



Regular Village Board Meeting Agenda

Tuesday, November 3, 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.
 - a. Presentation for Officers Nate Wright and Brian Foth recognizing their efforts at a fire call in September
2. Approval of Minutes of Previous Meeting.
 - Minutes of the Regular Village Board Meeting – October 20, 2015
 - Minutes of Special Village Board Meeting – October 23, 2015
3. Citizen Comments. – *Comments should be addressed directly to the Village Board and should be limited to a maximum of three minutes per speaker. Speakers are asked to state name and address for the record.*
4. Ordinance.
 - 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
5. Old Business.
 - a. Discussion and Direction on Draft 2016 Budgets (various funds) and Draft 2016 – 2018 Capital Plan
6. New Business.
 - a. Discussion and Possible Action on Assumption of Risk and Release Agreement with Moonshiner's Snowmobile Club, Inc.
 - b. Discussion and Possible Action on Positively Pewaukee Special Event Permit Applications for 2016
 - c. Discussion and Direction Regarding Limiting the Number of False Alarm Charges
 - d. License Approvals and Vendor Permits.
 1. Operator Licenses
 - e. Discussion and Possible Action on Disposition of Service Handgun as Retirement Gift for Retiring Police Officer
7. 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.*
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.



Regular Village Board Meeting Agenda

9. Reconvene Into Open Session.
10. Action Out of Closed Session.
 - a. Discussion and Possible Action on Wage Adjustment for part-time Police Administrative Clerk
11. 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: October 30, 2015

**VILLAGE OF PEWAUKEE
VILLAGE BOARD MEETING
October 20, 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 7:01 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 Cathy Baumann, Trustee Joe Zompa, Trustee Tom Calder, and President Jeff Knutson.

Also Present: Village Administrator, Scott Gosse; DPW Director, David White; PD Captain, Jay Iding; PD Lieutenant, Mark Garry; Library Director, Jennie Stoltz; Director of Parks, Recreation, and Community Services, Kelley Woldanski; Village Attorney, Mark Blum; Interim Clerk-Treasurer, Chaz Schumacher.

2. Approval of Minutes of October 6, 2015 Meeting

Trustee Nauth commented on page 2 item 3. first sentence "...by the fire alarm..." should be changed to read "...by the false alarm..."

Trustee Nauth commented on page 3 item 6.a., fifth sentence, fifth paragraph "...option two is less expensive." should be changed to read "...option two is less than what we have now."

Trustee Evert commented on page 3 item 6.b., stating his second to Trustee Calder's withdrawal of his motion needs to be reflected in the minutes. Trustee Gergen also commented on item 6.b., stating "prepare, manage, and administer village budget" should be changed to read "prepare, manage, and administer village budget with the Village Administrator."

Trustee Calder moved, seconded by Trustee Evert to approve the October 6, 2015 minutes as amended. Motion carried 7-0.

3. Citizen Comments

Carole Stamm – 130 West Wisconsin Avenue, Unit#1 - Stated she had attended a City of Pewaukee meeting recently and was informed the Village of Pewaukee sets their own false alarm fees. She inquired into why the Village doesn't pay 39% of costs out of taxes versus charging fees. She explained a hypothetical situation of a parent of a young family making a decision not to call for fire services due to the high costs for false alarms and a death happens as a result. She explained her daughter and granddaughter were killed in a car accident in the winter in Flint, Michigan because there wasn't enough money to salt the roads, making them dangerous. She stated her condo association pays \$116,000 in taxes and did everything they could to fix the alarm system but they were still charged \$19,000. She doesn't want a fire and for people to die.

4. Resolutions

None.

President Knutson asked that agenda item 7.h. be discussed next as he feels it's very important. He also requested that item 6.c. on the agenda be discussed after item 7.g.

7. New Business

a. Discussion on Meeting Rules and Procedures

President Knutson began the discussion reading a statement he had prepared regarding proper meeting rules and procedures. Said statement is attached to these minutes as 'Exhibit A'. He stated the Village Board would follow Robert's Rules of Order for proper meeting procedures. Discussion followed.

5. Ordinances

a. Remove from Table – Ordinance No. 2015-08, Ordinance to Amend Article VI, Division VI, Section 40.265 Regarding Permitted Conditional Uses in the B-2 Downtown Business District.

President Knutson stated this item has been on the agenda for a long time and he would like it to be removed from the table and sent back to the Plan Commission.

Trustee Zompa moved, seconded by Trustee Baumann to remove Ordinance No. 2015-08 from the table and to send it back to the Village Plan Commission. Roll Call Vote was taken:

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

Motion carried 4-3.

b. 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

No Action Taken.

6. Old Business

a. Discussion and Possible Action on Health Insurance Opt-Out Policy for Village Employees

Administrator Gosse stated he had spoken with legal counsel regarding the opt-out policy and he was advised there could be a problem with the cash-in-lieu of arrangement for health insurance in the future. The Village could be exposed to a penalty of \$3,000 for an employee choosing to receive the incentive and then finding insurance through the federal health exchange. The State is moving forward with it but he was advised it doesn't necessarily make it the right thing to do. Discussion followed.

Trustee Zompa stated he would like to have proof insurance required in order to receive the opt-out incentive. Trustee Nauth and Trustee Gergen both expressed agreement with this requirement.

Trustee Calder stated he feels the incentive should be lower than the proposed \$2,000.

Trustee Zompa moved, seconded by Trustee Calder to approve the Health Insurance Opt-Out Policy for Village employees in the amount of \$1,500 and that the employee is required to provide proof of insurance. Motion carried 6-1, with Trustee Baumann abstaining.

b. Discussion and Possible Action on Village Clerk and Finance Director-Village Treasurer Position Descriptions

Administrator Gosse started the discussion stating he had added the two comments from Trustee Gergen and he is presenting the revised description for approval. Discussion followed.

Trustee Nauth stated on the Finance Director-Village Treasurer job description page one, item 4, it should be changed to read “generally accepted accounting (GAA) principles”. Nauth commented on page two, item 10, asking if it referred to Form C and if it could be included in the description. Nauth commented on page three, under ‘Personal Attributes Required:’ the first sentence should be changed to read “...highly organized and be able to work with minimal direct supervision.”

Trustee Nauth stated on the Village Clerk job description page four, the first sentence should be changed to read “...difficult and various administrative...”

Trustee Gergen inquired into why on page one of the Village Clerk job description it includes preparing tax, FICA, and payroll. Administrator Gosse stated the duties could belong to either position but that the Clerk would compute timesheets and enter payroll data into the system and the Finance Director would prepare the release of funds and serve as backup.

Trustee Gergen moved, seconded by Trustee Nauth to approve the job descriptions for Finance Director-Village Treasurer and Village Clerk, with given corrections. Motion carried 7-0.

7. New Business

a. Discussion and Possible Action on Waiver Request for Police Assist Charge

Administrator Gosse presented this item, stating there was a letter to the Village requesting a waiver of the police assist charges of \$200, from a call on June 12, 2015. No transportation was made. Discussion followed.

Trustee Bauman moved, seconded by Trustee Gergen to approve the request to waive the police assist charge for Pamela Sime. Trustee Calder stated his concern this would open the Village up to more claims and coverage. Trustee Zompa stated if the board doesn’t like the ordinance they should change it and that this fee needs to be assessed. **Roll Call Vote was taken:**

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

Motion failed 1-6.

b. Discussion and Possible Action on Donation Agreement/Authorizing Summerset Marine Shoreline Restoration to Perform Shoreline Restoration Work on “Brown’s Island”

Administrator Gosse presented this item, stating last December there was discussion by citizens to stabilize Brown Island to prevent further erosion. Earlier this year staff contacted Summerset Marine Shoreline Restoration. Summerset did the leg work and a permit application was sent to the WI DNR. DNR approved the application. Staff has worked with Attorney Blum to outline the perimeter’s granting access to the property at no cost to the Village as Summerset is donating work on the behalf of the citizens. Discussion followed.

Trustee Calder stated it was notable that parties donate to this cause. He inquired into which citizens were behind the donation and if there was a dollar amount to the community.

Trustee Evert inquired into who paid the \$330 permit fee. He also expressed concern regarding the weight of material required and if it would tear up Kopmeier Drive during the process. Trustee Gergen expressed her gratitude of the donation as Brown's Island is a Pewaukee landmark.

Trustee Nauth also stated her gratitude of the donation and expressed a desire to send a thank you. Discussion followed.

Trustee Baumann stated her agreeance with Trustee Gergen and stated it's okay if the parties want to remain anonymous.

Trustee Calder stated he would like to send a thank you as it's quite an undertaking, but to whom is it sent. President Knutson asked Attorney Blum and Administrator Gosse if they were able to say who the donator's are. Attorney Blum stated there is no requirement that the individuals confirm their identity but if the board wants them to, they can require it. Discussion followed.

Trustee Evert stated his concern of the restoration process and how the material will get from point 'A' to 'B'. DPW Director White stated a weight limit could be placed on the truckloads and there by limit the capacity of the trucks. President Knutson asked what weight limit White recommends. White stated he would recommend ten tons at most.

Trustee Zompa moved, seconded by Trustee Gergen to approve the donation agreement/authorizing Summerset Marine Shoreline Restoration to perform shoreline restoration work on "Brown's Island", with a ten ton weight limit on Kopmeier Drive, and a formal thank you to the donators. Trustee Calder inquired into the insurance coverage and if the Village was adequately covered. Attorney Blum stated a copy of the liability insurance was included with the memo. Brief Discussion followed. Trustee Evert inquired into the dates in section seven of the DNR permit having a start date of October 12, 2015 and an end date of October 21, 2015. President Knutson asked Administrator Gosse if that could be adjusted. Gosse stated the permit is good for one year. Trustee Evert asked if the work would be completed this year. Gosse stated it would. **Motion carried 7-0.**

c. Discussion and Possible Action on Humane Animal Welfare Society (HAWS) Agreement

Administrator Gosse presented this item stating HAWS is currently contracted to provide this service to the Village and the contract is set to expire this year. This agreement would be good for the next three years at a cost of \$4,043 per year. Discussion followed.

Trustee Calder moved, seconded by Trustee Gergen to approve the Humane Animal Welfare Society (HAWS) Agreement for three years beginning in 2016. Motion carried 7-0.

d. Discussion and Possible Action on GIS Data Conversion Project

DPW Director White presented this item stating the Village began working with Ruekert-Mielke in 2000 to provide a viable option for storing Village information regarding utility data and cemetery data. He stated his appreciation for their technology and planning but stated we are in a situation where the software has become obsolete. The Village will need to update to the new software, ArcGIS, or face the inability to have software updates to the current software. Discussion followed.

Trustee Zompa moved, seconded by Trustee Evert to approve the GIS conversion project with the costs spread across the six funds as indicated. Brief Discussion followed. Motion carried 7-0.

e. Discussion and Possible Action on Draft Requests for Proposals for Fire and/or EMS Services

Administrator Gosse stated the Board asked for RFP's for proposals for Fire/EMS services. He met with Trustee Gergen and Trustee Nauth and prepared one document that would allow someone to submit to one or both RFP's. Trustee Gergen stated given the time frame, with holidays, they gave until January 8, 2016 for responses. Discussion followed.

Trustee Evert inquired into the selection process. President Knutson asked if the whole board would be involved. Trustee Gergen stated the whole board could be there but the original thought was for the Fire Advisory Committee to be part of it and having it during the day.

Trustee Calder asked if we know what our current level of service is yet and if the Village would be able to provide current information if asked. Discussion followed.

Trustee Zompa stated he would like the whole board notified of when the November 17, 2015 meeting will take place so board members can attend if they desire. Discussion followed.

Trustee Evert asked if there were supposed to be two RFP's. Trustee Gergen stated there is one and the applicants can choose to do them together, or one or the other. Discussion followed.

President Knutson stated the minutes reflect the staff was instructed to create separate RFP's. Discussion followed.

Trustee Calder moved, seconded by Trustee Zompa to approve the draft with clarification to split proposals for Fire and EMS with the corrections given by the board. Discussion followed. **Trustee Calder amended his motion, seconded by Trustee Zompa to approve the separation of the RFP into Fire and EMS with the draft RFP's reviewed by the Fire Advisory Committee.** Trustee Nauth asked if the drafts should come before the board again for approval. Discussion followed. Trustee Zompa stated he would like a copy of the drafts via email. **Motion carried 6-1, Trustee Gergen opposed.**

f. Treasurer Report – September 2015

Trustee Zompa moved, seconded by Trustee Evert to approve the Treasurer's report as presented in the total amount of \$409,692.91. Trustee Evert asked DPW Director White about the progress of Well #5. White stated the project is ahead of schedule for completion. Trustee Calder asked about an expenditure on page two for Goff's and if it was for the squad car. Captain Iding stated it was. **Motion carried 7-0.**

g. License Approvals and Vendor Permits

1. Operator Licenses

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

Nyki Mamerow (Agent – Applebee's)	Lindsey Schwartz	Melissa Rossow
Kayla Turner	Amber Warner	

Motion carried 7-0.

Trustee Zompa moved, seconded by Trustee Evert to approve the renewal operator license for Samuel Sutton as presented. Motion carried 7-0.

6. Old Business

c. Discussion and Direction on Draft 2016 Budgets (various funds) and Draft 2016 – 2018 Capital Plan

Administrator Gosse presented the updates to the draft 2016 budget.

Trustee Zompa asked if the list of proposed projects for DPW is listed by priority. DPW Director White stated it is and it isn't. White stated Cecelia Drive is failing. Discussion followed.

Trustee Gergen asked why there is a difference General Government line from being down approximately \$14,000 to being increased by approximately \$1,500. Administrator Gosse stated the increase was due to adding in the Finance Director-Treasurer and Clerk positions to the budget.

Trustee Evert asked if the funding for LED lighting could be split between 2016 and 2017 with the project being done in 2017. Discussion followed.

Trustee Zompa inquired into the Police Department expenditures. He asked about the \$20,000 budget for firearms. Captain Iding responded the current rifles are almost ten years old and the new rifles would keep the department current. Zompa inquired into \$25,000 for the license plate reading system. Iding responded the system would allow plates to be read as officers are traveling so they would not have to manually enter information. Zompa asked about \$22,000 for the AFIS fingerprint system as he thought this was recently updated. Iding responded this would update the system and allow for real time scanning of fingerprints, bad ones would not be accepted. Trustee Zompa asked if the department had to choose, which one is more important. Trustee Calder stated the need to look at the costs, if there is a payback, and will this make the department more productive and more efficient. Discussion followed.

Trustee Calder inquired into the currently projected costs of the draft capital planning 2016-2018 budget and if the \$141,000 will be paid from general tax revenue. Administrator Gosse stated there is \$319,000 set aside that the Village is able to tap into and not have to borrow. Trustee Zompa asked for the exact amount. Gosse stated it is \$319,162.

Trustee Baumann thanked DPW Director White for putting together a list of roads in need of repair. She inquired into how long it would take to get the roads repaired. White responded it depends on the Villages desire to move forward and also the costs of the projects. Discussion followed.

7. New Business

i. Discussion and Possible Action on Review and Update of Hiring and Discipline Procedures

Administrator Gosse presented this item stating the Village labor attorney, Mary Hubacher, had put together a proposal for reviewing procedures in the employee handbook. Her proposal includes a not to exceed limit of \$4,000 for the work outlined. Discussion followed.

Trustee Calder moved, seconded by Trustee Baumann to approve the proposal as presented and for Attorney Hubacher to work with the current employee handbook, following what is currently included and fine tuning, for a cost not exceed \$4,000. Motion carried 7-0.

8. Citizen Comments

Carole Stamm – 130 West Wisconsin Avenue, Unit#1 – Stated the Village should take the money being charged to Matthews and use it to fix Cecelia Drive. She stated she has turned information into the Village Hall to put on the agenda and it hasn't happened. She stated it will take a couple of deaths before the Village cares and she feels ignored. She asked the board to forgive the false alarm debts because they are ridiculous.

Robert Johanvich – 130 West Wisconsin Avenue, Unit#5 – Stated he saw in the Lake Country Reporter the difference in the prices with all the communities around Pewaukee. He asked why the Village is so much more.

9. **Closed Session** – *Village Board of the Village of Pewaukee will enter into closed session pursuant to Wis. Statute Section 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically regarding the Cooperation Agreement with Waukesha County regarding HOME and CDBG funds; and pursuant to Wis. Statute Section 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically regarding Deputy Clerk, Deputy Treasurer, Account Finance Clerk, and Village Administrator.*

Trustee Calder moved, seconded by Trustee Evert to convene into Closed Session at approximately 9:06 p.m. Motion carried by Roll Call Vote, 7-0. Present in closed session were the Village Board members, Village Attorney Blum, Administrator Gosse, Interim Clerk-Treasurer Schumacher.

Trustee Calder requested a five minute recess. President Knutson granted a five minute recess beginning at 9:07 p.m. and ending at 9:12 p.m.

Administrator Gosse and Interim Clerk-Treasurer Schumacher left closed session at approximately 9:42 p.m.

10. Reconvene into Open Session

Trustee Evert moved, seconded by Trustee Gergen to reconvene into open session at approximately 9:58 p.m. Motion carried by Roll Call Vote, 7-0.

11. Action Out of Closed Session

- a. Discussion and Possible Action on Cooperation Agreement with Waukesha County regarding HOME and CDBG Funds.*

Trustee Zompa moved, seconded by Trustee Gergen to approve the Cooperation Agreement with Waukesha County regarding HOME and CDBG Funds. Roll Call Vote was taken:

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

Motion failed 3-4.

- b. Discussion and Possible Action on Compensation Adjustment for Deputy Clerk, Deputy Treasurer, Account Finance Clerk, and Village Administrator*

Trustee Calder moved, seconded by Trustee Evert to defer the Board's decision until the second Village Board meeting in December. Motion carried 7-0.

12. Adjournment

Trustee Baumann moved, seconded by Trustee Nauth to adjourn the October 20, 2015 Village of Pewaukee Board meeting. Motion carried 7-0.

Meeting adjourned at approximately 10:03 p.m.

Respectfully submitted,

Chaz M. Schumacher
Interim Clerk-Treasurer

DRAFT

"Exhibit A"

I asked this to be put on tonight's agenda due to the fact that there seems to be some concern as to the leadership of the board brought by one of the trustees.

As the presiding officer at board meetings, I have always felt that it was important to allow a robust debate or conversation when discussing agenda items. This I realize has at times caused some problems, which I guess lead to a comment by a board member that there is a lack of leadership on the board. So with that said I have decided that I will strictly enforce sections 61.34 and 62.09(8)(b) of the Wisconsin statues and also the rules set forth in the Roberts Rules of order as they pertain to board meetings.

After reading the agenda item I will ask for comments or questions and until you are recognized to speak, you will not be allowed to comment or ask questions. When someone else is speaking you will not be allowed to speak until again you are recognized. You may again speak when everyone else has had a chance to speak first. Off color, derogatory etc. comments will NOT be tolerated, and you will be silenced. Grand standing will not be tolerated.

No motion will be accepted Until the chair requests a motion on the agenda item.

Questions or comments.

VILLAGE OF PEWAUKEE – SPECIAL BOARD MEETING

MINUTES OF OCTOBER 23, 2015 MEETING

1. Call to Order, Pledge of Allegiance, Moment of Silence and Roll Call at 9:30 am.
Present were Trustee Nauth, Trustee Gergen, Trustee Zompa, President Knutson.
Excused were Trustee Evert, Trustee Calder and Trustee Baumann.
2. No approval of prior Minutes.
3. New Business:
Access, Indemnity and Donation Agreement regarding work on Brown's Island and revision to Agreement from 10 ton to 20 ton limit, and language added to the Agreement such that if Donor causes damage, Donor will pay for damage. There was a question from Trustee Zompa about when work being completed, comment from President Knutson that the work was going to be started soon. Comment from the Public Works Head, David White, saying that 20 tons is normal limit for this type of work and there are no concerns for the road.

Trustee Zompa moved, seconded by Trustee Gergen, to approve. Motion carried 4-0. All approved; no opposition.

4. Adjournment.
Trustee Zompa moved, seconded by Trustee Gergen, to adjourn the special meeting of October 23, 2015. Motion carried 4-0.

Meeting adjourned at approximately 9:45am.

Respectfully submitted,

Ronald E. English III
Village Attorney



To: Jeff Knutson, President
Village Board

From: Scott A. Gosse
Village Administrator

Date: October 30, 2015

Re: Agenda Item *4a*, 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

BACKGROUND

This matter was included on the October 20, 2015 agenda without action taken by the Village Board. Attached for your review and consideration please find a copy of Charter Ordinance 2015-01 and a transmittal letter from Attorney Blum outlining the process for creating the position of Village Clerk and the position of Finance Director-Village Treasurer. The adoption of the Charter Ordinance is required as the position of Clerk-Treasurer was established by Charter Ordinance on October 17, 1955.

ACTION REQUESTED

The action requested of the Village Board is to consider adoption of 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.

ANALYSIS

As previously referenced, 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 2015-01**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**

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 Finance Director-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-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 Office of Finance Director-Village Treasurer. The person so selected to perform the duties of the Office of Finance Director-Village Treasurer shall

be appointed by a majority vote of the Village Board. The Finance Director-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 Finance Director-Village Treasurer shall perform such duties as are required under the Wisconsin Statutes 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 Finance Director-Village Treasurer shall be a full-time or part-time position.

E. Annual audits shall be made of the records of the Finance Director-Village Treasurer with the audit to be made by a certified public accountant. The appointed Finance Director-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
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October 9, 2015

Via Email ONLY

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

Re: Charter Ordinance

Dear Scott:

Enclosed is a draft of a Charter Ordinance, which I prepared that has the function of repealing the existing Village Charter Ordinance which combined the positions of Village Clerk and Village Treasurer; establishes the duties of Village Clerk; and creates the position of Director of Finance and combines that with the duties of the statutory Treasurer. Rather than to specifically enumerate the duties which the Village Board is giving to the Director of Finance, I just indicate that the duties assigned will be those that are provided for under the Statute, as well as those which may be delegated to said person from time to time. Similar language also appears with respect to the Village Clerk. You will also see that I indicate the position can either a full-time or part-time as determined by the Board. Again, I realize this is intended to be a full-time position; however, what this language does is give the future Boards the flexibility to tailor the position, as well as the hours the appointee will work, to meet the needs of the Village from time to time.

Please look this over and let me know if you have any questions or comments regarding the content of the Ordinance. With respect to the enactment of the Ordinance, the procedure to be followed is found in Wisconsin Statute Sec. 66.0101. Under the Statute, the Charter Ordinance will require a two-thirds vote of the members of the governing body. If it is adopted, then it must be published as a Class I Legal Notice; and a certified copy must be filed with the Secretary of State. As noted in the text of the Ordinance, it does not take effect until sixty (60) days after its passage and publication. If, within that sixty day period, a Petition conforming to the statutes signed by a number of electors of 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 submitted to the electors by a way of a referendum. The Ordinance would then either take effect upon the electors approving the referendum or the Charter Ordinance would be rescinded if, in fact, the referendum was not passed.

Mr. Scott Gosse
Village of Pewaukee
October 9, 2015
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Because of the requirement that there be this sixty (60) day period before it is determined whether a referendum is necessary or not, we would then need to provide for the Office to be occupied during the transition. I do make a provision for this in the Ordinance by way of saying 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 the law.

Please let me know if you have any questions or concerns regarding this procedure.

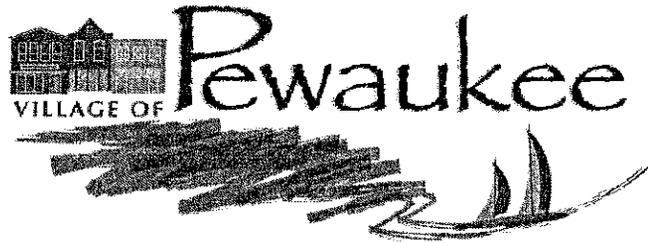
Sincerely,

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



Mark G. Blum
Village of Pewaukee Attorney

MGB/jb
Enc.



Memo

To: Jeff Knutson, President
Village Board

From: Scott A. Gosse
Village Administrator

Date: October 30, 2015

Re: Agenda Item 5a, Discussion and Direction on Draft 2016 Budgets (various funds) and Draft 2016 – 2018 Capital Plan

BACKGROUND

This matter remains on the Village Board agenda for continued discussion and review of the draft budgets. Please bring the material provided for the October 20th Village Board meeting to assist with the discussion of the topic.

ACTION REQUESTED

The action requested of the Village Board is to review the draft 2016 budgets and draft 2016 – 2018 Capital Plan.



To: Jeff Knutson, President
Village Board

From: Scott A. Gosse
Village Administrator

Date: October 26, 2015

Re: Agenda Item *10a*. Discussion and Possible Action on Assumption of Risk and Release Agreement with Moonshiner's Snowmobile Club, Inc.

BACKGROUND

Attached please find a copy of the request from the Pewaukee Moonshiner's Snowmobile Club for the use of a portion of Lakefront Park and Village Park for part of their snowmobile trail.

ACTION REQUESTED

The action requested of the Village Board is to approve the attached agreement.

ANALYSIS

This request is consistent with past years. The attached map shows the route from Lakefront Park, along Capitol Drive to Village Park and then north through Village Park.

Attachments

ASSUMPTION OF RISK AGREEMENT AND RELEASE
(Snowmobile Season)

Moonshiner's Snowmobile Club, Inc. and Village of Pewaukee (hereinafter known as "Landowner") hereby agree as follows on the date of full execution as appears hereafter.

In consideration of being allowed to cross Landowner's property using snowmobiles, the Moonshiner's Snowmobile Club, Inc. on its behalf, and that of its members and invited guests hereby:

- (1) Assumes all responsibility for and all risk of damage or injury which may occur to any of its members or guests as a result of any accident which occurs on Landowner's property, which is not due to Landowner's willful or malicious conduct; and
- (2) Agrees to hold Landowner harmless and indemnify Landowner and releases and discharges Landowner, its successors and assigns, from all claims, demands, rights of causes of action, present or future, whether known, anticipated or not anticipated, and resulting from or arising out of, or incident to, the use by the undersigned's members or invited guests of the Landowner's property for snowmobiling.

Moonshiner's Snowmobile Club, Inc. hereby agrees to provide Landowner with a Certificate of Insurance and to procure an insurance policy, which provides that said insurance shall not be cancelled, changed in any material way, or non-renewed without providing Landowner with a 30 day written notice.

Moonshiner's Snowmobile Club, Inc. hereby further agrees on its behalf and that its members and invited guests that neither Landowner, nor any of its officers, employees or agents owe to them:

- (a) A duty to keep the property safe for recreational purposes.
- (b) A duty to inspect the property, except as provided by sec. 23.115(2) Wis. Stat.
- (c) A duty to give warning of an unsafe condition, use of activity on the property.

We have read, and understood and signed the foregoing Agreement and Release this _____ day of _____, 20__ at Pewaukee, Wisconsin.

Moonshiner's Snowmobile Club, Inc.

Landowner

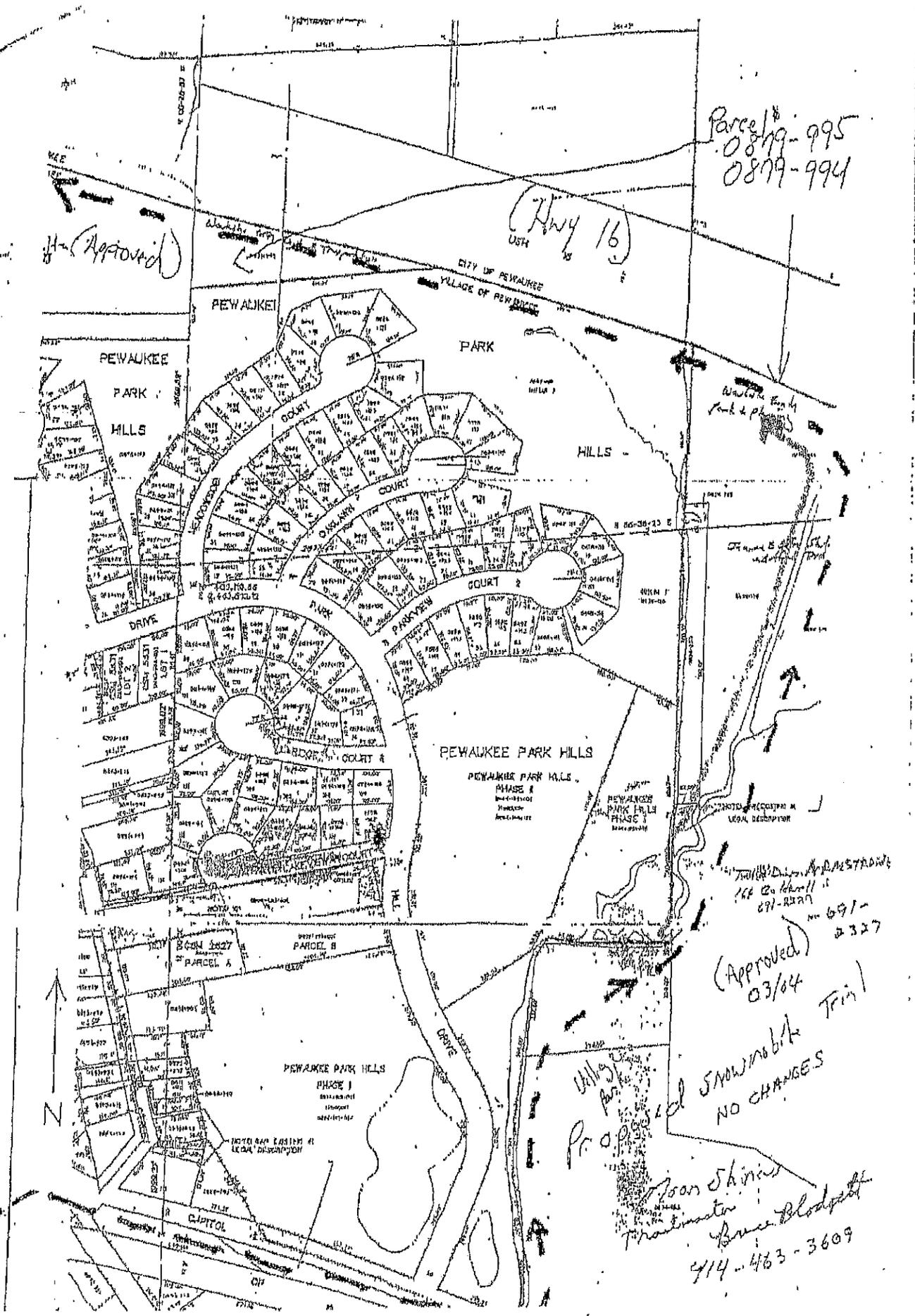
President

Secretary

Parcel #
0879-995
0879-994

H- (Approved)

(Hwy 16)
USH



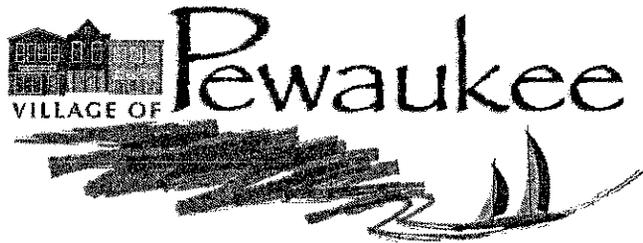
164 Co. Hill is
071-2227
no 691-
2327

(Approved)
03/04
NO CHANGES
Trail

Proposed
Snowmobile
Trail
Joan Skinn
Thornmount
Bruce Bloodgood
414-463-3609

Pewaukee Lake





To: Jeff Knutson, President
Village Board

From: Scott A. Gosse
Village Administrator

Date: October 28, 2015

Re: Agenda Item 6b, Discussion and Possible Action on Positively Pewaukee Special Event Permit Applications for 2016

BACKGROUND

Positively Pewaukee has submitted Special Event Permit applications for the following events: 2016 Waterfront Wednesday Concert Series, 2016 North Shore Bank Taste of Lake Country, 2016 Half Marathon for Men and Women, 2016 Halloween Fun Fest, and the 2016 Pewaukee Multi Sport Fest Weekend. These are events that have previously been held in the Village.

ACTION REQUESTED

The action requested of the Village Board is to approve the Special Event Permits for 2016 Waterfront Wednesday Concert Series, 2016 North Shore Bank Taste of Lake Country, 2016 Half Marathon for Men and Women, 2016 Halloween Fun Fest, and the 2016 Pewaukee Multi Sport Fest Weekend for Positively Pewaukee as submitted and subject to the following conditions:

1. Provision of a Certificate of Insurance (1 million dollars minimum coverage) and provision of a copy of the "additional insured" endorsement with each naming the Village of Pewaukee as an additional insured. This is required due to the sale of alcohol at the event and due to the road closure as part of the event (North Shore Bank Taste of Lake Country, Half Marathon for Men and Women, Pewaukee Multi Sport Fest, and Halloween Fun Fest). The proof of insurance is required at least 30 days prior to the event.
2. Event clean up for Taste of Lake Country shall be completed by and W. Wisconsin Avenue shall be open by 12 Noon on Sunday, July 31st (includes removal of port-a-johns).
3. Contacting the Pewaukee Fire Department for tent inspections as may be required by the International Fire Code and National Fire Protection Association Code.
4. Contacting the Pewaukee Building Services Department for any electrical inspections that may be related to the temporary electrical connections.
5. Providing a \$400 refundable cleaning deposit for Taste of Lake Country (\$200/day) to the Village Administrator two weeks prior to the event.
6. Any costs associated with an ambulance placed on standby at the event are paid for by the event.
7. Provide written notification of the road closures to downtown businesses at least 30 days prior to the events that include a road closure and provide proof of delivery to the Village Administrator.
8. The following conditions shall apply specifically the Pewaukee Multi Sport Fest event:
 - a. Capping the children's event at 500.
 - b. Capping the adult triathlon at 1,500 registrants due to public safety concerns for any participants and the general public over this amount.

- c. Positively Pewaukee shall contract with the Pewaukee Fire Department to have an ambulance on standby during the event (at a staffing level deemed appropriate by the Pewaukee Fire Department). Positively Pewaukee shall reimburse the Village for any costs charged to the Village for this requirement within 30 days of being invoiced.
 - d. Positively Pewaukee shall attend formal meetings as deemed necessary by the Police, Park & Recreation or Fire Departments to assist in coordinating details, communication and any other outstanding issues. Due to the importance of coordinating event details for public safety reasons, failure to attend and participate in these meetings shall result in the revocation of the Special Event Permit.
 - e. The route for the event shall not change from what has been approved by the Village Board unless the Village Board approves the proposed route change.
 - f. Any open swim practices related to the Multi Sport Weekend shall be approved by the Park and Recreation Department Director so as not to cause conflict with the public beach.
9. The following conditions shall apply specifically the Half Marathon for Men and Women event:
- a. Capping the half marathon at 500 registrants due to public safety concerns for any participants and the general public.

ANALYSIS

Attached please find a copy of the aforementioned applications. Copies of the applications were distributed to department heads for review and comments. The proposed event dates and times are included with their application. Positively Pewaukee is a registered 501(c)(3) organization with the IRS.

The Half Marathon for Men and Women event would begin Saturday at 7:30AM for Women and 7:35AM for Men at Village Park and head west around the lake and ending at WCTC. The road closure would begin at 6:30AM and the anticipated number of participants is 500.

The Joint Park and Recreation Board will be reviewing the Waterfront Wednesday, Taste of Lake Country, Pewaukee Multi Sport Fest Weekend, and Half Marathon for Men and Women event applications at its November 11th meeting as they relate to Park rental/usage applications. The Police and Fire Departments have advised that they have no concerns regarding the events. There are no staff/staffing concerns related to the proposed Positively Pewaukee events.

With regard to the Pewaukee Multi Sport Fest Weekend, the Friday night 5K run route is proposed to start and finish at the Village Park. The Police Department will be providing security for the proposed events with Positively Pewaukee being charged for direct costs associated with the level of coverage determined by the Police Department (consistent with past years and Village policy).

Review of Event Dates

- a. Waterfront Wednesday concert series, Wednesdays, June 8 – August 31, 6PM – 9PM (no road closure involved)
- b. Half Marathon for Men and Women – Saturday, May 7, 7:30 AM start for women and 7:35 AM start for men for the half marathon (road closures involved)
- c. Taste of Lake Country, Friday, July 29, 5PM – 10:30PM and Saturday, July 30, 4PM – 10:30PM (full road closure during event from 6AM Friday – 2AM Sunday)
- c. Pewaukee Multi Sport Weekend, Friday, July 8 – Sunday, July 10, (limited road closure Saturday 6AM – 10AM and Sunday, 4AM – 11AM)
- d. Halloween Fun Fest – Saturday, October 22 – Noon – 2PM (limited road closure for kiddie costume parade)

Attachments



SPECIAL EVENT PERMIT APPLICATION

235 Hickory Street
Pewaukee, WI 53072
262-691-5660
262-691-5664

www.villageofpewaukee.wi.us

Permit approved	_____	Date	_____
Permit fees paid	_____	Date	_____
Deposit paid	_____	Date	_____
Deposit returned?	_____	Date	_____
FEES ARE NON-REFUNDABLE			

Applications are due 90 days PRIOR to the event.

ORGANIZATION INFORMATION

Name of Organization Positively Pewaukee			
Street Address 120 W Wisconsin Ave	City Pewaukee	State WI	Zip 53072
Phone Number 695-9735	Are you a 501(c)3 Organization? <i>Circle one</i>		<input checked="" type="radio"/> Yes <input type="radio"/> No
Event Contact Person (First & Last Name) Elaine Kroening			
Address Same	City	State	Zip
Email elaine@positivelypewaukee.com	Phone Number 695-9735	Day of Event Phone Number 414-510-4214	

EVENT INFORMATION

Name of Event Waterfront Wednesday	Date(s) of Event 6/8 - 8/31 every weds
Event Start Time 6:00 pm	Event End Time 9:00 pm
Location of the Event* Beach House	
<p>You MUST attach a detailed map/sketch of your event indicating the specific location, layout of your event, the direction of the route, including all turns and the number of traffic lanes to be used.</p> <p>*If you are using a Village Park, you must reserve the park through the Park/Recreation Department prior to getting your special event permit approved by the Village Board. Call 262-691-7275.</p>	
Generally describe your event and its purpose Free concert held every weds evenings	
Estimated Number of Participants	Spectators 400 each night
Vendors	

OTHER INFORMATION

Based on the definition described in the Special Event Manual, do you consider your event to be a Public Special Event or a Private Special Event? Please explain why.

Public Special Event

Are you a Local Civic/Nonprofit Group as defined by Village Code? (Copy of code in manual) Circle One	<input checked="" type="radio"/> Yes	No
Is there an outdoor bar that will serve alcohol? <i>If yes, alcohol and bartender licenses are necessary under separate application. Circle One.</i>	<input checked="" type="radio"/> Yes	No
Is there an outdoor bar that will serve soda? <i>If yes, soda license is required under separate application. Circle One.</i>	<input checked="" type="radio"/> Yes	No
Does the event include the sale of food on public property? <i>If yes, a Food Vendor Permit is required under separate application. Circle One.</i>	Yes	<input checked="" type="radio"/> No
Does the event include the sale of merchandise? <i>If yes, a Transient Merchant license is required under separate application. Circle One.</i>	Yes	<input checked="" type="radio"/> No
Does the event involve fireworks? <i>If yes, please provide a detailed fireworks plan with application. Circle One.</i>	Yes	<input checked="" type="radio"/> No
Does the event involve amplified music?	<input checked="" type="radio"/> Yes	No
If yes, will the amplified music be a (Circle one):	<input checked="" type="radio"/> Band	DJ Other
Hours of amplified music:	6:00pm - 9:00pm	
Please list the number of security staff you will be providing for the event:		
Will you need barricades provided by the Village for your event, if so, how many?		
Will you be erecting any tents, canopies or other temporary structure(s)? <i>If yes, the Fire Department and Building Inspection Department will need to inspect these structures prior to the start of your event. Circle One.</i>	Yes	<input checked="" type="radio"/> No
Will you be requiring electricity? Circle One.	Yes	<input checked="" type="radio"/> No
Will you be providing portable restrooms and wash stations? Circle One.	Yes	<input checked="" type="radio"/> No
<i>If yes, how many will you provide and where will they be located?</i>		
Will you provide parking for participants? Circle One.	Yes	<input checked="" type="radio"/> No
<i>If yes, where will parking be available?</i>		
Will you provide a dumpster/clean-up services? Circle One.	Yes	<input checked="" type="radio"/> No
Will you need extra 55 gallon garbage cans? <i>If yes, please include the number of cans you would like in your refuse collection plan below. Circle One.</i>	Yes	<input checked="" type="radio"/> No
<i>If yes, please describe your clean-up and refuse collection plan.</i>		

OTHER INFORMATION CONTINUED

What other assistance do you foresee needing from the Village (personnel, materials, and/or equipment)?

Have you reviewed and do you have a copy of the Village of Pewaukee Special Events Manual Including the Special Events Ordinance? *Circle One.*

Yes

No

INSURANCE REQUIREMENTS

A certificate of insurance (\$1,000,000 minimum coverage) and a copy of the "additional insured" endorsement, each naming the Village of Pewaukee as an additional insured under the event organizer's general liability insurance policy, may be required. Those events that will be required to provide the aforementioned insurance indemnification include, but are not limited to: 1) an event that includes alcohol, or 2) an event that is anticipated to have attendance greater than 500 people per day, or 3) an event that includes a road closure.

Are you able to provide these insurance documents, if required? *Circle One.*

Yes

No

DEPOSIT REQUIREMENTS

The applicant may be required to submit to the Village a cleaning/damage deposit of \$200 per day for each scheduled day of the event (or portion thereof), two weeks prior to the starting date of the event. The deposit shall be refunded to applicant, if, upon inspection, all is in order, or a prorated portion thereof as may be necessary to reimburse the Village for loss or cleaning costs. The Village reserves the right to retain the entire deposit if cleanup is not completed satisfactorily in the time frame as specified in the permit. Unless otherwise stated in the permit, the applicant shall be fully responsible for all necessary cleanup associated with the permitted event to be completed within twelve (12) hours after the conclusion of the event. (This deposit is separate from any deposit required by the Park/Recreation Department for park use).

TERMINATION OF AN EVENT

The Village reserves the right to shut down a special event that is in progress if it is deemed to be a public safety hazard by the Police and/or Fire Department and/or there is a violation of Village Ordinances, State Statutes or the terms of the Applicant's permit. The Village Administrator and/or his/her designee may revoke an approved Special Events Permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.

By signing this form, the applicant certifies authorization to act on behalf of their organization and hereby releases the Village of Pewaukee, its employees, agents, subcontractors and assigns indemnified as and against any and all claims, demands, actions, causes of action, costs or expenses made against or incurred by the Village, including, but not limited to, actual attorney fees arising from the approval of this event application and the conducting of the activity set forth therein including, but not limited to, any and all claims for injury or damage to property arising from the event or any activities related thereto.

Elaine Koenig

Signature of Applicant

10/1/15

Date

For staff use only

Application forwarded to:

- Building Inspector
- Chief of Police
- Clerk/Treasurer
- Fire Chief
- Park & Recreation Director
- Public Works Director



SPECIAL EVENT PERMIT APPLICATION

235 Hickory Street
 Pewaukee, WI 53072
 262-691-5660
 262-691-5664

www.villageofpewaukee.wi.us

Permit approved	_____	Date	_____
Permit fees paid	_____	Date	_____
Deposit paid	_____	Date	_____
Deposit returned?	_____	Date	_____
FEES ARE NON-REFUNDABLE			

Applications are due 90 days PRIOR to the event.

ORGANIZATION INFORMATION

Name of Organization Positively Pewaukee			
Street Address 120 W Wisconsin Ave	City Pewaukee	State WI	Zip 53072
Phone Number 695-9735	Are you a 501(c)3 Organization? <i>Circle one</i>		<input checked="" type="radio"/> Yes <input type="radio"/> No
Event Contact Person (First & Last Name) Elaine Kroening			
Address Same	City	State	Zip
Email elaine@positivelypewaukee.com	Phone Number 695-9735	Day of Event Phone Number 414-510-4214	

EVENT INFORMATION

Name of Event Taste of Lake Country	Date(s) of Event July 29-30
Event Start Time Fri - 5:00pm Sat 4:00pm	Event End Time Fri-Sat. 10:30pm
Location of the Event* Pewaukee Lakefront	
<p>You MUST attach a detailed map/sketch of your event indicating the specific location, layout of your event, the direction of the route, including all turns and the number of traffic lanes to be used.</p> <p>*If you are using a Village Park, you must reserve the park through the Park/Recreation Department prior to getting your special event permit approved by the Village Board. Call 262-691-7275.</p>	
Generally describe your event and its purpose food-music festival	
Estimated Number of Participants	Spectators 25,000
	Vendors 16 restaurants 4 vendors

OTHER INFORMATION

Based on the definition described in the Special Event Manual, do you consider your event to be a Public Special Event or a Private Special Event? Please explain why.

public

Are you a Local Civic/Nonprofit Group as defined by Village Code? <i>(Copy of code in manual) Circle One</i>	<input checked="" type="radio"/> Yes	No
Is there an outdoor bar that will serve alcohol? <i>If yes, alcohol and bartender licenses are necessary under separate application. Circle One.</i>	<input checked="" type="radio"/> Yes	No
Is there an outdoor bar that will serve soda? <i>If yes, soda license is required under separate application. Circle One.</i>	<input checked="" type="radio"/> Yes	No
Does the event include the sale of food on public property? <i>If yes, a Food Vendor Permit is required under separate application. Circle One.</i>	<input checked="" type="radio"/> Yes	No
Does the event include the sale of merchandise? <i>If yes, a Transient Merchant license is required under separate application. Circle One.</i>	<input checked="" type="radio"/> Yes	No
Does the event involve fireworks? <i>If yes, please provide a detailed fireworks plan with application. Circle One.</i>	Yes	<input checked="" type="radio"/> No
Does the event involve amplified music?	<input checked="" type="radio"/> Yes	No
If yes, will the amplified music be a <i>(Circle one)</i> :	<input checked="" type="radio"/> Band	DJ Other
Hours of amplified music: Fri - 5:00 - 10:30 pm Sat 4:00 - 10:30 pm		
Please list the number of security staff you will be providing for the event:	3 officers each night	
Will you need barricades provided by the Village for your event, if so, how many?	yes	
Will you be erecting any tents, canopies or other temporary structure(s)? <i>If yes, the Fire Department and Building Inspection Department will need to inspect these structures prior to the start of your event. Circle One.</i>	<input checked="" type="radio"/> Yes	No
Will you be requiring electricity? <i>Circle One.</i>	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> No
Will you be providing portable restrooms and wash stations? <i>Circle One.</i>	<input checked="" type="radio"/> Yes	No
<i>If yes, how many will you provide and where will they be located?</i> parking lot - 15 provided		
Will you provide parking for participants? <i>Circle One.</i>	Yes	<input checked="" type="radio"/> No
<i>If yes, where will parking be available?</i>		
Will you provide a dumpster/clean-up services? <i>Circle One.</i>	<input checked="" type="radio"/> Yes	No
Will you need extra 55 gallon garbage cans? <i>If yes, please include the number of cans you would like in your refuse collection plan below. Circle One.</i>	<input checked="" type="radio"/> Yes	No
<i>If yes, please describe your clean-up and refuse collection plan.</i> hired crew		

OTHER INFORMATION CONTINUED

What other assistance do you foresee needing from the Village (personnel, materials, and/or equipment)?

Street cleaning before and after barricades

Have you reviewed and do you have a copy of the Village of Pewaukee Special Events Manual Including the Special Events Ordinance? *Circle One.*

Yes

No

INSURANCE REQUIREMENTS

A certificate of insurance (\$1,000,000 minimum coverage) and a copy of the "additional insured" endorsement, each naming the Village of Pewaukee as an additional insured under the event organizer's general liability insurance policy, may be required. Those events that will be required to provide the aforementioned insurance indemnification include, but are not limited to: 1) an event that includes alcohol, or 2) an event that is anticipated to have attendance greater than 500 people per day, or 3) an event that includes a road closure.

Are you able to provide these insurance documents, if required? *Circle One.*

Yes

No

DEPOSIT REQUIREMENTS

The applicant may be required to submit to the Village a cleaning/damage deposit of \$200 per day for each scheduled day of the event (or portion thereof), two weeks prior to the starting date of the event. The deposit shall be refunded to applicant, if, upon inspection, all is in order, or a prorated portion thereof as may be necessary to reimburse the Village for loss or cleaning costs. The Village reserves the right to retain the entire deposit if cleanup is not completed satisfactorily in the time frame as specified in the permit. Unless otherwise stated in the permit, the applicant shall be fully responsible for all necessary cleanup associated with the permitted event to be completed within twelve (12) hours after the conclusion of the event. (This deposit is separate from any deposit required by the Park/Recreation Department for park use).

TERMINATION OF AN EVENT

The Village reserves the right to shut down a special event that is in progress if it is deemed to be a public safety hazard by the Police and/or Fire Department and/or there is a violation of Village Ordinances, State Statutes or the terms of the Applicant's permit. The Village Administrator and/or his/her designee may revoke an approved Special Events Permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.

By signing this form, the applicant certifies authorization to act on behalf of their organization and hereby releases the Village of Pewaukee, its employees, agents, subcontractors and assigns indemnified as and against any and all claims, demands, actions, causes of action, costs or expenses made against or incurred by the Village, including, but not limited to, actual attorney fees arising from the approval of this event application and the conducting of the activity set forth therein including, but not limited to, any and all claims for injury or damage to property arising from the event or any activities related thereto.

Elaine Kwoen

Signature of Applicant

10/1/15
Date

For staff use only

Application forwarded to:

- Building Inspector
- Chief of Police
- Clerk/Treasurer
- Fire Chief
- Park & Recreation Director
- Public Works Director



235 Hickory Street
 Pewaukee, WI 53072
 262-691-5660
 262-691-5664
www.villageofpewaukee.wi.us

SPECIAL EVENT PERMIT APPLICATION

Permit approved	_____	Date	_____
Permit fees paid	_____	Date	_____
Deposit paid	_____	Date	_____
Deposit returned?	_____	Date	_____
FEES ARE NON-REFUNDABLE			

Applications are due 90 days PRIOR to the event.

ORGANIZATION INFORMATION

Name of Organization Positively Pewaukee			
Street Address 120 W Wisconsin Ave	City Pewaukee	State WI	Zip 53072
Phone Number 695-9735	Are you a 501(c)3 Organization? Circle one		<input checked="" type="radio"/> Yes <input type="radio"/> No
Event Contact Person (First & Last Name) Elaine Kroening			
Address Same	City	State	Zip
Email elaine@positivelypewaukee.com	Phone Number 695-9735	Day of Event Phone Number 414-510-4214	

EVENT INFORMATION

Name of Event 1/2 Marathon	Date(s) of Event May 7, 2016
Event Start Time 6:30 AM	Event End Time 1:00 pm
Location of the Event* Village Park and Race Route	
<p>You MUST attach a detailed map/sketch of your event indicating the specific location, layout of your event, the direction of the route, including all turns and the number of traffic lanes to be used.</p> <p>*If you are using a Village Park, you must reserve the park through the Park/Recreation Department prior to getting your special event permit approved by the Village Board. Call 262-691-7275.</p>	
Generally describe your event and its purpose 1/2 marathon for men and women	
Estimated Number of Participants 1,000 500	Spectators 1,000
Vendors -	

OTHER INFORMATION

Based on the definition described in the Special Event Manual, do you consider your event to be a Public Special Event or a Private Special Event? Please explain why.

Public Special Event

Are you a Local Civic/Nonprofit Group as defined by Village Code? (Copy of code in manual) <i>Circle One</i>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Is there an outdoor bar that will serve alcohol? <i>If yes, alcohol and bartender licenses are necessary under separate application. Circle One.</i>	Yes	<input checked="" type="radio"/> No
Is there an outdoor bar that will serve soda? <i>If yes, soda license is required under separate application. Circle One.</i>	Yes	<input checked="" type="radio"/> No
Does the event include the sale of food on public property? <i>If yes, a Food Vendor Permit is required under separate application. Circle One.</i>	Yes	<input checked="" type="radio"/> No
Does the event include the sale of merchandise? <i>If yes, a Transient Merchant license is required under separate application. Circle One.</i>	Yes	<input checked="" type="radio"/> No
Does the event involve fireworks? <i>If yes, please provide a detailed fireworks plan with application. Circle One.</i>	Yes	<input checked="" type="radio"/> No
Does the event involve amplified music? <i>Announcer</i>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
If yes, will the amplified music be a (Circle one):	Band	DJ <input checked="" type="radio"/> Other
Hours of amplified music:	8:00 Am - 11:00 Am	
Please list the number of security staff you will be providing for the event:		
Will you need barricades provided by the Village for your event, if so, how many?	yes	
Will you be erecting any tents, canopies or other temporary structure(s)? <i>If yes, the Fire Department and Building Inspection Department will need to inspect these structures prior to the start of your event. Circle One.</i>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Will you be requiring electricity? <i>Circle One.</i>	Yes	<input checked="" type="radio"/> No
Will you be providing portable restrooms and wash stations? <i>Circle One.</i>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<i>If yes, how many will you provide and where will they be located?</i>	Village Park -	
Will you provide parking for participants? <i>Circle One.</i>	Yes	<input checked="" type="radio"/> No
<i>If yes, where will parking be available?</i>		
Will you provide a dumpster/clean-up services? <i>Circle One.</i>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Will you need extra 55 gallon garbage cans? <i>If yes, please include the number of cans you would like in your refuse collection plan below. Circle One.</i>	Yes	<input checked="" type="radio"/> No
<i>If yes, please describe your clean-up and refuse collection plan.</i>	Clean up crew hired	

OTHER INFORMATION CONTINUED

What other assistance do you foresee needing from the Village (personnel, materials, and/or equipment)?

Police - Road closures

Have you reviewed and do you have a copy of the Village of Pewaukee Special Events Manual including the Special Events Ordinance? *Circle One.*

Yes

No

INSURANCE REQUIREMENTS

A certificate of insurance (\$1,000,000 minimum coverage) and a copy of the "additional insured" endorsement, each naming the Village of Pewaukee as an additional insured under the event organizer's general liability insurance policy, may be required. Those events that will be required to provide the aforementioned insurance indemnification include, but are not limited to: 1) an event that includes alcohol, or 2) an event that is anticipated to have attendance greater than 500 people per day, or 3) an event that includes a road closure.

Are you able to provide these insurance documents, if required? *Circle One.*

Yes

No

DEPOSIT REQUIREMENTS

The applicant may be required to submit to the Village a cleaning/damage deposit of \$200 per day for each scheduled day of the event (or portion thereof), two weeks prior to the starting date of the event. The deposit shall be refunded to applicant, if, upon inspection, all is in order, or a prorated portion thereof as may be necessary to reimburse the Village for loss or cleaning costs. The Village reserves the right to retain the entire deposit if cleanup is not completed satisfactorily in the time frame as specified in the permit. Unless otherwise stated in the permit, the applicant shall be fully responsible for all necessary cleanup associated with the permitted event to be completed within twelve (12) hours after the conclusion of the event. (This deposit is separate from any deposit required by the Park/Recreation Department for park use).

TERMINATION OF AN EVENT

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By signing this form, the applicant certifies authorization to act on behalf of their organization and hereby releases the Village of Pewaukee, its employees, agents, subcontractors and assigns indemnified as and against any and all claims, demands, actions, causes of action, costs or expenses made against or incurred by the Village, including, but not limited to, actual attorney fees arising from the approval of this event application and the conducting of the activity set forth therein including, but not limited to, any and all claims for injury or damage to property arising from the event or any activities related thereto.

Elaine Kroenig

Signature of Applicant

10/1/15

Date

For staff use only

Application forwarded to:

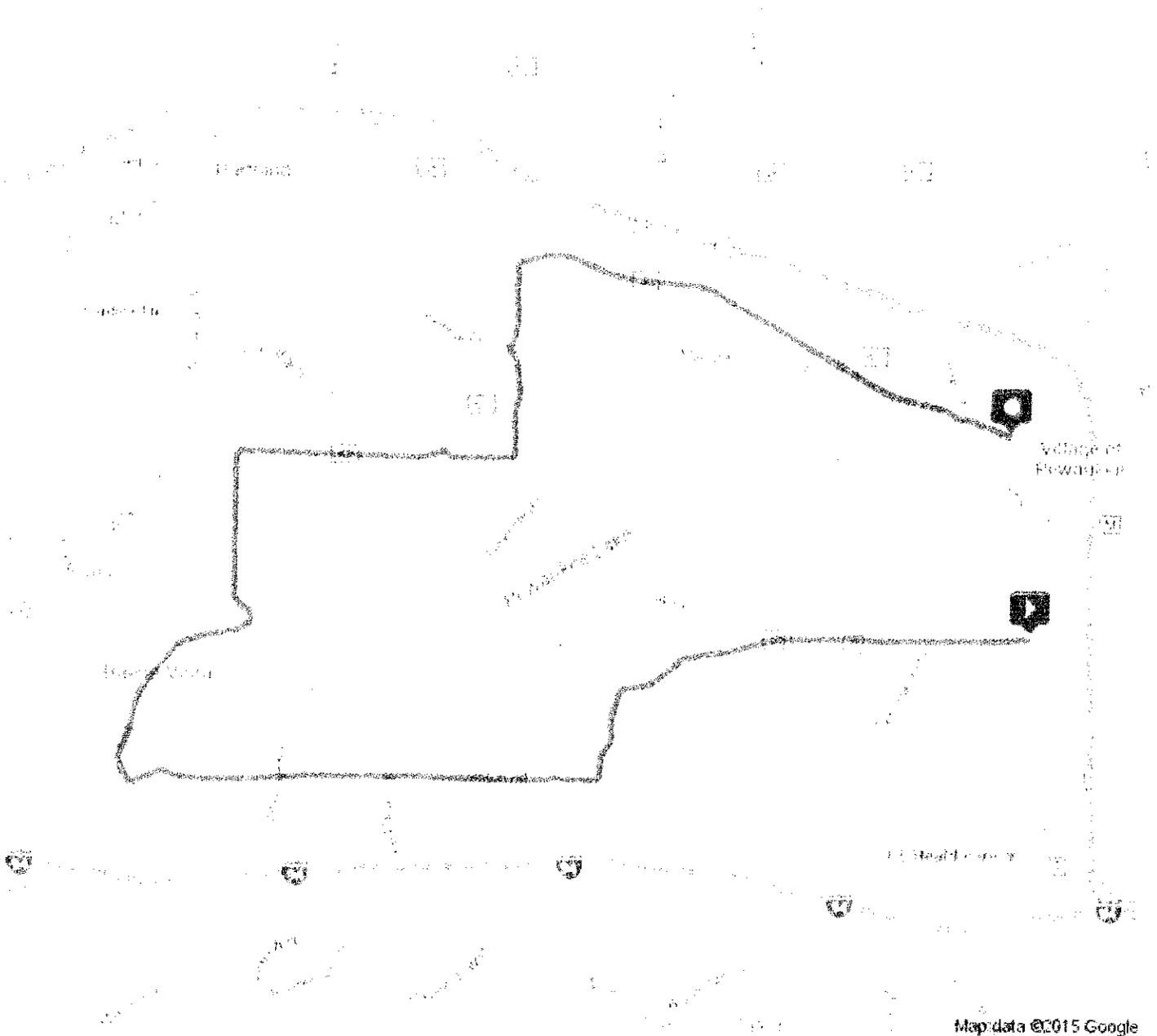
- Building Inspector
- Chief of Police
- Clerk/Treasurer
- Fire Chief
- Park & Recreation Director
- Public Works Director



mapmyrun

2016 WRP Route (trail)
Distance: 13.17 mi

use this course if the lake country
trail is available for use.



Map data ©2015 Google



SPECIAL EVENT PERMIT APPLICATION

235 Hickory Street
Pewaukee, WI 53072
262-691-5660
262-691-5664

www.villageofpewaukee.wi.us

Permit approved	_____	Date	_____
Permit fees paid	_____	Date	_____
Deposit paid	_____	Date	_____
Deposit returned?	_____	Date	_____
FEES ARE NON-REFUNDABLE			

Applications are due 90 days PRIOR to the event.

ORGANIZATION INFORMATION

Name of Organization Positively Pewaukee			
Street Address 120 W Wisconsin Ave	City Pewaukee	State WI	Zip 53072
Phone Number 695-9735	Are you a 501(c)3 Organization? <i>Circle one</i>		<input checked="" type="radio"/> Yes <input type="radio"/> No
Event Contact Person (First & Last Name) Elaine Kroening			
Address Same	City	State	Zip
Email elaine@positivelypewaukee.com	Phone Number 695-9735	Day of Event Phone Number 414-510-4214	

EVENT INFORMATION

Name of Event Halloween Fun Fest	Date(s) of Event 10/22/14
Event Start Time 11:45am - 2:00pm	Event End Time 2:00 pm
Location of the Event* Downtown Pewaukee	
<p>You MUST attach a detailed map/sketch of your event indicating the specific location, layout of your event, the direction of the route, including all turns and the number of traffic lanes to be used.</p> <p>*If you are using a Village Park, you must reserve the park through the Park/Recreation Department prior to getting your special event permit approved by the Village Board. Call 262-691-7275.</p>	
Generally describe your event and its purpose Parade - merchant Trick or Treating	
Estimated Number of Participants	Spectators 500
	Vendors 10

OTHER INFORMATION

Based on the definition described in the Special Event Manual, do you consider your event to be a Public Special Event or a Private Special Event? Please explain why.

Public

Are you a Local Civic/Nonprofit Group as defined by Village Code? <small>(Copy of code in manual) Circle One</small>	Yes	No
Is there an outdoor bar that will serve alcohol? <i>If yes, alcohol and bartender licenses are necessary under separate application. Circle One.</i>	Yes	No
Is there an outdoor bar that will serve soda? <i>If yes, soda license is required under separate application. Circle One.</i>	Yes	No
Does the event include the sale of food on public property? <i>If yes, a Food Vendor Permit is required under separate application. Circle One.</i>	Yes	No
Does the event include the sale of merchandise? <i>If yes, a Transient Merchant license is required under separate application. Circle One.</i>	Yes	No
Does the event involve fireworks? <i>If yes, please provide a detailed fireworks plan with application. Circle One.</i>	Yes	No
Does the event involve amplified music?	Yes	No
If yes, will the amplified music be a (Circle one):		Other
Band		DJ
Hours of amplified music:		
Please list the number of security staff you will be providing for the event:		
Will you need barricades provided by the Village for your event, if so, how many?		
Will you be erecting any tents, canopies or other temporary structure(s)? <i>If yes, the Fire Department and Building Inspection Department will need to inspect these structures prior to the start of your event. Circle One.</i>	Yes	No
Will you be requiring electricity? <i>Circle One.</i>	Yes	No
Will you be providing portable restrooms and wash stations? <i>Circle One.</i>	Yes	No
<i>If yes, how many will you provide and where will they be located?</i>		
Will you provide parking for participants? <i>Circle One.</i>	Yes	No
<i>If yes, where will parking be available?</i>		
Will you provide a dumpster/clean-up services? <i>Circle One.</i>	Yes	No
Will you need extra 55 gallon garbage cans? <i>If yes, please include the number of cans you would like in your refuse collection plan below. Circle One.</i>	Yes	No
<i>If yes, please describe your clean-up and refuse collection plan.</i>		

OTHER INFORMATION CONTINUED

What other assistance do you foresee needing from the Village (personnel, materials, and/or equipment)?

Police lead parade

Have you reviewed and do you have a copy of the Village of Pewaukee Special Events Manual including the Special Events Ordinance? *Circle One.*

Yes No

INSURANCE REQUIREMENTS

A certificate of insurance (\$1,000,000 minimum coverage) and a copy of the "additional insured" endorsement, each naming the Village of Pewaukee as an additional insured under the event organizer's general liability insurance policy, may be required. Those events that will be required to provide the aforementioned insurance indemnification include, but are not limited to: 1) an event that includes alcohol, or 2) an event that is anticipated to have attendance greater than 500 people per day, or 3) an event that includes a road closure.

Are you able to provide these insurance documents, if required? *Circle One.*

Yes No

DEPOSIT REQUIREMENTS

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Elain Kroenig

Signature of Applicant

10/1/15

Date

For staff use only

Application forwarded to:

- Building Inspector
- Chief of Police
- Clerk/Treasurer
- Fire Chief
- Park & Recreation Director
- Public Works Director



SPECIAL EVENT PERMIT APPLICATION

235 Hickory Street
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 262-691-5660
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Permit approved	_____	Date	_____
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Event Contact Person (First & Last Name) Elaine Kroening			
Address Same	City	State	Zip
Email elaine@positivelypewaukee.com	Phone Number 695-9735	Day of Event Phone Number 414-510-4214	

EVENT INFORMATION

Name of Event Multi Sport Weekend	Date(s) of Event July 8-9-10
Event Start Time See Attached schedule	Event End Time
Location of the Event* see attached	
<p>You MUST attach a detailed map/sketch of your event indicating the specific location, layout of your event, the direction of the route, including all turns and the number of traffic lanes to be used.</p> <p>*If you are using a Village Park, you must reserve the park through the Park/Recreation Department prior to getting your special event permit approved by the Village Board. Call 262-691-7275.</p>	
Generally describe your event and its purpose Kids Tri - 5K Run - Duathlon - Triathlon	
Estimated Number of Participants 1,500	Spectators 2,000
Vendors	

OTHER INFORMATION

Based on the definition described in the Special Event Manual, do you consider your event to be a Public Special Event or a Private Special Event? Please explain why.

public

Are you a Local Civic/Nonprofit Group as defined by Village Code? (Copy of code in manual) <i>Circle One</i>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Is there an outdoor bar that will serve alcohol? <i>If yes, alcohol and bartender licenses are necessary under separate application. Circle One.</i>	Yes	<input checked="" type="radio"/> No
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Does the event include the sale of food on public property? <i>If yes, a Food Vendor Permit is required under separate application. Circle One.</i>	Yes	<input checked="" type="radio"/> No
Does the event include the sale of merchandise? <i>If yes, a Transient Merchant license is required under separate application. Circle One.</i>	Yes	<input checked="" type="radio"/> No
Does the event involve fireworks? <i>If yes, please provide a detailed fireworks plan with application. Circle One.</i>	Yes	<input checked="" type="radio"/> No
Does the event involve amplified music? <i>Annou ncer</i>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
If yes, will the amplified music be a (Circle one):	Band	DJ Other
Hours of amplified music: <i>during events</i>		
Please list the number of security staff you will be providing for the event:	<i>police provide</i>	
Will you need barricades provided by the Village for your event, if so, how many?	<i>yes</i>	
Will you be erecting any tents, canopies or other temporary structure(s)? <i>If yes, the Fire Department and Building Inspection Department will need to inspect these structures prior to the start of your event. Circle One.</i>	Yes	<input checked="" type="radio"/> No
Will you be requiring electricity? <i>Circle One.</i>	Yes	<input checked="" type="radio"/> No
Will you be providing portable restrooms and wash stations? <i>Circle One.</i>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<i>If yes, how many will you provide and where will they be located?</i>	<i>Each location of various events</i>	
Will you provide parking for participants? <i>Circle One.</i>	Yes	<input checked="" type="radio"/> No
<i>If yes, where will parking be available?</i>		
Will you provide a dumpster/clean-up services? <i>Circle One.</i>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Will you need extra 55 gallon garbage cans? <i>If yes, please include the number of cans you would like in your refuse collection plan below. Circle One.</i>	Yes	<input checked="" type="radio"/> No
<i>If yes, please describe your clean-up and refuse collection plan.</i>	<i>Hired clean up</i>	

OTHER INFORMATION CONTINUED

What other assistance do you foresee needing from the Village (personnel, materials, and/or equipment)?

Police - DPW

Have you reviewed and do you have a copy of the Village of Pewaukee Special Events Manual including the Special Events Ordinance? *Circle One.*

Yes

No

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Yes

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Elaine Kroenig

Signature of Applicant

10/1/15

Date

For staff use only

Application forwarded to:

- Building Inspector
- Chief of Police
- Clerk/Treasurer
- Fire Chief
- Park & Recreation Director
- Public Works Director

2016 Pewaukee Multisport Weekend
Tentative Schedule of events

July 8, 9 & 10th, 2016 - Pewaukee, WI

Friday, July 8th

Event(s): Pajama Jam 5k, Packet Pickup

Pajama Jam 5k

2:00pm – 9:00pm: Packet Pickup @ Village Park (all events)

9:00pm: Pajama Jam 5k Start @ Village Park

9:35pm: Pajama Jam 5k Award Ceremony under 10x10 Lighthouse Tent

10:00pm: Event ends

Saturday, July 9th

Event(s): Kids Triathlon, Pewaukee Duathlon, Packet Pickup

Kids Triathlon

6:00am – 7:10am: Packet Pickup @ Attitude Sports

6:00am – Transition Opens

7:15am – Transition Closes

7:20am – Opening Ceremonies

7:30am – 9/10/11/12 year old start

7:50am – 6/7/8 year old start

8:15am – 3/4/5 year old start

8:45am – Transition opens for gear retrieval

9:00am – Event ends

Pewaukee Duathlon

4:00pm – 5:30pm: Packet Pickup @ Village Park

4:00pm – Transition Opens

5:15pm – Transition Closes

5:20pm – Opening Ceremonies

5:30pm – Duathlon Start (elite)

5:32pm – Duathlon Start (age Group)

6:45pm – Duathlon Award Ceremony under 10x10 Lighthouse Tent

7:00pm – Transition opens for gear retrieval

7:30am – Event ends

Packet Pickup (du, tri)

10:00am – 7:30pm: Packet Pickup @ Village Park

Sunday, July 10th

Event(s): Olympic Triathlon, Sprint Triathlon

Pewaukee Triathlon

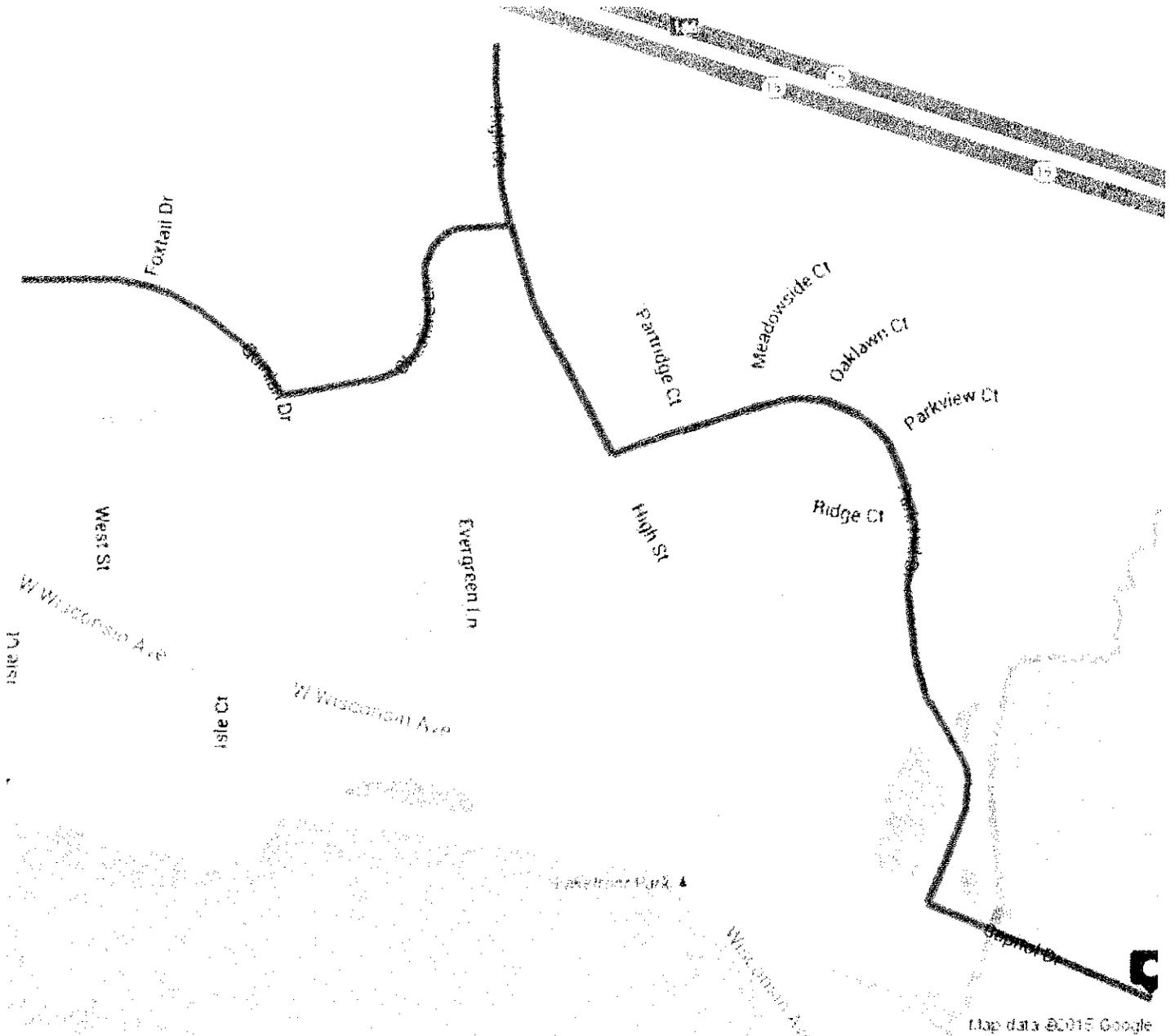
- 4:50am - Transition Opens
- 5:15am - Swim Warm-up Open
- 6:00am - Transition Closes / Swim Warm-up Closes
- 6:10am - Opening Ceremonies
- 6:15am - Olympic Elite Start (men)
- 6:16am - Olympic Elite Start (women)
- 6:17am - Olympic Age Group Start (time trial procedures)
- 6:30am - Sprint Elite Start (men)
- 6:31am - Sprint Elite Start (women)
- 6:33am - Sprint First Timer Wave
- 6:34am - Sprint Age Group Start (time trial procedures)
- 7:15am - Swim Cutoff
- 8:45am - Bike Cutoff
- 8:45am - Sprint / Olympic Award Ceremony @ Village Park
- 8:45am - Transition re-opens for gear retrieval
- 9:30am - Event ends



mapmyrun

2016 PMW 5k Route
Distance: 3.1 mi
Elevation: 132.75 ft (Max: 913.25 ft)

2016 Pajama Jam 5k route



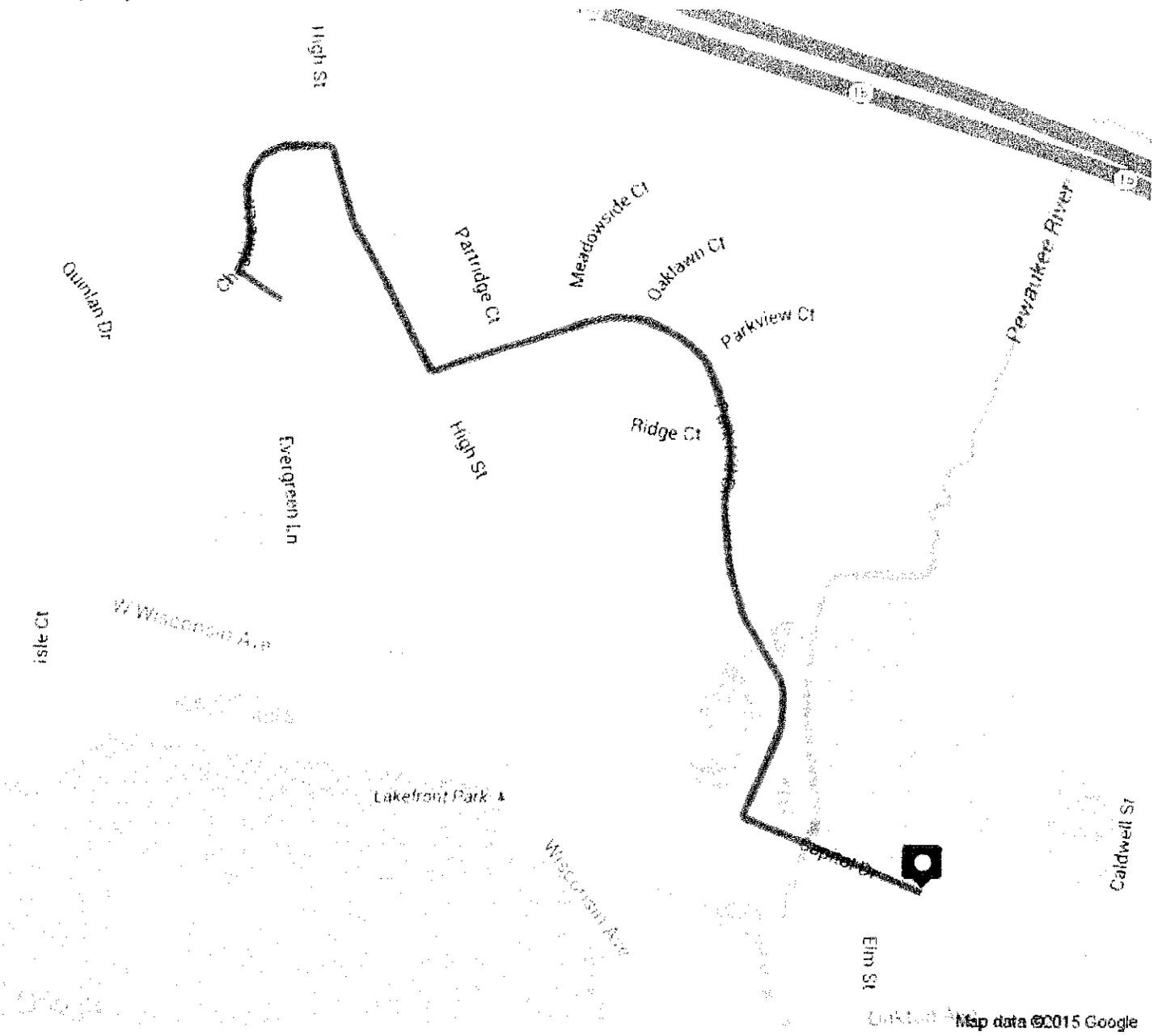
Map data ©2015 Google



mapmyrun

2016 PMW Duathlon Run Course
Distance: 2.0 mi
Elevation: 95.3 ft (Max: 913.25 ft)

2016 Changes: Turnaround
location NOT on Cheshire Ln.



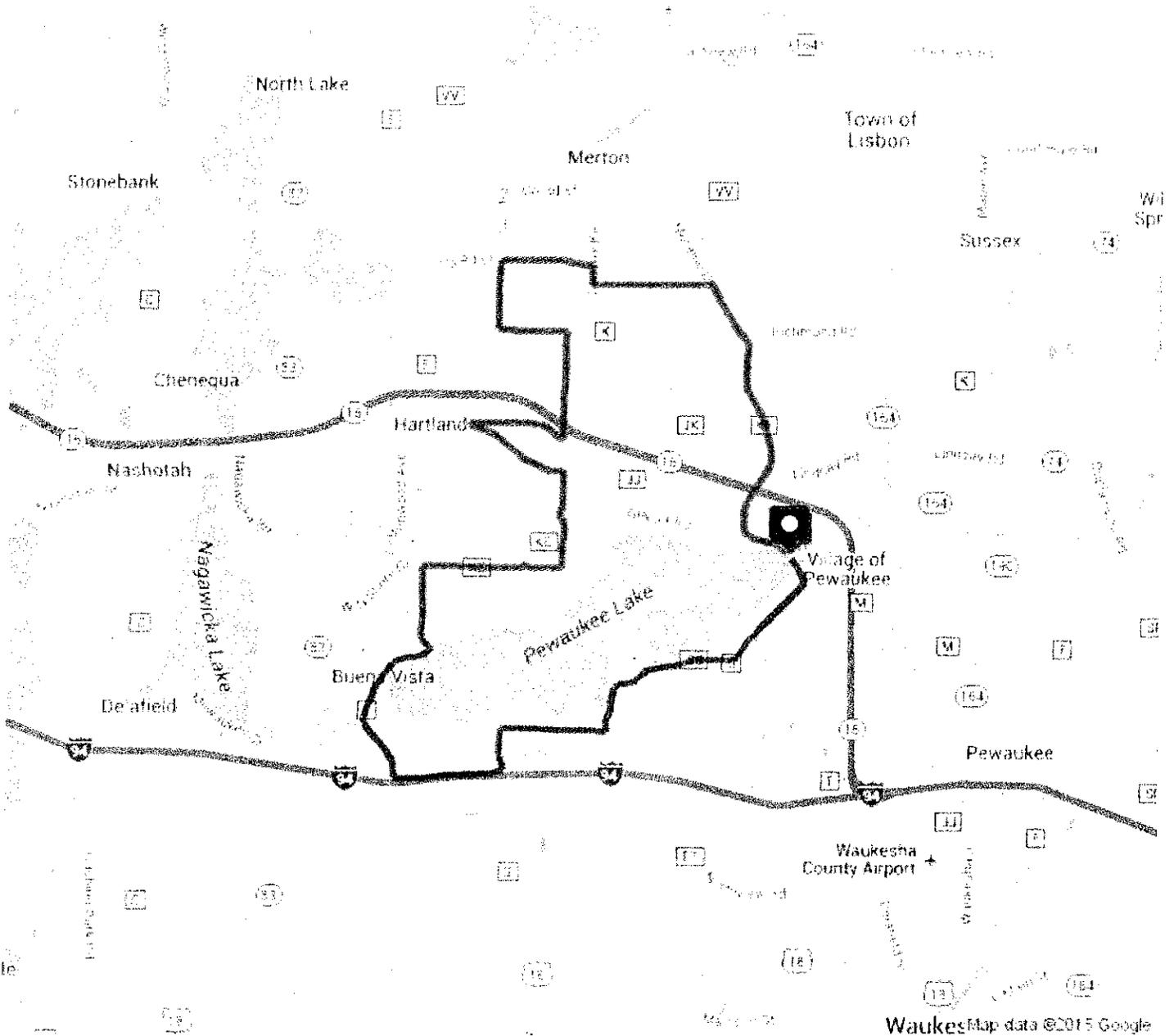


mapmyrun

PMW OLY Tri Bike Map 2016

Distance: 22.44 mi

Elevation: 972.85 ft (Max: 1,068.24 ft)



WaukeshaMap data ©2015 Google

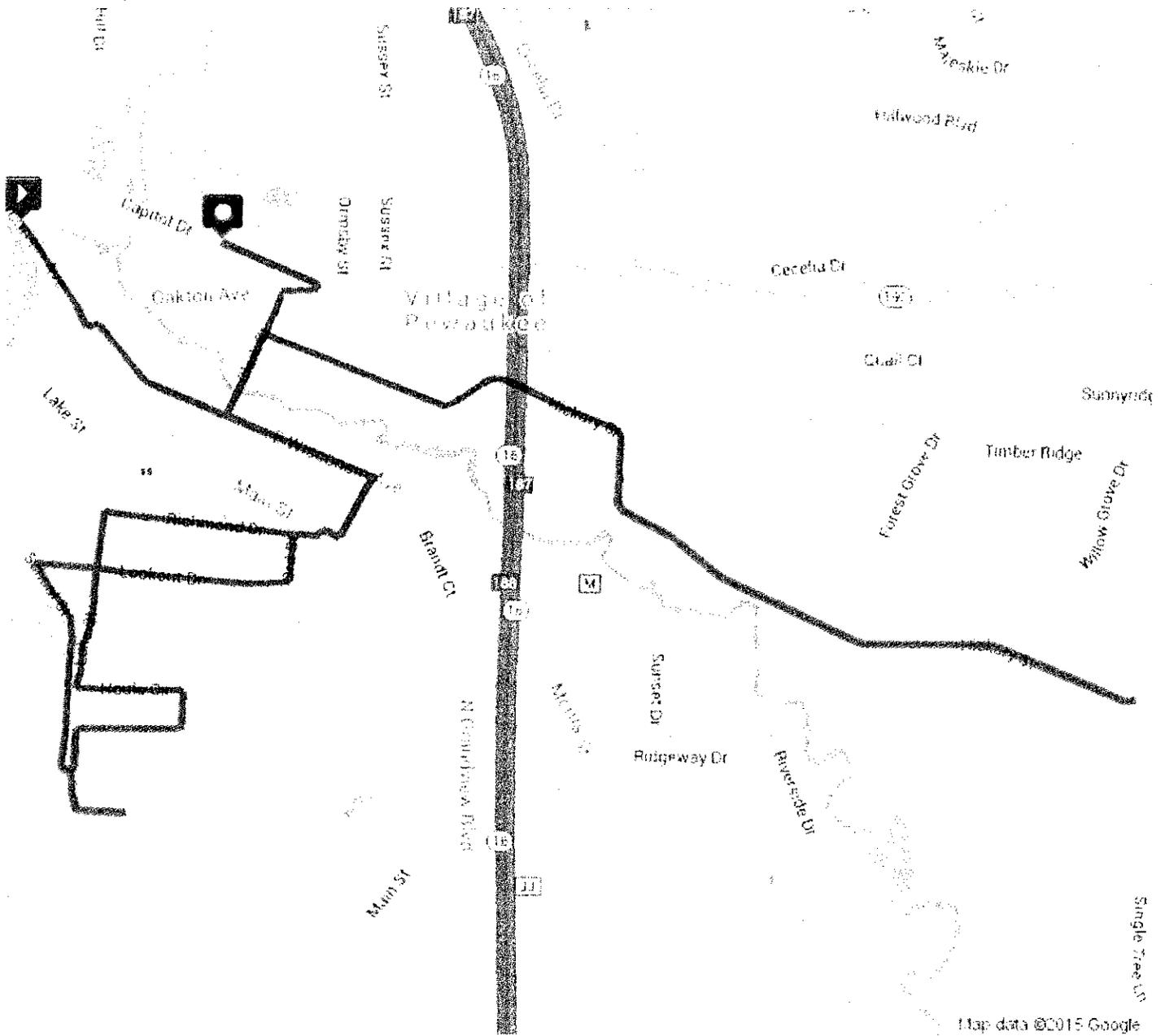


mapmyrun

PMW OLY Tri Run Map 2016

Distance: 6.2 mi

Elevation: 160.05 ft (Max: 979.59 ft)

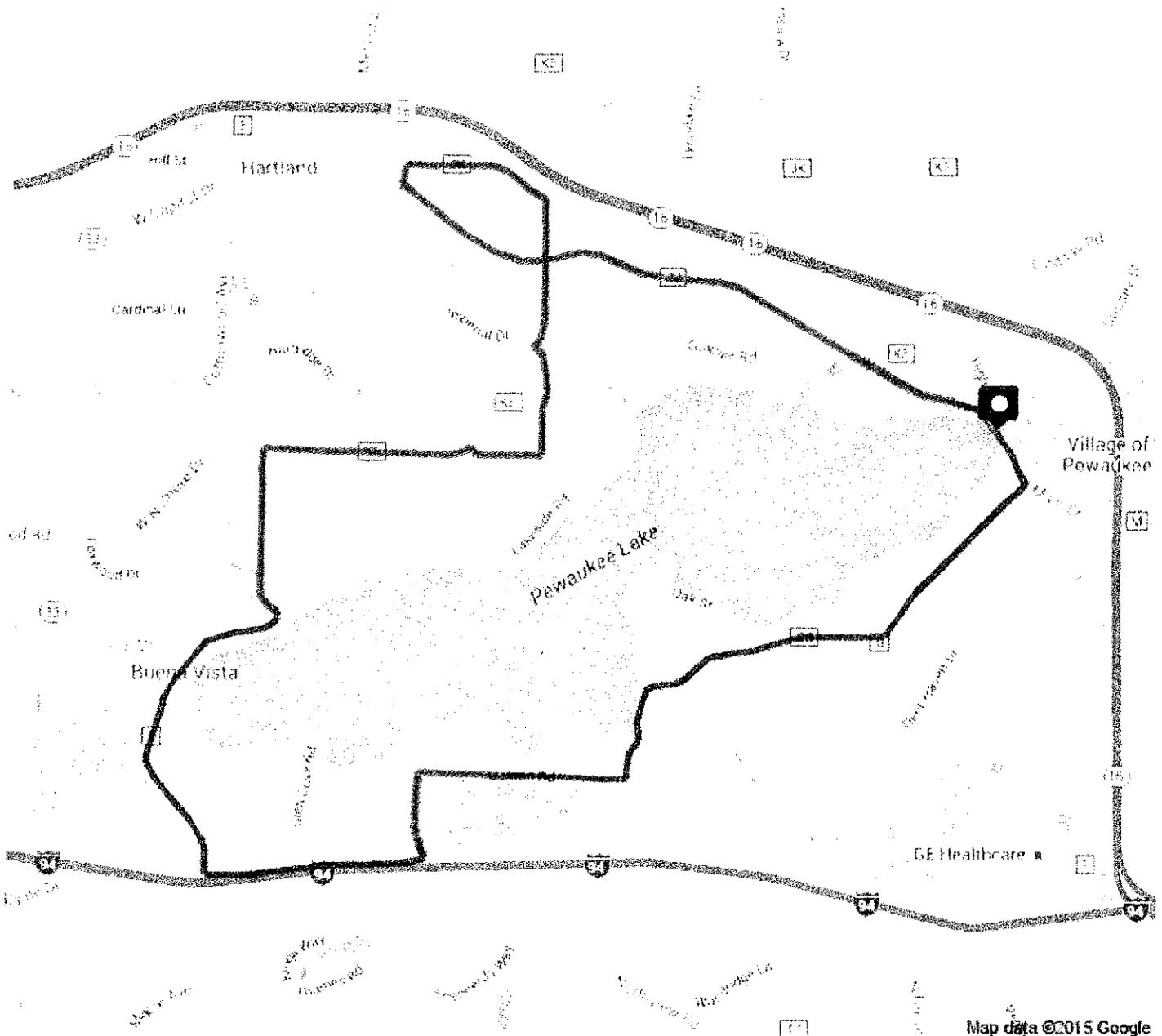




mapmyrun

2016 PMW Sprint Triathlon Bike Course
Distance: 16.47 mi
Elevation: 692.68 ft (Max: 1,012.5 ft)

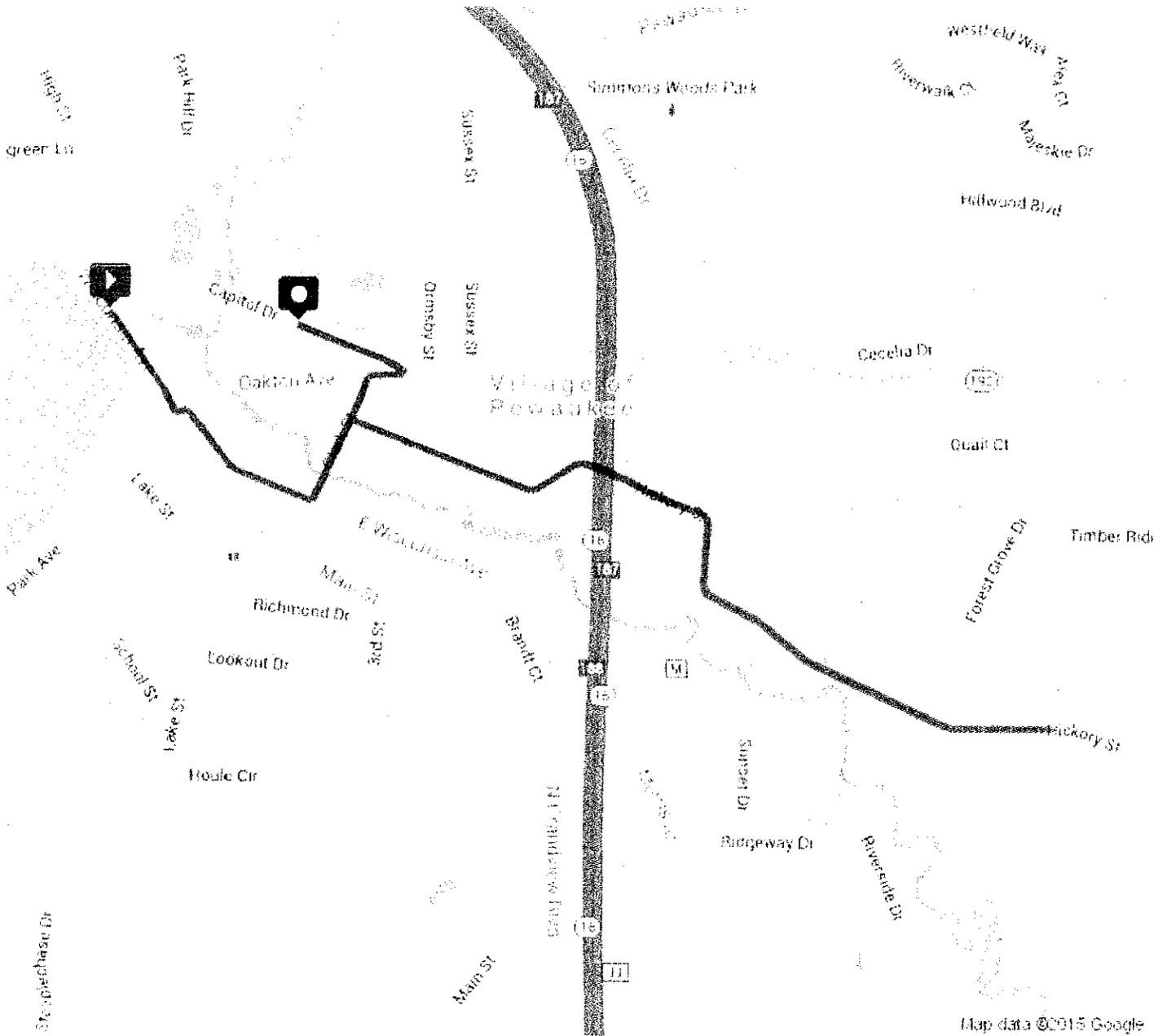
2016 Changes: Use Old North
Shore Right on Terrace into
Hartland





mapmyrun

PMW Tri Sprint Run 2016
Distance: 3.1 mi
Elevation: 62.1 ft (Max: 884.35 ft)



Map data ©2015 Google



To: Jeff Knutson, President
Village Board

From: Scott A. Gosse
Village Administrator

Date: October 27, 2015

Re: Agenda Item 6e, Discussion and Direction Regarding Limiting the Number of False Alarm Charges

BACKGROUND

This matter is on the Village Board agenda at the request of Trustee Zompa. Staff will look to Trustee Zompa to facilitate the discussion on this matter.

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>	<u>(62 total false alarms; 9/30/15 YTD)</u>	<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		
	WCTC	1		
	Total:	<u>16</u>	<u>26%</u>	

<u>2014</u>	<u>(36 total false alarms)</u>	<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:	<u>6</u>	<u>17%</u>	

<u>Proposals</u>	<u>Financial Impact</u>
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, Village President
Village Board

From: Chaz Schumacher
Interim Clerk/Treasurer

Date: November 3, 2015

Re: Agenda Item led, 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

NIPS (Nettie's Irish Pub)
Bernadette Chevalier

ANALYSIS

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

Staff recommends approval of the license as recommended above.

**Pewaukee Police
Department**

Memo

To: Scott Gosse, Village Administrator
From: Timothy Otto, Police Chief
Date: 10/30/2015
Re: Officer Duane Hachtel Retirement Item

Officer Duane Hachtel has announced his retirement from the Village of Pewaukee Police Department effective January 13, 2016. Officer Hachtel has made a request to retain his Sig Sauer P226 sidearm.

Officer Hachtel has served the department for over 31 years. In the past, the Village Board has discussed "gifting" the sidearm that an officer carries to the officer upon his/her request at retirement. In the cases of Ed Baumann and Ed Braun, the Village Board voted to "gift" the weapon.

My request is that the Village Board of Trustees discuss and take possible action to "gift" the firearm to Officer Hachtel. If the Board decides in the affirmative, I will make sure that the firearm is transferred to Officer Hachtel by a Federal Firearms License holder after all legalities are satisfied.

The "trade-in" value of the firearm at Sig Sauer is \$375.00.