

Office of the Clerk/Treasurer

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

REVISED

**COMMON COUNCIL
MEETING NOTICE AND AGENDA**

Monday, April 16, 2018

7:00 PM

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

-
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 District Alderperson prior to the meeting.
 3. Consent Agenda
 - 3.1 Approval of Meeting Minutes Dated March 19, 2018.
 - 3.2 Approve Common Council Meeting Minutes Dated April 2, 2018
 - 3.3 Approve Accounts Payable Listings
 - 3.4 Approve Bartender Licenses
 4. Discussion and Possible Action to Approve the Municipal Treasurers Appreciation Proclamation and Naming April 15-21, 2018 as Municipal Treasurers Appreciation Week [Klein]
 5. Discussion and Possible Action to Approve the Building Safety Proclamation and Naming May 2018 as Building Safety Month [Klein]
 6. Discussion and Possible Action to Approve the Municipal Clerks Proclamation and Naming May 6-12, 2018 as Municipal Clerks Week [Klein]
 7. Update Regarding Positively Pewaukee Activities [Kroening]
 8. Update Regarding the Pewaukee Library [Stoltz]
 9. Police Services 2017 Year End Report [Ripplinger]
 10. Discussion and Possible Action to Authorize a New Street Lamp on the Existing Power Pole in the Northeast Quadrant of the Elmwood Drive & North Avenue Intersection [Weigel]
 11. Discussion and Possible Action to Approve the Project List for Updating the Bicycle and Pedestrian Plan and the Impact Fee Study [Weigel]
 12. Discussion Related to the First Quarter Financial Report [Klein / Tarczewski]
 13. Swear In Elected Officials [Riffle]

14. Public Comment - Please limit your comments to 2 minutes, if further time for discussion is needed please contact your District Alderperson prior to the meeting.
15. Closed Session – You are hereby notified that the Common Council and staff of the City of Pewaukee will convene into closed session after all regular scheduled business has been concluded and upon motion duly made and seconded and acted upon by roll-call vote as required under §19.85(1)(a), Stats. The purpose of the closed session is for the following:
 - §19.85(1)(g): Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, specifically related to the litigation involving Spring Creek Church.

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

16. Adjournment

Kelly Tarczewski
Clerk/Treasurer

April 13, 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: April 16, 2018

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Approval of Meeting Minutes Dated March 19, 2018.

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Minutes 3.19.2018

1. Call to Order and Pledge of Allegiance – Mayor Bierce called the meeting to order at 6:00 p.m.

Present:

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

Also Present:

Attorney V. Anderson, Administrator S. Klein, DPW Director J. Weigel, Assistant Engineer M. Wagner, and Clerk/Treasurer K. Tarczewski.

2. Public Comment – None.
3. Public Hearing for the Deer Haven Phase II Paving Project
 - 3.1 Discussion of Engineer's Report
 - 3.2 Discussion and Possible Action to Award the Deer Haven Phase II Paving Project to the Lowest Qualified Bidder, Payne & Dolan of Waukesha, WI in the amount of \$474,000

Jeff Weigel and Maggie Wagner were present for this item. He stated the second phase of Deer Haven is very similar to the first phase of the Steeplechase project that will be presented after this project. He said these roads are approximately 15 - 20 years old and they are stressed from previous construction trucking. He stated they plan on repaving all of Deer Haven Drive, Wilderness Way, Fawn Court, Bucks Island Court and Whitetail Court. He said some sections would be full depth milling and the other would be partial depth milling, where the top 1½ inches would be removed and the base course would remain. Mr. Weigel stated the bids were opened on February 26, 2018. He said the bids were combined, contract “A” is for Deer Haven and contract “B” is for Steeplechase. He stated the Engineers’ report predicts the costs for design, administration and contingencies. He said there are 97 single units within the project area and the cost would come out to \$5,908.20 per unit, but since there is a paving assessment cap on residential properties, the maximum that could be charged is \$2,562 per unit.

Mr. Weigel stated there are two nonresidential properties within the project area and they belong to the City of Pewaukee Water Utility and they are fully assessable. He said all lots, regardless if they are occupied by a house or not, are facing assessments, as are the out lots with low land conservancy and wetlands properties.

Mr. Kara asked if the projects were bid together due to their proximity to one another. Mr. Weigel stated yes because it would result in cost savings. He said it was not necessary to accept both bids. He also said none of the bids needed to be accepted either if that was the decision of the Council.

Mr. Bergman asked about the two large properties to the east. Ms. Wagner stated that was the old sod farm that was subdivided and was rezoned into residential and would be capped.

Ms. Brown asked about the alternatives. Ms. Wagner stated one of the alternatives was for a full depth mill vs. partial depth mill to be able to compare the prices. The second mandatory bid is for work on the utilities that may be needed. Ms. Brown asked if that would affect the cost that the property owners would need to pay. Ms. Wagner stated it would not add additional costs because

the project is already capped.

Mr. Bergman said he wanted to make sure no one received double assessments for being on a corner lot. Ms. Wagner stated if a home is on a corner lot the assessment is based on where the driveway is. If they have a looped driveway it is based on the property owner's address.

Mr. Kara asked how phase one went. Ms. Wagner stated overall the project went well, but they are having some issues with the contractor. They have noticed issues in areas that there was partial depth milling. There appears to be a great deal of reflective cracking. The contractor, Payne & Dolan, used petro-tack layer and they are researching why there are issues.

The Mayor opened the public hearing.

Roy Mangano (N29 W26230 Homestead Road) asked if there were any special provisions for people with special needs or disabilities for egress from their driveways. Mr. Weigel stated it is the contractor's responsibility to provide adequate access to each property. They will do a gravel ramp up to the curb which cars can traverse.

Walt Christensen (N29 W26180 Steeplechase Court) asked if other municipalities are doing special assessments. Mr. Weigel stated yes, and named the City of West Allis as an example. Mr. Christensen asked if there was any discussion on how special assessments have a direct impact on the housing market. He stated realtors would have to disclose the special assessments as potential liabilities. Mayor Bierce stated there is always arguments for handling special assessments vs making it part of the tax rate.

Margaret Farrow (W262 N2402 Deer Haven Drive) said Steeplechase is newer than Deer Haven. She sees no issues with the pavement on Deer Haven Drive. She noted the catch basins and storm sewers have been worked on over the last couple years and was questioning if they were going to be worked on again. Mr. Weigel stated only the ones that they missed or are currently collapsing. He said there may also be some spot curb repairs. Ms. Farrow stated she is satisfied with the way the City handles the assessments.

Johnny Smokovich (N27 W26012 Steeplechase Drive) asked when the anticipated start date would be. Mr. Weigel stated he did not know at this point. The project was bid out earlier than normal because he was anticipating the work load for Foxconn and wanted to make sure the City could get on the work schedule. When we get to that point the residents will be notified. Mr. Smokovich asked how long the project was anticipated to take. Mr. Weigel stated it depended on the weather and if there were complications that would cause further excavation related to the full depth areas. Ms. Wagner stated the best guess, is that it would take a month to a month and a half.

Paul Wysocki (N29 W26231 Steeplechase Court) he said is also a member of the association board and had questions so that he could report back to the board. He asked about the "police powers" statement in the special assessment notice. Attorney Anderson stated statutorily there is a procedure for special assessments and the City adopted the code and the police powers for the City. It has to do with maintaining health, safety and welfare. It is the preamble language of the empowering provisions. He asked what would happen if someone refuses to pay. Mr. Weigel stated it would be put on the property owner's tax bill over a ten year period with interest and penalties. The interest rate is 1% over the interest rate the City is charged when it borrows funds. Ms. Wagner stated last year the interest rate was 3.27%. Mr. Wysocki asked if there

would be additional phases for Steeplechase. Mr. Weigel stated yes there would be, phase II would be next year. Mr. Bergman stated he was a member of a homeowner's association before and he wanted to remind Mr. Wysocki to budget for the special assessments on their three lots. Ms. Wagner stated the notice did go to the homeowners' association at a post office box. Mr. Wysocki stated Jim Vetro is the association's president and believes he utilizes a post office box.

Mr. Weigel stated property taxes do pay for the project difference that are not collected through special assessments. He said the longer we wait to do the projects the cost escalate quickly. He said to some it looks like we are doing this prematurely but in fact we're in at the right time, possibly a little late, to be the most cost effective.

Mike Mikelonis (W260 N2972 Steeplechase Drive) asked what criteria determines the need for road repair. Mr. Weigel stated the City does an annual condition report of 90 miles of road. The condition rating ranges from "0", a total failure, to "10" being a brand new road. The treatment processes on the higher ratings are usually crack filling. On the lower end ratings they look more closely at the cracks to determine how deep they go and how open they spread. If it caused the base material to freeze and thaw, the repairs get very expensive. Mr. Mikelonis asked why we are considering to use Payne & Dolan again when there were issues with their last job. Mr. Weigel stated we are required to go with the lowest qualified bid. At this point they are not being disqualified because we are still working on the issue.

Mayor Bierce closed the public hearing for Deer Haven.

Mr. Wamser asked if there was a warranty. Ms. Wagner stated it is typically a year from final payment. Mr. Weigel stated the goal is to not come back and do the same project within the first 20 years. If the road should fail within that time there is an offset on loss of life and the cost will be offset.

Mr. Bergman voiced his concern on the partial mill on the south side of Deer Haven due to the amount of traffic. He asked if we'd be better off doing a full mill. Mr. Weigel stated we'd probably be better off but the goal is to be a good steward and save the taxpayers money. Ms. Wagner stated the full depth mill will cost an additional \$84,000. Mr. Weigel stated it was a part of the mandatory alternate bids and the Council could choose to award the contract with the alternate bids. Ms. Brown stated she would rather not if it doesn't need it and if at the time the work is started and they feel it needs to be done at that time it should be. Mr. Dziwulski agreed.

4. Public Hearing for Steeplechase Phase I

4.1 Discussion of Engineer's Report

4.2 Discussion and Possible Action to Award the Steeplechase Phase I Paving Project to the Lowest Qualified Bidder, Payne & Dolan of Waukesha, WI in the amount of \$284,000

Mr. Weigel and Ms. Wagner were present for this item. Mr. Weigel stated this is a newer subdivision and he was surprised of its current condition. He said the base material is gravel. He said there are 55 units within the first phase at the total cost of \$6,286 per unit. He said the project would include repairing the needed curbs and catch basins, adjusting or repairing the sanitary manhole chimneys and the **valve boxes** in the pavement.

Ms. Brown asked how they determined what sections would be completed first. Ms. Wagner stated they typically do the interior road work first and work their way out and hit one major outlet at a time. Mr. Weigel stated they applied for a grant to the local road improvement program and

were awarded \$20,000 to be used towards next year's project.

Mayor Bierce opened the public hearing on the first phase of the Steeplechase paving project. No additional comments were made.

A motion was made and seconded, (C. Brown, J. Wamser) to award contract "A" for the Deer Haven road project to Payne & Dolan in the amount of \$474,000 and award contract "B" for the Steeplechase road project to Payne and Dolan in the amount of \$284,000.

Motion Passed: 6-For, 0-Against.

Mr. Weigel stated some major projects have been postponed saving the City approximately \$1 million and bringing us closer to having cash on hand for these projects.

5. Consent Agenda

5.1 Approval of Accounts Payable Summaries

5.2 Approval of Bartender Licenses

5.3 Approval of Common Council Meeting Minutes Dated March 5, 2018

5.4 Approve **Ordinance 18-03** Repealing and Recreating §6.02 (2)(b) of the City Code Related to Weapons Discharge / Safety (*Second Reading*)

5.5 Approve **Resolution 18-03-07** Accepting the Public Water Distribution System Associated with the Steinhafels Development

Ms. Brown requested Item #5.3 be removed so that she could abstain from the minutes.

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

5.3 Approval of the Common Council Meeting Minutes Dated March 5, 2018

A motion was made and seconded, (B. Dziwulski, B. Bergman) to approve the meeting minutes dated March 5, 2018. Motion Passed: 5-For, 0-Against, 1-Abstain (C. Brown).

6. Discussion and Possible Action to Approve the Proclamation for Eagle Scout Samuel Reinbold

A motion was made and seconded, (J. Kara, B. Dziwulski) to approve the proclamation for Eagle Scout Samuel Reinbold. Motion Passed: 6-For, 0-Against.

Mayor Bierce asked Samuel to step forward and he presented him with his proclamation plaque.

7. Discussion and Possible Action to Approve the Proclamation as Requested by Waukesha County Drug Free Communities Coalition to Proclaim April as "Parents Who Host, Lose the Most: Don't be a party to underage drinking" month.

A motion was made and seconded (B. Dziwulski, C. Brown) to approve the proclamation for the Waukesha County Drug Free Communities Coalition. Motion Passed: 6-For, 0-Against.

8. Discussion and Possible Action to Award the Well #1 Radium Mitigation Project to the Lowest Qualified Bidder, Staab Construction in the Amount of \$1,263,000.

Mr. Weigel was present for this item. He stated the City was ordered by the Department of Natural Resources (DNR) to bring the well into compliance. He said they went through a pilot testing program to determine what the best process would be. He said they decided on HMO chemical flocculation that

pulls the radium out of the water. He said they chose that process because at the Green Road well the water is run through media in a large tank that attracts the radium. He said that would not work with a chemical called strontium. He said strontium is another chemical on the EPA's list for evaluation. He said the flocculation process could treat both of these chemicals. He said the utility will have to apply to the Public Service Commission for a permit to construct.

Mr. Kara asked if there were other wells that are going through the mitigation processes. Mr. Weigel stated there are. He said they are successfully diluting the amount of radium in our drinking water by blending deep well water and shallow well water. This process is taking place at the North Avenue well near Springdale Estates, the Fire Station, Deer Haven and a small community well near Apple Tree and Pear Tree. He said at the Green Road well they perform a WRT process and the well on North Mound in the Bluemound industrial park has a high level of gross alpha and they are still working on what to do there. Mr. Kara asked if there were ongoing expenses afterwards. Mr. Weigel stated the Green Road waste is transported to Hanford, Washington. The waste from well #1 will go in the sewage waste stream which then will go to the Fox River.

Mr. Kara stated he had concerns related to financing the project. Mr. Weigel stated it will be funded by the rates, paid by our current water customers. Ms. Brown asked if the rates only applied to City of Pewaukee water users. Mr. Weigel stated she was correct.

A motion was made and seconded, (B. Bergman, R. Grosch) to award the well #1 radium mitigation project to the lowest qualified bidder, Staab Construction in the amount of \$1,263,000.
Motion Passed: 6-For, 0-Against.

9. Discussion and Possible Action to Approve **Resolution 18-03-08** Declaring Official Intent to Reimburse Expenditures for the Well #1 Radium Mitigation Project

Mr. Weigel stated this was a comfort resolution that would allow the City to reimburse itself for expenses if money was borrowed for this project. He noted the amount in the resolution was slightly higher than the project costs to cover engineering contingencies that may arise.

A motion was made and seconded, (C. Brown, B. Dziwulski) to approve Resolution 18-03-08 to reimburse expenditure for the well #1 radium mitigation project.
Motion Passed: 6-For, 0-Against.

10. Discussion Whether or Not There is an Interest to have Quarterly Finance Reports at Future Common Council Meetings

Mr. Kara stated this was a follow up discussion from budget time last fall. He stated they thought it would be useful to get an update on where things are. He said this is the only time, as a group, that this type of discussion can take place. Ms. Brown stated the Council gets monthly reports from the City's Accountant. Mr. Kara suggested quarterly.

Mayor Bierce stated he thought it would be important to also get quarterly reports from Water & Sewer, Storm Water, but not on the same night. The other members agreed. Mayor Bierce directed the Administrator to come up with a schedule to do quarterly finance reports on City Funds, Water & Sewer Utility and the Storm Water Utility each in their own months. Mr. Klein stated the utilities will be more difficult to understand based on PSC reporting and how documents are put together. He said he found it helpful in the past to have had Mike Retroff come in to explain the reports.

Mr. Kara asked if they could forward questions on to the Administrator related to the finances. Mayor Bierce stated he'd like to start this at the second meeting in April

11. Discussion Whether or Not There is an Interest in Implementing Goals and Evaluation Process for the City Administrator

Mr. Kara stated he'd like to have the Administrator set goals for himself and have the Council evaluate his progress at least annually. He said there is currently no formal process for this. Ms. Brown stated the Council was very involved in this process for the last Administrator, they even went as far as to determine various training options for her. She asked Mr. Klein if he was going to different training sessions. He stated he doesn't participate in the training sessions as the previous Administrator did. He instead attends the insurance risk conference held by the League of Wisconsin Municipalities. He stated he attends local meetings such as the Chamber. He said he has a different mission than the previous Administrator. He said he is focused on leadership and is doing a lot of reading and getting coaching. Mr. Klein stated his basic goals are what have been spelled out as projects that are currently listed in the budget as well as updating the strategic plan.

Mayor Bierce suggested to send this to Ms. Bergersen in HR to set up a process in which Mr. Klein can receive an evaluation so that he and the Council knows where he stands and set goals for him. The Council members concurred. Mr. Klein stated we used to have a formal evaluation process and his has been changed to quarterly coaching sessions. Mr. Dziwulski asked Mr. Klein what he does with the department heads. He responded he does somewhat of the same thing.

12. Public Comment

George Evert (NN45 W24434 Lindsay Road) stated it was very difficult to hear what was being said this evening and said he didn't think the sound system was performing properly.

13. Adjournment – **A motion was made and seconded, (B. Dziwulski, J. Wamser) to adjourn the meeting at 7:43 p.m.** Motion Passed: 6-For, 0-Against.

Respectfully Submitted,

Kelly Tarczewski
Clerk/Treasurer

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

DATE: April 16, 2018

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Approve Common Council Meeting Minutes Dated April 2, 2018

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Minutes 4.2.2018

In attendance:

Aldermen C. Brown, B. Dziwulski, R. Grosch, J. Kara, and J. Wamser. Mayor Bierce and Alderman B. Bergman were absent and excused.

Also in Attendance:

Attorney S. Riffle, Administrator S. Klein, Community Development Director K. Woldanski, and Clerk/Treasurer K. Tarczewski.

1. Call to Order and Pledge of Allegiance

In the absence of Mayor Bierce, Council President C. Brown began the meeting at 7:01 p.m.

2. Public Comment – None.

3. Consent Agenda

3.1 Approval of Meeting Minutes Dated March 19, 2018.

3.2 Approval of the Accounts Payable Listings

3.3 Approval of the Bartender Licenses

President Brown noted the minutes were not completed and should be removed from the consent agenda.

A motion was made and seconded, (J. Wamser, J. Kara) to approve the remaining items on the consent agenda. Motion Passed: 4-For, 0-Against

4. Discussion and Action Regarding Request to Reprogram Funds from the Community Services Budget "Planner Transitional Position" to Part-Time Wages to Pay for Part-Time Scanning Assistance not to Exceed \$10,500.

Ms. Woldanski was present for this item. She stated they have been using a college student on a part-time basis to scan large plans and he is making notable progress. He is also entering data for the Assessor. She stated they would like to keep him on longer to continue working on the project.

A motion was made and seconded, (J. Wamser, B. Dziwulski) to transfer \$10,500 from the Planner transitional position to pay for part-time scanning assistance.

Motion Passed: 4-For, 0-Against.

5. Discussion and Possible Action of **Resolution 18-04-09** Related to the Personal Property Palpable Error for Waukesha All Temp Storage Previously Located at W229 N1492 Westwood Drive (W429) and Rescind \$104.02 in Taxes

Ms. Tarczewski stated Waukesha All-Temp Storage sold their business to Lindner Logistics on June 30, 2016 and their personal property account was never cancelled off of the roll. She added, Lindner Logistics is also receiving a personal property tax bill for the same property, therefore this is a duplicate assessment and the original account needs to be removed.

A motion was made and seconded, (B. Dziwulski, R. Grosch) to approve Resolution 18-04-09 related to the personal property palpable error for Waukesha All Temp Storage and rescind \$104.02 in taxes. Motion Passed: 4-For, 0-Against.

6. Discussion and Possible Action to Concur with the Recommendations of the City's Financial Advisors to Approve **Resolution 18-04-10** to Revise the Investment Policy

Ms. Tarczewski stated Ehlers, the City's Financial Advisor, reviewed the City's investment policy and recommended a few minor changes; adding language to the collateralization section of the policy and eliminating Wisconsin Investment Trust since it closed in 2010. She stated the changes were forwarded to the members of the Finance Committee and no one indicated that they felt it necessary to meet on the minor changes.

A motion was made and seconded, (J. Kara, J. Wamser) to approve Resolution 18-04-10 updating the City's Investment Policy. Motion Passed: 4-For, 0-Against.

7. Discussion and Possible Action to Concur with the Mayor's Recommendation and Appoint Karen Salituro to the Plan Commission

Ms. Brown stated Ms. Salituro's resume seems very fitting for the Plan Commission. She called attention to Ms. Salituro's experience as a natural designer and going green initiatives.

A motion was made and seconded, (B. Dziwulski, J. Wamser) to concur with the Mayor's recommendations and appoint Karen Salituro to the Plan Commission.

Motion Passed: 4-For, 0-Against.

8. Public Comment

George Evert (N45 W24434 Lindsay Road) asked if there was a delay in opening the Sports Complex. It was confirmed that it would not be opening until 2019 due to various issues.

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

- §19.85(1)(g): Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, specifically related to the litigation involving Spring Creek Church.

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

A motion was made and seconded (B. Dziwulski, J. Kara) to convene into closed session at 7:17 p.m. Motion Passed on Roll Call Vote: 4-For, 0-Against.

A motion was made and seconded, (J. Kara, B. Dziwulski) to return into open session at 7:54 p.m. Motion Passed: 4-For, 0-Against.

A motion was made and seconded, (B. Dziwulski, J. Kara) to direct outside counsel to proceed with the Circuit Court appeal process related to the recent Spring Creek determination.

Motion Passed: 4-For, 0-Against.

9. Adjournment

A motion was made and seconded, (R. Grosch, B. Dziwulski) to adjourn the meeting at 7:55 p.m.

Motion Passed: 4-For, 0-Against.

Respectfully Submitted,

Kelly Tarczewski
Clerk/Treasurer

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

DATE: April 16, 2018

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Approve Accounts Payable Listings

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

AP Summary

City & WS Summary

ACCOUNTS PAYABLE APRIL 16, 2018			
Vendor Name	Document Date	Document Amount	Transaction Description
AIRGAS	3/20/2018	69.64	FD OXYGEN
AIRGAS	3/20/2018	40.45	FD OXYGEN
ALADDIN FIRE PROTECTION	3/10/2018	1,276.50	FD CYLINDER TEST
ARMAO, SHARON	4/3/2018	131.75	EL ELECTION PAYROLL
AUTOMOTIVE PARTS & EQUIPMENT	3/29/2018	30.82	FD WIPER BLADES
AUTOMOTIVE PARTS & EQUIPMENT	3/19/2018	28.96	FD FLEET CHARGE
B&B TRAILERS	3/20/2018	97.50	FD ROOF VENT
BATTERY PRODUCTS	3/13/2018	45.15	FD LEAD ACID
BEACON ATHLETICS	3/26/2018	662.00	PR HOME, PITCHER PLATES
BEIER, MELISSA	3/28/2018	17.77	CT MILEAGE
BOUNDTREE MEDICAL	3/26/2018	137.76	FD EMS SUPPLIES
BREDAN MECHANICAL SYSTEMS	3/22/2018	6,100.00	IT BOILER REPAIRS
BROOKS, RAY	4/3/2018	172.50	EL ELECTION PAYROLL
CINTAS FIRST AID	3/27/2018	68.01	PR BATTERIES
CINTAS FIRST AID	3/27/2018	43.31	PR FIRST AID SUPPLIES
CUMMINS SALES & SERVICE	3/21/2018	839.97	IT HEATER BLOCK
CUMMINS SALES & SERVICE	3/16/2018	567.68	IT SERVICE CALL - GENERATOR
DE COSTE, PHYLLIS	4/3/2018	123.25	EL ELECTION PAYROLL
DIETZ, MARY	4/3/2018	55.25	EL ELECTION PAYROLL
DWYER, CHARLIE	3/29/2018	135.71	BI MILEAGE
EICHENSEER, JAMES	4/3/2018	165.00	EL ELECTION PAYROLL
ELECTION SYSTEMS & SOFTWARE	3/26/2018	243.52	CT ACTIVATION CARD
ELLIOTT ACE HARDWARE	3/31/2018	8.29	IT AUDIO CABLE
EMBELLISHMENTS	3/26/2018	165.96	FD UNIFORMS
FIRST AYD	3/14/2018	202.69	FD OPP SUPPLIES
FIRST AYD	3/20/2018	125.12	FD INSECTICIDE
FLEMMING, ELIZABETH	4/3/2018	63.75	EL ELECTION PAYROLL
FREYER, JANET	4/3/2018	114.75	EL ELECTION PAYROLL
G&K SERVICES	3/26/2018	106.70	FD MATS
GIBBS, JOHN	3/30/2018	437.64	BI MILEAGE
GLONEK, MICHAEL	3/23/2018	793.00	CO CITATION DISMISSED
GUIDINGER, LOIS	4/3/2018	68.00	EL ELECTION PAYROLL
HEARTLAND BUSINESS SYSTEMS	3/23/2018	470.00	IT SERVER MAINT
HEIN ELECTRIC SUPPLY	3/27/2018	215.45	FD DOUBLE BLAX
JERKE, MARIANNE	4/3/2018	131.75	EL ELECTION PAYROLL
JERRY'S AUTOMOTIVE SERIVCE, INC	3/23/2018	107.89	FD OIL CHANGE
JOHN'S DISPOSAL SERVICE	3/23/2018	48,410.62	EN CONTRACTED BILLIN
JOHN'S DISPOSAL SERVICE	3/5/2018	10,690.72	EN LANDFILL CHARGE
KLEIN, DEANNA	4/3/2018	131.75	EL ELECTION PAYROLL
LANGE ENTERPRISES, INC	3/16/2018	184.33	BI TILE FRAMES
MAYER REPAIR	3/12/2018	1,838.07	FD PRIMING SYSTEM

ACCOUNTS PAYABLE APRIL 16, 2018			
Vendor Name	Document Date	Document Amount	Transaction Description
MENARDS	3/12/2018	11.19	CT APPLIANCE STOP
MENARDS	3/15/2018	1.86	CT ANCHORS
MENARDS	3/14/2018	5.89	CT HANGER, REDUCER
MENARDS	3/15/2018	3.79	CT BLACK UNION
MENARDS	3/14/2018	8.64	CT ANCHORS, DRILL BIT
MENARDS	3/14/2018	124.84	CT NIPPLES, HANGER, ETC
MENARDS	3/25/2018	24.62	FD PASE WAX
MENARDS	2/13/2018	22.23	FD BORING BIT, REFLECTOR
MID-AMERICAN RESEARCH CHEMICAL	3/22/2018	309.57	PR CLEANERS
OFFICE COPYING EQUIPMENT, LTD	2/28/2018	9.67	CT COPIES, SCANS
OFFICE COPYING EQUIPMENT, LTD	2/28/2018	260.33	CT COPIES
OFFICE COPYING EQUIPMENT, LTD	3/30/2018	8.08	CT COPIES, SCANS
OFFICE COPYING EQUIPMENT, LTD	3/30/2018	142.87	CT COPIES
OFFICE DEPOT	2/27/2018	93.39	CT TOWELS
OFFICE DEPOT	3/19/2018	52.79	PR PAPER
ORLOVSKY, ARLINE	4/3/2018	68.00	EL ELECTION PAYROLL
ORLOVSKY, RICHARD	4/3/2018	68.00	EL ELECTION PAYROLL
PAYNE & DOLAN	12/19/2017	76,720.25	EN CONTRACTOR'S APPLICATION
PAYNE & DOLAN	12/12/2017	38,552.18	EN 2 FINAL
PEWAUKEE, VILLAGE OF	3/30/2018	31,749.76	PR MONTHLY INCOME SPLIT
PFEIFFER, RICHARD	4/3/2018	68.00	EL ELECTION PAYROLL
PFEIFFER, SANDIE	4/3/2018	57.38	EL ELECTION PAYROLL
PHYSIO-CONTROL INC	3/15/2018	139.20	FD LARYNGOSCOPE BLADES
PHYSIO-CONTROL INC	3/2/2018	158.10	FD BAYONET
PHYSIO-CONTROL INC	10/20/2017	102.00	FD BATTERY
PHYSIO-CONTROL INC	10/18/2017	272.00	FD CREDIT
QUALITY POWER SOLUTIONS	4/2/2018	1,690.00	IT BATTERY BACKUP INSPECTION
ROBINSON, GWENN	4/3/2018	217.50	EL ELECTION PAYROLL
ROBINSON, MAURICE	4/3/2018	138.13	EL ELECTION PAYROLL
ROMENS, RANDY	3/30/2018	488.32	BI MILEAGE
ROTROFF JEANSON & CO.	3/3/2018	3,061.94	CT SERVICES PROVIDED
SLESAR, PAULA	4/3/2018	133.88	EL ELECTION PAYROLL
SMITH, GEORGE	4/3/2018	123.25	EL ELECTION PAYROLL
SMITH, NINA	4/3/2018	123.25	EL ELECTION PAYROLL
STARFIRE SYSTEMS, INC	3/29/2018	400.00	IT INSPECTION COMPUTER ROOM
STOIBER ELECTRIC	3/23/2018	940.00	AD RECEPTACLES, CIRCUITS
T. GAUGERT LANDSCAPING	4/1/2018	2,670.83	CT CEMETERY CARE
TARCZEWSKI, KELLY	4/2/2018	20.52	CT ELECTION LSUPPLIES
TARCZEWSKI, KELLY	4/5/2018	8.45	CT MILEAGE
TARGET SOLUTIONS LEARNING	12/12/2017	5,873.96	IT SOFTWARE RENEWAL
THARMAN, JUDY	4/3/2018	131.75	EL ELECTION PAYROLL

ACCOUNTS PAYABLE APRIL 16, 2018			
Vendor Name	Document Date	Document Amount	Transaction Description
THOMAS, BRIAN	4/3/2018	68.00	EL ELECTION PAYROLL
THOMAS, ELNETTA	4/3/2018	63.75	EL ELECTION PAYROLL
TOEPEL, SUE	4/3/2018	55.25	EL ELECTION PAYROLL
VERIZON	3/12/2018	270.25	FD AIR CARDS
VERIZON	3/12/2018	29.84	FD PHONE
VICTORY HOMES	4/4/2018	500.00	BI OCCUPANCY BOND RETURN
WAUKESHA CO TECHNICAL COLLEGE	3/26/2018	8.00	FD INSTRUCTOR CARD
WAUKESHA CO TECHNICAL COLLEGE	3/26/2018	180.00	FD FIRST AID CARDS
WAUKESHA MEMORIAL HOSPITAL	3/21/2018	72.00	FD SUPPLY PURCHASER
WAUKESHA MEMORIAL HOSPITAL	3/21/2018	220.50	FD SUPPLY PURCHASE
WAUKESHA MEMORIAL HOSPITAL	3/21/2018	320.00	FD SUPPLY PURCHASE EMS
WE ENERGIES	3/30/2018	17.61	PR ENERGY USE
WEBER, ROGER	4/3/2018	63.75	EL ELECTION PAYROLL
WEBER, SUSAN	4/3/2018	65.88	EL ELECTION PAYROLL
WEIS, DARLENE	4/3/2018	53.13	EL ELECTION PAYROLL
WI DEPT SAFETY & PROFESSIONAL SVCS	4/4/2018	32.50	BI INSPECTOR CERTIFICATION
WIMMER, LISA	4/3/2018	131.75	EL ELECTION PAYROLL
WROBLEWSKI, SUE	4/3/2018	123.25	EL ELECTION PAYROLL
ZIETARA-NOWAKOWSKI, NINA	4/3/2018	95.63	EL ELECTION PAYROLL
BLANKENHEIM, KATHRYN	4/3/2018	125.38	EL ELECTION PAYROLL
CARALIA, CHERYL	4/3/2018	123.25	EL ELECTION PAYROLL
CONSIGNY, BARBARA	4/3/2018	167.50	EL ELECTION PAYROLL
JURIK, KAREN	4/3/2018	121.13	EL ELECTION POPYROLL
KARPFINGER, BARBARA	4/3/2018	42.50	EL ELECTION PAYROLL
LA PORTA, CHARLENE	4/3/2018	167.50	EL ELECTION PAYROLL
LUCHT, DONNA	4/3/2018	133.88	EL ELECTION PAYROLL
LUCHT, ROBERT	4/3/2018	133.88	EL ELECTION PAYROLL
MOLENDIA, JULIE	4/3/2018	44.63	EL ELECTION PAYROLL
PASCUCCI, GREG	4/3/2018	57.38	EL ELECTION PAYROLL
PRAEGER, JANET	4/3/2018	42.50	EL ELECTION PAYROLL
ROGAHN, SHIRLEY	4/3/2018	123.25	EL ELECTION PAYROLL
RUF, SALLY	4/3/2018	67.50	EL ELECTION PAYROLL
SEVERSON, BILL	4/3/2018	119.00	EL ELECTION PAYROLL
SIEGERT, SUSAN	4/3/2018	55.25	EL ELECTION PAYROLL
YEKO, JANE	4/3/2018	125.38	EL ELECTION PAYROLL
ZIEGERT, JIM	4/3/2018	123.25	EL ELECTION PAYROLL
		\$ 244,519.64	

City & WS Accounts Payable for:

4/16/2018

Vendor Name	Document Date	Document Amount	Transaction Description
POSTMASTER	3/19/2018	\$ 2,500.00	1ST QTR WATER BILLS
KWIK TRIP INC	3/16/2018	\$ 3,251.00	AMBO/ENGINE FUEL FEBRUARY
BATTERIES PLUS	3/13/2018	\$159.95	BATTERY
BUMPER TO BUMPER HARTLAND	3/9/2018	\$16.71	AIR FILTER
D.F. TOMASINI, INC	3/6/2018	\$5,894.66	1" WATER SERVICE REPAIR 2057-1
DORNER VALVES & AUTOMATION	2/15/2018	\$2,954.00	WIS PARK/DEER HAVEN VALVE KITS
FASTENAL	3/8/2018	\$12.86	DEER HAVEN
FASTENAL	3/8/2018	\$44.58	JOEL WORK TRUCK
FASTENAL	3/8/2018	\$89.86	SUPPLIES
HAWKINS, INC.	3/6/2018	\$1,675.05	AZONE 15/SODIUM SILICATE
HUMPHREY SERVICE PARTS, INC	3/12/2018	\$17.23	AIR/OIL FILTERS
MENARDS	3/9/2018	\$27.99	FLOOR MAT
MIDWEST METER INC.	2/26/2018	\$229.82	BADGER REPAIR
OFFICE COPYING EQUIPMENT, LTD	3/13/2018	\$169.43	COPIER AGREEMENT
RUEKERT & MIELKE, INC.	3/7/2018	\$425.00	SCADA SERVICE WORK
RUEKERT & MIELKE, INC.	3/7/2018	\$2,751.50	WELL 3 PUMP REPLACEMENT
RUEKERT & MIELKE, INC.	3/7/2018	\$15,321.00	WELL 1 RADIUM REMEDIATION
TOTAL MECHANICAL	2/28/2018	\$617.16	FAN TIME DELAY/SWITCH REPAIR
VERIZON	3/1/2018	\$254.13	CELL SERVICE
VISU-SEWER	3/7/2018	\$3,275.00	GUN CLUB LIFT STATION CLEANING
CLINKENBEARD, HARLAN	3/26/2018	4,488.00	PLANNER WAGES MARCH 2018
NATIONWIDE RETIREMENT SOLUTIONS	3/26/2018	1,895.09	DEFERRED COMP
TD AMERITRADE TRUST COMPANY	3/26/2018	50.00	LOAN REPAYMENT
BONK ENTERPRISE INC	3/27/2018	3,041.98	SUMMER 2018 PROGRAM GUIDE
FERGUSON WATERWORKS	3/27/2018	2,031.69	UPPER BARREL & FLAG KIT
JULI GARTON	3/27/2018	215.03	FAIRIES & FOLKLORE CLASS/REIMBURSE
VILLAGE OF PEWAUKEE	3/27/2018	7,405.00	LIFT STATION #1 SHARED COST
VISU-SEWER	3/27/2018	3,518.75	GUN CLUB LIFT STATION CLEANING
		\$ 62,332.47	

**CITY OF PEWAUKEE
COMMON COUNCIL AGENDA ITEM 3.4**

DATE: April 16, 2018

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Approve Bartender Licenses

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Bartender Licenses

<u>Individual Name</u>	<u>Establishment Name</u>	<u>Type</u>
Beckard, Rebecca F.	Mugshotz	New
Korzeniecki, Bobbie J.	Aqua Beauty Lounge	New
Lawler, Kelly L.	Kwik Trip	New
May, Shellie R.	Aqua Beauty Lounge	New
Sass, Melissa L.	Aqua Beauty Lounge	New
Strehl, Malory R.	Pewaukee Golf Club	New

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

DATE: April 16, 2018

DEPARTMENT: Administration

PROVIDED BY:

SUBJECT:

Discussion and Possible Action to Approve the Municipal Treasurers Appreciation Proclamation and Naming April 15-21, 2018 as Municipal Treasurers Appreciation Week [Klein]

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Proclamation

State of WI Proclamation

PROCLAMATION

MUNICIPAL TREASURERS APPRECIATION WEEK ~ APRIL 15-21, 2018

- Whereas,** the Office of the Municipal Treasurer is a time-honored and vital part of local government that impacts the day to day life of citizens throughout the state; and
- Whereas,** the Municipal Treasurers provide the necessary financial information to governing bodies and agencies at the local, county, and state levels; and
- Whereas,** the Municipal Treasurers administer the procedures and keep the financial records that allow governing bodies to carry out its public function efficiently and confidently; and
- Whereas,** all Municipal Treasurers are the official custodians responsible for proper management and investment of public funds; and
- Whereas,** the 1853 Municipal Treasurers and the 72 county treasurers work together to collect all property taxes for their own municipalities and counties as well as their local schools, technical colleges, and the State; and
- Whereas,** Municipal Treasurers continually strive to improve the administration of the responsibilities of the office of the municipal treasurer through participation in education programs, seminars, workshops, and conferences across Wisconsin; and
- Whereas,** Governor Scott Walker signed a proclamation on February 7, 2018 declaring April 15 – 21, 2018 as Municipal Treasurers Appreciation Week in Wisconsin.
- Now Therefore,** the Mayor and the Common Council of the City of Pewaukee do hereby proclaim the week of April 15-21, 2018 as Municipal Treasurers Week, and further extend appreciation to our **Municipal Treasurers, Accountant Carol Sazama and Deputy Treasurer Kayla Haack**, and to all Municipal Treasurers for the vital services they perform and their exemplary dedication to the communities they represent.

In Witness Whereof, I have hereunto set my hand and seal on this sixteenth day of April, Two Thousand and Eighteen.

Steve Bierce, Mayor
City of Pewaukee

STATE of WISCONSIN



OFFICE of the GOVERNOR

Proclamation

WHEREAS; the office of the municipal treasurer is a time honored and vital part of local government that impacts the day-to-day life of citizens throughout the state; and

WHEREAS; the municipal treasurers provide the necessary financial information to governing bodies and agencies at the local, county, and state levels; and

WHEREAS; the municipal treasurers administer the procedures and keep the financial records that allow governing bodies to carry out their public function efficiently and confidently; and

WHEREAS; all municipal treasurers are the official custodians responsible for proper management and investment of public funds; and

WHEREAS; the 1,853 municipal treasurers and the 72 county treasurers work together to collect all property taxes for their own municipalities and counties as well as their local schools, technical colleges, and the state; and

WHEREAS; municipal treasurers continually strive to improve the administration of the responsibilities of the office of the municipal treasurer through participation in education programs, seminars, workshops, and conferences across Wisconsin;

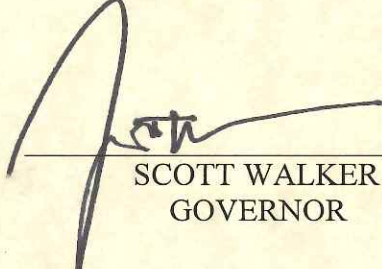
NOW, THEREFORE, I Scott Walker, Governor of the State of Wisconsin,
do hereby proclaim April 15 - 21, 2018 as

MUNICIPAL TREASURERS APPRECIATION WEEK

throughout the State of Wisconsin and I commend this observance to all of our citizens.



IN TESTIMONY WHEREOF, I have
hereunto set my hand and caused the Great
Seal of the State of Wisconsin to be affixed.
Done at the Capitol in the City of Madison
this 7th day of February 2018.


SCOTT WALKER
GOVERNOR

By the Governor:


DOUGLAS LA FOLLETTE
Secretary of State

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

DATE: April 16, 2018

DEPARTMENT: Clerk/Treasurer

PROVIDED BY: City Administrator Scott Klein

SUBJECT:

Discussion and Possible Action to Approve the Building Safety Proclamation and Naming May 2018 as Building Safety Month [Klein]

BACKGROUND:

FINANCIAL IMPACT:

N/A

RECOMMENDED MOTION:

to Approve the Building Safety Proclamation and Naming May 2018 as Building Safety Month

ATTACHMENTS:

Description

Building Safety Proclamation

PROCLAMATION

MAY 2018 – BUILDING SAFETY MONTH

- Whereas,** our City is committed to recognizing our growth and strength depends on the safety and economic value of the homes, buildings and infrastructure that serve our citizens, both in everyday life and in times of natural disaster; and
- Whereas,** our confidence in the structural integrity of these buildings that make up our community is achieved through the devotion of vigilant guardians – building safety and fire prevention officials, architects, engineers, builders, tradespeople, design professionals, laborers and others in the construction industry – who work year-round to ensure the safe construction of buildings; and
- Whereas,** these guardians are dedicated members of the International Code Council, a United States based organization, that brings together local, state and federal officials that are experts in the built environment to create and implement the highest-quality codes to protect us in the buildings where we live, learn, work, worship, play; and
- Whereas,** our nation benefits economically and technologically from using the International Codes® that are developed by a national, voluntary consensus codes and standards developing organization, our government is able to avoid the high cost and complexity of developing and maintaining these codes, which are the most widely adopted building safety and fire prevention codes in the nation; these modern building codes include safeguards to protect the public from natural disasters such as hurricanes, snowstorms, tornadoes, wildland fires, floods and earthquake; and
- Whereas,** Building Safety Month is sponsored by the International Code Council to remind the public about the critical role of our communities' largely unknown guardians of public safety – our local code officials – who assure us of safe, efficient and livable buildings that are essential to keep America great; and
- Whereas,** “Building Codes Save Lives”, the theme for Building Safety Month 2018, encourages all Americans to raise awareness of the importance of building safe and resilient construction; fire prevention; disaster mitigation, and new technologies in the construction industry. Building Safety Month 2018 encourages appropriate steps everyone can take to ensure that the places where we live, learn, work, worship and play are safe, and recognizes that countless lives have been saved due to the implementation of safety codes by local and state agencies; and
- Whereas,** each year, in observance of Building Safety Month, Americans are asked to consider the commitment to improve building safety and economic investment at home and in the community, and to acknowledge the essential service provided to all of us by local and state building departments, fire prevention bureaus and federal agencies in protecting live and property.
- Now Therefore,** the Mayor and the Common Council of the City of Pewaukee, do hereby proclaim the month of May 2018 as Building Safety Month. Accordingly, we encourage our citizens to join with their communities in participation in Building Safety Month activities.
- In Witness Whereof,** I have hereunto set my hand and seal on this sixteenth day of April, Two Thousand and Eighteen.

Steve Bierce, Mayor
City of Pewaukee

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

DATE: April 16, 2018

DEPARTMENT: Administration

PROVIDED BY:

SUBJECT:

Discussion and Possible Action to Approve the Municipal Clerks Proclamation and Naming May 6-12, 2018 as Municipal Clerks Week [Klein]

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Proclamation

IIMC Fact Sheet

PROCLAMATION

MUNICIPAL CLERKS WEEK ~ MAY 6-12, 2018

- Whereas,** The Office of the Municipal Clerk, a time-honored and vital part of local government exists throughout the world, and
- Whereas,** The Office of the Municipal Clerk is the oldest among public servants, and
- Whereas,** The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and
- Whereas,** Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.
- Whereas,** The Municipal Clerk serves as the information center on functions of local government and community.
- Whereas,** Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their local, state, county and international professional organizations.
- Whereas,** It is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.
- Now Therefore,** the Mayor and the Common Council of the City of Pewaukee do hereby proclaim the week of May 6-12, 2018 as Municipal Clerks Week, and further extend appreciation to our **Municipal Clerks, Clerk/Treasurer Kelly Tarczewski and Deputy Clerk Ami Hurd**, and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.
- In Witness Whereof,** I have hereunto set my hand and seal on this sixteenth day of April, Two Thousand and Eighteen.

Steve Bierce, Mayor
City of Pewaukee



49th Annual Municipal Clerks Week

May 6-12, 2018

FACT SHEET

Sponsored by the International Institute of Municipal Clerks

Professionalism In Local Government Through Education

PURPOSE

To recognize the vital and appreciated services performed by Municipal and Deputy Clerks in serving the changing needs of their communities.

HISTORY

Municipal Clerks Week was initiated in 1969 by IIMC and is endorsed by all of its members throughout the United States, Canada and 15 other countries. In 1984 and in 1994, Presidents Ronald Reagan and Bill Clinton, respectively, signed a Proclamation officially declaring Municipal Clerks Week the first full week of May and recognizing the essential role Municipal Clerks play in local government.

TYPICAL RESPONSIBILITIES OF THE MUNICIPAL AND DEPUTY CLERK:

- Maintains the official council minutes, ordinance books and all records and documents.
- Indexes all official actions of council.
- Issues licenses and permits.
- Processes contracts and agreements.
- Keepers of community history and vital records.
- Receives, distributes and files correspondence from citizens and other governmental agencies.
- Administers elections, registration and voting.
- Acts as a key liaison between local government and its citizens.
- Handles significant financial responsibilities including preparation of tax rolls, special assessments and budgets.
- Provides central services such as personnel, purchasing, etc.

IIMC is a professional association of City, Village, Town, Township, Borough and County Clerks, Secretaries and Recorders. IIMC prepares its members to meet the challenges of the diverse role of the Municipal and Deputy Clerk by providing services and continuing professional development opportunities to benefit members and the government entities they serve. Founded in 1947 in French Lick, Indiana, IIMC has 14,500 members throughout the United States, Canada and 15 other countries.

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

DATE: April 16, 2018

DEPARTMENT: Clerk/Treasurer

PROVIDED BY: Elaine Kroening, Positively Pewaukee Executive Director

SUBJECT:

Update Regarding Positively Pewaukee Activities [Kroening]

BACKGROUND:

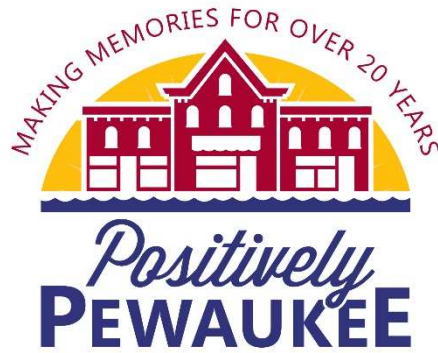
FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

City update



Here are a few of the things that Positively Pewaukee has been working on in the past year.

- **Merchants Meetings-** We hold monthly merchants meetings that bring the downtown, Capitol Drive and other Pewaukee merchants together to be updated on things going on in the community and to network. Most months we also bring in an educational speaker.
- **Working with developers** – We work with developers who are hoping to bring new projects to the Village and in the past few months to the City.

Events:

In 2018 we will be producing seven events, four which we receive funding from the Tourism Council. They are:

King and Queen ½ Marathon and 4 Mile Race

Waterfront Wednesday Concert Series which is celebrating its 20th anniversary

Food Truck Rally and Classic Car Show in June

MultiSport Weekend

Taste of Lake Country

Food Truck Rally and Classic Car and Harley Show in Aug

Halloween Fun Fest

One of the committees that we are most proud of is our **Community Connection Committee** which has grown by leaps and bounds in the past few years. Below are some of the highlights from 2017.

- **Backpacks for Pewaukee School Children-** We are the official backpack provider for the children in the Pewaukee School District. We work with the Back Pack Coalition at United Way to provide filled backpacks. We go an extra step with our program by providing each child with everything on their school list with the exception of calculators and other large ticket items. In 2017 we provided over 200 filled backpacks.
- **Drug Program** – We partnered with the school, fire departments and police to present an evening of information on the opiate crisis in Pewaukee. We are planning on doing another presentation this fall inviting once again our Attorney General, police and other experts in this field.
- **Winter clothing items** – We provide winter clothing to children in the Pewaukee schools that are having financial difficulties. We also provide snacks for the classrooms of the younger children again for the families having financial difficulties.
- **Emergency clothing items-** We provide clothing items for children in need. This past year we helped numerous children in situations where they were taken from their homes with none of their belongings. We purchased clothes and other necessities for them.

- **Snack and incentive cards** – We provide snacks and small gift cards to students in the High School GED program. Many of these students are in the poverty level trying to better themselves. We want to encourage them on their journey to better their lives. This year we expanded this program by having the youth in the program coming and volunteering for us. We also pay for break time snacks for the children that can't afford them at PLE.
- **Emergency fund** –We will purchase gas cards or grocery gift cards for families in temporary crisis such as fires or other emergencies. We will also provide clothing item or school items for these families.
- **Greeting Card Project** – We have a group of 12 ladies who meet at our office a few times a year to make handmade greeting cards for Interfaith Caregivers and our local senior centers.
- **Book Drive** – We are again working with PLE to provide books to children for summer reading. The books are distributed to the teachers who give them to the children in their classes that they know will not have access to books during the summer. It keeps the children engaged and their reading levels stay the same or increase because of these books.
- **Police Comfort Bags**– We provide Comfort Bags for our Police Department. They are small backpacks that have toys, crayons and coloring books in them for the officers to give out when they are on a call and they encounter a child that needs to be comforted.
- We have other small projects that we do with the schools on an as needed basis such as helping find the funds for field trips or special awards.

I will speak in more detail on the above at the April meeting.

Thank you,

Elaine Kroening

Executive Director

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

DATE: April 16, 2018

DEPARTMENT: Clerk/Treasurer

PROVIDED BY: Jennie Stoltz, Pewaukee Public Library Director

SUBJECT:

Update Regarding the Pewaukee Library [Stoltz]

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

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

DATE: April 16, 2018

DEPARTMENT: Police Services

PROVIDED BY: Lt. Brian Ripplinger

SUBJECT:

Police Services 2017 Year End Report [Ripplinger]

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Annual Report

WAUKESHA COUNTY SHERIFF



2017

CITY OF PEWAUKEE

Annual Report

MISSION STATEMENT

The Waukesha County Sheriff's Department shall serve all citizens of Waukesha County by maintaining and providing the quality means and services necessary to protect life and property through the fair and impartial enforcement of federal, state and local laws.

To preserve the safety and security of the community, the Waukesha County Sheriff's Department shall make every effort to provide the citizens of Waukesha County with the best law enforcement services possible and shall endeavor to treat all citizens with dignity and respect.

To these ends, the Waukesha County Sheriff's Department is committed to not only its traditional and time honored statutory responsibilities, but to the maintenance of a visible presence to the citizens in the community as a full-service law enforcement agency, devoted to the preservation of their safety and security.



Sheriff Eric J. Severson

Waukesha County Sheriff City of Pewaukee Annual Report

2017



Inspector James Gumm



Deputy Inspector Torin Misko



Captain Michelle Larsuel



Lieutenant Brian Ripplinger
0700-1500 hrs.



Lieutenant Paul Beal
1500-2300 hrs.

Pewaukee Day Shift Patrol

Robert Faith

Andrew Hebbring

Stephen Smith

Tyler Loftus / Craig Siegel

Pewaukee Second Shift Patrol

Jesse Simmons

Kyle Strandberg

Jeremy Stilling

Chris Rozenberger

Benjamin Kujawa

Sarah Kralovetz

Pewaukee Third Shift Patrol

Larry House

Leah Estes / Jason VanZile / Keith McDonald

Anthony Schutte

Pewaukee Detective Bureau

Jeff Adent

Brad Busler

Police Services

Police Clerk Diana Migacz



2017 Waukesha County Sheriff Facts

- Waukesha County Sheriff's Department is the largest law enforcement agency in Waukesha County
- Is the third largest Sheriff's Department in the State of Wisconsin
- While being the first Sheriff's Department in the state to be accredited by the Wisconsin Law Enforcement Accreditation Group, we are now joined by two other counties
- Provides specialized law enforcement contract services for seven local communities
- Maintains highly trained specialists in Underwater Search and Recovery, Tactical Enforcement, Canine Support, Computer Forensics, Accident Reconstruction, Evidence and Crime Scene Processing, and polygraph examinations



Waukesha County Sheriff City of Pewaukee Annual Report

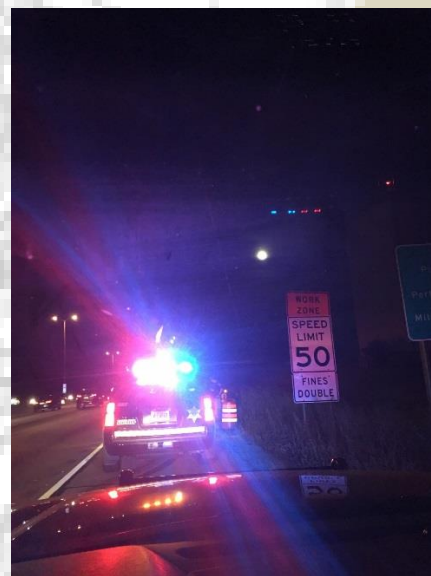
2017

City of Pewaukee at a glance

- The City of Pewaukee is a municipal entity with a Mayor and Common Council form of government.
- The population of the City of Pewaukee is 14,371 (2016 US Census).
- An estimated 5,517 total occupied homes with an average of 2.52 persons per household. (2012 – 2016 US Census)
- The City of Pewaukee is home to approximately 2,203 businesses. (2012 US Census)
- City of Pewaukee is approximately 21.15 square miles.
- Main thoroughfares include STH 16, I-94, STH 164 and STH 190.

Waukesha Sheriff working for the citizens of Pewaukee

- **10,373** Calls for service were handled in the City of Pewaukee



- **3460** Traffic citations (Total includes citations issued during State Grant),
- **206** Ordinance citations,
- **137** Parking citations,
- **483** Written warnings issued
- **61** OWI arrests
- **26** Vehicle Lock-outs



- 717 Motor vehicle accidents were investigated
- 2 Fatalities



- 0 Spring Weight Enforcement citations issued. (Due to unseasonably mild temperatures, Seasonal Weight Restrictions were not imposed.)



Deputy Hebbing continues to be a valuable resource for the City of Pewaukee.

Waukesha County Sheriff City of Pewaukee Annual Report

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CVS Drop Box



The CVS Drug Box was installed late in 2014, located inside the main entrance to the Pewaukee Substation. The Waukesha Sheriff's ID Bureau completes periodic collections which are weighed and inventoried for tracking; later transported to an alternate site for proper destruction. In 2015 this site collected 166 pounds of prescription drugs. In 2016 this same site collected **326.33** pounds of prescription drugs. This year the CVS Box collected 301.64 pounds of prescription drugs.



Heroin related calls City of Pewaukee

IR- Number	Age	Overdose? Circumstances	Fatal	Non- Fatal	M	F	Juvenile
17-003421	24	Well Being Check		X	X		
17-010011	27	911 Open Line		X	X		
17-010569	24	Theft		X	X		
17-010798	24	Mental Commit		X	X		
17-010811	24	Drugs		X	X		
17-011078	31, 29	Traffic Stop		X	X	X	
17-011086	26	Drugs		X		X	
17-013419	21	Theft		X	X		
17-018120	32	EMS		X	X		
17-021140	14	Overdose		X		X	X
17-027903	27	Hit & Run Accident		X	X		
17-030527	25	Drugs		X	X		
17-034866	36	EMS		X	X		
17-048803	38	EMS PnB	X		X		
17-049244	27	Domestic		X	X		
17-049479	37	EMS PnB	X		X		
17-049731	52	Pursuit		X	X		
17-051683	23	Traffic Stop		X	X		
17-062971	24	EMS		X	X		
17-064738	40	Traffic / OWI		X		X	
17-070720	25	Theft		X	X		
17-071925	33	EMS		X	X		
17-073053	31	EMS	X			X	
17-082816	28	Well Being Check		X		X	
17-089145	28	911 Cell Hang-up		X	X		
17-091898	33	Traffic / OWI		X	X		

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Safety Talks

Date	Time	Business	Location
1/17/17	1:00 PM	Ellenbecker Investments	N35 W23877 Highfield Ct
1/17/17	6:00 PM	Ellenbecker Investments	N35 W23877 Highfield Ct
2/20/17	9:00 AM	Gustave Larson	W233 N2869 Roundy Circle West
3/20/17	12:30 PM	Quad Care	W224 N3297 Duplainville Rd
4/22/17	10:00 AM	Waddell & Reed	W233 N2080 Ridgefield Pkwy
4/26/17	9:30	Child & Family Center	N4 W22000 Bluemound Rd
5/17/17	11:00 AM	Anthem Blue Cross	N17 W24340 Riverwood Drive
5/24/17	6:00 PM	Ellenbecker Investments	N35 W23877 Highfield Ct
6/13/17	9:30 AM	ATC	W234 N2000 Ridgeview Parkway Ct
7/13/17	10:00 AM	Safety Town	W240 N3065 Pewaukee Rd
7/27/17	10:00 AM	Safety Town	W240 N3065 Pewaukee Rd
8/1/17	9:00 AM	American Soc. of safety Eng.	WCTC

Community Service Requests

Date	Request	Location
5/13/17	EllenBecker Recycling Day	N35 W23877 Highfield Ct
6/2/17	Queen of Apostles Festival	N35 W23360 Capitol Dr
6/25/17	Amerifest	N35 W22000 Capitol Dr
7/4/17	Pewaukee July 4th Parade	V/Pewaukee

2017 Community Programs



The Badges and Buddies Program celebrated the eighteenth year in 2017. The programs continue to grow and promote community based policing. Deputies continue to guide children in safe use of equipment and educate them about the importance and benefit of conservation as a tool to promote the health of our natural resources. The children in the City of Pewaukee continue to build relationships with the deputies assigned to their community through all the positive interaction when participating in Badges and Buddies.

Afterwards deputies spend time having lunch with the children and then provide a swag-bag donated by sponsors that contains educational material and outdoor related items. The deputy's interaction with children, families and businesses of the Pewaukee Community has provided a positive experience for all. Through these programs, we continue to provide a learning environment while building community relationships. Your contract deputies are a large reason for the popularity of Badges & Buddies.

When opportunities present themselves deputies inform and promote the Badges & Buddies Programs and Police Services in the City of Pewaukee. It is through these interactions the program has found success. Local businesses continually ask what they can do to help and play a key role in the program's expansion, through their sponsorship. While these partnerships benefit the programs, they have created important working relationships with community businesses.

The Waukesha County Citizen's Academy Alumni have volunteered countless hours and sponsor the programs. They volunteer their time through serving lunch, helping monitor the participants and assisting deputies during the programs. The cooperative effort of ALL involved directly impact the programs allowing us to maintain a quality experience by providing equipment, t-shirts for the participants, cover facility rental fees, staff, and provide food/beverages for the children.

In 2017, our programs hosted approximately **350 children**.

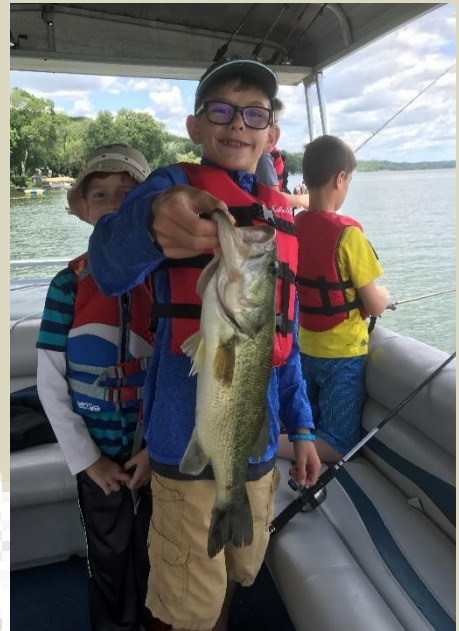
The Badges & Buddies Picnic was a great time with great weather, with approximately **360 people** in attendance largest attendance to date.

Waukesha County Sheriff City of Pewaukee Annual Report

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Fishing One hundred ninety - eight children participated



Waukesha County Sheriff City of Pewaukee Annual Report

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Archery Ninety - seven children participated



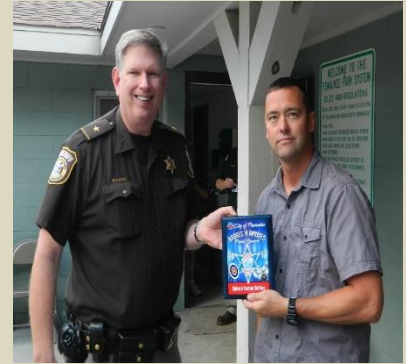
Bowling Fifty - five children participated.



Waukesha County Sheriff City of Pewaukee Annual Report

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2017 Badges & Buddies Picnic



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SPECIAL EVENTS

Event Start Date	Event End Date	Event	Location
1/21/17	1/21/17	Lunker's Fisheree	Curly's Waterfront
1/28/17	1/28/17	Hunt'em & Hook'em Fisheree	Curly's Waterfront
2/4/17	2/4/17	Plug-Urs Fisheree	Curly's Waterfront
2/11/17	2/11/17	Badger Fisheree	Curly's Waterfront
2/18/17	2/18/17	Walleyes for Tomorrow	Curly's Waterfront
2/25/17	2/25/17	Buck N Fin Fisheree	Curly's Waterfront
2/26/17	2/26/17	Lion's Club Fisheree	Curly's Waterfront
3/4/17	3/4/17	Waterfront Meat Raffle	Curly's Waterfront
1/31/16	1/31/16	Muskyies Inc	Curly's Waterfront
3/3/17	3/3/17	Lincoln Reagan Dinner	W231N1600 Corporate Ct
5/24/17	9/6/17	Wednesday Night Classics	W229 N1400 Westwood Dr
6/1/17	6/3/17	Five Fields Subdivision Rummage	Fields Subdivision
6/3/17	06/04/17	Trinity Academy Graduation	W225 W3131 Duplainville Rd
6/14/17	9/27/17	Pewaukee Farmer's Market	W240 N3103 Pewaukee Rd
6/17/17	6/17/17	Hindu Temple Event	W243 N4063 Pewaukee Rd
6/24/17	6/24/17	Soles for Jesus	WCTC
7/20/17	7/20/17	Inlanta Mortgage Open House	W239 N3490 Pewaukee Rd
7/20/17	7/20/17	Ferguson Vendor show	N24 W23501 Watertown Rd
7/22/17	7/22/17	Parkside Block Party	Parkside Dr
7/24/17	7/27/17	Vacation Bible School	N36 W24130 Pewaukee Rd
8/11/17	8/11/17	Harken 50 th Anniversary	N15 W24983 Bluemound Rd
8/12/17	8/12/17	Hindu Temple - Anand Mela	W243 N4063 Pewaukee Rd
8/19/17	8/19/17	ABATE of WI	W233 N536 Redford Blvd
9/9/17	9/9/17	Covington Block Party	N25 W27290 Covington Ct
10/6/17	10/6/17	TLX Open House	N27 W23727 Paul Rd
10/21/17	10/21/17	New Vision Fall Festival	N14 W27995 Silvernail Rd
10/28/17	10/28/17	Stonewood Block Party	Stonewood Ct

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Speed Trailer Requests

Location
Green Rd @ Wagner Park
Milkweed Ln @ Honeysuckle Ct
Capitol Dr @ Still River Dr
Sherwood Dr east of Pewaukee Rd
N43 W27420 Capitol Dr
Prospect Ave west of Rocky Point Rd

CITY OF PEWAUKEE MUNICIPAL COURT

Court Appearances scheduled per Month

January	February	March	April	May	June	July	August	September	October	November	December
334	353	461	408	371	601	451	544	643	487	452	514

Municipal Court

Judge Gary Glojek

Court Administrator Barbara Vick

Court Clerk Kathy Nelson

Court Clerk Evie Bielejeski

Waukesha County Sheriff City of Pewaukee Annual Report

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2017 - 1ST QUARTER STATISTICS

ADMINISTRATIVE	
GAS GALLONS	5331.5
TOTAL MILES	56296.1

ENFORCEMENT	
CITATIONS	736
ORD. CITATIONS (JUV.)	11
ORD. CITATIONS (ADULT)	34
WRITTEN WARNINGS	103
DA REFERRALS (JUV.)	0
DA REFERRALS (ADULT)	18

ACTIVITY	
TOTAL CALLS FOR SERVICE	2240
TOTAL IR'S TAKEN	169
COMMUNITY CONTACTS	1171
TRAFFIC STOPS	874
ASSIST OTHER WSD	210
ASSIST OTHER AGENCY	84
BACK-UP REQUESTED	115
ASSIST FIRE/EMS	246
PDO ONLY	145
PERSONAL INJURY	42
FATAL ACCIDENT	0
OWI	10
BUSINESS CHECKS	1574
OPEN DOORS	23

2ND QUARTER

ADMINISTRATIVE	
GAS GALLONS	4,929
TOTAL MILES	55,727

ENFORCEMENT	
CITATIONS	612
ORD. CITATIONS (JUV.)	13
ORD. CITATIONS (ADULT)	65
WRITTEN WARNINGS	105
DA REFERRALS (JUV.)	3
DA REFERRALS (ADULT)	21

ACTIVITY	
TOTAL CALLS FOR SERVICE	2676
TOTAL IR'S TAKEN	247
COMMUNITY CONTACTS	1415
TRAFFIC STOPS	608
ASSIST OTHER WSD	379
ASSIST OTHER AGENCY	121
BACK-UP REQUESTED	160
ASSIST FIRE/EMS	263
PDO ONLY	158
PERSONAL INJURY	35
FATAL ACCIDENT	0
OWI	18
BUSINESS CHECKS	1325
OPEN DOORS	37

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2017 - 3RD QUARTER STATISTICS

ADMINISTRATIVE	
GAS GALLONS	5,570
TOTAL MILES	59,145

ENFORCEMENT	
CITATIONS	652
ORD. CITATIONS (JUV.)	4
ORD. CITATIONS (ADULT)	28
WRITTEN WARNINGS	127
DA REFERRALS (JUV.)	0
DA REFERRALS (ADULT)	17

ACTIVITY	
TOTAL CALLS FOR SERVICE	2808
TOTAL IR'S TAKEN	240
COMMUNITY CONTACTS	1526
TRAFFIC STOPS	942
ASSIST OTHER WSD	350
ASSIST OTHER AGENCY	146
BACK-UP REQUESTED	144
ASSIST FIRE/EMS	297
PDO ONLY	131
PERSONAL INJURY	33
FATAL ACCIDENT	1
OWI	20
BUSINESS CHECKS	1241
OPEN DOORS	27

2017 - 4TH QUARTER STATISTICS

ADMINISTRATIVE	
GAS GALLONS	5181.375
TOTAL MILES	57722.5

ENFORCEMENT	
CITATIONS	613
ORD. CITATIONS (JUV.)	11
ORD. CITATIONS (ADULT)	40
WRITTEN WARNINGS	148
DA REFERRALS (JUV.)	0
DA REFERRALS (ADULT)	9

ACTIVITY	
TOTAL CALLS FOR SERVICE	2649
TOTAL IR'S TAKEN	209
COMMUNITY CONTACTS	1433
TRAFFIC STOPS	896
ASSIST OTHER WSD	332
ASSIST OTHER AGENCY	133
BACK-UP REQUESTED	170
ASSIST FIRE/EMS	267
PDO ONLY	145
PERSONAL INJURY	28
FATAL ACCIDENT	1
OWI	13
BUSINESS CHECKS	1580
OPEN DOORS	31

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2017 - COMBINED YEARLY STATISTICS

ADMINISTRATIVE

GAS GALLONS	21012.125
TOTAL MILES	228890.59

ENFORCEMENT

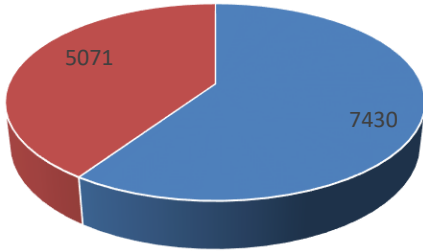
CITATIONS	2613
ORD. CITATIONS (JUV.)	39
ORD. CITATIONS (ADULT)	167
WRITTEN WARNINGS	483
DA REFERRALS (JUV.)	3
DA REFERRALS (ADULT)	65

ACTIVITY

TOTAL CALLS FOR SERVICE	10373
TOTAL IR'S TAKEN	865
COMMUNITY CONTACTS	5545
TRAFFIC STOPS	3320
ASSIST OTHER WSD	1271
ASSIST OTHER AGENCY	484
BACK-UP REQUESTED	589
ASSIST FIRE/EMS	1073
PDO ONLY	579
PERSONAL INJURY	138
FATAL ACCIDENT	2
OWI	61
BUSINESS CHECKS	5720
OPEN DOORS	118

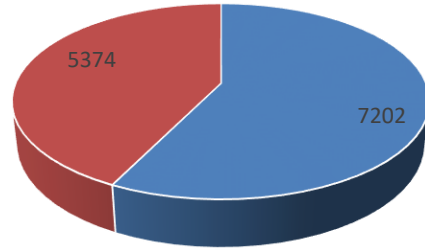
CALLS FOR SERVICE / CITATIONS HISTORY

2010



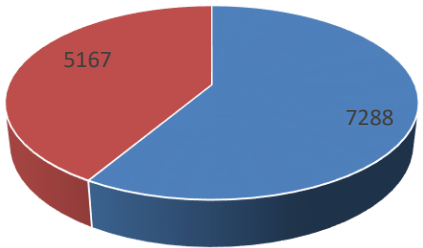
■ Calls for Service ■ Citations Issued

2011



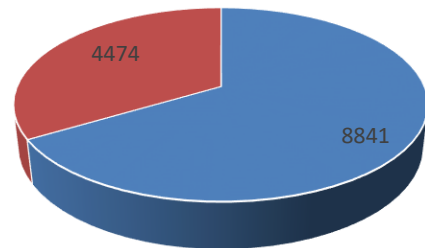
■ Calls for Service ■ Citations Issued

2012



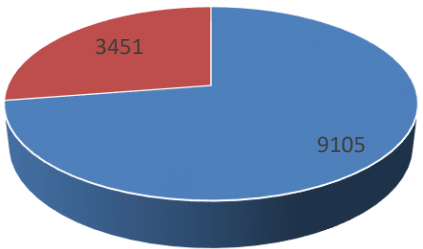
■ Calls for Service ■ Citations Issued

2013



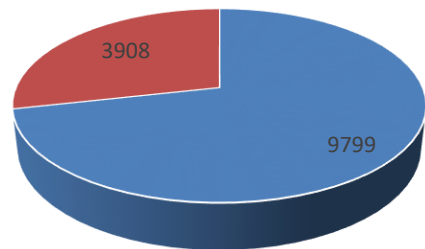
■ Calls for Service ■ Citations Issued

2014

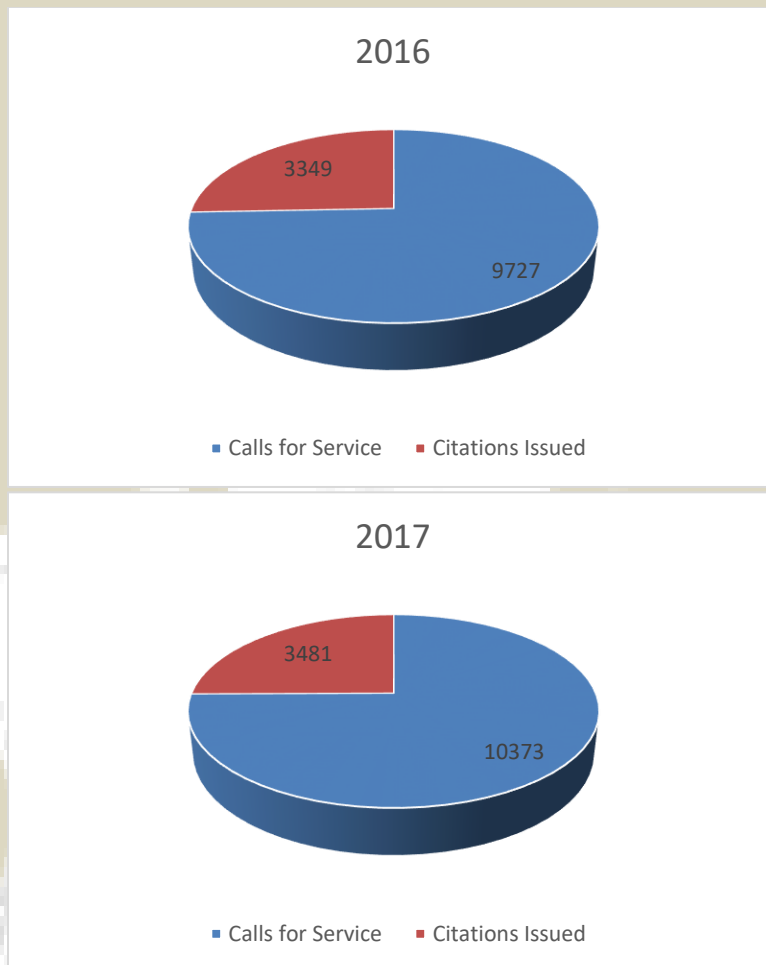


■ Calls for Service ■ Citations Issued

2015



■ Calls for Service ■ Citations Issued



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

DATE: April 16, 2018

DEPARTMENT: PW - Engineering

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

SUBJECT:

Discussion and Possible Action to Authorize a New Street Lamp on the Existing Power Pole in the Northeast Quadrant of the Elmwood Drive & North Avenue Intersection [Weigel]

BACKGROUND:

Last year Ald. Dziwulski brought forward a request to install lighting at the Elmwood Drive & North Avenue intersection, most recently discussed at the February 5, 2018. Since then we have explored options and determined the most practicable solution would be to install a lamp at the existing pole in the northeast quadrant of the intersection.

FINANCIAL IMPACT:

There are fiscal impacts to two budget expenditure categories:

- 1) The installation cost of \$384.88 was not anticipated anywhere in the 2018 budget.
- 2) The annual increased electrical cost of \$15.69 per month (\$188 per year) was not anticipated in the Public Works Account for street lighting, an account established for the electric bill payments.

However, that Street Lighting account in Public Works was reduced to \$10,200 in 2018 (down from \$11,000 in 2017) based on historical annual payment history of \$9,500 & \$9,800 in 2016 & 2017. Should the Common Council approve the Elmwood Street lamp installation and authorize the expenditures to come from the Street Lighting Account, then we anticipate over spending the account by about \$111 this year $((10,200 \text{ budget}) - (9,800 \text{ 2017 expense}) - (384.88 \text{ installation}) - (15.69 \text{ per month} \times 8 \text{ months})) = -\110.40 .

RECOMMENDED MOTION:

Common Council authorizes the addition of a street lamp to the existing power pole in the northeastern quadrant of the Elmwood Drive & North Avenue intersection will all expenses paid from the Public Works Street Lighting account.

ATTACHMENTS:

Description

WE Energies Installation Proposal

WE Energies installation sketch



We Energies
231 W. Michigan St.
Milwaukee, WI 53203
www.we-energies.com

April 9, 2018

City of Pewaukee
c/o Jeff Weigel
W240N3065 Pewaukee Rd
Pewaukee, WI 53072

Subject: Work Request 4208606; Lighting at W224N1993 Elmwood Dr

Dear Mr. Weigel:

This letter details a work request for We Energies Outdoor Lighting. The upfront charge for this work, which expires 90 days from the date of this letter, is \$384.88, and does not include site restoration. Net monthly charges will initially increase by \$15.69, which is subject to future rate changes as approved by the Public Service Commission of Wisconsin.

Review the following prior to providing authorization and payment:

- Luminaires are controlled to provide dusk to dawn operation.
- Customer must contact We Energies for lighting maintenance.
- Fixtures are warranted until removed.
- Non-Standard poles and conductors are warranted for 15 years.
- Customer must locate private underground facilities and grant or obtain, without expense to We Energies, access to property, necessary permissions, easements, ordinance satisfaction and permits for installation, removal and maintenance of lighting facilities.
- Termination or change requests after installation and prior to conclusion of the initial term result in customer charges. Monthly rates for fixtures on the LED rate are reduced after the initial term.
- All applicable lighting tariff terms and conditions are available at we-energies.com.
- We Energies does not guarantee this installation meets AASHTO or the Illuminating Engineering Society's minimum recommended standards for lighting.

Please sign the enclosed documents and return them, along with payment for the upfront charge (payable to We Energies) in the envelope provided. Material will be ordered upon receipt of required authorizations and payment. Work request will be scheduled when all contingencies are met. If you have any questions, please call me at 262-574-3054. We look forward to working with you on your lighting project.

Sincerely,

Kevin Rehrer

By signing this letter, you authorize us to do this work and acknowledge acceptance of the rates and conditions of the specified tariffs as approved by the Public Service Commission of Wisconsin.

Signature: _____

Date: _____

Print name: _____

Title: _____

Enclosures

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

DATE: April 16, 2018

DEPARTMENT: PW - Engineering

PROVIDED BY: Jeffrey L. Weigel, Public Works Director and City Engineer

SUBJECT:

Discussion and Possible Action to Approve the Project List for Updating the Bicycle and Pedestrian Plan and the Impact Fee Study [Weigel]

BACKGROUND:

In 2003 the City adopted the Bicycle and Pedestrian Plan. In 2012 the City adopted an Impact Fee Study and attendant impact fees. The impact fees associated with pedestrian and bicycle facilities, formally identified as Hike/Bike Fees, were adopted specifically for projects identified in the 2003 Bicycle and Pedestrian Plan. To date the City has not constructed any of the Bicycle and Pedestrian projects identified in the Impact Fee Study. It is prudent to re-evaluate the Impact Fee projects and potentially update both the Bicycle and Pedestrian Plan as well as the Impact Fee Study.

In December 2015 the Common Council approved four (4) projects for inclusion in an update of the referenced plans (see attached Oct. 26, 2015 memo to the Public Works Commission which is what the Council acted on in December). In addition, the Bicycle and Pedestrian Planning Committee recommended four projects for consideration at their meeting of February 21, 2018--see copy of the minutes of that meeting (attached).

FINANCIAL IMPACT:

There are several potential fiscal impacts.

- 1) The City has collected about \$140,000 in Bike/Hike fees. The City has not approved any of the construction projects for which the Bike/Hike fees were collected. Should the City not use these funds for any of the approved projects by the end of 2019 (7 years after adoption), then those funds will, per State law, must be returned to the current property owner.
- 2) Should the City authorize new list of projects and also authorize the updating of the Bicycle and Pedestrian Plan, the Impact Fee Study, and update the Impact Fee Ordinance, then the City will be looking at total potential construction costs in the hundreds of thousand dollars.
- 3) The City staff may require consultant services to update these plans as both plans were developed by consultants. The cost at this point is unknown.

RECOMMENDED MOTION:

Common Council approves and authorizes the incorporation of the following projects in a future update of the Bicycle and Pedestrian Plan, the Impact Fee Study, and an Impact Fee ordinance:

- 1) Connection of the Lake Country Recreational Trail to E. Fieldhack Drive.
- 2) Meadowbrook Road (CTH G) from E. Fieldhack Drive north to the City/Village boundary;

- 3) Northview Road from CTH TT (Meadowbrook Road) west to South Park;
- 4) Pedestrian crossing of STH 164 (Pewaukee Road) at Ridgeview Parkway/Avondale Road;
- 5) Watertown Road (CTH M) from STH 164 (Pewaukee Road) west to Forest Grove Road/Village of Pewaukee limits;
- 6) Recreational crossings of CTH SS (Prospect Ave.) and CTH G (Prospect Ave) as defined by the Bike & Pedestrian Planning Committee;
- 7) Connection of residential areas to City Parks.

ATTACHMENTS:

Description

Bike/Hike Section of Impact Fee Study

Oct 26, 2015 to Public Works

Feb 21 2018 Bike Committee Recommendations

Trail Facilities

1. General

In an effort to meet the growing need for formal, paved routes for non-motorized vehicle traffic, the City has embarked on a program to add bike/hike trails within the rights-of-way of, predominantly, arterial streets and highways throughout the City. Although basically a recreational facility the City's bike/hike trail plan was a joint endeavor between the Park/Recreation Department and the Public Works Department due to the need to locate the trails within public street rights-of-way.

2. Standards

The City prepared and adopted a Bicycle and Pedestrian Facilities Plan in 2003 that sets forth the purpose and location of a trail system that will meet the objectives of the City in regard to providing a pedestrian link between all the City parks and concentrations of residential, commercial and industrial use throughout the City. Based on the Plan, the completed trail system will measure 7.3 miles in length and will also connect to both county and adjacent community trail systems. Standards utilized within the Plan are based on recommendations of the American Association of State Highway and Traffic Officials and State regulations.

3. Inventory

The highway division of the Public Works Department maintains the City's expanding bike-hike trail network that currently measures 2.2 miles in length.

4. Needs Assessment

The City plans to expand the pedestrian and bicycle trail system based on the City's Bike/Hike Trail System Plan to serve residents as well as commercial and industrial employees. The trails will be constructed on existing street and highway right-of-way and physically separated from street vehicular travel. The primary purpose of the trail system is to provide a safe, economical way to access parks, shopping and work as well as to *use for* personal exercise. Table 3-4 lists the proposed trail construction all of which are located in the east and north areas of the City and will serve both existing development and almost all of the future City development on the east side of the City. The cost estimates are based on a 2009 construction total net cost estimate of \$300,000 per mile for a six to eight foot wide paved trail separated from motorized vehicular traffic by no less than three feet. As shown on Table 3-4, the estimated total net cost of constructing the proposed new 5.1 miles of trail over the next 25 years is \$1,530,000, which increases to \$1,683,000 when a 10% contingency cost is added.

TABLE 3-4
CITY OF PEWAUKEE
PROPOSED BIKE/HIKE TRAIL CONSTRUCTION PROJECTS
2010 to 2035,

Trail Improvements	Length (miles)	Estimated Cost
Green Road (STH 164 to Wagner Park)	0.7	\$210,000
Green Road (Wagner Park to CTH SR)	1.4	\$420,000
Springdale Road (STH 190 to Weyer Road)	1.5	\$450,000
Springdale Road (STH 190 to Kathryn Ct)	0.5	\$150,000
Watertown Road (STH 164 to Creekside Dr)	0.5	\$150,000
Pewaukee Road (No. Riverwood Dr. to Tower Pl.)	0.5	\$150,000
Total Miles	5.1	
ESTIMATED TOTAL NET COST		\$1,530,000

Proposed Trail Impact Fee on Non-residential Uses		
Existing Commercial/Industrial Footage ⁸	12,085,228 sq. ft.	
Anticipated growth of Commerical/Industrial Footage	2,450,000 sq. ft.	
Total	14,535,228.00	
New growth as % of total		0.16855600752
Cost of Trail plans + 10% contingency	\$ 1,683,000	
Share attributed to new non-residential use growth (17%)	.17	\$283,679.76
Impact fee per square foot new non-residential use growth		0.11578765741

⁸Global Valuation System report run 8/24/11 of Commercial and Industrial footage. See Attached.

Proposed Trail Impact Fee - Residential Uses		
Existing population	13,195	
Anticipated growth	4,705	
Total	17,900	
New growth as % of total		0.26284916201
Cost of Trail Plans	\$ 1,683,000	
Share attributed to new residential growth (26%)	0.26284916201	\$442,375.14
Impact fee per dwelling unit (1,944 dwelling units)	1,944	227.559228223

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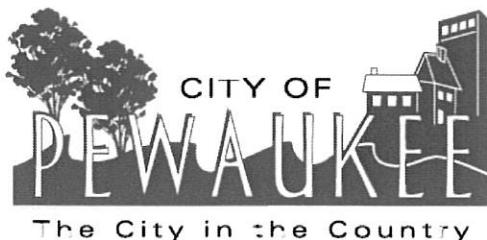
Cost Summary

This chapter identified the needs of the City park, fire and rescue facility, improvements based on the forecast 2035 population and development growth in the City of Pewaukee. Table 3-3 summarizes the total estimated costs of these facilities during the period 2010 to 2035 that could be partially funded with collected impact fees. Section 66.0617 of Wisconsin statutes also allows for ten percent of legal, engineering, and design costs to be funded by impact fees, so those costs are included in the calculation.

It is not anticipated that the capital cost of any of the proposed facilities will be funded by other fees imposed by the City, thus the amounts proposed herein would not be reduced by any other fees. Currently the City receives no Federal or State funds for these proposed facilities and therefore, the amounts proposed herein would not be reduced.

TABLE 3-3
CITY OF PEWAUKEE
PUBLIC FACILITIES ESTIMATED COST SUMMARY
2010 to 2035

Facility	Cost
Parks Acquisition and Development	\$17,248,000
Fire and Rescue Facility Expansion	\$4,380,000
Trail Facilities	1,500,000
Total Estimated Net Cost	\$23,128,000.00
Legal, Engineering, and Design (10%)	\$2,312,800.00
TOTAL ESTIMATED COST	\$25,440,800.00



Department of Public Works

W240 N3065 Pewaukee Road
Pewaukee, WI 53072

DPW Main Office: (262)-691-0804 Fax: 691-5729
Water & Sewer Division 691-0804 Fax: 691-5729
Street Division 691-0771 Fax: 691-6079
Engineering Division 691-0804 Fax: 691-5729

TO: Public Works Commission

FR: Jeffrey Weigel, Public Works Director

DT: October 26, 2015

RE: Consideration of the City Bicycle and Pedestrian Plan update and Impact Fee Study changes

REQUESTED ACTION:

Committee recommends to the Common Council that the Bicycle and Pedestrian Plan be updated to include as priorities:

- 1) Connection to the Lake Country Trail from E. Fieldhack Drive;
- 2) STH 164 Traffic Signal Changes to account for Pedestrian/Bicycle Crossing of STH 164 (Pewaukee Road) from the Central Fire Station to the shared use path on the west side of STH 164 at the Ridgeview/Avondale intersection;
- 3) Complete connection on Northview Road from South Park easterly to Meadowbrook Road (Waukesha West Bypass)
- 4) Continued efforts to connect residential areas to the City's Local Parks.

And, the attendant updating of the City Impact Fee Study that would include these projects as Impact Fee eligible funding projects.

ISSUE:

In 2003 the City first adopted the Bicycle and Pedestrian Plan. Recently, the City adopted an Impact Fee, based on a study that included fees collected to fund specific Hike/Bike projects. Part of the City Strategic Planning process is to review or revisit the specific goals and objectives. This is a prudent time to revisit the Hike/Bike project list that was based, in part on the 2003 Bicycle and Pedestrian Plan, especially since several of the Impact Fee eligible projects have been cancelled by the Common Council (such as on Green Road).

The enclosed July 23rd memo to the Common Council summarizes the comments received at the various boards, committees and commissions on this issue. The summary requested action would begin the process of updating both plans/studies.

In attendance: J. Blackwood, R. Grosch, J. Vitale and R. Ford. J. Leonhardt was absent and excused. Also in attendance was Clerk/Treasurer K. Tarczewski.

1. Call to Order and Pledge of Allegiance – Mr. Blackwood called the meeting to order at 4:34 p.m.
2. Public Comment – None.
3. Consent Agenda
 - 3.1 Meeting Minutes Dated October 25, 2017
 - 3.2 Meeting Minutes Dated December 13, 2017

A motion was made and seconded, (R. Grosch, R. Ford) to approve the meeting minutes for October 25, 2017 and December 13, 2017. Motion Passed: 4-For, 0-Against.

4. Discussion Regarding the Online Bike & Pedestrian Survey Results

Mr. Blackwood went over the statistics of the survey results. He stated 338 people responded, 85% were City residents. *Pivot table data is attached to the "Official Minutes" located in the Clerk's Office.*

5. Discussion and Possible Action Regarding Recommendations to the Common Council to Modify the City of Pewaukee's Bicycle and Pedestrian Plan and Hike / Bike Impact Fee Study.

Mr. Blackwood stated the City Engineer suggested the Committee should get their recommendations to add to the bike and pedestrian plan or the hike / bike impact fee study to him as soon as possible. Mr. Blackwood summarized the Committee's preferred projects. He said they would like to connect segments of paths together such as the path along Hwy 164 or the Lake Country Trail. He stated Hwy G seems to be the most common request. He suggest a connection between the Lake Country Trail and Fieldhack Drive, noting it was approximately 600 feet. Another high priority project would be to finish the Pewaukee Lake Loop and provide signage. The recreational routes throughout the subdivisions and getting signed crossings on the southwest part of the City. Green Road to possibly providing a connection from Hwy 164 to Wagner Park. He also mentioned that Hwy M West of Hwy 164 appears to be the heaviest traveled route for cyclists. Mr. Blackwood mentioned that a shared use path along the rest of Hwy G was previously discussed. He mentioned connecting the Springdale Estates neighborhood to Green Road along Hwy SR to at least to Kathryn Court. Mr. Blackwood suggested paving the shoulders along Duplainville Road. He mentioned that the City Engineer stated they are is looking at tentatively repaving the road and replacing the bridge of Sussex Creek around 2022. At that time we could potentially get wider paved shoulders. A shared use path would be considerably more expensive. Mr. Grosch asked about a path near the Sports Complex. Mr. Blackwood stated he wouldn't even entertain that thought until a crossing signal was installed. He said the speed of the traffic is too dangerous in that area. There is a small piece of Swan Road that a path could be added to, between Hwy 164 and the Broken Hill Subdivision to connect the neighborhood. Mr. Ross stated his list was similar but Green Road was down on his list because it is useable. Mr. Blackwood stated Ms. Leonhardt expressed an interest to have a paved off road path that connects the Lake Country Trail to the school campus along Hwy G, as well as a paved off road path that creates a loop around Pewaukee Lake. Mr. Blackwood stated that would be pretty difficult

because there is not a lot of right-of-way. It would also require working with the Town of Delafield, Village of Pewaukee, and the Village of Hartland.

Mr. Blackwood listed the projects that the Committee would like to see as top priority. They were #1) Connect Hwy G from the Lake Country Trail to Fieldhack Drive. #2) Try to get funding for a bigger project from the Lake Country Trail to the City limits, just short of the school campus. #3) create the recreational routes which include crossing signs at Hwy SS and Hwy G. #4) Install a path from Hwy M from Hwy 164 to Forest Grove Road and potentially more of Hwy M to go on the Impact Fee Study now. They also stated the recreational routes were one of their top priorities. To get the crossing signs on Hwy SS and Hwy G near the subdivision entrances.

A motion was made and seconded, (R. Grosch, J. Vitale) to forward the Committee's project priority recommendations to the City Engineer listing Hwy G from the Lake Country Trail to Fieldhack Drive, make plans for the eventual connection of a bike trail all the way up to the City limits, Hwy M from Hwy 164 to Forest Grove Road or the Village limits and the recreational routes which include the crossing on Hwy SS and Hwy G.

Motion Passed: 4-For, 0-Against. 0-Against.

6. Discussion Regarding the Status of a Paved Path on Pewaukee School District Property

Mr. Vitale stated the School District is currently updating their five and ten year facility plans. He said there is a survey going out to find out what upgrades to the school campus citizens would support.

7. Discussion Regarding the Pewaukee School District's Proposed Bike Rodeo

Mr. Vitale stated the committee is currently in the planning stages and the tentative date is May 17th. He said the committee is meeting in March to plan out the events and are hoping to offer helmet safety checks, bike safety checks and provide an area to allow the kids to ride around and practice skills they have learned. Mr. Vitale stated it is their hope to work with local bike companies and get sponsors for this event. He stated if the committee thought it was going to generate a lot of interest they may have to limit space and require people to sign up.

8. Discussion Regarding the Creation of a Bicycle and Pedestrian Safety Flyer

Mr. Ford provided sample flyers. The Committee members were receptive to his designs. There was suggestions to post the flyer on the Committee's webpage and possibly work with the Pewaukee School District and have them distributed to students. Mr. Ross stated he got most of his information from the Wisconsin Bike Federation and would like to verify with them first that it is okay to use the information.

9. Set the Date for the Next Bike & Pedestrian Planning Committee Meeting and Suggest Future Items for Discussion

It was decided the next meeting will be on Wednesday, March 21st at 4:30 p.m.

10. Public Comment

An unidentified gentleman asked if there was any consideration given to the trail that exists behind Nettesheim Park. He said it doesn't connect to anything. He has young children and will not allow them to ride their bikes near the roads but would like to give them the opportunity to get to the parks and other subdivisions. He stated he hoped paths would be more connected. Mr. Blackwood stated this was basically the recreation routes the Committee has discussed. He mentioned they would like

connect some of the neighborhoods on the south side of Pewaukee by providing crossings on Hwy SS near Nettesheim Park, Hwy G near the 5 O'Clock Club and Hwy SS between Steeplechase and Deer Haven.

Another unidentified man stated he was in support of connecting Hwy G from the Lake Country Trail to downtown as far as possible. He suggested the additional trail to the City limits should be done in three phases.

An unidentified woman stated she lives in Five Fields and is happy with the improvements done to Green Road; she will now allow her kids to ride their bikes on the road. She asked the Committee to look into the improvements on Hwy M so her kids could ride their bikes to school. She said that is a dangerous road and there are no shoulders.

11. Adjournment

A motion was made and seconded, (R. Ford, R. Grosch) to adjourn the meeting at 5:33 p.m. Motion Passed: 4-For, 0-Against.

Respectfully Submitted,

Kelly Tarczewski
Clerk/Treasurer

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

DATE: April 16, 2018

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Discussion Related to the First Quarter Financial Report [Klein / Tarczewski]

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Carol's Report

Previous Council Action

**City of Pewaukee
Interoffice Memorandum**

TO: Mayor and Common Council
FROM: Carol Sazama, Accountant
DATE: April 11, 2018
RE: Summary of General Fund, Capital Expenditure Accounts, Storm
Water Fund, Water Fund, and Sewer Fund

Attached please find a summary of the various department accounts. The summary shows the following information:

1. 2018 Budget Amount
2. Actual amount expended through March 31, 2018
3. Balance remaining as of March 31, 2018

If you have any questions regarding these reports, please contact me.

Attachment

cc: Administrator
Department Heads
Jane Mueller

Summary of General Fund as of 3/31/18

Account	2018 Budget	3/31/2018	Balance Remaining	Percent Remaining
Taxes	7,886,486	7,100,967	785,519	10%
Special Charges	665,550	667,710	(2,160)	0%
Intergovernmental	1,408,143	7,861	1,400,282	99%
Licenses and Permits	1,060,075	340,861	719,214	68%
Fines, Forfeit and Penalties	351,850	155,504	196,346	56%
Public Charges for Services	810,350	220,018	590,332	73%
Intergovt Charges for Services	1,795,000	441,078	1,353,922	75%
Interest	125,000	11,025	113,975	91%
Miscellaneous	123,336	3,283	120,053	97%
Other Financing Sources		-		
TOTAL REVENUES	14,225,790	8,948,307	5,277,483	37%

Account	2017 Budget	3/31/2018	Balance Remaining	Percent Remaining
Mayor	9,624	2,222	7,402	77%
Council	44,912	15,693	29,219	65%
Boards, Commissions, Comm	4,284	695	3,589	84%
Administrator	126,396	29,104	97,292	77%
Insurance	119,000	60,192	58,808	49%
Outside Services	152,616	26,058	126,558	83%
Unclassified	137,000	856	136,144	99%
Court	144,869	27,855	117,014	81%
Clerk	404,211	88,441	315,770	78%
Elections	44,135	10,096	34,039	77%
City Hall	281,125	51,976	229,149	82%
Human Resources	231,812	58,315	173,497	75%
Assessor	120,680	17,730	102,950	85%
Information Technology	365,767	86,296	279,471	76%
Police	2,580,419	812,544	1,767,875	69%
Fire	4,343,664	955,934	3,387,730	78%
Community Services - Bldg	555,525	112,575	442,950	80%
Engineering	385,210	74,963	310,247	81%
Highway	1,120,279	306,589	813,690	73%
Refuse & Recycling	777,931	109,776	668,155	86%
Environmental Mgmt	219,500	188,399	31,101	14%
Culture & Recreation	791,797	197,824	593,973	75%
Parks	741,481	161,340	580,141	78%
Recreation	506,069	76,235	429,834	85%
EXPENDITURES	14,208,306	3,471,708	10,736,598	76%
Transfers	17,484	17,484	-	0%
TOTAL EXPENDITURES	14,225,790	3,489,192	10,736,598	75%

Fund Balance 12/31/17 4,749,280 (preliminary)
Fund Balance 3/31/18 10,208,395

Summary of Capital Expenditures as of 3/31/18

Dept	Item	Budget	Previously Committed	Purchases Thru 3/31/18	Balance
Admin	Salt Shed Building	400,000			400,000
	Replace Stairs to Upper Parking Lot	50,000		-	50,000
		450,000	-	-	450,000
IT	Upgrade Computer Infrastructure	40,000			
	Special Assessment Software	25,000			
		65,000	-	-	-
Fire	#2810 Command Vehicle (2010)	50,000			50,000
	#2863 Front Line Engine (2006)	625,000			625,000
	Station Alerting System	50,000			50,000
	Replacement Ambulance Gurney	100,000		73,086	26,914
		825,000		-	675,000
Hwy	#8 Plow Truck 2008	185,000		138,795	46,205
	#13 Pavement Roller 2008	11,000		10,200	800
	#14 Broom 2008	10,500		9,900	600
	#18 Replace Front End Loader 2010	112,000		106,945	5,055
	#28 Highway Mower 2001 (Eval 1 Tractor O	98,000			98,000
		416,500	-	265,840	150,660
Eng	Pickup/SUV	17,500			17,500
		17,500	-	-	17,500
Total Capital Excluding Parks & Storm Water		1,774,000	-	265,840	1,293,160
Storm Water					
	Pickup/SUV (1/2 Engineering)	17,500			17,500
	Televising Equipment - share with Sewer	10,000			10,000
		27,500			27,500
Parks	City only Items				
	Tennis Court/BB Court Resurfacing	20,000	20,000.00		40,000
	South Park Sewer Hookup	20,000			20,000
	South Park HVAC	8,900			8,900
	Committed items - Playground	26,400			26,400
	Shared Items - Village to reimburse 31%				
	#74 Expedition (replace with truck)	28,100			28,100
	#80 One Ton Pickup	40,000			40,000
	#86 2015 Wing Mower	42,000		41,999.00	1
	#91 2015 Sand pro	8,650		12,944.14	(4,294)
	#133 Trailer Mounted Water Tank	6,000			6,000
	Less: Village share 2018 Purchases	(38,673)		(17,032.37)	(21,641)
	Committed Equipment	72,625			72,625
	Total Park Budget	161,377.00	20,000.00	37,910.77	143,466.23
	Total Capital Budget	1,962,877.00	20,000.00	303,750.77	1,464,126.23

STORM WATER MANAGEMENT FUNDS AS OF 3/31/18

Account	2018 Budget	3/31/2018	Balance Remaining	Percent Remaining
Storm Water Management Fee	1,605,000	1,592,598	12,402	1%
Outside Engineering Fees Reimbursed	35,000	16,507	18,493	53%
Inhouse Engineer Services Reimb.	10,000	14,072	(4,072)	-41%
Storm Water Management-Credits & Rebates	(40,000)	(32,004)	(7,996)	20%
Interest on Investments	2,000	-	2,000	100%
Miscellaneous Revenue	700	618	82	0%
Transfer from General Fund	17,484	17,484	-	0%
Transfer from Cemetery Fund	420	420	-	0%
TOTAL REVENUES	1,630,604	1,609,845	20,759	1%

Account	2018 Budget	3/31/2018	Balance Remaining	Percent Remaining
Total Administration & General	337,540	84,874	252,666	75%
Total Storm Sewer Maintenance	98,521	3,827	94,694	96%
Total Ditch & Culvert Maintenance	173,038	13,598	159,440	92%
Total Street Sweeping	17,038	1,074	15,964	94%
Total Catch Basin Cleaning & Maint.	50,797	467	50,330	99%
Total Permit Compliance	53,092	-	53,092	100%
Total Storm Water Projects	4,235,000	(1,113)	4,086,113	96%
Total Capital Equipment	-	-	-	0%
Total Storm Water Other Expenditures	256,164	85,925	170,239	66%
TOTAL EXPENDITURES	5,221,190	188,652	4,882,538	94%

TOTAL STORM WATER MGMT. FUND	(3,590,586)	1,421,193	-92%
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Fund Balance 12/31/17 preliminary	4,257,992
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Fund Balance 3/31/18	5,679,185
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Summary of Utility Budgets as of 3/31/18

WATER UTILITY

Account	2018 Budget	3/31/2018	Balance Remaining	Percent Remaining
Total Operating Revenues	2,165,000	468,143	1,496,857	69%
Total Other Revenues	23,530	5,207	18,323	78%
TOTAL REVENUES	2,188,530	473,350	1,515,180	69%
Account	2018 Budget	3/31/2018	Balance Remaining	Percent Remaining
Total Wages	183,823	47,271	136,552	74%
Total Fringe Benefits	160,247	26,324	133,923	84%
Total Source of Supply Expenses	44,500	12,467	32,033	72%
Total Pumping Expenses	299,400	50,255	249,145	83%
Total Water Treatment Expenses	154,100	25,154	128,946	84%
Total Transmission & Distribution	153,800	23,293	130,507	85%
Shared Transportation & Maint.	59,500	9,843	49,657	83%
Shared Administrative Expenses	174,251	20,422	153,829	88%
Property and Other Taxes	577,300	-	577,300	100%
TOTAL EXPENDITURES	1,806,921	215,029	1,591,892	88%
Operating Profit(Loss) before Depr.	381,609	258,321	(76,712)	-20%
Depreciation Expense	1,200,000	300,000	900,000	75%
NON-OPERATING REV- Interest & Hookups	185,925	92,964	92,961	50%
NON-OPERATING EXP-LT Debt	220,218	66,157	154,061	70%
NET PROFIT (LOSS) WATER	(852,684)	(20,381)	(1,037,812)	122%

SEWER UTILITY

Account	2018 Budget	3/31/2018	Balance Remaining	Percent Remaining
Total Operating Revenues	2,834,100	729,322	2,104,778	74%
Total Other Revenues	24,300	6,030	18,270	75%
TOTAL REVENUES	2,858,400	735,352	2,123,048	74%
Account	2018 Budget	3/31/2018	Balance Remaining	Percent Remaining
Total Wages	131,223	37,642	93,581	71%
Total Fringe Benefits	100,064	19,510	83,911	84%
Total Plant Operation & Maintenance	1,832,500	36,807	1,795,693	98%
Total Shared Transportation & Maint.	59,500	9,843	49,657	83%
Total Shared Administration Expenses	148,451	20,422	128,029	86%
TOTAL EXPENDITURES	2,271,738	124,224	2,150,872	95%
Operating Profit(Loss) before Depr.	586,662	611,128	(27,823)	-5%
Depreciation Expense	1,400,000	350,000	1,050,000	75%
NON-OPERATING REV- Interest & Hookups	582,625	178,261	404,364	69%
NON-OPERATING EXP-LT Debt	36,000	14,050	21,950	61%
NET PROFIT(LOSS) SEWER	144,287	529,313	(388,383)	-269%



Office of the Clerk/Treasurer

W240 N3065 Pewaukee Road
Pewaukee, Wisconsin 53072
Phone (262) 691-0770 Fax (262) 691-1798
tarczewski@pewaukee.wi.us

MEMORANDUM:

To: Common Council Members
From: Administrator Klein
Clerk/Treasurer Tarczewski
Date: April 13, 2018
Subject: Quarterly Financial Report

Review of Financial Actions Taken by the Common Council:

January 15, 2018	<ul style="list-style-type: none">• Approve Contract with the Town of Delafield for Fire Engine Use +\$125 per day.• Request \$2,000 credit from John's Disposal to send out notifications to current garbage service users related to changes in bulk item pick-up.
February 5, 2018	<ul style="list-style-type: none">• Establish 2018 Sanitary Sewer Reserve Capacity Assessment (RCA) rate at \$2,843.00• Rescind a portion of special assessment charges for Brittain-Czyz Property in the amount of \$5,586.05 (Resolution 18-02-03)
February 19, 2018	<ul style="list-style-type: none">• Approval to reclassify the Utility Billing Specialist position from 80% to 100%• Establish the 2018 residential paving cap in amount of \$2,562.00• Exercise special assessment powers for the Roundy's Industrial Park Phase II and the Pewaukee Business Center area rehabilitation project (Resolution 18-02-05)• Exercise special assessment powers for Steeplechase Phase I subdivision paving project. (Resolution 18-02-06)• Approve hiring of Wellspring Construction Group in the about of 4% of construction cost for the Sports Complex concession stands.• Approve hiring AFFIRM in the amount of \$6,500.00 for Sports Complex marketing.• Rescind personal property taxes for QRS Group in the amount of \$183.55 (Resolution 18-02-01)• Rescind personal property taxes for Blackhawk Industries in the amount of \$639.86 (Resolution 18-02-02)• Rescind personal property taxes for Flagship Sails RX, LLC in the amount of \$32.21 (Resolution 18-02-04)
March 5, 2018	<ul style="list-style-type: none">• Match privately donated funds up to \$10,000 for the Fourth of July fireworks display. Funds to come out of contingency.• Authorize the Administrator to spend up to \$1,500.00 for deer management expenses. Funds to come out of contingency.

**Office of the Clerk/Treasurer**

W240 N3065 Pewaukee Road
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Phone (262) 691-0770 Fax (262) 691-1798
tarczewski@pewaukee.wi.us

March 19, 2018	<ul style="list-style-type: none">• Award Deer Haven road project to Payne & Dolan in the amount of \$474,000.00• Award steeplechase road project to Payne and Dolan in the mount of \$284,000.00• Award well #1 radium mitigation project to Staab Construction in the amount of \$1,263,000.00
April 2, 2018	<ul style="list-style-type: none">• Transfer \$10,500 from the Planner transitional position to pay for part-time scanning assistance• Rescind personal property taxes for Waukesha All Temp Storage in the amount of \$104.02

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

DATE: April 16, 2018

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Swear In Elected Officials [Riffle]

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION: