

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

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

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

Oath of Office for Village Trustees

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

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

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

2. Approval of Minutes of April 7, 2016

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

3. Citizen Comments

None.

4. Old Business

a. Update on Possible Lake Street Speed Radar Sign

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

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

5. New Business

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

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

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

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

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

Motion carried 6-0.

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

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

c. License Approvals and Vendor Permits

1. Liquor License – Temporary

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

2. Operator Licenses – New

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

Sebastian Steinberger

Patrick Damiano

Gabrielle Mouradian

Motion carried 6-0.

d. Discussion and Possible Action on Approval of Election Inspectors

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

Pamela Walter

Kathryn Sobottke

Patricia Borkowski

Motion carried 6-0.

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

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

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

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

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

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

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

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

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

1. Plan Commission (3 citizens)

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

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

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

3. Public Works & Safety Committee (1 citizen)

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

4. Zoning Board of Appeals (2 citizens)

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

5. Library Board (1 citizen)

No Action Taken.

6. Water Utility Commission (3 citizens)

Trustee Zompa moved, seconded by Trustee Evert to appoint the following citizens to serve on the Water Utility Commission for the term of May 1, 2016 through April 30, 2019:

Donald Reidel

Tom Houck

Todd Greenwald

Motion carried 6-0.

6. Citizen Comments

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

7. Adjournment

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

Meeting adjourned at approximately 7:33 p.m.

Respectfully submitted,

Chaz M. Schumacher
Village Clerk