Office of the Clerk/Treasurer

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

COMMON COUNCIL
MEETING NOTICE AND AGENDA
Monday, August 5, 2019
7:00 PM

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

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1. Call to Order and Pledge of Allegiance

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

3. Consent Agenda

   3.1. Approval of the Common Council Meeting Minutes Dated July 15, 2019

   3.2. Approval of Accounts Payable Listings

   3.3. Approval of Bartender License

4. Presentation of 2018 Audit Report [Rotroff]

5. Community Service Commendation Issued by the Pewaukee Fire Department [Chief Bierce]

6. Presentation Related to the Pewaukee Fire Department Strategic Plan and Accreditation Compliance Report [Chief Bierce]

7. Presentation of the Police Services Quarterly Report [Lt. Ripplinger]

8. Discussion and Possible Action to Install No Parking Signs on the South Side of Northview Road Opposite South Park [Weigel]

9. Discussion and Possible Action Related to the Emerald Acres Flood Mitigation Project [Weigel]

   9.1 Authorize the execution of the Temporary Construction Easement with Larson Properties Family Limited Partnership
   9.2 Authorize Scheduling the Common Council Public Information and Comment Meeting on the Proposed Project
   9.3 Conceptually Approve the Reprograming of $885,000 of 2019 Storm Water Projects to Fulfill the Estimated Funds Necessary for Awarding a Construction Contract
   9.4 Authorize Staff to Schedule the Bidding of this Project this Fall

10. **PUBLIC HEARING**, Discussion, and Possible Action Regarding **Resolution 19-08-18** and **Ordinance 19-19** to Amend the Comprehensive Master Plan to Change the Year 2050 Land Use/Transportation Plan Use Designation for the Waukesha County Technical College for Property Located at N35 W255 Main Street (PWC 0925-998) From Transportation/Utilities to Government/Institutional [Fuchs]

11. Discussion and Possible Action Regarding **Ordinance 19-18** to Rezone the Property Located at N35 W255 Main Street (PWC 0925-998) From Rs-3 Single-Family Residential to I-1 Urban Institutional for the Purpose of Training Electrical Apprentices in a Residential Building at the Request of the Waukesha County Technical College [Fuchs]

12. **PUBLIC HEARING** and Discussion and Possible Action Regarding **Resolution 19-08-17** and **Ordinance 19-17** Amendment to the Comprehensive Master Plan to Change the Year 2050 Land Use/Transportation Plan Use Designation for the Robert J. Stenz Family Trust Property Located at the Northwest Corner of Golf Road and Meadowbrook Road (PWC 0940-999-001) From Low - Medium Density Residential and Flood Plains, Lowland and Upland Conservancy, and Other Natural Areas to Medium-Density Residential and Flood Plains, Lowland and Upland Conservancy, and Other Natural Areas [Fuchs]

13. Discussion and Possible Action Regarding **Ordinance 19-18** Rezoning the Property Located on Golf Road and CTH G (PWC 0940-999-001) from A-1 Agricultural, LC Lowland Conservancy & F-1 Floodplain District to Rm-1 Multiple-Family Residential, LC Lowland Conservancy & F-1 Floodplain District for the Purpose of Allowing for Residential Development as Requested by the Robert J. Stenz Family Trust [Fuchs]

14. **PUBLIC HEARING,** Discussion and Possible Action Regarding the Conditional Use and Site and Building Plans for the Robert J. Stenz Family Trust Property Located at the Northwest Corner of Golf Road and Meadowbrook Road (PWC 0940-999-001) as Requested by Jim Forester for the Purpose of Constructing 46-Unit Condominium Development and a 38-Unit Conceptual Assisted Living/Memory Care Facility [Fuchs]

15. Discussion and Possible Action Regarding the Appointments to Various Boards, Commissions and Committees [Mayor Bierce]

16. Discussion and Possible Action on Either Cancelling the September 2nd Common Council Meeting or Rescheduling it Due to the Labor Day Holiday [Mayor Bierce]

17. Discussion and Possible Action to Select the Trick-or-Treat Date and Time for 2019

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

19. 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 BCF Construction and the Sports Complex Development and 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.

20. Adjournment

Kelly Tarczewski
Clerk/Treasurer

August 1, 2019

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: August 5, 2019

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Approval of the Common Council Meeting Minutes Dated July 15, 2019

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Minutes 7-15-2019

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

Also in Attendance:
Attorney S. Riffle, Administrator S. Klein, DPW Director J. Weigel, Utility Manager J. Mueller, Director of People and Culture K. Woldanski, City Planner & Community Development Director N. Fuchs, and Clerk/Treasurer K. Tarczewski.

1. Call to Order and Pledge of Allegiance – Mayor Bierce called the meeting to order at 7:00 p.m.

2. Public Comment - None.

3. Consent Agenda
   3.1. Approval of the Common Council Meeting Minutes Dated May 20, 2019
   3.2. Approval of the Common Council Meeting Minutes Dated June 3, 2019
   3.3. Approval of the Common Council Meeting Minutes Dated June 17, 2019
   3.4. Approval of Accounts Payable Listings
   3.5. Approval of Bartender Licenses
   3.6. Approval of a $25,000 Cash Escrow Agreement for the Woodleaf Reserve Addition No. 2 to Replace the Expiring $60,500 Letter of Credit

   Mr. Dziwulski asked that items 3.2 and 3.6 be removed for discussion.

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

   3.2 Approval of the Common Council Meeting minutes Dated June 3, 2019

   Mr. Dziwulski stated he needs to abstain from this item. **A motion was made and seconded, (C. Brown, J. Wamser) to approve the Common Council meeting minutes dated June 3, 2019**. Motion Passed: 5-For, 0-Against, 1-Abstain (B. Dziwulski).

   3.6 Approval of a $25,000 Cash Escrow Agreement for the Woodleaf Reserve Addition No. 2 to Replace the Expiring $60,500 Letter of Credit

   Mr. Dziwulski stated the agreement submitted in the Common Council's packet only indicates $10,000 not $25,000 as stated in the agenda. Mr. Weigel stated he pulled a copy from the last phase and it was only in draft form.

   A motion was made and seconded, (B. Bergman, B. Dziwulski) to approve the cash escrow agreement in the amount of $25,000 contingent upon the final approval of the City Attorney and Engineering staff. Motion Passed: 6-For, 0-Against.

4. Discussion and Possible Action to Concur with the Recommendation from the Employee Services Committee (July 9, 2019) to Approve the Vacation Policy Revision as Proposed

   Ms. Woldanski stated when the recruitment technique to offer three weeks of vacation was implemented there was no discussion on how fast the employee moves up the vacation accrual track and it was discovered that employees are being moved faster than other employees. She stated when

she realized it, it went to the Employee Services Committee to change it because they want the employees to have the appropriate years of service. She said another notable change was that people were using vacation time within the first six months of their employment when the policy states they shouldn't be using it until after six months of employment. She requested employees be able to use vacation time as they accrue it, but can't take more than what is accrued.

A motion was made and seconded, (C. Brown, B. Dziwulski) to concur with the Employee Services Committee recommendations. Motion Passed: 6-For, 0-Against.

5. Discussion and Possible Action to Concur with the Plan Commission (June 20, 2019) and Approve the Outdoor Entertainment Permit for Boomer's

Mr. Fuchs stated the Plan Commission did recommend approval and staff has no issues.

A motion was made and seconded, (B. Bergman, J. Kara) to approve Boomer's outdoor entertainment permit. Motion Passed: 6-For, 0-Against.

6. Discussion and Possible Action Regarding **Ordinance 19-16** *(Second Reading)* to Rezone the Property Located at W220 N1051 Springdale Road (PWC 0961-998) From A-2 Agricultural and UC Upland Conservancy to M-6 Mixed Industrial, UC Upland Conservancy & LC Lowland Conservancy for the Purpose of Building an Office and Light Manufacturing Building as Requested by Becker Springdale LLC (Property Owner) and Briohn Building Corporation (Applicant)

Mr. Fuchs stated the Plan Commission recommended approval back in January, but since then the developer had to make revisions to their plan. It did go back to Plan Commission and again they recommended approval of the site plan. Mr. Fuchs stated staff recommends approval of the rezoning.

A motion was made and seconded, (B. Dziwulski, R. Grosch) to approve Ordinance 19-16 rezoning the property located at W220 N1051 Springdale Road. Motion Passed: 6-For, 0-Against.

7. Discussion and Possible Action to Award the Well House Roof Replacement Contract to the Lowest Qualified Bidder, C&K Services in the Amount of $37,286.00 and Make the Necessary Allocations of Funds

Ms. Mueller stated there is a need to replace the roofs on two of the well houses this year. C&K Services came in as the lowest qualified bidder. She stated the bid received was in the amount of $32,611 for the roof replacement and $4,675 for Well #2 repairs. Ms. Mueller said the bids came in higher than what she budgeted for, but there was $10,000 from the Well #1 roof repair that can be used because the project could be postponed until next year. Therefore, she asked that $10,000 be reallocated to cover the Well #9 (Apple Tree) and Well #3 (North Avenue) short fall.

A motion was made and seconded, (J. Wamser, R. Grosch) to concur with staff recommendations and award the contract to C&K Services in the amount of $37,286.00 and reallocate $10,000 from the Well #1 capital budget to cover the shortfall.
Motion Passed: 6-For, 0-Agaisnt.

8. Discussion and Possible Action to Continue Treatment/Repair of Well #7

Ms. Mueller stated Well #7 continues to have chronic issues with intermittent coliform bacteria hits. She said the next part of the process is to have staff document the flow that goes through the well and

monitor the water levels at specific intervals to determine where in that drawn down the zone of influence of coliform bacteria exists. She added the contractor believes they have the equipment to slide down alongside the well pump to televise the turbulence in the well, which might indicated what is causing some of this issue. Ms. Mueller requested approval for an additional $11,000 to identify the contamination source, to be borrowed from the sewer utility.

A motion was made and seconded, (B. Bergman, B. Dziwulski) to authorize up to $11,000 to continue efforts to identify the source of the well contamination using video cameras and sampling efforts. Motion Passed: 6-For, 0-Against.

9. Discussion and Possible Action Related to the Planning of Municipal Sewer and Water to the City of Pewaukee Properties South of I-94 and West of Meadowbrook Road

Mr. Weigel stated this is the area south of I-94 and west of Meadowbrook Road. He said there has been a development proposal along Silvernail Road which has caused the City to look at sewer availability in that area. He stated it is in the Pewaukee planned sanitary sewer service area as defined by SEWRPC but does not specifically state who would be responsible. Given the topography of the area it was thought the City of Waukesha would be a more viable option, but now that they are in the Great Lakes compact service area it doesn't appear to be an option any longer. Mr. Weigel asked to be allowed to talk to Lake Pewaukee Sanitary District (LPSD) to see if they had enough sewer capacity for this area.

Ms. Brown stated there are major issues in this area; people are pumping raw sewage into the ditch and the roads are horrible. She said something needs to be determined in order to move forward in this area.

A motion was made and seconded, (J. Kara, R. Grosch) to authorize City professional staff to contact the LPSD to inquire whether or not there is sewer capacity in the southwest area of the City of Pewaukee. Motion Passed: 5-For, 1-Against (B. Bergman)

10. Discussion and Possible Action to Adopt **Resolution 19-07-16** Authorizing Four-Way Stop Signs at the East Fieldhack Drive and Milkweed Lane Intersection

Weigel stated staff was contacted by a member of the Meadowbrook Village Board and requested stop signs in this area. He said staff agrees.

A motion was made and seconded, (B. Bergman, R. Grosch) to approve Resolution 19-07-16 authorizing a four-way stop sign at the East Fieldhack Drive and Milkweed Lane intersection. Motion Passed: 6-For, 0-Against.

11. Discussion and Possible Action Regarding the Appointments to Various Boards, Commissions and Committees

Mayor Bierce stated he had no appointments to make at this time.

12. Discussion and Possible Action to Issue a Temporary Class B Beer License to This Time Tomorrow Foundation, Inc. on August 3, 2019 at Nettesheim Park Located at N26 W27495 Prospect Avenue

Ms. Tarczewski stated this has become an annual event and it was properly filed and she had no concerns.

A motion was made and seconded, (B. Dziwulski, J. Kara) to approve the temporary Class B Beer license for This Time Tomorrow Foundation, Inc. Motion Passed: 6-For, 0-Against.

13. Public Comment - None.

14. Adjournment – **A motion was made and seconded, (B. Dziwulski, R. Grosch) to adjourn the meeting at 7:50 p.m**. Motion Passed: 6-For, 0-Against.

Respectfully Submitted,

Kelly Tarczewski
Clerk/Treasurer

CITY OF PEWAUKEE
COMMON COUNCIL AGENDA ITEM 3.2.

DATE: August 5, 2019

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Approval of Accounts Payable Listings

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Acounts Payable 8.5.2019

ACCOUNTS PAYABLE FOR 2019	8/5/2019	TOTAL:	$ 499,355.85
Vendor Name	**Document Date**	**Document Amount**	**Transaction Description**
1ST AYD	2/26/2019	$ 661.18	SWM ICE MELT
1ST AYD	2/26/2019	$ 123.86	HWY
ACCOUNTEMPS	7/9/2019	$ 1,650.31	CT LABOR JANET JOSEPHSON
ADAM DION	7/16/2019	$ 121.70	FD ADDITIONAL PAYROLL
ADP SCREENING & SELECTION SERVICES	7/1/2019	$ 321.50	HR EMPLOYMENT EXAMS
AECOM	7/3/2019	$ 11,020.47	ENG SWM REVIEW FOR PROJECTS
AFFORDABLE ENVIRONMENTAL TECHNOLOGIES INC	7/16/2019	$ 150.00	SW ASBESTOS SAMPLING
AILCO EQUIPMENT FINANCE GROUP	7/1/2019	$ 412.00	IT SCANNER
AIRGAS	6/30/2019	$ 195.69	FD OXYGEN
AIRGAS	6/30/2019	$ 107.36	FD OXYGEN
ALADTEC, INC	7/9/2019	$ 522.64	IT API ACCESS
ALL-WAYS CONTRACTORS, INC	7/9/2019	$ 56.00	P&R SCREENED SOIL
ALL-WAYS CONTRACTORS, INC	6/19/2019	$ 336.00	SWM TOPSOIL
ALPHA OMEGA CLEANING, INC.	7/1/2019	$ 335.00	P&R JANITORIAL WAGNER PARK
APEX SAFETY & COMPLIANCE	7/3/2019	$ 5,040.00	FD BASIC ROPE TRAINING MODULES
ARAMARK	6/27/2019	$ 79.73	HWY SHOP TOWELS PANTS
ARAMARK	7/4/2019	$ 79.73	HWY PANTS SHOP TOWELS
ARAMARK	6/20/2019	$ 79.73	HWY PANTS SHOW TOWELS
ARROW INTERNATIONAL	7/2/2019	$ 59.50	FD STABILIZER BOXES
AT&T CAROL STREAM IL	7/1/2019	$ 285.06	CT PHONES
BALAJI RANGACHARI	7/12/2019	$ 46.00	P&R CANCELLED PROGRAM REIMBURS
BATZNER PEST CONTROL	7/1/2019	$ 61.00	P&R PEST CONTROL
BATZNER PEST CONTROL	7/15/2019	$ 57.00	P&R PEST CONTROL
BEACON ATHLETICS	7/23/2019	$ 94.00	P&R PITCHERS PLATE
BEEST, SCOTT	7/8/2019	$ 200.00	PLC DRAIN AND REPAIR PONTOON
BIL-BAR FARMS	6/6/2019	$ 137.57	P&R MUFFLER KITS
BIL-BAR FARMS	6/3/2019	$ 146.80	P&R ALLOY STEEL DRAWBAR
BIL-BAR FARMS	5/8/2019	$ 371.50	P&R SHOP SUPPLIES
BONK PRINT-N-PROMO	7/17/2019	$ 2,632.13	P&R INKJET POSTAGE
BOUNDTREE MEDICAL	7/2/2019	$ 147.20	FD FIRST AID PHARMACY KIT
BOUNDTREE MEDICAL	7/2/2019	$ 91.00	FD LATEX GLOVES
BOUNDTREE MEDICAL	7/1/2019	$ 444.86	FD GLUC TEST STRIPS, NEEDLES
BOUNDTREE MEDICAL	6/28/2019	$ 54.00	FD CATHETERIZATION KITS
BREDAN MECHANICAL SYSTEMS	6/29/2019	$ 343.60	IT EVAPORATOR COIL
BREDAN MECHANICAL SYSTEMS	6/25/2019	$ 1,296.00	IT HVAC INSPECTION
BREITBACH RASHID, PATTI	7/30/2019	$ 432.00	P&R CHAIR YOGA CLASS
BROOKFIELD, TOWN OF	6/28/2019	$ 1,526.61	SW SEWER WATER USAGE
CARLIN HORTICULTURAL SUPPLIES	7/3/2019	$ 865.48	P&R WEED CONTROL
CINTAS CORP.	7/17/2019	$ 59.12	P&R SAFETY RESTOCK
CINTAS CORP.	7/8/2019	$ 61.14	FD GRAY MAT
CITY OF WAUKESHA TREASURER	5/9/2019	$ 5,577.00	FD TECHNICAL RESCUE SERVICES
CITY OF WAUKESHA TREASURER	5/9/2019	$ 3,294.00	FD TECHNICAL RESUE SERVICES
CONCENTRA, INC	6/25/2019	$ 86.50	HR DOT EXAM
COREY OIL	7/9/2019	$ 5,246.45	HWY GAS AND DIESEL
D.F. TOMASINI, INC	6/26/2019	$ 4,705.89	SW CURB STOP REPAIR
DEE POMFRET	7/12/2019	$ 30.00	P&R REIMBURSMENT DUE TO INJURY
DIAMOND CLUB ENTERTAINMENT LLC	7/10/2019	$ 6,018.00	CT RETURN OF DEPOSIT
DIAMOND VOGEL	6/6/2019	$ 206.25	P&R FIELD PAINT

ELLIOTT ACE HARDWARE	6/20/2019	$	19.14	FD ID KEY TAGS
ELLIOTT ACE HARDWARE	6/29/2019	$	25.98	FD TIN DRILL BIT
ELLIOTT ACE HARDWARE	7/1/2019	$	2.59	CH MULTI PURP LINE
FARINA TREE CARE	7/3/2019	$	390.00	P&R LAKEFRONT BUG TREATMENT
FASTENAL	6/26/2019	$	162.44	SW GLOVES FHN HCS
FEITER, DAN	7/16/2019	$	177.02	SW ADDITIONAL PAYROLL
FERGUSON WATERWORKS	7/16/2019	$	101.68	SW LWR VLV PLT NUT
FERGUSON WATERWORKS	6/26/2019	$	466.00	SW SEAT RNGS HYD
FERGUSON WATERWORKS	6/26/2019	$	1,214.16	SW VLVS LOWER STEM UPPER STEM
FERGUSON WATERWORKS	6/26/2019	$	249.00	SW GSKTS STEMS ORINGS
FIRNROHR, MARY	7/30/2019	$	192.00	P&R TAI CHI CLASS
GRAFF, MIKE	7/16/2019	$	72.00	P&R REFUND CHK COACHES REIMBUR
GRAINGER	6/20/2019	$	59.69	HWY SAFETY GLASSES
GRAINGER	7/1/2019	$	30.50	HWY SAFETY GLASSES
HACH COMPANY	7/2/2019	$	454.29	SW REAGENT SETS
HANSEN, SHANE	7/11/2019	$	10.64	SW S HANSEN TRAVEL EXP REPORT
HANSEN, SHANE	7/16/2019	$	177.02	SW ADDITIONAL PAYROLL
HAWKINS, INC.	7/1/2019	$	3,202.88	SW SODIUM SILICATE TONKAZORB
HECKEL DANCE LLC	7/26/2019	$	392.00	P&R DANCE CAMP
HENDRY, MARVIN	7/16/2019	$	105.09	FD ADDITIONAL PAYROLL
HUMPHREY SERVICE PARTS, INC	7/2/2019	$	116.50	HWY SERVICE PARTS OIL FILTERS
HUMPHREY SERVICE PARTS, INC	7/3/2019	$	11.75	HWY FELT SEAL PARTS
HYDROCORP	6/30/2019	$	892.00	SW CROSS CONNECTION CONTROL
INTERSTATE ROOF SYSTEMS CONSULTANTS, INC.	7/10/2019	$	1,975.00	SW ROOFING PROJ DESIGN WELL 3
JEFFERSON FIRE & SAFETY, INC.	6/19/2019	$	32.25	FD SCOTT MASK MNTED REG HOLDER
JEFFERSON FIRE & SAFETY, INC.	6/28/2019	$	936.00	FD FIREADE FOAM
JENSEN EQUIPMENT	7/1/2019	$	373.95	P&R HEDGETRIMMER
JENSEN EQUIPMENT	6/19/2019	$	84.48	HWY SHACKLE ANCHOR
JENSEN EQUIPMENT	6/19/2019	$	98.56	HWY PROPANE
JOHN'S DISPOSAL SERVICE	6/25/2019	$	50,092.31	ENG GARBAGE COLLECTION
JOHN'S DISPOSAL SERVICE	7/8/2019	$	16,706.00	ENG JUNE LANDFILL CHARGES
JOHNSON'S NURSERY	7/8/2019	$	165.00	P&R BUR OAK TREE
KASKEY, MONICA	7/5/2019	$	48.79	4TH OF JULY TY REIMBURSEMENTS
KMB ELECTRIC	7/14/2019	$	280.93	P&R GFI REPLACEMENT
KRIEVINS, AIVAR	6/15/2019	$	75.00	P&R SAFETY SHOE REIMBURSEMENT
LAFARGE AGGREGATES ILLINOIS, INC.	6/24/2019	$	341.60	SWM DENSE GRADED
LAFARGE AGGREGATES ILLINOIS, INC.	6/27/2019	$	125.00	HWY DUMP
LAFARGE AGGREGATES ILLINOIS, INC.	6/20/2019	$	50.00	HWY DUMP
LAFARGE AGGREGATES ILLINOIS, INC.	7/9/2019	$	25.00	HWY DUMP
LAFARGE AGGREGATES ILLINOIS, INC.	6/17/2019	$	25.00	HWY DUMP
LAKE PEWAUKEE SANITARY DISTRICT	7/1/2019	$	122,034.00	SW RUE COUNT
LAMERS BUS LINE	7/2/2019	$	396.00	P&R BUS RENTAL
LAMERS BUS LINE	7/2/2019	$	264.00	P&R BUS RENTAL
LAMERS BUS LINE	7/2/2019	$	396.00	P&R BUS RENTAL
LAMERS BUS LINE	7/2/2019	$	264.00	P&R BUS RENTAL
LAMERS BUS LINE	7/2/2019	$	912.45	P&R BUS RENTAL
LAMERS BUS LINE	7/2/2019	$	182.75	P&R BUS RENTAL
LANGE ENTERPRISES, INC	5/24/2019	$	3,565.92	HWY SIGNS
LARSON, CHERRIE	7/30/2019	$	50.00	P&R POP UP ART CLASS
LARSON, CHERRIE	7/30/2019	$	75.00	P&R POP UP ART
LARSON, CHERRIE	6/20/2019	$	204.80	P&R CLASSES
MARIANI, ALEXANDER	7/30/2019	$	1,113.60	P&R NINJA WARRIOR CAMP
MENARDS	7/8/2019	$	11.44	SW TIRE PLUGS / THNDLE RPR KIT

MILLER-BRADFORD & RISBERG, INC	6/27/2019	$	12.74	HWY PAINT
MILLER-BRADFORD & RISBERG, INC	7/5/2019	$	67.16	HWY WHEEL LOADER
MILWAUKEE LAWN SPRINKLER CORP	7/9/2019	$	773.56	P&R PSC IRRIGATION WORK
MOLLY SUTTER	7/16/2019	$	54.00	P&R COACHES REIMBURSEMENT
MOLLY SUTTER	7/16/2019	$	54.00	P&R COACHES REIMBURSEMENT
MOTION & CONTROL ENTERPRISES LLC	7/10/2019	$	49.18	SW NEEDLE VALVE
MOTION & CONTROL ENTERPRISES LLC	6/17/2019	$	105.04	HWY CRIMP HOSE
MOTION & CONTROL ENTERPRISES LLC	7/2/2019	$	302.33	HWY THREAD UNION COUPLER
MUNICIPAL WELL & PUMP	6/28/2019	$	102,235.00	SW WELL6 REHAB AND REPAIRS
NAPA	6/19/2019	$	46.24	FD HYDRANT AND ADAPTERS
NEW VISION HOMES	6/28/2019	$	500.00	BLD OCC BND RFND 181470
NORTHERN LAKE SERVICE, INC	6/28/2019	$	80.00	SW JUNE BACTERIA
NORTHERN LAKE SERVICE, INC	6/28/2019	$	60.00	SW JUNE BACTERIA SAMPLES
NORTHERN LAKE SERVICE, INC	6/28/2019	$	100.00	SW DRINKING WATER
NORTHERN LAKE SERVICE, INC	6/28/2019	$	16.00	SW NITRATE ANALYSIS
NORTHERN LAKE SERVICE, INC	6/28/2019	$	40.00	SW INVESTIGATION SAMPLES
NORTHERN LAKE SERVICE, INC	6/28/2019	$	20.00	SW INVESTIGATION SAMPLES
NORTHERN LAKE SERVICE, INC	6/28/2019	$	20.00	SW INVESTIGATION SAMPLES
NORTHERN LAKE SERVICE, INC	6/28/2019	$	60.00	SW JUNE BACTERIA SAMPLES
NORTHERN LAKE SERVICE, INC	6/28/2019	$	20.00	SW RAW WATER INVESTIGATION
NORTHERN LAKE SERVICE, INC	6/28/2019	$	20.00	SW INVESTIGATION SAMPLES
OFFICE COPYING EQUIPMENT, LTD	6/30/2019	$	22.99	CRTCOPIER CHARGES
OFFICE DEPOT	6/25/2019	$	114.92	SW OFFICE SUPPLIES
OFFICE DEPOT	6/26/2019	$	20.99	SW OFFICE SUPPLIES
OFFICE DEPOT	6/21/2019	$	22.25	P&R TAPE
OFFICE DEPOT	6/21/2019	$	11.79	P&R PLANNER
OFFICE DEPOT	7/2/2019	$	17.20	CTPHOTO SEAL SUPPLY
OFFICE DEPOT	7/2/2019	$	154.36	CT OFFICE SUPPLIES
OFFICE DEPOT	7/2/2019	$	119.82	CT PAPER TOWEL
ON THE WATER PROMOTIONS	7/19/2019	$	851.40	P&R FISHING SESSIONS
ON THE WATER PROMOTIONS	7/19/2019	$	495.00	P&R GUIDED BOAT FISHING
ON THE WATER PROMOTIONS	7/5/2019	$	267.30	P&R FISHING CLASS
PAUL QUARTAROLI	5/5/2019	$	73.56	P&R SAFETY SHOE REIMBURSEMENT
PEWAUKEE VILLAGE WATER UTILITY	7/1/2019	$	81.77	P&R VILLAGE OF PEW UTILITIES
PEWAUKEE VILLAGE WATER UTILITY	7/1/2019	$	310.21	P&R VILLAGE OF PEW UTILITIES
PEWAUKEE VILLAGE WATER UTILITY	7/1/2019	$	293.59	P&R VILL OF PEWAUKEE UTILITIES
PORT-A-JOHN	7/12/2019	$	975.00	P&R SPECIAL EVENT RESTROOM
PORT-A-JOHN	7/1/2019	$	88.00	P&R SEASONAL RESTROOM
PORT-A-JOHN	7/1/2019	$	88.00	P&R SEASONAL RESTROOM
PORT-A-JOHN	7/1/2019	$	88.00	P&R SEASONAL RESTROOM
PORT-A-JOHN	7/1/2019	$	88.00	P&R SEASONAL RESTROOM
PRAHL, PAUL & CORI	6/28/2019	$	500.00	BLD OCC BND RFND 180791
PREMIUM WATERS, INC	7/1/2019	$	90.00	HWY WATER
PREMIUM WATERS, INC	3/21/2019	$	45.00	HWY WATER
PREMIUM WATERS, INC	4/4/2019	$	61.50	HWY WATER
PREMIUM WATERS, INC	2/21/2019	$	78.00	HWY WATER
PREMIUM WATERS, INC	3/7/2019	$	53.25	HWY WATER
PROHEALTH PHARMACY WAUKESHA	6/30/2019	$	599.47	FD DILTIAZE NITROGLYCERIN ETC
PUBLIC SERVICE COMMISSION OF WI	7/18/2019	$	105.13	SW PSC DIRECT ASSESSMENT
RACHEL PADILLA	7/10/2019	$	46.00	P&R PROGRAM CANCELLED REIMBURS
REINDERS, INC.	7/3/2019	$	35.31	P&R BRACKET ROLLER

REINDERS, INC.	7/5/2019	$	216.80	P&R ROLLER ANTI SCALP, SWITCH
REINDERS, INC.	7/2/2019	$	55.68	SWM EC GROW SEED
ROB ELLIOT	7/30/2019	$	1,641.60	P&R GOLF LESSONS
ROB ELLIOT	7/30/2019	$	652.80	P&R GOLF LESSONS YOUTH
ROTROFF JEANSON & CO.	7/3/2019	$	758.00	SW CPA REVIEW CASH
RUEKERT & MIELKE, INC.	7/9/2019	$	335.00	SW STUDY PROJECT 26-10099
RUEKERT & MIELKE, INC.	7/9/2019	$	1,239.50	SW STUDY PRJCT 26-10098
RUEKERT & MIELKE, INC.	7/9/2019	$	538.87	SW CONSTRUCTION ADMN WELL 1
RUEKERT & MIELKE, INC.	7/9/2019	$	176.85	SW GENERAL SERVICES WELL 7
RUMOHR, BROCK & KATHERINE	7/19/2019	$	158.67	P&R PARK RENTAL REFUND CANCELL
RUSS'S MULCH & TOPSOIL	7/17/2019	$	180.00	P&R BROWN MULCH
RUSS'S MULCH & TOPSOIL	7/19/2019	$	90.00	P&R BROWN MULCH
RUSS'S MULCH & TOPSOIL	7/24/2019	$	60.00	P&R BROWN MULCH
RUSS'S MULCH & TOPSOIL	7/22/2019	$	90.00	P&R BROWN MULCH
SCHOLTKA, JENNIFER	7/22/2019	$	384.00	P&R ZUMBA GOLD & TONING CLASS
SMITH, JOEL	7/16/2019	$	177.02	SW ADDITIONAL PAYROLL
STACEY BROWN	7/16/2019	$	54.00	P&R REFUND CHECK COACH REIMBUR
STATE OF WI COURT FINES & ASSMTS	7/12/2019	$	9,881.27	CRT STATES SHARE OF COSTS ETC
STRAIGHT-UP	6/28/2019	$	545.50	P&R SEASONAL STAFF TSHIRTS
SUNBELT RENTALS	7/2/2019	$	133.74	CH EQUIPMENT RENTAL
SUNBURST APPAREL	6/28/2019	$	1,202.90	P&R DAY CAMP TSHIRTS
SUNBURST APPAREL	6/28/2019	$	448.50	P&R YOUTH SPORT SHORTS
TSORIS, BARBARA	7/16/2019	$	172.46	BLD ADDITIONAL PAYROLL
US CELLULAR	7/2/2019	$	133.45	P&R PHONE SERVICE
VERIZON	6/23/2019	$	22.14	FD PHONE BILL
VERIZON	7/1/2019	$	214.66	SW PHONE CHARGES
VISU-SEWER	7/16/2019	$	43,183.39	SW STORM SEWER TELEVISING
WAGNER, MAGDELENE	7/16/2019	$	140.89	ENG ADDITIONAL PAYROLL
WATER REMEDIATION TECHNOLOGY	7/11/2019	$	1,250.00	SW 2019 LICENSE FEE
WATER SYSTEMS ENGINEERING, INC.	3/13/2019	$	1,200.00	SW WELL7 SAMPLES COMPL PROFILE
WAUKESHA CO SHERIFF'S DEPT	7/12/2019	$	60.00	CRT WARRANT FEE JUNE 2019
WAUKESHA CO TREASURER	6/17/2019	$	1,170.00	HWY BRINE
WAUKESHA COUNTY TREASURER	7/12/2019	$	2,825.94	CRT CO JAIL ASSESSMENTS
WAUKESHA LIME & STONE CO.	7/3/2019	$	82.78	SWM 3/4" TB
WAUKESHA WATER UTILITY	7/16/2019	$	46,646.22	SW WATER AND WASTEWATER BILLS
WE ENERGIES	7/3/2019	$	15.89	P&R ELECTRIC
WE ENERGIES	7/1/2019	$	326.96	P&R ELECTRIC
WESTERN CULVERT & SUPPLY	6/25/2019	$	1,145.50	SWM BANDS AND RUNS
WESTERN CULVERT & SUPPLY	7/2/2019	$	1,092.30	SWM 3 CMPA PIECES
WI DEPT OF JUSTICE-RECORDS CHECK	7/17/2019	$	37.00	HR EMPLOYMENT EXAMS
WI SUPPORT & COLLECTIONS	7/16/2019	$	130.00	CT R&D GARNISHMENT FEES SUPPOR
WILL ENTERPRISES	6/26/2019	$	513.03	P&R DIAMOND PIRATES SHIRTS
WISCONSIN KENWORTH	7/3/2019	$	106.26	FD SWITCH ROCKER HEADLAMP
WISCONSIN LEGAL BLANK	7/12/2019	$	2,469.00	P&R PROGRAM GUIDE PRINT
WISCONSIN PARK & RECREATION ASSOC	7/26/2019	$	829.50	P&R SIX FLAGS TICKETS
WISCONSIN RURAL WATER ASSOC.	6/28/2019	$	303.24	HR SAFETY TRAINING
XEROX BUSINESS SERVICES	7/1/2019	$	533.72	SW XEROX CHARGES

CITY OF PEWAUKEE
COMMON COUNCIL AGENDA ITEM 3.3.

DATE: August 5, 2019

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Approval of Bartender License

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Bartender List 8-5-2019

Bartender License List **Meeting Date: August 5, 2019**

Individual Name	Establishment Name	Type
Amini, Gabriella, A	Gina's Sports Dock	Renewal
Barwick, Amanda M	Edgewater	Renewal
Guerrero, Melvis L	GE Marriott	Renewal
Harris, Marlisa M	GE Marriott	Renewal
Maggiori, Nicole C	Boomers	New
Rich, Brittany A	Mugshotz	Renewal
Torres, Alexandria J	Andrea's Red Rooster	New

CITY OF PEWAUKEE
COMMON COUNCIL AGENDA ITEM 4.

DATE: August 5, 2019

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Presentation of 2018 Audit Report [Rotroff]

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

SAS Letter

2018 Audit Report

ROTROFF JEANSON & Company, SC

July 8, 2019

Honorable Mayor and Common Council
City of Pewaukee
Waukesha County, Wisconsin

Dear Mayor and Council Members:

In planning and performing our audit of the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Pewaukee as of and for the year ended December 31, 2018, in accordance with auditing standards generally accepted in the United of States of America, we considered the City's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and therefore there can be no assurance that all such deficiencies have been identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be material weaknesses.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the following deficiencies in the City of Pewaukee's internal control to be material weaknesses:

- Segregation of duties
- Internal control over financial reporting
- Audit adjustments

Segregation of Duties

A fundamental element of internal control is the segregation of certain key duties. The basic idea underlying segregation of duties is that no employee or group should be in a position to both perpetrate and conceal errors or fraud in the normal course of their duties. In general, the principal incompatible duties to be segregated include:

- Custody of assets
- Authorization or approval of related transactions affecting those assets
- Recording or reporting of related transactions
- Execution of the transaction or transaction activity

Currently one individual performs substantially all accounting functions for the courts. Since overlapping duties do exist it is important for management to recognize this situation and be aware of the concentration of duties and responsibilities. We recommend that management consider reassignment of certain duties to other employees thereby removing the concentration of responsibility while strengthening the controls over reporting and the safeguarding of assets.

Internal Control over Financial Reporting

Properly designed systems of internal controls consist of enough individuals, with sufficient training and experience, to process and record monthly transactions, as well as prepare a complete set of annual financial statements. The definition of a material weakness in internal control includes consideration of the year-end financial reporting process and preparation of the annual financial statements. In order for the City to avoid this type of material weakness, the system of internal controls would need to have a process for identifying financial reporting risks and be able to:

- Prepare a complete set of year-end financial statements in such a condition that the auditor is unable to identify any material changes as a result of the audit. A complete set of financial statements include the government-wide statements, the governmental and proprietary fund statements (including distinguishing between major and non-major fund reporting requirements), all conversion entries, and footnote disclosures.

This high level of internal control over financial reporting can be a difficult task for governments. As opposed to larger private companies, most governments operate with only enough staff to process monthly transactions and reports, and often rely on their auditors to prepare the year-end financial reporting.

City management may choose to outsource certain accounting functions, including preparation of the City's financial statements and related note disclosures. Management remains responsible however for these services as if they were performed by City personnel. Specifically, management is responsible for all management decisions and functions including designating an individual with suitable skill, knowledge or experience to oversee the outsourced services, for evaluating the adequacy and results of those services and accepting responsibility for them.

As part of the audit, management requested that we prepare the City's annual financial statements, including the notes to those financial statements. Auditors are precluded from being part of the City's internal control system. Management reviewed, approved and accepted responsibility for those financial statements prior to their issuance; however, management does not have the ability to evaluate the completeness of those financial statements or disclosures.

Audit Adjustments

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management.

For purposes of this letter, professional standards define an audit adjustment as a proposed correction of the financial statements that, in our judgment, may not have been detected except through our auditing procedures. An audit adjustment may or may not indicate matters that could have a significant effect on the City's financial reporting process. All audit adjustments were reviewed and approved by the City's accountant and were included in your financial statements.

Several significant audit adjustments were proposed to the City's Water and Sewer Utility books during the course of the audit primarily as it relates to the updating of the fixed assets and recording the 2018 depreciation.

We recommend that the City evaluate the current financial reporting process to determine if additional control procedures are necessary to assist in identification of financial reporting misstatements to allow timely corrective actions to be taken.

The existence of significant deficiencies or material weaknesses may represent a conscious decision by management or those charged with governance to accept the degree of risk because of cost or other considerations. We are responsible to communicate material significant deficiencies or material weaknesses in accordance with professional standards regardless of management's decisions.

Other Comments and Recommendations

In compliance with audit requirements we performed a number of audit procedures and inquiries including evaluating the effectiveness of those controls over various transaction cycles. Our consideration of internal control was for the limited purpose of providing a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements and not to necessarily identify all deficiencies in the City's internal control systems.

As a result of the work performed, we are able to provide to you information about where your controls over transactions either do not exist, or could be improved. Following is a list of potential controls that should be in place to achieve a higher level of reliability that errors or irregularities in your processes would be discovered by your staff. In addition, as you make changes within your organization, and we continue to rotate audit procedures, more controls of this kind will likely be communicated to you.

<u>Developer donated assets</u>

All developer donated infrastructure assets that the City took ownership of in 2018 were not recorded on the City's books until the audit. The total amount of developer donated assets which were identified during the audit totaled $2,440,674.83.

Our Responsibility under Auditing Standards Generally Accepted in the United States of America

The objective of a financial statement audit is the expression of an opinion on the financial statements. We conducted the audit in accordance with auditing standards generally accepted in the United States of America. These standards require that we plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements prepared by management with your oversight are free of material misstatement, whether caused by error or fraud.

Our audit included examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing accounting principles used and significant estimates made by management, and evaluating the overall financial statement presentation. Our audit does not relieve management or the Common Council of their responsibilities.

As part of the audit we obtained an understanding of the City and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing and extent of further audit procedures. The audit was not designed to provide assurance on internal control or to identify deficiencies in internal control.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing discussed with management and previously communicated to you in our letter submitted to you in December 2018.

Qualitative Aspect of Accounting Policies

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2018. We noted no transactions entered into by the City during the year that were both significant and unusual, and of which, under professional standards, we are required to inform you, or transactions for which there is a lack of authoritative guidance or consensus.

Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements are:

- Accumulated depreciation is based on managements' best estimate of the useful lives of the City's fixed assets. We evaluated key factors and assumptions used to develop the lives of the assets in determining that they are reasonable in relation to the financial statements taken as a whole.

- The valuation and timely identification of donated infrastructure assets on both the City's and Water and Sewer Utility's books.

- The allowance for uncollectible traffic citations.

- The estimate of the net pension liability, and related deferred outflows of resources and deferred inflows of resources is based on the actuarial valuation provided by the Wisconsin Retirement System.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Independence

We are not aware of any relationships between Rotroff Jeanson & Company SC and the City that, in our professional judgment, may reasonably be thought to impair our independence.

Relating to our audit of the financial statements as of and for the year ended December 31, 2018, Rotroff Jeanson & Company SC hereby confirms in accordance with the Code of Professional Conduct issued by the American Institute of Certified Public Accountants, that we are, in our professional judgment, independent with respect to the City and provided no services to the City other than services provided in connection with the audit of the current year's financial statements and the following non-audit services which in our judgment do not impair our independence:

- Financial statement preparation
- Adjusting journal entries
- Compiled regulatory reports
- Tax roll and accounting assistance

Management Representations

We have requested and received certain representations from management that are included in the management representation letter.

Other Information in Documents Containing Audited Financial Statements

Our responsibility does not extend beyond the audited financial statements identified in this report. We do not have any obligation to and have not performed any procedures to corroborate other information contained in client prepared documents.

This letter is also intended to inform the Common Council about significant matters related to the conduct of the annual audit so that it can appropriately discharge its oversight responsibility, and that we comply with our professional responsibilities to the Common Council.

This report includes other comments and recommendations designed to improve your system of controls or operating efficiencies, and required communications to those charged with governance related to our audit. The comments and suggestions in this report are not intended to reflect in any way on the integrity or ability of the personnel of the City. We will review the status of these comments during our next audit engagement.

This communication is intended solely for the information and use of the Common Council and management and is not intended to be, and should not be, used by anyone other than these specified parties.

We appreciate the opportunity to be of service to the City of Pewaukee. Should you have any questions or concerns about any of the preceding comments and recommendations we would be pleased to discuss them with you in further detail.

Sincerely,

Rotroff Jeanson & Company, S.C.

CITY OF PEWAUKEE

FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2018

CITY OF PEWAUKEE

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ROTROFF JEANSON & Company, SC

Independent Auditors' Report

Common Council
City of Pewaukee
Waukesha County, Wisconsin

Dear Board Members:

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Pewaukee, Wisconsin as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Pewaukee, Wisconsin as of December 31, 2018, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the budgetary comparison information and the schedules of the City's proportionate share of net pension liability (asset) and employer pension contributions – Wisconsin Retirement System on pages 51 - 53 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Pewaukee, Wisconsin's basic financial statements. The combining and individual fund financial statements are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining and individual fund financial statements are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America.

In our opinion, the combining and individual fund financial statements are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

We also have previously audited, in accordance with auditing standards generally accepted in the United States of America, the City of Pewaukee's basic financial statements as of and for the year ended December 31, 2017, which are not presented with the accompanying financial statements and we expressed unmodified opinions on the respective financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information. That audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Pewaukee's basic financial statements as a whole. The combining and individual fund financial statements for the year ended December 31, 2017, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records

used to prepare the 2017 basic financial statements. The information has been subjected to the auditing procedures applied in the audit of those basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the 2017 combining and individual fund financial statements are fairly stated in all material respects in relation to the basic financial statements from which they have been derived.

Rolloff Jeanson & Company

Delafield, Wisconsin
July 8, 2019

Office of the Mayor

W240 N3065 Pewaukee Road
Pewaukee, Wisconsin 53072
Phone (262) 691-0770 Fax (262) 691-1798

MANAGEMENT'S DISCUSSION AND ANALYSIS

December 31, 2018

This discussion and analysis presents the highlights of financial activities and financial position for the City of Pewaukee (City) for the year ended December 31, 2018. The analysis focuses on significant financial issues, major financial activities and resulting changes in financial position, budgetary comparisons, and specific issues related to funds and the economic factors affecting the City. We encourage readers to consider the information presented here in conjunction with the City's basic financial statements, which follow this section.

Financial Highlights

The assets and deferred outflows or resources of the City exceeded its liabilities and deferred inflows of resources at the close of the most recent fiscal year by $145,971,718 (net position). Of this amount, $111,368,112 relates to the net investment in capital assets. $1,965,084 is restricted for capital projects, pension benefits and other various purposes. $32,638,522 is considered unrestricted and available to meet the government's ongoing obligations to citizens and creditors.

During 2018, the City's net position increased by $4,785,451 or 3.4%. The City's governmental activities increased $3,844,381 while the business-type activities increased by $941,070.

At December 31, 2018, the City's governmental funds reported combined ending fund balances of $16,684,479, a decrease of $579,578 from the previous year. The General Fund comprised $6,105,770, or 36.6% of the combined fund balances. The Capital Equipment Fund comprised $4,795.187, or 28.7% of the combined fund balances. The Storm Water Management Fund comprised $3,714,822 or 22% of the combined fund balances. The Sport Complex Capital Project Fund ended the year with a deficit fund balance of $123,438, which the City expects to eliminate in 2019 with donations and impact fees. Additional restricted funds from various special revenue funds totaled $775,680.

The Common Council adopted resolutions and ordinances committing $7,343,024 for future capital projects of which $3,714,822 is for future storm water management, $1,446,368 for public safety capital equipment, $1,196,976 for public works capital equipment and a new salt shed, $681,684 for property improvements, $207,140 for park and recreation equipment replacement and $96,034 for other capital needs within the City.

Components of the assigned fund balance include $1,154,055 for future debt service expenditures, $1,374,125 for future capital purchases, $184,755 for road construction, $3,231 for bike path construction and $12,002 for community policing events.

The General Fund balance increased by $1,241,780 in 2018 to $6,105,770. Unassigned general fund balance was $5,710,509 or approximately 40% of current year general fund revenues.

During 2018, the City's fixed assets, net of accumulated depreciation, increased $2,921,745, from $124,994,137 to $127,915,882.

The City's long-term obligations, including $515,889 of vested employee benefits, totaled $17,402,985 at December 31, 2018. At December 31, 2017 total long-term obligations had been $17,838,718.

Overview of the Financial Statements

The City's annual financial report consists of several sections. Taken together they provide a comprehensive financial look at the City. The components of the report include the following:

Management's Discussion and Analysis

This section of the report is intended to serve as an introduction to the City's basic financial statements providing an overview of financial highlights and economic factors affecting the City.

Financial Report Overview

The City's basic financial statements are comprised of government-wide financial statements, fund financial statements and notes to these financial statements. They include required supplementary information related to budgetary comparisons for the general fund and major special revenue funds and the City's net pension asset and pension contributions. They also contain other supplementary information including combining and individual fund financial statements and statistical schedules.

Government-Wide Financial Statements

The government-wide financial statements, found on pages 16 - 17, are designed to provide readers with a broad overview of the City's finances, in a manner similar to a private-sector business.

The Statement of Net Position focuses on resources available for future operations. In simple terms, this statement presents a picture of the assets the City owns, the liabilities it owes and the net difference as of December 31, 2018. The net difference is further separated into amounts restricted for specific purposes and unrestricted amounts. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.

The Statement of Activities focuses on gross and net costs of City activities. This statement summarizes and simplifies the user's analysis to determine the extent to which activities are self-supporting and/or subsidized by general revenues, including local tax revenues. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, net of amounts estimated to be uncollectible, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only affect cash flows in future fiscal periods (e.g., uncollected billings and earned but unused employee benefits).

Both of the government-wide financial statements distinguish functions of the City that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the City include general government, public safety and judicial, health and sanitation, public works, culture and recreation, and economic development. Business-type activities include operations of the City's water and sewer utility.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. All of the funds of the City can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds and can be found in the statements on pages 18 - 25.

Governmental funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions.

Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

Although the City of Pewaukee maintains the following twelve governmental funds, only the general, storm water management and debt service funds are “major” funds.

- General
- Special Revenue:
  - Storm water management
  - Impact fee
  - Tourism and convention
  - Public safety grants
  - Expendable cemetery
- Debt Service
- Capital Projects:
  - Road construction
  - Sports complex
  - Capital equipment
  - Bike path construction
- Permanent:
  - Non-expendable cemetery – Perpetual care

Fund financial statements focus separately on major governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the City’s three major funds – general, storm water management and debt service. The other special revenue funds, capital project funds and the permanent fund are classified as “non-major” and are combined into a column titled "Other Governmental Funds." Individual fund data for each of these non-major governmental funds is provided in the form of combining statements elsewhere in this report.

Proprietary funds

The financial statements for the City's proprietary funds follow the governmental funds and include statements of net position, revenues, expenses and changes in fund net position, and cash flows for the City's water and sewer utilities.

Proprietary funds provide the same type of information as the "business-type" activities in the government-wide statements, only in more detail. They include operations for the City's water and sewer utility.

Fiduciary funds

Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the City of Pewaukee's own programs.

The fiduciary fund maintained by the City is used to account for assets held by the City as an agent for individuals, private organizations, or other governments but is primarily related to current year taxes levied and collected on behalf of other taxing jurisdictions. These "agency" funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 25 - 49 of this report.

Required Supplementary Information

In accordance with GASB 34, budgetary comparison statements are required to be presented for the general fund and each major special revenue fund with a legally adopted budget. The budgetary comparison statement for 2018 includes the general fund and the storm water management fund.

In accordance with GASB 82, the schedule of the City's proportionate share of the net pension asset within the Wisconsin Retirement System for the year ended December 31, 2018 and the schedule of employer pension contributions are included as required supplementary information.

Notes to required supplementary information describe the City's budgetary process, amendments to the originally approved budget and additional information related to the City's pension plan.

Required supplementary information can be found on pages 51 - 53 of this report.

Supporting Schedules

Readers desiring additional supplementary information can find it in the supporting schedules found on pages 54- 76, immediately following the notes to required supplementary information. These schedules include information and data about the City's non-major funds as well as providing additional detail about the City's major funds including:

- Combining statements including balance sheets and statements of revenues, expenditures, changes in fund balances, and comparative statements of net position, revenues and expenses and statements of cash flow as they relate to the proprietary funds
- Budgetary information
- Capital Assets

Government-Wide Financial Analysis

Statement of Net Position

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the City of Pewaukee, assets and deferred outflows exceeded liabilities and deferred inflows of resources by $145,971,718 and $141,186,267 at the close of the most recent fiscal years.

Statement of Net Position at December 31, 2017 and 2018
(in thousands)

		Governmental Activities		Business-Type Activities		Total		Total Change Dollars	Total Change %
		2017	2018	2017	2018	2017	2018	2017 - 2018	
Current and other assets	$	32,743	33,856	16,661	18,051	49,404	51,907	2,503	5.1%
Capital assets		48,722	51,732	76,272	76,184	124,994	127,916	2,922	2.3%
Total assets		81,465	85,588	92,933	94,235	174,398	179,823	5,425	3.1%
Deferred outflows of resources		2,492	3,126	235	285	2,727	3,411	684	25.1%
Current and other liabilities		4,438	4,565	1,638	1,441	6,076	6,006	(70)	(1.2)%
Long-term liabilities		8,678	7,021	8,788	9,218	17,466	16,239	(1,227)	(7.0)%
Total liabilities		13,116	11,586	10,426	10,659	23,542	22,245	(1,297)	(5.5)%
Deferred inflows of resources		12,281	14,724	116	293	12,397	15,017	2,620	21,1%
Net position:									
Net investment in capital assets		39,831	44,150	68,254	67,218	108,085	111,368	3,283	3.0%
Restricted		1,816	1,776	102	189	1,918	1,965	47	2.5%
Unrestricted		16,913	16,478	14,270	16,161	31,183	32,639	1,456	4.7%
Total net position	$	58,560	62,404	82,626	83,568	141,186	145,972	4,786	3.4%

Capital assets include infrastructure assets of the governmental activities and reflect the cost of the City's streets and roads, storm sewers, bridges, and water and sewer utility improvements. The largest portion of the City's net position (76.3%) reflects its investment in capital assets (e.g., land, buildings, machinery, equipment and infrastructure) less any related debt used to acquire those assets that is still outstanding.

The City uses these capital assets to provide services to citizens, consequently, these assets are not available for future spending. Although the City's investment in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

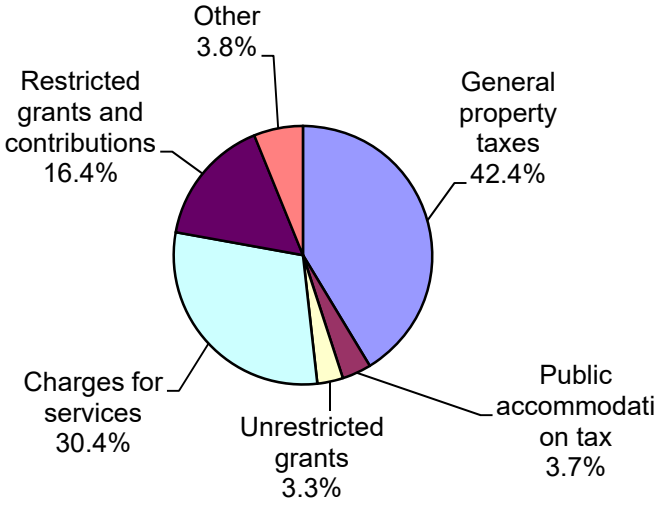
A portion of the year-end net position is restricted for specific purposes. The restrictions represent legal or contractual limitations on how the assets may be expended. These include development charges and other collections limited to the repayment of debt and amounts payable for future pension benefits. Of the amounts shown as "Restricted net assets", $925,782 has been restricted for potential future pension costs.

Statement of Activities

Governmental Activities

The City's net position from governmental activities increased $3,844,381 in 2018. The increase in net position is a combination of increases in restricted grants and contributions, which include infrastructure assets contributed to the City by developers, and reduced spending. As shown by the following graph, taxes (general property and public accommodation) totaling $10,013,077 made up 46.1% of the total governmental revenues during the current fiscal year.

Revenues By Source - Governmental Activities



Program charges for services, which directly offset related program expenses, totaled $6,591,804 and $6,618,610 respectively, for the years ended December 31, 2018 and 2017 and included the following:

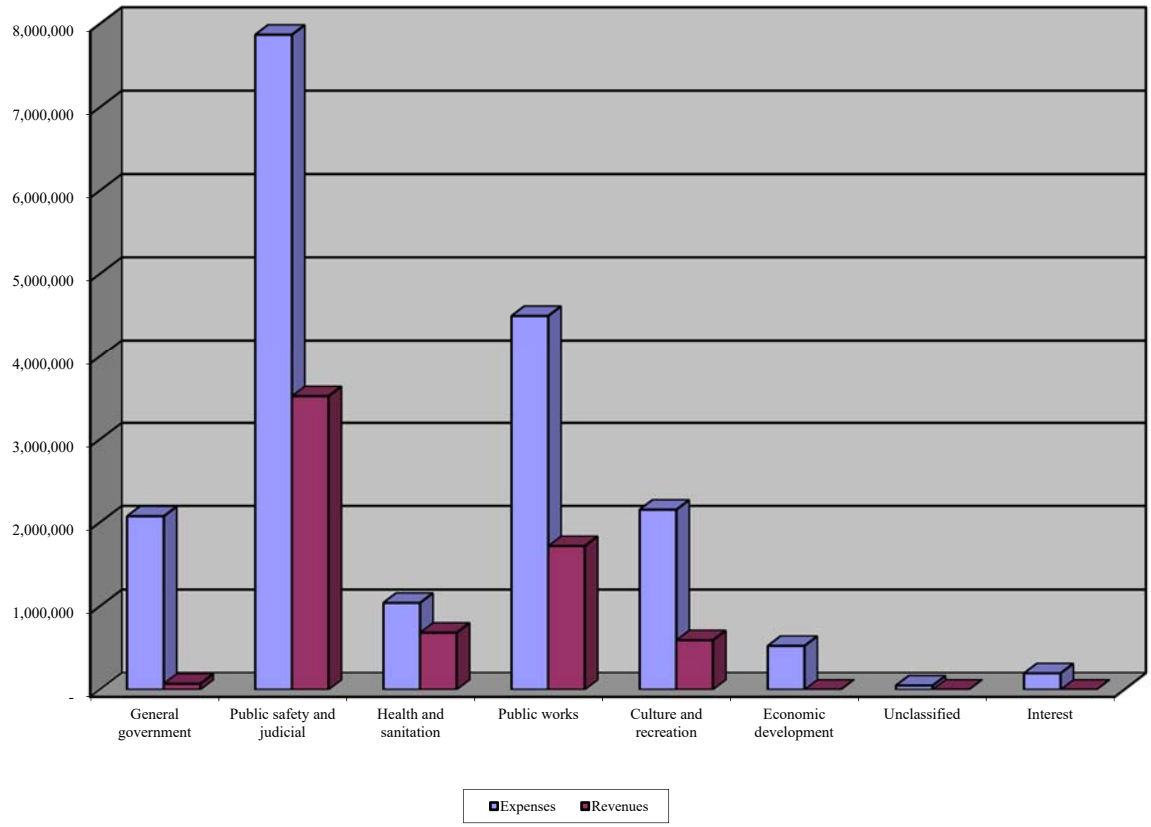
	2017	2018
Public safety and judicial	$ 3,551,660	3,520,214
Health and sanitation	726,582	683,454
Public works	1,671,644	1,723,610
Culture and recreation	603,875	593,152
Miscellaneous	64,849	71,374

Restricted program grants and contributions include special assessments for road improvements charged to the benefitting property owners, developer financed improvements subsequently contributed to the City, aids received from the State of Wisconsin for public safety and highway and transportation, and from Waukesha County for recycling. The majority of unrestricted grants were shared revenues received from the State of Wisconsin.

For governmental activity expenses, 42.8% relate to public safety and judicial operations, which includes police protection, fire, paramedic and rescue protection, community services related to building inspection and planning and municipal court operations. An additional 24.4% was spent for public works, i.e. maintenance of City streets, roads and storm water management. The City spent $2,153,401, or 11.7%, towards its culture and recreation programs in 2018. 65.7% of health and sanitation program expenses were directly offset by charges for related services. Depreciation of the City governmental activity fixed assets of $2,959,594 was allocated to the various governmental activities during 2018 based upon actual usage of the various capital assets, compared to $2,692,730 in 2017. 65.8% of the current year depreciation was related to the City's public works operations, the majority of which related to roads, bridges and storm sewer infrastructure.

The following graph provides an illustration of the breakdown of the City's governmental activities, the related expenses, and the directly related revenues offsetting these expenses.

Program Expenses and Revenues - Governmental Activities



Business-type Activities

Business-type activities for the City are comprised of its water and sewer utilities. The utilities increased the City of Pewaukee's net position by $941,070. The table below is a summary of the water and sewer utility operations.

Summary of Water and Sewer operations (in thousands)

	Water Operations		Sewer Operations		Total		Total Change Dollars	Total Change %
Operations:	**2017**	**2018**	**2017**	**2018**	**2017**	**2018**	**2017 – 2018**	
Revenues	$ 2,107	2,097	3,280	3,378	5,387	5,475	88	1.6%
Expenses	2,276	2,415	3,168	3,322	5,444	5,737	293	5.4%
Operating income (loss)	$ (169)	(318)	112	56	(57)	(262)	(205)	(359.6)%

The following is a summary of the Statement of Activity for the current fiscal year.

Statement of Activities for the Years Ended December 31, 2018 and 2017
(in thousands)

	Governmental Activities		Business-Type Activities		Total		Total Change Dollars	Total Change %
	2017	2018	2017	2018	2017	2018	2017 – 2018	
REVENUES								
Program revenues:								
Charges for services	$ 6,619	6,592	5,387	5,475	12,006	12,067	61	0.5%
Grants and contributions:								
Operating	729	748	-	-	729	748	19	2.6%
Capital	1,839	2,815	741	1,975	2,580	4,790	2,210	85,7%
General revenues:								
General property taxes	8,739	9,199	-	-	8,739	9,199	460	5.3%
Public accommodation taxes	820	814	-	-	820	814	(6)	(0.7)%
Unrestricted grants	705	715	-	-	705	715	10	1.4%
Interest earnings	168	313	123	134	291	447	156	53.6%
Other	379	507	-	-	379	507	128	33.8%
Total revenues	19,998	21,703	6,251	7,584	26,249	29,287	3,038	11.6%
EXPENSES								
General government	2,012	2,074	-	-	2,012	2,074	62	3.1%
Public safety and judicial	7,552	7,871	-	-	7,552	7,871	319	4.2%
Health and sanitation	955	1,041	-	-	955	1,041	86	9.0%
Public works	4,011	4,496	-	-	4,011	4,496	485	12.1%
Culture and recreation	1,899	2,153	-	-	1,899	2,153	254	13.4%
Economic development	547	525	-	-	547	525	(22)	(4.0)%
Unclassified	19	49	-	-	19	49	30	157.9%
Interest and fiscal charges	229	196	-	-	229	196	(33)	(14.4)%
Other	-	-	17	140	17	140	123	723.5%
Water utility operations	-	-	2,423	2,600	2,423	2,600	177	7.3%
Sewer utility operations	-	-	3,205	3,356	3,205	3,356	151	4.7%
Total expenses	17,224	18,405	5,645	6,096	22,869	24,501	1,632	7.1%
Change in net position before transfers	2,774	3,298	606	1,488	3,380	4,786	1,406	
Transfers	558	546	(558)	(546)	-	-	-	
Change in net position	3,332	3,844	48	942	3,380	4,786	1,406	
Net position:								
Beginning of year	55,228	58,560	82,578	82,626	137,806	141,186	3,380	
End of year	$58,560	62,404	82,626	83,568	141,186	145,972	4,786	

Financial Analysis of the City's Funds

The City of Pewaukee uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The focus of the City's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the City's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, the City's governmental funds reported combined ending fund balances of $16,684,479. Approximately 33.5% of this total amount, or $5,587,071, constitutes unassigned fund balance, which is available for spending at the government's discretion.

The assigned fund balance, $2,728,168 indicates that the City has set these balances aside for specific future purposes. These include $1,374,125 for future capital equipment purchases, $1,154,055 for debt service payments, $184,755 for road construction projects, $3,231 for bike path construction and $12,002 is for community policing.

Committed fund balances of $7,343,024 represent amounts which can only be used for specific purposes pursuant to constraints imposed by formal resolutions or ordinances adopted prior to the end of the current fiscal year of the Common Council, the government's highest level of decision-making authority. Those committed amounts cannot be used for any other purpose unless the Common Council removes the specified use by taking the same type of action imposing the commitment. The following funds have fund balances which have been committed:

General fund	$ 207,140
Storm water management	3,714,822
Capital equipment	3,421,062

The restricted fund balance of $775,680 is constrained by creditors, contributors and laws or regulations of other governments, or imposed by law through constitutional provisions and enabling legislation. The following funds have fund balances which are restricted:

Impact fees	$ 577,496
Tourism and convention	123,197
Cemetery – Expendable	74,987

Although the Common Council originally approved a balanced budget for the general fund in 2018, the fund balance actually increased by $1,241,780. General fund revenues and other financing sources exceeded the originally approved 2018 budget by $704,463 and general fund expenditures were $537,317 less than budgeted.

The majority of departmental expenditures were less than originally budgeted. Overall the general fund expenditures totaled $13,664,989, $543,317 or 4.0% less than budgeted. This was primarily the result of the following being under budget: General government - $138,955, Public safety - $287,574, and Culture and recreation - $107,065.

The City also spent $1,943,616, $719,637, $1,162,637 and $1,009,254 on storm water management, capital equipment purchases, road construction projects and sports complex construction, respectively, during 2018.

The individual fund balance increases (decreases) are as follows:

General	$ 1,241,780
Storm water management	(486,728)
Debt service	196,878
Impact fee	(3,213)
Tourism and convention	45,989
Expendable cemetery	3,897
Road construction	(857,038)
Sports complex	(731,590)
Capital equipment	3,732
Bike oath construction	3,231
Cemetery – perpetual care	3,484
	$ (579,578)

Capital Assets and Debt Administration

Capital Assets

As of December 31, 2018, the City had invested $127,915,882 in capital assets, net of accumulated depreciation. During 2018 the City's gross capital assets increased $7,191,316. This included developer donated assets of $2,441,675 contributed to the City in the form of roads, storm water improvements and the water and sewer utility's system.

Capital Assets at December 31, 2018
(in thousands)

	Governmental Activities	Business-type Activities	Total Government
			4,266
Land	$ 3,736	530	
Buildings	13,902	10,684	24,586
Furniture and equipment	9,974	1,288	11,262
Infrastructure and improvements other than buildings	57,118	103,168	160,286
Construction in progress	8	130	138
Total capital assets	84,738	115,800	200,538
Less: Accumulated depreciation	33,006	39,616	72,622
Total net assets	$ 51,732	76,184	127,916

The following table reconciles the change in capital assets. Additions include assets acquired or under construction at year-end.

Change in Capital Assets, Net of Accumulated Depreciation
(in thousands)

	Governmental Activities	Business-type Activities	Total Government
Beginning balance	$ 48,722	76,272	124,994
Additions	6,052	2,503	8,555
Disposals, net	(82)	(87)	(169)
Depreciation	(2,960)	(2,504)	(5,464)
Ending balance	$ 51,732	76,184	127,916

Depreciation for governmental assets for the current fiscal year was allocated and included in the direct expenses for the following activities:

General government	$ 278,270
Public safety	437,393
Health and sanitation	1,119
Public works, including infrastructure	1,948,790
Culture and recreation	294,022
	$ 2,959,594

Debt Outstanding

The City has $17,402,985 in long-term obligations outstanding at December 31, 2018, including long-term employee benefits of $515,889. $1,964,145 of the obligations comes due within one year

Outstanding Long-term Obligations at Year End
(in thousands)

Governmental:	
General obligation notes	$ 1,455
General obligation bonds	6,465
Compensated absences	516
	8,436
Business-type:	
General obligation bonds	8,705
Intermunicipal loans	262
	8,967
	$ 17,403

2018 debt repayments, including long-term employee benefits were:

Governmental activities	$ 1,425,995
Proprietary activities	475,807
	$ 1,901,802

Other Economic Factors

The City of Pewaukee has consistently established a very good financial position as it relates to the fiscal ability to provide needed and desired public services to City residents and taxpayers at a relatively low expenditure of tax dollars.

In 2013, the City developed a Strategic Plan that covers the five-year period from 2014 through 2018. The Common Council and staff utilized this activity to establish future goals. The plan is currently being updated for the next five years.

In September 2016, Moody's Investors Service reviewed, and maintained, a rating of Aa1 on the City of Pewaukee's general obligation debt. As of December 31, 2018, the City's general obligation debt burden is 10.6% of our $159.6 million-dollar capacity to borrow.

The City continues to commit funds for the purchase of capital equipment, i.e.: fire engines, plow trucks and ambulances, in future years in order to more equally distribute the cost. The Common Council continues to plan forward in the coming years with improvements to streets, storm water management improvements, and various water and sewer projects. As outlined in the Long-Term Financial Plan, the City anticipates borrowing to maintain the infrastructure.

For the past five years, the City of Pewaukee has continued to stand apart from other communities in the area related to the increase in the number of single-family homes started in the community. In 2018, the City issued 45 new home permits.

The City of Pewaukee continues to evaluate the staffing levels and the needs of the community related to the services that are provided.

The City of Pewaukee has established agreements with surrounding agencies to maximize a high level of service which the community has come to expect, while being cost conscious. This is demonstrated by the following agreements:

- The City has contracted for police services from the Waukesha County Sheriff's Department since 2010.
- The Village of Pewaukee currently contracts with the City for Fire/EMS services and Building Inspection services.
- The Pewaukee Public Library is a joint City/Village library, in 2018 the City of Pewaukee was responsible for 75% of the shared expenses.
- The City and Village have had a Joint Park/Recreation Department since 1997 with the City of Pewaukee responsible for 67% of the expenses and revenues.

The City of Pewaukee elected officials and staff continue to work cooperatively to maintain a solid financial position, prepare for the continued development of the community, and provide a desired level of service to the citizens.

Financial Contact

The City's financial statements are designed to present users (citizens, taxpayers, customers, investors, and creditors) with a general overview of the City's finances and to demonstrate the City's accountability. If you have questions about the report or need additional financial information, please contact the City at W240N3065 Pewaukee Road, Pewaukee, WI 53072.

CITY OF PEWAUKEE
STATEMENT OF NET POSITION
December 31, 2018

	Governmental Activities	Business-type Activities	Total
Assets:			
Current assets:			
Cash and cash equivalents	$ 12,997,252	12,483,270	25,480,522
Investments	4,286,412	-	4,286,412
Property taxes receivable	5,503,294	-	5,503,294
Other receivables (net)	919,305	1,313,278	2,232,583
Special assessments	-	175,287	175,287
Internal balances	546,488	(546,488)	-
Inventories and prepaid expenses	193,021	11,991	205,012
Restricted assets:			
Cash and cash equivalents:			
Capital projects	-	105,983	105,983
Non-current assets:			
Capital assets:			
Land and construction in progress	3,744,790	660,420	4,405,210
Capital assets, net of accumulated depreciation	47,986,935	75,523,737	123,510,672
Investments	7,330,605	-	7,330,605
Special assessments	1,003,746	4,042,642	5,046,388
Unamortized charges	-	373,216	373,216
Net pension asset	1,076,313	91,466	1,167,779
Total assets	85,588,161	94,234,802	179,822,963
Deferred outflows of resources:			
Deferred outflows related to pensions	3,126,402	284,949	3,411,351
Liabilities:			
Current liabilities:			
Accounts payable	2,259,232	892,235	3,151,467
Unearned revenue	890,717	-	890,717
Current portion of long-term obligations	1,415,305	548,840	1,964,145
Noncurrent liabilities:			
Noncurrent portion of long-term obligatic	7,020,909	8,417,931	15,438,840
Assessments due developers	-	749,293	749,293
Construction contracts payable	-	50,740	50,740
Total liabilities	11,586,163	10,659,039	22,245,202
Deferred Inflows of Resources:			
Subsequent year's tax levy	9,540,668	-	9,540,668
Special assessments	320,830	-	320,830
Storm water fees	1,585,770	-	1,585,770
Deferred inflows related to pensions	3,276,933	293,193	3,570,126
Total deferred inflows or resources	14,724,201	293,193	15,017,394
Net Position:			
Net investment in capital assets	44,150,726	67,217,386	111,368,112
Restricted	1,775,879	189,205	1,965,084
Unrestricted	16,477,594	16,160,928	32,638,522
Total net position	$ 62,404,199	83,567,519	145,971,718

The accompanying notes are an integral part of these financial statements

CITY OF PEWAUKEE
STATEMENT OF ACTIVITIES
Year Ended December 31, 2018

		Program Revenues			Net (Expense) Revenue and Changes in Net Position		
Primary government:	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-Type Activities	Total
Governmental activities							
Direct expenses:							
General government	$ 2,074,390	71,374	-	-	(2,003,016)	-	(2,003,016)
Public safety and judicial	7,870,901	3,520,214	138,563	1,000	(4,211,124)	-	(4,211,124)
Health and sanitation	1,040,626	683,454	106,166	-	(251,006)	-	(251,006)
Public works	4,495,584	1,723,610	503,584	2,613,226	344,836	-	344,836
Culture and recreation	2,153,401	593,152	-	200,500	(1,359,749)	-	(1,359,749)
Economic development	524,887	-	-	-	(524,887)	-	(524,887)
Unclassified	48,994	-	-	-	(48,994)	-	(48,994)
Indirect expenses:							
Interest and other related charges	196,320	-	-	-	(196,320)	-	(196,320)
Total governmental activities	18,405,103	6,591,804	748,313	2,814,726	(8,250,260)	-	(8,250,260)
Business-type activities:							
Water utility	2,600,117	2,097,287	-	1,446,887	-	944,057	944,057
Sewer utility	3,356,419	3,377,817	-	527,693	-	549,091	549,091
Total business-type activities	5,956,536	5,475,104	-	1,974,580	-	1,493,148	1,493,148
Total primary government	$ 24,361,639	12,066,908	748,313	4,789,306	(8,250,260)	1,493,148	(6,757,112)
General revenues, losses and transfers:							
Property taxes					$ 9,198,907	-	9,198,907
Public accommodation taxes					814,170	-	814,170
Grants not restricted to specific programs					715,234	-	715,234
Video service provider fee					135,985	-	135,985
Interest and investment earnings					312,521	134,391	446,912
Miscellaneous					229,070	-	229,070
Gain (loss) on disposal of fixed assets					142,266	(139,981)	2,285
Transfers					546,488	(546,488)	-
Total general revenues, losses and transfers					12,094,641	(552,078)	11,542,563
Change in Net Position					3,844,381	941,070	4,785,451
Net Position - Beginning of Year					58,559,818	82,626,449	141,186,267
Net Position - End of Year					$ 62,404,199	83,567,519	145,971,718

The accompanying notes are an integral part of these financial statements

CITY OF PEWAUKEE
BALANCE SHEET
Governmental Funds
December 31, 2018

		General	Storm Water Management	Debt Service	Other Governmental Funds	Total Governmental Funds
Assets:						
Cash and cash equivalents	$	2,195,764	5,654,101	1,751,501	3,395,886	12,997,252
Investments		8,450,162	-	-	3,166,855	11,617,017
Receivables:						
Current taxes		4,173,635	314,075	586,884	428,700	5,503,294
Accounts		309,530	-	-	34,200	343,730
Intergovernmental		184,715	-	-	-	184,715
Special assessments		-	-	1,003,746	-	1,003,746
Inventory of supplies		143,429	-	-	-	143,429
Prepaid expenditures		32,367	-	-	17,225	49,592
Due from other fund		546,488	-	-	-	546,488
Total assets	$	16,036,090	5,968,176	3,342,131	7,042,866	32,389,263
Liabilities, Deferred Inflows of Resources and Fund Balance:						
Liabilities:						
Accounts payable	$	621,919	75,289	235	85,772	783,215
Construction contracts payable		-	592,295	-	377,941	970,236
Accrued payroll		217,663	-	-	-	217,663
Other accrued liabilities		235,169	-	-	-	235,169
Unearned revenue		881,396	-	-	9,321	890,717
Total liabilities		1,956,147	667,584	235	473,034	3,097,000
Deferred Inflows of Resources:						
Subsequent year's tax levy		7,680,668	-	1,000,000	860,000	9,540,668
Special assessments		293,505	-	1,187,841	-	1,481,346
Storm water fees		-	1,585,770	-	-	1,585,770
Total deferred inflows of resources		7,974,173	1,585,770	2,187,841	860,000	12,607,784
Fund Balance:						
Nonspendable		176,119	-	-	74,417	250,536
Restricted		-	-	-	775,680	775,680
Committed		207,140	3,714,822	-	3,421,062	7,343,024
Assigned		12,002	-	1,154,055	1,562,111	2,728,168
Unassigned		5,710,509	-	-	(123,438)	5,587,071
Total fund balance		6,105,770	3,714,822	1,154,055	5,709,832	16,684,479
Total liabilities, deferred inflows of resources and fund balance	$	16,036,090	5,968,176	3,342,131	7,042,866	32,389,263

The accompanying notes are an integral part of these financial statements

CITY OF PEWAUKEE
RECONCILIATION OF THE BALANCE SHEET
TO THE STATEMENT OF NET POSITION
Governmental Funds
December 31, 2018

Total fund balances - governmental funds		$ 16,684,479
Amounts reported for governmental activities in the Statement of Net position are different because:		
Certain accounts receivable are not available soon enough after year-end to pay for the current year's expenditures, and therefore are not reported in the governmental funds		390,860
Capital assets used in governmental activities are not financial resources and therefore are not reported in the governmental funds:		
Governmental capital assets	$ 84,737,918	
Less: Accumulated depreciation	(33,006,193)	51,731,725
Other long-term assets are not available to pay for current year expenditures and therefore are deferred in the funds.		1,160,516
The net pension asset does not relate to current financial resources and is not reported in the governmental funds.		1,076,313
Deferred outflows and inflows of resources related to pensions are applicable to future periods and therefore are not reported in the governmental funds.		(150,531)
Accrued employee benefits are not due and payable in the current period and therefore are not reported in the governmental funds.		(515,889)
Interest payable used in the governmental activities is not payable from current resources and therefore is not reported in the governmental funds.		(52,949)
Long-term liabilities are not due and payable in the current year and therefore are not reported in the governmental funds.		(7,920,325)
Total net position - governmental activities		$ 62,404,199

The accompanying notes are an integral part of these financial statements

CITY OF PEWAUKEE
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
Governmental Funds
Year Ended December 31, 2018

	General	Storm Water Management	Debt Service	Other Governmental Funds	Total Governmental Funds
Revenues:					
Taxes	$ 7,330,658	-	1,541,568	1,582,419	10,454,645
Intergovernmental	1,446,967	-	8,918	7,662	1,463,547
Regulation and compliance	1,649,048	-	-	-	1,649,048
Charges for services	3,498,461	1,567,308	-	78,380	5,144,149
Interest	196,108	36,083	23,767	56,563	312,521
Miscellaneous	141,869	91,757	-	200,500	434,126
Total revenues	14,263,111	1,695,148	1,574,253	1,925,524	19,458,036
Expenditures:					
Current:					
General government	1,765,607	-	-	-	1,765,607
Public safety and judicial	7,336,903	-	-	7,662	7,344,565
Health and sanitation	1,003,741	-	-	35,766	1,039,507
Public works	1,561,647	623,954	-	-	2,185,601
Culture and recreation	1,932,282	-	-	-	1,932,282
Economic development	-	-	-	524,887	524,887
Unclassified	64,809	-	-	-	64,809
Capital outlay	-	1,319,662	-	2,894,297	4,213,959
Debt service:					
Principal	-	-	1,425,995	-	1,425,995
Interest	-	-	207,544	-	207,544
Total expenditures	13,664,989	1,943,616	1,633,539	3,462,612	20,704,756
Excess (deficiency) of revenues over expenditures	598,122	(248,468)	(59,286)	(1,537,088)	(1,246,720)
Other financing sources (uses):					
Sale of assets	120,654	-	-	-	120,654
Transfers in	546,488	17,904	256,164	81,000	901,556
Transfers out	(23,484)	(256,164)	-	(75,420)	(355,068)
Total other financing sources (uses)	643,658	(238,260)	256,164	5,580	667,142
Net change in fund balances	1,241,780	(486,728)	196,878	(1,531,508)	(579,578)
Fund balance:					
January 1	4,863,990	4,201,550	957,177	7,241,340	17,264,057
December 31	$ 6,105,770	3,714,822	1,154,055	5,709,832	16,684,479

The accompanying notes are an integral part of the financial statements

CITY OF PEWAUKEE
RECONCILIATION OF THE STATEMENT OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCES
TO THE STATEMENT OF ACTIVITIES
Governmental Funds
Year Ended December 31, 2018

Net change in fund balances - total governmental funds	$	(579,578)
Amounts reported for governmental activities in the Statement of Activities are different because:		
Revenues in governmental funds include those which provide financial resources of the current year but which were earned in prior years.		(69,964)
Long-term special assessment which are not available to pay for current year expenditures are deferred until collected in the governmental funds. In the Statement of Activities these are reported when earned.		178,187
Capital outlays are reported in governmental funds as expenditures. In the Statement of Activities, however, the cost of those assets is depreciated over their estimated useful lives. This is the amount by which capital purchases exceed depreciation expense.		993,423
Contributed capital assets are not included as revenues in the governmental funds. In the Statement of Activities, however, they are reported at their estimated fair value at the time of acquisition.		1,994,471
In governmental funds proceeds from the sale of assets are financial resources and are recognized as revenue. In the Statement of Activities, only the amount by which the sales proceeds exceed the remaining book value of the sold asset is recognized as revenue.		21,612
Governmental funds report pension contributions as expenditures. In the Statement of Activities, however, the cost of pension benefits earned net of employee contributions is reported as pension expense		(89,920)
Accrued sick leave benefits not payable from current year resources are not reported as expenditures of the current year. In the Statement of Activities, however, these costs are current year expenses.		(41,069)
Interest on long-term debt is recognized as an expenditure in the funds when it is due. In the Statement of Activities, however, interest expense is recognized as it accrues.		11,224
Repayment of long-term debt obligations is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the Statement of Net Position.		1,425,995
Change in net position of governmental activities	$	3,844,381

The accompanying notes are an integral part of these financial statements

CITY OF PEWAUKEE
STATEMENT OF NET POSITION
Proprietary Funds
December 31, 2018

	Business-type Activities - Enterprise Funds		
	Water	Sewer	Total
Assets:			
Current assets:			
Cash and cash equivalents	$ 1,550,608	10,932,662	12,483,270
Other receivables	471,027	842,251	1,313,278
Special assessments	11,640	163,647	175,287
Inventory of supplies	11,991	-	11,991
Restricted assets - cash and cash equivalents:			
Capital projects	105,983	-	105,983
Non-current assets:			
Capital assets:			
Non-depreciable:			
Land	530,387	-	530,387
Construction in progress	63,626	66,407	130,033
Depreciable:			
Capital assets, net of accumulated depreciation	37,445,597	38,078,140	75,523,737
Due from water	-	6,852,295	6,852,295
Special assessments	2,043,017	1,999,625	4,042,642
Unamortized charges	373,216	-	373,216
Net pension asset	56,305	35,161	91,466
Total assets	42,663,397	58,970,188	101,633,585
Deferred outflows of resources:			
Deferred outflows related to pensions	189,068	95,881	284,949
Liabilities:			
Current liabilities:			
Accounts payable	154,847	420,074	574,921
Construction contracts payable	216,265	12,555	228,820
Due to general fund	546,488	-	546,488
Customer advances on construction	27,308	-	27,308
Accrued interest on long-term debt	51,115	10,071	61,186
Current portion of long-term obligations	459,695	89,145	548,840
Noncurrent liabilities:			
Noncurrent portion of long-term obligations	7,111,230	1,306,701	8,417,931
Due to sewer	6,852,295	-	6,852,295
Assessments due developers	321,959	427,334	749,293
Long-term contract payable	-	50,740	50,740
Net pension liability	-	-	-
Total liabilities	15,741,202	2,316,620	18,057,822
Deferred Inflows of Resources:			
Deferred inflows related to pensions	188,855	104,338	293,193
Net Position:			
Net investment in capital assets	30,468,685	36,748,701	67,217,386
Restricted for:			
Capital projects	105,983	-	105,983
Pension	56,518	26,704	83,222
Unrestricted	(3,708,778)	19,869,706	16,160,928
Total net position	$ 26,922,408	56,645,111	83,567,519

The accompanying notes are an integral part of these financial statements

CITY OF PEWAUKEE
STATEMENT OF REVENUES, EXPENSES
AND CHANGES IN NET POSITION
Proprietary Funds
Year Ended December 31, 2018

	Business-type Activities - Enterprise Funds		
	Water	Sewer	Total
Operating revenues	$ 2,097,287	3,377,817	5,475,104
Operating expenses:			
Operation and maintenance	1,169,508	1,922,986	3,092,494
Depreciation	1,105,158	1,398,608	2,503,766
Amortization	138,880	-	138,880
Taxes	2,112	-	2,112
Total operating expenses	2,415,658	3,321,594	5,737,252
Net operating income (loss)	(318,371)	56,223	(262,148)
Non-operating income (expense):			
Interest income	5,655	128,736	134,391
Interest expense	(148,312)	(34,825)	(183,137)
Bond premium	8,035	-	8,035
Bond issue costs	(44,182)	-	(44,182)
Gain (loss) on disposal of capital assets	(150,028)	10,047	(139,981)
Total non-operating income (expense)	(328,832)	103,958	(224,874)
Income (loss) before contributions and transfers	(647,203)	160,181	(487,022)
Contributions	1,446,887	527,693	1,974,580
Transfers out	(546,488)	-	(546,488)
Change in net position	253,196	687,874	941,070
Total net position:			
January 1	26,669,212	55,957,237	82,626,449
December 31	$ 26,922,408	56,645,111	83,567,519

The accompanying notes are an integral part of the financial statements

CITY OF PEWAUKEE
STATEMENT OF CASH FLOWS
Proprietary Funds
Year Ended December 31, 2018

		Business-type Activities - Enterprise Funds		
Cash flows from operating activities:		Water	Sewer	Total
Receipts from customers	$	2,120,835	3,444,828	5,565,663
Payments to suppliers		(764,292)	(2,038,335)	(2,802,627)
Payments to employees		(408,356)	(295,369)	(703,725)
Net cash provided by operating activities		948,187	1,111,124	2,059,311
Cash flows from non-capital and related financing activities:				
Transfers to other funds		(557,342)	-	(557,342)
Cash flows from capital and related financing activities:				
Acquisition and construction of capital assets		(1,730,344)	(186,488)	(1,916,832)
Costs of asset abandonment		(90,297)	-	(90,297)
Advance from sewer utility		589,124	-	589,124
Proceeds from sale of assets		9,375	28,247	37,622
Proceeds of long-term debt		1,425,000	-	1,425,000
Bond issue costs, net of premium		(36,147)	-	(36,147)
Advance to water utility		-	(589,124)	(589,124)
Long-term debt retirements		(387,165)	(88,642)	(475,807)
Reserve capacity assessments received		217,732	308,115	525,847
Collection of special assessments, net		133,784	256,597	390,381
Interest and fiscal charges paid on long-term debt		(142,119)	(35,375)	(177,494)
Net cash used by capital and related financing activities		(11,057)	(306,670)	(317,727)
Cash flows from investing activities:				
Interest received on cash and investments		5,208	117,438	122,646
Net increase in cash and cash equivalents		384,996	921,892	1,306,888
Cash and cash equivalents, January 1		1,271,595	10,010,770	11,282,365
Cash and cash equivalents, December 31	$	1,656,591	10,932,662	12,589,253
Reconciliation of Cash and Cash Equivalents to the Statement of Net Position:				
Unrestricted	$	1,550,608	10,932,662	12,483,270
Restricted - Debt retirement and capital projects		105,983	-	105,983
	$	1,656,591	10,932,662	12,589,253
Reconciliation of operating income (loss) to net cash provided by operating activities:				
Operating income (loss)	$	(318,371)	56,223	(262,148)
Adjustments to reconcile operating loss to net cash provided by operating activities:				
Depreciation and amortization		1,244,038	1,398,608	2,642,646
Changes in assets and liabilities:				
Accounts receivable, net		23,548	67,011	90,559
Inventory of supplies		(3,662)	-	(3,662)
Accounts payable and accrued expenses		2,634	(410,718)	(408,084)
Net cash provided by operating activities	$	948,187	1,111,124	2,059,311
Schedule of non-cash activities:				
Plant assets contributed by developers	$	227,626	219,578	447,204

The accompanying notes are an integral part of the financial statements

CITY OF PEWAUKEE
STATEMENT OF FIDUCIARY NET POSITION
Agency Fund
December 31, 2018

Assets:		
Cash and cash equivalents	$	18,279,712
Taxes receivable		17,432,286
Total assets	$	35,711,998
Liabilities:		
Due to other taxing units:		
School districts	$	29,090,189
Waukesha County		6,035,901
State of Wisconsin		124
Deposits:		
Ditch and erosion		224,000
Developer		268,529
Holding tank		45,050
Occupancy		37,500
Street opening		9,500
Park reservation		1,205
Total liabilities	$	35,711,998

The accompanying notes are an integral part of the financial statements

CITY OF PEWAUKEE
NOTES TO FINANCIAL STATEMENTS

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(1) Summary of Significant Accounting Policies

The accounting and reporting policies of the City of Pewaukee included in the accompanying basic financial statements conform to accounting principles generally accepted in the United States of America applicable to state and local governments. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The following is a summary of the more significant accounting policies:

A. Reporting Entity

This report includes all of the funds of the City of Pewaukee. The reporting entity for the City consists of the primary government, organizations for which the primary government is financially accountable and other organizations for which the nature and significance of their relationship with the primary government are such that their exclusion would cause the reporting entity's financial statements to be misleading or incomplete. Component units are legally separate organizations for which the elected officials of the primary government are financially accountable. The primary government is financially accountable if it appoints a voting majority of the organization's governing body and is able to impose its will on that organization or there is a potential for the organization to provide specific financial benefits to or burdens on the primary government. The primary government may be financially accountable if an organization is fiscally dependent on the primary government.

Based upon the application of these criteria, operations of the joint park and recreation department, described in Note 4 (C), have been blended with the City and are included in these financial statements as component units.

B. Government-Wide and Fund Financial Statements

Government-Wide Financial Statements

The statement of net position and statement of activities display information about the reporting government as a whole. They include all funds of the reporting entity except for fiduciary funds. The statements distinguish between governmental and business-type activities. Governmental activities generally are financed through taxes, intergovernmental revenues, and other non-exchange revenues. Business-type activities are financed in whole or in part by fees charged to external parties for goods or services.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. The City does not allocate indirect expenses to functions in the statement of activities. Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not included among program revenues are reported instead as general revenues. Internally dedicated resources are reported as general revenues rather than as program revenues.

Fund Financial Statements

The accounts of the City are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, deferred outflows of resources, liabilities, deferred inflows of resources, fund equity, revenues and expenditures. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

(1) Summary of Significant Accounting Policies - Continued

B. Government-Wide and Fund Financial Statements - continued

Fund Financial Statements - continued

Separate financial statements are provided for governmental funds, proprietary funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual proprietary funds are reported as separate columns in the fund financial statements.

Funds are organized as major funds or non-major funds within the governmental and proprietary statements. An emphasis is placed on major funds within the governmental and proprietary categories. A fund is considered major if it is the primary operating fund of the City or meets the following criteria:

a. Total assets and deferred outflows of resources, liabilities and deferred inflows of resources, revenues, or expenditures/expenses of that individual governmental or proprietary fund are at least 10 percent of the corresponding total for all funds of that category or type, and

b. The same element of the individual governmental fund or proprietary fund that met the 10 percent test is at least 5 percent of the corresponding total for all governmental and proprietary funds combined.

c. In addition, any other governmental or proprietary fund that the City believes is particularly important to financial statement users may be reported as a major fund.

The City reports the following major governmental funds:

General Fund – accounts for the City's primary operating activities. It is used to account for all financial resources except those required to be accounted for in another fund.

Storm Water Management Fund – a special revenue fund which accounts for resources accumulated and payments made for storm water management projects.

Debt Service Fund – accounts for resources accumulated and payments made for principal and interest on long-term debt other than proprietary fund debt.

The City reports the following major proprietary funds:

Water Utility – accounts for the operations of the water system.

Sewer Utility – accounts for the operations of the sanitary sewer system.

The City reports the following non-major governmental funds:

Special Revenue Funds – used to account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditures for specific purposes and includes:

Impact Fee Fund
Tourism and Convention Fund
Public Safety Grants Fund
Expendable Cemetery Fund

(1) Summary of Significant Accounting Policies - Continued

B. Government-Wide and Fund Financial Statements - continued

Fund Financial Statements - continued

Capital Projects Funds – used to account for financial resources to be used for the acquisition or construction of equipment and/or major capital facilities and includes:

Road Construction Fund
Sports Complex Fund
Capital Equipment Fund
Bike Path Fund

Permanent Fund - used to report resources that are legally restricted to the extent that only earnings, and not principal, may be used for purposes that support the reporting government's programs, that is, for the benefit of the government or its citizenry and includes:

Non-Expendable Cemetery Fund

In addition, the City reports the following fund type:

Agency Fund - used to account for assets held by the City in a trustee capacity or as an agent for individuals, private organizations, and/or other governmental units.

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

Government-Wide Financial Statements

The government-wide statement of net position and statement of activities are reported using the economic resources measurement focus and the accrual basis of accounting. Accordingly, all the City's assets, deferred outflows of resources, liabilities, and deferred inflows of resources, including capital assets and long-term liabilities, are included in the accompanying Statement of Net Position.

Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets, and liabilities from exchange and exchange-like transactions are recognized when the exchange takes place. Property taxes are recognized as revenues in the year for which they are levied. Taxes receivable for the following year are recorded as receivables and deferred inflows of resources. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider are met. Special assessments are recorded as revenue when earned. Unbilled receivables are recorded as revenues when services are provided.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are charges between the City's water and sewer utilities and various other functions of the government. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Fund Financial Statements

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recorded when they are both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within sixty days of the end of the current fiscal period. Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on long-term debt, claims, judgments, termination benefits, and compensated absences, which are recorded as a fund liability when expected to be paid with expendable available financial resources.

(1) Summary of Significant Accounting Policies - Continued

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation - continued

Fund Financial Statements - continued

Property taxes are recorded in the year levied as receivables and deferred inflows of resources and are recognized as revenues in the succeeding year when services financed by the levy are being provided. Intergovernmental aids and grants are recognized as revenues in the period the City is entitled to the resources and the amounts are available. Amounts owed to the City but not available are recorded as receivables and deferred inflows of resources. Amounts received prior to the entitlement period are recorded as current liabilities.

Special assessments are recorded as revenues when they become measurable and available as current assets. Annual installments due in future years are reflected as receivables and deferred inflows of resources.

Revenues susceptible to accrual include property taxes, miscellaneous taxes, charges for services, special assessments and interest. Other general revenues such as fines and forfeitures, inspection fees and miscellaneous revenues are recognized when received in cash or when measurable and available under the criteria described above.

Proprietary and fiduciary fund financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as described previously in this note.

The proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the water and sewer utilities are charges to customers for sales and services. Operating expenses for proprietary funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

D. Assets, Liabilities, Deferred Outflows/Inflows of Resources and Net Position or Equity

1. Deposits and Investments

For purposes of the statement of cash flows, the City considers all highly liquid investments with an initial maturity of three months or less when acquired to be cash equivalents.

Wisconsin municipalities are authorized by statute to invest idle funds in the following institutions and investments:

a. Time deposits in any credit union, bank, savings bank, trust company or savings and loan association, which is authorized to transact business in this state.

b. Bonds or securities issued or guaranteed as to principal and interest by the federal government or by a commission, board or other instrumentality of the federal government.

c. Bonds or securities of any county, city, village, town, drainage district, technical college district, or school district of this state.

d. Bonds issued by a local exposition district, local professional baseball park district, local professional football stadium district or local cultural arts district.

(1) Summary of Significant Accounting Policies - Continued

D. Assets, Liabilities, Deferred Outflows/Inflows of Resources and Net Position or Equity – continued

1. Deposits and Investments - continued

e. Bonds issued by the University of Wisconsin Hospitals and Clinics Authority or the Wisconsin Aerospace Authority.

f. Any security which matures or which may be tendered for purchase at the option of the holder within not more than 7 years of the date on which it is acquired, if that security has a rating which is the highest or 2nd highest rating category assigned by Standard & Poor's corporation, Moody's investors service or other similar nationally recognized rating agency or if that security is senior to, or on a parity with, a security of the same issuer which has such a rating.

g. Securities of an open-end management investment company or investment trust (mutual fund), if the portfolio is limited to the following:

1. Bonds and securities issued by the federal government or a commission, board or other instrumentality of the federal government.

2. Bonds that are guaranteed as to principal and interest by the federal government or a commission, board or other instrumentality of the federal government.

3. Repurchase agreements fully collateralized by bonds or securities under (g) 1 or 2.

h. Bonds or securities issued under the authority of the municipality, whether the bonds or securities create a general municipality liability or a liability of the property owners of the municipality for special improvements and may sell or hypothecate the bonds or securities.

i. The Local Government Pooled Investment Fund.

j. Repurchase agreements with public depositories, if federal bonds or securities secure the agreement.

Investments made during 2018 were held in the City's name and were in accordance with those allowable by state statutes.

The Wisconsin Local Government Investment Pool (LGIP) is part of the State Investment Fund (SIF), and is managed by the State of Wisconsin Investment Board. The SIF is unrated and is not registered with the Securities and Exchange Commission but operates under the statutory authority of Wisconsin Chapter 25. The SIF reports the fair value of its underlying assets annually. Participants in the LGIP have the right to withdraw their funds in total on one day's notice. At December 31, 2018, the fair value of the City's share of the LGIP's assets was substantially equal to the amount as reported in these statements.

2. Receivables

Property taxes are levied in December on the assessed value as of the prior January 1. In addition to property taxes for the City, taxes are collected for and remitted to the county government as well as local school districts and the technical college district. Taxes for all local governmental units billed in the current year for the succeeding year are reflected as receivables and due to other taxing units on the accompanying agency fund balance sheet.

(1) Summary of Significant Accounting Policies - Continued

D. Assets, Liabilities, Deferred Outflows/Inflows of Resources and Net Position or Equity – continued

2. Receivables - continued

Property tax calendar – 2018 tax roll:	
Levy:	
Tax lien and levy date	December 2018
Tax bills mailed	December 2018
Due dates:	
Real property taxes:	
Payment in full or first installment	January 31, 2019
Second installment payable to County	July 31, 2019
Personal property taxes, special assessments and special charges, in full	January 31, 2019
Tax settlements with taxing jurisdictions:	
First settlement	January 15, 2019
Second settlement	February 20, 2019
Final settlement	August 20, 2019
Tax sale - 2018 delinquent real estate taxes	October 2021

Real estate taxes delinquent as of January 31 are assumed by Waukesha County. The City maintains responsibility for collection of delinquent personal property taxes. Accounts receivable have been shown net of an allowance for uncollectible accounts. No provision for uncollectible accounts receivable has been made for the water and sewer utilities because they have the right by law to place delinquent bills on the tax roll.

During the course of operations, transactions occur between individual funds that may result in amounts owed between funds. Short-term interfund loans are reported as “due to” and “due from” other funds. Interfund receivables and payables between funds within governmental activities are eliminated in the statement of net position. Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as “internal balances”.

3. Inventories and Prepaid Items

Governmental fund inventories are valued at cost on a first in, first out basis. Inventory in the general fund consists of expendable supplies held for consumption. Costs are recorded as expenditures at the time individual inventory items are consumed. Reported inventories are offset as nonspendable fund balance, which indicates that they do not constitute "available spendable resources" even though they are a component of fund balance. Proprietary fund inventories are generally used for construction and for operation and maintenance work. They are not for resale. They are valued at cost based on weighted average and charged to operation and maintenance expense when used.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

4. Restricted Assets

Mandatory segregations of assets are presented as restricted assets. Such segregations are required by bond agreements and other external parties. Current liabilities payable from these restricted assets are so classified. The excess of restricted assets over current liabilities payable from restricted assets will be used first for retirement of related long-term debt. The remainder, if generated from earnings, is shown as restricted net assets.

(1) Summary of Significant Accounting Policies - Continued

D. Assets, Liabilities, Deferred Outflows/Inflows of Resources and Net Position or Equity – continued

5. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element represents a consumption of net position or fund balance that applies to a future period(s) and thus, will not be recognized as an outflow of resources (expenditure) until then.

In addition to liabilities, the statement of financial position will sometimes report a separate section of deferred inflows of resources. This separate financial statement element represents an acquisition of net position or fund balance that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

For purposes of measuring the net pension liability, deferred outflows and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Wisconsin Retirement System (WRS) and additions to/deductions from WRS' fiduciary net position have been determined on the same basis as they are reported by WRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

6. Capital Assets

Government - Wide Statements

In the government-wide financial statements, fixed assets are accounted for as capital assets. Capital assets are defined by the government as assets with an initial cost of more than $5,000 and an estimated useful life in excess of one year. All capital assets are valued at historical cost or estimated historical cost if actual amounts are unavailable. Donated fixed assets are recorded at their estimated acquisition value at the date of donation.

Acquisition value is the price that would be paid to acquire an asset with equivalent service potential in an orderly market transaction at the acquisition date, or the amount at which a liability could be liquidated with the counterparty at the acquisition date.

Governmental units are required to account for all capital assets, including infrastructure, in the government-wide statements prospectively from the date of implementation of GASB 34. Retroactive reporting of all major general infrastructure assets, although encouraged, was not required until January 1, 2007, when GASB 34 required the City to retroactively report all major general infrastructure assets acquired since January 1, 1980.

Additions to and replacements of capital assets of business-type activities are recorded at original cost, which includes material, labor, overhead, and an allowance for the cost of funds used during construction when significant. Interest costs on restricted tax-exempt borrowings, less any interest earned on temporary investment of the proceeds of those borrowings during the construction period, have been capitalized as part of the cost of the related assets. No interest was capitalized during the current year. The cost of property replaced, retired or otherwise disposed of, is deducted from plant accounts and, generally, together with removal costs less salvage, is charged to accumulated depreciation.

(1) Summary of Significant Accounting Policies - Continued

D. Assets, Liabilities, Deferred Outflows/Inflows of Resources and Net Position or Equity – continued

6. Capital Assets - continued

Government - Wide Statements - continued

Depreciation of all exhaustible capital assets is recorded as an allocated expense in the statement of activities, with accumulated depreciation reflected in the statement of net position. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. The range of estimated useful lives by type of asset is as follows:

Buildings and improvements	15-40 Years
Land improvements	10-40 Years
Machinery and equipment	2-20 Years
Water and sewer plant	4-100 Years
Infrastructure	20-60 Years

Fund Financial Statements

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition. Capital assets used in proprietary fund operations are accounted for the same way as in the government-wide statements.

7. Compensated Absences

Compensated absences represent liabilities arising from the City's sick and vacation leave policies. The sick leave policy allows employees (excluding firefighters) to accrue sick leave at a rate of one day per month to a maximum of 130 days. Represented firefighters are allowed to accrue up to 135 hours per year to a maximum of 1,920 hours. The maximum accumulation for full-time employees hired after January 1, 2016 is 1,456 hours. If such days are not taken as paid time off during the course of employment, payment may be received upon termination at a rate of 50% of total accrued benefits. A liability is recorded only to the extent that it is estimated to result in termination payments.

The City's vacation leave policy allows employees hired before 2015 to accrue vacation benefits beginning in the year of hire. Vacation leave accrues to a maximum of five weeks based upon each employee's length of service. Vacation leave can only be accrued to a maximum of 150% of the earned benefit based upon the employee's seniority at any point during the year. Represented firefighters are not allowed to carryover any days to the next year. For employees hired after January 1, 2015 vacation leave can only be accrued to a maximum of 100% of the earned benefit based upon the employee's seniority at any point during the year.

All vested vacation and sick leave pay is accrued when earned in the full-accrual government-wide and proprietary fund financial statements. The vacation pay liability is reported in governmental fund financial statements however, vested sick pay is accrued only to the extent that it is expected to utilize current financial resources.

8. Long-Term Obligations

All long-term obligations to be repaid from governmental and business-type resources are reported as liabilities in the government-wide statements. The long-term obligations consist primarily of notes and bonds payable and accrued compensated absences.

(1) Summary of Significant Accounting Policies - Continued

D. Assets, Liabilities, Deferred Outflows/Inflows of Resources and Net Position or Equity – continued

8. Long-Term Obligations - continued

Long-term obligations for governmental funds are not reported as liabilities in the fund financial statements. The face value of debts is reported as other financing sources and payments of principal and interest are reported as expenditures. The accounting in proprietary funds is the same as it is in the government-wide statements.

9. Claims and Judgments

Claims and judgments are recorded as liabilities if all the conditions of Governmental Accounting Standards Board pronouncements are met. Claims and judgments that would normally be liquidated with expendable available financial resources are recorded during the year as expenditures in the governmental funds. If they are not to be liquidated with expendable available financial resources, no liability is recognized in the governmental fund statements. The related expenditure is recognized when the liability is liquidated. Claims and judgments are recorded in the government-wide statements and proprietary funds as expenses when the related liabilities are incurred. There were no significant claims or judgments at year end.

10. Equity Classifications

Government-Wide Statements

Equity is classified as net position and displayed in three components:

a. Net investment in capital assets - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.

b. Restricted - Consists of net position with constraints placed on their use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments or, (2) law through constitutional provisions or enabling legislation.

c. Unrestricted - All other net positions that do not meet the definition of “net investment in capital assets” or “restricted”.

Fund Statements

Governmental fund equity is classified as fund balance. In accordance with Governmental Standards Board Statement No. 54 fund balance is further categorized into five classifications based on the constraints imposed on the use of these resources. These five classifications are nonspendable, restricted, committed, assigned and unassigned.

Nonspendable fund balance includes amounts that cannot be spent because they are either not in spendable form – prepaids or inventories; or are legally or contractually required to be maintained intact. The spendable portion of the fund balance comprises the remaining four classifications: restricted, committed, assigned, and unassigned.

a. Restricted - This classification reflects the constraints imposed on resources externally by creditors, grantors, contributors, or laws or regulations of other governments; or imposed by law through constitutional provisions or enabling legislation.

(1) Summary of Significant Accounting Policies - Continued

D. Assets, Liabilities, Deferred Outflows/Inflows of Resources and Net Position or Equity – continued

10. Equity Classifications - continued

Fund Statements - continued

b. Committed - These amounts can only be used for specific purposes pursuant to constraints imposed by formal resolutions or ordinances of the Common Council, the government's highest level of decision-making authority. Those committed amounts cannot be used for any other purpose unless the Common Council removes the specified use by taking the same type of action imposing the commitment. This classification also includes contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.

c. Assigned - This classification reflects the amounts constrained by the City's intent to be used for a specific purpose but are neither restricted nor committed. The Common Council has the authority to assign amounts to be used for specific purposes. Assigned fund balances include all remaining amounts (except negative balances) that are reported in governmental funds, other than the General Fund, that are not classified as nonspendable and are neither restricted nor committed.

d. Unassigned - This fund balance is the residual classification for the General Fund. It is also used to report negative fund balances in other governmental funds.

The City has not adopted a fund balance spend-down policy regarding the order in which fund balance will be utilized. In these circumstances GASB Statement No. 54 indicates that restricted funds are to be spent first, followed by committed funds, and then assigned funds. Unassigned funds would be spent last.

11. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles require management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

(2) Stewardship, Compliance, and Accountability

A. Limitations of the City's Tax Levy

Wisconsin Statute 66.0602 limits the City's property tax levy, with exceptions, to its prior tax levy, increased by the percentage change in the City's equalized value due to new construction. Changes in debt service from one year to the next are generally exempt from this limit.

B. Deficit Fund Equity

The Sport Complex Capital Project Fund has a deficit fund balance of $123,438 as of December 31, 2018. The deficit balance is primarily the result of insufficient funds to finance current year expenditures related to the construction of the City's new sports complex. In 2019 the City anticipates obtaining donations and utilize existing impact fees that will fund the existing deficit.

(3) Detailed Notes on All Funds

A. Deposits and Investments

The City's deposits and investments at December 31, 2018 were comprised of the following:

	Carrying Value	Bank and Investment Balances	Associated Risks
Deposits	$ 34,588,841	27,636,965	Custodial credit risk
Negotiable certificates of deposit	4,937,411	4,937,411	Custodial credit risk
Investments:			
Federal Home Loan Bank	1,841,432	1,841,432	Credit risk, interest rate risk
Federal Farm Credit Bank	2,376,321	2,376,321	Credit risk, interest rate risk
Federal National Mortgage Association	1,256,111	1,256,111	Credit risk, interest rate risk
Federal Home Loan Mortgage Corp	839,790	839,790	Credit risk, interest rate risk
Goldman Sachs	82,960	82,960	Credit risk, interest rate risk
Municipal Bonds	365,952	365,952	Credit risk, interest rate risk
LGIP	9,193,593	9,193,593	Credit risk, interest rate risk
Petty cash	823	823	
	$ 55,483,234	48,531,358	

The difference between the carrying value of deposits and bank balances is due to deposits in transit and outstanding checks. Reconciliation of carrying value of deposits and investments to the statement of net position and statement of fiduciary net position is as follows:

Per Statement of Net Position:	
Cash and cash equivalents:	
Unrestricted	$ 25,480,522
Restricted	105,983
Investments	
Current	4,286,412
Non-current	7,330,605
Per Statement of Fiduciary Net Position	18,279,712
	$ 55,483,234

All time and savings deposits owned by the City and held by the City's official custodian in an insured depository institution within the State of Wisconsin are combined and insured up to $250,000. All demand deposits owned by the City and held by the City's official custodian in an insured depository institution within the State of Wisconsin are combined and insured up to $250,000.

For the purpose of these rules, the term 'time and savings deposits' includes NOW accounts, money market deposit accounts and certificates of deposit. The term 'demand deposits' means both interest-bearing and noninterest-bearing deposits that are payable on demand and for which the depository institution does not reserve the right to require advance notice of an intended withdrawal. For accounts held by the City located outside the State of Wisconsin, all time, savings, and demand deposits are combined within each depository institution and insured up to $250,000.

In addition to FDIC insurance, there is insurance currently available through the State of Wisconsin depository insurance program, which would provide a maximum of $400,000 of insurance on deposits in any one institution. The amount available to fund the entire Wisconsin program is limited and, therefore, the actual benefits available at a time of claim would depend upon the remaining balance in the state fund. This coverage has not been considered in computing the custodial credit risk.

(3) Detailed Notes on All Funds - Continued

A. Deposits and Investments - continued

The fair value of negotiable certificates of deposits and investments grouped by maturity at December 31, 2018 is:

Maturity	
Current to one year	$ 4,286,412
One to two years	3,591,733
Two to three years	3,233,801
Three to four years	505,071
	$ 11,617,017

Custodial Credit Risk

Custodial credit risk is the risk that in the event of a financial institution failure, the City's deposits may not be returned to it. Of the City's total bank balance, $26,511,889 was collateralized by securities held by the pledging financial institution in excess of federal depository insurance limits. The remaining balance of $3,718 was exposed to custodial credit risk as uninsured and uncollateralized.

Fluctuating cash flows during January and December, due to tax collections, result in temporary cash and investment balances, which significantly exceed insured amounts, until settlement with the respective taxing jurisdictions during the following month.

The City's deposit and investment policy requires that any deposits in excess of $500,000 in any single public depository be properly collateralized or specifically approved by the City Council. This policy does not include funds established for tax collections or other accounts requiring segregation as specified by approved agreements.

Credit and Interest Rate Risk

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value has to changes in market interest rates.

At December 31, 2018 the City's investments include United States Government securities and local municipal bonds totaling $6,396,614. The City also held investments with a fair value of $9,193,593 in the LGIP. The average maturity date for investments held by the LGIP is 19 days. The State Investment Fund, which the LGIP is a part of, had 87% of its investments in U.S. government securities at December 31, 2018.

B. Receivables

Governmental fund financial statements report deferred inflows of resources in connection with receivables not considered available to liquidate liabilities of the current period. Property taxes levied for the subsequent year are not earned and cannot be used to liquidate liabilities of the current period. Governmental funds also defer revenue recognition in connection with resources that have been received, but not yet earned.

(3) Detailed Notes on All Funds - Continued

B. Receivables - continued

At the end of the current fiscal year, the various components of the City's receivables included as deferred inflows of resources reported in the governmental fund financial statements are as follows:

	Unearned	Unavailable	Total
Current year property taxes receivable:			
General fund	$ 4,173,635	-	4,173,635
Storm water management fund	314,075	-	314,075
Debt service fund	586,884	-	586,884
Road construction fund	199,449	-	199,449
Capital equipment fund	210,911	-	210,911
Expendable cemetery fund	18,340	-	18,340
Special assessments not yet due:			
Debt service fund	-	1,003,746	1,003,746
	$ 5,503,294	1,003,746	6,507,040

In addition, other receivables are reported in the government-wide financial statements net of amounts estimated to be uncollectible of $47,658.

C. Capital Assets

Capital asset activity in the governmental activities for the year ended December 31, 2018 was as follows:

	Balance 12/31/17	Additions	Disposals	Balance 12/31/18
Capital Assets Not Being Depreciated:				
Land	$ 3,736,474	-	-	3,736,474
Construction in progress	2,790,141	-	2,781,825	8,316
	6,526,615	-	2,781,825	3,744,790
Capital Assets Being Depreciated:				
Buildings and improvements	12,955,411	946,058	-	13,901,469
Land improvements	1,761,247	2,895,484	-	4,656,731
Equipment	9,577,847	865,667	470,078	9,973,436
Infrastructure	48,917,619	4,126,104	582,231	52,461,492
	73,212,124	8,833,313	1,052,309	80,993,128
	79,738,739	8,833,313	3,834,134	84,737,918
Less Accumulated Depreciation:				
Buildings and improvements	(4,673,828)	(381,429)	-	(5,055,257)
Land improvements	(1,031,460)	(218,682)	-	(1,250,142)
Equipment	(4,542,218)	(723,249)	(399,546)	(4,865,921)
Infrastructure	(20,769,014)	(1,636,234)	(570,375)	(21,834,873)
	(31,016,520)	(2,959,594)	(969,921)	(33,006,193)
Capital assets, net of depreciation	$ 48,722,219	5,873,719	2,864,213	51,731,725

Depreciation expense for governmental activities was charged to functions as follows:

General government	$ 278,270
Public safety	437,393
Health and sanitation	1,119
Public works, including infrastructure	1,948,790
Culture and recreation	294,022
	$ 2,959,594

(3) Detailed Notes on All Funds - Continued

C. Capital Assets - continued

Capital asset activity in the business-type activities for the year ended December 31, 2018 was as follows:

	Balance 12/31/17	Additions	Disposals	Balance 12/31/18
Capital Assets Not Being Depreciated:				
Land	$ 530,387	-	-	530,387
Construction in process	295,518	-	165,485	130,033
	825,905	-	165,485	660,420
Capital Assets Being Depreciated:				
Buildings	9,624,079	1,060,234	-	10,684,313
Improvements other than buildings	101,935,775	1,516,289	284,686	103,167,378
Furniture and equipment	1,222,002	92,272	26,487	1,287,787
	112,781,856	2,668,795	311,173	115,139,478
	113,607,761	2,668,795	476,658	115,799,898
Less Accumulated Depreciation:				
Buildings	(3,526,661)	(279,330)	-	(3,805,991)
Improvements other than buildings	(32,692,225)	(2,160,499)	(197,381)	(34,655,343)
Furniture and equipment	(1,116,957)	(63,937)	(26,487)	(1,154,407)
	(37,335,843)	(2,503,766)	(223,868)	(39,615,741)
Capital assets, net of depreciation	$ 76,271,918	165,029	252,790	76,184,157

Depreciation expense for business-type activities was charged to functions as follows:

Water utility	$ 1,105,158
Sewer utility	1,398,608
	$ 2,503,766

D. Payables

Payables as of December 31, 2018 for the City's individual major and non-major governmental funds in the aggregate, are as follows:

	General	Storm Water Management	Debt Service	Other Funds	Total
Accounts payable	$ 621,919	75,289	235	85,772	783,215
Construction contracts payable	-	592,295	-	377,941	970,236
Accrued payroll	217,663	-	-	-	217,663
Accrued compensated absences	180,915	-	-	-	180,915
Other accrued liabilities	54,254	-	-	-	54,254
Total per fund balance sheet	$ 1,074,751	667,584	235	463,713	2,206,283
Accrued interest					52,949
Total per government-wide statement of net position					$ 2,259,232

E. Interfund Receivables/Payables and Transfers

The balance of interfund receivables/payables resulted from the time lag between the dates that (1) interfund goods and services are provided or reimbursable expenditures occur, (2) transactions are recorded in the accounting system, and (3) payments between funds are made. For the statement of net position, interfund balances which are owed within the governmental activities or business-type activities are netted and eliminated.

(3) Detailed Notes on All Funds - Continued

E. Interfund Receivables/Payables and Transfers - continued

Transfers between funds included one between the water utility and the general fund for payment of the property tax equivalent. A transfer was made to the debt service fund from the storm water management fund to reimburse the fund for principal and interest payments made on long-term debt used to purchase equipment used by the storm water management fund. A transfer from the impact fee fund to the sports complex fund was made to help finance construction of the new facilities. The following is a schedule of interfund transfers:

Fund Transferred to	Fund Transferred from	Amount
General fund	Business-type activities - Water utility	$ 546,488
Storm Water Management fund	General fund	17,484
Storm Water Management fund	Non-major governmental fund - Expendable Cemetery fund	420
Debt Service fund	Storm Water Management fund	256,164
Non-major governmental fund - Sports Complex fund	Impact Fee fund	75,000
Bike Path fund	General fund	6,000
Total per fund statements		901,556
Interfund eliminations		(355,068)
Total per statement of activities		$ 546,488

F. Long-Term Obligations

Long-term obligations activity for the year ended December 31, 2018 was as follows:

	Balance 12/31/17	Increases	Decreases	Balance 12/31/18	Amounts Due Within One Year
Governmental Activities:					
Bonds and notes payable:					
General obligation debt	$ 9,346,320	-	1,425,995	7,920,325	1,415,305
Other liabilities:					
Vested compensated absences	474,820	41,069	-	515,889	-
Total governmental long-term liabilities	$ 9,821,140	41,069	1,425,995	8,436,214	1,415,305
Business-type Activities:					
Bonds and notes payable:					
General obligation debt	$ 8,017,578	1,425,000	475,807	8,966,771	548,840
Total business-type long-term liabilities	$ 8,017,578	1,425,000	475,807	8,966,771	548,840

All general obligation notes and bonds payable are backed by the full faith and credit of the City. Notes and bonds in the governmental funds will be retired by future property tax levies and special assessment collections. Business-type activities debt is payable by revenues from user fees of those funds.

In accordance with Wisconsin Statutes, total general obligation indebtedness of the City may not exceed 5% of the equalized value of taxable property within the City of $3,192,028,300. The debt limit as of December 31, 2018, was $159,601,415. Total general obligation debt outstanding at year-end was $16,887,096.

(3) Detailed Notes on All Funds - Continued

F. Long-Term Obligations - continued

The following is a list of long-term obligations at December 31, 2018:

Governmental Activities

	Date of Issue	Final Maturity	Interest Rates	Original Indebtedness	Balance 12/31/18	Amounts Due Within One Year
General obligation debt:						
2010 G.O. note	4/1/10	9/1/19	4.0-4.2%	$ 2,910,000	340,000	340,000
2011 G.O. note	2/24/11	3/1/20	2.5-2.75%	4,937,095	1,115,000	550,000
2012 G.O. bonds	6/12/12	12/1/24	1.05-2.15%	3,040,788	1,475,325	235,305
2013 G.O. bonds	5/30/13	9/1/32	2.0-3.0%	3,060,000	2,315,000	145,000
2016 G.O. bonds	10/12/16	9/1/27	2.0-2.25%	2,995,000	2,675,000	145,000
					$ 7,920,325	1,415,305

Debt service requirements to maturity for governmental activities are as follows:

	Principal	Interest	Total
2019	$ 1,415,305	171,546	1,586,851
2020	1,244,040	133,419	1,377,459
2021	727,775	113,147	840,922
2022	715,245	99,196	814,441
2023	708,980	84,893	793,873
2024-2028	2,373,980	234,354	2,608,334
2029-2032	735,000	55,226	790,226
	$ 7,920,325	891,781	8,812,106

Business-type Activities

	Date of Issue	Final Maturity	Interest Rates	Original Indebtedness	Balance 12/31/18	Amounts Due Within One Year
2010 G.O. note	5/1/10	5/1/29	2.91%	$ 222,618	144,140	11,306
2011 G.O. note	7/13/11	5/1/31	2.4%	174,403	117,956	7,839
2012 G.O. bonds	6/12/12	12/1/24	1.05-2.15%	834,212	499,675	79,695
2013 G.O. bonds	5/30/13	9/1/32	2.0-3.0%	5,915,000	4,490,000	280,000
2016 G.O. bonds	10/12/16	9/1/36	2.0-2.25%	2,550,000	2,290,000	105,000
2018 G.O. bonds	11/1/18	9/1/38	3.0-4.0%	1,425,000	1,425,000	65,000
					$ 8,966,771	548,840

Debt service requirements to maturity for business-type activities are as follows:

	Principal	Interest	Total
2019	$ 548,840	209,865	758,705
2020	550,622	206,914	757,536
2021	562,419	195,570	757,989
2022	575,494	183,776	759,270
2023	582,320	170,917	753,237
2024-2028	2,751,480	668,218	3,419,698
2029-2033	2,530,596	325,451	2,856,047
2034-2038	865,000	70,313	935,313
	$ 8,966,771	2,031,024	10,997,795

(3) Detailed Notes on All Funds - Continued

G. Governmental Activities Net Position/Fund Balances

Governmental activities net position reported on the government-wide statement of net position at December 31, 2018 includes the following:

Governmental Activities	
Net investment in capital assets:	
Capital assets, net of accumulated depreciation	$ 51,731,725
Less: related long-term debt outstanding, excluding unspent capital related debt proceeds and non-capital borrowings	(7,580,999)
	44,150,726
Restricted	
Non-Expendable - Cemetery perpetual care	74,417
Expendable	
Impact fee	577,496
Tourism and convention	123,197
Cemetery	74,987
Pension benefits	925,782
Unrestricted	16,477,594
Total Governmental Activities Net Position	$ 62,404,199

Governmental fund balances reported on the fund financial statements at December 31, 2018 include the following:

Nonspendable - Major Funds	
General Fund	
Delinquent personal property taxes	$ 323
Inventory of supplies	143,429
Prepaid expenditures	32,367
Non-major Funds	
Permanent Fund - Cemetery Perpetual Care	74,417
Restricted - Non-Major Funds	
Impact fee	577,496
Tourism and convention	123,197
Cemetery - Expendable	74,987
Committed - Major Funds	
General Fund – Park and recreation equipment	207,140
Storm Water Management	3,714,822
Non-Major Funds	
Capital equipment – Future capital outlays	3,421,062
Assigned - Major Funds	
General fund –Community policing	12,002
Debt service	1,154,055
Non-Major Funds	
Road construction	184,755
Capital equipment	1,374,125
Bike path	3,231
Unassigned – Major Fund	
General fund	5,710,509
Unassigned – Non-Major Fund	
Sports complex fund	(123,438)
Total Governmental fund balance	$ 16,684,479

(4) Other Information

A. Defined Benefit Pension Plan

Plan description. The WRS is a cost-sharing multiple-employer defined benefit pension plan. WRS benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes. Benefit terms may only be modified by the legislature. The retirement system is administered by the Wisconsin Department of Employee Trust Funds (ETF). The system provides coverage to all eligible State of Wisconsin, local government and other public employees. All employees, initially employed by a participating WRS employer on or after July 1, 2011, expected to work at least 1200 hours a year (880 hours for teachers and school district educational support employees) and expected to be employed for at least one year from employee's date of hire are eligible to participate in the WRS.

ETF issues a standalone Comprehensive Annual Financial Report (CAFR), which can be found at http://etf.wi.gov/publications/cafr.htm.

Vesting. For employees beginning participation on or after January 1, 1990, and no longer actively employed on or after April 24, 1998, creditable service in each of five years is required for eligibility for a retirement annuity. Participants employed prior to 1990 and on or after April 24, 1998, and prior to July 1, 2011, are immediately vested. Participants who initially became WRS eligible on or after July 1, 2011, must have five years of creditable service to be vested.

Benefits provided. Employees who retire at or after age 65 (54 for protective occupations and 62 for elected officials and executive service retirement plan participants, if hired on or before 12/31/2016) are entitled to a retirement benefit based on a formula factor, their final average earnings, and creditable service.

Final average earnings is the average of the participant's three highest annual earnings periods. Creditable service includes current service and prior service for which a participant received earnings and made contributions as required. Creditable service also includes creditable military service. The retirement benefit will be calculated as a money purchase benefit based on the employee's contributions plus matching employer's contributions, with interest, if that benefit is higher than the formula benefit.

Vested participants may retire at or after age 55 (50 for protective occupations) and receive an actuarially-reduced benefit. Participants terminating covered employment prior to eligibility for an annuity may either receive employee-required contributions plus interest as a separation benefit or leave contributions on deposit and defer application until eligible to receive a retirement benefit.

The WRS also provides death and disability benefits for employees.

Post-Retirement Adjustments. The Employee Trust Funds Board may periodically adjust annuity payments from the retirement system based on annual investment performance in accordance with s. 40.27, Wis. Stat. An increase (or decrease) in annuity payments may result when investment gains (losses), together with other actuarial experience factors, create a surplus (shortfall) in the reserves, as determined by the system's consulting actuary. Annuity increases are not based on cost of living or other similar factors. For Core annuities, decreases may be applied only to previously granted increases. By law, Core annuities cannot be reduced to an amount below the original, guaranteed amount (the "floor") set at retirement. The Core and Variable annuity adjustments granted during recent years are as follows:

(4) Other Information - Continued

A. Defined Benefit Pension Plan - continued

Year	Core Fund Adjustment	Variable Fund Adjustment
2007	3.0%	10%
2008	6.6	0
2009	(2.1)	(42)
2010	(1.3)	22
2011	(1.2)	11
2012	(7.0)	(7)
2013	(9.6)	9
2014	4.7	25
2015	2.9	2
2016	0.5	(5)
2017	2.0	4

Contributions. Required contributions are determined by an annual actuarial valuation in accordance with Chapter 40 of the Wisconsin Statutes. The employee required contribution is one-half of the actuarially determined contribution rate for general category employees, including teachers, Executives and Elected Officials. Starting on January 1, 2016, the Executives and Elected Officials category was merged into the General Employee Category. Required contributions for protective employees are the same rate as general employees. Employers are required to contribute the remainder of the actuarially determined contribution rate. The employer may not pay the employee required contribution unless provided for by an existing collective bargaining agreement. During the reporting period, the WRS recognized $424,351 in contributions from the employer.

Contribution rates as of December 31, 2018 are:

Employee Category	Employee	Employer
General (including teachers, executives and elected officials)	6.7%	6.7%
Protective with Social Security	6.7%	10.7%
Protective without Social Security	6.7%	14.9%

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions. At December 31, 2018, the City of Pewaukee reported an asset of $1,167,779 for its proportionate share of the net pension asset. The net pension asset was measured as of December 31, 2017, and the total pension liability used to calculate the net pension asset was determined by an actuarial valuation as of December 31, 2016 rolled forward to December 31, 2017.

No material changes in assumptions or benefit terms occurred between the actuarial valuation date and the measurement date. The City of Pewaukee's proportion of the net pension asset was based on the City of Pewaukee's share of contributions to the pension plan relative to the contributions of all participating employers. At December 31, 2017, the City of Pewaukee's proportion was .03933083%, which was an increase of .00161317% from its proportion measured as of December 31, 2016.

For the year ended December 31, 2018 the City of Pewaukee recognized pension expense of $497,401.

(4) Other Information - Continued

A. Defined Benefit Pension Plan - continued

At December 31, 2018, the City of Pewaukee reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	$ 1,483,692	(694,022)
Net differences between projected and actual earnings on pension plan investments	-	(1,605,004)
Changes in assumptions	230,730	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	68	(21,238)
Employer contributions subsequent to the measurement date	446,999	-
Total	$ 2,161,489	(2,320,264)

Deferred outflows of resources of $446,999 related to pension resulting from the City of Pewaukee's contributions subsequent to the measurement date will be recognized as an addition to the net pension asset in the year ended December 31, 2019.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pension will be recognized in pension expense as follows:

Year ended December 31:	
2019	$ 117,200
2020	(16,590)
2021	(405,045)
2022	(304,133)
2023	2,794

Actuarial assumptions. The total pension liability in the December 31, 2017 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial Valuation Date	December 31, 2016
Measurement Date of Net Pension Liability (Asset)	December 31, 2017
Actuarial Cost Method	Entry Age
Asset Valuation Method	Fair Market Value
Long-Term Expected Rate of Return	7.2%
Discount Rate	7.2%
Salary Increases:	
Inflation	3.2%
Seniority/Merit	0.2% - 5.6%
Mortality	Wisconsin 2012 Mortality Table
Post-retirement Adjustments*	2.1%

** No post-retirement adjustment is guaranteed. Actual adjustments are based on recognized investment return, actuarial experience and other factors. 2.1% is the assumed annual adjustment based on the investment return assumption and the post-retirement discount rate.*

(4) Other Information - Continued

A. Defined Benefit Pension Plan – continued

Actuarial assumptions are based upon an experience study conducted in 2015 using experience from 2012– 2014. The total pension liability for December 31, 2017 is based upon a roll-forward of the liability calculated from the December 31, 2016 actuarial valuation.

Long-term expected Return on Plan Assets. The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Allocation Targets and Expected Returns
As of December 31, 2017

Core Fund Asset Class	Asset Allocation %	Long-Term Expected Nominal Rate of Return %	Long-Term Expected Real Rate of Return %
Global Equities	50	8.2	5.3
Fixed Income	24.5	4.2	1.4
Inflation Sensitive Assets	15.5	3.8	1.0
Real Estate	8	6.5	3.6
Private Equity/Debt	8	9.4	6.5
Multi-Asset	4	6.5	3.6
Total Core Fund	110	7.3	4.4
U.S. Equities	70	7.5	4.6
International Equities	30	7.8	4.9
Total Variable Fund	100	7.9	5.0

New England Pension Consultants Long Term US CPI (Inflation) Forecast: 2.75%. Asset allocations are managed within established ranges, target percentages may differ from actual monthly allocations.

Single Discount rate. A single discount rate of 7.20% was used to measure the total pension liability. This single discount rate was based on the expected rate of return on pension plan investments of 7.20% and a long-term bond rate of 3.31%. Because of the unique structure of WRS, the 7.20% expected rate of return implies that a dividend of approximately 2.1% will always be paid. For purposes of the single discount rate, it was assumed that the dividend would always be paid. The projection of cash flows used to determine this single discount rate assumed that plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate.

Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments (including expected dividends) of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

(4) Other Information - Continued

A. Defined Benefit Pension Plan – continued

Sensitivity of the City of Pewaukee's proportionate share of the net pension liability (asset) to changes in the discount rate. The following presents the City of Pewaukee's proportionate share of the net pension liability (asset) calculated using the discount rate of 7.20 percent, as well as what the City of Pewaukee's proportionate share of the net pension liability (asset) would be if it were calculated using a discount rate that is 1-percentage-point lower (6.20 percent) or 1-percentage-point higher (8.20 percent) than the current rate:

	1% Decrease to Discount Rate (6.20%)	Current Discount Rate (7.20%)	1% Increase to Discount Rate (8.20%)
City of Pewaukee's proportionate share of the net pension liability (asset)	$ 3,021,443	$ (1,167,779)	$ (4,351,717)

Pension plan fiduciary net position. Detailed information about the pension plan's fiduciary net position is available in separately issued financial statements available at http://etf.wi.gov/publications/cafr.htm.

B. Risk Management

The City is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. These risks are covered by commercial insurance purchased from independent third parties. Settled claims from these risks have not exceeded commercial insurance coverage during the past three years.

C. Joint Ventures

Parks and Recreation

On November 4, 1996 the City entered into an agreement with the Village of Pewaukee to create a joint park and recreation department commencing January 1, 1997. The agreement created a joint board comprised of seven voting and two non-voting members for purposes of facilitating and overseeing the operation of the department. The voting board members, one from each municipality's governing board, two citizen representatives from the Village and three from the City, are appointed to staggered terms.

Operating costs and resulting revenues of the department are apportioned to each participant based upon the percentage determined as part of the budget formulation for the subsequent year. All costs for acquisition, improvement or maintenance of land, buildings and fixtures are borne by the municipality in which the land or facilities are located. Total operating costs for 2018 were $1,144,668 and the City received $214,844 for costs apportioned to the Village.

The joint department agreement provides for dissolution of the department in the event of an affirmative vote of the governing bodies. Such dissolution would be delayed for six months to allow time for the joint department to wind up its affairs. Upon dissolution, either of the units of government may provide the other unit of government the opportunity to purchase its interest in the assets of the joint department at the value fixed by agreement or by appraisal.

(4) Other Information - Continued

C. Joint Ventures - continued

Library

The City of Pewaukee and the Village of Pewaukee jointly operate the Pewaukee Public Library that has provided library services to both communities since 2005. The Joint Library Board consists of seven members, three citizens from each community and one representative nominated by the Superintendent of the Pewaukee School District. Local representatives are appointed by the Mayor, subject to confirmation by the Common Council. The Joint Library Board shall plan for, implement and manage all library services, programs and activities. The Board prepares a budget for the operation and maintenance of the library which is presented to the City and Village on or before August 1 of each year. The City made payments totaling $787,045 to the library for 2018, or 75% of the shared expenditures.

The intergovernmental agreement is for a twenty-year term and then automatically renews for five-year terms unless notice of intent to terminate the agreement is provided. Termination would become effective on January 1 at least twelve months from the date of notification.

Financial information related to the library as of December 31, 2018 is available directly from the Library Director.

D. Segment Information

The City provides water and sewer services. Segment information for the year ended December 31, 2018 is as follows:

	Water Utility	Sewer Utility	Total
Operating revenues	$ 2,097,287	3,377,817	5,475,104
Operating expenses:			
Operations and maintenance	1,169,508	1,922,986	3,092,494
Depreciation	1,105,158	1,398,608	2,503,766
Amortization	138,880	-	138,880
Taxes	2,112	-	2,112
Net operating income (loss)	(318,371)	56,223	(262,148)
Non-operating revenues	13,690	138,783	152,473
Non-operating expenses	342,522	34,825	377,347
Grants and contributions	1,446,887	527,693	1,974,580
Transfers to General Fund:			
Payment in lieu of property taxes	546,488	-	546,488
Assets:			
Current assets	2,151,249	11,938,560	14,089,809
Capital assets, net of depreciation	38,039,610	38,144,547	76,184,157
Due from water utility	-	6,852,295	6,852,295
Other assets	2,472,538	2,034,786	4,507,324
Total assets	42,663,397	58,970,188	101,633,585
Deferred outflows of resources	189,068	95,881	284,949
Liabilities:			
Due to general fund	546,488	-	546,488
Other current liabilities	909,230	531,845	1,441,075
Due to sewer utility	6,852,295	-	6,852,295
Other long-term liabilities	7,111,230	1,306,701	8,417,931
Other liabilities	321,959	478,074	800,033
Total liabilities	15,741,202	2,316,620	18,057,822
Deferred inflow of resources	188,855	104,338	293,193

(4) Other Information - Continued

D. Segment Information - continued

	Water Utility	Sewer Utility	Total
Net position:			
January 1, 2018	$ 26,669,212	55,957,237	82,626,449
Change in net position	253,196	687,874	941,070
December 31, 2018:			
Invested in capital assets, net of related debt	30,468,685	36,748,701	67,217,386
Restricted	162,501	26,704	189,205
Unrestricted	(3,708,778)	19,869,706	16,160,928
Net cash provided (used) by:			
Operating activities	948,187	1,111,124	2,059,311
Non-capital and related financing activities	(557,342)	-	(557,342)
Capital and related financing activities	(11,057)	(306,670)	(317,727)
Investing activities	5,208	117,438	122,646
Cash and cash equivalents:			
January 1, 2018	1,271,595	10,010,770	11,282,365
December 31, 2018	1,656,591	10,932,662	12,589,253

E. Subsequent Events

In preparing the financial statements, the City has evaluated events and transactions for potential recognition or disclosure through July 8, 2019 the date the financial statements were available to be issued. There were no subsequent events that required recognition or disclosure.

REQUIRED SUPPLEMENTARY INFORMATION

CITY OF PEWAUKEE
BUDGETARY COMPARISON STATEMENT
General Fund and Storm Water Management Fund
Year Ended December 31, 2018

		Original and Final Budget	Actual Amounts	Variance with Final Budget
General Fund:				
Budgetary fund balance, January 1	$	4,863,990	4,863,990	-
Resources (inflows):				
Taxes		7,311,486	7,330,658	19,172
Intergovernmental		1,408,143	1,446,967	38,824
Regulation and compliance		1,405,925	1,649,048	243,123
Charges for services		3,274,400	3,498,461	224,061
Interest		128,000	196,108	68,108
Miscellaneous		77,836	141,869	64,033
Sale of assets		45,000	120,654	75,654
Transfers in		575,000	546,488	(28,512)
Amounts available for appropriation		19,089,780	19,794,243	704,463
Charges to appropriations (outflows):				
General government		1,904,562	1,765,607	138,955
Public safety and judicial		7,624,477	7,336,903	287,574
Health and sanitation		966,931	1,003,741	(36,810)
Public works		1,535,989	1,561,647	(25,658)
Culture and recreation		2,039,347	1,932,282	107,065
Unclassified		137,000	64,809	72,191
Transfers out		17,484	23,484	(6,000)
Total charges to appropriations		14,225,790	13,688,473	537,317
Fund balance, December 31	$	4,863,990	6,105,770	1,241,780
Storm Water Management Fund:				
Budgetary fund balance, January 1	$	4,201,550	4,201,550	-
Resources (inflows):				
Charges for services		1,565,000	1,567,308	2,308
Interest		2,000	36,083	34,083
Miscellaneous		45,700	91,757	46,057
Transfers in		17,904	17,904	-
Amounts available for appropriation		5,832,154	5,914,602	82,448
Charges to appropriations (outflows):				
Public works		730,026	623,954	106,072
Capital outlay		4,235,000	1,319,662	2,915,338
Transfer out		256,164	256,164	-
Total charges to appropriations		5,221,190	2,199,780	3,021,410
Fund balance, December 31	$	610,964	3,714,822	3,103,858

See independent auditors' report and accompanying notes to required supplementary information

CITY OF PEWAUKEE
WISCONSIN RETIREMENT SYSTEM
Year Ended December 31, 2018

SCHEDULE OF THE CITY'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY (ASSET)

WRS Year Ending	Proportion of the Net Pension Liability (Asset)	Proportionate Share of the Net Pension Liability (Asset)	Covered Payroll	Proportionate Share of the Net Pension Liability (Asset) as a Percentage of Covered Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability (Asset)
12/31/2014	0.03676663%	($903,089)	4,320,562	(20.9%)	102.74%
12/31/2015	0.03685216%	598,841	4,460,859	13.42%	98.20%
12/31/2016	0.03771766%	310,884	4,631,126	6.71%	99.12%
12/31/2017	0.03933083%	(1,167,779)	4,938,228	(23.7%)	102.93%

SCHEDULE OF THE CITY'S PENSION CONTRIBUTIONS

City Year Ending	Contractually Required Contributions	Contributions in Relation to the Contractually Required Contributions	Contribution Deficiency (Excess)	Covered Payroll	Contributions as a Percentage of Covered - Employee Payroll
12/31/2015	$360,217	360,217	-	4,460,859	8.08%
12/31/2016	367,821	367,821	-	4,631,126	7.94%
12/31/2017	424,351	424,351	-	4,938,228	8.59%
12/31/2018	446,999	446,999	-	5,206,135	8.59%

See independent auditors' report and accompanying notes to required supplementary information

CITY OF PEWAUKEE
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION

(1) Budgetary Information

Budgetary information is derived from the annual operating budget and is presented using the same basis of accounting for each fund as described in Note 1 (C) to the basic financial statements. The City prepares an annual budget on a basis consistent with generally accepted accounting principles.

The general fund budget is adopted at the departmental level of expenditure. All other governmental funds of the City are adopted at the functional level of expenditure. Transfers between departments and changes to the overall budget must be approved by a two-thirds majority of the Common Council.

Subsequent to the enactment of the budget, the Common Council has the authority to make amendments to the budget, which may result in changes in total appropriations. Such amendments require approval of two-thirds of the governing body. Amendments made to the original approved capital project fund – sports complex budget were in accordance with these requirements.

	Original	Amended
Capital Project Fund-Sports Complex		
Revenues:		
Donations	$ -	200,000
Expenditures:		
Capital outlay	-	1,009,254

(2) Wisconsin Retirement System Pension

The City is required to present the last ten fiscal years' data; however, the standards allow the City to present as many years as are available until ten fiscal years are presented.

There were no changes of benefit terms for any participating employer in WRS.

There were no changes in the assumptions.

SUPPLEMENTARY INFORMATION

CITY OF PEWAUKEE
General Fund

STATEMENT OF REVENUES COMPARED TO BUDGET

Year Ended December 31, 2018

		Actual	Budget	Variance: Favorable (Unfavorable)
Taxes:				
General property	$	6,972,986	6,972,986	-
Public accommodation		244,251	232,143	12,108
Other		113,421	106,357	7,064
		7,330,658	7,311,486	19,172
Intergovernmental:				
State shared revenues		619,306	610,470	8,836
Exempt computer aids		62,878	62,878	-
Fire insurance dues		109,651	110,000	(349)
Transportation aids		503,584	505,295	(1,711)
Lake patrol reimbursements		10,971	9,000	1,971
Tank inspection aids		10,279	3,500	6,779
County recycling aids		106,166	107,000	(834)
Other		24,132	-	24,132
		1,446,967	1,408,143	38,824
Regulation and compliance:				
Licenses:				
Liquor class A		14,475	14,200	275
Operator		8,090	6,000	2,090
Cigarette		500	500	-
Amusement		1,160	1,000	160
Hotel and motel		75	75	-
Dog and kennel		4,744	6,000	(1,256)
Permits:				
Building		334,192	450,000	(115,808)
Electrical		105,501	100,000	5,501
Plumbing		88,614	80,000	8,614
Erosion		46,791	80,000	(33,209)
State code stamps		2,021	4,000	(1,979)
Sign		5,328	4,000	1,328
Street opening		5,450	8,000	(2,550)

CITY OF PEWAUKEE
General Fund

STATEMENT OF REVENUES COMPARED TO BUDGET

Year Ended December 31, 2018

	Actual	Budget	Variance: Favorable (Unfavorable)
Regulation and compliance - continued:			
Permits - continued:			
Outdoor entertainment $	330	300	30
Fire inspection - commercial buildings	175,313	166,000	9,313
Special event	5,628	5,000	628
Other	4,450	5,000	(550)
Fines:			
Court	708,648	350,000	358,648
Lake patrol	1,753	1,850	(97)
Video service provider fee	116,313	100,000	16,313
AT&T video service fee	19,672	24,000	(4,328)
	1,649,048	1,405,925	243,123
Charges for services:			
Publication fees	900	1,000	(100)
Copies	184	100	84
Administrative fees	2,447	2,300	147
Planning and zoning fees	8,390	6,000	2,390
Special assessment letters	11,075	10,000	1,075
Certified survey maps and plat review fees	6,260	6,250	10
Legal review fees	13,188	12,000	1,188
Engineering review fees	74,197	48,000	26,197
Refuse collection	671,198	665,550	5,648
House numbers	737	1,200	(463)
Weed cutting	294	500	(206)
Boat launch fees	11,135	8,000	3,135
Ambulance runs	564,165	425,000	139,165
Fire and ambulance services	1,401,945	1,402,500	(555)
Private fire protection plan	14,160	9,000	5,160

CITY OF PEWAUKEE
General Fund

STATEMENT OF REVENUES COMPARED TO BUDGET

Year Ended December 31, 2018

		Actual	Budget	Variance: Favorable (Unfavorable)
Charges for services - continued:				
Management services	$	80,000	80,000	-
Building inspection contract		109,080	50,000	59,080
Park equipment usage fees		7,616	6,000	1,616
Park and recreation contracts		214,844	265,000	(50,156)
Recreational program fees		223,775	200,000	23,775
Field trips		25,228	22,000	3,228
Club use fees		14,814	18,000	(3,186)
Reservation fees		36,754	30,000	6,754
WPRA ticket sales		6,075	6,000	75
		3,498,461	3,274,400	224,061
Interest:				
Investments		190,980	125,000	65,980
Other		5,128	3,000	2,128
		196,108	128,000	68,108
Miscellaneous:				
Rent:				
Water and sewer utility		36,000	36,000	-
Other		8,388	13,686	(5,298)
Recycling		4,556	2,500	2,056
Insurance recoveries		49,350	-	49,350
Credit card rebate		7,048	5,000	2,048
Gifts and donations		8,285	2,500	5,785
Insurance dividend		27,002	17,000	10,002
Delinquent personal property recoveries		629	500	129
Other		611	650	(39)
		141,869	77,836	64,033
Total revenues	$	14,263,111	13,605,790	657,321

CITY OF PEWAUKEE
General Fund

STATEMENT OF EXPENDITURES COMPARED TO BUDGET

Year Ended December 31, 2018

		Actual	Budget	Variance: Favorable (Unfavorable)
General government:				
Mayor	$	9,624	9,624	-
Common council		48,031	44,912	(3,119)
Boards, commissions, committees		2,577	4,284	1,707
Administration		127,252	126,396	(856)
Human resources		237,131	231,812	(5,319)
Clerk/treasurer		375,939	404,211	28,272
Assessor		108,726	120,680	11,954
Outside services		124,651	152,616	27,965
Elections		36,368	44,135	7,767
Facilities		266,159	281,125	14,966
Information technology		324,161	365,767	41,606
Insurance		104,988	119,000	14,012
		1,765,607	1,904,562	138,955
Public safety and judicial:				
Municipal court		121,536	144,869	23,333
Law enforcement		2,570,388	2,580,419	10,031
Fire and rescue		4,171,590	4,343,664	172,074
Community services		473,389	555,525	82,136
		7,336,903	7,624,477	287,574
Health and sanitation:				
Animal control		6,699	7,000	301
Weed, lake and wetlands		181,700	182,000	300
Refuse collection and recycling		815,342	777,931	(37,411)
		1,003,741	966,931	(36,810)

CITY OF PEWAUKEE
General Fund

STATEMENT OF EXPENDITURES COMPARED TO BUDGET

Year Ended December 31, 2018

		Actual	Budget	Variance: Favorable (Unfavorable)
Public works:				
Engineering	$	409,724	385,210	(24,514)
Highway and transportation		1,150,761	1,120,279	(30,482)
Forestry		1,162	30,500	29,338
		1,561,647	1,535,989	(25,658)
Culture and recreation:				
Boat ramp		569	500	(69)
Library		787,045	791,297	4,252
Parks		539,107	580,104	40,997
Recreation		605,561	667,446	61,885
		1,932,282	2,039,347	107,065
Unclassified		64,809	137,000	72,191
Total expenditures	$	13,664,989	14,208,306	543,317

CITY OF PEWAUKEE
Storm Water Management Fund

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ACTUAL AND BUDGET

Year Ended December 31, 2018

		Actual	Budget	Variance: Favorable (Unfavorable)
Revenues:				
Charges for services	$	1,567,308	1,565,000	2,308
Interest earnings		36,083	2,000	34,083
Miscellaneous		91,757	45,700	46,057
Total revenues		1,695,148	1,612,700	82,448
Expenditures:				
Administration		273,316	337,540	64,224
Storm water maintenance		75,019	98,521	23,502
Ditch and culvert maintenance		199,697	173,038	(26,659)
Street sweeping		13,160	17,038	3,878
Catch basin maintenance		11,678	50,797	39,119
Permit compliance		51,084	53,092	2,008
Infrastructure improvements		1,319,662	4,235,000	2,915,338
Total expenditures		1,943,616	4,965,026	3,021,410
Excess (deficiency) of revenues over expenditures		(248,468)	(3,352,326)	3,103,858
Other financing sources (uses):				
Transfer from general fund		17,484	17,484	-
Transfer from cemetery fund		420	420	-
Transfer to debt service		(256,164)	(256,164)	-
Total other financing sources (uses)		(238,260)	(238,260)	-
Net change in fund balance		(486,728)	(3,590,586)	3,103,858
Fund balance, January 1		4,201,550		
Fund balance, December 31	$	3,714,822		

CITY OF PEWAUKEE
Debt Service Fund

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ACTUAL AND BUDGET

Year Ended December 31, 2018

		Actual	Budget	Variance: Favorable (Unfavorable)
Revenues:				
Taxes:				
General tax levy	$	1,100,000	1,100,000	-
Special assessments		441,568	75,000	366,568
Build America bond rebate		8,918	9,500	(582)
Interest earnings		23,767	15,926	7,841
Total revenues		1,574,253	1,200,426	373,827
Expenditures:				
Debt service:				
Principal		1,425,995	1,425,995	-
Interest		207,544	207,544	-
Total expenditures		1,633,539	1,633,539	-
Excess (deficiency) of revenues over expenditures		(59,286)	(433,113)	373,827
Other financing sources:				
Transfers in		256,164	256,164	-
Total other financing sources		256,164	256,164	-
Net change in fund balance		196,878	(176,949)	373,827
Fund balance, January 1		957,177		
Fund balance, December 31	$	1,154,055		

CITY OF PEWAUKEE
Non-Major Governmental Funds

COMBINING BALANCE SHEET

December 31, 2018

		Special Revenue	Capital Projects	Permanent	Total Non-Major Funds
Assets:					
Cash and cash equivalents	$	770,355	2,551,114	74,417	3,395,886
Investments		-	3,166,855	-	3,166,855
Receivables:					
Current taxes		18,340	410,360	-	428,700
Accounts		34,200	-	-	34,200
Prepaid expenditures		-	17,225	-	17,225
Total assets	$	822,895	6,145,554	74,417	7,042,866
Liabilities, Deferred Inflows of Resources and Fund Balance:					
Liabilities:					
Accounts payable	$	2,894	82,878	-	85,772
Construction contracts payable		-	377,941	-	377,941
Unearned revenue		9,321	-	-	9,321
Total liabilities		12,215	460,819	-	473,034
Deferred Inflows of Resources					
Subsequent year's tax levy		35,000	825,000	-	860,000
Fund Balance:					
Nonspendable		-	-	74,417	74,417
Restricted		775,680	-	-	775,680
Committed		-	3,421,062	-	3,421,062
Assigned		-	1,562,111	-	1,562,111
Unassigned		-	(123,438)	-	(123,438)
Total fund balance		775,680	4,859,735	74,417	5,709,832
Total liabilities, deferred inflows of resources and fund balance	$	822,895	6,145,554	74,417	7,042,866

CITY OF PEWAUKEE
Non-Major Governmental Funds

COMBINING STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES

Year Ended December 31, 2018

	Special Revenue	Capital Projects	Permanent	Total Non-Major Funds
Revenues:				
Taxes	$ 604,919	977,500	-	1,582,419
Intergovernmental	7,662	-	-	7,662
Charges for services	74,896	-	3,484	78,380
Interest	2,931	53,632	-	56,563
Miscellaneous	-	200,500	-	200,500
Total revenues	690,408	1,231,632	3,484	1,925,524
Expenditures:				
Current:				
Public safety	7,662	-	-	7,662
Health and sanitation	35,766	-	-	35,766
Economic development	524,887	-	-	524,887
Capital outlay	-	2,894,297	-	2,894,297
Total expenditures	568,315	2,894,297	-	3,462,612
Excess (deficiency) of revenues over expenditures	122,093	(1,662,665)	3,484	(1,537,088)
Other financing sources (uses):				
Transfers in	-	81,000	-	81,000
Transfers out	(75,420)	-	-	(75,420)
Total other financing sources (uses)	(75,420)	81,000	-	5,580
Net change in fund balances	46,673	(1,581,665)	3,484	(1,531,508)
Fund balance, January 1	729,007	6,441,400	70,933	7,241,340
Fund balance, December 31	$ 775,680	4,859,735	74,417	5,709,832

CITY OF PEWAUKEE
Non-Major Special Revenue Funds

COMBINING BALANCE SHEET

December 31, 2018

		Impact Fee	Tourism and Convention	Public Safety Grants	Cemetery	Total
Assets:						
Cash and cash equivalents	$	577,496	89,220	9,321	94,318	770,355
Taxes receivable		-	-	-	18,340	18,340
Accounts receivable		-	34,200	-	-	34,200
Total assets	$	577,496	123,420	9,321	112,658	822,895
Liabilities, Deferred Inflows of Resources and Fund Balance:						
Liabilities:						
Accounts payable	$	-	223	-	2,671	2,894
Unearned revenue		-	-	9,321	-	9,321
Total liabilities		-	223	9,321	2,671	12,215
Deferred inflows of resources:						
Subsequent year's tax levy		-	-	-	35,000	35,000
Fund balance:						
Restricted		577,496	123,197	-	74,987	775,680
Total fund balance		577,496	123,197	-	74,987	775,680
Total liabilities, deferred inflows of resources and fund balance	$	577,496	123,420	9,321	112,658	822,895

CITY OF PEWAUKEE
Non-Major Special Revenue Funds

COMBINING STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
ACTUAL AND BUDGET

Year Ended December 31, 2018

	Impact Fee		Tourism and Convention		Public Safety Grants		Cemetery		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Revenues:										
General tax levy	$ -	-	-	-	-	-	35,000	35,000	35,000	35,000
Public accommodation tax	-	-	569,919	530,000	-	-	-	-	569,919	530,000
Intergovernmental	-	-	-	-	7,662	-	-	-	7,662	-
Charges for services:										
Impact fees	70,680	75,600	-	-	-	-	-	-	70,680	75,600
Interment fees	-	-	-	-	-	-	2,500	3,000	2,500	3,000
Lot sales	-	-	-	-	-	-	1,716	594	1,716	594
Columbarium niche sales	-	-	-	-	-	-	-	460	-	460
Interest earnings	1,107	300	957	300	-	-	867	80	2,931	680
Total revenues	71,787	75,900	570,876	530,300	7,662	-	40,083	39,134	690,408	645,334
Expenditures:										
Public safety	-	-	-	-	7,662	-	-	-	7,662	-
Health and sanitation	-	-	-	-	-	-	35,766	46,500	35,766	46,500
Economic development	-	-	524,887	488,700	-	-	-	-	524,887	488,700
Total expenditures	-	-	524,887	488,700	7,662	-	35,766	46,500	568,315	535,200
Excess (deficiency) of revenues over expenditures	71,787	75,900	45,989	41,600	-	-	4,317	(7,366)	122,093	110,134
Other financing uses:										
Transfers out	(75,000)	(75,000)	-	-	-	-	(420)	(420)	(75,420)	(75,420)
Net change in fund balances	(3,213)	900	45,989	41,600	-	-	3,897	(7,786)	46,673	34,714
Fund balance, January 1	580,709		77,208		-		71,090		729,007	
Fund balance, December 31	$ 577,496		123,197		-		74,987		775,680	

CITY OF PEWAUKEE
Non-Major Capital Projects Funds

COMBINING BALANCE SHEET

December 31, 2018

		Road Construction	Sports Complex	Capital Equipment	Bike Path	Total
Assets:						
Cash and cash equivalents	$	620,476	54,804	1,869,834	6,000	2,551,114
Investments		-	-	3,166,855	-	3,166,855
Taxes receivable		199,449	-	210,911	-	410,360
Prepaid expenditures		-	-	17,225	-	17,225
Total assets	$	819,925	54,804	5,264,825	6,000	6,145,554
Liabilities, Deferred Inflows of Resources and Fund Balance (Deficit):						
Liabilities:						
Accounts payable	$	27,570	7,901	44,638	2,769	82,878
Construction contracts payable		207,600	170,341	-	-	377,941
Total liabilities		235,170	178,242	44,638	2,769	460,819
Deferred Inflows of Resources:						
Subsequent year's tax levy		400,000	-	425,000	-	825,000
Fund Balance (Deficit):						
Committed		-	-	3,421,062	-	3,421,062
Assigned		184,755	-	1,374,125	3,231	1,562,111
Unassigned		-	(123,438)	-	-	(123,438)
Total fund balance (deficit)		184,755	(123,438)	4,795,187	3,231	4,859,735
Total liabilities, deferred inflows of resources and fund balance (deficit)	$	819,925	54,804	5,264,825	6,000	6,145,554

CITY OF PEWAUKEE
Non-Major Capital Projects Funds

COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
ACTUAL AND BUDGET

Year Ended December 31, 2018

	Road Construction		Sports Complex		Capital Equipment		Bike Path		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Revenues:										
General property taxes	$ 300,000	300,000	-	-	677,500	677,500	-	-	977,500	977,500
Interest earnings	5,599	500	2,164	200	45,869	5,000	-	-	53,632	5,700
Donations	-	-	200,500	200,000	-	-	-	-	200,500	200,000
Total revenues	305,599	300,500	202,664	200,200	723,369	682,500	-	-	1,231,632	1,183,200
Expenditures:										
Capital outlays	1,162,637	2,625,000	1,009,254	1,009,254	719,637	1,774,000	2,769	6,000	2,894,297	5,414,254
	1,162,637	2,625,000	1,009,254	1,009,254	719,637	1,774,000	2,769	6,000	2,894,297	5,414,254
Excess (deficiency) of revenues over expenditures	(857,038)	(2,324,500)	(806,590)	(809,054)	3,732	(1,091,500)	(2,769)	(6,000)	(1,662,665)	(4,231,054)
Other financing sources:										
Transfers in	-	-	75,000	75,000	-	-	6,000	-	81,000	75,000
	-	-	75,000	75,000	-	-	6,000	-	81,000	75,000
Net change in fund balances	(857,038)	(2,324,500)	(731,590)	(734,054)	3,732	(1,091,500)	3,231	(6,000)	(1,581,665)	(4,156,054)
Fund balance (deficit):										
January 1	1,041,793		608,152		4,791,455		-		6,441,400	
December 31	$ 184,755		(123,438)		4,795,187		3,231		4,859,735	

CITY OF PEWAUKEE
Non-Major Permanent Fund - Cemetery Perpetual Care

STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE

Year Ended December 31, 2018

Revenues:		
Charges for services:		
Perpetual care	$	3,484
Expenditures:		
Unclassified		-
Net change in fund balance		3,484
Fund balance, January 1		70,933
Fund balance, December 31	$	74,417

CITY OF PEWAUKEE
Enterprise Fund
Water Utility

COMPARATIVE STATEMENTS OF POSITION

December 31, 2018 and 2017

		2018	2017
Assets:			
Current assets:			
Cash and cash equivalents	$	1,550,608	1,260,335
Other receivables		471,027	494,575
Special assessments		11,640	12,048
Inventory of supplies		11,991	8,329
Restricted assets - cash and cash equivalents		105,983	11,260
Total current assets		2,151,249	1,786,547
Capital assets:			
Land		530,387	530,387
Construction in progress		63,626	229,111
Buildings		6,883,917	5,823,683
Improvements other than buildings		44,861,703	43,995,370
Furniture and equipment		890,588	845,599
		53,230,221	51,424,150
Less: Accumulated depreciation		15,190,611	14,307,521
Net capital assets		38,039,610	37,116,629
Other assets:			
Special assessments		2,043,017	1,295,341
Unamortized charges		373,216	512,096
Net pension asset		56,305	-
Total other assets		2,472,538	1,807,437
Total assets		42,663,397	40,710,613
Deferred outflows of resources:			
Deferred outflows related to pensions		189,068	158,206

CITY OF PEWAUKEE
Enterprise Fund
Water Utility

COMPARATIVE STATEMENTS OF POSITION

December 31, 2018 and 2017

		2018	2017
Liabilities and Net Position:			
Liabilities:			
Current liabilities:			
Accounts payable	$	154,847	127,314
Construction contracts payable		216,265	76,991
Due to general fund		546,488	557,342
Customer advances on construction		27,308	53,408
Accrued interest on long-term debt		51,115	44,922
Current portion of long-term debt		459,695	387,165
Total current liabilities		1,455,718	1,247,142
Long-term liabilities (net of current portion):			
General obligation debt		7,111,230	6,145,925
Due to sewer		6,852,295	6,263,171
Assessments due developers		321,959	442,882
Net pension liability		-	20,616
Total liabilities		15,741,202	14,119,736
Deferred Inflows of Resources:			
Deferred inflows related to pensions		188,855	79,871
Net position, restated:			
Net investment in capital assets		30,468,685	30,583,539
Restricted for:			
Capital projects		105,983	11,260
Pension		56,518	57,719
Unrestricted		(3,708,778)	(3,983,306)
Total net position	$	26,922,408	26,669,212

CITY OF PEWAUKEE
Enterprise Fund
Water Utility

COMPARATIVE STATEMENTS OF REVENUES AND EXPENSES

Years Ended December 31, 2018 and 2017

		2018	2017
Operating revenues:			
Sale of water:			
Residential	$	915,515	920,650
Multi-family		161,937	168,936
Commercial		399,473	402,500
Industrial		94,060	99,534
Public authorities		3,767	5,416
		1,574,752	1,597,036
Public fire protection		433,406	424,709
Private fire protection		75,502	72,112
Customer's forfeited discounts		8,090	7,301
Other revenue		5,537	5,719
Total operating revenues		2,097,287	2,106,877
Operating expenses:			
Plant operation and maintenance:			
Salaries and wages		137,601	133,146
Transportation expense		12,142	10,847
Power purchased for pumping		239,929	232,142
Chemicals		116,576	111,120
Operating supplies		43,616	56,649
Repairs of water plant		218,445	105,795
		768,309	649,699
General operating expenses:			
Administrative salaries		162,994	148,897
Office supplies and expenses		28,024	29,971
Outside services employed		68,514	83,301
Insurance		12,747	13,267
Employee benefits		108,962	133,735
Other general expenses		19,958	20,280
		401,199	429,451
Total operation and maintenance		1,169,508	1,079,150
Depreciation		1,105,158	1,055,800
Amortization		138,880	138,880
Taxes		2,112	2,022
Total operating expenses		2,415,658	2,275,852
Net operating loss		(318,371)	(168,975)
Non-operating income (expenses)			
Interest income		5,655	7,453
Interest expense		(148,312)	(147,354)
Bond premium		8,035	-
Bond issue costs		(44,182)	-
Loss on disposal of capital assets		(150,028)	(16,422)
Total non-operating income (expenses)		(328,832)	(156,323)
Loss before contributions and transfers		(647,203)	(325,298)
Contributions		1,446,887	386,784
Transfer out		(546,488)	(557,342)
Change in net position	$	253,196	(495,856)

CITY OF PEWAUKEE
Enterprise Fund
Water Utility

COMPARATIVE STATEMENTS OF CASH FLOWS

Years Ended December 31, 2018 and 2017

		2018	2017
Cash flows from operating activities:			
Receipts from customers	$	2,120,835	2,033,775
Payments to suppliers		(764,292)	(645,150)
Payments to employees		(408,356)	(380,746)
Net cash provided by operating activities		948,187	1,007,879
Cash flows from non-capital and related financing activities:			
Transfers to other funds		(557,342)	(547,523)
Cash flows from capital and related financing activities:			
Acquisition and construction of capital assets		(1,730,344)	(1,087,277)
Costs of asset abandonment		(90,297)	-
Advance from sewer utility		589,124	950,594
Proceeds from sale of assets		9,375	-
Proceeds of long term debt		1,425,000	-
Bond issue costs, net of premium		(36,147)	-
Long-term debt retirements		(387,165)	(433,430)
Reserve capacity assessments received		217,732	315,751
Collection of special assessments, net		133,784	76,072
Interest and fiscal charges paid on long-term debt		(142,119)	(143,959)
Net cash provided (used) by capital and related financing activities		(11,057)	(322,249)
Cash flows from investing activities:			
Interest received on cash and investments		5,208	6,373
Net increase in cash and cash equivalents		384,996	144,480
Cash and cash equivalents, January 1		1,271,595	1,127,115
Cash and cash equivalents, December 31	$	1,656,591	1,271,595
Reconciliation of Cash and Cash Equivalents to the Statement of Net Position:			
Unrestricted	$	1,550,608	1,260,335
Restricted - Debt retirement and capital projects		105,983	11,260
	$	1,656,591	1,271,595
Reconciliation of operating loss to net cash provided by operating activities:			
Operating loss	$	(318,371)	(168,975)
Adjustments to reconcile operating loss to net cash provided by operating activities:			
Depreciation and amortization		1,244,038	1,194,680
Changes in assets and liabilities:			
Accounts receivable, net		23,548	(73,102)
Inventory of supplies		(3,662)	(5)
Accounts payable and accrued expenses		2,634	55,281
Net cash provided by operating activities	$	948,187	1,007,879
Schedule of non-cash activities:			
Plant assets contributed by developers	$	227,626	-

CITY OF PEWAUKEE
Enterprise Fund
Sewer Utility

COMPARATIVE STATEMENTS OF POSITION

December 31, 2018 and 2017

	2018	2017
Assets:		
Current assets:		
Cash and cash equivalents	$ 10,932,662	10,010,770
Other receivables	842,251	909,262
Special assessments	163,647	175,961
Total current assets	11,938,560	11,095,993
Capital assets:		
Construction in progress	66,407	66,407
Buildings	3,800,396	3,800,396
Improvements other than buildings	58,702,874	58,316,808
	62,569,677	62,183,611
Less: Accumulated depreciation	24,425,130	23,028,322
Net capital assets	38,144,547	39,155,289
Other assets:		
Due from water	6,852,295	6,263,171
Special assessments	1,999,625	2,528,886
Net pension asset	35,161	-
Total other assets	8,887,081	8,792,057
Total assets	58,970,188	59,043,339
Deferred outflows of resources:		
Deferred outflows related to pensions	95,881	76,881

CITY OF PEWAUKEE
Enterprise Fund
Sewer Utility

COMPARATIVE STATEMENTS OF POSITION

December 31, 2018 and 2017

		2018	2017
Liabilities and Net Position:			
Liabilities:			
Current liabilities:			
Accounts payable	$	420,074	836,701
Construction contracts payable		12,555	12,555
Accrued interest on long-term debt		10,071	10,621
Current portion of long-term debt		89,145	88,642
Total current liabilities		531,845	948,519
Long-term liabilities (net of current portion):			
General obligation debt		1,306,701	1,395,846
Assessments due developers		427,334	723,610
Long-term contract payable		50,740	50,740
Net pension liability		-	7,986
Total liabilities		2,316,620	3,126,701
Deferred Inflows of Resources:			
Deferred inflows related to pensions		104,338	36,282
Net position:			
Net investment in capital assets		36,748,701	37,670,801
Restricted for:			
Pension		26,704	32,613
Unrestricted		19,869,706	18,253,823
Total net position	$	56,645,111	55,957,237

CITY OF PEWAUKEE

Enterprise Fund

Sewer Utility

COMPARATIVE STATEMENTS OF REVENUES AND EXPENSES

Years Ended December 31, 2018 and 2017

		2018	2017
Operating revenues:			
Sewer service charges:			
Residential	$	2,400,238	2,290,455
Commercial		778,724	779,778
Industrial		169,700	176,169
Public authorities		7,594	7,804
Other revenue		21,561	25,612
Total operating revenues		3,377,817	3,279,818
Operating expenses:			
Plant operation and maintenance:			
Sewage treatment charges		1,239,502	1,263,084
Salaries and wages		81,661	77,845
Power purchased for pumping		44,720	44,373
Supplies and expenses		16,780	15,912
Maintenance		227,732	67,943
		1,610,395	1,469,157
General operating expenses:			
Administrative salaries		146,982	136,179
Office supplies and expenses		26,525	29,971
Outside services employed		33,745	52,276
Insurance		12,746	13,266
Employee benefits		72,635	69,038
Other general expenses		19,958	20,385
		312,591	321,115
Total operation and maintenance		1,922,986	1,790,272
Depreciation		1,398,608	1,377,949
Total operating expenses		3,321,594	3,168,221
Net operating income		56,223	111,597
Non-operating income (expenses)			
Interest income		128,736	115,309
Interest expense		(34,825)	(36,658)
Gain on disposal of fixed assets		10,047	-
Total non-operating income (expenses)		103,958	78,651
Income before contributions		160,181	190,248
Contributions		527,693	353,717
Change in net position	$	687,874	543,965

CITY OF PEWAUKEE
Enterprise Fund
Sewer Utility

COMPARATIVE STATEMENTS OF CASH FLOWS

Years Ended December 31, 2018 and 2017

		2018	2017
Cash flows from operating activities:			
Receipts from customers	$	3,444,828	3,088,136
Payments to suppliers		(2,038,335)	(1,110,283)
Payments to employees		(295,369)	(276,933)
Net cash provided by operating activities		1,111,124	1,700,920
Cash flows from capital and related financing activities:			
Acquisition and construction of capital assets		(186,488)	(309,169)
Advance to water utility		(589,124)	(950,594)
Reserve capacity assessments received		308,115	214,329
Proceeds from sale of assets		28,247	-
Long-term debt retirements		(88,642)	(83,152)
Collection of special assessments, net		256,597	497,790
Interest and fiscal charges paid on long-term debt		(35,375)	(37,173)
Net cash used by capital and related financing activities		(306,670)	(667,969)
Cash flows from investing activities:			
Interest received on cash and investments		117,438	98,447
Net increase in cash and cash equivalents		921,892	1,131,398
Cash and cash equivalents, January 1		10,010,770	8,879,372
Cash and cash equivalents, December 31	$	10,932,662	10,010,770
Reconciliation of Cash and Cash Equivalents to the Statement of Net Position:			
Unrestricted	$	10,932,662	10,010,770
Reconciliation of operating income to net cash provided by operating activities:			
Operating income	$	56,223	111,597
Adjustments to reconcile operating income to net cash provided by operating activities:			
Depreciation and amortization		1,398,608	1,377,949
Changes in assets and liabilities:			
Accounts receivable, net		67,011	(191,682)
Accounts payable and accrued expenses		(410,718)	403,056
Net cash provided by operating activities	$	1,111,124	1,700,920
Schedule of non-cash activities:			
Plant assets contributed by developers	$	219,578	10,700

CITY OF PEWAUKEE
Enterprise Funds
Water and Sewer Utility

ANALYSIS OF UTILITY PLANT IN SERVICE

Years Ended December 31, 2018 and 2017

	Utility Plant				Accumulated Depreciation				
	Balance Dec. 31, 2017	Additions	Disposals	Balance Dec. 31, 2018	% Rate	Balance Dec. 31, 2017	Additions	Disposals	Balance Dec. 31, 2018
Water Utility:									
Source of supply plant:									
Wells and springs	$ 2,352,135	-	-	2,352,135	2.90	999,340	68,212	-	1,067,552
Supply mains	237,834	-	-	237,834	1.80	85,685	4,281	-	89,966
Pumping plant:									
Land	530,387	-	-	530,387	-	-	-	-	-
Structures and improvements	5,823,683	1,060,234	-	6,883,917	3.20	2,592,070	203,322	-	2,795,392
Electric pumping equipment	1,768,208	74,431	41,820	1,800,819	4.40	542,232	79,404	17,961	603,675
Other pumping equipment	201,872	-	-	201,872	4.40	157,616	2,302	-	159,918
Water treatment plant	382,284	483,534	-	865,818	6.00	239,426	37,443	-	276,869
Transmission and distribution plant:									
Distribution reservoirs and standpipes	4,712,368	12,808	203,895	4,521,281	1.90	784,486	89,657	166,582	707,561
Transmission and distribution mains	26,138,214	396,277	14,042	26,520,449	1.30	5,040,967	342,373	6,404	5,376,936
Services	4,107,174	127,100	1,600	4,232,674	2.90	1,717,340	120,951	1,588	1,836,703
Meters	681,413	8,494	2,204	687,703	5.50	304,953	37,711	2,204	340,460
Hydrants	3,413,868	28,375	1,125	3,441,118	2.20	1,066,126	75,417	842	1,140,701
General plant:									
Transportation equipment	303,711	-	26,487	277,224	13.30	293,219	10,492	26,487	277,224
Office furniture and equipment	191,081	7,344	-	198,425	Var.	186,191	3,264	-	189,455
Other general equipment	350,632	64,132	-	414,764	Var.	297,695	30,329	-	328,024
Power operating equipment	175	-	-	175	7.50	175	-	-	175
	51,195,039	2,262,729	291,173	53,166,595		14,307,521	1,105,158	222,068	15,190,611
Sewer Utility:									
Buildings and structures	3,800,396	-	-	3,800,396	2.00	934,591	76,008	-	1,010,599
Collection sewers	33,818,312	197,488	20,000	33,995,800	1.00	5,756,919	339,171	1,800	6,094,290
Force mains	2,300,854	-	-	2,300,854	3.33	949,552	76,618	-	1,026,170
Services	5,193,369	53,114	-	5,246,483	1.00	799,051	52,199	-	851,250
Pumping equipment	4,029,806	-	-	4,029,806	5.00	2,624,308	201,490	-	2,825,798
Other equipment	376,403	20,796	-	397,199	Var.	339,677	19,852	-	359,529
Treatment plant	12,598,064	134,668	-	12,732,732	5.00	11,624,224	633,270	-	12,257,494
	62,117,204	406,066	20,000	62,503,270		23,028,322	1,398,608	1,800	24,425,130
Construction in progress									
Water	229,111	-	165,485	63,626		-	-	-	-
Sewer	66,407	-	-	66,407		-	-	-	-
	295,518	-	165,485	130,033		-	-	-	-
Total	$ 113,607,761	2,668,795	476,658	115,799,898		37,335,843	2,503,766	223,868	39,615,741

CITY OF PEWAUKEE
COMMON COUNCIL AGENDA ITEM 5.

DATE: August 5, 2019

DEPARTMENT: Fire Department

PROVIDED BY:

SUBJECT:

Community Service Commendation Issued by the Pewaukee Fire Department [Chief Bierce]

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

CITY OF PEWAUKEE
COMMON COUNCIL AGENDA ITEM 6.

DATE: August 5, 2019

DEPARTMENT: Fire Department

PROVIDED BY:

SUBJECT:

Presentation Related to the Pewaukee Fire Department Strategic Plan and Accreditation Compliance Report [Chief Bierce]

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

FD Report

ACR Report

CITY OF PEWAUKEE
FIRE DEPARTMENT

2015 – 2020
2019 – 2023 UPDATE
STRATEGIC PLAN

KEVIN I. BIERCE, FIRE CHIEF

UPDATED: APRIL 2019

Five Bugle Training & Consulting, LLC
W6095 Rock Creek Road
Mondovi, WI 54755
715-577-8944
www.5bugle.net

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PART THREE

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Introduction

The City of Pewaukee Fire Department (PFD), through a strategic planning process, sought to look to the future by answering the following questions that are in common with the City's current Strategic Plan:

1) **"Where are we now?"**
2) **"Where do we want to go?"**
3) **"How do we get there?"**

To accomplish this, the Department underwent a critical review and analysis of its Mission and Vision, the level of service required to achieve both, and the resources required to accomplish desired service levels through a 5-year strategic plan. The process was a community-wide effort that resulted in a plan based on the collective input of both internal and external stakeholders and will serve as a guide to both Management and Line professionals as they strive to implement the goals presented within amid what is certain to be both a period of growth and challenges.

The report is presented in multiple parts. *Part 1* provides the end results of the strategic planning project – the strategic goals to be striven towards over the next five years; *Part 2* provides background material including the history and overview of the PFD, the Mission/Vision/Values that support them, as well as past, current and future service demand trends. A potential future fire station to help meet current and future trends is also discussed; *Part 3* provides a set of tools that the PFD can utilize to work towards the accomplishment of the strategic and annual goals.

It should also be noted that a unique set of circumstances will impact the way in which the Pewaukee Fire Department grows and develops – namely its relationship with the Village of Pewaukee. At the time of the writing of this report, the City has been providing the Village (which it completely surrounds) with fire, EMS, fire inspection, prevention and education services since 2004. At the time of this report, the Village had petitioned the City to renegotiate the service contract due to what they felt was a cost-for-service that the Village could no longer afford. The Village hired a consultant to evaluate the quality and cost of the services provided by the Pewaukee Fire Department as well as alternatives for the Village to consider for the provision of said services currently provided by the City. As the Village run count accounts for approximately 41% of the Pewaukee Fire Department's total run volume, and income from the contract accounts for approximately 39% of their budget, the outcome of the service agreement negotiations will have a significant impact on how the City of Pewaukee and their Fire Department move forward with their strategic plan.

PART 1

Executive Summary

The end products of the 2015-2020 Strategic Planning process and this 2019 update are ten (10) strategic goals for the advancement and organizational development of the Pewaukee Fire Department (PFD) to 2024. Some of the original strategic goals have been accomplished, others still in progress, others have been reconsidered and tabled, and four (4) new strategic goals have been added to this plan, including the creation of a new Chief Officer position to supervise overall field operations, allowing the Assistant Chief, who currently holds this responsibility in addition to his administrative duties. The goals are based on stakeholder input attained through an extensive interview process that included both internal stakeholders (fire department personnel and officers, medical control, City and Village officials and the chair of the Fire commission), and external stakeholders, including other area fire chiefs, local business leaders and small business owners. Feedback that was not incorporated into a strategic goal will provide a valuable basis for developing annual goals that will help support the strategic initiative.

The process also included a review of the Department Mission Statement and recommendations to update it to reflect the strategic initiative and to develop a first-ever Vision Statement to support the Mission Statement; the Vision Statement will identify how and in what work environment the strategic and annual goals will be accomplished.

Overall, the PFD is seen as a progressive, professional department that provides excellent customer service. In the view of other fire chiefs, other local fire departments strive to emulate the PFD. The PFD is a reliable resource for mutual aid and maintains modern equipment. There is a perception that outside influences (the labor union) may make cooperative efforts more difficult between neighboring volunteer fire departments.

From a community and business perspective, the PFD provides excellent customer service in planning, incorporation of fire codes, inspections and support measures. Though there has not been a significant demand for their services in the commercial customer base of the City, there is a very high level of confidence in their ability to provide timely, effective and professional emergency services.

The PFD has accomplished the Commission on Fire Accreditation International accreditation process. The accreditation model includes performance evaluation in a number of categories and utilizes indicators that define the department's ability to perform a particular task at a desired level. Karl Ristow, the CFAI Program Director, states that as of 2015 only 196 fire departments accredited within the world, 39 of which are military. Considering the NFPA places the number of fire departments at approximately 30,000, the PFD has joined the elite ranks of only 1.4% of fire departments achieving CFAI accreditation.

Mission/Vision/Values

The Department's Mission Statement…

"We are committed to the Pewaukee Community in minimizing loss of life, suffering and damage due to fire, medical and environmental emergencies through the use of safety and education, code advisory and management, and professional and timely responses."

…describes the organization's overall purpose, and continues to be relevant. As the Department seeks to grow and diversify over the next five years, it may want to consider broadening the current Mission Statement to include the 'greater' Pewaukee Community and identify both the transitory work force and visitors to the community as customers as well.

PFD members were asked to define their vision for the Department, and the following descriptors were identified:

- The leading provider of Tactical EMS Service (TEMS)
- In the forefront of Community Based Medicine utilizing Paramedics
- Recognized for professionalism and professional development
- Progressive department
- Effective integration of both career and paid-on-premise (POP) firefighter/paramedics
- Continued progression towards a fully career department
- Regional team players
- Equality of service for all geographical areas of the City
- Reliable professionals that can be called upon to help (mutual/automatic aid)

With awareness that the Vision supports and helps accomplish the Mission, and that the members of the PFD are the ones ultimately responsible for the successful execution of both, those interviewed were asked to identity professional values that they felt the PFD embraced to meet the challenge. Common value descriptors included:

- Integrity
- Quality
- Professionalism
- Trust
- Fairness
- Equality
- Honesty
- Loyalty*
- Pride

* While loyalty is an important component for an organization, many fire department employees do not live in the community they serve; the sense of a 'hometown' fire department has suffered over recent years.

Vision Statement

The Pewaukee Fire Department will continue to be a progressive and innovative fire, rescue and EMS department to help ensure a safe community through professional and personnel development efforts, training and public service for our citizens and the citizens we serve through cooperative, contractual relationships.

Strategic Goals 2019 Update

The following strategic goals have been modified based on Department achievements from 2015 – 2018, and on changing conditions and prioritizations as a result of service delivery experience and current stakeholder perspectives.

Strategy #1: Identify location for potential 3rd staffed fire station that reduce the impact of potential traffic obstructions such as railroad crossings, and that would provide effective response times to the Northeast portion of the City.

Update: Goal #1 has been suspended at this time. The economic and staffing constraints of providing fire protection services that some neighboring communities are experiencing have resulted in cooperative efforts/ service agreements that are resulting in coverage to the North side of Pewaukee via fill-in and/or staffing of those fire stations as needed. There is the potential for existing fire stations in these adjacent communities to be utilized by the PFD and would provide the coverage originally sought by adding a 3rd fire station.

Strategy #2: Adjust staffing levels to 1) provide equalization of response times across the City of Pewaukee; 2) meet the demand for resources based on call type and volume, current and projected, and 3) adjust for potential call volume reduction that would occur in the event the service contract with the Village of Pewaukee is terminated.

Goal #2: Increase full-time staffing level by 9 for a department total of 36 personnel.

a) 3 personnel were added in mid-2015
b) 9 additional would be hired by 2020
    1. First 3 to be hired in 2018
    2. Additional 6 to be hired if proposed fire station comes on line.

Estimated Cost Factor: $300,000.00 in 2016; $600,000.00+ potential future cost

Update: An action plan for achieving Goal #2 has been implemented and is in-progress. Three (3) personnel were hired in 2016, three (3) were hired in 2018, and three (3) additional hires are planned for 2020. The option associated with an additional fire station has been removed from the strategic plan, based on Strategy #1's update.

Table 1: Goal 1 2016 Staffing Table

2016 Station 1 (3 shifts)	2016 Station 2 (3 shifts)	Chief Officers (3 @ 40 hr; 3@ 56 hr; 1 PT)
12 FT FF/Paramedics	12 FT FF/Paramedics	Fire Chief; Assistant Chief; Division Chief - Training
3 POP FF/Paramedic	3 POP FF/Paramedic	Division Chiefs: EMS, Apparatus, Inspections/Pub Ed.; Vehicle Purchasing (PT)

30Full-time Personnel, plus Administrative Assistant

Strategy #3: As EMS calls represent the majority of the PFD's calls for service, identify an action that would have a positive impact on department paramedic skill development.

Goal #3: In conjunction with Medical Control, and with county-wide participation, propose a professional paramedic skills competition that would be open to paramedics from Waukesha County and other regional departments.

UPDATE: Goal #3, while carrying merit based on the role of EMS response in the Fire Service, has been suspended due to logistical issues inherent in trying to organize and execute an activity such as this. While still desirable, it is considered a lower priority until such time as perhaps cooperative efforts with other agencies make it more probable.

Strategy # 4: Identify EMS service options that would have a positive impact on the community.

Goal #4: In conjunction with Medical Control and the medical community, establish "Advanced Practice Paramedic Skills" for a portion of the Paramedics to practice within the community on a trial basis.

UPDATE: Goal #4 is currently suspended as the medical community has not determined the need for advanced paramedic training is necessary or viable at this time.

Strategy #5: Pursue a specialty response option that makes the PFD the unique service provider in Waukesha County and potentially the metro area.

Goal # 5: In conjunction with local Law Enforcement and Medical Control, create a qualified 'Rescue Task Force (RTF)' that is capable of providing paramedic tactical support at a SWAT or other technical incident.

UPDATE: With terrorist-type incidents continuing to occur with some regularity across the country, this individual PFD goal has evolved into a broader initiative. The PFD, through the leadership and instructional efforts of Division Chief Cook, trains, exercises and works with other area fire departments to improve Tactical EMS Services (TEMS) to support law enforcement efforts when dealing with active shooter and other violent events. Cooperative efforts are occurring between the PFD, Cities of Brookfield, Waukesha and New Berlin. This goal will continue to be an ongoing and developing initiative.

Strategy #6: Improve supervisory span of control to create more efficient and effective employee supervision and provide clearer direction for firefighters.

Goal #6: Research and draft a proposal that outlines the feasibility, cost and benefits of creating a senior/junior officer supervisory model and an

apparatus engineer/driver position, including job descriptions and span of control for each position. Include how temporarily vacant positions would be filled through acting positions, and what criteria would be used to determine how individuals would become qualified to act in a higher position. Include an estimated annual cost factor if these acting positions are to be paid a stipend for the shift, along with the increased cost to the salary/benefits line that additional officer positions would generate.

UPDATE: Goal #6 has been accomplished as a modification of the original strategic plan goal. Three Lieutenant positions were created to provide additional leadership at the company level. The creation of Captain positions at this time was not supported at this time but may be at some future point.

2019 -2024 Strategic Goals

The following goals are being added to the updated Strategic Plan. The updated format ties new goals back to specific Performance Indicators within the Accreditation Process.

Goal 7.0: Research, plan and conduct a vulnerability assessment of the agency's critical infrastructure; undertake a formal in-depth asset assessment to develop operational plans for protection and security of critical infrastructure, materials and supplies.

Objective 7.1	Vulnerability assessment of critical infrastructure
Target Completion Date	
Assigned To	
FESSAM P.I	
Critical Tasking/Performance Indicators	
Funding	
Outcome	

Goal 8.0 Research and develop a plan for the migration of all RMS systems into a single platform; include NIFIRS, EMS incidents, Pre-plans, Staff Schedule, Inspections and Performance analysis.

Objective 8.1	Research single platform RMS system
Target Completion Date	
Assigned To	
FESSAM P.I	
Critical Tasking/Performance Indicators	
Funding	
Outcome	

Goal 9.0 **Improve and/or expand the Public Education Program that targets specific risks, behaviors and audiences identified through incident, demographic and program data analysis and community risk assessment. [ie: Elderly Population: trips/falls, cooking hazards and general home safety.]**

Objective 9.1	Identification of Community at-risk populations
Target Completion Date	
Assigned To	
FESSAM P.I	
Critical Tasking/Performance Indicators	
Funding	
Outcome	

Goal 10.0 **Create a Chief Officer position to oversee operational responsibilities [*aspect]* of the fire department, freeing the Assistant Chief up to focus on administrative goals.**

Objective 10.1	Organizational Development
Target Completion Date	
Assigned To	
FESSAM P.I	
Critical Tasking/Performance Indicators	
Funding	
Outcome	

Acknowledgements

The successful completion of this strategic plan would not have been possible without the candid and enthusiastic input of many stakeholders. Five Bugle Training & Consulting, LLC would like to thank and acknowledge the following individuals and groups that supported and played a significant role in developing this project:

- Fire Chief Kevin Bierce
- Dr. Mark Schultz, Medical Director
- City Administrator Scott Klein
- City Planner Harlan Clinkenbeard
- City of Pewaukee Fire Commission
- City and Village Businessmen & Women
- Assistant Fire Chief Mark Hoppe
- Neighboring/Area Fire Chiefs
- Mayor Steve Bierce
- City of Pewaukee Common Council
- Internal and External Stakeholders

PART TWO

Department Background

The PFD has unique reasons to create a strategic plan. It is a department that has grown into full-time professional service from humble beginnings in a region that now has some of the highest population density and business diversity in the entire State of Wisconsin.

The PFD began as a completely volunteer department. Since then the department gradually evolved into a full-time department which was necessitated by the creation and continued growth of the City.

The City of Pewaukee has a population of over 13,500 residents and currently encompasses 21 square miles, with zoning that includes agricultural, residential and commercial. The daytime population can soar an additional 10,000 as people come to work within the City. This alone statistically nearly doubles the potential for 911 service calls based on population alone. Business and major highway development in both the City and the region has factored into increased and diversified service demands upon the PFD in primary responses, mutual aid expectations and community involvement efforts.

Grant Funded iPad Project

A relatively young department, the PFD has been striving to establish itself professionally among the County's other fire departments. During stakeholder interviews, members of the PFD related that they would like to find a specialty service 'niche' which the PFD would be recognized for and called upon when needed. Achieving this goal will require identifying such a 'niche,' training to establish unique competencies and incorporating it into a county-wide system for implementation.

The PFD has systematically developed over the years and expanded the Emergency Medical Service (EMS) capabilities to the paramedic level. The department has quickly garnered a reputation for excellent EMS service delivery. It has also recently improved its Insurance Services Organization (ISO) rating from a '3' to a '2', a notable achievement for the Department.

Municipal boundaries create both a challenge in providing standardized response times throughout the City, as well as opportunities to maintain a mutually beneficial agreement for services with the Village of Pewaukee and to develop a cooperative response system with several of its neighbors.

The department has reached a point where it needs to carefully consider how and when to take the fire department to the next level in terms of staffing, organizational structure, fire stations and any potential expansion of, or focus on, specialty services.

The fire chief continues efforts to increase the full-time ranks over time in an effort to enhance service levels and depend on POP personnel less. This initiative will take time to be fully implemented, depending on the extent the City of Pewaukee wishes to increase service levels. The fire chief's goal is to create a strategic plan to accomplish these goals in an organized, systematic approach that strikes a balance between desired and necessary service levels along with the associated budgetary considerations.

Strategic Planning Methodology

Creating a relevant strategic plan that results in realistic and achievable goals required a multi-faceted approach. The first step was an honest and pragmatic evaluation of the department as it currently operates through the input of stakeholders and customers, both internal and external, to determine if current needs are being met and to identify potential future needs. The second avenue was to evaluate the department's historic, present and future service trends, both from an emergency response perspective (risk assessment, response history and response times) and from a community service perspective (fire prevention education, community events, etc.); the third facet was to evaluate department resources in terms of equipment, IT resources and support, appropriate administrative direction and control in terms of Standard Operational Guidelines and an Employee Handbook.

As part of the review, 5 Bugle considered the impact of various sources and standards, including the Center for Public Safety Excellence (CPSE), the Insurance Service Office (ISO) Rating Schedule, the National Fire Protection Association (NFPA), Local Fire Protection/Inspection Ordinances and State of Wisconsin Statutes and Administrative Code.

Interviews were held with both internal and external stakeholders from the PFD. Internal stakeholders included chief officers, line officers and firefighters, as well as City officials and the chair of the Fire Commission. External stakeholders included fire chiefs from surrounding departments that interact on a regional basis with the PFD. the Administrator and Police Chief of the Village of Pewaukee, and local small business owners and business professionals from both the City and the Village. The PFD sought and obtained a broad collection of input regarding customer needs, expectations and recommendations from stakeholders as a basis for this strategic plan.

5 Bugle also met with the City Planner to evaluate current and future development trends, which played an important role in helping determine what future service levels may be required to accommodate city, business and tourism growth.

Data was also evaluated to help evaluate the need for, and present options for either a future fire station or expansion of a current fire station as may become necessary to improve services and to meet future service demand; current and potential cooperative agreements with adjoining communities were also factored in the discussion.

Mission/Vision/Values

The Mission Statement of the PFD remains the same as it was when the Strategic Plan was drafted:

"We are committed to the Pewaukee Community in minimizing loss of life, suffering and damage due to fire, medical and environmental emergencies through the use of safety and education, code advisory and management, and professional and timely responses."....

is a valid representation of the purpose and intent of the fire department. As the department has enhanced its service levels over the years and continues its efforts to be a leader in the fire service community and serve a broader customer base, an updated Mission Statement will help reflect these efforts.

PFD members were asked to define their vision for the Department as it related to the new Mission, and the following descriptors were identified:

- The leading provider of Tactical EMS Service (TEMS)
- In the forefront of Community Based Medicine utilizing Paramedics
- Recognized for professionalism and professional development
- Progressive department
- Effective integration of both career and paid-on-premise firefighter/Paramedics
- Continued movement towards a fully career department
- Regional team players
- Equality of service for all geographical areas of the City
- Reliable professionals that can be called upon to help (mutual/automatic aid)

With an awareness that the Vision supports and helps grow the Mission, and that the members of the PFD are the ones ultimately responsible for the successful implementation of the Mission and accomplishing the Vision, those interviewed were asked to identity professional values that they felt the PFD embraced to meet the challenge. Common value descriptors included:

- Integrity
- Quality
- Professionalism
- Trust
- Fairness
- Equality
- Honesty
- Loyalty
- Pride

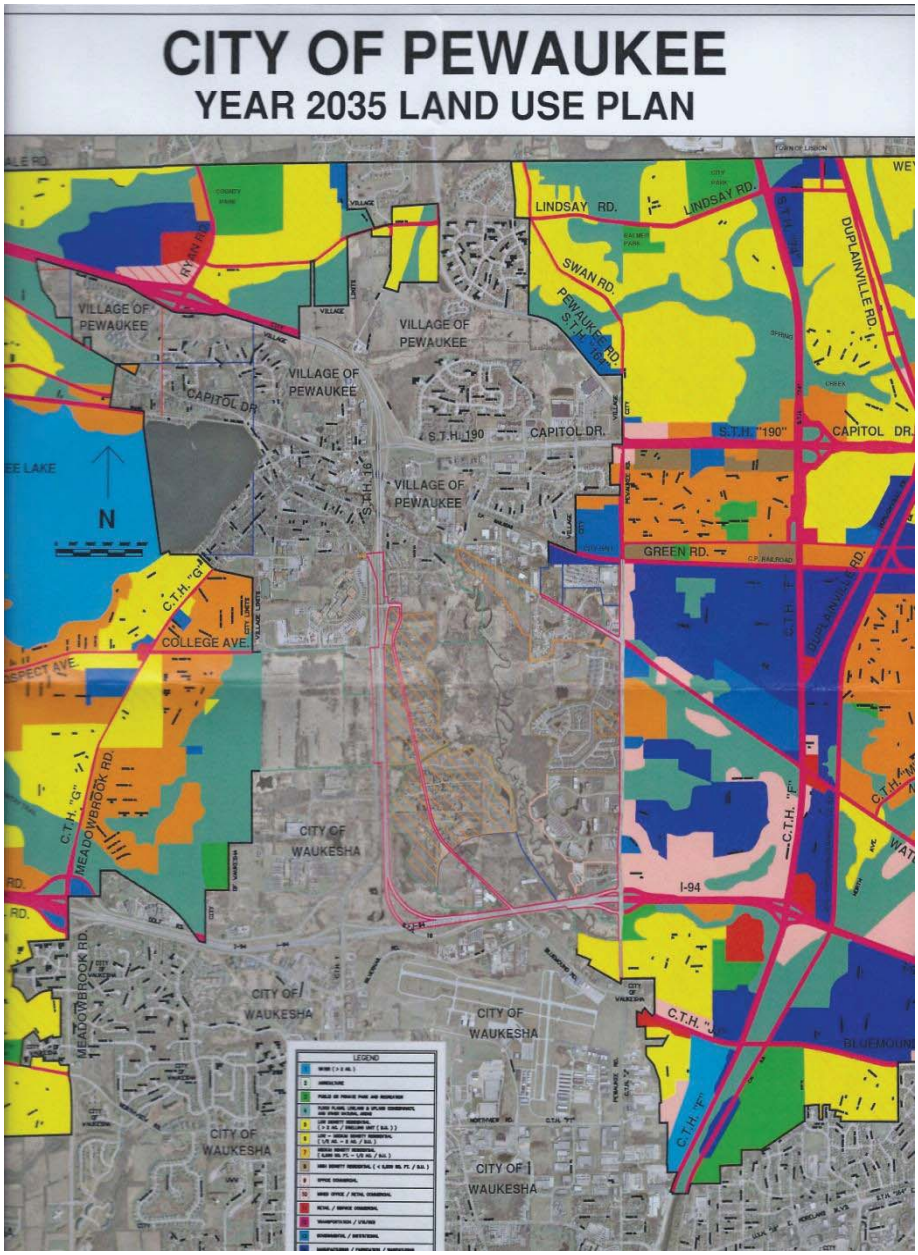
2018 New Recruit Swearing-In Ceremony

City & Department Demographics/Statistics & Impact

Current City Profile

In order to determine the most appropriate and logical station locations, a variety of critical data about the community must be reviewed. This section establishes current facts regarding the City and Village population and future growth projections.

The City's population has significantly grown over the past 20 years with current census information of over 13,610 as of 2013 (15% increase since 2000). Growth has been well planned over the years with a projection of 17,000 (25% increase) if the City is fully built-out as planned.



As noted on the Land Use Plan map, future projected growth will be on the perimeter from the heart of the community.

- The southwest quadrant of the City will have an increase of low density and multifamily homes and has a population of 5178 with 1885 addresses.

- The northwest quadrant of the City will also have an increase of low density and multifamily homes and has a population of 2343 with 800 addresses.

- The north central quadrant is the Village of Pewaukee which is well established, has a population of 8166 and about 1681 addresses.

- The south central quadrant is the business district and is also well established, has a population of 2305 and 606 addresses.

- The northeast quadrant of the City will have a significant increase of low density and multifamily homes and has a population of 2381 with 888 addresses.

- The southeast quadrant of the City is the business, manufacturing, office, and mixed use. This area will have limited increase of low density homes and has a population of 3171 with 1351 addresses.

Currently the City has a total land mass of 21.1 square miles, of that 19.5 square miles is land and 1.6 square miles is water. With the given population there is a density of 697.9 residents per square mile. The Village of Pewaukee adds 4.5 square miles.

According to the 2010 Census, the racial makeup of the city was 94.3% White, 1.1% African American, 0.3% Native American, 2.6% Asian, 0.5% from other races, and 1.2% from two or more races. Hispanic or Latino of any race were 2.1% of the population.

There were 5,410 households of which 28.3% had children under the age of 18 living with them, 63.7% were married couples living together, 5.6% had a female householder with no husband present, 2.5% had a male householder with no wife present, and 28.2% were non-families. 23.2% of all households were made up of individuals and 8.3% had someone living alone who was 65 years of age or older. The average household size was 2.42 and the average family size was 2.87.

The median age in the city was 45.3 years. 21.5% of residents were under the age of 18; 4.9% were between the ages of 18 and 24; 23% were from 25 to 44; 34.2% were from 45 to 64; and 16.3% were 65 years of age or older. The gender makeup of the city was 48.6% male and 51.4% female.

Current Fire Department Profile

The Pewaukee Fire Department is a combination department operating from two stations that are staffed 24 hours a day. There are currently 24 full-time line firefighters and 20 paid on premise members. The fire chief is supported by one assistant chief and one administrative assistant. Four division chiefs run the rotating shifts. Red, green, and black shifts follow the Detroit schedule (24 hours on, 24 hours off, 24 hours on, 24 hours off, 24 hours on, 96 hours off). The Department responds to calls in both the City of Pewaukee, and by contract, the Village of Pewaukee.

Incidents by Type*

INCIDENT TYPE	2014	2015	2016	2017	2018
Fire	39	45	51	47	42
Rescue/EMS	1456	1777	1675	1745	1835
Hazard Condition	55	61	55	64	58
Over Pressure	7	7	7	10	4
Good Intent	119	162	166	149	147
False Alarms/Calls	155	150	173	163	179
Service Calls	63	89	54	82	112
Weather	4	0	1	0	1
Special	3	2	5	7	6
TOTAL:	**1901**	**2293**	**2187**	**2267**	**2384**

*Combined City and Village of Pewaukee

In the past 5 years, the calls for service have increased 15% with the majority of the growth in the emergency medical responses which increase 19% for the same period. Nearly 70% of all the requests for service occur between the hours of 8 am and 8 pm, with the busiest hour between 1 and 2 pm.

Overall, the response statistics are comparable to national and acceptable standards. The average call over the 5 years of data collection noted a total time of 30 minutes and 47 seconds per call. Clearly the long, multi-hour and short false alarm or canceled calls balance out to this average.

Many responses are for the same locations. As noted below, of all responses in a given year, several locations demand significant attention from the department in the form of multiple responses and call-backs.

Multi-Agency Emergency Preparedness and Response Exercise

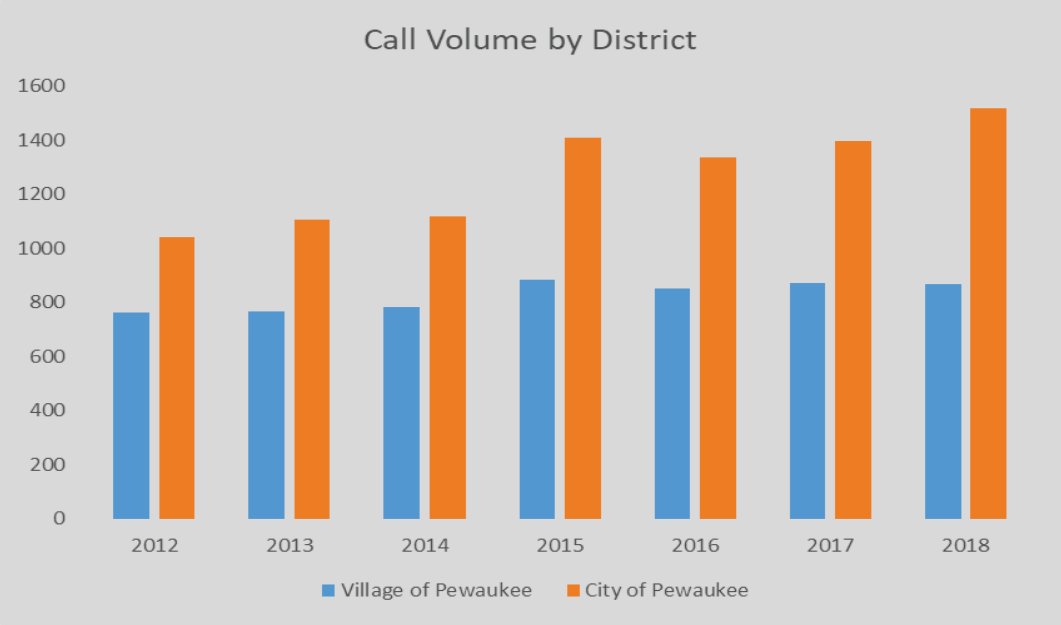
Staffing levels for the department have incrementally increased over the past years. As noted earlier there are currently 24 full-time line firefighters and 20 paid on premise members. As demand increases in the near future, a plan should be established to address the possible needs of the organization and complement a staffing level supporting the growth. As with any paramedic based service, paramedic burnout should be closely monitored. Rotation and replacement of paramedics should be part of the overall staffing plan for the department.

Staffing levels should also be placed in the strategic planning process every three years for evaluation. Consideration of past, current and near foreseeable operations, should be processed and compared to best practices for your given response obligation.

Village of Pewaukee Impact on Service Delivery

The Village of Pewaukee is located within the borders of the City of Pewaukee and has been serviced by the City of Pewaukee Fire Department for Fire, Rescue and Emergency Medical services. The community has an agreement with the City for providing full package of response along with public education and fire prevention/inspections services for the Village.

Village of Pewaukee - Incidents by Type						% of City/Village Call Total
INCIDENT TYPE	2014	2015	2016	2017	2018	2018
Fire	14	16	12	22	15	38%
Rescue/EMS	628	709	670	668	653	36%
Hazard Condition	20	18	11	27	23	40%
Service Calls	19	24	25	39	62	55%
Good Intent	47	67	73	54	41	28%
False Alarms/Calls	51	50	55	60	71	40%
Weather Related	4	0	1	0	0	0%
Special	1	1	2	0	1	17%
Over Pressure	0	0	1	1	2	100%
TOTAL:	784	885	850	871	868	



The demand for responses from the PFD to the Village increased an average of 9% since 2014, with the majority being Emergency Medical service requests. The 9% increase has outpaced the 7% rise in the City calls for the same 5- year period.

Current Fire Department Station Location and Facilities

Discussions with the City's planning staff indicated that the pace of population increase over the next 20 years will prompt changes for fire department operations. The Pewaukee Fire Department is providing a high level of service to citizens through the two stations.

Station One is located on Pewaukee Road, and was built in 1996. It houses a command vehicle, one front line engine and one reserve engine, ladder truck, one front line ambulance and one reserve ambulance, and support equipment. The station also functions as our department headquarters and has the offices of the fire chief, assistant chief, division chiefs, and administrative assistant.

Station Two at 125 College Ave., located on the WCTC Campus and in the Village of Pewaukee, was built in 2008 and houses one front line engine, one front line ambulance, one grass rig, and support equipment.

As the organization matures along with the growing City, a very critical decision is to be made in the near future to support robust response capabilities. Response times throughout the community varies as drive times increase. From the current station locations, response times can be made predictably quick to much of the jurisdiction. The central area of the City along with the southwest and southeast are well protected and enjoy shortened response times. As the community expands to the north and east, a greater load and response times will be placed on the organization.

Originally in 2015, the Strategic Plan called for the consideration of a north-side fire station to meet this growing need for coverage. Since that time, discussions have been taking place with the Village of Sussex, a community that boarders the City of Pewaukee on the north, to provide emergency fire and EMS services to the Village. A contract with Sussex for this service could include the integration of Sussex fire department personnel into the Pewaukee Fire Department and utilize the Sussex fire station for emergency response both into the Village of Sussex as well as the northern portion of the City of Pewaukee, eliminating the need for the City to construct a new fire station and hire additional personnel to accomplish this coverage.

A strong consideration for potential future fire station locations must involve discussions regarding service delivery outside the borders of the community. Where the City of Pewaukee Fire Department's personnel respond outside the community should ~~also~~ be reflected in the decision-making process. The "Mutual Aid Given" data is important as these are the responses that remove resources from the community.

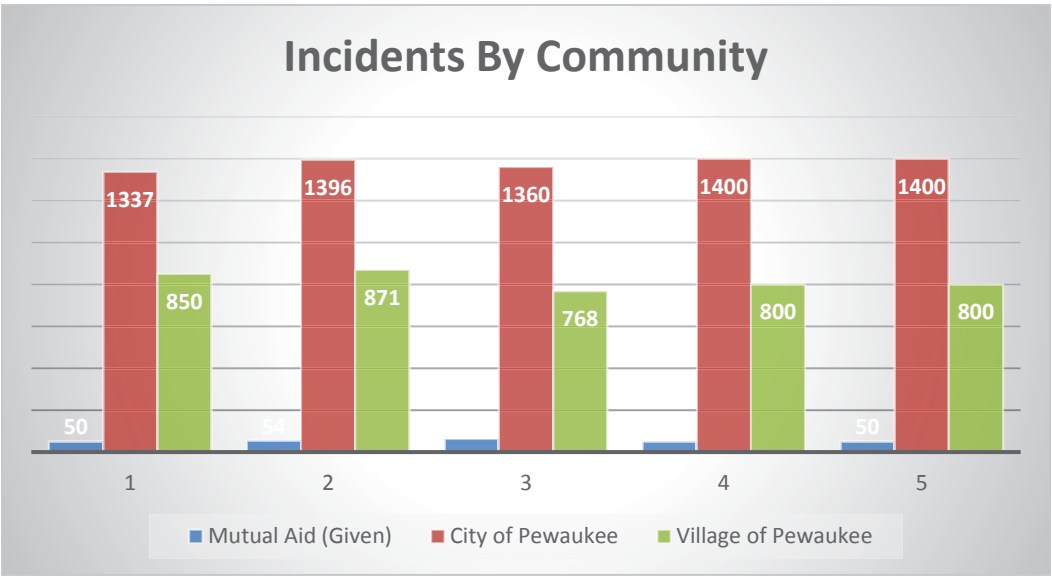
Mutual Aid Report

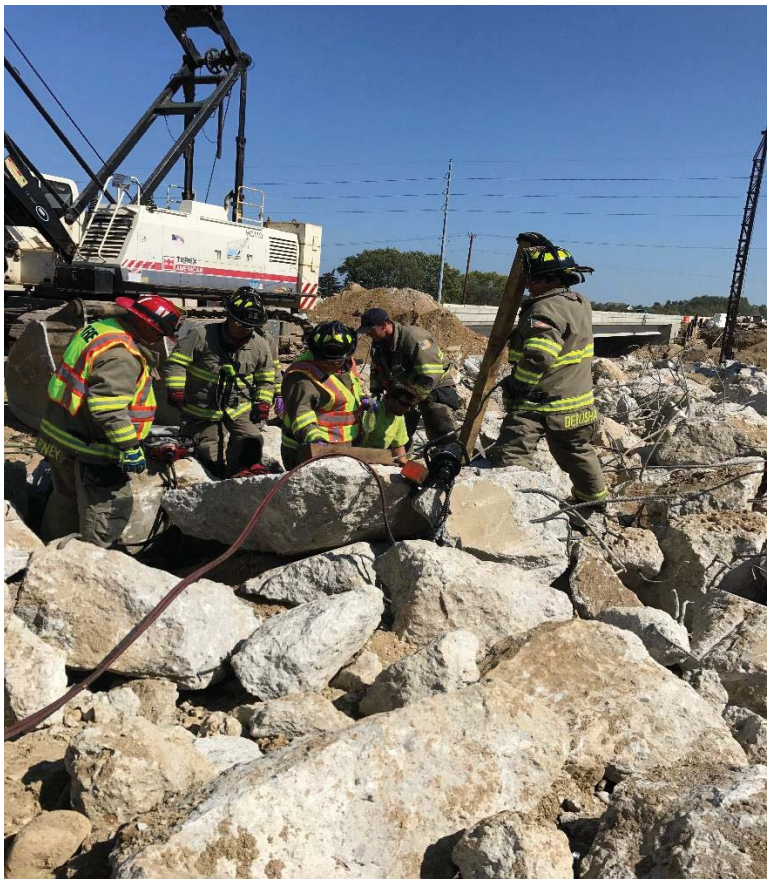
(2014-2018)

Community	Mutual Aid Received	Auto Aid Received	Mutual Aid Given	Auto Aid Given	Total
Town of Brookfield	28	2	19	32	**81**
Menomonee Falls	5	0	13	0	**18**
Town of Delafield	29	9	24	5	**67**
Lake Country FD	2	0	3	0	**5**
City of Waukesha	98	34	29	1	**162**
Hartland FD	8	2	5	0	**15**
Lisbon FD	45	41	12	5	**103**

Sussex FD	34	5	8	1	**48**
City of Brookfield	9	2	18	0	**29**
Western Lakes	5	0	4	0	**9**
Western Waukesha RIC	3	0	1	0	**4**
Western Lakes	5	0	4	0	**9**
Merton Community	4	0	5	0	**9**
Wales	2	0	6	0	**8**
Elm Grove	6	0	0	0	**6**
Town of Waukesha	4	0	1	0	**5**
Okauchee	3	1	0	0	**4**
Burlington	3	0	0	0	**3**
Flight for Life	3	0	0	0	**3**
New Berlin	3	0	0	0	**3**
Butler	2	0	0	0	**2**
MABAS – Statewide	2	0	0	0	**2**
Wind Lake	0	0	2	0	**2**
Franklin	1	0	0	0	**1**
North Prairie	1	0	0	0	**1**
Stone Bank	1	0	0	0	**1**
Vernon	0	0	1	0	**1**
Watertown	0	0	1	0	**1**
Whitewater	0	0	1	0	**1**
Total:	**301**	**96**	**153**	**44**	**594**

Incidents By Community	2016	2017	2018	2019	2020
Mutual Aid (Given)	50	54	62	50	50
City of Pewaukee	1337	1396	1360	1400	1400
Village of Pewaukee	850	871	768	800	800
Total	**2237**	**2321**	**2190**	**2250**	**2250**





Both Training and Emergency Responses Can Involve Mutual Aid Partners

Fire Department Rolling Fleet

Currently the Pewaukee Fire Department has a solid rolling fleet of emergency vehicles. All are well maintained but some obsolescence is built into the stock.

Station One

- Command vehicle - 2015 Chevy Tahoe
- Front line engine - 2010 Pierce Heavy Duty Rescue Pumper
- Reserve engine - 2006 Pierce Enforcer Rescue Pumper
- Ladder truck - 2015 E-One 100' Aerial Truck
- Front line ambulance - 2015 Horton Ambulance on a medium-duty Kenworth chassis
- Reserve ambulance - 2009 Horton 623 on a F-450 chassis
- Grass Rig - 2012 Chevy Silverado 2500 HD

Station Two

- Front line engine - 2010 Pierce Heavy Duty Rescue Pumper
- Front line ambulance - 2014 Horton on a Kenworth chassis
- Grass Rig - 1995 Ford F-350 Grass Rig

As all fire departments struggle to maintain a quality fleet, progressive organizations develop a replacement schedule that is fiscally sound while meeting the burden of a demanding use. A recommendation by the Emergency Vehicle Technicians Association, a 5 to 7 year schedule is recommended for front line ambulances, 10 to 12 year schedule is recommended for front line engines, 10 to 15 year schedule is recommended for front line ladder trucks. Other support vehicles should be replaced on a as-needed basis.

As all complex vehicles used in emergency response have occasional mandated repairs, the 1997 ladder truck has had an inordinate repair history that began nearly as it was purchased. The significance of having a reliable emergency vehicle that has no backup in the fleet is paramount in the budget process. Below is a sample of a possible fleet replacement schedule.

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Pewaukee Fire Rescue
Vehicle Replacement Schedule
2015-2036 **5.0% Increase Per year** *

APPARATUS	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
2010 Pierce Heavy Duty Rescue Pumper						Replacement $790,079					
2006 Pierce Enforcer Rescue Pumper (Reserve)		Replacement $650,000									
2010 Pierce Heavy Duty Rescue Pumper						Replacement $790,079					
1997 Pierce 100' Aerial Truck		Replacement $1,000,000									
2010 Horton 623 on a F-450 chassis	Replacement $350,000					Replacement $446,699					Replacement $570,113
2006 Ford Medtec (Reserve)		Replacement $367,500					Replacement $469,033				
2009 Horton 623 on a F-450 chassis					Replacement $425,427					Replacement $542,965	
2012 Chevy Silverado 2500 HD								Replacement $105,533			
1995 Ford F-350 Grass Rig	Replacement $75,000										Replacement $122,167
2010 Chevrolet Express Command Van				Replacement $49,613						Replacement $66,485	
	2015	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**
Beginning Balance	$1,000,000	$1,325,000	$72,500	$852,800	$1,599,093	$1,985,490	$786,694	$1,162,283	$1,918,264	$2,797,008	$3,083,878
Equipment Rental Account (2% Growth/Year)	$750,000	$765,000	$780,300	$795,906	$811,824	$828,061	$844,622	$861,514	$878,745	$896,319	$914,246
CIP - Bond (Proposed)											
Balance	$1,750,000	$2,090,000	$852,800	$1,648,706	$2,410,917	$2,813,551	$1,631,316	$2,023,797	$2,797,008	$3,693,328	$3,998,124
Expenditures	$425,000	$2,017,500	$0	$49,613	$425,427	$2,026,857	$469,033	$105,533	$0	$609,450	$692,280
Final Balance	$1,325,000	$72,500	$852,800	$1,599,093	$1,985,490	$786,694	$1,162,283	$1,918,264	$2,797,008	$3,083,878	$3,305,844

Engines	**Ambulances**	**Specialty Vehicles**
Replace in 10-12 Years	Replace in 5-7 Years	Replace in 10-15 Years
Ladders	**Command Vehicles**	**Boats**
Replace in 10-15 Years	Replace in 7-8 Years	Replace in 15 Years

Future Fire Station Consideration

Based on the projections, it can be postulated that without the Village as part of the City's response statistics, the current level of fire department resources will be adequate to meet service demand over the period of this strategic plan. A desire to provide greater response depth capabilities and an equality of response times for the northeast area of the City has driven the consideration to either construct a new fire station or consider other creative alternatives to meet the growing response need. Two locations that would provide similar coverage capabilities and provide access to the City's Northwest area were discussed. Ultimately, consideration of contracting with the Village of Sussex to provide emergency response through the City of Pewaukee using the Village's building and equipment appears to be a solution that will benefit both communities, provide a strategic response location for the City and secure the stability of emergency response for the Village for years to come.

Expansion of Current Interior Bay Storage space

Due to current limited inside storage space, several pieces of equipment are being stored outside, exposed to the elements. As an intermediate solution to this lack of storage situation, it is recommended that an additional bay be added to Fire Station #2 that would allow inside storage of this equipment. At the point that a new fire station is built, the moving of apparatus and equipment to that facility will open up the bay to other future space needs which will surely come to exist, reducing the potential for additional square feet in the new building which will most likely cost more than current building costs will be.

Village of Pewaukee Service Agreement

The Village of Pewaukee, a community of approximately 8200 citizens encompassing approximately 4.5 square miles, is completely surrounded by the City of Pewaukee, and has contracted with the City for Fire/EMS and fire inspection services since 2004.

With the City and the Village of Pewaukee successfully overcoming the challenges of negotiating a new contract, the concerns regarding losing the run volume and associated income from the village as noted in the original strategic plan have been alleviated. The City of Pewaukee Fire Department can now focus on other response needs that have been developing from increased service demands.

Village Strategic Plan Input

The Village was considered a customer and stakeholder of the PFD as part of the strategic planning process. The Village chief of police, Village administrator and several small business owners in the Village, along with a representative from "Positively Pewaukee" all participated in the stakeholder interviews.

Discussions indicated that actual service delivery is perceived as very positive. With the City and Village described as the 'parents' of the community, the statement was made that "If the parents could get along, everything would be fine." The PFD was described as:

- Professional
- Responsive
- Reputable
- Works well with Lake Patrol
- Involved with the Community

Village staff report that the Department works well with village on staff matters, event permits, etc. and the Police Department says the PFD provides excellent services in the way of assistance, cooperation, scene security, etc. The Village SWAT team has trained with the PFD for specialty responses, and has participated in ice rescue training evolutions.

A recent fire involved several lakefront businesses in the Village, and the owners of those businesses credited the PFD with saving their block and keeping them in business.

Negative perceptions are primarily focused in two areas: 1) perceived high cost of service delivery fees and potential additional fees, and 2) administrative level communications and involvement.

To help reduce the cost of services, the Village would like the PFD to work with them to reduce false alarms and Good Samaritan calls, whose costs are currently not billable and the Village must pay directly. Examples might include a burning permit program, false fire/EMS alarm ordinance, and community education on how to reduce false and accidental alarms.

Frustration at the administrative level for the Village includes a perceived lack of interest by the fire chief or designee to regularly attend Village meetings that Village officials feel important, or to maintain regular contact with Village administrators. Village representatives also felt that there was a lack of communication with the Village customer. To remedy these frustrations, Village representatives would like a PFD representative to regularly attend Village department head and other relevant meetings at regular intervals to provide ongoing updates; they also seek a better understanding of the dynamics of the fire department. Currently they state that the fire chief attends once a year to present cost factors in a black and white manner. It was stated that "People want to hear from the PFD every now and then; nothing grandeous, but they would like to feel like part of the system." It was stated that the Village doesn't want to have absolute control of things, but would like be included in the process. Currently it is

felt that there is no connection with long-time village residents and their 'fire people.' Citizens are 'told what they will get' vs. "What would you like, need or want from us (the PFD)?"

What was not recognized by the Village is that both the City and Village have adopted municipal codes that create a "Fire Advisory Committee" that is charged **"to collect information, comments, complaints, suggestions and generally be a 'sounding board' for the two communities on Fire Department matters and advise the full City Common Council of their findings and recommendations…"** The role of the fire chief then is to communicate with Village officials through the Fire Advisory Committee. The concern is that direct communications by fire department upper management with the Village could be interpreted as the official position of the City, which is not the intent based on municipal code.

The overall theme was a desire to adopt the Village as a customer and not be viewed as just a source of revenue. It appears that communicational challenges between the fire department, the Village and the City that have existed for some time, are now being worked through with a more positive relationship developing, along with emergency response stability for both communities.

NFPA Standard 1720 is being referenced in this report because it sets the standard for volunteer fire/EMS departments. Establishing a standard of best practices for mitigation that covers at the 90th percentile (CFAI recommendation) is at best a significant and complex process. It would involve evaluating the required level of service based upon a comprehensive risk assessment including but not limited to, community demographics, target facilities, apparatus requirements, number of firefighter/Paramedics needed for a substantial 1st alarm response, initial and ongoing training and certification requirements and the infrastructure to support all of this.

Recommendation:

It is strongly recommended that any future negotiations for contracting out services with any outside municipality, keep the NFPA Standards in the forefront of the discussions. This will assist in the analysis of any service delivery options and help insure the professionalism of any outcome and maintain the safety of the citizens serviced as a priority.

Part Three

Goal Worksheets

The worksheets in this section can be used to organize, prioritize and assign the strategic goals and tasks to the appropriate Officer or other personnel.

The first worksheet, "Goal Overview/Assignments" lists the strategic goals presented in this plan. They can be re-arranged to represent the goals priority/ viability, and assigned to an individual to lead the work on the goal (Point of Contact). The 'Quarter' column indicated the quarter of the year (1st, 2nd, 3rd or 4th) which work will commence on the goal (ie: 2/15 = 2nd quarter of 2015). The 'Target Date' column represents the date which the goal is anticipated to be completed and enacted. This date is flexible and can be adjusted during scheduled goals progress review meetings as the situation warrants. The 'Notes' field is for any pertinent information that impacts the goal or process.

The purpose of the goal 'Tasks' worksheet is to identify individual tasks that will be required to complete a goal, place the tasks in the order which they need to be completed in, note who is assigned to complete the tasks and when they are to be completed by.

For example, to evaluate a potential change in the 'chain-of-command' system, it may be appropriate to contact other fire departments to see what their system is. Associated tasks that may include and be listed in order as: 1) identify similar size departments with comparable service levels, 2) choose some larger departments as examples of what occurs when a fire department grows, 3) obtain contact information, 4) create questions for a survey, 5) create survey answer matrix for comparison purposes, 6) prepare report for fire chief (or designee, or committee), 7) evaluate potential benefits/challenges to implement such a system at the PFD, including budget impacts, 8) recommend at what point the new system should be implemented. Lt. Smith may be the individual 'In Charge' of these tasks, and he may have been requested to complete the assignment within 4 weeks of the assignment date – which would be noted on the sheet in the last column.

PFD 2015 – 2020 Strategic Goal Overview/Assignments Update

#	Cat.	Goal	Point of Contact	Qtr	Target Date	Notes
1	~~O~~	~~Research Potential Fire Station Location~~				Covered by service agreement (1/19)
2	O/B	Increase Full-Time Staffing				In-Progress
2(a)	"	Combination Company Option				
3	~~P/M~~	~~Develop Paramedic Skills Competition~~				Tabled at this time (1/19)
4	O/M/C	~~Advanced Paramedic Skills Service Options~~				Tabled Pending Medical Control Support (1/19)
5	O/M	Tactical Paramedic (EMS) Team				Accomplished (1/19)
6	O/P	Expanded Chain-of-Command/Positions Proposal for Line Officers				3 Lt. Positions Created; Inspector position pending In-Progress
7	IT/O	Research, plan and conduct a vulnerability assessment of the agency's critical infrastructure; undertake a formal in-depth asset assessment to develop operational plans for protection and security of critical infrastructure, materials and supplies.				
8	R	Research and develop a plan for the migration of all RMS systems into a single platform; include NIFIRS, EMS incidents, Pre-plans, Staff Schedule, Inspections and Performance analysis.				
9	C/FP	Improve or expand the Public Education Program that targets specific risks, behaviors and audiences identified through incident, demographic and program data analysis and community risk assessment. [ie: Elderly Population:trips/falls, cooking hazards and General home safety.]				
10	OD	Create a Chief Officer position to oversee operational responsibilities [*aspect]* of the fire department.				

C = Customer Service/Community
P = Professional Development
B = Budget Goal
IT = Technology
O = Operations
M = Med/Paramedic
FP = Fire Prevention/Education
R = Research/Development
OD = Organizational Development

GOAL TASK LIST

Goal: _____

Task	Order	PIC	Due Date

PIC = Person in Charge (of Task)

TASK ACTION STEPS

Task: _____

Action Step	Order	PIC	Due Date

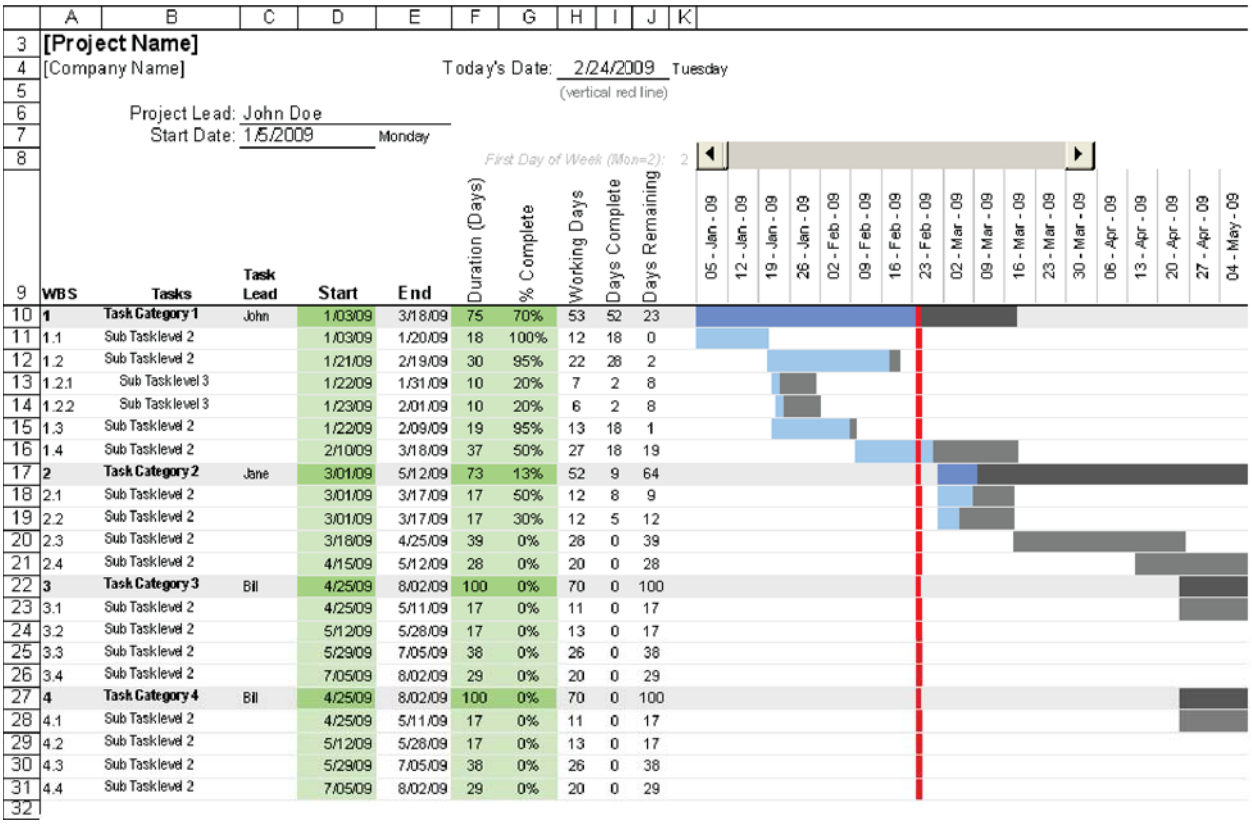
PIC = Person in Charge (of Action Step)

Gantt Chart

A Gantt Chart is a commonly used tool for project management. It is a method to chronologically keep track of a project over a period of time in relation to the total amount of planned time for the project. On the left of the chart is a list of tasks and sub-tasks (action steps), and along the top is an appropriate timeframe (time scale) to accomplish the work. Each activity is represented by a bar, its position and length indicating the start date, duration and end date of the assignment. This allows the project manager to observe at a glance:

- What the activities of the project are (tasks/action steps)
- When each activity begins and is scheduled to end
- Where activities are dependent on other actions being completed prior
- Where activities time frame may overlap each other and by how much
- The start and end date of the entire project (goal)

An Excel worksheet works well for a simple Gantt Chart, and there are multiple examples and templates available through the Internet.



[Project Name]

[Company Name]

Today's Date: 2/24/2009 Tuesday

(vertical red line)

Project Lead: John Doe

Start Date: 1/5/2009 Monday

First Day of Week (Mon=2): 2

WBS	Tasks	Task Lead	Start	End	Duration (Days)	% Complete	Working Days	Days Complete	Days Remaining
1	**Task Category 1**	John	1/03/09	3/18/09	75	70%	53	52	23
1.1	Sub Tasklevel 2		1/03/09	1/20/09	18	100%	12	18	0
1.2	Sub Tasklevel 2		1/21/09	2/19/09	30	95%	22	28	2
1.2.1	Sub Tasklevel 3		1/22/09	1/31/09	10	20%	7	2	8
1.2.2	Sub Tasklevel 3		1/23/09	2/01/09	10	20%	6	2	8
1.3	Sub Tasklevel 2		1/22/09	2/09/09	19	95%	13	18	1
1.4	Sub Tasklevel 2		2/10/09	3/18/09	37	50%	27	18	19
2	**Task Category 2**	Jane	3/01/09	5/12/09	73	13%	52	9	64
2.1	Sub Tasklevel 2		3/01/09	3/17/09	17	50%	12	8	9
2.2	Sub Tasklevel 2		3/01/09	3/17/09	17	30%	12	5	12
2.3	Sub Tasklevel 2		3/18/09	4/25/09	39	0%	28	0	39
2.4	Sub Tasklevel 2		4/15/09	5/12/09	28	0%	20	0	28
3	**Task Category 3**	Bill	4/25/09	8/02/09	100	0%	70	0	100
3.1	Sub Tasklevel 2		4/25/09	5/11/09	17	0%	11	0	17
3.2	Sub Tasklevel 2		5/12/09	5/28/09	17	0%	13	0	17
3.3	Sub Tasklevel 2		5/29/09	7/05/09	38	0%	26	0	38
3.4	Sub Tasklevel 2		7/05/09	8/02/09	29	0%	20	0	29
4	**Task Category 4**	Bill	4/25/09	8/02/09	100	0%	70	0	100
4.1	Sub Tasklevel 2		4/25/09	5/11/09	17	0%	11	0	17
4.2	Sub Tasklevel 2		5/12/09	5/28/09	17	0%	13	0	17
4.3	Sub Tasklevel 2		5/29/09	7/05/09	38	0%	26	0	38
4.4	Sub Tasklevel 2		7/05/09	8/02/09	29	0%	20	0	29

Mission Statement

We are committed to the Pewaukee community in minimizing loss of life, suffering and damage due to fire, medical and environmental emergencies through the use of safety and education, code advisory and management, and professional and timely responses.

Core Values

PROFESSIONALISM

INTEGRITY

QUALITY

TRUST

HONESTY

EQUALITY

FAIRNESS

PRIDE

Vision Statement

The Pewaukee Fire Department will continue to be a progressive and innovative fire, rescue and EMS department to help ensure a safe community through professional and personnel development efforts, training and public service for our citizens and the citizens we serve through cooperative, contractual relationships.

Commission on Fire Accreditation International

Annual Compliance Report

9th Edition

City of Pewaukee Fire Department
W239 N2242 Pewaukee Road
Waukesha, WI 53188-1009
USA

This Report Prepared on July 20th, 2019
By
Mark W. Hoppe, Assistant Chief
For The
Commission on Fire Accreditation International

This Report Represents The Agency's Status
As It Relates To Its Accreditation Report
Dated August 4, 2016

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Preface

The accreditation report submitted to the Commission on Fire Accreditation International (CFAI) enabled the commission to award accreditation status to your agency. Part of the requirements to retain accredited agency status is your commitment to quality improvement by keeping CFAI informed of any significant changes or developments in activities, direction, or programming. This is accomplished by the preparation and submission of an annual compliance report.

The accreditation report is the internal control document of the commission to record your agencies commitment to the quality improvement process. The annual compliance report is the document used by the Commission to monitor your status as it relates to your standards, procedures and practices as well as the progress made toward addressing strategic and specific recommendations.

Each section must be completed and documentation provided for all changes identified. Examples of appropriate documentation are: certified copy of the governing body minutes, CEO written directives, copies of Federal or State Statutes, copies of local ordinances or resolutions, copies of purchase orders, copies of signed contracts, copies of Federal or State administrative rules, copies of Federal or State regulatory agency ordered action or settlement agreement, copies of court ordered action or settlement agreement, copies of local government charters, or copies of voter approved referendum. Copies of any supporting documentation that was used by the agency to effectuate a change should also accompany the compliance report. Examples of supporting documentation are: feasibility studies, ISO grading reports, position papers, legal opinions, recommendation memos, or consultant's reports.

Updating Agency Information: CPSE is tracking much of your agency information and demographics in our database. In order to keep this information current, we request that you **update your agency profile before submitting your ACR**.

The agency head, accreditation manager and department assistant will have multiple identities (personal and agency) and can switch between the two. Login to the portal using your email address.

Click here to login to the portal.

The annual compliance report is due 45 days before the anniversary date of your agency's most recent award of accreditation.

Any questions regarding the report, its content or length should be directed to the CFAI Program Director.

Agency Information

Enter the CPSE portal and update your agency information

Agency Name:	City of Pewaukee Fire Department
Agency Address:	W239 N2242 Pewaukee Road, Pewaukee WI 53072
Agency Website:	http://www.cityofpewaukee.us/index.aspx?nid=165
Agency Head:	Chief Kevin Bierce
Agency Head E-Mail:	kbierce@pewaukee.wi.us
Agency Head Phone:	262-522-2500
Accreditation Mgr:	Asst. Chief Mark Hoppe
Accred. Mgr. E-Mail:	hoppe@pewaukee.wi.us
Accred. Mgr. Phone:	262-522-2509
Date of most recent Award of Accreditation:	August 17th, 2016
Annual Compliance Report due date:	July 15th, 2019
Annual Compliance Report Number (1-4):	2
Current ISO Rating	2

If your agency has a split ISO rating please document below:
ISO:

Current Population:	22,500
Department Type:	Combination
Number of Fire Stations:	Two
Number of Full Time Personnel:	30
Number of Part Time (Volunteer/Paid on call) Personnel:	21
ACR Reporting Period:	8/1/2018 to 7/15/2019

Agency/Jurisdiction Changes

1. Has there been a change in key positions of the agency during the past reporting period? No

2. Has there been a change in the governance of the agency? No

3. Has there been a change in the area/population the agency protects? No

4. Have there been any changes in resources (i.e. equipment, stations, apparatus, etc)? No

5. Have there been any changes in programs/services? No

6. Describe any significant changes to your annual budget?

    a. Funding for the department is acquired through municipal taxation. The department's funding is controlled through an annual budget that follows the City of Pewaukee's fiscal policy. The operational budget for fiscal year 2018 was $4.3 million and was increased to $4.63 million for FY 2019, which equates to a 6.71% increase. Capital funds are allocated each year to a savings type account for specific items. The Capital equipment is purchased once the fund balance reaches the purchase price. In FY 2018 capital funds committed total $1.1 million and was $703,000 was spent on purchases. In FY 2019 committed funds total $1,021,485 and $253,170 will be spent.

Accreditation Model Annual Compliance

A. Is your agency in compliance with all core competencies? Yes

The City of Pewaukee Fire Department prides itself on maintaining compliance with all core competencies from the 8th edition of the Fire & Emergency Service Self-Assessment Manual.

B. Agencies will provide exhibits for the following core competencies each year:

a. **2D.6: CC** Performance gaps for the total response area, such as inadequacies, inconsistencies, and negative trends, are determined at least annually.

An aggregate performance report was run for year 2018 which showed overall performance improvements with the exception of travel time. The travel time remained relatively flat from 6 minutes and 24 seconds in 2017, down to 6 minutes and 23 seconds in 2018 for the first arriving unit 90% of the time. The data set consisted of 1418 emergency calls of all varieties. The most significant improvement was in Total Response of the ERF which improved from 8 minutes and 49 seconds in 2017 to 8 minutes and 36 seconds in 2018. This is mostly attributed to the improvement in Turnout Times.
Exhibit #1

b. **3D.1: CC** The agency's goals and objectives are examined and modified at least annually for quality and to ensure they remain current and consistent with the agency's mission, vision, and long range plan(s).

The department reviews its mission, vision and goals at a command staff meet each summer and prepares a short presentation for the fire commission and the common council. That presentation highlights any goals that have been recently accomplished and also describes any changes to the mission and future goals. One goal selected for 2019 was to examine the possibility of collaboration with a neighboring jurisdiction. A short presentation was develop and will be used to inform the governing bodies.
Exhibit #2

c. **5A.5: CC** The agency conducts a formal and documented appraisal, at least annually, to determine the impacts of the community risk reduction program and its efforts in risk reduction based on the community risk assessment, standards of cover, and measures performance against adopted loss reduction goals.

Each division of the fire department was tasked with generating their second program appraisal in a formal and written format. The various divisions used the same format and process as they did for the previous report. The Community Risk Reduction Program appraisal focused on fire inspection activity and compliance with the Wisconsin Department of Safety and Professional Services.

Exhibit #3

d. **5B.3: CC** The agency conducts a formal and documented appraisal, at least annually, to determine the impacts of the public education program and its efforts in risk reduction based on community assessment, standards of cover, and measures performance.

The Public Education program appraisal summarizes the forty three events used to effect public education and shows the various approaches used for risk reduction. The public education program also reviewed workloads and outcomes for Car Safety Seat installations and Smoke Detector installations.
Exhibit #4

e. **5C.5: CC** The agency conducts a formal and documented appraisal, at least annually, to determine the impacts of the fire investigation, origin, and cause program and its efforts to reduce fires based on community assessment, standards of cover, and measures performance.

The formal review of the fire investigation, origin and cause program was completed. Both the cause of ignition and the area fire origin was review to determine trends. Last year it was determined that relationships with the two law enforcement agencies that serve our community need to be developed further to improve cooperation. Both partnering law enforcement agencies (Village of Pewaukee Police and Waukesha County Sheriff) have committed to additional cause and origin investigation training for a select group of individuals.
Exhibit #5

f. **5E.3: CC** The agency conducts a formal and documented appraisal, at least annually, to determine the effectiveness of the fire suppression program and its impact on meeting the agency's goals and objectives.

The department continues to staff two fire stations 24 hours a day with a combination of full-time staff and paid on premise staff. Optimal staffing is 11 people per day with a minimum of 8. Each station operates an ALS ambulance with two staff and an engine with three. The Division Chief supervises the shift and is assigned to station #1. At no time in 2018 did staffing fall below the minimum or go without ALS coverage. The fire suppression program remain effective and fire activity remains low. For example there where 56 overall fires in 2018, 13 of those fires where building fires. That number is down from the three previous years. Low Risk fire incidents accounted for 15 calls and an improvement in Total Response of the ERF of 9 minutes and 3 second. This is an improvement from the ten minutes and 8 seconds from 2016
Exhibit #6

g. **5F.7: CC** The agency conducts a formal and documented appraisal, at least annually, to determine the effectiveness of the EMS program and its impact on meeting the agency's goals and objectives. This should include an evaluation of the agency's standard operating procedures, protocols, and equipment.

   An appraisal of the EMS program was conducted and summarizes the activity, training and performance of the program. Several new goals were developed specific to the EMS program.
   Exhibit #7

h. **5G.3: CC** The agency conducts a formal and documented appraisal, at least annually, to determine the effectiveness of the technical rescue program and its impact on meeting the agency's goals and objectives. This appraisal must include a full-scale evaluation of the response components, including mutual aid, when part of the deployment model.

   An annual appraisal was completed for the technical rescue program for the year 2018. The attached report summarizes activity of the Pewaukee Fire Department and the work with a contracted Special Services Team from the City of Waukesha Fire Department.
   Exhibit #8

i. **5H.3: CC** The agency conducts a formal and documented appraisal, at least annually, to determine the effectiveness of the hazardous materials program and its impact on meeting the agency's goals and objectives. This appraisal must include a comprehensive evaluation of the response components, including mutual aid, when part of the deployment model.

   The Annual Review of the Hazardous Material Program is attached and summarizes the response to and training for all incident types with the NIFIRS 400 group. This program area now has developed written low hazard and high hazard benchmark statements.
   Exhibit #9

j. 5I.2 – Not Applicable
k. 5J.2 – Not Applicable
l. 5K.2 – Not Applicable

m. **9B.10: CC** A formal and documented appraisal is conducted, at least annually, to determine the effectiveness of the emergency communications system and its impact on meeting the agency's goals and objectives.

   The departments Accreditation Manager continues to sit on the Communications Center Fire Protocols Committee and attend regular meetings. Detailed agendas and meeting minutes are kept and used to track the progress and performance of the County Dispatch center known as

Waukesha County Communications (WCC). In early 2017, at the request of a few fire departments, WCC and the Fire Protocols Committee developed a system call Pre-Alert which is used to dispatch medical emergencies quickly and prior to completing the entire EMD questioning process. The new process trimmed the call process from a long running 90th percentile of 2:43 down to 1:50. After a huge success with trimming time off call processing for EMS, the fire protocols group developed a Fire Pre-Alert program and implemented it in early 2019. The PowerPoint presentation used to describe that program is attached in the exhibit listed below.
Exhibit #10

C. Have there been any changes in compliance to non-core competencies? No

The Pewaukee Fire Department has been able to maintain compliance with non-core competencies and continues to strive from improvement in each of the ten over-arching Categories.

An example would be:

1. 4A.1 The governing body and regulatory agencies give the agency appropriate direction in budget and planning matters within their scope of services.

Identify and explain: Funding for the department is acquired through municipal taxation. The department's funding is controlled through an annual budget that follows the City of Pewaukee's fiscal policy. At the beginning of each budget planning season, the city administrator will give guidance to the department heads on the initial allowable budget increases for the next fiscal year. The operational budget for fiscal year 2018 was $4.3 million and was increased to $4.63 million for FY 2019, which equates to a 6.71% increase. Capital funds are allocated each year to a savings type account for specific items. The Capital equipment is purchased once the fund balance reaches the purchase price. In FY 2018 capital funds committed total $1.1 million and was $703,000 was spent on purchases. In FY 2019 committed funds total $1,021,485 and $253,170 will be spent.

Plan for improvement: The fire department and the City of Pewaukee will continue to save for large capital purchases over the course of several years. The City Council will also continue to provide directions to the fire department with regard to the forecasted allowable increases for each budget.
Exhibit #11

Performance Monitoring

Are you currently meeting the following performance indicators? Yes

If yes, please provide the exhibit. If no, describe your plan for doing so in the future.

2D.8 On at least an annual basis, the agency formally notifies the authority having jurisdiction (AHJ) of any gaps in the operational capabilities and capacity of its current delivery system to mitigate the identified risks within its service area, as identified in its standards of cover.

Identify and explain: On an annual basis the fire chief reports to the common council on the status of the fire department. The Fire Chief and Asst. Chief completed the annual presentation to the common council. Within the PowerPoint presentation the chief highlights all risk areas including fire, EMS, water, rail, haz-mat and any noteworthy incidents that occurred within those risks areas. The report points out if mutual aid or special resources were needed to mitigate the hazard.

Plan for improvement: The chief will continue to report each year to the common council and will work to include a written summary report in addition to a PowerPoint presentation.
Exhibit # 02

2D.9 On at least an annual basis, the agency formally notifies the AHJ of any gaps between current capabilities, capacity, and the level of service approved by the AHJ.

Identify and explain: During the fire departments annual report to the City common council, the fire chief details the incident data and includes information about simultaneous incidents, the reliance on mutual aid departments and any responses that fall well outside the set benchmarks.

Plan for improvement: The department will continue to verbally report to the common council each year while developing a summary report on gaps in capacity and level of service.

2D.10 The agency interacts with external stakeholders and the AHJ at least once every three years, to determine the stakeholders' and AHJ's expectations for types and levels of services provided by the agency.

Identify and explain: The departments' first community driven strategic plan was developed and published in 2015 and in 2018 the department made updates to that plan.

Plan for improvement: The department hired an outside consultant in 2018 to conduct interviews and meetings with various stakeholders. A draft 2019 Strategic Plan was produced and will be adopted in the near future once Common Council approval is obtained.

Agency Performance Tracking

Benchmark Performance: The City of Pewaukee Fire Department will strive to maintain a force of 5 firefighters and equipment, which are strategically located so that the initial unit arrives within 9:00 minutes or less 90% of the time, with the effective response force arriving within 10:00 minutes 90% of the time, from time the alarm is received to time of arrival for all Low Hazard Fire Incidents.

Baseline Performance: For 90 percent of all Low Hazard fire incidents, the total response time for the arrival of the first due unit, is 0 minutes 0 seconds. The first due unit of capable of: initiating command; performing a scene size-up; requesting additional resources and rescuing at risk victims; these operations are done in accordance with departmental standard operating guidelines while providing for the safety of responders and the general public.

(Low) Fire Suppression - 90th Percentile Times - Baseline Performance			**2014-2018**	**2018**	**2017**	**2016**	**2015**	**2014**
Alarm Handling	Pick-up to Dispatch	Suburban			2:10	01:48	00:32	01:31
Turnout Time	Turnout Time 1st Unit	Suburban			01:28	01:18	01:44	01:38
Travel Time	Travel Time 1st Unit **Distribution**	Suburban			05:05	04:14	05:25	05:34
	Travel Time ERF **Concentration**	Suburban			05:38	06:20	08:28	10:45
Total Response Time	Total Response Time 1st Unit on Scene **Distribution**	Suburban			07:43	08:00	09:53	08:35
			n=		n=10	n=06	n=08	n=12
	Total Response Time ERF **Concentration**	Suburban			08:23	12:13	12:13	13:48
			n=		n=10	n=06	n=08	n=12

Benchmark Performance: Pewaukee Fire Department will strive to maintain a force of 2 firefighters/Paramedic and equipment, which are strategically located so that the initial unit arrives within 11:00 minutes or less 90% of the time, with the effective response force arriving within 11:00 minutes 90% of the time, from time the alarm is received to time of arrival for all Low Hazard EMS Incidents.

Baseline Performance: For 90 percent of all emergency medical incidents, the total response time for the arrival of the first due unit is **0 minutes and 0 seconds**. The first due unit is capable of assuming command, triaging patients, providing ALS medical care, arranging appropriate patient transport, and requesting further resources as needed. • For 90 percent of all Low Risk emergency medical incidents, the total response time for the arrival of the effective response force is 11 minutes and 00 seconds. The effective response force is capable of assuming command, triaging patients, providing ALS medical care, providing appropriate patient transport, and requesting further resources as needed.

(Low) EMS - 90th Percentile Times - Baseline Performance			**2014-2018**	**2018**	**2017**	**2016**	**2015**	**2014**
Alarm Handling	Pick-up to Dispatch	Suburban			01:31	2:59	2:44	3:07
Turnout Time	Turnout Time 1st Unit	Suburban			01:24	01:33	01:52	02:07
Travel Time	Travel Time 1st Unit **Distribution**	Suburban			08:16	09:03	08:35	08:17
	Travel Time ERF **Concentration**	Suburban			08:16	09:03	08:44	08:18
Total Response Time	Total Response Time 1st Unit on Scene **Distribution**	Suburban			10:26	12:23	11:49	11:58
			n=	n=	n=466	n=460	n=505	n=425
	Total Response Time ERF **Concentration**	Suburban			10:30	12:23	11:50	12:00
			n=	n=	n=464	n=458	n=504	n=425

Benchmark Performance: Pewaukee Fire Department will strive to maintain a force of 5 firefighters/Paramedic and equipment, which are strategically located so that the initial unit arrives within 9:00 minutes or less 90% of the time, with the effective response force arriving within 10:00 minutes 90% of the time, from time the alarm is received to time of arrival for all Moderate Hazard EMS Incidents.

Baseline Performance: For 90 percent of all emergency medical incidents, the total response time for the arrival of the first due unit is 8 minutes and 14 seconds. The first due unit is capable of assuming command, triaging patients, providing ALS medical care, arranging appropriate patient transport, and requesting further resources as needed. • For 90 percent of all Moderate Risk emergency medical incidents, the total response time for the arrival of the effective response force is 9 minutes and 32 seconds. The effective response force is capable of assuming command, triaging patients, providing ALS medical care, providing appropriate patient transport, and requesting further resources as needed.

(Moderate) EMS - 90th Percentile Times - Baseline Performance			**2014-2018**	**2018**	**2017**	**2016**	**2015**	**2014**
Alarm Handling	Pick-up to Dispatch	Suburban	02:24	01:28	01:33	02:40	02:36	02:40
Turnout Time	Turnout Time 1st Unit	Suburban	01:37	01:20	01:29	01:33	01:41	02:00
Travel Time	Travel Time 1st Unit **Distribution**	Suburban	06:27	06:19	06:20	06:12	06:42	06:35
	Travel Time ERF **Concentration**	Suburban	07:31	07:23	06:22	07:16	07:32	07:59
Total Response Time	Total Response Time 1st Unit on Scene **Distribution**	Suburban	09:24	08:14	08:20	09:19	09:50	10:28
			n=3618	n=765	n=741	n=702	n=745	n=665
	Total Response Time ERF **Concentration**	Suburban	10:35	09:32	08:25	10:39	10:50	11:23
			n=3592	n=765	n=741	n=691	n=737	n=658

Benchmark Performance: Pewaukee Fire Department will strive to maintain a force of 5 firefighters/Paramedic and one Chief Officer and equipment, which are strategically located so that the initial unit arrives within 9:00 minutes or less 90% of the time, with the effective response force arriving within 10:00 minutes 90% of the time, from time the alarm is received to time of arrival for all High Hazard EMS Incidents.

Baseline Performance: For 90 percent of all emergency medical incidents, the total response time for the arrival of the first due unit is 0 minutes and 0 seconds. The first due unit is capable of assuming command, triaging patients, providing ALS medical care, arranging appropriate patient transport, and requesting further resources as needed. • For 90 percent of all High Risk emergency medical incidents, the total response time for the arrival of the effective response force is 11 minutes and 56 seconds. The effective response force is capable of assuming command, triaging patients, providing ALS medical care, providing appropriate patient transport, and requesting further resources as needed.

(High) EMS - 90th Percentile Times - Baseline Performance			**2014-2018**	**2018**	**2017**	**2016**	**2015**	**2014**
Alarm Handling	Pick-up to Dispatch	Suburban			00:58	02:42	02:22	02:27
Turnout Time	Turnout Time 1st Unit	Suburban			01:18	01:51	01:41	01:57
Travel Time	Travel Time 1st Unit **Distribution**	Suburban			05:14	06:29	06:46	06:10
	Travel Time ERF **Concentration**	Suburban			06:44	07:31	08:23	08:39
Total Response Time	Total Response Time 1st Unit on Scene **Distribution**	Suburban			07:46	09:35	09:32	09:38
			n=	n=	n=14	n=67	n=63	n=65
	Total Response Time ERF **Concentration**	Suburban			08:41	11:01	12:41	12:18
			n=	n=	n=13	n=63	n=60	n=63

Benchmark Performance: Pewaukee Fire Department will strive to maintain a force of 5 firefighters/Paramedic and one Chief Officer and equipment, which are strategically located so that the initial unit arrives within 8:45 minutes or less 90% of the time, with the effective response force arriving within 11:00 minutes 90% of the time, from time the alarm is received to time of arrival for all Moderate Hazard Technical Rescue Incidents.

Baseline Performance: For 90 of Technical Rescue Incidents, the total response time for the first due unit is 8 minutes and 0 seconds. The first due unit is capable of establishing command, assessing and identifying the situation and requesting additional resources. For 90 percent of Moderate Hazard Technical Rescue Incidents, the total response time for the effective response force is 11 minutes and 42 seconds. The effective response force is capable of stabilizing and securing the area, creating an action plan to bring the incident under control and returning the area to a safe level.

(Moderate) Technical Rescue - 90th Percentile Times - Baseline Performance			**2014-2018**	**2018**	**2017**	**2016**	**2015**	**2014**
Alarm Handling	Pick-up to Dispatch	Suburban			01:56	02:26	02:26	02:49
Turnout Time	Turnout Time 1st Unit	Suburban			01:38	02:03	02:03	02:43
Travel Time	Travel Time 1st Unit **Distribution**	Suburban			05:52	05:48	05:48	05:26
	Travel Time ERF **Concentration**	Suburban			08:22	10:42	10:42	08:35
Total Response Time	Total Response Time 1st Unit on Scene **Distribution**	Suburban			08:27	08:27	08:27	09:30
			n=	n=	n=48	n=44	n=44	n=37
	Total Response Time ERF **Concentration**	Suburban			11:18	16:04	16:04	10:56
			n=	n=	n=46	n=42	n=42	n=36

Benchmark Performance: Pewaukee Fire Department will strive to maintain a force of 5 firefighters/Paramedic and one Chief Officer and equipment, which are strategically located so that the initial unit arrives within 10:00 minutes or less 90% of the time, with the effective response force arriving within 11:00 minutes 90% of the time, from time the alarm is received to time of arrival for all Moderate Hazard Hazardous Materials Incidents.

Baseline Performance: For 90 percent of all Moderate Hazard hazardous materials incidents, the total response time for the arrival of the first due unit is 0 minutes and 0 seconds. The first due unit is capable of establishing command, assess and identify the situation and requesting additional resources.• For 90 percent of all hazardous material incidents, the total response time for the arrival of the effective response force is 15 minutes and 1 seconds. The effective response force is capable of stabilizing and securing the area, creating an action plan to bring the incident under control and returning the area to a safe level.

(Moderate) Hazmat - 90th Percentile Times - Baseline Performance			**2014-2018**	**2018**	**2017**	**2016**	**2015**	**2014**
Alarm Handling	Pick-up to Dispatch	Suburban			03:17	03:05	01:53	02:50
Turnout Time	Turnout Time 1st Unit	Suburban			01:59	01:28	01:57	01:57
Travel Time	Travel Time 1st Unit **Distribution**	Suburban			05:12	06:27	05:31	06:04
	Travel Time ERF **Concentration**	Suburban			10:39	10:07	09:08	12:03
Total Response Time	Total Response Time 1st Unit on Scene **Distribution**	Suburban			09:17	09:50	06:48	10:08
			n=		n=17	n=11	n=14	n=18
	Total Response Time ERF **Concentration**	Suburban			15:17	13:03	12:07	15:58
			n=		n=16	n=11	n=14	n=18

Strategic Recommendations

Recommendation	ACCEPTED	IMPLEMENTED	REJECTED
2A.3 It is recommended that the department reevaluate its population density analysis and verify that it does not have rural areas. The team sees this as a fix to the borderline response numbers as the rural areas are raising their response times.	The department accepts and understands the need to further determine areas within the community that may have rural density and adjust performance objects based on the new findings.	2019 – The department has evaluated the current population density rates and has decided to adopt the NFPA 1720 Rural classification for data analysis related to population density.	
2B.5 It is recommended that the department stringently monitor the recently implemented improvements to alarm handling practices to identify positive outcomes and additional opportunities for further enhancements and take action on any additional options Identified through this monitoring process that result in alarm handling times being reduced.		**2016**-The county dispatch center has fully implemented "Pre-Alert" dispatching for medical calls. Any incident is paged once it is determined to be Medical, then the full EMD process is finished as units' turnout. EMD priority is given to the ambulances once they start the response. 90% of all calls are handled in 1:55 for 2017 compared to 2:46 in 2016.	
2C.5 It is recommended that the department re-evaluate its benchmark statements and provide all of the necessary	The department accepts and understands the need to revise the	**2019-** The department has written new benchmark statements for	

response standards in order to properly track future progress.	benchmarks statement in order to better track progress.	all risk levels and all hazards. New 2018 data will be added as it becomes available.	
5A.7 It is recommended that the department develop a more formal approach to its appraisal of the effectiveness of the program and investigate other opportunities to identify improvement potentials. (This recommendation applies to all program areas where the appraisal of program effectiveness is a competency requirement: 5B.8 Fire Prevention, 5C.7 Public Education, 5D.8 Fire Investigation, 5E.7 Technical Rescue, 5F.7 Hazardous Materials, 5G.10 Emergency Medical Services.)	The department accepts this recommendation and is currently researching and developing comprehensive written directions for the formal annual review of all program area.	**2017**: The department as conducted formal appraisals of each program area. The appraisals where completed by the various chiefs without reference to the next so that many approaches can be evaluated. Exhibits 1-10	
5B.3 It is recommended that the department develop training and job requirements for personnel responsible for managing the prevention and life safety program.		**2016:** In conjunction with the Human Resource Director, the program directors and the Asst. Chief, the department has developed updated job requirements with specific training requirements.	
5C.4 It is recommended that the department expand its public education program to meet the needs of additional target audiences identified through demographic, incident, and program data analysis.		**2017:** The department studied non-emergency EMS calls for Falls and located two facilities that would benefit from education on Fall Prevention. A program	

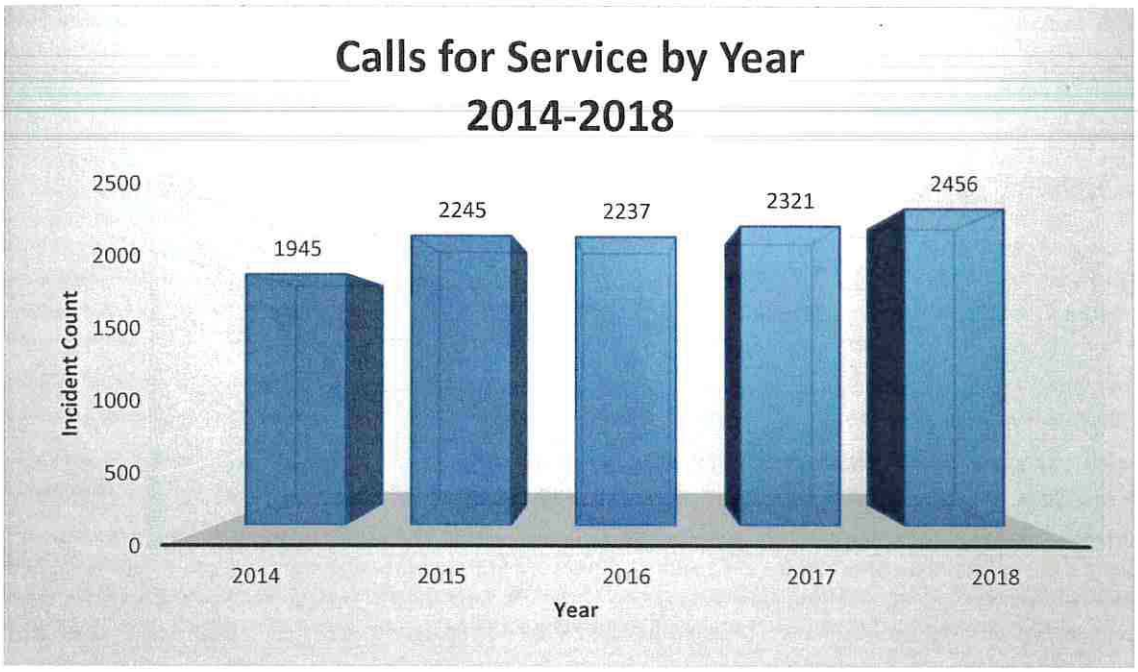
		has been developed and will be delivered at these locations.	
5D.3 It is recommended that the department develop qualification and training requirements for personnel responsible for managing and conducting the fire investigation processes.	In conjunction with the Human Resource Director, the program directors and the Asst. Chief, the department has developed updated job requirements with specific training requirements.	**2019:** The department has engaged in conversations with both law enforcement agencies that provide fire investigation assistance and started basic training for new investigators to better determine what is needed.	
5D.6 It is recommended that the department develop and maintain standard operating guidelines that guide the direction, processes, and expectations of the fire investigation program.		**2016:** The department has developed and published a new SOG – Fire Investigation Program 5D-G01.	
9A.2 It is recommended that the department consider total response time testing and documentation for the deployment and arrival of each tanker prescribed in each MABAS box alarm.		**2016:** The department has conducted travel time response and distance testing for each tender on MABAS all cards for all areas of Pewaukee that do not have fire hydrants.	

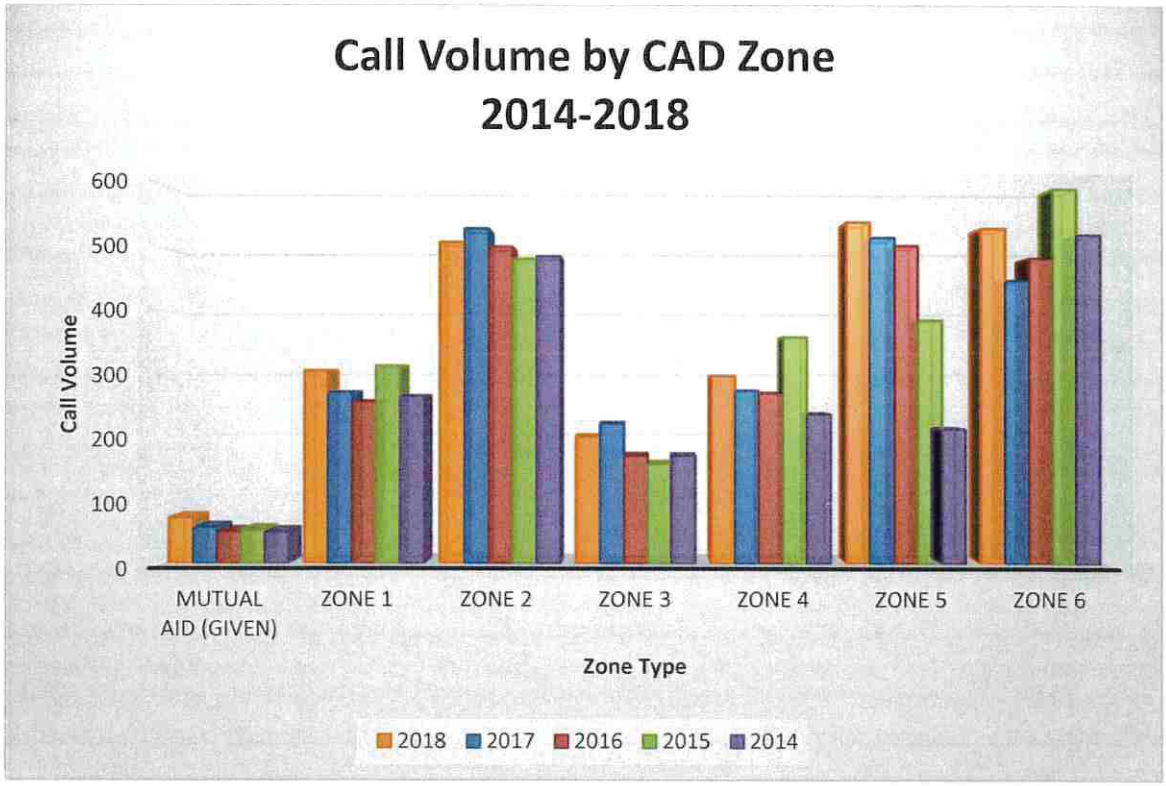
Specific Recommendations

Recommendation	ACCEPTED	IMPLEMENTED	REJECTED
5A.6 It is recommended that the agency formalize the data review process and seek opportunities to improve the outcome potentials of data analysis and considerations.			
5B.6 It is recommended that the department develop a standard operation guideline that directs personnel in regard to the purpose, accurate documentation, and completion of a preplan process.	In 2017 the department accepted and researched options for the implementation of a fire preplan program.	In 2018 the department completed policy development, program purchasing and 90% of field inspection work to stand up the fire pre-program.	
5H.8 It is recommended that the department undertake a formal in-depth asset assessment to develop operational plans for protection and security of critical infrastructure, materials and supplies, apparatus and facilities, fuel and information			
6D.4 It is recommended that the department develop a set of written qualifications & expectations for personnel	This recommendation was accepted in 2016.	In 2017, Written job qualifications and training requirements where developed, approve and	

responsible for managing & participating in the apparatus maintenance program.		implemented for the Division Chief of Apparatus Maintenance.	
6D.8 It is recommended that the agency develop a written contingency plan with mutual-aid partners to address the need for reserve apparatus should the department become unable to sustain its current fleet.		**2019**: The department worked with Legal in 2018 to develop and implement the Equipment Lease agreement. It was used once in 2018 to lease out an engine to a neighbor. Exhibit 13	
8B.3 It is recommended that the department consider development of measurement processes that present fewer observation evaluations and more actual capability measurements.		The measurement of capabilities with regard to fire ground tasks was started in **2017** and measures specific task by time taken to complete. This program is ongoing.	
9A.4 It is recommended that the agency promote a regular formal community development review process to assure that fire suppression water supplies are a key element of the additions or developments of fire risks within the community.			
9A.8 It is recommended that the agency propose, to both the City of Pewaukee and the Village of Pewaukee, a more regular flow testing process be adopted for critical fire flow areas within each community.			

Other Information





Incident Type	2014	2015	2016	2017	2018
Fires	37	45	52	48	42
Rescue/Emergency Medical	1469	1778	1675	1743	1835
False Alarms	152	150	173	163	179
Mutual Aid (Given)	35	45	48	48	69
Hazmat Responses	24	29	23	36	26
Other Hazardous Responses	25	32	32	28	32
All Other Responses	203	267	234	255	273
Total	1945	2346	2237	2321	2456

Fire	22.67%	22.29%	22.98%	22.83%	22.48%
EMS	77.33%	77.71%	77.02%	77.17%	77.52%

Fire	441	523	514	530	552
EMS	1504	1823	1723	1791	1904
	1945	2346	2237	2321	2456

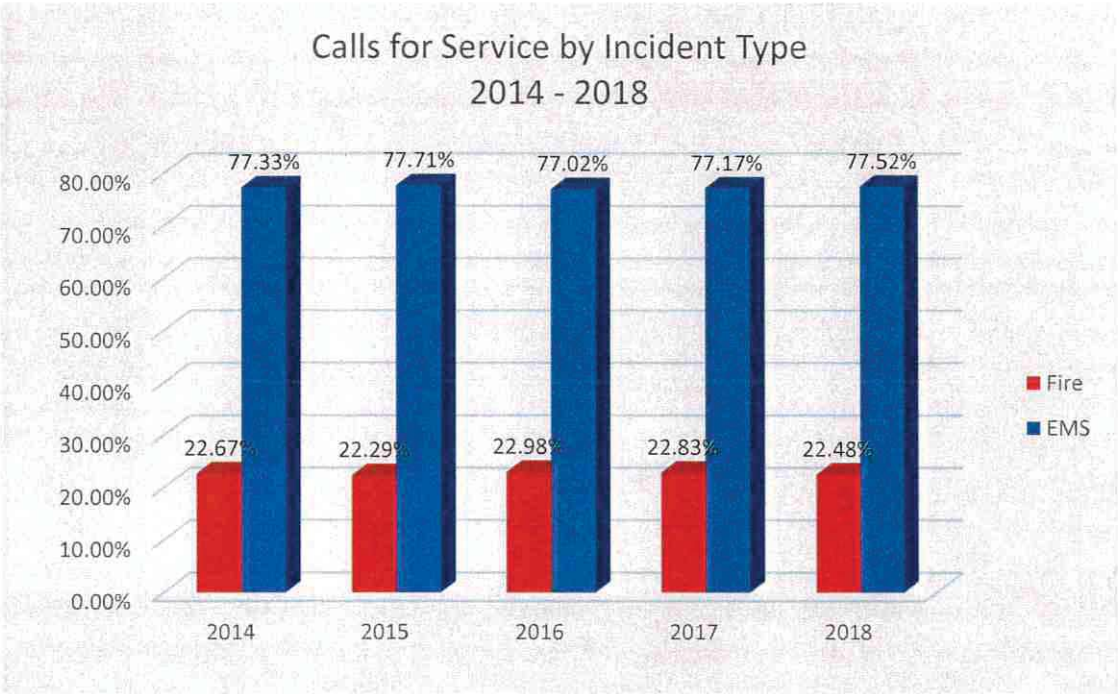


Exhibit List

Exhibit #1: 2D.6 Performance Gaps, inadequacies and negative trends

Exhibit #2: 3D.1 Goals and Objectives examined

Exhibit #3: 5A.5 Annual Appraisal for Community Risk Reduction

Exhibit #4: 5B.3 Annual Appraisal for Public Education Program

Exhibit #5: 5C.5 Annual Appraisal for Fire Investigation Program

Exhibit #6: 5E.3 Annual Appraisal for Fire Suppression Program

Exhibit #7: 5F.7 Annual Appraisal for Emergency Medical Services

Exhibit #8: 5G.3 Annual Appraisal for Technical Rescue Program

Exhibit #9: 5H.3 Annual Appraisal for Hazardous Materials Program

Exhibit #10: 9B.10 Annual Appraisal of Communications

Exhibit #11: City of Pewaukee Budget Details

Exhibit #12: Recommendation - 2A.3 Population Density Evaluation

Exhibit #13: Recommendation - 6D.8 Reserve Apparatus Lease Agreement

Verification

I verify that the information contained in this report is complete and true to the best of my knowledge.

Bierce

Signature of Agency Head

Fire Chief

Title

7.26.19

Date

CITY OF PEWAUKEE
COMMON COUNCIL AGENDA ITEM 7.

DATE: August 5, 2019

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Presentation of the Police Services Quarterly Report [Lt. Ripplinger]

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Quarterly Report 2019

CITY OF PEWAUKEE

2019 - 2ND QUARTER STATISTICS

ADMINISTRATIVE	
GAS GALLONS	5,311
TOTAL MILES	56,453

ENFORCEMENT	
CITATIONS	599
ORD. CITATIONS (JUV.)	1
ORD. CITATIONS (ADULT)	13
WRITTEN WARNINGS	122
DA REFERRALS (JUV.)	1
DA REFERRALS (ADULT)	27

ACTIVITY	
TOTAL CALLS FOR SERVICE	2706
TOTAL IR'S TAKEN	155
COMMUNITY CONTACTS	2533
TRAFFIC STOPS	534
ASSIST OTHER WSD	268
ASSIST OTHER AGENCY	118
BACK-UP REQUESTED	161
ASSIST FIRE/EMS	267
PDO ONLY	115
PERSONAL INJURY	30
FATAL ACCIDENT	0
OWI	16
BUSINESS CHECKS	1896
OPEN DOORS	26

CITY OF PEWAUKEE
COMMON COUNCIL AGENDA ITEM 8.

DATE: August 5, 2019

DEPARTMENT: PW - Engineering

PROVIDED BY: Jeffrey Weigel, Public Works Director

SUBJECT:

Discussion and Possible Action to Install No Parking Signs on the South Side of Northview Road Opposite South Park [Weigel]

BACKGROUND:

On June 26th we received an e-mail inquiring on placing No Parking Signs on Northview Road opposite South Park (copy attached). In discussing this request with Lt. Ripplinger and Kelley Woldanski/Nick Phalin, there was no recollection of significant issues of overflow parking on Northvew Road.

We sent a letter letting those property owners on the south side of Northview Road know that we would be discussing this issue and requested their input.

FINANCIAL IMPACT:

If No Parking signs are approved, the cost including installation is about $150 per sign.

RECOMMENDED MOTION:

None as of 7/30/2019 as we are awaiting citizen input.

ATTACHMENTS:

Description

Inquiry e-mail

Map/air photo

Letter to property owners

Aug 1 Response from Gillen

Weigel, Jeff

From: Smaxwill, Sherrie
Sent: Wednesday, June 26, 2019 4:10 PM
To: Weigel, Jeff; Wagner, Magdelene; Stevens, Matt
Cc: Lt Brian Ripplinger
Subject: RE: No Parking Sign

Please review Mr. Rozeski's concern (see below) and reply as appropriate.

Thank you,
Sherrie

From: Matt Rozeski [mailto:rozeski@gmail.com]
Sent: Wednesday, June 26, 2019 3:51 PM
To: PublicWorks
Subject: No Parking Sign

Who do I need to speak to regarding getting no parking signs on the south side of the Northview, across the street from South Park? When there are events, people park on both sides of the street and car still drive 40mph as people, especially kids, come out between the cars.

Ultra-dangerous crossing the road and emerging between parked cars as through traffic is still present!

Thanks,

Matt Rozeski

LAND INFORMATION SYSTEMS DIVISION

Waukesha County GIS Map

0 106.28 Feet

Printed: 7/18/2019

The information and depictions herein are for informational purposes and Waukesha County specifically disclaims accuracy in this reproduction and specifically admonishes and advises that if specific and precise accuracy is required, the same should be determined by procurement of certified maps, surveys, plats, Flood Insurance Studies, or orther official means. Waukesha County will not be responsible for any damages which result from third party use of the information and depictions herein, or for use which ignores this warning.

Notes

Department of Public Works
Engineering Division
W240N3065 Pewaukee Road
Pewaukee, WI 53072
Phone: (262) 691-0804 • Fax: (262) 691-5720
Email: publicworks@pewaukee.wi.us

July 19, 2019

James & Jacquelyn Langenkamp
W274N486 Hilltop Drive
Waukesha, WI 53188

Dear Mr. & Mrs. Langenkamp:

We recently received a report from a resident that an event at South Park had overflow parking on both sides of Northview Road creating safety concerns. Discussions with our City Parks managers and the Waukesha County Sheriff's Deputies indicated that these conditions were rare, but did occur on occasion.

One potential solution discussed would be to post permanent No Parking signs on the south side of Northview Road, between Hilltop Drive and Jills Drive, limiting any overflow parking to the north side along the park. Before we pursue this idea further, we are sending this notice to those property owners who may be directly affected by this No Parking zone, to see if you **agree** or **object** to this proposal.

Please call our office with your response at (262) 691-0804, or email us at *publicworks@pewaukee.wi.us* by Friday, August 2, 2019. We will summarize the comments we receive and advise the Common Council at the August 5, 2019 Common Council meeting (held at 7:00 p.m. in the City Hall Common Council Chambers, lower level).

Thank you for your attention to this matter.

Sincerely,

Jeffrey L. Weigel, PE
Public Works Director/City Engineer

cc: Alderwoman Colleen Brown
Alderman Jeff Kara

Department of Public Works
Engineering Division
W240N3065 Pewaukee Road
Pewaukee, WI 53072
Phone: (262) 691-0804 • Fax: (262) 691-5720
Email: publicworks@pewaukee.wi.us

July 19, 2019

Robert & Shannon Gillen
N5W27357 Northview Road
Waukesha, WI 53188

Dear Mr. & Mrs. Gillen:

We recently received a report from a resident that an event at South Park had overflow parking on both sides of Northview Road creating safety concerns. Discussions with our City Parks managers and the Waukesha County Sheriff's Deputies indicated that these conditions were rare, but did occur on occasion.

One potential solution discussed would be to post permanent No Parking signs on the south side of Northview Road, between Hilltop Drive and Jills Drive, limiting any overflow parking to the north side along the park. Before we pursue this idea further, we are sending this notice to those property owners who may be directly affected by this No Parking zone, to see if you **agree** or **object** to this proposal.

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Thank you for your attention to this matter.

Sincerely,

Jeffrey L. Weigel, PE
Public Works Director/City Engineer

cc: Alderwoman Colleen Brown
Alderman Jeff Kara

Department of Public Works
Engineering Division
W240N3065 Pewaukee Road
Pewaukee, WI 53072
Phone: (262) 691-0804 • Fax: (262) 691-5720
Email: publicworks@pewaukee.wi.us

July 19, 2019

Peter Lenti & Donna Newland-Lenti
N5W27333 Northview Road
Waukesha, WI 53188

Dear Mr. & Mrs. Lenti:

We recently received a report from a resident that an event at South Park had overflow parking on both sides of Northview Road creating safety concerns. Discussions with our City Parks managers and the Waukesha County Sheriff's Deputies indicated that these conditions were rare, but did occur on occasion.

One potential solution discussed would be to post permanent No Parking signs on the south side of Northview Road, between Hilltop Drive and Jills Drive, limiting any overflow parking to the north side along the park. Before we pursue this idea further, we are sending this notice to those property owners who may be directly affected by this No Parking zone, to see if you **agree** or **object** to this proposal.

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Thank you for your attention to this matter.

Sincerely,

Jeffrey L. Weigel, PE
Public Works Director/City Engineer

cc: Alderwoman Colleen Brown
Alderman Jeff Kara

Department of Public Works
Engineering Division
W240N3065 Pewaukee Road
Pewaukee, WI 53072
Phone: (262) 691-0804 • Fax: (262) 691-5720
Email: publicworks@pewaukee.wi.us

July 19, 2019

Thomas & Barbara Kehoss
N5W27295 Northview Road
Waukesha, WI 53188

Dear Mr. & Mrs. Kehoss:

We recently received a report from a resident that an event at South Park had overflow parking on both sides of Northview Road creating safety concerns. Discussions with our City Parks managers and the Waukesha County Sheriff's Deputies indicated that these conditions were rare, but did occur on occasion.

One potential solution discussed would be to post permanent No Parking signs on the south side of Northview Road, between Hilltop Drive and Jills Drive, limiting any overflow parking to the north side along the park. Before we pursue this idea further, we are sending this notice to those property owners who may be directly affected by this No Parking zone, to see if you **agree** or **object** to this proposal.

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Thank you for your attention to this matter.

Sincerely,

Jeffrey L. Weigel, PE
Public Works Director/City Engineer

cc: Alderwoman Colleen Brown
Alderman Jeff Kara

Department of Public Works
Engineering Division
W240N3065 Pewaukee Road
Pewaukee, WI 53072
Phone: (262) 691-0804 • Fax: (262) 691-5720
Email: publicworks@pewaukee.wi.us

July 19, 2019

Adam Smith
W271N479 Jills Drive
Waukesha, WI 53188

Dear Mr. Smith:

We recently received a report from a resident that an event at South Park had overflow parking on both sides of Northview Road creating safety concerns. Discussions with our City Parks managers and the Waukesha County Sheriff's Deputies indicated that these conditions were rare, but did occur on occasion.

One potential solution discussed would be to post permanent No Parking signs on the south side of Northview Road, between Hilltop Drive and Jills Drive, limiting any overflow parking to the north side along the park. Before we pursue this idea further, we are sending this notice to those property owners who may be directly affected by this No Parking zone, to see if you **agree** or **object** to this proposal.

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Thank you for your attention to this matter.

Sincerely,

Jeffrey L. Weigel, PE
Public Works Director/City Engineer

cc: Alderwoman Colleen Brown
Alderman Jeff Kara

Weigel, Jeff

From: Smaxwill, Sherrie
Sent: Thursday, August 01, 2019 8:09 AM
To: Weigel, Jeff
Subject: FW: Northview Road Parking Zone

-----Original Message-----
From: Rob [mailto:rob_gillen123@yahoo.com]
Sent: Wednesday, July 31, 2019 9:24 PM
To: PublicWorks
Subject: Northview Road Parking Zone

Hello,

Thank you for inquiring about the parking on Northview Road. We live directly across from the park without a tree line and tend to have a full line of cars when the parking lot is full.

We, my wife and I, would agree with the no parking on the south side of Northview. The road parking on Northview gets very hectic when there are sporting events. The times this happens, traffic is busy as well. There are many families, including young children, trying to cross the road around the parked cars. Traffic struggles to see them because so many cars are on the side of the road.
We have children ourselves and worry when they attempt to cross the street. The parked cars obstruct the view of both our children and drivers. Unfortunately, traffic can come through at faster speeds making the potential for a serious or deadly accident.
We appreciate you looking into this. Something should be done; no parking on the south would be a good start.

Sincerely,
Robert and Shannon Gillen

Sent from my iPhone

CITY OF PEWAUKEE
COMMON COUNCIL AGENDA ITEM 9.

DATE: August 5, 2019

DEPARTMENT: PW - Stormwater

PROVIDED BY: Jeffrey Weigel, Maggie Wagner and Richard Wirtz

SUBJECT:

Discussion and Possible Action Related to the Emerald Acres Flood Mitigation Project [Weigel]

BACKGROUND:

We have been working on the Emerald Acres area flood mitigation project for close to ten years, and the past two years has been focused on the several regulatory permits (railroad; DNR; US Army Corps of Engineers). The construction plans are 90% completed, and with the Gustave Larsen Company is willing to grant a temporary construction easement for the project it has become time to authorize the bidding.

The first of the requested actions is to approve and authorize the Temporary Construction Easement from the Larsen Properties Family Limited Partnership. Attached is the easement, approved as to form by both the City Attorney and the Larsen's attorney. This project essentially creates three new 60" diameter pipe crossings of the railroad (north to south), and routing that water in pipes (one new and one existing) which lie within existing drainage easements around the Larson property north-to-west-to south. The temporary easement allows for room to access and stage the work.

The second requested action is to authorize the Common Council Public Information and Comment Meeting. See City Ordinance 1.01(d) 2 & 3 attached.

The third requested action is to conceptually approved the re-programming of the 2019 Storm Water Projects Budget, re-allocating $885,000 to fund the anticipated $2.67 M project. There is no proposed borrowing for this project, as the "Projects" portion of the Storm Water Budget has functioned in a way similar to the City "Roads" budget--we typically re-program or re-allocate the funds as certain projects move forward while others fall off. We refer to this as conceptual, as no re-programming is needed until bidding is completed and ready for award. It does provide data indicating that we can work within the allocated funds and not require borrowing.

The fourth requested action is to authorize the bidding of the project. Bids to be analized and considered for award or cancellation at a future Common Council meeting.

FINANCIAL IMPACT:

The total project is projected to cost $2,671,739.55
2019 Budget is $1,790,000.
We propose reprogramming $855,000 of 2019 Storm Water "Projects" to accommodate this shortfall.
We have attached the Dec. 2017 Alternatives Analysis as a reminder of the estimated costs of the several alternatives. As we discussed in May, 2019 the estimated cost to purchase and demolish the condos that flood is $3.1M.

RECOMMENDED MOTION:

We request the Common Council to:
1) Authorize the execution of the Larson Temporary Easement document;
2) Authorize the staff to schedule the Common Council Public Information and Comment Meeting; and
3)Authorize conceptually approve the proposed 2019 Storm Water "Project" re-programming would be necessary when the project is presented for contract award; and,
4) Authorize staff to schedule the project bidding this fall.

ATTACHMENTS:

Description

Construction Plans 99%

Larson Temporary Easement

City Ordinance on Public Info and Comment

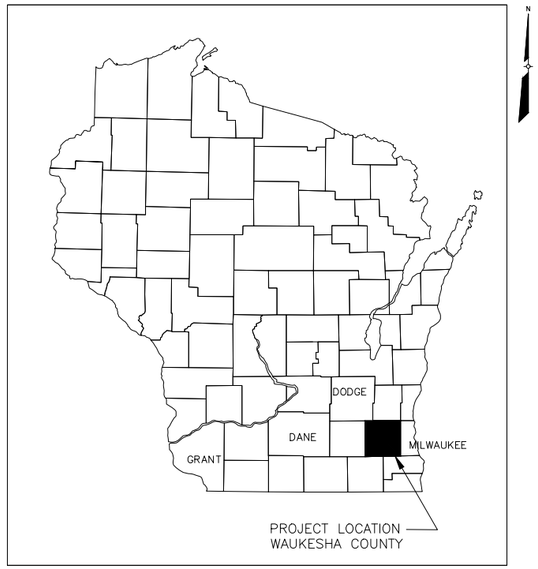
Emerald Acres Revised Budget and Proposed Re-programing

Alternatives Analysis Dec. 2017

EMERALD ACRES FLOOD MITIGATION PROJECT

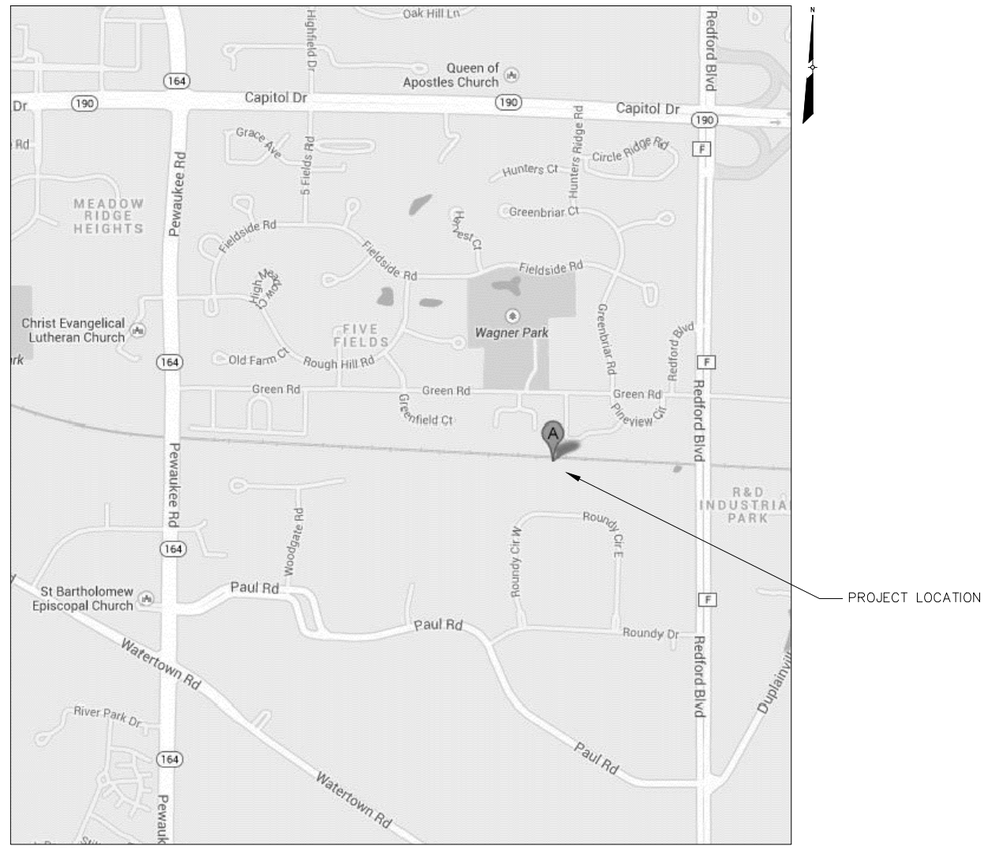
PEWAUKEE, WISCONSIN

VICINITY MAP



JULY 10, 2019
99% PLAN SUBMITTAL

LOCATION MAP



NOT TO SCALE
SOURCE: WWW.GOOGLE.COM

PEWAUKEE, WI

DRAWING INDEX

DWG NO.	SHEET TITLE
GENERAL	
CS-1	COVER SHEET
G-1	GENERAL NOTES, LEGEND, AND SHEET INDEX
G-2	EROSION CONTROL PLAN AND CONSTRUCTION ACCESS
D-1	STORM WATER CHANNEL TYPICAL SECTION
D-2	RAILROAD EMBANKMENT CONSTRUCTION TYPICAL SECTION
D-3	EROSION CONTROL AND STORM SEWER DETAILS
D-4	EROSION CONTROL DETAILS
D-5	EROSION CONTROL NOTES
CIVIL	
ST-1	60-INCH STORM SEWER PLAN AND PROFILE
ST-2	60-INCH STORM SEWER PLAN AND PROFILE
ST-3	60-INCH STORM SEWER PLAN AND PROFILE
ST-4A	TRIPLE 60-INCH CULVERT PLAN AND PROFILE
ST-4B	TRIPLE 60-INCH CULVERT TYPICAL SECTION
ST-4C	SETTLEMENT MONITORING PLAN AND PROFILE
S-1	CULVERT ENDWALLS PLAN AND SECTIONS
S-2	CULVERT ENDWALLS NOTES AND DETAILS

PROJECT CONTACTS

CITY OF PEWAUKEE
ATTN: CITY ENGINEER, JEFF WEIGEL, P.E.
W240 N3065 PEWAUKEE ROAD
PEWAUKEE, WI 53072
262-691-0770
Weigel@pewaukee.wi.us

CITY OF PEWAUKEE
ATTN: CIVIL ENGINEER, RICH WIRTZ, P.E.
W240 N3065 PEWAUKEE ROAD
PEWAUKEE, WI 53072
262-691-0804
wirtz@pewaukee.wi.us

AECOM PROJECT MANAGER
ATTN: RICK EILERTSON, P.E.
1350 DEMING WAY, SUITE 100
MIDDLETON, WI 53562
608-828-8137
rick.eilertson@aecom.com

CANADIAN PACIFIC RAILWAY
ATTN: SUPERVISOR PUBLIC WORKS-US WEST, OTIS GOODMAN
11306 FRANKLIN AVE.
FRANKLIN PARK, IL 60131
630-860-4117
Otis Goodman@cpr.ca

GUSTAVE A LARSON
ATTN: VP-OPERATIONS, DAN BENISCHEK
W233 N 2869 ROUNDY CIRCLE WEST
PEWAUKEE, WI 53072
262-446-7240
dan.benischek@galarson.com

MEMBER ONE CALL SYSTEMS INTERNATIONAL

TO OBTAIN LOCATION OF PARTICIPANTS' UNDERGROUND FACILITIES BEFORE YOU DIG IN WISCONSIN

CALL DIGGERS HOTLINE
1-800-242-8511
TOLL FREE

FAX A LOCATE 1-800-338-3860
TDD (FOR HEARING IMPAIRED) 1-800-542-2289

WIS. STATUTE 182.0175 (1974)
REQUIRES MIN. OF 3 WORK DAYS
NOTICE BEFORE YOU EXCAVATE.

CANADIAN PACIFIC RAILROAD ONE CALL
CP Call before you Dig (CP CBYD)
1-866-291-0741

EXISTING UTILITIES SHOWN IN PLANS ARE INDICATED IN ACCORDANCE WITH AVAILABLE RECORDS FROM CITY AND BY FIELD SURVEY.
THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFICATION OF LOCATIONS AND ELEVATIONS OF ALL UTILITIES AND CROSSING POINTS.

CITY OF PEWAUKEE
The City in the Country

W240 N3065 PEWAUKEE ROAD
PEWAUKEE, WI 53072
1-262-691-0770

WWW.CITYOFPEWAUKEE.US

MARK	DESCRIPTION	BY	DATE
1	UPDATED SHEETS FOR ARMY CORP/DNR PERMIT RESPONSES	EJE	6-11-18
2	ADDED SURVEY CONTROL	EJE	10-5-18
3	95% PLAN SUBMITTAL	EJE	5-24-19
4	99% PLAN SUBMITTAL	EJE	7-10-19

AECOM
AECOM
1350 DEMING WAY, SUITE 100
MIDDLETON, WI 53562
608.836.9600
www.aecom.com

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CITY OF PEWAUKEE
EMERALD ACRES FLOOD MITIGATION PROJECT

COVER SHEET

DRN: WAC | DSN: | CHK: EJE | APP:

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PROJECT NUMBER: 60185225

DRAWING NUMBER: CS-1

SHEET OF

FILE NAME: \\USMWK1FS001\PROD\DATA\LIBRARY\WORK\60155461\000_CAD\001_DRAWINGS\SHEETS\COVER RE-MAY.DWG LAST SAVED BY: WAYNE.CASPER PLOT DATE: 7/9/2019 1:55:06 PM

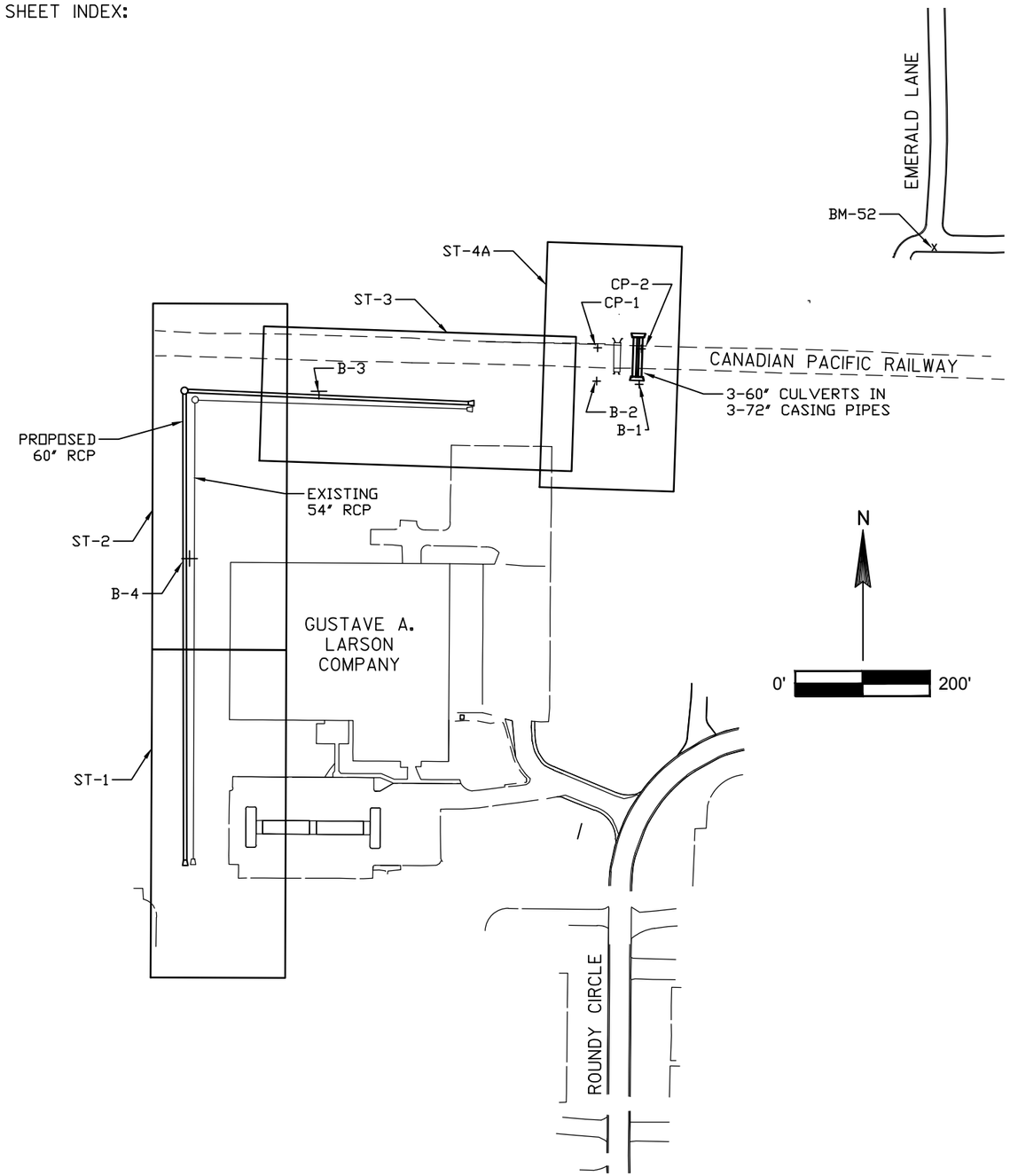
GENERAL NOTES:

1. SOIL BORING LOCATIONS SHOWN ARE APPROXIMATE.
2. COMPLETE SOIL BORING LOGS ARE INCLUDED IN THE CONSTRUCTION SPECIFICATION APPENDIX.

LEGEND AND ABBREVIATIONS:

P/L	PROPERTY LINE
P/E	PERMANENT EASEMENT
64" SS	EXISTING STORM SEWER
15" SAN	EXISTING SANITARY SEWER
FO	EXISTING FIBER OPTIC
E	EXISTING ELECTRIC
60" SS	PROPOSED STORM SEWER
	TREE LINE
	FENCE
	GRADING LIMITS
	WETLAND AREA

SHEET INDEX:



SURVEY CONTROL:

BENCH MARK TABLE

NO.	LOCATION	NORTHING EASTING	ELEVATION
BM 52	MAG NAIL NEAR CONCRETE FLANGE OF CURBING EMERALD LANE CL EXTENDED	N 396758.80 E 2478068.49	860.46
BM 122	CHISELED X IN CONCRETE FLUME SOUTH SIDE GREEN ROAD POND OUTFALL	N 397545.51 E 2477641.02	862.55

NOTE COORD SYSTEM = WISCONSIN STATE PLANE, SOUTH ZONE, NAD 27 NGVD 29

MARK	DESCRIPTION	BY	DATE
1	UPDATED SHEETS FOR ARMY CORP/DNR PERMIT RESPONSES	EJE	6-11-18
2	ADDED SURVEY CONTROL	EJE	10-5-18
3	95% PLAN SUBMITTAL	EJE	5-24-19
4	99% PLAN SUBMITTAL	EJE	7-10-19

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CITY OF PEWAUKEE
EMERALD ACRES FLOOD MITIGATION PROJECT

GENERAL NOTES, LEGEND, AND SHEET INDEX

DRN:	DSN:	CHK:	APP:
WAC		EJE	

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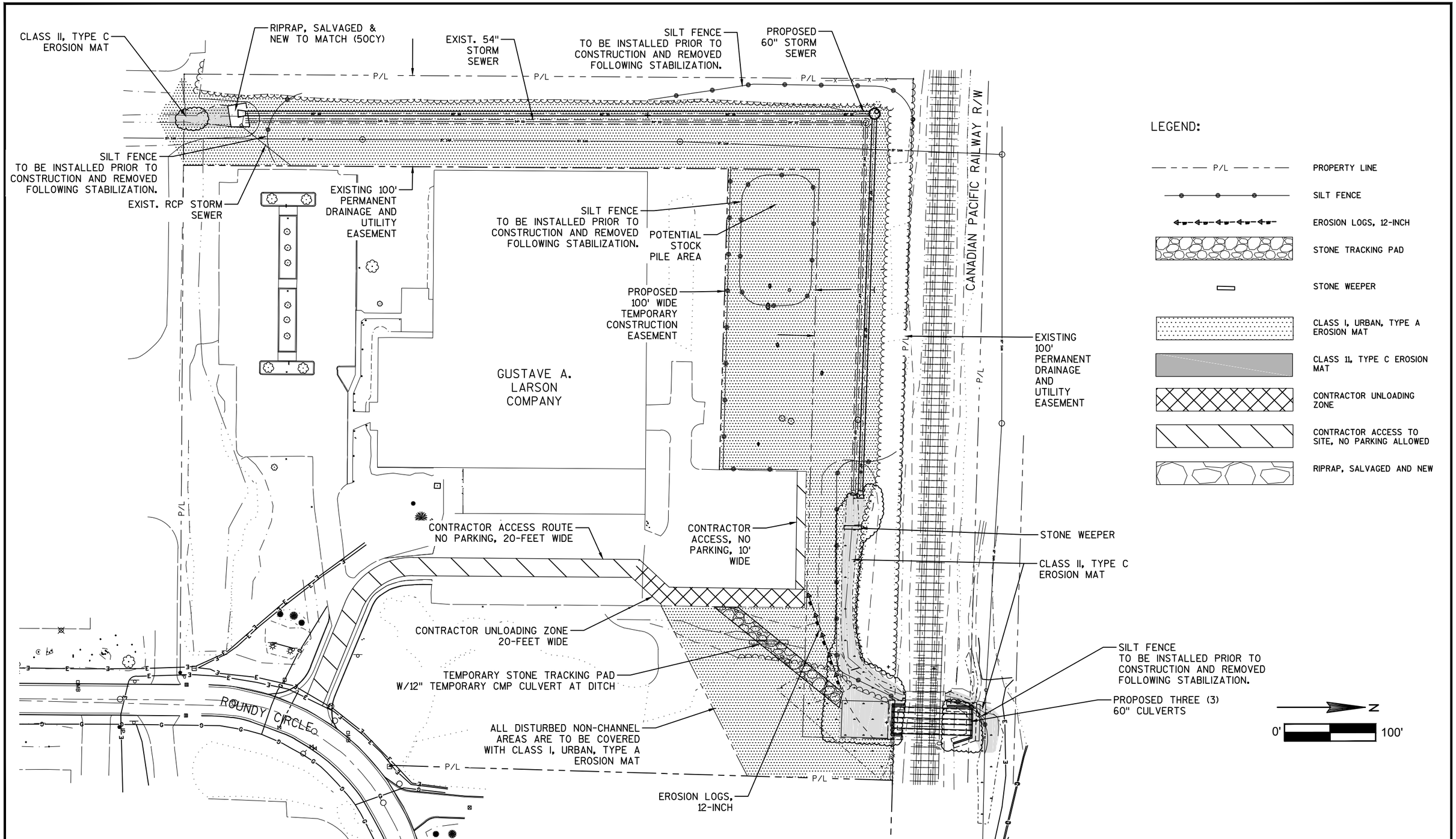
PROJECT NUMBER: 60185225

DRAWING NUMBER: G-1

SHEET OF

FILE NAME: \\USMWK1FS001\PROD\DATALIBRARY\WORK\60155461\000_CAD\001_DRAWINGS\SHEETS\CGN RE-MAY G-1.DWG LAST SAVED BY: WAYNE.CASPER PLOT DATE: 7/9/2019 2:06:09 PM



MARK	DESCRIPTION	BY	DATE
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3	95% PLAN SUBMITTAL	EJE	5-24-19
4	99% PLAN SUBMITTAL	EJE	7-10-19

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CITY OF PEWAUKEE
EMERALD ACRES FLOOD MITIGATION PROJECT

EROSION CONTROL PLAN AND CONSTRUCTION ACCESS

DRN:	DSN:	CHK:	APP:
WAC		EJE	

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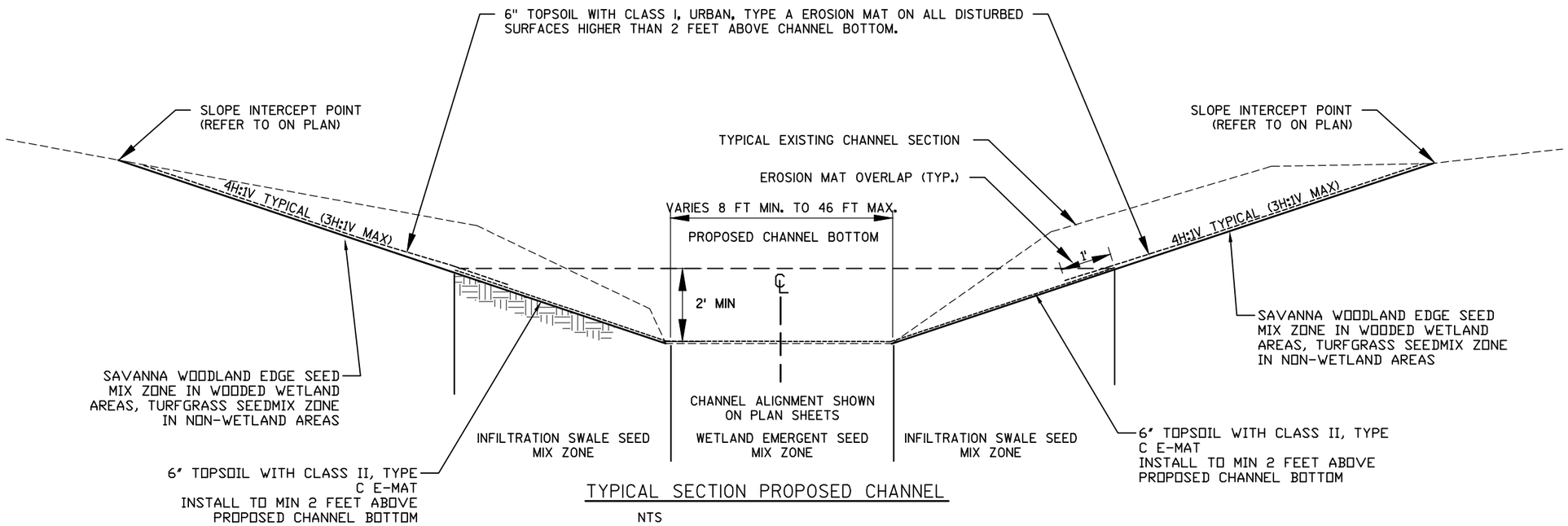
PROJECT NUMBER: 60155461

DRAWING NUMBER: G-2

SHEET OF

FILE NAME: \\USMWK1FS001\PROD\DATA\LIBRARY\WORK\60155461\000_CAD\001_DRAWINGS\SHEETS\CIECP_GN_REMAY_G-2.DWG LAST SAVED BY: WAYNE.CASPER PLOT DATE: 7/12/2019 11:07:50 AM



TYPICAL SECTION PROPOSED CHANNEL

NTS

MARK	DESCRIPTION	BY	DATE
1	UPDATED SHEETS FOR ARMY CORP/DNR PERMIT RESPONSES	EJE	6-11-18
2	ADDED SURVEY CONTROL	EJE	10-5-18
3	95% PLAN SUBMITTAL	EJE	5-24-19
4	99% PLAN SUBMITTAL	EJE	7-10-19

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CITY OF PEWAUKEE
EMERALD ACRES FLOOD MITIGATION PROJECT

STORM WATER CHANNEL TYPICAL SECTION

DRN: WAC | DSN: | CHK: EJE | APP:

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PROJECT NUMBER: 60185225

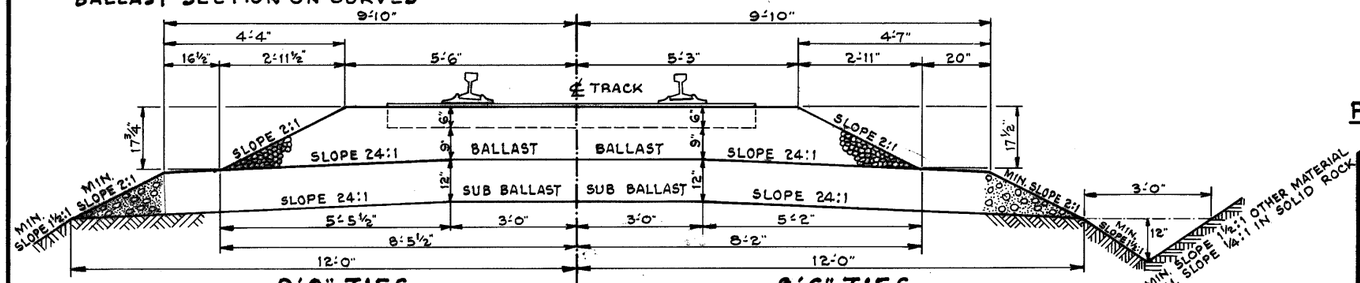
DRAWING NUMBER: D-1

SHEET OF

FILE NAME: \\USMWK1FS001\PROD\DATA\LIBRARY\WORK\60155461\000_CAD\001_DRAWINGS\SHEETS\CGAL-DETAILS D1_D2.DWG LAST SAVED BY: WAYNE.CASPER PLOT DATE: 7/9/2019 2:01:34 PM

FILED IN PLAN ROOM
NOV 4 1977
MONTREAL

SEE NOTE FOR ROADBED AND BALLAST SECTION ON CURVES



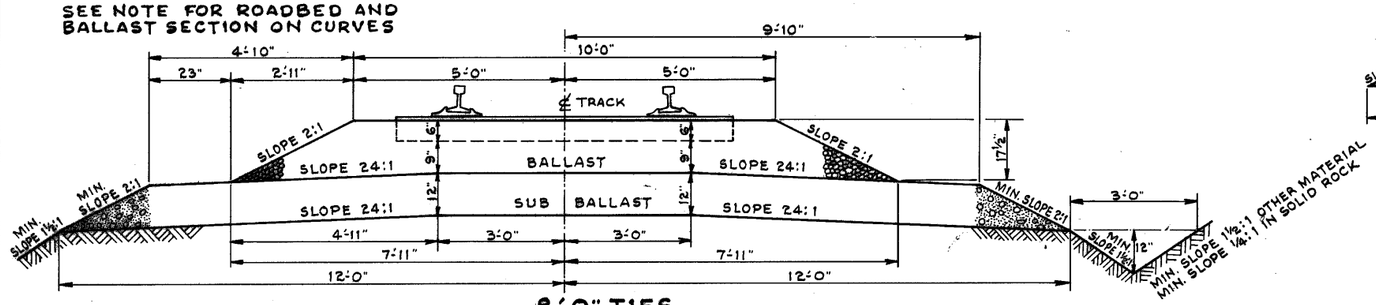
9'-0" TIES
PRIMARY & SECONDARY MAIN LINE

NEW CONSTRUCTION
BALLAST PER MILE – 3600 CU. YDS.
SUB BALLAST PER MILE – 4920 CU. YDS

8'-6" TIES
PRIMARY & SECONDARY MAIN LINE

NEW CONSTRUCTION
BALLAST PER MILE – 3450 CU. YDS.
SUB BALLAST PER MILE – 4920 CU. YDS.

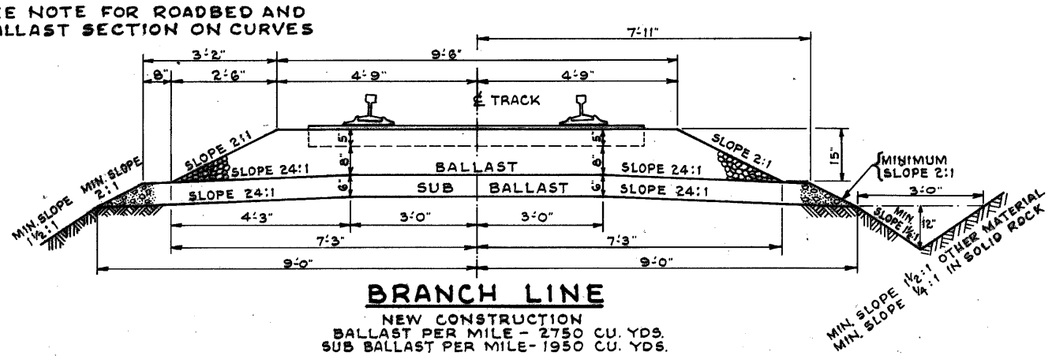
SEE NOTE FOR ROADBED AND BALLAST SECTION ON CURVES



8'-0" TIES
PRIMARY & SECONDARY MAIN LINE

NEW CONSTRUCTION
BALLAST PER MILE – 3330 CU. YDS.
SUB BALLAST PER MILE – 4920 CU. YDS.

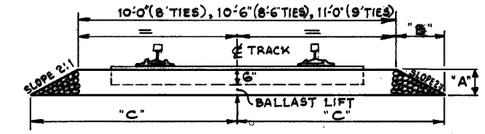
SEE NOTE FOR ROADBED AND BALLAST SECTION ON CURVES



BRANCH LINE

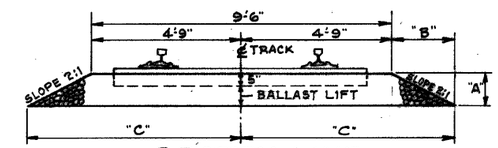
NEW CONSTRUCTION
BALLAST PER MILE – 2750 CU. YDS.
SUB BALLAST PER MILE – 1950 CU. YDS.

INCHES 12 9 6 3 0 1 2 3 4 FEET
SCALE



PRIMARY & SECONDARY MAIN LINE
RE-BALLASTING (TANGENT TRACK)

BALLAST LIFT	DIMENSIONS "A"	DIMENSIONS "B"	8'-0" TIES DIM. "C"	8'-0" TIES CUBIC YDS. OF BALLAST PER MILE	8'-6" TIES DIM. "C"	8'-6" TIES CUBIC YDS. OF BALLAST PER MILE	9'-0" TIES DIM. "C"	9'-0" TIES CUBIC YDS. OF BALLAST PER MILE
3"	9"	1'-6"	6'-6"	1550	6'-9"	1600	7'-0"	1650
4"	10"	1'-8"	6'-8"	1800	6'-11"	1850	7'-2"	1950
5"	11"	1'-10"	6'-10"	2050	7'-1"	2150	7'-4"	2200
6"	12"	2'-0"	7'-0"	2300	7'-3"	2400	7'-6"	2500
7"	13"	2'-2"	7'-2"	2550	7'-5"	2650	7'-8"	2750
8"	14"	2'-4"	7'-4"	2850	7'-7"	2950	7'-10"	3050



BRANCH LINE
RE-BALLASTING (TANGENT TRACK)

BALLAST LIFT	DIMENSIONS "A"	DIMENSIONS "B"	DIMENSIONS "C"	CUBIC YDS OF BALLAST PER MILE
3"	8"	1'-4"	6'-1"	1400
4"	9"	1'-6"	6'-3"	1600
5"	10"	1'-8"	6'-5"	1850
6"	11"	1'-10"	6'-7"	2100
7"	12"	2'-0"	6'-9"	2350

NOTES:-

THIS PLAN SHALL BE USED FOR CONSTRUCTION OF NEW LINES AND THE RE-BALLASTING OF EXISTING LINES.

QUANTITIES SHOWN PER MILE OF TRACK INCLUDE AN ALLOWANCE OF 15% FOR SHRINKAGE.

ROADBED & BALLAST SECTION ON CURVES:-

SUB BALLAST WIDTH SHALL BE INCREASED, ON THE HIGH RAIL SIDE OF THE CURVE ONLY, BY 4 INCHES FOR EVERY INCH OF CURVE ELEVATION.

NO.	DATE	REVISION	BY
	~~NOV. 3, 1977~~		
	MAY 6, 1980	NOTE FOR ROADBED AND BALLAST ON CURVES ADDED	M.M. E.H.T.

CP Rail

STANDARD
ROADBED AND BALLAST SECTIONS

NOTE:- THIS PLAN SUPERSEDES PLAN T-14-9-4

ENGINEERING TRACK
CHIEF ENGINEER
OFFICE OF THE CHIEF ENGINEER
MONTREAL STATION, MONTREAL, QUE.

OFFICE FILE NO. 11-201-00
PLAN NO. T-14-9-5
SCALE: AS SHOWN
DR. M.J.H.
CH. M.M. M.E. E.H.T.

MARK	DESCRIPTION	BY	DATE
1	95% PLAN SUBMITTAL	EJE	5-24-19
2	99% PLAN SUBMITTAL	EJE	7-10-19

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CITY OF PEWAUKEE
EMERALD ACRES FLOOD MITIGATION PROJECT

RAILROAD EMBANKMENT CONSTRUCTION
TYPICAL SECTION

DRN:	DSN:	CHK:	APP:
WAC		EJE	

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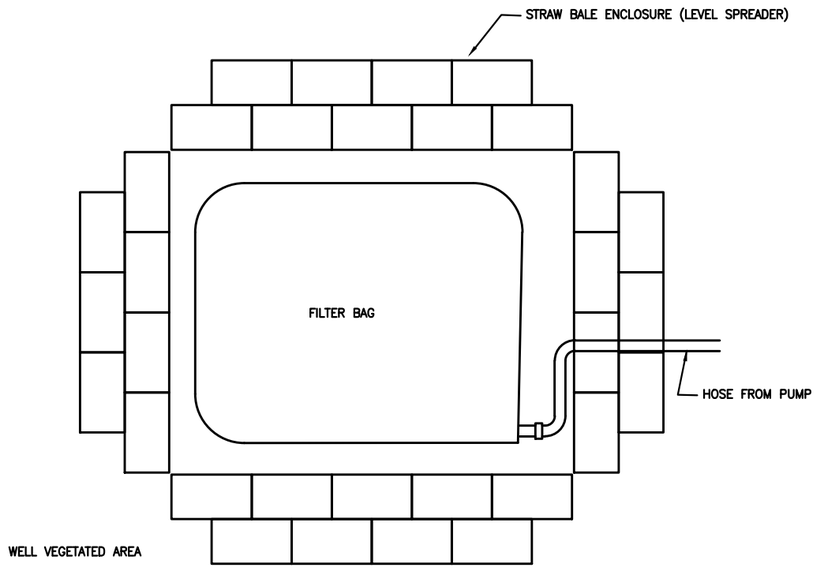
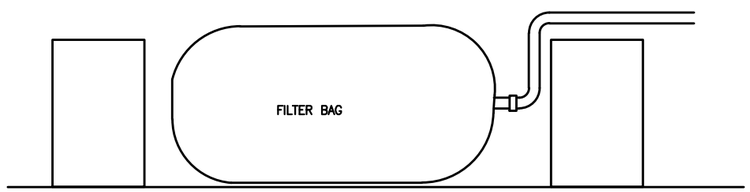
PROJECT NUMBER: 60185225
DRAWING NUMBER: D-2
SHEET OF

FILE NAME: \\USMWK1FS0001\PROD\DATA\LIBRARY\WORK\60155461\000_CAD\001_DRAWINGS\SHEETS\C\GAL-DETAILS D1_D2.DWG LAST SAVED BY: WAYNE.CASPER PLOT DATE: 7/9/2019 2:01:15 PM



PLAN VIEW



ELEVATION VIEW

TABLE 1: PROPERTIES FOR GEOTXTILE BAGS

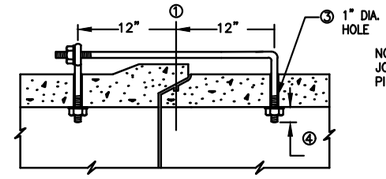
PROPERTY	TEST METHOD	TYPE I VALUE	TYPE II VALUE
MAXIMUM APPARENT OPENING SIZE	ASTM D-4751	0.212 MM	0.212 MM
GRAB TENSILE STRENGTH	ASTM D-4632	200 LBS	300 LBS
MULLEN BURST	ASTM D-3786	350 PSI	580 PSI
PERMEABILITY	ASTM D-4491	0.28 CM/SEC	0.2 CM/SEC
FABRIC	NOMINAL REPRESENTATIVE WEIGHT	8 OZ	12 OZ

NOTES:

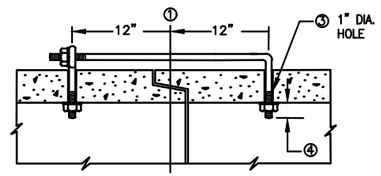
1. DEWATERING SHALL COMPLY WITH THE CITY OF PEWAUKEE TECHNICAL STANDARDS.
2. ALL PUMPED EFFLUENT FROM DEWATERING OPERATIONS (TRENCH OR OTHERWISE) SHALL BE DISCHARGED TO A GEOTEXTILE BAG CONFORMING TO WDNR CONSERVATION PRACTICE STANDARD 1061.
3. THE GEOTEXTILE FILTER BAG SHALL BE PLACED ON VEGETATED/STABILIZED GROUND AND DISCHARGED TO A SEDIMENT BASIN OR TRAP. SHOULD NO BASIN EXIST, THE GEOTEXTILE BAG SHALL BE PLACED ON FILTER FABRIC AND SURROUNDED BY A SEDIMENT BALE BARRIER CONFORMING TO CONSERVATION PRACTICE STANDARD 1055. THE FILTER FABRIC SHALL BE BROUGHT UP THE SIDES AND OVER THE TOP OF THE HAY BALES AND SECURED.
4. DISCHARGE SHALL NOT BE ALLOWED TO FLOW OVER UNPROTECTED GROUND.
5. IN NO CASE SHALL PUMPED WATER BE DIVERTED OUTSIDE THE PROJECT LIMITS PRIOR TO SEDIMENT REMOVAL.
6. CLAMP PUMP DISCHARGE HOSE SECURELY INTO FILTER BAG.
7. LIMIT PUMPING RATE TO ½ THE MANUFACTURER'S MAXIMUM PUMPING RATE.
8. WHEN SEDIMENTS FILL ½ THE VOLUME OF THE FILTER BAG, IMMEDIATELY REMOVE THAT BAG FROM SERVICE, PROPERLY DISPOSE OF SPENT BAGS WITH THEIR SEDIMENTS.

DEWATERING USING SEDIMENT FILTER BAG

NTS



(MODIFIED BELL PIPE)
LONGITUDINAL SECTION



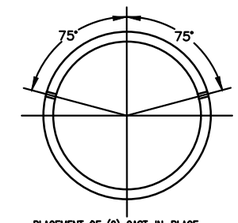
(TONGUE & GROOVE PIPE)

EYE BOLT DIMENSION TABLE

PIPE SIZE	L = LENGTH	
	TONGUE & GROOVE PIPE	MODIFIED BELL PIPE
12" TO 15"	3 3/4"	5 3/4"
18" TO 24"	4 1/2"	6 1/4"
36"	5 1/2"	7"
48"	6 1/2"	*
54"	*	*
60"	*	*

* PER MANUFACTURERS RECOMMENDATIONS

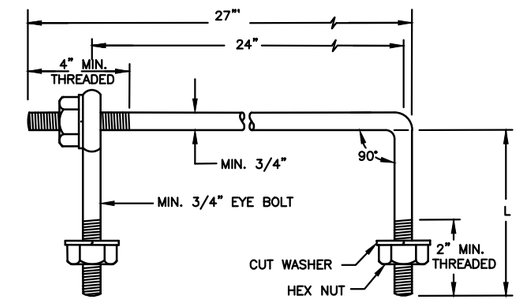
NOTE:
JOINT TIE ENDWALLS AND TWO UPSTREAM PIPE SECTIONS TOGETHER FOR ALL PIPE DIAMETERS. SEE DETAIL.

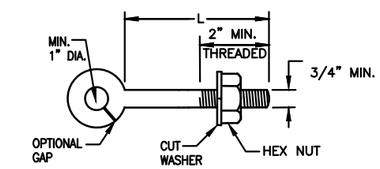


PLACEMENT OF (2) CAST-IN-PLACE INSERTS OR HOLES DURING FABRICATION FOR PIPE SECTIONS REQUIRING TIE RODS

TRANSVERSE SECTION

NOTE: TWO EYE BOLTS MAY BE USED WITH A 30" LONG THREADED ROD IN LIEU OF THE 90° BENT TIE ROD.





EYE BOLT

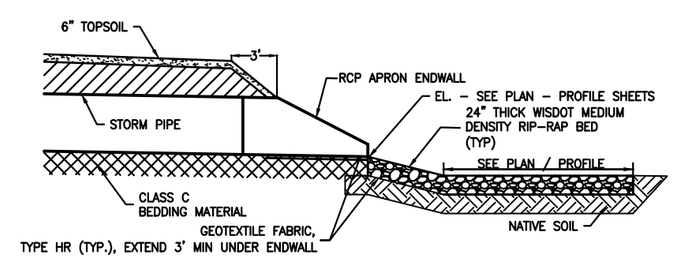
EYE BOLT AND TIE ROD

UNLESS OTHERWISE STATED IN THE CONTRACT, THE MATERIALS, FABRICATIONS AND WORK NECESSARY TO TIE REINFORCED CONCRETE PIPE WILL BE CONSIDERED INCIDENTAL TO OTHER ITEMS OF WORK.

① ℄ OF TONGUE AND GROOVE OR BELL AND SPIGOT JOINTS.
③ HOLES SHALL BE CAST-IN-PLACE OR DRILLED 12" FROM C OF TONGUE AND GROOVE.
④ BOLT PROJECTION INSIDE OF PIPE SHALL NOT EXCEED 2".

JOINT TIE DETAIL

NTS



APRON ENDWALLS WITH RIP-RAP DETAIL

NTS

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CITY OF PEWAUKEE
EMERALD ACRES FLOOD MITIGATION PROJECT

EROSION CONTROL AND STORM SEWER DETAILS

DRN:	DSN:	CHK:	APP:
WAC		EJE	

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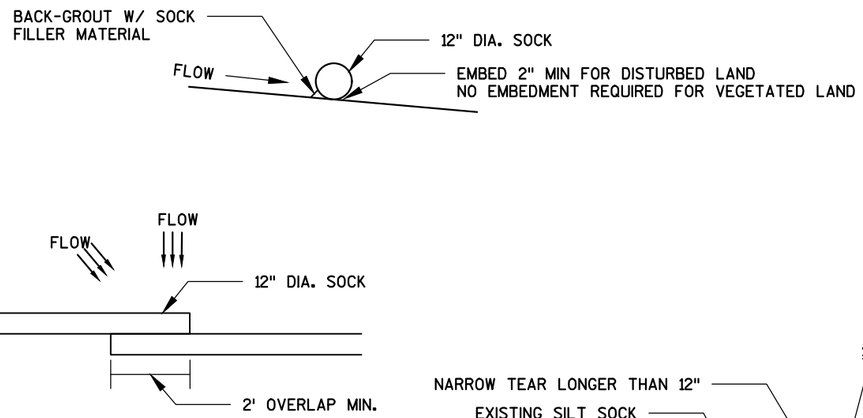
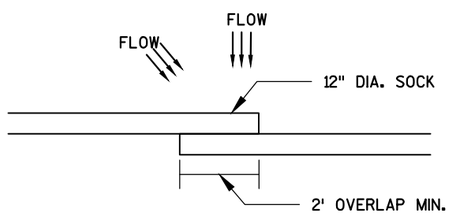
PROJECT NUMBER: 60155461

DRAWING NUMBER: D-3

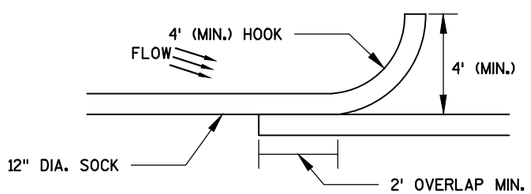
SHEET OF

FILE NAME: \\USMWK1FS001\PROD\DATALIBRARY\WORK\60155461\000_CAD\001_DRAWINGS\SHEETS\CIGAL-EC_DETAILS.DWG LAST SAVED BY: WAYNE.CASPER PLOT DATE: 7/12/2019 11:11:05 AM

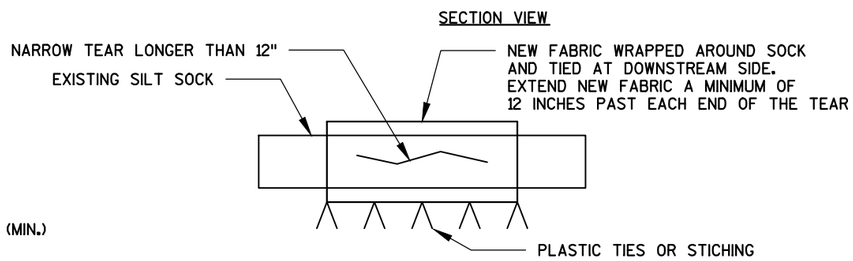




PLAN VIEW - FLOW 45 TO 90 DEG. TO EROSION LOG



PLAN VIEW - FLOW LESS THAN 45 DEG. TO EROSION LOG



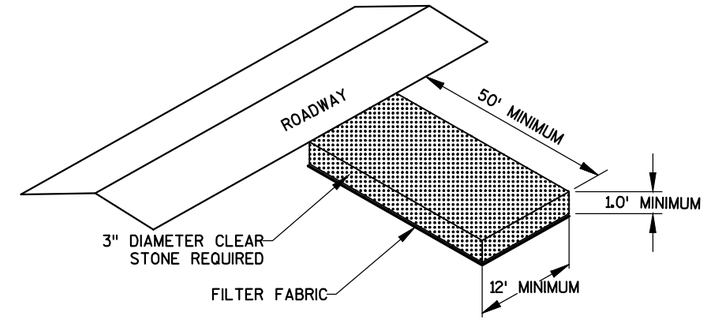
REPAIR DETAIL - TEAR GREATER THAN 12 INCHES

NOTES:

1. LOG MATERIAL PER WISDOT EROSION CONTROL PRODUCT ACCEPTABILITY LIST, TEMPORARY DITCH CHECKS. LOG FILLER TO BE COMPOST OR WOOD CHIPS (2" MAX.) MEETING WDNR TECHNICAL STANDARD INTERIM MANUFACTURED PERIMETER CONTROL AND SLOPE INTERRUPTION PRODUCTS #1071.
2. WHEN LOG IS USED ON A PAVED SURFACE CONCRETE BLOCKS SHALL BE USED TO SECURE LOG IN PLACE
3. ACCUMULATED SEDIMENT SHALL BE REMOVED FROM BEHIND LOG WHEN IT HAS REACHED A HEIGHT EQUAL TO HALF OF THE LOG HEIGHT.
4. SMALL HOLES OR RIPS LESS THAN 12" LONG MAY BE STITCHED CLOSED USING PLASTIC ZIP TIES. LARGER RIPS SHALL BE FIXED PER THE REPAIR DETAIL. HEAVILY DAMAGED SECTIONS SHALL BE REPLACED ENTIRELY. MAINTAIN A 2' MINIMUM OVERLAP AT EACH END.
5. INSTALL LOG SIZE THAT IS IDENTIFIED IN THE PROJECT SPECIFICATIONS.

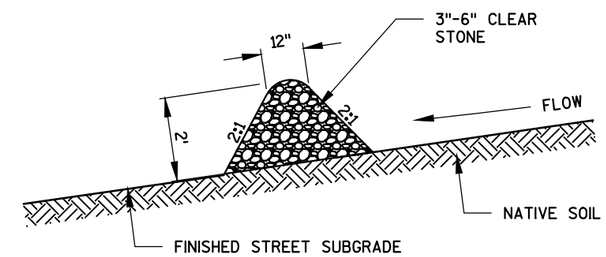
EROSION LOG INSTALLATION DETAIL

NTS

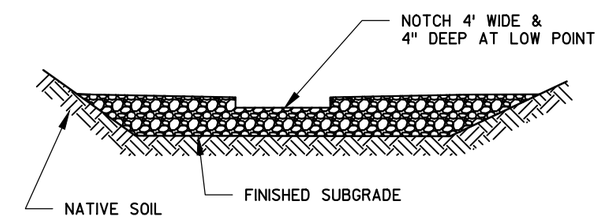


STONE TRACKING PAD

NTS



PROFILE VIEW



SECTION VIEW

NOTE:

1. VELOCITY CHECK SHALL BE CLEANED OUT AND ALL PLUGGED ROCK REMOVED AND REPLACED AS NEEDED WHEN CHECK IS 50% FULL OF SEDIMENT.
2. WIDTH TO BE FIELD VERIFIED.

STONE WEEPER

NTS

MARK	DESCRIPTION	APP	DATE
1	UPDATED SHEETS FOR ARMY CORP/DNR PERMIT RESPONSES	EJE	6-11-18
2	ADDED SURVEY CONTROL	EJE	10-5-18
3	95% PLAN SUBMITTAL	EJE	5-24-19
4	99% PLAN SUBMITTAL	EJE	7-10-19

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Milwaukee, WI 53212
414.944.6080
www.aecom.com

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CITY OF PEWAUKEE
EMERALD ACRES FLOOD MITIGATION PROJECT

EROSION CONTROL DETAILS

DRN:	DSN:	CHK:	APP:
WAC		EJE	

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PROJECT NUMBER: 60155461

DRAWING NUMBER: D-4

SHEET OF

FILE NAME: \\USMWK1FS001\PROD\DATALIBRARY\WORK\60155461\000_CAD\001_DRAWINGS\SHEETS\CIGAL-EC_DETAILS.DWG LAST SAVED BY: WAYNE.CASPER PLOT DATE: 7/10/2019 9:30:20 AM

EROSION CONTROL NOTES:

1. CONTRACTOR SHALL POST WDNR CERTIFICATE OF PERMIT COVERAGE ON SITE AND MAINTAIN UNTIL CONSTRUCTION ACTIVITIES HAVE CEASED, THE SITE IS STABILIZED, AND A NOTICE OF TERMINATION IS FILED WITH THE WDNR.

2. CONTRACTOR SHALL KEEP A COPY OF THE CURRENT EROSION CONTROL PLAN ON SITE THROUGHOUT THE DURATION OF THE PROJECT.

3. CONSTRUCTION SITE EROSION CONTROL AND SEDIMENTATION CONTROL SHALL COMPLY WITH THE REQUIREMENTS OF THE CITY OF PEWAUKEE TECHNICAL STANDARDS (HTTP://WWW.CITYOFPEWAUKEE.US/DOCUMENTCENTER/VIEW/1977/2016-PEWAUKEE-TECHNICAL-STANDARDS-WITH-DETAILS?BIDID=), THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES (WDNR) TECHNICAL STANDARDS (HTTPS://DNR.WI.GOV/TOPIC/STORMWATER/STANDARDS/CONST_STANDARDS.HTML) AND THE EROSION CONTROL MEASURES SHOWN ON PLANS AND DESCRIBED IN THE SPECIFICATIONS.

4. INSTALL PERIMETER CONTROLS AND TRACKOUT CONTROL PRIOR TO ANY LAND-DISTURBING ACTIVITIES. USE WDNR TECHNICAL STANDARD TRACKOUT CONTROL PRACTICES #1057 FOR TRACKING PAD.

5. ALL EROSION CONTROL MEASURES SHALL BE ADJUSTED TO MEET FIELD CONDITIONS AT THE TIME OF CONSTRUCTION AND SHALL BE INSTALLED PRIOR TO ANY GRADING OR DISTURBANCE OF EXISTING SURFACE MATERIAL ON THE SITE. ALL CHANGES TO THE EROSION AND SEDIMENT CONTROL MEASURES SHOWN ON THE PLANS MUST BE APPROVED BY THE CITY OF PEWAUKEE AND THE WISCONSIN DNR PRIOR TO IMPLEMENTATION IN THE FIELD.

6. CONTRACTOR IS RESPONSIBLE FOR ROUTINE SITE INSPECTIONS AT LEAST ONCE EVERY 7 DAYS AND WITHIN 24 HOURS AFTER A RAINFALL EVENT OF 0.5 INCHES OR GREATER THROUGHOUT THE DURATION OF CONSTRUCTION UNTIL THE SITE HAS BEEN CONFIRMED TO BE STABILIZED BY THE CITY OF PEWAUKEE AND WDNR. KEEP INSPECTION REPORTS ON-SITE AND MAKE THEM AVAILABLE UPON REQUEST.

7. WHEN POSSIBLE: PRESERVE EXISTING VEGETATION (ESPECIALLY ADJACENT TO SURFACE WATERS), MINIMIZE LAND DISTURBING CONSTRUCTION ACTIVITY ON SLOPES OF 20% OR MORE, MINIMIZE SOIL COMPACTION, AND PRESERVE TOPSOIL.

8. DEWATERING - FOLLOW CITY OF PEWAUKEE TECHNICAL STANDARDS AND WDNR TECHNICAL STANDARD DEWATERING #1061. NOTIFY WDNR IF DEWATERING IS SCHEDULED TO OCCUR IN AREAS OF SOIL AND/OR GROUNDWATER CONTAMINATION, OR IF DEWATERING WILL OCCUR FROM A HIGH CAPACITY WELL (70 GPM OR MORE). DEWATER ONLY AFTER THE APPROPRIATE WDNR DEWATERING DISCHARGE PERMIT HAS BEEN APPROVED. PROVIDE ANTI-SCOUR PROTECTION AND MAINTAIN NON-EROSIVE FLOW DURING DEWATERING. ALL PUMPED EFFLUENT FROM DEWATERING OPERATIONS (TRENCH DEWATERING OR OTHERWISE) SHALL BE DISCHARGED TO A GEOTEXTILE FILTER BAG CONFORMING TO WDNR CONSERVATION PRACTICE STANDARD 1061. THE GEOTEXTILE BAG SHALL BE PLACED ON VEGETATED/STABILIZED GROUND AND DISCHARGE TO A SEDIMENT BASIN OR TRAP. SHOULD NO BASIN EXIST, THE GEOTEXTILE BAG SHALL BE PLACED ON TYPE R GEOTEXTILE FABRIC AND SURROUNDED BY A SEDIMENT BALE BARRIER CONFORMING TO CONSERVATION PRACTICE STANDARD 1055. THE TYPE R GEOTEXTILE FABRIC SHALL BE BROUGHT UP THE SIDES AND OVER THE TOP OF THE SEDIMENT BALES AND SECURED. DISCHARGE SHALL NOT BE ALLOWED TO FLOW OVER UNPROTECTED GROUND. IN NO CASE SHALL PUMPED WATER BE DIVERTED OUTSIDE THE PROJECT LIMITS PRIOR TO SEDIMENT REMOVAL.

9. CONCRETE WASHOUT STRUCTURE - NO CONCRETE WASHWATER IS ALLOWED TO BE DISCHARGED INTO THE WETLANDS OR CHANNEL. PROVIDE AND MAINTAIN CONCRETE WASHOUT STRUCTURE AS SHOWN ON PLANS OR OTHERWISE APPROVED THROUGH SHOP DRAWING SUBMITTALS.

10. IMMEDIATELY STABILIZE STOCKPILES AND SURROUND STOCKPILES WITH SILT FENCE OR OTHER PERIMETER CONTROL IF STOCKPILES WILL REMAIN INACTIVE FOR 7 DAYS OR LONGER.

11. REMOVE SEDIMENT FROM BEHIND SILT FENCE AND SEDIMENT BARRIERS BEFORE SEDIMENT REACHES A DEPTH THAT IS EQUAL TO ONE-HALF OF THE FENCE AND/OR BARRIER HEIGHT. INSTALL AND MAINTAIN SILT FENCING PER WDNR TECHNICAL STANDARD SILT FENCE #1056.

12. INSTALL AND MAINTAIN EROSION LOGS IN ACCORDANCE WITH WDNR TECHNICAL STANDARD INTERIM MANUFACTURED PERIMETER CONTROL AND SLOPE INTERRUPTION PRODUCTS #1071.

13. SWEEP CLEAN ALL SEDIMENT THAT MOVES OFF-SITE DUE TO CONSTRUCTION ACTIVITY OR STORM EVENTS BEFORE THE END OF THE SAME WORKDAY OR AS DIRECTED BY ENGINEER OR OWNER. SEPARATE SWEPT MATERIALS (SOILS AND TRASH AND DISPOSE OF APPROPRIATELY.)

14. CONTRACTOR IS RESPONSIBLE FOR CONTROLLING DUST PER WDNR TECHNICAL STANDARD DUST CONTROL ON CONSTRUCTION SITES STANDARD #1068.

15. WINTER CONSTRUCTION SITE EROSION CONTROL.

A. GENERAL. A PROJECT INVOLVING CONSTRUCTION BETWEEN NOVEMBER 1 AND MAY 1 WILL REQUIRE MEASURES TO STABILIZE THE SITE OVER WINTER. IF THE CONSTRUCTION SITE IS NOT STABILIZED WITH PAVEMENT, GRAVEL ROAD BASE OR 70% MATURE VEGETATIVE COVER OR RIP RAP BY NOVEMBER 1, THEN THE SITE MUST BE PROTECTED WITH OVER-WINTER STABILIZATION PRACTICES.

B. CONSIDERATIONS. WINTER EXCAVATION AND EARTHWORK ACTIVITIES SHOULD BE LIMITED IN EXTENT AND DURATION TO MINIMIZE POTENTIAL EROSION AND SEDIMENTATION IMPACTS.

I. EXPOSE ONLY AS MUCH AREA AS NECESSARY TO COMPLETE THE WORK AND CAN BE STABILIZED IN ONE DAY PRIOR TO ANY RAIN OR SNOW EVENT.

II.SUBSEQUENT WORK AREAS SHOULD NOT BE EXPOSED UNTIL THE PREVIOUSLY EXPOSED AREA HAS BEEN STABILIZED.

III. ALL EROSION AND SEDIMENT CONTROL MEASURES INSTALLED FOR THE PROJECT SHOULD BE ROUTINELY MAINTAINED, CLEANED, INSPECTED, AND REPAIRED AS NEEDED FOR THE CONSTRUCTION SEASON. TEMPORARY EMBANKMENTS SHOULD BE FULLY VEGETATED OR OTHERWISE STABILIZED BY ACCEPTED METHODS.

C. MAINTENANCE REQUIREMENTS.

I. MAINTENANCE MEASURES SHOULD OCCUR THROUGHOUT CONSTRUCTION, INCLUDING THE OVER-WINTER PERIOD. AFTER EACH RAINFALL, SNOWSTORM OR PERIOD OF THAWING AND RUNOFF, THE CONSTRUCTION SITE CONTRACTOR SHOULD CONDUCT AN INSPECTION OF ALL EROSION CONTROL MEASURES AND PERFORM REPAIRS AS NEEDED TO ENSURE THEIR CONTINUING FUNCTION.

II.FOR ANY AREA STABILIZED BY TEMPORARY OR PERMANENT SEEDING PRIOR TO NOVEMBER 1, THE CONTRACTOR SHOULD CONDUCT AN INSPECTION IN THE SPRING TO ASCERTAIN THE CONDITION OF VEGETATIVE COVER AND REPAIR ANY DAMAGED AREAS OR BARE SPOTS AND RESEED AS REQUIRED TO ACHIEVE AN ESTABLISHED VEGETATIVE COVER (AT LEAST 70 PERCENT AREA VEGETATED WITH HEALTHY, VIGOROUS GROWTH).

D. SPECIFICATIONS. TO ADEQUATELY PROVIDE SEDIMENT AND EROSION CONTROL DURING COLD WEATHER AND EARLY SPRING RUNOFF, THE FOLLOWING STABILIZATION TECHNIQUES SHALL BE EMPLOYED DURING THE PERIOD FROM NOVEMBER 1 TO MAY 1.

I. THE AREA OF EXPOSED, UN-STABILIZED SOIL SHOULD BE LIMITED TO ONLY WHAT IS REQUIRED TO PERFORM THE WORK. THE EXPOSED AREA SHOULD BE PROTECTED AGAINST EROSION BY METHODS DESCRIBED IN THIS SECTION PRIOR TO ANY THAW OR RUNOFF PRODUCING CONDITIONS.

II.STABILIZATION AS FOLLOWS SHOULD BE COMPLETED WITHIN 7 DAYS OF ESTABLISHING FINAL GRADE OR THAT WILL OTHERWISE EXIST FOR MORE THAN 14 DAYS:

A) ALL PROPOSED VEGETATED AREAS HAVING A SLOPE LESS THAN 15 PERCENT WHICH DO NOT EXHIBIT A MINIMUM 70 PERCENT VEGETATIVE GROWTH BY NOVEMBER 1, OR WHICH IS DISTURBED AFTER NOVEMBER 1 SHOULD BE DORMANT SEEDED AT A RATE 3 TIMES HIGHER THAN SPECIFIED FOR PERMANENT SEED AND COVERED WITH 2 TO 3 TONS OF HAY OR STRAW MULCH PER ACRE WITH EITHER ANCHORED NETTING OR AN APPROVED TACKIFIER FROM THE WISDOT PRODUCT ACCEPTABILITY LIST (PAL). AN EROSION CONTROL BLANKET OR TYPE A SOIL STABILIZER FROM THE WISDOT PAL MAY BE USED IN LIEU OF MULCH AND NETTING OR MULCH AND TACKIFIER.

B) ALL PROPOSED VEGETATED AREAS HAVING A SLOPE GREATER THAN 15 PERCENT WHICH DO NOT EXHIBIT A MINIMUM OF 70 PERCENT VEGETATIVE GROWTH BY NOVEMBER 1 OR WHICH ARE DISTURBED AFTER NOVEMBER 1, SHOULD BE DORMANT SEEDED AT A RATE 3 TIMES HIGHER THAN SPECIFIED FOR PERMANENT SEED AND COVERED WITH A PROPERLY INSTALLED AND ANCHORED EROSION CONTROL BLANKET.

III. ALL STONE COVERED SLOPES MUST BE CONSTRUCTED AND STABILIZED BY NOVEMBER 1.

IV. INSTALLATION OF ANCHORED HAY OR STRAW MULCH SHOULD NOT OCCUR OVER SNOW GREATER THAN 1 INCH IN DEPTH.

V. ALL MULCH APPLIED DURING WINTER SHOULD BE ANCHORED WITH NETTING OR TACKIFIER FROM WISDOT PAL.

VI. STOCKPILES OF SOIL MATERIALS SHOULD BE SEEDED AND MULCHED FOR OVER-WINTER PROTECTION WITH HAY OR STRAW AT 2 TO 3 TONS PER ACRE. MULCHING SHOULD BE DONE WITHIN 24 HOURS OF STOCKPILING AND RE-ESTABLISHED PRIOR TO ANY RAINFALL OR SNOWFALL. NO SOIL STOCKPILE SHOULD BE LOCATED WITHIN 25 FEET OF ANY WETLAND OR OTHER WATER RESOURCE AREA. SOIL STABILIZER TYPE A OR EROSION CONTROL BLANKET MAY BE USED IN LIEU OF MULCH.

VII. FROZEN MATERIALS SHOULD BE STOCKPILED SEPARATELY AND IN A LOCATION THAT IS AWAY FROM ANY AREA NEEDING TO BE PROTECTED. STOCKPILES OF FROZEN MATERIAL CAN MELT IN THE SPRING AND BECOME UNWORKABLE AND DIFFICULT TO TRANSPORT DUE TO HIGH MOISTURE CONTENT IN THE SOIL.

VIII. INSTALLATION OF EROSION CONTROL BLANKETS SHOULD NOT OCCUR OVER SNOW OF GREATER THAN 1 INCH IN DEPTH OR OVER FROZEN GROUND.

IX. ALL GRASS-LINED DITCHES AND CHANNELS SHOULD BE CONSTRUCTED AND STABILIZED BY OCTOBER 15. ALL DITCHES OR SWALES WHICH DO NOT EXHIBIT A MINIMUM 70 PERCENT VEGETATIVE GROWTH BY NOVEMBER 1 OR WHICH ARE DISTURBED AFTER NOVEMBER 1 SHOULD BE STABILIZED WITH TEMPORARY STONE AND FILTER FABRIC OR TEMPORARY SEED AND EROSION CONTROL BLANKETS APPROPRIATE TO THE DESIGN FLOW CONDITIONS.

X. ALL STONED LINED DITCHES AND CHANNELS MUST BE CONSTRUCTED AND STABILIZED BY NOVEMBER 1.

XI. SEDIMENT BARRIERS THAT ARE INSTALLED DURING FROZEN CONDITIONS SHOULD CONFORM TO CONSERVATION PRACTICE STANDARD 1071 V.C.1.C ANCHORED IN PLACE AND IN FULL CONTACT WITH THE GROUND SURFACE. SILT FENCE AND HAY BALES SHOULD NOT BE INSTALLED WHEN FROZEN GROUND CONDITIONS PREVENT PROPER EMBEDMENT OF THESE BARRIERS.

XII. AFTER DECEMBER 1, INCOMPLETE ROAD OR PARKING AREAS WHERE ACTIVE CONSTRUCTION OF THE ROAD OR PARKING AREA HAS CEASED FOR THE WINTER SEASON SHOULD BE PROTECTED WITH A 3 INCH LAYER OF SAND AND GRAVEL WITH A GRADATION CONFORMING TO TABLE 37 OF THE STANDARD SPECIFICATIONS FOR SEWER AND WATER CONSTRUCTION IN WISCONSIN.

16. FOR STABILIZATION OF NON-CHANNELIZED DISTURBED LAND AREAS, PROVIDE CLASS I, URBAN, TYPE A EROSION CONTROL MATTING AND INSTALL AND MAINTAIN PER WDNR TECHNICAL STANDARD NON-CHANNEL EROSION MAT #1052 IMMEDIATELY FOLLOWING FINAL GRADING, PREPARATION, AND SEEDING. FOR STABILIZATION OF CHANNELIZED DISTURBED LAND AREAS, PROVIDE CLASS II, TYPE C EROSION CONTROL MATTING AND INSTALL AND MAINTAIN PER WDNR TECHNICAL STANDARD CHANNEL EROSION MAT #1053 IMMEDIATELY FOLLOWING FINAL GRADING, PREPARATION, AND SEEDING.

17. MAKE PROVISIONS FOR WATERING DURING THE FIRST 8 WEEKS FOLLOWING SEEDING OR PLANTING OF DISTURBED AREAS WHENEVER MORE THAN 7 CONSECUTIVE DAYS OF DRY WEATHER OCCUR. WATERING IS INCIDENTAL TO CONTRACT.

18. INSTALL ADDITIONAL EROSION AND SEDIMENT CONTROL MEASURES AS NEEDED (SUCH AS TEMPORARY SEDIMENT BASINS, STONE WEEPERS, EROSION CONTROL MATTING, SILT FENCING, EROSION LOGS, ETC.), OR AS DIRECTED BY ENGINEER OR OWNER.

MARK	DESCRIPTION	APP	DATE
1	UPDATED SHEETS FOR ARMY CORP/DNR PERMIT RESPONSES	EJE	6-11-18
2	ADDED SURVEY CONTROL	EJE	10-5-18
3	95% PLAN SUBMITTAL	EJE	5-24-19
4	99% PLAN SUBMITTAL	EJE	7-10-19

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CITY OF PEWAUKEE
EMERALD ACRES FLOOD MITIGATION PROJECT

EROSION CONTROL NOTES

DRN: WAC | DSN: | CHK: EJE | APP:

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PROJECT NUMBER: 60155461

DRAWING NUMBER: D-5

SHEET OF

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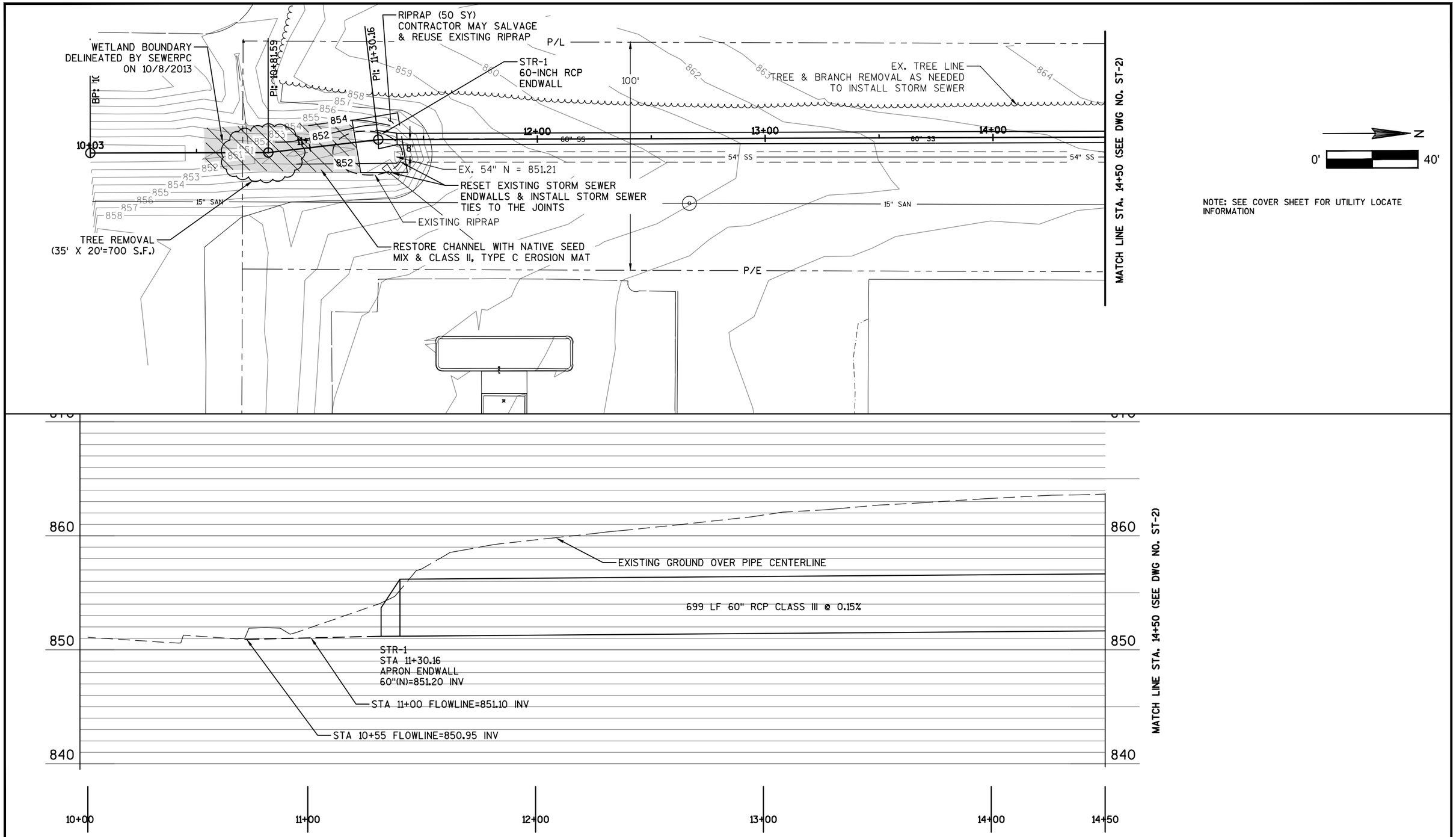

MARK	DESCRIPTION		DATE
1	UPDATED SHEETS FOR ARMY CORP/DNR PERMIT RESPONSES	EJE	6-11-18
2	ADDED SURVEY CONTROL	EJE	10-5-18
3	95% PLAN SUBMITTAL	EJE	5-24-19

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CITY OF PEWAUKEE
EMERALD ACRES FLOOD MITIGATION PROJECT

60-INCH STORM SEWER PLAN AND PROFILE

DRN:	DSN:	CHK:	APP:
ZTM		EJE	

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PROJECT NUMBER: 60185225

DRAWING NUMBER: ST-1

SHEET OF

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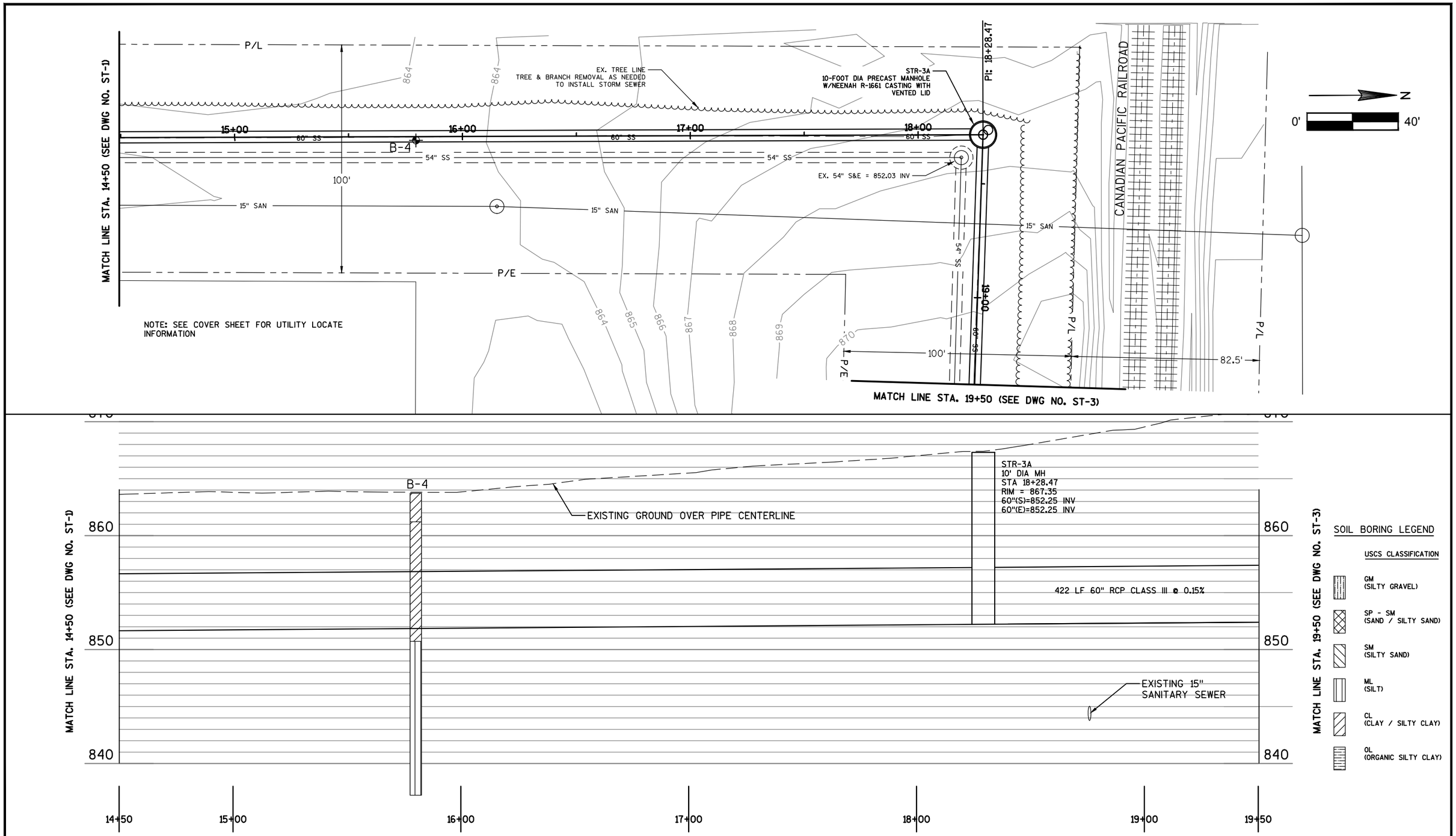

MARK	DESCRIPTION		DATE
1	UPDATED SHEETS FOR ARMY CORP/DNR PERMIT RESPONSES	EJE	6-11-18
2	ADDED SURVEY CONTROL	EJE	10-5-18
3	95% PLAN SUBMITTAL	EJE	5-24-19

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CITY OF PEWAUKEE
EMERALD ACRES FLOOD MITIGATION PROJECT

60-INCH STORM SEWER PLAN AND PROFILE

DRN:	DSN:	CHK:	APP:
ZTM		EJE	

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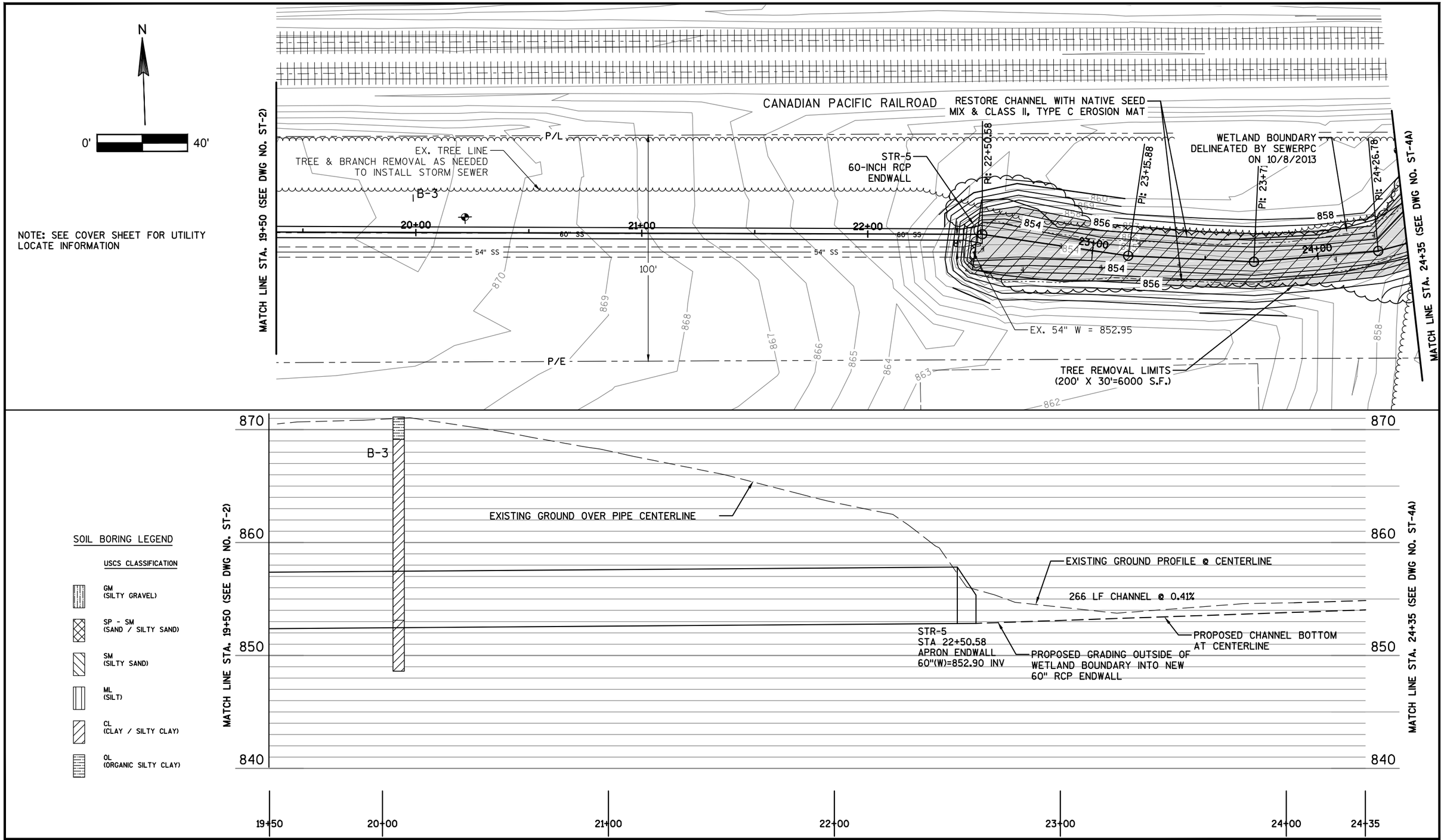
PROJECT NUMBER: 60185225

DRAWING NUMBER: ST-2

SHEET OF

FILE NAME: \\USMWK1FS0011\PROD\DATALIBRARY\WORK\60155461\000_CAD\001_DRAWINGS\DESIGN\CIP\EWAUKEE EMERALD 60155461_ST1-4B.DWG LAST SAVED BY: WAYNE.CASPER PLOT DATE: 7/10/2019 9:33:40 AM



MARK	DESCRIPTION	BY	DATE
1	UPDATED SHEETS FOR ARMY CORP/DNR PERMIT RESPONSES	EJE	6-11-18
2	ADDED SURVEY CONTROL	EJE	10-5-18
3	95% PLAN SUBMITTAL	EJE	5-24-19

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CITY OF PEWAUKEE
EMERALD ACRES FLOOD MITIGATION PROJECT

60-INCH STORM SEWER PLAN AND PROFILE

DRN:	DSN:	CHK:	APP:
ZTM		EJE	

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PROJECT NUMBER: 60185225

DRAWING NUMBER: ST-3

SHEET OF

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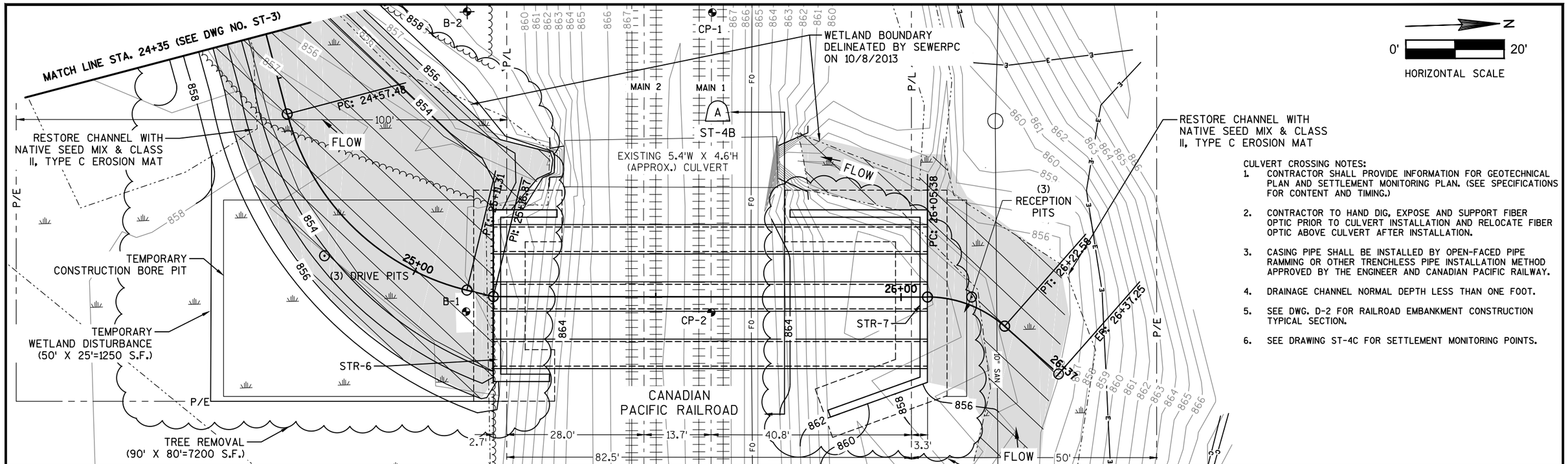
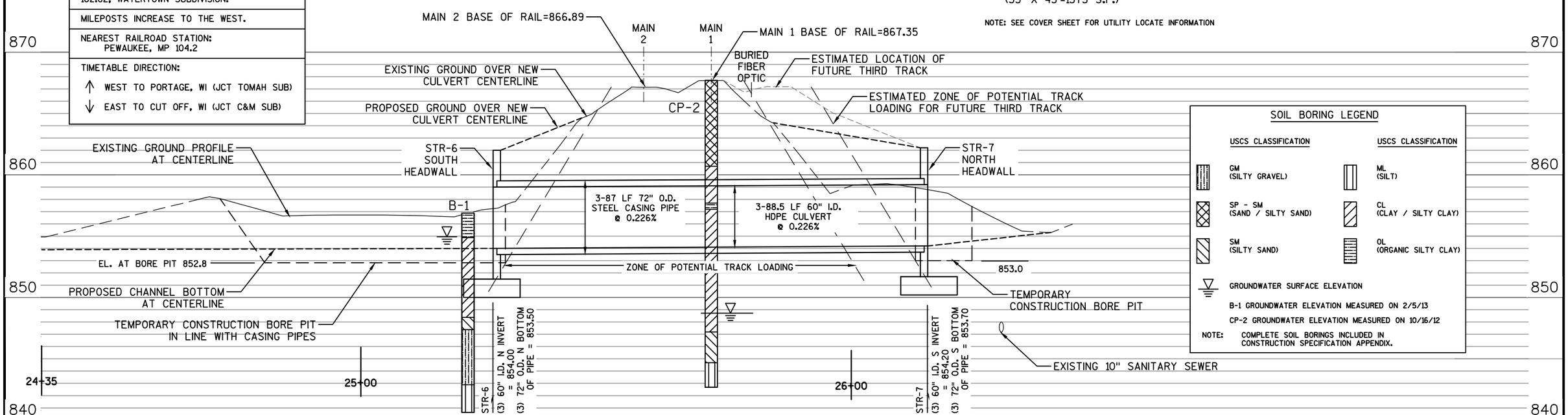


CULVERT CROSSING NOTES:

1. CONTRACTOR SHALL PROVIDE INFORMATION FOR GEOTECHNICAL PLAN AND SETTLEMENT MONITORING PLAN. (SEE SPECIFICATIONS FOR CONTENT AND TIMING.)
2. CONTRACTOR TO HAND DIG, EXPOSE AND SUPPORT FIBER OPTIC PRIOR TO CULVERT INSTALLATION AND RELOCATE FIBER OPTIC ABOVE CULVERT AFTER INSTALLATION.
3. CASING PIPE SHALL BE INSTALLED BY OPEN-FACED PIPE RAMMING OR OTHER TRENCHLESS PIPE INSTALLATION METHOD APPROVED BY THE ENGINEER AND CANADIAN PACIFIC RAILWAY.
4. DRAINAGE CHANNEL NORMAL DEPTH LESS THAN ONE FOOT.
5. SEE DWG. D-2 FOR RAILROAD EMBANKMENT CONSTRUCTION TYPICAL SECTION.
6. SEE DRAWING ST-4C FOR SETTLEMENT MONITORING POINTS.

EX. CULVERT C-45 LOCATED AT RAILROAD MP 102.82, WATERTOWN SUBDIVISION.
MILEPOSTS INCREASE TO THE WEST.
NEAREST RAILROAD STATION: PEWAUKEE, MP 104.2
TIMETABLE DIRECTION: ↑ WEST TO PORTAGE, WI (JCT TOMAH SUB) ↓ EAST TO CUT OFF, WI (JCT C&M SUB)

NOTE: SEE COVER SHEET FOR UTILITY LOCATE INFORMATION



SOIL BORING LEGEND

USCS CLASSIFICATION	USCS CLASSIFICATION
GM (SILTY GRAVEL)	ML (SILT)
SP - SM (SAND / SILTY SAND)	CL (CLAY / SILTY CLAY)
SM (SILTY SAND)	OL (ORGANIC SILTY CLAY)

GROUNDWATER SURFACE ELEVATION

B-1 GROUNDWATER ELEVATION MEASURED ON 2/5/13

CP-2 GROUNDWATER ELEVATION MEASURED ON 10/16/12

NOTE: COMPLETE SOIL BORINGS INCLUDED IN CONSTRUCTION SPECIFICATION APPENDIX.

MARK	DESCRIPTION	BY	DATE
1	UPDATED SHEETS FOR ARMY CORP/DNR PERMIT RESPONSES	EJE	6-11-18
2	ADDED SURVEY CONTROL	EJE	10-5-18
3	95% PLAN SUBMITTAL	EJE	5-24-19
4	GEOTECHNICAL & SETTLEMENT MONITORING UPDATES	EJE	7-09-19
5	99% PLAN SUBMITTAL	EJE	7-10-19

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MIDDLETON, WI 53562
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CITY OF PEWAUKEE
EMERALD ACRES FLOOD MITIGATION PROJECT

TRIPLE 60-INCH CULVERT PLAN AND PROFILE

DRN:	DSN:	CHK:	APP:
WAC		EJE	

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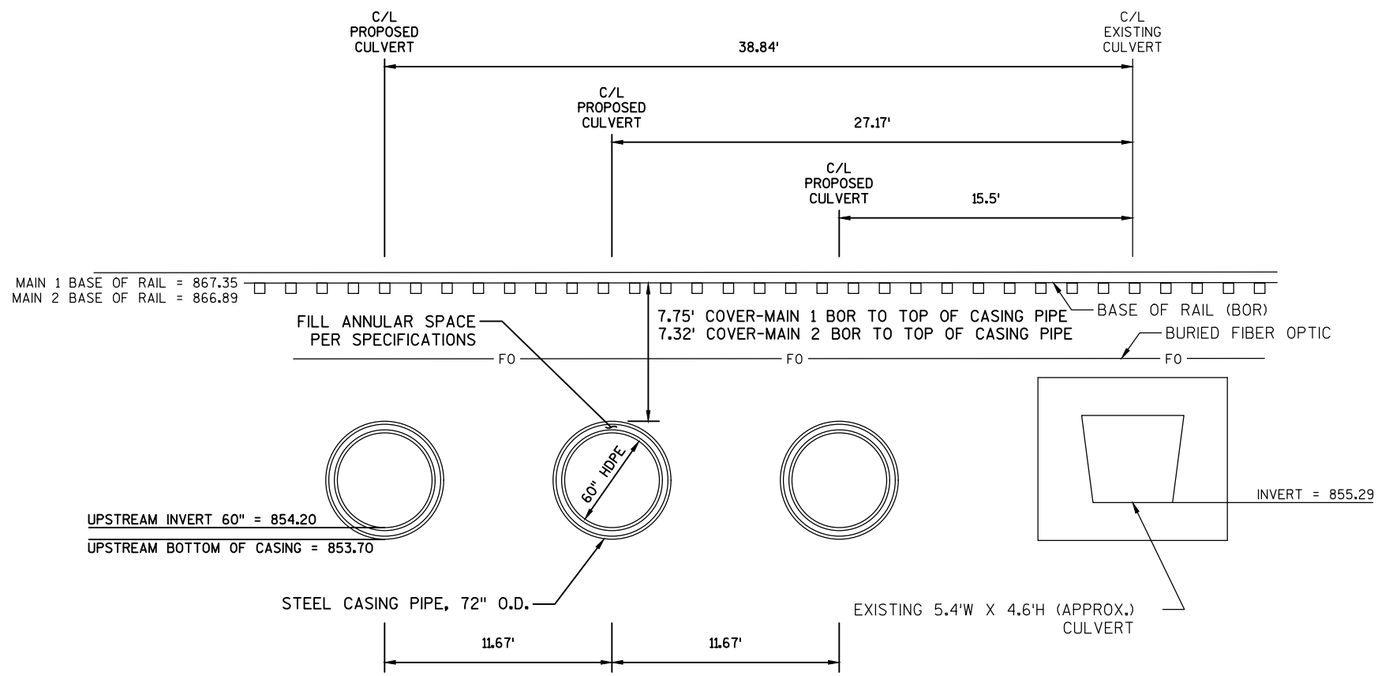
PROJECT NUMBER: 60185225

DRAWING NUMBER: ST-4A

SHEET OF

FILE NAME: \\USMWK1FS001\PROD\DATA\LIBRARY\WORK\60155461\000_CAD\001_DRAWINGS\DESIGN\CIVIL\PEWAUKEE EMERALD 60155461_ST1-4B.DWG LAST SAVED BY: WAYNE.CASPER PLOT DATE: 7/12/2019 11:21:09 AM



CULVERT TYPICAL SECTION (A)

NTS

ST-4B

MARK	DESCRIPTION		DATE
1	UPDATED SHEETS FOR ARMY CORP/DNR PERMIT RESPONSES	EJE	6-11-18
2	ADDED SURVEY CONTROL	EJE	10-5-18
3	95% PLAN SUBMITTAL	EJE	5-24-19
4	GEOTECHNICAL & SETTLEMENT MONITORING UPDATES	EJE	7-09-19
5	99% PLAN SUBMITTAL	EJE	7-10-19

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CITY OF PEWAUKEE
EMERALD ACRES FLOOD MITIGATION PROJECT

TRIPLE 60-INCH CULVERT TYPICAL SECTION

DRN:	DSN:	CHK:	APP:
WAC		EJE	

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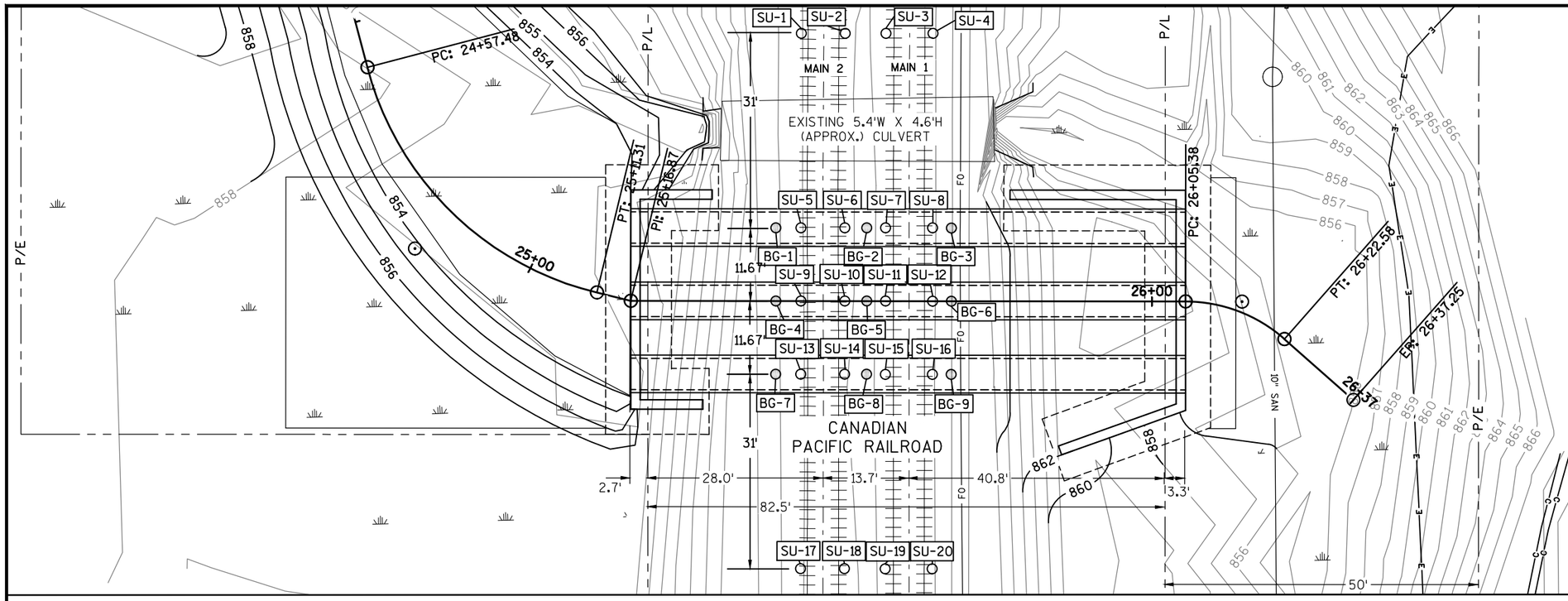
PROJECT NUMBER: 60185225

DRAWING NUMBER: ST-4B

SHEET OF

FILE NAME: \\USMWK1FS0011PROD\DATA\LIBRARY\WORK\60155461\000_CAD\001_DRAWINGS\DESIGN\CIPEWAUKEE EMERALD 60155461_ST1-4B.DWG LAST SAVED BY: WAYNE.CASPER PLOT DATE: 7/10/2019 9:35:59 AM



MONITORING POINTS KEY

SU-X — SURFACE MONITORING POINT

BG-X — SUBSURFACE MONITORING POINT

SETTLEMENT MONITORING NOTES:

1. CONTRACTOR SHALL PROVIDE INFORMATION FOR GEOTECHNICAL PLAN AND SETTLEMENT MONITORING PLAN. (SEE SPECIFICATIONS FOR CONTENT AND TIMING.)
2. SUBSURFACE SETTLEMENT POINTS WILL BE INSTALLED TO 3.28 FEET ABOVE CROWN OF CASING PIPE WITHIN THE CPR RIGHT-OF-WAY AND ALONG THE AXIS OF THE PROPOSED PIPE CROSSING AS SHOWN.
3. SURFACE SETTLEMENT POINTS SHALL BE MOUNTED IN PAIRS AT THE BASE OF RAILS PERPENDICULAR TO THE CENTERLINE OF THE TRACK AND AT THE INTERSECTION OF THE PIPE AND RAIL CENTER LINES.
4. CONTRACTOR TO DETERMINE LOCATION OF BENCHMARK FOR MEASURING SETTLEMENT BEFORE, DURING, AND AFTER CONSTRUCTION.
5. SETTLEMENT MONITORING SHALL START BEFORE THE EXCAVATION OF THE PITS AND PIPE INSTALLATION BEGINS AND BE DONE AT LEAST TWICE PER DAY FOR NO LESS THAN TWO DAYS.
6. SETTLEMENT MONITORING SHALL PROCEED THROUGH THE CONSTRUCTION PERIOD AND SHOULD BE COMPLETED AT LEAST TWICE DAILY.
7. SETTLEMENT MONITORING SHALL CONTINUE AT LEAST 3 DAYS AFTER THE COMPLETION OF CONSTRUCTION.
8. SETTLEMENT MONITORING SHALL CONTINUE UNTIL THE GEOTECHNICAL ENGINEER OF RECORD DEEMS IT SAFE TO DISCONTINUE SETTLEMENT MONITORING IF ANY LOSS OF GROUND DURING PIPE INSTALLATION OCCURS, ANY REASON TO BELIEVE SETTLEMENT MAY BE DELAYED, OR ANY SETTLEMENT IS IDENTIFIED DURING PIPE INSTALLATION OR SUBSEQUENT MONITORING PERIOD.

EX. CULVERT C-45 LOCATED AT RAILROAD MP 102.82, WATERTOWN SUBDIVISION.

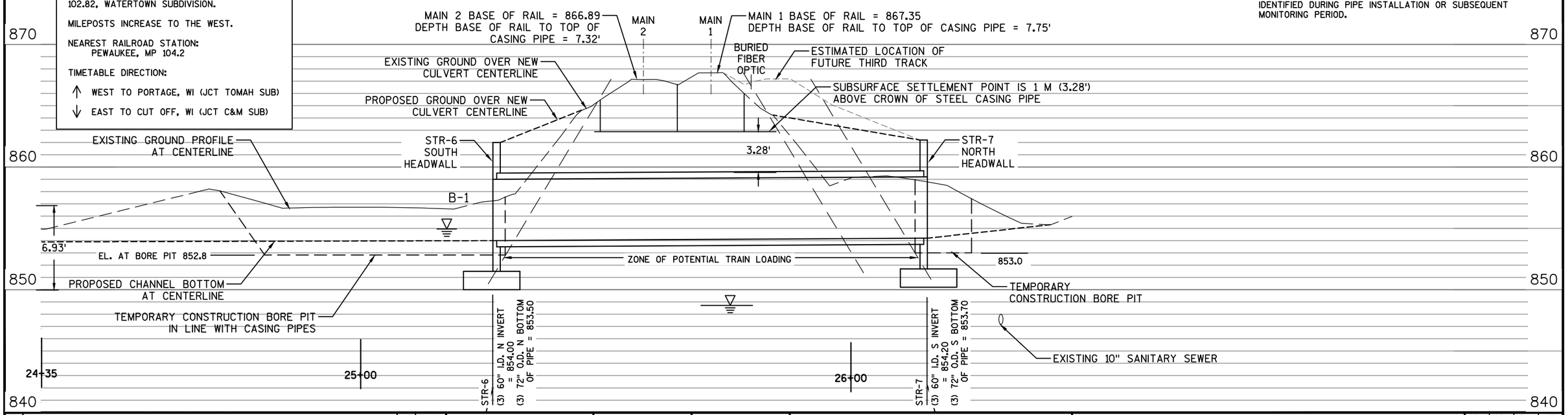
MILEPOSTS INCREASE TO THE WEST.

NEAREST RAILROAD STATION:
PEWAUKEE, MP 104.2

TIMETABLE DIRECTION:

↑ WEST TO PORTAGE, WI (JCT TOMAH SUB)

↓ EAST TO CUT OFF, WI (JCT C&M SUB)



MARK	DESCRIPTION	BY	DATE
1	UPDATED SHEETS FOR ARMY CORP/DNR PERMIT RESPONSES	EJE	6-11-18
2	ADDED SURVEY CONTROL	EJE	10-5-18
3	95% PLAN SUBMITTAL	EJE	5-24-19

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CITY OF PEWAUKEE
EMERALD ACRES FLOOD MITIGATION PROJECT

SETTLEMENT MONITORING PLAN AND PROFILE

DRN:	DSN:	CHK:	APP:
WAC		EJE	

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PROJECT NUMBER: 60185225

DRAWING NUMBER: ST-4C

SHEET OF

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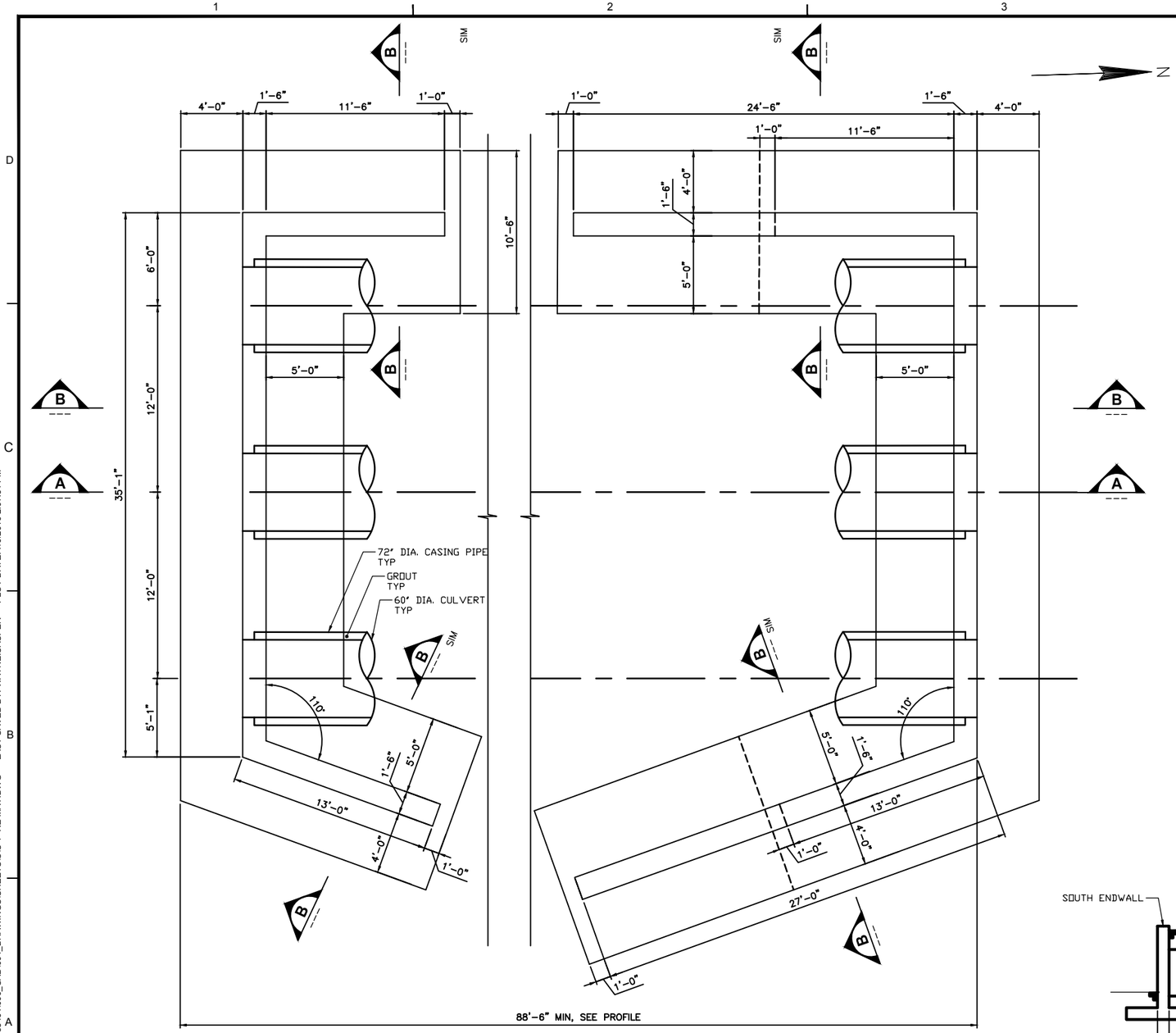
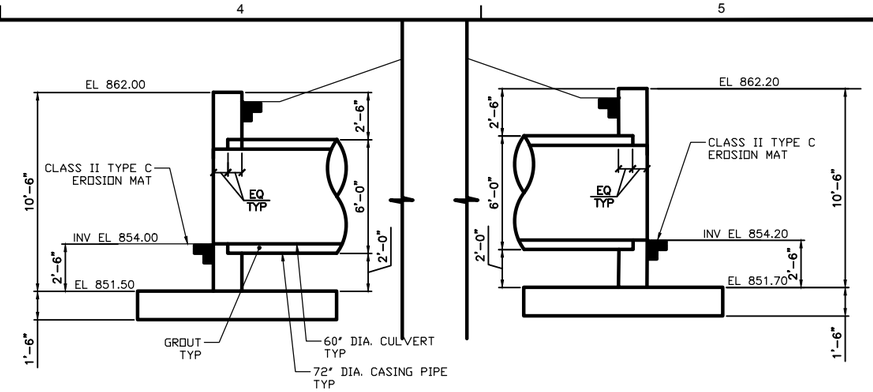


PLAN

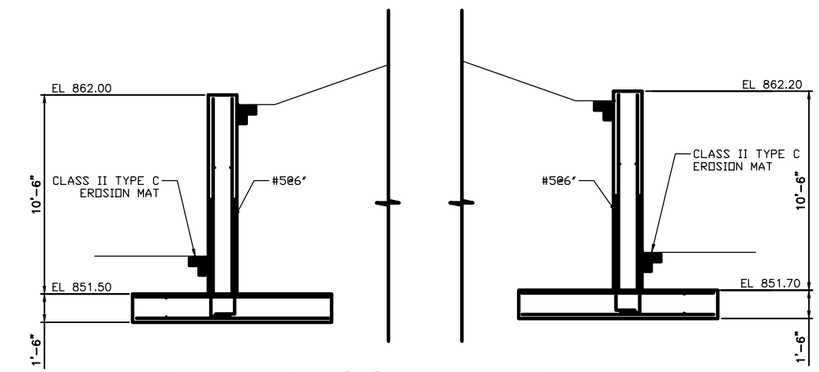
0' 2' 4' 8'
SCALE



NOTE: SEE SECTION B FOR TYPICAL REINFORCING.

SECTION A

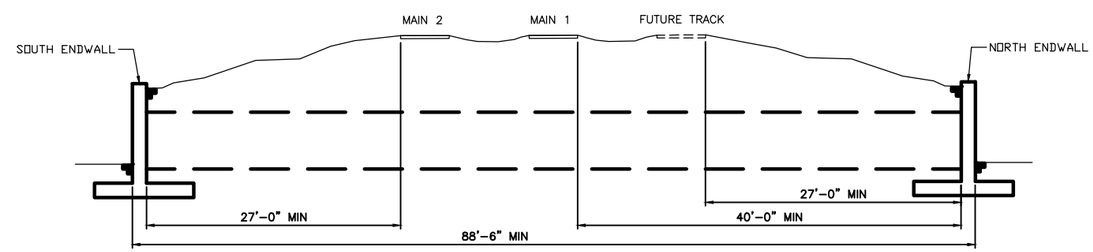
0' 2' 4' 8'
SCALE



NOTE: REINFORCING SHOWN #5@9" UNLESS NOTED OTHERWISE.

SECTION B

0' 2' 4' 8'
SCALE



RAILROAD AND ENDWALL PROFILE

0' 4' 8' 16'
SCALE

MARK	DESCRIPTION		DATE
1	UPDATED SHEETS FOR ARMY CORP/DNR PERMIT RESPONSES	EJE	6-11-18
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3	95% PLAN SUBMITTAL	EJE	5-24-19
4	99% PLAN SUBMITTAL	EJE	7-10-19

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CITY OF PEWAUKEE
EMERALD ACRES FLOOD MITIGATION PROJECT

TRIPLE 60-INCH CULVERT ENDWALLS PLAN AND SECTIONS

DRN:	DSN:	CHK:	APP:
WAC		EJE	

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PROJECT NUMBER: 60185225

DRAWING NUMBER: S-1

SHEET OF

FILE NAME: \\USMWK1FS001\PROD\DATA\LIBRARY\WORK\60155461\000_CAD\001_DRAWINGS\SHEETS\CS-1 - RE-MAY.DWG LAST SAVED BY: WAYNE.CASPER PLOT DATE: 7/9/2019 2:07:54 PM

GENERAL STRUCTURAL NOTES

GENERAL

1. THE GENERAL STRUCTURAL NOTES AND STANDARD STRUCTURAL DETAILS APPLY TO THE ENTIRE PROJECT UNLESS SPECIFICALLY STATED OTHERWISE.

DESIGN CRITERIA

1. DESIGN AND CONSTRUCT IN CONFORMANCE WITH THE WISCONSIN COMMERCIAL BUILDING CODE, LATEST EDITION
2. SUPERIMPOSED DESIGN LOADS:
   A. RETAINING WALL SURCHARGE — COOPER E80

FOUNDATIONS

1. NET SOIL BEARING CAPACITIES: — 2000 PSF ASSUMED, TO BE FIELD VERIFIED BY GEOTECHNICAL ENGINEER
2. PLACE FOOTINGS ON NATURAL UNDISTURBED EARTH OR STRUCTURAL FILL.
3. PLACE FILL SIMULTANEOUSLY ON BOTH SIDES OF FREE-STANDING STRUCTURES.
4. TO MINIMIZE LATERAL FORCES AGAINST THE STRUCTURE DUE TO WEDGING ACTION OF THE SOIL, BEGIN COMPACTION OF EACH LAYER AT THE STRUCTURE WALL.

CONCRETE

1. REINFORCING STEEL:
   A. DEFORMED BARS — ASTM A615-GRADE 60
2. UNLESS OTHERWISE SHOWN PROVIDE COVER FOR REINFORCEMENT AS FOLLOWS:
   A. CAST AGAINST:
      1. EARTH — 3 INCHES
      2. MUD SLAB — 2 INCHES
   B. EXPOSED TO EARTH, WEATHER OR WATER:
      1. WALLS — 2 INCHES
      2. FOOTINGS AND BASE SLAB:
         FORMED SURFACES — 2 INCHES
         TOP OF FOOTINGS AND BASE SLABS — 2 INCHES
3. PLACE DOWELS BEFORE PLACING CONCRETE.
4. DO NOT WELD OR FIELD BEND REINFORCING BARS, EXCEPT AS APPROVED BY ENGINEER.
5. CONCRETE:
   A. ALL LOCATIONS EXCEPT WHERE CLASS F IS SPECIFIED:
      CLASS A — F'c=5000 PSI
   B. MUD SLAB AND BACKFILL:
      CLASS F — F'c=2000 PSI
6. UNLESS OTHERWISE NOTED, CONSTRUCTION JOINTS SHOWN ARE OPTIONAL. CONSTRUCTION JOINTS NOT SHOWN ON THE DRAWINGS SHALL BE APPROVED BY ENGINEER.
7. BEFORE CONCRETE IS PLACED, CONSTRUCTION JOINTS SHALL BE CLEANED AND LAITANCE REMOVED AND SURFACE WETTED. STANDING WATER SHALL BE REMOVED.
8. CONSTRUCTION JOINTS SHALL HAVE ROUGHENED SURFACES. THE SURFACE SHALL HAVE AN AMPLITUDE OF 1/4" MIN.
9. CHAMFER EXPOSED EDGES OF CONCRETE 3/4" UNLESS OTHERWISE NOTED.

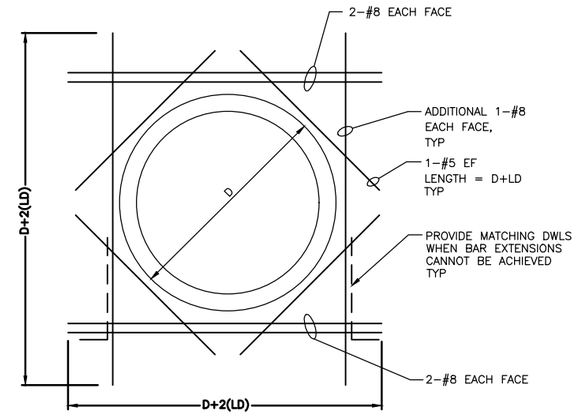
MISCELLANEOUS

1. REFER TO CIVIL DRAWINGS AND SPECIFICATIONS FOR LOCATIONS AND DIMENSIONS OF PIPE AND OTHER REQUIREMENTS NOT INDICATED ON THE STRUCTURAL DRAWINGS.

BAR MINIMUM REINFORCEMENT SPLICE AND ANCHORAGE LENGTH (INCHES)

BAR SIZE IN-POUND	BAR SIZE METRIC mm	LAPPED SPLICE LENGTH		DEVELOPMENT LENGTH		STANDARD HOOK DEVELOPMENT LENGTH	COMPRESSION LAP LENGTH
		TOP BARS	OTHERS	TOP BARS	OTHERS		
3	10	25	19	19	15	6	12
4	13	33	25	25	19	7	15
5	16	41	31	31	24	9	19
6	19	49	37	37	29	11	23
7	22	71	54	54	42	12	27
8	25	81	62	62	48	14	30
9	29	91	70	70	54	15	34
10	32	101	78	78	60	17	38
11	36	111	85	85	66	19	42

NOTES:
1. TOP BARS ARE HORIZONTAL BARS SO PLACED THAT MORE THAN 12" OF CONCRETE IS CAST IN THE MEMBER BELOW THE BAR.
2. CTR TO CTR SPACING OF SPLICED BARS NOT TO EXCEED 1/5 MIN LAP LENGTH OR 6 IN WHICHEVER IS LESS.
3. WHEN LAPPING TWO DIFFERENT SIZE BARS USE THE LAP LENGTH OF THE SMALLER BAR UNLESS NOTED OTHERWISE.
4. DEVELOPMENT LENGTH IS MINIMUM LENGTH OF EMBEDMENT FOR STRAIGHT DOWELS WHERE END HOOK IS NOT SHOWN, UNLESS OTHERWISE NOTED.
5. COMPRESSION LAP LENGTH FOR VERTICAL COLUMN BARS ONLY.
6. HOOKS SHALL BE ACI STANDARD UNLESS OTHERWISE NOTED.
7. f'c = 4,000 PSI MIN
8. fy = 60,000 PSI

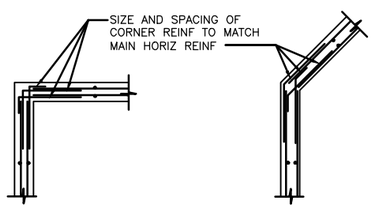


CIRCULAR OPENING, D > 48"

NOTES:
1. PLACE THE ADDED BARS IN THE SAME LAYERS AS THE WALL REINFORCING
2. LD=EMBEDMENT LENGTH, SEE BAR MINIMUM REINFORCEMENT SPLICE AND ANCHORAGE LENGTH TABLE.

ADDITIONAL REINFORCEMENT AT OPENINGS IN WALLS AND SLABS DETAIL

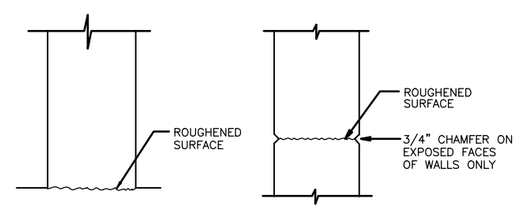
NTS



90°CORNER-2 LAYERS — SKEWED CORNER-2 LAYERS

HORIZONTAL REINFORCEMENT DETAIL

NTS



BASE OF WALL JOINT — JOINT IN WALLS OR SLABS

CONSTRUCTION JOINT DETAILS

NTS

MARK	DESCRIPTION	BY	DATE
1	UPDATED SHEETS FOR ARMY CORP/DNR PERMIT RESPONSES	EJE	6-11-18
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3	95% PLAN SUBMITTAL	EJE	5-24-19
4	99% PLAN SUBMITTAL	EJE	7-10-19

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CITY OF PEWAUKEE
EMERALD ACRES FLOOD MITIGATION PROJECT

TRIPLE 60-INCH CULVERT ENDWALLS NOTES, AND DETAILS

DRN: WAC | DSN: | CHK: EJE | APP:

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PROJECT NUMBER: 60185225

DRAWING NUMBER: S-2

SHEET OF

FILE NAME: \\US\MWK1FS001\PROD\DATALIBRARY\WORK\60155461\000_CAD\001_DRAWINGS\SHEETS\CS-2-RE-MAY.DWG LAST SAVED BY: WAYNE.CASPER PLOT DATE: 7/9/2019 2:08:51 PM

TEMPORARY CONSTRUCTION EASEMENT

(CITY OF PEWAUKEE, CSM 8137, Waukesha County, Wisconsin)

LARSON PROPERTIES FAMILY LIMITED PARTNERSHIP, Grantor, which has interest in the lands described below, grants to the City of Pewaukee, Grantee, the right and permission to occupy Grantor's easement area for the improvement purposes associated with the Emerald Acres Flood Mitigation Project described on Exhibit A, attached hereto and incorporated herein (the "Construction Activities"), which may include but are not limited to: the right of ingress and egress, as long as required for such public purpose, including the right to disturb, store, and work on associated items from the commencement of construction to final completion of the Construction Activities.

The said lands are part of Parcel 0917994034 of Certified Survey Map 8137 in the City of Pewaukee, Waukesha County, Wisconsin. The attached Exhibit B, attached hereto and incorporated herein (the "Easement Areas") depicts the existing permanent 100' Drainage and Utility Easement recorded with CSM 4788 and the proposed Temporary Construction Easement areas.

Conditions of this Temporary Construction Easement include the following:

- This Temporary Construction Easement establishes the right of Grantee to occupy the easement areas shown on the attached Exhibit B. However, Grantor reserves the right to continue to use said easement area with its present and future overhead and or underground facilities in a manner which is consistent with this grant, and further, that the costs of any relocation or alteration of any facilities of Grantor required by Grantee to accomplish its Construction Activities will be paid by Grantee.
- Grantee shall notify the Grantor at least one week in advance of Grantee's intention to commence the Construction Activities.
- Grantee shall confer with Grantor to adjust staging and storage of equipment, personnel and materials and operations so as to minimize disruption of Grantor's ability to conduct business.
- Grantee shall maintain paved surfaces in good working order and clean paved surfaces of mud and debris as a result of Grantee's Construction Activities as required and upon request of Grantor.
- Grantee shall be responsible for restoring/repairing areas damaged by Grantee's Construction Activities to substantially the condition in which such areas existed prior to the date of this Temporary Construction Easement.
- Grantee shall indemnify, defend and hold harmless Grantor, its agents, employees, contractors, and invitees, from and against any and all claims for injuries or damages to persons or property on or about the Temporary Construction Easement area or any other portion of Grantor's property by reason of the acts or omissions of the Grantee or its agents, employees or contractors. Grantee shall cause its general contractor to carry for the duration of the Temporary Construction Easement insurance policies in the following coverage amounts: (a) workmen's compensation and employers' liability – statutory amounts; (b) commercial general liability with a combined single limit of not less than $1 million per occurrence and $2 million in the aggregate in the event of injury, death or property damage (including a products-completed operations endorsement with a limit of not less than $1 million in the aggregate); (c) automobile liability with a combined single limit of not less than $1 million per occurrence; and (d) excess or umbrella liability with a limit of not less than $5 million. Notwithstanding the foregoing, Grantee shall cause CP Railway, AECOM, and all contractors and sub-contractors to be named either as insured or additional insured parties on the insurance policies required hereunder. Grantor shall be named as an additional insured party on the insurance policies required under (b), (c) and (d) above, and prior to commencing the Construction Activities, Grantee shall deliver to Grantor a certificate of insurance evidencing such coverage.

This Temporary Construction Easement shall terminate upon final completion of the Construction Activities for which this instrument is given.

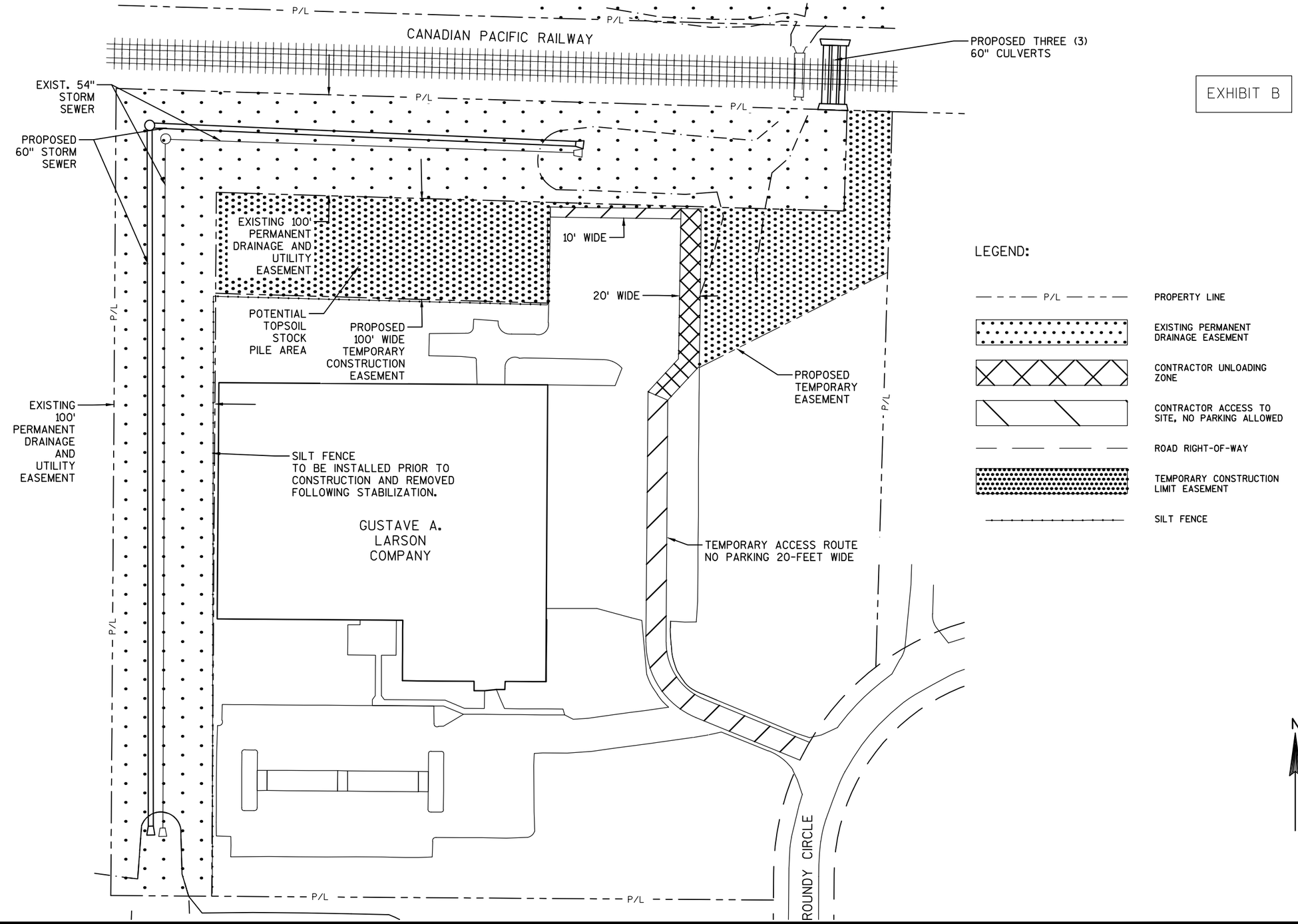
Dated this ___ day of _____, 20__.

LARSON PROPERTIES FAMILY LIMITED PARTNERSHIP	CITY OF PEWAUKEE
(Property Owner/Grantor)	(Grantee)
_____	_____
(Signature)	(Signature)
_____	_____
(Title)	(Title)

Exhibit A

Emerald Acres Flood Mitigation Project Construction Activities

The Construction Activities for this project include adding three new 60” storm culverts under the CP Rail line within three new 72” casing pipes just east of the current concrete box culvert, as well as add a new 60” storm sewer pipe alongside the existing 54” RCP storm sewer pipe on the Larson Properties Family Limited Partnership property. In addition to the new pipes mentioned, there’d also be minor regrading and stabilization of the existing drainage swales (ditches) on the Larson Properties Family Limited Partnership property.



MARK	DESCRIPTION	BY	DATE

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CITY OF PEWAUKEE
EMERALD ACRES FLOOD MITIGATION PROJECT

PROPOSED TEMPORARY CONSTRUCTION EASEMENT AND CONSTRUCTION ACCESS

DRN:	DSN:	CHK:	APP:
WAC		EJE	

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PROJECT NUMBER: 60155461

DRAWING NUMBER: EXHIBIT B

SHEET OF

FILE NAME: \\USMWKFS001\PROD\DATA\LIBRARY\WORK\60155461\000_CAD\001_DRAWINGS\SHEETS\C\GAL EASEMENT AND CONST ACCESS.DWG LAST SAVED BY: WAYNE.CASPER PLOT DATE: 12/18/2018 9:53:48 AM

1.01 THE CITY COMMON COUNCIL

(1) POWERS.

(a) General. The City Common Council has all the powers relating to Cities and conferred upon Common Councils by Ch. 62, Wis. Stats., and Ch. 66, Wis. Stats., and all other pertinent laws.

(b) (Repealed #08-04)

(c) Common Council's Power to Authorize Building and Public Works Projects/Investigations. (Cr. # 03-12) The Common Council shall have the sole and exclusive power to determine whether to authorize expenditures on behalf of the City pertaining to public buildings and public works, as well as the acquisition of lands for such projects, and specifically including the sole and exclusive power to determine whether to approve such projects, and to borrow funds and enter contracts for completion of such projects, and no referendum is required except as may be required by State Statute, or as described in subsection (d) below. Prior to exercising this authority, the Common Council shall ensure that it is well informed and fully advised in order to best serve the government and good order of the City, for the City's benefit, and for the health, safety and welfare of the public. To ensure that the Common Council is well informed and fully advised, the Common Council shall conduct all investigations as may be necessary, which may include: Authorizing the preparation of studies related to planning, engineering, architectural drawings and feasibility, referring the matter to City Staff for report and recommendation; submitting the matter to review by City committees and commissions; investigating financing, such as possible bonding, borrowing and /or grants and/or cost sharing with other municipal entities; submitting the matter for review by other governmental entities having jurisdiction; and seeking such additional information and advice as the Common Council deems to be necessary and appropriate.

(d) Spending Cap and Referendum Requirements for Building and Public Works Projects. (Cr. 03-12, Rep. & Rec. 07-04)

1. In this subdivision "total project cost" includes all costs associated with public construction projects including, but not limited to the costs of structures, land acquisition, construction site support work, landscaping and furnishings.
2. A public information and comment meeting with the Common Council shall be held for any capital spending project with a projected total project cost of more than $2 million. No action will be taken by the Common Council at the public information meeting. Notice of the public information meetings shall be made in the same way that regular Common Council meetings are noticed.
3. a. Prior to entering into a contract for the construction of any individual new or existing building which has an estimated total project cost that exceeds $5 million, the Common Council shall submit to the electorate a referendum for approval of such project.

   b. The $5 million cap and referendum requirement does not apply to any sewer, water or other public works or utility projects including but not limited to support structures water storage tanks, water towers, pump houses, wastewater transport facilities, water transmission facilities, stand pipes and water storage structures or pressure control stations, storm water facilities, storm sewers or other drainage facilities, retention and detention ponds, fire hydrants, lift stations, pumping stations, water or wastewater treatment facilities, groundwater wells, bridges or culverts, and pedestrian or bicycle pathways.
4. Prior to entering a contract for the construction of any road work paid for by the City directly from the tax levy which has an estimated total project cost that exceeds $2 million, the Common Council shall submit to the electorate a referendum for approval of such project.

5. The wording of any referendum shall provide the specific purpose, locations, and estimated cost of the building or public works project. Nothing in this section shall be construed to preclude the City from exercising its role in the planning or design of any such building or public works project.
6. The cap and referendum requirements in this subsection do not apply to emergency expenditures as determined by the Common Council.

(2) RULES OF PROCEDURE. The City Common Council shall conduct itself according to the following Rules of Procedure:

Rule 1. Regular Meetings.
Regular meetings of the City Common Council shall be held on the 1st and 3rd Mondays at 7:00 P.M. Any regular meeting falling upon a legal holiday shall be held on the day designated by the Common Council. All meetings of the Common Council shall be held in the City Hall, including special and adjourned meetings, unless otherwise designated. Notice of a substitute meeting place shall be given the public by posting a written notice of the substitute meeting place and time thereof on the outer door of the City Hall at least eight (8) hours prior to such meeting.

Rule 2. Special Meetings.
The Mayor may call a special meeting by written notice delivered personally to each member of the Common Council or left at the member's residence, provided the meeting notice and timing complies with the Open Meetings regulations found in Chapter 19 of the State Statutes and Rule 15 of the Code. (Rep. & Rec. #08-03)

Rule 3. Adjournment To Specific Date.
The Common Council may by a majority vote adjourn from time to time to a specific date and hour, consistent with the open meeting law.

Rule 4. Conduct Of Meetings.
(1) The business of the Common Council shall be conducted in the following order:

i. Call to order by presiding officer.
ii. Roll Call. (If a quorum is not present, the meeting shall thereupon adjourn, which may be to a specific date pursuant to Rule 3.)
iii. Reviewing the minutes of the preceding meeting, and approving the same if correct, and rectifying mistakes if any exist.
iv. Any business properly noticed under the Open Meeting Law

(2) In the absence of the Clerk the Deputy Clerk shall act and in the absence of the Deputy Clerk the Mayor shall appoint a Clerk pro tem.

Rule 5. Duties Of Presiding Officers.
The Mayor shall be the presiding official and at the stated hour shall call the meeting to order. He/she shall preserve order and decorum, decide all questions of order, and conduct the proceedings of the meeting in accordance with the parliamentary rules contained in Roberts' Rules of Order, unless otherwise provided by statute or by these rules. Any member shall have the right of appeal from a decision of the presiding officer. No appeal shall be debatable, and the appeal may be sustained by a majority of the members present, exclusive of the Mayor.

Rule 6. Absences.
If the Mayor is absent, the president of the Common Council shall be the presiding official.

Rule 7. Mayor's Vote.

Emerald Acres Project

Estimated Project Cost	$2,428,854.14
10% Contingency	$242,885.41
Total Estimated project costs	$2,671,739.55
2019 Budget for Project	$1,790,000.00
Shortage	$881,739.55
Proposed Re-allocation	
Public Works Yard Bio-Infiltration	$25,000.00
Storm Inlets and Catch Basins	$200,000.00
Storm Water Study	$300,000.00
Lexington Dr Ditch Enclosure	$100,000.00
Woodside Dr Ditch Enclosure	$50,000.00
Shady Ln/Nook	$100,000.00
Busse Road Bridge	$50,000.00
Hillside Grove	$50,000.00
TMDL Reduction	$10,000.00
	$885,000.00

City of Pewaukee

Emerald Acres Flood Mitigation Analysis

Introduction

The significant rain events in 2008, 2009, 2010 and 2015 in the City of Pewaukee have demonstrated the level of development in the area of Emerald Lane and Green Road had outpaced the capacity of the existing storm water management systems to effectively convey the excess runoff. This lack of capacity led to excessive ponding within Wagner Park, periodic overtopping of Green Road, standing water in Emerald Lane and basement flooding in the Emerald Acres Condominium development. Resident complaints in addition to observations by City Staff led to the initiation of a flood study to provide possible alternatives to resolve the flooding problems within this area; the development and design of a primary (or preferred) alternative; and the start of the permit process with various agencies having approval authority over the project.

The analysis presented herein: summarizes the work performed to date by the City's Consultant, AECOM, and City Staff; describes the alternatives developed; presents an opinion of probable cost for each alternative; and provides an evaluation of alternatives considered. This analysis forms the basis of the City's permit application to the WDNR to construct its primary alternative.

Background

The study area lies within the southern half of Section 11 and the northeast quarter of Section 14, Township 7 North, Range 19 East, in the City of Pewaukee, Waukesha County, Wisconsin. More generally, the study area is bounded by Capitol Drive to the north, Redford Boulevard to the east, Pewaukee Road to the west and the Canadian Pacific Railway to the south. The study area is comprised predominately of single family and multi-family residential development along with recreational land uses. Storm water management systems servicing the area consist of curb and gutter streets and storm sewers in conjunction with various wet detention facilities. Storm water from the study area drains to a small un-named tributary to the Fox River which begins on the south side of Green Road, west of Emerald Lane, and flows south and west to a an irregular shaped concrete culvert (approximately 4.5 feet high by 4.5 feet wide) crossing the dual tracks of the Canadian Pacific Railway. Flow is conveyed south through the culvert, then west in a ditch to an existing 54 inch concrete storm sewer which conveys the stream flows around the Gustave Larson property (west and south). A manmade open channel then conveys the flows south through a culvert under Paul Road to a concrete lined channel which drains to a detention pond on the Waukesha Gun Club Property. Discharge from the detention pond flows through the Gun Club property, across Watertown Road and Redford Boulevard, before ultimately discharging to the Fox River.

The drainage area to the culvert crossing Green Road, and discharging to the un-named tributary, is approximately 240 acres and the area tributary to the culvert crossing the Canadian Pacific Railway is roughly 263 acres.

The rainfall events of June 7 to 9, 2008, and June 18 to 20, 2009, brought observed rainfall amounts of approximately 7.9 inches and 6.2 inches, respectively, to the study area. These events resulted in considerable flooding within the study area with reports of flooded basements in the Emerald Acres Condominium development and the Five Fields subdivision. The existing 38 x 60 inch corrugated metal culvert beneath Green Road was submerged and the roadway overtopped. The waterway between the Canadian Pacific Railway and Green Road flooded beyond its banks and into Emerald Lane. Storm water runoff inundated Wagner Park and the various storm water management ponds within the park and the Five Fields Subdivision resulting in backups into homes.

The rainfall event of July 14 to 15, 2010, brought an observed rainfall total of approximately 4.7 inches to the study area which again led to flooding within Wagner Park and bank full conditions within the stream

between Green Road and the Canadian Pacific Railway. Wagner Park flooded again on April 9 and 10, 2015 after approximately of 2.7 inches of rainfall was observed over the study area.

In 2010 the City authorized its consultant, AECOM, to undertake a study of the drainage area to identify potential deficiencies in the storm water management system and to provide recommendations to mitigate those deficiencies. The study conducted by AECOM is attached as Appendix A. The study identified two primary conveyance system deficiencies within the drainage area: first, the culvert underneath the Canadian Pacific Railway had insufficient capacity to pass the runoff from the 100 year storm event; and second the 54 inch storm sewer downstream of the railroad crossing also had insufficient capacity. The reduced capacity at each location served to raise the water surface elevations within the upstream reaches by more 2 feet, thereby inundating portions of Emerald Lane, Wagner Park and Five Fields. The study determined the potential water surface elevation within the stream adjacent to the Emerald Acres Development during the 100 year storm event would exceed the elevations of the basement window sills of three of the condominiums, resulting in structure flooding.

Alternatives Considered Under the AECOM Study

Storm Water Detention

Detaining storm water runoff can be an effective means of reducing the peak rate of runoff from an upstream area. By doing so, undersized downstream drainage facilities may be better able to adequately convey the flows. Detention is provided by creating areas where storm water runoff can be stored for long periods of time while downstream facilities are allowed to slowly convey the storm water runoff out of the system.

The study area already contains a number of existing private and public ponds. AECOM, as a part of its analysis looked at expanding detention within the existing Five Fields storm water ponds as well as the existing ponds in Wagner Park. The modelling conducted of the considered options indicated there was not enough additional storage gained within the park or the existing subdivision to reduce peak discharges enough to lower the water levels in the downstream system. Additionally, the increased storm water volume stored within the park or the subdivision served to exacerbate flooding within those areas. Therefore, increased detention storage was ruled out as a viable alternative.

Floodproofing

Floodproofing is a means of reducing the potential for a structure to be damaged during a flood event. Typical flood proofing approaches include: elevating the structure above a specific (i.e. flood) elevation; relocating the structure outside of the flood prone area; constructing barriers such as flood walls or levies to protect the structure from flood waters; and structure modifications to either seal out flood waters (dry floodproofing) or to safely allow water in with minimal damage to structure or contents (wet floodproofing).

Floodproofing of the affected structures in Emerald Acres was ruled out as a viable alternative as the measures would not be comprehensive in nature. In other words, floodproofing measures would not address flooding of streets, yards and the City Park as well as the resultant damages there from or emergency access issues due to flooded streets.

Acquisition

Structures which incur significant or repetitive flood damages with no feasible or affordable means of relief, are good candidates for subsequent purchase and removal of the structure by the local municipality. Property acquisition is typically an alternative of last resort. Like floodproofing, this option would not alleviate the other flooding issues within the study area. Unlike floodproofing, this option is a viable

solution for resolving flood damages to structures. Although not considered as an alternative solution under the AECOM study, this alternative was considered during the planning process. The study identified three structures between the stream and Emerald Lane which incurred flood damage during the 2008 storm event. The structures (W232 N3077, W232 N3043, and W232 N3021) are two unit condominiums with an average estimated fair market value of $241,750.00 per unit.

Conveyance

Storm water conveyance alternatives generally look to increase the size or available open area of a conduit or channel in order to move large volumes of runoff through or out of a given area. The AECOM study looked at the impacts of implementing individual conveyance system upgrades to determine their impacts on the overall system. They then combined the individual upgrades into a cohesive, comprehensive plan. System components that were looked at consisted of: increasing the size of the Green Road cross culvert; increasing the depth and width of the stream in between Green Road and the Canadian Pacific Railway; installation of additional culverts under the Canadian Pacific Railway; and construction of an additional storm sewer downstream of the railroad crossing.

Increasing the capacity of each of the system components by themselves would not significantly reduce the extent of the flooding within the study area. However, if taken as a whole, the water surface elevation attributable to the 100 year storm event would be reduced approximately 2 feet in the Emerald Acres area thereby precluding flooding of Emerald Lane and the condominiums adjacent to the un-named tributary. The only system component which was not recommended to be modified was the stream between Green Road and the Canadian Pacific Railway which was found to have adequate capacity.

The recommended alternative proposed by AECOM is shown in Figure 20 of the study in Appendix A. The recommended alternative called for: replacing the existing 36 x 60 inch corrugated metal arch pipe under Green Road with an approximately 67 foot long, 3 x 6 foot concrete box culvert; installing an additional 72 inch diameter concrete culvert (approximately 60 feet) under the Canadian Pacific Railway; and installing approximately 1200 feet of new 48 x 76 inch storm sewer from the railroad right-of-way, south to Roundy Circle, along Roundy Circle and daylighting at an existing drainage ditch leading back to the un-named tributary.

The City decided to pursue this alternative in spring of 2012 and authorized its engineer to start the design of the project and acquire the necessary approvals from the Canadian Pacific Railway. Through the approval process with the railroad and discussions with affected business owners along Roundy Circle, the design of the recommended alternative was revised to include:

- 3 proposed 60 inch corrugated metal pipe culverts (approximately 90 feet each in length) beneath the Canadian Pacific Railway in addition to the existing culvert (this replaces the previously proposed 72 inch diameter culvert).
- Replacement of the existing 36 x 60 inch corrugated metal arch pipe under Green Road with approximately 67 feet of 3 x 6 foot concrete box culvert.
- Installation of approximately 1100 feet of new 60 inch reinforced concrete storm sewer parallel to the existing 54 inch concrete storm sewer on the Gustave Larson property (this replaces the previously proposed 12 feet of 48 x 76 inch storm sewer).

This revised conveyance alternative is shown on Figure 1.

The storm sewer component was revised over the study layout after conversations with representatives of the Gustave Larson property and their concerns regarding disruption of operations during installation of the

storm sewer across their driveway. As an existing 100 foot drainage and utility easement already existed around the facility, it made sense to relocate the proposed storm sewer to this area. The number of culverts beneath the Canadian Pacific Railway increased due to limitations on the separation distance required between the bottom of the steel rails and the top of the casing pipe (therefore two 60 inch culverts were required versus one 72 inch culvert). Additionally, the railroad wanted the City to take over the maintenance responsibilities/ownership for the existing, 100 year old culvert. Rather than take responsibility and liability for an aging structure with an unknown maintenance record, the City opted to install an additional new culvert (bringing the total number of new culverts to three).

A meeting was held in December 2014 between staff of the Wisconsin Department of Natural Resources, the City of Pewaukee and the City's consultant AECOM. At that time it was determined that the existing storm sewer on the Gustave Larson parcel was never permitted and likely would not have been allowed as it represented an enclosure of a navigable waterway. Therefore, it would be unlikely that installing an additional parallel storm sewer would be permittable. Consequently, the City investigated three additional conveyance options under this project.

The first option would be to remove the existing 54 inch concrete storm sewer and replace it with on open channel large enough to convey the anticipated flows for the 100 year storm event (see Figure 2). The new channel would generally be contained within the existing drainage easement, but would require some temporary grading easements. The second option, shown on Figure 3, would be to purchase the Gustave Larson property in total, remove the existing building and infrastructure, abandon the existing 54 inch concrete storm sewer and install a new channel (generally following the historic channel alignment) through the property to connect into the existing channel in the southwest corner of the property. The third option, shown on Figure 4, would be similar to Option 2, however the existing Gustave Larson facilities and the existing storm sewer would be left in place. The channel would be built to carry the flows from more frequent storms while allowing large events to flow through both the existing storm sewer and the new channel. This option would require the addition of a 60 inch driveway culvert as well as some parking replacement. A benefit to this option would be the ability to downsize one of the railroad crossing culverts from 60 inches to 54 inches as well as to maintain the existing business.

Costs of Alternatives Considered by the City

An opinion of probable cost has been compiled for each of the alternative solutions investigated during the development of this project. As this project has been in development over a number of years, with construction cost estimates having been prepared by different project engineers at different times, we have made an effort to bring the estimates up to date and to keep costs for similar components consistent from alternative to alternative. This should provide a reasonable cost comparison of each alternative. It is important to note that a component of each of the conveyance type alternatives has already been installed as a part of the City's Green Road Project in 2013. This component was the 3x5 foot concrete box culvert and large box inlet which conveys runoff from the north side of Green Road to the head waters of the navigable waterway on the south side of Green Road. The culvert was installed at that time as: the City was intending to move forward with the primary conveyance alternative; to take advantage of costs savings by incorporating the work into a larger project; and to prevent having to re-open a newly reconstructed roadway. The construction cost for the concrete box culvert, headwalls, box inlet and inlet frame and grate was approximately $73,000.

The acquisition of the three condominium buildings was considered during the development of the project. As described earlier, acquisition of flood prone structures is an effective tool in reducing costs due to repetitive flood damages. The estimated cost to acquire, remove and restore the land associated with the

three buildings is estimated to be approximately $3,149,838.00 and is detailed in the Table 1 below and Figure 5. The area occupied by the existing buildings would be restored with a lawn type turf to match in to the surrounding landscape.

Table 1 Acquire and Remove 3 Condominium Buildings

Description	Units	Cost per Unit	Cost
Acquisition and Relocation Costs for 6 Condominium Units/3 Buildings	6 condominium units	$415,640 per unit	$2,493,840
Demolition of Buildings	3 buildings	$41,125 per building	$123,375
Pavement Removal	1 LS	$1850	$1,850
Restoration (lawn turf)	1 LS	$5800	$5,800
Subtotal			**$2,624,865**
20% Contingencies			$524,973
Total Estimated Cost			**$3,149,838**

The primary or initial conveyance alternative described previously would consist of increasing the capacity of the crossing underneath the Canadian Pacific Railway and the installation of a 60 inch diameter parallel storm sewer within the existing 100 foot drainage easement around the Gustave Larson property. The estimated cost of this alternative is approximately $2,040,636.00 and is shown in Table 2 below.

The second conveyance alternative would be to increase the capacity of the crossing underneath the Canadian Pacific Railway and to remove and replace the existing 54 inch downstream storm sewer with an open channel. The open channel would follow the same alignment as the current storm sewer, be roughly 10 feet wide with a 0.5 foot, v-notch invert. Side slopes would be 3 feet horizontal to 1 foot vertical. The estimated cost of this alternative is approximately $2,195,304.00 and is detailed in Table 3.

The third conveyance alternative would consist of increasing the capacity of the crossing underneath the Canadian Pacific Railway, the abandonment of the existing 54 inch storm sewer, and the purchase and removal of the Gustave Larson facility for the purposes of reconstructing the channel in its relative historic alignment. The new channel would be roughly 8 feet wide with a 0.25 foot deep, v-notch invert. The channel side slopes would be 3 feet horizontal to 1 foot vertical. The remainder of the open property when completed would be restored with native type grasses which accounts for the higher restoration cost. The estimated cost of this alternative is approximately $13,107,072.00 and is detailed in Table 4.

The fourth conveyance alternative would consist of many of the same elements as the third conveyance alternative, with the exception that the Gustave Larson business would remain and a small storm channel would be built to the south of the facility leaving the existing 54 inch diameter storm sewer to remain to provide increased large storm capacity. Land would have to be acquired from the existing business to construct the new channel. The new channel would be approximately 6 feet wide with a 0.25 foot deep, v-

notch invert. The side slopes of the new channel would be 3 feet horizontal to 1 foot vertical. A benefit of this configuration is that one of the crossing culverts beneath the Canadian Pacific Railway will be able to be reduced from 60 inch to 54 inch. The estimated cost of this alternative is approximately $2,251,128.00 and is detailed in Table 5.

Table 2 Install New Railroad Culverts and 60 inch Parallel Storm Sewer

Description	Units	Cost per Unit	Cost
3 New 90 foot long, 60" Dia. CMP Culverts Bored Beneath Railroad	270 lineal feet	$3,502 per lineal foot	$945,540
Launch Setup/Crane Pad/Crane Rental	1 LS	$51500 per LS	$51,500
Reinforced Concrete Endwalls at Culvert Crossing	2 each	$41,200 per each	$82,400
Grading and Rip rap at the Culvert Crossing	1 LS	$46,350 per LS	$46,350
Railroad Flagging	1 LS	$75,190 per LS	$75,190
Clearing and Tree Trimming in Easement	1 LS	$30,900 per LS	$30,900
60" Dia. RCP Parallel Storm Sewer	1100 lineal feet	$309 per lineal foot	$339,900
60" End-sections and Storm Manholes	1 LS	$30,900 per LS	$30,900
Surface Restoration	1 LS	$25,750 per LS	$25,750
Mobilization	1 LS	$72,100 per LS	$72,100
Subtotal			**$1,700,530**
20% Contingencies			$340,106
Total Estimated Cost			**$2,040,636**

Table 3 Install New Railroad Culverts and Remove/Replace Existing 54 inch Storm Sewer with Open Channel

Description	Units	Cost per Unit	Cost
3 New 90 foot long, 60" Dia. CMP Culverts Bored Beneath Railroad	270 lineal feet	$3,502 per lineal foot	$945,540
Launch Setup/Crane Pad/Crane Rental	1 LS	$51500 per LS	$51,500
Reinforced Concrete Endwalls at Culvert Crossing	2 each	$41,200 per each	$82,400
Grading and Rip rap at the Culvert Crossing	1 LS	$46,350 per LS	$46,350
Railroad Flagging	1 LS	$75,190 per LS	$75,190
Clearing and Tree Trimming in Easement	1 LS	$30,900 per LS	$30,900
Excavation, Grading & Material Disposal	28,400 cubic yards	$15 per cubic yard	$426,000
Landscaping & Restoration (channel)	10,770 square yards	$8 per square yard	$86,160
Channel Bottom Stone	108 cubic yards	$60 per cubic yard	$6,480
Rip rap for channel	170 square yards	$40 per square yard	$6,800
Mobilization	1 LS	$72,100 per LS	$72,100
Subtotal			**$1,829,420**
20% Contingencies			$365,884
Total Estimated Cost			**$2,195,304**

Table 4 Install New Railroad Culverts and Acquire Gustave Larson Property, Abandon Existing Storm Sewer and Construct New Channel

Description	Units	Cost per Unit	Cost
3 New 90 foot long, 60" Dia. CMP Culverts Bored Beneath Railroad	270 lineal feet	$3,502 per lineal foot	$945,540
Launch Setup/Crane Pad/Crane Rental	1 LS	$51500 per LS	$51,500
Reinforced Concrete Endwalls at Culvert Crossing	2 each	$41,200 per each	$82,400
Grading and Rip rap at the Culvert Crossing	1 LS	$46,350 per LS	$46,350
Railroad Flagging	1 LS	$75,190 per LS	$75,190
Clearing and Tree Trimming in Easement	1 LS	$30,900 per LS	$30,900
Excavation, Grading & Material Disposal	12,000 cubic yards	$15 per cubic yard	$180,000
Landscaping & Restoration (channel)	7,970 square yards	$8 per square yard	$63,760
Channel Bottom Stone	117 cubic yards	$60 per cubic yard	$7,220
Rip rap for channel	170 square yards	$40 per square yard	$6,800
Building Acquisition	1 LS	$8,563,380 per LS	$8,563,380
Building, Concrete and Pavement Removal	1 LS	$308,890 per LS	$308,890
Restoration of Building and Pavement area with Native Seeding	1 LS	$486,730 per LS	$486,730
Abandon Existing Storm Sewer/Seal Ends	2 ea	$1,000 per each	$2,000
Mobilization	1 LS	$72,100 per LS	$72,100
Subtotal			**$10,922,560**
20% Contingencies			$2,184,512
Total Estimated Cost			**$13,107,072**

Table 5 Install New Railroad Culverts and Acquire New Easement for channel and Construct New Channel

Description	Units	Cost per Unit	Cost
2 New 90 foot long, 60" Dia. CMP Culverts Bored Beneath Railroad	180 lineal feet	$3,502 per lineal foot	$630,360
1 New 90 foot long 54" Dia. CMP Culvert Bored Beneath Railroad	90 lineal feet	$3,402 per lineal foot	$306,180
Launch Setup/Crane Pad/Crane Rental	1 LS	$51500 per LS	$51,500
Reinforced Concrete Endwalls at Culvert Crossing	2 each	$41,200 per each	$82,400
Grading and Rip rap at the Culvert Crossing	1 LS	$46,350 per LS	$46,350
Railroad Flagging	1 LS	$75,190 per LS	$75,190
Clearing and Tree Trimming in Easement	1 LS	$30,900 per LS	$30,900
Excavation, Grading & Material Disposal	10,700 cubic yards	$15 per cubic yard	$160,500
Landscaping & Restoration (channel)	7,690 square yards	$8 per square yard	$61,520
Channel Bottom Stone	91 cubic yards	$60 per cubic yard	$5,460
Rip rap for channel	280 square yards	$40 per square yard	$11,200
Easement Acquisition	1 LS	$266,100 per LS	$266,100
60" RCP Driveway Culvert with Endsections	80 lineal feet	$225 per lineal foot	$18,000
Driveway Restoration and Parking Lot Replacement	948 square yards	$35 per square yard	$33,180
Misc. Utility Relocations	1 LS	$25000 per LS	$25,000
Mobilization	1 LS	$72,100 per LS	$72,100
Subtotal			**$1,875,940**
20% Contingencies			$375,188
Total Estimated Cost			**$2,251,128**

Discussion of Alternatives and Recommended Alternative

The primary objective of the engineering effort to date was to determine the cause and provide effective mitigation of the flooding occurring within the Wagner Park region north of Green Road and the Emerald Lane area south of Green Road. The root cause of the flooding, apart from significant rainfall, is the restriction provided primarily at the Canadian Pacific Railway, as well as the 54 inch storm sewer downstream of the railway crossing and to a lesser extent the culvert 38 x 60 inch culvert that used to cross Green Road. A number of alternative approaches were considered to alleviate the issues. Although acquisition of the affected condominium units was contemplated at times during the development of the conveyance type alternatives, it was realized that this approach was generally more costly than the conveyance approaches and more importantly would not resolve the overall flooding occurring within that specific area.

As the project has developed, the primary conveyance alternative was refined to address the capacity deficiencies of the existing railroad crossing and the downstream conveyance of the flood flows. The estimated cost of this alternative, $2, 040,636.00, represents the lowest estimated cost of the conveyance alternatives considered. It would also have the least amount of wetland disturbance, approximately 0.12 acres. The primary reason for considering the other approaches was: the existing 54 inch storm sewer represents an unpermitted enclosure of a navigable water way and the installation of a parallel storm sewer would represent a continuing violation; and enclosures are not typically allowed at this time by the Department of Natural Resources as they impede navigation and fish passage and limit access to a natural resource.

Consequently the three alternate conveyance approaches were developed to resolve the flooding issue at hand and to potentially provide an approach that would be permitted under the current WDNR rules. Of the three alternative approaches, the removal and replacement of the existing 54 inch storm with an open channel has the lowest estimated probable cost of $2,195,304.00, and would disturb approximately 0.19 acres of wetland. The channel alternative requiring the acquisition and removal of the Gustave Larson building and abandonment of the existing 54 inch storm sewer would represent the most expensive alternative at an estimated probable cost of $13,107,072 and impact 0.36 acres of wetlands.

The remaining conveyance alternative which included using the existing 54 inch storm sewer during high flows with the establishment of a low flow type channel while leaving the Gustave Larson facility intact had an estimated probable cost of $2,251,128.00 and impact 0.36 acres of wetlands.

Each of the conveyance alternatives were designed based upon the 100 year recurrence interval storm event and evaluated against estimated water surface elevations utilizing XP Solutions XPSWMM software program. Table 6 briefly summarizes the results of the analysis. Results for each of the proposed conveyance alternatives investigated show relatively similar results with no single alternative standing out as being significantly better.

Table 6 Summary of Water Surface Elevations for the 100 year storm Event at Selected Locations for Each of the Conveyance Alternatives Analyzed

Location	Existing Condition (NGVD29)	Primary Alternative (NGVD 29)	Alternative 1 (NGVD 29)	Alternative 2 (NGVD 29)	Alternative 3 (NGVD 29)
Upstream of CP Railway	861.9	860.1 (drop 1.8 ft)	860.1 (drop 1.8 ft)	860.1 (drop 1.8 ft)	860.0 (drop 1.9 ft)
Downstream of CP Railway	859.7	859.4 (drop 0.3 ft)	859.5 (drop 0.2 ft)	859.4 (drop 0.3 ft)	859.3 (drop 0.4 ft)
Inlet of Storm Sewer	859.6	858.7 (drop 0.9ft)	858.5 (drop 1.1 ft)	NA	858.7 (drop 0.9 ft)
Outfall of Storm Sewer	854.6	855.1 (rise 0.5 ft)	855.0 (rise 0.4 ft)	855.1 (rise 0.5 ft)	855.1 (rise 0.5 ft)
Upstream of Paul Road	853.7	853.8 (rise 0.1 ft)	853.8 (rise 0.1 ft)	853.9 (rise 0.2 ft)	853.8 (rise 0.1 ft)
Downstream of Paul Road	850.3	850.4 (rise 0.1 ft)	850.4 (rise 0.1 ft)	850.5 (rise 0.2 ft)	850.4 (rise 0.1 ft)

Given the alternative approaches and alternatives investigated, the City still wishes to pursue the primary alternative. The primary alternative is estimated to be the least expensive of the conveyance approaches (at approximately $2,040,636.00) as well as to have the least amount of wetland impacts (approximately 0.12 acres). Additionally, given the location and configuration of the un-named tributary between Watertown Road and the Canadian Pacific Railway, it is the City's belief the stream represents limited natural resource and recreational uses. North of Watertown Road the stream runs through the Waukesha Gun Club and an online detention facility. Waukesha Gun Club is a long standing skeet and trap facility; for safety reasons there is no public access to the stream at the gun club and the lead shot used at the facility would likely represent an impairment to any contact uses with the waterway. Between the detention facility and Paul Road, the stream contains a concrete bed or invert. A concrete invert or stream bed limits instream habitat and raises stream velocities within the channel making it difficult for fish to swim upstream. From Paul Road to the downstream end of the existing 54 inch storm sewer/enclosure is approximately 880 feet of a somewhat "natural" stream section located on privately held property. Storm water runoff between Watertown Road and the Canadian Pacific Railroad is attributed from predominately manufacturing land uses developed prior to current water quality requirements (pre- 2004). Runoff from these largely untreated land uses would likewise be an impairment to the stream.

Figure 1

Primary Alternative

EMERALD ACRES FLOOD MITIGATION PROJECT

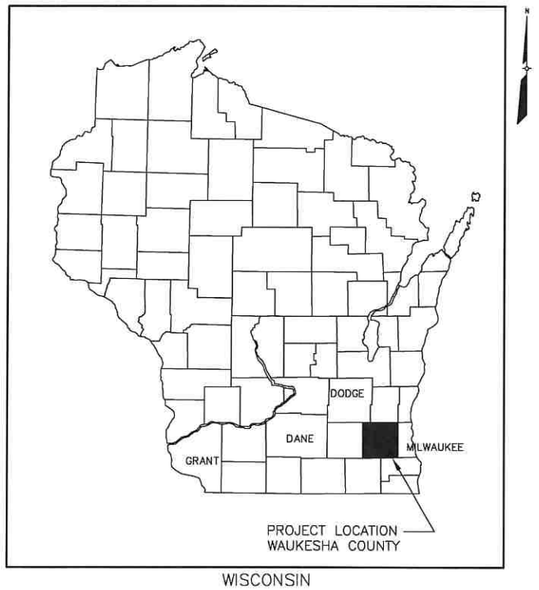
PEWAUKEE, WISCONSIN

DRAFT

AUGUST 2013

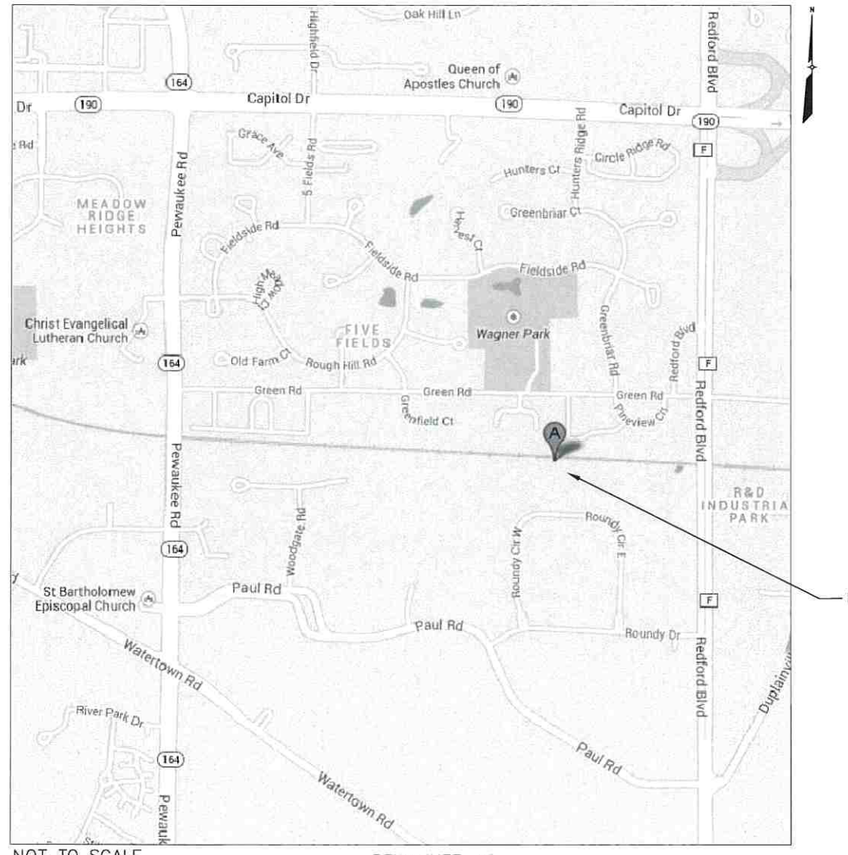
Figure 1
Primary Alternative

VICINITY MAP



WISCONSIN

LOCATION MAP



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PEWAUKEE, WI

DRAWING INDEX

DWG NO.	SHEET TITLE
GENERAL	
G-1	COVER
G-2	GENERAL NOTES, LEGEND, AND SHEET INDEX
CIVIL	
ST-1	60-INCH STORM SEWER PLAN AND PROFILE
ST-2	60-INCH STORM SEWER PLAN AND PROFILE
ST-3	60-INCH STORM SEWER PLAN AND PROFILE
ST-4	DUAL 54-INCH CULVERT PLAN AND PROFILE

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DESIGNER: AECOM, RICHARD J. KLEIN, P.E. 414-944-6150

CITY OF PEWAUKEE
The City in the Country
W240 N3065 PEWAUKEE ROAD
PEWAUKEE, WI 53072
1-262-691-0770
WWW.CITYOFPEWAUKEE.US

PREPARED BY:
AECOM
1555 NORTH RIVER CENTER DRIVE
SUITE 214
MILWAUKEE, WI 53212
1-414-944-6080

AECOM PROJECT NO. 60155461

Plotted By: mrozz
Plot File Date Created: Aug/27/2013 10:56 AM
Layout-Sheet Name: LAYOUT1
Filename: L:\WORK\60155461\000_CAD\001_DRAWINGS\SHEETS\C\REV2\COVER REV2.DWG

GENERAL NOTES:

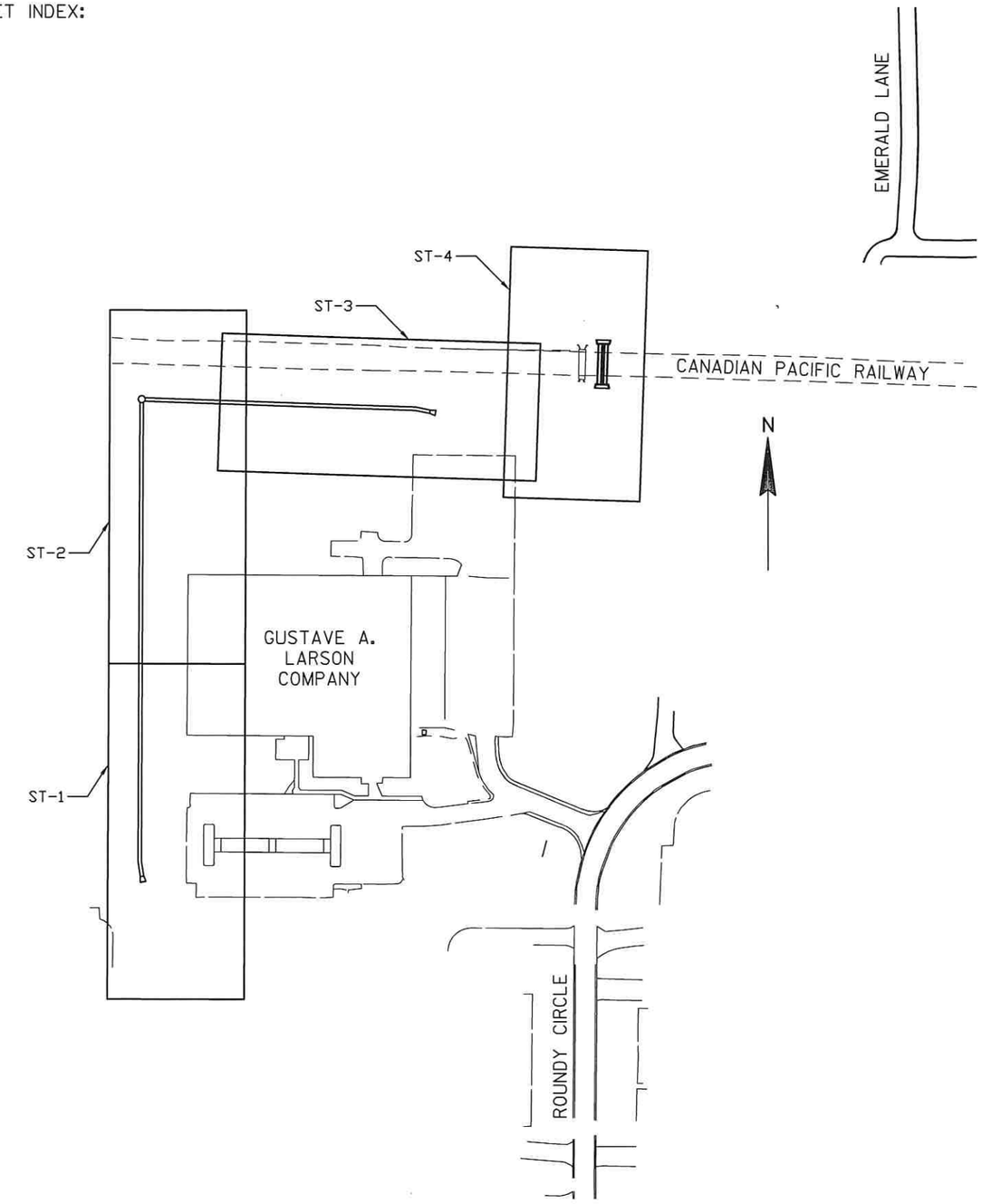
1. SOIL BORING LOCATIONS SHOWN ARE APPROXIMATE.
2. COMPLETE SOIL BORING LOGS ARE INCLUDED IN THE CONSTRUCTION SPECIFICATION APPENDIX.

SURVEY CONTROL:

LEGEND AND ABBREVIATIONS:

P/L	PROPERTY LINE
P/E	PERMANENT EASEMENT
64" SS	EXISTING STORM SEWER
15" SAN	EXISTING SANITARY SEWER
FO	EXISTING FIBER OPTIC
E	EXISTING ELECTRIC
60" SS	PROPOSED STORM SEWER
	TREE LINE
	FENCE
	GRADING LIMITS
	WETLAND AREA

SHEET INDEX:



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DRAFT AUGUST 2013

REV. 2

CITY OF PEWAUKEE
EMERALD ACRES FLOOD MITIGATION PROJECT

GENERAL NOTES, LEGEND, AND SHEET INDEX

DRN:	DSN:	CHK:	APP:
ZTM			

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PROJECT NUMBER: 60155461

DRAWING NUMBER: G-1

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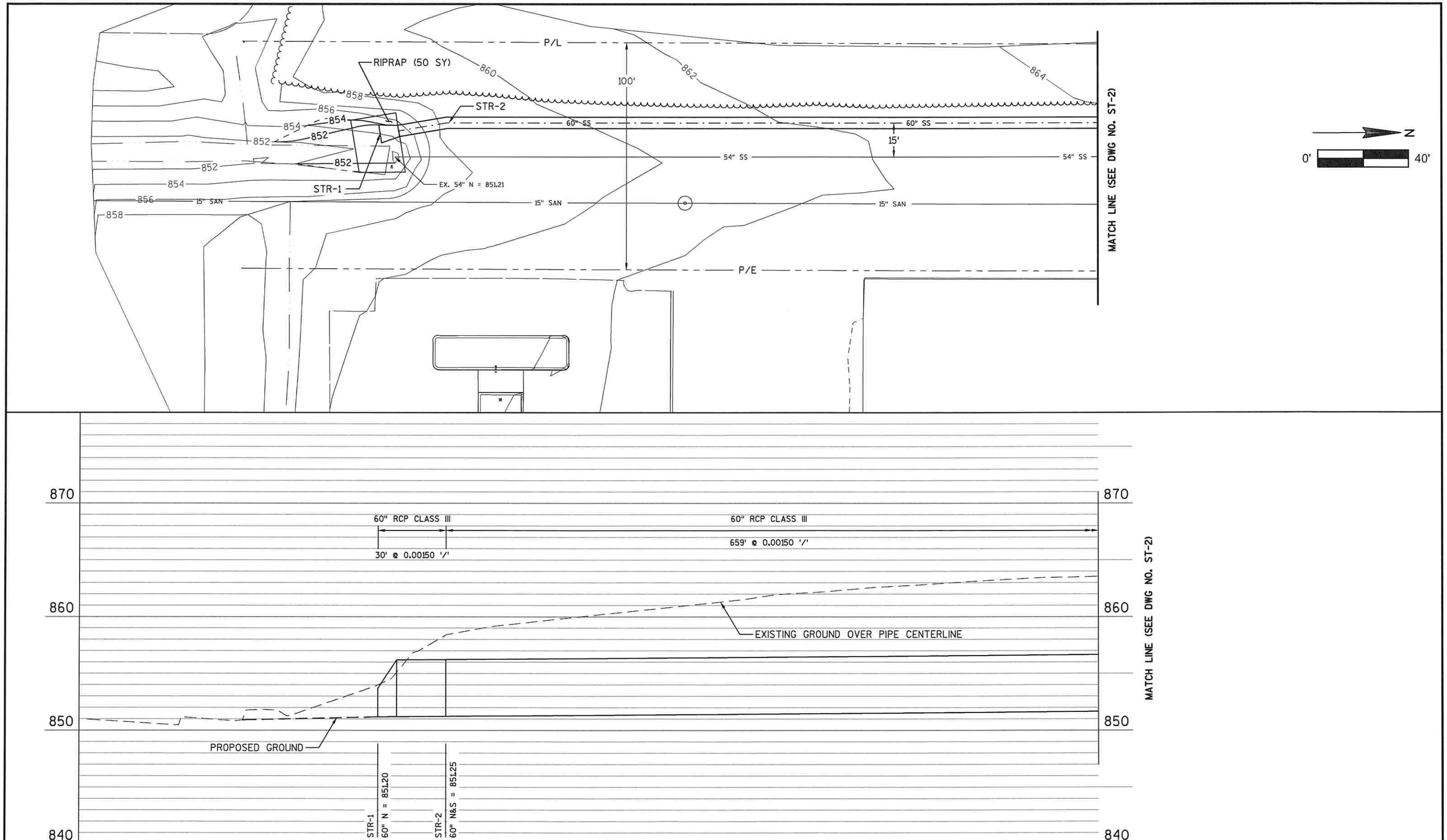

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DRAFT AUGUST 2013

REV. 2

CITY OF PEWAUKEE
EMERALD ACRES FLOOD MITIGATION PROJECT

60-INCH STORM SEWER PLAN AND PROFILE

DRN:	DSN:	CHK:	APP:
ZTM			

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PROJECT NUMBER: 60155461

DRAWING NUMBER: ST-1

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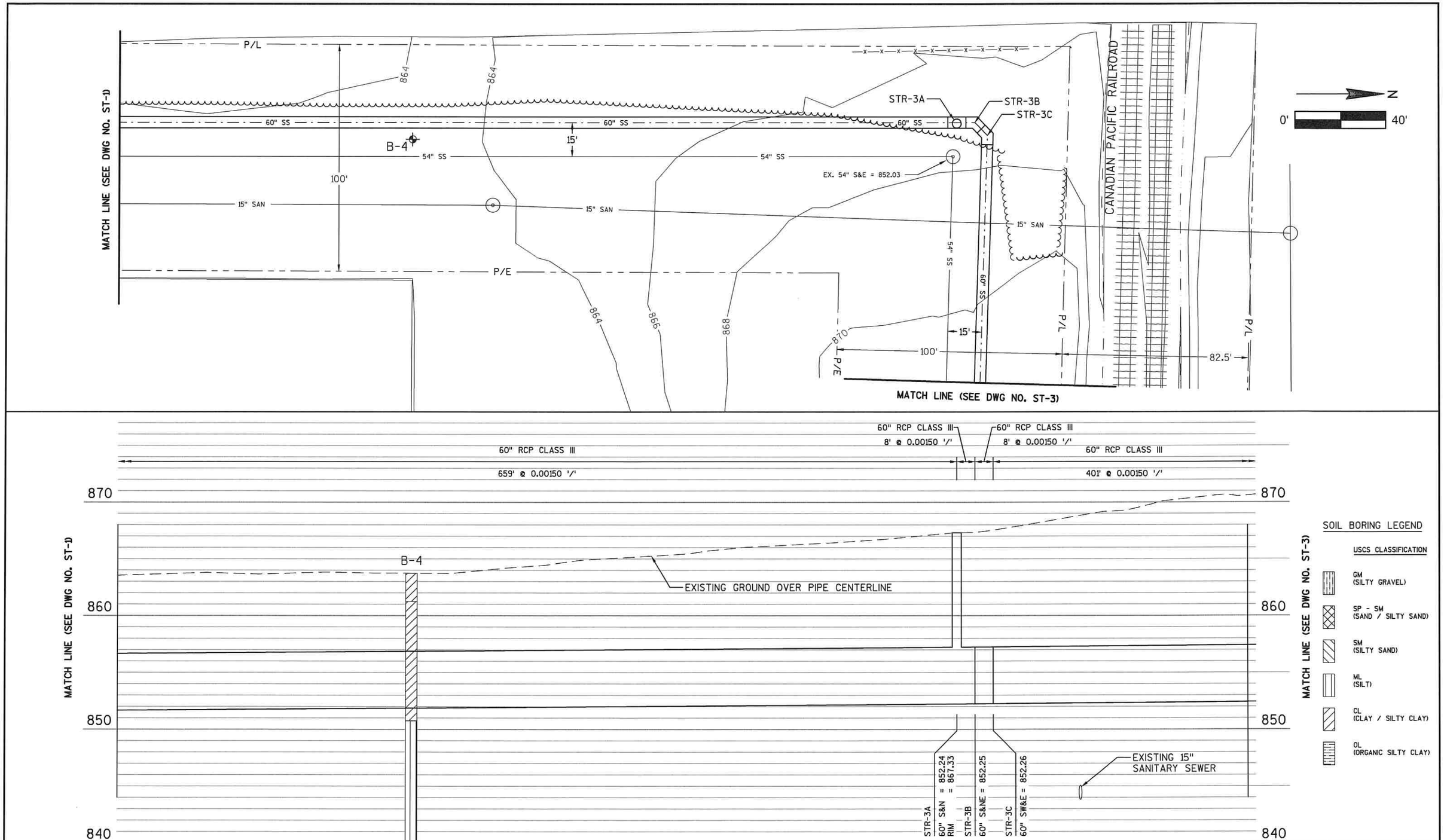

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DRAFT AUGUST 2013

REV. 2

CITY OF PEWAUKEE
EMERALD ACRES FLOOD MITIGATION PROJECT

60-INCH STORM SEWER PLAN AND PROFILE

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PROJECT NUMBER: 60155461

DRAWING NUMBER: ST-2

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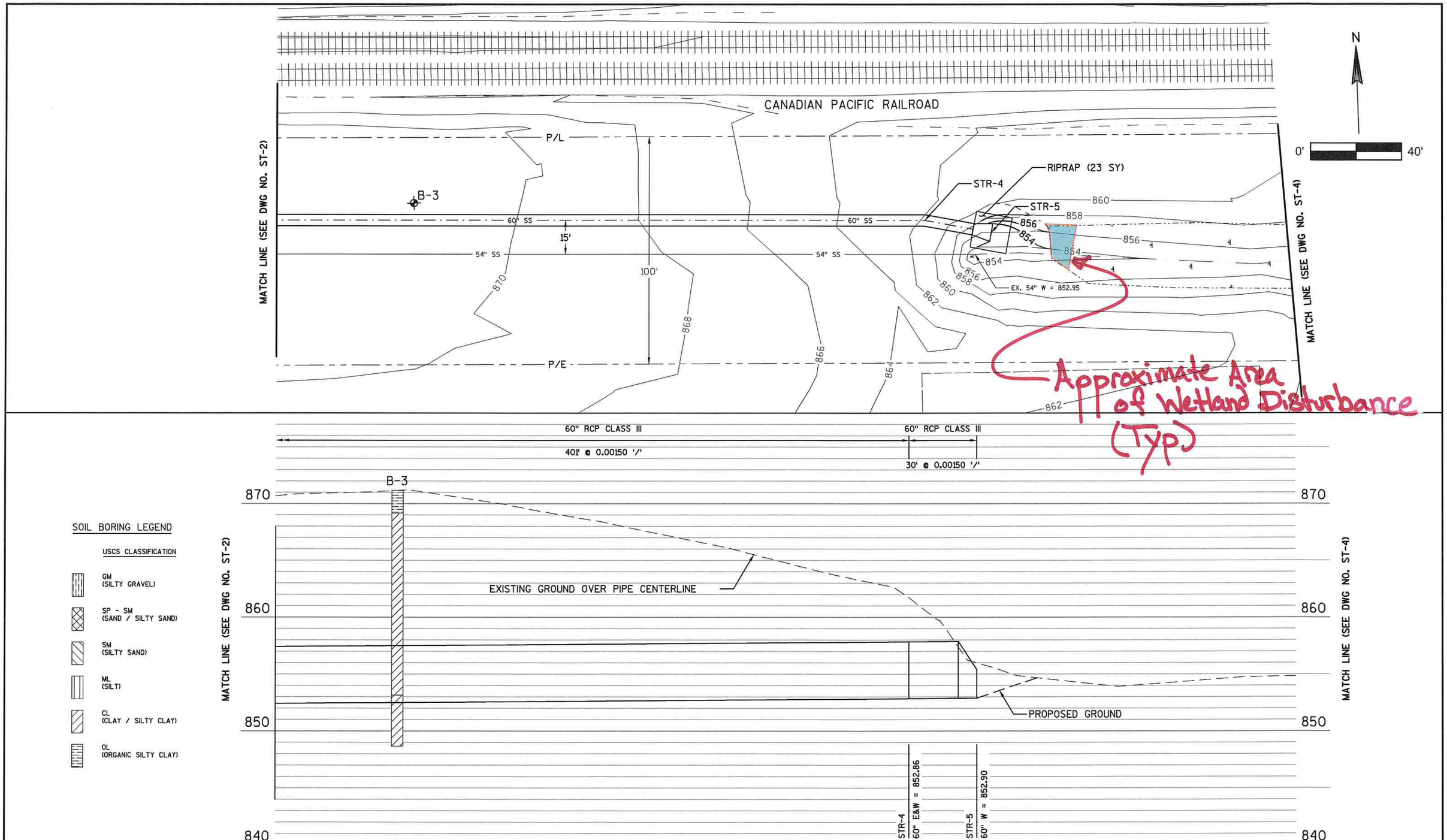

SOIL BORING LEGEND

USCS CLASSIFICATION

- GM (SILTY GRAVEL)
- SP - SM (SAND / SILTY SAND)
- SM (SILTY SAND)
- ML (SILT)
- CL (CLAY / SILTY CLAY)
- OL (ORGANIC SILTY CLAY)

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DRAFT AUGUST 2013

REV. 2

CITY OF PEWAUKEE
EMERALD ACRES FLOOD MITIGATION PROJECT

60-INCH STORM SEWER PLAN AND PROFILE

DRN:	DSN:	CHK:	APP:
ZTM			

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PROJECT NUMBER: 60155461

DRAWING NUMBER: ST-3

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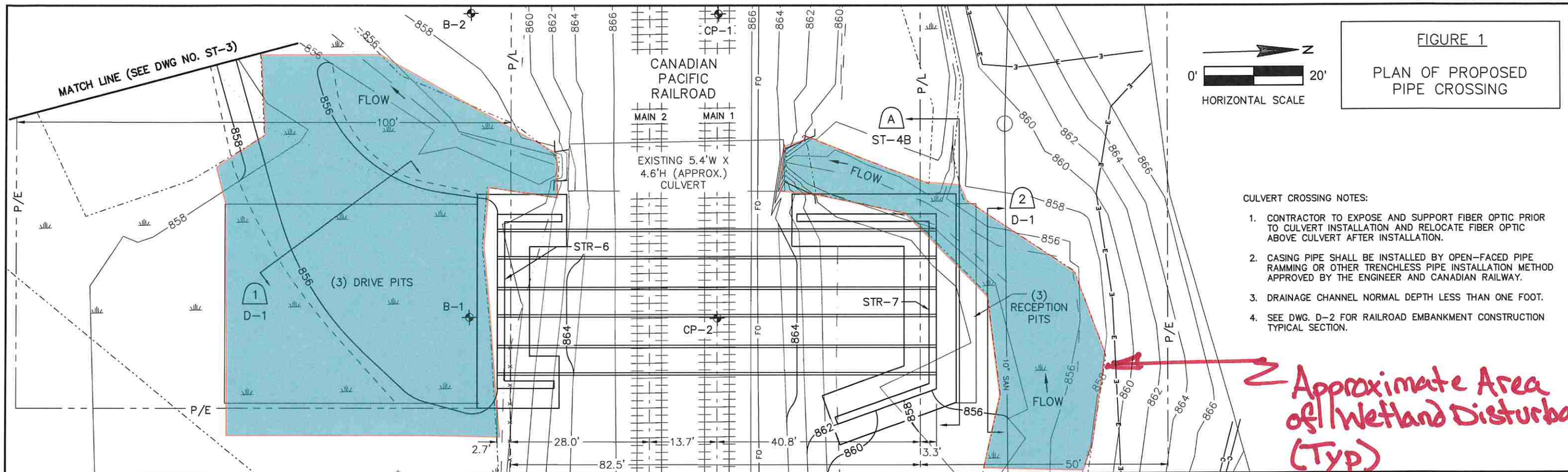


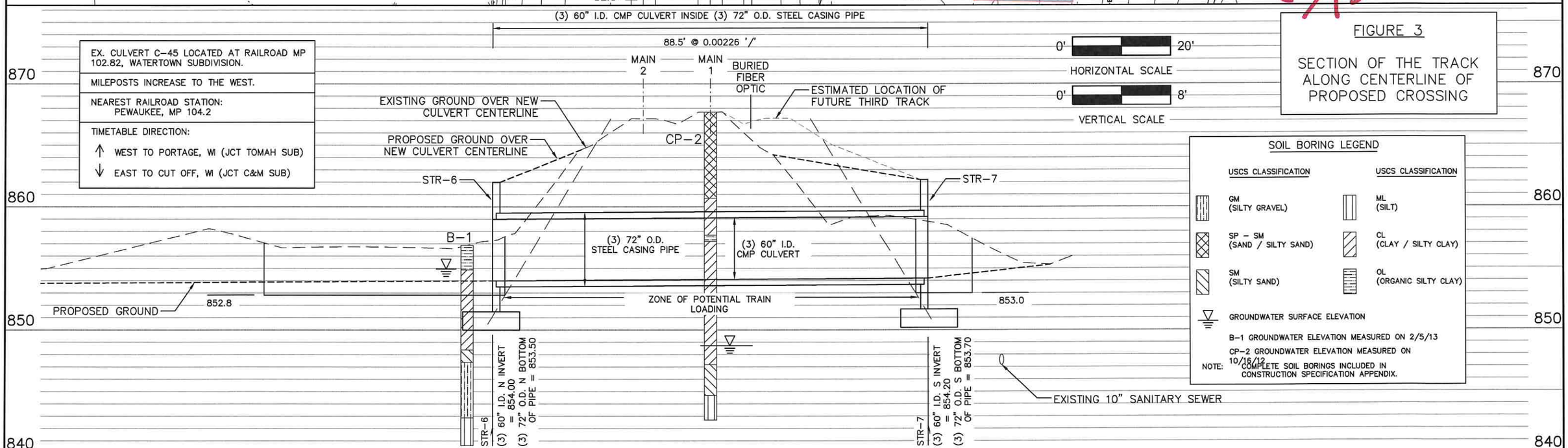
FIGURE 1

PLAN OF PROPOSED PIPE CROSSING

CULVERT CROSSING NOTES:

1. CONTRACTOR TO EXPOSE AND SUPPORT FIBER OPTIC PRIOR TO CULVERT INSTALLATION AND RELOCATE FIBER OPTIC ABOVE CULVERT AFTER INSTALLATION.
2. CASING PIPE SHALL BE INSTALLED BY OPEN-FACED PIPE RAMMING OR OTHER TRENCHLESS PIPE INSTALLATION METHOD APPROVED BY THE ENGINEER AND CANADIAN RAILWAY.
3. DRAINAGE CHANNEL NORMAL DEPTH LESS THAN ONE FOOT.
4. SEE DWG. D-2 FOR RAILROAD EMBANKMENT CONSTRUCTION TYPICAL SECTION.

Approximate Area of Wetland Disturbance (Typ)



EX. CULVERT C-45 LOCATED AT RAILROAD MP 102.82, WATERTOWN SUBDIVISION.
MILEPOSTS INCREASE TO THE WEST.
NEAREST RAILROAD STATION: PEWAUKEE, MP 104.2
TIMETABLE DIRECTION: ↑ WEST TO PORTAGE, WI (JCT TOMAH SUB) ↓ EAST TO CUT OFF, WI (JCT C&M SUB)

FIGURE 3

SECTION OF THE TRACK ALONG CENTERLINE OF PROPOSED CROSSING

SOIL BORING LEGEND

USCS CLASSIFICATION	USCS CLASSIFICATION
GM (SILTY GRAVEL)	ML (SILT)
SP - SM (SAND / SILTY SAND)	CL (CLAY / SILTY CLAY)
SM (SILTY SAND)	OL (ORGANIC SILTY CLAY)

GROUNDWATER SURFACE ELEVATION

B-1 GROUNDWATER ELEVATION MEASURED ON 2/5/13

CP-2 GROUNDWATER ELEVATION MEASURED ON 10/16/12

NOTE: COMPLETE SOIL BORINGS INCLUDED IN CONSTRUCTION SPECIFICATION APPENDIX.

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DRAFT SEPTEMBER 2014

REV. 5

CITY OF PEWAUKEE
EMERALD ACRES FLOOD MITIGATION PROJECT

TRIPLE 60-INCH CULVERT PLAN AND PROFILE

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DRAWING NUMBER: ST-4A

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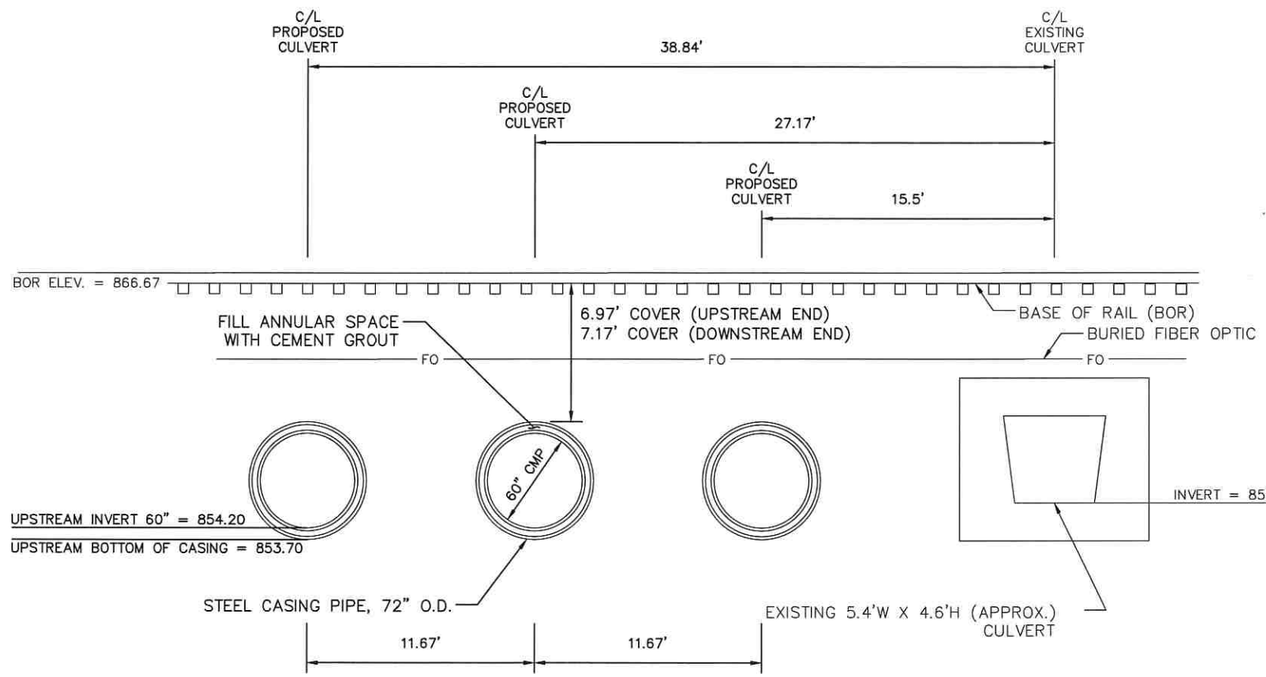
FIGURE 2

PROFILE OF THE TRACK AND PROPOSED CROSSING ALONG CENTERLINE OF TRACK



CULVERT TYPICAL SECTION (A)
NTS
ST-4A

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DRAFT AUGUST 2014

REV. 5

CITY OF PEWAUKEE
EMERALD ACRES FLOOD MITIGATION PROJECT

TRIPLE 60-INCH CULVERT PLAN AND PROFILE

DRN:	DSN:	CHK:	APP:
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PROJECT NUMBER: 60155461

DRAWING NUMBER: ST-4B

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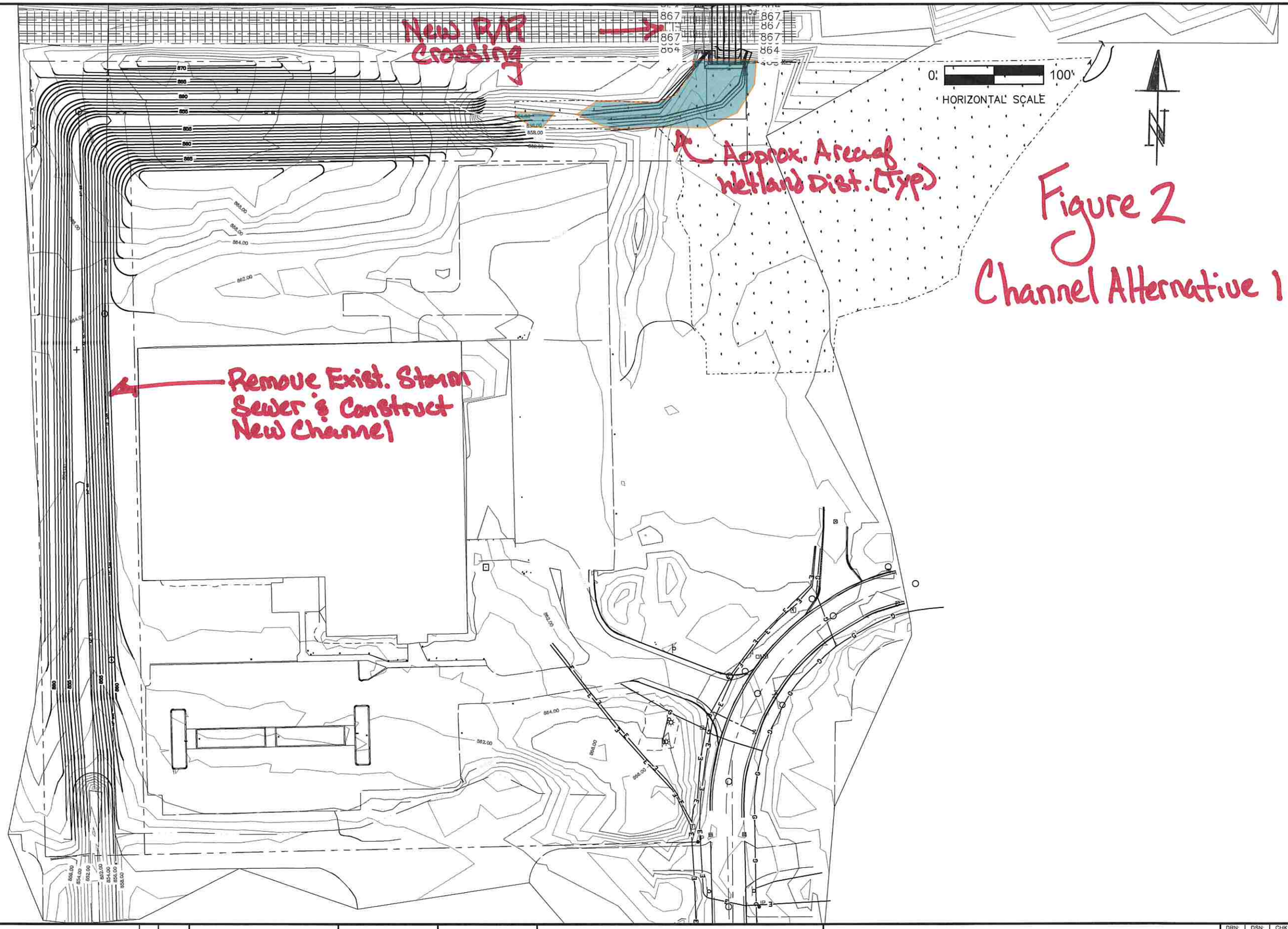
Figure 2

Channel Alternative 1



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CITY OF PEWAUKEE
EMERALD ACRES FLOOD MITIGATION PROJECT

CONCEPT PLAN - PROPOSED CHANNEL OPTION 1

DRN:	DSN:	CHK:	APP:
ALL			

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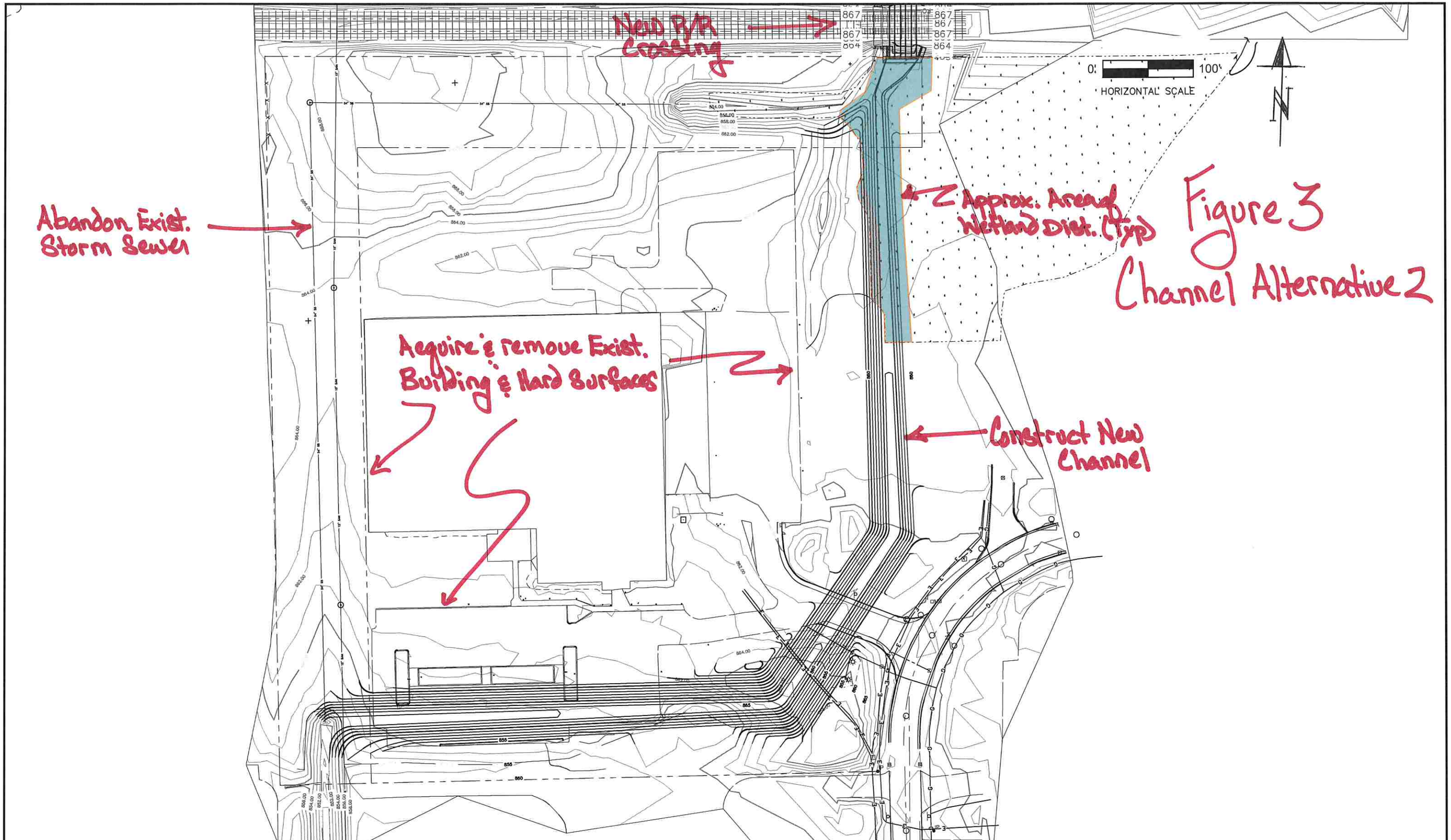
Figure 3

Channel Alternative 2



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CITY OF PEWAUKEE
EMERALD ACRES FLOOD MITIGATION PROJECT

CONCEPT PLAN - PROPOSED CHANNEL OPTION 2

DRN:	DSN:	CHK:	APP:
ALL			

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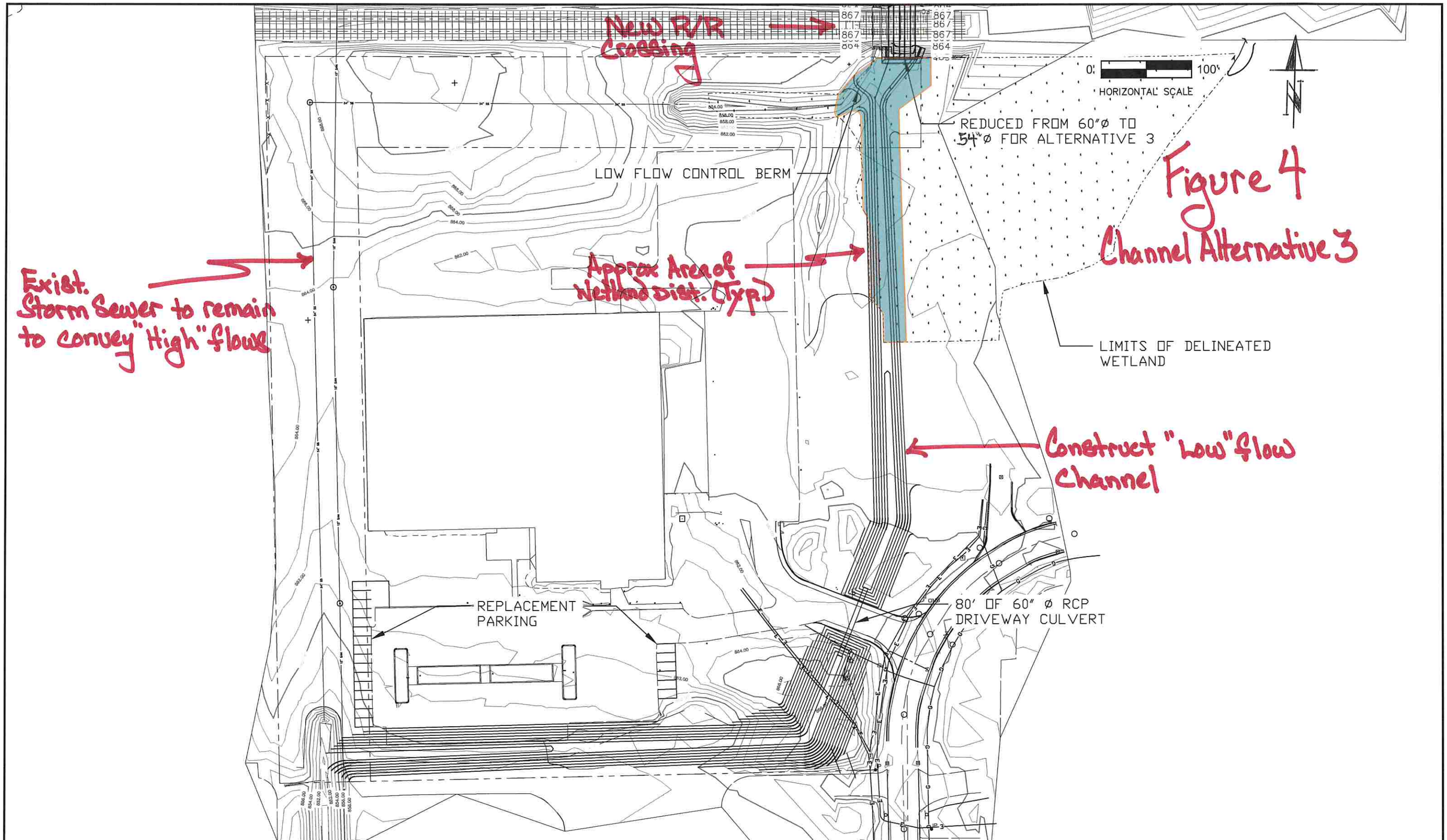
PROJECT NUMBER: 60155461

DRAWING NUMBER:

SHEET OF

Figure 4

Channel Alternative 3



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CITY OF PEWAUKEE
EMERALD ACRES FLOOD MITIGATION PROJECT

CONCEPT PLAN - PROPOSED CHANNEL OPTION 3

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Figure 5

Acquisition Alternative

N
W E
S

1 inch = 80 feet

Figure 5
Acquisition
Alternative

Appendix A

Emerald Acres Flooding Study
City of Pewaukee, WI

AECOM

Final Report

Emerald Acres Flooding Study
City of Pewaukee, Wisconsin

Prepared For:
City of Pewaukee
W240N3065 Pewaukee Road
Pewaukee, WI 53072

Prepared By:
AECOM, Inc.
1020 North Broadway, Suite 400
Milwaukee, Wisconsin 53202

April 2, 2012

AECOM Project No. 60185225

INTRODUCTION

This report summarizes the study of stormwater flooding in the vicinity of the Emerald Acres condominium development. This study was conducted by AECOM for the City of Pewaukee.

The Emerald Acres condominiums are located along Emerald Lane, just south of Green Road, in the City of Pewaukee. Emerald Lane is located approximately 1/4 mile west of Highway 74 (Redford Boulevard). A drainage channel runs along the west side of Emerald Acres. Floodwater from this channel has caused several instances of flooding in the Emerald Acres development.

The study was conducted in two phases. In the first phase, AECOM performed a hydrologic/hydraulic study of this area to assess the probable causes of existing flooding. In the second phase, alternative strategies to reduce this flooding were evaluated, and a recommended plan for flood mitigation in this area was developed.

EXISTING CONDITIONS

This study focuses on stormwater flooding caused by an open channel / storm sewer system that flows from north to south in the northeast/north central part of the City of Pewaukee. The map below shows the project area.

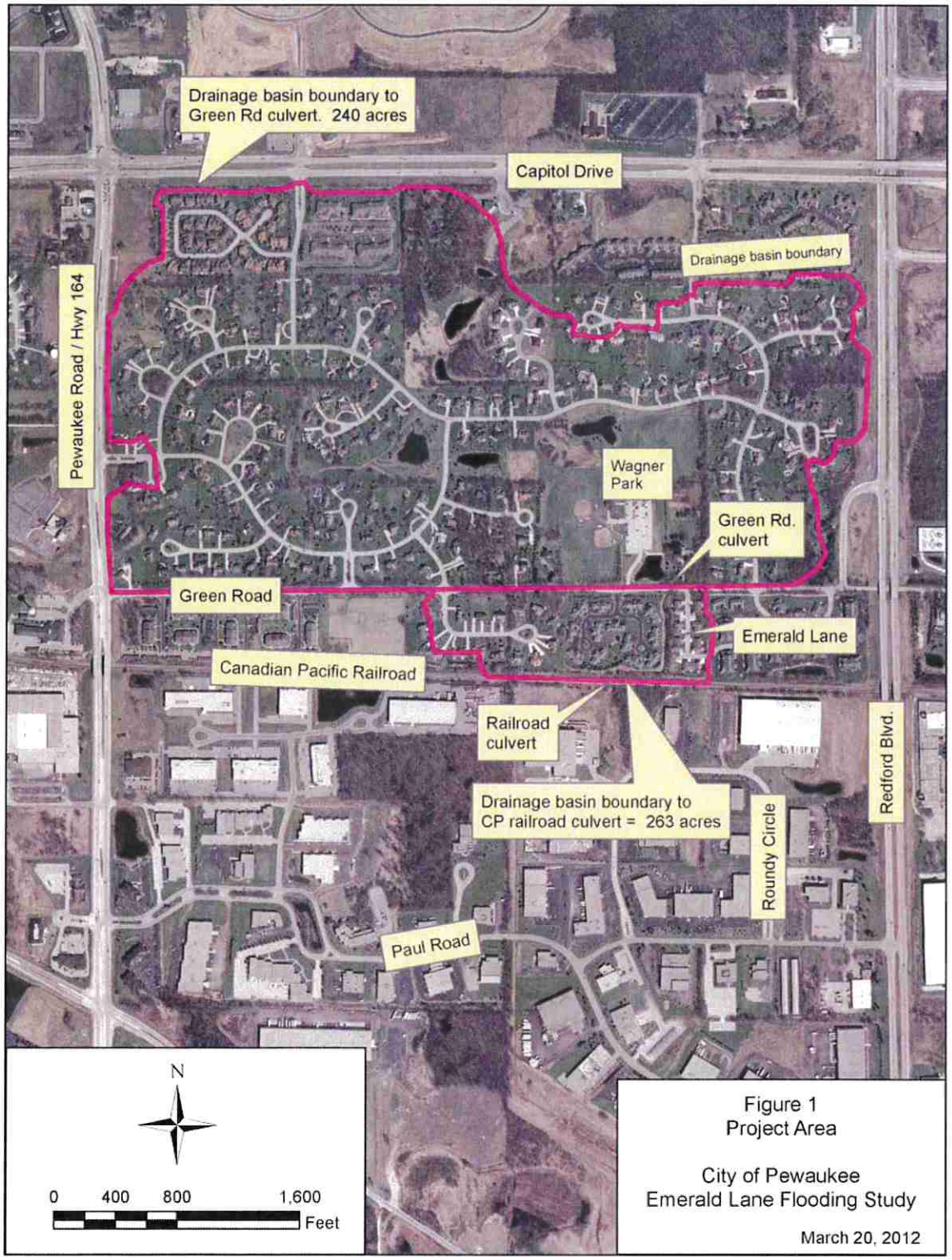


Figure 1
Project Area

City of Pewaukee
Emerald Lane Flooding Study

March 20, 2012

Channel Description

The drainage area tributary to this channel is approximately 240 acres, or 0.38 square miles, at the Green Road culvert crossing. Downstream, where the channel flows through a culvert under the Canadian Pacific railroad, the drainage area is approximately 263 acres (0.41 square miles).

This channel generally flows from north to south. North of Green Road, it drains much of the Five Fields subdivision. There are several detention basins north of Green Road, which a portion of the watershed drains to. The City of Pewaukee owns two detention basins in Wagner Park, and there are also several private detention basins upstream.

Several storm sewers and open channels discharge to a ditch on the north side of Green Road, from which water flows south through a culvert under Green Road. Downstream (south) of Green Road, the channel adjacent to Emerald Acres begins. The channel flows south for approximately 500 feet, before turning west along the embankment for the Canadian Pacific railroad tracks. The channel flows west, parallel to the railroad embankment, for 300 feet before crossing under the railroad tracks in a railroad-owned culvert.

Figure 2
Channel on west side of Emerald Acres, looking south from near Green Rd

Figure 3
Channel along north side of railroad embankment, looking west from Emerald Acres

The opening of the railroad culvert has the shape of an inverted trapezoid, with a height of approximately 4.6 feet and a width ranging from 5.4 feet at the top to 4.2 feet at the bottom. At the upstream (north) end of the culvert, there is a short segment of horseshoe-shaped opening. A datestone on the downstream (south) end of the culvert indicates that it was constructed in 1902.

Figure 4
Upstream (north) end of railroad culvert

Figure 5
Downstream (south) end of railroad culvert

Figure 6
Close up of downstream (south) end of railroad culvert

Downstream from the Canadian Pacific railroad culvert, the channel flows west for several hundred feet before entering a 54-inch diameter storm sewer. This storm sewer carries the stream underground for approximately 1,100 feet around the Gustave Larson Company building.

Figure 7
Intake to 54" storm sewer, south of railroad embankment, north of Gustave Larson Company

South of the Gustave Larson property, the 54" storm sewer discharges to an manmade channel and flows south for 900 feet to a 54" culvert under Paul Road. The channel continues south to the Gun Club detention pond, crosses under Watertown Road and then Redford Boulevard, before ultimately flowing into the Fox River. The distance from the Emerald Lane flooding area downstream to the Fox River is about 2 ½ miles.

Flooding Observations

On several occasions in recent years, some of the Emerald Acres condominiums have experienced basement flooding and shallow surface flooding. This flooding occurs during and shortly after heavy rainstorms. The flooding has damaged property and impeded vehicle access to the area.

The following photos show some of the flooding experienced in recent years. These photos were provided by Robert Zahn, president of the Emerald Acres Condominium Association.

Figure 8
Looking south on Emerald Lane from midblock

Figure 9
Floodwater overtopping Green Road (looking NW)

Figure 10
South end of Emerald Lane

Figure 11
Front yard of N3021 condo unit
At south end of Emerald Lane

(Note: Flooding of basements may also occur if the sanitary sewer backs up through basement floor drains. Studying flows and capacities of the Emerald Acres sanitary sewer system was not part of this project.)

The surface flooding is occurring because one or more parts of the drainage system do not have the capacity to contain the runoff that occurs during heavy rainfalls. Before this study was conducted, the following questions were unknown:

- Does the drainageway between Green Road and the Canadian Pacific railroad tracks have inadequate capacity?
- Does the culvert under Green Road have inadequate capacity, causing water to overtop Green Road and flow down Emerald Lane?
- Is the culvert under the Canadian Pacific railroad tracks a restriction?
- Does the open drainageway south of the railroad tracks have inadequate capacity?
- Is the 54" storm sewer further south of the railroad tracks (and north of Paul Road) restricting flow?
- Is water backing up from even further south of Paul Road?

In order to answer these questions, it was necessary to conduct numerical computer modeling of the project area, its watershed and drainage system.

Hydrologic/Hydraulic Modeling - Procedures

The hydrologic/hydraulic modeling computer program XPSWMM was selected to perform the analysis.

Hydrologic model input includes areas and surface characteristics of the drainage basins and subbasins in the modeled areas. This information was obtained from several sources including CAD and GIS files.

The land use in the drainage area upstream of the railroad embankment is predominantly residential, with a mix of single family lots and more dense multifamily and condominium housing. There is also

parkland and open space. Downstream of the railroad embankment, the channel flows through a large business/industrial park.

SEWRPC rainfall depths and distributions were used in the hydrologic modeling of design storms.

The hydraulic modeling input includes data related to the drainage system – the storm sewers, channels, culverts, detention basins and surface flow paths in the modeled area. Information such as pipe or channel length, cross-section dimensions, invert elevations and surface roughness are required. This data was obtained from a variety of sources, including field survey, file information, GIS and CAD.

Hydrologic/Hydraulic Modeling – Results of Existing Conditions

The XPSWMM hydraulic model results of existing conditions are presented graphically in the attached view of the 100-year water surface profile (Figure 12 on the following page).

The profile shows that a major reason for the flooding along Emerald Lane is a backwater effect from the Canadian Pacific railroad culvert. The hydraulic modeling indicates that there is an increase in the 100-year peak water surface of more than 2 feet from the downstream end to the upstream end of the railroad culvert. (In other words, there is a hydraulic head loss of more than 2 feet because of this culvert). The estimated 100-year peak water elevation is above the basement window sills and garage slab elevations of all three condominium buildings on the west side of Emerald Lane. The peak 100-year water surface is about 2 feet above the street elevation at the south end of Emerald Lane.

The 54" storm sewer downstream of the railroad, on the Gustave Larson property, also causes a backwater effect, as the profile shows.

The modeled water surface profile is essentially flat upstream from the railroad culvert. This indicates that the channel adjacent to Emerald Acres is not the controlling hydraulic restriction during large storm events. Even if the capacity of this channel were increased, the peak 100-year water surface elevation would not change significantly, unless the downstream culvert capacity was also increased.

The modeling also showed that Green Road is overtopped during the 100-year storm event, but most of this overtopping is caused by backwater from downstream (the water elevation at the railroad culvert is already more than a foot higher than the centerline of Green Road where it overtops).

A selection of existing channel cross sections between Green Road and the railroad culvert is shown graphically in Appendix A.

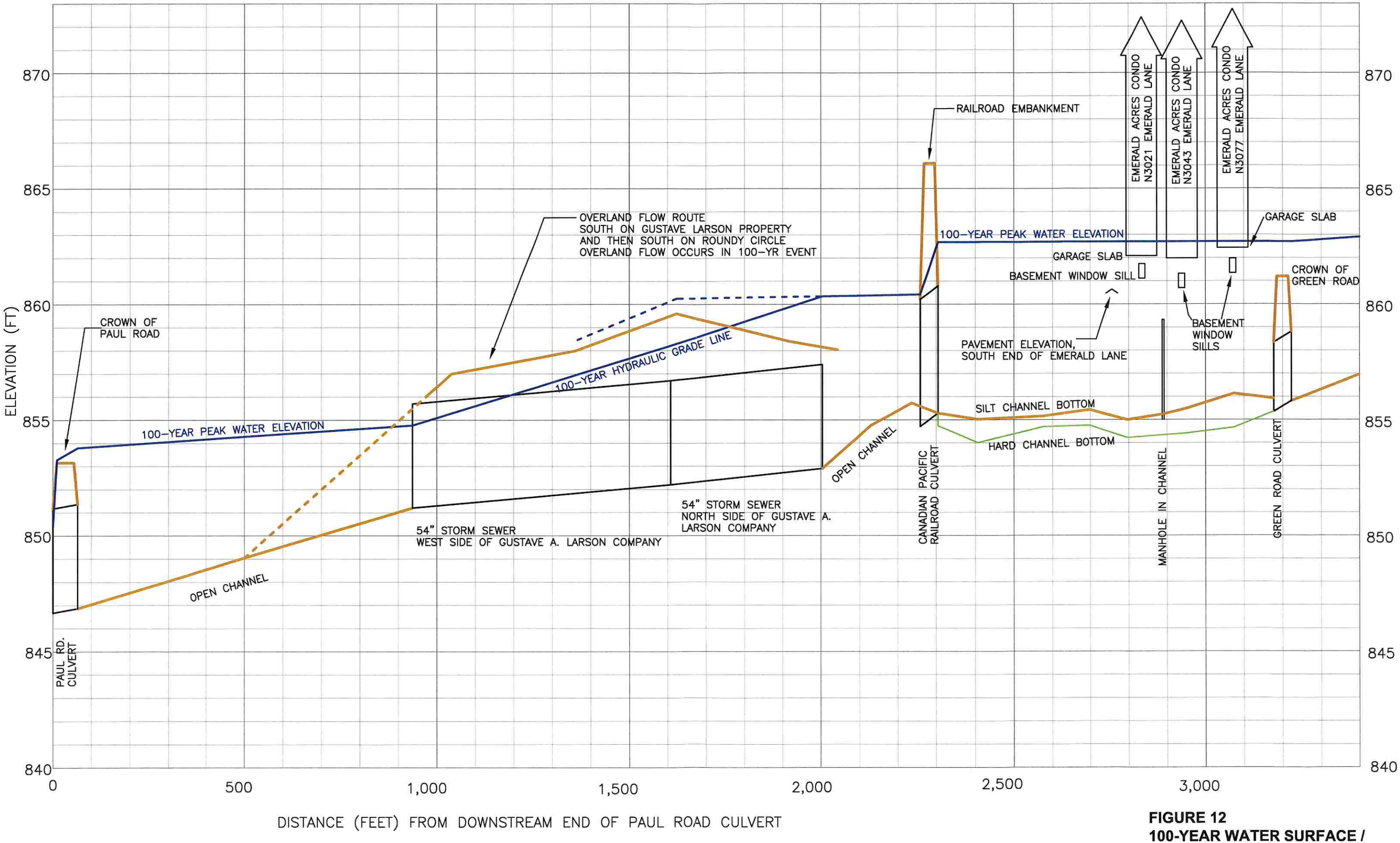


FIGURE 12
100-YEAR WATER SURFACE / HYDRAULIC GRADE LINE PROFILE

EMERALD LANE FLOODING STUDY

MARCH 2012

EVALUATION OF STORMWATER FLOOD RELIEF ALTERNATIVES

The second phase of this study was the evaluation of various alternatives to reduce stormwater flooding in the vicinity of Emerald Lane.

Most alternatives to reduce the impact of stormwater flooding fall into the following general categories:

- Storage of floodwater
- Conveyance of floodwater
- Floodproofing
- Acquire / remove flooded properties

Stormwater *storage* or *detention* reduces downstream peak flows by holding back runoff and releasing it downstream at a slower rate. This is usually done in stormwater detention / retention ponds.

Stormwater *conveyance* involves the construction of larger or more storm sewers, culverts or drainage channels to move stormwater away from flooded areas

Floodproofing strategies protect property by either forming barriers or seals to prevent floodwater from entering a building, or reconstructing and protecting interiors/exteriors so that if water does enter portions of a building, the damage will be minimized. Note that floodproofing does not lower floodwater elevations on a site or in a neighborhood, unlike storage and conveyance options. But floodproofing reduces the amount of property damage caused by these high water elevations.

If flood damage is severe enough and there are no feasible and affordable alternatives for reducing flood damages using the strategies above, then *property acquisition* may be considered. A public entity acquires flooded structures and then demolishes them, usually converting the parcel to some sort of greenspace. Property acquisition alternatives were not considered in detail in this study, because there appear to be other feasible alternatives that will significantly reduce flood elevations and damages while avoiding the dislocation of residents.

Specific Alternatives Evaluated

Numerous alternatives that fall into the above general categories were evaluated to reduce the peak flood elevations adjacent to Emerald Lane, or mitigate the damage caused by these peak flood elevations. The following sections discuss specific alternatives that were evaluated. In some cases, the alternative was ruled out for further consideration, and this report will briefly discuss why the alternative was ruled out. In other cases, the alternative became part of the overall recommended plan, and more detail on the alternative is presented in the Recommendations section of this report.

Increase hydraulic capacity under Canadian Pacific railroad embankment

The existing 110-year old culvert under the Canadian Pacific railroad embankment is the hydraulic bottleneck that has the most direct impact on flooding at Emerald Lane. Upstream flood elevations can be reduced by enlarging the culvert or adding a second culvert. The existing culvert appears to be in adequate condition (although no structural assessment of the culvert was made) and modification of this culvert is not recommended. It should be left in place to continue to provide some hydraulic

capacity. A second culvert under the railroad embankment is recommended, and should be a cornerstone of any plan to provide upstream flooding relief. This project is discussed in much more detail in the Recommendations section of this report.

Increase capacity of open channel between railroad and Green Road

It had been suggested in the past that increasing the capacity of the channel along Emerald Acres, by clearing vegetation, removing accumulated sediment, or regrading the channel to create a wider cross section, may reduce flooding. However, this study found that modifying this channel is not going to solve the flooding problem that occurs during large storms such as the 100-year event. Water is backing up from the railroad culvert, regardless of the capacity of the upstream open channel. The capacity of this channel is much larger than the capacity of the railroad culvert or the downstream 54" diameter storm sewer.

Figure 13
Channel on west side of Emerald Acres, looking north from bend near railroad tracks

Figure 14
Channel along north side of railroad embankment, looking east from near culvert toward Emerald Acres

The drawings of surveyed channel cross sections in the Appendix show that while there was a small amount of silt buildup in the bottom of the channel at the time of survey, this amount is quite small compared to the overall cross sectional area of the channel. The previous profile drawing (Figure 12) also shows that the controlling channel bottom elevation appears to be the invert of the railroad culvert, and that the silt bottom elevation upstream is nearly the same as the culvert invert elevation. Even if

this silt were removed down to the hard bottom elevation, there would be very little decrease in peak water surface elevations.

The following Figure 15 also shows graphically how the areas of the downstream culverts and storm sewers are much less than the area of the open channel. Although there is not an exact relationship between cross section area and hydraulic capacity (other factors such as slope and surface roughness also affect capacity), this graphic helps explain why it is the culvert and storm sewers that are causing backups, not the open channel areas.

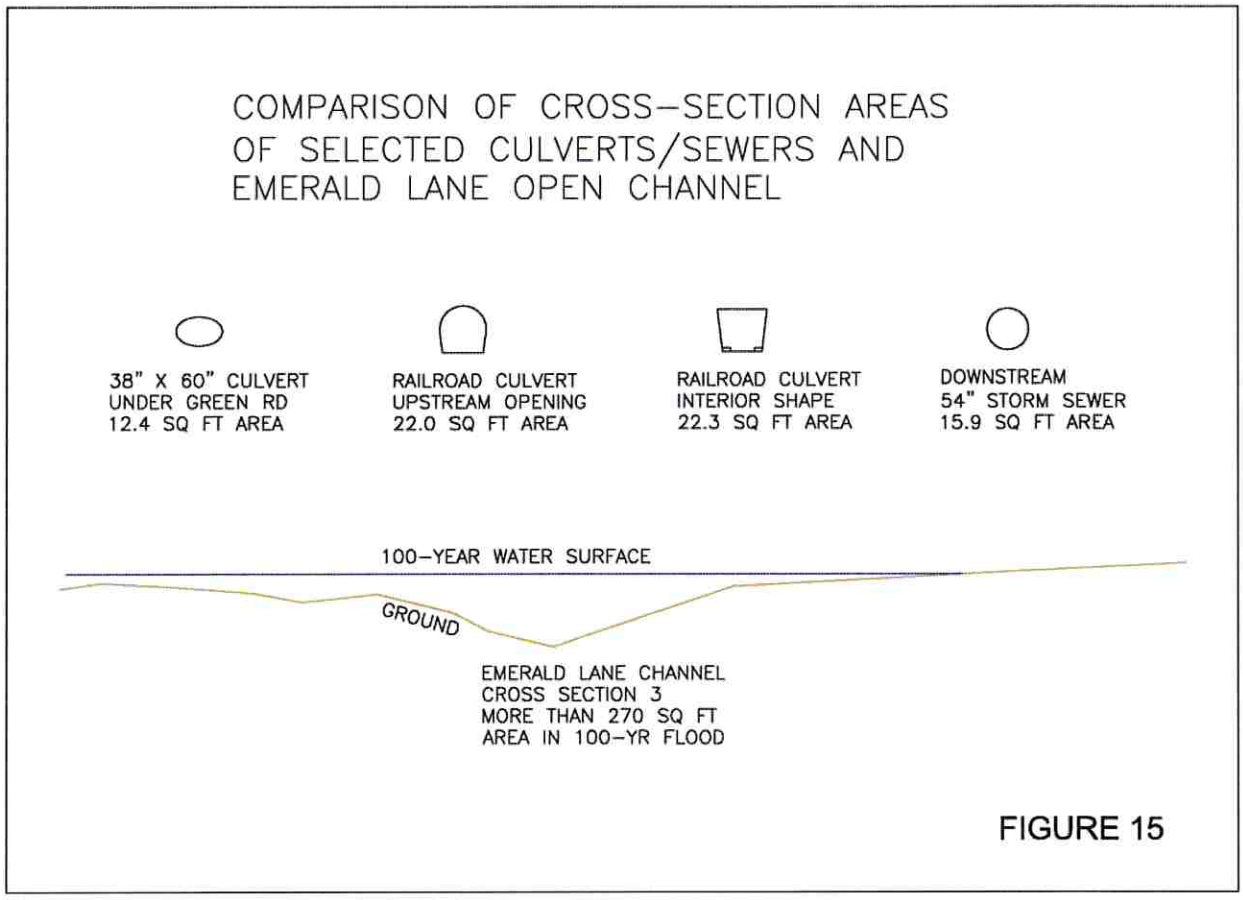


FIGURE 15

Because this channel is considered a navigable waterway by the Wisconsin DNR, there are also restrictions on the amount of channel regrading and modification that can be done. Significant reconstruction of the channel may not be approved by DNR.

For the above reasons, this alternative is not recommended for further consideration.

Increase capacity of Green Road culvert

Currently, floodwater has been observed to overtop Green Road, because of both backwater from downstream (south) and lack of capacity in the culvert under Green Road. Because Green Road will be reconstructed in 2012, an opportunity exists to increase culvert capacity under Green Road if that would

be beneficial to area flooding issues. Therefore, AECOM simulated culvert enlargement using the XPSWMM hydrologic/hydraulic model.

As discussed previously, the primary causes of major flooding in the Emerald Lane vicinity during the 100-yr rainfall event are restrictions downstream such as the culvert under the Canadian Pacific railroad tracks. However, during medium-size design rainfall events such as the 10-year event, there will be runoff overtopping of Green Road that is caused by the limits of capacity of the culvert under Green Road (the culvert that is located east of the Wagner Park entrance and west of Emerald Lane), rather than backwater from further downstream. And even if downstream improvements are made such as an additional culvert under the railroad embankment, there will still be overtopping of Green Rd during the 10-year event.

It appears that a 6' x 3' high rectangular culvert pipe under Green Road will eliminate road overtopping during the 10-year event *if the other recommended downstream improvements are also made*. We were not able to find a feasible culvert size under Green Road that will eliminate all road overtopping during the 100-year event. For example, we modeled a 12' wide x 4' high rectangular concrete box and were still getting road overtopping during the 100-year event. However, road overtopping occurs in many areas in the City during the 100-year event, where cross culverts are designed for small storm events.

If the downstream improvements are not made but the Green Rd culvert is enlarged to the 6x3 box, the 10-year peak water elevation north of Green Road is reduced to 861.5, which is only 0.1 feet higher than the proposed centerline. There would be only about 1 cfs of overtopping of Green Road in the 10-year storm event in this condition. Therefore, our recommendation is that upsizing the Green Road culvert is worthwhile even before other downstream conveyance improvements are made

However, this plan will only be effective if there is capacity to allow a large amount of surface flow into this new pipe, on the north side of Green Road. XPSWMM modeling indicates that 132 cfs of surface flow needs to be captured on the north side of Green Road. Much of this surface flow is coming through Wagner Park. The park's south pond doesn't have much capacity before it overtops; most of the flow from the pond will be coming from surface overtopping rather than the 21" outlet pipe. So a high-capacity inlet structure or open culvert opening is required on the north side of Green Road.

The lowering of the Green Road profile and the shifting of the local low centerline point to align with/near the channel also helps reduce surface overflow down Emerald Lane.

AECOM provided additional information to City staff during the final design of the Green Road project on these recommendations. It is our understanding that they have been incorporated into the final design of Green Road, which will be constructed in 2012.

Increase capacity of open channel downstream of railroad culvert

There is a short stretch of open channel between the railroad culvert (on the north / upstream end) and the opening to the 54" storm sewer on the Gustave Larson property (southwest / downstream end). This segment has adequate capacity to convey the 100-year design flows and no major hydraulic improvements are recommended. But some minor modifications will likely be required as part of the overall recommended plan, to make connections to the new railroad culvert and new downstream

storm sewer. The channel will likely be considered a navigable waterway by the Wisconsin DNR and permitting may be required for modifications.

There is approximately two feet of vertical drop between the invert of the existing railroad culvert and the invert of the existing 54" storm sewer. Lowering the slope of this channel would potentially allow the invert of the new railroad culvert to be lowered, which may further reduce the estimated 100-year flood elevation upstream. This should be evaluated during the design phase of the project.

Increase of conveyance in/parallel to Roundy Circle storm sewer

The hydraulic modeling indicates that the 54" storm sewer on the Gustave Larson Company property is a secondary restriction in the drainage system. If an additional culvert is added under the railroad embankment, then this downstream storm sewer becomes the primary limiting factor. Increasing the capacity of this portion of the drainage system, by installing additional storm sewer or surface drainage routes, would further reduce flooding in the project area. For example, a second storm sewer could be installed from the railroad culvert area, south along the east side of the Gustave Larson driveway, south on Roundy Circle, and eventually reconnecting to the main drainageway. This project is recommended, and further discussion is included in the Recommendations section of this report.

Stormwater storage / detention

The above alternatives are conveyance alternatives: they remove water faster from floodprone areas. Another strategy to reduce flooding is to reduce peak runoff flows getting to these areas, by using stormwater detention / retention basins.

There are already a series of detention basins upstream, including two City-owned basins in Wagner Park, and two privately-owned detention basins in the Five Fields subdivision. These detention basins currently provide some reduction in peak flows in the watershed. Without them, it is likely that existing flooding conditions downstream around Emerald Lane would be even worse.

Figure 16
Wagner Park – South Detention Pond

Figure 17
Wagner Park – North Detention Pond

If additional upstream detention were provided, by modifying existing detention basins or by constructing new detention basins, it is possible that peak flows could be reduced enough to provide noticeable flood mitigation.

AECOM evaluated and modeled several concepts for modifying the existing detention basins to store more water, such as raising berms along downstream sides of the basin to increase the depth of water stored in the basin before overflow occurs. Unfortunately, there does not appear to be any feasible alternatives that detain enough additional water to achieve a noticeable reduction in peak flood elevations downstream at Emerald Lane. Because of site constraints, it does not appear desirable to store water at a much greater depth in the existing detention basins. For instance, AECOM evaluated the construction of a berm along the eastern (downstream) end of the "Five Fields East detention basin", located east of Rough Hill Road. However, as Figure 18 shows, under existing conditions water is already backing up from the detention pond parcel and onto adjacent residential lots. If a berm were constructed to hold significantly more water in the Five Fields East basin, it appears that floodwater would start to approach some of the adjacent houses.

Similarly, we also considered the possibility of doing berming / regrading along the south side of the Wagner Park South detention pond, which is city-owned. The peak water elevation would be increased in the Wagner Park pond and flows would be reduced downstream. However, Figure 19 shows that under existing conditions, a large portion of the park is already predicted to be flooded during the 100-year storm event, including the park building (it is unknown if this situation has occurred historically). Storing water to a higher elevation in the Wagner Park South pond would also increase the peak flood elevation in this area of the park because of backwater effects, making this situation even worse.

There would not be much floodwater storage that would be gained if the existing ponds were excavated deeper. Because of the low slope of the drainage system and surface topography in this area, the outlets of these basins cannot be lowered much. Any excavation done below the outlet elevation is likely to remain full of water at all times, and not be available for effective floodwater storage during a rainfall event.

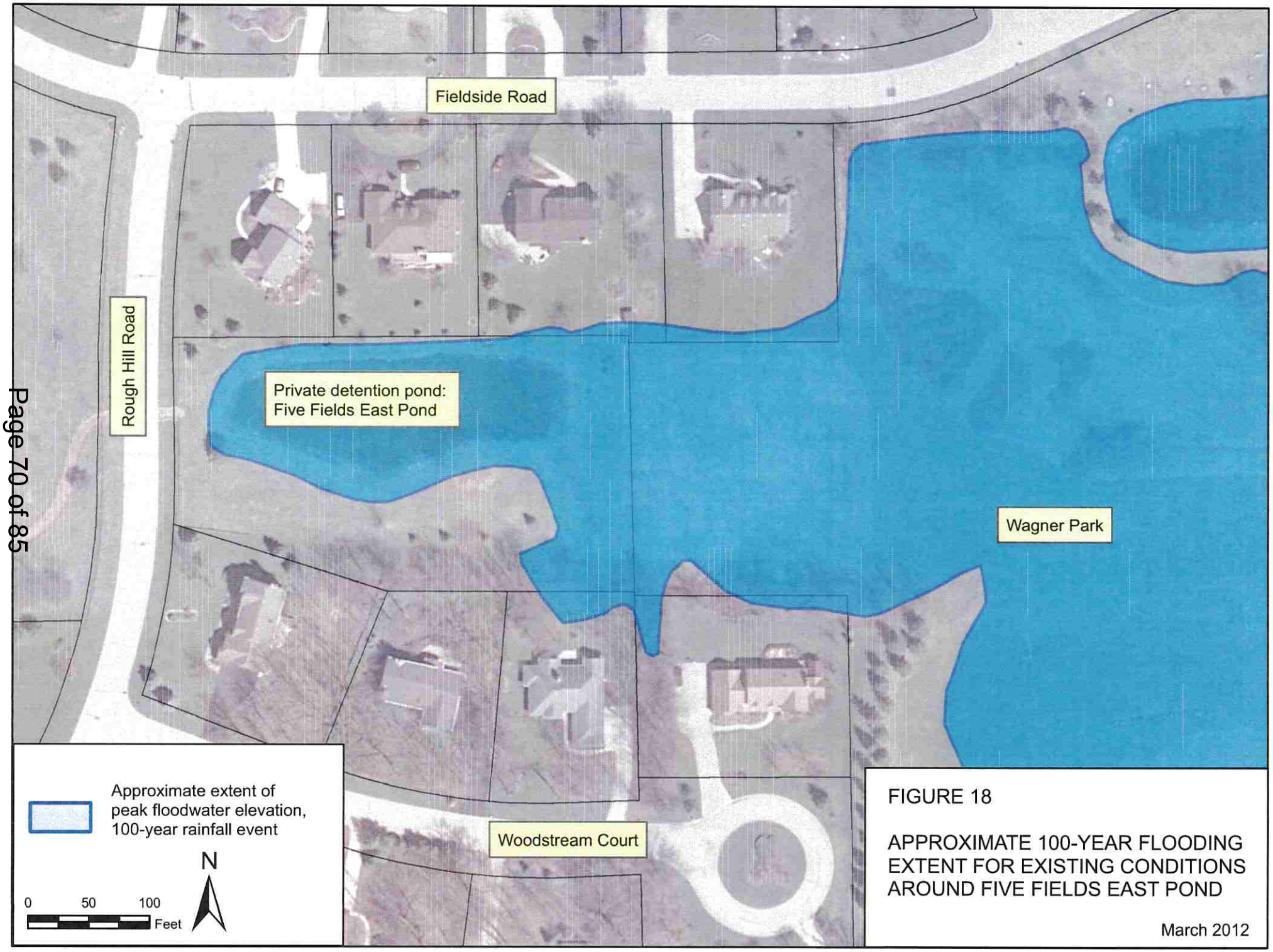


FIGURE 18

APPROXIMATE 100-YEAR FLOODING EXTENT FOR EXISTING CONDITIONS AROUND FIVE FIELDS EAST POND

March 2012

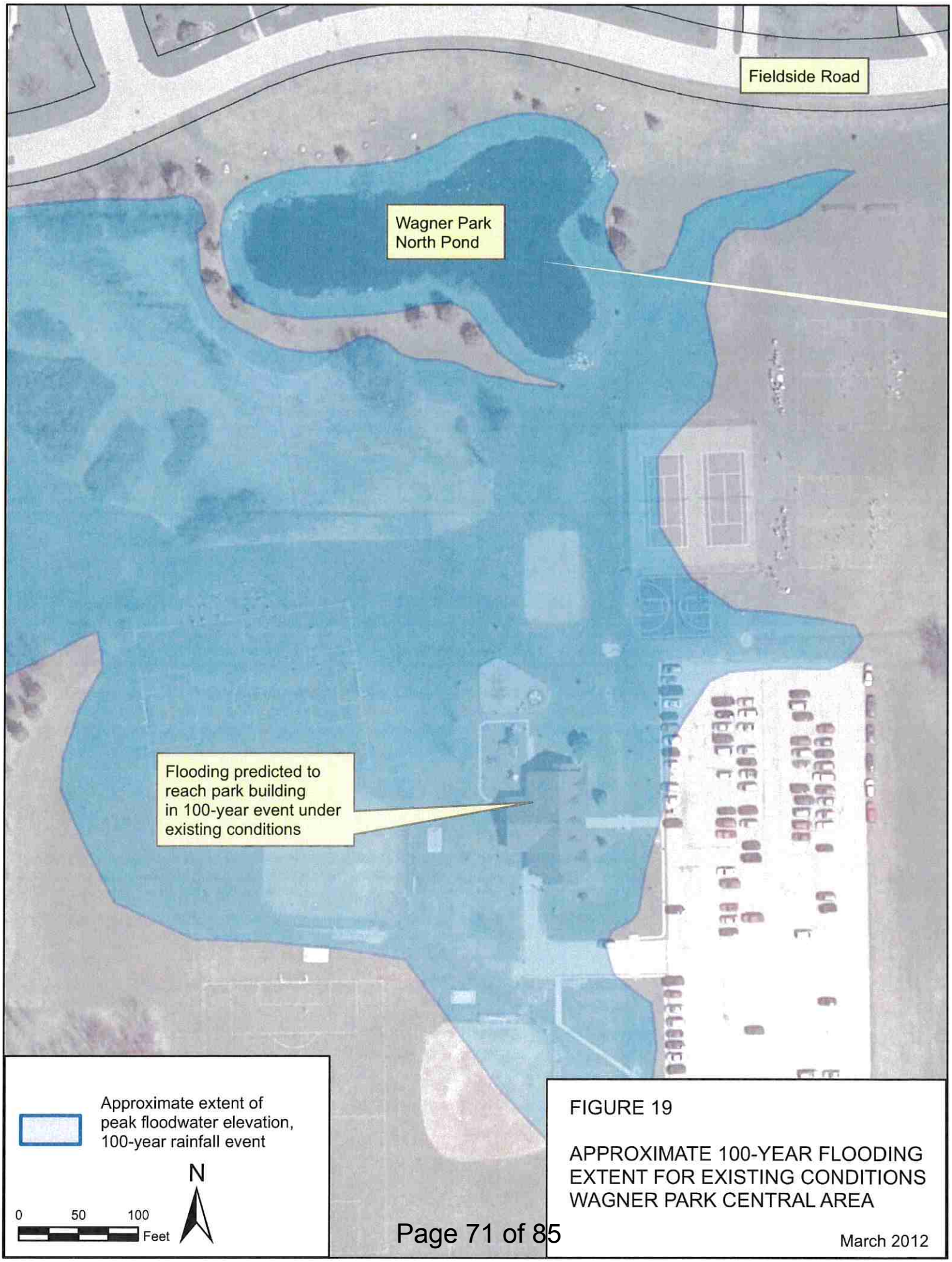


FIGURE 19

APPROXIMATE 100-YEAR FLOODING EXTENT FOR EXISTING CONDITIONS WAGNER PARK CENTRAL AREA

March 2012

Floodproofing of selected Emerald Lane condominiums

If it would be acceptable to reduce the amount of floodwater entering basements and ground floors of the condo units, while still allowing the street and yards to flood to the same elevation, then methods of sealing surface water entry points into structures could be evaluated.

Floodproofing is not as comprehensive of a solution as the other alternatives because it does not reduce peak water elevations. The continued flooding of streets and yards still causes some damage and disruption to area residents. Also, the ponding of water adjacent to the structure still creates an elevated flooding risk because no floodproofing method can be guaranteed to be 100% effective and reliable. However, floodproofing can be a cost-effective means of reducing flooding damage when other, more comprehensive alternatives are much more costly or infeasible.

There are several basement window wells, low doors, and other potential points of entry for floodwater in the Emerald Lane condominiums along the east side of the channel. If the City did not wish to pursue the recommended conveyance system improvements, or the improvements are ultimately not able to be constructed in full or in part, then floodproofing of selected condominium units should be considered.

RECOMMENDATIONS AND IMPLEMENTATION

The recommended approach to flooding reduction for the Emerald Lane / Emerald Acres area is a group of projects:

- Construction of a second culvert under the Canadian Pacific Railroad embankment, southwest of Emerald Acres
- Construction of additional storm sewer from the Gustave Larson property south to Roundy Circle to an unnamed open channel
- Enlargement of the existing culvert under Green Road, south of Wagner Park and west of Emerald Lane

The locations of these recommended projects are shown in Figure 20 on the following page. Together, these recommendations reduce the estimated 100-year peak floodwater elevation in the vicinity of Emerald Lane to below the ground elevations adjacent to the currently-flooded condominiums.

Note that there is little flood mitigation benefit to constructing the Roundy Circle storm sewer, unless the additional railroad culvert is also constructed. That is because the existing railroad culvert is the most severe hydraulic restriction in the area. Therefore, we do not recommend proceeding with the Roundy Circle storm sewer unless there is a high probability that the railroad culvert will also be constructed.

The estimated construction costs of these projects are:

New culvert under Canadian Pacific railroad: $250,000 - $500,000
New Roundy Circle storm sewer: $300,000 - $600,000
Green Road culvert: By others, including in Green Road reconstruction bid

These cost estimates do not including engineering, real estate, permitting or other non-construction costs.

The following sections contain additional details on each of these recommendations.

New culvert under Canadian Pacific Railroad tracks/embankment

The primary cause of surface flooding experienced in the vicinity of Emerald Acres is the limited hydraulic capacity of the existing culvert under the Canadian Pacific railroad tracks and embankment. This stone masonry culvert is approximately 110 years old and does not have the hydraulic capacity to convey the estimated 100-year peak flow on the drainage channel without causing upstream flooding. Therefore, it is recommended that a second culvert crossing be constructed under the railroad embankment. The existing culvert will remain in place and will not be modified.

Hydrologic/hydraulic modeling indicates that an additional 72" diameter concrete culvert is required to convey the necessary 100-year design flow. Trenchless installation of the culvert is required by Canadian Pacific Railroad. The railroad also requires a casing pipe in addition to the concrete culvert. The casing pipe will be of slightly larger diameter than the concrete culvert and is anticipated to be steel

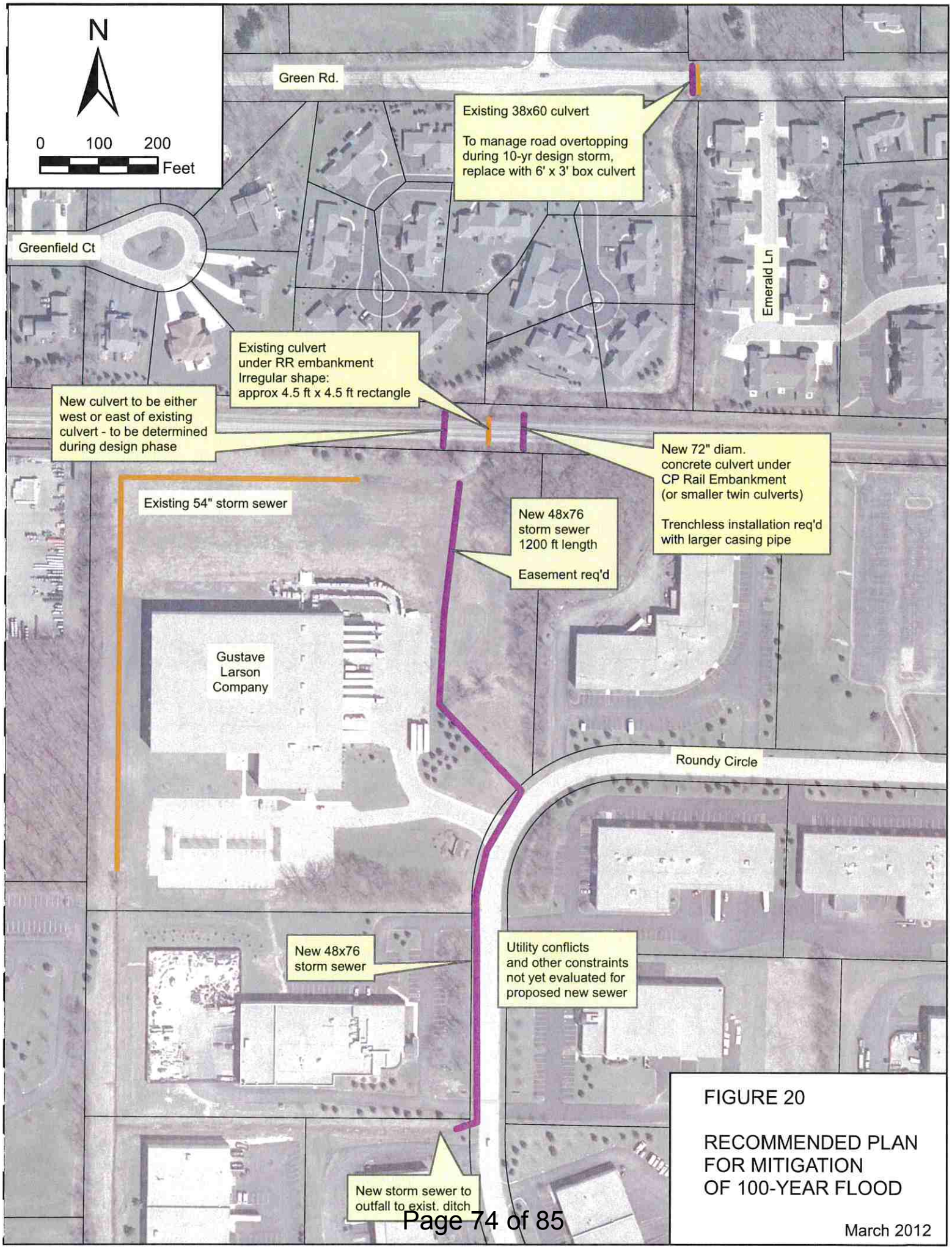


FIGURE 20

RECOMMENDED PLAN FOR MITIGATION OF 100-YEAR FLOOD

March 2012

pipe. It is anticipating that boring/jacking will be used to install the pipe under the railroad embankment. The estimated length of the new culvert is 50 to 60 feet.

The estimated vertical distance between the top of railroad tracks and the proposed culvert invert is 10 to 12 feet. The design team should evaluate whether adequate cover can be provided between the railroad tracks and the crown of the proposed casing pipe. It may be necessary to install two smaller parallel casing pipes and culverts, rather than one larger one, in order to provide an adequate depth between the culvert and the railroad tracks.

From a hydraulic standpoint, the new culvert can be installed a short distance west or east of the existing culvert, as long as some grading can be done at both ends of the new culvert to connect it to the existing open channel. During the design process, site conditions and constraints, constructability factors, geotechnical information, permitting conditions, land access and easement availability should be reviewed to make a recommendation as to whether the new culvert should be installed west or east of the existing culvert. The railroad may also have minimum required distances between the existing culvert and the new culvert.

Figure 21 shows the probable culvert locations in more detail.

A significant geotechnical investigation should also be conducted, given the nature of the project (trenchless installation of large diameter pipe, railroad main line, close proximity to wetlands and waterways). Canadian Pacific has a permitting process that will need to be met.

Construction of the new culvert will require a state Chapter 30 permit for construction work in/adjacent to a navigable waterway. SEWRPC has also delineated wetlands (in fall 2011) on both the north and south sides of the railroad embankment, and therefore the project will require submittal of a joint state/federal wetlands permit application.

Temporary construction easements will also be required for this project. The most significant temporary easement will be required for setup of the boring/jacking equipment, which may have to be located partially outside of the railroad right of way. The best access for the boring/jacking equipment appears to be from the southwest of the existing culvert, on the Gustave Larson property. In this scenario, boring /jacking will proceed from south to north. Access will also be required on the northern side of the railroad tracks to recover the boring equipment.

New Roundy Circle storm sewer

The second recommended project is the construction of a new storm sewer from the open channel south of the railroad embankment, south through the Gustave Larson property and south on Roundy Circle, to an existing open channel on the north side of W233 N2833 Roundy Circle West. The purpose of this project is to provide additional hydraulic capacity parallel to an existing 54" storm sewer that runs west and then south on the Gustave Larson property. This storm sewer will have a length of approximately 1,200 feet.

Figure 20, on the previous page, showed the route of this proposed storm sewer.

Based on XPSWMM hydrologic/hydraulic modeling, the anticipated size of the storm sewer is a 48" x 76" horizontal elliptical.

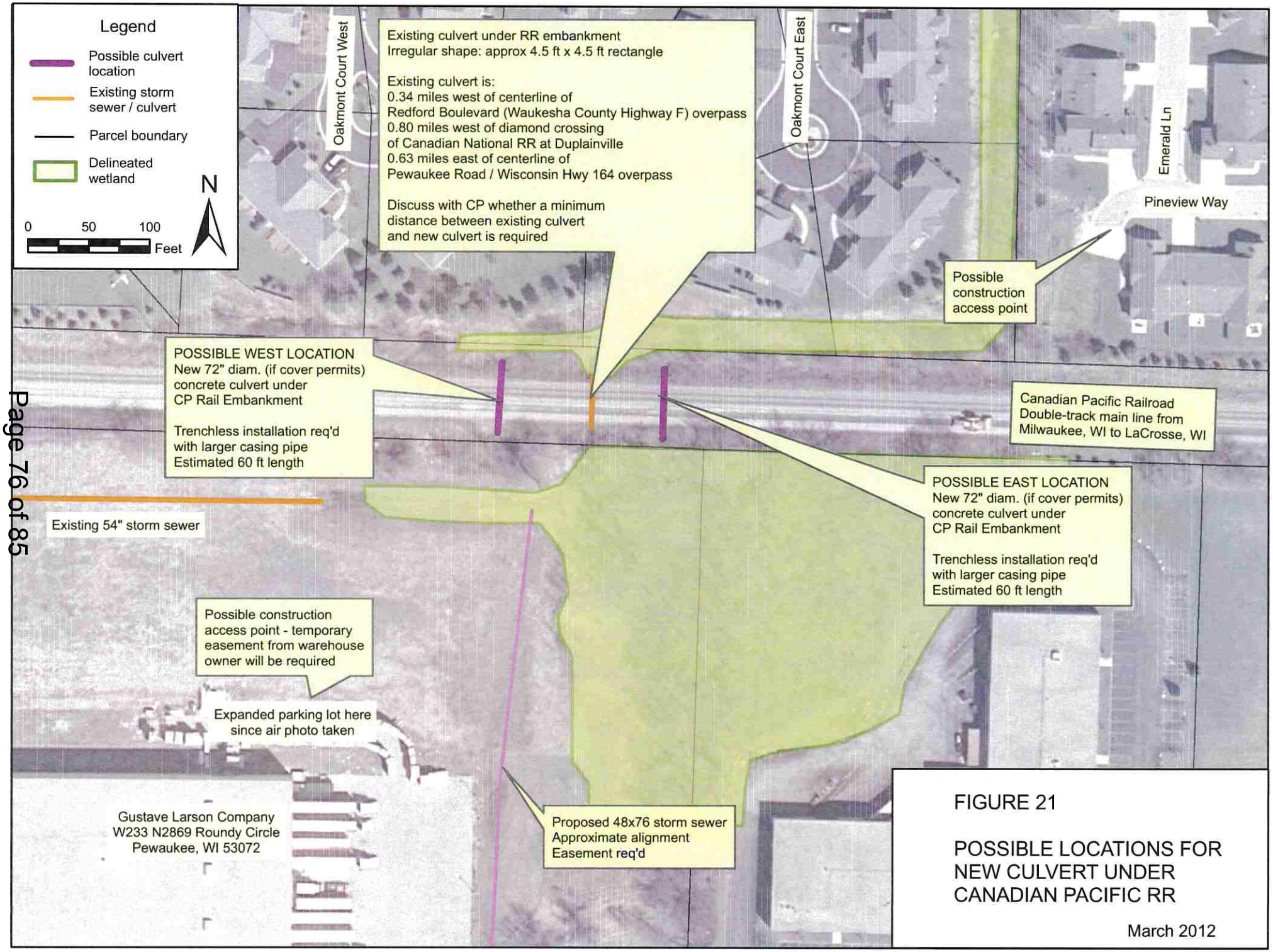


FIGURE 21

POSSIBLE LOCATIONS FOR NEW CULVERT UNDER CANADIAN PACIFIC RR

March 2012

Approximately 600' of this storm sewer will need to be located on the Gustave Larson parcel, for which a permanent easement or outright property acquisition will be required. The remaining 600' is anticipated to be located within the public right of way of Roundy Circle West. An easement for the new outfall may also be required.

In order to characterize subsurface conditions for the construction of this large-diameter storm sewer, several soil borings and a geotechnical report are recommended. There may also be need for Chapter 30 (navigable waterway) permitting and wetlands permitting, though that could potentially be combined with the DNR permitting for the new railroad embankment culvert. The storm sewer installed on the Gustave Larson property will need to be routed to the west of the large wetland area if possible.

Conflicts and constraints with other utilities have not been evaluated for this sewer route yet, but will be evaluated during the design phase.

If the new storm sewer cannot be installed along the preferred route, then the City should consider upsizing the existing 54" storm sewer, or installing a second parallel pipe along that same route. It is estimated that construction costs will be higher for this alternative, especially if the existing 54" storm sewer is to be removed (in that case, there would be a cost for removal and disposal of the pipe, and the new pipe would have to be even larger than 48x76 to make up for the capacity lost when the existing pipe is removed). Excavation depth for this route would be greater since a large amount of fill has been placed above the existing storm sewer. One benefit to this alternative is that the City has an existing drainage easement along this route.

New Green Road culvert

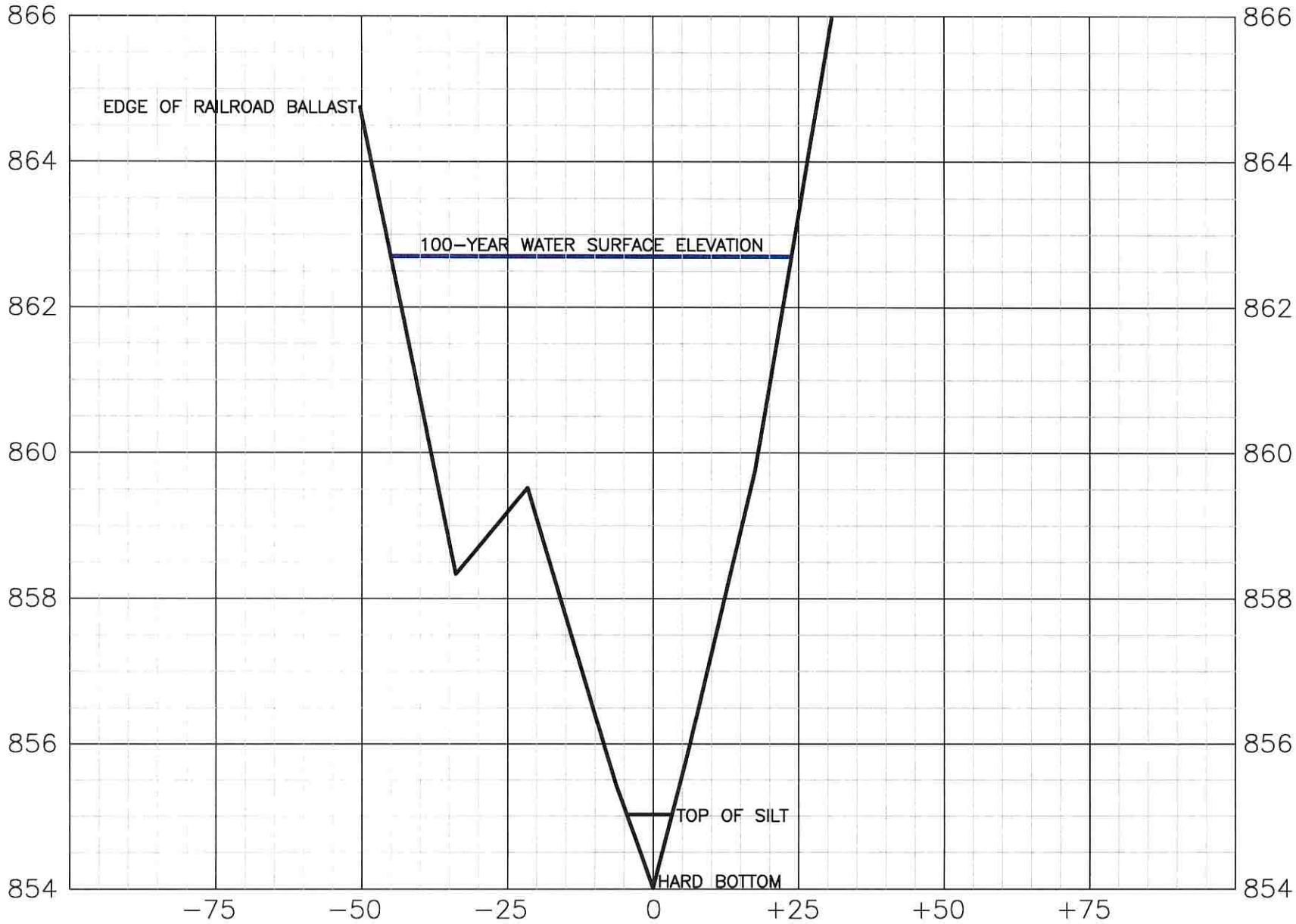
As the final design of the Green Road reconstruction project was in progress, AECOM provided City staff with additional recommendations on the sizing of a new Green Road cross culvert, and necessary intake/inlet capacity on the north side of Green Road, to capture the large amount of surface flow and route it into the culvert. It is our understanding that this information has been incorporated into the Green Road design plans and that no further analysis related to this component is necessary. AECOM would be happy to provide additional modeling and analysis related to the Green Road reconstruction if requested.

APPENDIX A

SURVEYED CROSS SECTIONS: CHANNEL ADJACENT TO EMERALD ACRES AND RAILROAD EMBANKMENT

Field survey performed by Ruekert/Mielke, 2010

100-year water surface elevations shown represent existing conditions, before proposed flood control improvements

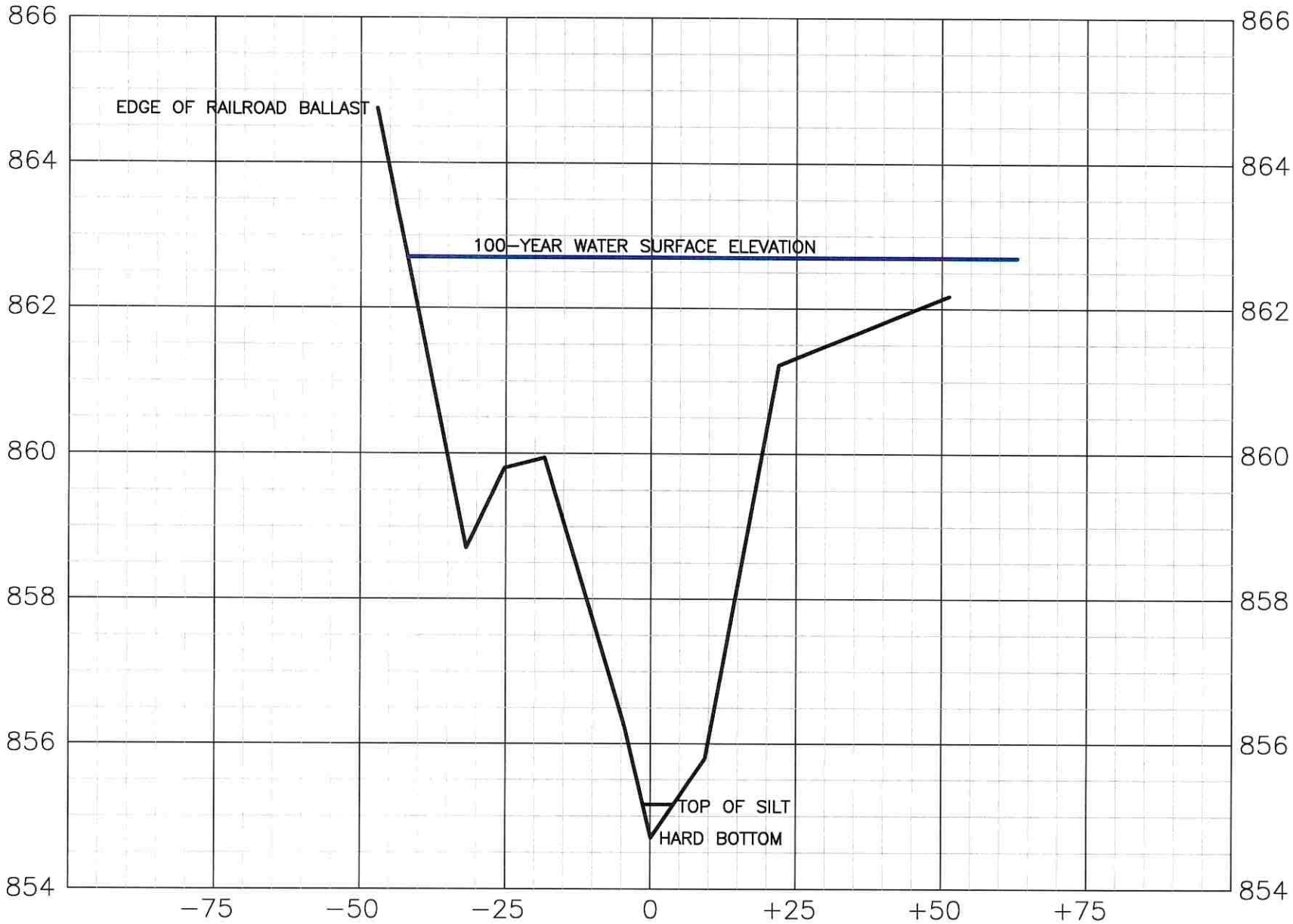


HORIZONTAL SCALE: 1 INCH = 25 FT
VERTICAL SCALE: 1 INCH = 2 FT
VIEW LOOKING DOWNSTREAM (TO WEST)

SURVEYED CROSS SECTION: RAILROAD NORTH CHANNEL 1

Approximately 65 ft east of raiload culvert

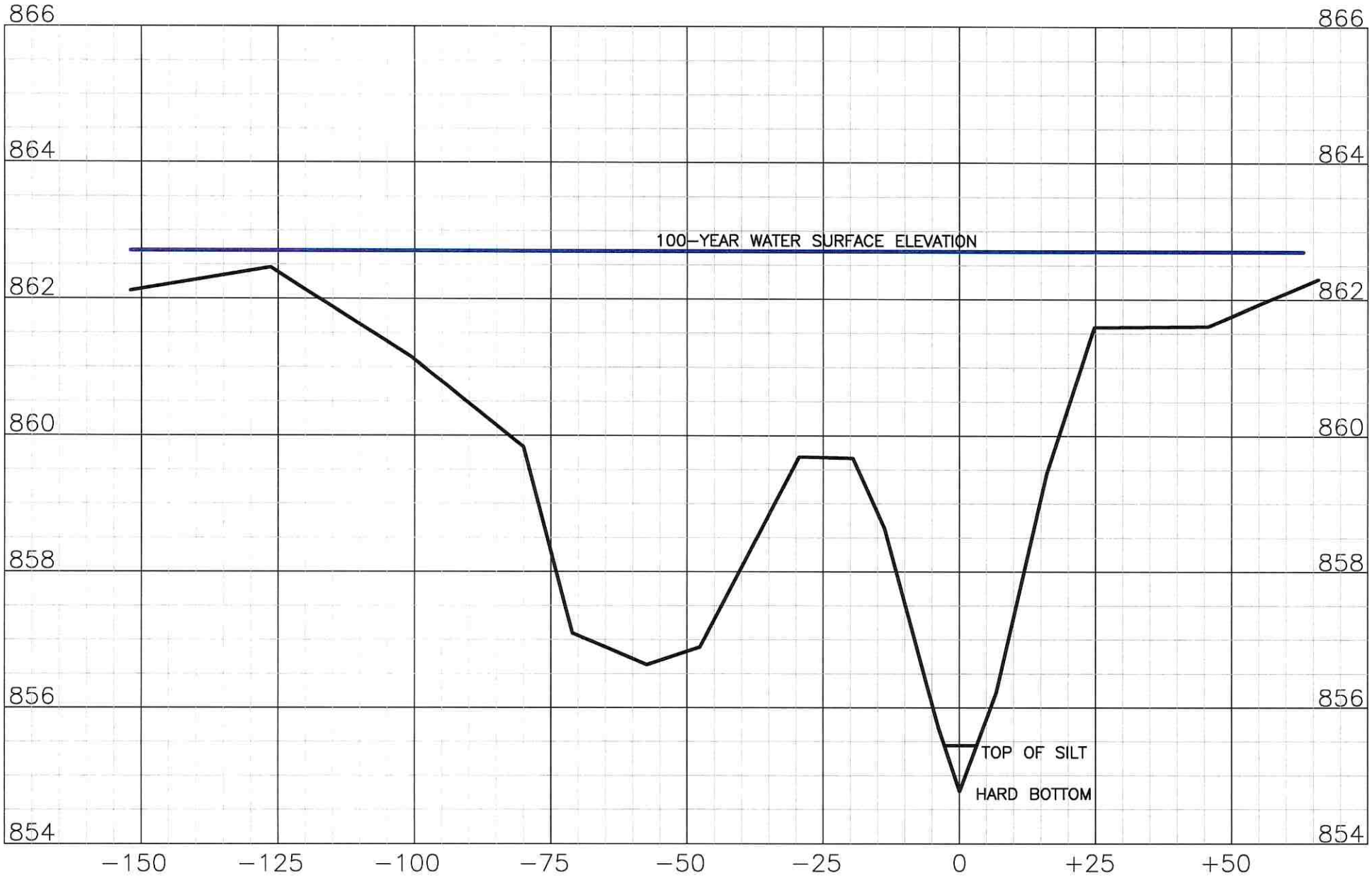
Field survey provided by
Ruekert/Mielke, 2010
Drawn by AECOM



HORIZONTAL SCALE: 1 INCH = 25 FT
VERTICAL SCALE: 1 INCH = 2 FT
VIEW LOOKING DOWNSTREAM (TO WEST)

SURVEYED CROSS SECTION:
RAILROAD NORTH CHANNEL 2
Approximately 240 ft east of raiload culvert

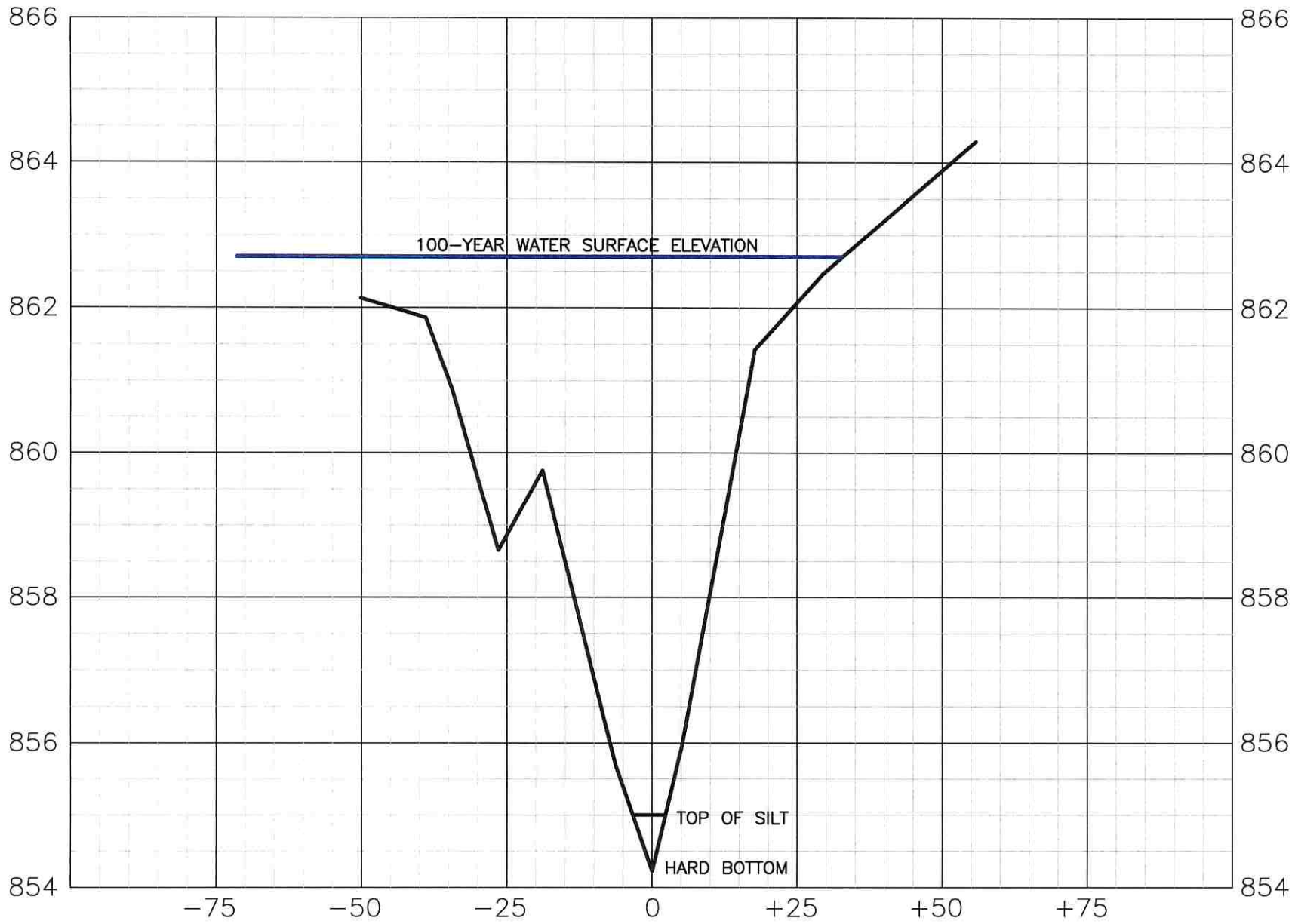
Field survey provided by
Ruekert/Mielke, 2010
Drawn by AECOM



HORIZONTAL SCALE: 1 INCH = 25 FT
VERTICAL SCALE: 1 INCH = 2 FT
VIEW LOOKING DOWNSTREAM (TO SOUTH)

SURVEYED CROSS SECTION:
EMERALD LANE CHANNEL 1
Approximately 490 ft south of Green Rd centerline

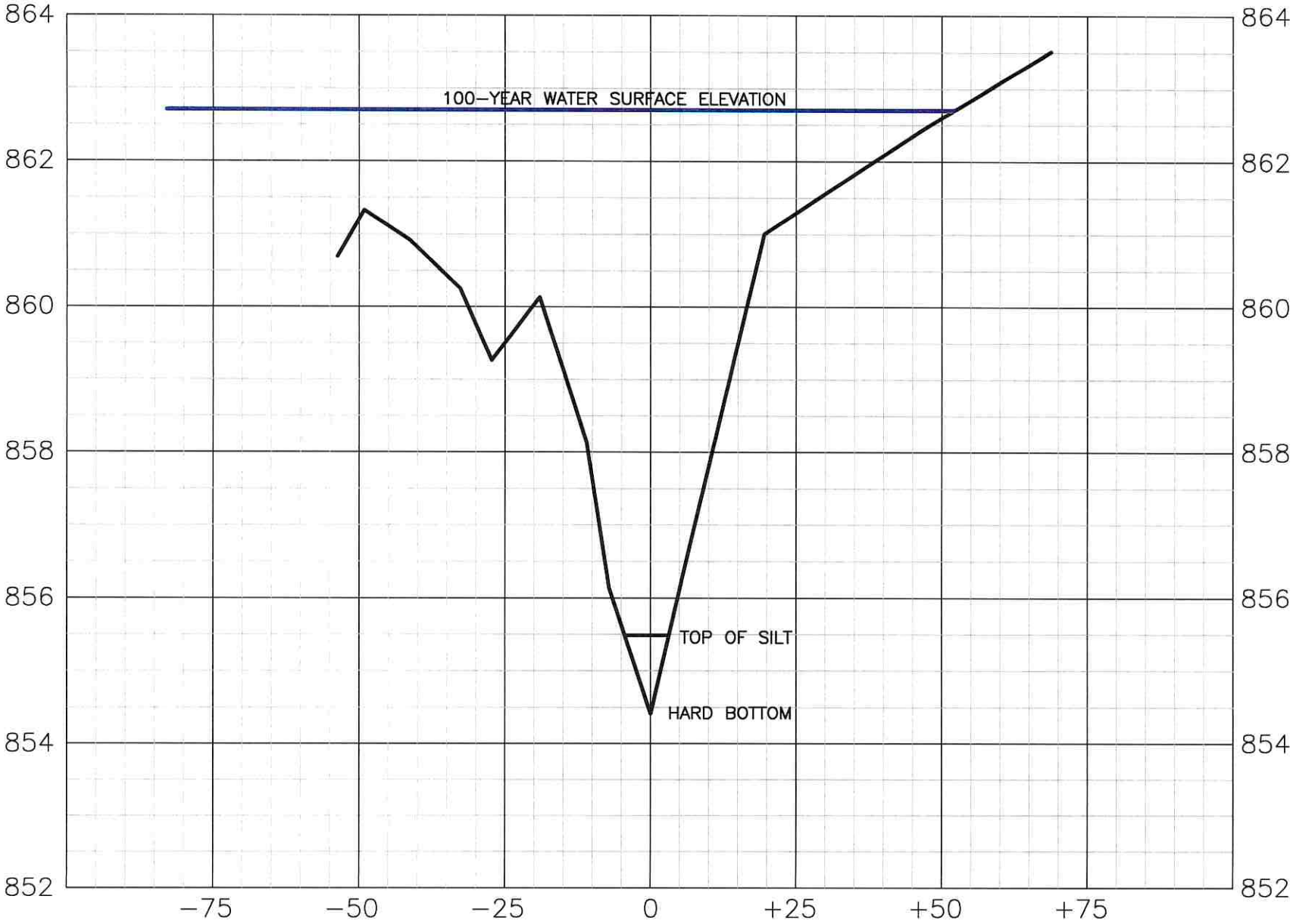
Field survey provided by
Ruekert/Mielke, 2010
Drawn by AECOM



HORIZONTAL SCALE: 1 INCH = 25 FT
VERTICAL SCALE: 1 INCH = 2 FT
VIEW LOOKING DOWNSTREAM (TO SOUTH)

SURVEYED CROSS SECTION:
EMERALD LANE CHANNEL 2
Approximately 385 ft south of Green Rd centerline

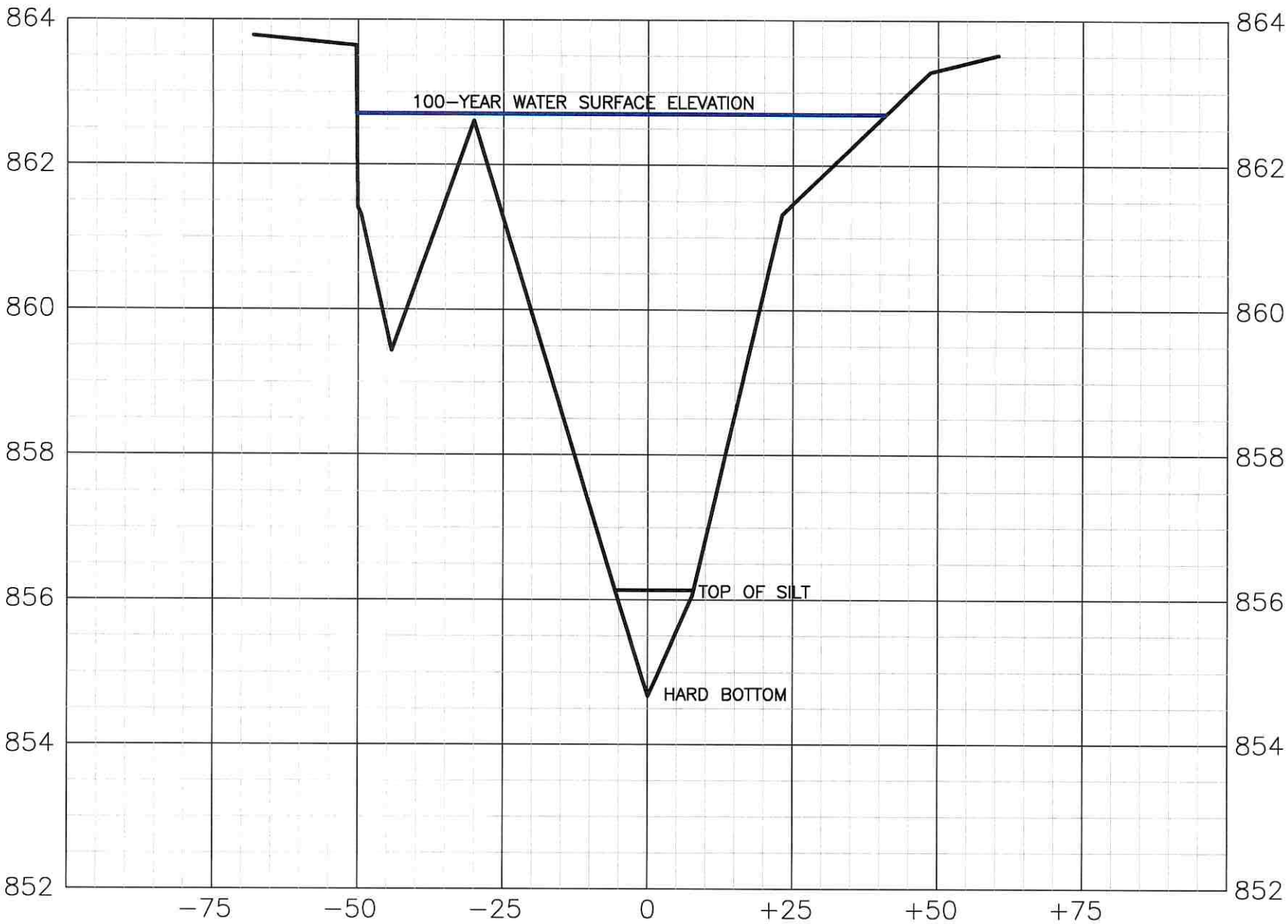
Field survey provided by
Ruekert/Mielke, 2010
Drawn by AECOM



HORIZONTAL SCALE: 1 INCH = 25 FT
VERTICAL SCALE: 1 INCH = 2 FT
VIEW LOOKING DOWNSTREAM (TO SOUTH)

SURVEYED CROSS SECTION:
EMERALD LANE CHANNEL 3
Approximately 235 ft south of Green Rd centerline

Field survey provided by
Ruekert/Mielke, 2010
Drawn by AECOM



HORIZONTAL SCALE: 1 INCH = 25 FT
VERTICAL SCALE: 1 INCH = 2 FT
VIEW LOOKING DOWNSTREAM (TO SOUTH)

SURVEYED CROSS SECTION:
EMERALD LANE CHANNEL 4
Approximately 115 ft south of Green Rd centerline

Field survey provided by
Ruekert/Mielke, 2010
Drawn by AECOM

CITY OF PEWAUKEE
COMMON COUNCIL AGENDA ITEM 10.

DATE: August 5, 2019

DEPARTMENT: Administration

PROVIDED BY: Nick Fuchs

SUBJECT:

PUBLIC HEARING, Discussion, and Possible Action Regarding **Resolution 19-08-18** and **Ordinance 19-19** to Amend the Comprehensive Master Plan to Change the Year 2050 Land Use/Transportation Plan Use Designation for the Waukesha County Technical College for Property Located at N35 W255 Main Street (PWC 0925-998) From Transportation/Utilities to Government/Institutional [Fuchs]

BACKGROUND:

At their July 18th meeting, the Plan Commission approved a motion recommending approval of an amendment to the Comprehensive Master Plan Year 2050 Land Use/Transportation Plan future land use designation from Low-Medium Density Residential (1/2 Ac./D.U. – 2 Ac./D.U.) / Transportation/Utilities to Government/Institutional for property located at N35W255 Main Street, bearing Tax Key No. 0925998.

FINANCIAL IMPACT:

RECOMMENDED MOTION:

A motion to approve an amendment to the Comprehensive Master Plan Year 2050 Land Use/Transportation Plan future land use designation from Low-Medium Density Residential (1/2 Ac./D.U. – 2 Ac./D.U.) / Transportation/Utilities to Government/Institutional for property located at N35W255 Main Street, bearing Tax Key No. 0925998.

ATTACHMENTS:

Description

Comp Plan Amend Exhibit

Pinnacle Information

Resolution 19-08-18

Ordinance 19-19

LAND INFORMATION SYSTEMS DIVISION

Waukesha County GIS Map

Legend

- Civil Division Boundary
- Parks
- Assessment Data
- Parcels
- Plats
- Retired Parcels
- Retired Plats
- Municipal Boundary_2K
- FacilitySites_2K_Labels
- Lots_2K
  - Lot
  - Outlot
- SimultaneousConveyance
  - Assessor Plat
  - CSM
  - Condominium
  - Subdivision
- Cartoline_2K
  - <all other values>
  - EA-Easement_Line
  - PL-DA
  - PL-Extended_Tie_line
  - PL-Meander_Line
  - PL-Note
  - PL-Tie
  - PL-Tie_Line
- Road Centerlines_2K
- Railroad_2K
- TaxParcel_2K
- Waterbodies_2K_Labels
- Waterlines_2K_Labels
- Municipal Boundary_5K
- FacilitySites_5K_Labels
- Waterbodies_5K_Labels
- Waterlines_5K_Labels
- Railroad_5K

0 157.37 Feet

The information and depictions herein are for informational purposes and Waukesha County specifically disclaims accuracy in this reproduction and specifically admonishes and advises that if specific and precise accuracy is required, the same should be determined by procurement of certified maps, surveys, plats, Flood Insurance Studies, or other official means. Waukesha County will not be responsible for any damages which result from third party use of the information and depictions herein, or for use which ignores this warning.

Notes:

Printed: 6/24/2019

8/1/2019

City of Pewaukee Common Council
W240 N3065 Pewaukee Road
Pewaukee, WI 53072

Re: Clarification Items
Stenz Property
City of Pewaukee, Waukesha County
PEG #1338.00-WI

Dear Council Members,

I am writing this letter in regard to the Stenz property. The developer asked that I send this in advance of the Common Council meeting next Monday night to further clarify a few items that have been discussed in the City meetings we have attended. We hope this information is helpful to clarify a few items that have been discussed.

1. **Zoning and Land Use.**
   The property is currently zoned A-1 (Agricultural District), LC (Lowland Conservancy District) and F-1 (Floodplain District). The developer is proposing to rezone the property to Rm-1 PUD (Multiple-Family Residential District), LC (Lowland Conservancy District) and F-1 (Floodplain District). Under the current proposal, the F-1 zoning limit will follow the existing 100-year floodplain line. The LC zoning limit will follow the limits of a wetland that the developer had delineated in September 2018. In a letter to the City in February 2019, SEWRPC confirmed the delineated wetland line is also considered the limits of the environmental corridor on the property. The remaining area upland area will be rezoned Rm-1 PUD.

   When the developer first submitted a concept plan to the City in August of 2018, the plan referenced the City of Pewaukee Year 2035 Land Use Plan that was available on the City website. The 2035 plan showed the property to be in two categories. The first category was flood plains, lowland & upland conservancy, and other natural areas. The second category was medium density residential (6,500 sq ft – 1/2 ac/du). The plans that have been proposed meet the medium density residential category. In January of 2019, City Planner Nick Fuchs pointed out that the current Land Use Plan is year 2050 and on that Land Use Plan, the property is designated as low – medium density residential (1/2 acre – 2 ac/du). Based on the density requirements of low-medium density residential, the project is not financially feasible. The developer has proposed a change to the Land Use Plan to return the upland area to the medium density residential category as it was designated prior to 2018 when the 2050 Land Use Plan was adopted. The 2050 Land Use Plan shows a conceptual cul-de-sac extension from Lakefield Drive which has been mentioned a number of times in our meetings. The 2035 Land Use plan did not show the conceptual cul-de-sac. In the Plan Commission meeting minutes of January 18, 2018 when the 2050 Land Use Plan was approved, the former City Planner Harlan Clinkenbeard is noted as saying that the Lakefield Drive stub road would extend into the Stenz property and could continue

as a cul-de-sac but there is potential to take a road off of Golf Road into this site. He could not say for sure if it would always stay a cul-de-sac. He also noted that this property could be duplexes or low-density multi-family. The development to the west of the Stenz property was developed in 2002 and as late as January 2018, the conceptual cul-de-sac had not been shown on the Land Use Plan and the Planner gave no insurances of how this site would be developed. See the attached appendix A for the zoning map, 2035 and 2050 Land Use Plans and a portion of the January 18, 2018 Plan Commission meeting minutes regarding this property.

2. **Site Plan History.**
The developer first submitted to the City for conceptual review at the August 2018 Plan Commission meeting. Based on feedback received at that meeting and subsequent meetings, the developer has revised the plan a number of times to reach the current sixth option that is before the Council on Monday night. The six options have been included in attached appendix B. The following is a summary of the options:

- Submittal 1. Submittal 1 included a circular road with full access to Golf Road and a gated emergency access to Lakefield Drive. There were 29 two-family buildings (58 units) and one storm water management pond at the northwest corner of the property. The wetlands had not yet been delineated. The buildings were a minimum of 20’ off of the west property line. There was no proposal for the southwest four-acre outlot.

- Submittal 2. In submittal 2, the gated emergency access to Lakefield Drive was eliminated per the direction of the Plan Commission. The road extension provides better access for emergency vehicles and it was noted that the City has had issues with gated access drives. The wetland on the property was delineated and the layout adjusted accordingly. The circular road was eliminated and replaced with two cul-de-sacs. There were 9 four-family buildings and 9 two-family buildings for a total of 54 units. There was one storm water management pond at the northwest corner of the property. A clubhouse was added near the entrance to Golf Road to provide an amenity for the development. The buildings were a minimum of 40’ off of the west property line. There was no proposal for the southwest four-acre outlot.

- Submittal 3. Submittal 3 was a design set submitted for final site plan approval. The site plan was essentially the same site plan as in submittal 2. The plans included more detailed site, grading, utility and landscape plans. There were still 54 units. A second storm water management pond was now being proposed.

- Submittal 4. In submittal 4, the proposed lots and outlots were designated. The north 11 acres were proposed to be deeded to the Lake Pewaukee Sanitary District (LPSD). LPSD requested to have ownership of the delineated wetland and to own an additional buffer of upland along the northern most wetland boundary. This buffer was requested to preserve additional trees and to provide a greenspace buffer to the wetland that would be owned by LPSD. A third storm water management pond was added to handle the storm water runoff from the site in multiple locations rather than one location in the

northwest corner of the property. Each pond would be in an outlot per the direction of City engineering staff. The developer asked that the ponds be placed in drainage easements instead of outlots but staff is requiring outlots. Due to this outlot designation, the developer requested a zero setback from the buildings to the southern outlot property lines along the storm water ponds. Other revisions included shifting the buildings along the west property line further east to a minimum of 50' off of the west property line, the eastern clubhouse driveway was eliminated as it was too close to the Golf Road intersection, the clubhouse building and parking area were revised and the four-acre outlot in the southwest corner of the property was shown to be a "community living arrangement". Both City staff and LPSD requested that the developer designate a use on the four-acre property in order to determine a total unit count and to verify the sanitary sewer capacity for the overall development. The developer had no plans for this area so he designated a 42 bed "community living arrangement" which would have the largest unit count. "Community living arrangement" is identified in the zoning code as an allowable use in the residential zoning districts. On the site plan, the community living arrangement was designated to have 42 beds which would be an equivalent of 12 units based on an average of 3.5 people per unit. When calculating sanitary sewer flows, 3.5 people per single family residential lot is used to determine the number of people in a development to calculate the sewer flows. In this case, the developer proposed 42 beds or 42 people so dividing by 3.5 people/unit provided the 12 unit equivalent. There were 9 four-family buildings, 7 two-family buildings, the clubhouse and the 42 bed (12 unit) community living arrangement for a total of 62 units.

- Submittal 5. In submittal 5, the outlot configuration for the ponds were revised to include an access strip to a public road. The outlot width behind building 6 and 7 was increased to allow more room for maintenance vehicles, the four-acre outlot has a 33' ownership strip to Lakefield Drive which caused the clubhouse and parking area to be revised, the building in the four-acre outlot was revised to be shown as a conceptual assisted living and memory care facility with 38 units (beds). The City indicated that each bed in the memory care facility would be considered a unit. There were 9 four-family buildings, 7 two-family buildings, the clubhouse and the 38 unit assisted living and memory care facility for a total of 88 units.

- Submittal 6. For the current submittal, 2 four-family buildings were replaced by 2 two-family buildings which lowered the unit count to 84 units. The cul-de-sacs were shortened by ten feet so the overall green space increased.

3. **Storm Water Management.**
Storm water management will be addressed by the installation of three storm water ponds. The storm water ponds will all be located in the lower areas on the north end of the property outside of the wetland. There are three ponds proposed to address the City and Wisconsin DNR storm water requirements. Three ponds will ensure that all runoff from the development will drain to a pond and be treated prior to discharging into the wetland. The storm water requirements include water quantity, quality and infiltration. Based on comments from the meetings, quantity and quality are important requirements so as to not increase flooding in the area and to not

impact the quality of the wetlands. The requirement for quantity is to limit the postdeveloped discharge flow rates to the existing predevelopment flow rates for storm events through a 100-year storm. The ponds will be designed to ensure that the predevelopment peak flows are not exceeded after the project is constructed. The City and DNR rules require detention so that the peak water elevation downstream does not increase after development. There will be more volume due to the increase in impervious area but that volume is detained and discharged at a slower rate.

4. **Wetlands.**
   The wetlands on the property were delineated in September 2018 after the first Plan Commission meeting in order to determine exactly where the wetlands were located. The work on this project will not disturb any wetlands. As noted, LPSD has requested ownership of the wetland and ownership of additional buffer area along the northern most wetland boundary. See the attached appendix C for a wetland exhibit. There will be no impervious area within 84 feet of the northern wetland boundary and 25 feet of the eastern wetland boundary. The area within these setbacks will be grass. All runoff from the site will drain to one of the three storm water management ponds before discharging into the wetland. The request for a zero-lot line is for the buildings to the southern outlot property line of the storm water ponds, not a zero-lot line to the wetland.

5. **Traffic.**
   The developer originally proposed a 20’ wide gated emergency access connection to Lakefield Drive which would make all traffic from this development access the site from Golf Road (see submittal #1 in appendix B). At the Plan Commission meeting for the first submittal, the Plan Commission recommended that the gated emergency access be eliminated and a public road extension be designed. Gated access roads have been a problem in the City and a through road provides better emergency access. The developer will put language in the covenants and in the contracts that he signs that indicate that access from the development should come from Golf Road and not the adjacent subdivision. He understands that this is not enforceable but would like to do something to put people on notice.

6. **Quality of the Buildings in the Development.**
   Since the developer is asking for a PUD, the Plan Commission reviews the building plans and therefore the architectural design of the buildings and landscaping within the community. The City has input and control on what the buildings will look like. If the development was a single-family residential development, the home builder would create the subdivision covenants and the building materials and design would be subject to only the developer review.

7. **Assisted Living.**
   Under the residential districts in the City of Pewaukee zoning code, permitted uses include “foster homes and community living arrangements as set forth in Wisconsin Statutes”. See the attached appendix D for portions of the Wisconsin Statutes that refer to community living arrangements. This is not a complete review of the statutes; the City Attorney can provide a more detailed discussion on this. The developer is not proposing the building, he only has designated it as a potential use in order to answer LPSD and City staff questions.

Sincerely,

PINNACLE ENGINEERING GROUP

Anthony S. Zanon, P.E.
Senior Project Manager

APPENDIX A

WAUKESHA COUNTY CITY OF PEWAUKEE STATE OF WISCONSIN

RESOLUTION NO. 19-08-18

A RESOLUTION RECOMMENDING THE ADOPTION OF AN ORDINANCE TO AMEND THE CITY OF PEWAUKEE 2035 COMPREHENSIVE MASTER PLAN AND NEIGHBORHOOD PLANS 2015-2050 TO CHANGE THE YEAR 2050 LAND USE/TRANSPORTATION PLAN FOR PROPERTY LOCATED AT N35 W255 MAIN STREET (TAX KEY NO. PWC 0925-998) FROM LOW-MEDIUM DENSITY RESIDENTIAL (1/2 ACRE/DWELLING UNIT – 2 ACRE/DWELLING UNIT) / TRANSPORTATION/UTILITIES USE TO GOVERNMENT/INSTITUTIONAL USE, PURSUANT TO WIS. STAT. § 66.1001(4)(b)

WHEREAS, pursuant to Wis. Stat. §§ 62.23(2) and (3) and 66.1001(4), the City of Pewaukee is authorized to prepare and adopt and to amend a comprehensive plan as defined in Wis. Stat. §§ 66.1001(1)(a) and 66.1001(2); and

WHEREAS, pursuant to Wis. Stat. § 66.1001(4)(b), the Plan Commission may recommend the amendment of the Comprehensive Master Plan to the Common Council by adopting a resolution by a majority vote of the entire Commission, which vote shall be recorded in the official minutes of the Plan Commission; and

WHEREAS, Waukesha County Technical College has applied for an amendment to the Comprehensive Master Plan to change the Year 2050 Land Use/Transportation Plan for property located at N35 W255 Main Street from Low-Medium Density Residential / Transportation/Utilities to Government/Institutional, such property bearing Tax Key No. PWC 0925-998, more particularly described as follows:

PT NE1/4 SEC 16 T7N R19E; COM N1/4 COR; N83º49E 339.82 FT THE BGN; N83º 49'E 259.30 FT; S30º41'E 164.84 FT; S83º49'W 321.50 FT; N6º11'W 150.00 FT TO BGN :: EX R283/1238 :: DOC3 2733729.

WHEREAS, the Plan Commission having determined that the proposed amendment in form and content as presented to the Commission on July 18, 2019, is consistent with the Comprehensive Master Plan's goals, objectives and policies and in proper form and content for adoption by the Common Council as an amendment to the Comprehensive Master Plan, subject to such modifications the Common Council may consider reasonable and necessary, following public hearing, in order to protect and promote the health, safety and welfare of the City of Pewaukee.

NOW, THEREFORE, BE IT RESOLVED, by the Plan Commission of the City of Pewaukee, Wisconsin, that the application for and the proposed ordinance to amend the City of Pewaukee Comprehensive Master Plan to change the Year 2050 Land Use/Transportation Plan for property located at N35 W255 Main Street from Low-Medium Density Residential / Transportation/Utilities to Government/Institutional, such property bearing Tax Key No. PWC 0925-998, be

and the same is hereby recommended for adoption and incorporation into the Comprehensive Master Plan by the Common Council.:

Passed and adopted this 5th day of August, 2019.

FOR THE PLAN COMMISSION OF THE CITY OF PEWAUKEE, WAUKESHA COUNTY, WISCONSIN

ATTEST:

_____
Steve Bierce, Mayor

_____
Kelly Tarczewski, Clerk/Treasurer

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

ORDINANCE NO. 19-19

AN ORDINANCE TO AMEND THE CITY OF PEWAUKEE 2035 COMPREHENSIVE MASTER PLAN AND NEIGHBORHOOD PLANS 2015-2050 TO CHANGE THE YEAR 2050 LAND USE/TRANSPORTATION PLAN FOR PROPERTY LOCATED AT N35W255 MAIN STREET (TAX KEY NO. PWC 0925-998) FROM LOW-MEDIUM DENSITY RESIDENTIAL (1/2 AC./DWELLING UNIT – 2 AC./DWELLING UNIT) / TRANSPORTATION/UTILITIES USE TO GOVERNMENT/INSTITUTIONAL USE

WHEREAS, pursuant to Wis. Stat. §§ 62.23(2) and (3) and 66.1001(4), the City of Pewaukee is authorized to prepare and adopt and to amend a comprehensive plan as defined in Wis. Stat. §§ 66.1001(1)(a) and 66.1001(2); and

WHEREAS, Waukesha County Technical College has applied for an amendment to the Comprehensive Master Plan to change the Year 2050 Land Use/Transportation Plan for property located at N35W255 Main Street from Low-Medium Density Residential / Transportation/Utilities to Government/Institutional; and

WHEREAS, the Plan Commission of the City of Pewaukee by a majority vote of the entire Commission on July 18, 2019, recorded in its minutes, has adopted a resolution recommending to the Common Council the adoption of the Ordinance to Amend the City of Pewaukee Comprehensive Master Plan to change the Year 2050 Land Use/Transportation Plan for property located at N35W255 Main Street from Low-Medium Density Residential / Transportation/Utilities to Government/Institutional; and

WHEREAS, the City of Pewaukee held a public hearing upon this proposed Ordinance, in compliance with the requirements of Wis. Stat. § 66.1001(4)(d); the Common Council having received input from the public at a duly noticed public hearing on August 5, 2019; and

NOW THEREFORE, the Mayor and Common Council of the City of Pewaukee, Wisconsin, do ordain as follows:

SECTION 1: Adoption

The City of Pewaukee Comprehensive Master Plan is hereby amended to change the Year 2050 Land Use/Transportation Plan for property located at N35W255 Main Street from Low-Medium Density Residential / Transportation/Utilities to Government/Institutional.

SECTION 2: Document Transmittal

The City Common Council hereby directs the City Clerk/Treasurer to transmit a copy of the amendment as well as a signed copy of both the Resolution No. 19-08-18 and this Ordinance No. 19-19 to the Wisconsin Department of Administration, the Southeastern Wisconsin Regional Planning Commission, the Waukesha Park and Land Use Department, the Pewaukee Public Library and to each town, village and city that abuts the City of Pewaukee.

SECTION 3: Severability

The several sections and portions of this ordinance are declared to be severable. If any section or portion thereof shall be declared by a decision of 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 all other provisions, sections, or portions thereof of the ordinance. The remainder of the ordinance shall remain in full force and effect. Any other ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

SECTION 4: Effective Date

This ordinance shall take effect immediately upon passage and posting of publication as provided by law.

Passed and adopted this 5th day of August, 2019.

FOR THE COMMON COUNCIL OF THE CITY OF PEWAUKEE, WAUKESHA COUNTY, WISCONSIN

ATTEST:

_____
Steve Bierce, Mayor

_____
Kelly Tarczewski, Clerk/Treasurer

CITY OF PEWAUKEE
COMMON COUNCIL AGENDA ITEM 11.

DATE: August 5, 2019

DEPARTMENT: Administration

PROVIDED BY: Nick Fuchs

SUBJECT:

Discussion and Possible Action Regarding **Ordinance 19-18** to Rezone the Property Located at N35 W255 Main Street (PWC 0925-998) From Rs-3 Single-Family Residential to I-1 Urban Institutional for the Purpose of Training Electrical Apprentices in a Residential Building at the Request of the Waukesha County Technical College [Fuchs]

BACKGROUND:

At their July 18th meeting, the Plan Commission approved a motion recommending approval of the proposed rezoning request to rezone the property located at N35W255 Main Street (PWC0925998) from Rs-3 Single-Family Residential District to I-1 Urban Institutional District, contingent upon approval of the concurrent Comprehensive Master Plan Amendment Application

FINANCIAL IMPACT:

RECOMMENDED MOTION:

A motion to approve the rezoning request to rezone the property located at N35W255 Main Street (PWC0925998) from Rs-3 Single-Family Residential District to I-1 Urban Institutional District, contingent upon approval of the concurrent Comprehensive Master Plan Amendment Application.

ATTACHMENTS:

Description

Rezoning Petition

Ordinance 19.20

Rezoning Map

Staff Report

Office of the Planner & Community Development Director
W240 N3065 Pewaukee Road
Pewaukee, Wisconsin 53072
Phone (262) 691-0770
Fax (262) 691-1798
fuchs@pewaukee.wi.us

PETITION FOR A REZONING DISTRICT MAP AMENDMENT

TO THE HONORABLE MAYOR AND COMMON COUNCIL OF THE CITY OF PEWAUKEE, WAUKESHA COUNTY, WISCONSIN

The undersigned hereby petitions the Common Council of the City of Pewaukee, Waukesha County, Wisconsin to rezone the following property **FROM** Rs-3 zoning district(s) **TO** I-1 zoning district(s):

Legal description of property to be rezoned – Please attach.

Common property description or name: Residential house

Property Address: N35W255 Main St. **Tax Key Number(s):** 0925998

Property owner(s) (Full Legal Name): Waukesha County Technical College

Owner's Address: 800 Main St. **City/State/Zip:** Pewaukee, Wi 53072

Phone: 262-691-5301 **Email:** JLEVERENZ@WCTC.EDU

This amendment to the zoning map is being proposed in order to Train Electrical Apprentices in A Residential building

Applicant (Full Legal Name):

Name: Waukesha County Technical College

Company:

Address: 800 Main St.

City/State/Zip: Pewaukee, Wi 53072

Phone: 262-691-5301

Email: JLeverenz@WCTC.EDU

Contact Person (Full Legal Name):

Name: Jeff LEVERENZ

Company: W.C.T.C

Address: 800 Main St.

City/State/Zip: Pewaukee, Wi 53072

Phone: 262-691-5301

Email: JLeverenz@WCTC.EDU

Rezoning submittals must include and be accompanied by the following:

- ☐ This Application form accurately completed with original signatures.
- ☐ Application Filing Fee, payable to the City of Pewaukee:
  - $400.00, plus cost for publication, notice and all attorney fees related to Project
- ☐ Five (5) complete collated sets of Application materials to include:
  - A written project narrative detailing the request and proposed zoning as well as any future development plans or any proposed site or building improvements.
  - A Rezoning Exhibit that illustrates the property boundaries, areas to be rezoned and specifically notes the existing and proposed zoning.
  - Building and Site Plans as may be applicable.
- ☐ All application materials provided in a digital format (Adobe PDF). Materials may be submitted on a USB Flash Drive or emailed to hurd@pewaukee.wi.us.
- ☐ Note twelve (12) additional sets of plans will be required for Plan Commission following staff review of the initial submittal. These plans should be revised in response to staff comments as may be necessary.

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

ORDINANCE 19-20

TO AMEND THE ZONING MAP OF
THE CITY OF PEWAUKEE, WAUKESHA COUNTY, WISCONSIN

The Common Council of the City of Pewaukee, Waukesha County, Wisconsin do ordain that the Zoning Map of the City of Pewaukee, Wisconsin is hereby amended to change the zoning classification of the property described below as follows:

FROM: **RS-3 SINGLE-FAMILY RESIDENTIAL**

TO**:** **I-1 URBAN INSTITUTIONAL**

SECTION 1 - DESCRIPTION
The following described property:

PT NE1/4 SEC 16 T7N R19E; COM N1/4 COR; N83°49'E 339.82 FT THE BGN; N83°49'E 259.30 FT; S30°41'E 164.84 FT; S83°49'W 321.50 FT; N6°11'W 150.00 FT TO BGN :: EX R283/1238 :: DOC# 2733729

Common Description: N35 W255 Main Street

Tax Key Number: PWC 0925-009

SECTION 2 –SEVERABILITY
The several sections of this Ordinance are 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 Ordinance.

SECTION 3 - ACTION
This Ordinance shall take effect upon passage and posting.

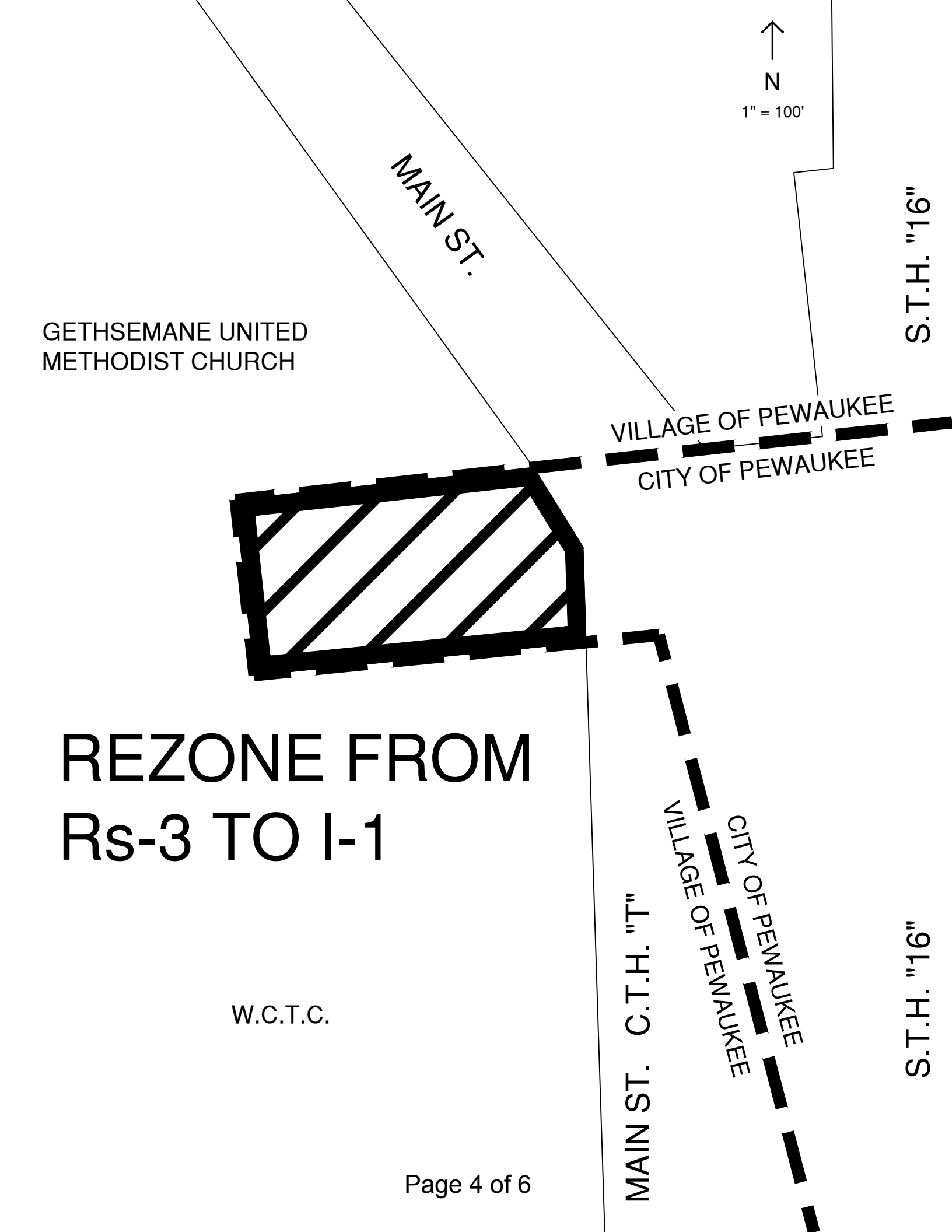
Dated this 5th day of August, 2019

COMMON COUNCIL OF THE CITY OF PEWAUKEE
WAUKESHA COUNTY, WISCONSIN

_____

Attest: Steve Bierce, Mayor

_____
Kelly Tarczewski, Clerk/Treasurer


N
1" = 100'
MAIN ST.
S.T.H. "16"
GETHSEMANE UNITED
METHODIST CHURCH
VILLAGE OF PEWAUKEE
CITY OF PEWAUKEE
REZONE FROM
Rs-3 TO I-1
CITY OF PEWAUKEE
VILLAGE OF PEWAUKEE
MAIN ST. C.T.H. "T"
S.T.H. "16"
W.C.T.C.

Office of the Planner & Community Development Director
W240 N3065 Pewaukee Road
Pewaukee, Wisconsin 53072
Phone (262) 691-0770 Fax (262) 691-1798
fuchs@pewaukee.wi.us

REPORT TO THE PLAN COMMISSION

Meeting of July 18, 2019

Date: July 9, 2019

Project Name: Waukesha County Technical College Rezoning and Comprehensive Master Plan Amendment

Project Address/Tax Key No.: N35W255 Main Street /PWC 0925998

Applicant: Waukesha County Technical College

Property Owner: Waukesha County Technical College

Current Zoning: Rs-3 Single-Family Residential District

Proposed Zoning: I-1 Urban Institutional District

Existing 2050 Land Use Map Designation: Low-Medium Density Residential (1/2 Ac./D.U. – 2 Ac./D.U.) / Transportation/Utilities

Proposed 2050 Land Use Map Designation: Government/Institutional

Use of Surrounding Properties: Town of Lisbon to the north, single-family residential to the south, Canadian National Railroad and vacant agricultural zoned land to the east and single-family residential zoned land to the west

Project Description/Analysis:

The applicant filed a Rezoning Petition and a request to amend the Comprehensive Master Plan for property located at N35W255 Main Street. The property currently consists of an existing single-family home. WCTC is proposing to utilize this property in conjunction with their existing campus as an electrical apprentice training facility for residential electrical work. Note that the rest of WCTC campus is located within the Village of Pewaukee.

To accommodate the proposed use of the property as part of the WCTC campus the zoning must be changed from Rs-3 Single-Family Residential District to I-1 Urban Institutional District. To be consistent with the Comprehensive Master Plan, the future land use designation must also be amended. Therefore, the applicant is proposing to rezone the property from the Rs-3 District to the I-1 District and amend the 2050 future land use map designation from Low-Medium Density Residential (1/2 Ac./D.U. – 2 Ac./D.U.) / Transportation/Utilities to Government/Institutional.

If these applications are approved, a Business Plan of Operation Application will be required as "Public, quasi-public or private schools or educational facilities, training centers, colleges, and universities" are allowed as a Permitted Use in the I-1 District.

The only exterior modification being proposed at this time is a walkway that will extend from the parking lot to the driveway. As this is a minor change, staff is recommending that the details be reviewed by staff at the time of Business Plan of Operation submittal. Depending upon the scope of the

project a Zoning Permit or Minor Site Plan Amendment Application may be required. Both applications require staff review and approval.

Recommendation:

A motion to recommend approval of the proposed rezoning request to rezone the property located at N35W255 Main Street (PWC0925998) from Rs-3 Single-Family Residential District to I-1 Urban Institutional District, contingent upon approval of the concurrent Comprehensive Master Plan Amendment Application.

and

A motion to recommend approval of an amendment to the Comprehensive Master Plan Year 2050 Land Use/Transportation Plan future land use designation from Low-Medium Density Residential (1/2 Ac./D.U. – 2 Ac./D.U.) / Transportation/Utilities to Government/Institutional for property located at N35W255 Main Street, bearing Tax Key No. 0925998.

CITY OF PEWAUKEE
COMMON COUNCIL AGENDA ITEM 12.

DATE: August 5, 2019

DEPARTMENT: Administration

PROVIDED BY:

SUBJECT:

PUBLIC HEARING and Discussion and Possible Action Regarding **Resolution 19-08-17** and **Ordinance 19-17** Amendment to the Comprehensive Master Plan to Change the Year 2050 Land Use/Transportation Plan Use Designation for the Robert J. Stenz Family Trust Property Located at the Northwest Corner of Golf Road and Meadowbrook Road (PWC 0940-999-001) From Low - Medium Density Residential and Flood Plains, Lowland and Upland Conservancy, and Other Natural Areas to Medium-Density Residential and Flood Plains, Lowland and Upland Conservancy, and Other Natural Areas [Fuchs]

BACKGROUND:

At their July 18th meeting, the Plan Commission approved a motion recommending approval of an amendment to the Comprehensive Master Plan to change the Year 2050 Land Use/Transportation Plan for property located at the northwest corner of Golf Road (CTH DR) and Meadowbrook Road (CTH G) (Tax Key No. 0940999001) from Low – Medium Density Residential and Flood Plains, Lowland & Upland Conservancy, And Other Natural Areas to Medium Density Residential and Flood Plains, Lowland & Upland Conservancy, And Other Natural Areas.

FINANCIAL IMPACT:

RECOMMENDED MOTION:

A motion to approve an amendment to the Comprehensive Master Plan to change the Year 2050 Land Use/Transportation Plan for property located at the northwest corner of Golf Road (CTH DR) and Meadowbrook Road (CTH G) (Tax Key No. 0940999001) from Low – Medium Density Residential and Flood Plains, Lowland & Upland Conservancy, And Other Natural Areas to Medium Density Residential and Flood Plains, Lowland & Upland Conservancy, And Other Natural Areas.

ATTACHMENTS:

Description

Comp Plan Amend Petition

Comp Plan Amend Exhibit

Resolution 19-08-17

Ordinance 19-17

Office of the Planner & Community Development Director
W240 N3065 Pewaukee Road
Pewaukee, Wisconsin 53072
Phone (262) 691-0770
Fax (262) 691-1798
fuchs@pewaukee.wi.us

PETITION FOR AN AMENDMENT TO THE COMPREHENSIVE MASTER PLAN

TO THE HONORABLE MAYOR AND COMMON COUNCIL OF THE CITY OF PEWAUKEE, WAUKESHA COUNTY, WISCONSIN

The undersigned hereby petitions the Common Council of the City of Pewaukee, Waukesha County, Wisconsin to amend the City's Year 2050 Land Use/Transportation Plan land use designation for the following property

FROM Low-medium density residential, floodplains, lowland & upland conservancy and other natural area

TO Medium density residential, floodplains, lowland & upland conservancy and other natural areas.

Legal description of property to be rezoned – Please attach.

Common property description or name: Robert J Stenz Family Trust property Part of the SE 1/4 of Section 19, T7N, R19E

Property Address: Not assigned **Tax Key Number(s):** PWC 0940999001

Property owner(s) (Full Legal Name): Robert J Stenz Family Trust Attn: Aimee Petrovsky

Owner's Address: 2371 Jacob Row Circle **City/State/Zip:** Lake Havasu City, AZ 86404-953

Phone: 262-349-6873 **Email:** aimee.pet@aol.com

This amendment to the zoning map is being proposed in order to develop the Robert J Stenz Family Trust property as a residential development under the Rm-1 PUD zoning designation.

Applicant (Full Legal Name):

Name: Jim Forester

Company: ----

Address: 1405 Capitol Drive

City/State/Zip: Pewaukee, WI 53072

Phone: 262-292-9552

Email: jforester@tds.net

Contact Person (Full Legal Name):

Name: Same as applicant

Company:

Address:

City/State/Zip:

Phone:

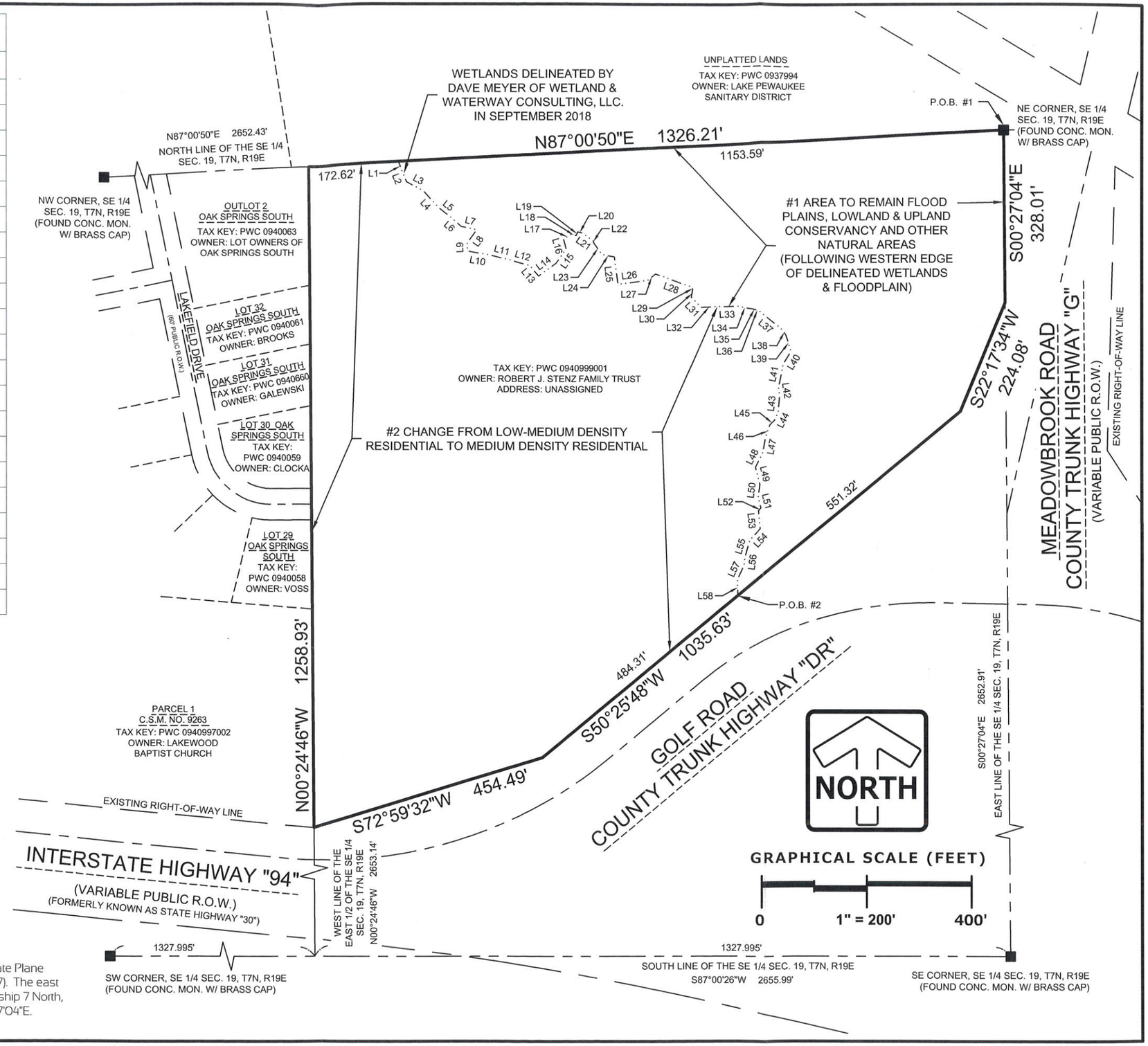
Email:

Comprehensive Master Plan Amendment submittals must include and be accompanied by the following:

- ☐ This Application form accurately completed with original signatures.
- ☐ Application Filing Fee, payable to the City of Pewaukee:
  - $400.00, plus cost for publication, notice and all attorney fees related to Project
- ☐ Five (5) complete collated sets of Application materials to include:
  - A written project narrative detailing the request and proposed amendment as well as any future development plans or any proposed site or building improvements.
  - A Comprehensive Master Plan Amendment Exhibit that illustrates the property boundaries, areas to be changed and specifically notes the existing and proposed future land use designation.
  - Building and Site Plans as may be applicable.
- ☐ All application materials provided in a digital format (Adobe PDF). Materials may be submitted on a USB Flash Drive or emailed to hurd@pewaukee.wi.us.
- ☐ Note twelve (12) additional sets of plans will be required for Plan Commission following staff review of the initial submittal. These plans should be revised in response to staff comments as may be necessary.

LINE TABLE		
LINE NO.	BEARING	DISTANCE
L1	S21°50'02"E	19.22'
L2	S21°20'44"E	22.26'
L3	S61°21'39"E	37.14'
L4	S42°23'42"E	44.26'
L5	S51°42'13"E	21.37'
L6	S49°03'46"E	32.34'
L7	S76°42'04"E	30.37'
L8	S35°14'34"W	30.49'
L9	S01°05'05"E	15.11'
L10	S79°53'19"E	44.21'
L11	S76°10'57"E	40.23'
L12	S73°48'57"E	36.77'
L13	S39°50'15"E	25.71'
L14	N53°30'55"E	40.69'
L15	N35°18'54"E	33.40'
L16	N15°36'58"W	19.34'
L17	N59°16'05"E	17.21'
L18	S80°43'17"E	10.15'
L19	N20°49'05"E	7.27'
L20	S74°35'43"E	8.38'
L21	S55°32'39"E	25.57'
L22	S13°42'51"E	3.99'
L23	S35°34'05"E	27.79'
L24	S79°38'43"E	23.96'
L25	S07°22'01"E	52.45'
L26	N82°34'03"E	57.35'
L27	N50°20'32"E	19.54'
L28	S70°20'57"E	75.25'
L29	S02°32'19"W	4.50'
L30	S08°46'26"W	14.29'
L31	S43°33'38"E	26.63'
L32	N87°49'43"E	30.61'
L33	N88°41'10"E	38.60'
L34	S79°35'55"E	29.90'
L35	S73°16'45"E	6.49'
L36	S70°20'57"E	5.92'
L37	S52°06'28"E	58.38'

LINE TABLE		
LINE NO.	BEARING	DISTANCE
L38	S33°59'43"E	10.46'
L39	S16°45'11"E	33.72'
L40	S31°03'52"W	28.18'
L41	S11°15'09"W	46.62'
L42	S09°02'17"E	14.49'
L43	S05°25'24"W	32.84'
L44	S25°33'11"W	16.46'
L45	S45°45'49"W	12.47'
L46	S19°11'13"W	24.79'
L47	S10°16'08"W	30.42'
L48	S27°24'03"W	30.78'
L49	S14°11'37"E	34.00'
L50	S07°30'42"W	24.85'
L51	S14°47'36"E	20.67'
L52	S39°14'22"W	7.57'
L53	S05°30'51"E	34.46'
L54	S42°50'37"W	29.13'
L55	S15°56'59"W	31.62'
L56	S07°36'46"W	17.65'
L57	S25°39'42"W	29.31'
L58	S00°47'15"E	31.27'



Bearings referenced to the Wisconsin State Plane Coordinate System, South Zone (N.A.D. 1927). The east line of the Southeast 1/4 of Section 19, Township 7 North, Range 19 East has a bearing of S00°27'04"E.

COMPREHENSIVE MASTER PLAN AMENDMENT EXHIBIT

02/13/19

PINNACLE ENGINEERING GROUP
15850 W. BLUEMOUND ROAD | SUITE 210 | BROOKFIELD, WI 53005 | WWW.PINNACLE-ENGR.COM

PLAN | DESIGN | DELIVER

PEG JOB#1338.00

WAUKESHA COUNTY CITY OF PEWAUKEE STATE OF WISCONSIN

RESOLUTION NO. 19-08-17

A RESOLUTION RECOMMENDING THE ADOPTION OF AN ORDINANCE TO AMEND THE CITY OF PEWAUKEE 2035 COMPREHENSIVE MASTER PLAN AND NEIGHBORHOOD PLANS 2015-2050 TO CHANGE THE YEAR 2050 LAND USE/TRANSPORTATION PLAN FOR PROPERTY LOCATED AT THE NORTHWEST CORNER OF GOLF ROAD (CTH DR) AND MEADOWBROOK ROAD (CTH G) FROM LOW – MEDIUM DENSITY RESIDENTIAL (> 2 ACRE/DWELLING UNIT) AND FLOOD PLAINS, LOWLAND & UPLAND CONSERVANCY, AND OTHER NATURAL AREAS TO MEDIUM DENSITY RESIDENTIAL (6,500 SQ. FT. – 1/2 ACRE/DWELLING UNIT) AND FLOOD PLAINS, LOWLAND & UPLAND CONSERVANCY, AND OTHER NATURAL AREAS, PURSUANT TO WIS. STAT. § 66.1001(4)(b)

WHEREAS, pursuant to Wis. Stat. §§ 62.23(2) and (3) and 66.1001(4), the City of Pewaukee is authorized to prepare and adopt and to amend a comprehensive plan as defined in Wis. Stat. §§ 66.1001(1)(a) and 66.1001(2); and

WHEREAS, pursuant to Wis. Stat. § 66.1001(4)(b), the Plan Commission may recommend the amendment of the Comprehensive Master Plan to the Common Council by adopting a resolution by a majority vote of the entire Commission, which vote shall be recorded in the official minutes of the Plan Commission; and

WHEREAS, Robert J Stenz Family Trust has applied for an amendment to the Comprehensive Master Plan to change the Year 2050 Land Use/Transportation Plan for property located at the northwest corner of Golf Road (CTH DR) and Meadowbrook Road (CTH G) from Low – Medium Density Residential and Flood Plains, Lowland & Upland Conservancy, And Other Natural Areas to Medium Density Residential and Flood Plains, Lowland & Upland Conservancy, And Other Natural Areas, such property bearing Tax Key No. PWC 0940-999-001, more particularly described as follows:

<u>#1. Legal Description of the land to remain as Flood Plains, Lowland & Upland Conservancy and Other Natural Areas:</u>
All that part of the Northeast Quarter (NE 1/4) of the Southeast Quarter (SE 1/4) of Section 19, Township 7 North, Range 19 East, City of Pewaukee, Waukesha County, Wisconsin, bounded and described as follows: Beginning at the northeast corner of said Southeast Quarter (SE 1/4); thence South 87°00’50” West along the north line of said Southeast Quarter (SE 1/4), 1153.59 feet; thence South 21°50’02” East, 19.22 feet; thence South 21°20’44” East, 22.26 feet; thence South 61°21’39” East, 37.14 feet; thence South 42°23’42” East, 44.26 feet; thence South 51°42’13” East, 21.37 feet; thence South 49°03’46” East, 32.34 feet; thence South 76°42’04” East, 30.37 feet; thence South 35°14’34” West, 30.49 feet; thence South 01°05’05” East, 15.11 feet; thence South 79°53’19” East, 44.21 feet; thence South 76°10’57” East, 40.23 feet; thence South 73°48’57” East, 36.77 feet; thence South 39°50’15” East, 25.71 feet; thence

North 53°30’55” East, 40.69 feet; thence North 35°18’54” East, 33.40 feet; thence North 15°36’58” West, 19.34 feet; thence North 59°16’05” East, 17.21 feet; thence South 80°43’17” East, 10.15 feet; thence North 20°49’05” East, 7.27 feet; thence South 74°35’43” East, 8.38 feet; thence South 55°32’39” East, 25.57 feet; thence South 13°42’51” East, 3.99 feet; thence South 35°34’05” East, 27.79 feet; thence South 79°38’43” East, 23.96 feet; thence South 07°22’01” East, 52.45 feet; thence North 82°34’03” East, 57.35 feet; thence North 50°20’32” East, 19.54 feet; thence South 70°20’57” East, 75.25 feet; thence South 02°32’19” West, 4.50 feet; thence South 08°46’26” West, 14.29 feet; thence South 43°33’38” East, 26.63 feet; thence North 87°49’43” East, 30.61 feet; thence North 88°41’10” East, 38.60 feet; thence South 79°35’55” East, 29.90 feet; thence South 73°16’45” East, 6.49 feet; thence South 70°20’57” East, 5.92 feet; thence South 52°06’28” East, 58.38 feet; thence South 33°59’43” East, 10.46 feet; thence South 16°45’11” East, 33.72 feet; thence South 31°03’52” West, 28.18 feet; thence South 11°15’09” West, 46.62 feet; thence South 09°02’17” East, 14.49 feet; thence South 05°25’24” West, 32.84 feet; thence South 25°33’11” West, 16.46 feet; thence South 45°45’49” West, 12.47 feet; thence South 19°11’13” West, 24.79 feet; thence South 10°16’08” West, 30.42 feet; thence South 27°24’03” West, 30.78 feet; thence South 14°11’37” East, 34.00 feet; thence South 07°30’42” West, 24.85 feet; thence South 14°47’36” East, 20.67 feet; thence South 39°14’22” West, 7.57 feet; thence South 05°30’51” East, 34.46 feet; thence South 42°50’37” West, 29.13 feet; thence South 15°56’59” West, 31.62 feet; thence South 07°36’46” West, 17.65 feet; thence South 25°39’42” West, 29.31 feet; thence South 00°47’15” East, 31.27 feet to the north right-of-way line of Golf Road (CTH DR); thence North 50°25’48” East along said north right-of-way line 551.32 feet; thence North 22°17’34” East along said north right-of-way line, 224.08 feet to the east line of said Southeast Quarter (SE 1/4) and the west right-of-way line of Meadowbrook Road (CTH G); thence North 00°27’04” West along said east line and west right-of-way line, 328.01 feet to the place of beginning. Containing 430,413 square feet (9.8809 acres).

<u>#2. Legal Description of the land to be changed from Low-Medium Density Residential to Medium Density Residential:</u>

All that part of the Northeast Quarter (NE 1/4) of the Southeast Quarter (SE 1/4) of Section 19, Township 7 North, Range 19 East, City of Pewaukee, Waukesha County, Wisconsin, bounded and described as follows: Commencing at the northeast corner of said Southeast Quarter (SE 1/4); thence South 00°27’04” East, 328.01 feet along the east line of said Southeast Quarter (SE 1/4) and the west right-of-way line of Meadowbrook Road (CTH G) to the north right-of-way line of Golf Road (CTH DR); thence South 22°17’34” West along said north right-of-way line, 224.08 feet; thence South 50°25’48” West along said north right-of-way line, 551.32 feet to the place of beginning of the land hereinafter to be described; thence continuing South 50°25’48” West along said north right-of-way line, 484.31 feet; thence South 72°59’32” West along said north right-of-way line, 454.49 feet to the west line of the East Half (E 1/2) of the Southeast Quarter (SE 1/4) of said Section 19; thence North 00°24’46” West along said west line, 1258.93 feet to the north line of said Southeast Quarter (SE 1/4); thence North 87°00’50” East along said north line, 172.62 feet; thence South 21°50’02” East, 19.22 feet; thence South 21°20’44” East, 22.26 feet; thence South 61°21’39” East, 37.14 feet; thence South 42°23’42” East, 44.26 feet; thence South 51°42’13” East, 21.37 feet; thence South 49°03’46” East, 32.34 feet; thence

South 76°42’04” East, 30.37 feet; thence South 35°14’34” West, 30.49 feet; thence South 01°05’05” East, 15.11 feet; thence South 79°53’19” East, 44.21 feet; thence South 76°10’57” East, 40.23 feet; thence South 73°48’57” East, 36.77 feet; thence South 39°50’15” East, 25.71 feet; thence North 53°30’55” East, 40.69 feet; thence North 35°18’54” East, 33.40 feet; thence North 15°36’58” West, 19.34 feet; thence North 59°16’05” East, 17.21 feet; thence South 80°43’17” East, 10.15 feet; thence North 20°49’05” East, 7.27 feet; thence South 74°35’43” East, 8.38 feet; thence South 55°32’39” East, 25.57 feet; thence South 13°42’51” East, 3.99 feet; thence South 35°34’05” East, 27.79 feet; thence South 79°38’43” East, 23.96 feet; thence South 07°22’01” East, 52.45 feet; thence North 82°34’03” East, 57.35 feet; thence North 50°20’32” East, 19.54 feet; thence South 70°20’57” East, 75.25 feet; thence South 02°32’19” West, 4.50 feet; thence South 08°46’26” West, 14.29 feet; thence South 43°33’38” East, 26.63 feet; thence North 87°49’43” East, 30.61 feet; thence North 88°41’10” East, 38.60 feet; thence South 79°35’55” East, 29.90 feet; thence South 73°16’45” East, 6.49 feet; thence South 70°20’57” East, 5.92 feet; thence South 52°06’28” East, 58.38 feet; thence South 33°59’43” East, 10.46 feet; thence South 16°45’11” East, 33.72 feet; thence South 31°03’52” West, 28.18 feet; thence South 11°15’09” West, 46.62 feet; thence South 09°02’17” East, 14.49 feet; thence South 05°25’24” West, 32.84 feet; thence South 25°33’11” West, 16.46 feet; thence South 45°45’49” West, 12.47 feet; thence South 19°11’13” West, 24.79 feet; thence South 10°16’08” West, 30.42 feet; thence South 27°24’03” West, 30.78 feet; thence South 14°11’37” East, 34.00 feet; thence South 07°30’42” West, 24.85 feet; thence South 14°47’36” East, 20.67 feet; thence South 39°14’22” West, 7.57 feet; thence South 05°30’51” East, 34.46 feet; thence South 42°50’37” West, 29.13 feet; thence South 15°56’59” West, 31.62 feet; thence South 07°36’46” West, 17.65 feet; thence South 25°39’42” West, 29.31 feet; thence South 00°47’15” East, 31.27 feet to the north right-of-way line of Golf Road (CTH DR) and the place of beginning. Containing 805,404 square feet (18.4895 acres).

WHEREAS, the Plan Commission having determined that the proposed amendment in form and content as presented to the Commission on July 18, 2019, is consistent with the Comprehensive Master Plan’s goals, objectives and policies and in proper form and content for adoption by the Common Council as an amendment to the Comprehensive Master Plan, subject to such modifications the Common Council may consider reasonable and necessary, following public hearing, in order to protect and promote the health, safety and welfare of the City of Pewaukee.

NOW, THEREFORE, BE IT RESOLVED, by the Plan Commission of the City of Pewaukee, Wisconsin, that the application for and the proposed ordinance to amend the City of Pewaukee Comprehensive Master Plan to change the Year 2050 Land Use/Transportation Plan for property located at the northwest corner of Golf Road (CTH DR) and Meadowbrook Road (CTH G) from Low – Medium Density Residential and Flood Plains, Lowland & Upland Conservancy, And Other Natural Areas to Medium Density Residential and Flood Plains, Lowland &

Upland Conservancy, And Other Natural Areas, be and the same is hereby recommended for adoption and incorporation into the Comprehensive Master Plan by the Common Council.:

Passed and adopted this 5th day of August, 2019.

FOR THE PLAN COMMISSION OF THE CITY OF PEWAUKEE, WAUKESHA COUNTY, WISCONSIN

ATTEST:

_____
Steve Bierce, Mayor

_____
Kelly Tarczewski, Clerk/Treasurer

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

ORDINANCE NO. 19-17

AN ORDINANCE TO AMEND THE CITY OF PEWAUKEE 2035 COMPREHENSIVE MASTER PLAN AND NEIGHBORHOOD PLANS 2015-2050 TO CHANGE THE YEAR 2050 LAND USE/TRANSPORTATION PLAN FOR PROPERTY LOCATED AT THE NORTHWEST CORNER OF GOLF ROAD (CTH DR) AND MEADOWBROOK ROAD (CTH G) FROM LOW – MEDIUM DENSITY RESIDENTIAL (> 2 ACRE/DWELLING UNIT) AND FLOOD PLAINS, LOWLAND & UPLAND CONSERVANCY, AND OTHER NATURAL AREAS TO MEDIUM DENSITY RESIDENTIAL (6,500 SQ. FT. – 1/2 ACRE/DWELLING UNIT) AND FLOOD PLAINS, LOWLAND & UPLAND CONSERVANCY, AND OTHER NATURAL AREAS

WHEREAS, pursuant to Wis. Stat. §§ 62.23(2) and (3) and 66.1001(4), the City of Pewaukee is authorized to prepare and adopt and to amend a comprehensive plan as defined in Wis. Stat. §§ 66.1001(1)(a) and 66.1001(2); and

WHEREAS, Robert J Stenz Family Trust has applied for an amendment to the Comprehensive Master Plan to change the Year 2050 Land Use/Transportation Plan for property located at the northwest corner of Golf Road (CTH DR) and Meadowbrook Road (CTH G) from Low – Medium Density Residential and Flood Plains, Lowland & Upland Conservancy, And Other Natural Areas to Medium Density Residential and Flood Plains, Lowland & Upland Conservancy, And Other Natural Areas; and

WHEREAS, the Plan Commission of the City of Pewaukee by a majority vote of the entire Commission on May 16, 2019, recorded in its minutes, has adopted a resolution recommending to the Common Council the adoption of the Ordinance to Amend the City of Pewaukee Comprehensive Master Plan to change the Year 2050 Land Use/Transportation Plan for property located at the northwest corner of Golf Road (CTH DR) and Meadowbrook Road (CTH G) from Low – Medium Density Residential and Flood Plains, Lowland & Upland Conservancy, And Other Natural Areas to Medium Density Residential and Flood Plains, Lowland & Upland Conservancy, And Other Natural Areas; and

WHEREAS, the City of Pewaukee held a public hearing upon this proposed Ordinance, in compliance with the requirements of Wis. Stat. § 66.1001(4)(d); the Common Council having received input from the public at a duly noticed public hearing on August 5th, 2019; and

NOW THEREFORE, the Mayor and Common Council of the City of Pewaukee, Wisconsin, do ordain as follows:

<u>SECTION 1: Adoption</u>

The City of Pewaukee Comprehensive Master Plan is hereby amended to change the Year 2050 Land Use/Transportation Plan for property located at the northwest corner of Golf Road (CTH DR) and Meadowbrook Road (CTH G) from Low – Medium Density Residential and Flood Plains, Lowland & Upland Conservancy, And Other Natural Areas to Medium Density Residential and Flood Plains, Lowland & Upland Conservancy, And Other Natural Areas.

SECTION 2: Document Transmittal

The City Common Council hereby directs the City Clerk/Treasurer to transmit a copy of the amendment as well as a signed copy of both the Resolution No. PC 19-08-17 and this Ordinance No. 19-17 to the Wisconsin Department of Administration, the Southeastern Wisconsin Regional Planning Commission, the Waukesha Park and Land Use Department, the Pewaukee Public Library and to each town, village and city that abuts the City of Pewaukee.

SECTION 3: Severability

The several sections and portions of this ordinance are declared to be severable. If any section or portion thereof shall be declared by a decision of 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 all other provisions, sections, or portions thereof of the ordinance. The remainder of the ordinance shall remain in full force and effect. Any other ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

SECTION 4: Effective Date

This ordinance shall take effect immediately upon passage and posting of publication as provided by law.

Passed and adopted this 5th, day of August, 2019.

FOR THE COMMON COUNCIL OF THE CITY OF PEWAUKEE, WAUKESHA COUNTY, WISCONSIN

ATTEST:

_____
Steve Bierce, Mayor

_____
Kelly Tarczewski, Clerk/Treasurer

CITY OF PEWAUKEE
COMMON COUNCIL AGENDA ITEM 13.

DATE: August 5, 2019

DEPARTMENT: Administration

PROVIDED BY: Nick Fuchs

SUBJECT:

Discussion and Possible Action Regarding **Ordinance 19-18** Rezoning the Property Located on Golf Road and CTH G (PWC 0940-999-001) from A-1 Agricultural, LC Lowland Conservancy & F-1 Floodplain District to Rm-1 Multiple-Family Residential, LC Lowland Conservancy & F-1 Floodplain District for the Purpose of Allowing for Residential Development as Requested by the Robert J. Stenz Family Trust [Fuchs]

BACKGROUND:

At its July 18th meeting, the Plan Commission approved a motion recommending approval of a Rezoning Petition to rezone property bearing Tax Key No. 0940999001 from A-1 Agricultural District, LC Lowland Conservancy District and F-1 Floodplain District to Rm-1 Multiple-Family Residential District, LC Lowland Conservancy District and F-1 Floodplain District, contingent upon approval of a Comprehensive Master Plan Amendment.

FINANCIAL IMPACT:

RECOMMENDED MOTION:

A motion to approve a Rezoning Petition to rezone property bearing Tax Key No. 0940999001 from A-1 Agricultural District, LC Lowland Conservancy District and F-1 Floodplain District to Rm-1 Multiple-Family Residential District, LC Lowland Conservancy District and F-1 Floodplain District, contingent upon approval of a Comprehensive Master Plan Amendment.

ATTACHMENTS:

Description

Project Narrative

Rezoning Petition

Ordinance 19-18

Rezoning Map

Staff Report

Staff Report

Staff Report

Staff Report

Robert J Stenz Family Trust Property Narrative
Part of the SE 1/4 of Section 19, Town 7 North, Range 19 East
City of Pewaukee, Waukesha County, Wisconsin
June 19, 2019

The Robert J Stenz Family Trust property is located at the northwest corner of Golf Road (CTH DR) and Meadowbrook Road (CTH G) and is known as tax key number PWC 0940999001. The property is 28.4 acres in size of which 8.9 acres is floodplain or delineated wetland. Jim Forester is proposing to develop the property with multi-family buildings, a clubhouse, a potential future assisted living and memory care facility and storm water facilities. The property would be served by public roads and municipal sanitary sewer and water main. The property would be platted and a condominium plat prepared. The current proposal is for seven four-family buildings, nine two-family buildings, a clubhouse and a 38 unit assisted living and memory care facility. In total there are 84 units proposed. The developer has previously submitted concept plans for the property and has adjusted the site plan based on comments from the neighbors, Lake Pewaukee Sanitary District (LPSD) staff, City staff and City Plan Commission and Council. Since the developer originally submitted a site plan last fall, he has made revisions to reduce the overall density of the development, shift the proposed buildings further away from the neighbors to the west, shift the buildings and development further south away from the existing wetland and has proposed to deed the wetland and adjacent upland area to LPSD. The City Plan Commission approved the last proposed site plan but the Common Council did not largely based on density. The current proposed plan has eliminated four units and has created more green space.

Comprehensive Plan

The City of Pewaukee 2050 Land Use plan identifies the property as low-medium density residential, floodplains, lowland & upland conservancy and other natural areas. The proposal is to change the comprehensive plan to medium density residential, floodplains, lowland & upland conservancy and other natural areas. The medium density category allows for 88 units which makes the property feasible for development. The property is located along two county highways and an interstate highway so a medium density residential classification allows for transition development where more dense development is closer to the roadways and less dense development is farther away. In this case, the assisted living and memory care facility is adjacent to the interstate and this building transitions into the four-family buildings and then into the two-family buildings. The wetland has been delineated on the property and the wetland will be deeded to LPSD along with a strip of upland adjacent to the wetland. The proposed site plan shows the ultimate development of the property.

Zoning

The property is currently zoned A-1 (agricultural), L-C (lowland conservancy) and F-1 (floodland). As noted above, the comprehensive plan shows the upland area of the property to be residential. The property is proposed to be rezoned to F-1 (floodland), L-C (lowland conservancy) and Rm-1 PUD (multi-family residential). The site plan shows the ultimate development of the property which will include two-family and four-family buildings, a clubhouse and an assisted living and memory care facility. The wetland has been delineated and the delineation will be used as the zoning boundary between the wetland and upland area.

City of Pewaukee Municipal Code Chapter 17 is the Zoning Code which defines the zoning requirements for properties within the City. Upon the rezone, this property will be regulated by Chapter 17.0414, Rm-1, Multi-Family Residential District. In a development like this, clustering of the buildings and certain amenities make for a desirable development. To accomplish this, the

following standards of the Rm-1 regulations are not being met and are requested to be modified by the Plan Commission per Section 17.0908:

1. **17.0414 a. Permitted Principal Uses: Three to Eight unit multiple-family structures with one 2-car attached or detached private garages per unit are allowed.** There are two-family buildings with three of the buildings showing three car garages with the potential of more three car garages being added based on demand.
2. **17.0414 b. Permitted Accessory Uses: A yard equipment structure is allowed.** A clubhouse and associated parking lot is proposed within this development to be used by the residents.
3. **17.0414 c.(5) Conditional Uses: No detached principal structure shall be located closer than 40 feet to another structure within the development. Yards adjacent to exterior property lines shall not be less than those required for permitted principal uses.** The proposed layout has structures closer than 40 feet. Based on discussions with the Fire Chief, a minimum of 20 feet between structures is acceptable if proper materials are used.
4. **17.0414 d. Lot Area and Width: Lots shall have a minimum area of 0.5 acre, with not less than 7,260 square feet per dwelling unit. Lots shall have a width of not less than 120 feet at the building setback line.** There is no lot area or lot lines for the individual buildings since the buildings will be part of a condominium.

The final requested variance is in regard to a zero setback from the buildings to the lot lines adjacent to the storm water ponds. The developer had requested that the storm water ponds be located in outlots versus easements. The development will be platted to create the lots and dedicate the road right-of-way and then the lots will be platted as a condominium where individuals own the buildings and all of the other land is "common element" in which each owner owns a fractional ownership as would be the case with an outlot. City engineering staff prefers storm water ponds in the outlots so the developer has requested a zero setback to those outlot lot lines. The developer will work with engineering staff to be sure access to the storm water ponds is adequate in the zero-lot line layout.

The current proposed site plan has taken into account the comments that the developer has received since last fall. This site plan is the ultimate site plan for the property. The construction schedule would be to start public infrastructure mid-summer 2019 with the first buildings being constructed late summer 2019. The full buildout of all the buildings will be based on demand. There are no plans for the construction of the assisted living and memory care facility. The estimated project value is $20,700,000 (46 units*$450,000/unit) plus the assisted living and memory care facility.

Office of the Planner & Community Development Director
W240 N3065 Pewaukee Road
Pewaukee, Wisconsin 53072
Phone (262) 691-0770
Fax (262) 691-1798
fuchs@pewaukee.wi.us

PETITION FOR A REZONING DISTRICT MAP AMENDMENT

TO THE HONORABLE MAYOR AND COMMON COUNCIL OF THE CITY OF PEWAUKEE, WAUKESHA COUNTY, WISCONSIN

The undersigned hereby petitions the Common Council of the City of Pewaukee, Waukesha County, Wisconsin to rezone the following property **FROM** A-1, LC and F-1 zoning district(s) **TO** RM-1 PUD, LC and F-1 zoning district(s):

Legal description of property to be rezoned – Please attach.

Common property description or name: Robert J Stenz Family Trust property Part of the SE 1/4 of Section 19, T7N, R19E

Property Address: Not assigned **Tax Key Number(s):** PWC 0940999001

Property owner(s) (Full Legal Name): Robert J Stenz Family Trust Attn: Aimee Petrovsky

Owner's Address: 2371 Jacob Row Circle **City/State/Zip:** Lake Havasu City, AZ 86404-953

Phone: 262-349-6873 **Email:** aimee.pet@aol.com

This amendment to the zoning map is being proposed in order to properly zone floodplain (F-1), and delineated wetlands (LC) and to rezone A-1 area to RM-1 PUD to allow for residential development.

Applicant (Full Legal Name):

Name: Jim Forester
Company: ----
Address: 1405 Capitol Drive
City/State/Zip: Pewaukee, WI 53072
Phone: 262-292-9552
Email: jforester@tds.net

Contact Person (Full Legal Name):

Name: Same as applicant
Company:
Address:
City/State/Zip:
Phone:
Email:

Rezoning submittals must include and be accompanied by the following:

- ☐ This Application form accurately completed with original signatures.
- ☐ Application Filing Fee, payable to the City of Pewaukee:
  - $400.00, plus cost for publication, notice and all attorney fees related to Project
- ☐ Five (5) complete collated sets of Application materials to include:
  - A written project narrative detailing the request and proposed zoning as well as any future development plans or any proposed site or building improvements.
  - A Rezoning Exhibit that illustrates the property boundaries, areas to be rezoned and specifically notes the existing and proposed zoning.
  - Building and Site Plans as may be applicable.
- ☐ All application materials provided in a digital format (Adobe PDF). Materials may be submitted on a USB Flash Drive or emailed to hurd@pewaukee.wi.us.
- ☐ Note twelve (12) additional sets of plans will be required for Plan Commission following staff review of the initial submittal. These plans should be revised in response to staff comments as may be necessary.

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

ORDINANCE 19-189

TO AMEND THE ZONING MAP OF
THE CITY OF PEWAUKEE, WAUKESHA COUNTY, WISCONSIN

The Common Council of the City of Pewaukee, Waukesha County, Wisconsin do ordain that the Zoning Map of the City of Pewaukee, Wisconsin is hereby amended to change the zoning classification of the property described below as follows:

FROM: **A-1 AGRICULTURAL DISTRICT, LC LOWLAND CONSERVANCY DISTRICT and F-1 FLOODPLAIN DISTRICT**

TO: **RM MULTI-FAMLY RESIDENTIAL DISTRICT, LC LOWLAND CONSERVANCY and F-1 FLOODPLAIN DISTRICT**

SECTION 1 - DESCRIPTION
The following described property:

Legal Description of the Land to be Rezoned from A-1 and L-C to RM-1 PUD:

All that part of the Northeast Quarter (NE 1/4) of the Southeast Quarter (SE 1/4) of Section 19, Township 7 North, Range 19 East, City of Pewaukee, Waukesha County, Wisconsin, bounded and described as follows: Commencing at the northeast corner of said Southeast Quarter (SE 1/4); thence South 00°27'04" East, 328.01 feet along the east line of said Southeast Quarter (SE 1/4) and the west right-of-way line of Meadowbrook Road (CTH G) to the north right-of-way line of Golf Road (CTH DR); thence South 22°17'34" West along said north right-of-way line, 224.08 feet; thence South 50°25'48" West along said north right-of-way line, 551.32 feet to the place of beginning of the land hereinafter to be described; thence continuing South 50°25' 48" West along said north right-of-way line, 484.31 feet; thence South 72°59'32" West along said north right-of-way line, 454.49 feet to the west line of the East Half (E 1/2) of the Southeast Quarter (SE 1/4) of said Section 19; thence North 00°24'46" West along said west line, 1258.93 feet to the north line of said Southeast Quarter (SE 1/4); thence North 87°00'50" East along said north line, 172.62 feet; thence South 21°50'02" East, 19.22 feet; thence South 21°20' 44" East, 22.26 feet; thence South 61°21' 39" East, 37.14 feet; thence South 42°23'42" East, 44.26 feet; thence South 51°42' 13" East, 21.37 feet; thence South 49°03'46" East, 32.34 feet; thence South 76°42'04" East, 30.37 feet; thence South 35°14'34" West, 30.49 feet; thence South 01°05' 05" East, 15.11 feet; thence South 79°53'19" East, 44.21 feet; thence South 76°10' 57" East, 40.23 feet; thence South 73°48' 57" East, 36.77 feet; thence South 39°50' 15" East, 25.71 feet; thence North 53°30' 55" East, 40.69 feet; thence North 35°18' 54" East, 33.40 feet; thence North 15°36' 58" West, 19.34 feet; thence North 59°16' 05" East, 17.21 feet; thence South 80°43'17" East, 10.15 feet; thence North 20°49' 05" East, 7.27 feet; thence South 74°35' 43" East, 8.38 feet; thence South 55°32' 39" East, 25.57 feet; thence South 13°42' 51" East, 3.99 feet; thence South 35°34' 05" East, 27.79 feet; thence South 79°38'43" East, 23.96 feet; thence South 07°22' 01" East, 52.45 feet; thence North 82°34' 03" East, 57.35 feet; thence North 50°20'32" East, 19.54 feet; thence South 70°20' 57" East, 75.25 feet; thence South 02°32' 19" West, 4.50 feet; thence South 08°46' 26" West, 14.29 feet; thence South 43°33' 38" East, 26.63 feet; thence North 87°49'43" East, 30.61 feet; thence North 88°41' 10" East, 38.60 feet; thence South 79°35'55" East, 29.90 feet; thence South 73°16'45" East, 6.49 feet; thence South 70°20 ' 57" East, 5.92 feet; thence

South 52°06'28" East, 58.38 feet; thence South 33°59'43" East, 10.46 feet; thence South 16°45' 11" East, 33.72 feet; thence South 31°03' 52" West, 28.18 feet; thence South 11°15' 09" West, 46.62 feet; thence South 09°02' 17" East, 14.49 feet; thence South 05°25' 24" West, 32.84 feet; thence South 25°33'1 l" West, 16.46 feet; thence South 45°45' 49" West, 12.47 feet; thence South 19°11' 13" West, 24.79 feet; thence South 10°16' 08" West, 30.42 feet; thence South 27°24'03" West, 30.78 feet; thence South

14°11'37" East, 34.00 feet; thence South 07°30'42" West, 24.85 feet; thence South 14°47' 36" East, 20.67 feet; thence South 39°14' 22" West, 7.57 feet; thence South 05°30' 51" East, 34.46 feet; thence South 42°50' 37" West, 29.13 feet; thence South 15°56' 59" West, 31.62 feet; thence South 07°36'46" West, 17.65 feet; thence South 25°39'42" West, 29.31 feet; thence South 00°47' 15" East, 31.27 feet to the north right-of-way line of Golf Road (CTH DR) and the place of beginning. Containing 805,404 square feet (18.4895 acres).

Legal Description of the Land to Remain as L-C Zoning:

All that part of the Northeast Quarter (NE 1/4) of the Southeast Quarter (SE 1/4) of Section 19, Township 7 North, Range 19 East, City of Pewaukee, Waukesha County, Wisconsin, bounded and described as follows: Commencing at the northeast corner of said Southeast Quarter (SE 1/4); thence South 00°27' 04" East, 328.01 feet along the east line of said Southeast Quarter (SE 1/4) and the west right-of-way line of Meadowbrook Road (CTH G) to the north right-of-way line of Golf Road (CTH DR); thence South 22°17'34" West along said north right-of-way line, 204.64 feet to the place of beginning of the land hereinafter to be described; thence North 69°49'44" West, 340.51 feet; thence North 52°06'28" West, 91.15 feet; thence North 70°20'57" West, 270.60 feet; thence North 55°32' 39" West, 132.36 feet; thence North

45°57' 55" West, 183.92 feet to the north line of said Southeast Quarter (SE 1/4); thence South 87°00'50" West along said north line, 189.48 feet; thence South 21°50' 02" East, 19.22 feet; thence South 21°20' 44" East, 22.26 feet; thence South 61°21'39" East, 37.14 feet; thence South 42°23' 42" East, 44.26 feet; thence South 51°42' 13" East, 21.37 feet; thence South 49°03' 46" East, 32.34 feet; thence South 76°42' 04" East, 30.37 feet; thence South 35°14' 34" West, 30.49 feet; thence South 01°05' 05" East, 15.11 feet; thence South 79°53' 19" East, 44.21 feet; thence South 76°10' 57" East, 40.23 feet; thence South 73°48'57" East, 36.77 feet; thence South 39°50'15" East, 25.71 feet; thence North 53°30'55" East, 40.69 feet; thence North 35°18' 54" East, 33.40 feet; thence North 15°36' 58" West, 19.34 feet; thence North 59°16' 05" East, 17.21 feet; thence South 80°43'17" East, 10.15 feet; thence North 20°49' 05" East, 7.27 feet; thence South 74°35'43" East, 8.38 feet; thence South 55°32' 39" East, 25.57 feet; thence South 13°42' 51" East, 3.99 feet; thence South 35°34'05" East, 27.79 feet; thence South 79°38'43" East, 23.96 feet; thence South 07°22' 01" East, 52.45 feet; thence North 82°34'03" East, 57.35 feet; thence North 50°20 ' 32" East, 19.54 feet; thence South 70°20'57" East, 75.25 feet; thence South 02°32' 19" West, 4.50 feet; thence South 08°46'26" West, 14.29 feet; thence South 43°33' 38" East, 26.63 feet; thence North 87°49'43 " East, 30.61 feet; thence North 88°41' 10" East, 38.60 feet; thence South 79°35' 55" East, 29.90 feet; thence South 73°16'45" East, 6.49 feet; thence South 70°20' 57" East, 5.92 feet; thence South 52°06' 28" East, 58.38 feet; thence South 33°59' 43" East, 10.46 feet; thence South 16°45' 11" East, 33.72 feet; thence South 31°03' 52" West, 28.18 feet; thence South 11°15' 09" West, 46.62 feet; thence South 09°02' 17" East, 14.49 feet; thence South 05°25' 24" West, 32.84 feet; thence South 25°33'11" West, 16.46 feet; thence South 45°45' 49" West, 12.47 feet; thence South 19°11' 13" West, 24.79 feet; thence South 10°16'08" West, 30.42 feet; thence South 27°24'03" West, 30.78 feet; thence South 14°11' 37" East, 34.00 feet; thence South 07°30' 42" West, 24.85 feet; thence South 14°47' 36" East, 20.67 feet; thence South 39°14' 22" West, 7.57 feet; thence South 05°30' 51" East, 34.46 feet; thence South 42°50' 37" West, 29.13 feet; thence South

15°56' 59" West, 31.62 feet; thence South 07°36'46" West, 17.65 feet; thence South 25°39'42" West, 29.31 feet; thence South 00°47' 15" East, 31.27 feet to the north right-of-way line of Golf Road (CTH DR); thence North 50°25'48" East along said north right-of-way line 551.32 feet; thence North 22°17' 34" East along said north right-of-way line, 19.44 feet to the place of beginning. Containing 134,188 square feet (3.0805 acres).

Legal Description of the Land to Remain as F-1 Zoning:

All that part of the Northeast Quarter (NE 1/4) of the Southeast Quarter (SE 1/4) of Section 19, Township 7 North, Range 19 East, City of Pewaukee, Waukesha County, Wisconsin, bounded and described as follows: Beginning at the northeast comer of said Southeast Quarter (SE 1/4); thence South 00°27' 04" East, 328.01 feet along the east line of said Southeast Quarter (SE 1/4) and the west right-of-way line of Meadowbrook Road (CTH G) to the north right-of-way line of Golf Road (CTH DR); thence South 22°17'34" West along said north right-of-way line,

204.64 feet; thence North 69°49' 44" West, 340.51 feet; thence North 52°06' 28" West, 91.15 feet; thence North 70°20' 57" West, 270.60 feet; thence North 55°32' 39" West, 132.36 feet; thence North 45°57' 55" West, 183.92 feet to the north line of said Southeast Quarter (SE 1/4); thence North 87°00'50" East along said north line, 964.11 feet to the place of beginning. Containing 296,225 square feet (6.8004 acres).

Common Description: Part of the SE ¼ of Section 19, T7N, R19E
Tax Key Number: PWC 0940-999-001

SECTION 2 –SEVERABILITY
The several sections of this Ordinance are 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 Ordinance.

SECTION 3 - ACTION
This Ordinance shall take effect upon passage and posting.

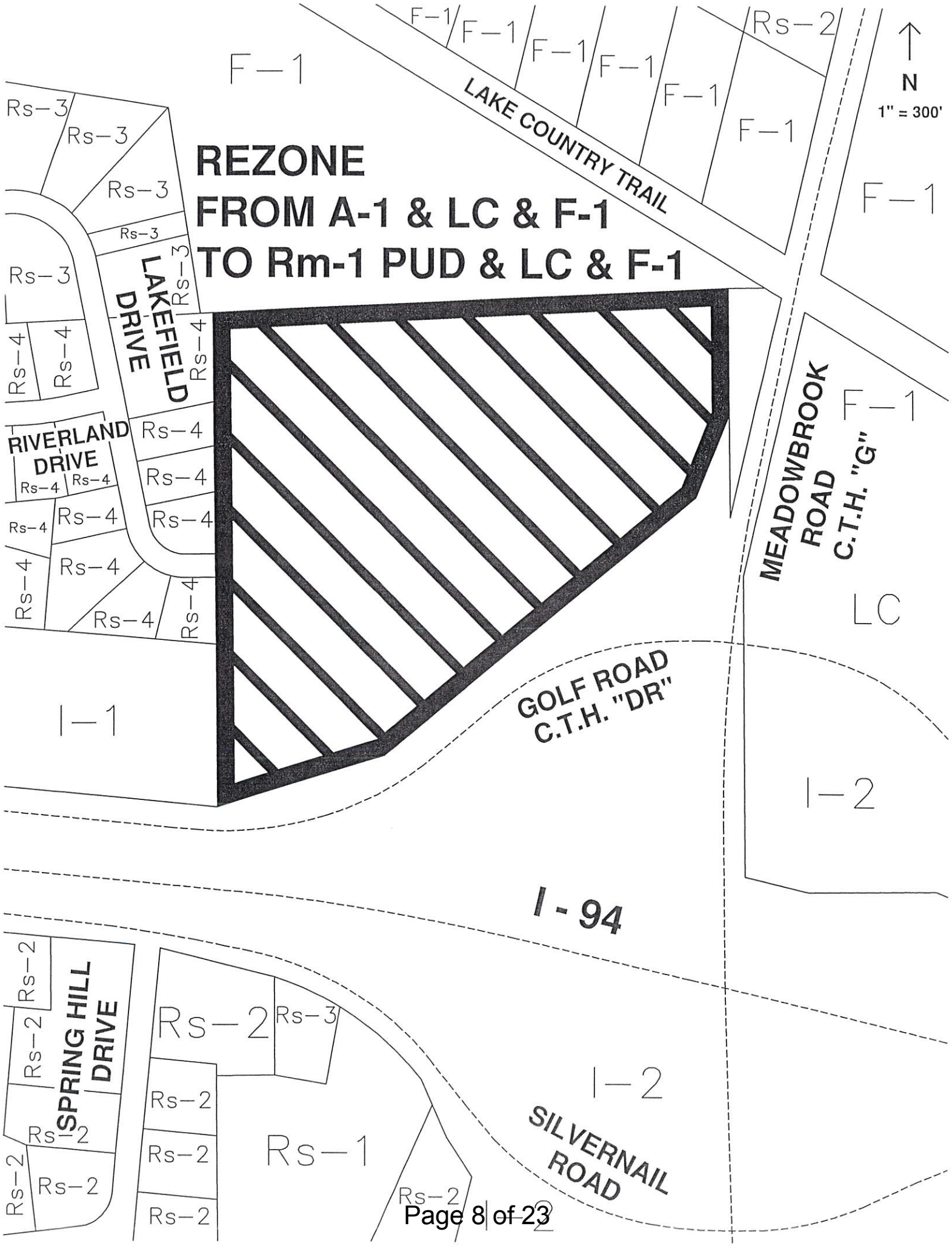
Dated this 5th day of August, 2019

COMMON COUNCIL OF THE CITY OF PEWAUKEE
WAUKESHA COUNTY, WISCONSIN

_____
Steve Bierce, Mayor

Attest:

_____
Kelly Tarczewski, Clerk/Treasurer


REZONE
FROM A-1 & LC & F-1
TO Rm-1 PUD & LC & F-1
N
1" = 300'
LAKE COUNTRY TRAIL
LAKEFIELD DRIVE
RIVERLAND DRIVE
MEADOWBROOK ROAD
C.T.H. "G"
GOLF ROAD
C.T.H. "DR"
I - 94
SPRING HILL DRIVE
SILVERNAIL ROAD
F-1
Rs-2
Rs-3
Rs-4
Rs-1
I-1
I-2
LC

Office of the Planner & Community Development Director
W240 N3065 Pewaukee Road
Pewaukee, Wisconsin 53072
Phone (262) 691-0770 Fax (262) 691-1798
fuchs@pewaukee.wi.us

REPORT TO THE PLAN COMMISSION

Meeting of July 18, 2019

Date: July 10, 2019

Project Name: Golf Road and CTH G Condominium development Comprehensive Master Plan Amendment, Rezoning, Conditional Use and Building & Site Development Plans

Project Address/Tax Key No.: Not Addressed/PWC0940999001

Applicant: Jim Forester

Property Owner: Robert J. Stenz Family Trust

Current Zoning: A-1 Agricultural District, LC Lowland Conservancy District and F-1 Floodplain District

Proposed Zoning: Rm-1 Multiple-Family Residential District, LC Lowland Conservancy District and F-1 Floodplain District

2050 Land Use Map Designation: Low – Medium Density Residential (1/2 AC – 2 AC. / D.U.) and Flood Plains, Lowland & Upland Conservancy, and Other Natural Areas

Use of Surrounding Properties: Floodplain to the north, Golf Road and I-94 to the south, WisDOT owned land to the east, and single-family residential and Lakewood Baptist Church to the west

Introduction/History

The applicant, Jim Forester, has filed a Comprehensive Master Plan Amendment Application and revised site plans related to the rezoning, conditional use and building and site development plan requests for a condominium development upon property located at the northwest corner of Golf Road and Meadowbrook Road.

Following denial of the Comprehensive Master Plan Amendment at the June 3, 2019 Common Council meeting, the applicant revised plans and filed a new application and submittal materials.

The proposed revision consists of reducing Buildings 9 and 10 from 4-unit buildings to 2-unit buildings, thus reducing the density of the condominium units from 50 to 46 units. The overall density, including the 38 unit conceptual assisted living/memory care facility, has been reduced from 88 to 84 total units, resulting in a net density of approximately 5.7 dwelling units per acre. This change also increased the proposed greenspace from 60% to 62.5%.

The distance of the buildings from the ponds has also been increased; however, the applicant is still requesting zero foot setbacks from those outlots.

Below is a summary of previous actions taken by the Plan Commission and Common Council. Attached are also previous staff reports, which further describe the details and history of the project.

June 3, 2019 Common Council meeting

Application	**Action Taken**
Comprehensive Master Plan Amendment	Denied
Rezoning	No action
Conditional Use	No action

May 16, 2019 Plan Commission meeting

Application	**Action Taken**
Comprehensive Master Plan Amendment	Recommended approval
Site & Building Plans	Approved

May 6, 2019 Common Council meeting

Application	**Action Taken**
Conditional Use	Tabled

April 18, 2019 Plan Commission meeting

Application	**Action Taken**
Comprehensive Master Plan Amendment	Tabled
Site & Building Plans	Tabled

March 4, 2019 Common Council meeting

Application	**Action Taken**
Rezoning	Tabled
Conditional Use	Tabled

February 21, 2019 Plan Commission meeting

Application	**Action Taken**
Rezoning	Recommended approval
Conditional Use	Recommended approval
Preliminary Certified Survey Map	Recommended approval
Site & Building Plans	Tabled

November 15, 2018 Plan Commission meeting

Application	**Action Taken**
Conceptual Review	Review only. No action.

August 16, 2018 Plan Commission meeting

Application	**Action Taken**
Conceptual Review	Review only. No action.

Recommended Motions

- A motion recommending approval of a Rezoning Petition requesting to rezone property bearing Tax Key No. 0940999001 from A-1 Agricultural District, LC Lowland Conservancy District and F-1 Floodplain District to Rm-1 Multiple-Family Residential District, LC Lowland

Conservancy District and F-1 Floodplain District, contingent upon approval of a Comprehensive Master Plan Amendment.

- A motion recommending approval of an amendment to the Comprehensive Master Plan to change the Year 2050 Land Use/Transportation Plan for property located at the northwest corner of Golf Road (CTH DR) and Meadowbrook Road (CTH G) (Tax Key No. 0940999001) from Low – Medium Density Residential and Flood Plains, Lowland & Upland Conservancy, And Other Natural Areas to Medium Density Residential and Flood Plains, Lowland & Upland Conservancy, And Other Natural Areas.

- A motion recommending approval of a Conditional Use and Site & Building Plans to allow for the construction of 46 condominium units upon property located at the northwest corner of Golf Road and CTH G, bearing Tax Key No. 0940999001, subject to staff recommendations within the report to the Plan Commission dated April 9, 2019.

Office of the Planner & Community Development Director
W240 N3065 Pewaukee Road
Pewaukee, Wisconsin 53072
Phone (262) 691-0770 Fax (262) 691-1798
fuchs@pewaukee.wi.us

REPORT TO THE PLAN COMMISSION

Meeting of May 16, 2019

Date: May 6, 2019

Project Name: Golf Road and CTH G Condominium development Comprehensive Master Plan Amendment and Building & Site Development Plans

Project Address/Tax Key No.: Not Addressed/PWC0940999001

Applicant: Jim Forester

Property Owner: Robert J. Stenz Family Trust

Current Zoning: A-1 Agricultural District, LC Lowland Conservancy District and F-1 Floodplain District

Proposed Zoning: Rm-1 Multiple-Family Residential District, LC Lowland Conservancy District and F-1 Floodplain District

2050 Land Use Map Designation: Low – Medium Density Residential (1/2 AC – 2 AC. / D.U.) and Flood Plains, Lowland & Upland Conservancy, and Other Natural Areas

Use of Surrounding Properties: Floodplain to the north, Golf Road and I-94 to the south, WisDOT owned land to the east, and single-family residential and Lakewood Baptist Church to the west

Introduction

At the April 18, 2019 meeting, the Plan Commission tabled the Comprehensive Master Plan Amendment and Site and Building Plans for the proposed 50-unit condominium development for property located at the northwest corner of Golf Road and Meadowbrook Road.

The April 18th Plan Commission report is attached for additional information and staff's recommendations. The changes made to the plans since the April meeting include:

- Relabeling the building previously indicated as a Community Living Arrangement to a Conceptual Assisted Living & Memory Care Facility. In discussions with the applicant, the building was relabeled to better express the future intent of that area of the site.

  Note that that future use is subject to change; however, the use must conform to the Rm-1 District zoning. Site and building development plans will be subject to Plan Commission review and approval.

- The potential density of the future assisted living/memory care facility has been revised from 42 units to 38 units to comply with the density requirements of the Rm-1 District zoning standard of 6 units per net acre.

- Building No. 8 has been shifted further south to accommodate needed storm water management outlots as required by the Engineering Department. It should be noted that other slight modifications to building locations may be made as the applicant finalizes storm water management plans. Staff does not anticipate these to be significant or needing to return to the Plan Commission in the future.

- A 33-foot access strip to the extension of Lakefield Drive has been provided for the future phase of the development. This also resulted in modifications to the site layout of the clubhouse and parking.

Recommended Motion

A motion to approve the Site and Building Development Plans for the construction of 50 condominium units upon property located at the northwest corner of Golf Road and CTH G, bearing Tax Key No. 0940999001, subject to staff recommendations within the report to the Plan Commission dated April 11, 2019.

A motion recommending approval of an amendment to the Comprehensive Master Plan to change the Year 2050 Land Use/Transportation Plan for property located at the northwest corner of Golf Road (CTH DR) and Meadowbrook Road (CTH G) (Tax Key No. 0940999001) from Low – Medium Density Residential and Flood Plains, Lowland & Upland Conservancy, And Other Natural Areas to Medium Density Residential and Flood Plains, Lowland & Upland Conservancy, And Other Natural Areas.

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REPORT TO THE PLAN COMMISSION

Meeting of April 18, 2019

Date: April 9, 2019

Project Name: Golf Road and CTH G Condominium development Comprehensive Master Plan Amendment and Building & Site Development Plans

Project Address/Tax Key No.: Not Addressed/PWC0940999001

Applicant: Jim Forester

Property Owner: Robert J. Stenz Family Trust

Current Zoning: A-1 Agricultural District, LC Lowland Conservancy District and F-1 Floodplain District

Proposed Zoning: Rm-1 Multiple-Family Residential District, LC Lowland Conservancy District and F-1 Floodplain District

2050 Land Use Map Designation: Low – Medium Density Residential (1/2 AC – 2 AC. / D.U.) and Flood Plains, Lowland & Upland Conservancy, and Other Natural Areas

Use of Surrounding Properties: Floodplain to the north, Golf Road and I-94 to the south, WisDOT owned land to the east, and single-family residential and Lakewood Baptist Church to the west

Introduction

At the February 21, 2019 meeting, the Plan Commission approved the Rezoning request, Preliminary Certified Survey Map and Conditional Use for the development of 54 condominium units at property located at the northwest corner of Golf Road and Meadowbrook Road.

At that same meeting, the Plan Commission tabled the Site and Building development plans. The Plan Commission requested additional information from the developer, such as the architecture for the buildings.

The applicant has submitted a revised site plan and a conceptual rendering of a typical building type. Below is a summary of the more notable changes.

- The previously proposed outlot for future development located at the southwest corner of the development is now a lot containing a 42 bed Community Living Arrangement.

  Note that a State licensed Community Living Arrangement is allowed as a Permitted Use in the Rm-1 District.

  The applicant has not yet provided detailed development plans for the Community Living Arrangement, but once plans are submitted they will be forwarded to the Plan Commission for review.

- Again, the applicant has provided an architectural rendering of a sample building type demonstrating the materials to be used, which consist of stone veneer, stucco wall panels, and horizontal siding.

  If approved, staff would use this as a basis for approval of building design at the time of Building Permit.

- The number of units has been reduced from 54 to 50 units. The site plan previously consisted of nine 4-unit and nine 2-unit buildings. The site plan now includes nine 4-unit buildings and seven 2-unit buildings.

- The site layout has been adjusted to provide a greater setback from wetlands as requested by the Lake Pewaukee Sanitary District (LPSD).

- The applicant also shifted the buildings abutting the existing single-family residential homes further east. Building Nos. 4, 5 and 6 shifted approximately 10 to 15 feet further east and Building No. 3 is now setback a minimum of 67.6-feet from the west property line. Originally this building was setback 46.6' feet. It should also be noted that this building is angled, so the setback varies even further from the west property line.

- Previously LPSD objected to the density of the proposed development; however, the City has now received a letter from the District indicating their approval. The letter, dated March 27, 2019 is attached for review.

  It should also be noted that the wetland and wetland buffer area, shown as Outlot 2 on the Site Plan, will be deeded to the Lake Pewaukee Sanitary District.

In addition, a letter, dated February 27, 2019, from a neighboring property owner was received and is included in the Plan Commission packet materials for consideration.

Project Description/Analysis

Building & Site Development Plans

The subject property is currently vacant and has a total site area of approximately 28.37 acres. The development consists of 7 two-family and 9 four-family residential buildings, a clubhouse with adjacent parking, and a 42 bedroom Community Living Arrangement (CLA).

The architecture and site details including grading, erosion control, landscaping, lighting, architecture, etc. of the Community Living Arrangement have not yet been provided. As such, *staff recommends that prior to issuance of a Building Permit, the applicant shall submit detailed development plans for review and approval by the Plan Commission*. Again, the use is a Permitted Use in the Rm-1 District.

Also, the CLA lot, Lot 1, has frontage along public right-of-way; however, access is restricted along Golf Road. *Therefore, staff recommends that a 33-foot strip extending to the proposed extension of Lakefield Drive be included with Lot 1*.

Density:

The maximum allowed density for the subject site is 87 units (6.00 dwelling units per net acre). The applicant has noted a proposed density of 62 units; however, that is based on equating the 42 bed Community Living Arrangement to 12 dwelling units. According to the applicant this was done based on sanitary sewer flows and typically using 3.5 people per lot or dwelling unit. Thus, if Lot 1 contained 12 single-family lots that would equal 42 people.

Staff does not agree with this assessment and does not find any language within zoning district standards that allows for such a calculation to be made when considering densities. As such, staff finds that each unit within the CLA would be counted as a unit, which is the same way a multi-family apartment or condominium building would be considered. Density is based upon the number of dwelling units, not bedrooms.

Thus, staff recommends that the maximum density of the development shall not exceed 87 units. This would require the CLA to be reduced by 5 beds. It can be noted that if a single unit within the CLA contained two beds, it would still count as one dwelling unit.

Storm Water Management:
A storm water pond is located in the northwest corner of the site, adjacent to an existing pond serving the abutting single-family residential subdivision. A second, smaller pond is located to the north of the two cul-de-sacs and a third pond is located to the north east of the easternmost cul-de-sac. *Staff recommends that final grading, erosion control, and storm water management plans shall be approved by the Engineering Department prior to issuance of a Building Permit.*

These ponds are shown within outlots as recommended by staff. In doing so, rear yard setbacks are no longer met. The applicant has indicated that they would prefer to not place the ponds within outlots, and instead keep the ponds as common elements within the Condominium Plat. The applicant has stated that common elements of a Condominium Plat are similar to outlots as they provide for fractional ownership of all units within the development. The applicant would then provide separate access easements to the ponds.

Most recent City policy is to place storm water management facilities within outlots. The required setback needed for proper grading and access will depend upon the grading plan, which has not yet been provided. *Staff recommends that storm water management facilities shall be located within outlots and buildings shall be setback a minimum of 24.5-feet from the outlot boundary unless a lesser setback is reviewed and approved by the City Engineer*.

Note that modifications to zoning district requirements may be approved by the Plan Commission per Section 17.0908 (below).

Landscaping:
A conceptual landscape plan was provided at the February 21st Plan Commission meeting, which included trees along the proposed streets. The applicant has placed these trees on Condominium Association property, outside of the public right-of-way as requested by staff.

The applicant also included plantings to the west of Building Nos. 3, 4, 5, and 6 to provide additional screening and buffering of the existing residential homes to the west. In total, the applicant is providing

46 deciduous trees, 12 evergreens, and 29 shrubs. Additionally, the applicant has noted that each individual building will include a landscape plan at time of Building Permit submittal. *Therefore, staff recommends that at the time of Building Permit submittal for each individual building, a Landscape Plan shall be provided, for review and approval by Community Development staff, which includes additional trees around the building as well as foundation plantings*.

Staff is also now recommending that additional trees be planted along the west property line to further buffer the existing single-family homes. Note that this should be more feasible now that greater setbacks are provided.

Architecture:
Again, the applicant has now provided a sample architectural rendering. The applicant has indicated that buildings will be different; however, the details as to the number of unit types is not known. It was discussed that the Plan Commission may approve a general building design and allow staff to review each individual building at the time of Building Permit for consistency with the Plan Commission approved elevation.

Alternatively, the Plan Commission may require detailed elevations of all building models for review and approval.

Generally, staff does not object to the architecture that is depicted in the attached rendering. Staff may consider recommending that some of the proposed stucco be replaced with stone and or siding, but believe that that can be worked out with the applicant at time of Building Permit.

Sidewalk/Trails:
Staff has recommended and discussed a possible trail connection to the Lake Country Recreational Trail with the applicant. The applicant appears willing to make this connection and explore options; however, additional review of possible locations is needed, along with the consideration of natural resources, WDNR permitting requirements, and the possibility of utilizing County right-of-way. These factors all need to be further examined to determine the feasibility of a trail connection. *As such, staff recommends that the applicant shall continue to work with City staff to determine the feasibility of a trail or sidewalk connection to the Lake Country Trail*.

Signage:
A subdivision monument sign is anticipated. Section 17.0705 states that a subdivision/development sign shall be no more than six feet in height and constructed of wood, metal and/or masonry. It further states that the location, height and size shall be reviewed and approved by the Plan Commission and/or the City Planner. If the Plan Commission would like to review the sign, a condition requiring such approval should be added to the approval of the building and site plans. Otherwise, staff will review the proposed sign, prior to issuance of a Sign Permit.

Staff also recommends that the Building & Site Development Plans be contingent upon Common Council approval of the Rezoning request, a Comprehensive Master Plan Amendment, Certified Survey Map, and Conditional Use Permit.

Natural Resources:

There are protected natural resources onsite, including floodplain and wetlands. The property is also wooded and much of the site is mapped as a SEWRPC Primary Environmental Corridor. In discussions with SEWRPC, it appears that the agreed upon Environmental Corridor boundary will be the wetland delineation boundary, not the additional wooded area that is currently mapped.

The development does not encroach into the F-1 District zoning; however, development is located within the LC District. The applicant has completed wetland delineations for the site and revised the site plan to avoid any impacts to those wetlands and wetland setbacks. As the LC District is intended to protect wetlands, waterways and those areas subject to periodic flooding, the City may consider rezoning the LC District portion of the property to match the field delineated boundary identified by Wetland & Waterway Consulting, LLC.

A Wood Growth Plan has also been provided for review, which illustrates the larger trees that will be impacted by the development.

Recommended Motion

A motion to approve the Site and Building Development Plans for the construction of 50 condominium units upon property located at the northwest corner of Golf Road and CTH G, bearing Tax Key No. 0940999001, subject to staff recommendations within the report to the Plan Commission dated April 11, 2019.

A motion recommending approval of an amendment to the Comprehensive Master Plan to change the Year 2050 Land Use/Transportation Plan for property located at the northwest corner of Golf Road (CTH DR) and Meadowbrook Road (CTH G) (Tax Key No. 0940999001) from Low – Medium Density Residential and Flood Plains, Lowland & Upland Conservancy, And Other Natural Areas to Medium Density Residential and Flood Plains, Lowland & Upland Conservancy, And Other Natural Areas.

Office of the Planner & Community Development Director
W240 N3065 Pewaukee Road
Pewaukee, Wisconsin 53072
Phone (262) 691-0770 Fax (262) 691-1798
fuchs@pewaukee.wi.us

REPORT TO THE PLAN COMMISSION

Meeting of February 21, 2019

Date: February 14, 2019

Project Name: Golf Road and CTH G Condominium development Rezoning, Preliminary Certified Survey Map, Conditional Use, and Building & Site Development Plans

Project Address/Tax Key No.: Not Addressed/PWC0940999001

Applicant: Jim Forester

Property Owner: Robert J. Stenz Family Trust

Current Zoning: A-1 Agricultural District, LC Lowland Conservancy District and F-1 Floodplain District

Proposed Zoning: Rm-1 Multiple-Family Residential District, LC Lowland Conservancy District and F-1 Floodplain District

2050 Land Use Map Designation: Low – Medium Density Residential (1/2 AC – 2 AC. / D.U.) and Flood Plains, Lowland & Upland Conservancy, and Other Natural Areas

Use of Surrounding Properties: Floodplain to the north, Golf Road and I-94 to the south, WisDOT owned land to the east, and single-family residential and Lakewood Baptist Church to the west

Introduction

Mr. Jim Forester has submitted for a Rezoning, Preliminary Certified Survey Map, Conditional Use, and Building and Site Development Plans for the construction of 54 condominium units upon property located at the northwest corner of Golf Road and CTH G. Note a Condominium Plat is also required to be recorded with the Waukesha County Register of Deeds.

The applicant previously presented a concept plan to the Plan Commission at their August 16, 2018 and November 15, 2018 meetings. The initial plan included 29 two-family residential buildings for a total of 58 units. The plan also included a gated emergency access drive to Lakefield Drive, which is now shown as a through street. Other changes include replacing the circle drive with two cul-de-sacs and the addition of a clubhouse.

Below is a summary of comments made at each of those Plan Commission meetings. Complete minutes are available on the City's website for review.

August 16, 2018 Plan Commission Conceptual Review (29 two-unit buildings proposed - 58 units total)

- Comments were made by Commissioners stating the density was too high and suggested less buildings.
- A club house was suggested

- Condos preferred over apartments
- One comment supporting the connection and continuation of Lakefield Drive.
- It was suggested that the applicant hire an arborist to provide better information related to the quality of trees onsite
- Comment to check the site for other natural resources currently not shown.
- Commissioners were in favor of the use of the property for a two-unit condominium development.

November 15, 2018 Plan Commission Conceptual Review (9 two-unit and 9 four-unit buildings proposed - 54 units total)

- Applicant noted that the number of units was reduced and the combination of two and four-unit buildings allowed for the amount of greenspace onsite to be increased. The road design was also changed at this time.
- Mr. Sullivan stated he did not like the private roads.
- Discussion took place regarding making some of the drives a side-entry. Mr. Forester stated they could look at that.
- Public comment included:
    - An adjacent owner indicated that they understood that the property was planned for single-family development and did not want to see the garage doors facing the existing homes to the west.
    - A resident questioned whether the retention pond would be able to handle the increased drainage from the concrete.

Project Description/Analysis

Building & Site Development Plans

The subject property is currently vacant and has a total site area of approximately 28.37 acres. The development consists of 9 two-family and 9 four-family residential buildings, and a clubhouse with adjacent parking. The site plan also includes an "Outlot 1," which the applicant has indicated would be utilized for future development; however, the exact use is not known at this time. *As the use is unknown, staff recommends that the access to the outlot from Lakefield Drive be relocated further away from the intersection of Lakefield Drive and Golf Road*. This will provide more flexibility to the future use of this property. Depending upon the proposed use and density, staff could have concerns with the proximity of a drive to that intersection.

A storm water pond is anticipated in the northwest corner of the site, adjacent to an existing pond serving the abutting single-family residential subdivision. A second, smaller pond is located to the north of the two cul-de-sacs. *Staff recommends that final grading, erosion control, and storm water management plans shall be approved by the Engineering Department prior to issuance of a Building Permit.*

A conceptual landscape plan has been provided, which includes trees along the proposed streets. The applicant has placed these trees on Condominium Association property, outside of the public right-of-way as requested by staff.

The applicant has also included plantings to the west of Building Nos. 3, 4, 5, and 6 to provide additional screening and buffering of the existing residential homes to the west. In total, the applicant is providing 46 deciduous trees, 12 evergreens, and 29 shrubs. Additionally, the applicant has noted that each individual building will include a landscape plan at time of Building Permit submittal. *Therefore, staff recommends that at the time of Building Permit submittal for each individual building, a Landscape Plan shall be provided, for review and approval by Community Development staff, which includes additional trees around the building as well as foundation plantings*.

The applicant has not yet provided architectural elevations. The applicant has indicated that buildings will be different; however, the details as to the number of unit types is not known. *Staff recommends that the applicant submit typical or sample building elevations for Plan Commission review and approval, illustrating the proposed building materials and demonstrating the general amount of siding, brick, stone, or other materials and architectural features that will be utilized for each building*. Following approval of a general building type, staff anticipates reviewing each individual building at the time of Building Permit for consistency with the Plan Commission approved elevations.

Staff has recommended and discussed a possible trail connection to the Lake Country Recreational Trail with the applicant. The applicant appears willing to make this connection and explore options; however, additional review of possible locations is needed, along with the consideration of natural resources, WDNR permitting requirements, and the possibility of utilizing County right-of-way. These factors all need to be further examined to determine the feasibility of a trail connection. *As such, staff recommends that the applicant shall continue to work with City staff to determine the feasibility of a trail or sidewalk connection to the Lake Country Trail*.

A subdivision monument sign is anticipated. Section 17.0705 states that a subdivision/development sign shall be no more than six feet in height and constructed of wood, metal and/or masonry. It further states that the location, height and size shall be reviewed and approved by the Plan Commission and/or the City Planner. If the Plan Commission would like to review the sign, a condition requiring such approval should be added to the approval of the building and site plans. Otherwise, staff will review the proposed sign, prior to issuance of a Sign Permit.

Staff also recommends that the Building & Site Development Plans be contingent upon Common Council approval of the Rezoning request, a Comprehensive Master Plan Amendment, Certified Survey Map, and Conditional Use Permit.

Conditional Use

The Rm-1 District permits three to eight unit structures. The applicant is proposing Rm-1 Conditional Use PUD zoning to accommodate the proposed development, which allows for reduced setbacks and yard requirements when adequate open space is provided. The development is also not meeting several Rm-1 District standards, which are outlined in the applicant's project narrative. The applicant is requesting that the Plan Commission modify these standards based upon Section 17.0908 of the Zoning Code (below). Note that a previous project was considered mixed use as it included two-family and four-family buildings, which are allowed within separate zoning districts.

> 17.0908 SPECIFIC PLANNED PROJECT MODIFICATION
> When a development project such as an industrial or office park, shopping center, or mixed use development is proposed which involves specific development proposals which meet the intent

of the individual district regulation(s) but cannot meet a specific requirement, and when the approval of such development would not set a precedent that would be detrimental to the City if it is approved in like circumstances, the Plan Commission may, after thorough review, make such specific modification in their approval of the specific project.

The Rm-1 District allows multiple-family residential development at densities not exceeding 6.00 dwelling units per net acre. Considering the three proposed lots, minus the proposed roads to be dedicated and wetlands onsite, the proposed density is approximately 3.2 dwelling units per acre, which is in compliance with the Rm-1 District net density requirement.

Please be aware that the Lake Pewaukee Sanitary District sent a letter (attached) objecting to the rezoning request. The letter indicates concerns with the proposed density and amount of impervious surface being added to the site. The letter states that allowing this density would "unnecessarily reduce the LPSD's excess capacity, impacting future development."

Public sanitary sewerage and water supply facilities are a requirement of the Rm-1 District. If the applicant is not able to receive LPSD approval, the development will not be able to move forward as currently proposed.

Natural Resources

There are protected natural resources onsite, including floodplain and wetlands. The property is also wooded and much of the site is mapped as a SEWRPC Primary Environmental Corridor. In discussions with SEWRPC, it appears that the agreed upon Environmental Corridor boundary will be the wetland delineation boundary, not the additional wooded area that is currently mapped.

The development does not encroach into the F-1 District zoning; however, development is located within the LC District. The applicant has completed wetland delineations for the site and revised the site plan to avoid any impacts to those wetlands and wetland setbacks. As the LC District is intended to protect wetlands, waterways and those areas subject to periodic flooding, the City may consider rezoning the LC District portion of the property to match the field delineated boundary identified by Wetland & Waterway Consulting, LLC.

A Wood Growth Plan has also been provided for review, which illustrates the larger trees that will be impacted by the development.

Rezoning and Comprehensive Master Plan

The applicant is proposing to rezone the property from A-1 Agricultural District, LC Lowland Conservancy District and F-1 Floodplain District to Rm-1 Multiple-Family Residential District, LC Lowland Conservancy District and F-1 Floodplain District. The attached Rezoning Exhibit illustrates the proposed boundaries of each zoning district.

The 2050 future land use designation of the property is Low – Medium Density Residential (1/2 AC – 2 AC. / D.U.) and Flood Plains, Lowland & Upland Conservancy, And Other Natural Areas. As State Comprehensive Planning law requires that re-zonings be consistent with Comprehensive Master Plans, *staff is recommending that the applicant apply for a Comprehensive Master Plan Amendment to amend the Year 2050 Land Use/Transportation Plan designation of the property to Medium Density Residential to accommodate the proposed density of the development*.

The applicant has submitted the necessary documentation for this amendment, which is currently being reviewed by staff.

Preliminary Certified Survey Map (CSM)
The proposed CSM creates three Lots. Lot 1 has an area of 20.0576 acres, Lot 2 has an area of 2.5470 acres, and Lot 3 has an area of 3.3218 acres. Lot 1 and Lot 2 comprise of the condominium units currently proposed. Lot 3 is the anticipated second phase of the development.

The CSM also dedicates the right-of-way for the extension of Lakefield Drive to Golf Road as well as public right-of-way for two cul-de-sacs extending north from the proposed Lakefield Drive.

Prior to recording the CSM with the Waukesha County Register of Deeds, the following technical corrections shall be made:

1. *Add a no access restriction along the south property line of Lot 3 adjacent to Golf Road.*
2. *All easements shall be added to the CSM.*
3. *Shall address all Waukesha County comments.*

Recommended Motion

A motion to approve the Site and Building Development Plans for the construction of 54 condominium units upon property located at the northwest corner of Golf Road and CTH G, bearing Tax Key No. 0940999001, subject to staff recommendations within the report to the Plan Commission dated February 14, 2019.

A motion recommending approval of a rezoning of the rezoning request for property bearing Tax Key No. 0940999001 from A-1 Agricultural District, LC Lowland Conservancy District and F-1 Floodplain District to Rm-1 Multiple-Family Residential District, LC Lowland Conservancy District and F-1 Floodplain District, contingent upon approval of a Comprehensive Master Plan Amendment.

A motion recommending approval of a 3 Lot Preliminary Certified Survey Map to subdivide the property located at the northwest corner of Golf Road and CTH G, subject to staff recommendations within the report to the Plan Commission dated February 14, 2019.

A motion recommending approval of a Conditional Use to allow for the construction of 54 condominium units upon property located at the northwest corner of Golf Road and CTH G, bearing Tax Key No. 0940999001, subject to staff recommendations within the report to the Plan Commission dated February 14, 2019.

CITY OF PEWAUKEE
COMMON COUNCIL AGENDA ITEM 14.

DATE: August 5, 2019

DEPARTMENT: Administration

PROVIDED BY: Nick Fuchs

SUBJECT:

PUBLIC HEARING, Discussion and Possible Action Regarding the Conditional Use and Site and Building Plans for the Robert J. Stenz Family Trust Property Located at the Northwest Corner of Golf Road and Meadowbrook Road (PWC 0940-999-001) as Requested by Jim Forester for the Purpose of Constructing 46-Unit Condominium Development and a 38-Unit Conceptual Assisted Living/Memory Care Facility [Fuchs]

BACKGROUND:

At their July 18th meeting, the Plan Commission approved a motion for a Conditional Use and Site & Building Plans to allow for the construction of 46 condominium units upon property located at the northwest corner of Golf Road and CTH G, bearing Tax Key No. 0940999001, subject to staff recommendations within the report to the Plan Commission dated April 9, 2019.

FINANCIAL IMPACT:

RECOMMENDED MOTION:

A motion to approve a Conditional Use and Site & Building Plans to allow for the construction of 46 condominium units upon property located at the northwest corner of Golf Road and CTH G, bearing Tax Key No. 0940999001, subject to staff recommendations within the report to the Plan Commission dated April 9, 2019.

ATTACHMENTS:

Description

Conditional Use Petition

Site Plan

Building Elevations

Office of the Planner & Community Development Director
W240 N3065 Pewaukee Road
Pewaukee, Wisconsin 53072
Phone (262) 691-0770
Fax (262) 691-1798
fuchs@pewaukee.wi.us

PETITION FOR CONDITIONAL USE

TO THE HONORABLE MAYOR AND COMMON COUNCIL OF THE CITY OF PEWAUKEE, WAUKESHA COUNTY, WISCONSIN

The undersigned hereby petitions the Common Council of the City of Pewaukee, Waukesha County, Wisconsin for a Conditional Use Permit for the purpose of: **developing the Robert J Stenz Family Trust property under the Rm-1 PUD zoning designation.**

Legal description of property to be rezoned – Please attach.

Common property description or name: **Robert J Stenz Family Trust property Part of the SE 1/4 of Section 19, T7N, R19E**

Property Address: **Not assigned** **Tax Key Number(s):** **PWC 0940999001**

Property owner(s) (Full Legal Name): **Robert J Stenz Family Trust Attn: Aimee Petrovsky**

Owner's Address: **2371 Jacob Row Circle** **City/State/Zip:** **Lake Havasu City, AZ 86404-953**

Phone: **262-349-6873** **Email:** **aimee.pet@aol.com**

Applicant (Full Legal Name):

Name: **Jim Forester**

Company: **----**

Address: **1405 Capitol Drive**

City/State/Zip: **Pewaukee, WI 53072**

Phone: **262-292-9552**

Email: **jforester@tds.net**

Contact Person (Full Legal Name):

Name: **Same as applicant**

Company:

Address:

City/State/Zip:

Phone:

Email:

Conditional Use submittals must include and be accompanied by the following:

- ☐ This Application form accurately completed with original signatures.
- ☐ Application Filing Fee, payable to the City of Pewaukee:
  - $400.00, plus cost for publication, notice and all attorney fees related to project
- ☐ Five (5) complete collated sets of Application materials to include:
  - A written project narrative detailing the request, business/use operational information, future development plans, site and building improvements, tentative development schedule, and estimated project value.
  - Scaled drawings, as may be applicable, including, but not limited to; a site plan, grading/erosion control plan, preliminary storm water management plan, landscape plan, lighting plan, building elevations, colored renderings, sign details and natural resource delineations.
- ☐ All application materials provided in a digital format (Adobe PDF). Materials may be submitted on a USB Flash Drive or emailed to hurd@pewaukee.wi.us.
- ☐ Note twelve (12) additional sets of plans will be required for Plan Commission following staff review of the initial submittal. These plans should be revised in response to staff comments as may be necessary.

THESE PLANS AND DESIGNS ARE COPYRIGHT PROTECTED AND MAY NOT BE USED IN WHOLE OR IN PART WITHOUT THE WRITTEN CONSENT OF PINNACLE ENGINEERING GROUP, LLC

NORTH

GRAPHICAL SCALE (FEET)
0 1" = 80' 160'

www.pinnacle-engr.com

NOTES:

1. ROBERT J. STENZ FAMILY TRUST PROPERTY, TAK KEY NUMBER PWC 0940999001 PART OF SE 1/4 SEC 19, T7N, R19E.
2. CURRENT CITY OF PEWAUKEE ZONING: A-1 (AGRICULTURAL), L-C (LOWLAND CONSERVANCY) AND F-1 (FLOODLAND)
3. 2050 LAND USE PLAN: LOW-MEDIUM DENSITY RESIDENTIAL (1/2 AC - 2 AC/DU), FLOODPLAINS, LOWLANDS, UPLAND CONSERVANCY AND NATURAL AREAS. PROPOSED LAND USE IS MEDIUM DENSITY RESIDENTIAL (6,500 SF - 1/2 AC/DU), FLOODPLAINS, LOWLANDS, UPLAND CONSERVANCY AND NATURAL AREAS.
4. PROPOSED TO BE REZONED TO FLOODLAND,LOWLAND CONSERVANCY AND MULTIPLE-FAMILY RESIDENTIAL DEVELOPMENT (RM-1 PUD)

SETBACKS	RM-1	RM-1 PUD	PROPOSED
STREET	35'	24.5'	24.5'
SIDEYARD	25'	25.0'	20' BETWEEN BUILDINGS
REAR	35'	24.5'	30'
FLOODPLAIN	75'	75'	75'
WETLAND	25'	25'	50' (DNR NR 151) & 25' (CITY)

AREA CALCULATIONS

1. Total lot area = total site area - LPSD area (outlot 2) - proposed public road right-of-way dedication
   Total site area = 1,235,817 square feet
   LPSD area (outlot 2) = 490,207 square feet
   Proposed public road right-of-way dedication = 102,801 sf
   Total lot area = 1,235,817 sf - 490,207 sf - 102,801 sf = **642,809 sf**
2. **Proposed impervious on site (outside of public road ROW) = 240,810 sf**
   Proposed impervious on site = 240,810 sf / 642,809 sf = **37.5%** (max 60% per City requirements)
3. **Upland open space =** total lot area - impervious on site
   = 642,809 sf - 240,810 sf = **401,999 sf**
4. **Total open space** = 401,999 sf
   = 401,999 sf / 642,809 sf = **62.5% open space** (min 40% per City requirements)

DENSITY CALCULATIONS

Rm-1 = 6.0 du/net acre (allowed)
Net acre = Total lot area
Net acre = 642,809 sf = 14.8 acres
14.8 acres * 6 du/net acre = **88 units (allowed)**
Proposed 84 units
Proposed density = 84 units / 14.8 acres = **5.7 du/net acre**

2-FAMILY BUILDINGS = 6, 7, 8, 9, 10, 11, 12, 13, 14
4-FAMILY BUILDINGS = 1, 2, 3, 4, 5, 15, 16

NOTE: The location and size of the underground structures and utilities shown hereon have been located to a reasonable degree of accuracy, but the Engineer and/or Surveyor does not guarantee their exact location or the location of others not shown. Contact Diggers Hotline, Inc., Etc.

TO OBTAIN LOCATIONS OF PARTICIPANTS UNDERGROUND FACILITIES BEFORE YOU DIG IN WISCONSIN

CALL DIGGERS HOTLINE
1-800-242-8511
TOLL FREE
WIS STATUTE 196.375(5)(a) REQUIRES MIN. 3 WORK DAYS NOTICE BEFORE YOU EXCAVATE
MILW. AREA 259-1181

DRAFTED: BR DESIGNED: ASZ REVIEWED: ASZ

PLAN I DESIGN I DELIVER
www.pinnacle-engr.com

PINNACLE ENGINEERING GROUP
ENGINEERING I NATIONWIDE SURVEYING I NATIONWIDE I MILWAUKEE NATIONWIDE

WISCONSIN OFFICE:
15850 W. BLUEMOUND ROAD
BROOKFIELD, WI 53005
(262) 754-8888

STENZ PROPERTY

CITY OF PEWAUKEE, WAUKESHA CO., WISCONSIN

SITE PLAN

REVISIONS

1	LOT 1	05/10/19	
2	REDUCED UNITS (4)	06/19/19	

PEG JOB No. 1338.00-WI
PEG PM ASZ
START DATE 04-05-19
SCALE 1" = 80'

SHEET
C-1
C-1

SITE PLAN

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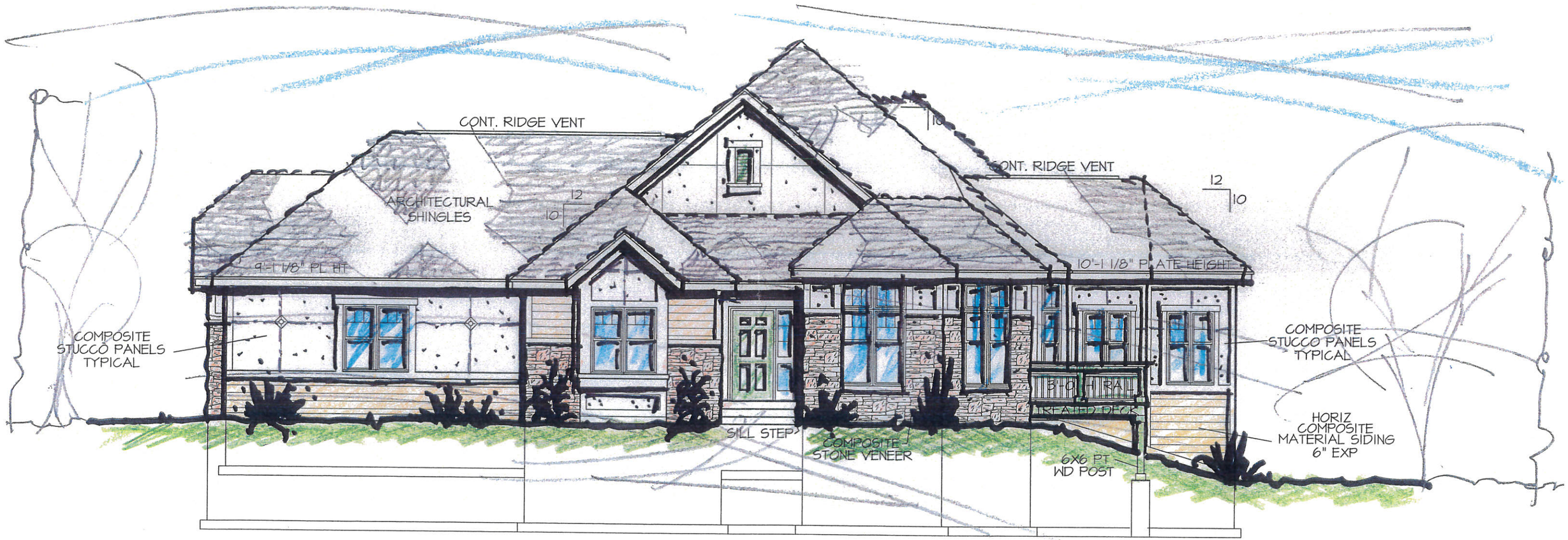
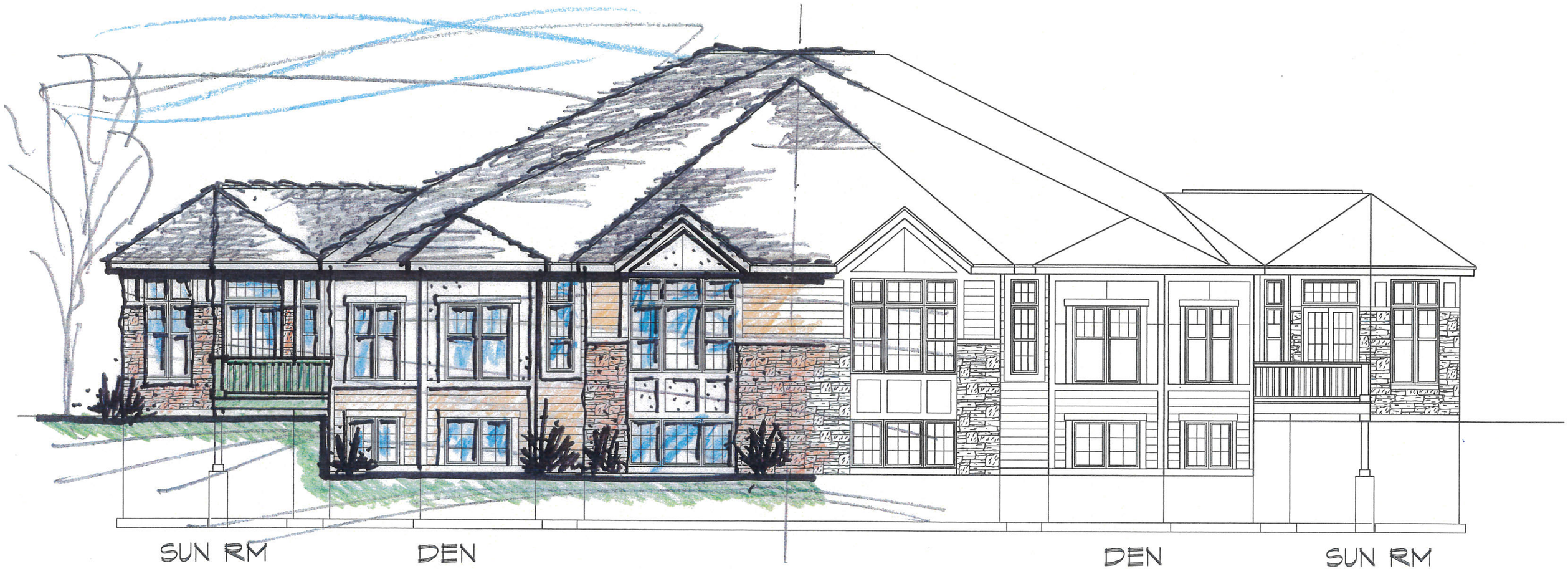
Z:\PROJECTS\2018\1338.00-WI\CAD\SHEETS\CONCEPT PLAN.DWG

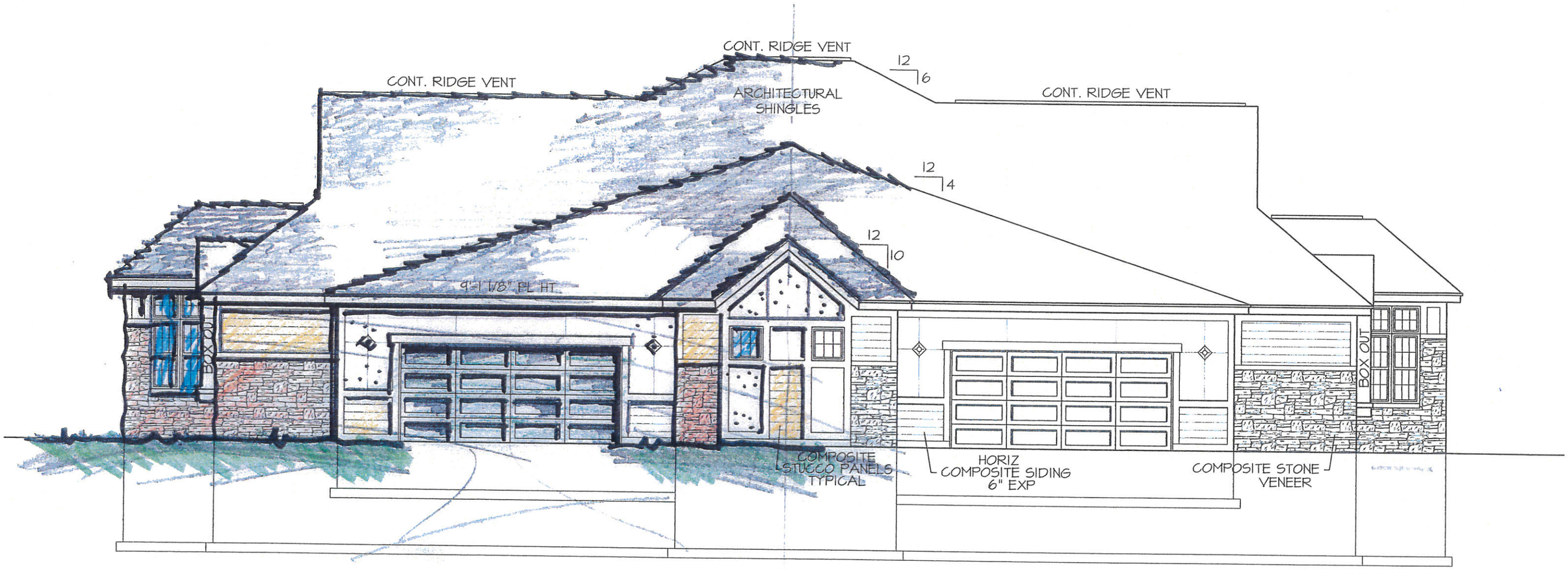


RIGHT ELEVATION



REAR ELEVATION

1/8" = 1'-0"



STREET ELEVATION

1/8" = 1'-0"

CITY OF PEWAUKEE
COMMON COUNCIL AGENDA ITEM 15.

DATE: August 5, 2019

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Discussion and Possible Action Regarding the Appointments to Various Boards, Commissions and Committees [Mayor Bierce]

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

2019 Needs

PLAN COMMISSION	Original Appointment	Current Term	
		From	To
Karen Salituro	4/2/2018	5/20/2019	5/1/2022
Sullivan, Sean (Engineer)	9/4/2007	5/15/2017	5/1/2018
Janka, Ted	5/1/2003	5/4/2015	5/1/2018
Linsmeier, Dave (Park & Recreation Board)	4/3/2006	5/20/2019	5/1/2020
Wunder, Christine	7/1/2004	5/15/2017	5/1/2020
Bierce, Steve - Mayor	6/6/2016	4/17/2017	Indefinitely
Bergman, Brandon - Alderman	5/17/2017	5/17/2017	Indefinitely

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

ZONING BOARD OF APPEALS	Original Appointment	Current Term	
		From	To
Marlin, Katie - Chairperson (appointed 1/7/2019)	7/18/2016	8/6/2018	5/1/2021
Thomas Matt	5/7/2012	5/21/2018	5/1/2021
Heise, Mike	10/7/2002	5/2/2016	5/1/2019
Welcenbach, Robert	6/1/2015	5/15/2017	5/1/2020
Tredwell, Jim - Alternate	2/15/2016	5/20/2019	5/1/2022
VACANCY - Alternate			5/1/2020
VACANCY - Alternate			5/1/2022

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

BOARD OF REVIEW	Original Appointment	Current Term	
		From	To
Smiley, Laura	7/15/2013	5/21/2018	5/1/2020
Jaschke, Jim	5/2/2011	8/6/2018	5/1/2020
Robinson, Gwenn	5/2/2011	5/20/2019	5/1/2021
Lorier, Bob	4/18/2016	5/20/2019	5/1/2021
Figurski, Joshua	8/6/2018	5/20/2019	5/1/2021
VACANCY - Alternate			5/1/2021
VACANCY - Alternate			5/1/2020

An all citizen Board of Review was established by Ordinance #06-02 on 02/06/2006. It requires seven (7) citizen members to serve alternating two (2) year terms. Current compensation is $20 per meeting per action of the Common Council on 8/18/2003. On August 17th, 2009 Ordinance 09-13 was created, recreating section 1.08(1) of the municipal code. The Board now consists of five (5) members and two (2) alternates.

FIRE COMMISSION	Original Appointment	Current Term	
		From	To
VACANCY			5/1/2023
Goff, Bob	7/18/2011	6/1/2015	5/1/2020
Novack, Kathleen	9/15/2014	5/20/2019	5/1/2024
Millard, Mark	4/19/2004	5/2/2016	5/1/2021
Elaine Kroening	11/5/2014	5/15/2017	5/1/2022

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

ETHICS BOARD	Original Appointment	Current Term	
		From	To
Farley, Tom	2/7/2008	5/15/2017	4/30/2020
Farrow, Margaret	2/7/2008	5/20/2019	4/30/2022
VACANCY			4/30/2021
VACANCY - Alternate			4/30/2021

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

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

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

CITY OF PEWAUKEE
COMMON COUNCIL AGENDA ITEM 16.

DATE: August 5, 2019

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Discussion and Possible Action on Either Cancelling the September 2nd Common Council Meeting or Rescheduling it Due to the Labor Day Holiday [Mayor Bierce]

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

September Calendar

SEPTEMBER 2019

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

CITY OF PEWAUKEE
COMMON COUNCIL AGENDA ITEM 17.

DATE: August 5, 2019

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Discussion and Possible Action to Select the Trick-or-Treat Date and Time for 2019

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Halloween Calendar

OCTOBER 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6 Dallas Cowboys vs. Green Bay Packers 3:25 p.m.	7 **Common Council Meeting** *7:00 p.m.*	8	9 **Joint Park & Recreation Meeting** *7:00 p.m.*	10	11	12
13	14 Green Bay Packers vs. Detroit Lions 7:15 p.m.	15 **Court** *7:00 a.m.*	16 **Joint Library Board Meeting** *6:30 p.m.*	17 **Plan Commission Meeting** *7:00 p.m.*	18	19
20 Green Bay Packers vs. Oakland Raiders 12:00 p.m.	21 **Common Council Meeting** *7:00 p.m.*	22	23	24	25	26
27 Kansas City Chiefs vs. Green Bay Packers 7:20 p.m.	28	29 **Court** *7:00 a.m.*	30	31 HALLOWEEN		

CITY OF PEWAUKEE
COMMON COUNCIL AGENDA ITEM •

DATE: August 5, 2019

DEPARTMENT: Parks and Recreation

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 BCF Construction and the Sports Complex Development and Spring Creek Church

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION: