



Regular Village Board Meeting Agenda

Tuesday, December 1, 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.
2. Approval of Minutes of Previous Meeting.
 - Minutes of the Special Village Board Meeting (6PM) – November 17, 2015
 - Minutes of the Regular Village Board Meeting (7PM) – November 17, 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. Old Business.
 - a. Removed from Table – Discussion and Direction Regarding Limiting the Number of False Alarm Charges
 - b. Removed from Table – Review and Adoption of Capital Funds Budget
 - c. Review and Adoption of Cemetery Fund Budget
 - d. Review and Adoption of Laimon Family Lakeside Park Budget
 - e. Request to Reconsider Prior Vote on Proposed Automobile Service Facility in Meadow Creek Market Planned Unit Development (*“Trustee Gergen moved, seconded by Trustee Zompa to approve the proposed Automobile Services Facility in Meadow Creek Market Planned Unit Development as presented”*)
 - f. Request to Reconsider Prior Vote on Proposed Certified Survey Map to Create a 1.5169 Acre Parcel within the Meadow Creek Market Planned Unit Development (*Trustee Zompa moved, seconded by President Knutson to approve the proposed Certified Survey Map to Create a 1.5169 Acre Parcel within the Meadow Creek Market Planned Unit Development as presented”*)
5. New Business.
 - a. Discussion and Action or Direction Regarding Process to Fill Village Clerk and Village Treasurer Positions along with a Deputy Clerk Position
 - b. License Approvals and Vendor Permits.
 1. Operator Licenses - New
 2. Class “B” Beer & “Class C” Wine Liquor License - New
 - c. Discussion and Direction regarding the following items Associated with the Laimon Family Lakeside Park
 1. Discussion of a method establishing a written policy to estimate the annual payment to the Village General Fund for lost property tax revenue on the Laimon Family Lakeside Park property
 2. Discussion of repayment of the \$331,000 Village’s park funds used for the purchase
 3. Discussion of allocation of funds towards equipment replacement program for Laimon Family Lakeside Park capital items



Regular Village Board Meeting Agenda

4. Discussion regarding a first year review of the Laimon Family Park operations and budget during the months of June and September 2016
6. Citizen Comments. – *Comments should be addressed directly to the Village Board and should be limited to a maximum of three minutes per speaker. Speakers are asked to state their name and address for the record.*
7. Closed Session. – The Village Board of the Village of Pewaukee will 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 Village Administrator.
8. Reconvene Into Open Session.
9. Adjournment.

Note: Notice is hereby given that a quorum of a Village Committee and/or Commission may be present at the Village Board meeting, and if so, this meeting shall be considered an informational meeting of that Committee or Commission and no formal action of that Committee or Commission shall occur.

Posted: November 25, 2015

**VILLAGE OF PEWAUKEE
VILLAGE BOARD SPECIAL BUDGET MEETING
November 17, 2015**

1. Call to Order, Pledge of Allegiance, Moment of Silence and Roll Call at 6:00 p.m.

President Knutson called the meeting to order at approximately 6:02 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, and President Jeff Knutson. Trustee Cathy Baumann, Trustee Joe Zompa, and Trustee Tom Calder were not present at Roll Call.

Also Present: Village Administrator, Scott Gosse; DPW Director, Dave White; PD Chief, Timothy Otto; Director of Parks, Recreation & Community Services, Kelley Woldanski; Interim Clerk-Treasurer, Chaz Schumacher.

2. Old Business

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

Administrator Gosse began the discussion, highlighting updates to the budget worksheets from the previous board meeting. Discussion followed.

Trustee Calder arrived at approximately 6:10 p.m.

Administrator Gosse explained the unassigned general fund balance analysis. Gosse explained it has been the financial policy of the board in the past to have a fund balance of 35-40 percent of the budget, with any funds over the 40 percent used towards capital improvement projects. If the fund balance was used to bridge the gap in the budget, it would lower the percent in fund balance to approximately 35 percent and still remain within the policies of the board. Discussion followed.

Trustee Baumann arrived at approximately 6:17 p.m.

Administrator Gosse presented the spreadsheets regarding the various Village funds and debts. Discussion followed.

Administrator Gosse presented the utility funds' spreadsheets and the updated road project list. Trustee Baumann asked what was different on the road project list from the previous version. DPW Director White stated it included more detail and information about what and when the different utilities could afford their share of projects with the idea of trying not to borrow funds. Discussion followed.

Trustee Calder stated the need to look at water rate increases to help pay for the roads. President Knutson asked staff to gather more information for the next board meeting. Discussion followed.

DPW Director White stated he looked at the water utility budget in detail and was made aware of revenue available in 2016 from a reserve fund for the last payment for the safe drinking water project.

White stated he was also made of aware of reserve funds in the sewer utility budget that are available in 2016 due to the last payment for the clean drinking water fund loan. Discussion followed.

Trustee Baumann moved, seconded by Trustee Gergen to adjourn the November 17, 2015 Village of Pewaukee Special Budget meeting. Motion carried 6-0.

Meeting adjourned at approximately 6:59 p.m.

Respectfully submitted,

Chaz M. Schumacher
Interim Clerk-Treasurer

DRAFT

**VILLAGE OF PEWAUKEE
VILLAGE BOARD MEETING
November 17, 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 7:08 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, Dave White; Village Planner, Mary Censky; PD Chief, Timothy Otto; Director of Parks, Recreation & Community Services, Kelley Woldanski; Library Director, Jennie Stoltz; Village Attorney, Mark Blum; and Interim Clerk-Treasurer, Chaz Schumacher.

2. Public Hearings

a. Draft 2016 Village Budget

Dean Flowers – 459 Leanoire Court – Stated he recommends to the Village Board to adjust false alarm charges to the same as the City on their services to their residents. He stated the current charges are inexcusable.

Carole Stamm – 130 West Wisconsin Avenue, Unit#1 – Ms. Stamm requested the Board consider including in their budget the forgiveness of the Pewaukee Shores \$19,000 bill. She stated they have paid over \$200,000 in taxes over the last two years.

President Knutson closed the hearing at approximately 7:10 p.m.

3. Approval of Minutes of Previous Meeting

a. Minutes of the November 3, 2015 Regular Village Board Meeting

Trustee Evert moved, seconded by Trustee Baumann to approve the November 3, 2015 minutes as presented. Motion carried 7-0.

4. Citizen Comments

Dean Flowers – 459 Leanoire Court – Mr. Flowers stated he has started to investigate and is doing background on the fire calls in the Village. He stated he has reached out to his State representatives on the matter. Mr. Flowers proceeded to read a response letter he received from Senator Chris Kapenga's office. He stated the legislators indicated they had not heard of fees as high as the Village of Pewaukee.

Carole Stamm – 130 West Wisconsin Avenue, Unit#1 – Ms. Stamm stated she feels overwhelmed by the situation and agrees with and supports what Mr. Flowers said previously. She stated if the one of the Village Board members were to have a false fire fee, they would have to take two years of their board salary just to pay the bill.

7. Old Business

a. Continued Review and Possible Action on Proposed Village Budgets

1. Review and Adoption of General Fund Budget

Administrator Gosse stated the current budget has \$6,371,189 in revenue and \$6,666,620 in expenditures. He stated there was discussion to use the Unassigned General Fund Balance to balance the difference in the budget. Discussion followed.

Trustee Nauth moved, seconded by Trustee Gergen to approve the reduction of the unassigned general fund balance to approximately 35% in order to balance the General Fund Budget with \$6,666,620.00 in revenue and \$6,666,620.00 in expenditures. Brief discussion followed. Roll Call Vote was taken:

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

Motion carried 4-3.

2. Review and Adoption of Capital Funds Budget

Trustee Baumann moved, seconded by Trustee Evert to table this item until the next board meeting. Motion carried by Roll Call vote, 7-0.

3. Review and Adoption of Debt Service Budget

Trustee Evert moved, seconded by Trustee Zompa to approve the Debt Service Budget in the amount of \$971,998.00. Roll Call vote was taken:

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

Motion carried 6-1.

4. Review and Adoption of Cemetery Fund

Trustee Baumann moved, seconded by Trustee Zompa to table this item until the next board meeting. Motion carried by Roll Call vote, 7-0.

5. Review and Adoption of Water Utility Budget

Trustee Calder moved, seconded by Trustee Evert to approve the Water Utility Budget with \$1,635,482 in revenue and \$1,542,721 in expenditures. Motion carried by Roll Call vote, 7-0.

6. Review and Adoption of Storm Water Utility Budget

Trustee Calder moved, seconded by Trustee Zompa to approve the Storm Water Utility Budget with \$202,356 in revenue and \$211,707 in expenditures. Motion carried by Roll Call vote, 7-0.

7. Review and Adoption of Sewer Department Budget

Trustee Calder moved, seconded by Trustee Gergen to approve the Sewer Department Budget with \$2,499,968 in revenue and \$2,218,376 in expenditures. Motion carried by Roll Call vote, 7-0.

8. Review and Adoption of Lake Patrol Budget

Trustee Evert moved, seconded by Trustee Nauth to approve the Lake Patrol Budget, with the Village share being fourteen percent. Motion carried by Roll Call vote 7-0.

9. Review and Adoption of Laimon Family Lakeside Park Budget

Trustee Nauth moved, seconded by Trustee Baumann to table this item until correct revenue amounts are included. Motion carried by Roll Call vote, 7-0.

5. Ordinances

a. Ordinance No. 2015-12, An Ordinance Levying Property Taxes for the General Fund and Debt Service Fund for the Year 2015 to Support the 2016 Budget

Trustee Nauth moved, seconded by Trustee Gergen to approve the Ordinance as presented. Roll Call vote was taken:

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

Motion carried 4-3.

7. Old Business

a. Remove from Table – Discussion and Direction Regarding Limiting the Number of False Alarm Charges

Trustee Zompa moved to remove this item from the table, motion failed for lack of a second.

8. New Business

a. Discussion and Possible Action to Approve Proposed Automobile Service Facility in Meadow Creek Market Planned Unit Development

Administrator Gosse presented this item, stating the Planning Commission had reviewed the request for a proposed carwash facility just west of Menard's and Panera Bread. Gosse stated Planner Censky's memo with the conditions for approval with regard to hours of operation was included. One concern the Commission had regarded the sound level but they felt these concerns were met due to the results of a sound study the applicant provided. Gosse stated the proposed site plan shows the queuing of vehicles, location of vacuums, and the site flow. The Commission felt comfortable there would be sufficient staff present to handle queuing and traffic flow.

Planner Censky stated the zoning of the Meadow Creek Market Planned Unit Development requires Planning Commission and Village Board approval for automotive businesses.

Administrator Gosse stated the Village Engineer, Tim Barbaeu, had reviewed the wetland study and the Planning Commission has recommended the proposed project to the Village Board for approval.

Trustee Zompa stated the Commission had a robust conversation about the sound levels. He stated the out lot is small and not many things can go there.

Trustee Calder asked if the Village has the original PUD of this piece of land and if this property was intended to be built on. He asked if this fits with the master plan. Planner Censky stated this question was raised at an earlier Planning Commission meeting. Censky stated the parcel was taxed at the buildable rate and the original map was very unclear. Censky stated from the staff level, they did not feel comfortable saying it was developable and so it was brought before the Planning Commission. The Planning Commission interpreted it as being developable after review. Discussion followed.

Trustee Evert stated his concern for potential traffic flow going into and out of the car wash. He stated concern over the style of vacuums indicated on the site plans. Administrator Gosse stated the Commission had similar concerns but the facility would be staffed and the staff would be directing traffic. Gosse stated it would be incumbent upon the owner to make the traffic flow work. Discussion followed.

Trustee Evert stated his concern there would be problems with break-ins. Trustee Zompa stated they would primarily be handling credit cards. President Knutson stated the facility will begin closing at 8:30 p.m. Knutson stated this would be first class development and the tax impact would be positive.

Trustee Gergen moved, seconded by Trustee Zompa to approve the proposed Automobile Service Facility in Meadow Creek Market Planned Unit Development as presented. Trustee Calder stated he is concerned by the tax impact, he feels it could be developed as a public services or small office. Calder stated he is not concerned about the design. 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 Proposed Certified Survey Map to Create a 1.5169 Acre Parcel within the Meadow Creek Market Planned Unit Development

Trustee Zompa moved, seconded by President Knutson to approve the proposed Certified Survey Map to Create a 1.5169 Acre Parcel within the Meadow Creek Market Planned Unit Development as presented. 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.

c. Monthly Approval of Checks and Invoices for all funds – October 2015

Trustee Baumann moved, seconded by Trustee Evert to approve the Treasurer’s report as presented in the total amount of \$1,177,454.75. Motion carried 7-0.

d. License Approvals and Vendor Permits

1. Class "B"/"Class B" Combination Liquor License – New

Interim Clerk-Treasurer Schumacher stated this is a request for a new liquor license for Lancer Catering @ WCTC, the contracted caterer at the Waukesha County Technical College. She stated due to the concern of the Hospitality Services Department currently holding license, the Department of Revenue was contacted to ensure the Board was able to approve this license. Erin Dorn with the DOR indicated as long as the premises are not shared in any way and the descriptions on the actual liquor licenses are detailed, there would be no issues with approving the license. Discussion followed.

Trustee Evert moved, seconded by Trustee Nauth to approve the new Class "B"/"Class B" Combination Liquor License for Lancer@ WCTC as presented. Motion carried 7-0.

2. Operator Licenses – New

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

Sarah Hajny (pending proof of RBS certification)	Caitlin Anason
Ernie Neugebauer (Agent)	Dorothy Salazar
Gina Gregoire	Joan Neugebauer
	Julia Smith

Trustee Calder stated concern regarding an applicant listed under 'not specified' for an employer. Trustee Baumann stated her concern also. Interim Clerk-Treasurer Schumacher stated the law allows the Village Board to approve operator licenses with no specific employer listed. It is not a requirement for approval and the Village has a number of licenses issued this way. Brief Discussion followed. **Motion carried 7-0.**

3. Operator License – Renewal

Trustee Baumann moved, seconded by Trustee Gergen to approve the renewal operator license for Megan Vasquez as presented. Motion carried 7-0.

e. Discussion and Possible Action on Approval of Position Descriptions for a Finance Director, Village Clerk, and Village Treasurer positions.

f. Discussion and Possible Action on Approval of Position Descriptions for a Village Clerk, Village Treasurer, and a Utility Clerk/Office Assistant Positions.

President Knutson stated items 8.e and 8.f will be discussed together as they have been discussed together in previous meetings. Trustee Calder stated he had nothing to do with this and would like the items handled separately. Discussion followed.

Trustee Nauth asked if the Charter Ordinance only deals with required titles. Attorney Blum stated there are statutory requirements for titles and the Charter Ordinance addresses those requirements. He stated one of the versions on the agenda has separated out the Clerk, Treasurer, and Finance Director positions and the other version does not have a Finance Director option. Nauth asked if the only two required are the Clerk and Treasurer. Blum stated that because the Finance Director position has some of the Treasurer duties it was included. Discussion followed.

President Knutson stated that because the Board is revisiting option two, option three was also revisited for discussion. He stated under option one, with a Finance Director, the total salaries are estimated at

\$143,000. Administrator Gosse indicated the Treasurer position under option one would be paid half from the water budget and half from the sewer budget. Discussion followed.

Trustee Calder stated the Finance Director would have oversight of the water and sewer and their salary could be under the water and sewer budget. He stated this is an opportunity to save money and find ways to save money. He stated a lot of communities are going this direction and the Village needs a Finance Director.

Trustee Nauth stated someone specialized in this position could make good decisions. Nauth stated she spoke with John Rader with Baker-Tilly and he indicated the position would benefit the Village.

Trustee Evert stated a Finance Director would ensure road projects are done right. Evert stated in the end savings will show.

Trustee Gergen stated she feels the Village needs a Finance Director.

Trustee Baumann stated she also feels the Village needs a Finance Director.

Trustee Baumann moved, seconded by Trustee Gergen to approve the position descriptions for a Finance Director, Village Clerk, and Village Treasurer positions (Agenda Item 8.e.). President Knutson state he will not vote in favor of this, it's a \$40,000 increase in the budget and the Village is hurting right now. Knutson stated he does not feel the Finance Director position is going to save money without costing a lot of money. **Roll Call vote was taken:**

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

Motion carried 5-2.

5. Ordinances

b. Charter Ordinance 2015-02, Charter Ordinance Repealing Charter Ordinance Section 2 of the Municipal Code of the Charter of the Village of Pewaukee Regarding the Positions of Clerk-Treasurer and Establishing the Position of Finance Director, Village Clerk, and Village Treasurer.

Trustee Calder moved, seconded by Trustee Baumann to approve the Charter Ordinance 2015-02 as presented. Roll Call vote was taken:

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

Motion carried 5-2.

c. Charter Ordinance 2015-02, Charter Ordinance Repealing Charter Ordinance Section 2 of the Municipal Code of the Charter of the Village of Pewaukee Regarding the Positions of Clerk-Treasurer and Establishing the Position of Village Clerk and Village Treasurer.

No Action Taken.

6. Resolutions

None.

9. Citizen Comments

Carole Stamm – 130 West Wisconsin Avenue, Unit#1 – Ms. Stamm stated the Village is trying to destroy us. She stated she heard the Village is turning the accounts over to a collection agency. She stated the Village is ruining us.

10. Adjournment

Trustee Baumann moved, seconded by Trustee Evert to adjourn the November 17, 2015 Village of Pewaukee Board Meeting. Motion carried 7-0.

Meeting adjourned at approximately 8:23 p.m.

Respectfully submitted,

Chaz M. Schumacher
Interim Clerk-Treasurer

DRAFT



To: Jeff Knutson, President
Village Board

From: Scott A. Gosse
Village Administrator

Date: November 11, 2015

Re: Agenda Item 4a Remove from Table - Discussion and Direction Regarding Limiting the Number of False Alarm Charges

BACKGROUND

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

ACTION REQUESTED

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

ANALYSIS

The attached information has been provided by Trustee Zompa.

Attachment

False Alarm Charges Paid by the Village

<u>2015</u>	<u>(41 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>39%</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	??????



Memo

To: Jeff Knutson, President
Village Board

From: Scott A. Gosse
Village Administrator

Date: November 24, 2015

Re: Agenda Items 4) b-c-d Review and Adoption of Capital Funds Budget and Cemetery Fund Budget

BACKGROUND

The Capital Funds Budget, Cemetery Fund Budget and Laimon Family Lakeside Park Budget are attached for your review and possible action.

ACTION REQUESTED

The action requested of the Village Board is to review the Capital Projects Fund, Cemetery Fund and Laimon Family Lakeside Park budgets and to take action to approve as desired provided there are no outstanding questions.

ANALYSIS

Capital Funds Budget

The Capital Funds Budget is tied specifically to projects anticipated for 2016. The Village Board has reviewed a draft five-year capital plan including various options for road projects, inclusive of work related to the utilities, along with options for capital purchases. The Village Board has also reviewed proposed capital purchase items related to Police Department equipment and an upgrade to the Village's street lighting system (LED conversion and control cabinet replacement) – a copy of this list is attached. At this time, approximately \$153,375 is estimated to be available for road projects from funds borrowed in 2013. These are the only funds included for projects in the 2016 Capital Funds budget. The \$153,375 in remaining borrowed funds would be sufficient to move forward with the proposed Tower-Third Street road project currently shown in the 5-year Utility CIP. As a reminder, the Village Board has the ability to utilize approximately \$319,192 of funds assigned for infrastructure/capital expenses to reduce the need for borrowed funds for capital projects.

Cemetery Fund Budget

Attached for your review please find the proposed budget for the Cemetery Fund. The 2016 budget incorporates an estimated expense for the anticipated columbarium project which will be rebid over the winter months. The other expenses are consistent with past years relating to mowing and monument maintenance

related expenses. The 2015 expenses included road paving as well as placing new siding on the storage shed due to old siding being weathered and in need of repairs.

The projected Cemetery Fund balance at the end of 2015 is \$68,185 after accounting for the projected revenues and expenses for this year (down from \$94,824 as of 12/31/14). The proposed Cemetery Fund budget for 2016, including the estimated expense of purchasing a columbarium of \$35,000 and estimated revenues of \$3,000 for niche sales (estimated 4 niches at \$750 each), anticipates the use of \$38,400 in fund balance. This would leave the cemetery fund with a fund balance of \$29,785 for perpetual care and maintenance purposes.

The current cost for a cemetery plot is \$500 per grave site. Staff will review the sale price of the graves in 2016 to determine if an increase in the sale price is warranted to offset costs of perpetual care.

Laimon Family Lakeside Park

A copy of the revised budget completed by Park & Recreation Director Kelley Woldanski, inclusive of a payment to the General Fund for the payment of lost property tax revenue, is attached for your review and discussion.

Attachments

Laimon Family Lakeside Park

2015 Revenues and Expenses

Revenue as of November 6, 2015

20 slip deposits*	\$	2,096.90
1 slip paid in full/includes lift rental	\$	2,522.40
Storage fees (7 lifts)	\$	735.70
Boat Slip Rental Revenue 11-6-15:	\$	5,355.00

Security deposit (20 slips)	\$	4,000.00
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This will be refunded next year should no damage occur.

*There is one more person returning however we had to move their slip so I extended their deadline to accommodate the change. We have 5 interested parties on the waitlist that will be called in December to fill open slips.

Estimated expenses for remainder of 2015:

Change locks	\$	150.00
Utilities (November, December)	\$	1,400.00
Misc maintenance (lightbulbs, dumpster, etc.)	\$	800.00
Total estimated expenses for remainder of 2015:	\$	2,350.00

Donation/Designated Fund

Donation from Laimons	\$	100,000.00
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Expenses paid from donation (getting quotes):

Park Sign	\$	2,000.00
Replace carpet	\$	1,600.00
Estimated expenses from donation:	\$	3,600.00

Laimon Family Lakeside Park
2016 Budget

Information provided by Laimons

Projected income

Revenue	2013	2014	2016	2017
Boat slip rentals	\$ 54,000.00	\$ 54,000.00	\$ 54,000.00	\$ 60,750.00
<i>27 slips x \$2,000 each, increase fee \$250 in 2017</i>				
Gas sales	\$ 114,000.00	\$ 77,507.00	\$ 95,754.00	\$ 95,754.00
			<i>average of 13-14</i>	<i>average of 13-14</i>
Boat launch fees	\$ 10,728.00	\$ 9,782.00	\$ 8,974.00	\$ 8,974.00
	<i>1,341 x \$8 each</i>	<i>appx. 1,222 launches</i>	<i>1,282 x \$7 each*</i>	<i>1,282 x \$7 each</i>
Boat lift storage	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
<i>10 lifts x \$200 each</i>				
TOTAL:	\$ 180,728.00	\$ 143,289.00	\$ 160,728.00	\$ 167,478.00

Donation from Laimons \$ 100,000.00

Other Potential Revenue:

Rent the residence

Potential business lease

Notes:

*The most we can charge for launching is \$7.00 otherwise the DNR needs to approve the rate and will take a portion of the proceeds.

Total launches for 2016 and 2017 is the average of 2013-2014.

Laimon Family Lakeside Park
2016-2017 Budget

<u>Expenses</u>	2016	2017
Loan payment (first due March, 2017)*	\$ -	\$ 40,043.50
Boat slip rentals		
Pier install/removal; see quote** 2.5% inc 2017	\$ 15,628.00	\$ 16,019.00
Pier maintenance (per Laimons)	\$ 4,000.00	\$ 4,000.00
Gas sales		
Supply costs based on average of 13-14 expenses	\$ 70,612.00	\$ 70,612.00
Personnel - see personnel plan (2% inc 2017)	\$ 18,086.00	\$ 18,448.00
Boat launch fees		
Launch fee box and envelopes	\$ 300.00	\$ 150.00
Other expenses, including those for year 1		
Insurance premium for property (starts in 2017)		\$ 138.00
Building utilities (gas, electric, water, sewer 2014)***	\$ 8,500.00	\$ 8,500.00
Cash register to take money for gas, launch fees	\$ 90.00	\$ -
Garbage cans/recycling bins	\$ 300.00	\$ -
6 yard dumpster? (Clean out whatever is left in bldg)	\$ 300.00	\$ -
Change all the locks	\$ 150.00	\$ -
Close up wall between residence/bait shop	\$ 300.00	\$ -
Put up literature holders on baitshop walls	\$ 225.00	\$ -
Lake regulations posting (paid for by Lake Patrol)	\$ -	\$ -
Unforeseen maintenance costs	\$ 500.00	\$ 500.00
Misc. operating supplies	\$ 1,000.00	\$ 1,000.00
Half of final certified survey map	\$ 763.30	\$ -
Tax repayment to Village (recalculate in 2017)	\$ 5,768.00	\$ 5,768.00
TOTAL:	\$ 126,522.30	\$ 165,178.50
	Over/(Under)	\$34,205.70 \$2,299.50

Expenses to be paid from donation

Park sign	\$ 2,000.00
Carpet Replacement	\$ 1,600.00

Notes:

*Loan payment is 20 years, 3.75%, no penalty for paying off early.

**We believe there are potential savings here if we install/remove ourselves.

***Utilities could be less with not running a baitshop.

Gas sale expenses - 2013: \$88,642 2014: \$52,582 Average: \$70,612

VILLAGE OF
PEWAUKEE
CEMETERY FUND

11/23/2015

Account Number	Account Description	2014 Actual 12/31/14	2015 Budget	2015 Actual 11/23/15	2015 Budget Estimate	2016 Draft Budget	\$ change 2016 over 2015
REVENUES							
800-00-46540-000-000	GRAVE LOT SALES	3,000.00	7,500.00	9,500.00	9,500.00	10,500.00	3,000.00
800-00-46550-000-000	INTERMENT/FOUND. FEES	8,267.80	5,000.00	8,397.58	8,397.58	5,000.00	-
800-00-47121-000-000	INTEREST ON INVESTMENTS	34.30	100.00	493.42	493.42	100.00	-
	Total Revenues	11,302.10	12,600.00	18,391.00	18,391.00	15,600.00	3,000.00
EXPENSES							
800-00-54910-000-000	MOWING/MAINTENANCE	19,354.73	17,000.00	44,305.99	44,305.99	15,000.00	(2,000.00)
800-00-54915-000-000	GIS CEMETERY MAPPING	-	-	725.00	725.00	1,000.00	1,000.00
800-00-54920-000-000	MISC GENERAL EXPENSES	-	1,500.00			3,000.00	1,500.00
800-00-59600-000-000	TRANSF TO GENERAL FUND						-
800-00-59610-000-000	CEMETERY EXPENSES					35,000.00	35,000.00
	Total Expenses	19,354.73	18,500.00	45,030.99	45,030.99	54,000.00	35,500.00
	Revenue/(Expense)	(8,052.63)	(5,900.00)	(26,639.99)	(26,639.99)	(38,400.00)	

VILLAGE OF PEWAUKEE CAPITAL PROJECTS FUND

11/20/2015

Account Number	Account Description	2014 Actual 12/31/14	2015 Budget	2015 Year-end Estimate	2016 Draft Budget	\$ change 2016 over 2015
REVENUES						
200-00-41110-000-000	GENERAL PROPERTY TAXES					
200-00-42000-000-000	SPECIAL ASSESSMENTS	10,279.67	1,000.00	986.54	1,000.00	-
200-00-43580-000-000	STATE WATERWAYS GRANT FUNDS					-
200-00-43690-000-002	DNR GRANT FUNDS-STORM WTR/PARK					-
200-00-43690-000-003	DNR GRANT FD-SIMMONS WOODS PK					-
200-00-43690-000-004	DNR GRANT DPW PARKING LOT 2012	231.65				-
200-00-43710-000-000	LOCAL ROAD IMPROV. PROGRAM					-
200-00-43720-000-000	OTHER GOVERNMENT AIDS	-	-	-	-	-
200-00-48120-000-000	INTEREST INCOME	339.28	1,200.00	400.00	400.00	(800.00)
200-00-48130-000-000	INTEREST ON SPECIAL ASSMTS	99.78	100.00	70.00	100.00	-
200-00-48300-000-000	SALE OF EQUIPMENT/PROPERTY					-
200-00-49100-000-000	TRANSFERS FROM OTHER FUNDS					-
200-00-49100-000-100	PROCEEDS-STATE TR FD LOAN 04/5					-
200-00-49210-000-000	FUNDS CARRIED OVER					-
200-00-49300-000-000	TRANSFERS IN/BORROWED FUNDS	-	260,192.00	260,192.00	153,875.00	(106,317.00)
200-00-49600-000-000	PROCEEDS OF BOND ANTIC NOTE					-
200-00-49800-000-000	LT DEBT PROCEEDS	-		-	-	-
200-00-49900-000-000	CONTRIB/LIBRARY BLDG PROJECT					-
	Total Revenues	10,950.38	262,492.00	261,648.54	155,375.00	(107,117.00)

VILLAGE OF PEWAUKEE CAPITAL PROJECTS FUND

11/20/2015

Account Number	Account Description	2014 Actual 12/31/14	2015 Budget	2015 Year-end Estimate	2016 Draft Budget	\$ change 2016 over 2015
EXPENSES						
200-00-53300-000-100	ANNUAL ROAD PROG-RESURFACE	430,483.99	170,000.00	100,000.00	153,875.00	(16,125.00)
200-00-53300-000-200	WIS AVE RECONSTRUCTION PROJECT	815.00	-	-	-	-
200-00-53300-000-400	E WISCONSIN AVE RETAINING WALL	-	-	-	-	-
200-00-53300-000-500	PUBLIC WORKS FACILITY		20,000.00		-	(20,000.00)
200-00-53300-000-600	MUNICIPAL VEHICLE PRE-EMPTIVES					-
200-00-53441-000-000	STORM WATER MGT ENGINEERING					-
200-00-55200-000-000	PARK IMPROVEMENTS	43,968.57	21,000.00	15,500.00	-	(21,000.00)
200-00-56600-000-000	URBAN DEVELOPMENT					-
200-00-57120-000-000	MERGER STUDY					-
200-00-57140-000-000	LIBRARY					-
200-00-57324-000-000	PUBLIC WORKS TRUNKED RADIOS	1,272.00	-	-	-	-
200-00-57324-002-000	HIGHWAY DEPARTMENT EQUIPMENT	37,575.50	-	-	-	-
200-00-57621-000-000	PARKS-RESTROOM/SIMMONS WOODS					-
200-00-57622-000-000	VILLAGE HALL/POLICE STATION		7,500.00	6,810.00	-	(7,500.00)
200-00-57623-000-000	LAKEFRONT DAM PROJECT					-
200-00-57624-000-000	PARK HILLS STREET LIGHTING SYS					-
200-00-57626-000-000	DPW PARKING LOT RECONSTRUCTION	3,074.00	-	-	-	-
200-00-57627-000-000	REDEVELOP 201 OAKTON AVE	1,823.00	-	-	-	-
200-00-57628-000-000	STREET LIGHT SYSTEM IMPROVEMENTS	77,719.27	-	-	-	-
200-00-57629-000-000	POLICE EQUIPMENT	131,083.53	43,992.00	56,287.47	-	(43,992.00)
200-00-58929-000-000	NOTE & BOND ISSUE EXPENSES					-
200-00-59000-000-000	STREET PROJECTS	-	-	-	-	-
200-00-59200-000-000	TRANSFER OUT OF CP FUND					-
	Total Expenses	727,814.86	262,492.00	178,597.47	153,875.00	(108,617.00)

Village of Pewaukee Draft Capital Planning fo 6 - 2018

Project	Department	Est. Project Amount	Planned Year	Est. Life	Description
LED Street Light Conversion - Morris Street	Public Works	\$ 34,000.00	2017	20+	Replace control cabinet for street lighting system and convert current system lights to LED to reduce energy expenses
ALPERS	Police	\$ 25,000.00	2016	6 - 7	Automatic License Plate Reading System
SUV/Tow vehicle	Police	\$ 40,000.00	2017	9	replacement for 2006 Chev Suburban
Firearms	Police	\$ 20,000.00	2017	10	replacement of current rifles in squad cars (6)
AFIS Fingerprint	Police	\$ 22,000.00	2018	10	AFIS system compatible Livescan system
Mobile AFIS	Police	\$ -	2018	7	Amount TBD - Mobile AFIS system compatible Livescan system to take into field; PD looking into this technology
Road Projects	Public Works	\$ -	2016	20+	TBD
Road Projects	Public Works	\$ -	2017	20+	TBD
Road Projects	Public Works	\$ -	2018	20+	TBD
		\$ 141,000.00			

DRAFT

**VILLAGE OF PEWAUKEE
2016-2020 UTILITY CAPITAL IMPROVEMENT PLAN**

2016		2017		2018		2019		2020	
SEWER UTILITY BUDGET		SEWER UTILITY BUDGET							
REVENUES	\$ 2,499,968	REVENUES	\$ 1,545,000	REVENUES	\$ 1,545,000	REVENUES	\$ 1,545,000	REVENUES	\$ 1,545,000
TOTAL EXPENSES	\$ 2,210,376	TOTAL EXPENSES	\$ 1,921,251	TOTAL EXPENSES	\$ 1,524,751	TOTAL EXPENSES	\$ 2,373,776	TOTAL EXPENSES	\$ 1,322,781
O&M	\$ 1,093,118	O&M (+3%)	\$ 1,125,000	O&M (+3%)	\$ 1,158,750	O&M (+3%)	\$ 1,193,500	O&M (+3%)	\$ 1,229,305
DEBT	\$ 592,173	DEBT	\$ 16,826	DEBT	\$ 21,576	DEBT	\$ 21,276	DEBT	\$ 20,976
CIP	\$ 485,683	CIP	\$ 739,425	CIP	\$ 304,425	CIP	\$ 1,119,000	CIP	\$ 32,500
MISC	\$ 39,402	MISC	\$ 40,000	MISC	\$ 40,000	MISC	\$ 40,000	MISC	\$ 40,000
CIP TOTAL	\$ 485,683	CIP TOTAL	\$ 739,425	CIP TOTAL	\$ 304,425	CIP TOTAL	\$ 1,119,000	CIP TOTAL	\$ 32,500
FRWPCC	\$ 409,683	FRWPCC	\$ 131,425	FRWPCC	\$ 60,425	FRWPCC	\$ 1,015,000	FRWPCC	\$ 14,500
SCADA RADIOS	\$ 16,000	MISC SEWER REPAIR & RELAY	\$ 18,000	MISC SEWER REPAIR & RELAY	\$ 18,000	MISC SEWER REPAIR & RELAY	\$ 18,000	MISC SEWER REPAIR & RELAY	\$ 18,000
MISC SEWER REPAIR & RELAY	\$ 18,000	E. WISCONSIN REPAVE	\$ 590,000	CALDWELL-MAIDEN RECONST	\$ 100,000	THIRD ST RECONSTRUCT	\$ 16,000	LOOKOUT DR RECONSTRUCT	\$ 10,000
TRUCK REPLACEMENT	\$ 40,000	CHESHIRE LANE REPAVE	\$ -	SUSSEX ST REPAVE	\$ -	LOOKOUT DR RECONSTRUCT	\$ 10,000	WEST AVENUE RECONSTRUCT	\$ 60,000
CECELIA DRIVE REPAVE	\$ -			SPRING STREET RECONSTRUCT	\$ 126,000	WEST AVENUE RECONSTRUCT	\$ 60,000		
TOWER-THIRD RECONSTRUCT	\$ 2,000								
REVENUES EXCEED EXPENDITURES	\$ 289,592	REVENUES EXCEED EXPENDITURES	\$ (376,251)	REVENUES EXCEED EXPENDITURES	\$ 20,249	REVENUES EXCEED EXPENDITURES	\$ (828,776)	REVENUES EXCEED EXPENDITURES	\$ 222,219
CASH RESERVES SPENDING REQUIRED (\$2.956M available)	\$ -	CASH RESERVES SPENDING REQUIRED (\$3.245M available)	\$ 376,251	CASH RESERVES SPENDING REQUIRED (\$2.869M available)	\$ -	CASH RESERVES SPENDING REQUIRED (\$2.869M available)	\$ 828,776	CASH RESERVES SPENDING REQUIRED (\$2.060M available)	\$ 2,781
CIP	\$ -	CIP	\$ 376,251	CIP	\$ -	CIP	\$ 828,776	CIP	\$ 2,781
DEBT	\$ -	DEBT	\$ -						
WATER UTILITY BUDGET		WATER UTILITY BUDGET		WATER UTILITY BUDGET		WATER UTILITY BUDGET		WATER UTILITY BUDGET	
REVENUES	\$ 1,735,482	REVENUES	\$ 1,381,849	REVENUES	\$ 1,325,715	REVENUES	\$ 1,325,715	REVENUES	\$ 1,325,715
TOTAL EXPENSES	\$ 1,642,721	TOTAL EXPENSES	\$ 1,586,394	TOTAL EXPENSES	\$ 1,334,394	TOTAL EXPENSES	\$ 1,270,303	TOTAL EXPENSES	\$ 1,594,374
O&M	\$ 615,661	O&M (+3%)	\$ 634,131	O&M (+3%)	\$ 653,155	O&M (+3%)	\$ 672,749	O&M (+3%)	\$ 692,932
DEBT	\$ 523,560	DEBT	\$ 277,263	DEBT	\$ 164,239	DEBT	\$ 161,854	DEBT	\$ 159,442
CIP	\$ 213,500	CIP	\$ 390,000	CIP	\$ 227,000	CIP	\$ 140,700	CIP	\$ 447,000
TAXES	\$ 290,000	TAXES	\$ 285,000	TAXES	\$ 290,000	TAXES	\$ 295,000	TAXES	\$ 295,000
CIP TOTAL	\$ 213,500	CIP TOTAL	\$ 390,000	CIP TOTAL	\$ 227,000	CIP TOTAL	\$ 140,700	CIP TOTAL	\$ 447,000
WELL 5	\$ 50,000	E. WISCONSIN REPAVE	\$ 360,000	SPRING ST RECONSTRUCT	\$ 162,000	WEST AVE RECONSTRUCT	\$ 62,700	REPLACE UTILITY TRUCK	\$ 42,000
SCADA RADIOS	\$ 16,000	METERS	\$ 30,000	CALDWELL-MAIDEN RECONST	\$ -	THIRD ST RECONSTRUCT	\$ 48,000	WELL 3 GEN, MCC, GARAGE	\$ 375,000
METERS	\$ 40,000	CHESHIRE LANE REPAVE	\$ -	SUSSEX ST REPAVE	\$ -	LOOKOUT DR RECONSTRUCT	\$ -	METERS	\$ 30,000
CECELIA REPAVE	\$ -			PROPECT WM LOOP	\$ 35,000	METERS	\$ 30,000		
TOWER-THIRD RECONSTRUCT	\$ 7,500			METERS	\$ 30,000				
WELL 3 PUMP & MOTOR REHAB	\$ 100,000								
REVENUES EXCEED EXPENDITURES	\$ 92,761	REVENUES EXCEED EXPENDITURES	\$ (204,545)	REVENUES EXCEED EXPENDITURES	\$ (8,679)	REVENUES EXCEED EXPENDITURES	\$ 55,412	REVENUES EXCEED EXPENDITURES	\$ (268,659)
CASH RESERVES SPENDING REQUIRED (\$88K available)	\$ -	CASH RESERVES SPENDING REQUIRED (\$180K available)	\$ 204,545	CASH RESERVES SPENDING REQUIRED (\$-25K available)	\$ 8,679	CASH RESERVES SPENDING REQUIRED (\$-34K available)	\$ -	CASH RESERVES SPENDING REQUIRED (\$21K available)	\$ 268,659
CIP	\$ -	CIP	\$ 204,545	CIP	\$ 8,679	CIP	\$ -	CIP	\$ 268,659
DEBT	\$ -	DEBT	\$ -						

**VILLAGE OF PEWAUKEE
2016-2020 UTILITY CAPITAL IMPROVEMENT PLAN**

2016	2017	2018	2019	2020
STORM WATER UTILITY BUDGET	STORM WATER UTILITY BUDGET	STORM WATER UTILITY BUDGET	STORM WATER UTILITY BUDGET	STORM WATER UTILITY BUDGET
REVENUES \$ 202,356	REVENUES \$ 202,500	REVENUES \$ 202,500	REVENUES \$ 202,500	REVENUES \$ 202,500
TOTAL EXPENSES \$ 211,707	TOTAL EXPENSES \$ 192,102	TOTAL EXPENSES \$ 293,917	TOTAL EXPENSES \$ 277,720	TOTAL EXPENSES \$ 204,912
O&M \$ 159,378	O&M (+3%) \$ 164,159	O&M (+3%) \$ 169,084	O&M (+3%) \$ 174,157	O&M (+3%) \$ 179,381
DEBT \$ 22,329	DEBT \$ 22,943	DEBT \$ 22,233	DEBT \$ 21,463	DEBT \$ 25,531
CIP \$ 30,000	CIP \$ 5,000	CIP \$ 102,600	CIP \$ 82,100	CIP \$ -
CIP TOTAL \$ 30,000	CIP TOTAL \$ 5,000	CIP TOTAL \$ 102,600	CIP TOTAL \$ 82,100	CIP TOTAL \$ -
TOWER-THIRD RECONSTRUCT \$ 30,000	E. WISCONSIN REPAVE \$ 5,000	SPRING ST RECONSTRUCT \$ 65,600	WEST AVE RECONSTRUCT \$ -	E. WISCONSIN AVE REPAVE \$ -
	CHESHIRE LANE REPAVE \$ -	CALDWELL-MAIDEN RECONST \$ 37,000	THIRD ST RECONSTRUCT \$ 65,600	
		SUSSEX ST REPAVE \$ -	LOOKOUT DR RECONSTRUCT \$ 16,500	
			\$ -	
REVENUES EXCEED EXPENDITURES \$ (9,351)	REVENUES EXCEED EXPENDITURES \$ 10,398	REVENUES EXCEED EXPENDITURES \$ (91,417)	REVENUES EXCEED EXPENDITURES \$ (75,220)	REVENUES EXCEED EXPENDITURES \$ (2,412)
CASH RESERVES SPENDING REQUIRED (\$159K available) \$ 9,351	CASH RESERVES SPENDING REQUIRED (\$150K available) \$ -	CASH RESERVES SPENDING REQUIRED (\$160,000 available) \$ 91,184	CASH RESERVES SPENDING REQUIRED (\$68,000 available) \$ 75,757	CASH RESERVES SPENDING REQUIRED (-\$8000 available) \$ -
CIP \$ 9,351	CIP \$ -	CIP \$ 91,184	CIP \$ 75,757	CIP \$ -
DEBT \$ -	DEBT \$ -	DEBT \$ -	DEBT \$ -	DEBT \$ -
2016	2017	2018	2019	2020
ROAD CONSTRUCTION	ROAD CONSTRUCTION	ROAD CONSTRUCTION	ROAD CONSTRUCTION	ROAD CONSTRUCTION
TOTAL EXPENSES \$ 394,500	TOTAL EXPENSES \$ 365,000	TOTAL EXPENSES \$ 543,000	TOTAL EXPENSES \$ 564,000	TOTAL EXPENSES \$ -
CECELIA DRIVE \$ 268,000	E. WISCONSIN REPAVE \$ 305,000	SPRING ST RECONSTRUCT \$ 240,000	WEST AVE RECONSTRUCT \$ 155,000	
TOWER -THIRD \$ 126,500	CHESHIRE LANE REPAVE \$ 60,000	CALDWELL-MAIDEN RECONST \$ 181,000	THIRD ST RECONSTRUCT \$ 99,000	
		SUSSEX ST REPAVE \$ 122,000	LOOKOUT DR RECONSTRUCT \$ 310,000	



To: Jeff Knutson, President
Village Board

From: Scott A. Gosse
Village Administrator

Date: November 24, 2015

Re: Agenda Items 4 & 5, Request to Reconsider Prior Vote Proposed Automobile Service Facility in Meadow Creek Market Planned Unit Development (*“Trustee Gergen moved, seconded by Trustee Zompa to approve the proposed Automobile Services Facility in Meadow Creek Market Planned Unit Development as presented”*); **and** Request to Reconsider Prior Vote on Proposed Certified Survey Map to Create a 1.5169 Acre Parcel within the Meadow Creek Market Planned Unit Development (*Trustee Zompa moved, seconded by President Knutson to approve the proposed Certified Survey Map to Create a 1.5169 Acre Parcel within the Meadow Creek Market Planned Unit Development as presented”*)

BACKGROUND

Trustee Baumann has submitted a request to reconsider her prior votes on the above two matters reviewed by the Village Board at its November 17th meeting. Please bring along the information regarding these two matters contained within the November 17th Village Board meeting packet.

The motions on these two items are noted above and both of the motions failed on a 3 – 4 vote.

ACTION REQUESTED

The action requested of the Village Board on these two agenda topics is to consider the request to reconsider the prior votes.

ANALYSIS

A motion to reconsider brings back to the Village Board the motion that was previously voted upon by the Village Board (please see above motions). If the motion to reconsider passes, then the Village Board will be asked to vote upon the prior motion. Again, both of the prior motions on the two subjects were to approve the proposed automotive service facility and the proposed CSM.



To: Jeff Knutson, President
Village Board

From: Scott A. Gosse
Village Administrator

Date: November 24, 2015

Re: Agenda Items ^{5a}, Discussion and Action or Direction Regarding Process to Fill Village Clerk and Village Treasurer Positions along with a Deputy Clerk Position

BACKGROUND

President Knutson has requested that this matter be placed upon the Village Board agenda for discussion and direction and/or possible action.

ACTION REQUESTED

The action requested of the Village Board is to review information to be discussed by President Knutson provide direction and/or action thereon.

ANALYSIS

Any appointments to the Clerk and Treasurer position should be contingent upon the formal enactment of Charter Ordinance 2015-02 which was published in the November 24, 2015 edition of the Lake Country Reporter. The ordinance will become effective 60 days after this date provided a petition contesting its enactment is not filed with the Village Clerk.



To: Jeff Knutson, Village President
Village Board

From: Chaz Schumacher
Interim Clerk/Treasurer

Date: December 1, 2015

Re: Agenda Item 5)b-1, 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

WCTC Hospitality Department (Building A)
Scott Richter

Asiana & Park Avenue Pizza (2 locations)
Ryan Hendrickson

Anticipated Loaf & Jug Restaurant
Gordon Sloan – Agent
Richard Scheeler

ANALYSIS

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

Staff recommends approval of the licenses as recommended above.



To: Jeff Knutson, Village President
Village Board

From: Chaz Schumacher
Interim Clerk/Treasurer

Date: December 1, 2015

Re: Agenda Item 516-2, Issue Alcohol Beverage License

BACKGROUND

Listed below is an application received for a new Alcohol Beverage License for a Class "B" Beer and "Class C" Wine Liquor License.

The Village received an application from Loaf & Jug Restaurant, a new restaurant that will be located at 690 Westfield Way. The applicant has indicated the restaurant will open on January 1st or shortly thereafter and has applied for a 6 month license. The application and premise description are attached for your reference.

The Village Board is the ruling body responsible for approving liquor license applications.

ACTION REQUESTED

To approve the Alcohol Beverage License as listed.

Class "B" Beer & "Class C" Wine Liquor License

Loaf & Jugs of America, LLC – dba/Loaf & Jug Restaurant
Agent: Gordon H. Sloan

690 Westfield Way

ANALYSIS

The above application has been submitted for the license term of January 1, 2016 through June 30, 2016. The applicant has provided all necessary documentation and meets the requirements for the license as set forth by the Department of Revenue. The applicant has met the requirements as set forth by the Village of Pewaukee.

Staff recommends approval of the license as presented above.



To: Jeff Knutson, President
Village Board

From: Scott A. Gosse
Village Administrator

Date: November 24, 2015

Re: Agenda Items 5(c)(1 – 4), Discussion and Direction regarding the items Associated with the Laimon Family Lakeside Park

BACKGROUND

Trustee Nauth has requested that these matters be placed upon the Village Board agenda for discussion and direction regarding financial aspects of the Laimon Family Lakeside Park.

ACTION REQUESTED

The action requested of the Village Board is to review these items and provide direction on these matters.

ANALYSIS

The following items, presented separately on the agenda, have been proposed for discussion and direction as this new operation moves forward:

1. Discussion of a method establishing a written policy to estimate the annual payment to the Village General Fund for lost property tax revenue on the Laimon Family Lakeside Park property
2. Discussion of repayment of the \$331,000 Village's park funds used for the purchase
3. Discussion of allocation of funds towards equipment replacement program for Laimon Family Lakeside Park capital items
4. Discussion regarding a first year review of the Laimon Family Lakeside Park operations and budget during the months of June and September 2016

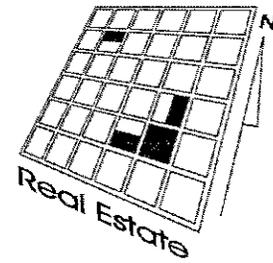
A copy of a letter from Associated Appraisal Consultants, Inc., the Village's Contract Assessor, is attached indicating their ability to assist with establishing an annual value for the property to be used in calculating a payment in lieu of taxes for this property.

The \$331,000 in funds used toward the property purchase were funds collected for and restricted for park and open spaces.

Regarding item number three above, as the fund pays off the debt for the property and generates revenue, is the Village Board interested in establishing an equipment replacement fund for the capital items associated with this property (piers, building maintenance, etc.)? If so, once sufficient funds are generated for this purpose, is the Village Board interested in allocated future revenues toward funding other Village park system needs?

Associated Appraisal Consultants, Inc.

Appleton ■ Hurley ■ Lake Geneva



November 24, 2015

Pewaukee Village Board
235 Hickory St
Pewaukee, WI 530712

RE: Laimon Family Lakeside Park

Dear Village Board Members:

I understand that the Village has recently purchased a parcel of lakefront property on Park Street, now known as the Laimon Family Lakeside Park. I have been asked by Trustee Pat Nauth if it would be possible for the assessor to provide an annual valuation of this parcel to the Village in order to assist in calculations related to the amount of tax base that this property would provide if it were not exempt from property tax.

I have agreed to provide an annual valuation, equivalent to the value at which I would assess the property on the Village's assessment roll if the property were not exempt. This valuation will be provided annually upon request of the Village at no additional cost.

In order to make an accurate valuation, I ask that the Village staff provide me with information on any physical changes or changes in use of the property (including leases) which may have an impact on the market value of the property.

Respectfully,

A handwritten signature in cursive script that reads 'Dean Peters'.

Dean W. Peters
Project Manager