



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 2, 2018

7:00 PM

Common Council Chambers ~ Pewaukee City Hall
W240N3065 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 local Alderperson prior to the meeting.
 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
 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. [Woldanski]
 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 [Tarczewski]
 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 [Tarczewski]
 7. Discussion and Possible Action to Concur with the Mayor's Recommendation and Appoint Karen Salituro to the Plan Commission [Tarczewski]
 8. 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.

9. Adjournment

Kelly Tarczewski
Clerk/Treasurer

March 29, 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 2, 2018

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Approval of Meeting Minutes Dated March 19, 2018.

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

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

DATE: April 2, 2018

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Approval of the Accounts Payable Listings

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

AP Summary

ACCOUNTS PAYABLE APRIL 2, 2018			
Vendor Name	Document Date	Document Amount	Transaction Description
ABACUS ARCHITECTS, INC	3/16/2018	\$ 3,150.00	PR ENGINEERING SERVICES
ABACUS ARCHITECTS, INC	3/2/2018	\$ 2,100.00	PR DESIGN
ADP, LLC	3/16/2018	\$ 4,023.20	HR IMPLEMENTATION CHARGES
ADVANCED DISPOSAL	2/28/2018	\$ 325.12	HI EXCHANGE
AIRGAS	3/6/2018	\$ 56.78	FD OXYGEN
AIRGAS	2/28/2018	\$ 124.33	FD OXYGEN
AIRGAS	2/28/2018	\$ 82.89	FD OXYGEN
ALTIVUS BUILDING CO	3/14/2018	\$ 2,500.00	BI OCCUPANCY BOND RETURN
AMERICAN PUBLIC WORKS ASSOC.	2/8/2018	\$ 720.00	EN RENEWAL
ARAMARK	3/1/2018	\$ 68.89	HI UNIFORMS, SHOP TOWELS
ARAMARK	3/8/2018	\$ 73.95	HI SHOP TOWELS, UNIFORMS
ASPEN HOMES	3/14/2018	\$ 500.00	BI OCCUPANCY BOND RETURN
ASSESSMENT TECHNOLOGIES LLC	3/8/2018	\$ 750.00	IT PROGRAMMER SUPPORT
AT&T CAROL STREAM IL	3/23/2018	\$ 293.37	CT PHONE BILL
AT&T CAROL STREAM IL	3/10/2018	\$ 218.42	CT PHONE BILL
AUBURN RIDGE	3/14/2018	\$ 500.00	BI OCCUPANCY BOND RETURN
AUTOMOTIVE PARTS & EQUIPMENT	3/9/2018	\$ 105.48	FD ANTIFREEZE
BAUTZ, BRIAN	3/19/2018	\$ 60.00	CO OVERPMT
BOUNDTREE MEDICAL	3/6/2018	\$ 293.90	FD MEDICAL SUPPLIES
BOUNDTREE MEDICAL	3/13/2018	\$ 272.16	FD SHIRTS
BOUNDTREE MEDICAL	3/12/2018	\$ 382.68	FD EMS SUPPLIES
BREITBACH RASHID, PATTI	3/2/2018	\$ 200.00	PR CONTRACTED EMPLOYEE
BUMPER TO BUMPER HARTLAND	3/1/2018	\$ 24.68	HI ADAPTERS, CONNECTOR
BUMPER TO BUMPER HARTLAND	3/5/2018	\$ 37.56	HI AIR FILTER
BUNKER CONSTRUCTION INC	3/14/2018	\$ 500.00	BI OCCUPANCY BOND RETURN
CITY OF MADISON TREASURER	3/1/2018	\$ 50.00	EN ENGINEERING ETHICS
COMPASS MINERAL	3/5/2018	\$ 21,747.01	HI SALT
COREY OIL	3/13/2018	\$ 386.78	HI ANTIFREEZE, DEF
COREY OIL	3/1/2018	\$ 9,226.12	HI DIESEL, GAS
DAN PLAUTZ CLEANING SERVICE	3/15/2018	\$ 2,383.50	HR CLEANING
DIVERSIFIED BENEFIT SERVICES	3/16/2018	\$ 242.00	CT FLEX SPENDING
ESO SOLUTIONS	3/12/2018	\$ 5,375.00	IT SYSTEM SUPPORT
FIRE & POLICE SELECTION, INC	3/2/2018	\$ 15.00	HR USED CREDITS
FIRST AYD	3/8/2018	\$ 533.40	PR GLOVES
FIRST AYD	3/7/2018	\$ 164.30	PR URINAL SCREENS
FIVE FIELDS HOMEOWNERS ASSOC.	3/12/2018	\$ 200.00	CT OVERPMT
FORCE AMERICA, INC.	3/6/2018	\$ 471.24	HI JOYSTK
G&K SERVICES	3/19/2018	\$ 60.78	FD MATS
GIS WORKSHOP	1/29/2018	\$ 400.00	IT SOFTWARE RENEWAL
GRAINGER	3/7/2018	\$ 59.68	HI SAFETY GLASSES
HARTLAND, VILLAGE OF	3/21/2018	\$ 18.00	PR PROGRAM
HARTLAND, VILLAGE OF	3/12/2018	\$ 75.00	PR PROGRAM
HEIN ELECTRIC SUPPLY	3/5/2018	\$ 147.87	FD BULBS

ACCOUNTS PAYABLE APRIL 2, 2018			
Vendor Name	Document Date	Document Amount	Transaction Description
HUMPHREY SERVICE PARTS, INC	3/1/2018	\$ 28.34	HI OIL FILTER
HUMPHREY SERVICE PARTS, INC	2/12/2018	\$ 107.96	HI CROW FOOT SET
HUMPHREY SERVICE PARTS, INC	3/1/2018	\$ 20.81	HI FILTER
HUMPHREY SERVICE PARTS, INC	2/14/2018	\$ 23.31	HI BEAMS
HUMPHREY SERVICE PARTS, INC	3/13/2018	\$ 95.62	HI FILTERS
IS OUTFITTERS	3/19/2018	\$ 93.75	IT FIREWALL UPDATES
J.F. AHERN COMPANY	2/9/2018	\$ 1,077.00	IT SERVICE CALL
JENSEN EQUIPMENT	3/9/2018	\$ 69.28	BI CONTRAST CLASS, RATCHETING
JENSEN EQUIPMENT	3/7/2018	\$ 92.74	HI SAFETY CAN, CHAIN OIL
JERRY'S AUTOMOTIVE SERIVCE, INC	3/6/2018	\$ 1,392.02	FD BRAKES
JERRY'S AUTOMOTIVE SERIVCE, INC	3/7/2018	\$ 53.81	FD OIL CHANGE
JOERS, STACI	3/15/2018	\$ 342.00	PR CONTRACTED EMPLOYEE
JX ENTERPRISES, INC.	2/21/2018	\$ 453.71	HI ENGINE REPAIR
JX ENTERPRISES, INC.	2/26/2018	\$ 54.06	HI COOLANT
JX ENTERPRISES, INC.	2/16/2018	\$ 575.22	HI PARTS
KAEREK HOMES INC	3/14/2018	\$ 500.00	BI OCCUPANCY BOND RETURN
KAESTNER AUTO ELECTRIC CO.	3/8/2018	\$ 396.00	HI LIGHTS
KINDERMUSIK AT BRIGHTISING, LLC	3/18/2018	\$ 490.00	PR CONTRACTED EMPLOYEE
KINGS WAY HOMES	3/9/2018	\$ 500.00	BI OCCUPANCY BOND RETURN
KORNDORFER HOMES	3/19/2018	\$ 500.00	BI OCCUPANCY BOND RETURN
LANGE ENTERPRISES, INC	2/23/2018	\$ 142.50	HI FLAGS
LANGE ENTERPRISES, INC	3/1/2018	\$ 374.00	HI FLAG BRACKET
LARSON, CHERRIE	3/23/2018	\$ 192.00	PR CONTRACTED EMPLOYEE
LASKO, MELISSA	3/18/2018	\$ 270.00	PR PROGRAM REFUND
LIFETIME DOOR COMPANY	1/30/2018	\$ 187.50	FD SERVICE CALL
MED ALLIANCE GROUP, INC	3/6/2018	\$ 306.44	FD EMS SUPPLIES
MENARDS	3/21/2018	\$ 13.95	PR SHIMS
MENARDS	3/5/2018	\$ 37.90	FD SNAP RING, TIEDOWN, TAPE
MENARDS	3/4/2018	\$ 15.20	FD LATCH BOX
MENARDS	3/2/2018	\$ 27.77	HI SCREWS, DRILL SET
MENARDS	3/1/2018	\$ 36.14	HI ADAPTER, CYLINDER
MENARDS	2/22/2018	\$ 37.35	HI LETTERS, POST MOUNT,
MENARDS	2/22/2018	\$ 7.96	HI NUMBERS KIT
MILLER-BRADFORD & RISBERG, INC	2/28/2018	\$ 106,945.00	HI LOADER REPLACEMENT
MILLER-BRADFORD & RISBERG, INC	2/28/2018	\$ 10,200.00	HI ROLLER REPLACEMENT
MILLER-BRADFORD & RISBERG, INC	2/27/2018	\$ 9,900.00	HI BROOM REPLACEMENT
MISIAK, TREVOR	3/13/2018	\$ 81.10	FD UNIFORM PANTS
MITY-LITE	3/20/2018	\$ 3,127.25	PR TABLE
MOTION & CONTROL ENTERPRISES LLC	2/27/2018	\$ 34.46	HI STR THR
NESCO RENTALS	3/7/2018	\$ 3,465.00	HI BUCKET TRUCK RENTAL
OCCUPATIONAL HEALTH CENTERS	3/13/2018	\$ 232.00	HR VACCINES
OFFICE COPYING EQUIPMENT, LTD	2/28/2018	\$ 95.88	EN COPIES
OFFICE COPYING EQUIPMENT, LTD	2/28/2018	\$ 80.85	FD COPIER AGREEMENT

ACCOUNTS PAYABLE APRIL 2, 2018			
Vendor Name	Document Date	Document Amount	Transaction Description
OFFICE COPYING EQUIPMENT, LTD	2/28/2018	\$ 13.52	CO COPIES
OFFICE DEPOT	3/13/2018	\$ 216.70	CT LINERS
OFFICE DEPOT	3/17/2018	\$ 9.49	PR PAPER
OFFICE DEPOT	3/12/2018	\$ 25.59	BI PENS
PEWAUKEE, VILLAGE OF	3/14/2018	\$ 772.78	CT FEB INCOME SPLIT
PREMIUM WATERS, INC	3/21/2018	\$ 20.25	PR SHOP WATER
PREMIUM WATERS, INC	3/7/2018	\$ 36.75	HI SHOP WATER
PREMIUM WATERS, INC	3/8/2018	\$ 20.25	PR SHOP WATER
PROHEALTH CARE MEDICAL ASSOCIATES	2/28/2018	\$ 291.00	HR EMPLOYEE SCREENINGS
R&R INSURANCE SERVICES	3/2/2018	\$ 17,894.00	CT WORKERS COMP
R&R INSURANCE SERVICES	3/2/2018	\$ 24,120.00	CT INSURANCE
REINDERS BROTHERS, INC.	3/7/2018	\$ 41,999.00	PR REPLACEMENT WING
REINDERS BROTHERS, INC.	3/7/2018	\$ 12,944.14	PR SANDPRO REPLACEMENT
RUEKERT & MIELKE, INC.	3/7/2018	\$ 366.00	EN PROFESISONAL SERVICES
RUEKERT & MIELKE, INC.	3/7/2018	\$ 14,143.85	EN PROFESSIONAL SERVICES
RUEKERT & MIELKE, INC.	3/7/2018	\$ 3,413.75	EN PROFESSIONAL SERVICES
RUEKERT & MIELKE, INC.	3/7/2018	\$ 6,546.93	EN PROFESSIONAL SERVICES
SAFEBUILT	2/28/2018	\$ 812.50	BI INSPECTIONS
SCHOLTKA, JENNIFER	3/8/2018	\$ 300.00	PR CONTRACTED EMPLOYEE
SHIELD SOLUTIONS	3/7/2018	\$ 557.00	FD VEHICLE WASH, GEAR CLEAN
SUPERIOR CHEMICAL CORP	3/14/2018	\$ 93.75	FD STATION SUPPLIES
TARCZEWSKI, KELLY	3/14/2018	\$ 50.90	CT MILEAGE
US CELLULAR	3/2/2018	\$ 123.10	PR CELLS
VICK, BARBARA	2/28/2018	\$ 65.95	CO MILEAGE
WAGNER, MAGDELENE	3/14/2018	\$ 37.16	EN MILEAGE
WAUKESHA CO FIRE CHIEF'S ASSOC	3/13/2018	\$ 87.62	FD USAGE FEE
WAUKESHA CO TREASURER	3/9/2018	\$ 26.29	FD RADIO SERVICE
WAUKESHA CO TREASURER	3/14/2018	\$ 385.00	PR LEARN TO SKATE
WAUKESHA CO TREASURER	3/12/2018	\$ 51.42	AD INMATE BILLING
WAUKESHA CO TREASURER	3/9/2018	\$ 198,302.52	AD MUNICIPAL PATROL
WAUKESHA MEMORIAL HOSPITAL	2/28/2018	\$ 909.69	FD MEDICAL SUPPLIES
WAUKESHA PHARMACY	2/28/2018	\$ 971.16	FD MEDS
WAUKESHA STATE BANK	3/12/2018	\$ 155.70	CT TAX PROCESSING
WAUKESHA YMCA	3/14/2018	\$ 915.00	PR SOFTBALL REGISTRATION
WAUKESHA, CITY OF	2/16/2018	\$ 3,294.00	FD TECH RESCUE
WAUKESHA, CITY OF	2/16/2018	\$ 5,577.00	FD TECH RESCUE
WI LEGAL BLANK CO., INC.	3/13/2018	\$ 169.50	CT ENVELOPES
WI LEGAL BLANK CO., INC.	3/15/2018	\$ 358.00	CT ENVELOPES
WI LEGAL BLANK CO., INC.	3/15/2018	\$ 166.05	CT VOTER PADS
WI LEGAL BLANK CO., INC.	3/15/2018	\$ 138.00	BI STICKERS
WOLF CONSTRUCTION COMPANY	2/27/2018	\$ 272.86	HI COLD MIX
	TOTAL	\$ 538,249.14	

ACCOUNTS PAYABLE APRIL 2, 2018			
Vendor Name	Document Date	Document Amount	Transaction Description

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

DATE: April 2, 2018

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Approval of the Bartender Licenses

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Bartender Licenses

Bartender License List**Meeting Date: April 2, 2018**

<u>Individual Name</u>	<u>Establishment Name</u>	<u>Type</u>
Charaus, John	Stoneridge Market	New
Nelson, Kayla	Waterfront	New

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

DATE: April 2, 2018

DEPARTMENT: PRCs - Building Services

PROVIDED BY: Kelley Woldanski

SUBJECT:

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.
[Woldanski]

BACKGROUND:

The Community Services Department has been using a part-time college student to assist with scanning large documents into Laserfiche. Wages for this position are currently being paid from the clerical-floater position who is on maternity leave. When the clerical-floater position returns in April, we would like to continue to utilize this part-time help as they are making very good progress with large document scanning but we have a lot to go. This part-time position has also been assisting the new Assessor with filing and data entry to get help him get caught up and we see that need continuing for some time. This part-time help works up to 20 hours per week now however could work more hours in summer and is paid \$9.20 per hour. Therefore we are asking to transfer funds from within the Community Services budget to continue to utilize this help until we are finished which we expect not to exceed \$10,500. As a reminder we have \$50,000 in our budget for a "transitional" position to replace the current Planner. We are now 3 months into the year without a replacement in line so there should be plenty of funds to cover this part-time position as well as take care of the transitional position when it is implemented.

FINANCIAL IMPACT:

There would be no fiscal impact to the overall budget.

RECOMMENDED MOTION:

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

DATE: April 2, 2018

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

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 [Tarczewski]

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Resolution 18-04-09

RESOLUTION 18-04-09**RESCIND TAXES ON SPECIFIC PERSONAL PROPERTY
PURSUANT TO SECTION 74.33(1)(e), WIS. STATS.
IN THE CITY OF PEWAUKEE**

WHEREAS; Waukesha All Temp Storage, further identified as tax key number PWC W429 has petitioned the Common Council pursuant to the provisions of Section 74.33(1)(e) of the Wisconsin Statutes to rescind the personal property taxes on PWC W429 shown in the tax roll due to a palpable error; and,

WHEREAS; Waukesha All Temp Storage was located at W229 N1492 Westwood Drive and the business was sold to Lindner Logistics on June 30, 2016; and

WHEREAS; Linder Logistics (L467) filed their 2017 Statement of Personal Property form; and

WHEREAS; The Property assessment for PWC L467 was valued at \$43,000 which resulted in a true tax payment charge of \$532.51 for 2017; and

WHEREAS; No Statement of Personal Property form was filed in 2017 for Waukesha All Temp Storage PWC W429; and

WHEREAS; The Property assessment for PWC W429 was valued at \$8,400 which resulted in a “doomed” tax payment charge of \$104.02; and

WHEREAS; The City Assessor recognizes there is a double assessment for this property and recommends the total rescission amount of \$104.02 tax due and owing on and against the parcel referenced above.

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

1. The personal property tax shown on the tax roll against PWC W429 shall be rescinded in the amount of \$104.02.
2. The taxpayer is not entitled to any refunds, since the tax bill is outstanding.
3. The City Assessor is directed to remove account PWC W429 from the City’s records.
4. The Waukesha County Treasurer shall be notified of these actions.

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

Dated this 2nd day of April, 2018.

COMMON COUNCIL, CITY OF PEWAUKEE
WAUKESHA COUNTY, WISCONSIN

ATTEST:

Colleen Brown, Council President

Kelly Tarczewski, Clerk/Treasurer

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

DATE: April 2, 2018

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

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 [Tarczewski]

BACKGROUND:

The City's Financial Advisors reviewed the investment policy and noted we should be reviewing it at least every 3 years. The following comments were made:

There is no longer a maturity limit on CDs. The original policy listed a 3-year maturity limit. No change is proposed.

Strike the language related to the Wisconsin Investment Trust since it closed in 2010. It is noted in red and lines were put through the original language.

Additional language was added to the Collateralization. It is noted in red.

The document was forwarded to the members of the Finance Committee and no one indicated any concerns over the changes.

FINANCIAL IMPACT:

RECOMMENDED MOTION:

Approve Resolution 18-04-09 Updating the City of Pewaukee's Investment Policy.

ATTACHMENTS:

Description

Resolution 18-04-10

RESOLUTION NO. 18-04-10

**RESOLUTION REVISING THE INVESTMENT POLICY
FOR THE CITY OF PEWAUKEE**

WHEREAS, the Finance Committee reviewed and made recommendation to the City of Pewaukee's Financial Policies and Procedures on June 8, 2010; and

WHEREAS, the Common Council adopted Resolution 10-07-18 entitled "Establishing Financial Policies and Procedures for the City of Pewaukee" on July 7, 2010

WHEREAS, the policy should be reviewed at least every three (3) years or sooner at the discretion of the Common Council.

BE IT HEREBY RESOLVED by the Common Council of the City of Pewaukee that it hereby revises the following investment policy in the public interest:

INVESTMENT POLICY

General: The purpose of these investment guidelines is to formalize the framework for the City's daily investment activities. The guidelines are intended to be broad enough to allow the investment officer to function properly within the parameters of responsibility and authority, yet specific enough to adequately safeguard the investment assets.

I. PUBLIC DEPOSITS

- A. **Depository.** The Common Council hereby designates J.P. Morgan Chase Bank as its public depository effective July 20, 2009, or as soon as practicable to facilitate the transition between depositories, in which the City Clerk/Treasurer shall deposit all public monies received by him/her on a daily basis in the name of the City of Pewaukee without any restriction as to the amount of deposit.
- B. **Limitations.** Not more than five hundred thousand dollars (\$500,000) shall be deposited in any one public depository unless properly collateralized or specifically authorized by the Common Council. The limit shall not include funds held for collection or in transit; accounts established for tax collections; escrow or other accounts requiring segregated funds as specified in City agreements (For example, Developer Escrow Agreements).
- C. **Deposit of Tax Payments.** In addition to the public depository denoted in Section I (A) above, the City Clerk/Treasurer, at his/her discretion, shall be authorized to establish and maintain accounts with local financial institutions for the purpose of accepting tax payments on behalf of the City of Pewaukee.
- D. **Withdrawals.** Withdrawals or disbursements by the City Clerk/Treasurer of monies deposited in a public depository shall be made as provided by sec. 66.0607, Wisconsin Statutes. The City Clerk/Treasurer is authorized at his/her discretion, to process periodic payments through the use of money transfer techniques as set forth in sec. 66.0607(3m), Wisconsin Statutes.

II. INVESTMENTS

- A. **Funds.** Subject to the provisions of this policy, the City Clerk/Treasurer or his/her designee shall have control of and discretion in the investment of all City funds that are not immediately needed and are available for investment. These funds are accounted for in the Financial Statements of the Annual Auditor's Report and include: General Fund; Special Revenue Funds; Debt Service Funds; Capital Project Funds; Enterprise Funds; Trust & Agency Funds; and any new fund created by the legislative body unless specifically exempt.
- B. **Intent.** It is the intent of the Common Council that the City Clerk/Treasurer utilize a wise and prudent cash management system within the level of his/her expertise in such a manner to ensure maximum investment earnings, while at the same time be able to respond promptly to authorized expenditures. The primary objectives, in priority order, of the City's investment activities shall be:
1. *Safety:* Safety of principal is the foremost objective of the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. Diversification and collateralization are two methods that may be used to attain this objective.
 2. *Liquidity:* The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements that might be reasonably anticipated.
 3. *Return on Investment:* The City's investment portfolio shall be designed with the objective of attaining a market average rate of return throughout budgetary and economic cycles, taking into account the City's investment risk constraints and the cash flow characteristics of the portfolio.

Subject to requirements of the above objectives, it is the policy of the City of Pewaukee to offer financial institutions within the City of Pewaukee the opportunity to bid on investments; however, the City of Pewaukee will seek the best investment yields *and lowest costs*.

- C. **Scope.** The policy is limited in its application to funds that are not immediately needed and are available for investment. Other funds, the investment of which is subject to special federal and/or state laws and regulations, shall be invested in accordance with such laws and regulations to the extent they may be inconsistent with the provisions of this policy.
- D. **Responsibility.** In exercising his/her investment responsibilities, the City Clerk/Treasurer shall exercise the care, skill, prudence and diligence under the circumstances then prevailing that a prudent person acting in a similar capacity, with the same resources, and familiar activity, with a like purpose would use.
- E. **Diversification.** The City will attempt to diversify its investments according to type, maturity and institution. The portfolio, as much as possible, should contain both short-term and long-term investments. The City shall attempt to match its investments with anticipated cash flow requirements. Extended maturities may be utilized to take advantage of higher yields, however, no more than fifty (50%) percent of the total investments should extend beyond one (1) year and in no circumstance should any extend beyond five (5) years. For the purpose of this section, the City's cash balance as of each June 30 shall be used to

determine the percentage of funds available for investment. With the exception of U.S. Treasury bonds and securities, U.S. Government Agency bonds and securities and authorized Local Government Investment Pools, no more than fifty (50%) percent of the City's total investment portfolio shall be invested in a single security type or with a single financial institution.

F. **Investments.** The investment of City funds shall be in accordance with Sections. 34.01 & 66.0603, Wisconsin Statutes, as follows:

1. **Certificates of Deposit.** City funds may be invested in time deposits in any credit union, bank, savings bank, trust company, or savings and loan association, which is authorized to transact business in the state of Wisconsin if the time deposits mature in not more than ~~three (3) years~~ so long as the institution is not in receivership, bankruptcy or other similar proceeding. Subject to the exception set forth in paragraph G herein, a maximum of five hundred thousand dollars (\$500,000), the amount of State and FDIC insurance limits, may be invested in each such institution unless collateralized or approved by the Common Council.
2. **Government Bonds & Securities.** City funds may be invested in bonds or securities issued or guaranteed as to principal and interest by the federal government or by an agency, commission, board or instrumentality of the federal government. The securities or bonds must be purchased through financial institutions authorized to conduct business in the State of Wisconsin and placed in safekeeping in a segregated account in the City's name at any designated public depository or approved financial institution.
3. **Local Government Investment Pool.** City funds may be invested in the Wisconsin Local Government Investment Pool at the discretion of the City Clerk/Treasurer. Investment limitations shall not apply.
4. **Repurchase Agreements.** City funds may be invested in repurchase agreements, in financial institutions authorized to conduct business in the State of Wisconsin. Repurchase agreements can only be made in securities, which are direct obligations of or guaranteed as to principal and interest by the federal government; and securities which are obligations of an agency, commission, board or other instrumentality of the federal government, where principal and interest are guaranteed by the federal government. Securities purchased by a repurchase agreement must be placed in safekeeping in a segregated account in the City's name at any designated public depository or approved financial institution.
5. ~~**Wisconsin Investment Trust.** City funds may be invested in the Wisconsin Investment Trust. Investment limitations shall not apply.~~
6. **Savings Deposit.** City funds may be invested in Interest Bearing Savings, Demand Deposit, and Money Market accounts.
7. **Use of Derivatives.** Derivatives are financial contracts or financial instruments whose value is derived from the value of something else (known as the underlying

Commented [KJH1]: This requirement has changed so there is no maturity limit but that does not mean you have to change this.

Commented [KJH2]: This should be deleted as the Wisconsin Investment Trust was closed in 2010.

instrument). The City will, as a general practice, not enter into contracts and financing agreements involving interest rate swaps, floating/fixed rate auction or reset securities or other forms of debt bearing synthetically determined interest rates. The only type of derivative that will be considered for use by the City would be a State and Local Government Series (SLGS) Securities investment offered by the US Treasury or a Guaranteed Investment Contract (GIC) when used in conjunction with an advance refunding of the City's debt. The interest rate earned on time deposit SLGS securities is one basis point below the current estimated Treasury borrowing rate for a security of comparable maturity. Generally the City will always use SLGS for advance refunding escrow accounts but in the event that SLGS are not available from the US Treasury, the City would consider the use of a GIC but only after competitive proposals are taken from at least three vendors for same.

- G. **Collateralization.** Collateralization will be required on two types of investments: certificates of deposit that exceed the State and FDIC insurance limits and repurchase agreements. In order to anticipate changes and provide a level of security for all funds, the collateralization level will be one hundred two percent (102%) of the market value of principal and accrued interest. Collateral shall be limited to securities of the U.S. Treasury and securities which are direct obligations of or guaranteed as to principal and interest by the federal government; and securities which are obligations of an agency, commission, board or other instrumentality of the federal government, where principal and interest are guaranteed by the federal government. Collateral shall always be held by an independent third party and evidenced by safekeeping receipts.

Commented [KJH3]: Add this

- H. **Safekeeping.** When investments purchased by the City are held in safekeeping by a broker/dealer they must provide asset protection of \$500,000 through the Securities Investor Protection Corporation (SIPC) and at least another \$49,500,000 supplemental insurance protection.

III. MISCELLANEOUS

- A. Any surplus funds of the City shall be invested by the City Clerk/Treasurer in compliance with this Investment Policy and Wisconsin Statutes in any public depository in such a manner that the highest yield can be obtained from these investments.
- B. In order to safeguard investments and deposits, the City's Finance Committee, City Administrator, or City Clerk/Treasurer shall periodically review all depositories utilized by the City.
- C. **Liability.** Notwithstanding any other provision of law, the City Clerk/Treasurer who deposits public monies in any public depository, in compliance with Section 34.05, Wisconsin Statutes, is under the provisions of Section 34.06, Wisconsin Statutes, relieved of any liability for any loss of public monies which results from the failure of any public depository to repay to the public depositor the full amount of its deposits, thus causing a loss as defined in Sec. 34.01(2), Wisconsin Statutes.
- D. **Definitions.** Words and phrases shall, insofar as applicable, have the meanings set forth in Section 34.01, Wisconsin Statutes, as amended.

- E. **Conflict.** This policy is enacted in accordance with the provisions of Chapter 34 and

Sections 66.0603 and 66.0607, Wisconsin Statutes, or as amended. In case of conflict, state laws shall prevail.

F. **Duration.** This policy shall continue in force until repealed or superseded by action of the Common Council.

G. **Reporting.** The City Clerk/Treasurer shall provide the Finance Committee chairperson with a quarterly investment report that provides a summary of the City's current investments. The quarterly report shall include a listing of the individual securities held at the end of the reporting period; final maturity of all investments listed; rate of return being earned on each individual security or investment; and total dollar amount held by each financial institution to ensure all funds are fully protected.

H. **Considerations.** Any investment currently held that would not meet the guidelines of this policy shall be exempt from the requirements of the policy. At maturity or liquidation, such monies shall be reinvested only as provided under this policy.

Investment Policy Considerations:

The investment policy will be reviewed every three (3) years by the Finance Committee or sooner at the discretion of the Common Council.

Commented [KJH4]: Should be review as soon as possible.

SEVERABILITY

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

ADOPTED THIS 2nd Day of April, 2018.

CITY OF PEWAUKEE

Colleen Brown, Council President

ATTEST:

Kelly Tarczewski, Clerk/Treasurer

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

DATE: April 2, 2018

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Discussion and Possible Action to Concur with the Mayor's Recommendation and Appoint Karen Salituro to the Plan Commission [Tarczewski]

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Salituro Resume

KAREN SALITURO

AIA LEED AP

EDUCATION

Master of Architecture
University of Colorado, Denver
Graduated- May, 2005

Bachelor of Architecture
University of Wisconsin, Milwaukee
Graduated – May, 1999
Women's Collegiate Soccer- UWM

RELATED SKILLS

Excel/ Word/ Power Point
AutoCAD
Revit

Design Award

UWM- Top 150 Projects

CONTACT

Karen Salituro

Pewaukee WI 53072

Plunkett Raysich Architect

Project Architect
12/2016- Present

PaintBar

Owner/ Founder
Wauwatosa (Arte')- 12/2011- 12/2014
Delafield- 08/2013- 12/2017
Madison- 05/2015- Present

Sustainable Properties, LLC

Developer/ Architect
8,500sf development in Wauwatosa, Exterior Remodel for
retail tenants YoMama Frozen Yogurt and Ruby Tap

Go Green Architecture + Supply, LLC

Wauwatosa, Wisconsin 05/10- 5/2013
Owner, Architect

Welman Architects, Inc

Waukesha, Wisconsin 06/07- 05/10
Project Manager and Sustainable Expert
www.welmanarch.com

KH Webb Architects, P.C.

Vail, Colorado 11/05- 5/07
Residential Design Consultant
www.khwebb.com

H+L Architecture

Denver, Colorado 9/01- 10/05
Health Care Architect and Project Designer

Guajardo Associates LLC Architects

Chicago, Illinois 9/99- 8/01
Project Manager and Project Designer

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

DATE: April 2, 2018

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

§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.

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION: