



Office of the Clerk/Treasurer

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

**COMMON COUNCIL
MEETING NOTICE AND AGENDA
Monday, February 19, 2018
7:00 PM**

Common Council Chambers ~ Pewaukee City Hall
W240 N3065 Pewaukee Road, Pewaukee, WI 53072

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1. Call to Order and Pledge of Allegiance
 2. Public Comment - Please limit your comments to 2 minutes, if further time for discussion is needed please contact your local Alderperson prior to the meeting.
 3. Consent Agenda
 - 3.1 Approval of Common Council Meeting Minutes Dated February 5, 2018
 - 3.2 Approval of Accounts Payable Summaries
 - 3.3 Concur with the Human Resources Committee Recommendation (2/14/2018) to Approve Changing the Utility Billing Specialist Position from Eighty-Percent to Full-Time
 4. Discussion and Possible Action Regarding the 2nd Annual Car Show at Point Burger Bar Located at W229 N1400 Westwood Drive from May 23rd, 2018 to September 5th, 2018 and Possibly Reducing the Special Event Fee.
 5. Discussion and Possible Action to Establish the 2018 Residential Paving Cap [Weigel]
 6. Discussion and Possible Action Regarding Preliminary **Resolution 18-02-05** Declaring Intent to Exercise Special Assessment Powers Authorizing the Construction of Roundy's Industrial Park Phase II and Pewaukee Business Center Area Rehabilitation and Related Facilities Under Section 66.0703, Wisconsin Statutes [Weigel/Wagner]
 7. Discussion and Possible Action Regarding Preliminary **Resolution 18-02-06** Declaring Intent to Exercise Special Assessment Powers Authorizing the Construction of Steeplechase Phase I Subdivision Pavement Reconditioning and Related Facilities Under Section 66.0703, Wisconsin Statutes [Weigel/Wagner]
 8. Discussion and Possible Action Regarding **Ordinance 18-02** Related to the Zoning Board of Appeals *First Reading* [Woldanski]
 9. Pewaukee Sports Complex
 - 9.1 Update and review of development thus far and plans for 2018.
 - 9.2 Discussion and action regarding the approval to hire Wellspring Construction Group to assist with bidding and construction oversight of the two concession stands.
 - 9.3 Discussion and action regarding the recommendation of the Joint Parks and Recreation Board to approve hiring AFFIRM to create marketing pieces for a capital fundraising

campaign to be paid from the Sports Complex Fund.

10. Discussion and Possible Action to Appoint Gary Majeskie to the Joint Park & Recreation Board [Mayor Bierce]
11. Discussion and Possible Action Regarding **Resolution 18-02-01** Related to the Personal Property Palpable Error for QRS Group Previously Located at W238 N4719 Woods Edge Drive (Q004) and Rescind \$183.55 in Taxes [Tarczewski]
12. Discussion and Possible Action Regarding **Resolution 18-02-02** Related to the Personal Property Palpable Error of Blackhawk Industries Previously Located at N16W23390 Stoneridge Drive Suite B (P305) and Rescind \$639.86 in Taxes [Tarczewski]
13. Discussion and Possible Action Regarding **Resolution 18-02-04** Related to the Personal Property Palpable Error for Flagship Sails RX, LLC (PWC F450) Previously Located at N19W24400 Riverwood Drive and Rescind \$32.21 in Taxes [Tarczewski]
14. Public Comment - Please limit your comments to 2 minutes, if further time for discussion is needed please contact your local Alderperson prior to the meeting.
15. Adjournment

Kelly Tarczewski
Clerk/Treasurer

February 16, 2018

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: February 19, 2018

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Approval of Common Council Meeting Minutes Dated February 5, 2018

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

**CITY OF PEWAUKEE
COMMON COUNCIL AGENDA ITEM 3.2**

DATE: February 19, 2018

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Approval of Accounts Payable Summaries

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

AP Summaries - 2017

AP Summaries - 2018

AP Summaries - A

ACCOUNTS PAYABLE FEBRUARY 19, 2018			
2017 BILLS			
Vendor Name	Document Date	Document Amount	Transaction Description
ADVANCED DISPOSAL	12/31/2017	\$ 2,241.83	HI EXCHANGE
AECOM	1/3/2018	\$ 797.61	EN STORM WATER SERVICES
AECOM	1/17/2018	\$ 2,075.26	EN STORM WATER
AURORA HEALTH CARE	1/28/2018	\$ 50.00	HR EXAMS
BRANDENBERG ELECTRIC	2/8/2018	\$ 300.00	IT SECURITY CAMERA
BUELOW VETTEER BUIKEMA OLSON & VLIET, LLC	1/12/2018	\$ 1,222.00	HR GENERAL LABOR
ELECTION SYSTEMS & SOFTWARE	6/15/2017	\$ 187.91	CT ELECTION MAINT, LICENSE
GIFTS GALORE	3/28/2017	\$ 238.00	PR EASTER ITEMS
HALQUIST STONE	9/18/2017	\$ 63.18	HI STONE
JOHN'S DISPOSAL SERVICE	2/9/2018	\$ 34,908.29	EN ADJUSTED COLLECTION FEES
LAKE COUNTRY MARINE	1/15/2018	\$ 1,700.00	PR INSTALL PIER
LAKE COUNTRY MARINE	1/15/2018	\$ 1,700.00	PR REMOVE PIER
PROFESSIONAL SERVICE INDUSTRIES	1/31/2018	\$ 13,345.00	EN SOIL BORINGS, LAB TESTING
RUEKERT & MIELKE, INC.	1/12/2018	\$ 868.32	EN PROFESSIONAL SERVICES
RUEKERT & MIELKE, INC.	10/26/2017	\$ 1,558.92	EN PROFESSIONAL SERVICES
RUEKERT & MIELKE, INC.	1/12/2018	\$ 3,701.10	EN PROFESSIONAL SERVICES
RUEKERT & MIELKE, INC.	1/12/2018	\$ 180.32	EN STORM DEV
RUEKERT & MIELKE, INC.	1/12/2018	\$ 285.71	EN STORM DEV
RUEKERT & MIELKE, INC.	1/12/2018	\$ 181.48	EN STORM DEV
RUEKERT & MIELKE, INC.	1/12/2018	\$ 8,168.96	EN STORM DEV
RUEKERT & MIELKE, INC.	1/12/2018	\$ 578.50	EN PROFESSIONAL SERVICES
RUEKERT & MIELKE, INC.	1/12/2018	\$ 114.73	EN PROFESSIONAL SERVICES
RUEKERT & MIELKE, INC.	12/15/2017	\$ 327.50	EN PROFESSIONAL SERVICES
RUEKERT & MIELKE, INC.	1/12/2018	\$ 1,142.07	EN PROFESIONAL SERVICES
RUEKERT & MIELKE, INC.	12/15/2017	\$ 881.50	EN PROFESSIONAL SERVICES
RUEKERT & MIELKE, INC.	1/12/2018	\$ 5,937.02	EN PROFESSIONAL SERVICES
RUEKERT & MIELKE, INC.	1/12/2018	\$ 227.25	EN PROFESIONAL SERVICES
RUEKERT & MIELKE, INC.	1/12/2018	\$ 2,958.00	EN PROFESSIONAL SERVICES
RUEKERT & MIELKE, INC.	1/12/2018	\$ 1,448.00	EN PROFESSIONAL SERVICES
RUEKERT & MIELKE, INC.	1/12/2018	\$ 887.60	EN PROFESSIONAL SERVICES
RUEKERT & MIELKE, INC.	1/12/2018	\$ 1,419.64	EN PROFESSIONAL SERVICES
RUEKERT & MIELKE, INC.	1/12/2018	\$ 362.00	EN PROFESSIONAL SERVICES
RUEKERT & MIELKE, INC.	1/12/2018	\$ 1,627.00	EN PROFESSIONAL SERVICES
STANTEC	1/12/2018	\$ 295.50	EN CONSULTING SERVICES
WAUKESHA CO TREASURER	1/23/2018	\$ 1,684.08	EN COMPOSTING PROGRAM
WAUKESHA CO TREASURER	1/23/2018	\$ 1,638.89	EN MUNICIPAL COST SHARE
WAUKESHA CO TREASURER	12/31/2017	\$ 2,091.00	HI BRINE
WAUKESHA CO TREASURER	12/31/2017	\$ 9,371.63	AD OVERTIME
WAUKESHA CO TREASURER	12/31/2017	\$ 2,377.88	AD OVERTIME POLICE
WAUKESHA CO TREASURER	12/31/2017	\$ 6,943.09	AD FACE, NARRATIVE SHEETS
	TOTAL	\$ 116,086.77	

ACCOUNTS PAYABLE FEBRUARY 19, 2018			
2018 Bills			
Vendor Name	Document Date	Document Amount	Transaction Description
AECOM	1/17/2018	\$ 4,757.80	EN STORM WATER SUPPORT
ASSOCIATED APPRAISAL	1/1/2018	\$ 1,154.00	CT PROFESSIONAL SERVICES
AUTOMOTIVE PARTS & EQUIPMENT	1/20/2018	\$ 46.75	FD HALOGEN CAPSULE
BARTHEL, PAUL & JANET	2/5/2018	\$ 2,249.45	CT TAX REFUND
BOUCHER CHEVROLET	1/12/2018	\$ 467.91	FD AUTO REPAIR
BOUNDTREE MEDICAL	1/15/2018	\$ 215.79	FD EMS SUPPLIES
BOUNDTREE MEDICAL	1/15/2018	\$ 118.99	FD EMS SUPPLIES
BOUNDTREE MEDICAL	1/17/2018	\$ 118.99	FD EMS SUPPLIES
BRAGLIA, ANTHONY	2/5/2018	\$ 16.00	CT TAX REFUND
BUSKE, EILEEN	2/5/2018	\$ 2,113.61	CT TAX REFUND
CARLETON, MATTHEW & NATALIE	2/5/2018	\$ 273.35	CT TAX REFUND
COOPMAN, THOMAS	1/15/2018	\$ 119.12	CT LOTTERY CR REFUND
CORELOGIC, INC	2/5/2018	\$ 2,811.25	CT TAX REFUND
DIVERSIFIED BENEFIT SERVICES	1/17/2018	\$ 242.00	CT FLEX SPENDING
FILLINGER, RYAN & LINDSAY	2/5/2018	\$ 201.46	CT TAX REFUND
FIRST AYD	1/16/2018	\$ 1,021.50	FD STATION SUPPLIES
G&K SERVICES	1/22/2018	\$ 60.78	FD MATS
INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS	12/18/2017	\$ 160.00	CT MEMBERSHIP
JACOBSON, TEDD	2/5/2018	\$ 101.59	CT TAX REFUND
KANAKASABAI, PUGAZHENDHI & JAMBULINGAM, GOMATHI	2/5/2018	\$ 101.76	CT TAX REFUND
KROPSKI, RICHARD & LINDA	2/5/2018	\$ 259.09	CT TAX REFUND
LAKE COUNTRY FIRE & RESCUE	1/22/2018	\$ 95.00	FD EMT REFRESHER
LAPP, ADAM	2/5/2018	\$ 252.80	CT TAX REFUND
LEAGUE OF WI MUNICIPALITIES	1/1/2018	\$ 6,936.50	CT RENEWAL
LONIELLO, PEGGY	2/5/2018	\$ 28.47	CT TAX REFUND
MALEHORN, BRAD	2/5/2018	\$ 247.09	CT TAX REFUND
MARRERO, LUIS JR & BUCHMEIER MARRERO, ROBIN	2/5/2018	\$ 40.00	CT TAX REFUND
MATTHEWS INTERNATIONAL	1/16/2018	\$ 274.19	CT BRONZE PLAQUE
MUNICIPAL TREASURERS ASSOC. OF WI	1/1/2018	\$ 55.00	CT DUES
MUNICIPAL TREASURERS ASSOC. OF WI	1/1/2018	\$ 55.00	CT DUES
MUNICIPAL TREASURERS ASSOC. OF WI	2/5/2017	\$ 120.00	CT CONFERENCE
MUNICIPAL TREASURERS ASSOC. OF WI	2/5/2017	\$ 120.00	CT CONFERENCE
OFFICE DEPOT	1/23/2018	\$ 62.54	CT TISSUE
OFFICE DEPOT	1/25/2018	\$ 93.39	CT TOWELS
OFFICE DEPOT	1/16/2018	\$ 139.68	CT BINDERS
OFFICE DEPOT	1/16/2018	\$ 4.97	CT TAPE
OFFICE DEPOT	1/22/2018	\$ 152.80	PL BINDE4RS
PAUL CONWAY SHIELDS	1/16/2017	\$ 533.00	FD FLASHLIGHT CARABINER
POSITIVELY PEWAUKEE	1/19/2018	\$ 30,000.00	CT ADVERTISING, PRINTING
RECYCLE TECHNOLOGIES, INC	1/15/2018	\$ 58.10	CT BULBS

ACCOUNTS PAYABLE FEBRUARY 19, 2018			
2018 Bills			
Vendor Name	Document Date	Document Amount	Transaction Description
RELIANT FIRE APPARATUS	1/17/2018	\$ 36.34	FD WELDON
RZUTKIEWICZ, CHARLES & TRACI	2/5/2018	\$ 109.59	CT TAX REFUND
SALLMANN, JOHN & DIANA	2/5/2018	\$ 2,764.21	CT TAX REFUND
STILL RIVER HOLDING CO LLC	2/5/2018	\$ 820.89	CT TAX REFUND
STILL RIVER HOLDING CO LLC	2/5/2018	\$ 898.69	CT TAX REFUND
ULM, JOSEPH & CHRISTINA	2/5/2018	\$ 9.22	CT TAX REFUND
VERIZON	1/12/2018	\$ 265.55	FD AIR CARDS
VERIZON	1/12/2018	\$ 37.92	FD PHONE BILL
WAUKESHA CO TREASURER	1/15/2018	\$ 3,159.50	CT ELECTION EQUIPMENT
WAUKESHA CO TREASURER	1/16/2018	\$ 198,302.52	AD POLICE SERVICES
WAUKESHA CO TREASURER	1/16/2018	\$ 198,302.52	AD MUNICIPAL PATROL
WI DEPT OF JUSTICE-TIME	1/10/2018	\$ 150.00	PS TIME ACCESS CHARGE
	TOTAL	\$ 460,736.67	

ACCOUNTS PAYABLE FEBRUARY 19, 2018			
Vendor Name	Document Date	Document Amount	Transaction Description
AILCO EQUIPMENT FINANCE GROUP	2/1/2018	\$ 412.00	IT PLOTTER LEASE
AIRGAS	1/23/2018	\$ 67.78	FD OXYGEN
AIRGAS	1/31/2018	\$ 92.77	FD OXYGEN
AIRGAS	1/31/2018	\$ 137.75	FD OXYGEN
ALPHA OMEGA CLEANING, INC.	2/1/2018	\$ 130.00	PR JANITORIAL SERVICES
ANDERSON, BRIAN	1/29/2018	\$ 319.35	HI TOOL ALLOWANCE
ARAMARK	1/11/2018	\$ 67.25	HI SHOP TOWELS, UNIFORMS
ARAMARK	2/8/2018	\$ 66.39	HI SHOP TOWELS, UNIFORMS
ARAMARK	1/4/2018	\$ 68.63	HI SHOP TOWELS, UNIFORMS
ARAMARK	2/1/2018	\$ 72.37	HI SHOP TOWELS, UNIFORMS
ARAMARK	1/25/2018	\$ 66.39	HI SHOP TOWELS, UNIFORMS
ARAMARK	1/18/2018	\$ 68.23	HI SHOP TOWELS, UNIFORMS
ARROW TERMINAL, LLC	1/17/2018	\$ 207.29	HI PARTS
ASSESSMENT TECHNOLOGIES LLC	2/7/2018	\$ 1,206.72	IT WEB PUBLISHING
ASSESSMENTS USA	1/5/2018	\$ 550.00	HR SURVEY
ASSESSMENTS USA	1/16/2018	\$ 956.00	HR SURVEY
AT&T CAROL STREAM IL	1/10/2018	\$ 218.07	CT PHONE BILL
AUTOMOTIVE PARTS & EQUIPMENT	2/5/2018	\$ 13.68	FD BLADE
AUTOMOTIVE PARTS & EQUIPMENT	2/7/2018	\$ 33.41	FD WIPER BLADES
AUTOMOTIVE PARTS & EQUIPMENT	1/25/2018	\$ 15.96	FD WINDSHIELD WASHER
AUTOMOTIVE PARTS & EQUIPMENT	1/4/2018	\$ 36.76	HI PARTS
BARTLETT, SCOTT	1/22/2018	\$ 125.00	HI BOOTS
BOUCHER CADILLAC GMC OF WAUK	11/17/2017	\$ 97.99	PR OIL CHANGE, FILTER
BOUNDTREE MEDICAL	1/29/2018	\$ 294.43	FD EMS SUPPLIES
BOUNDTREE MEDICAL	1/23/2018	\$ 374.83	FD EMS SUPPLIES
BOUNDTREE MEDICAL	2/5/2018	\$ 37.74	FD EMS SUPPLIES
BREITBACH RASHID, PATTI	1/31/2018	\$ 240.00	PR CONTRACTED EMPLOYEE
BUMPER TO BUMPER HARTLAND	1/22/2018	\$ 114.74	PR BELT, PULLEY
BURKE TRUCK & EQUIPMENT	1/3/2018	\$ 40,099.00	HI PATROL TRUCK
BURKE TRUCK & EQUIPMENT	1/30/2018	\$ 13.16	HI TEE
BURKE TRUCK & EQUIPMENT	1/25/2018	\$ 1,926.89	HI PARTS
BURKE TRUCK & EQUIPMENT	1/24/2018	\$ 1,728.82	HI PUMP, SENSOR,
BURKE TRUCK & EQUIPMENT	1/12/2018	\$ 1,139.28	HI SEAL, MOTOR
CINTAS FIRST AID	1/3/2018	\$ 96.00	HI FIRST AID CABINET
CINTAS FIRST AID	1/29/2018	\$ 118.07	HI FIRST AID SUPPLIES
CIVICPLUS	2/12/2018	\$ 5,596.35	IT WEBSITE HOSTING
CJ & ASSOCIATES, INC.	1/30/2018	\$ 3,573.00	EN LATERAL FILE

ACCOUNTS PAYABLE FEBRUARY 19, 2018			
Vendor Name	Document Date	Document Amount	Transaction Description
COMPASS MINERAL	1/26/2018	\$ 12,020.89	HI SALT
COMPASS MINERAL	1/25/2018	\$ 18,446.61	HI SALT
COMPASS MINERAL	1/23/2018	\$ 12,449.80	HI SALT
COREY OIL	2/1/2018	\$ 5,720.84	HI DIESEL, GAS
DAN PLAUTZ CLEANING SERVICE	1/15/2018	\$ 2,383.50	HR CLEANING
DIVERSIFIED BENEFIT SERVICES	2/2/2018	\$ 303.63	CT HEALTH REIMBURSEMENT
DWYER, CHARLIE	2/12/2018	\$ 136.25	BI MILEAGE
EHLERS & ASSOCIATES, INC	1/8/2018	\$ 3,300.00	CT DISCLOSURE FEE
ELLIOTT ACE HARDWARE	1/19/2018	\$ 3.00	FD HARDWARE, FASTENERS
ELLIOTT ACE HARDWARE	1/9/2018	\$ (2.00)	FD CREDIT
ELLIOTT ACE HARDWARE	1/4/2018	\$ 32.26	FD LUBE, COUPLER
ELLIOTT ACE HARDWARE	1/4/2018	\$ 160.93	FD KEY SET, HAMMERS, CLAW
ELLIOTT ACE HARDWARE	1/23/2018	\$ 24.15	FD VALVE, COUPLER, ELBOW,
ELLIOTT ACE HARDWARE	1/25/2018	\$ 27.97	PR HOSE NOZZLES
ELLIOTT ACE HARDWARE	1/29/2018	\$ 39.99	HI PLUMBING
ELLIOTT ACE HARDWARE	1/3/2018	\$ 56.71	HI PARTS
ELLIOTT ACE HARDWARE	1/18/2018	\$ 22.87	HI PLUMBING, ELBOWS
FIRE & POLICE SELECTION, INC	2/5/2018	\$ 240.00	HR FIRE EXAMS
FIRNROHR, MARY	1/25/2018	\$ 180.00	PR CONTRACTED EMPLOYEE
FORCE AMERICA, INC.	1/5/2018	\$ 471.24	HI REPAIR
FORCE AMERICA, INC.	1/15/2018	\$ 663.24	HI PRE WET CONTROL BOARD
G&K SERVICES	1/29/2018	\$ 106.70	FD MATS
GENERAL CODE	1/30/2018	\$ 2,330.20	CT C PEWAUKEE RECORD
HEIN ELECTRIC SUPPLY	1/30/2018	\$ 14.18	FD FANDIAL
HUMPHREY SERVICE PARTS, INC	1/30/2018	\$ 16.89	HI FILTERS
HUMPHREY SERVICE PARTS, INC	1/30/2018	\$ 94.48	HI HAMMER SETS
HUMPHREY SERVICE PARTS, INC	2/6/2018	\$ 6.05	HI FILTER
HUMPHREY SERVICE PARTS, INC	2/7/2018	\$ 11.57	HI FILTER
HUMPHREY SERVICE PARTS, INC	1/19/2018	\$ 287.10	HI GREASE GUN
IBM CORPORATION	2/2/2018	\$ 825.00	IT RENEWAL
INTERSTATE POWER SYSTEMS	1/24/2018	\$ 1,244.10	FD REMOVE SHOCKS, INSTALL NEW
IS OUTFITTERS	2/5/2018	\$ 1,343.75	IT CONSULTATION
ITERIS	1/3/2018	\$ 4,200.00	HI WEATHER CONTRACT
J.F. AHERN COMPANY	1/23/2018	\$ 287.50	AD EMERGENCY WORK ORDER
JEFFERSON FIRE & SAFETY, INC.	1/31/2018	\$ 1,023.20	FD BODY ASSY, REGULATOR, HOSE
JENSEN EQUIPMENT	1/16/2018	\$ 37.08	PR BIT SET
JENSEN EQUIPMENT	1/25/2018	\$ 35.84	HI PROPANE

ACCOUNTS PAYABLE FEBRUARY 19, 2018			
Vendor Name	Document Date	Document Amount	Transaction Description
JERRY'S AUTOMOTIVE SERIVCE, INC	2/1/2018	\$ 84.39	FD OIL CHANGE, TIRE ROTATION
JERRY'S AUTOMOTIVE SERIVCE, INC	2/5/2018	\$ 299.51	FD SWITCH
JOHN D. PREUER & ASSOC	1/9/2018	\$ 393.77	FD INSTRUCTOR BOOKS
JOHN P LOCHEN CO. INC	1/31/2018	\$ 329.99	PR LAWN MOWER LIFT
JOHN P LOCHEN CO. INC	1/31/2018	\$ 139.07	PR TRACTOR PARTS
JS PERFORMANCE STRATEGIES, LLC	1/31/2018	\$ 2,500.00	HR HR TRAINING
JX ENTERPRISES, INC.	1/9/2018	\$ 362.36	HI SHAFT
KAEREK HOMES INC	2/12/2018	\$ 500.00	BI OCCUPANCY BOND RETURN
KINGS WAY HOMES	2/12/2018	\$ 2,000.00	BI EROSION BOND RETURN
KORNDORFER HOMES	2/12/2018	\$ 500.00	BI OCCUPANCY BOND RETURN
KRIVITZ, JANICE	1/29/2018	\$ 100.00	PR PROGRAM REFUND
LARSON, CHERRIE	2/12/2018	\$ 230.40	PR CONTRACTED EMPLOYEE
MDS HOLDINGS LLC	1/31/2018	\$ 17,407.98	CT TAX REFUND
MENARDS	2/12/2018	\$ 114.00	PR BATTERY
MENARDS	2/12/2018	\$ 31.41	PR DRYWALL TOOLS
MENARDS	2/12/2018	\$ 20.31	PR PAINT
MENARDS	2/12/2018	\$ 69.79	PR DRYWALL REPAIR
MENARDS	2/12/2018	\$ 37.56	PR GREASE, STRAPS
MENARDS	2/12/2018	\$ 209.47	PR LIGHT UPGRADE
MENARDS	2/12/2018	\$ 37.30	PR ELECRIC
MENARDS	2/12/2018	\$ 108.93	PR LIGHT UPGRADE
MENARDS	2/12/2018	\$ 171.59	PR WATERMAIN, SUPPLIES
MENARDS	2/12/2018	\$ (129.39)	PR CREDIT
MENARDS	2/12/2018	\$ 99.12	PR SHOP SUPPLIES
MENARDS	2/12/2018	\$ 84.97	PR WATERMAIN
MENARDS	1/30/2018	\$ 154.01	HI SOCKET TRAYS, PARTS
MENARDS	1/24/2018	\$ 102.49	HI MAILBOXES
MENARDS	1/17/2018	\$ 13.77	HI IMPACT TT, REFRESH
MENARDS	1/17/2018	\$ 30.61	HI BITS, DRILL, LAGS
MENARDS - WAUKESHA	2/12/2018	\$ 44.99	PR WATERMAIN
MILWAUKEE JOURNAL SENTINEL	1/30/2018	\$ 298.28	CT NEWSPAPER
MOTION & CONTROL ENTERPRISES L	1/10/2018	\$ 49.70	HI HOSE ASSY
MOTION & CONTROL ENTERPRISES L	1/10/2018	\$ 1.65	HI MALE CONNECTOR
MOTION & CONTROL ENTERPRISES L	1/31/2018	\$ 89.49	HI COUPLER
MOTION & CONTROL ENTERPRISES L	1/31/2018	\$ 451.86	HI PARTS
MOTION & CONTROL ENTERPRISES L	1/18/2018	\$ 4.33	HI MALE PIPE/ADAPT
NEOTERIC HOVERCRAFT INC.	1/25/2018	\$ 1,119.74	FD REPAIR HOVERCRAFT

ACCOUNTS PAYABLE FEBRUARY 19, 2018			
Vendor Name	Document Date	Document Amount	Transaction Description
NORTH CENTRAL UTILITY	1/22/2018	\$ 124.28	FD LAMP, BLINKERS
NORTH CENTRAL UTILITY	2/9/2018	\$ 50.57	FD VEH REPAIR, HOVERCRAFT
OCCUPATIONAL HEALTH CENTERS	1/10/2018	\$ 52.00	HR EXAMS
OFFICE COPYING EQUIPMENT, LTD	1/31/2018	\$ 48.86	FD COPIER AGREEMENT
OFFICE COPYING EQUIPMENT, LTD	1/31/2018	\$ 11.54	CT COPIES, SCANS
OFFICE COPYING EQUIPMENT, LTD	1/31/2018	\$ 166.55	CT COPIES
OFFICE COPYING EQUIPMENT, LTD	1/31/2018	\$ 144.66	PR COPIES
OFFICE COPYING EQUIPMENT, LTD	1/31/2018	\$ 107.51	EN COPIES
OFFICE DEPOT	1/24/2018	\$ 6.58	FD OFFICE SUPPLIES
OFFICE DEPOT	1/24/2018	\$ 15.38	FD OFFICE SUPPLIES
OFFICE DEPOT	1/15/2018	\$ 11.79	FD OFFICE SUPPLIES
OFFICE DEPOT	1/16/2018	\$ 150.70	FD OFFICE SUPPLIES
OFFICE DEPOT	1/23/2018	\$ 27.99	BI PAPER
OFFICE DEPOT	1/29/2018	\$ 0.83	AS ERASERS
PEWAUKEE, VILLAGE OF	2/15/2018	\$ 4,151.43	PR INCOME SPLIT
PEWAUKEE, VILLAGE OF	1/30/2018	\$ 18,910.88	CT EMS COLLECTIONS
PREMIUM WATERS, INC	1/23/2018	\$ 36.75	PR SHOP WATER
PREMIUM WATERS, INC	2/6/2018	\$ 28.50	PR SHOP WATER
PREMIUM WATERS, INC	1/8/2018	\$ 35.75	HI SHOP WATER
PREMIUM WATERS, INC	2/6/2018	\$ 45.00	HI SHOP WATER
PREMIUM WATERS, INC	1/24/2018	\$ 61.50	HI SHOP WATER
R&R INSURANCE SERVICES	1/30/2018	\$ 17,894.00	CT WORKERS COMP
ROBERT KEWAN	1/8/2018	\$ 32.06	IT TRAVEL EXPENSE
ROGACZEWSKI, TOM	1/16/2018	\$ 115.61	HI WORK BOOTS
ROMENS, RANDY	1/30/2018	\$ 272.50	BI MILEAGE
ROTROFF JEANSON & CO.	2/4/2018	\$ 9,887.00	CT SERVICES PROVIDED
RUNDLE-SPENCE	1/19/2018	\$ 9.16	PR WATERMAIN
SCHOLTKA, JENNIFER	2/12/2018	\$ 300.00	PR CONTRACTED EMPLOYEE
SCHWALLER, SARA	1/31/2018	\$ 209.65	CT TAX REFUND
SHERWIN-WILLIAMS	1/19/2018	\$ 59.12	PR PAINT
SKEBBA, RITA	1/29/2018	\$ 44.10	FD TRAVEL TIME FOR HOVERCRAFT
SOFT WATER, INC.	1/31/2018	\$ 22.50	FD SOLAR SALT
SOFT WATER, INC.	1/31/2018	\$ 22.50	FD SOLAR SALT
STRZYZEWSKI, AVA	1/19/2018	\$ 48.00	PR PROGRAM REFUND
T. GAUGERT LANDSCAPING	1/31/2018	\$ 2,670.83	CT PILGRIMS REST
THREE RIVERS BILLING	2/1/2018	\$ 2.52	FD EMS BILLING
TIM O'BRIEN HOMES	1/30/2018	\$ 500.00	BI OCCUPANCY BOND RETURN

ACCOUNTS PAYABLE FEBRUARY 19, 2018			
Vendor Name	Document Date	Document Amount	Transaction Description
US HEALTHWORKS MEDICAL GROUP	1/16/2018	\$ 97.00	EN DRUG SCREEN
US HEALTHWORKS MEDICAL GROUP	1/31/2018	\$ 180.00	HI DRUG SCREENS
UTILITY ASSOCIATES INC	1/1/2018	\$ 2,034.00	FD CONFIG MGMT
VERIZON	1/23/2018	\$ 22.14	FD MODEM
WAUKESHA CO TECHNICAL COLLEG	1/26/2018	\$ 791.40	FD FIRE, EMS TRAINING
WAUKESHA PHARMACY	1/31/2018	\$ 1,323.80	FD EMS SUPPLIES
WDATCP	1/22/2018	\$ 50.00	PR AQUACULTURE LICENSE
WE ENERGIES	2/12/2018	\$ 28.05	PR ELECTRIC BILL
WE ENERGIES	2/12/2018	\$ 18.46	PR ELECTRIC BILL
WEIGEL, JEFFREY	1/31/2018	\$ 64.32	EN SAFETY BOOTS
WI LEGAL BLANK CO., INC.	1/19/2018	\$ 49.95	BI BUSINESS CARDS
WISCONSIN KENWORTH	1/30/2016	\$ 1,054.12	FD BELT, COMPRESSOR REPAIR
WISCONSIN RURAL WATER ASSOC.	1/24/2018	\$ 874.51	HR TRAINING
WOLF CONSTRUCTION COMPANY	1/26/2018	\$ 154.92	HI COLD MIX
	TOTAL	\$ 220,012.34	

**CITY OF PEWAUKEE
COMMON COUNCIL AGENDA ITEM 3.3**

DATE: February 19, 2018

DEPARTMENT: Human Resources

PROVIDED BY: Jeffrey Weigel, Public Works Director/City Engineer

SUBJECT:

Concur with the Human Resources Committee Recommendation (2/14/2018) to Approve Changing the Utility Billing Specialist Position from Eighty-Percent to Full-Time

BACKGROUND:

The office support staff for the Public Works Department consists of two persons, filling a 1.8 full time equivalent positions (1 full time; 1 0.8 of full time or 1.8 FTE). The 0.8 employee is budgeted at 1664 hrs. for the purposes of cost sharing full time benefits, but has actually worked an average of 0.9 (or 1875 hrs. per year) over the past three years. In 2006 Virchow Krause prepared an organizational study of the Public Works Department and at that time there were three support staff: 1 full time; 1- 0.8 FTE; and 1-0.3 FTE file clerk. When the 0.3 file clerk resigned, we did not fill that position.

The existing two office support staff are the support for the entire department 6 Water/Sewer Utility employees; 6 Engineering/Storm Water employees; and 8 full time Streets employees (and a handful of part timers). From an operations standpoint, not counting equipment and projects, Public Works is responsible for over \$2.6M of general operations per year.

Our full time office support person retired on short notice in December 2017. Since that time, the 0.8 FTE has been covering the office at full time (40 hrs. per week) yet is compensated for some benefits at 0.8 FTE.

Beginning about one year ago, we have been working on a restructuring of the two office-type clerical support staff, updating job descriptions, and most importantly defining one position primarily as a Utility Billing Clerk position. That update work was in progress when our full time employee left us, and this presented the opportunity to propose the reclassification and reclassify the 0.8 FTE position to a full time position.

Since the 2006 Virchow Krause study was completed, five elements of the clerical support staff have changed:

- 1) The third, 0.3 position was eliminated.
- 2) The accounting functions have transferred from the Utility to the Clerk/Treasurer's office.
- 3) The City adopted a new City-wide Storm Water Utility, with a billing base addition of over 5,000 properties.
- 4) Development growth continued. In 2006 there were 3,772 Water/Sewer customer accounts. In 2017 there were 5,304 Water/Sewer customers.
- 5) In 2015 the Public Works Department became the administrators of the Garbage and Recycling Collections contract.

FINANCIAL IMPACT:

The fiscal impact is difficult to define precisely, but generally the impact is significant in two specific areas: 1) although

the hourly pay for the 0.8 FTE employee is not proposed to change in 2018 with the full time status change, the fiscal impact measured as a cost to the City increases about \$8,000; 2) the full time vacant position is assumed to decrease slightly in pay, but without knowing the family status as it relates to insurance, the impact could be as much as \$14,000 a year as the now retired employee was single with no dependents. At this time we are assuming that the new employee may require full family status as it relates to insurance.

The impact is a little more complicated as we are two months into 2018 with a vacant position (no cost or expenditure yet) and the 0.8FTE working 40 hrs. a week but cost sharing some benefits as a 0.8 FTE. I attempted to estimate the impact if the changes were to be implemented (convert existing 0.8 FTE to Full Time; and new employee starts with family coverage on insurances) on March 26th, the start of our 6th payroll of the year (orange highlight) and if on April 9th, one payroll later (green highlight). It appears that under the base assumptions, the requested changes would be budget neutral if implemented around the ninth payroll of the year (April 23rd), probably later than we would desire. In other words, we are saving costs now with the vacant position and paying our proposed full time employee part time benefits.

The point of this discussion is to illustrate that the fiscal impact is not affected so much by any proposed changes in the wages but by the changes in benefit costs, by the cost sharing changes from going from 0.8 or 0.9 FTE status to Full Time, and by possibly changing the full time position benefit status beyond the City's control.

RECOMMENDED MOTION:

Human Resources Committee recommends to the Common Council the reclassification of employees and job descriptions as presented, and that the Common Council approves the adjustments in the 2018 budgets accordingly.

ATTACHMENTS:

Description

Job Description Utility Billing Specialist

Job Description Admin Assistant

Fiscal Impact Estimate Spreadsheet

City of Pewaukee Job Description

Job Title: Utility Billing Specialist – Public Works
Department: Public Works
FLSA Status: Non-exempt
Prepared Date: January 2018

GENERAL DEFINITION:

Performs intermediate skilled administrative support work for the Water and Sewer Utility, primarily in the preparation and maintenance of Utility customer accounts, including but not limited to responsibility for billing and water meter oversight, and related work as apparent or assigned. Work is performed under the supervision of the Utility Manager.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

1. Functions within the operating rules as established in Wis. Admin. Code: Public Service Commission (PSC 185) Standards for Water Public Utility Service along with Wisconsin State Statute governance.
2. Opens new City utility accounts and maintains and audits current accounts.
3. Researches and answers utility billing questions.
4. Schedules meter changes or testing.
5. Maintains meter route status in the utility billing program and makes changes as necessary on meter routes.
6. Utilizing UMS and Read Center, prepares and loads meter reading routes for utility operations staff; downloads readings from the utility operators to Read Center and uploads meter readings to UMS accounts.
7. Runs and manages meter reading reports; works with utility operators to make corrections or conduct secondary readings; implements adjustments as needed.
8. Prepares and mails water and sewer quarterly utility billings.
9. Prepares work orders and meter change letters and schedules appointments.
10. Responds to inquiries regarding fees, delinquencies, re-reads and general procedural information.
11. Works with City Clerk/Treasurer to gather delinquency notices and get delinquencies to the property tax roll.
12. Maintains and verifies billings for Lake Pewaukee Sanitary District and Waukesha sewer service areas.
13. Maintains and prepares water usage summaries for bulk water use/hydrant permit invoicing.
14. Researches and completes special assessment information on title search letters.
15. Manages data base and notifications for private well permitting/private well abandonment. Incorporates information into UMS billing account.
16. Manages data base of industrial and commercial cross connection control program working with the Utility cross connection inspection contractor/company to insure they are working with the most current records. Incorporates inspection reports into UMS billing account.
17. Assists operations staff with compiling reports for large meter testing. Incorporates meter test records into UMS billing account.
18. Works with customers, Administrative Assistant and City Clerk/Treasurer to resolve any billing errors and problems.
19. Assists Utility Manager and Utility Superintendent with Public Service Commission annual report and with the Department of Natural Resources Compliance Maintenance Annual Report.

20. Assists Public Works Administrative Assistant in developing and maintaining records and files, including computerized databases.
21. Tracks and logs invoices related to the Fox River Water Pollution Control Center industrial pretreatment surcharge invoicing.
22. Assists the public by checking routine records and files for requested information.
23. Composes and types memos, reports and routine correspondence on computer or transcribes from voice recordings or rough draft.
24. Provides assistance when needed in answering Department telephone calls and greeting visitors at the Department counter.
25. Sorts, processes, and files correspondence, invoices and other documents.
26. Coordinates schedules and makes appointments.
27. Conducts research, and compiles and types statistical reports.
28. Coordinates and arranges meetings, prepares agendas, reserves and prepares facilities, and records and transcribes minutes of meetings.
29. Prepares outgoing mail and correspondence, including e-mail and faxes.
30. Orders and maintains supplies and arranges for equipment maintenance.
31. Performs any other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

The requirements listed below are representative, but not inclusive, of the knowledge, skill, and/or ability required.

1. Knowledge of office practices, procedures and equipment.
2. Knowledge of business English, composition, spelling and punctuation
3. Knowledge/experience with Utility Maintenance System software (UMS) and Badger Meter Read Center software desired.
4. Knowledge of generally accepted accounting principles. Ability to use Microsoft Great Plains.
5. Ability to answer the telephone in a clear, well-modulated voice using good diction.
6. Ability to understand and correctly execute verbal and written instructions.
7. Ability to prioritize assignments and work independently.
8. Ability to operate office equipment such as a typewriter, adding machine, photocopier and personal computer with respect to Microsoft Office, basic database management, integrated accounting systems and related hardware and software.
9. Ability to accurately prepare and maintain correspondence, files, reports and statistical information.
10. Ability to establish and maintain effective working relationships with co-workers, other organizations and the general public.
11. Ability to explain City policies and procedures in an effective, tactful and diplomatic manner.
12. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

EDUCATION and/or EXPERIENCE

High school diploma or GED and moderate experience working in a clerical support role, or equivalent combination of education and experience. Utility billing experience desired.

CERTIFICATES, LICENSES, REGISTRATIONS

None.

PHYSICAL DEMANDS

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The City of Pewaukee retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this position description.

The City of Pewaukee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities.

City of Pewaukee Job Description

Job Title: Administrative Assistant - Public Works
FLSA Status: Non-exempt
Date: January 2018

GENERAL DEFINITION:

Performs intermediate skilled administrative and clerical support work for the department and related work as apparent or assigned. Work is performed under the supervision of the Utility Manager.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

1. Primary responsibility for answering phones and assisting customers at the Public Works counter daily; researches and gathers information as necessary; refers to appropriate staff.
2. Weekly reviews, scans, and logs Water and Sewer Utility and Streets Department accounts payables; monitors and tracks payments; files corresponding paperwork.
3. Assists Street Superintendent in creating reports, inventories, and equipment maintenance records.
4. Assists the Utility Billing Specialist with the preparation of the water and sewer quarterly utility billings.
5. Prepares work orders and schedules appointments for Utility and Public Works activities.
6. Assists Utility Billing Specialist with entering manual readings into UMS as well as review of quarterly billing and reporting.
7. Assists Utility Billing Specialist with running meter reading reports; works with utility operators to make corrections or conduct secondary readings.
8. Assists Utility Billing Specialist with monitoring annual property assessments and modifying fire hydrant protection fees as necessary.
9. Works with engineers and accounting staff on special assessments; researches and answers special assessment questions and keeps accurate records of special assessments.
10. Drafts, posts and logs Public Works Committee agendas; prepares, distributes and posts packets for Committee meetings; attends Committee meetings, takes notes and prepares meeting minutes.
11. Assists Utility Manager and Superintendent with annual Public Service Commission report, meter installs, inventory and cross connections.
12. Creates newsletters, flyers, Consumer Confidence Reports and hydrant flushing notices.
13. Composes, types, and proofreads memos, reports and correspondence and sets up new development files for engineering staff and Streets Superintendent; maintains developer and municipal agreements.
14. During winter, maintains log of calls regarding snowplow damage. Communicates customer complaints and works directly with the Streets Superintendent to develop work orders.
15. Coordinates development and maintenance of records and files, including computerized databases.
16. Composes and types memos, reports and routine correspondence on computer or transcribes from voice recordings or rough draft.
17. Sorts, processes, and files correspondence, invoices and other documents.
18. Coordinates schedules and makes appointments.
19. Conducts research, and compiles and types statistical reports.
20. Coordinates and arranges meetings, prepares agendas, reserves and prepares facilities, and records and transcribes minutes of meetings.

21. Prepares outgoing mail and correspondence, including e-mail and faxes.
22. Orders and maintains supplies and arranges for equipment maintenance.
23. Maintains and manages the records retention for the Utility.
24. Maintains and manages the official file system for the Utility and Public Works. Sets up new development files and maintains copies of developer and intermunicipal agreements.
25. Functions within the operating rules as established in Wis. Admin. Code: Public Service Commission (PSC 185) Standards for Water Public Utility Service along with Wisconsin State Statute governance.
26. Periodic correspondence with the Wisconsin Public Service Commission.
27. Other duties as assigned.

EDUCATION and/or EXPERIENCE

High school diploma or GED and moderate experience working in a clerical support position, or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Notary public.

KNOWLEDGE, SKILLS, ABILITIES

The requirements listed below are representative, but not inclusive, of the knowledge, skill, and/or ability required.

1. Knowledge of utility billing practices and procedures.
2. Knowledge of office practices, procedures and equipment.
3. Working knowledge of computers and electronic data processing.
4. Knowledge of generally accepted accounting principles as related to PSC requirements.
5. Ability to use Microsoft Great Plains and Microsoft Office suite including Access, Excel, PowerPoint and Laserfiche. Knowledge of UMS software or utility billing programs a plus.
6. Ability to answer the telephone in a clear, well-modulated voice using good diction.
7. Ability to communicate effectively verbally and in writing.
8. Ability to prioritize assignments and work independently.
9. Ability to accurately prepare and maintain correspondence, files, reports and statistical information.
10. Ability to establish and maintain effective working relationships with co-workers, other organizations and the general public.
11. Ability to explain City policies and procedures in an effective, tactful and diplomatic manner.
12. Ability to work with mathematical concepts required in the performance of the job duties.

PHYSICAL DEMANDS

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The City of Pewaukee retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this position description.

The City of Pewaukee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities.

	Hourly Rate	Hours	Annual Salary	WRS	FICA	Health - City Cost	Dental	Vision	TOTAL COMPENSATION
Existing Employee									
Current	\$23.73	1875	\$44,493.75	\$2,981.08	\$3,403.77	\$9,148.00	\$621.00	\$116.00	\$60,763.60
		(1664 budgt)							
Increase to FT	\$23.73	2080	\$49,358.40	\$3,307.01	\$3,775.92	\$11,434.71	\$777.04	\$145.25	\$68,798.33
TOTAL INCREASE			\$4,864.65	\$325.93	\$372.15	\$2,286.71	\$156.04	\$29.25	\$8,034.73
Retiring Employee									
At Retirement	\$20.99	2080	\$43,659.20	\$2,925.17	\$3,339.93	\$6,018.31	\$352.82	\$72.62	\$56,368.05
New Hire @ Family	\$20.82	2080	\$43,305.60	\$2,901.48	\$3,312.88	\$19,258.42	\$1,366.90	\$213.49	\$70,358.76
			-\$353.60	-\$23.69	-\$27.05	\$13,240.11	\$1,014.08	\$140.87	\$13,990.72
Full Year Budget Impacts:		\$ 60,763.60		Eng. 15%	\$ 17,570				
		\$ 56,368.05		Streets 40%	\$ 46,853				
	2018 Bud.	\$117,131.65		Storm 20%	\$ 23,426				
				W/S 25%	\$ 29,283				
					\$ 117,132				
Impl. 6th Payroll		\$ 68,318.19		Eng. 15%	\$ 18,531				
26-Mar		\$ 55,223.65		Streets 40%	\$ 49,417				
	2018 expd.	\$123,541.84		Storm 20%	\$ 24,708				
				W/S 25%	\$ 30,885				
					\$ 123,542				
Impl. 7th Payroll		\$ 68,222.16		Eng. 15%	\$ 18,111				
9-Apr	2018 expd.	\$ 52,517.54		Streets 40%	\$ 48,296				
		\$120,739.70		Storm 20%	\$ 24,148				
				W/S 25%	\$ 30,185				
					\$ 120,740				

**CITY OF PEWAUKEE
COMMON COUNCIL AGENDA ITEM 4.**

DATE: February 19, 2018

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Discussion and Possible Action Regarding the 2nd Annual Car Show at Point Burger Bar Located at W229 N1400 Westwood Drive from May 23rd, 2018 to September 5th, 2018 and Possibly Reducing the Special Event Fee.

BACKGROUND:

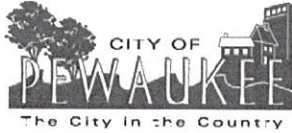
FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Special Event Point Burger Bar



SPECIAL EVENT PERMIT APPLICATION

May 2012

W240 N3065 Pewaukee Road
Pewaukee, WI 53072
262-691-0770, FAX: 262-691-1798
www.cityofpewaukee.us

Permit approved	_____	Date	_____
Permit fees paid	_____	Date	_____
Deposit paid	_____	Date	_____
Deposit returned?	_____	Date	_____
FEES ARE NON-REFUNDABLE			

APPLICATION AND PERMIT FEE IS DUE 90 DAYS PRIOR TO YOUR EVENT.

ORGANIZATION INFORMATION

Name of Organization <u>Point Burger Bar</u>			
Street Address <u>W229 N1400 westwood Dr.</u>	City <u>Pewaukee</u>	State <u>WI</u>	Zip <u>53186</u>
Phone Number <u>262-955-9192</u>	Are you a 501(c)3 Organization? <i>Circle one</i>		Yes <input type="checkbox"/> No <input type="checkbox"/>
Event Contact Person (First & Last Name) <u>W229 N1400 Brian Ward</u>			
Address <u>W229 W1400 westwood Dr.</u>	City <u>Pewaukee</u>	State <u>WI</u>	Zip <u>53186</u>
Email <u>Brian@Pointburgerbar.com</u>	Phone Number <u>262-339-2862</u>	Day of Event Phone Number <u>262-955-9192</u>	

EVENT INFORMATION

Name of Event <u>wednesday night car classic</u>	Date(s) of Event <u>Every Wednesday May 23-Sep 15</u>
Event Start Time <u>4PM</u>	Event End Time <u>10PM</u>
Location of the Event* <u>Parking lot of W229 N1400 westwood Dr. Pewaukee, WI 53186</u>	
Will your event take place in a residential neighborhood? If yes, you will be required to notify all adjacent property owners when the event will occur. Circle One	
Yes <input type="checkbox"/> No <input checked="" type="radio"/>	
<p>You MUST attach a detailed map/sketch of your event indicating the specific location, layout of your event, the direction of the route, including all turns and the number of traffic lanes to be used.</p> <p>*If you are using a City Park, you must reserve the park through the Park/Recreation Department prior to getting your special event permit approved by the Common Council. Call 262-691-7275.</p>	
Generally describe your event and its purpose <u>The purpose of this event is to allow wednesday night car club members and associates to display their vehicles to the Public</u>	
Based on the class definitions found in the manual, what class is your event? <i>Circle One.</i>	Class I Class II
Estimated Number of Participants <u>50-100</u>	Spectators <u>25-100</u>
Vendors <u>—</u>	

OTHER INFORMATION

Is there an outdoor bar that will serve alcohol? <i>If yes, liquor and bartender licenses are necessary under separate application. Circle One.</i>		<input checked="" type="radio"/> Yes	<input type="radio"/> No
Please list the number of City of Pewaukee licensed bartenders that will be on site:		3	
Will you be selling/serving food? <i>If yes, you will need to contact the Waukesha County Health Department for proper permits. Circle One.</i>		<input type="radio"/> Yes	<input checked="" type="radio"/> No
Will you be selling merchandise? <i>If yes, you will need to obtain a Peddler's Permit under separate application. Circle One.</i>		<input type="radio"/> Yes	<input checked="" type="radio"/> No
Will your event need electricity? <i>If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized. Circle One.</i>		<input type="radio"/> Yes	<input checked="" type="radio"/> No
Will you be setting up any lighting? <i>If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized. Circle One.</i>		<input type="radio"/> Yes	<input checked="" type="radio"/> No
Will your event require any fencing? <i>If yes, please provide plans for the fencing location and the gates. Circle One.</i>		<input type="radio"/> Yes	<input checked="" type="radio"/> No
Does the event involve fireworks? <i>If yes, you will need to obtain a fireworks permit under separate application. Circle One.</i>		<input type="radio"/> Yes	<input checked="" type="radio"/> No
Does the event involve amplified music? <i>Circle One.</i>		<input type="radio"/> Yes	<input checked="" type="radio"/> No
If yes, will the amplified music be a (Circle one):		Band	DJ
Hours of amplified music:		Other	
Please list the number of security staff you will be providing for the event:		0	
Will you need barricades provided by the City for your event, if so, how many?		N/A	
Will you be erecting any tents, canopies or other temporary structure(s)? <i>If yes, You will need to provide a plan for their proposed locations and the Fire Department and Building Inspection Department will need to inspect these structures prior to the start of your event. Circle One.</i>		<input type="radio"/> Yes	<input checked="" type="radio"/> No
Will you be providing portable restrooms and wash stations? <i>Circle One.</i>		<input type="radio"/> Yes	<input checked="" type="radio"/> No
<i>If yes, how many will you provide and where will they be located? Also how will solid waste be disposed of?</i>			
Will you provide parking for participants? <i>Circle One.</i>		<input checked="" type="radio"/> Yes	<input type="radio"/> No
<i>If yes, where will parking be available?</i> Participant parking will be located on the Southeast side of the parking lot			
Will you provide a dumpster/clean-up services? <i>Circle One.</i>		<input checked="" type="radio"/> Yes	<input type="radio"/> No
<i>If yes, please describe your clean-up and refuse collection plan.</i> Car club members will Police entire parking lot. Point Burger Bar employees will assist where needed			

OTHER INFORMATION CONTINUED

What other assistance do you foresee needing from the City (personnel, materials, and/or equipment)?

none

Have you reviewed and do you have a copy of the **City of Pewaukee Special Events Manual** as well as the **City Special Events Ordinance**? *Circle One.*

Yes

No

INSURANCE REQUIREMENTS

The Special Event Sponsor will obtain liability insurance for an event that includes alcohol, has more than 150 people per day or involves a road closure. Proof of this insurance with coverage no less than \$1,000,000 which names and endorses the City, its officers, agents, employees and contractors as an additional insured party is due no later than 20 days before the event.

Are you able to provide these insurance documents, if required? *Circle One.*

Yes

No

DEPOSIT REQUIREMENTS

The applicant may be required to submit to the City a cleaning/damage deposit of \$200 per day for each scheduled day of the event (or portion thereof), two weeks prior to the starting date of the event. The deposit shall be refunded to applicant, if, upon inspection, all is in order, or a prorated portion thereof as may be necessary to reimburse the City for loss or cleaning costs. The City reserves the right to retain the entire deposit if cleanup is not completed satisfactorily in the time frame as specified in the permit. Unless otherwise stated in the permit, the applicant shall be fully responsible for all necessary cleanup associated with the permitted event to be completed within twelve (12) hours after the conclusion of the event. (This deposit is separate from any deposit required by the Park/Recreation Department for park use).

TERMINATION OF AN EVENT

The City reserves the right to shut down a special event that is in progress if it is deemed to be a public safety hazard by Police Services and/or Fire Department and/or there is a violation of City Ordinances, State Statutes or the terms of the Applicant's permit. The City Administrator and/or his/her designee may revoke an approved Special Events Permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.

By signing this form, the applicant certifies authorization to act on behalf of their organization and hereby agrees to hold the City, its officers, employees, agents and contractors, harmless against all claims, liability, loss, damage or expense (including but not limited to actual attorney's fees) incurred by the City for any damage or injury to person or property caused by or resulting directly or indirectly from the activities for which the permit is granted. Any change to coverage requires City approval.

Signature of Applicant

Date

For staff use only

Fees collected with application submission:

Class I Event

Class II Event

PERMIT FEES CHARGED

Common Council approval, if necessary, on:

Police Services approval*:

Application forwarded to:

☒ Administrator

☒ Building Inspector

☒ Fire Chief

☒ Park & Rec Director

☒ Police Services

☒ Public Works Director

Fire Department approval*:

Add'l fees charged by Departments

Administration

Building Inspection

Fire

Public Works

Police Services

Security Deposit

*Comments/concerns should be attached separately

Rev 2/14/13

**CITY OF PEWAUKEE
COMMON COUNCIL AGENDA ITEM 5.**

DATE: February 19, 2018

DEPARTMENT: PW - Engineering

PROVIDED BY: Jeffrey Weigel, PE Public Works Director/Maggie Wagner, PE Asst. City Engineer

SUBJECT:

Discussion and Possible Action to Establish the 2018 Residential Paving Cap [Weigel]

BACKGROUND:

The City has a long standing policy to recover some of the costs to pave or reconstruct City streets through special assessments, and the City also has a long standing policy to cap or limit the amount of special assessment levied for a residential property. Each year the limit or cap is adjusted for inflation based on a cost index published by American City and County magazine. This year the index adjustment is 3.254%. See attached memo.

FINANCIAL IMPACT:

The fiscal impact is positive as the annual adjust attempts to keep up with changes in the economy (inflation) and construction costs.

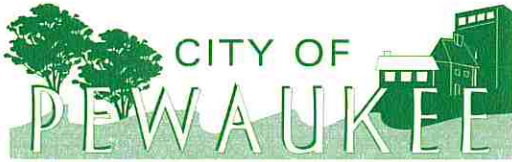
RECOMMENDED MOTION:

Common Council established the 2018 residential paving cap at \$2,562.00 per house/lot, a 3.254% increase (\$81) above the 2017 rate.

ATTACHMENTS:

Description

Memo recommending 2018 Residential Paving Cap



Department of Public Works

W240N3065 Pewaukee Road
Pewaukee, WI 53072

DPW Main Office:	(262) 691-0804	Fax: 691-5729
Water & Sewer Division	691-0804	Fax: 691-5729
Highway Division	691-0771	Fax: 691-1798
Engineering Division	691-0770	Fax: 691-1798

MEMO

To: Common Council

From: Jeffrey Weigel, Public Works Director

Date: February 5, 2018

RE: Establish 2018 Residential Paving Assessment "Cap"

REQUESTED ACTION:

Common Council establishes the 2018 residential paving assessment cap at \$2,562.00 per parcel/home.

RATIONALE:

The City has a long standing policy to recover the costs to pave streets through special assessments to the properties that abut the street paving. The City also has a policy of limiting the maximum amount of the special assessment for residential properties—non residential properties are required to pay the full share of the special assessment. Each year the residential paving assessment is adjusted for inflation based on a construction cost index published in the magazine *American City and County*. As such, it is necessary to adjust the cap according to our policy, and we would recommend the 2018 rate at \$2,562.00, calculated as follows:

2007 rate	\$1,865 (3.6% increase)
2008 rate	\$1,906 (2.2% increase)
2009 rate	\$2,026 (6.3% increase)
2010 rate	\$2,014 (0.6% decrease)
2011 rate	\$2,099 (4.2% increase)
2012 rate	\$2,175 (3.6% increase)
2013 rate	\$2,225 (2.3% increase)
2014 rate	\$2,284 (2.64% increase)
2015 rate	\$2,349 (2.86% increase)
2016 rate	\$2,387 (1.6% increase)
2017 rate	\$2,481 (3.922% increase)
2018 rate	\$2,562 (3.254% increase)

**CITY OF PEWAUKEE
COMMON COUNCIL AGENDA ITEM 6.**

DATE: February 19, 2018

DEPARTMENT: PW - Engineering

PROVIDED BY:

SUBJECT:

Discussion and Possible Action Regarding Preliminary **Resolution 18-02-05** Declaring Intent to Exercise Special Assessment Powers Authorizing the Construction of Roundy's Industrial Park Phase II and Pewaukee Business Center Area Rehabilitation and Related Facilities Under Section 66.0703, Wisconsin Statutes [Weigel/Wagner]

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Resolution 18-02-05

RESOLUTION 18-02-05
PRELIMINARY RESOLUTION
DECLARING INTENT TO EXERCISE SPECIAL ASSESSMENT POWERS
AUTHORIZING THE CONSTRUCTION OF ROUNDY'S INDUSTRIAL PARK
PHASE 2 AND PEWAUKEE BUSINESS CENTER AREA
REHABILITATION AND RELATED FACILITIES
UNDER SECTION 66.0703, WISCONSIN STATUTES

WHEREAS, The Common Council of the City of Pewaukee has determined that the pavement within the Roundy's Industrial Park Phase 2 Area and the Pewaukee Business Center Area are in need of reconditioning; and

WHEREAS, The Common Council of the City of Pewaukee has determined that all property owners abutting the Roundy's Industrial Park Phase 2 and Pewaukee Business Center roads should share in the cost of such improvements.

NOW, THEREFORE, BE IT HEREBY RESOLVED: That the Common Council of the City of Pewaukee determines that it is in the best interest of the City and in the exercise of its police power under Section 66.0703, Wisconsin Statutes, to levy special assessments upon the following described property for special benefits conferred upon such properties by the improvements of the pavement reconditioning:

Paul Road, from Redford Boulevard (CTH "F") westerly to 530 feet west of Roundy Drive, approximately 3100 feet,
Roundy Circle, from Roundy Drive to Roundy Drive, approximately 3000 feet,
Roundy Drive, from Redford Boulevard (CTH "F") westerly to Paul Road, approximately 2000 feet, and;

Before such improvements are made, the City Engineer is directed to prepare a report consisting of:

- a. Preliminary plans and specifications for said improvements.
- b. An estimate of the entire cost of the proposed reconstruction improvements.
- c. A schedule of the proposed assessment against each affected parcel and a statement that all property is benefited.
- d. The formula for assessing.

The exact amount of the assessment and the method of permitted payments will be determined at the public hearing, prior to the Final Resolution.

Upon receiving the report of the City Engineer, the Clerk shall publish a Class I notice to be given stating the nature of the proposed work, the general boundary lines of the proposed assessment district, a small map and the place and time at which the report can be inspected and the time of the public hearing for interested parties to appear and comment. The Clerk shall also mail the notices to the post-office address of every interested party at least 10 days before the

hearing. The public hearing shall be held at the City Hall, W240 N3065 Pewaukee Road not less than 10 and not more than 40 days after such publication.

SEVERABILITY

The several sections of this Resolution shall be declared to be severable. If any section shall be declared by a decision of a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the other provisions of the Resolution.

ADOPTED THIS 19th Day of February, 2018.

CITY OF PEWAUKEE

Steve Bierce, Mayor

ATTEST:

Kelly M. Tarczewski, Clerk/Treasurer

**CITY OF PEWAUKEE
COMMON COUNCIL AGENDA ITEM 7.**

DATE: February 19, 2018

DEPARTMENT: PW - Engineering

PROVIDED BY:

SUBJECT:

Discussion and Possible Action Regarding Preliminary **Resolution 18-02-06** Declaring Intent to Exercise Special Assessment Powers Authorizing the Construction of Steeplechase Phase I Subdivision Pavement Reconditioning and Related Facilities Under Section 66.0703, Wisconsin Statutes [Weigel/Wagner]

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Resolution 18-02-06

RESOLUTION 18-02-06
PRELIMINARY RESOLUTION
DECLARING INTENT TO EXERCISE SPECIAL ASSESSMENT POWERS
AUTHORIZING THE CONSTRUCTION OF STEEPLECHASE PHASE 1
SUBDIVISION PAVEMENT RECONDITIONING AND RELATED FACILITIES
UNDER SECTION 66.0703, WISCONSIN STATUTES

WHEREAS, The Common Council of the City of Pewaukee has determined that the pavement within the Steeplechase Subdivision Phase 1 Area are in need of reconditioning; and

WHEREAS, The Common Council of the City of Pewaukee has determined that all property owners abutting the Steeplechase Subdivision Phase 1 Area Roads should share in the cost of such improvements.

NOW, THEREFORE, BE IT HEREBY RESOLVED: That the Common Council of the City of Pewaukee determines that it is in the best interest of the City and in the exercise of its police power under Section 66.0703, Wisconsin Statutes, to levy special assessments upon the following described property for special benefits conferred upon such properties by the improvements of the pavement reconditioning:

Coachman Drive, from Homestead Road northerly to its termini, approximately 1175 feet,
Homestead Road, from Prospect Avenue (CTH "G") easterly to Coachman Drive, approximately 500 feet,
Steeplechase Court, from Coachman Drive westerly to its termini, approximately 525 feet,
Steeplechase Drive, from Deer Haven Drive northerly to Coachman Drive, approximately 2300 feet, and;

Before such improvements are made, the City Engineer is directed to prepare a report consisting of:

- a. Preliminary plans and specifications for said improvements.
- b. An estimate of the entire cost of the proposed reconstruction improvements.
- c. A schedule of the proposed assessment against each affected parcel and a statement that all property is benefited.
- d. The formula for assessing.

The exact amount of the assessment and the method of permitted payments will be determined at the public hearing, prior to the Final Resolution.

Upon receiving the report of the City Engineer, the Clerk shall publish a Class I notice to be given stating the nature of the proposed work, the general boundary lines of the proposed assessment district, a small map and the place and time at which the report can be inspected and the time of the public hearing for interested parties to appear and comment. The Clerk shall also mail the notices to the post-office address of every interested party at least 10 days before the

hearing. The public hearing shall be held at the City Hall, W240 N3065 Pewaukee Road not less than 10 and not more than 40 days after such publication.

SEVERABILITY

The several sections of this Resolution shall be declared to be severable. If any section shall be declared by a decision of a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the other provisions of the Resolution.

ADOPTED THIS 19th Day of February, 2018.

CITY OF PEWAUKEE

Steve Bierce, Mayor

ATTEST:

Kelly M. Tarczewski, Clerk/Treasurer

**CITY OF PEWAUKEE
COMMON COUNCIL AGENDA ITEM 8.**

DATE: February 19, 2018

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Discussion and Possible Action Regarding **Ordinance 18-02** Related to the Zoning Board of Appeals *First Reading* [Woldanski]

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

ZBA Ordinance Changes

CITY OF PEWAUKEE MUNICIPAL CODE
CHAPTER 17 – ZONING

Last Revision: 9/2012

SECTION 17.1000 ZONING BOARD OF APPEALS

17.1001 **ESTABLISHMENT**

There is hereby established a Zoning Board of Appeals for the City of Pewaukee for the purpose of hearing appeals and applications for granting variances and exceptions to the provisions of this Ordinance.

17.1002 **MEMBERSHIP**

The Zoning Board of Appeals shall consist of five (5) members appointed by the Mayor and confirmed by the Common Council.

- a. Terms shall be for staggered three (3) year periods.
- b. The Chairman shall be designated by the Mayor.
- c. In order that there be five-a quorum of voting members at all times, two Alternate Members shall be appointed by the Mayor for a term of three (3) years and shall act only when a regular member is absent or refuses to vote because of conflict of interest. **The Chairman may require that alternate members attend all meetings of the Board as observers and so they are present in the event of unannounced absence or conflict of interest and so there are five-is a quorum of voting members at all times.**
- d. The Zoning Administrator shall attend all meetings for the purpose of representing the City before the Board but may not vote, be the Board secretary or take official minutes of the meetings.
- e. Official Oaths shall be taken by all members in accordance with Section 19.01 of the Wisconsin Statutes within 10 days of receiving notice of their appointment.
- f. Vacancies shall be filled for the unexpired term in the same manner as appointments for a full term.

17.1003 **ORGANIZATION**

The Zoning Board of Appeals shall organize and adopt rules of procedure for its own governance in accordance with the provisions of this Ordinance.

- a. Meetings shall be at the call of the Chairman, shall be open to the public and the public notified of such meeting pursuant to Wisconsin statutes.
- b. Minutes of the proceedings and a written record of all actions shall be kept by the secretary showing the vote of each member upon each question, the reasons for the Board's determination, and its finding of facts. These records shall be immediately filed in the City offices and shall be a public record.

CITY OF PEWAUKEE MUNICIPAL CODE
CHAPTER 17 – ZONING

Last Revision: 9/2012

- c. The concurring vote of a majority of the members of the Board shall be necessary to correct an error; grant a variance; make an interpretation; and permit a utility, temporary, unclassified, or substituted use.

17.1004 POWERS

The Zoning Board of Appeals shall have the following powers:

- a. Errors: To hear and decide appeals when it is alleged there is error in any order, requirement, decision, or determination made by the Zoning Administrator, City Planner or other City staff or official.
- b. Variances: To hear and grant appeals for area and use variances, as defined below, as will not be contrary to the public interest, when, owing to special conditions, a literal enforcement will result in practical difficulty or unnecessary physical hardship, so that the spirit and purposes of the Zoning Ordinance shall be observed and the public safety, welfare, and justice secured. Use variances and variances based on financial hardship shall not be granted. The Zoning Board of Appeals must determine whether a variance request is seeking an area variance or a use variance.
 - i. Area Variance: request for modification to a dimensional, physical, or locational requirement such as a setback, frontage, height, bulk or density restriction for a structure.
 - ii. Use Variance: request for authorization for the use of land for a purpose that is otherwise not allowed or is prohibited by the applicable zoning ordinance.
- c. Interpretations: To hear and decide applications or interpretations of the zoning regulations and the boundaries of the zoning district after the City Planner has made a review and recommendation.
- d. Substitutions: To hear and grant applications for substitution of more restrictive nonconforming uses for existing nonconforming uses provided no structural alterations are to be made and the City Planner has made a review and recommendation. Whenever the Board permits such a substitution, the use may not thereafter be changed without application.
- e. Floodplain Mapping Disputes: To hear and decide upon the delineation of the F-1, Floodplain District boundary where it is alleged there is a difference between the elevation of the 100 year recurrence interval base flood floodplain and lands shown within the floodplain based upon field surveys, or for determining the precise location of the floodplain. **(Also see sub-section 17.0435)**
- f. Permits: The Board may reverse, affirm wholly, or partly modify the requirements appealed from, and may issue or direct the issue of a permit.
- g. Assistance: The Board may request assistance from other City officers, departments, commissions, boards and staff.

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**CITY OF PEWAUKEE MUNICIPAL CODE
CHAPTER 17 – ZONING**

Last Revision: 9/2012

- h. Oaths: The chairman may administer oaths and compel the attendance of Board members and witnesses.

17.1005 APPEALS AND APPLICATIONS

Appeals of the decision of the Zoning Administrator, Building Inspector or City Planner concerning the literal enforcement of this Ordinance may be made by any person aggrieved or by any officer, department, board, or bureau of the City. Such appeals shall be filed with the Board of Appeals secretary and, where applicable, with WisDNR within 30 days after the date of written notice of the decision or order

of the Zoning Administrator and at least 10 days prior to an appeals hearing.

Applications may be made by the owner or lessee of the structure, land, or water to be affected at any time and shall be filed with the secretary. Such appeals and applications shall include the following:

- a. Name and Address of the appellant or applicant and all abutting and opposite property owners of record.
- b. Plat of Survey or Certified Survey Map (CSM) prepared by a registered land surveyor, or a location sketch drawn to scale showing all of the information required under sub-section 17.0204 for a Building/Zoning permit.
- c. Additional Information required by the City Plan Commission, Engineer, Planner, Zoning Board of Appeals, or Zoning Administrator.

17.1006 HEARINGS

The Zoning Board of Appeals shall fix a reasonable time and place for the required public hearing and shall give notice as specified in section 17.1300 of this Ordinance. The appellant or applicant must appear in person or be represented by an agent or attorney at the hearing.

17.1007 FINDINGS

No variance to the provisions of this Ordinance shall be granted by the Board unless it finds beyond a reasonable doubt that all the following facts and conditions exist and so indicates such in the minutes of its proceedings:

- a. Preservation of Intent: No variance shall be granted that is not consistent with the purpose and intent of the regulations for the district in which the development is located. No variance shall have the effect of permitting a use in any district that is not a stated permitted principle use, permitted accessory use, or permitted conditional use in that particular district.
- b. Exceptional Circumstances: There must be exceptional, extraordinary, or unusual circumstances or conditions applying to the lot or parcel, structure, use, or intended use that do not apply generally to other properties or uses in the same district, and the granting of the variance should not be of so general or recurrent nature as to suggest that the Ordinance should be changed.
- c. Economic or Financial Hardship and Self-Imposed Hardship Not Grounds for Variance: No variance shall be granted on the basis of economic/financial gain

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or loss. Self-imposed hardships shall not be considered as grounds for the granting of a variance.

- d. Preservation of Property Rights: The variance must be necessary for the preservation and enjoyment of substantial property rights possessed by other properties in the same district and same vicinity.
- e. Absence of Detriment: No variance shall be granted that will create substantial detriment to adjacent property or that will materially impair or be contrary to the purpose and spirit of this Ordinance or the public interest.
- f. Additional Requirements in Floodplain District: No variance in or related to a floodplain* shall be granted where:
 - (1) A change in the boundaries or elevation of the base flood floodplain (F-1 District) would result.
 - (2) A lower degree of flood protection than a point two (2) feet above the 100-year recurrence interval base flood for the particular area would result.
 - (3) Any action contrary to the provisions of Chapter NR-116 of the Wisconsin Administrative Code would result. **(See sub-section 17.0435 and WisDNR requirements).**
 - (4) The lot or parcel is larger than one-half acre and is not contiguous to existing structures constructed below the regional (base) flood elevation.
 - (5) No good or sufficient cause can be shown; greater than a minimum relief is necessary; there is increased risk to public safety or nuisances; rescue and relief costs would be increased; and, it is contrary to the purposes of this ordinance.
 - (6) Such variance would allow alteration of an historical structure and/or use.

*** PLEASE NOTE: That when a floodplain related variance is granted, the ZBA must, as a part of the grant, notify the applicant in writing that such variance may increase insurance premiums and risk to life and property.**

17.1008 FLOODPLAIN MAPPING DISPUTES

The following procedures shall be used by the Zoning Board of Appeals in settling disputes of a floodplain zoning district boundary:

- a. The Floodplain District Boundary shall be determined by use of the flood profiles contained in the Flood Insurance Study (FIS) study, or where such information is not available, by flood maps or any other evidence available to the Board.
(See sub-section 17.0435 of this ordinance)
- b. The person contesting the location of the district boundary shall be given the opportunity to present his own technical evidence. Where it is determined that the floodplain is incorrectly mapped, the Board of Appeals shall advise the City Plan Commission of its findings and the Plan Commission shall proceed to petition the Common Council, FEMA and WisDNR for a map amendment. **(Also see sub-section 17.0435)**

17.1009 DECISION

The Zoning Board of Appeals shall decide in writing all appeals and applications within 30 days after the final hearing and shall transmit a signed copy of the

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Last Revision: 9/2012

Board's decision to the appellant or applicant, Zoning Administrator, City Planner, City Plan Commission and, where applicable, County Park and Land Use Department.

- a. Conditions may be placed upon any zoning permit ordered or authorized by this Board.
- b. Variance, Substitution, or Use Permits granted by the Board shall expire within six (6) months unless substantial work has commenced pursuant to such grant.

17.1010 NOTICE TO WIS-DNR AND WAUKESHA COUNTY PARK AND LAND USE COMMISSION

The Zoning Board of Appeals shall transmit a copy of each application for a variance to Floodplain or Shoreland regulations to the WisDNR and to the Waukesha County Park and Land Use Department for review and comment. Final action on the application shall not be taken for 30 days or until the WisDNR and Waukesha County Park and Land Use Department have made their recommendation, whichever comes first. A copy of all decisions relating to variances to floodplain and shoreland regulations shall be transmitted to the WisDNR and the Waukesha County Park and Land Use Department within 10 days of the effective date of such decision. **(Also see sub-section 17.0435)**

17.1011 REVIEW BY COURT OF RECORD

Any person or persons aggrieved by any decision of the Zoning Board of Appeals may present to the court of record a petition duly verified setting forth that such decision is illegal and specifying the grounds of the illegality. Such petition shall be presented to the court within 30 days after the filing of the decision in the office of the Zoning Board of Appeals.

**CITY OF PEWAUKEE
COMMON COUNCIL AGENDA ITEM 9.**

DATE: February 19, 2018

DEPARTMENT: PRCS - Parks and Recreation

PROVIDED BY: Kelley Woldanski

SUBJECT:

Pewaukee Sports Complex

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

2018 plan and budget

Wellspring proposal

AFFIRM proposal

Sports Complex

2018 Plan, Budget and future plans

FUNDING START OF PHASE 1 THROUGH 2018

	<u>City</u>	<u>Clubs</u>
Park Dedication Fund	\$ 158,727.00	
Sports Complex Fund	\$ 576,786.00	
Impact Fees	\$ 340,871.00	
Borrowed 8/16	\$ 1,840,000.00	
Transfers from Tourism 2016	\$ 596,420.74	
Club Donations		\$ 650,000.00
Total Funds Available:	\$ 3,512,804.74	\$ 650,000.00

PHASE 1 BUDGET

	<u>Budget</u>	<u>City Actual</u>	<u>Clubs Actual</u>
Contract Price with BCF Construction	\$ 2,560,362.32	\$ 2,347,527.61	
RA Smith Project Manager	\$ 187,555.00	\$ 203,822.18	
Total Permits/Pre-Con Work		\$ 23,400.02	
Park/Rec Expenses after take over as of 12/31/17		\$ 73,150.09	
Legal fees (Attorney Riffle)		\$ 10,171.20	
PYB expense - fencing installation			\$ 204,354.00
PYB expense - Concession design			\$ 22,374.00
PSU expense - Concession design			\$ 6,150.00
Total:	\$ 2,747,917.32	\$ 2,658,071.10	\$ 232,878.00

PHASE 2 AND BEYOND BUDGET

	<u>City Funds</u>	<u>Club Funds</u>
Current Fund Balance 2/1/18	\$ 728,476.00	
Impact Fee Transfer 2018	\$ 75,000.00	
Remaining club donations		\$ 417,122.00
Total in 2018 Fund:	\$ 803,476.00	\$ 417,122.00

2018 PROJECTS:

Finish repairs/phase 1 development	\$ 100,000.00	Estimate
Potential payment to BCF	\$ 212,000.00	(Up to, BCF's claim is for \$305,000)
Bases, bleachers, garbage cans, etc.	\$ 50,000.00	Estimate
Bid/Const Assistance for concession	\$ 40,000.00	Estimate
Baseball concession stand	\$ 400,000.00	Estimate
Soccer concession stand	\$ 300,000.00	Estimate
Service Drive Enging/Install	\$ 100,000.00	Estimate
Fundraising Campaign Start	\$ 6,500.00	Quote
Total planned for 2018:	\$ 1,208,500.00	

FUTURE PROJECTS:

Baseball side Playground	\$ 100,000.00
Soccer side Playground	\$ 100,000.00
Shade structures	\$ 20,000.00
Walking Path	\$ 100,000.00
Total:	\$ 320,000.00

Short/Over: \$ (307,902.00) Need to begin fundraising

February 16, 2018
Proposal 18-109

Ms. Kelly Woldanski, MSRA, CPRP
Director of Parks, Recreation and Community Services
City of Pewaukee
Pewaukee, WI 53072

Dear Kelly,

Wellspring Construction Group, LLC is pleased to present our proposal for Construction Management Services for the proposed Baseball and Soccer concession stands at the new Pewaukee Sports Complex located on Lindsay Road.

Our proposal is based on the following drawings:

- Pewaukee Concession Stand by Abacus Architects dated 1/27/2016
- Pewaukee Sussex United – Square Roof option by Abacus Architects dated 7/17/2017

Please find our Construction Management proposal complete as follows:

Construction Manager as Advisor

Preconstruction Services

1. Review of owner's program, including project schedule and budget
2. Create master schedule for preconstruction and construction activities
3. Prepare budgetary estimate based on owner's program to confirm the preliminary design meets project budget
4. Collaborate with Architect to create value driven design
 - a. Compliance to owner's program
 - b. Constructability of design
 - c. Aesthetic requirements
 - d. Analysis of the Life Cycle Cost of materials and systems
5. Collaborate with Civil Engineer on setting the building elevations, perimeter grading and installing and maintaining erosion control measures
6. Collaborate with architect and/or engineer to create performance specifications for Mechanical, Electrical and Plumbing systems

7. Update project budget estimate after plans and specifications have been developed to confirm compliance with budget
8. Collaborate with owner to create a safety program
9. Prepare contractor invite list
10. Complete competitive bidding process to meet municipal guidelines
 - a. Advertise project for bid
 - b. Circulate project plans and specifications available to bidders via an electronic format also provide hard copies for review at a specified bid room
 - c. Receive bids – Bids to be submitted to city hall in sealed envelopes
 - d. Public bid opening in compliance with municipal guidelines
 - e. Prepare bid analysis
 - f. Confirm bidders meet municipalities insurance and bonding requirements
 - g. Advise owner on the acceptability of bids submitted

Construction Services

1. Administer contracts with the successful contractor or multiple prime contractors
2. Finalization of construction schedule
3. Assist architect in the shop drawing procurement and review
4. Coordinate testing of materials
5. Coordinate with contractor the inspections required
6. Weekly project meetings with documentation to contractors and owner
 - a. 3 week “look ahead” schedule
 - b. Highlight key events including upcoming and completed tasks
 - c. Compliance with safety program
7. Monthly owner meetings
 - a. Work completed
 - b. Project schedule status report
 - c. Cumulative total project cost update
 - d. Submit approved monthly pay applications
8. Review contractor’s change order requests with architect and owner
 - a. Prepare internal estimate to validate change order amount is legitimate
9. At substantial completion coordinate a punch list walkthrough
 - a. Prepare punch list with corrective measures and deadlines
10. Assist architect in obtaining documents required to prepare an as-built manual
11. Prior to the expiration of the one-year warranty of substantial completion, conduct a meeting with the owner to review the facility operation and performance

Construction Management Fee

Wellspring Construction Group LLC proposes to complete the above Construction Management services for a 5% fee. This Construction Management fee is to be applied to the total cost of Labor, Material and General Conditions required to construct the proposed Concession Stands.

Authorization

We are excited with the possibility of teaming with the City of Pewaukee to create a Sports Complex in our community. Please do not hesitate to contact us if you have questions regarding the information included in the proposal.

Pease provide your authorization to have Wellspring Construction perform the Construction Management services listed above by signing and dating in the spaces provided below.

Standard terms and conditions of this proposal are to be further detailed in an AIA Document C132 contract.

Sincerely,



Timothy T. Knepprath
President/Partner
Wellspring Construction Group, LLC

Acceptance

By: _____ Date: _____



Pewaukee Sports Complex
Pewaukee, Wisconsin
R.A. Smith National
*Beyond Surveying
and Engineering*



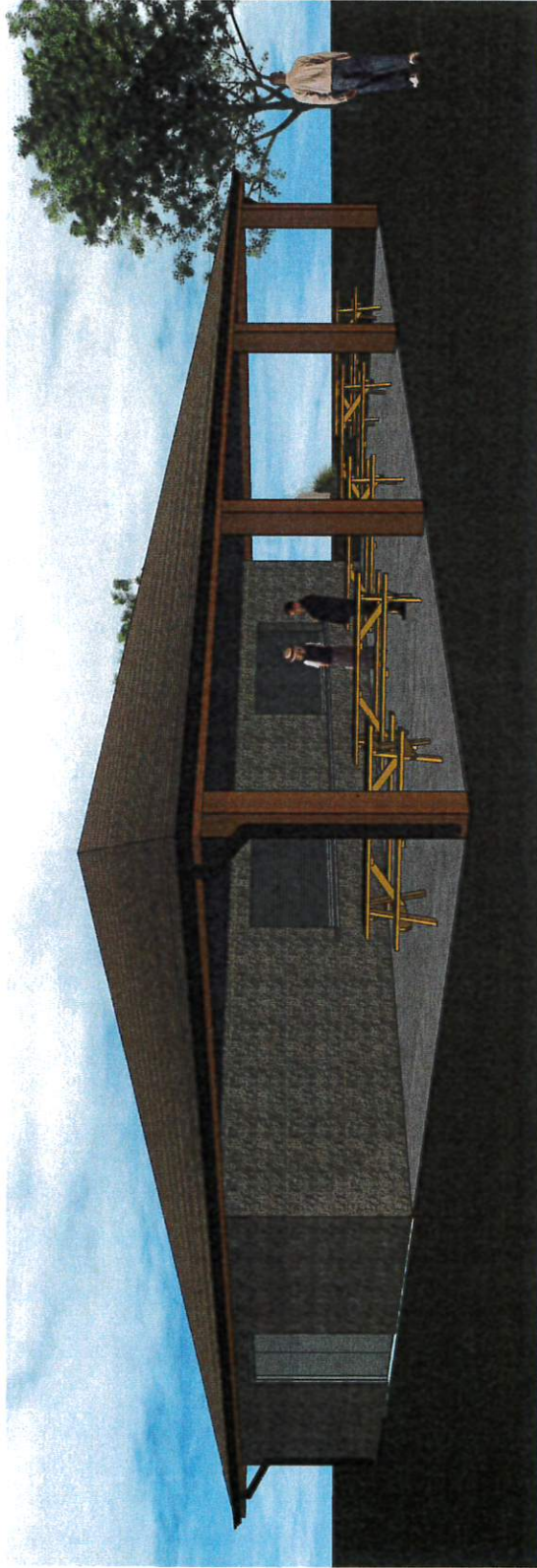
3D View 2

1/27/2016
PEWAUKEE CONCESSION STAND

PEWAUKEE, WI
 PROJ. NO. 2016-86



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PERSPECTIVE VIEW

07/17/2017
 SOCCER CONCESSION STAND - SQUARE ROOF OPTION
PEWAUKEE SUSSEX UNITED
 PEWAUKEE, WI
 PROJ. NO. 2017-55



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February 7, 2018

To: Kelley Woldanski, Director Parks, Recreation and Community Services
PEWAUKEE PARKS & RECREATION
Fundraising Campaign – Phase I Deliverables

Based on input from the Pewaukee Parks and from Kelley Woldanski, the following deliverables are being proposed for Phase I of the Pewaukee Parks and Recreation and Friends of the Parks effort to raise money in order to complete development on many features of the newest park. All deliverables will be available in print-ready and user-friendly formats.

Agency Services/Strategic Planning **\$1,500**

AFFIRM will provide ongoing marketing and fundraising strategy, counsel and account service through the development of all Phase I strategy and materials.

Phase I – Concessions/Pavilion Support

Friends of the Parks board members and others will initially be soliciting donations through personal meetings, calls, emails. For this phase, AFFIRM will create the following tools needed for those meetings:

I. Campaign Theme/Wordmark **\$1,800**

The campaign theme will serve as the unified rallying cry for all fundraising efforts related to this campaign. It will be memorable and fit the spirit of the Parks and the immediate need for the current park developments, but be applicable to other Friends of the Parks fundraising efforts.

Services will include:

- Design/layout of up to 3 different campaign theme ID options
- Refinements to selected option
- Final logo library and one-page usage guide

II. Case for Support/Value Proposition **\$2,160**

AFFIRM will help to draft and format a document that outlines:

- Brief background on the Parks and Friends of the Parks
- Value to the community
- Need for the new pavilion/concession and other features

Visuals needed include: photos of the park, renderings of pavilion/concession area, renderings of other development and features of the park.

This document will be a quick read, with a clean layout so that the information is presented in an appealing, easy-to-navigate manner, but will maintain a look that indicates that the Pewaukee

Parks & Recreation and Friends of the Parks are spending fundraising dollars on the park, not on the fundraising materials.

III. Pledge/Giving Levels/Naming Opportunities \$960

Based on content/input from the Friends of the Parks fundraising leads, AFFIRM will help to create a document that cleanly and concisely outlines the campaign giving levels and provides a way for a donor to sign and document his or her pledge. This document is likely to be a WORD template so that certain sections can be customized to the donor prospect. A menu of additional giving and naming opportunities can be incorporated into this pledge sheet as well.

Timeframes

Campaign Theme – can be completed within 3 weeks

Campaign theme ideas to client
Initial feedback on theme
Final theme selected
Theme and Phase I plan introduced to the board
Theme wordmark options (two to select from) to Kelley
Theme wordmark feedback from Parks
Final wordmark in hand (library and usage guide)

Case for Support/Value Proposition – after Campaign Theme is done, will be completed within two weeks

Content draft to client
Feedback from client
Layout to client
Finalize document
Print-ready files to Parks

Pledge/Giving Levels – can be worked on concurrently with Case for Support

Content draft to Kelley
Feedback from Kelley
Layout to Kelley
Finalize document
Print-ready files to Parks

Phase II

Based on the progress and success of Phase I, we will outline the plan and deliverables necessary for the campaign, which may include:

- Website/donation landing page
- E-blast template
- Social media
- Events/special events
- Public/media relations

**CITY OF PEWAUKEE
COMMON COUNCIL AGENDA ITEM 10.**

DATE: February 19, 2018

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Discussion and Possible Action to Appoint Gary Majeskie to the Joint Park & Recreation Board [Mayor Bierce]

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Majeskie

Gary Majeskie

Education:

- B.S. Urban Forestry Minor: Business Administration UW- Stevens Point.
- Certified Arborist since 1989. Certified Pesticide applicator since 1988

Experience:

- Over 33 years as a professional Arborist and Urban Forester.
- Over 20 years as a Park facilities manager.
- Currently the Parks and Forestry Superintendent for the City of Brookfield

Professional affiliations:

International Society of Arboriculture

National Recreation and Park Association

TREE Fund (Tree Research and Education Endowment Fund)

- Wisconsin Chapter liaison 2002-2009

Wisconsin Arborist Association

- Honorary Life member 2006
- Distinguished Service award 2004
- Past President and Board member

Wisconsin Park and Recreation Association

Wisconsin Sports Turf Managers Association

Wisconsin Turfgrass Association

Volunteer background - Pewaukee

Pewaukee Youth Baseball

- Board member 2007-2013
- Coach 2005-2012

Pewaukee Youth basketball

- Coach 2008-2012

Pewaukee Soccer Club

- Coach 2006-2007

General

Pewaukee resident since 1998 married and raised 3 boys in Pewaukee.

**CITY OF PEWAUKEE
COMMON COUNCIL AGENDA ITEM 11.**

DATE: February 19, 2018

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Discussion and Possible Action Regarding **Resolution 18-02-01** Related to the Personal Property Palpable Error for QRS Group Previously Located at W238 N4719 Woods Edge Drive (Q004) and Rescind \$183.55 in Taxes [Tarczewski]

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Resolution 18-02-01

RESOLUTION 18-02-01**RESCIND TAXES ON SPECIFIC PERSONAL PROPERTY
PURSUANT TO SECTION 74.33(1)(d), WIS. STATS.
IN THE CITY OF PEWAUKEE**

WHEREAS, QRS Group Inc., further identified as tax key number PWC Q004, has petitioned the Common Council pursuant the provisions of Section 74.33(1)(d) of the Wisconsin Statutes to rescind in whole any personal property tax shown in the tax roll due to a palpable error; and

WHEREAS, QRS Group Inc. was previously located in the City of Pewaukee at W238 N4719 Woods Edge Drive; and

WHEREAS, QRS Group Inc. relocated to 2244 West Bluemound Road, Suite D in the City of Waukesha on April 1, 2016; and

WHEREAS, The personal property assessment for this tax key was originally valued at \$14,400.00 for January 1, 2017 which resulted in a property tax overcharge of \$183.55 for 2017; and

WHEREAS, Based on the information provided and verified, the City Assessor has removed this account from the City's records and has recommended the total rescission amount of \$183.55 tax due and owing on and against the parcel referenced above.

NOW, THEREFORE, BE IT RESOLVED, by the Pewaukee Common Council as follows:

1. The personal property tax shown on the tax roll against the above-referenced parcel shall be rescinded in the amount of \$183.55.
2. The City Treasurer is directed to issue a refund to QRS Group Inc. in the amount of \$183.55 since the 2017 taxes were paid in full on December 31, 2017
3. The Waukesha County Treasurer shall be notified of this action.

SEVERABLE: The several sections of this resolution are declared to be severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision, and shall not affect the validity of any other provisions, sections or portions thereof of the resolution. The remainder of the resolution shall remain in full force and effect. Any other resolutions whose terms are in conflict with the provisions of this resolution are hereby repealed as to those terms that conflict.

Dated this 19th day of February, 2018.

COMMON COUNCIL, CITY OF PEWAUKEE

WAUKESHA COUNTY, WISCONSIN

ATTEST:

Steve Bierce, Mayor

Kelly Tarczewski, Clerk/Treasurer

**CITY OF PEWAUKEE
COMMON COUNCIL AGENDA ITEM 12.**

DATE: February 19, 2018

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Discussion and Possible Action Regarding **Resolution 18-02-02** Related to the Personal Property Palpable Error of Blackhawk Industries Previously Located at N16W23390 Stoneridge Drive Suite B (P305) and Rescind \$639.86 in Taxes [Tarczewski]

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Resolution 18-02-02

RESOLUTION 18-02-02**RESCIND TAXES ON SPECIFIC PERSONAL PROPERTY
PURSUANT TO SECTION 74.33(1)(e), WIS. STATS.
IN THE CITY OF PEWAUKEE**

WHEREAS; Blackhawk Industrial, further identified as tax key numbers PWC P305 and B483, has petitioned the Common Council pursuant to the provisions of Section 74.33(1)(e) of the Wisconsin Statutes to rescind the personal property taxes on PWC B483 shown in the tax roll due to a palpable error; and,

WHEREAS; Blackhawk Industrial was originally located at N14W23390 Stoneridge Drive Suite B (PWC P305) and relocated to N27W23713 Paul Road Unit C (PWC B483) in the City of Pewaukee Waukesha in 2017; and

WHEREAS; Blackhawk Industrial filed their 2017 Statement of Personal Property form for PWC P305 on February 24, 2017; and

WHEREAS; The Property assessment for PWC P305 was valued at \$28,300 which resulted in a true tax payment charge of \$350.47 for 2017; and

WHEREAS; No Statement of Personal Property form was filed in 2017 for Blackhawk Industrial PWC B483; and

WHEREAS; The Property assessment for PWC B483 was valued at \$44,800 which resulted in a “doomaged” tax payment charge of \$639.86; and

WHEREAS; The City Assessor recognizes there is a double assessment for this property owner and recommends the total rescission amount of \$639.86 tax due and owing on and against the parcel referenced above.

NOW, THEREFORE, BE IT RESOLVED, by the Pewaukee Common Council as follows:

1. The personal property tax shown on the tax roll against PWC B483 shall be rescinded in the amount of \$639.86.
2. The taxpayer is not entitled to any refunds, since the tax bill is outstanding.
3. The City Assessor is directed to remove account PWC B483 from the City's records and update the new address information on account PWC P305.
4. The Waukesha County Treasurer shall be notified of these actions.

SEVERABLE: The several sections of this resolution are declared to be severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision, and shall not affect the validity of any other provisions, sections or portions thereof of the resolution. The remainder of the resolution shall remain in full

force and effect. Any other resolutions whose terms are in conflict with the provisions of this resolution are hereby repealed as to those terms that conflict.

Dated this 19th day of February, 2018.

COMMON COUNCIL, CITY OF PEWAUKEE
WAUKESHA COUNTY, WISCONSIN

ATTEST:

Steve Bierce, Mayor

Kelly Tarczewski, Clerk/Treasurer

**CITY OF PEWAUKEE
COMMON COUNCIL AGENDA ITEM 13.**

DATE: February 19, 2018

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Discussion and Possible Action Regarding **Resolution 18-02-04** Related to the Personal Property Palpable Error for Flagship Sails RX, LLC (PWC F450) Previously Located at N19W24400 Riverwood Drive and Rescind \$32.21 in Taxes [Tarczewski]

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

18-02-04

RESOLUTION 18-02-04**RESCIND TAXES ON SPECIFIC PERSONAL PROPERTY
PURSUANT TO SECTION 74.33(1)(d), WIS. STATS.
IN THE CITY OF PEWAUKEE**

WHEREAS, Flagship Sails RX, LLC further identified as tax key number PWC F450, has petitioned the Common Council pursuant the provisions of Section 74.33(1)(d) of the Wisconsin Statutes to rescind in whole any personal property tax shown in the tax roll due to a palpable error; and

WHEREAS, Flagship Sails RX, LLC was previously located in the City of Pewaukee at N19 W24400 Riverwood Drive Suite #275; and

WHEREAS, Flagship Sails RX, LLC moved out of the community on July 1, 2015; and

WHEREAS, The personal property assessment for this tax key was originally valued at \$2,600.00 for January 1, 2017 which resulted in a property tax overcharge of \$32.21 for 2017; and

WHEREAS, Based on the information provided the City Assessor has removed this account from the City's records and has recommended the total rescission amount of \$32.21 tax due and owing on and against the parcel referenced above.

NOW, THEREFORE, BE IT RESOLVED, by the Pewaukee Common Council as follows:

1. The personal property tax shown on the tax roll against the above-referenced parcel shall be rescinded in the amount of \$32.21.
2. The Waukesha County Treasurer shall be notified of this action.

SEVERABLE: The several sections of this resolution are declared to be severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision, and shall not affect the validity of any other provisions, sections or portions thereof of the resolution. The remainder of the resolution shall remain in full force and effect. Any other resolutions whose terms are in conflict with the provisions of this resolution are hereby repealed as to those terms that conflict.

Dated this 19th day of February, 2018.

COMMON COUNCIL, CITY OF PEWAUKEE
WAUKESHA COUNTY, WISCONSIN

ATTEST:

Steve Bierce, Mayor

Kelly Tarczewski, Clerk/Treasurer