



Regular Village Board Meeting Agenda

Tuesday, March 1st, 2016 – 7:00 pm
Village Hall, 235 Hickory Street, Pewaukee, WI 53072

1. Call to Order, Pledge of Allegiance, Moment of Silence and Roll Call.
2. Approval of Minutes of Previous Meeting.
 - Minutes of the Regular Village Board Meeting – February 17, 2016
3. Citizen Comments. – *Comments should be addressed directly to the Village Board and should be limited to a maximum of three minutes per speaker. Speakers are asked to state name and address for the record.*
4. Resolutions.
 - a. Resolution No. 2016-01, A Resolution to Adopt the Classification and Compensation Study
5. New Business.
 - a. License Approvals.
 1. Liquor License – New
 2. Operator License – New
 - b. Discussion and Direction Regarding Pedestrian Bridget Project
 - c. Discussion and Direction Regarding Proposed Pedestrian Bridge Donation Offer
 - d. Discussion and Possible Action on Award of Bid for Valley Forge Lighting Replacement Project
 - e. Discussion and Possible Action on Appointment of Zoning Board of Appeals Chair
6. Citizen Comments. – *Comments should be addressed directly to the Village Board and should be limited to a maximum of three minutes per speaker. Speakers are asked to state their name and address for the record.*
7. Closed Session. – The Village Board of the Village of Pewaukee will enter into closed session pursuant to Wis. Statute Section 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically to interview candidates for the Finance Director position; and pursuant to Wis. Statute Section 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically to discuss a negotiating strategy regarding a fire and EMS proposal from Metro-Paramedic Services; and pursuant to Wis. Statute Section 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically regarding Village Administrator.
8. Reconvene Into Open Session.
9. Adjournment.

Note: Notice is hereby given that a quorum of a Village Committee and/or Commission may be present at the Village Board meeting, and if so, this meeting shall be considered an informational meeting of that Committee or Commission and no formal action of that Committee or Commission shall occur.

Posted: February 26, 2016

**VILLAGE OF PEWAUKEE
VILLAGE BOARD MEETING
February 17, 2016**

1. Call to Order, Pledge of Allegiance, Moment of Silence and Roll Call at 7:00 p.m.

President Jeff Knutson called the meeting to order at approximately 7:00 p.m. The Pledge of Allegiance was recited, followed by a moment of silence.

Roll Call attendance was taken with the following board members present: Trustee Paul Evert, Trustee Pat Nauth, Trustee Heather Gergen, Trustee Cathy Baumann, Trustee Joe Zompa, and President Jeff Knutson. Trustee Calder was absent at Roll Call but arrived at approximately 7:03 p.m.

Also Present: Village Administrator, Scott Gosse; PD Chief, Tim Otto; PD Captain, Jay Iding; PD Lieutenant, Mark Garry; Village Attorney, Mark Blum; Director of Parks, Recreation & Community Services, Kelley Woldanski; Park & Recreation Board Chairperson, Robert Rohde; Village Clerk, Chaz Schumacher.

2. Approval of the Minutes of February 2, 2016

Trustee Baumann moved, seconded by Trustee Evert to approve the February 2, 2016 minutes as presented. Motion carried 5-0, Trustee Zompa abstained, Trustee Calder was absent.

3. Citizen Comments

None.

4. Ordinances

a. Ordinance No. 2016-02, An Ordinance Establishing the Wages/Salaries for Certain Village Employees.

Administrator Gosse presented this item stating it contains a two percent across the board increase for certain employees. Trustee Calder asked if the municipal judge was included in the increase. Gosse stated the position was not included in the increase and that any increase would be effective with a new term. Trustee Baumann clarified that the position is an elected position so it would not be included in an increase. Discussion followed.

Staff was directed to have an increase for the municipal judge position at a future meeting.

Trustee Zompa moved, seconded by Trustee Nauth to approve Ordinance No. 2016-02, Establishing the Wages/Salaries for Certain Village Employees. Motion carried by Roll Call vote 6-0, Trustee Baumann abstained.

5. Resolutions

a. Resolution No. 2016-01, A Resolution to Adopt the Classification and Compensation Study
President Knutson asked the Board to defer this item to the next agenda.

Trustee Calder moved, seconded by Trustee Zompa to defer item 5.a. to the March 1, 2016 Village Board meeting. Motion carried 7-0.

6. New Business

a. Discussion and Possible Action on Appointment of Zoning Board of Appeals Chair

President Knutson stated the person he had in mind was not interested in being the chair for the Zoning Board of Appeals. Knutson stated the Zoning Board of Appeals could appoint a temporary Chair for their upcoming meeting and that the Village Board would look at this item again at the March 1, 2016 meeting. Discussion followed.

b. Monthly Approval of Checks and Invoices for all funds – January 2016

Trustee Calder moved, seconded by Trustee Evert to approve the Treasurer's report as presented in the amount of \$6,731,817.01. Trustee Evert asked if the property tax refunds are common. Clerk Schumacher stated they are generally seen each year due to the automation of banks paying the taxes on behalf of their clients. **Motion carried 7-0.**

c. License Approvals and Vendor Permits.

1. Operator Licenses – New and Renewal

Trustee Baumann moved, seconded by Trustee Gergen to approve the new operator licenses as presented for the following applicants:

Samantha J. Monrial-Garza	Kevin T. Parks
Daniel J. Waffenschmidt II	Michael L. Taylor

Motion carried 7-0.

Trustee Evert moved, seconded by Trustee Gergen to approve the renewal operator license for Brittany A. Rich. **Motion carried 7-0.**

2. Temporary Class B – VFW Classic Car Show

Trustee Gergen moved, seconded by Trustee Nauth to approve the Temporary Class "B" Liquor License as presented to the VFW for their Classic Car Show to take place on May 30, 2016. **Motion carried 7-0.**

d. Discussion and Possible Action on Approval of Election Inspectors

Trustee Zompa moved, seconded by Trustee Baumann to appoint Donna Homan and Laura Muchowski as Election Inspectors for the 2016-17 Election Cycle and to appoint Sharon Vitek and Leslie Manke as Special Voting Deputies for the Village of Pewaukee during the 2016-17 Election Cycle. Trustee Calder inquired into having non-Village residents appointed as election inspectors. Clerk Schumacher stated election inspectors are required to be residents of the County and if they are not also residents of the Village they are restricted from being on the Board of Canvass for the Village. **Motion carried 7-0.**

e. Discussion and Possible Action on Purchase of Replacement Patrol Boat for Pewaukee Lake Patrol

Chief Otto presented this request stating the Lake Patrol is looking for approval to replace the boat currently used that was purchased in 2000. Otto stated the request is for a 21-foot Key West 210BR that includes a motor and trailer. Otto stated there is a 10 year overall warranty. He stated the boat is approved by the DNR for reimbursement there is currently money in the contingency fund for a cash purchase. Otto stated due to the cost of the purchase it requires Village Board approval along with approvals from the City of Pewaukee's Council and the Town of Delafield's Board.

Trustee Gergen moved, seconded by Trustee Zompa to approve the purchase of a 2016 Key West 210 BR replacement boat for the Pewaukee Lake Patrol as presented. **Motion carried 7-0.**

f. Discussion and Direction on Request to Amend False Alarm Ordinance Regarding Commonly Owned Properties

Administrator Gosse presented this item stating a request came in after the fee structure has been reviewed for false alarms. The request pertains to the section of the false alarm ordinance regarding common ownership, a specific example being the school district. The school district has a number of parcels with 5 addresses and 3 buildings, and has been treated as one property in the past. They are requesting their properties not be treated this way and that consideration be given to amend the current ordinance to treat each building as its own. Gosse stated other properties with a similar set up include Kirkland Crossings, Hawthorne Hills, and Waukesha County Technical College. Gosse is asking for direction from the Village Board. Discussion followed.

Staff was directed to not move forward with the request.

g. Discussion and Recommendation on updating the Village Master Plan/Land Use Plan to the Village Plan Commission

Trustee Calder presented this item stating he feels the master plan needs to be looked at and possibly updated. Calder stated his desire to obtain RFP's for the cost to update the master plan and possibly budget for it in 2017. He stated the other option is for the Village to not use the master plan moving forward. He stated there has been difficulty working under the current one. He stated he would like to see this recommended to the Plan Commission. Discussion followed.

Trustee Calder moved, seconded by Trustee Baumann to put out an RFP for updating the Village Master Plan/Land Use Plan. Discussion followed. Attorney Blum stated the Smart Growth Law requirements would need to be met and a consultant can guide the Village through the process. Discussion followed. **Motion carried 6-0. Trustee Zompa abstained.**

h. Discussion and Possible Action/Direction as it Relates to Staffing of Department of Public Works and Village Hall

President Knutson presented this item stating currently there are a number of seasoned workers in the Department of Public Works and that a number of them could be retiring in the next few years. Knutson stated the department has been working shorthanded for more than the last 5 years and he would like the Village Board to consider hiring an additional person who could then be trained by the current staff. He stated there isn't money in the budget this year for it, but maybe next year. Discussion followed.

President Knutson stated the other part of this discussion is the staffing of Village Hall. He stated that the Finance Director Position will be discussed at tonight's meeting and he spoke with other communities that have a similar position and all of them have assistants for this person. Knutson stated the feedback he received is that the Village Hall is not currently set up to support a Finance Director position because there isn't enough staffing. He stated that yes the Board is bringing in an asset but it's not helping with the day to day of the Village Hall. He asked the Board to consider adding an additional full-time/part-time person. Discussion followed.

No Action Taken/Direction Given.

i. Discussion and Possible Action regarding recommendation of Joint Park/Recreation Board to upgrade the electrical at Laimon Family Lakeside Park using funds from the donation.

Administrator Gosse presented this item stating the Park & Recreation Board received proposals for electrical work that needs to be done at the Laimon Property.

Park & Recreation Chairperson Rohde gave background on the request stating the board had anticipated some electrical work moving forward but there was additional work discovered as the bait shop was cleared. Rohde stated there was electrical work that was not kept up to date so there are costs above what was originally expected. He stated the updates need to happen before there is occupancy of the building.

Trustee Zompa stated the Village paid \$200,000 above the property value. He stated the Village paid a \$300,000 premium on the property and the \$100,000 donation from the Laimons did not cover it. He stated the problems should have been found on inspection.

Park & Recreation Chairperson Rohde stated income from the boat slips pays for the mortgage and will be paying for the lost tax income. Rohde stated the income from leasing the building is over and beyond the guaranteed income. He stated the Park & Recreation board has worked hard to be responsible with taxpayer's money. Discussion followed.

Trustee Nauth asked Parks, Recreation & Community Director Woldanski if she had a preference of the 3 proposals. Woldanski stated her preference for KMB Electric, she has worked with them in the past and was pleased with their work, and they also have the lowest proposal. Attorney Blum inquired if there was a scope of services. Woldanski stated there was not one in writing. Discussion followed.

Trustee Nauth moved, seconded by Trustee Gergen to approve the electrical work for the Laimon Family Lakeside Park using funds from the donation contingent on a scope of services being attached. Motion carried 5-2. Trustee Zompa and Trustee Baumann voted Nay.

j. Discussion and Direction Regarding Creating an Ordinance Allowing the Formation of a Village of Pewaukee Police and Fire Commission

Trustee Calder expressed thanks to Attorney Blum for providing a communication to the Board regarding the formation of a Police and Fire Commission. Attorney Blum clarified that the Statutes outline the duties of the Fire and Police Commission on the presumption that there is a Fire and Police Department. Blum stated before the Board develops a commission, they would need to develop a department. Trustee Calder stated the Board needs to move forward and having everything in place. Discussion followed.

Trustee Calder moved, seconded by Trustee Evert to approve the creation of an Ordinance allowing the Formation of a Village of Pewaukee Police and Fire Commission that would add the Fire Commission duties to the current Police Commission. Roll Call vote was taken:

Trustee Evert	Aye	Trustee Nauth	Aye
Trustee Gergen	Nay	Trustee Baumann	Nay
Trustee Zompa	Nay	Trustee Calder	Aye
President Knutson	Nay		

Motion failed 3-4.

7. Citizen Comments

None.

8. Closed Session – The Village Board of the Village of Pewaukee will enter into closed session pursuant to Wis. Statute Section 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has

jurisdiction or exercises responsibility, specifically to interview candidates for the Finance Director position; and pursuant to Wis. Statute Section 19.85(1)(g) to confer 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 Cecelia Homes assessment claim; and pursuant to Wis. Statute Section 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically to discuss a negotiating strategy regarding a fire and EMS proposal from Metro-Paramedic Services; and pursuant to Wis. Statute Section 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically regarding the Village Administrator.

Trustee Baumann moved, seconded by Trustee Gergen to convene into Closed Session at approximately 8:07 p.m. Motion carried by Roll Call vote 7-0. Present in closed session were the Village Board members, Village Attorney Blum, Village Administrator Gosse, Village Clerk Schumacher.

President Knutson asked for a 5 minute recess, Closed Session resumed at approximately 8:12 p.m.

Village Administrator Gosse and Village Clerk left Closed Session at approximately 10:10 p.m.

9. Reconvene into Open Session

Trustee Baumann moved, seconded by Trustee Evert to return to Open Session at approximately 10:25 p.m. Motion carried by Roll Call vote 7-0.

10. Action out of Closed Session

a. Discussion and Possible Action Regarding Cecelia Homes Assessment Claim

Trustee Zompa moved, seconded by Trustee Baumann to approve a settlement agreement with Cecelia Homes for the assessment years of 2013 and 2014. Motion carried 7-0.

b. Discussion and Possible Action on Wage Adjustment for Village Administrator

No Action Taken.

11. Adjournment

Trustee Baumann moved, seconded by Trustee Zompa to adjourn the February 17, 2016 Village of Pewaukee Board Meeting. Motion carried 7-0.

Meeting adjourned at approximately 10:26 p.m.

Respectfully submitted,

Chaz M. Schumacher
Village Clerk



To: Jeff Knutson, President
Village Board

From: Scott A. Gosse
Village Administrator

Date: February 26, 2016

Re: Agenda Item *4/a*, Resolution No. 2016-01, A Resolution to Adopt the Classification and Compensation Study

BACKGROUND

This matter was deferred to this meeting from the February 17th Village Board meeting. Position descriptions and evaluation forms were previously provided to the Village Board in mid-January. The attached is a draft plan with options for Village Board discussion and review regarding the salary study, recommendations for salary range adjustments and options for movement within the proposed salary ranges based upon different options.

ACTION REQUESTED

The action requested of the Village Board is to provide direction on the draft language with any revisions to come back to the Village Board at a later meeting for consideration and possible adoption.

ANALYSIS

While the entire plan is available for discussion, there are sections of the draft that have been noted with an "OPTION" to highlight specific areas for discussion.

The first of these sections is Section 7, Salary Range and Cost-of-Living Adjustment. This section provides an opportunity for discussion of a general Cost-of-Living Adjustment and whether this is of interest for the Village Board to include in the plan. If this is something the Village Board desires to consider as part of the plan, the recommendation from Springsted for consideration was to look at the market comparison group used for the study in lieu of CPI as CPI can be volatile (especially if there is a decrease/negative CPI). Utilizing the comparison group would assist with staying current with the market. Language is proposed to provide the Village Board the flexibility to make or grant adjustments based upon the availability of resources to recognize financial conditions of the Village at the time of the decision.

Section 8, Performance Evaluation and Merit Adjustment, is the next targeted discussion point with tying the performance appraisal to a possible wage adjustment based upon the financial conditions of the Village. This section discusses placing a percentage for a wage adjustment to the performance evaluation rating and provides an illustration for example purposes only.

Section 12, Salary/Wage Placement Within Salary Ranges, reviews the options for those employees who may be at or near the top of their salary range. One option available is to "grandfather" current employees to allow those employees to exceed the top of the range (illustrated as "Option 1"). A second option is to grant any merit or cost of living adjustment (if incorporated) that were to exceed the top of the salary range as a one-time bonus payment that would not be counted toward the base salary or hourly rate. Again, any salary adjustments, as stated in Sections 7 and 8, would be predicated upon a decision by the Village Board that the financial conditions of the Village are such that adjustments can be made.

Attachment

VILLAGE OF PEWAUKEE, WISCONSIN
NON-REPRESENTATIVE SALARY PLAN

PURPOSE. This plan sets forth the basis of authority and the delineation of responsibilities in the Non-Representative Salary Plan. The plan shall serve as a management tool for the implementation of initial salary assignments, performance evaluations and annual salary adjustments. The plan shall also provide incentive for increased employee productivity by linking financial reward with high performance.

NON-REPRESENTATIVE SALARY PLAN. The Non-Representative Salary Plan covers all classified permanent positions not covered by a collective bargaining agreement, professional services agreement, or grant agreement. The principal objectives of the Plan are to provide for a competitive salary structure and practice in order to enhance the recruitment and retention of a fully competent work force, and to provide a high level of internal equity in salary administration in order to foster the purpose of rewarding and encouraging job performance of a superior or exceptional quality.

1. **POLICY.** The Village of Pewaukee Village Board shall establish the general policy governing the administration of the Plan and shall establish annually as part of the budgeting process the necessary funds to be used for salary adjustment purposes.
2. **ADMINISTRATION.** The Village Board shall establish specific rules and procedures governing the overall administration of the Plan. The Village Administrator shall carry out the rules and procedures included in the Plan. Specific amounts of salary adjustments to be provided to individual employees shall be consistent with the rules and procedures established by the Village Board.

The Village Administrator shall oversee the day-to-day administration of the Plan, shall implement the salary adjustments approved by the Village Board, and shall certify the compliance of any such adjustments with the established rules and procedures. The Village Administrator shall also be responsible for preparing recommendations and cost analysis relative to any revisions to the Plan, and shall report at least annually to the Village Board regarding the status of the Plan and the salaries of all covered employees.

3. **PAY GRADE ASSIGNMENT.** Pay grade ranges shall be assigned to individual positions by the Village Board based upon the results of a comparative salary analysis study prepared and completed by the Springsted Incorporated in 2015 and reviewed by the Village Board.
4. **PAY GRADE ADJUSTMENTS.** As necessary, the pay grades will be reviewed to match market conditions. Any adjustment in the range will also adjust the individual's rate within the range. Adjustments require the approval of the Village Board.
5. **RE-EVALUATIONS.** The Village Administrator shall be responsible for keeping the job descriptions current and will recommend same to the Village Board when appropriate. Re-evaluation of job descriptions may be requested by position incumbents, their department heads, or the Village Administrator. The Village Board shall meet as necessary to consider such requests. Following Village Board action, the Village Administrator shall advise the requesting party.
6. **INITIAL SALARY ASSIGNMENT.** Upon hire, an employee shall be advised, in writing, as to his or her beginning salary. The beginning salary shall be within the salary range established for the position and shall normally be the minimum rate in the range. A department head may recommend that a particular appointment be made above the entrance pay rate. Such requests must be made in writing, approved in advance by the Village Administrator, and will be in recognition of exceptional qualifications. Initial salary assignments for Department Head positions shall be approved by the Village Board. Any initial salary above the mid-point within the salary range shall require prior approval by the Village Board.

7. **OPTION SALARY RANGE AND COST-OF-LIVING ADJUSTMENT.** The salary of each employee may be adjusted annually to reflect any increase in the cost-of-living subject to resources being available for these adjustments as determined by the Village Board. The following communities responded to the survey for the 2015 compensation study and will be considered as the market comparison group for compensation purposes:

City of Brookfield	City of Whitewater
City of Burlington	Town of Brookfield
City of Delafield	Town of Delafield
City of Delavan	Town of Merton
City of Elkhorn	Town of Oconomowoc
City of Greenfield	Village of Elm Grove
City of Muskego	Village of Hartland
City of Oconomowoc	Village of Sussex
City of Pewaukee	

The comparison group will be reviewed annually to determine wage adjustment to be granted by each of the communities with the Village Board then reviewing that data to determine an amount to consider adjusting the salary ranges as well as an amount to consider for a cost-of-living adjustment. For example, if the average of the salary adjustments for the comparison group is 2%, then the Village Board may consider adjusting the salary range by 2%. Additionally, the Village Board may use this information to consider a cost-of-living adjustment of 2%, subject to resources being available for the adjustments as determined by the Village Board.

8. **OPTION PERFORMANCE EVALUATION AND MERIT ADJUSTMENT.** All non-represented full-time employees shall receive an annual performance evaluation to be completed by their immediate supervisor. The Village Administrator shall review evaluation materials with all supervisors as to ensure consistent application of the performance rating scale. Following the annual performance review, the Village Administrator recommends for Village Board approval salary adjustments to employees in accordance with the performance evaluation. The merit adjustment amounts and resources available for salary adjustments, if any, shall be reviewed by the Village Board on an annual basis subject to financial conditions of the Village as determined by the Village Board. (For example, the Village Board may grant a 2% adjustment for a Meets Standards rating with the other categories adjusted as follows: An exceptional performance (score of 4.0) would be eligible for an increase up to 3.0%. An exceeds standards rating (score of 3.0) would be eligible for an increase up to 2.5%. A meets standards rating (score of 2.0) would be eligible for an increase up to 2.0%. A needs improvement rating (score of 1.0) would be eligible for an increase up to 1.0%. Ratings below standard (score of 0.0) would not be eligible for any merit increase.

9. **SPECIAL ADJUSTMENTS.** On an exceptional basis, the Village Board, based upon the recommendations of the Village Administrator, may authorize special salary adjustments for individual employees for the purposes of enhancing internal equity or effectively responding to current labor market conditions requiring immediate action.

10. **BONUS AND MERIT AWARDS.** The Village Board, based upon the recommendation of the Village Administrator, may authorize a bonus or merit award. Eligible employees are considered based on one or more of the following criteria:

- Development of cost saving work procedure
- Outstanding work performance
- Performing in a temporary work assignment at a higher level of responsibility
- An unusually high workload

Salary adjustments will be made when the Village Board authorizes merit pay.

11. **OTHER ADJUSTMENTS.** The following personnel actions may require a salary adjustment for an affected employee:

- A. TRANSFER. When an employee is transferred from one department to another having the same job content, the salary rate in effect for the employee prior to the transfer shall remain in effect.
- B. PROMOTION. When an employee is promoted to a position having a higher job content (i.e. greater level of responsibility), he/she shall be eligible for a salary adjustment upon promotion. The usual salary adjustment is an increase to either the minimum of the pay range for the new classification or by 5% of the previous salary, whichever is greater. However, the increase will not exceed the midpoint of the pay grade.
- C. DEMOTION. When an employee is demoted to a position having a lower job content, he shall continue to receive his current salary rate in effect prior to the date of demotion provided that such rate does not exceed the maximum rate in the new job classification. In the event the salary rate prior to the date of demotion exceeds the maximum rate in the new salary range, he/she shall receive the maximum rate in the new salary range.
- D. REINSTATEMENT. When an employee is reinstated to his/her former position, he/she shall normally be paid at the level in the salary range that corresponds with the rate that was in effect at the time that he/she left the position. When he/she is reinstated to a job with a lower pay range, the Village Administrator shall determine a new pay rate in accordance with the employee's experience and qualifications.
- E. COMPENSATION DURING TEMPORARY ASSIGNMENT. An employee who is temporarily assigned a higher classified position may be paid at a higher rate if deemed appropriate by the Village Administrator and approved by the Village Board.

12. **OPTIONS SALARY/WAGE PLACEMENT WITHIN SALARY RANGES -**

Option 1

The base salary paid (not including any overtime wages, if eligible) to the incumbent of any position shall not exceed the maximum rate in the salary range for that position, except in the following circumstance:

- 1. The incumbent of the position was an employee of the Village of Pewaukee as of the date of adoption of this salary plan.

Option 2

The base salary paid (not including any overtime wages, if eligible) to the incumbent of any position shall not exceed the maximum rate in the salary range for that position. In the event a merit pay or cost of living adjustment were to place an employee above the maximum of the salary range, the amount of an salary adjustment exceeding the top of the salary range shall be paid out as a one-time bonus payment and not included or counted toward the employee's base salary or hourly rate.

- 13. PROFESSIONAL SERVICE AGREEMENTS. Upon approval of the Village Board, the Village Administrator shall have authority to execute Professional Services Agreements with individuals who provide services of a professional nature to the Village or any of its operating departments. Such agreements may differ in terms of salary practices and benefit levels from those provided to individuals covered under the Non-Representative Salary Plan.
- 14. OTHER BENEFITS. All non-represented employees shall have benefits and work rules as established by the Village of Pewaukee Employee Handbook. All full-time non-represented employees shall receive a "Terms of Employment" Letter upon employment clarifying salary and other issues not covered by the Employee Handbook.
- 15. SALARY PLAN ADMINISTRATION SCHEDULE. The Village Administrator shall annually prepare a schedule for administration of the Salary Plan. Generally, employees will be provided with their performance evaluation instrument early in September in order to complete the employee self-evaluation. Supervisors shall

complete evaluations by the end of September, with salary adjustments presented to the Village Board by the Village Administrator in October prior to preparation of the annual budget.

16. SALARY PLAN SUSPENSION. The Village Board may, at any time, suspend the administration of the Salary Plan and salary adjustments due fiscal crisis or other emergency situations.

Draft 021116

DRAFT



To: Jeff Knutson, Village President
Village Board

From: Chaz Schumacher
Village Clerk

Date: March 1, 2016

Re: Agenda Item 5(a)(1), Issue Alcohol Beverage License

BACKGROUND

Listed below is an application received for a new Alcohol Beverage License for a Class "A" Beer Liquor License.

The Village received an application from Beachside Boat & Bait, LLC, the future occupant of the Laimon Family Lakeside Park building located at 129 Park Avenue. The applicant has indicated an opening date of approximately April 1, 2016 and their license would run April 1, 2016 through the remainder of the 2015-16 liquor license term - June 30, 2016. The Application and Premise Description is attached for your reference.

The Village Board is the ruling body responsible for approving liquor license applications.

ACTION REQUESTED

To approve the Alcohol Beverage License as listed.

Class "A" Beer Liquor License

Beachside Boat & Bait, LLC 129 Park Avenue

Agent: Marietta Herdeman

ANALYSIS

The above application has been submitted for the remainder of the 2015-2016 license term. The applicant has provided all necessary documentation and meets the requirements for the license as set forth by the Department of Revenue. The applicant has met the requirements as set forth by the Village of Pewaukee.

Staff recommends approval of the license as presented above.



To: Jeff Knutson, Village President
Village Board

From: Chaz Schumacher
Village Clerk

Date: March 1, 2016

Re: Agenda Item 5(a)(2), Issue Operator License Approvals

BACKGROUND

The Village Board is the ruling body responsible for approving Operator License applications.

ACTION REQUESTED

To approve the Bartender Licenses as listed.

New Operator Permits

Beachside Boat & Bait, LLC
Marietta Herdeman (Agent)

ANALYSIS

The bartender license application listed above is being presented for approval. A background check has been performed and the applicant meets the requirements to hold a license in the Village of Pewaukee.

Staff recommends approval of the license as recommended above.

Rec# 77424 2/24/2016 8

ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning April 1st 2016 ending June 30 2016

TO THE GOVERNING BODY of the: Village of Pewaukee

County of Waukesha Aldermanic Dist. No. (if required by ordinance)

Table with columns: TYPE, FEE. Rows include Class A beer, Class B beer, Class C wine, Class A liquor, Class A liquor (cider only), Class B liquor, Reserve Class B liquor, Class B (wine only) winery, Publication fee, TOTAL FEE.

- 1. The named INDIVIDUAL PARTNERSHIP LIMITED LIABILITY COMPANY CORPORATION/NONPROFIT ORGANIZATION

hereby makes application for the alcohol beverage license(s) checked above.

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): Beachside Boat & Bait, LLC

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company.

President/Member Title Member Name Marietta Herdeman Home Address N28 W26946 Woodland Dr, Pewaukee WI 53072

Vice President/Member Secretary/Member Treasurer/Member Agent Member Marietta Herdeman N28 W26946 Woodland Dr, Pewaukee WI 53072

Directors/Managers 3. Trade Name Beachside Boat & Bait, LLC Business Phone Number 262-695-2628

4. Address of Premises 129 Park Avenue, Pewaukee Post Office & Zip Code P.O. Box 454 53072

- 5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period?
6. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant?
7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business?
8. (a) Corporate/limited liability company applicants only: Insert state Wisconsin and date 2/20/2016 of registration.
(b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company?
(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin?

9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) Three story / lower level business, upper level resident

- 10. Legal description (omit if street address is given above):
11. (a) Was this premises licensed for the sale of liquor or beer during the past license year?
(b) If yes, under what name was license issued? Smokey's
12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business?
13. Does the applicant understand they must hold a Wisconsin Seller's Permit?
14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs?

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another.

SUBSCRIBED AND SWORN TO BEFORE ME this 24th day of February, 2016

(Clerk/Notary Public) My commission expires Permanent/Clerk

(Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual) Marietta Herdeman

(Officer of Corporation/Member/Manager of Limited Liability Company/Partner) (Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK. Table with columns: Date received and filed with municipal clerk, Date reported to council/board, Date provisional license issued, Signature of Clerk / Deputy Clerk, Date license granted, Date license issued, License number issued.

Alcohol will be stored in Utility Room on first floor. It will be kept in coolers along back wall of bait shop & sold in the same area → on the first floor.
Receipts will be kept in office on first floor in the residential area.

AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Herdeman		Marietta		T	
Home Address (street/route)		Post Office	City	State	Zip Code
128 W 26946 Woodland			Pewaukee	WI	53072
Home Phone Number		Age	Date of Birth	Place of Birth	
414-587-9982		48	2/12/1968	Orange, California	

The above named individual provides the following information as a person who is (check one):

Applying for an alcohol beverage license as an **individual**.

A member of a **partnership** which is making application for an alcohol beverage license.

Marietta Herdeman of Beachside Boat & Boat, LLC
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 48 years
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
 If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
 If yes, identify. (Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
 If yes, identify. (Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
Self Employed	19700 W. Bluemond Rd	2005	2015
Employer's Name	Employer's Address	Employed From	To

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 24th day of February, 2016

Chaz [Signature]
(Clerk/Notary Public)

Marietta Herdeman
(Signature of Named Individual)

My commission expires permanent/Clerk



Printed on
Recycled Paper



WISCONSIN DEPARTMENT OF REVENUE
PO BOX 8902
MADISON, WI 53708-8902

Contact Information:

2135 RIMROCK RD PO BOX 8902
MADISON, WI 53708-8902
ph: 608-266-2776 fax: 608-264-6884
email: DORBusinessTax@revenue.wi.gov
website: revenue.wi.gov

Letter ID L2104288608

BEACHSIDE BOAT & BAIT LLC
PO BOX 454
PEWAUKEE WI 53072-0454

Wisconsin Department of Revenue Seller's Permit

Legal/real name: BEACHSIDE BOAT & BAIT LLC
Business name: BEACHSIDE BOAT & BAIT LLC
129 PARK AVE
PEWAUKEE WI 53072-3409

- This certificate confirms you are registered with the Wisconsin Department of Revenue and authorized in the business of selling tangible personal property and taxable services.
- You may not transfer this permit.
- This permit must be displayed at the place of business and is not valid at any other location.
- If your business is not operated from a fixed location, you must carry or display this permit at all events.

Tax Type

Account Type

Account Number

Sales & Use Tax

Seller's Permit

456-1029054141-02



To: Jeff Knutson, President
Village Board

From: Scott A. Gosse
Village Administrator

Date: February 25, 2016

Re: Agenda Item 5b, Discussion and Direction Regarding Pedestrian Bridget Project

BACKGROUND

The MSOE students made their design presentations on Thursday, February 11th. A total of six designs were presented by three teams (two designs each team). Public input has been available for rating the various designs based upon no specific criteria other than appeal of design. Below please find a summary of the anticipated project timeframe for the MSOE project as well as the timeframe from the Village's agreement with R.A. Smith National (which is currently on hold pending the MSOE project completion).

ACTION REQUESTED

This matter is on the Village Board agenda for an update on the project and an overview of the timeframe moving forward for the pedestrian bridge project.

ANALYSIS

As the Village Board is aware, there is currently a design project that MSOE students are working on related to a pedestrian bridge across the Pewaukee River. Professor Doug Nelson of MSOE, Gary Raasch of R.A. Smith National ((RASN) – the Village's consulting engineer), David White, Kelley Woldanski, and I met on February 17th to review the timeframe for the MSOE project.

Based upon the academic schedule for MSOE, the MSOE student teams will soon begin working on one design for each team with project designs to be completed by the second week of May. Additionally, the hydraulic analysis used for the student presentations needs to be verified against existing field conditions. The preliminary hydraulic analysis prepared by RASN concluded that the existing abutments would need to be removed for a new single span structure to be constructed.

With regard to the reuse of the existing abutments, a structural engineer's certification has not been provided verifying that the abutments are structurally sound to use for a new bridge. Village staff cannot recommend reusing the existing abutments without documents from a Wisconsin licensed Professional Engineer stating that the structures can be used. Once a bridge design is selected and final plans completed with a determination that there is no impact to the floodplain/floodway, WI DNR and Army Corps permit approvals will need to be obtained for work in the floodplain and wetland review. An estimate of 90 days was provided for the Army Corps wetland permit review.

The aforementioned are steps that need to be completed for the MSOE students to complete their project. These are also the same steps the Village would need to follow if the Village Board were to go on a parallel route for its own bridge design. The engineering services agreement with R.A. Smith National included three phases for scope of services. The first phase, which has been completed, was a preliminary hydraulic analysis. The

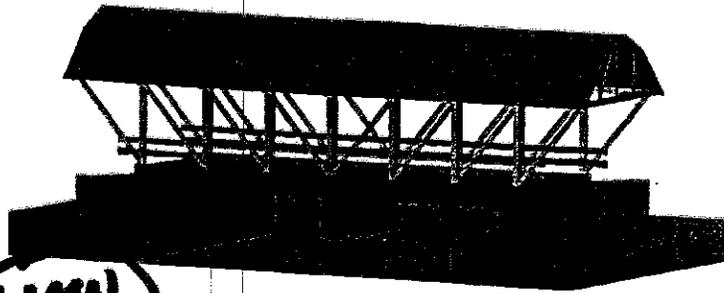
second phase, which has not been started at this time with the offer from MSOE for a student project, is a preliminary design followed by phase three, a final design. The estimated timeframe for R.A. Smith National for the preliminary design is 90 days after a bridge configuration is selected and completion of a wetland delineation. The final design timeframe for R.A. Smith National is estimated at 60 days after the Village and the DNR would agree on the preliminary bridge layout.

Once a final design is completed and the necessary permits are secured, specifications and bid documents would be prepared for public bidding in accordance with State Law.

Share Your Opinion

Alternative 1

Description: Consists of concrete beams and concrete deck with an overhead structure composed of wood.



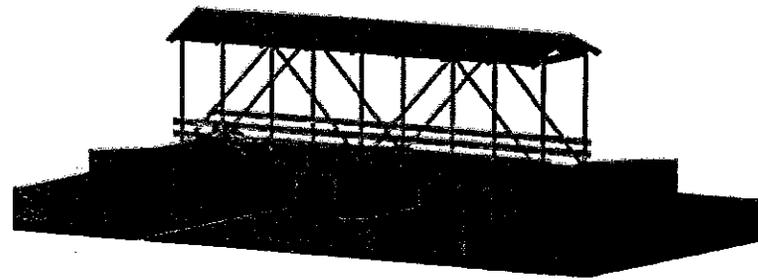
6/15/11

I VOTED

<input checked="" type="radio"/>				
<input checked="" type="radio"/>				
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Alternative 2

Description: Utilizes wood members throughout its entire system.



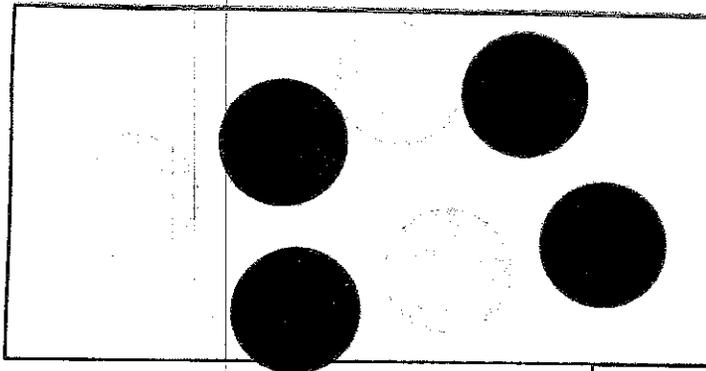
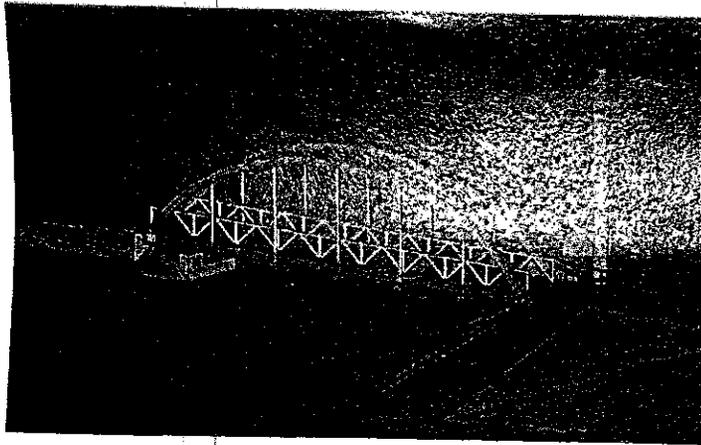
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Green = Yes, Yellow = OK, Red = No

Share Your Opinion

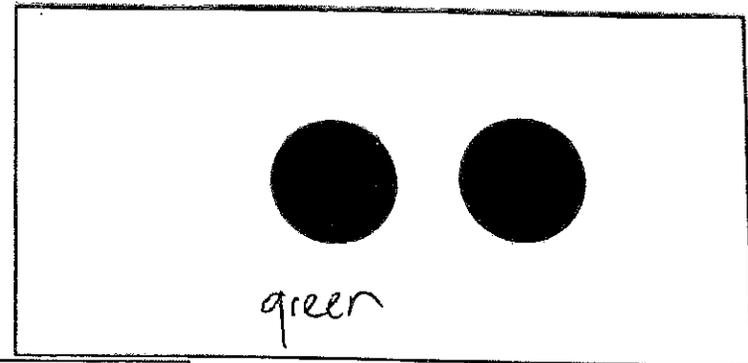
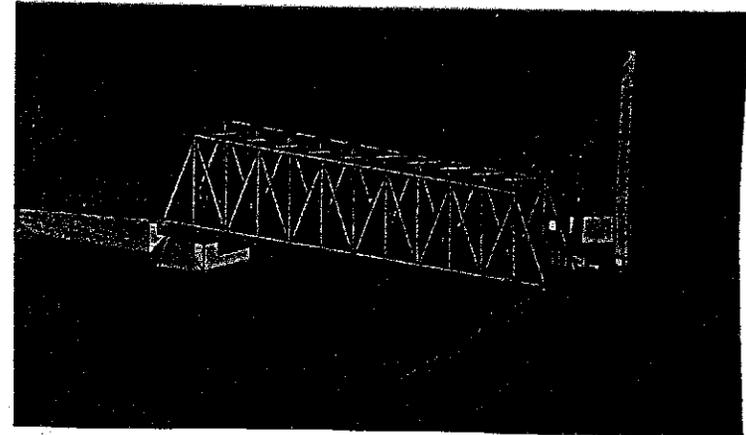
Wooden Arch

Description: Features a modern wooden arch with a suspended deck that would be unique for the area.



Wooden Truss

Description: Features a historical railroad bridge design with the aesthetic properties of wood as opposed to steel.

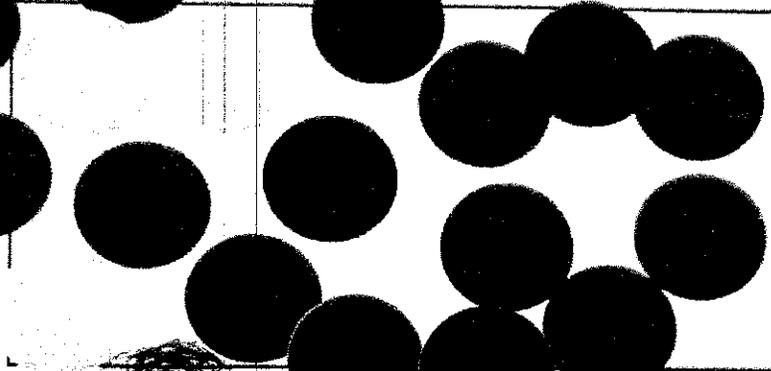
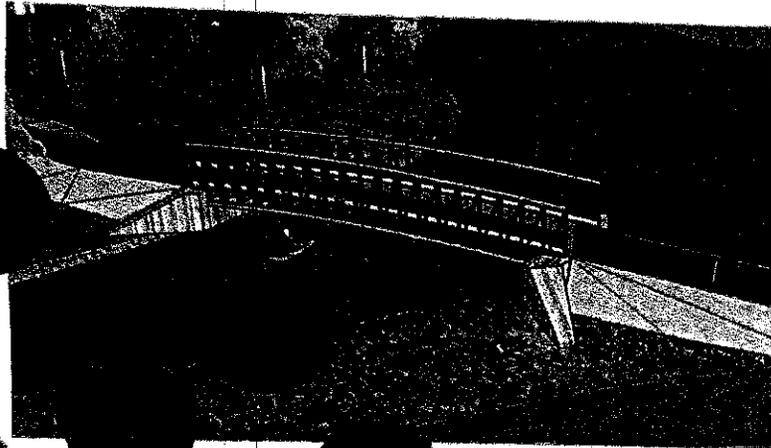


Green = Yes, Yellow = OK, Red = No

Share Your Opinion

Steel Truss

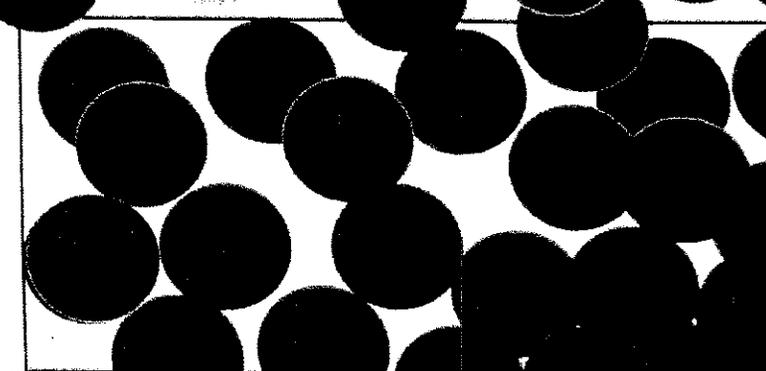
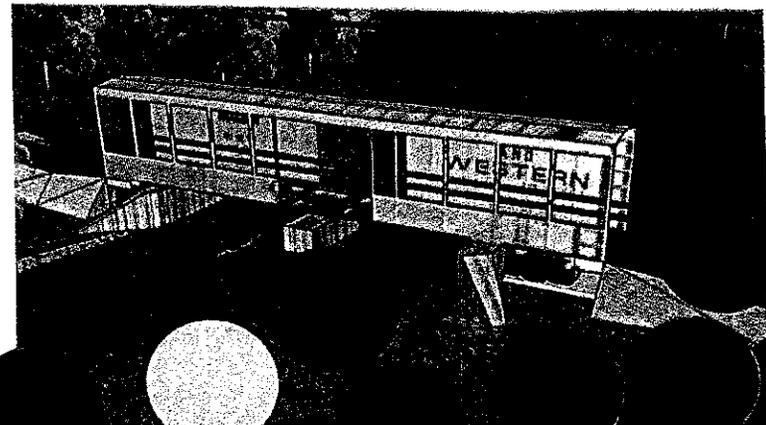
Description: Features a curved, steel truss. Traditional aesthetics for pedestrian bridges. Steel deck improves longevity.



Green = Yes, Yellow = OK, Red = No

Boxcar

Description: Incorporate historical significance of the site. Numerous design styles featuring railroad related components.



STOP SPENDING OUR MONEY

(NOT A VOTE)

THIS IS RETARDED

Green

like no stickers left

Scanned by CamScanner



To: Jeff Knutson, President
Village Board

From: Scott A. Gosse
Village Administrator

Date: February 25, 2016

Re: Agenda Item 5c, Discussion and Direction Regarding Proposed Pedestrian Bridge Donation Offer

BACKGROUND

The Village Board has received a proposal for a donation in the amount of \$100,000 toward the cost of a Memorial Bridge for pedestrian access across the Pewaukee River. The generous donation is an offer from the Van Horn Family and Friends and is outlined in a document received February 17, 2016.

ACTION REQUESTED

The action requested of the Village Board is to provide direction on this matter.

ANALYSIS

The proposed donation includes specific requests for a preferred bridge design, material preference, the rehabilitation and reuse of the existing railroad bridge abutments and pier, and that the bridge be completed by late Fall of 2016.

The following serves as a review of the information provided thus far regarding the preliminary hydraulic analysis completed by R.A. Smith National (RASN):

RASN completed a hydraulic analysis for this project in May 2015 which concluded that a single bridge span could not be built without removing the existing pier and abutments. A multiple span bridge could be built using the existing pier and abutments if they are determined to be structurally sound. RASN recommends not using the existing structures.

RASN, in the preliminary analysis, recommended the use of a prefabricated single span steel bridge on new abutments with the removal of the existing abutments and pier. No cost estimates exist for construction of a single span timber covered bridge on new abutments which meet the code requirements of the hydraulic analysis.

The RASN plan has the following as a timeline for a prefabricated steel structure:

Preliminary design – 90 days
Final design – 60 days
Permits and bidding - 90 days

Staff estimates construction to take approximately 90 days. Taking into consideration the estimated timeframe from RASN, the estimated completion date would be February 2017. Please keep in mind that this timeframe

would be based on authorizing RASN, at the next Village Board meeting, to move forward with their proposal for the preliminary and final design which has been placed on hold to allow for the MSOE project.

The above information is provided to provide the Village Board with the information known at this time regarding the concept of constructing a pedestrian bridge. The Village Board may want to discuss with the Van Horn family the firmness of certain aspects of their proposed donation to determine if there is any flexibility in the expressed preferences in the event that circumstances beyond the control of the Village do not allow for their implementation.

TO: Pewaukee Village Board (Meeting – 2/17/16)

RE: Gift by Van Horn Family and Friends

RE: Possible Memorial Bridge for Pedestrian across Pewaukee River

Donation amount - \$50,000

~~100,000~~ *AMH*

Preferred Type of Bridge – Open covered bridge with roof and flower boxes

Material Preference – Wood

Foundation: Use existing 3 with any structural reinforcement (hopefully using poured-reinforced concrete)

Time Frame – Completion by late Fall (2016)

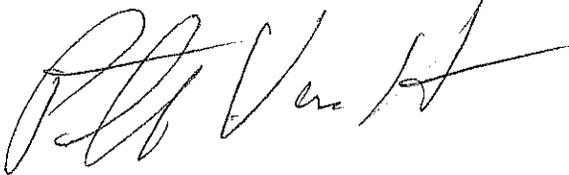
Money availability and Memorial Fund already established at Waukesha State Bank, Pete Van Horn, Mary Peterson (Daughter) and 1 Bank Officer will need to sign off.

Village may appoint committee of at least 3 to review design, keeping historical significance, etc. in mind.

Pewaukee Women's Club already agreed to maintain all flowers on a regular basis.

The Van Horns'
Mark, Brian, Mary (Peterson)
& Pete

Thanks, (Phone No. 262-646-3610)



FEB 16 2016

Memo

To: Village Board
From: David J. White, P.E., Director of Public Works/Village Engineer 
Date: 2/23/2016
Re: Bids on Valley Forge Subdivision Lighting Replacement Project and Purchase Order to Philips Lumec for LED Fixtures

This proposed project will replace all of the light fixtures, pull boxes and control cabinet in the Valley Forge lighting system. The existing lighting system has 19 poles and fixtures along Morris Street and Ridgeway Drive and was installed in 1972 including the control cabinet which contains obsolete parts and a step down transformer. The replacement control cabinet will receive a new secondary electric service from We Energies which eliminates the need for a Village owned transformer.

The 2016 budgeted amount for this capital project is \$34,000 which includes fixture purchase (\$8600), construction (\$18,100), design and construction engineering (\$3400) and We Energies fee for a new electric service (\$3900).

The following 6 bids were received on February 19, 2016 for the Valley Forge Subdivision Lighting Replacement Project:

Highway Light and Landscape	\$15,775.00
Vinii Solar Engineering and Electric	\$15,994.00
J Miller Electric	\$21,996.00
Outdoor Lighting Construction	\$22,667.00
Pro Electric	\$24,990.56
PieperLine	\$27,219.48

The lighting fixtures are proposed to be Philips Roadview LED which is the same fixture used during the LED conversion projects in 2013 and 2014. Spectrum Lighting is the area distributor for Philips Lighting and proposes to furnish the fixtures for \$8219.00

I recommend awarding the Valley Forge Lighting Replacement Project to Highway Light and Landscape, Inc. in the amount of \$15,775.00 and approving the purchase order for fixtures to Philips Lumec in the amount of \$8219.00.

DJW

VILLAGE OF PEWAUKEE

235 Hickory Street 262-691-5660 Pewaukee Wisconsin 53072

THIS NUMBER MUST APPEAR ON
ALL INVOICES, PACKING SLIPS
AND PACKAGES.

P. O. NO: 2016-084

DATE: February 23, 2016

2016 PURCHASE ORDER

TO: PHILIPS LUMEC
62720 COLLECTION CENTER DRIVE
CHICAGO, IL 60693-0627

SHIP TO: VILLAGE OF PEWAUKEE
1000 HICKORY STREET
PEWAUKEE WISCONSIN 53072

INVOICES RECEIVED BY THE 6TH WILL BE PAID BY THE THIRD WEDNESDAY OF MONTH

Quantity/Unit		Description	Unit Price	Total
19	EACH	PHILIPS CAT# RVS-35W32LED4K-R-LE3-UNIV-SR-BL-GY3	\$ 402.00	\$ 7,638.00
1	EACH	PHILIPS CAT# RVS-135W80LED4K-R-LE3-UNIV-SR-BL-GY3	\$ 581.00	\$ 581.00

TAX EXEMPT # ES43062

DEPT: DPW ACCOUNT NO: 200-57630-000 TOTAL ORDER: \$8,219.00

By: _____
Authorized Signature

01. Please acknowledge receipt of this order. Payment made from invoices only.
02. All goods charged to Village of Pewaukee, Wisconsin.
03. Each order should be covered by an invoice in triplicate.
04. The right is reserved to cancel this order if it is not delivered when required and in accordance with specifications.
05. The conditions of this order are not to be modified by any verbal understanding.
06. Charges for boxing and cartage will not be allowed unless previously agreed upon.
07. If the price is stated in the order, material must not be billed at a higher price.
08. Acceptance of this order includes acceptance of all terms, prices, delivery, instructions, specifications and conditions stated.
09. Transportation charges to be prepaid.
10. IMPORTANT: Invoices and packages must bear this PURCHASE ORDER NUMBER.

ORIGINAL: VENDOR

COPIES TO: DEPARTMENT & CLERK



To: Jeff Knutson, President
Village Board

From: Scott A. Gosse
Village Administrator

Date: February 26, 2016

Re: Agenda Item 5e, Discussion and Possible Action on Appointment of Zoning Board of Appeals
Chair

BACKGROUND

This matter was moved to the March 1st Village Board meeting to allow further time for a possible chair of the Zoning Board of Appeals to be presented to the Village Board for review and approval.

ACTION REQUESTED

The action requested of the Village Board is to consider a possible appointment for the Chair of the Zoning Board of Appeals to be presented by President Knutson.