



Regular Village Board Meeting Agenda (Amended)

Tuesday, November 17th, 2015 – 7:00 pm
Village Hall, 235 Hickory Street, Pewaukee, WI 53072

1. Call to Order, Pledge of Allegiance, Moment of Silence and Roll Call at 7:00 pm.
2. Public Hearings
 1. Draft 2016 Village Budget
3. Approval of Minutes of Previous Meeting.
 - Minutes of the Regular Village Board Meeting – November 3, 2015
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. Ordinances
 - a. Ordinance No. 2015-12, An Ordinance Levying Property Taxes for the General Fund and Debt Service Fund for the Year 2015 to Support the 2016 Budget
 - b. Charter Ordinance 2015-02, Charter Ordinance Repealing Charter Ordinance Section 2 Of the Municipal Code of the Charter of the Village of Pewaukee Regarding the Positions of Clerk-Treasurer and Establishing The Position of Finance Director, Village Clerk and Village Treasurer
 - c. Charter Ordinance 2015-03, Charter Ordinance Repealing Charter Ordinance Section 2 of the Municipal Code of the Charter of the Village of Pewaukee Regarding the Positions of Clerk-Treasurer and Establishing The Position of Village Clerk and Village Treasurer
6. Resolutions
 - a. None.
7. Old Business.
 - a. Continued Review and Possible Action on Proposed Village Budgets.
 1. Review and Adoption of General Fund Budget.
 2. Review and Adoption of Capital Funds Budget.
 3. Review and Adoption of Debt Service Budget.
 4. Review and Adoption of Cemetery Fund Budget.
 5. Review and Adoption of Water Utility Budget.
 6. Review and Adoption of Storm Water Utility Budget.
 7. Review and Adoption of Sewer Department Budget.
 8. Review and Adoption of Lake Patrol Budget.
 9. **Review and Adoption of Laimon Family Lakeside Park Budget.**
 - b. Remove from Table – Discussion and Direction Regarding Limiting the Number of False Alarm Charges
8. New Business.



Regular Village Board Meeting Agenda (Amended)

- a. Discussion and Possible Action to Approve Proposed Automobile Service Facility in Meadow Creek Market Planned Unit Development
 - b. Discussion and Possible Action on Proposed Certified Survey Map to Create a 1.5169 Acre Parcel within the Meadow Creek Market Planned Unit Development
 - c. Monthly Approval of Checks and Invoices for all funds – October 2015
 - d. License Approvals and Vendor Permits.
 1. Class “B”/”Class B” Combination Liquor License - New
 2. Operator Licenses – New
 3. Operator License - Renewal
 - e. Discussion and Possible Action on Approval of Position Descriptions for a Finance Director, Village Clerk and Village Treasurer Positions
 - f. Discussion and Possible Action on Approval of Position Descriptions for a Village Clerk, Village Treasurer and Utility Clerk/Office Assistant Positions
9. 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.*
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: November 13, 2015

**VILLAGE OF PEWAUKEE
VILLAGE BOARD MEETING
November 3, 2015**

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 7:00 p.m. The Pledge of Allegiance was recited, followed by a moment of silence.

Roll Call attendance was taken with the following present: Trustee Paul Evert, Trustee Pat Nauth, Trustee Heather Gergen, Trustee Joe Zompa, Trustee Tom Calder, and President Jeff Knutson. Trustee Cathy Baumann was excused with anticipated late arrival.

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

Trustee Cathy Baumann arrived at approximately 7:02 p.m.

a. Presentation for Officers Nate Wright and Brian Foth recognizing their efforts at a fire call in September

Chief Otto thanked the Village Board, the Village of Pewaukee community members, and family members for their support. Otto introduced Devi Reddy and Daya Pillay, residents who were rescued from a burning building by Officer Nathan Wright and Officer Brian Foth.

Devi Reddy and her husband Daya Pillay thanked Officer Wright and Officer Foth for rescuing them that night and saving their lives as well as the lives of other residents in the apartment building. Devi and Daya gave an account of the events that evening that led to them having to jump from their second story apartment to escape the fire.

Chief Otto thanked Devi and Daya for their very thoughtful presentation. Otto thanked Daya for staying calm while on the phone with dispatch and for his ability to direct emergency services to where the fire was located. Otto stated the call came in at 12:57 a.m. and Officer Wright was on the scene within one minute eighteen seconds, with Officer Foth there shortly afterwards. He thanked Wright and Foth for their ability to implement a plan when faced with the circumstances and no available resources.

Chief Otto stated there are four levels of recognition for the police force; Letter of Appreciation, Letter of Commendation, Distinguished Service Citation, and Citation of Valor. Officer Wright and Officer Foth are each being awarded the Distinguished Service Citation. He commended them for performing to the highest standard of police expectation.

Lieutenant Garry presented Officer Wright and Officer Foth with the Distinguished Service Citation ribbon and medal. He stated the ribbon is worn on the officer's uniform and the medal is worn on their dress uniform.

Captain Iding stated it was an honor to present Officer Wright and Officer Foth this award and presented them each with a plaque. Iding read the plaques, "Distinguished Service Citation November 3, 2015, recognized and appreciative of heroic lifesaving conduct at 1302 Sunnyridge Road."

Chief Otto thanked Officer Wright and Officer Foth.

2. Approval of Minutes of Previous Meetings

a. *Minutes of the October 20, 2015 Regular Village Board Meeting*

Trustee Evert moved, seconded by Trustee Zompa to approve the October 20, 2015 minutes as presented. Motion carried 7-0.

b. *Minutes of the October 23, 2015 Special Village Board Meeting*

Trustee Nauth moved, seconded by Trustee Gergen to approve the October 23, 2015 minutes as presented. Motion carried 4-0, with Trustee Baumann, Trustee Evert, and Trustee Calder abstaining.

3. Citizen Comments

Jim Fisher – 130 West Wisconsin Avenue, Unit#24 – Mr. Fisher stated he works as a treasurer and CPA and is a City Council leader in another community and he resents being charged a second time for something already pay for through taxes. He stated the taxes pay for stand-by services and being billed for false alarms and mechanical issues is billing a second time. He stated it's not fair the Village charges the full cost to residents as punishment. As a city council member taking on liability of taking on a false alarm so expensive it could prevent people from calling in. He stated people have a real fear of having to call in a second time. He hopes the board does something to address the fact the Village has a false alarm charge not shared by any other municipality.

Carole Stamm – 130 West Wisconsin Avenue, Unit#1 – Ms. Stamm stated she was walking down the hall of her condo complex and heard an alarm going off in unit#6. She didn't know what it was for and didn't smell smoke. She stated she was afraid to call the fire alarm in so she stayed and watched the unit. Stamm stated the Village of Hartland allows three free false alarms and then they charge \$75.00. If that were to happen in the Village of Pewaukee it would have cost \$23,000, almost 300 times the amount of Hartland. She stated she hates to think of people losing their homes or lives.

Dean Larchman – representing his father a resident of 130 West Wisconsin Avenue, Unit#25 – Mr. Larchman stated his father lives at Pewaukee Shores. He stated he shares Mr. Fisher's concerns and that any financial costs would be difficult for his father. He stated something needs to change regarding the false alarms and he has never seen such high charges like this in another community. He asked when this happened and why.

Pat McHalsky – 130 West Wisconsin Avenue, Unit#16 – Ms. McHalsky asked where the money goes. She stated it's not just Pewaukee Shores, its individuals too. She asked where the money goes.

Robert Jovanovich – 130 West Wisconsin Avenue, Unit#5 – Mr. Jovanovich stated he was at the previous board meeting. He wants to know about the people with individual homes and if they have the kind of money to pay the false alarm charges. He asked if older people have that kind of money. He asked if the Village has considered going to the City of Pewaukee for services.

Carole Stamm – 130 West Wisconsin Avenue, Unit#1 – Ms. Stamm stated the fire department gets none of the money.

4. Ordinances

a. *Charter Ordinance 2015-01, Charter Ordinance Repealing Charter Ordinance Section 2 of the Municipal Code of the Charter of the Village of Pewaukee Regarding the Position of Clerk-Treasurer and Establishing the Position of Finance Director-Village Treasurer.*

Trustee Gergen stated this was the same ordinance that was passed over at the previous meeting. She asked if this needs to pass in order to post the position. Attorney Blum stated the board has approved the job descriptions and if they want to follow through then they will need to approve changing the Charter Ordinance.

Trusted Gergen moved, seconded by Trustee Evert to adopt the changes to the Charter Ordinance as presented. Trustee Calder stated he was involved with pushing the title of Finance Director and he isn't favorable of the motion unless it is changed to approve the separate Treasurer position. Trustee Gergen asked if the board approved the Finance Director-Treasurer position. Administrator Gosse stated the board adopted the Finance Director-Treasurer and Clerk positions and retaining the Deputy Treasurer position. The changes to the Charter Ordinance reflect that approval. Brief discussion followed. **Roll Call vote was taken:**

Trustee Paul Evert	Aye	Trustee Pat Nauth	Aye
Trustee Heather Gergen	Aye	Trustee Cathy Baumann	Aye
Trustee Joe Zompa	Nay	Trustee Tom Calder	Nay
President Jeff Knutson	Nay		

Motion failed 4-3. Charter Ordinance changes require a two-thirds vote of at least 5-2.

Trustee Calder stated he would like to see the Charter Ordinance redrawn to be reflective of separate Finance Director, Treasurer, and Clerk positions. President Knutson directed staff to place the item on the next agenda as a discussion and possible action item.

President Knutson asked to move agenda item 5.a to the end.

6. New Business

a. Discussion and Possible Action on Assumption of Risk and Release Agreement with Moonshiner's Snowmobile Club, Inc.

Administrator Gosse stated this request is consistent with past years to use the pathway off of the lakefront to Village Park. They do have a certificate of insurance and indemnification. It is the same as last years.

Trustee Nauth stated the insurance expires in February 2016, and asked if could be extended. Attorney Blum stated the village could have it rescinded if the insurance isn't in place.

Trustee Calder moved, seconded by Trustee Baumann to approve the Assumption of Risk and Release Agreement with Moonshiner's Snowmobile Club, Inc. Motion carried 7-0.

b. Discussion and Possible Action on Positively Pewaukee Special Event Permit Applications for 2016

Administrator Gosse stated the list of events being presented is consistent with the events in 2015. He stated the half marathon was rebranded to include men and women. Otherwise there are no new events. The events presented have gone through the different department heads for review and no issues were found. The events will be going before the Parks and Recreation board for approval but no issues were indicated by Parks, Recreation, and Community Services Director Kelley Woldanski. Positively Pewaukee will be responsible for expenses related to public safety.

Trustee Evert stated his concern that tax payers are paying for the street to be cleaned before and after the Taste of Lake Country event. Administrator Gosse stated it's only completed if it fits into the DPW

schedule and if they are actively cleaning the streets. He stated if DPW isn't cleaning the streets, than it won't happen.

Trustee Gergen moved, seconded by Trustee Calder to approve the events hosted by Positively Pewaukee in 2016 as presented. Motion carried 7-0.

c. Discussion and Direction Regarding Limiting the Number of False Alarm Charges

Trustee Baumann asked if this item could be discussed due to pending litigation and if the board wants to discuss this right now. Attorney Blum stated it's ultimately up to the board but he would suggest they table it for right now.

Trustee Baumann moved, seconded by Trustee Evert to table this item until the November 17, 2015 Village Board meeting. Roll Call vote was taken:

Trustee Paul Evert	Aye	Trustee Pat Nauth	Aye
Trustee Heather Gergen	Aye	Trustee Cathy Baumann	Aye
Trustee Joe Zompa	Nay	Trustee Tom Calder	Nay
President Jeff Knutson	Aye		

Motion carried 5-2.

d. License Approvals and Vendor Permits

1. Operator Licenses

Trustee Evert moved, seconded by Trustee Gergen to approve the new operator license for Bernadette Chevalier as presented. Motion carried 7-0.

e. Discussion and Possible Action on Disposition of Service Handgun as Retirement Gift for Retiring Police Officer

Chief Otto presented the request stating in the past when an officer retires the department has asked if they would like to keep their handgun and if they do it has been gifted to them. He stated the department has taken it to an engraver and had it engraved before being gifted to the retiring officer. He stated if the Village Board does not approve the request the members of the department have stated they will raise the money to pay for the gift. Otto stated the retiring officer is a veteran of 31 years and it would be nice to say the Village Board did this for this employee.

Trustee Zompa moved, seconded by Trustee Nauth to approve the Disposition of Service Handgun as a Retirement Gift for a Retiring Police Officer. Motion carried 7-0.

5. Old Business

a. Discussion and Direction on Draft 2016 Budgets (various funds) and Draft 2016-2018 Capital Plan

Administrator Gosse started the discussion with the general fund budget stating there were no new numbers for expenditures or revenues. He stated there are a couple of things to look at. There will be a retirement in PD which will create an incremental shift with the new hire and a decrease in wages, with a conservative estimated reduction of \$10,000. Gosse stated the lion's share of the budget is outside sources impacting the services and budget. He stated historically the last line item has been the contingency account that operates as a rainy day fund. Gosse indicated there is an approximate \$300,000 deficit in the draft 2016 budget.

Trustee Calder asked what the other options were for dealing with the deficit and if it would involve

using the fund balance, reserves, or the contingency fund. Calder asked if the Village is looking at borrowing again.

Administrator Gosse stated if the board is looking at balancing the \$300,000 deficit, the Board would need to look at staff cuts or the use of fund balance. Trustee Calder stated the Fire and EMS is driving the bus at \$1,700,000. Trustee Zompa stated worse than that is the fact the budget factors in payback of false alarm bills. Zompa stated by removing this number, the deficit is now \$350,000. Discussion followed. The Board asked to have revenue generated from false alarms removed from the budget.

President Knutson asked how much money was in the general fund. Administrator Gosse stated there is \$2,226,000 unassigned. Discussion followed.

Trustee Zompa asked if the Board wanted to borrow money on the 2016 budget to bridge the deficit until the situation is changed with fire and EMS services and then pay it back in 2017. Trustee Calder stated the Village has a track record for living outside its means. Discussion followed.

Trustee Calder stated the Village could cut capital projects. Trustee Nauth asked if the \$319,162 is designated only for capital projects. Administrator Gosse stated the board assigned it for that purpose but the board could change its purpose. President Knutson stated taking the funds from capital projects would be similar to taking from the reserves and paying it back. Discussion followed.

Administrator Gosse stated if the board is looking at capital outlay, the squad cars have already been committed to. Discussion followed.

Trustee Zompa stated the board should schedule more time to discuss the budget in more detail. President Knutson requested a special meeting starting at 6 p.m. on the same night of the next regularly scheduled Village Board meeting. Discussion followed.

7. Citizen Comments

Carole Stamm – 130 West Wisconsin Avenue, Unit#1 – Ms. Stamm stated she was very disappointed. She thought there would be some relief for what is not considered a false alarm. She feels the board should consider selling Smokey's. All of the equipment was taken out of the water and just dumped. She stated the gas tank is blocked and there's no way a fire truck could get to the condos.

Chief Tim Otto – Village of Pewaukee Police Department – Chief Otto stated the same individual who has donated money to fund the D.A.R.E. program has come forward again with a check for the program in 2016.

Carole Stamm – 130 West Wisconsin Avenue, Unit#1 – Ms. Stamm stated there are 27 units in her building and they pay a combined \$116,000 in taxes but the village was happy to charge \$19,000 when there wasn't a fire.

8. Closed Session – *The Village Board of the Village of Pewaukee will move 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 regarding part-time Police Administrative Clerk.*

Trustee Baumann moved, seconded by Trustee Evert to convene into Closed Session at approximately 8:20 p.m. Motion carried by Roll Call vote, 7-0. Present in closed session were the Village Board members, Attorney Blum, Administrator Gosse, Chief Otto, Lieutenant Garry, and Interim Clerk-Treasurer Schumacher.

9. Convene Into Open Session

Trustee Calder moved, seconded by Trustee Baumann to reconvene into Open Session at approximately 8:27 p.m. Motion carried by Roll Call vote, 7-0.

10. Action Out of Closed Session

- a. Discussion and Possible Action on Wage Adjustment for part-time Police Administrative Clerk*

Trustee Zompa moved, seconded by Trustee Nauth to approve a \$2.00 wage increase for part-time Police Administrative Clerk, with consideration for future raises at usual time in January. Motion carried 7-0.

11. Adjournment

Trustee Baumann moved, seconded by Trustee Evert to adjourn the November 3, 2015 Village of Pewaukee Board meeting. Motion carried 7-0.

Meeting adjourned at approximately 8:30 p.m.

Respectfully submitted,

Chaz M. Schumacher
Interim Clerk-Treasurer

ORDINANCE NO. 2015-12**AN ORDINANCE LEVYING PROPERTY TAXES FOR THE GENERAL FUND AND THE
DEBT SERVICE FUND OF THE VILLAGE OF PEWAUKEE
FOR THE YEAR 2015 to SUPPORT THE 2016 BUDGET**

The Village Board of the Village of Pewaukee, Wisconsin does hereby ordain as follows:

SECTION 1. There is hereby a tax of \$4,800,765.01 for Village purposes on all taxable property within the Village of Pewaukee.

SECTION 2. The tax to be levied will fund the following purposes:

General Fund (Operating)	\$3,851,447.00
Debt Service Fund	\$945,986.00
TIF #2 Fund	\$3,332.01

The total Village levy is \$4,800,765.01.

SECTION 3. This ordinance shall take effect and be in force from and after its passage and publication as required by law.

Adopted this 17th day of November 2015.

Jeff Knutson
Village President

Chaz Schumacher
Interim Village Clerk-Treasurer



To: Jeff Knutson, President
Village Board

From: Scott A. Gosse
Village Administrator

Date: November 13, 2015

Re: Agenda Item 5b, Charter Ordinance 2015-02, Charter Ordinance Repealing Charter Ordinance Section 2 Of the Municipal Code of the Charter of the Village of Pewaukee Regarding the Positions of Clerk-Treasurer and Establishing The Position of Finance Director, Village Clerk and Village Treasurer

BACKGROUND

This matter is included on the agenda at the request of Trustee Calder at the last Village Board meeting.

ACTION REQUESTED

The action requested of the Village Board by Trustee Calder is to consider adoption of Charter Ordinance 2015-02, Charter Ordinance Repealing Charter Ordinance Section 2 Of the Municipal Code of the Charter of the Village of Pewaukee Regarding the Positions of Clerk-Treasurer and Establishing The Position of Finance Director, Village Clerk and Village Treasurer.

ANALYSIS

Attorney Blum's letter reviews the procedure to be followed for the amendment of a Charter Ordinance as well as detailing the publication requirement following adoption of a Charter Ordinance. If adopted, the ordinance does not take effect until 60 days after passage and publication.

Attachments

CHARTER ORDINANCE 2015-02

**Charter Ordinance Repealing Charter Ordinance Section 2
Of the Municipal Code of the Charter of the Village of Pewaukee
Regarding the Positions of Clerk-Treasurer and Establishing
The Position of Finance Director, Village Clerk and Village Treasurer**

DRAFT

The Village Board of the Village of Pewaukee, Waukesha County, Wisconsin do ordain as follows:

SECTION I

Charter Ordinance Section 2 of the Municipal Code of the Village of Pewaukee concerning the position of Village Clerk-Treasurer is hereby repealed.

SECTION II

Office of Village Clerk

A. Pursuant to Wisconsin Statute Secs. 61.195, 61.197 and 66.01, the Village elects not to be governed by those portions of Wisconsin Statute Secs. 61.19, 61.23 and 61.25(2), which relate to the selection and tenure of the Village Clerk and the Village Treasurer and which are in conflict with the provisions of this Charter Ordinance.

B. There is hereby created the Office of Village Clerk. The person so selected to perform the duties of the Office of Village Clerk shall be appointed by a majority vote of the Village Board. The Village Clerk shall hold office for an indefinite term and shall be subject to removal as provided by law for officers appointed by the Village Board.

C. The Village Board shall determine, from time to time, as it may deem necessary by a majority vote whether the Office of Village Clerk shall be a full-time or part-time position and shall likewise determine the compensation to be paid therefore.

D. The incumbent Village Clerk-Treasurer shall continue to serve in the combined office until the appointment and qualification of a Village Clerk, Finance Director and Village Treasurer. The Village Clerk shall perform all duties required of the Office of Village Clerk as provided by law, and such other duties as the Village Board may direct to be executed by the Clerk from time to time.

SECTION III

Finance Director

A. Pursuant to Wisconsin Statute Secs. 61.195, 61.197 and 66.01, the Village elects not to be governed by those portions of Wisconsin Statute Sec. 61.19, 61.23 and 61.25(2) which relate to the selection or tenure of the Village Treasurer and which are in conflict with the provisions of this Charter Ordinance.

B. There is hereby created the Finance Director. The person so selected to perform the duties of the Finance Director shall be appointed by a majority vote of the Village Board.

The Finance Director shall hold office for an indefinite term and shall be subject to removal as provided by law for officers appointed by the Village Board.

C. The Village Board shall determine from time to time as it may become necessary by majority vote whether the Finance Director shall be a full-time or part-time position.

D. Annual audits shall be made of the records of the Finance Director with the audit to be made by a certified public accountant. The appointed Finance Director shall hold office for an indefinite term subject to removal as provided for under Wisconsin Statute.

SECTION IV Village Treasurer

A. Pursuant to Wisconsin Statute Secs. 61.195, 61.197 and 66.01, the Village elects not to be governed by those portions of Wisconsin Statute Sec. 61.19, 61.23 and 61.25(2) which relate to the selection or tenure of the Village Treasurer and which are in conflict with the provisions of this Charter Ordinance.

B. There is hereby created the Village Treasurer. The person so selected to perform the duties of the Village Treasurer shall be appointed by a majority vote of the Village Board. The Village Treasurer shall hold office for an indefinite term and shall be subject to removal as provided by law for officers appointed by the Village Board.

C. The Office of Village Treasurer shall perform such duties as required under the Wisconsin Statute for Village Treasurers, as well as such other and further duties as may be required from time to time by the Village Board.

D. The Village Board shall determine from time to time as it may become necessary by majority vote whether the Office of Village Treasurer shall be a full-time or part-time position, or combined with other positions.

E. Annual audits shall be made of the records of the Village Treasurer with the audit to be made by a certified public accountant. The appointed Village Treasurer shall hold office for an indefinite term subject to removal as provided for under Wisconsin Statute.

SECTION V

This enactment is a Charter Ordinance and shall take effect sixty (60) days after its publication according to law unless, within such sixty (60) days, a referendum petition is filed as provided pursuant to Wisconsin Statute Sec. 66.0101, in which event this Ordinance shall not take effect until it is submitted to a referendum and approved by a majority of the electors voting thereon.

SECTION VI

All Ordinances or parts of Ordinances in conflict herewith are hereby repealed. Any Charter provision or any previously enacted Ordinance or Charter Ordinance inconsistent or in conflict hereby to that extent repealed.

SECTION VII

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

Passed and adopted this _____ day of _____ 2015 by the Village Board of the Village of Pewaukee.

APPROVED:

Jeff Knutson, Village of Pewaukee President

Countersigned:

Chaz Schumacher, Village of Pewaukee Interim Clerk

HIPPENMEYER, REILLY, MOODIE & BLUM, S.C.

ROBERT B. MOODIE
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THOMAS G. SCHMITZER
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E-MAIL: MGBLUM@HRMBLAWFIRM.COM

November 9, 2015

Via Email ONLY

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

Re: Charter Ordinance

Dear Scott:

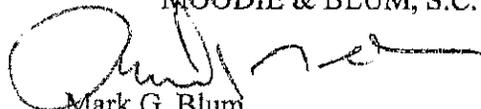
Enclosed is the revised Charter Ordinance with respect to changing the position of Village Clerk-Treasurer to two separate positions for those offices, along with the creation of a Finance Director position. As I indicated previously in my correspondence of October 9, 2015, the enactment of this Ordinance differs from normal Village Ordinances in that a two-thirds vote of the members of the governing body is required in order to pass it. If it is adopted by the Village Board on that basis, it must then be published as Class I legal notice and a certified copy must be filed with the Secretary of State's Office. As indicated in the text of the Ordinance, it does not take effect until sixty days after its passage and publication. If, within that sixty day period, a petition conforming to Statute signed by a number of electors in the Village equal to not less than 7% of the votes cast in the last gubernatorial election is submitted, then the matter would need to be forwarded to the electors by way of a referendum for their consideration. The Ordinance would then either take effect upon the electors approving the referendum question or the Charter Ordinance would be rescinded if, in fact, the referendum is not passed.

Because of the requirement that there be a sixty day period before it is determined whether a referendum is necessary, we would need to provide the Office of Village Clerk-Treasurer to be occupied during the transition. As you can see, there is language in the Ordinance that provides that the Village Clerk-Treasurer would continue to remain in office and perform the duties of the positions until such time as the Charter Ordinance would become effective according to law.

Please let me know if you have any questions or concerns regarding these matters.

Sincerely,

HIPPENMEYER, REILLY,
MOODIE & BLUM, S.C.


Mark G. Blum
Village Attorney

MGB/jb
Enc.



To: Jeff Knutson, President
Village Board

From: Scott A. Gosse
Village Administrator

Date: November 13, 2015

Re: Agenda Item 5c, Charter Ordinance 2015-03, Charter Ordinance Repealing Charter Ordinance Section 2 of the Municipal Code of the Charter of the Village of Pewaukee Regarding the Positions of Clerk-Treasurer and Establishing The Position of Village Clerk and Village Treasurer

BACKGROUND

This matter is included on the agenda at the request of President Knutson.

ACTION REQUESTED

The action requested of the Village Board by President Knutson is to consider adoption of Charter Ordinance 2015-03, Charter Ordinance Repealing Charter Ordinance Section 2 of the Municipal Code of the Charter of the Village of Pewaukee Regarding the Positions of Clerk-Treasurer and Establishing The Position of Village Clerk and Village Treasurer.

ANALYSIS

Attorney Blum's letter reviews the procedure to be followed for the amendment of a Charter Ordinance as well as detailing the publication requirement following adoption of a Charter Ordinance. If adopted, the ordinance does not take effect until 60 days after passage and publication.

Attachments

STATE OF WISCONSIN

VILLAGE OF PEWAUKEE

WAUKESHA COUNTY

CHARTER ORDINANCE 2015-03

**Charter Ordinance Repealing Charter Ordinance Section 2
Of the Municipal Code of the Charter of the Village of Pewaukee
Regarding the Positions of Clerk-Treasurer and Establishing
The Positions of Village Clerk and Village Treasurer**

DRAFT

The Village Board of the Village of Pewaukee, Waukesha County, Wisconsin do ordain as follows:

SECTION I

Charter Ordinance Section 2 of the Municipal Code of the Village of Pewaukee concerning the position of Village Clerk-Treasurer is hereby repealed.

SECTION II

Office of Village Clerk

A. Pursuant to Wisconsin Statute Secs. 61.195, 61.197 and 66.01, the Village elects not to be governed by those portions of Wisconsin Statute Secs. 61.19, 61.23 and 61.25(2), which relate to the selection and tenure of the Village Clerk and the Village Treasurer and which are in conflict with the provisions of this Charter Ordinance.

B. There is hereby created the Office of Village Clerk. The person so selected to perform the duties of the Office of Village Clerk shall be appointed by a majority vote of the Village Board. The Village Clerk shall hold office for an indefinite term and shall be subject to removal as provided by law for officers appointed by the Village Board.

C. The Village Board shall determine, from time to time, as it may deem necessary by a majority vote whether the Office of Village Clerk shall be a full-time or part-time position and shall likewise determine the compensation to be paid therefore.

D. The incumbent Village Clerk-Treasurer shall continue to serve in the combined office until the appointment and qualification of a Village Clerk and Village Treasurer. The Village Clerk shall perform all duties required of the Office of Village Clerk as provided by law, and such other duties as the Village Board may direct to be executed by the Clerk from time to time.

SECTION III

Village Treasurer

A. Pursuant to Wisconsin Statute Secs. 61.195, 61.197 and 66.01, the Village elects not to be governed by those portions of Wisconsin Statute Sec. 61.19, 61.23 and 61.25(2) which relate to the selection or tenure of the Village Treasurer and which are in conflict with the provisions of this Charter Ordinance.

B. There is hereby created the Village Treasurer. The person so selected to perform the duties of the Village Treasurer shall be appointed by a majority vote of the Village Board.

The Village Treasurer shall hold office for an indefinite term and shall be subject to removal as provided by law for officers appointed by the Village Board.

C. The Office of Village Treasurer shall perform such duties as required under the Wisconsin Statute for Village Treasurers, as well as such other and further duties as may be required from time to time by the Village Board.

D. The Village Board shall determine from time to time as it may become necessary by majority vote whether the Office of Village Treasurer shall be a full-time or part-time position, or combined with other positions.

E. Annual audits shall be made of the records of the Village Treasurer with the audit to be made by a certified public accountant. The appointed Village Treasurer shall hold office for an indefinite term subject to removal as provided for under Wisconsin Statute.

SECTION IV

This enactment is a Charter Ordinance and shall take effect sixty (60) days after its publication according to law unless, within such sixty (60) days, a referendum petition is filed as provided pursuant to Wisconsin Statute Sec. 66.0101, in which event this Ordinance shall not take effect until it is submitted to a referendum and approved by a majority of the electors voting thereon.

SECTION V

All Ordinances or parts of Ordinances in conflict herewith are hereby repealed. Any Charter provision or any previously enacted Ordinance or Charter Ordinance inconsistent or in conflict hereby to that extent repealed.

SECTION VI

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

Passed and adopted this _____ day of _____ 2015 by the Village Board of the Village of Pewaukee.

APPROVED:

Jeff Knutson, Village of Pewaukee President

Countersigned:

Chaz Schumacher, Village of Pewaukee Interim Clerk

LAW OFFICES OF

HIPPENMEYER, REILLY, MOODIE & BLUM, S.C.

ROBERT B. MOODIE
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RICHARD S. HIPPENMEYER
(1911-1979)

WILLIAM F. REILLY
(1932-2007)

E-MAIL: MGBLUM@HRMBLAWFIRM.COM

November 13, 2015

Via Email ONLY

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

Re: Charter Ordinance

Dear Scott:

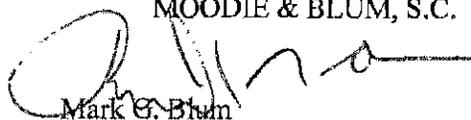
Enclosed is the revised Charter Ordinance with respect to removing the position of the Finance Director and establishing the position of Village Clerk-Treasurer as two separate positions for those offices. As I indicated previously, the enactment of this Ordinance differs from normal Village Ordinances in that a two-thirds vote of the members of the governing body is required in order to pass it. If it is adopted by the Village Board on that basis, it must then be published as Class I legal notice and a certified copy must be filed with the Secretary of State's Office. As indicated in the text of the Ordinance, it does not take effect until sixty days after its passage and publication. If, within that sixty day period, a petition conforming to Statute signed by a number of electors in the Village equal to not less than 7% of the votes cast in the last gubernatorial election is submitted, then the matter would need to be forwarded to the electors by way of a referendum for their consideration. The Ordinance would then either take effect upon the electors approving the referendum question or the Charter Ordinance would be rescinded if, in fact, the referendum is not passed.

Because of the requirement that there be a sixty day period before it is determined whether a referendum is necessary, we would need to provide the Office of Village Clerk-Treasurer to be occupied during the transition. As you can see, there is language in the Ordinance that provides that the Village Clerk-Treasurer would continue to remain in office and perform the duties of the positions until such time as the Charter Ordinance would become effective according to law.

Please let me know if you have any questions or concerns regarding these matters.

Sincerely,

HIPPENMEYER, REILLY,
MOODIE & BLUM, S.C.


Mark G. Blum
Village Attorney

MGB/jb
Enc.



To: Jeff Knutson, President
Village Board

From: Scott A. Gosse
Village Administrator

Date: November 11, 2015

Re: Agenda Item **7b**, Remove from Table - Discussion and Direction Regarding Limiting the Number of False Alarm Charges

BACKGROUND

This matter was tabled by the Village Board at its November 3rd meeting and was placed on the Village Board agenda at the request of Trustee Zompa.

ACTION REQUESTED

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

ANALYSIS

The attached information has been provided by Trustee Zompa.

Attachment

False Alarm Charges Paid by the Village

<u>2015</u>	(41 total false alarms; 9/30/15 YTD)	<u>#</u>	<u>%</u>	<u>Cost/per call: \$7,676.00</u>
	Asiana	2		
	Anthony DeQuasado, 1088 Quail Ct.	1		
	Arline Dillon, 1088 Quail Ct	1		
	1088 Quail Ct. (property Owner)	1		
	Panera Bread	1		
	Pewaukee Public Schools	2		
	Matthews of Pewaukee	7		
	WCCTC	1		
	Total:	16	39%	

<u>2014</u>	(36 total false alarms)	<u>#</u>	<u>%</u>	<u>Cost/per call: \$6,652.00</u>
	River Hills Nursing Home	1		
	Walmart	1		
	Wheaton Franciscan	1		
	130 W. Wisconsin Ave.	3		
	Total:	6	17%	

Proposals

- | | | |
|---|--|----------|
| 1 | Cap # of paid calls to 2 per calendar year, retroactive to 1/1/14 | \$45,032 |
| 2 | Cap # of paid calls to 1 per calendar year, retroactive to 1/1/14 | \$74,712 |
| 3 | Cap # of paid calls to 2 per calendar year, retroactive to 1/1/14, HD Housing only, >8 units + schools | \$45,032 |
| 4 | Other | ?????? |



To: Jeff Knutson, President
Village Board

From: Scott A. Gosse
Village Administrator

Date: November 13, 2015

Re: Agenda Item **8a**, Discussion and Possible Action to Concur on Approval of Conditional Use Permit request of prospective business owner/operator Jon Zimmerman in c/o Architect Christopher Wenzler of Briohn Design Group, LLC to construct a 4,524 square foot building for drive-thru carwash use (one lane drive-thru carwash plus related office and mechanicals spaces) on a 1.5 acre tract of vacant land to be split off from a larger parcel within the Meadow Creek Market PUD area and located approximately at the northwest corner of Capitol Drive and Willow Grove Drive and north thereof – keeping west and south of the private internal roads

BACKGROUND

This matter is on the Village Board agenda as automobile service facilities within the Meadow Creek Market Planned Unit Development require the concurrence of the Village Board in addition to Plan Commission approval. The Plan Commission approved the CUG with the conditions recommended by the Village Planner and Consulting Engineer at its meeting on November 12th.

ACTION REQUESTED

The action requested of the Village Board is to review this matter, and if comfortable with the proposal, to approve the project subject to the staff recommendations contained within the Planner's and Consulting Engineer's memos noting that the Plan Commission considers the condition regarding acoustics addressed based upon the report submitted by Riedel Associates.

ANALYSIS

A copy of the Planner and Engineer reports provided to the Plan Commission are attached for your review along with a copy of the rendering and site plan. Please note that with regard to the Planner's third recommendation, a copy of a report regarding the decibels associated with the car wash operation was provided to and accepted by the Plan Commission at its meeting (copy of report attached).

Additionally, a copy of the wetland delineation report referenced in the Planner's fourth recommendation is to be provided to staff by Monday, November 16th by the owner of the Meadow Creek Market.

A public hearing on the Conditional Use Grant was held at the Plan Commission meeting and no comments were made on this matter.

Attachments

STAFF REPORT

To: Village of Pewaukee Plan Commission

By: Mary Censky

Date Prepared: November 12, 2015

General Information:

Agenda Item: **5.a.**

Applicant:

Jon Zimmerman (carwash owner/operator) in c/o architect Christopher Wenzler of Briohn Design Group.

Status of Applicant:

Prospective property and business owner with current property owner consent.

Requested Action:

Recommendation for Conditional Use Grant approval to Village Board

Existing Zoning:

B-1 Community Business District *and* C-2 Conservancy District all within a PUD Overlay

Requested Zoning:

Same

Surrounding Current Land Use:

North: RM Multi-Family Residential District *and* B-1 Community Business District *and* C-2 Conservancy District
South: Capitol Drive
East: B-1 Community Business District
West: B-1 Community Business District

Master Plan Classification:

Environmental *and* Community Commercial

Lot Size/Project Area:

Approximately 1.5 acres within the overall 121 acre +/- PUD boundary

Location:

South and west of the interior private drives that bound to the west and south of the Panera and Menards stores respectively in Meadow Creek Market (i.e. ref Lot 16 of the attached preliminary CSM).

Summary :

The applicant requests conditional use grant approval recommendation to construct a 4,524 square foot building for drive-thru carwash use (one lane drive-thru carwash plus related office and mechanicals spaces) on this 1.5 +/-acre site.

The Village Code provides for "Automobile service facilities..." as a conditional use in the B-1 Zoning District. The Meadow Creek Market PUD goes on to provide additionally, that any automobile service facilities proposed therein are subject not only to review/approval by the Planning Commission but by the Village Board as well.

The applicant represents that the number of cars served per day should be about 300. The site plan depicts space between the drive entrance and the order/pay station to queue approximately 13 cars. Any more than that, and vacuum users may get jammed-up if trying to back out and exit the site. The applicant represents that their site is always staffed when open/operating, usually with two or more individuals, and that these individuals would be responsible to keep any such jams from arising. With respect to the possibility that more than 13 cars are arriving for a wash and so might consider queuing on the private street, the applicant represents that their staff would be responsible to prevent this from occurring as well. Carwash speed, door to door, is expected to be approximately 3 minutes in duration which the applicant represents can be sped-up during peak hours to expedite the vehicle turnover and proactively avoid on-street queues.

The Planner encouraged the applicant to consider moving the vacuum/self-serve cleaning/drying facilities from the front of the site but the applicant maintains that this is a part of the use that attracts many customers and that from a safety standpoint he wouldn't want it in back. The sites physical/spatial constraints may bear on this issue as well to some extent. The same philosophy about customer attraction/interest applies to the applicants choice of clear vision glass (vs spandrel) in the street/east facing façade windows where the carwash equipment and operations are proposed to be directly visible.

The use also includes a bank of five (5) self service outdoor vacuums and compressed air tools which are free and only for use by carwash customers. The 5 vacuum/compressed air tool/interior cleaning/hand drying stations (which can service up to 10 vehicles simultaneously) are all based off of a single large central vacuum unit and a compressor unit to be contained in the dumpster enclosure area of the site. The individual stations consist of flyover-type hosemount arms which arms include an internal downlighting provision so the vacuums can be used not only by day but at/after dark as well. At these vacuum stations there is also a trash receptacle and cleaning supplies caddy provided as well. The supply caddies are moved indoors at close of business daily.

The site and building plan is compliant as to building and parking setbacks and offsets. It complies with the maximum floor area ratio, minimum open space ratio, minimum parking requirement and maximum building height. The landscaping, lighting and architectural plans are satisfactory and Code compliant.

Recommendation:

If the Planning Commission is inclined toward recommending approval of this Conditional Use request to the Village Board, the Planner recommends the following conditions be attached to such recommendation and/or incorporated into the conditional use grant document, which grant should be required to be fully executed and recorded prior to start of any site work and/or issuance of any permits on the project:

- 1) Applicant to provide a color rendering of the building elevation(s) which provides the manufacturers name/specification (and describes the exterior visual color qualities) of all the exterior materials including for instance all walls, windows, doors and roofing for inclusion or reference in the CU document;
- 2) Final HVAC and exterior utilities facilities/equipment location and screening plans shall be subject to review and approval by Village staff prior to placement of any such facilities or equipment on the site;
- 3) Applicant to submit a written report from a recognized sound/acoustics expert describing in detail satisfactory to both the Village Board and Planning Commission the noise implications of this use within its surroundings and at various specific distances therefrom at this location

and based upon the design/equipment features of this specific project as presented and Planning Commission + Village Board acceptance of the presented findings;

- 4) Applicant to produce written certification from SEWRPC that the past field delineations of wetland and environmental corridor as represented on this plan remain valid through the present time and that the proposed development plan satisfies any required setback, offset, or other protection measures they may have beyond the Village's authority;
- 5) Provision within the Conditional Use permit that any substantiated, material adverse impacts (such as, for instance, but not necessarily limited to noise, lighting/glare, traffic, litter, loitering, public safety and similar) upon the surrounding area and/or Village as a whole as a result of this use shall be the responsibility of the applicant to correct timely upon notice from the Village and failure to do so may result in the Village initiating action to rescind or modify the conditional use permit as necessary to mitigate such adverse impacts;
- 6) Applicant to incorporate an undulating berm into all of the greenspace setback areas between the private internal drive and the new construction 12" to 18" in varying height to further the screening/visual breakup of the service facilities being located at the front of the building;
- 7) Signage shall be subject to issuance of a sign permit(s) by Village staff prior to any sign placement or installation on the site, and shall be Code compliant and located in the areas as generally shown on the plans submitted herewith, the freestanding sign being setback not less than 10' from all lot lines;
- 8) Provision within the Conditional Use permit that this is a single use/tenant occupancy building unless the Planning Commission shall first review and authorize any future plans to modify or add use(s) or tenants.
- 9) Hours of operation shall be limited to M-F 6 a.m. to 9:30 p.m. with the actual carwash and vacuum+compressed air facilities being limited to 6:30 to 9. Saturday hours shall be limited to 6 a.m. to 9:00 p.m. with the actual carwash and vacuum+compressed air facilities being limited to 6:30 to 8:30. Sunday hours shall be limited to 7 a.m. to 8:00 p.m. with the actual carwash and vacuum+compressed air facilities being limited to 7:30 to 7:30.
- 10) During all closed hours, all equipment related to the blowers, vacuums compressed air,... shall be powered off and the lighting within the flyover arms at the vacuum stations shall be shut off.
- 11) Prior or concurrent approval and recording of the certified survey map against/upon which this site plan is based.

Plan Commission Report for November 12, 2015

Zimmerman Car Wash Agenda Item No. 5 a.

Applicant: Jon Zimmerman
Project: Jilly's Car Wash
Action: Approval of development plans with the
Conditional Use Permit
Location: Northwest corner of Capital Drive and Willow
Grove Drive

Report

Sanitary Sewer and Water Comments:

- Site can be served by a six-inch sanitary sewer lateral that will be extended from the southeast corner of the parcel. Plans indicate an existing wye connection available for use.
- A 4-inch water service will have to be tapped into the existing 12-inch water main near the southeast corner of the property.

Stormwater and Drainage Comments:

- Site will be served by an internal storm sewer system that will connect to the back of an existing storm sewer inlet northeast of the proposed building. I have received and reviewed the calculations for the storm sewer system and capacity in the existing 12-inch pipe that crossing the road in front of the proposed car wash and find that it is sized adequately to accommodate the anticipated flows from the site. Conveyance of the stormwater will be to a regional pond created for the development in order to meet the water quality and quantity requirements of the code.
- The existing property slopes gently from southwest (elev. 887) to northeast (884/885). There is a ravine within the property located southeast of the flatter developable area that will not be disturbed. The proposed finish floor elevation will be 888.0. Flows off the building to the southwest will be directed towards the ravine. Flows off the building and parking lots/drive area to the northeast will be captured in storm inlets. No water will be directed to the roadway.

Traffic Circulation

- The proposed traffic circulation will be an entrance only driveway near the northeast corner of the property. The vehicles will circulate to the south and then through the car wash. Cars that want to use the vacuums will circle back around the building and park to use the vacuums. Once completed with the vacuums, they will back out and proceed northerly to an exit only driveway north of the entrance only driveway. This pattern is not ideal, so staff has asked the owner to provide signs and pavement markings to direct traffic to where it needs to go to minimize conflicts. It is the owner's desire to keep the entrance driveway as far north as possible in order to provide for adequate queueing space. During very busy times, when all three lanes are being used, they will have staff available to assist in controlling traffic such that it does not back-up onto the adjacent road. This may also mean that vacuums may not be able to be used during peak times during the year based on traffic conditions.

Recommendation:

The plans are complete and indicate the proposed improvements as noted above. If the Plan Commission is so inclined to allow the business, the site utility improvements and stormwater is acceptable and approvable. I have reservations about the operation of the traffic circulation during peak periods. Since the peak period do not occur very often over the course of the year, I recommend that the Village include a condition that would require them to report back to the Village in 6 months and then one year as to how well the traffic circulation is working.

Tim Barbeau, Village Consulting Engineer
November 5, 2015



Mr. Jon Zimmerman, President
Jilly's Corporation
Jilly's Car Wash
15340 West Bluemound Road
Elm Grove, WI 53122

November 9, 2015

Dear Mr. Zimmerman

Thank you for giving us the opportunity to measure the ambient sound levels, and sound levels of the Car Wash equipment at the Jilly's Car Wash facility on Bluemound Road in Elm Grove, Wisconsin. According to your request, we measured/documented noise levels from the exit portal of the Car Wash and at the Vacuum Cleaning station during full operation at specific distances and directions away from the exit portal and vacuum cleaners on Thursday, November 5, 2015. Further, we measured and documented ambient neighborhood noise levels when the Car Wash equipment was not in operation. Finally, we documented ambient neighborhood noise levels at the proposed new Car Wash site in the village of Pewaukee as a point of comparison. Documentation of all test data is enclosed, and I have summarized the main points of our testing below. Please feel free to call or email at any time if you have questions.

Project Task:

The purpose of gathering noise data on the Car Wash equipment, and comparing Car Wash equipment operation noise with ambient noise (while the car wash is not operating) in the two neighborhoods, is to document and determine what sound/noise effects might be perceived by residential neighbors to a car wash facility.

Testing Documentation:

- dB-A Test: Simpson Model 886 Sound Level Meter, Type 2
- dB-A and Multi-Frequency Test: IVIE Technologies IE35 software with Dell Axim X51v and Ivie Technologies Ivie PAL interface
- November 5, 2015, 2:15 pm, 70°F

Testing Data

Position #1 (50' direct in line of Car Wash exit portal)

1. Ambient background level, NO Car Wash, NO adjoining traffic: 62dBA
2. Ambient background level, NO Car Wash, YES adjoining traffic: 75dBA
3. YES Car Wash in operation, YES adjoining traffic: 81dBA

Conclusion: Car Wash noise at 50' = +6 to +19 dB to ambient sound; all potential neighboring businesses or residences at the new Pewaukee site are farther than 50' from the proposed Car Wash exit portal – this level of noise can be perceived only on the Car Wash property, and not at adjoining properties. While this test documents the sound level of the Car Wash equipment at close range, it does not represent the sound levels neighbors at the Pewaukee site will perceive.

Position #2 (67' at 45° angle from Car Wash exit portal)

1. Ambient background level, NO Car Wash, NO adjoining traffic: 62dBA
2. Ambient background level, NO Car Wash, YES adjoining traffic: 75dBA
3. YES Car Wash in operation, YES adjoining traffic: 77dBA

Conclusion: Car Wash noise at 67' angled = +2 to +15 dB to ambient sound; While this test documents the sound level of the Car Wash equipment at close range, it does not represent the sound levels neighbors at the Pewaukee site will perceive.

Position #3 (160' direct in line of Car Wash, across Bluemound Road)

1. Ambient background level, NO Car Wash, NO adjoining traffic: 62dBA
2. Ambient background level, NO Car Wash, YES adjoining traffic: 70 to 79dBA
3. YES Car Wash in operation, NO adjoining traffic: 69dBA
4. YES Car Wash in operation, YES adjoining traffic: 71dBA

Conclusion: Car Wash noise at 160' = +1 to + 7 dB to ambient sound; this position is less than the relative distance to some properties adjoining the proposed Pewaukee site. This approximately represents the sound levels heard at the street adjoining the Pewaukee site. (Note: when traffic is at 79dBA, traffic noise is loud enough that Car Wash is barely perceived)

Position #4 (165' at 45° angle from Car Wash exit portal)

1. Ambient background level, NO Car Wash, NO adjoining traffic: 61dBA
2. Ambient background level, NO Car Wash, YES adjoining traffic: 70 to 79dBA
3. YES Car Wash in operation, NO adjoining traffic: 69dBA
4. YES Car Wash in operation, YES adjoining traffic: 71dBA

Conclusion: Car Wash noise at 160' = +1 to + 8 dB to ambient sound; this position is less than the relative distance to some properties adjoining the proposed Pewaukee site. This approximately represents the sound levels heard at the street adjoining the Pewaukee site. (Note: when traffic is at 79dBA, traffic noise is loud enough that Car Wash is barely perceived)

Position #5 (10' from Personal Vacuuming Station)

- | | |
|-----------------|-------------|
| 1. Vacuuming ON | 69dBA |
| 2. Blower ON | 72 to 75dBA |

Position #6 (3' from Main Vacuum Equipment ON enclosure)

- | | |
|---------------------------|-------|
| 1. At side enclosure wall | 71dBA |
| 2. At Access Gate | 81dBA |

Position #7 (130' from Main Vacuuming Equipment ON, with Personal Vacuuming Station ON and Blower ON, 30° angle from Access Gate)

- | | |
|---------------------------|-------|
| 1. At "lot line" position | 61dBA |
|---------------------------|-------|

Conclusion: Vacuuming Equipment all ON at 130' equals the sound of ambient conditions with NO traffic and NO equipment on. This represents a lack of perceivable Vacuum equipment sound at the street adjoining the Pewaukee site.

Data Analysis:

Car Wash dBA measurement with minimal traffic at approx. 160' distance: 69dBA

Vacuum Equipment dBA measurement with minimal traffic at approx. 130' distance: 61dBA

These distances and sound levels best approximate conditions at neighboring property lot lines at Pewaukee site.

Ambient noise measurements at proposed Pewaukee site property:

1. General background noise (traffic on Capitol Drive, but no traffic on any street adjoining proposed Car Wash, or any neighboring business or residential property): 56dBA
2. Passing automobiles on street separating Car Wash property from residential property: 68 to 75dBA
3. Passing train horn (heard on street adjoining residential property): 69dBA

Conclusion: Car Wash at 160' distance (69dBA) is approximately equal to single vehicle traffic or train horn (68 to 75dBA) at Pewaukee site.

Conclusion: Vacuum equipment at 160' distance (61dBA) is less than single vehicle traffic or train horn (68 to 75dBA) at Pewaukee site.

Final Analysis and Conclusion:

Car Wash exit portal noise at close range (on Car Wash property, near to exit portal) is approx. 77 to 81dBA. Sound at this level will NOT be heard on properties adjoining the Pewaukee location---adjoining properties are too far away to receive these sound levels.

Car Wash exit portal noise at farther range (approx. 160' distance) is approx. 69dBA. Sound at this level may be heard at adjoining property lot lines (not at buildings, which are farther away from lot lines) adjoining the Pewaukee location---this sound level is equivalent or less than currently perceived sounds at the Pewaukee location, such as passing single automobiles or a distant train horn.

Please do not hesitate to call or write if you have any questions, or if I can provide any additional information.

Yours sincerely,

Scott R. Riedel
President
SRR

Addendum

General Sound Level Comparisons in Decibels

Note that two equal dB sounds are not arithmetically added. dB addition is a logarithmic function.

60dB + 60dB do not equal 120dB

Instead, and in fact, $60\text{dB} + 60\text{dB} = 63\text{dB}$ (doubled sound adds 3dB)

And $49\text{dB} + 60\text{dB} = 60\text{dB}$ (no additive effect, louder sound masks quieter sound)

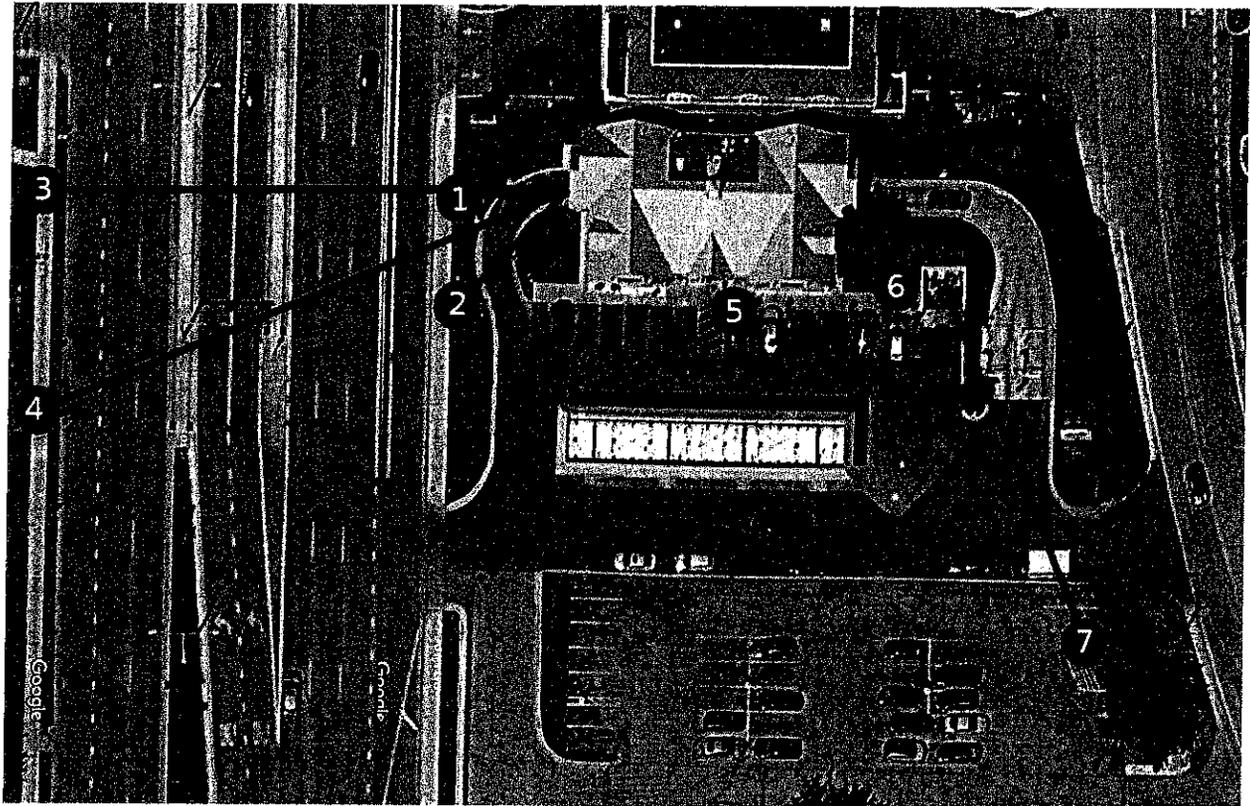
Changes in Levels

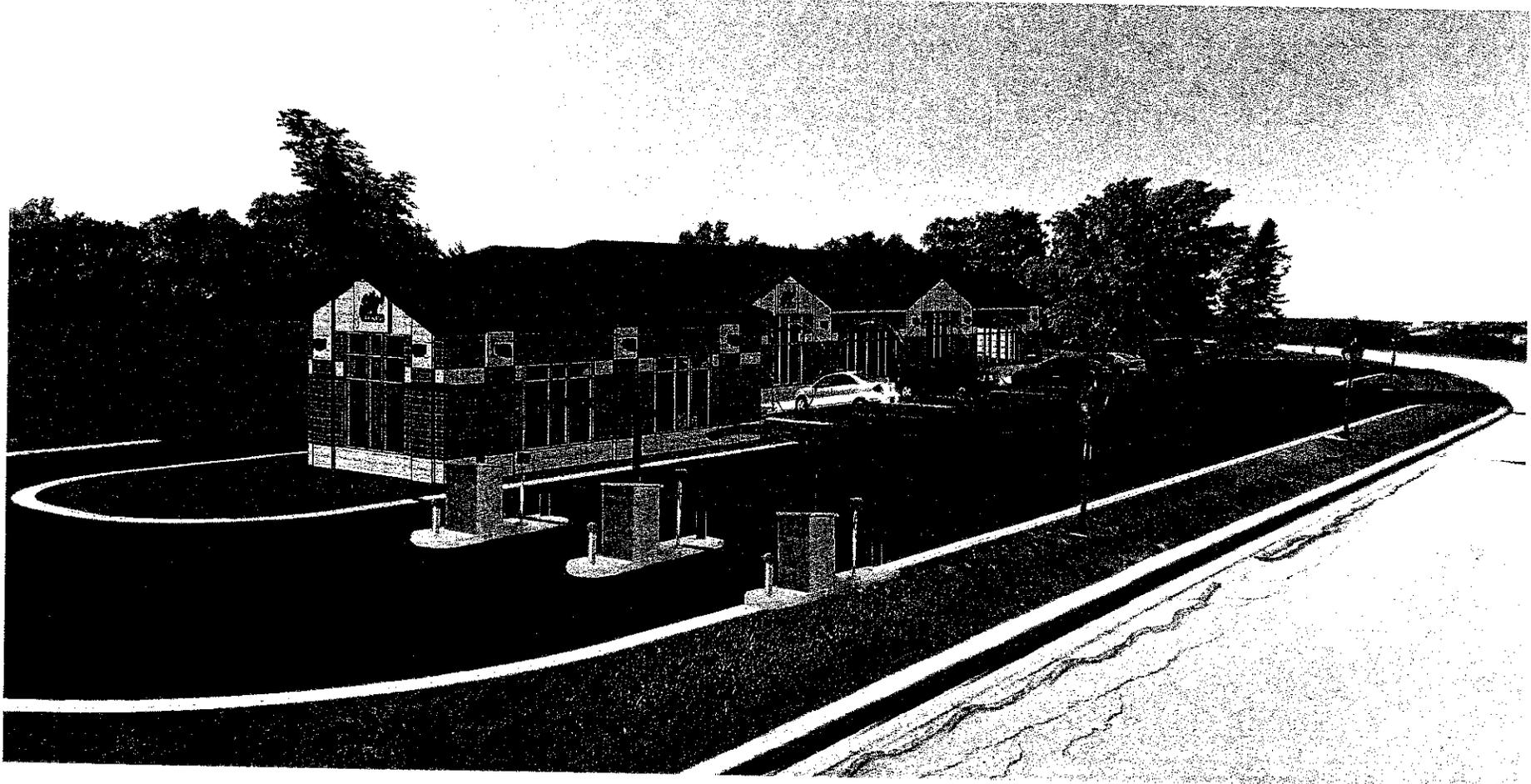
Decibel Change

Sensory Response

1dB	Imperceptible
3dB	Just barely distinguishable
5dB	Noticeable
10dB	About twice (or half) as loud
11dB	Only "louder" sound is perceived---no additive effect

<u>Decibels</u>	<u>Sensory Perception</u>	<u>Example Type of Sound</u>
0	--	Threshold of Hearing
10	Very faint	Whisper
20	Faint	Rustle of leaves
30	Faint	Unoccupied Theater
40	Moderate	Private office
50	Moderate	Close conversation
60	Moderate	Normal conversation
70	Moderately Loud	Radio or TV, close by
80	Loud	Office
90	Very Loud	Factory
100	Very Loud	Full Symphony Orchestra
110	Painful	Jet Airplane
120	Painful	Artillery





EXTERIOR RENDERING
 3/20/10 11:12 AM

BRIQHN



DESIGN GROUP
 10000 WISCONSIN DRIVE
 SUITE 100
 WISCONSIN, WI 53190

PROPOSED EXTERIOR
 RENDERING

DATE

PROPOSED CAR WASH
 CAPITOL DRIVE
 VILLAGE OF BEWAUKEE, WI

DATE	3/20/10
DESIGNER	AR/MS
CHECKED	CH/MS
DATE	3/20/10
SHEET	

A7



PAVEMENT STRIPING PLAN

PROPOSED CAR WASH
CAPITOL DRIVE
VILLAGE OF PEWAUKEE, WI

DATE	2/28/17
DRAWN BY	CHW
CHECKED BY	JL
DATE	10/26/16
SHEET	

A5

INDICATES PAINTED HANDICAP STALL

INDICATES PAINTED "EXIT" LETTERING

INDICATES PAINTED "EXIT ONLY" LETTERING

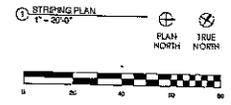
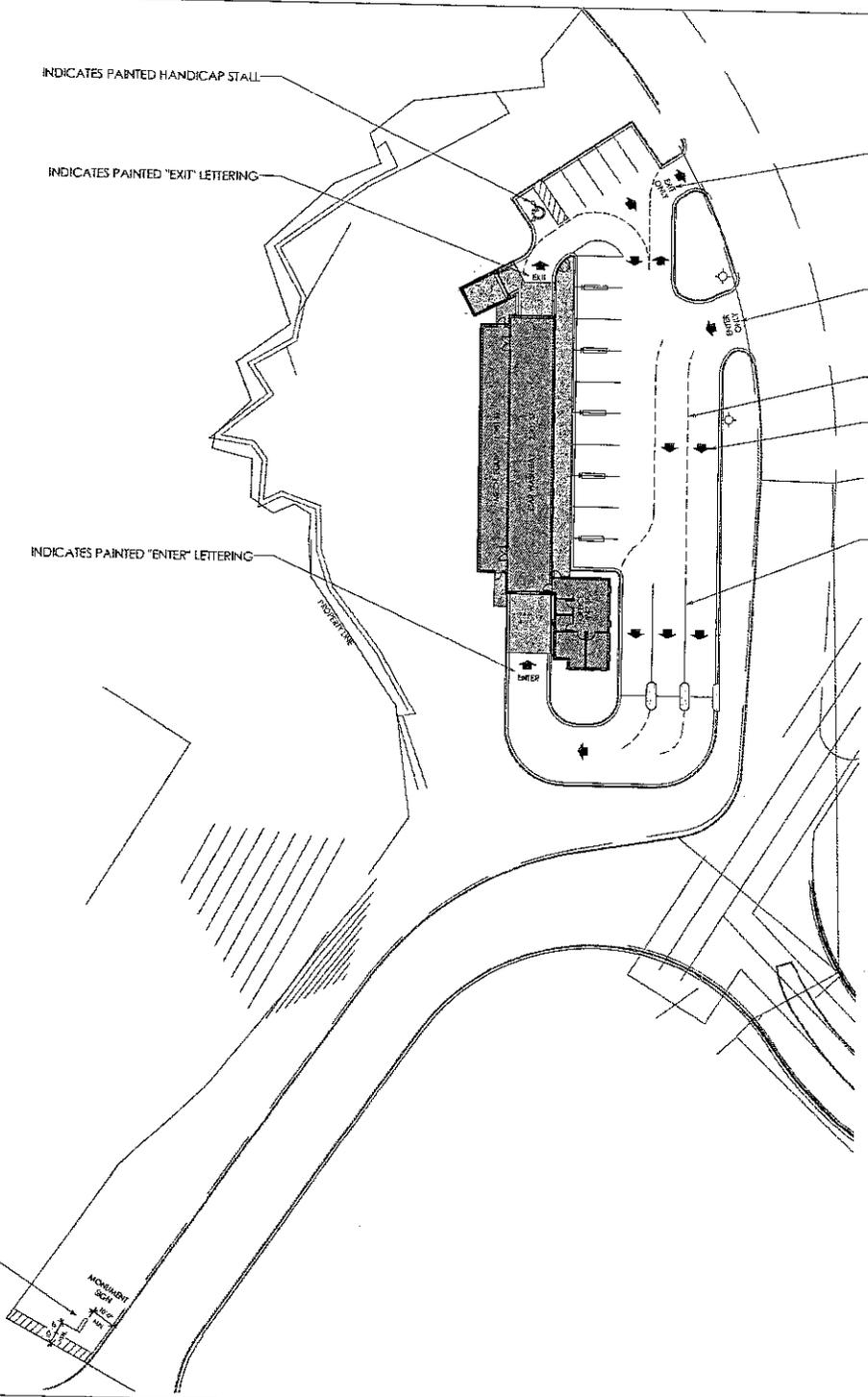
INDICATES PAINTED "ENTER ONLY" LETTERING

INDICATES PAINTED DASHED YELLOW LINES

INDICATES PAINTED GUIDE ARROWS

INDICATES PAINTED SOLID YELLOW LINES

INDICATES PAINTED "ENTER" LETTERING



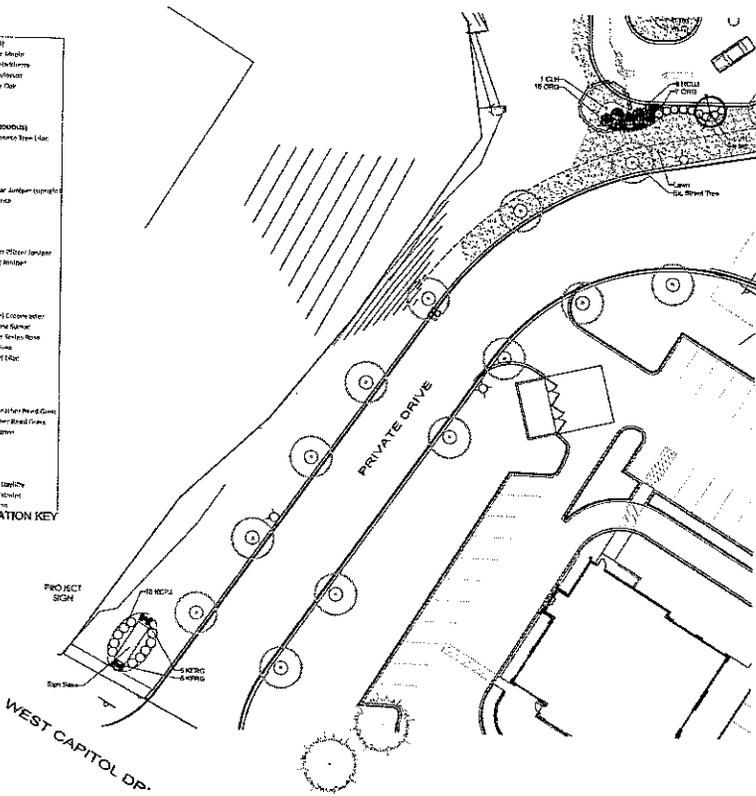
INDICATES LOCATION OF MONUMENT SIGN



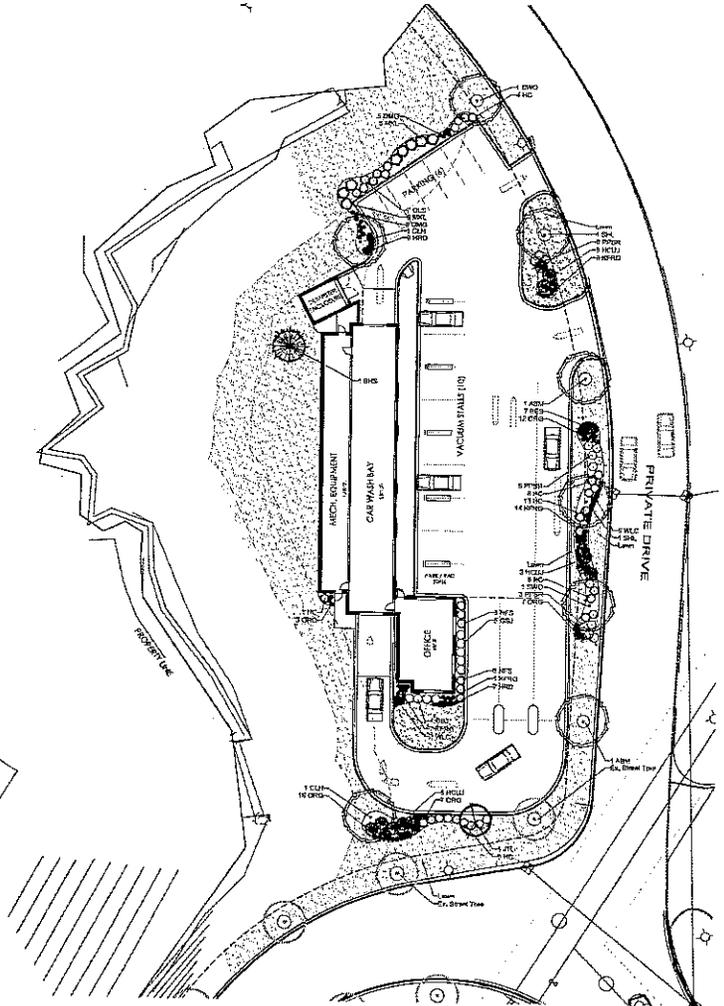


SHADE TREES (CIRCUMFERENCE)	
AKSH	Autumn Blaze Maple
CLIF	Red-shouldered Blackbird
SPL	Shelburne Yellow/Red Oak
STRE	Swamp White Birch
ORNAMENTAL TREES (CIRCUMFERENCE)	
PI	Pink Shrub Japanese Tree Lilac
EVERGREEN TREES	
MCLE	McClellan Columnar Juniper (topiary)
SHD	Shrub Hills Spruce
EVERGREEN SHRUBS	
KCPH	Kalm's Compact Winter Juniper
GRS	Green Sargent Juniper
DECIDUOUS SHRUBS	
HY	Hydrangea (Dwarf) Ecosystem
QSL	Quesada's Dogwood
PRSE	Prunella (Prunella) Spirea
SPF	Spirea (Prunella) Spirea
MAC	MacDougal Dwarf Lilac
ORNAMENTAL GRASSES	
STRE	Stipa (Festuca) Prairie Grass
QSL	Quesada's Prairie Grass
MAC	MacDougal Dwarf Lilac
HYDRANGEA PERENNIALS	
HY	Hydrangea (Dwarf) Ecosystem
QSL	Quesada's Dogwood
SPF	Spirea (Prunella) Spirea
MAC	MacDougal Dwarf Lilac

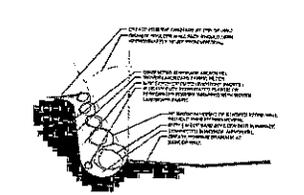
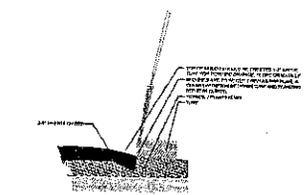
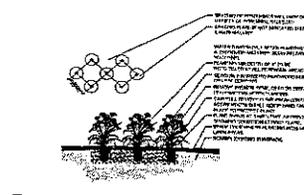
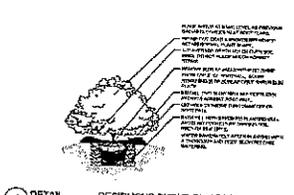
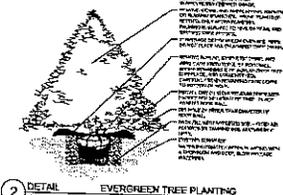
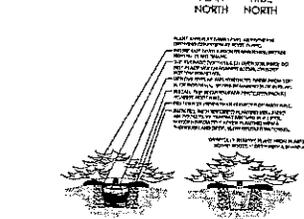
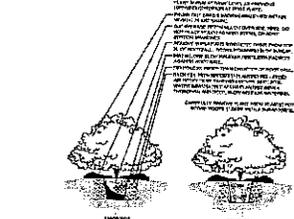
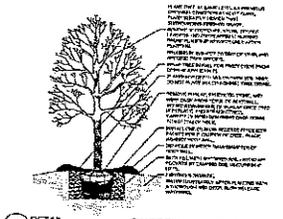
PLANT ABBREVIATION KEY



1 MONUMENT SIGN LANDSCAPE PLAN
1" = 20'-0"



1 LANDSCAPE PLAN
1" = 20'-0"



PLANTING & HARDSCAPE DETAILS

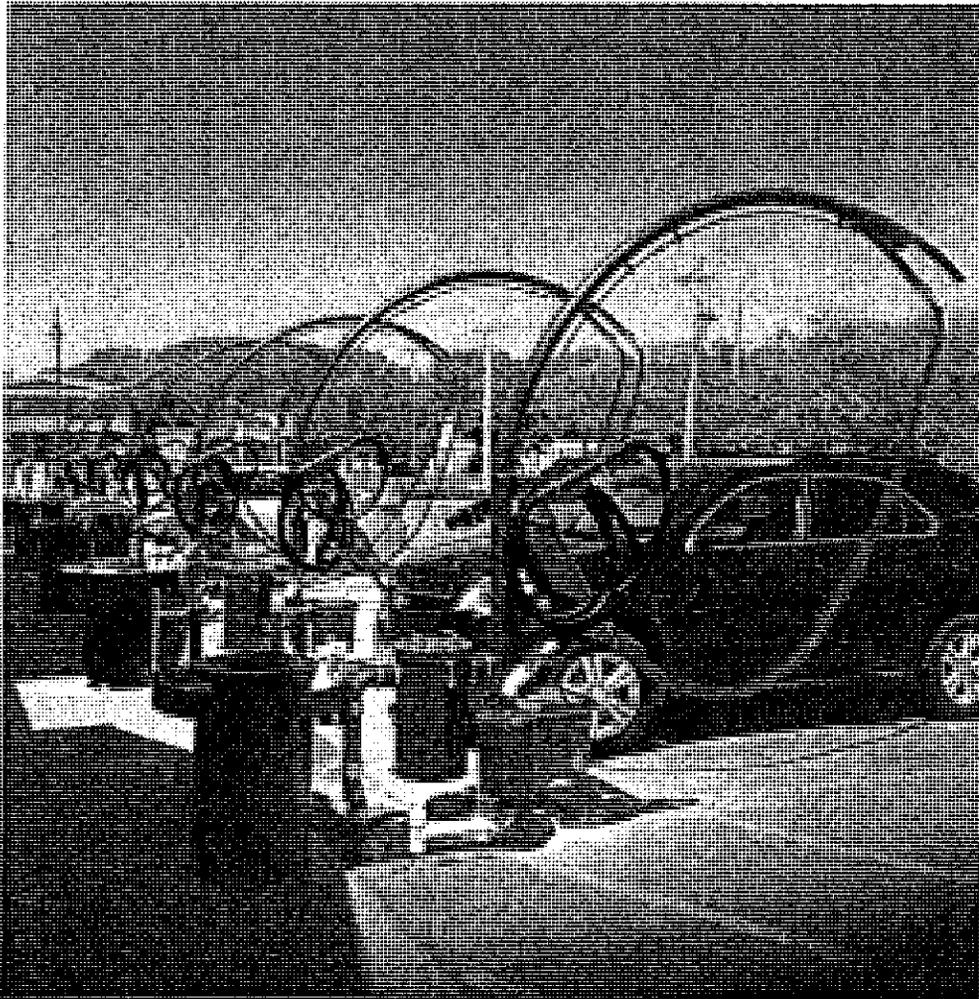
BRIORN
DESIGN GROUP
PROPOSED LANDSCAPE PLAN
PROPOSED CAR WASH FACILITY
CAPITOL DRIVE
PEWAUKEE, WI
L1.0

BRIOHN



DESIGN GROUP

3885 N BROOKFIELD ROAD, SUITE 200
BROOKFIELD WISCONSIN 53045-1950
(262) 790-0500 PHONE
(262) 790-0505 FAX



SHEET TITLE

PROPOSED VACUUMS

PROPOSED CAR WASH

CAPITOL DRIVE

VILLAGE OF PEWAUKEE

① PROPOSED VACUUMS
1/8" = 1'-0"

JOB: 2797

DRAWN: CW

CHECKED: CW

DATE: 11/02/15

SHEET: A6

STAFF REPORT

tion

By: Mary Censky
Date Prepared: November 12, 2015

Plan Commission
recommends
approval of the
CSM subject to
staff recommendations

Jim Forester

Property owner

Certified survey map approval

B-1 Community Business District and C-2
Conservancy District all within a PUD
Overlay

Requested Zoning:

Same

Surrounding Current Land Use:

North: RM Multi-Family Residential
District and B-1 Community Business
District and C-2 Conservancy District
South: Capitol Drive
East: B-1 Community Business District
West: B-1 Community Business District

Master Plan Classification:

Environmental and Community
Commercial

Proposed Lot Size:

Approximately 1.5

Location:

South and west of the interior private
drives that bound to the west and south of
the Panera and Menards stores respectively
in Meadow Creek Market (i.e. ref Lot 16
of the attached preliminary CSM).

Summary :

The applicant requests Certified Survey Map (CSM) approval to split a 1.5169 acre parcel off from an existing larger parent parcel which will be reduced in size to 43.2093 acres.

Each of these vacant parcels (Lot 16 and 17 of the CSM) is compliant with the Village requirements as to the B-1 specified minimum lot size of 1 acre and minimum lot width of 100 feet.

Recommendation:

The Planner does not object to the applicants request as submitted subject to the following conditions:

- 1) Village Engineer review and approval of all documents comprising the CSM as to technical accuracy, adequacy and closure in the legal description(s) prior to signatures and document recording;
- 2) Village Attorney review and approval of all documents attendant to this CSM for adequacy and form (including any required easements or supporting written agreements) prior to signatures and document recording.
- 3) Applicant to produce written certification from SEWRPC that the past field delineations of wetland and environmental corridor as represented on this map remain valid through the present time.

Plan Commission Report for November 12, 2015

Zimmerman Car Wash Agenda Item No. 5 b.

Applicant: Jon Zimmerman
Project: Jilly's Car Wash
Action: Approval of CSM
Location: Northwest corner of Capital Drive and Willow Grove Drive

Report

I have reviewed the CSM and it properly creates the parcel on which Jilly's Car wash can develop. The new parcel will be 1.5 acres. Access is provided to the site by a private road easement.

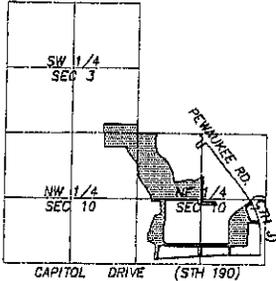
Recommendation:

I recommend approval of the CSM (submitted undated) subject to comments by the Plan Commission, resolution of any technical comments and submission of a stamped, signed and dated final CSM.

Tim Barbeau, Village Consulting Engineer
November 5, 2015

CERTIFIED SURVEY MAP No. _____

BEING A REDIVISION OF LOT 16 OF CERTIFIED SURVEY MAP NO. 11082, LOCATED IN THE SE 1/4 OF THE SW 1/4 OF SECTION 3, THE NE 1/4 OF THE NW 1/4 OF SECTION 10 AND THE NW 1/4, NE 1/4, SE 1/4 AND SW 1/4 OF THE NE 1/4 OF SECTION 10, TOWNSHIP 7 NORTH, RANGE 19 EAST, OF THE FOURTH PRINCIPAL MERIDIAN, IN THE VILLAGE OF PEWAUKEE, WAUKESHA COUNTY, WISCONSIN.



CERTIFIED SURVEY MAP NO. 11082 RECORDED IN WAUKESHA COUNTY REGISTERS OF DEED OFFICE ON JULY 2, 2013 AS DOCUMENT NO. 4030288

SEE SHEET 5 OF 15 FOR INGRESS/EGRESS EASEMENT DETAILS.

SEE SHEET 8 OF 15 FOR WATER MAIN AND SANITARY SEWER EASEMENT DETAILS.

SEE SHEET 8 OF 15 AND SHEET 10 OF 15 FOR WETLAND DETAILS.

SEE SHEET 9 OF 15 FOR PRIMARY ENVIRONMENTAL CORRIDOR DETAILS.

JSD Professional Services, Inc.

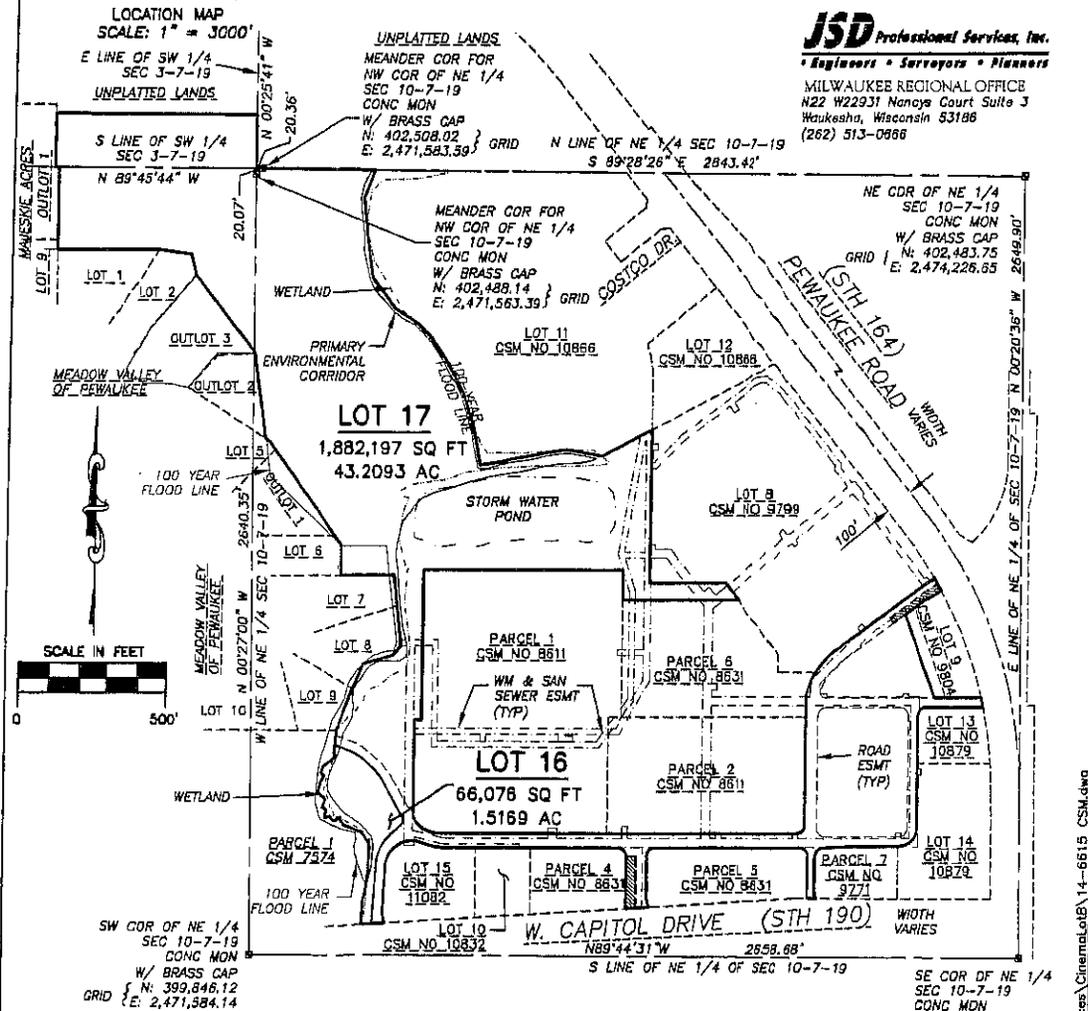
Engineers • Surveyors • Planners

MILWAUKEE REGIONAL OFFICE

N22 W22931 Nanoyo Court Suite J

Waukesha, Wisconsin 53186

(262) 513-0886



BEARING BASIS
ALL BEARINGS ARE REFERENCED TO THE WISCONSIN STATE PLANE COORDINATE SYSTEM (SOUTH ZONE) THE SOUTH LINE OF THE NE 1/4 OF SEC 10-7-19 WAS USED AS N 89°44'31" W.

PROJECT CONVERSION FACTOR:
GRID/0.99990398 = GROUND

SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

ALL MEASUREMENTS HAVE BEEN MADE TO THE NEAREST ONE-HUNDREDTH OF A FOOT.

ALL ANGULAR MEASUREMENTS HAVE BEEN MADE TO THE NEAREST ONE SECOND.

DATED THIS _____ DAY OF SEPTEMBER, 2015
THIS INSTRUMENT WAS DRAFTED BY RIZAL W. ISKANDARSJACH S-2738

PREPARED FOR:
MEADOW CREEK LIMITED PARTNERSHIP,
3190 GATEWAY ROAD
BROOKFIELD, WI 53045
(262) 790-8888

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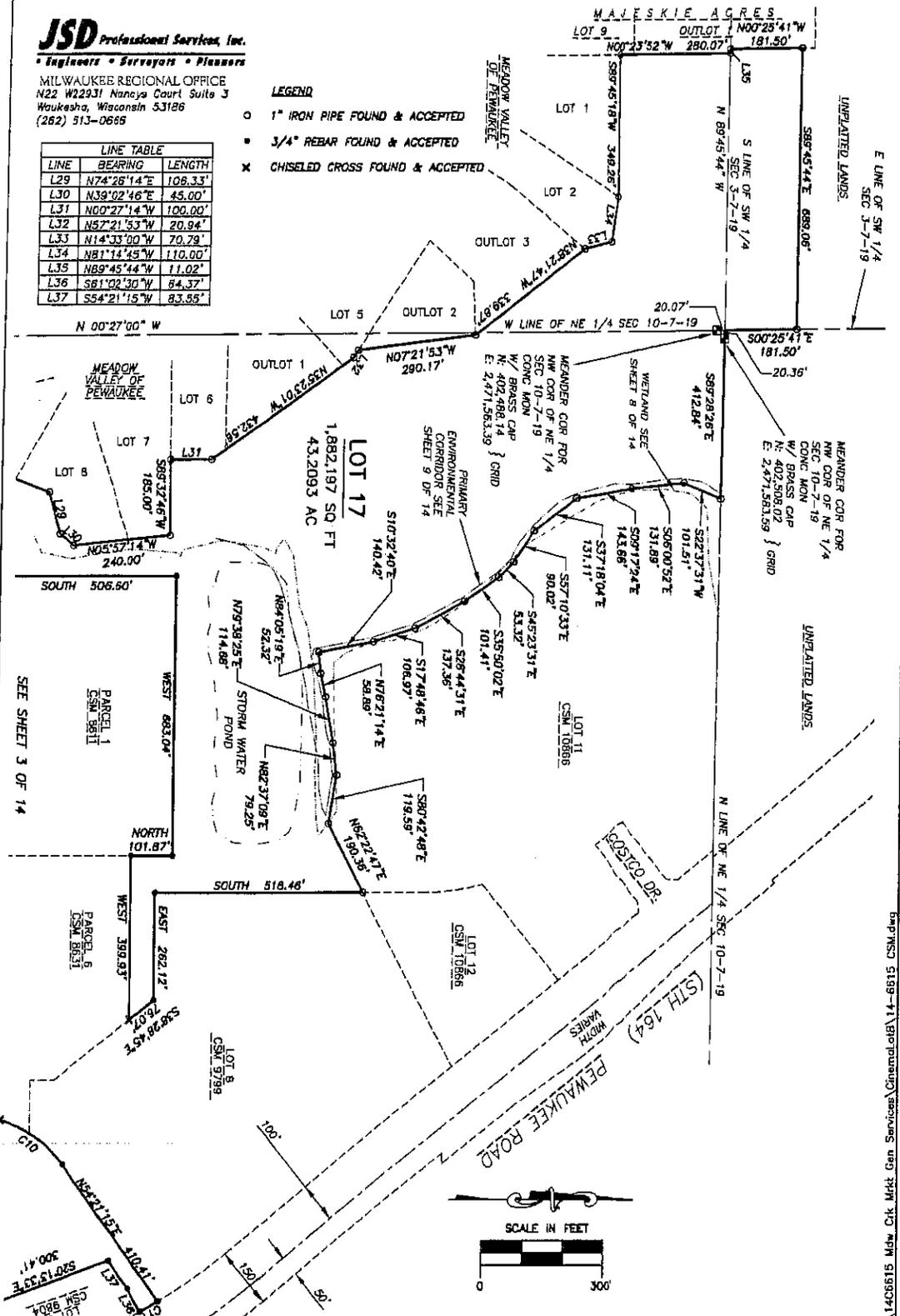
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JSD Professional Services, Inc.
 • Engineers • Surveyors • Planners
 MILWAUKEE REGIONAL OFFICE
 N22 W2931 Nancy Court Suite 3
 Waukesha, Wisconsin 53186
 (262) 513-0666

- LEGEND**
- 1" IRON PIPE FOUND & ACCEPTED
 - 3/4" REBAR FOUND & ACCEPTED
 - ✕ CHISELED CROSS FOUND & ACCEPTED

LINE TABLE		
LINE	BEARING	LENGTH
L29	N74°28'14"E	106.33'
L30	N39°02'46"E	45.00'
L31	N00°27'14"W	100.00'
L32	N57°21'53"W	20.94'
L33	N14°33'00"W	70.79'
L34	N81°14'43"W	110.00'
L35	N89°45'44"W	11.02'
L36	S61°02'30"W	84.37'
L37	S54°21'15"W	83.65'



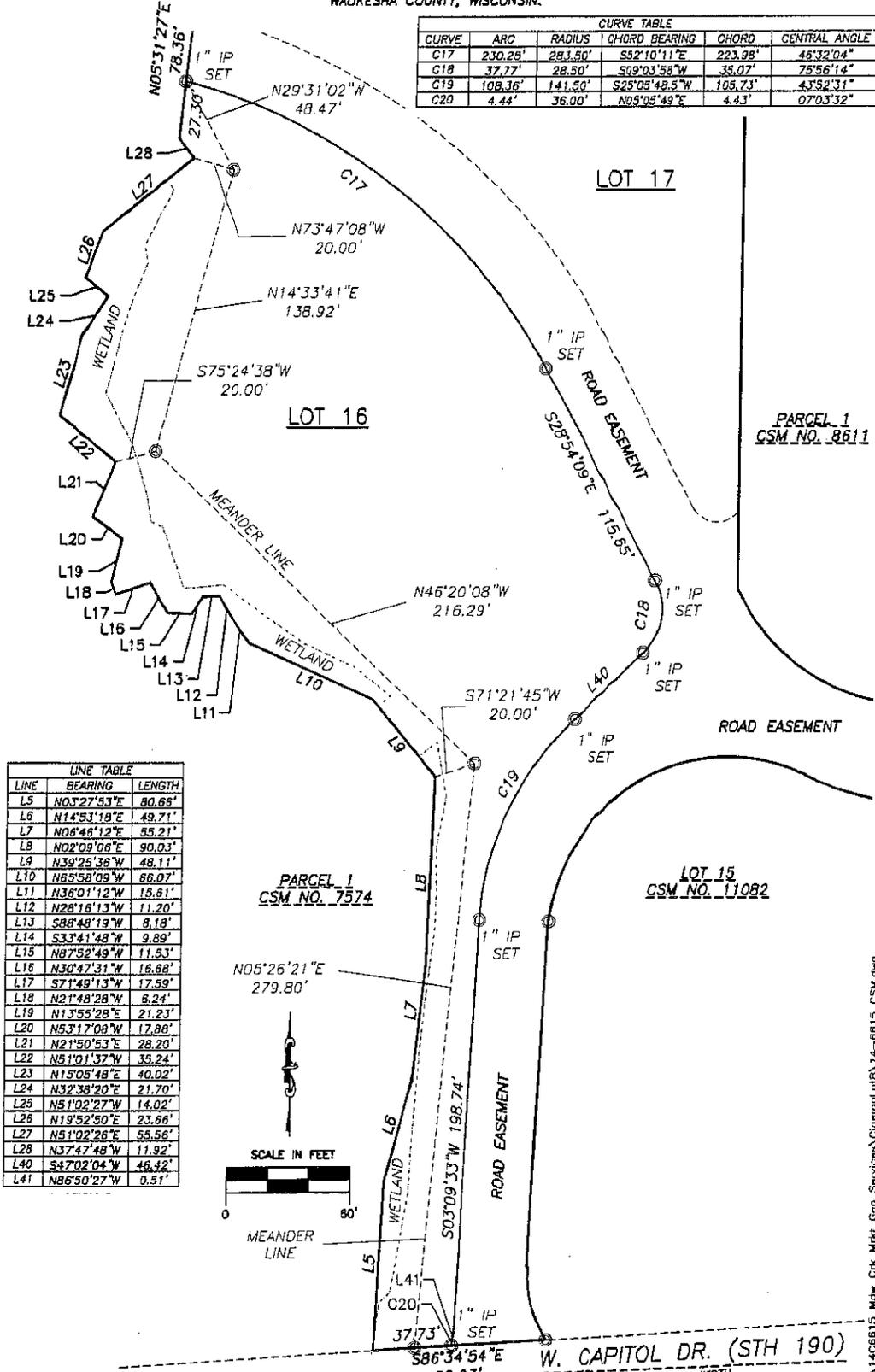
DATED THIS _____ DAY OF SEPTEMBER, 2015
 THIS INSTRUMENT WAS DRAFTED BY RIZAL W. ISKANDARSJACH S-2738

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CURVE TABLE					
CURVE	ARC	RADIUS	CHORD BEARING	CHORD	CENTRAL ANGLE
C17	230.25'	283.50'	S92°10'11"E	223.98'	46°32'04"
C18	37.77'	28.50'	S03°03'58"W	35.07'	75°56'14"
C19	109.36'	141.50'	S25°05'48.5"W	105.73'	43°52'31"
C20	4.44'	36.00'	N05°05'49"E	4.43'	07°03'32"



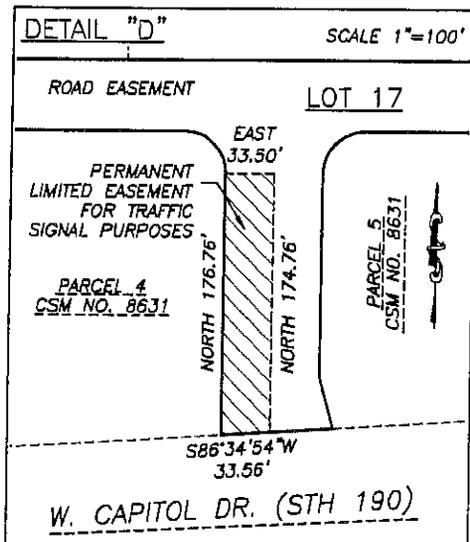
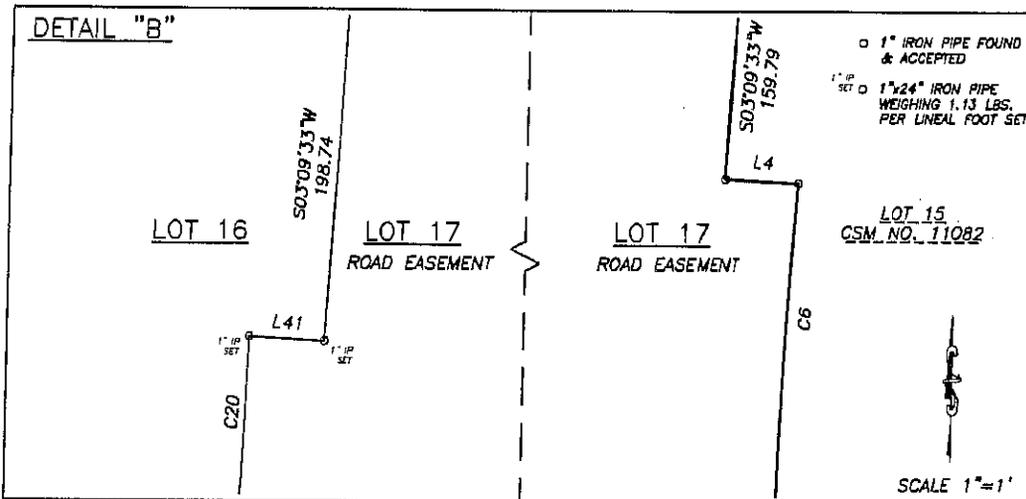
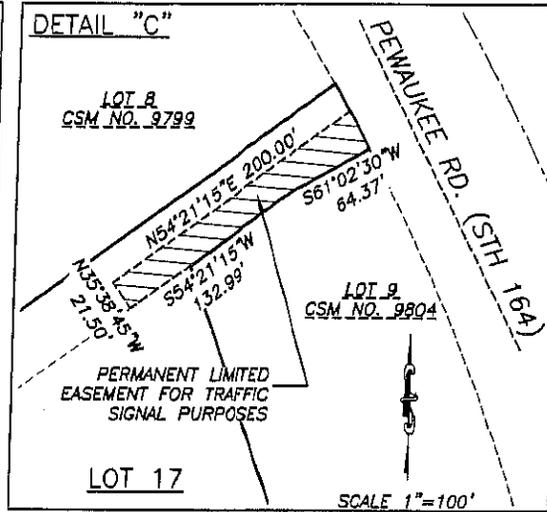
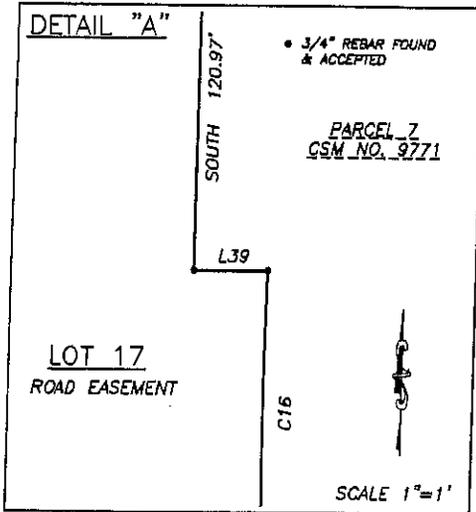
LINE TABLE		
LINE	BEARING	LENGTH
L5	N03°27'53"E	80.66'
L6	N14°53'18"E	49.71'
L7	N06°46'12"E	55.21'
L8	N02°09'06"E	90.03'
L9	N39°25'36"W	48.11'
L10	N65°58'09"W	86.07'
L11	N36°01'12"W	15.61'
L12	N28°16'13"W	11.20'
L13	S88°48'19"W	8.18'
L14	S33°41'48"W	9.89'
L15	N87°52'49"W	11.53'
L16	N30°47'31"W	16.88'
L17	S71°49'13"W	17.59'
L18	N21°48'28"W	6.24'
L19	N13°55'28"E	21.23'
L20	N53°17'08"W	17.88'
L21	N21°50'53"E	28.20'
L22	N51°01'37"W	35.24'
L23	N15°05'48"E	40.02'
L24	N32°38'20"E	21.70'
L25	N51°02'27"W	14.02'
L26	N19°52'50"E	23.86'
L27	N51°02'26"E	55.56'
L28	N37°47'48"W	11.92'
L40	S47°02'04"W	46.42'
L41	N86°50'27"W	0.51'

DATED THIS _____ DAY OF SEPTEMBER, 2015
 THIS INSTRUMENT WAS DRAFTED BY RIZAL W. ISKANDARSJACH S-2738

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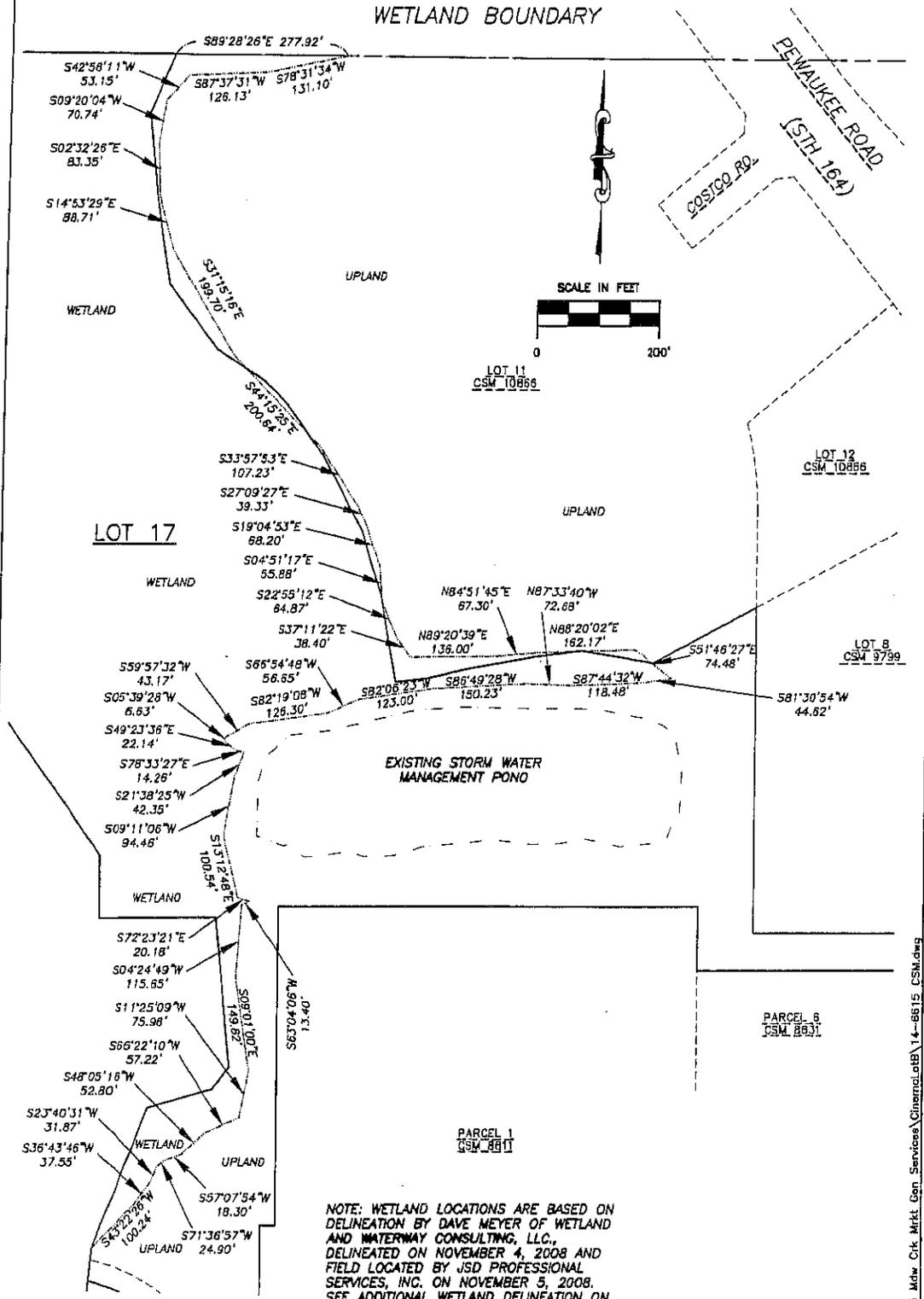
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WETLAND BOUNDARY



LOT 17

**LOT 11
CSM 10886**

**LOT 12
CSM 10886**

**LOT 8
CSM 9799**

**PARCEL 6
CSM 8631**

**PARCEL 1
CSM 8811**

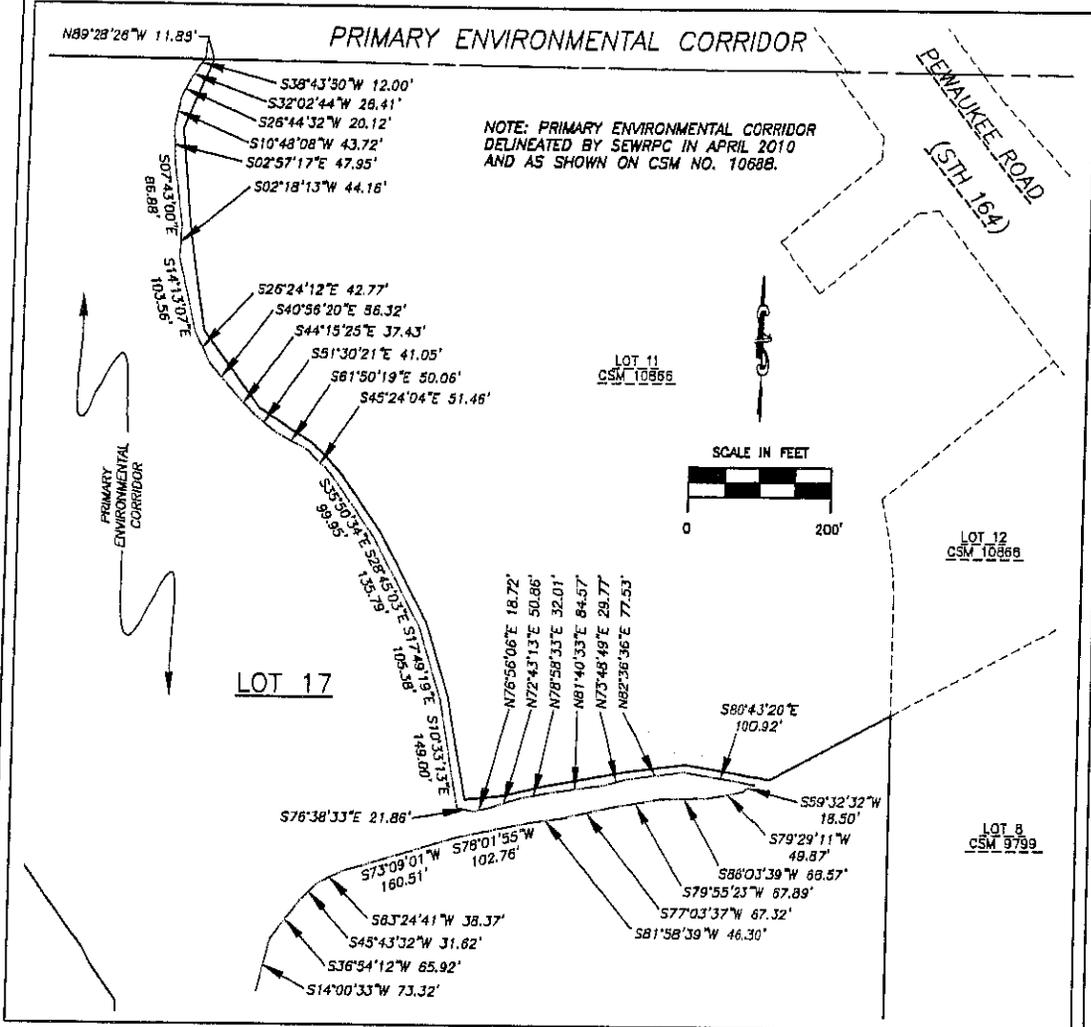
**EXISTING STORM WATER
MANAGEMENT POND**

NOTE: WETLAND LOCATIONS ARE BASED ON DELINEATION BY DAVE MEYER OF WETLAND AND WATERWAY CONSULTING, LLC., DELINEATED ON NOVEMBER 4, 2008 AND FIELD LOCATED BY JSD PROFESSIONAL SERVICES, INC. ON NOVEMBER 5, 2008. SEE ADDITIONAL WETLAND DELINEATION ON SHEET 10 OF 15

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CERTIFIED SURVEY MAP No.

BEING A REDVISION OF LOT 18 OF CERTIFIED SURVEY MAP NO. 11082, LOCATED IN THE SE 1/4 OF THE SW 1/4 OF SECTION 3, THE NE 1/4 OF THE NW 1/4 OF SECTION 10 AND THE NW 1/4, NE 1/4, SE 1/4 AND SW 1/4 OF THE NE 1/4 OF SECTION 10, TOWNSHIP 7 NORTH, RANGE 19 EAST, OF THE FOURTH PRINCIPAL MERIDIAN, IN THE VILLAGE OF PEWAUKEE, WAUKESHA COUNTY, WISCONSIN.



DATED THIS ____ DAY OF SEPTEMBER, 2015
 THIS INSTRUMENT WAS DRAFTED BY RIZAL W. ISKANDARSJACH S-2738

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SURVEYOR'S CERTIFICATE:

State of Wisconsin)
) SS
Waukesha County)

I, Rizal W. Iskandarsjach, Professional Land Surveyor, do hereby all that certify that I have surveyed, divided and mapped a redivision of Lot 16 of Certified Survey Map No. 11082, located in the Southeast 1/4 of the Southwest 1/4 of Section 3, the Northeast 1/4 of the Northwest 1/4 of Section 10 and the Northwest 1/4, Northeast 1/4, Southeast 1/4 and Southwest 1/4 of the Northeast 1/4 of Section 10, Township 7 North, Range 19 East, of the Fourth Principal Meridian, in the Village of Pewaukee, Waukesha County, Wisconsin, bounded and described as follows:

Commencing at the Southeast corner of the Northeast 1/4 of said Section 10; thence North 00°20'36" West along the east line of the Northeast 1/4 of said Section 10, 200.01 feet to a point on the easterly extension of the north line of West Capitol Drive (State Trunk Highway "190"); thence North 89°44'31" West along said easterly extension then along said north line of West Capitol Drive (State Trunk Highway "190"), 708.81 feet to the southwest corner of Parcel 7 of Certified Survey Map No. 9771 and the point beginning of the lands to be described;

Thence continuing North 89°44'31" West along said north line, 29.50 feet to the southeast corner of Parcel 5 of Certified Survey Map No. 8631; thence North along the east line of said Parcel 5, 141.82 feet to a point of curve; thence northwesterly 44.77 feet along the arc of said curve to the left, whose radius is 28.50 feet and whose chord bears North 45°00'00" West, 40.31 feet; thence West along the north line of said Parcel 5, 506.67 feet to a point of curve; thence southwesterly 44.77 feet along the arc of said curve to the left, whose radius is 28.50 feet and whose chord bears South 45°00'00" West, 40.31 feet; thence South along the west line of said Parcel 5, 137.76 feet to an angle point; thence South 16°10'48" East along said west line, 35.82 feet to the southwest corner of said Parcel 5 and the north line of said West Capitol Drive (State Trunk Highway "190"); thence South 86°34'54" West along said north line, 77.12 feet to the southeast corner of Parcel 4 of Certified Survey Map No. 8631; thence North along the east line of said Parcel 4, 176.76 feet to a point of curve; thence northwesterly 44.77 feet along the arc of said curve to the left, whose radius is 28.50 feet and whose chord bears North 45°00'00" West, 40.31 feet; thence West along the north line of said Parcel 4, then along the north line of Lot 10 of Certified Survey Map No. 10832, and then along the north line of Lot 15 of Certified Survey Map No. 11082, 606.74 feet to a point of curve; thence northwesterly 65.61 feet along said north line and along the arc of said curve to the right, whose radius is 146.50 feet and whose chord bears North 77°10'15.5" West, 65.06 feet to a point of compound curve; thence southwesterly 173.77 feet along said north line and along the arc of said curve to the left, whose radius is 88.50 feet and whose chord bears South 59°24'31" West, 147.17 feet to a point of tangency; thence South 03°09'33" West along the west line of said Lot 15, 159.79 feet; thence South 86°50'27" East, 0.51 feet to a point on a curve; thence southeasterly 36.25 feet along said west line and along the arc of said curve to the left, whose radius is 56.00 feet and whose chord bears South 14°21'42" East, 35.62 feet to the southwest corner of said Lot 15 and to the north line of said West Capitol Drive; thence South 86°34'54" West along said north line, 82.93 feet to the southeast corner of Parcel 1 of Certified Survey Map No. 7574; thence along the easterly line of said Parcel 1 and the centerline of a drainage channel the following courses: North 03°27'53" East, 80.66 feet; North 14°53'18" East, 49.71 feet; North 06°46'12" East, 55.21 feet; North 02°09'06" East, 90.03 feet; North 39°25'36" West, 48.11 feet;

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CERTIFIED SURVEY MAP No. _____

BEING A REDIVISION OF LOT 18 OF CERTIFIED SURVEY MAP NO. 11082, LOCATED IN THE SE 1/4 OF THE SW 1/4 OF SECTION 3, THE NE 1/4 OF THE NW 1/4 OF SECTION 10 AND THE NW 1/4, NE 1/4, SE 1/4 AND SW 1/4 OF THE NE 1/4 OF SECTION 10, TOWNSHIP 7 NORTH, RANGE 19 EAST, OF THE FOURTH PRINCIPAL MERIDIAN, IN THE VILLAGE OF PEWAUKEE, WAUKESHA COUNTY, WISCONSIN.

North 65°58'09" West, 66.07 feet; North 36°01'12" West, 15.61 feet; North 28°16'13" West, 11.20 feet; South 88°48'19" West, 8.18 feet; South 33°41'48" West, 9.89 feet; North 87°52'49" West, 11.53 feet; North 30°47'31" West, 16.68 feet; South 71°49'13" West, 17.59 feet; North 21°48'28" West, 6.24 feet; North 13°55'28" East, 21.23 feet; North 53°17'08" West, 17.88 feet; North 21°50'53" East, 28.20 feet; North 51°01'37" West, 35.24 feet; North 15°05'48" East, 40.02 feet; North 32°38'20" East, 21.70 feet; North 51°02'27" West, 14.02 feet; North 19°52'50" East, 23.66 feet; North 51°02'26" East, 55.56 feet; North 37°47'48" West, 11.92 feet; North 05°31'27" East, 78.36 feet to the northeast corner of said Parcel 1 and the southeast corner of Meadow Valley of Pewaukee; thence along the easterly line of said Meadow Valley of Pewaukee the following courses: North 21°15'45" East, 240.00 feet; North 74°26'14" East, 106.33 feet; North 39°02'46" East, 45.00 feet; North 05°57'14" West, 240.00 feet; South 89°32'46" West, 185.00 feet; North 00°27'14" West, 100.00 feet; North 35°23'01" West, 432.56 feet; North 57°21'53" West, 20.94 feet; North 07°21'53" West, 290.17 feet; North 38°21'47" West, 339.87 feet; North 14°33'00" West, 70.79 feet; North 81°14'45" West, 110.00 feet; South 89°45'18" West, 349.26 feet to the northwest corner of Meadow Valley of Pewaukee and the easterly line of Majeskie Acres; thence North 00°23'52" West along said easterly line, 280.07 feet to the south line of the Southwest 1/4 of said Section 3; thence North 89°45'44" West along said easterly line and along the south line of said Southwest 1/4, 11.02 feet; thence North 00°25'41" West parallel to the east line of said Southwest 1/4 and along said easterly line, 181.50 feet; thence South 89°45'44" East parallel to the south line of said Southwest 1/4, 689.06 feet to the east line of said Southwest 1/4; thence South 00°25'41" East along the east line of said Southwest 1/4, 181.50 feet to the northwest corner of the Northeast 1/4 of said Section 10; thence South 89°28'26" East along the north line of said Northeast 1/4, 412.84 feet to the westerly line of Lot 11 of Certified Survey Map No. 10866; thence along the westerly line of said Lot 11 the following courses: South 22°37'31" West, 101.51 feet; South 06°00'52" East, 131.89 feet; South 09°17'24" East, 143.66 feet; South 37°18'04" East, 131.11 feet; South 57°10'33" East, 90.02 feet; South 45°23'31" East, 53.32 feet; South 35°50'02" East, 101.41 feet; South 28°44'31" East, 137.36 feet; South 17°48'46" East, 106.97 feet; South 10°32'40" East, 140.42 feet to the southwest corner of said Lot 11; thence along the southerly line of said Lot 11 the following courses: North 84°05'19" East, 52.32 feet; North 76°21'14" East, 58.89 feet; North 79°38'25" East, 114.68 feet; North 82°37'09" East, 79.25 feet; South 80°42'48" East, 119.59 feet; North 62°22'47" East, 190.36 feet to the northwest corner of Lot 8 of Certified Survey Map No. 9799; thence South along the westerly line of said Lot 8, 518.46 feet; thence East along said westerly line, 262.12 feet; thence South 38°28'45" East along said westerly line, 76.07 feet to the north line of Parcel 6 of Certified Survey Map No. 8631; thence West along said north line, 399.93 feet to the northwest corner of said Parcel 6 and the east line of Parcel 1 of Certified Survey Map No. 8611; thence North along said east line, 101.87 feet to the northeast corner of said Parcel 1; thence West along the north line of said Parcel 1, 683.04 feet to the northwest corner of said Parcel 1; thence South along the westerly line of said Parcel 1, 506.60 feet; thence West along said westerly line, 23.87 feet; thence South along said westerly line, 330.12 feet to a point on a curve and on the southerly line of said Parcel 1; thence 49.79 feet along said southerly line and along the arc of said curve to the left, whose radius 97.00 feet and whose chord bears South 39°55'05.5" East, 49.25 feet to a point of compound curve; thence 59.75 feet along said southerly line and along the arc of said curve to the left whose radius is 98.50 feet and whose chord bears South 72°37'15.5" East, 58.84 feet; thence East along the south line of said Parcel 1 and then along the south line of Parcel 2 of Certified Survey Map No. 8611, 1234.66 feet to a point of curve; thence 44.77 feet along the arc of said curve to the left, whose radius is 28.50 feet and whose chord bears North 45°00'00" East, 40.31 feet; thence North along the east line of said Parcel 2 and then along the east line of Parcel 6 of Certified Survey Map No. 8631, 444.43 feet to a point on a curve; thence northeasterly 192.75

CERTIFIED SURVEY MAP No. _____

BEING A REDIVISION OF LOT 16 OF CERTIFIED SURVEY MAP NO. 11082, LOCATED IN THE SE 1/4 OF THE SW 1/4 OF SECTION 3, THE NE 1/4 OF THE NW 1/4 OF SECTION 10 AND THE NW 1/4, NE 1/4, SE 1/4 AND SW 1/4 OF THE NE 1/4 OF SECTION 10, TOWNSHIP 7 NORTH, RANGE 19 EAST, OF THE FOURTH PRINCIPAL MERIDIAN, IN THE VILLAGE OF PEWAUKEE, WAUKESHA COUNTY, WISCONSIN.

feet along said east line then along the southerly line of Lot 8 of Certified Survey Map No. 9799 and along the arc of said curve to the right whose radius is 291.50 feet and whose chord bears North 35°24'39.5" East, 189.26 feet; thence North 54°21'15" East along the south line of said Lot 8, 410.41 feet to the west line of Pewaukee Road (State Trunk Highway "164") and a point on a curve; thence southeasterly 50.74 feet along said west line and along the arc of said curve to the right, whose radius is 1427.89 feet and whose chord bears South 30°01'26" East, 50.74 feet to the northeast corner of Lot 9 of Certified Survey Map No. 9804; thence South 61°02'30" West along the north line of said Lot 9, 64.37 feet; thence South 54°21'15" West along said north line, 83.55 feet to the northwest corner of said Lot 9; thence South 20°13'33" East along the west line of said Lot 9, 300.41 feet to the southwest corner of said Lot 9; thence East along the south line of said Lot 9, 160.63 feet to the southeast corner of said Lot 9, the west line of Pewaukee Road (State Trunk Highway "164") and a point on a curve; thence southeasterly 33.83 feet along said west line and along the arc of said curve to the right, whose radius is 1427.89 feet and whose chord bears South 12°42'37.5" East, 33.83 feet to the northeast corner of Lot 13 of Certified Survey Map No. 10879; thence West along the north line of said Lot 13, 194.80 feet to a point of curve; thence southwesterly 44.77 feet along said north line and along the arc of said curve to the left, whose radius is 44.77 feet and whose chord bears South 45°00'00" West, 40.31 feet to the west line of said Lot 13; thence South along said west line and then along the westerly line of Lot 14 of said Certified Survey Map No. 10879, 380.70 feet to a point of curve; thence southwesterly 96.60 feet along said westerly line and along the arc of said curve to the right, whose radius is 61.50 feet and whose chord bears South 45°00'00" West, 86.97 feet; thence West, along said westerly line and then along the north line of Parcel 7 of said Certified Survey No. 9771, 177.95 feet to an angle point; thence South 86°25'25" West along said north line, 89.00 feet to a point of curve; thence southwesterly 42.99 feet along the arc of said curve to the left, whose radius is 28.50 feet and whose chord bears South 43°12'42.5" West, 39.03 feet; thence South along the westerly line of said Parcel 7, 120.97 feet to an angle point; thence East along said westerly line, 0.51 feet to a point on a curve; thence southeasterly 20.90 feet along the arc of said curve to the left, whose radius is 56.00 feet and whose chord bears South 09°40'01" East, 20.78 feet to the point of beginning.

Containing in all 1,948,273 square feet, (44.7262 acres) of land, more or less.

Subject to easements and restrictions of records.

That I have made such survey, land division, and map by the direction of Meadow Creek Limited Partnership, owner of said land. That such map is a correct representation of all exterior boundaries of the land surveyed and the land division thereof made.

That I have fully complied with the provisions of Chapter 236 of the Wisconsin Statutes of Ordinances and The Village Subdivision Regulations of the Village of Pewaukee in surveying, dividing and mapping the same.

Rizal W. Iskandarsjach, P.L.S.
Professional Land Surveyor, S-2738

CERTIFIED SURVEY MAP No. _____

BEING A REDIVISION OF LOT 16 OF CERTIFIED SURVEY MAP NO. 11082, LOCATED IN THE SE 1/4 OF THE SW 1/4 OF SECTION 3, THE NE 1/4 OF THE NW 1/4 OF SECTION 10 AND THE NW 1/4, NE 1/4, SE 1/4 AND SW 1/4 OF THE NE 1/4 OF SECTION 10, TOWNSHIP 7 NORTH, RANGE 19 EAST, OF THE FOURTH PRINCIPAL MERIDIAN, IN THE VILLAGE OF PEWAUKEE, WAUKESHA COUNTY, WISCONSIN.

PLANNING COMMISSION APPROVAL

APPROVED by the Planning Commission of the Village on Pewaukee on this _____ day of _____, 2015.

Jeff Knutson, CHAIRPERSON

Chaz M. Schumacher, DEPUTY CLERK

VILLAGE BOARD CERTIFICATE OF APPROVAL

RESOLVED that the above Certified Survey Map which has been filed for approval, be and is hereby approved as required by the Village Subdivision Regulations and Chapter 236 of the Wisconsin Statutes relating to Certified Survey Maps.

I HEREBY certify that the foregoing is a true and correct copy of a Resolution accepted by the Village Board of the Village of Pewaukee on this _____ day of _____, 2015.

Jeff Knutson, VILLAGE PRESIDENT

Chaz M. Schumacher, INTERIM- CLERK-TREASURER

8c

11/12/2015 9:54 AM

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ACCT

GENERAL FUND

Accounting Checks

Posted From: 10/01/2015 From Account: 110-00-11100-000-000
Thru: 10/31/2015 Thru Account: 960-00-57610-000-000

Check Nbr	Check Date	Payee	Amount
54610	10/02/2015	AFRICAN AMERICAN PUBLICATIONS IN 55456/4 VOL SET/AFRICAN AMERICAN HIST	
900-00-55110-000-141		LIBRARY-PRINTED MATERIALS IN 55456/4 VOL SET/AFRICAN AMERICAN HIST	279.90
Total			279.90
54611	10/02/2015	AJACKS LLC #09242015/SERV CALL/CK WATER IN LOBBY/VH	
110-00-51600-000-310		VILLAGE HALL MAINTENANCE #09242015/SERV CALL/CK WATER IN LOBBY/VH	110.00
Total			110.00
54612	10/02/2015	ARING EQUIPMENT CO INC CUST 702955/HOUR RECORDER/#112	
110-00-53330-000-310		EQUIPT. MAINT. GEN. OPERATION IN 559903/HOUR RECORDER/Front End LD #112	120.82
Total			120.82
54613	10/02/2015	AUTOMATIC ENTRANCES OF WISCONSIN INC CUST 18297292/DOOR REPAIR/LIBRARY	
900-00-55110-000-310		LIBRARY-BUILDING MAINTENANCE IN 1944994/DOOR BATTERY REPAIR/LIBRARY	161.00
Total			161.00
54614	10/02/2015	BAKER & TAYLOR BOOKS ACCT 215658/LIBRARY BOOKS	
900-00-55110-000-141		LIBRARY-PRINTED MATERIALS INV 2031069693/LIBRARY BOOKS	99.12
900-00-55110-000-141		LIBRARY-PRINTED MATERIALS INV 2031077905/LIBRARY BOOKS	418.99
900-00-55110-000-141		LIBRARY-PRINTED MATERIALS INV 2031082229/LIBRARY BOOKS	231.72
900-00-55110-000-141		LIBRARY-PRINTED MATERIALS INV 2031083572/LIBRARY BOOKS	233.59
900-00-55110-000-141		LIBRARY-PRINTED MATERIALS INV 2031083770/LIBRARY BOOKS	177.40
900-00-55110-000-141		LIBRARY-PRINTED MATERIALS INV 2031085803/LIBRARY BOOKS	211.59
900-00-55110-000-141		LIBRARY-PRINTED MATERIALS INV 2031091826/LIBRARY BOOKS	69.26

GENERAL FUND

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Posted From: 10/01/2015 From Account: 110-00-11100-000-000
 Thru: 10/31/2015 Thru Account: 960-00-57610-000-000

Check Nbr	Check Date	Payee	Amount
900-00-55110-000-141		LIBRARY-PRINTED MATERIALS	65.92
		INV 2031100674/LIBRARY BOOKS	
900-00-55110-000-141		LIBRARY-PRINTED MATERIALS	12.59
		INV 2031100734/LIBRARY BOOKS	
900-00-55110-000-141		LIBRARY-PRINTED MATERIALS	86.15
		INV 2031112801/LIBRARY BOOKS	
900-00-55110-000-141		LIBRARY-PRINTED MATERIALS	15.65
		INV 2031113616/LIBRARY BOOKS	
900-00-55110-000-141		LIBRARY-PRINTED MATERIALS	133.46
		INV 2031115950/LIBRARY BOOKS	
900-00-55110-000-141		LIBRARY-PRINTED MATERIALS	103.19
		INV 2031121102/LIBRARY BOOKS	
Total			1,858.63
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54615	10/02/2015	BATZNER PEST MANAGEMENT INC	
		ACCT 90297/PEST RODENT MGT/LIBRARY	
900-00-55110-000-310		LIBRARY-BUILDING MAINTENANCE	68.00
		IN 1971144/PEST RODENT MGMT/210 MAIN ST	
Total			68.00
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54616	10/02/2015	BEDROCK SEWER & WATER INC	
		IN 839/REPAIR WTR MAIN/PARK AVE & MAPLE	
600-00-50651-002-000		MAINT OF MAINS/MAIN MATERIALS	3,291.00
		IN 839/REPAIR WTR MAIN/PARK AVE & MAPLE	
Total			3,291.00
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54617	10/02/2015	BILL'S POWER CENTER INC	
		CUST 29485/CONTROL-CHOKE/SWITCH/TORO 720	
110-00-53330-000-310		EQUIPT. MAINT. GEN. OPERATION	61.45
		IN 416602/CONTROL-CHOKE/SWITCH/MOWER 720	
Total			61.45
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54618	10/02/2015	BROOKFIELD BUICK PONTIAC GMC	
		CUST 301410/SUPPORTS/PLATE/#110	
110-00-53330-000-310		EQUIPT. MAINT. GEN. OPERATION	79.96
		IN 86426/SUPPORTS/PLATE/#110	
Total			79.96
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54619	10/02/2015	C&C CUSTOM CONCRETE	
		CONCRETE/REPLACEMENT/SIDEWALKS/CURB	

GENERAL FUND

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Thru Account: 960-00-57610-000-000

Check Nbr	Check Date	Payee	Amount
110-00-53430-000-310		SIDEWALK MAINT. GEN. OPERATION CONCRETE/REPLACEMENT/SIDEWALKS	800.00
110-00-53450-000-310		CURB, GUTTER, GEN. OPERATION CONCRETE/REPLACEMENT/CURBS	1,120.00
Total			1,920.00
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54620	10/02/2015	COREY OIL LTD CUST 109676/CITGO ENGINE OIL	
110-00-53330-000-310		EQUIPT. MAINT. GEN. OPERATION IN 8929/64.3G CITGO ENGINE OIL	536.91
Total			536.91
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54621	10/02/2015	DIVERSIFIED BENEFIT SERVICES INC IN 208798/FLEX PARTICIPANT FEES/SEP 2015	
110-00-51980-000-000		GENERAL GOVT. MISC. EXPENSES IN 208798/FLEX PARTICIPANT FEES/SEP 2015	167.14
Total			167.14
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54622	10/02/2015	FARONICS IN 20150923PPL/(20)WORKSTATION DEEP FRZ	
900-00-55110-000-143		LIBRARY-TECHNOLOGY IN 20150923PPL/(20)WORKSTATION DEEP FRZ	220.00
Total			220.00
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54623	10/02/2015	FERGUSON WATERWORKS CUST 1408/UPPER STEM/COLLISN REP KIT/HYD	
600-00-50654-002-000		MAINT OF HYDRANTS/REPAIR PARTS IN 0181710/HYD UPPER STEM/COLL REP KITS	980.03
Total			980.03
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54624	10/02/2015	GAYLORD BROS INC ACCT 813454/LIBRARY CD POCKETS	
900-00-55110-000-144		LIBRARY-MILEAGE, SUPPLIES, ETC INV 2388312/CD POCKETS/LIBRARY	46.52
Total			46.52
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54625	10/02/2015	GEO-SYNTHETICS INC CUST 23600/SEDIMENT BAGS/WATER	
600-00-50651-002-000		MAINT OF MAINS/MAIN MATERIALS INV 119487-000/(2) SEDIMENT BAG/PARK AVE	143.74

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Check Nbr	Check Date	Payee	Amount
Total			143.74
54626	10/02/2015	J F AHERN COMPANY INV 10009118/ANNUAL MAINT/FIRE EXTING/VH	
110-00-51600-000-310		VILLAGE HALL MAINTENANCE INV 10009118/ANNUAL MAINT/FIRE EXTING/VH	82.40
Total			82.40
54627	10/02/2015	JENSEN EQUIPMENT COMPANY INC ACCT 20080/16"BELT/SAW #143	
110-00-53330-000-310		EQUIPT. MAINT. GEN. OPERATION INV J-544768/BELT 16"/SAW #143	19.53
Total			19.53
54628	10/02/2015	MENARDS-CAPITAL ONE COMMERCIAL ACCT 6004-3007-8000-8345/SUPPLIES	
110-00-51600-000-310		VILLAGE HALL MAINTENANCE IN3143223115074855/1X6-8' CEDAR/VH FENCE	8.99
110-00-53470-000-310		TRAFFIC CONT. GEN. OPERATION IN 314325215052460/WOOD	1.17
Total			10.16
54629	10/02/2015	MENARDS-PEWAUKEE ACCT 31430275/BATTERIES/POLICE	
110-00-52100-000-140		PUBLIC SAFETY EXPENSES IN 69000/BATTERIES/POLICE	17.98
Total			17.98
54630	10/02/2015	PAYNE & DOLAN CUST 117294/ROAD ASPHALT	
110-00-53310-000-310		STREET MAINT. GEN. OPERATION IN 1377846/ROAD ASPHALT	356.21
Total			356.21
54631	10/02/2015	PENNZOIL 10 MINUTE OIL CHANGE CENTER POLICE OIL CHANGES	
110-00-52100-000-310		POLICE VEHICLE MAINTENANCE #11-0462853/OIL CHANGE/'14 FD EX/LIC 636	37.45
110-00-52100-000-310		POLICE VEHICLE MAINTENANCE #11-0462850/OIL CHANGE/'14 FD EX/LIC 637	35.20

GENERAL FUND

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Check Nbr	Check Date	Payee	Amount
110-00-52100-000-310		POLICE VEHICLE MAINTENANCE	37.45
		#11-0462653/OIL CHANGE/'06 CHEV SUBURBAN	
110-00-52100-000-310		POLICE VEHICLE MAINTENANCE	37.45
		#11-0461982/OIL CHANGE/'15 FD EX/LIC 639	
Total			147.55
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54632	10/02/2015	POMP'S TIRE SERVICE INC	
		CUST 6915690/(2)TURF MASTER TIRES/#720	
110-00-53330-000-310		EQUIPT. MAINT. GEN. OPERATION	189.90
		IN 60077591(2)TURF MASTER TIRES/#720	
Total			189.90
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54633	10/02/2015	REBECCA L HIGBY	
		REIMBURSE/MILEAGE/ROOM/LACROSSE/CONF	
110-00-51420-000-140		CLERK'S OFFICE EXPENSES	105.80
		REIMBURSE/MILEAGE/LACROSSE WI/MTAW CONF	
110-00-51420-000-140		CLERK'S OFFICE EXPENSES	238.00
		REIMBURSE/ROOM/RADISSON HOTEL/LACROSSE	
Total			343.80
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54634	10/02/2015	RECORDED BOOKS INC	
		ACCT 417594/LIBRARY CDS	
900-00-55110-000-142		LIBRARY-NON-PRINT MATERIALS	27.67
		INV 75202974/LIBRARY CD	
900-00-55110-000-142		LIBRARY-NON-PRINT MATERIALS	14.17
		INV 75204293/LIBRARY CD	
Total			41.84
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54635	10/02/2015	RED THE UNIFORM TAILOR	
		ACCT 53PEWA/HONOR GUARD BADGES/POLICE	
110-00-52100-000-400		POLICE UNIFORM ALLOWANCE	229.10
		IN 0W60856B/(2)HONOR GUARD BADGES	
Total			229.10
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54636	10/02/2015	STATE OF WISCONSIN COURT FINES & ASSESSMENTS	
		#67-171/COURT ASSESSMENTS/SEPTEMBER 2015	
110-00-45100-000-000		LAW & ORDINANCE VIOLATIONS	6,390.51
		#67-171/COURT ASSESSMENTS/SEPTEMBER 2015	
Total			6,390.51

GENERAL FUND

Accounting Checks

Posted From: 10/01/2015 From Account: 110-00-11100-000-000
 Thru: 10/31/2015 Thru Account: 960-00-57610-000-000

Check Nbr	Check Date	Payee	Amount
54637	10/02/2015	STOIBER ELECTRIC CO INC CUST 100748/REPAIR LIGHTS/VH LOBBY	
110-00-51600-000-310		VILLAGE HALL MAINTENANCE IN 45282/REPAIR LIGHTS/VH-PD LOBBY	241.00
		Total	241.00
54638	10/02/2015	TERRIES PRINTING IN 21669/BUSINESS CARDS/CRAIG DRUMMY	
110-00-52100-000-140		PUBLIC SAFETY EXPENSES IN 21669/BUSINESS CARDS/CRAIG DRUMMY	169.00
		Total	169.00
54639	10/02/2015	TKK ELECTRONICS LLC IN 13059/(10) POUCHES FOR TRANSMITTERS	
110-00-52100-000-140		PUBLIC SAFETY EXPENSES IN 13059/(10) POUCHES FOR TRANSMITTERS/POL	275.00
		Total	275.00
54640	10/02/2015	WACHTEL TREE SCIENCE & SERVICE INC ACCT 5764.0/WRITE 2016 WI DNR GRANT APPL	
110-00-53100-000-120		OUTSIDE CONTRACTED ENGINEERING IN 213782/WRITE 2016 WI DNR URBAN GRANT	500.00
		Total	500.00
54641	10/02/2015	WAUKESHA COUNTY TREASURER #67-171/JAIL ASSESSMENTS/SEPTEMBER 2015	
110-00-45100-000-000		LAW & ORDINANCE VIOLATIONS #67-171/JAIL ASSESSMENTS/SEPTEMBER 2015	2,647.80
		Total	2,647.80
54642	10/02/2015	WE ENERGIES ELECTRIC/GAS USAGE	
110-00-53420-000-310		STREET LIGHTING, GEN. OPERAT. ACCT 5632-224-264 GROUP BILL/STR LIGHTS	4,462.96
110-00-53310-000-311		GARAGE EXPENSES ACCT 5237-098-962 GROUP BILL/DPW	440.78
110-00-51600-000-310		VILLAGE HALL MAINTENANCE ACCT 5237-098-962 GROUP BILL/VH-PD	1,851.21
600-00-50622-000-000		POWER PURCHASED FOR PUMPING ACCT 0000-074-279 GROUP BILL/ELEC/WELLS	11,677.04

GENERAL FUND

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Posted From: 10/01/2015 From Account: 110-00-11100-000-000
 Thru: 10/31/2015 Thru Account: 960-00-57610-000-000

Check Nbr	Check Date	Payee	Amount
600-00-50605-006-000		MAINT. OF WELLS-EQUIP/NAT. GAS	24.87
		ACCT 0000-074-279 GROUP BILL/GAS/WL 5&6	
600-00-50650-002-000		MAINT OF RESERVOIRS/ELECTRIC	228.68
		ACCT 0000-074-279 GROUP BILL/STANDPIPES	
600-00-50655-002-000		MAINT OF BOOSTER STATION/ELECT	202.36
		ACCT 0000-074-279 GROUP BILL/BOOSTER	
700-00-50822-002-000		PUMP STATION #1 ELECTRIC	3,090.09
		ACCT 0000-074-126 GROUP BILL/ELE/LIFT 1	
700-00-50822-003-000		PUMP STATION #1 NATURAL GAS	34.83
		ACCT 0000-074-126 GROUP BILL/GAS/LIFT 1	
700-00-50821-000-000		POWER AND FUEL FOR PUMPING	398.69
		ACCT 0000-074-126 GROUP BILL/SWR LIFTS	
Total			22,411.51
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54643	10/09/2015	ADVANCED DISPOSAL SERVICES LLC - C1	
		ACCT C1026138/STREET SWEEPINGS/DPW	
650-00-53440-000-310		STORM SEWER MAINTENANCE	662.96
		INV C10001649938/STREET SWEEPINGS/DPW	
Total			662.96
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54644	10/09/2015	ARNOLD'S ENVIRONMENTAL SERVICES INC	
		CUST PEWA011010/PORTABLE RESTROOM/POLICE	
110-00-52100-000-361		JOINT PISTOL FUNDED EXPENSES	132.00
		IN A-194241/POLICE PORTABLE RESTROOM	
Total			132.00
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54645	10/09/2015	AT& T	
		ACCT 262 691-2425 080 7 SECURITY VH/PD	
110-00-51600-000-310		VILLAGE HALL MAINTENANCE	73.38
		ACCT 262 691-2425 080 7 SECURITY VH/PD	
Total			73.38
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54646	10/09/2015	AUTOMOTIVE PARTS & EQUIPMENT CORPORATION	
		ACCT 2080/PARTS & SUPPLIES	
650-00-53330-000-310		EQUIPMENT MAINTENANCE	61.23
		IN 018714/FILTERS/STORM WATER #503	
700-00-50822-010-000		PUMP STATION #1 EQUIP MAINT	16.18
		IN 018891/FILTER/SEWR/LIFT 1 COMPRESSORS	
110-00-53330-000-310		EQUIPT. MAINT. GEN. OPERATION	240.57
		IN 019632/019738/019798/019817/019824	

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Check Nbr	Check Date	Payee	Amount
110-00-53330-000-310		EQUIPT. MAINT. GEN. OPERATION IN 019829/019834/020005/020104/020278	690.87
110-00-53330-000-310		EQUIPT. MAINT. GEN. OPERATION IN 020352/020396/020398/LACQ THINNER/DPW	42.84
Total			1,051.69
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54647	10/09/2015	BETH SAVAGIAN REIMBURSE/MILEAGE 7-8-15 THRU 9-30-15	
900-00-55110-000-144		LIBRARY-MILEAGE, SUPPLIES, ETC REIMBURSE/MILEAGE 7-8-15 THRU 9-30-15	34.79
Total			34.79
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54648	10/09/2015	BUELOW VETTER BUIKEMA OLSON & VLIET LLC ACCT 3358-80237/LEGAL SERVICES	
110-00-51320-000-000		LABOR ATTORNEY ACCT 3358-80237/LEGAL SERVICES	50.00
Total			50.00
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54649	10/09/2015	CHASITY SCHUMACHER REIMBURSE/MILEAGE 9-3-15 THRU 10-5-15	
110-00-51420-000-140		CLERK'S OFFICE EXPENSES REIMBURSE/MILEAGE/PLOVER WI/ADVISORY BD	172.50
110-00-51420-000-140		CLERK'S OFFICE EXPENSES REIMBURSE/MILEAGE/9-3-15 THRU 10-5-15	5.75
Total			178.25
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54650	10/09/2015	CITY OF PEWAUKEE IN 2015-09/BUILDING INSPECTIONS/SEP 2015	
110-00-52400-000-100		BUILDING INSPECTION CONTRACT IN 2015-09/BUILDING INSPECTIONS/SEP 2015	7,614.71
Total			7,614.71
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54651	10/09/2015	CITY OF PEWAUKEE SHARED PARK & RECREATION/OCTOBER 2015	
110-00-55200-000-000		PARKS PARKS 1/12 BUDGET/OCTOBER 2015	12,792.34
110-00-55300-000-000		RECREATION PROGRAMS RECREATION 1/12 BUDGET/OCTOBER 2015	12,084.50
Total			24,876.84

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54652	10/09/2015	ELLIOTT HARDWARE PROP LLC/ACE HARDWARE ACCT 331520/SUPPLIES	
600-00-50700-003-000		TRUCK EXPENSE/EQUIP & TOOLS IN 776452/BUCKET ORGANIZER/WATER	13.99
110-00-53310-000-311		GARAGE EXPENSES IN 776549/CLEAR DAP SEALANT/DPW	4.99
110-00-51600-000-310		VILLAGE HALL MAINTENANCE IN 776635/776766/776790/TIMBER OIL/VH-PD	122.55
110-00-53330-000-310		EQUIPT. MAINT. GEN. OPERATION IN 776636/COUNTERSINK 1/2"/DPW	9.99
600-00-50605-002-000		MAINT. OF WELLS & EQUIP/MATER. IN 776866/HOME DFNS MAX RTU GAL/WATER	8.99
650-00-53330-000-310		EQUIPMENT MAINTENANCE IN 776867/HARDWARE/STORM WATER #503	3.30
600-00-50652-005-000		MAINT OF SERVICES/MISC/TOOLS IN 777200/THREADED ROD/WATER	13.58
Total			177.39
54653	10/09/2015	ELLIOTT HARDWARE PROP LLC/ACE HARDWARE ACCT 331214/LIBRARY SUPPLIES	
900-00-55110-000-310		LIBRARY-BUILDING MAINTENANCE INV 776359/NYLON CORD/MOUNTING TAPE/LIB	14.78
Total			14.78
54654	10/09/2015	ELLIOTT HARDWARE PROP LLC/ACE HARDWARE ACCT 601461/POLICE CAMERA BATTERIES	
110-00-52100-000-360		POLICE PISTOL TRAINING INV 776455/CAMERA BATTERIES/POLICE	28.14
Total			28.14
54655	10/09/2015	ETHOSTREAM LLC CUST00-0027351/INSTALL ACCESS POINTS/LIB	
900-00-55110-000-143		LIBRARY-TECHNOLOGY IN 0010578/INSTALL ACCESS POINTS/LIB	1,567.10
Total			1,567.10
54656	10/09/2015	FACILITY SERVICES GROUP INC INV 17536/GUTTER REPAIRS/VH-PD	
110-00-59900-000-000		CONTINGENCY FUND INV 17536/GUTTER REPAIRS/VH-PD	1,182.00

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Total			1,182.00
54657	10/09/2015	FRANZ PLUMBING AND PIPING INC. IN 2737/(3)WATER METER INSTALLS	
600-00-50931-001-000		OUTLAY/PROJECTS IN 2737/(3)WATER METER INSTALLS	1,050.00
Total			1,050.00
54658	10/09/2015	HOGEN ELECTRIC INC IN 5396/WELL 3 ELECTRIC SERVICE INSTALL	
600-00-50931-001-000		OUTLAY/PROJECTS IN 5396/WELL 3 ELECTRIC SERVICE INSTALL	12,458.00
Total			12,458.00
54659	10/09/2015	HYDROCORP CUST PEWAUKE/CROSS CONNECTION CTRL PROG	
600-00-50923-003-000		OUTSIDE SERVICES/CONSULTING IN 0036858/CROSS CONNECTION CTRL PROGRAM	598.00
Total			598.00
54660	10/09/2015	JENSEN EQUIPMENT COMPANY INC ACCT 20080/5GAL DIESEL CAN/FLEX HOSE/DPW	
110-00-53330-000-310		EQUIPT. MAINT. GEN. OPERATION IN J-542731/5GA DIESEL CAN/FLEX HOSE/DPW	85.04
Total			85.04
54661	10/09/2015	JOHNSON CONTROLS INC CUST 1311623/AIR CONDITION SERV CALL/POL	
110-00-51600-000-310		VILLAGE HALL MAINTENANCE #1-25243394770/A/C SERVICE CALL/POLICE	405.60
110-00-51600-000-310		VILLAGE HALL MAINTENANCE #1-25538710560/A/C SERVICE CALL/POLICE	912.60
Total			1,318.20
54662	10/09/2015	JOLYNNE WHALEN REIMBURSE/MILEAGE/RT FRANKLIN WI/WORKSHP	
900-00-55110-000-144		LIBRARY-MILEAGE, SUPPLIES, ETC REIMBURSE/MILEAGE/RT FRANKLIN WI/WORKSHP	24.15
Total			24.15

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54663	10/09/2015	JOURNAL COMMUNITY PUBLISHING GROUP ACCT 5VILPEW-5/LEGAL NOTICES	
110-00-51470-000-000		PUBLICATION EXPENSES IN 5VILPEW-5-9-15/LEGAL NOTICES	91.90
		Total	91.90
54664	10/09/2015	LAKE COUNTRY PUBLICATIONS ACCT 02032522/1 YR SUBSCRIPTION/LIB 2016	
900-00-17100-000-000		PREPAID EXPENSES ACCT 02032522/1 YR SUBSCRIPTION/LIB 2016	49.00
		Total	49.00
54665	10/09/2015	LEXISNEXIS RISK & INFORMATION ANALYTICS GROUP ACCT 1451230/POLICE PERSON SEARCHES	
110-00-52100-000-320		SPECIAL INVESTIGATIONS INV 1451230-20150930/POL PERSON SEARCHES	50.00
		Total	50.00
54666	10/09/2015	LINCOLN CONTRACTORS SUPPLY INC CUST 05507/GUARD BELTS/#143	
110-00-53330-000-310		EQUIPT. MAINT. GEN. OPERATION IN K13725/GUARD BELTS/#143	66.63
		Total	66.63
54667	10/09/2015	MAILCOM CONSULTING LLC INV 13730/UTILITY BILLING PROCESSING	
110-00-53620-000-000		REFUSE COLLECTION CONTRACT INV 13730/UTILITY BILLING PROCESSING	233.27
110-00-53635-000-000		RECYCLING EXPENSES INV 13730/UTILITY BILLING PROCESSING	114.88
600-00-50903-001-000		SUPPLIES-POSTAGE & ENVELOPES INV 13730/UTILITY BILLING PROCESSING	348.16
650-00-53100-000-140		ADMINISTRATION EXPENSES INV 13730/UTILITY BILLING PROCESSING	348.16
700-00-50851-000-000		OFFICE SUPPLIES & EXPENSES INV 13730/UTILITY BILLING PROCESSING	348.16
		Total	1,392.63
54668	10/09/2015	MARK MORAN LIBRARY ANTIQUE APPRAISAL EVENT 11-10-15	

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900-00-55110-000-144		LIBRARY-MILEAGE, SUPPLIES, ETC LIBRARY ANTIQUE APPRAISAL EVENT 11-10-15	400.00
Total			400.00
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54669	10/09/2015	MARY M CENSKY PLANNER SERVICES	
110-00-12000-000-000		ACCOUNTS RECEIVABLE MAY-JUN-JUL'15/PLANNER FEES/BUBBA'S CUST	239.38
110-00-12000-000-000		ACCOUNTS RECEIVABLE MAY-JUN-JUL'15/PLANNER FEES/SIEPMANN	421.12
110-00-51120-000-000		PLAN COMMISSION JUN-JUL-AUG'15/PLANNER FEES/VILLAGE PLAN	1,660.81
110-00-12000-000-000		ACCOUNTS RECEIVABLE JUN-JUL'15/PLANNER FEES/TROUDT 139 MAIN	41.00
110-00-12000-000-000		ACCOUNTS RECEIVABLE JUN-JUL'15/PLANNER FEES/GOFFS HICKORY ST	259.88
110-00-12000-000-000		ACCOUNTS RECEIVABLE JUL-AUG-SEP'15/PLANNER FEES/ARTISAN 179	330.79
110-00-12000-000-000		ACCOUNTS RECEIVABLE JUL-AUG-SEP'15/PLANNER FEES/URBAN MFG	593.44
110-00-12000-000-000		ACCOUNTS RECEIVABLE JUL-AUG'15/PLANNER FEES/WALLACE MAPLE ST	238.54
110-00-12000-000-000		ACCOUNTS RECEIVABLE JUL-AUG'15/PLANNER FEES/WHEATON FRANCIS	167.05
Total			3,952.01
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54670	10/09/2015	MIDWEST METER INC CUST 05-5307236/WATER METERS/FLG COUPL	
600-00-50931-001-000		OUTLAY/PROJECTS IN 0070815/(2)2" WATER METERS	1,386.00
600-00-50931-001-000		OUTLAY/PROJECTS IN 0070815/(24)1" M-70 METERS	3,624.00
600-00-50931-001-000		OUTLAY/PROJECTS IN 0070815/FLANGE COUPLINGS/FREIGHT	468.15
600-00-50931-001-000		OUTLAY/PROJECTS IN 0070961/WTR MTR SPACER KIT/700 QUINLN	449.10
Total			5,927.25

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54671	10/09/2015	NATIONWIDE RETIREMENT SOLUTIONS DEFERRED COMPENSATION-PAY DATE 10-9-15	
110-00-21335-000-000		DEFERRED COMP/NATIONWIDE DEFERRED COMPENSATION-PAY DATE 10-9-15	6,367.24
Total			6,367.24
54672	10/09/2015	NORTH SHORE BANK DEFERRED COMPENSATION-PAY DATE 10-9-15	
110-00-21335-000-100		DEFERRED COMP/NORTH SHORE DEFERRED COMPENSATION-PAY DATE 10-9-15	1,380.00
Total			1,380.00
54673	10/09/2015	NORTHERN LAKE SERVICE INC CLIENT 89738/WATER SAMPLE TESTS/SEP 2015	
600-00-50630-003-000		OPERATION OF WATER TREAT/TESTS IN 282276/WATER SAMPLE TESTING/SEPT 2015	57.00
600-00-50630-003-000		OPERATION OF WATER TREAT/TESTS IN 282888/WATER SAMPLE TESTING/SEPT 2015	57.00
600-00-50630-003-000		OPERATION OF WATER TREAT/TESTS IN 282951/WATER SAMPLE TESTING/SEPT 2015	57.00
Total			171.00
54674	10/09/2015	OKAUCHEE REDI-MIX INC CONCRETE AND STONE	
200-00-53300-000-100		ANNUAL ROAD PROGRAM-RESURFACE IN 78292/CONCRETE/STONE	714.00
110-00-53430-000-310		SIDEWALK MAINT. GEN. OPERATION IN 78554/CONCRETE/STONE	279.00
110-00-53450-000-310		CURB, GUTTER, GEN. OPERATION IN 78554/CONCRETE/STONE	279.00
110-00-53430-000-310		SIDEWALK MAINT. GEN. OPERATION IN 78610/CONCRETE/STONE	969.00
110-00-53430-000-310		SIDEWALK MAINT. GEN. OPERATION IN 78653/CONCRETE/STONE	618.00
Total			2,859.00
54675	10/09/2015	PENQUIN RANDOM HOUSE LLC ACCT 9277240000/LIBRARY CDS	
900-00-55110-000-142		LIBRARY-NON-PRINT MATERIALS IN 1085044097/LIBRARY CDS	90.00

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Total			90.00
54676	10/09/2015	PEWAUKEE POLICEMANS' ASSOCIATION UNION DUES/OCTOBER 2015	
110-00-21332-000-000		UNION DUES WITHHOLDINGS UNION DUES/OCTOBER 2015	489.00
Total			489.00
54677	10/09/2015	POSITIONING SOLUTIONS COMPANY CUST 6838/48" LATH BUNDLES FOR STAKING	
110-00-53310-000-310		STREET MAINT. GEN. OPERATION IN 16979/(2)LATH BUNDLES FOR STAKING	54.00
Total			54.00
54678	10/09/2015	PROHEALTH CARE LABORATORY BILLING ACCT 8100/POLICEL LEGAL BLOOD DRAWS	
110-00-52100-000-320		SPECIAL INVESTIGATIONS ACT 8100/IN 201509-0/POLICE BLOOD DRAWS	175.00
Total			175.00
54679	10/09/2015	PUBLIC SERVICE COMMISSION OF WISCONSIN UTILITY ID 4620/2015-2016 ADV ASSESSMENT	
600-00-50928-002-000		REG COMMISSION/PSC ASSESSMENT IN RA16-I-04620/2015-2016 ADV ASSESSMENT	1,261.10
Total			1,261.10
54680	10/09/2015	QUEST COMPANY CUST VILLAGE OF PEWAUKEE/CLEANING ITEMS	
110-00-51600-000-310		VILLAGE HALL MAINTENANCE IN 161210/C-FOLD TOWELS/VH-PD	35.30
110-00-51600-000-310		VILLAGE HALL MAINTENANCE IN 161210-01/WYPALLS/VH-PD	49.69
110-00-53310-000-311		GARAGE EXPENSES IN 161750/LATEX GLOVES/WYPALLS/DPW	68.69
110-00-51600-000-310		VILLAGE HALL MAINTENANCE IN 161749/C-FOLD TOWELS/ROLL TWLS/VH-PD	73.70
110-00-51600-000-310		VILLAGE HALL MAINTENANCE IN 161900/TOILET TISSUE/VH-PD	41.25
110-00-53310-000-311		GARAGE EXPENSES IN 161901/TOILET TISSUE/DPW	41.25

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			Total 309.88
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54681	10/09/2015	QUILL CORPORATION ACCT C5520515/LIBRARY OFFICE SUPPLIES	
900-00-55110-000-144		LIBRARY-MILEAGE, SUPPLIES, ETC IN 8038523/FDLRS/BATTERIES/KLEENEX/LIB	65.93
900-00-55110-000-144		LIBRARY-MILEAGE, SUPPLIES, ETC IN 8129190/PL GLOVES/NAPKINS/MRKRS/LIB	44.01
900-00-55110-000-144		LIBRARY-MILEAGE, SUPPLIES, ETC IN 8136007/PLASTIC GLOVES/LIB	12.00
			Total 121.94
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54682	10/09/2015	R A SMITH NATIONAL INC ENGINEERING	
110-00-59900-000-000		CONTINGENCY FUND IN 120463/CSM/LAIMON FAMILY	181.50
110-00-51120-000-000		PLAN COMMISSION IN 120465/PLAN COMMISSION MTG	340.23
			Total 521.73
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54683	10/09/2015	STAPLES CREDIT PLAN ACCT 6035517880721567/LIBRARY COPY PAPER	
900-00-55110-000-144		LIBRARY-MILEAGE, SUPPLIES, ETC IN 1394756221/COPY PAPER/LIBRARY	53.98
			Total 53.98
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54684	10/09/2015	STREICHER'S ACCT 367/LIBERATOR III HEADSETS/POLICE	
200-00-57629-000-000		POLICE EQUIPMENT IN I1173085/(2)LIBERATOR III HEADSET/POL	2,864.97
			Total 2,864.97
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54685	10/09/2015	TDS ACCT 2626915670/LIBRARY	
900-00-55110-000-311		LIBRARY-UTILITIES ACCT 2626915670/LIBRARY	703.99
			Total 703.99
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54686	10/09/2015	TDS ACCT 2626915668/WATER	

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600-00-50641-001-000		TRANS. & DIST. SYSTEM/PHONE ACCT 2626915668/WATER	290.92
Total			290.92

54687 10/09/2015 TDS
 ACCT 2626915660/PHONE SERVICE

110-00-51600-000-310		VILLAGE HALL MAINTENANCE ACCT 2626915660/PHONE SERVICE/CLERK	579.67
110-00-52100-000-380		POLICE COMMUNICATIONS EXPENSES ACCT 2626915660/PHONE SERVICE/POLICE	1,091.74
110-00-53310-000-311		GARAGE EXPENSES ACCT 2626915660/PHONE SERVICE/DPW	167.57
700-00-50822-005-000		PUMP STATION #1 PHONE/PAGER ACCT 2626915660/PHONE SERVICE/SEWER	39.43
Total			1,878.41

54688 10/09/2015 TOTAL CLEANING SYSTEMS
 LIBRARY OCT CLEANING/SOAP/TOILET TISSUE

900-00-55110-000-310		LIBRARY-BUILDING MAINTENANCE IN 16595/JANITORIAL SERVICE/LIB/OCT 2015	2,042.00
900-00-55110-000-310		LIBRARY-BUILDING MAINTENANCE IN 16493/CAN LINERS/TOILET TISSUE/LIB	303.15
Total			2,345.15

54689 10/09/2015 U S CELLULAR
 ACCT 216698010/TABLET 2GB/DAVID WHITE

600-00-50921-004-000		OFFICE SUPPLIES/INTERNET SERV ACCT 216698010/TABLET 2GB/DAVID WHITE	12.50
700-00-50852-006-000		OUTSIDE SERV/COMMUNICATIONS ACCT 216698010/TABLET 2GB/DAVID WHITE	12.50
Total			25.00

54690 10/09/2015 UNIFIRST CORPORATION
 ACCTS 983288/983262/DPW UNIFORM CLEANING

110-00-51600-000-310		VILLAGE HALL MAINTENANCE ACCT 983288/RUG CLEANING/VIL HALL/SEP'15	21.60
110-00-53310-000-311		GARAGE EXPENSES ACCT 983262/DPW UNIFORM CLEAN/SEPT'15	142.88
600-00-50904-001-000		PROT. CLOTHING/UNIFORMS ACCT 983262/WATER UNIFORM CLEAN/SEPT'15	36.62

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700-00-50836-000-000		PROTECTIVE CLOTHING/UNIFORMS	36.70
		ACCT 983262/SEWER UNIFORM CLEAN/SEPT'15	
Total			237.80
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54691	10/09/2015	VILLAGE OF PEWAUKEE UTILITIES	
		VILLAGE UTILITY BILLINGS	
110-00-51612-000-000		OTHER PROPERTY MAINTENANCE	65.89
		ACCT 001-2303-00/945 CECELIA DRIVE	
110-00-51600-000-310		VILLAGE HALL MAINTENANCE	141.97
		ACCT 004-1002-00/119 HICKORY/POL GARAGE	
110-00-51600-000-310		VILLAGE HALL MAINTENANCE	346.06
		ACCT 004-1003-00/235 HICKORY/VH-PD	
110-00-53310-000-311		GARAGE EXPENSES	272.91
		ACCT 004-1005-00/552 HICKORY STREET	
110-00-53310-000-311		GARAGE EXPENSES	275.25
		ACCT 004-1006-00/1000 HICKORY STREET	
700-00-50822-004-000		PUMP STATION #1 WATER	1,905.98
		ACCT 004-1007-00/1205 E WISCONSIN AVENUE	
800-00-54910-000-000		MOWING/MAINTENANCE	486.36
		ACCT 004-1013-00/300 SCHOOL ST/CEMETERY	
600-00-50653-006-000		MAINT OF METERS/WATER-BENCH	395.61
		ACCT 004-1017-00/1004 HICKORY STREET	
600-00-50625-003-000		MAINT. OF PUMP BLDG/WATER	169.02
		ACCT 004-1019-00/1010 QUINLAN DRIVE	
900-00-55110-000-311		LIBRARY-UTILITIES	491.71
		ACCT 004-1024-00/210 MAIN STREET	
110-00-51980-000-000		GENERAL GOVT. MISC. EXPENSES	26.60
		ACCT 004-1026-00/100 CAPITOL DRIVE	
110-00-51612-000-000		OTHER PROPERTY MAINTENANCE	13.00
		ACCT 004-1029-00 VACANT EAST WISCONSIN	
110-00-51612-000-000		OTHER PROPERTY MAINTENANCE	13.00
		ACCT 004-1030-00 VACANT EAST WISCONSIN	
600-00-50625-003-000		MAINT. OF PUMP BLDG/WATER	42.04
		ACCT 004-1031-00 1515 SUNNYRIDGE ROAD	
110-00-51612-000-000		OTHER PROPERTY MAINTENANCE	156.17
		ACCT 002-1014-00 2010AKTON AVE/PARK LOT	
Total			4,801.57

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54692	10/09/2015	WALDEN & SCHUSTER SC JT LIBRARY LEGAL SERVICES	
900-00-55110-000-400		LEGAL COUNSEL-LIBRARY ATTORNEY INV 95117/JOINT LIBRARY LEGAL SERVICES	135.00
Total			135.00
54693	10/09/2015	WAUKESHA COUNTY TECHNICAL COLLEGE IN 13625/FOOD/LEADER SCH/JULIE BONESTEEL	
110-00-52100-000-350		POLICE TRAINING & SEMINARS IN 13625/FOOD/LEADER SCH/JULIE BONESTEEL	84.00
Total			84.00
54694	10/09/2015	WAUKESHA COUNTY TECHNICAL COLLEGE ACCT 896046/POLICE IN SERVICE TRAINING	
110-00-52100-000-350		POLICE TRAINING & SEMINARS S0601967/POL INSERVICE/JACOB BOLDT	119.52
110-00-52100-000-350		POLICE TRAINING & SEMINARS S0601967/POL INSERVICE/JASON BONESTEEL	17.34
110-00-52100-000-350		POLICE TRAINING & SEMINARS S0601967/POL INSERVICE/CRAIG DRUMMY	30.18
110-00-52100-000-350		POLICE TRAINING & SEMINARS S0601967/POL INSERVICE/JEFFREY LENIUS	90.54
110-00-52100-000-350		POLICE TRAINING & SEMINARS S0601967/POL INSERVICE/TIMOTHY OTTO	17.34
Total			274.92
54695	10/09/2015	WE ENERGIES LIBRARY ELECTRIC/GAS USAGE	
900-00-55110-000-311		LIBRARY-UTILITIES ACCT 8013-411-855 210 MAIN ST/LIBRARY	4,101.41
Total			4,101.41
54696	10/09/2015	WESTON WOODS STUDIOS ACCT 13896505/LIBRARY BOOKS	
900-00-55110-000-141		LIBRARY-PRINTED MATERIALS IN 11782855/LIBRARY BOOKS	153.54
900-00-55110-000-141		LIBRARY-PRINTED MATERIALS IN 11789107/LIBRARY BOOKS	17.06
Total			170.60

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54697	10/09/2015	WISCONSIN STATE LABORATORY OF HYGIENE ACCT 83881/WATER FLUORIDE TESTING/SEP'15	
600-00-50630-003-000		OPERATION OF WATER TREAT/TESTS INV 430564/WATER FLUORIDE TESTING/SEP'15	20.00
Total			20.00
54698	10/09/2015	WISCONSIN SUPPORT COLLECTIONS TRUST FUND WISCONSIN SUPPORT WITHHOLDINGS 10-9-15	
110-00-21336-000-000		ALIMONY & CHILD SUPPORT KIDS #0003 5353 68 CHILD SUPPORT 10-9-15	1,172.29
110-00-21336-000-000		ALIMONY & CHILD SUPPORT KIDS #0006 7398 87 CHILD SUPPORT 10-9-15	230.77
Total			1,403.06
54699	10/16/2015	ADVANCED DISPOSAL SERVICES ACCT 57095/SANITATION SERVICES/SEPT 2015	
110-00-53620-000-000		REFUSE COLLECTION CONTRACT REFUSE SERVICES/SEPTEMBER 2015	16,733.22
110-00-53635-000-000		RECYCLING EXPENSES RECYCLING SERVICES/SEPTEMBER 2015	5,048.64
Total			21,781.86
54700	10/16/2015	BADGER TRUCK CENTER INC ACCT PP301/CB ANTENNA/DPW	
110-00-53330-000-310		EQUIPT. MAINT. GEN. OPERATION IN 651702/CB ANTENNA/TK 105	31.25
Total			31.25
54701	10/16/2015	BAKER & TAYLOR BOOKS ACCT 215658/LIBRARY BOOKS	
900-00-55110-000-141		LIBRARY-PRINTED MATERIALS INV 2031123093/LIBRARY BOOKS	64.85
900-00-55110-000-141		LIBRARY-PRINTED MATERIALS INV 2031131762/LIBRARY BOOKS	330.66
900-00-55110-000-141		LIBRARY-PRINTED MATERIALS INV 2031134467/LIBRARY BOOKS	2,292.22
900-00-55110-000-141		LIBRARY-PRINTED MATERIALS INV 2031138017/LIBRARY BOOKS	172.55
900-00-55110-000-141		LIBRARY-PRINTED MATERIALS INV 2031144748/LIBRARY BOOKS	186.46

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900-00-55110-000-141		LIBRARY-PRINTED MATERIALS INV 2031146253/LIBRARY BOOKS	14.24
900-00-55110-000-141		LIBRARY-PRINTED MATERIALS INV 2031155276/LIBRARY BOOKS	187.41
900-00-55110-000-141		LIBRARY-PRINTED MATERIALS INV 5013815405/LIBRARY BOOKS	156.28
900-00-55110-000-141		LIBRARY-PRINTED MATERIALS INV 2031155720/LIBRARY BOOKS	749.07
900-00-55110-000-141		LIBRARY-PRINTED MATERIALS INV 2031161249/LIBRARY BOOKS	1,782.03
900-00-55110-000-141		LIBRARY-PRINTED MATERIALS INV 2031170136/LIBRARY BOOKS	132.71
900-00-55110-000-141		LIBRARY-PRINTED MATERIALS INV 2031170154/LIBRARY BOOKS	89.50
900-00-55110-000-141		LIBRARY-PRINTED MATERIALS INV 2031177275/LIBRARY BOOKS	137.08
Total			6,295.06
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54702 10/16/2015 FAITH TECHNOLOGIES INC CUST 62145/REPAIR DATA CABLE/LIBRARY			
900-00-55110-000-310		LIBRARY-BUILDING MAINTENANCE IN 599734/REPAIR DATA CABLE/210 MAIN	257.63
Total			257.63
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54703 10/16/2015 GILBANK CONSTRUCTION INC PMT 6/PROJ 2015-W-1 WELL 5 HMO RADIUM			
600-00-50931-001-000		OUTLAY/PROJECTS PMT 6/PROJ 2015-W-1 WELL 5 HMO RADIUM	343,700.92
Total			343,700.92
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54704 10/16/2015 J&H HEATING COMPANY CUST PEWA03/REPAIR FLEX DUCT/LIBRARY			
900-00-55110-000-310		LIBRARY-BUILDING MAINTENANCE IN W27182/REPAIR FLEX DUCT/LIBRARY	431.76
Total			431.76
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54705 10/16/2015 JENSEN EQUIPMENT COMPANY INC ACCT 20080/BELT/GRINDING WHEEL/DPW			
110-00-53330-000-310		EQUIPT. MAINT. GEN. OPERATION IN J-545535/BELT/143/DPW	19.53

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110-00-53330-000-310		EQUIPT. MAINT. GEN. OPERATION IN J-545584/GRINDING WHEEL FOR CHAIN SAW	17.95
Total			37.48
54706 10/16/2015 JOHNSON CONTROLS INC CUST 1311623/HVAC CONTRACTS/4TH QTR 2015			
700-00-50822-010-000		PUMP STATION #1 EQUIP MAINT #1-25660853830/HVAC PLAN/OCT 1-DEC 31'15	147.50
110-00-53310-000-311		GARAGE EXPENSES #1-25660853830/HVAC PLAN/OCT 1-DEC 31'15	442.00
110-00-51600-000-310		VILLAGE HALL MAINTENANCE #1-25660873498/HVAC PLAN/OCT 1-DEC 31'15	891.25
Total			1,480.75
54707 10/16/2015 LINCOLN CONTRACTORS SUPPLY INC CUST 05507/PULLEY/DPW			
110-00-53330-000-310		EQUIPT. MAINT. GEN. OPERATION IN K14595/PULLEY/#143	24.60
Total			24.60
54708 10/16/2015 MARQUETTE UNIVERSITY DIRECTORY/FOUNDATIONS IN WISCONSIN BOOK			
900-00-55110-000-141		LIBRARY-PRINTED MATERIALS DIRECTORY/FOUNDATIONS IN WISCONSIN BOOK	63.00
Total			63.00
54709 10/16/2015 NORTH SHORE BANK CARDMEMBER SERVICE VILLAGE VISA CHARGE CARD TRANSACTIONS			
110-00-51100-000-000		VILLAGE BOARD OSTHOFF RESORT/ROOM/PAT NAUTH	138.75
110-00-51420-000-140		CLERK'S OFFICE EXPENSES OFFICEMAX/BINDERS/INDX TABS/CLERK	100.43
110-00-51400-000-140		ADMINISTRATOR EXPENSES LEAGUE OF WIS/CONFER 10/28-10/30/S GOSSE	160.00
110-00-51600-000-310		VILLAGE HALL MAINTENANCE PC360WAUKESHA/SLOAN MODUL FLUSHOMETER/VH	158.26
110-00-52100-000-320		SPECIAL INVESTIGATIONS UPS/SHIPPING FEES/POLICE	16.78
110-00-52100-000-330		POLICE OFFICE SUPPLIES SUPPLIES GUYS/COLOR TONER CARTRID/POLICE	87.00

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110-00-52100-000-330		POLICE OFFICE SUPPLIES SCHWAAB/2 COLOR STAMP/POLICE	41.50
110-00-52100-000-350		POLICE TRAINING & SEMINARS DEPT OF JUSTICE/CONF/LUKE TWELMEYER/POL	40.00
110-00-52100-000-320		SPECIAL INVESTIGATIONS SIRCHIE/DRUG TESTING KITS/POLICE	81.24
110-00-52100-000-400		POLICE UNIFORM ALLOWANCE N AMERICAN RESCUE/C A T HOLDER/POLICE	35.62
110-00-52100-000-320		SPECIAL INVESTIGATIONS ALCOPRO/ALCO-PBT SENSOR MOUTHPCS/POLICE	246.04
110-00-52100-000-340		POLICE COMMUNITY RELATIONS GEIGER INC/AWARDS/POLICE	130.30
110-00-52100-000-320		SPECIAL INVESTIGATIONS OPTICS PLANET/DUFFLE CARRY BAG/POLICE	69.99
110-00-52100-000-140		PUBLIC SAFETY EXPENSES PRIME MEDIA/THERMAL PAPER ROLLS/POLICE	278.00
110-00-52100-000-320		SPECIAL INVESTIGATIONS AMAZON/STREAMLIGHT PENS/POLICE	56.06
110-00-51200-000-140		MUNICIPAL JUDGE'S EXPENSES CULVERS/STEVENS PT/FOOD/MELISSA MURRAY	8.49
110-00-51200-000-140		MUNICIPAL JUDGE'S EXPENSES HOLIDAY INN/STEVENS PT/RM/MELISSA MURRAY	164.00
600-00-50640-001-010		OPER OF SYSTEM/TOOLS & EQUIPMT POLLARDWATER/DISCHRG HOSE/COUPLING/WATER	452.54
800-00-54910-000-000		MOWING/MAINTENANCE BREEZY HILL NURSERY/ARBORVITAE/CEMETERY	369.25
110-00-52100-000-320		SPECIAL INVESTIGATIONS B&H PHOTO/CAMERA TRIPOD/POLICE	280.00
Total			2,914.25
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54710	10/16/2015	PEWAUKEE SCHOOL DISTRICT MOBILE HOME FEES/OCTOBER 2015	
110-00-21761-000-000		MOBILE HOME FEES DUE SCHOOL MOBILE HOME FEES/OCTOBER 2015	166.91
Total			166.91
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54711	10/16/2015	T/A TRUCK PAINTING & GRAPHICS ING6595/WEBSITE ON BACK BUMPER/SQUAD 637	

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110-00-52100-000-310		POLICE VEHICLE MAINTENANCE ING6595/WEBSITE ON BACK BUMPER/SQUAD 637	20.00
Total			20.00
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54712	10/16/2015	TAYLOR COMPUTER SERVICES COMPUTER SERVICES	
110-00-52100-000-330		POLICE OFFICE SUPPLIES IN 14360/MONITORING/ANTIVIRUS/OCT'15/POL	66.05
110-00-51420-000-140		CLERK'S OFFICE EXPENSES IN 14360/MONITORING/ANTIVIRUS/OCT'15/CLK	42.00
110-00-52100-000-330		POLICE OFFICE SUPPLIES IN 14360/USB DRIVE/DSS SOFTWR/POLICE	498.45
Total			606.50
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54713	10/16/2015	U S CELLULAR POLICE CELL PHONE USAGE	
110-00-52100-000-380		POLICE COMMUNICATIONS EXPENSES ACCT 215311090/POLICE CELL PHONE USAGES	62.00
110-00-52100-000-380		POLICE COMMUNICATIONS EXPENSES ACCT 215312411/POLICE CELL PHONE USAGES	136.32
110-00-52100-000-380		POLICE COMMUNICATIONS EXPENSES ACCT 215310771/POLICE CELL PHONE USAGES	495.25
Total			693.57
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54714	10/16/2015	VERIZON WIRELESS ACCT 742077834-00001/VILL JETPACK/POLICE	
110-00-52100-000-350		POLICE TRAINING & SEMINARS ACCT 742077834-00001/VILL JETPACK/POLICE	49.36
Total			49.36
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54715	10/16/2015	WAUKESHA COUNTY SHERIFF'S DEPARTMENT PROCESS #51820/SUBPOENA/KURT VANDERHOEF	
110-00-51200-000-140		MUNICIPAL JUDGE'S EXPENSES PROCESS #51820/SUBPOENA/KURT VANDERHOEF	60.00
Total			60.00
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54716	10/16/2015	WAUKESHA LIME AND STONE CUST 117294/CRUSHED STONE	
600-00-50651-002-000		MAINT OF MAINS/MAIN MATERIALS IN 1379866/CRUSHED STONE/WATER	373.96

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Check Nbr	Check Date	Payee	Amount
Total			373.96
54717	10/16/2015	WISCONSIN DEPARTMENT OF TRANSPORTATION (15)UNPAID PARKING TICKET SUSPENSIONS	
110-00-52100-000-320		SPECIAL INVESTIGATIONS (15)UNPAID PARKING TICKET SUSPENSIONS	75.00
Total			75.00
54718	10/23/2015	WISCONSIN SUPPORT COLLECTIONS TRUST FUND WISCONSIN SUPPORT WITHHOLDINGS 10-23-15	
			Manual Check
110-00-21336-000-000		ALIMONY & CHILD SUPPORT KIDS #0003 5353 68 CHILD SUPPORT10-23-15	1,172.29
110-00-21336-000-000		ALIMONY & CHILD SUPPORT KIDS #0006 7398 87 CHILD SUPPORT10-23-15	230.77
Total			1,403.06
54719	10/26/2015	ALLTECH CONTROLS INC INV 1175/ELEVA EMERG PHONE/4TH QTR 2015	
900-00-55110-000-310		LIBRARY-BUILDING MAINTENANCE INV 1175/ELEVA EMERG PHONE/4TH QTR 2015	75.00
Total			75.00
54720	10/26/2015	AMAZON ACCT 6045787810062071/LIBRARY BOOKS/DVDS	
900-00-55110-000-141		LIBRARY-PRINTED MATERIALS ACCT 6045787810062071/LIBRARY BOOKS	166.97
900-00-55110-000-142		LIBRARY-NON-PRINT MATERIALS ACCT 6045787810062071/LIBRARY DVDS & CDS	1,477.81
900-00-55110-000-144		LIBRARY-MILEAGE, SUPPLIES, ETC ACCT 6045787810062071//LIBRARY DVD CASES	144.13
Total			1,788.91
54721	10/26/2015	ARTHUR B COMPTON REIMBURSE/SAFETY BOOTS	
600-00-50904-002-000		PROT. CLOTHING/SAFETY EQUIP REIMBURSE/SAFETY BOOTS	84.07
Total			84.07
54722	10/26/2015	BAKER & TAYLOR BOOKS ACCT 215658/LIBRARY BOOKS	

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900-00-55110-000-141		LIBRARY-PRINTED MATERIALS	88.89
		INV 2031178272/LIBRARY BOOKS	
900-00-55110-000-141		LIBRARY-PRINTED MATERIALS	207.21
		INV 2031179967/LIBRARY BOOKS	
900-00-55110-000-141		LIBRARY-PRINTED MATERIALS	507.96
		INV 2031183345/LIBRARY BOOKS	
900-00-55110-000-141		LIBRARY-PRINTED MATERIALS	89.32
		INV 2031187239/LIBRARY BOOKS	
900-00-55110-000-141		LIBRARY-PRINTED MATERIALS	354.26
		INV 2031191063/LIBRARY BOOKS	
900-00-55110-000-141		LIBRARY-PRINTED MATERIALS	25.95
		INV 2031197598/LIBRARY BOOKS	
900-00-55110-000-141		LIBRARY-PRINTED MATERIALS	35.31
		INV 2031211862/LIBRARY BOOKS	
900-00-55110-000-141		LIBRARY-PRINTED MATERIALS	14.55
		INV 2031212007/LIBRARY BOOKS	
900-00-55110-000-141		LIBRARY-PRINTED MATERIALS	641.58
		INV 2031214439/LIBRARY BOOKS	
900-00-55110-000-141		LIBRARY-PRINTED MATERIALS	221.72
		INV 2031211244/LIBRARY BOOKS	
900-00-55110-000-141		LIBRARY-PRINTED MATERIALS	115.03
		INV 2031220392/LIBRARY BOOKS	
900-00-55110-000-141		LIBRARY-PRINTED MATERIALS	234.96
		INV 2031220950/LIBRARY BOOKS	
900-00-55110-000-141		LIBRARY-PRINTED MATERIALS	132.25
		INV 2031236606/LIBRARY BOOKS	
Total			2,668.99
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54723	10/26/2015	C&C CUSTOM CONCRETE	
		IN 10-21-15/CONCRETE/REPLACEMT/SIDEWALKS	
110-00-53430-000-310		SIDEWALK MAINT. GEN. OPERATION	760.00
		IN 10-21-15/CONCRETE/REPLACEMT/SIDEWALKS	
Total			760.00
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54724	10/26/2015	CENTER POINT LARGE PRINT	
		INV 1324654/LIBRARY BOOKS	
900-00-55110-000-141		LIBRARY-PRINTED MATERIALS	44.34
		INV 1324654/LIBRARY BOOKS	

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Total			44.34
54725	10/26/2015	CITY OF PEWAUKEE 43% LAKE PATROL REVENUE 7-1 THRU 9-30-15	
950-00-52100-000-600		REVENUE DISTRIBUTION EXPENSE 43% LAKE PATROL REVENUE 7-1 THRU 9-30-15	1,455.81
Total			1,455.81
54726	10/26/2015	CITY OF PEWAUKEE FIRE/RESCUE BILLING/3RD QTR 2015	
110-00-52200-000-000		FIRE ADMINISTRATION FIRE/RESCUE BILLING/3RD QTR 2015	396,572.00
110-00-52200-000-101		FIRE ADMINISTRATIVE EXPENSES FIRE/RESCUE BILLING/3RD QTR 2015	19,828.60
Total			416,400.60
54727	10/26/2015	FRANZ PLUMBING AND PIPING INC. IN 2739/WATER METER INSTALLS	
600-00-50931-001-000		OUTLAY/PROJECTS IN 2739/WATER METER INSTALLS	1,050.00
Total			1,050.00
54728	10/26/2015	GALE/CENGAGE LEARNING ACCT 152312/LIBRARY BOOKS	
900-00-55110-000-141		LIBRARY-PRINTED MATERIALS INV 56447319/BOOKS/LIBRARY	47.23
Total			47.23
54729	10/26/2015	GENERATION 3 MEDIA IN 4674/LIBRARY ADVERTISEMENT	
900-00-17100-000-000		PREPAID EXPENSES IN 4674/LIBRARY ADVERTISEMENT	115.00
Total			115.00
54730	10/26/2015	GEO-SYNTHETICS INC CUST 23600/ROLL OF BX 1200/ROAD PROJECTS	
200-00-53300-000-100		ANNUAL ROAD PROGRAM-RESURFACE INV 119842-000/ROLL OF BX1200/ROAD PROJ	240.26
Total			240.26

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54731	10/26/2015	HAWKINS INC ACCT 109844/WATER CHEMICALS	
600-00-50631-002-000		CHEMICALS/CHLORINE IN 3785908/CHLORINE	1,057.80
600-00-50630-004-000		OPERATION OF WATER TREAT/MATER IN 3785908/BLEACH & ALKALI	24.00
600-00-50631-003-000		CHEMICALS/POLYPHOSPHATE IN 3785908/POLYPHOSPHATE	3,226.90
Total			4,308.70
54732	10/26/2015	HIPPENMEYER REILLY MOODIE & BLUM SC LEGAL SERVICES	
110-00-51300-000-000		LEGAL COUNSEL-VILLAGE ATTORNEY IN 41452/GENERAL LEGAL SERVICES	6,285.25
110-00-51300-000-110		MUNICIPAL COURT EXPENSES IN 41453/COURT LEGAL SERVICES	1,093.50
Total			7,378.75
54733	10/26/2015	HOGEN ELECTRIC INC WELL 3 SERV INSTALL/REPAIR STREET LIGHT	
600-00-50931-001-000		OUTLAY/PROJECTS IN 5399/WELL 3 ELECTRIC SERVICE INSTALL	1,384.00
110-00-53420-000-310		STREET LIGHTING, GEN. OPERAT. IN 5403/REPAIR STREET LIGHT/FOREST GROVE	263.35
Total			1,647.35
54734	10/26/2015	INTERSTATE PUMP & TANK INC CUST PEWAUKEE-01/RECONNECT BREAKAWAY	
110-00-53310-000-311		GARAGE EXPENSES IN 2015-P04000/RECONNECT BREAKAWAY	128.75
Total			128.75
54735	10/26/2015	JAMES IMAGING SYSTEMS INC ACCT 858753/LIBRARY COPIER LEASES/OCT'15	
900-00-55110-000-144		LIBRARY-MILEAGE, SUPPLIES, ETC IN 288980923/LIB COPIER LEASES/OCT 2015	567.87
900-00-55110-000-144		LIBRARY-MILEAGE, SUPPLIES, ETC IN 288980923/LIB COPIER USAGES	186.09
Total			753.96

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54736	10/26/2015	JENSEN EQUIPMENT COMPANY INC ACCT 20080/FILTERS/WHEEL DUCT/#318	
110-00-53330-000-310		EQUIPT. MAINT. GEN. OPERATION IN J-546428/FILTERS/WHEEL DUCT/#318	158.30
			Total 158.30
54737	10/26/2015	KATHLEEN M GRALINSKI REIMBURSE/CANDY FOR TRICK OR TREAT/POL	
110-00-52100-000-340		POLICE COMMUNITY RELATIONS REIMBURSE/CANDY FOR TRICK OR TREAT/POL	91.54
			Total 91.54
54738	10/26/2015	LEAH M ZUBA REFUND/OVERPAYMENT/CITATION I534638-6	
110-00-45100-000-000		LAW & ORDINANCE VIOLATIONS REFUND/OVERPAYMENT/CITATION I534638-6	67.00
			Total 67.00
54739	10/26/2015	LEE RECREATION LLC IN 10346-15/SGL POST SWING UNIT/PARK&REC	
110-00-57620-000-000		PARK/PLAYGROUND OUTLAY IN 10346-15/SGL POST SWING UNIT/PARK&REC	2,695.00
			Total 2,695.00
54740	10/26/2015	MIDWEST TAPE CUST 2000006429/LIB DVDS & AUDIO BOOKS	
900-00-55110-000-142		LIBRARY-NON-PRINT MATERIALS INV 93210799/LIBRARY AUDIO BOOKS	39.99
900-00-55110-000-142		LIBRARY-NON-PRINT MATERIALS INV 93225943/LIBRARY AUDIO BOOKS	166.95
900-00-55110-000-142		LIBRARY-NON-PRINT MATERIALS INV 93232625/LIBRARY DVDS	22.99
900-00-55110-000-142		LIBRARY-NON-PRINT MATERIALS INV 93236723/LIBRARY AUDIO BOOKS	241.92
900-00-55110-000-142		LIBRARY-NON-PRINT MATERIALS INV 93251990/LIBRARY DVDS	40.98
900-00-55110-000-142		LIBRARY-NON-PRINT MATERIALS INV 93251991/LIBRARY MUSIC CD	15.99
900-00-55110-000-142		LIBRARY-NON-PRINT MATERIALS INV 93256002/LIBRARY AUDIO BOOKS	219.94

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900-00-55110-000-142		LIBRARY-NON-PRINT MATERIALS	94.98
		INV 93264622/LIBRARY AUDIO BOOKS	
900-00-55110-000-142		LIBRARY-NON-PRINT MATERIALS	124.96
		INV 93272175/LIBRARY AUDIO BOOKS	
900-00-55110-000-142		LIBRARY-NON-PRINT MATERIALS	17.99
		INV 93279945/LIBRARY DVDS	
900-00-55110-000-142		LIBRARY-NON-PRINT MATERIALS	38.97
		INV 93279947/LIBRARY MUSIC CDS	
900-00-55110-000-142		LIBRARY-NON-PRINT MATERIALS	32.99
		INV 93285885/LIBRARY AUDIO BOOKS	
Total			1,058.65
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54741	10/26/2015	NATIONWIDE RETIREMENT SOLUTIONS	
		DEFERRED COMPENSATION-PAY DATE 10-23-15	
110-00-21335-000-000		DEFERRED COMP/NATIONWIDE	6,673.53
		DEFERRED COMPENSATION-PAY DATE 10-23-15	
Total			6,673.53
<hr/>			
54742	10/26/2015	NORTH SHORE BANK	
		DEFERRED COMPENSATION-PAY DATE 10-23-15	
110-00-21335-000-100		DEFERRED COMP/NORTH SHORE	1,380.00
		DEFERRED COMPENSATION-PAY DATE 10-23-15	
Total			1,380.00
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54743	10/26/2015	NORTH SHORE BANK CARDMEMBER SERVICE	
		LIBRARY VISA CHARGE CARD TRANSACTIONS	
900-00-55110-000-144		LIBRARY-MILEAGE, SUPPLIES, ETC	78.77
		OFFICEMAX/10TH ANNIVERSARY PRINTING/LIB	
900-00-55110-000-144		LIBRARY-MILEAGE, SUPPLIES, ETC	2.89
		PIGGLY WIGGLY/COOKIES/LIB	
900-00-55110-000-144		LIBRARY-MILEAGE, SUPPLIES, ETC	25.52
		PICKNSAVE/SNACK PAK COOKIES/LIB	
900-00-55110-000-144		LIBRARY-MILEAGE, SUPPLIES, ETC	7.00
		PICKNSAVE/COOKIES/LIB	
900-00-55110-000-144		LIBRARY-MILEAGE, SUPPLIES, ETC	19.18
		PICKNSAVE/COOKIES/CRACKERS/LIB	
900-00-55110-000-144		LIBRARY-MILEAGE, SUPPLIES, ETC	21.77
		WALMART/COFFEE/POT CHIPS/COOKIES/LIB	
Total			155.13

GENERAL FUND

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 Thru: 10/31/2015 Thru Account: 960-00-57610-000-000

Check Nbr	Check Date	Payee	Amount
54744	10/26/2015	PAYNE & DOLAN CUST 117294/ROAD ASPHALT	
650-00-53440-000-310		STORM SEWER MAINTENANCE IN 1382424/ROAD ASPHALT	707.09
110-00-53310-000-310		STREET MAINT. GEN. OPERATION IN 1384175/ROAD ASPHALT	85.50
600-00-50651-003-000		MAINT OF MAINS/VALVE MATERIALS IN 1384175/ROAD ASPHALT	42.75
Total			835.34
54745	10/26/2015	PENQUIN RANDOM HOUSE LLC ACCT 9277240000/LIBRARY CDS	
900-00-55110-000-142		LIBRARY-NON-PRINT MATERIALS IN 1085272910/LIBRARY CDS	37.50
Total			37.50
54746	10/26/2015	PRECISION CARTRIDGE INC IN 1505/AMMUNITION/POLICE	
110-00-52100-000-360		POLICE PISTOL TRAINING IN 1505/AMMUNITION/POLICE	918.26
950-00-52100-000-300		EQUIPMENT AND MAINTENANCE IN 1505/AMMUNITION/POLICE LAKE PATROL	247.50
Total			1,165.76
54747	10/26/2015	QUILL CORPORATION ACCT C5520515/LIBRARY OFFICE SUPPLIES	
900-00-55110-000-144		LIBRARY-MILEAGE, SUPPLIES, ETC IN 8565342/DRY ERASE MKRS/MRKRS/KLEX/LIB	39.84
900-00-55110-000-144		LIBRARY-MILEAGE, SUPPLIES, ETC IN 8592186/CLEANER DRY-ERASE KIT/LIB	6.39
Total			46.23
54748	10/26/2015	RANDALL C OMAN REIMBURSE/SAFETY SHOES	
110-00-53310-000-311		GARAGE EXPENSES REIMBURSE/SAFETY SHOES	60.00
600-00-50904-002-000		PROT. CLOTHING/SAFETY EQUIP REIMBURSE/SAFETY SHOES	30.00
700-00-50836-000-000		PROTECTIVE CLOTHING/UNIFORMS REIMBURSE/SAFETY SHOES	30.00

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 Thru: 10/31/2015 Thru Account: 960-00-57610-000-000

Check Nbr	Check Date	Payee	Amount
Total			120.00
54749	10/26/2015	RECORDED BOOKS INC ACCT 417594/LIBRARY CDS	
900-00-55110-000-142		LIBRARY-NON-PRINT MATERIALS INV 75225609/LIBRARY CDS	58.72
Total			58.72
54750	10/26/2015	REINDERS INC CUST 293456/LAWN SEED MIX/CEMETERY	
800-00-54910-000-000		MOWING/MAINTENANCE IN 2561157-00/LAWN SEED MIX/CEMETERY	121.25
Total			121.25
54751	10/26/2015	RHYME BUSINESS PRODUCTS IN17696131/SHARP MX-4141N MFP/OCT/POLICE	
110-00-52100-000-330		POLICE OFFICE SUPPLIES IN17696131/SHARP MX-4141N MFP/OCT/POLICE	443.45
Total			443.45
54752	10/26/2015	RUEKERT & MIELKE CLIENT 8034/ENGINEERING	
600-00-50650-005-000		MAINT OF RESERVOIRS/MATERIALS IN 112720/WATER ELECTRICAL ENGINEERING	250.00
600-00-50605-002-000		MAINT. OF WELLS & EQUIP/MATER. IN 112720/WATER ELECTRICAL ENGINEERING	1,064.80
600-00-50923-004-000		OUTSIDE SERVICES/MAPPING IN 112721/WATER GIS WEB MAINTENANCE	287.50
600-00-50931-001-000		OUTLAY/PROJECTS IN 112722/WELL 5 RADIUM FILTRAT FACILITY	3,410.00
700-00-50852-001-000		OUTSIDE CONTRACT SERV/CONSULT IN 112723/SEWER CAPACITY MGT MAINT PROG	3,470.48
Total			8,482.78
54753	10/26/2015	SANDRA GEORGE REIMBURSE/MILEAGE 9-25-15 FRANKLIN WI	
900-00-55110-000-144		LIBRARY-MILEAGE, SUPPLIES, ETC REIMBURSE/MILEAGE 9-25-15 FRANKLIN WI	28.06
Total			28.06

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Check Nbr	Check Date	Payee	Amount
54754	10/26/2015	SAVOY MARINE CONSTRUCTION INC IN 7163/RENT/BACK HOE/ROAD GRADING/CEMET	
800-00-54910-000-000		MOWING/MAINTENANCE IN 7163/RENT/BACK HOE/ROAD GRADING/CEMET	360.00
Total			360.00
54755	10/26/2015	SCRIPT GRAPHICS/DANIEL DANOWSKI IN 3112/(1600)2016 PARKING PERMITS	
110-00-52100-000-330		POLICE OFFICE SUPPLIES IN 3112/(1600)2016 PARKING PERMITS	1,897.64
Total			1,897.64
54756	10/26/2015	STATE OF WISCONSIN/DIV OF EMPLOYER SERVICES GROUP 70576/HEALTH INS/NOVEMBER 2015	
110-00-21337-000-200		HEALTH INS WITHHOLDING PAYABLE HEALTH INS/NOVEMBER 2015	54,461.50
Total			54,461.50
54757	10/26/2015	TAYLOR COMPUTER SERVICES LIBRARY COMPUTER SERVICES	
900-00-55110-000-143		LIBRARY-TECHNOLOGY IN 14336/MONITORING/ANTIVIRUS/OCT'15/LIB	156.05
Total			156.05
54758	10/26/2015	TOWN OF DELAFIELD 43% LAKE PATROL REVENUE 7-1 THRU 9-30-15	
950-00-52100-000-600		REVENUE DISTRIBUTION EXPENSE 43% LAKE PATROL REVENUE 7-1 THRU 9-30-15	1,455.81
Total			1,455.81
54759	10/26/2015	U S CELLULAR ACCT 216487639/DEPTS CELL PHONE USAGE	
110-00-51420-000-140		CLERK'S OFFICE EXPENSES ACCT 216487639/CELL PHONE USAGE/CLERK	25.70
110-00-51400-000-140		ADMINISTRATOR EXPENSES ACCT 216487639/CELL PHONE USAGE/ADM	26.65
110-00-53310-000-311		GARAGE EXPENSES ACCT 216487639/CELL PHONE USAGE/DPW	62.00
600-00-50641-001-000		TRANS. & DIST. SYSTEM/PHONE ACCT 216487639/CELL PHONE USAGE/WATER	57.78

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Check Nbr	Check Date	Payee	Amount
700-00-50822-005-000		PUMP STATION #1 PHONE/PAGER	40.82
		ACCT 216487639/CELL PHONE USAGE/SEWER	
Total			212.95

54760	10/26/2015	VALUE LINE PUBLISHING INC	
		ACCT 203920/LIB INVESTMENT SURVEYS	
900-00-17100-000-000		PREPAID EXPENSES	1,000.00
		IN 11150080/INVESTMENT SURVEY 2016/LIB	
900-00-17100-000-000		PREPAID EXPENSES	300.00
		IN 11150081/INVESTMENT SURVEY 2016/LIB	
Total			1,300.00

54761	10/26/2015	VILLAGE OF PEWAUKEE GENERAL FUND	
		14% LAKE PATROL REVENUE 7-1 THRU 9-30-15	
950-00-52100-000-600		REVENUE DISTRIBUTION EXPENSE	473.98
		14% LAKE PATROL REVENUE 7-1 THRU 9-30-15	
Total			473.98

54762	10/26/2015	WAUKE MILLS	
		IN 24103/(10)50# SOLAR SALT/SOFTENER/LIB	
900-00-55110-000-310		LIBRARY-BUILDING MAINTENANCE	53.50
		IN 24103/(10)50# SOLAR SALT/SOFTENER/LIB	
Total			53.50

54763	10/26/2015	WAUKESHA COUNTY TREASURER	
		CUST 10019/PRISONER HSG/SEPT 2015	
110-00-51200-000-140		MUNICIPAL JUDGE'S EXPENSES	256.53
		IN 2015-00000196/PRISONER HOUSING/SEP'15	
Total			256.53

54764	10/26/2015	WAUKESHA LIME AND STONE	
		CUST 117294/STONE	
110-00-53430-000-310		SIDEWALK MAINT. GEN. OPERATION	134.33
		IN 1383668/CRUSHED STONE/SIDEWALKS	
Total			134.33

54765	10/26/2015	WOLF PAVING COMPANY INC	
		PYT#1/PRO 2015-PW-2/PAVING	
200-00-53300-000-100		ANNUAL ROAD PROGRAM-RESURFACE	60,370.60
		PYT#1/PRO 2015-PW-2/PAVING	

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Check Nbr	Check Date	Payee	Amount
800-00-54910-000-000		MOWING/MAINTENANCE PYT#1/PRO 2015-PW-2/PAVING/CEMETERY	23,967.66
Total			84,338.26
54766	10/30/2015	ARNOLD'S ENVIRONMENTAL SERVICES INC CUST PEWA011010/PORTABLE RESTROOM/POLICE	
110-00-52100-000-361		JOINT PISTOL FUNDED EXPENSES IN A-195546/POLICE PORTABLE RESTROOM	132.00
Total			132.00
54767	10/30/2015	ASSOCIATED APPRAISAL CONSULTANTS INC ASSESSOR SERVICES/OCTOBER 2015	
110-00-51520-000-000		ASSESSOR CONTRACT ASSESSOR SERVICES/OCTOBER 2015	3,291.67
Total			3,291.67
54768	10/30/2015	BATZNER PEST MANAGEMENT INC ACCT 90297/PEST RODENT MGT/LIBRARY	
900-00-55110-000-310		LIBRARY-BUILDING MAINTENANCE IN 1986778/PEST RODENT MGMT/210 MAIN ST	68.00
Total			68.00
54769	10/30/2015	CHEYENNE N DUESTERBECK RESTITUTION/X13007831	
110-00-46210-000-000		MISCELLANEOUS POLICE FEES RESTITUTION/X13007831	60.00
Total			60.00
54770	10/30/2015	DELTA DENTAL OF WISCONSIN GROUP25714-000-00000-00021/DENTAL/NOV'15	
110-00-21337-000-100		DENTAL WITHHOLDING PAYABLE DENTAL INSURANCE/NOVEMBER 2015	1,453.68
Total			1,453.68
54771	10/30/2015	DIVERSIFIED BENEFIT SERVICES INC IN 210409/FLEX PARTICIPANT FEES/OCT 2015	
110-00-51980-000-000		GENERAL GOVT. MISC. EXPENSES IN 210409/FLEX PARTICIPANT FEES/OCT 2015	162.34
Total			162.34

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Check Nbr	Check Date	Payee	Amount
54772	10/30/2015	ED MCMAHON RESTITUTION/LOTTERY TICKETS X15002606	
110-00-46210-000-000		MISCELLANEOUS POLICE FEES RESTITUTION/LOTTERY TICKETS X15002606	98.00
Total			98.00
54773	10/30/2015	FERGUSON WATERWORKS CUST 1408/WATER VLV BOX TOP SECTION	
600-00-50651-003-000		MAINT OF MAINS/VALVE MATERIALS IN 0184359/(3)VLV BOX TOP SECTION/WATER	264.00
Total			264.00
54774	10/30/2015	FRANZ PLUMBING AND PIPING INC. IN 2758/WATER METER INSTALLS	
600-00-50931-001-000		OUTLAY/PROJECTS IN 2758/WATER METER INSTALLS	1,400.00
Total			1,400.00
54775	10/30/2015	GREG YOUNG COURSE/CHAPLAIN STEVE BRINKMAN	
110-00-52100-000-350		POLICE TRAINING & SEMINARS COURSE/CHAPLAIN STEVE BRINKMAN	110.00
Total			110.00
54776	10/30/2015	LAKESIDE INTERNATIONAL LLC ACCT 43943/HEADLAMPS/DPW	
110-00-53330-000-310		EQUIPT. MAINT. GEN. OPERATION IN 1157848P/HEADLAMPS/SCREWS/#108	134.74
110-00-53330-000-310		EQUIPT. MAINT. GEN. OPERATION IN 1157848PX1/SPRING HEADLAMP/#108	7.44
Total			142.18
54777	10/30/2015	MENARDS-CAPITAL ONE COMMERCIAL ACCT 6004-3007-8000-8345/SUPPLIES	
110-00-53310-000-311		GARAGE EXPENSES IN 314326815072040/ROLLER/YELLOW PAINT	26.57
110-00-53470-000-310		TRAFFIC CONT. GEN. OPERATION IN 314327215034646/ROLLER/WHITE PAINT	26.57
Total			53.14

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Check Nbr	Check Date	Payee	Amount
54778	10/30/2015	MYERS TIRE SUPPLY COMPANY #12 CUST 180831/TIRE REPAIR SUPPLIES/DPW	
110-00-53330-000-310		EQUIPT. MAINT. GEN. OPERATION IN 51209659/TIRE REPAIR SUPPLIES	56.71
		Total	56.71
54779	10/30/2015	OFFICE COPYING EQUIPMENT LTD CUST 6915660/POLICE COPIER USAGE	
110-00-52100-000-330		POLICE OFFICE SUPPLIES INV C318735/POLICE COPIES 8-27 TO 9-26	4.75
		Total	4.75
54780	10/30/2015	OFFICE DEPOT ACCT 601116003571566/POLICE OFFICE ITEMS	
110-00-52100-000-330		POLICE OFFICE SUPPLIES IN 798615611001/COPY PPR/PENS/BNDRS/POL	127.54
		Total	127.54
54781	10/30/2015	OKAUCHEE REDI-MIX INC IN 79043/CONCRETE/STONE/SIDEWALKS	
110-00-53430-000-310		SIDEWALK MAINT. GEN. OPERATION IN 79043/CONCRETE/STONE/SIDEWALKS	1,030.00
		Total	1,030.00
54782	10/30/2015	OLD DOMINION BRUSH CUST 0012176/SHAFT/BEARING COLLARS/VAC	
650-00-53330-000-310		EQUIPMENT MAINTENANCE IN 0080606/SHAFT/BEARINGS/LEAF VAC 122	933.87
		Total	933.87
54783	10/30/2015	OVERDRIVE CUST0669-1015/DEPOSIT/ADVANTAGE PROG/LIB	
900-00-55110-000-142		LIBRARY-NON-PRINT MATERIALS IN CD-0006240/DEPOSIT/ADVANTAGE PROG/LIB	2,081.00
		Total	2,081.00
54784	10/30/2015	PAYNE & DOLAN CUST 117294/ROAD ASPHALT	
650-00-53440-000-310		STORM SEWER MAINTENANCE IN 1386177/ROAD ASPHALT	312.93

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Check Nbr	Check Date	Payee	Amount
600-00-50651-002-000		MAINT OF MAINS/MAIN MATERIALS IN 1386177/ROAD ASPHALT	168.65
600-00-50651-002-000		MAINT OF MAINS/MAIN MATERIALS IN 1386304/PREMIXED TACK	25.00
Total			506.58
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54785 10/30/2015 PENNZOIL 10 MINUTE OIL CHANGE CENTER POLICE OIL CHANGES			
110-00-52100-000-310		POLICE VEHICLE MAINTENANCE #11-0463332/OIL CHANGE/'15 FD EX/LIC 645	37.45
110-00-52100-000-310		POLICE VEHICLE MAINTENANCE #11-0464105/OIL CHANGE/'11 FD /LIC 644	38.58
110-00-52100-000-310		POLICE VEHICLE MAINTENANCE #11-0464392/OIL CHANGE/'14 FD EX/LIC 637	35.20
Total			111.23
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54786 10/30/2015 PIRANHA PAPER SHREDDING LLC IN 13807100715/PAPER SHREDDING/POLICE			
110-00-52100-000-320		SPECIAL INVESTIGATIONS IN 13807100715/PAPER SHREDDING/POLICE	35.00
Total			35.00
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54787 10/30/2015 QUILL CORPORATION ACCT C1349429/OFFICE SUPPLIES/CLERK			
110-00-51420-000-140		CLERK'S OFFICE EXPENSES IN 8472222/COPY PPR/LABELS/LAMINAT/CLERK	534.81
Total			534.81
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54788 10/30/2015 RHYME BUSINESS PRODUCTS IN17659367/SHARP MX-3640N MFP COPIER/CLK			
110-00-51460-000-000		COPY MACHINE IN17659367/SHARP MX-3640N MFP COPIER/OCT	291.90
Total			291.90
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54789 10/30/2015 ROBERT J LEPINE REIMBURSE/SAFETY SHOES			
110-00-53310-000-311		GARAGE EXPENSES REIMBURSE/SAFETY SHOES	120.00
Total			120.00

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Check Nbr	Check Date	Payee	Amount
54790	10/30/2015	RUEKERT & MIELKE CLIENT 8034/ENGINEERING	
600-00-50605-002-000		MAINT. OF WELLS & EQUIP/MATER. IN 112788/WELL 3 BOOSTER PUMP WIRING	523.48
600-00-50931-001-000		OUTLAY/PROJECTS IN 112789/WELL 5 RADIUM FILTRATION FACIL	4,774.00
700-00-50852-001-000		OUTSIDE CONTRACT SERV/CONSULT IN 112790/SEWER CAPACITY MGT OPERATION	3,534.75
Total			8,832.23
54791	10/30/2015	SCOTT A GOSSE REIMBURSE/MILEAGE/PARKING/LWM CONF/ADM	
110-00-51400-000-140		ADMINISTRATOR EXPENSES REIMBURSE/MILEAGE/MILW WI/LWM CONF/ADM	43.14
110-00-51400-000-140		ADMINISTRATOR EXPENSES REIMBURSE/PARKING FEE/LWM CONF/ADM	20.00
Total			63.14
54792	10/30/2015	SOERENS FORD INC CUST 92915/BRAKES/ROTORS/PADS/SQUAD 636	
110-00-52100-000-310		POLICE VEHICLE MAINTENANCE IN 20331/ROTORS/BRAKE KIT/PADS/SQUAD 636	356.96
Total			356.96
54793	10/30/2015	STAPLES ADVANTAGE CUST DET70105038/HAND SOAP/DPW	
110-00-53310-000-311		GARAGE EXPENSES IN 3280858617/HAND SOAP/DPW	63.61
Total			63.61
54794	10/30/2015	T/A TRUCK PAINTING & GRAPHICS ACCT C1224/REFLECTIVE CHEVRON/POL SQUADS	
110-00-52100-000-310		POLICE VEHICLE MAINTENANCE ING6874/REFLECTIVE CHEVRONS/SQDS 639&645	580.00
Total			580.00
54795	10/30/2015	TAYLOR COMPUTER SERVICES COMPUTER SERVICES	
110-00-51420-000-140		CLERK'S OFFICE EXPENSES IN 14387/EMAIL ARCHIVE/SEPT 2015/CLERK	116.37

GENERAL FUND

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Check Nbr	Check Date	Payee	Amount
110-00-52100-000-140		PUBLIC SAFETY EXPENSES IN 14387/EMAIL ARCHIVE/SEPT 2015/POLICE	116.38
Total			232.75
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54796	10/30/2015	WALDEN & SCHUSTER SC INV 95429/JOINT LIBRARY LEGAL SERVICES	
900-00-55110-000-400		LEGAL COUNSEL-LIBRARY ATTORNEY INV 95429/JOINT LIBRARY LEGAL SERVICES	885.00
Total			885.00
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54797	10/30/2015	WAUKESHA LIME AND STONE CUST 117294/COLD MIX	
110-00-53310-000-310		STREET MAINT. GEN. OPERATION INV 1385564/COLD MIX	182.60
Total			182.60
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54798	10/30/2015	WE ENERGIES ELECTRIC/GAS USAGE	
110-00-53420-000-310		STREET LIGHTING, GEN. OPERAT. ACCT 5632-224-264 GROUP BILL/STR LIGHTS	4,179.64
110-00-53310-000-311		GARAGE EXPENSES ACCT 5237-098-962 GROUP BILL/DPW	443.59
110-00-51600-000-310		VILLAGE HALL MAINTENANCE ACCT 5237-098-962 GROUP BILL/VH-PD	1,668.90
600-00-50622-000-000		POWER PURCHASED FOR PUMPING ACCT 0000-074-279 GROUP BILL/ELEC/WELLS	11,706.21
600-00-50605-006-000		MAINT. OF WELLS-EQUIP/NAT. GAS ACCT 0000-074-279 GROUP BILL/GAS/WL 5&6	22.27
600-00-50650-002-000		MAINT OF RESERVOIRS/ELECTRIC ACCT 0000-074-279 GROUP BILL/STANDPIPES	238.26
600-00-50655-002-000		MAINT OF BOOSTER STATION/ELECT ACCT 0000-074-279 GROUP BILL/BOOSTER	188.14
700-00-50822-002-000		PUMP STATION #1 ELECTRIC ACCT 0000-074-126 GROUP BILL/ELE/LIFT 1	3,621.58
700-00-50822-003-000		PUMP STATION #1 NATURAL GAS ACCT 0000-074-126 GROUP BILL/GAS/LIFT 1	50.81
700-00-50821-000-000		POWER AND FUEL FOR PUMPING ACCT 0000-074-126 GROUP BILL/SWR LIFTS	450.93
Total			22,570.33

GENERAL FUND

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Check Nbr	Check Date	Payee	Amount
54799	10/30/2015	ZEE MEDICAL INC	
		ACCT M06227/MEDICAL SUPPLIES/DPW	
110-00-53310-000-311		GARAGE EXPENSES	70.40
		IN 0100343875/ASPIRIN/WOUND SEAL/DPW	
		Total	70.40
		Grand Total	1,177,454.75

GENERAL FUND

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	Amount
Total Expenditure from Fund # 110 - GENERAL FUND	617,448.59
Total Expenditure from Fund # 200 - CAPITAL PROJECT FUND	64,189.83
Total Expenditure from Fund # 600 - WATER UTILITY	415,171.53
Total Expenditure from Fund # 650 - STORM WATER UTILITY	3,029.54
Total Expenditure from Fund # 700 - SEWER UTILITY	17,229.43
Total Expenditure from Fund # 800 - CEMETERY FUND	25,304.52
Total Expenditure from Fund # 900 - LIBRARY FUND	31,448.21
Total Expenditure from Fund # 950 - LAKE PATROL FUND	3,633.10
Total Expenditure from all Funds	1,177,454.75



To: Jeff Knutson, Village President
Village Board

From: Chaz Schumacher
Interim Clerk/Treasurer

Date: November 17, 2015

Re: Agenda Item 8d-1, Issue Alcohol Beverage License

BACKGROUND

Listed below is an application received for a new Alcohol Beverage License for a Combination Class "B"/"Class B" Liquor License.

The Village received an application from Lancer Catering, the current contract holder for food services at Waukesha County Technical College. The college has asked Lancer Catering to obtain a liquor license through the Village in order to serve alcohol at special events the food service provider may be catering to at the school. Due to the college itself holding a current liquor license for their hospitality services department located in Building 'A' of the campus, the premise descriptions for both applications were reviewed in detail. The WI Department of Revenue agent for Waukesha County, Erin Dorn, was also contacted to ensure the Village is able to approve the new application given the proximity of the location. Ms. Dorn indicated that as long as the two license holders have absolutely no crossover of premise descriptions, and the liquor licenses themselves are as detailed as possible, the Village would be able to move forward with approving the new application for Lancer Catering. The Application and both Premise Descriptions are 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 "B"/"Class B" Combination Liquor License

Blue Bell Enterprises Inc. – dba/Lancer Catering

800 Main Street

Agent: Ernie Neugebauer

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
Interim Clerk/Treasurer

Date: November 17, 2015

Re: Agenda Item 80243, Issue Operator License Approval

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

Kranky's

Sarah Hajny – pending proof of RBS certification
Caitlin Anason

Anticipated Lancer Catering @WCTC

Ernie Neugebauer – Agent
Dorothy Salazar
Joan Neugebauer

Stop N' Go

Gina Gregoire

Not Specified

Julia Smith

Renewing Operator Permits

Kranky's

Megan Vasquez

ANALYSIS

The bartender license applications listed above are being presented for approval. A background check has been performed and the applicants meet the requirements to hold a license in the Village of Pewaukee.

Staff recommends approval of the licenses as recommended above.



To: Jeff Knutson, President
Village Board

From: Scott A. Gosse
Village Administrator

Date: November 13, 2015

Re: Agenda Item §, Discussion and Possible Action on Approval of Position Descriptions for a Finance Director, Village Clerk and Village Treasurer Positions

BACKGROUND

Attached for your review and consideration please find copies of position descriptions for a Finance Director, Village Clerk and Village Treasurer positions.

ACTION REQUESTED

The action requested of the Village Board is to approve the attached position descriptions contingent upon the final enactment of Charter Ordinance 2015-02.

ANALYSIS

These position descriptions accompany draft Charter Ordinance 2015-02 should the Village Board move forward with adopting this Charter Ordinance.

Attachments

VILLAGE OF PEWAUKEE

Job Description

JOB TITLE: VILLAGE CLERK
DEPARTMENT: VILLAGE ADMINISTRATION
DATE: NOVEMBER 2015
REPORTS TO: VILLAGE ADMINISTRATOR

DRAFT

SUMMARY:

The Clerk maintains all official records and documents of the Village and performs a variety of duties as they relate to open meetings law, elections and the issuing of permits and licenses as authorized by the Village Board and Wisconsin State Statutes. The Clerk also serves as the primary point of contact for Human Resources functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

include the following. Other duties may be assigned.

Review and distribute all incoming mail to Village Departments.

Receive payments and issue receipts for Village permits, utility payments, licenses, and any other accounts receivable.

Review all Accounts Payable vouchers and authorize payment of Village bills. Prepare purchase orders when needed.

Complies with all Statutory requirements of the Village Clerk.

Reviews all employee timesheets for payroll processing. Oversees payroll processing with Deputy Treasurer. Prepare bi-weekly payroll, including entering data, creating reports, and generating checks.

Process all new employees for Village, including withholding forms, I-9 forms, benefit forms, and retirement forms. Set up appointments for new employee physicals and drug testing.

Maintain personnel files for every employee and update personnel records as necessary. Process all changes for employees to withholdings, deferred comp and health insurance.

Responsible for preparing tax and FICA withholding after each payroll. Prepare quarterly federal and state reports. . Pay Wisconsin Retirement and Employee Trust Fund insurance premiums. Prepare monthly payment for Life and Disability Insurance premiums.

Responsible for creating annual W-2 forms, W-3 Reconciliation and WRS reconciliation.

Prepare and review all FMLA requests and work with employee to determine leave time use.

Work with Administrator, Labor Attorney and Dept. Head during union negotiations.

Prepare and maintain current file of Oaths of Office for all elected and appointed officials.

Process all insurance matters for Village including claims on Village policies, worker's compensation reports, bills for damages to Village property.

DRAFT

Issue annual dog licenses; calculate payment to County Treasurer per State Statute.

Responsible for all cemetery transactions including selling lots; preparing and issuing deeds; investing perpetual care funds; collecting opening and closing fees; recording burials; maintaining foundation fees; and researching records when requested. Work with Department of Public Works employees for opening graves and foundation preparation.

Distribute license renewal applications annually; work with Fire Department Inspectors to provide inspections of alcohol premises at renewal; and ensure all license fees are paid and properly allocated. Provide educational opportunities for businesses with licenses. Work with Village Police Department on compliance checks. Present all alcohol licenses to Village Board for approval as prescribed in Wisconsin State Statute. Work with Police Chief on Operator license background checks and present to Village Board for approval. Send annual liquor license notices, prepare public notice document for paper, receives completed applications and prepares annual licenses.

Responsible for conducting elections for the Village. Responsibilities include but not limited to distributing and recording nomination papers; verifying signatures; preparing ballots and ordering ballots, certifying candidate names for local elections; maintaining voter registration lists; schedule poll workers for election sites; schedule Special Voting Deputies for Nursing & Retirement facilities, provide training for poll workers and Chief Inspectors. Publish all legal notices connect with elections timely. Work with County Clerk to provide election results timely and return all voting documents as prescribed by Wisconsin State Statute. Responsible for all other duties as they relate to the election process, maintenance of records, and voter files.

Prepare legal notices for publication. Work with Deputy Treasurer and Public Works Director in preparing and distribution of special assessment notices and letters as prescribed in Wisconsin State Statute.

Prepare budget for Clerk Department, Elections, Assessor, Insurance and Revenues. Publish notification of public hearing, work with Village Administrator to distribute proposed budget to Department Heads and Village Board. Receive and maintain Department of Revenue Statement of Assessment and Tax Credit reports.

Work with Village contracted Assessor setting Open Book and Board of Review dates, send Tax Exempt documents to exempt properties per State Statute. Serve on Board of Review and if necessary prepare minutes. File Statement of Assessment with Dept. of Revenue and maintain Tax Assessment Roll. Publish Board of Review and Open Book notices as prescribed by State Statute.

DRAFT

Maintain all inventory for insurance purposes.

Attend all Village Board and Zoning Board of Appeals meetings and record minutes. Serve as Recording Secretary for Police Commission and Lake Patrol when necessary. Assist in preparation of agenda packets and postings as necessary.

Serve as recording Secretary of Plan Commission. Prepare public hearing notices for paper and surrounding property owners. Create and Record approved Conditional Use Grant documents with Waukesha County Register of Deeds. Maintain property files.

Assist the Village Administrator and Building Inspector in the administration of the Village codes. Serve as Weed Commissioner & Sign Code Administrator.

Provide customer service in person, on phone and through written correspondence to Village residents. Respond to all inquiries relating to Village ordinances or other business.

Complete various government forms including those requested by the U.S. Census Bureau. Assist Village Administrator with confidential correspondence as necessary.

Annually submit adopted ordinances for codification and ensure they are displayed on Village website. Work with Village Attorney on creation of new village ordinances as necessary. Assist Village Administrator in creating and/or writing of Village Resolutions to be presented to Village Board.

Serve as Official custodian of all Village records and documents. Respond in a timely manner to all requests and inquiries regarding official village documents.

~~Direct Supervisor to Deputy Clerk. Annually conduct performance reviews of staff. Maintain vacation and days off schedule.~~

Perform all other duties required by law or by any ordinance or other direction of the Village Board.

OTHER DUTIES:

Other duties as may be assigned by Village Administrator.

Attend seminars, conferences, trainings and meetings to enhance quality of Village Clerk position.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DRAFT

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); plus experience and/or training in bookkeeping and municipal government or related experience. Certified Municipal Clerk designation preferred or obtainable within two years of date of hire.

KNOWLEDGE AND SKILLS:

Ability to carry out difficult and varies administrative and clerical details with little supervision; ability to accurately type 55 wpm; ability to understand and issue oral and written instructions; ability to make decisions in accordance with rules, regulations and Village policy; ability to establish and maintain complex records and filing systems; and ability to establish and maintain effective public and working relations.

LANGUAGE SKILLS:

Ability to read and interpret documents such as accounting and administrative rules, operating instructions, Village ordinances and laws and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with fellow employees and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to sit for extended periods of time, bend and lift up to 10 pounds occasionally. Must have simple grasping and hand-eye coordination to handle office equipment. Must be able to communicate effectively on the telephone and in person with a wide spectrum of society.

EQUIPMENT USED:

General office equipment including, but not limited to: typewriter, telephone, cash register, computer, adding machine/calculator, FAX machine, copy machine.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work of the Village Clerk is performed in an office setting.

NOTE: The duties listed above are intended as illustrations of the various types of work performed by persons in this position. This list is not all inclusive. The omission of a particular job duty does not mean that the duty is not one of the essential functions of the job. This job description does not create an employment contract between the Village and the employee and is subject to change by the Village as the needs of the Village and the Department change over time.

Drafted: September 30, 2015
Revised: October 20, 2015; November 17, 2015

DRAFT

VILLAGE OF PEWAUKEE
Job Description

JOB TITLE: **TREASURER (w/ sep Fin Dir)**

DEPARTMENT: **VILLAGE ADMINISTRATION**

DATE: **NOVEMBER 2015**

REPORTS TO: **VILLAGE ADMINISTRATOR**

SUMMARY:

The Treasurer maintains all financial records and documents of the Village and prepares all financial transactions for the Village.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

include the following. Other duties may be assigned.

Reconcile and balance all accounts together.

Receive and deposit all moneys belonging to the Village or paid to the treasurer.

Review and process daily bank deposits.

Prepare all required financial reports.

Prepare work papers for annual independent audit.

Collect, deposit, invest and reconcile cash and taxes.

Prepare monthly financial reports for Village Board, including receipts, accounts payable and payroll. Prepare monthly budget report for Village Board.

Oversee accounts payable, accounts receivable, fixed assets list, municipal billing, and utility billing.

Maintain all debt records and assists in the processing of repayment schedules.

Complies with all statutory requirements of the Village Treasurer.

Releases ACH payment for Direct Deposit into employee accounts.

Responsible for preparing tax and FICA withholding after each payroll. Prepare quarterly federal and state reports. . Electronically pay Wisconsin Retirement and Employee Trust Fund insurance premiums. Prepare monthly payment for Life and Disability Insurance premiums.

Work with Administrator, Labor Attorney and Dept. Head during union negotiations.

Annually compute and bill mobile home parking fees and distribute school district portion when collected.

Compute interest on delinquent personal property taxes and issue notices on delinquent tax collections. Calculate chargeback notices for unpaid personal property per Wisconsin State Statute.

Review and Assitant in preparation of assessment letters and verify outstanding sewer and water charges or other liens on properties for real estate closings.

Prepare budget for Treasurer Department, Insurance and Revenues. Receive all taxing jurisdictions tax levy and work with County to calculate tax rate and process tax bills. Receive and maintain Department of Revenue Statement of Assessment and Tax Credit reports. Work with Deputy Treasurer to reconcile tax payments; distribute tax settlements to County, State, WCTC, and School District as prescribed by law.

Maintain all financial records for Lake Patrol. Maintain inventory for insurance purposes.

Provide customer service in person, on phone and through written correspondence to Village residents. Respond to all inquiries relating to Village ordinances or other business.

Direct Supervisor to Account Finance Clerk. Annually conduct performance reviews of staff. Maintain vacation and days off schedule.

Reconcile and balance all village financial accounts.

Prepare and process quarterly utility billings for the Village and maintain customer accounts with a high degree of accuracy.

Process all utility customer payment receipts, final bills, inquiries and complaints by telephone and in person.

Reconcile and balance daily cash receipts of utility billings. Prepare daily deposit of utility payments for transport to the bank.

Prepare work orders for new meter installations and maintain records for maintenance of meters in the Village.

Prepare assessment letters and verify outstanding sewer and water charges or other liens on properties for real estate closings

Assist in the preparation of the Public Service Commission (PSC) Report.

Receipt all monies belonging to the Village and paid to the Treasurer. Assist the Finance

Director in month end reporting.

Assist in Village budget preparations.

Assists in the preparation of Special Assessment invoicing and collections

Assist the Village Administrator in the computations of tax levies; maintaining and forwarding special assessment and utility delinquencies to the County; collecting and reconciling tax payments; and distribution of tax monies to various agencies as prescribed by law.

Assist in the preparation of delinquent personal property tax notices and computations of interest on delinquent tax collections.

Assist with accounts payable and payroll duties in absence of Account Finance Clerk.

Provide counter and phone help to constituents, receipt utility payments, animal license and all other accounts receivable for the Village.

Provide support and assistance with elections including but not limited to Voter Registration, Absentee Voting and Election Day.

Perform all other duties required by law or by any ordinance or other direction of the Village Board.

OTHER DUTIES:

Other duties as may be assigned by Village Administrator.

Attend seminars, conferences, trainings and meetings to enhance quality of Village Treasurer position.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

College degree in accounting or financial management with 6 plus years of related experience preferred. Professional designation desirable.

KNOWLEDGE AND SKILLS:

Ability to carry out difficult and varies administrative and clerical details with little supervision; ability to use 10 key calculator; ability to understand and issue oral and written instructions; ability to make decisions in accordance with rules, regulations and Village policy; ability to establish and maintain complex records and filing systems; and ability to establish and maintain effective public and working relations; familiarity with Microsoft Office and accounting software required,

Workhorse preferred.

LANGUAGE SKILLS:

Ability to read and interpret documents such as accounting and administrative rules, operating instructions, Village ordinances and laws and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with fellow employees and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to sit for extended periods of time, bend and lift up to 10 pounds occasionally. Must have simple grasping and hand-eye coordination to handle office equipment. Must be able to communicate effectively on the telephone and in person with a wide spectrum of society.

EQUIPMENT USED:

General office equipment including, but not limited to: typewriter, telephone, cash register, computer, adding machine/calculator, FAX machine, copy machine.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work of the Village Treasurer is performed in an office setting.

NOTE: The duties listed above are intended as illustrations of the various types of work performed by persons in this position. This list is not all inclusive. The omission of a particular job duty does not mean that the duty is not one of the essential functions of the job. This job description does not create an employment contract between the Village and the employee and is subject to change by the Village as the needs of the Village and the Department change over time.

Village of Pewaukee

JOB DESCRIPTION

Position Title: Finance Director
Department: Administration
Reports To: Village Administrator

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.)



To: Jeff Knutson, President
Village Board

From: Scott A. Gosse
Village Administrator

Date: November 13, 2015

Re: Agenda Item 8d, Discussion and Possible Action on Approval of Position Descriptions for a Village Clerk, Village Treasurer and Utility Clerk/Office Assistant Positions

BACKGROUND

Attached for your review and consideration please find copies of position descriptions for the positions of Village Treasurer and Utility Clerk/Office Assistant. A copy of the Village Clerk position description is included with the memo for Agenda Item 8d.

ACTION REQUESTED

The action requested of the Village Board is to approve the attached position descriptions contingent upon the final enactment of Charter Ordinance 2015-03.

ANALYSIS

These position descriptions accompany draft Charter Ordinance 2015-03 should the Village Board move forward with adopting this Charter Ordinance.

Attachments

VILLAGE OF PEWAUKEE
Job Description

JOB TITLE: **TREASURER (w/o Fin Dir)**

DEPARTMENT: **VILLAGE ADMINISTRATION**

DATE: **SEPTEMBER 2015**

REPORTS TO: **VILLAGE ADMINISTRATOR**

SUMMARY:

The Treasurer maintains all financial records and documents of the Village and prepares all financial transactions for the Village.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

include the following. Other duties may be assigned.

Reconcile and balance all accounts.

Receive and deposit all moneys belonging to the Village or paid to the treasurer.

Review and process daily bank deposits.

Prepare all required financial reports.

Prepare work papers for annual independent audit.

Collect, deposit, invest and reconcile cash and taxes.

Prepare monthly financial reports for Village Board, including receipts, accounts payable and payroll. Prepare monthly budget report for Village Board.

Oversee accounts payable, accounts receivable, fixed assets list, municipal billing, and utility billing.

Maintain all debt records and assists in the processing of repayment schedules.

Complies with all statutory requirements of the Village Treasurer.

Releases ACH payment for Direct Deposit into employee accounts.

Responsible for preparing tax and FICA withholding after each payroll. Prepare quarterly federal and state reports. . Electronically pay Wisconsin Retirement and Employee Trust Fund insurance premiums. Prepare monthly payment for Life and Disability Insurance premiums.

Work with Administrator, Labor Attorney and Dept. Head during union negotiations.

Annually compute and bill mobile home parking fees and distribute school district portion when collected.

Compute interest on delinquent personal property taxes and issue notices on delinquent tax collections. Calculate chargeback notices for unpaid personal property per Wisconsin State Statute.

Review and Assist in preparation of assessment letters and verify outstanding sewer and water charges or other liens on properties for real estate closings.

Prepare budget for Treasurer Department, Insurance and Revenues. Receive all taxing jurisdictions tax levy and work with County to calculate tax rate and process tax bills. Receive and maintain Department of Revenue Statement of Assessment and Tax Credit reports. Work with Deputy Treasurer to reconcile tax payments; distribute tax settlements to County, State, WCTC, and School District as prescribed by law.

Maintain all financial records for Lake Patrol. Maintain inventory for insurance purposes.

Provide customer service in person, on phone and through written correspondence to Village residents. Respond to all inquiries relating to Village ordinances or other business.

Direct Supervisor to Account Finance Clerk. Annually conduct performance reviews of staff. Maintain vacation and days off schedule.

Reconcile and balance all village financial accounts.

Prepare and process quarterly utility billings for the Village and maintain customer accounts with a high degree of accuracy.

Process all utility customer payment receipts, final bills, inquiries and complaints by telephone and in person.

Reconcile and balance daily cash receipts of utility billings. Prepare daily deposit of utility payments for transport to the bank.

Prepare work orders for new meter installations and maintain records for maintenance of meters in the Village.

Prepare assessment letters and verify outstanding sewer and water charges or other liens on properties for real estate closings

Assist in the preparation of the Public Service Commission (PSC) Report.

Receipt all monies belonging to the Village and paid to the Treasurer. Assist the Treasurer in

month end reporting.

Assist in Village budget preparations.

Assists in the preparation of Special Assessment invoicing and collections

Assist the Village Administrator in the computations of tax levies; maintaining and forwarding special assessment and utility delinquencies to the County; collecting and reconciling tax payments; and distribution of tax monies to various agencies as prescribed by law.

Assist in the preparation of delinquent personal property tax notices and computations of interest on delinquent tax collections.

Assist with accounts payable and payroll duties in absence of Account Finance Clerk.

Provide counter and phone help to constituents, receipt utility payments, animal license and all other accounts receivable for the Village.

Provide support and assistance with elections including but not limited to Voter Registration, Absentee Voting and Election Day.

Perform all other duties required by law or by any ordinance or other direction of the Village Board.

OTHER DUTIES:

Other duties as may be assigned by Village Administrator.

Attend seminars, conferences, trainings and meetings to enhance quality of Village Treasurer position.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

College degree in accounting or financial management with 6 plus years of related experience preferred. Professional designation desirable.

KNOWLEDGE AND SKILLS:

Ability to carry out difficult and varies administrative and clerical details with little supervision; ability to use 10 key calculator; ability to understand and issue oral and written instructions; ability to make decisions in accordance with rules, regulations and Village policy; ability to establish and maintain complex records and filing systems; and ability to establish and maintain effective public and working relations; familiarity with Microsoft Office and accounting software required,

Workhorse preferred.

LANGUAGE SKILLS:

Ability to read and interpret documents such as accounting and administrative rules, operating instructions, Village ordinances and laws and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with fellow employees and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to sit for extended periods of time, bend and lift up to 10 pounds occasionally. Must have simple grasping and hand-eye coordination to handle office equipment. Must be able to communicate effectively on the telephone and in person with a wide spectrum of society.

EQUIPMENT USED:

General office equipment including, but not limited to: typewriter, telephone, cash register, computer, adding machine/calculator, FAX machine, copy machine.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work of the Village Treasurer is performed in an office setting.

NOTE: The duties listed above are intended as illustrations of the various types of work performed by persons in this position. This list is not all inclusive. The omission of a particular job duty does not mean that the duty is not one of the essential functions of the job. This job description does not create an employment contract between the Village and the employee and is subject to change by the Village as the needs of the Village and the Department change over time.

VILLAGE OF PEWAUKFE
Job Description
Utility Clerk/Office Assistant

Department: Village Administration
Date: September 2015
Reports To: Village Clerk and Village Treasurer

SUMMARY:

The Utility Clerk/Office Assistant performs a variety of functions in the Village Administration Department and assists staff with a variety of duties related to utility billing and collections, scheduling meter changes, elections, assists with the issuance of various licenses, and daily office activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES includes the following. Other duties may be assigned.

Prepare and process quarterly utility billings for the Village and maintain customer accounts with a high degree of accuracy.

Process all utility customer payment receipts, inquiries and complaints by telephone and in person.

Prepare work orders for new meter installations and maintain records for maintenance of meters in the Village.

Receipt all monies belonging to the Village and paid to the Treasurer

Provide front counter assistance to the public and customers.

Assist with accounts payable and payroll duties in the absence of the Account Finance Clerk or _____.

Answer and process customer inquiries and complaints by telephone, e-mail and in person in a professional and courteous manner.

Provide support and assistance with elections including but not limited to Voter Registration, Absentee Voting and Election Day activities.

Assist with the ordering of office supplies, forms, stationary supplies, and computer supplies for the Village Clerk, Administrator and Public Works office.

Maintain current year file with Ordinances and Resolutions that have been approved; annually prepare ordinances to be updated into the official Ordinance book.

Assist in assembling various agenda packets for distribution.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

High School diploma or general education degree (GED) plus bookkeeping and office experience in a municipal or related setting. Additionally, experience dealing effectively and professionally with the public and customers.

KNOWLEDGE AND SKILLS:

Ability to carry out routine administrative details with little supervision; ability to understand and carry out oral and written instructions; make decisions in accordance with rules, regulations and Village policy; establish and maintain effective public and office relations.

LANGUAGE SKILLS:

Ability to read and interpret documents such as operating and maintenance manuals, procedure manuals, and the Village Code of Ordinances. Ability to write routine reports and correspondence. Ability to speak effectively with fellow employees, Village elected officials and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as may be needed summarizing labor hours, interest, and percentages. Ability to apply basic concepts of algebra and geometry.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, and diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to sit for long periods of time, bend and lift up to 15 pounds continuously. Must have simple grasping and hand-eye coordination to handle office equipment. Must be able to communicate effectively on the telephone and in person with a wide spectrum of society.

EQUIPMENT USED:

General office equipment including but not limited to: personal computer, typewriter, telephone, fax machine, radio communication equipment, cash register, adding machine/calculator and copier.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work of this job is performed in a general office environment.

NOTE: The duties listed above are intended as illustrations of the various types of work performed by persons in this position. This list is not all-inclusive. The omission of a particular job duty does not mean that the duty is not one of the essential functions of this job. This job description does not create an employment contract and is subject to change by the Village as needs of the Village and the Department change over time.

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