

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

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

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

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

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

**2. Approval of the Minutes of February 2, 2016**

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

**3. Citizen Comments**

None.

**4. Ordinances**

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

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

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

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

**5. Resolutions**

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

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

**6. New Business**

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

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

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

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

***c. License Approvals and Vendor Permits.***

***1. Operator Licenses – New and Renewal***

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

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

**Motion carried 7-0.**

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

***2. Temporary Class B – VFW Classic Car Show***

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

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

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

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

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

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

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

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

Staff was directed to not move forward with the request.

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

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

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

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

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

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

No Action Taken/Direction Given.

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

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

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

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

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

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

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

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

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

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

<b>Trustee Evert</b>	<b>Aye</b>	<b>Trustee Nauth</b>	<b>Aye</b>
<b>Trustee Gergen</b>	<b>Nay</b>	<b>Trustee Baumann</b>	<b>Nay</b>
<b>Trustee Zompa</b>	<b>Nay</b>	<b>Trustee Calder</b>	<b>Aye</b>
<b>President Knutson</b>	<b>Nay</b>		

**Motion failed 3-4.**

**7. Citizen Comments**

None.

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

*jurisdiction or exercises responsibility, specifically to interview candidates for the Finance Director position; and pursuant to Wis. Statute Section 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, specifically Cecelia Homes assessment claim; and pursuant to Wis. Statute Section 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically to discuss a negotiating strategy regarding a fire and EMS proposal from Metro-Paramedic Services; and pursuant to Wis. Statute Section 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically regarding the Village Administrator.*

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

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

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

**9. Reconvene into Open Session**

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

**10. Action out of Closed Session**

***a. Discussion and Possible Action Regarding Cecelia Homes Assessment Claim***

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

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

No Action Taken.

**11. Adjournment**

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

**Meeting adjourned at approximately 10:26 p.m.**

Respectfully submitted,

Chaz M. Schumacher  
Village Clerk