 9.

DATE: September 13, 2021

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Discussion and Possible Action to Approve **Resolution 21-09-31** Authorizing a Budget Amendment for the Purchase of a Catch Basin Trailer for the Storm Water Utility [Klein]

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Resolution 21-09-31

STATE OF WISCONSIN **CITY OF PEWAUKEE** **WAUKESHA COUNTY**

RESOLUTION NO. 21-09-31

A RESOLUTION AUTHORIZING 2021 BUDGET AMENDMENT

WHEREAS, the Common Council of the City of Pewaukee adopted the 2021 Budget at their meeting held November 16, 2020; and,

WHEREAS, the 2021 Budget included Assigned Fund Balance for the future purchase a catch basin trailer in the amount of $9,500 which was scheduled to be purchased in 2022 for $19,000; and,

WHEREAS, the vendor was going out of business so the purchase was made with a significant savings in 2021; and,

NOW, THEREFORE, BE IT RESOLVED, that the Common Council of the City of Pewaukee hereby authorizes the purchase of a catch basin trailer in 2021 in the amount of $9,863.

PASSED and **ADOPTED** this 13th day of September, 2021.

CITY OF PEWAUKEE

_____

Steve Bierce, Mayor

ATTEST:

_____

Kelly Tarczewski, City Clerk

CITY OF PEWAUKEE
COMMON COUNCIL AGENDA ITEM 10.

DATE: September 13, 2021

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Discussion and Possible Action to Approve **Resolution 21-09-30** Related to the Library Exemption [Klein]

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Resolution 21-09-30

STATE OF WISCONSIN **CITY OF PEWAUKEE** **WAUKESHA COUNTY**

RESOLUTION NO. 21-09-30

A RESOLUTION COMMITTING TO REQUIRED FUNDING FOR THE PEWAUKEE PUBLIC LIBRARY AND REQUESTING EXEMPTION FROM THE 2021 WAUKESHA COUNTY LIBRARY TAX LEVY FOR 2022 PURPOSES

WHEREAS, the Common Council of the City of Pewaukee recognizes that pursuant to §43.64, Wis. Stats. and Section 761m.43.64 (2)(c), in order for the City of Pewaukee to obtain an exemption from the Waukesha County library levy for the year 2021 for 2022 purposes, the Common Council must certify that it will expend no less than the average of the funding levels of the previous three years; and

WHEREAS, the City of Pewaukee funded the Pewaukee Public Library $812,214 in 2019, $834,012 in 2020 and $834,875 in 2021 with the average of the three years being $827,034; and

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

THEREFORE, BE IT HEREBY RESOLVED by the City of Pewaukee Common Council that it pledges to appropriate and allow the Pewaukee Public Library to expend no less than $827,034, thereby exempting the City of Pewaukee from the 2021 Waukesha County library levy for 2022 purposes.

Dated this 7th day of September 2021.

CITY OF PEWAUKEE

_____

Steve Bierce, Mayor

ATTEST:

_____

Kelly Tarczewski, Clerk/Treasurer

CITY OF PEWAUKEE
COMMON COUNCIL AGENDA ITEM 11.

DATE: September 13, 2021

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Discussion and Possible Action to Make Appoints to Various Boards, Commissions and Committees [Mayor Bierce]

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Appointment Needs

PLAN COMMISSION	Original Appointment	Current Term From	Current Term To
Doug Kiser	6/1/2020	6/1/2020	5/1/2022
Sullivan, Sean (Engineer)	9/4/2007	5/15/2017	5/1/2018
Janka, Ted	5/1/2003	5/4/2015	5/1/2018
Linsmeier, Dave (Park & Recreation Board)	4/3/2006	5/20/2019	5/1/2020
Wunder, Christine	7/1/2004	5/15/2017	5/1/2020
Bierce, Steve - Mayor	6/6/2016	4/17/2017	Indefinitely
Brown, Colleen - Alderman	8/16/2021	8/16/2021	Indefinitely

According to Section 1.03(2) of the Pewaukee Municipal Code the membership should be as follows: consisting of (7) members; the mayor (presiding officer), (1) Alderman, (1) representative from the Joint Park & Recreation Board (selected by the Park & Recreation Board) and (4) citizen members with experience and qualifications related to planning matters (1) of which needs to be a full-time City Engineer. (3) of the citizen members are to serve an alternating 3-year term. The 4th citizen engineer member, the alderman and Joint Park & Recreation Board representative shall be appointed annually in April. Citizen members are compensated.

ZONING BOARD OF APPEALS	Original Appointment	Current Term From	Current Term To
Marlin, Katie - Chairperson (appointed 1/7/2019)	7/18/2016	8/6/2018	5/1/2021
Thomas Matt	5/7/2012	5/21/2018	5/1/2021
Welcenbach, Robert	6/1/2015	5/15/2017	5/1/2020
Tredwell, Jim	2/15/2016	5/20/2019	5/1/2022
VACANCY			5/1/2022
VACANCY - Alternate			5/1/2023
VACANCY - Alternate			5/1/2022

It consists of (5) regular members. Their terms shall be for a staggered three (3) year period. The Mayor shall appoint the Chairperson. There shall also be (2) alternates for staggered three (3) year term. The Mayor shall annually designate as 1st and 2nd Alternate. The 1st alternate will fill any vacancy and complete the regular appointee's term and the 2nd alternate will fill the 1st alternate's term, leaving the 2nd alternate position need to be filled. On 1/2/2007 Ordinance 06-24 was passed revising the membership.

BOARD OF REVIEW	Original Appointment	Current Term From	Current Term To
Golombowski, Anne	4/19/2021	4/19/2021	5/1/2022
Jaschke, Jim	5/2/2011	4/5/2021	5/1/2022
Robinson, Gwenn	5/2/2011	4/5/2021	5/1/2023
Christensen, Walter	4/5/2021	4/5/2021	5/1/2023
Figurski, Joshua	8/6/2018	4/5/2021	5/1/2023
VACANCY - Alternate			5/1/2023
VACANCY - Alternate			5/1/2022

An all citizen Board of Review was established by Ordinance #06-02 on 02/06/2006.
It requires seven (7) citizen members to serve alternating two (2) year terms. Current compensation is $20 per meeting per action of the Common Council on 8/18/2003. On August 17th, 2009 Ordinance

09-13 was created, recreating section 1.08(1) of the municipal code. The Board now consists of five (5) citizen members and two (2) alternates.

FIRE COMMISSION	Original Appointment	Current Term	
		From	To
Farley, Thomas	3/2/2020	3/2/2020	5/1/2023
Goff, Bob	7/18/2011	6/1/2015	5/1/2020
Novack, Kathleen	9/15/2014	5/20/2019	5/1/2024
Wells, Larry	6/7/2021	6/7/2021	5/1/2026
Elaine Kroening	11/5/2014	5/15/2017	5/1/2022

The Fire Commission was originally part of the Police & Fire Commission that was created by *Ordinance 04-10 on 4/19/2004. With the anticipated disbanding of the Police Department on 1/1/2010 ordinance 9.21 was created and passed on 12/21/2009. The membership remains as a five (5) citizen members; each to serve an alternating 5 - year term. Compensation is $20 per meeting.*

PUBLIC WORKS COMMITTEE	Original Appointment	Current Term	
		From	To
Swan, David	8/4/2008	4/5/2021	5/1/2023
Tormey, Jeff	10/5/2015	4/5/2021	5/1/2024
Kreiter, Michael	3/15/2021	3/15/2021	5/1/2022
Bierce, Steve - Mayor	4/17/2017	4/17/2017	Indefinitely
Wamser, Jerry - Alderman	5/7/2012	6/6/2016	Indefinitely

This Committee was created by Ordinance 99-10 on 4/20/1999. It is to consist of five (5) members; the Mayor, one (1) Common Council member and three (3) citizen members. The appointments shall be made at the first regular meeting of a newly elected Council (except for the Mayor's position). No mention of compensation was noted.

JOINT LIBRARY BOARD	Original Appointment	Current Term	
		From	To
Noll, Dale	5/2/2016	5/21/2018	5/1/2021
Muchowski, Laura *(nominated by Pewaukee School District)*	2/21/2005	5/15/2017	5/1/2020
Wildman, Karen	7/15/2013	5/20/2019	5/1/2022
Clark, Ian - Alderman	6/7/2021	6/6/2021	Indefinitely
Village Resident			
Village Resident			
Village Trustee			

This Board was created by Ordinance 05-4 on 1/17/2005. The Board consists of (3) members appointed by the Village Board and (3) members appointed by the City Common Council. No more than (1) member from each municipality shall be an elected official. (1) additional member shall be a City of Pewaukee resident and shall be nominated by the Superintendent of the Pewaukee School District and appointed by the Common Council. Members shall serve a staggering 3-year term.

JOINT PARK & RECREATION BOARD	Original Appointment	Current Term	
		From	To
Majeskie, Gary	2/19/2018	5/20/2019	1/1/2022
Kaatz, Del	1/20/2003	7/20/2020	1/1/2023
Linsmeier, Dave	4/3/2006	8/6/2018	1/1/2021
Dziwulski, Brian - Alderman	7/17/2017	7/17/2017	Indefinitely
Village Resident			
Village Resident			
Village Trustee			

This Board was created by Ordinance 96-19 on 11/4/1996. The Board consists of (7) voting members and (2) non-voting ex-officio members. The breakdown of members is as follows: (1) Village Trustee, (2) Village citizens, (1) City Alderman, and (3) City residents. In addition the Administrators from the Village and City may attend meetings and take part in discussions. The terms are 3-years with appointments in January. Although no compensation was listed in the ordinance, citizen members are being paid $20 for each meeting they attend.

ETHICS BOARD	Original Appointment	Current Term	
		From	To
Farley, Tom	2/7/2008	5/15/2017	4/30/2023
Farrow, Margaret	2/7/2008	5/20/2019	4/30/2022
VACANCY			4/30/2024
VACANCY - Alternate			4/30/2024

The Ethics Board was established by Ordinance 06-16 on 9/5/2006. It consists of (3) regular citizen members and (1) alternate. Once established there will be alternating 3-year terms. There is no compensation for this position

TOURISM COMMISSION	Original Appointment	Current Term	
		From	To
Bierce, Steve - Mayor	1/1/2017	1/1/2017	Indefinitely
Wamser, Jerry - Alderman	9/19/2017	5/20/2019	9/19/2020
VACANT - Alderman	9/13/2021	9/13/2021	9/19/2021
Grosch, Ray - Alderman	9/19/2017	5/20/2019	9/19/2020
Doresey, Frank - Hotel Representative	10/15/18	5/20/2019	9/19/2020

Created by Ordinance 16-22 on September 19, 2016. It is to consist of the Mayor and (3) Alderman and (1) member who shall represent the Wisconsin hotel & motel industry. Commissioners shall serve for a one-year term. Among the members they shall elect a chairperson, vice-chairperson and secretary.

FINANCE COMMITTEE	Original Appointment	Current Term	
		From	To
Dziwulski, Brian - Alderman	9/7/2021	9/7/2021	Indefinitely
Brown, Colleen - Alderman	5/6/2013	6/6/2016	Indefinitely
VACANT			Indefinitely
Klein, Scott - Administrator	1/1/2017	1/1/2017	Indefinitely

Created by Ordinance 09-02 on January 19th, 2009. The Committee shall consist of the following: Two (2) Common Council Members & the City Administrator. The appointments are to be made by the first regular meeting of the newly elected Council. The Mayor shall designate the chairman and secretary of the committee. On November 16th, 2009 it was revised by Ordinance 09-18 to add one (1) resident preferably with a financial background and Administrator as staff representative.

EMPLOYEE SERVICES COMMITTEE	Original Appointment	Current Term	
		From	To
VACANT - Alderman			Indefinitely
Grosch, Ray - Alderman	6/6/2016	6/6/2016	Indefinitely
Woldanski, Kelley - Director of People & Culture	1/19/2009	1/19/2009	Indefinitely

The Human Resource Committee was created by Ordinance 09-02 on January 19th, 2009. The Committee shall consist of the following: Two (2) Common Council Members & the Human Resource Director. The appointments are to be made at the first meeting of the newly elected Council. The Mayor shall designate the Chairman and Secretary of the Committee. Revised on November 16th, 2009 by Ordinance 09-18 to name the HR Director as staff representative. On 4/22/2019 via an email received by the Administrator, the Human Resource Director title changed to Director of People & Culture and the HR Department will be known as Employee Services.

PEWAUKEE LAKE PATROL ADVISORY COMMITTEE	Original Appointment	Current Term	
		From	To
Heier, Timothy - Police Chief	5/1/2019		
Twelmeyer, Lucas - Sergeant			
Heyrman, Greg Sergeant			
Clark, Ian - City of Pewaukee Alderman	6/21/2021	6/21/2021	Indefinitely
Van Horn, Pete - Town of Delafield - Supervisor			
Hill, Ed - Village of Pewaukee - Trustee			
Koepp, Thomas - Lake Pewaukee Sanitary District	5/2/2011	5/2/2011	Indefinitely

Created upon discussion at the Common Council meeting on 2/2/2009. A termination needs to be made on the make-up of committee members and the purpose of the group. Town of Delafield has different opinion on the appointment of Thomas Koepp and doesn't believe he belongs on the committee. Whereas we wanted someone from the LPSD to serve on the committee for times when the water levels were too high to help determine safety.

BIKE & PEDESTRIAN PATH PLANNING COMMITTEE	Original Appointment	Current Term	
		From	To
Grosch, Ray - Alderman	3/6/2017	3/6/2017	Indefinitely
Blackwood, Jim	9/19/2016	9/19/2016	Indefinitely
Pascucci, Greg	8/6/2018	8/6/2018	Indefinitely
Ford, Ross	9/19/2016	9/19/2016	Indefinitely
Vitale, John	9/19/2016	9/19/2016	Indefinitely
Long, Courtney (Village Resident)			Indefinitely

After safety concerns were voiced from several area parents. The Committee was created at the Common Council meeting dated August 15, 2016. Alderman Bierce volunteered to head the committee.

RESIDENCE BOARD	Original Appointment	Current Term	
		From	To
Wagner, K. Scott - District #1	8/6/2018	5/20/2019	5/1/2024
Tuttle, Debra - District #2	8/6/2018	8/6/2018	5/1/2021
VACANCY - District #3			5/1/2023

Created by Ordinance 18-01 Approved on January 15, 2018. The Board shall consist of three (3) citizens residing in the City one (1) from each Aldermanic District. Members shall serve for a term of five (5) years and shall serve no more than two (2) consecutive terms. The terms for the initial members of the Residence Board shall be staggered with one member serving one (1) year, a second member serving three (3) years and the third member serving five (5) years.

CITY OF PEWAUKEE
COMMON COUNCIL AGENDA ITEM 12.

DATE: September 13, 2021

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Discussion and Possible Action to Set the 2021 Trick or Treat Hours [Mayor Bierce]

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

2021 October Calendar

OCTOBER 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3 Packers vs. Steelers 3:25 p.m.	4 **Common Council Meeting** *6:30 p.m.*	5	6	7	8	9
10 Packers vs. Bengals 12:00 p.m.	11	12 **Court** *7:30 a.m.*	13 **Joint Park & Recreation Meeting** *7:00 p.m.*	14	15	16
17 Packers vs. Bears 12:00 p.m.	18 **Common Council Meeting** 6:30 *p.m.*	19	20 **Joint Library Board Meeting** *6:30 p.m.*	21 **Plan Commission Meeting** *7:00 p.m.*	22	23
24 Packers vs. Washington 12:00 p.m.	25	26 **Court** *7:30 a.m.*	27	28 Packers vs. Cardinals 7:20 p.m.	29	30
31 **Happy Halloween** 						

CITY OF PEWAUKEE
COMMON COUNCIL AGENDA ITEM 13.

DATE: September 13, 2021

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Discussion and Possible Action to Set the 2022 Budget Schedule [Klein]

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Proposed Calendar

SEPTEMBER 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6 **LABOR DAY** **Offices Closed**	7 **Common Council Meeting** 6:30 *p.m.*	8 **Joint Park & Recreation Meeting** *7:00 p.m.*	9	10	11
12	13 **Common Council Meeting** 6:30 *p.m.*	14 **Court** *7:30 a.m.* Staff to Meet w/ Mayor & Admin	15 **Joint Library Board Meeting** *6:30 p.m.*	16 **Plan Commission Meeting** *6:00 p.m.*	17	18
19 Finance Meeting & Tourism	20 **Common Council Meeting** 6:30 *p.m.*	21	22	23	24	25
26	27	28 **Court** *7:30 a.m.* **SPECIAL ELECTION**	29	30		

OCTOBER 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4 **Common Council Meeting** 6:30 *p.m.*	5	6	7	8	9
10	11 **Budget Workshop Meeting** 6:30 *p.m.*	12 **Court** *7:30 a.m.*	13 **Joint Park & Recreation Meeting** *7:00 p.m.*	14	15	16
17	18 **Common Council Meeting** 6:30 *p.m.*	19	20 **Joint Library Board Meeting** *6:30 p.m.*	21 **Plan Commission Meeting** *6:00 p.m.*	22	23
24	25 **Budget Workshop Meeting** 6:30 *p.m.* *If Needed*	26 **Court** *7:30 a.m.*	27	28 **Packers Game** *7:20 p.m.*	29	30 *Publish Public Hearing Notice*
31 **HALLOWEEN**						

NOVEMBER 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 **Common Council Meeting** 6:30 *p.m.*	2	3	4	5	6
7	8	9 **Court** *7:30 a.m.*	10 **Joint Park & Recreation Meeting** *7:00 p.m.*	11 **VETERANS DAY**	12	13
14	15 **Budget Public Hearing** **Common Council Meeting** 6:30 *p.m.*	16	17 **Joint Library Board Meeting** *6:30 p.m.*	18 **Plan Commission Meeting** *6:00 p.m.*	19	20
21	22	23 **Court** *7:30 a.m.*	24	25 **THANKSGIVING** Offices Closed	26 **THANKSGIVING** Offices Closed	27
28	29	30				

CITY OF PEWAUKEE
COMMON COUNCIL AGENDA ITEM 14.

DATE: September 13, 2021

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Discussion and Possible Action to Adjust the Start Time of the September 20th, 2021 Common Council Meeting Due to the Packers vs. Lions Game [Mayor Bierce]

BACKGROUND:

WEEK 2 · Mon 09/20 · 7:15 PM CDT

Detroit Lions

FINANCIAL IMPACT:

RECOMMENDED MOTION: