



## Regular Village Board Meeting Agenda

May 3<sup>rd</sup>, 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 – April 19, 2016
4. 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.*
5. New Business.
  - a. License Approvals and Vendor Permits.
    1. Operator Permits
      - i. New Operator Permits
      - ii. Temporary Operator Permits
    2. Temporary Liquor License Class “B”/”Class B”
      - i. Pewaukee Kiwanis Beach Party
      - ii. Positively Pewaukee – Waterfront Wednesdays & Taste of Lake Country
  - b. Discussion and Possible Action on Request to Rescind Award for Contract for Tower Court/Third Street Project
  - c. Discussion and Possible Action on Award of Contract for Tower Court/Third Street Project (dependant upon action taken on Item 7b)
  - d. Discussion and Possible Action on Request to Rescind Approval of Finance Director Recruitment Advertisement
  - e. Discussion and Possible Action on Approval of Finance Director Recruitment Advertisement (dependant upon action taken on Item 7d)
  - f. Discussion and Direction Regarding Creating Deputy Clerk/Treasurer Position
  - g. Update and Direction on Possible Lake Street Speed Radar Sign
  - h. Discussion and Possible Action on Appointments to Committee, Boards and Commissions
    1. Library Board (1 citizen)
    2. Public Works & Safety Committee (1 trustee)
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 consider a Public Works Supervisor candidate; 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; and pursuant to Wis. Statute Section 19.85(1)(e) for the



### **Regular Village Board Meeting Agenda**

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 agreement with the City of Pewaukee.

8. Reconvene Into Open Session.
9. Action Out of Closed Session.
  - a. Discussion and Possible Action on Public Works Supervisor Offer of Employment
10. 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: April 29, 2016

**VILLAGE OF PEWAUKEE  
VILLAGE BOARD MEETING  
April 19, 2016**

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

President Knutson called the meeting to order at approximately 7:01 p.m. The Pledge of Allegiance was recited, followed by a moment of silence.

**Oath of Office for Village Trustees**

Village Clerk Schumacher gave the Oath of Office to newly elected Village Trustees Kevin Yonke, Heather Gergen, and Joe Zompa.

Roll Call attendance was taken with the following board members present: Trustee Paul Evert, Trustee Kevin Yonke, Trustee Heather Gergen, Trustee Joe Zompa, Trustee Tom Calder, President Jeff Knutson. Trustee Cathy Baumann was excused.

Also Present: Village Administrator, Scott Gosse; DPW Director, David White; PD Chief, Timothy Otto; PD Lieutenant, Mark Garry; Village Attorney, Mark Blum; Village Clerk, Chaz Schumacher.

**2. Approval of Minutes of April 7, 2016**

Trustee Evert moved, seconded by Trustee Zompa to approve the April 7, 2016 minutes as presented. Motion carried 5-0, Trustee Yonke abstained.

**3. Citizen Comments**

None.

**4. Old Business**

*a. Update on Possible Lake Street Speed Radar Sign*

Administrator Gosse stated there has not been any new information received on this item.

Trustee Gergen stated although there are no updates from the school, she did speak with the residents on Lake Street and they are in favor of the sign.

**5. New Business**

*a. Discussion and Possible Action on 2016 Kiwanis Beach Party and Clean Water Festival*

Administrator Gosse stated the application is consistent with previous years. Gosse stated there is a list of conditions being recommended for inclusion with the Board's approval.

Trustee Calder moved, seconded by Trustee Gergen to approve the Special Event Application for the 2016 Kiwanis Beach Party and Clean Water Festival with the following conditions:

1. Provision of a Certificate of Insurance (1 million dollars minimum coverage) and provision of a copy of the "additional insured" endorsement with each naming the Village of Pewaukee as an additional insured from the Kiwanis and Pewaukee Lake Water Ski Club. This is required due to the sale of alcohol at the event and due to the road closure as part of the event. The proof of insurance is required by June 1, 2016.
2. Tent stakes may be set into the road and/or sidewalk upon approval of Village staff.

3. Event clean up shall be completed by and West Wisconsin Avenue shall be open by 12 Noon on Sunday, June 26, 2016.
4. On-site inspections shall be conducted by the Fire Department and all tent certificates shall be on site at time of inspection and maintained on site during the course of event.
5. Contacting the Building Services Department for any electrical inspections that may be related to the temporary electrical connections.
6. Contacting downtown businesses along West Wisconsin Avenue from Oakton Avenue to Capitol Drive at least 30 days in advance of the event to advise of the road closure dates and times.
7. Any costs associated with an ambulance placed on standby at the event are paid for by the event (due to anticipated event attendance greater than 1000).
8. Reimbursement of Police Department expenses related to event security are paid for by the event sponsor and shall be paid within 30 days of receipt of invoice.

Motion carried 6-0.

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

Trustee Calder moved, seconded by Trustee Evert to approve the March 2016 Treasurer’s report as presented in the total amount of \$365,395.28. Motion carried 6-0.

*c. License Approvals and Vendor Permits*

*1. Liquor License – Temporary*

Trustee Evert moved, seconded by Trustee Zompa to approve the Temporary Class “B” Liquor License for the Armed Forces Challenge Event to be held on May 21, 2016, as presented. Motion carried 6-0.

*2. Operator Licenses – New*

Trustee Zompa moved, seconded by Trustee Gergen to approve the Operator Licenses as presented for the following applicants:

Sebastian Steinberger	Patrick Damiano	Gabrielle Mouradian
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Motion carried 6-0.

*d. Discussion and Possible Action on Approval of Election Inspectors*

Trustee Calder moved, seconded by Trustee Zompa to appoint the following Election Inspectors for the 2016-2017 Election Cycle:

Pamela Walter	Kathryn Sobottke	Patricia Borkowski
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Motion carried 6-0.

*e. Discussion and Possible Action on Appointment of Police Lt. Mark Garry as Village Emergency Management Director*

PD Chief Otto stated PD Lt. Garry has been working on re-writing the emergency management plan. Otto stated it seems appropriate to establish a director before having the document signed off by the various departments. Otto stated it makes sense to appoint PD Lt. Garry because he is a subject expert in NIMS and ICS compliance as well as a member of the response team in southeast Wisconsin. Otto stated Garry would be tasked with finishing the Emergency Operations Plan for the Village and conducting trainings. Discussion followed.

Trustee Calder moved, seconded by Trustee Zompa to appoint PD Lieutenant Mark Garry as the Village of Pewaukee Emergency Management Director. Trustee Calder asked about the time span of

the appointment. PD Chief Otto stated the appointment would be in effect until PD Lieutenant Garry retires or the Board decides to appoint someone different. Motion carried 6-0.

*f. Discussion and Possible Action on Purchase Order for SCADA Radio Replacement*

DPW Director White stated the request is to replace the commercial radios for water and sewer operations. He stated the manufacturer of the current equipment is no longer in business so if the system fails, the Village doesn't have a way to replace parts.

Trustee Zompa asked if this was a budgeted item. DPW Director White stated it is.

**Trustee Gergen moved, seconded by Trustee Evert to approve the purchase order in the amount of \$18,521.54 to Werner Electric Supply for replacement of the SCADA system as presented. Motion carried 6-0.**

*g. Discussion and Possible Action on Appointments to Committee, Boards, and Commissions*

1. Plan Commission (3 citizens)

**Trustee Calder moved, seconded by Trustee Evert to appoint Chris Bernauer, Tom Reilly, and Craig Roberts to serve on the Plan Commission for the term of May 1, 2016 through April 30, 2019. Motion carried 6-0.**

2. Board of Review (1 regular and 1 alternate)

**Trustee Zompa moved, seconded by Trustee Evert to appoint Laurin Miller as a regular member of the Board of Review and Cheryl Mantz as an alternate member of the Board of Review for the term of May 1, 2016 through April 30, 2019. Motion carried 6-0.**

3. Public Works & Safety Committee (1 citizen)

**Trustee Calder moved, seconded by Trustee Zompa to appoint Casey Smith to serve on the Public Works & Safety Committee for the term of May 1, 2016 through April 30, 2019. Motion carried 6-0.**

4. Zoning Board of Appeals (2 citizens)

**Trustee Gergen moved, seconded by Trustee Zompa to appoint Theresa Opie and Susan Seacrest to the Zoning Board of Appeals for the term of May 1, 2016 through April 30, 2019. Motion carried 6-0.**

5. Library Board (1 citizen)

No Action Taken.

6. Water Utility Commission (3 citizens)

**Trustee Zompa moved, seconded by Trustee Evert to appoint the following citizens to serve on the Water Utility Commission for the term of May 1, 2016 through April 30, 2016:**

**Donald Reidel**

**Tom Houck**

**Todd Greenwald**

**Motion carried 6-0.**

**6. Citizen Comments**

PD Chief Otto stated his department will be hosting a drug drop off on April 30<sup>th</sup> at Village Hall from 10am to 2pm. He stated participants would be able to drive up and drop off their prescription drugs without having to leave their cars.

**7. Adjournment**

**Trustee Evert moved, seconded by Trustee Gergen to adjourn the April 19, 2016 Village of Pewaukee Board Meeting. Motion carried 6-0.**

**Meeting adjourned at approximately 7:33 p.m.**

Respectfully submitted,

Chaz M. Schumacher  
Village Clerk

DRAFT



To: Jeff Knutson, Village President  
Village Board

From: Chaz Schumacher  
Village Clerk

Date: May 3, 2016

Re: Agenda Item aji, Issue Operator License Approvals

**BACKGROUND**

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

**ACTION REQUESTED**

To approve the Bartender License as listed.

**New Operator Permits**

*Kranky's*  
Michelle Phillips

**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.



To: Jeff Knutson, Village President  
Village Board

From: Chaz Schumacher  
Village Clerk

Date: May 3, 2016

Re: Agenda Item ALii, Issue Temporary Operator License Approvals

**BACKGROUND**

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

**ACTION REQUESTED**

To approve the Temporary Bartender Licenses as listed below, specifically for the **Pewaukee VFW Memorial Day Car Show** to be held on May 30, 2016.

Diane Kohr

Staff recommends approval for the period of May 29, 2016 through May 31, 2016

**ANALYSIS**

The bartender license application listed above is being presented for approval. The applicant meets the requirements to hold a temporary license in the Village of Pewaukee.

Staff recommends approval of the license as recommended above.



To: Jeff Knutson, Village President  
Village Board

From: Chaz Schumacher  
Village Clerk

Date: May 3, 2016

Re: Agenda Item A2j, Approval of Temporary Class "B"/"Class B" Retailer's License(s)

**BACKGROUND**

The Village Board is the ruling body responsible for approving Temporary Class "B"/"Class B" Retailer's License applications.

**ACTION REQUESTED**

To approve the Temporary Class "B" and "Class B" Retailer's License application made by the Pewaukee Kiwanis for their annual Pewaukee Kiwanis Beach Party event on June 24<sup>th</sup> -25<sup>th</sup>, 2016 at Pewaukee Lakefront Park on Wisconsin Avenue.

**ANALYSIS**

This event has been successful in past years and the applicants meet the requirements for a temporary Class "B" & "Class B" retailer's license in the Village of Pewaukee.

Staff recommends approval of the license(s) as recommended above.



To: Jeff Knutson, Village President  
Village Board

From: Chaz Schumacher  
Village Clerk

Date: May 3, 2016

Re: Agenda Item azii, Approval of Temporary Class "B"/"Class B" Retailer's License(s)

**BACKGROUND**

The Village Board is the ruling body responsible for approving Temporary Class "B"/"Class B" Retailer's License applications.

**ACTION REQUESTED**

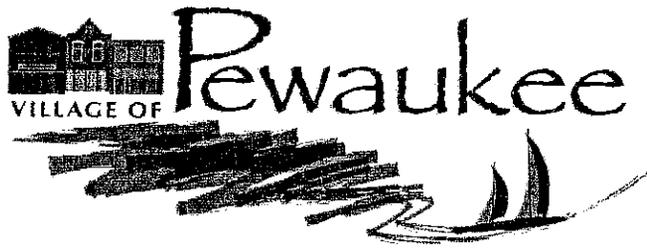
To approve the Temporary Class "B" and "Class B" Retailer's License application made by Positively Pewaukee for the following events:

1. Taste of Lake Country – July 29<sup>th</sup> – 30<sup>th</sup>, 2016 – located at 160 West Wisconsin Avenue
2. Waterfront Wednesday Concert Series – Every Wednesday June – August (6/1, 6/8, 6/15, 6/22, 6/29, 7/6, 7/13, 7/20, 7/27, 8/3, 8/10, 8/17, 8/24, 8/31) located at 222 West Wisconsin Avenue

**ANALYSIS**

These events have been successful in past years and the applicant meets the requirements for a temporary Class "B" & "Class B" retailer's license in the Village of Pewaukee.

Staff recommends approval of the license(s) as recommended above.



To: Jeff Knutson, President  
Village Board

From: Scott A. Gosse  
Village Administrator

Date: April 26, 2016

Re: Agenda Item Sb, Discussion and Possible Action on Request to Rescind Award for Contract for Tower Court/Third Street Project

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### **BACKGROUND**

Trustee Baumann has submitted a request to rescind the prior motion of the Village Board to approve the award of the Tower Court/Third Street project. Attached for your information please find a copy of information related to a motion to rescind from the League of Wisconsin Municipalities Handbook summarizing the effect of this motion. Please note that the only reason that the rescission can be brought forward now is because this is a new session of the Board. A new session coincides with the seating of a new Board following the election.

### **ACTION REQUESTED**

The action requested of the Village Board by Trustee Baumann is to consider action to rescind the prior approval to award the contract for Tower Court/Third Street.

### **ANALYSIS**

If successful, a motion to rescind nullifies the original motion. Therefore, a separate agenda topic has been added following this agenda matter to allow the Village Board to discuss further action on the award of contract in the event the Village Board votes in the majority to rescind the prior approval. If the motion to rescind fails, the prior action taken by the Village Board at the April 7<sup>th</sup> Village Board meeting to award the contract stands.

Attachment

1. the motion to reconsider is voted on and (if the motion passes) reconsideration of the original motion is completed; or
2. the suspension period expires.

For village boards and common councils, which typically hold one or two regular meetings each month, the suspension period expires, according to *Robert's*, upon adjournment of the next regular meeting.

In the simplest example, a motion to reconsider is made and voted on at the same meeting as the original motion. If the motion to reconsider fails, the suspension ends and the original motion resurfaces in full force as enacted. If the motion to reconsider passes, the original motion stands before the governing body for renewed debate and another vote. In situations where the motion to reconsider is made but not voted on at the same meeting as the original motion, the suspension remains in effect. Any member of the body can then call for a vote on the motion to reconsider at the next regular meeting (no second is necessary). As in the earlier example, if the motion to reconsider fails, the suspension ends. If the motion passes, reconsideration of the original motion begins. Finally, if a motion to reconsider is not acted upon before the end of the next succeeding regular meeting (*i.e.*, the expiration of the suspension period) the suspension ends and the original motion springs back to life.

Under *Robert's*, the procedure for a motion to reconsider is different in committee meetings.<sup>161</sup> The motion may be made by anyone who did not vote on the losing side, including persons who abstained or were absent when the vote on the original motion was taken. In a committee there are no restrictions on when a motion to reconsider can be made or how many times a matter can be reconsidered. In addition, a two-thirds vote of committee members is required to pass a motion to reconsider unless every member who voted on the prevailing side on the original motion is present or was notified, in which case a majority vote is sufficient. Finally, under *Robert's*, a vote cannot be reconsidered in a committee of the whole.

### \* RESCISSION UNDER *ROBERT'S*<sup>162</sup>

A motion to rescind is the motion by which a previous action can be repealed. Thus, the effect of such a motion is canceling or striking out of a motion that has been previously adopted. In contrast to a motion for reconsideration, a motion to rescind can be made by any member of the governing body, regardless of how that member voted on the original motion. Also, there are no specific time limits on making or voting on a motion to rescind. For example, the Wisconsin Supreme Court upheld the City of Superior's rescission of a resolution nearly nine months after the resolution was enacted.<sup>163</sup> A motion to rescind also differs from a motion to reconsider in that an affirmative vote on a motion to rescind does not bring the original motion back before the body for further debate. Rather, it immediately nullifies the original motion.

A motion to rescind must be seconded. The vote needed to pass a motion to rescind depends on what is being rescinded. In most cases, however, the following requirements apply:

161. *Id.*, sec. 36 at 323-24.

162. *Id.*, sec. 34.

163. *Edwards Realty and Finance Co. v. City of Superior*, 250 Wis. 472, 27 N.W.2d 370 (1947).

1. with advance notice of intended rescission, a simple majority;
2. without advance notice, a two-thirds majority of members voting or a simple majority of the entire membership of the board. (The need for an extraordinary vote described under item 2 should not arise in this state because advance notice of the intent to rescind a previous motion is necessary to comply with the open meetings law.)

In committees, a two-thirds vote is required unless all members who voted in favor of the original motion are present or have been notified, in which case a majority vote suffices.<sup>164</sup>

Not every governing body action can be rescinded. According to *Robert's*, a motion to rescind is out of order when something has been done as a result of the vote on the original motion that is impossible to undo. The unexecuted portion of an order may be rescinded, though. A motion to rescind is also improper if the original motion created a contract of which the other party has been informed or if a resignation has been acted upon or a person has been elected to or expelled from a position and the person has been officially notified of the action. In addition, the Wisconsin Supreme Court has stated that a municipal governing body may not rescind a motion if the rescission will result in the violation of vested rights.<sup>165</sup>

### **RENEWAL OF MOTIONS UNDER *ROBERT'S***<sup>166</sup>

If a motion is made and disposed of without being adopted, and is later allowed to come before the municipal governing body after being made again by any member, the motion is said to be renewed. In general, a motion may not be made a second time in essentially the same form (*i.e.*, renewed) during the same session except through a motion to reconsider or a motion to rescind. However, a motion may be renewed by any member at any subsequent session unless the original motion is still subject to consideration (*e.g.*, the original motion was tabled at the prior session and can still be acted upon by taking it from the table).

Each regular monthly meeting of a common council or village board normally constitutes a separate session.<sup>167</sup> This is because common councils and village boards are permanent bodies whose charters or bylaws provide for regularly scheduled meetings, each of which has a separate order of business. Under *Robert's* therefore, a motion considered but ultimately rejected by a municipal governing body at one meeting may be renewed by any member of the body at any subsequent meeting. For example, if a motion to adopt an annexation ordinance, which requires a two thirds vote of the entire common council, fails for lack of a sufficient number of "yes" votes, a motion to adopt the same annexation ordinance may be renewed at a subsequent meeting (as long as 120 days have not elapsed since the petition for annexation was filed).<sup>168</sup>

### **MAYORAL APPROVAL AND VETO OF LEGISLATION**

Village presidents do not have veto power but mayors do. State law provides that the mayor may veto "all acts of the council" except where the veto power has been expressly or by neces-

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164. *Robert's*, sec. 34 at 301.

165. *Edwards Realty*, *supra* n. 163, 250 Wis. at 477.

166. *Robert's*, sec. 37.

167. *Id.*, sec. 37, at 84.

168. Sec. 66.0217(8), Stats.

7e

# Memo



PUBLIC WORKS DEPARTMENT  
 1000 Hickory Street  
 Pewaukee, WI 53072  
 Telephone 262-691-5690  
 Fax 262-691-5668

**To:** Village Board  
**From:** David J. White, P.E., Director of Public Works/Village Engineer *DJW*  
**Date:** 3/30/2016  
**Re:** Bids on Tower Ct - Third Street Reconstruction Project

This proposed project will reconstruct Tower Court and Third Street from Leanore Court to Lookout Drive a distance of 350'. The work will include replacing 157 feet of storm sewers and installing 7 new catch basins, reconstructing a sanitary manhole, installing a new water valve on the existing water main, removing the existing roadway, installing a new road base, installing new curb and gutter, repaving the road, installing a retaining wall behind the walk on Tower Ct, installing beam guard, and installing sidewalks along the east side of Third Street and south side of Tower Court to connect to the existing sidewalk at Leanore Court providing a safer pedestrian route to the school district lands.

The following 4 bids were received on March 3, 2016 for the Tower Ct – Third St Reconstruction Project:

Parking Lot Maintenance, Inc	\$163,591.00
All-Ways Contractors, Inc.	\$171,699.65
Payne & Dolan, Inc	\$184,300.40
Mid City Plumbing and Heating	\$211,742.50

The Engineer's estimate for the project was \$165,923.00 so the total bid is under budget by 1.4%. The project will be funded from 4 different accounts, roadway capital projects account (\$118,949.75), sanitary sewer outlay account (\$4554.50), water outlay account (\$4509) and storm sewer utility outlay account (\$35,577.75).

This is a unit price contract based on estimated quantities so the final contract amount will be based on the asbuilt quantities. Since the total bid is under the estimate, I recommend awarding the Tower Ct-Third Street Reconstruction Project to Parking Lot Maintenance, Inc for their base bid amount of \$163,591.00.

DJW

*Original*



To: Jeff Knutson, President  
Village Board

From: Scott A. Gosse  
Village Administrator

Date: April 26, 2016

Re: Agenda Item 5d, Discussion and Possible Action on Request to Rescind Approval of Finance Director Recruitment Advertisement

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#### **BACKGROUND**

President Knutson has submitted a request to rescind the prior motion of the Village Board to approve the new recruitment for the Finance Director position. Information regarding a motion to rescind was included under a prior agenda item.

#### **ACTION REQUESTED**

The action requested of the Village Board by President Knutson is to consider action to rescind the prior approval to proceed with the new Finance Director recruitment.

#### **ANALYSIS**

If successful, a motion to rescind nullifies the original motion. Therefore, a separate agenda topic has been added following this agenda matter to allow the Village Board to discuss further action on the Finance Director recruitment in the event the Village Board votes in the majority to rescind the prior approval. If the motion to rescind fails, the prior action taken by the Village Board at the April 7<sup>th</sup> Village Board meeting to proceed stands.

Original



To: Jeff Knutson, President  
Village Board

From: Scott A. Gosse  
Village Administrator

Date: March 29, 2016

Re: Agenda Item 7g, Discussion and Possible Action Regarding Finance Director Recruitment Advertisement

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#### **BACKGROUND**

This matter is on the agenda to allow the Village Board to review the proposed recruitment ad for this position. There appeared to be some interest in possibly making changes to the ad, such as possibly including a salary range within the ad. Attached for Village Board review and approval please find a copy of the draft recruitment ad for this position. Also attached is a copy of the position description approved by the Village Board at its November 17, 2015 meeting.

#### **ACTION REQUESTED**

The action requested of the Village Board is to review the recruitment advertisement and approve if acceptable.

#### **ANALYSIS**

The recruitment advertisement for this position would be sent to the League of Wisconsin Municipalities, Municipal Treasurers Association of Wisconsin, the Wisconsin Government Finance Officers Association as well as the Village's website and other job sites such as Indeed.com.

Attachment

Village of Pewaukee

JOB DESCRIPTION

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<b>Position Title:</b>	<b>Finance Director</b>
<b>Department:</b>	<b>Administration</b>
<b>Reports To:</b>	<b>Village Administrator</b>

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**DUTIES OF POSITION:**

1. Responsible for financial records and financial planning of the Village including all the Village of Pewaukee funds, and the Pewaukee Public Library.
2. Compiles financial information for all external reporting (annual audit, State of WI, PSC, IRS, Waukesha County, U.S. Census Bureau) .
3. Prepares all necessary work papers for the annual independent audit.
4. Responsible for maintaining all debt records and advising the Clerk and Treasurer when payments are due and providing the payment instructions for those payments.
5. Maintain records of all Village of Pewaukee assets for both insurance purposes and financial reporting purposes.
6. Work with the Village Administrator to prepare the annual budget, and the long range Plan.
7. Adhere to all generally accepted accounting principals as they apply to governmental accounting.
8. Work with the Treasurer and Clerk who handle the day to day work related to accounts payable, payroll, utility billing, and insurance claims.
9. Assists the administrative staff with general invoicing issues.

**EQUIPMENT OPERATION OF POSITION:**

Position requires experience with basic office equipment. Computer use and programs including data processing, word, excel, etc. There are several specialized programs including Workhorse accounting, payroll and utility billing software, and PSC annuals reports. 10 key adding machine. Cash Register.

**SIMILAR EMPLOYMENT REQUIREMENTS:**

Position requires at least six (6) years of public financial management experience. Prefer experience as Department/Division Head of Accounting/Finance Department.

**EDUCATION REQUIREMENTS:**

College degree in accounting, financial management, or related field, additional management training preferred.

**LICENSE REQUIREMENTS:**

None. Certified Public Accountant preferred. Should be a member of the professional organization(s) and shall attend continuing education courses relative to the position.

**OTHER DUTIES REQUIRED:**

Other duties require availability beyond regular office hours, and as assigned by supervisors.

**PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTION:**

70% of the time is spent sitting, using the phone, and typing with long periods of time looking at a computer screen.  
30% of the time is spent standing, walking, talking, hearing, carrying and low handling.

**WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:**

95% of the time is spent inside in an office setting.  
5% of the time is spent outside, rarely in extreme elements (heat, cold, etc.)

Approved: November 17, 2015

Finance Director  
Village of Pewaukee, Wisconsin

The Village of Pewaukee (pop. 8,138) is looking for a fulltime Finance Director. This is a newly created position that will be responsible for financial records and financial planning of the Village including all the Village of Pewaukee funds. Additionally, the successful candidate will advise the Village Board and staff on financial matters including the development and monitoring of the various operating budgets, financial reports and be the staff lead on the annual audit. Interested parties should be knowledgeable of WI State Statutes and Generally Accepted Accounting Principles. College Degree in accounting, financial management or related field. A CPA would be preferred and a minimum of four years of governmental accounting experience, as well as supervisory experience, is highly desired. Salary [REDACTED] DOQ. Submit Village Application (**required** and available at [www.villageofpewaukee.wi.us](http://www.villageofpewaukee.wi.us)), letter of interest, three references, and resume to: Finance Director Search, c/o Village Administrator, 235 Hickory Street, Pewaukee, WI 53072. Application deadline May 3, 2016 at 4PM CST.

DRAFT



To: Jeff Knutson, President  
Village Board

From: Scott A. Gosse  
Village Administrator

Date: April 27, 2016

Re: Agenda Item SF, Discussion and Direction Regarding Creating a Deputy Clerk/Treasurer  
Position

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**BACKGROUND**

This topic is on the agenda at the request of President Knutson with discussion on it likely based upon the outcome of agenda items 5d and 5e.

**ACTION REQUESTED**

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



To: Jeff Knutson, President  
Village Board

From: Scott A. Gosse  
Village Administrator

Date: April 25, 2016

Re: Agenda Item 5g, Update and Direction on Possible Lake Street Speed Radar Sign

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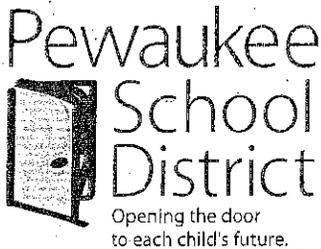
**BACKGROUND**

Attached please find a copy of a letter received from School District on the request for funding of the speed sign.

**ACTION REQUESTED**

This matter is on the agenda for an update and to allow the Village Board to provide direction on this matter.

Attachment



Opening the door  
to each child's future.

April 19, 2016

JoAnn Sternke, Ed.D.  
Superintendent of Schools

District Office ♦ 404 Lake Street ♦ Pewaukee, Wisconsin 53072

Phone: (262) 695-5046 ♦ Fax: (262) 691-1052

sterjoa@pewaukeeschools.org ♦ www.pewaukeeschools.schoolfusion.us

Mr. Scott Gosse  
Village Administrator  
Village of Pewaukee  
235 Hickory Street  
Pewaukee, WI 53072

RECEIVED

APR 22 2016

VILLAGE OF PEWAUKEE

**RE: Proposed Radar Speed Sign for Lake Street**

Dear Scott:

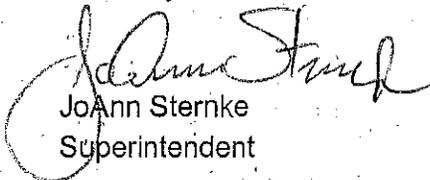
Thank you for taking the time to discuss the proposal from the Village Board regarding the radar speed sign to be placed on Lake Street. When the District was initially approached about contributing to the cost of this sign we had agreed to fund 50% of the cost project. This commitment was made based on the recommendation from the Village expressing the need for such a device to be added and our fulfillment of our pledge to be a good neighbor to the area surrounding the campus. It is our understanding that there may not be consensus among the Village Trustees that there is a need for the additional investment in this signage.

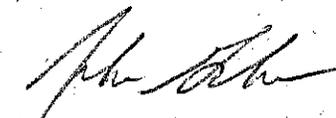
Over the past several years, we have utilized the tools at our disposal including newsletters, website, parent communication, and the electronic sign board to convey the message of driving safely on and around the campus. We hold a strong commitment to the safety of the neighborhood and campus, and this will not change.

We ask the Village Board to further discuss the necessity for this as an additional reminder to those driving on and around the campus. If it is deemed necessary for the betterment of the community we will, as previously committed, fund 50% of the cost of adding the radar speed sign in the proposed location.

Thank you for providing us your feedback. Please contact me with any questions.

Sincerely,

  
JoAnn Sternke  
Superintendent

  
John Gahan  
Assistant Superintendent