



**Regular Village Board Meeting Agenda  
Tuesday, March 3, 2026**

**6:00 p.m.**

Village Hall, 235 Hickory Street, Pewaukee, WI 53072

**To view the meeting live:**

<https://www.youtube.com/live/WEad4-6avrE?si=B-MIxuOaaYaQHZbB>

1. Call to Order, Pledge of Allegiance, Moment of Silence and Roll Call.
2. Public Hearings/Presentations –None.
3. Approval of Minutes of Previous Meeting.
  - a. Minutes from the February 17, 2026, Regular Village Board Meeting.
4. Citizen Comments. – *This is an opportunity for citizens to share their opinions with Board Members on any topic they choose. However, due to Wisconsin Open Meeting laws, the Board is not able to answer questions or respond to your comments. All comments should be directed to the Board. Comments are limited to 3 minutes per speaker, with time being indicated by an audible alarm. When the alarm sounds, speakers are asked to conclude their comments. Speakers are asked to use the podium and state their name and address.*
5. Ordinances:
  - a. Review discussion and possible action to adopt Ordinance 2026-02: An Ordinance to Accept Detachment of a Portion of the City of Pewaukee, Waukesha County, State of Wisconsin to the Village of Pewaukee, Waukesha County, State of Wisconsin. The subject area is approximately 0.9618 acres, including PWC 0925-998 and associated right-of-way.
6. Resolutions:
  - a. Review, discussion and possible action to approve Resolution 2026-02; A Resolution in Acknowledgement of the 2025 WPDES Storm Water Discharge Permit Annual Report.
7. Old Business:
  - a. Review, discussion and possible action to amend the dates on the Temporary Class “B” Wine and Class “B” Beer Alcohol Beverage License for the 2026 Kiwanis Beach Party.
8. New Business
  - a. Review, discussion and possible action on proposed Extension of Term of Intergovernmental Cooperation Agreement between the Village of Pewaukee, City of Pewaukee and the Town of Delafield Regarding The Pewaukee Lake Water Safety Patrol Unit.
  - b. Review, discussion and possible action on appointment of the Village Clerk effective June 1, 2026.
  - c. 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 regarding the appointment of the Village Clerk. After conclusion of any closed session, the Village Board will reconvene in open session pursuant to Wis. Statute Section 19.85(2) for possible additional review, discussion and action concerning these agenda items and to address the remaining meeting agenda.
9. Citizen Comments. – *This is an opportunity for citizens to share their opinions with Board Members on any topic they choose. However, due to Wisconsin Open Meeting laws, the Board is not able to answer questions or respond to your comments. All comments should be directed to the Board. Comments are limited to 3 minutes per speaker, with time being indicated by an audible alarm. When the alarm sounds, speakers are asked to conclude their comments. Speakers are asked to use the podium and state their name and address.*
10. Adjournment.

Note: Notice is hereby given that a quorum of a Village Committee and/or Commission may be present at the Village Board meeting, and if so, this meeting shall be considered an informational meeting of that Committee or Commission and no formal action of that Committee or Commission shall occur. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. To request such assistance, contact the Village Clerk at 262-691-5660.

Posted February 27, 2026

**VILLAGE OF PEWAUKEE  
REGULAR VILLAGE BOARD MINUTES  
FEBRUARY 17, 2026**

[https://www.youtube.com/live/J4w7VuMTxeg?si=oRQHgvplufLj\\_Ndv](https://www.youtube.com/live/J4w7VuMTxeg?si=oRQHgvplufLj_Ndv)

**1. Call to Order, Pledge of Allegiance, Moment of Silence, and Roll Call**

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 was taken with the following Village Board members present: Trustee Nick Stauff, Trustee Bob Rohde, Trustee Rachel Pader, Trustee Kristen Kreuser, Trustee Jim Grabowski; and President Jeff Knutson.

Excused: Trustee Kelli Belt and Trustee Rachel Pader.

Also Present: Public Works Director, Dave Buechl; Village Attorney, Matt Gralinski; Village Administrator, Matt Heiser; and Village Clerk, Jenna Peter.

**2. Public Hearings/Presentations - None.**

**3. Approval of Minutes of Previous Meeting**

**a. Minutes of the Regular Village Board Meeting – February 3, 2026**

Trustee Stauff moved, seconded by Trustee Grabowski to approve the February 3, 2026, minutes of the Regular Village Board meeting as presented.

**Motion carried 5-0.**

**4. Citizen Comments – None.**

**5. Ordinances –**

**a. Review, discussion, and possible action to adopt Ordinance 2026-01: An Ordinance To Create Section 6.103.2 of the Municipal Code of the Village of Pewaukee Regarding Authorizing Sale of Fermented Malt Beverages by Village Employees and Officers**

Trustee Grabowski recommended the following amendment to the Ordinance language in Section II(b): “and first obtained a valid operator’s license issued by the Village **or the State of Wisconsin.**”

**Trustee Grabowski moved, seconded by Trustee Rohde to approve Ordinance 2026-01 with the change in the language.**

**Motion carried 5-0.**

**b. Review discussion and possible action to adopt Ordinance 2026-02: An Ordinance to Accept Detachment of a Portion of the City of Pewaukee, Waukesha County, State of Wisconsin to the Village of Pewaukee, Waukesha County, State of Wisconsin. The subject area is approximately 0.9618 acres, including PWC 0925-998 and associated right-of-way.**

Attorney Gralinski stated that this action requires a three-fourths majority of the entire Village Board. He noted that six affirmative votes are needed in order for the item to move forward. Since only five Board members are in attendance, this item will need to be deferred.

**Trustee Grabowski moved, seconded by Trustee Kreuser to defer agenda item 5b to the March 3, 2026, meeting.**

**Motion carried 5-0.**

- c. **Review, discussion, and possible action to adopt Ordinance 2026-03: An Ordinance to Create Sections 14.180(c) and 14.208(d) of the Municipal Code of the Village of Pewaukee Regarding Maintenance of Abutting Right of Way/Terrace Areas and to Amend Sections 14.138, 14.180(a)(8), and 50.103(6) as to the Minimum Height of Grasses and Weeds Generally.**

**Trustee Grabowski moved, seconded by Trustee Rohde to approve Ordinance 2026-03 as presented. Motion carried 5-0.**

**6. Resolutions – None.**

**7. Old Business**

- a. **Review, discussion and possible action to clarify direction on auditor contract extension.**

Administrator Heiser explained that staff had previously proposed a contract extension with Baker Tilly for auditing services. He believed the Board had directed staff to compare pricing with other municipalities but noted that the adopted minutes reflected the Board’s direction as going out to bid—something Heiser did not believe was the Board’s intent. Heiser noted that Baker Tilly had since provided updated pricing and indicated they were willing to consider a shorter contract term. He requested clarification from the Board on how to proceed.

Trustee Rohde stated he did not recall the Board directing staff to go out to bid. He noted that the proposed contract extension was already included in the agenda packet and expressed concern that issuing bids at this point would not be fair, as Baker Tilly’s pricing had already been disclosed.

Heiser stated that if the Board wished to go out to bid, the proper process would be an RFP, and the Board could alternatively extend the contract for one year and undertake a formal bid process next year.

Grabowski supported remaining with Baker Tilly, stating that maintaining an auditor familiar with the Village was beneficial. He did not view the pricing as unreasonable but noted that additional comparison points would help.

Heiser added that staff have a strong working relationship with Baker Tilly, who has served the Village since approximately 2015. He also relayed input from Trustee Belt, who preferred not to go out for bid this year and believed there may be room to negotiate pricing.

Trustee Stauff asked what other municipalities are paying and expressed concern about the proposed five-year term. He asked for clarification about the listed technology fees.

Heiser explained that pricing is tied largely to the complexity of the Village’s General Ledger, which includes accounts that some municipalities do not have.

Rohde asked whether Baker Tilly would consider a one-year extension, and Heiser confirmed they would.

President Knutson stated he has seen the Village work through many contracts over the years, some of which proved not worthwhile. He noted that multi-year contracts can provide budgeting benefits by offering predictable costs. He supported remaining with Baker Tilly and was comfortable with a five-year contract unless significant issues arise.

Consensus points raised during discussion included:

- Considering a shorter contract term.
- Exploring potential reductions in pricing or contract terms.
- Clarifying the scope and purpose of additional “technology” or “extra” fees.

**No action taken.**

**8. New Business**

- a. Review, discussion and possible action on a Special Event Permit for the Pewaukee Parks and Recreation Department for Waterfront Wednesdays.**

Grabowski thanked Monica Kaskey with the Parks and Recreation Department for stepping up to make sure this event still happens.

**Trustee Grabowski moved, seconded by Trustee Stauff to approve the Special Event Permit for Parks and Rec for Waterfront Wednesdays.**

**Motion carried 5-0.**

- b. Review, discussion and possible action regarding Proposed Park Use and Retail Sales License for Brewfinity Brewing Company at Village Parks for 2026 Season.**

Rohde thanked Brewfinity for being a supportive partner with the Village.

**Trustee Rohde moved, seconded by Trustee Grabowski to approve the proposed park use and retail sales license for Brewfinity Brewing company for the 2026 season.**

**Motion carried 5-0.**

- c. Review, discussion and possible action on proposal from Visu-Sewer for 2026 Contracted Sanitary and Storm Sewer Televising.**

**Trustee Grabowski moved, seconded by Trustee Rohde to approve the proposal from Visu-Sewer for 2026 Contracted Sanitary and Storm Sewer Televising.**

**Motion carried 5-0.**

- d. Review, discussion and possible action to approve temporary payment of a drone show for the 150<sup>th</sup> Anniversary of the Village.**

Rohde requested that the Village front the initial costs, with reimbursement to follow from the City of Pewaukee's tourism allocation.

**Trustee Rohde moved, seconded by Trustee Grabowski to approve temporary payment of a drone show for the 150<sup>th</sup> Anniversary.**

**Motion carried 5-0.**

- e. Review, discussion and possible action on Premise Description Change for Alcohol License for Bo's Schnitzelbunker located at 145 Park Avenue Ste 1 & 2.**

**Trustee Grabowski moved, seconded by Trustee Stauff to approve the premise description for Bo's Schnitzelbunker.**

**Motion carried 5-0.**

- f. Review, discussion and possible action on Social Media Use Policy for the Village of Pewaukee.**

**Trustee Grabowski moved, seconded by Trustee Stauff to approve the social media policy for the Village of Pewaukee.**

**Motion carried 5-0.**

- g. Review, discussion and possible action on the revised 2026 goals for the Village Administrator.**

Rohde reported that, following conversations with Administrator Heiser and the Village President, a few suggested revisions were incorporated into the document. He also explained that some wording was refined to provide greater clarity and detail.

Kreuser recommended reviewing existing ordinances to determine whether any that are outdated and could be removed. She suggested making the corresponding line in the document more specific to ongoing ordinance maintenance.

**Trustee Kreuser moved, seconded by Trustee Rohde to accept the revised 2026 goals for the Village**

**Administrator with the changes.**

**Motion carried 5-0.**

**h. Review, discussion and possible action on quarterly financial reports.**

Treasurer Palm reviewed the financial reports and noted that a substantial amount of revenue came from building permits issued by the Building Department. He added that while the Planner budget appears high percentage-wise, it is not problematic.

Rohde asked whether the Village is currently up to date on the building-related billing issues with Fire & EMS.

Heiser explained that the third-party billing company previously used by the Village was bought out, and during the transition in 2024 the Village fell behind in revenue collections. He stated that the issue has now been resolved.

President Knutson thanked the Board and staff for their efforts in maintaining the Village's budget and financial stability.

**Trustee Grabowski moved, seconded by Trustee Stauff to accept the quarterly financial reports as prepared.**

**Motion carried 5-0.**

**i. Review, discussion and possible action on monthly approval of checks and invoices for all funds, January, 2026.**

**Trustee Kreuser moved, seconded by Trustee Grabowski to approve all funds except for library for January 2026**

**Motion carried 5-0.**

**Trustee Kreuser moved, seconded by Trustee Grabowski acknowledge the January 2026 checks and invoices for the library.**

**Motion carried 5-0.**

**9. Citizen Comments – None.**

**10. Adjournment**

**Trustee Kreuser moved, seconded by Trustee Stauff to adjourn the February 17, 2026, Regular Village Board meeting at approximately 6:55 p.m.**

**Motion carried 5-0.**

Respectfully Submitted,

Jenna Peter  
Village Clerk



To: Jeff Knutson, President  
Trustees of the Village Board

From: Matt Heiser  
Village Administrator

Date: February 26, 2026

Re: March 3, 2026, Meeting Agenda Item 5(a)  
Review discussion and possible action to adopt Ordinance 2026-02: An Ordinance to Accept Detachment of a Portion of the City of Pewaukee, Waukesha County, State of Wisconsin to the Village of Pewaukee, Waukesha County, State of Wisconsin. The subject area is approximately 0.9618 acres, including PWC 0925-998 and associated right-of-way.

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### **BACKGROUND**

WCTC has been in discussions to add a branch of the YMCA on their site. The two parties have identified an area on the north side of their campus as the target location. This is a boundary area between the City of Pewaukee and the Village with this particular parcel residing in the City. The owner, WCTC, along with the discussions between the two municipalities, has proposed to transfer this parcel from the City to the Village. This City approved the detachment of this parcel at their January Council meeting.

### **ACTION REQUESTED**

The action requested of the Village Board is to approve Ordinance 2026-02.

### **ANALYSIS**

This proposed conveyance of land will tidy the border between the City and the Village as this part of the city juts west of Highway 16.

The Village does not inherit any additional maintenance as a result of this conveyance. Waukesha County plows Main Street in front of WCTC.

This will allow WCTC to develop and only have to contend with one municipal approval process.

The Plan Commission considered this request at their February 12, 2026 meeting and unanimously recommended its approval. Their packet materials with detail of the proposal are

an attachment to this memo.

The Village Attorney has reviewed and approved this ordinance.

Attachments:

1. Ordinance 2026-02
2. Plan Commission packet for land conveyance.

STATE OF WISCONSIN      VILLAGE OF PEWAUKEE      WAUKESHA COUNTY

**ORDINANCE NO. 2026-02**

**AN ORDINANCE TO ACCEPT DETACHMENT OF A PORTION OF THE CITY OF PEWAUKEE, WAUKESHA COUNTY, STATE OF WISCONSIN, TO THE VILLAGE OF PEWAUKEE, WAUKESHA COUNTY, STATE OF WISCONSIN**

WHEREAS, the City of Pewaukee (“City”) received a petition for detachment of land from the City of Pewaukee in the County of Waukesha, State of Wisconsin, to the Village of Pewaukee in the County of Waukesha, State of Wisconsin, for the following-described Property;

The Property is described as follows: Tax Parcel No: PWT. 0925. 998

All that part of Northeast ¼ of Section 16, Town 7 North, Range 19 East, City of Pewaukee, County of Waukesha, State of Wisconsin, bound and described as follows:

Commencing at the North quarter corner of said Section 16 and running thence North 83° 49’ East along the North line of said Northeast ¼ 339.82 feet to the point of beginning; thence continuing North 83° 49’ East along said line 259.30 feet to a point on the West right-of-way of U.S. Highway #16; thence South 30° 41’ East along said right-of-way line 164.84 feet to a point; thence South 83° 49’ West parallel to the North line of said Northwest ¼ 321.50 feet to a point; thence North 6° 11’ West 150 feet to the point of beginning.

EXCEPTING therefrom that part conveyed by Award of Damages recorded February 3, 1978 on Reel 283, Image 1238, as Document 1034318.

ADDRESS: N35 W255 Main Street, Pewaukee, WI 53072

WHEREAS, the Property contains approximately .9618 acres with a current population of zero persons; and

WHEREAS, a scale map reasonably showing the boundaries of the Property in relation to the City of Pewaukee and the Village of Pewaukee is attached as Exhibit A; and

WHEREAS, the City adopted Ordinance 26.01, authorizing the detachment of the Property on January 19, 2026; and

WHEREAS, it appears that all requirements of §66.0227, Wis. Stats., have been fully complied with; and

WHEREAS, it appears in the best interest of the Village of Pewaukee that the Property be detached from the City and attached to the Village.

NOW, THEREFORE, the Village Board of the Village of Pewaukee, Waukesha County, Wisconsin, DOES HEREBY ORDAIN AS FOLLOWS:

**SECTION 1.** The Property legally described above situated in the City of Pewaukee is hereby accepted for detachment from the City and attached to the Village of Pewaukee, Waukesha County, State of Wisconsin;

**SECTION 2.** The Clerk for the Village of Pewaukee is directed to provide a copy of this Ordinance to the City of Pewaukee. The Village Clerk is further directed to make the mailings, filings and recordings required pursuant to §66.227(5), Wis. Stats.

**SECTION 3.** Severability.

The several sections of this ordinance are severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision and shall not affect the validity of any other provisions, sections or portions thereof of the ordinance. The remainder of the ordinance shall remain in full force and effect. Any other ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

**SECTION 4.** Effective Date.

This ordinance shall take effect immediately following passage and posting or publication as provided by law.

Dated this 17<sup>th</sup> day of February, 2026.

VILLAGE OF PEWAUKEE

By: \_\_\_\_\_  
Jeff Knutson, President

Attest: \_\_\_\_\_  
Jenna Peter, Clerk

ACKNOWLEDGMENT

State of Wisconsin    )  
                                  ) s  
Waukesha County     )

Personally came before me this 17th day of February, 2026, the above-named Jeff Knutson and Jenna Peter to me known to be the persons who executed the foregoing instrument and acknowledged the same.

\_\_\_\_\_  
Notary Public, State of Wisconsin.  
My Commission \_\_\_\_\_.

Published and/or posted this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

TO: Village of Pewaukee Plan Commission  
CC: Matt Heiser – Village Administrator & Jenna Peter - Clerk  
FROM: Mark Lyons, Planning Consultant  
RPT DATE: February 5, 2026  
MTG DATE: February 12, 2026  
RE: 5d – Attachment to the Village of Pewaukee

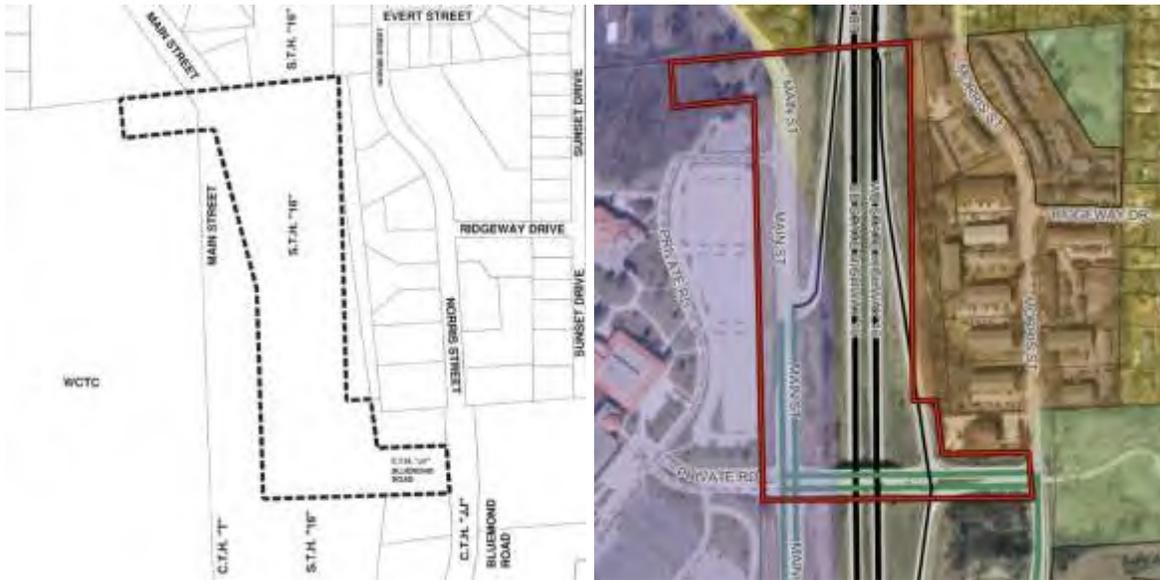
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**BACKGROUND:**

1. Petitioner: Village of Pewaukee
2. Property Owner: Village of Pewaukee
3. Location/Address: North and adjacent to 800 Main Street (N35W255 MAIN ST City of Pewaukee)
4. Tax Key Numbers: PWV 0925.998
5. Area: ~0.9618 acres & associated right-of-way
6. Existing Zoning: I-1 & Rs-3 City of Pewaukee
7. Proposed Zoning: N/A
8. Future Land Use: N/A
9. Proposed Future Land Use: NA

**OVERVIEW:**

On January 19, 2026 The City of Pewaukee approved Ordinance 26.01 to detached an approximately 0.9618 acre parcel and associated right-of-way from the City of Pewaukee in order to allow for the subject area to be attached into the Village of Pewaukee. It appears that all requirements from Wisconsin Statue 66.0227 have been comply with regarding the detachment from the City of Pewaukee and potential attachment to the Village of Pewaukee. As part of the attachment process the Village Board must refer the matter to the Village of Pewaukee Plan Commission for a recommendation prior to taking formal action on the attachment. The Plan Commission's consideration in this instance is specific to making a recommendation to the Village Board regarding if the subject area should be attached to the Village and if the attachment is consistent with the Village's long range plans.



**PLANNER COMMENTS:**

In reviewing the subject area, staff notes the entire adjoining area is presently within the Village of Pewaukee and the subject area constitutes would is commonly referred to as an “island” of City of Pewaukee property within the Village of Pewaukee. Additionally, the subject property has common ownership with the properties immediately to the south and west. Inclusion of the subject property in the Village of Pewaukee would be a logical extension of the Village’s boundary. As this request is solely for a recommendation on if the subject area should be attached to the Village, it is worth noting that if the attachment is accepted by the Village Board, the property would have to come back before the Plan Commission and Village Board to assign an appropriate zoning designation in the near future.

The existing island also results in a very small section of Main Street being located within the City and logically would be best served as being part of the Village. In order to close the municipal boundaries of the area, right-of-way for State Highway 16 and County Highway JJ are included in the attachment. The inclusion of the subject right-of-way will result in clean consistent boundary lines between the Village and City.

**STAFF RECOMMENDATION:**

Depending on confirmation by the Village of Pewaukee Plan Commission of the above-described comments, the Village of Pewaukee Plan Commission may take the following actions listed below.

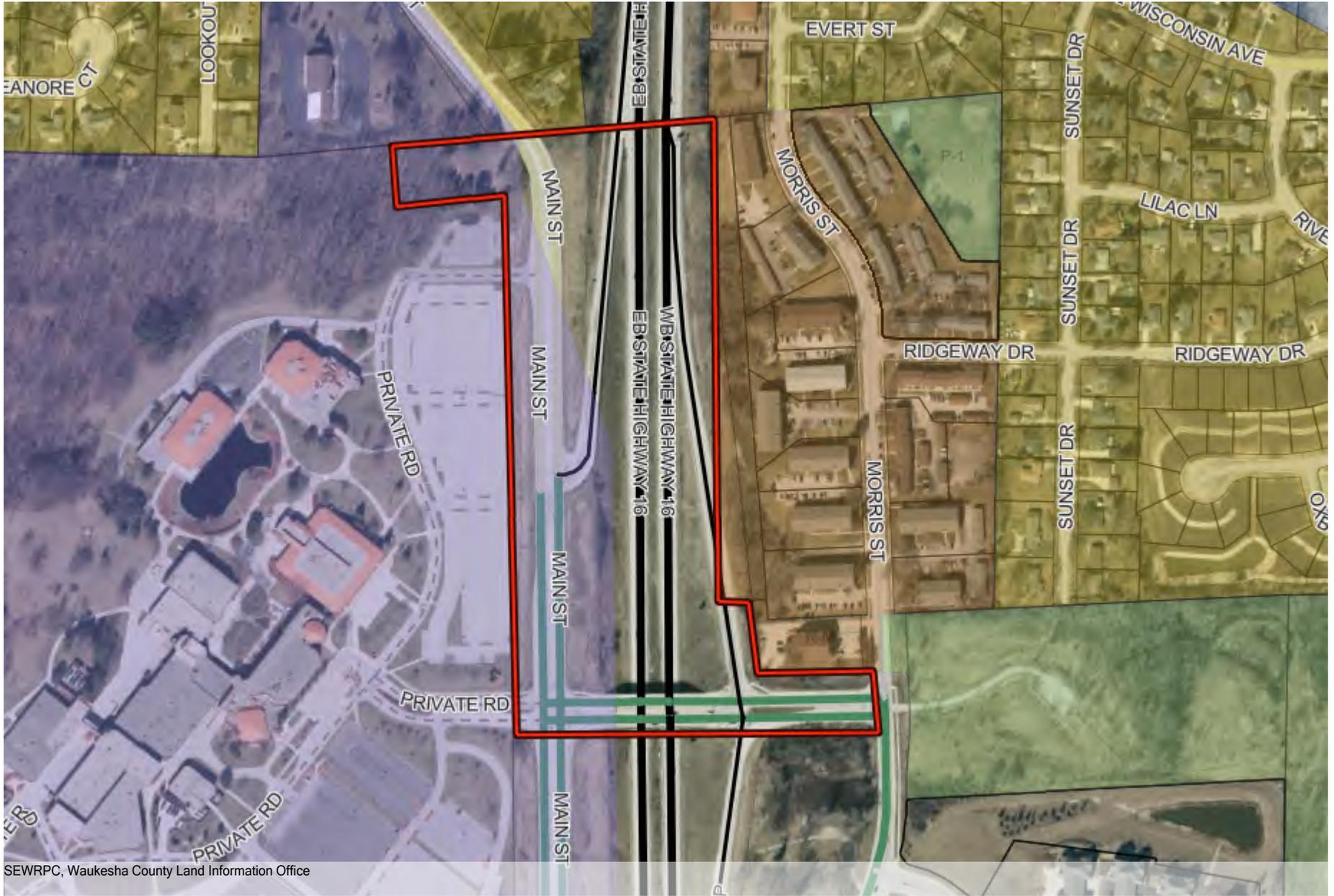
The Village of Pewaukee Plan Commission **Recommends Approval to Village Board** for the attachment of property located at PWV 0925.998 and associated right-of-way.

**EXHIBIT:**

- A. GIS Property Location Map
- B. City of Pewaukee Ordinance 26.01
- C. Draft Village of Pewaukee attachment ordinance



# Attachment Zoning Map



SEWRPC, Waukesha County Land Information Office

0 150 300  
 ft  
 Scale: 1 in. = 481 ft.  
 1 : 5774



DISCLAIMER: The Village of Pewaukee does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.

Village of Pewaukee  
 235 Hickory Street  
 Pewaukee, WI 53072  
 262-691-5660

Notes

Empty box for notes.

ORDINANCE NO. 26-01

**AN ORDINANCE PROVIDING FOR DETACHMENT OF A PORTION OF THE CITY OF PEWAUKEE, WAUKESHA COUNTY, STATE OF WISCONSIN, TO THE VILLAGE OF PEWAUKEE, WAUKESHA COUNTY, STATE OF WISCONSIN**

WHEREAS, the City has received a petition for detachment of land from the City of Pewaukee in the County of Waukesha, State of Wisconsin, to the Village of Pewaukee in the County of Waukesha, State of Wisconsin, for the following-described property;

The Property is described as follows: Tax Parcel No: PWC 0925-998

All that part of Northeast ¼ of Section 16, Town 7 North, Range 19 East, City of Pewaukee, County of Waukesha, State of Wisconsin, bound and described as follows:

Commencing at the North quarter corner of said Section 16 and running thence North 83° 49' East along the North line of said Northeast ¼ 339.82 feet to the point of beginning; thence continuing North 83° 49' East along said line 259.30 feet to a point on the West right-of-way of U.S. Highway #16; thence South 30° 41' East along said right-of-way line 164.84 feet to a point; thence South 83° 49' West parallel to the North line of said Northwest ¼ 321.50 feet to a point; thence North 6° 11' West 150 feet to the point of beginning.

EXCEPTING therefrom that part conveyed by Award of Damages recorded February 3, 1978 on Reel 283, Image 1238, as Document 1034318.

ADDRESS: N35 W255 Main Street, Pewaukee, WI 53072

WHEREAS, the Property contains approximately .9618 acres with a current population of zero persons; and

WHEREAS, a scale map reasonably showing the boundaries of the Property in relation to the City of Pewaukee and the Village of Pewaukee is attached as Exhibit A; and

WHEREAS, the said petition has been executed by all owners of the Property; and

WHEREAS, it appears that all requirements of §66.0227, Wis. Stats., have been fully complied with; and

WHEREAS, it appears in the best interest of the City of Pewaukee that the Property be detached from the City; and

WHEREAS, the City Common Council by at least a three-fourths majority has approved the detachment petition.

NOW, THEREFORE, the City Common Council of the City of Pewaukee, Waukesha County, Wisconsin, DOES HEREBY ORDAIN AS FOLLOWS:

**SECTION 1.** The Property legally described above situated in the City of Pewaukee be and the same is hereby detached from the City and attached to the Village of Pewaukee, Waukesha County, State of Wisconsin;

**SECTION 2.** The Clerk for the City of Pewaukee is directed to provide a copy of this Ordinance to the Village of Pewaukee so that the Village may act upon the Ordinance within the time period requirements set forth in §66.0227(2), Wis. Stats. The City Clerk is further directed to make the mailings, filings and recordings required pursuant to §66.227(5), Wis. Stats.

**SECTION 3.** Severability.

The several sections of this ordinance are severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision, and shall not affect the validity of any other provisions, sections or portions thereof of the ordinance. The remainder of the ordinance shall remain in full force and effect. Any other ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

**SECTION 4.** Effective Date.

This ordinance shall take effect immediately following passage and posting or publication as provided by law.

Dated this 19<sup>th</sup> day of January, 2026.

CITY OF PEWAUKEE

By: [Signature]  
Steve Bierce, City Mayor

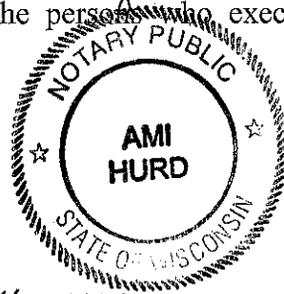
Attest: [Signature]  
Kelly Tarczewski, City Clerk

ACKNOWLEDGMENT

State of Wisconsin )  
                                  ) s  
Waukesha County    )

Personally came before me this 19<sup>th</sup> day of January, 2026, the above-named Steve Bierce and Kelly Tarczewski to me known to be the persons who executed the foregoing instrument and acknowledged the same.

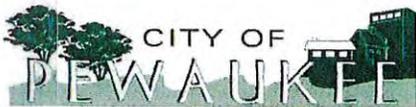
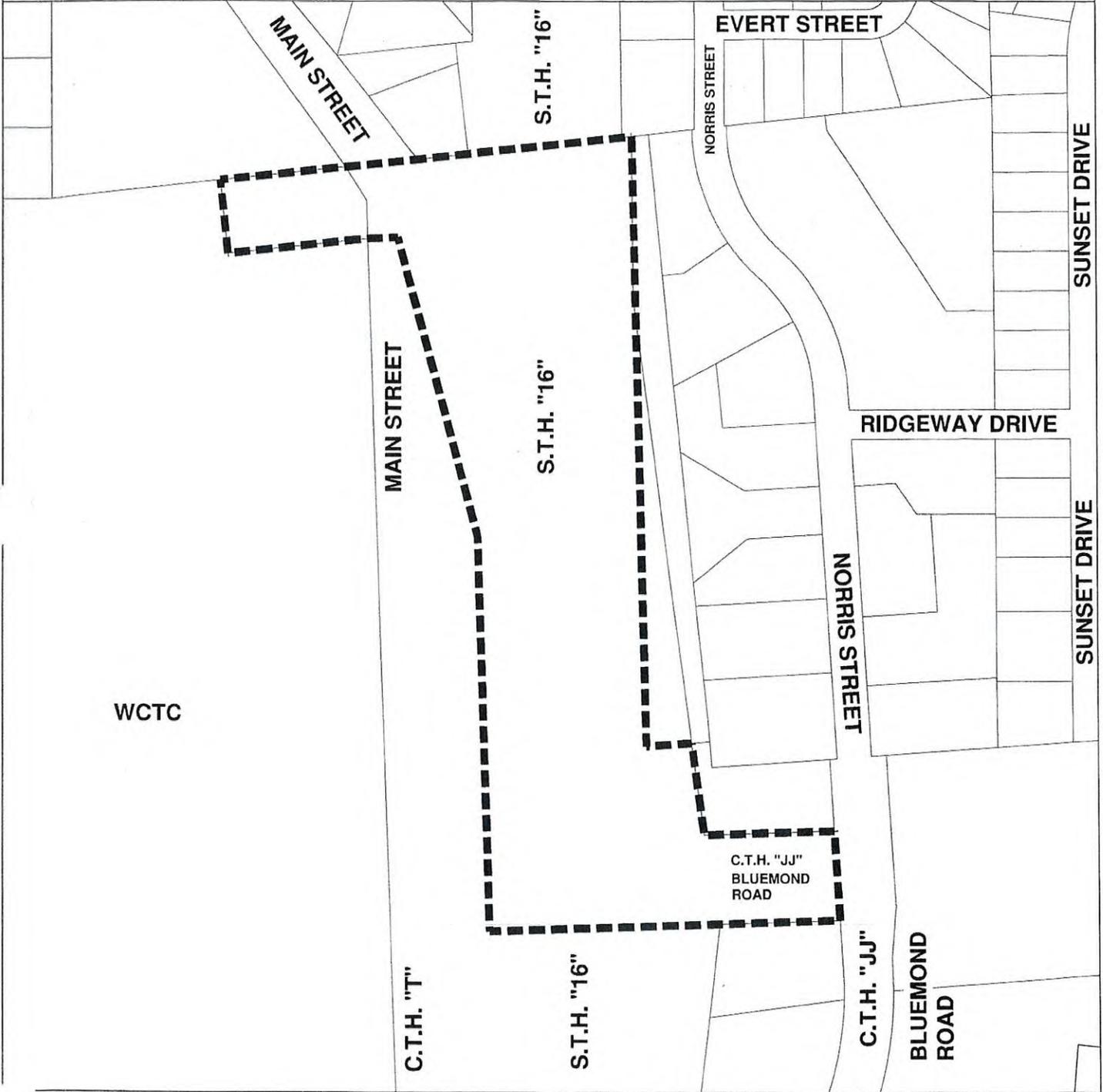
[Signature]  
Notary Public, State of Wisconsin.  
My Commission 3/19/27



Published and/or posted this 24<sup>th</sup> day of January, 2026.

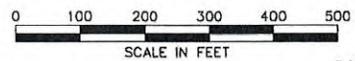
Exhibit A

2025 CITY LEGAL EXCEPTION  
N35W255 MAIN STREET / PWC 0925998  
AND STREET & HIGHWAY ROW  
CITY OF PEWAUKEE  
WAUKESHA COUNTY, WISCONSIN



LEGEND

--- 2025 CITY LEGAL EXCEPTION



DATE: FEBRUARY 21, 2025

February 18, 2025

All that part of the NE ¼ of Section 16, Township 7 North, Range 19 East, in the City of Pewaukee, Waukesha County, Wisconsin. Bound and Described as Follows:

Commencing at the Southwest Corner of the Northeast ¼ of Section 16, T7N, R19E; Thence N87°04'25"E Along the South Line of Said NE ¼ Section, 963.12 Feet, to a point at the Southeast Corner of Lands Described in Warranty Deed No. 719050; Thence N01°34'31"W Along the East Line of Said Lands, 1015.98 Feet, to the Point of beginning of the Lands to be described; Thence Continuing along said East Line N01°34'31"W, 740.10 Feet; Thence N21°04'03"W Along Said East Line, 680.12 Feet; Thence S88°49'22"W, Along the Northerly Line of Said lands and the South Line of Lands Designated by Tax Key PWC 0925.998, 325.27 Feet; Thence N06°10'32"W, Along the West Line of Said Lands Designated by Tax Key PWC 0925.998, 150.00 Feet to a point on the North Line of Said Northeast ¼ of Section 16, that is 339.82 Feet N83°49'22"E of the Northwest Corner of Said Northeast ¼; Thence N83°49'22"E Along Said North Line, 835.68 feet, to the Northwest corner of Outlot 1, Block 3, of Valley Forge Subdivision; Thence S00°29'04"E, Along the west line of Said Outlot 1, 593.05 feet; Thence S01°58'10"E Along the West line of Said Outlot 1, 642.76 Feet, to the Southwest Corner of Said Outlot 1; Thence N86°00'56"E, Along the South Line of Said Outlot 1, 92.70 feet; Thence S07°23'26"E, Along the West Line of a Parcel Described in Doc. 4649047, 187.27 Feet, to a Point on the North R/W of Line of C.T.H "JJ"; Thence N88°10'18"E, Along Said North R/W Line, 263.10 Feet, to a point on the West R/W Line of Bluemound Road; Thence Southeasterly, Along the Said West R/W of Bluemound Road, 180.38 Feet more or less, to the Northeast Corner of CSM No. 12066, also being the South R/W line of C.T.H "JJ"; Thence S88°10'18"W along the South R/W Line of C.T.H "JJ" extended 642.28 Feet, to the point of Beginning.

Dave Geis  
Senior Engineering Technician  
City of Pewaukee

STATE OF WISCONSIN      VILLAGE OF PEWAUKEE      WAUKESHA COUNTY

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE TO ACCEPT DETACHMENT OF A PORTION OF THE CITY OF PEWAUKEE, WAUKESHA COUNTY, STATE OF WISCONSIN, TO THE VILLAGE OF PEWAUKEE, WAUKESHA COUNTY, STATE OF WISCONSIN**

WHEREAS, the City of Pewaukee (“City”) received a petition for detachment of land from the City of Pewaukee in the County of Waukesha, State of Wisconsin, to the Village of Pewaukee in the County of Waukesha, State of Wisconsin, for the following-described Property;

The Property is described as follows: Tax Parcel No: PWT. 0925. 998

All that part of Northeast ¼ of Section 16, Town 7 North, Range 19 East, City of Pewaukee, County of Waukesha, State of Wisconsin, bound and described as follows:

Commencing at the North quarter corner of said Section 16 and running thence North 83° 49’ East along the North line of said Northeast ¼ 339.82 feet to the point of beginning; thence continuing North 83° 49’ East along said line 259.30 feet to a point on the West right-of-way of U.S. Highway #16; thence South 30° 41’ East along said right-of-way line 164.84 feet to a point; thence South 83° 49’ West parallel to the North line of said Northwest ¼ 321.50 feet to a point; thence North 6° 11’ West 150 feet to the point of beginning.

EXCEPTING therefrom that part conveyed by Award of Damages recorded February 3, 1978 on Reel 283, Image 1238, as Document 1034318.

ADDRESS: N35 W255 Main Street, Pewaukee, WI 53072

WHEREAS, the Property contains approximately .9618 acres with a current population of zero persons; and

WHEREAS, a scale map reasonably showing the boundaries of the Property in relation to the City of Pewaukee and the Village of Pewaukee is attached as Exhibit A; and

WHEREAS, the City adopted Ordinance 26.01, authorizing the detachment of the Property on January 19, 2026; and

WHEREAS, it appears that all requirements of §66.0227, Wis. Stats., have been fully complied with; and

WHEREAS, it appears in the best interest of the Village of Pewaukee that the Property be detached from the City and attached to the Village.

NOW, THEREFORE, the Village Board of the Village of Pewaukee, Waukesha County, Wisconsin, DOES HEREBY ORDAIN AS FOLLOWS:

**SECTION 1.** The Property legally described above situated in the City of Pewaukee is hereby accepted for detachment from the City and attached to the Village of Pewaukee, Waukesha County, State of Wisconsin;

**SECTION 2.** The Clerk for the Village of Pewaukee is directed to provide a copy of this Ordinance to the City of Pewaukee. The Village Clerk is further directed to make the mailings, filings and recordings required pursuant to §66.227(5), Wis. Stats.

**SECTION 3.** Severability.

The several sections of this ordinance are severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision and shall not affect the validity of any other provisions, sections or portions thereof of the ordinance. The remainder of the ordinance shall remain in full force and effect. Any other ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

**SECTION 4.** Effective Date.

This ordinance shall take effect immediately following passage and posting or publication as provided by law.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

VILLAGE OF PEWAUKEE

By: \_\_\_\_\_  
Jeff Knutson, President

Attest: \_\_\_\_\_  
Jenna Peter, Clerk

ACKNOWLEDGMENT

State of Wisconsin    )  
                                  ) s  
Waukesha County     )

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2026, the above-named Jeff Knutson and Kelly Jenna Peter to me known to be the persons who executed the foregoing instrument and acknowledged the same.

\_\_\_\_\_  
Notary Public, State of Wisconsin.  
My Commission \_\_\_\_\_.

Published and/or posted this \_\_\_\_\_ day of \_\_\_\_\_, 2026.



**PUBLIC WORKS DEPARTMENT**  
**1000 Hickory Street**  
**Pewaukee, WI 53072**

To: Village Board  
Cc: Matt Heiser, Village Administrator  
From: David Buechl, P.E., P.L.S., Director of Public Works/Village Engineer  
Date: February 20, 2025  
Re: Agenda Item 6(a), Resolution 2026-02, Acknowledgement of the Draft 2025 WDNR NR216 Municipal Separate Storm Sewer Annual Report

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### **BACKGROUND**

Attached is a copy of the annual report summarizing 2025 activities for the Village Wisconsin Pollution Discharge Elimination System (WPDES storm water discharge) permit, an explanation memo, and the resolution. The permit requires that the municipal governing body recognize the report by resolution or other mechanism prior to submitting to the WDNR. The submittal is a fillable pdf type report, and all data collection and the fiscal analysis is provided as online pdf attachments. The current Discharge Permit number is WI-S050105-4, 2024 for the Upper Fox (Illinois) Watershed Group as approved on November 1st, 2024.

### **ACTION REQUESTED**

The action requested of the Village Board is to acknowledge the NR216 2025 Annual Report by adopting Resolution 2026-02, recognizing that elected officials have been apprised of the content of the report.

### **ANALYSIS**

Most of the categories in the report are intended to show that the Village responsibly follows requirements in cleaning runoff before being discharged into water bodies.

In the near future, the Wisconsin Department of Natural Resources will be enacting stricter runoff discharge requirements. Impaired waters in Wisconsin are addressed through an analysis known as a Total Maximum Daily Load (TMDL). A TMDL is the amount of pollutant loading a waterbody can receive and still meet water quality standards. State DNR staff has started effort on a Wisconsin/Illinois Upper Fox River TMDL to meet Clean Water Act requirements, with drafts, public comment period, and full implementation in 2031. This new approved TMDL will likely have significant financial impact with the next and future MS4 permits. The EPA will likely be requiring the WDNR to require the Village to construct water quality improvement projects at locations where pollutants are entering water bodies that exceed the Total Maximum Daily Load as well as continuing to tighten the expectations and processes already in place that are listed in annual submittal. The Village will be updating their storm water model.

A report copy will be available for public viewing at Village Hall and on the Village web site.

**Recommendation:** I recommend the Village Board approve the resolution listed above. The Village Board acknowledge the NR216 2024 Annual Report by adopting Resolution 2026-02, recognizing that elected officials been apprised of the content of the report.

**RESOLUTION 2026-02**

**Acknowledgement of the 2025 WPDES Storm Water Discharge Permit Annual Report**

WHEREAS, the Village of Pewaukee is required to comply with the conditions of its Wisconsin Pollution Discharge Elimination General Permit (WPDES); and

WHEREAS, the requirement for the drafting, acknowledgement of the report by elected officials, and submittal of an annual report certifying permit compliance is a condition of the permit dated November 1, 2024; and

WHEREAS, the Village Board of the Village of Pewaukee has been appraised of the content of 2025 Annual Report and acknowledges therefore by resolution.

NOW, THEREFORE, BE IT RESOLVED that the Village Board of the Village of Pewaukee does hereby acknowledge the content of the WPDES Permit Number WI-S050105-4, 2024 Annual Report with this resolution.

PASSED AND ADOPTED this 3<sup>rd</sup> day of March, 2026.

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Jeffery Knutson,  
Village President

ATTEST:

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Jenna Peter  
Village Clerk



**PUBLIC WORKS DEPARTMENT**  
**1000 Hickory Street**  
**Pewaukee, WI 53072**

To: Village Board  
From: David Buechl, P.E., P.L.S., Director of Public Works/Village Engineer  
Date: February 16, 2026  
Re: Year 2025 WDNR NR216 Municipal Separate Storm Sewer (MS4) Annual Report

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## Part II

### Minimum Control Measures:

Section 1 is a listing of all public education and outreach activities conducted. This is done in a partnership with Waukesha County Parks and Land Use Department.

Section 2 is a listing of public involvement and participation, also conducted by Waukesha County Parks and Land Use Department.

Section 3 is Illicit detection and elimination: the results of visual screening and documentation of the 14 designated major storm water outfalls in the Village. Village Staff inspected and documented each location during a dry weather period.

Section 4 is Construction Site Pollutant Control: documents number of construction sites and number of inspections during the year, and if there were violations. This includes inspections for development sites of 1 acre or more of land disturbance which typically includes private development sites, and Village Street and Utility projects.

Section 5 is Post Construction Storm Water Management: questions how many new storm water management facilities were approved and how many were inspected during the year. A condition of the permit is that at a minimum all facilities used to create the pollutant loading analysis be inspected annually and be in as new pollutant removal condition. This again has not been performed during this or previous NR216 permit periods.

Section 6 is Pollution Prevention including questions on municipal storm facilities, quarterly DPW Storm Water Pollution Prevention Plan inspections, catch basin cleaning, sweeping, leaf collection, and winter road salt use. (xx tons of sweepings, 1,315 cubic yards of leaves, 570 tons of seasonal salt use)

Section 7 is an updated system map generated from our Geographic Information System showing all known storm sewer piping.

## Part III

### Fiscal Evaluation:

The Village budgets do not align with the information as the DNR lists it for the report and expects filers to estimate costs. I will proceed with the intent to annually to recover administrative, labor, and equipment costs, and other expenses related to storm water for this report. I will be completing a similar accounting for reporting our yard waste and recycling costs to the County twice a year, and will be submitting an annual weed harvesting report to the DNR.

The remaining sections relate to water quality, TMDL's, requesting more information, and attaching documentation of activities.

# Submittal of Annual Reports and Other Compliance Documents for Municipal Separate Storm Sewer System (MS4) Permits

NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. After 120 days your draft is **deleted**.

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Form 3400-224(R8/2021)

## Reporting Information :

Will you be completing the Annual Report or other submittal type?  Annual Report  Other

**Project Name:** 2025 Annual Report

**County:** Waukesha

**Municipality:** Pewaukee, Village

**Permit Number:** S050105

**Facility Number:** 30734

**Reporting Year:** 2025

Is this submittal also satisfying an Urban Nonpoint Source Grant funded deliverable?  Yes  No

## Required Attachments and Supplemental Information

Please complete the contents of each tab to submit your MS4 permit compliance document. The information included in this checklist is necessary for a complete submittal. A complete and detailed submittal will help us review about your MS4 permit document. To help us make a decision in the shortest amount of time possible, the following information must be submitted:

### Annual Report

- Review related web site and instructions for [Municipal storm water permit eReporting](#) [Exit Form]
- Complete all required fields on the annual report form and upload required attachments
- Attach the following other supporting documents as appropriate using the attachments tab above
  - Public Education and Outreach Annual Report Summary
  - Public Involvement and Participation Annual Report Summary
  - Illicit Discharge Detection and Elimination Annual Report Summary
  - Construction Site Pollution Control Annual Report Summary
  - Post-Construction Storm Water Management Annual Report Summary
  - Pollution Prevention Annual Report Summary
    - Leaf and Yard Waste Management
    - Municipal Facility (BMP) Inspection Report
    - Municipal Property SWPPP
    - Municipally Property Inspection Report
    - Winter Road Maintenance
  - Storm Sewer Map Annual Report Attachment
  - Storm Water Quality Management Annual Report Attachment

- TMDL Attachment
  - Storm Water Consortium/Group Report
  - Municipal Cooperation Attachment
  - Other Annual Report Attachment
- Attach the following permit compliance documents as appropriate using the attachments tab above
- Storm Water Management Program
    - Public Education and Outreach Program
    - Public Involvement and Participation Program
    - Illicit Discharge Detection and Elimination Program
    - Construction Site Pollutant Control Program
    - Post-Construction Storm Water Management Program
    - Pollution Prevention Program
      - Municipal Storm Water Management Facility (BMP) Inventory
      - Municipal Storm Water Management Facility (BMP) Inspection and Maintenance Plan
  - Total Maximum Daily Load documents *(\*If applicable, see permit for due dates.)*
    - TMDL Mapping\*
    - TMDL Modeling\*
    - TMDL Implementation Plan\*
    - Fecal Coliform Screening Parameter \*
    - Fecal Coliform Inventory and Map *(S050075-03 general permittees Appendix B B.5.2 – document due to the department by March 31, 2022)*
    - Fecal Coliform Source Elimination Plan *(S050075-03 general permittees Appendix B - document due to the department by October 31, 2023)*
- Sign and Submit form

**Municipal Contact Information- Complete**

**Notice:** Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (Department) by March 31 of each year to report on activities for the previous calendar year ("reporting year"). This form is being provided by the Department for the user's convenience for reporting on activities undertaken in each reporting year of the permit term. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

**Note:** Compliance items must be submitted using the Attachments tab.

**Municipality Information**

**Name of Municipality:** Pewaukee, Village

**Facility ID # or (FIN):** 30734

**Updated Information:**  Check to update mailing address information

**Mailing Address:** 235 Hickory St

**Mailing Address 2:**

**City:** Pewaukee, Village

**State:** WI

**Zip Code:** 53072 xxxxx or xxxxx-xxxx

**Primary Municipal Contact Person (Authorized Representative for MS4 Permit)**

The "Authorized Representative" or "Authorized Municipal Contact" includes the municipal official that was charged with compliance and oversight of the permit conditions, and has signature authority for submitting permit documents to the Department (i.e., Mayor, Municipal Administrator, Director of Public Works, City Engineer).

Select to **create new** primary contact

**First Name:** David

**Last Name:** Buechl

Select to **update** current contact information

**Title:** Dir. of Public Works

**Mailing Address:** 235 Hickory St

**Mailing Address 2:**

**City:** Pewaukee

**State:** WI

**Zip Code:** 53072 xxxxx or xxxxx-xxxx

**Phone Number:** 262-691-5694 Ext: xxx-xxx-xxxx

**Email:** dbuechl@villageofpewaukeewi.gov

**Additional Contacts Information (Optional)**

I&E Program

**Individual with responsibility for:  
(Check all that apply)**

- IDDE Program
- IDDE Response Procedure Manual
- Municipal-wide Water Quality Plan
- Ordinances
- Pollution Prevention Program
- Post-Construction Program
- Winter roadway maintenance

**First Name:**

**Last Name:**

**Title:**

**Mailing Address:**

**Mailing Address 2:**

**City:**

**State:**

**Zip Code:**  xxxxx or xxxxx-xxxx

**Phone Number:**  Ext:  xxx-xxx-xxxx

**Email:**

**Municipal Billing Contact Person (Authorized Representative for MS4 Permit)**

Select to **create new** Billing contact

**First Name:**

**Last Name:**

Select to **update** current contact information

**Title:**

**Mailing Address:**

**Mailing Address 2:**

**City:**

**State:**

**Zip Code:**  xxxxx or xxxxx-xxxx

**Phone Number:**  Ext:  xxx-xxx-xxxx

**Email:**

1. Does the municipality rely on another entity to satisfy some of the permit requirements?

Yes  No

Public Education and Outreach Waukesha County

Public Involvement and Participation Waukesha County for parts

Illicit Discharge Detection and Elimination

Construction Site Pollutant Control City of Pewaukee Building Inspection Dept for 1 and 2 family sites

Post-Construction Storm Water Management

Pollution Prevention

2. Has there been any changes to the municipality's participation in group efforts towards permit compliances (i.e., the municipality has added or dropped consortium membership)?

Yes  No

## Missing Information

Do not close your work until you SAVE.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7.

Form 3400-224 (R8/2021)

## Minimum Control Measures- Section 1 : Complete

### 1. Public Education and Outreach

- a. Does MS4 conduct any educational efforts or events independently (not with a group)  Yes  No
- b. How many total educational events were held during the reporting year:
- c. Were any of the public education and outreach delivery mechanisms conducted during the reporting year active or interactive?  Yes  No
- d. Please select all storm water topics, target audiences, and delivery mechanisms used in the reporting year

Public Education and Outreach Delivery Mechanisms (Active and Passive)	
Active/Interactive Mechanisms	Passive Mechanisms
<input checked="" type="checkbox"/> Education activities (school presentations, summer camps)	<input type="checkbox"/> Passive print media (brochures at front desk, posters, etc.)
<input checked="" type="checkbox"/> Information booth at event	<input type="checkbox"/> Distribution of print media (mailings, newsletters, etc.) via mail or email.
<input checked="" type="checkbox"/> Targeted group training (contractors, consultants, etc.)	<input checked="" type="checkbox"/> Media offerings (radio and TV ads, press release, etc.)
<input checked="" type="checkbox"/> Government event (public hearing, council meeting)	<input type="checkbox"/> Social media posts
<input checked="" type="checkbox"/> Workshops	<input checked="" type="checkbox"/> Signage
<input type="checkbox"/> Tours	<input checked="" type="checkbox"/> Website
<input type="checkbox"/> Other: <input type="text"/>	<input type="checkbox"/> Other: <input type="text"/>

Topics Covered	Target Audience
<input checked="" type="checkbox"/> Illicit discharge detection and elimination	<input checked="" type="checkbox"/> General Public
<input checked="" type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing	<input type="checkbox"/> Public Employees
<input checked="" type="checkbox"/> Yard waste management/pesticide and fertilizer application	<input checked="" type="checkbox"/> Residents
<input checked="" type="checkbox"/> Stream and shoreline management	<input type="checkbox"/> Businesses
<input checked="" type="checkbox"/> Residential infiltration	<input checked="" type="checkbox"/> Contractors
<input checked="" type="checkbox"/> Construction sites and post-construction storm water management	<input checked="" type="checkbox"/> Developers
<input checked="" type="checkbox"/> Pollution prevention	<input type="checkbox"/> Industries
<input checked="" type="checkbox"/> Green infrastructure/low impact development	<input type="checkbox"/> Public Officials
<input type="checkbox"/> Other: <input type="text"/>	<input type="checkbox"/> Other: <input type="text"/>

- e. Will additional information/summary of these education events be attached to the annual report?  Yes  No

If no, please provide additional comment in the brief explanation box below. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

## Missing Information

Do not close your work until you SAVE.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

## Minimum Control Measures - Section 2 : Complete

### 2. Public Involvement and Participation

a. Permit Activities. Select all of the following topics the Permittee did to engage public participation and involvement.

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> MS4 Annual Report <input checked="" type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm Water related ordinance <input checked="" type="checkbox"/> Other: We presented to the Parks and L...	<input type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input checked="" type="checkbox"/> Public Officials <input type="checkbox"/> Other	1 - 10	<input checked="" type="radio"/> Yes <input type="radio"/> No

b. Volunteer Activities. Select all of the following audiences targeted for volunteer involvement and participation related to storm water.

NA (Individual Permittee)

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
Volunteer Opportunity	<input checked="" type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other	101 +	<input checked="" type="radio"/> Yes <input type="radio"/> No

c. Brief explanation on Public Involvement and Participation reporting. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Adopt-A-Drain has grown to 283 volunteers who have reported nearly 4,100 pounds of material removed from local storm drains. In addition, there were an additional 45 people who participated in Citizen Stream Monitoring at 30 sites around the County.

## Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

## Minimum Control Measures - Section 3 : Complete

### 3. Illicit Discharge Detection and Elimination

- |   |                                 |
|---|---------------------------------|
| a. How many total outfalls does the municipality have?  | <input type="text" value="45"/> |
| b. How many major outfalls does the municipality have?  | <input type="text" value="14"/> |
| c. How many outfalls did the municipality evaluate as part of their routine ongoing field screening program?  | <input type="text" value="14"/> |
| d. From the municipality's routine screening, how many were confirmed illicit discharges?   | <input type="text" value="0"/>  |
| e. How many illicit discharge complaints did the municipality receive?  | <input type="text" value="1"/>  |
| f. From the complaints received, how many were confirmed illicit discharges?  | <input type="text" value="1"/>  |
| g. How many of the identified illicit discharges did the municipality eliminate in the reporting year (from both routine screening and complaints)? | <input type="text" value="1"/>  |

(If the sum of 3.c. and 3.e. does not equal 3.f., please explain below.)

- h. What types of regulatory mechanisms does the municipality have available to compel compliance with this program? Check all that are available and how many times each were used in the reporting year.

- |   |                                |
|---|--------------------------------|
| <input checked="" type="checkbox"/> Verbal Warning                    | <input type="text" value="1"/> |
| <input checked="" type="checkbox"/> Written Warning (including email) | <input type="text" value="0"/> |
| <input checked="" type="checkbox"/> Notice of Violation               | <input type="text" value="0"/> |
| <input checked="" type="checkbox"/> Civil Penalty/ Citation           | <input type="text" value="0"/> |

Additional Information:

- i. Brief explanation on Illicit Discharge Detection and Elimination reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

## Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

## Minimum Control Measures - Section 4 : Complete

### 4. Construction Site Pollutant Control

- a. How many total construction sites with one acre or more of land disturbing construction activity were active at any point in the reporting year?
- b. How many construction sites with one acre or more of land disturbing construction activity did the municipality issue permits for in the reporting year?
- c. How many erosion control inspections did the municipality complete in the reporting year (at sites with one acre or more of land disturbing construction activity)?
- 
- d. What types of regulatory mechanisms does the municipality have available to compel compliance with this program? Check all that are available and how many times each were used in the reporting year.
- |   |                                |
|---|--------------------------------|
| <input checked="" type="checkbox"/> Verbal Warning                    | <input type="text" value="3"/> |
| <input checked="" type="checkbox"/> Written Warning (including email) | <input type="text" value="1"/> |
| <input checked="" type="checkbox"/> Notice of Violation               | <input type="text" value="1"/> |
| <input checked="" type="checkbox"/> Civil Penalty/ Citation           | <input type="text" value="1"/> |
| <input checked="" type="checkbox"/> Stop Work Order                   | <input type="text" value="1"/> |
| <input type="checkbox"/> Forfeiture of Deposit                        | <input type="text"/>           |
| <input type="checkbox"/> Other - Describe below                       | <input type="text"/>           |
- e. Brief explanation on Construction Site Pollutant Control reporting . *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*
- 

### Missing Information

Do not close your work until you **SAVE**.

**Note:** For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

## Minimum Control Measures - Section 5 : Complete

### 5. Post-Construction Storm Water Management

- a. How many new structural storm water management Best Management Practice (BMP) have received local approval ?   
\*Engineered and constructed systems that are designed to provide storm water quality control such as wet detention ponds, constructed wetlands, infiltration basins, grassed swales, permeable pavement,
- b. Does the MS4 have procedures for inspecting and maintaining private storm  Yes  No

water facilities?

c. If Yes, how many privately owned storm water management facilities were inspected in the reporting year ? Inspections completed by private landowners should be included in the reported number.

d. Does the municipality utilize privately owned storm water management BMP in its pollutant reduction analysis?  Yes  No

e. Does MS4 have maintenance authority on these privately owned BMPs?  
 Yes  No

f. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year.

- |   |                                |
|---|--------------------------------|
| <input checked="" type="checkbox"/> Verbal Warning                    | <input type="text" value="0"/> |
| <input checked="" type="checkbox"/> Written Warning (including email) | <input type="text" value="1"/> |
| <input checked="" type="checkbox"/> Notice of Violation               | <input type="text" value="0"/> |
| <input checked="" type="checkbox"/> Civil Penalty/ Citation           | <input type="text" value="0"/> |
| <input type="checkbox"/> Forfeiture of Deposit                        | <input type="text"/>           |
| <input checked="" type="checkbox"/> Complete Maintenance              | <input type="text" value="0"/> |
| <input checked="" type="checkbox"/> Bill Responsible Party            | <input type="text" value="0"/> |
| <input type="checkbox"/> Other - Describe below                       | <input type="text"/>           |

g. Brief explanation on Post-Construction Storm Water Management reporting . *If marked 'Unsure' on any questions above, justify your reasoning. Limit your response to 250 characters and/or attach supplemental information on the attachments page.*

### Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

## Minimum Control Measures - Section 6 : Complete

### 6. Pollution Prevention

Storm Water Management Best Management Practice Inspections  Not Applicable

a. Enter the total number of "municipally owned" (i.e., publicly owned BMPs) or operated (i. e., privately owned BMPs) structural storm water management best management practices.

- b. How many new municipally owned storm water management best management practices were installed in the reporting year?
- c. How many municipally owned (public) storm water management best management practices were inspected in the reporting year?
- d. What elements are looked at during inspections (250 character limit)?
- e. How many of these facilities required maintenance?
- f. Brief explanation on Storm Water Management Best Management Practice inspection reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Public Works Yards & Other Municipally Owned Properties that require a stormwater pollution prevention plan (SWPPP)\*  Not Applicable

- g. How many municipal properties require a SWPPP?
- h. How many inspections of municipal properties have been conducted in the reporting year?
- i. Have amendments to the SWPPPs been made?  
 Yes  No
- j. If yes, describe what changes have been made. Limit response to 250 characters and/or attach supplemental information on the attachment page:
- k. Brief explanation on Storm Water Pollution Prevention Plan reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

\* Any municipally owned property that has the potential to generate stormwater pollution should have a SWPPP. For example, if a municipal property stores compost piles, material storage, yard wastes, etc., outside and can contaminate stormwater runoff—a SWPPP is required.

Collection Services - *Street Sweeping Program*  Not Applicable

- l. Did the municipality conduct street sweeping during the reporting year?  
 Yes  No
- m. If known, how many tons of material was removed?
- n. Does the municipality have a [low hazard exemption](#) for this material?  Yes  No
- o. If street sweeping is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency?  
 Yes - Explain frequency mains 6x spring then all streets monthly until fall  
 No - Explain \_\_\_\_\_  
 Not Applicable



- ac. Was salt applying machinery calibrated in the reporting year?  Yes  No
- ad. Have municipal personnel attended salt reduction strategy training in the reporting year?  Yes  No

Training Date	Training Name	# Attendance
1/27/2025	An Eye on Salt Pollution	1
1/28/2025	Dilution is not the Solution	1
1/29/2025	Public Works Perspectives	1
1/30/2025	Policy Solutions Panel	1

- ae. Brief explanation on Winter Road Management reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page*

Staff watched webinars

### Internal (Staff) Education & Communication

- af. Has the municipality provided an opportunity for internal training or education to staff implementing the municipality's procedures for each of the pollution prevention program element?  Yes  No

If yes, describe what training was provided (250 character limit):

Street Supervisor meets with Street Crew each morning and occasionally works with them

- ag. Describe how the municipality has kept the following local officials and municipal staff aware of the municipal storm water discharge permit programs, procedures and pollution prevention program requirements.

Elected Officials

annual report presentation and budget

Municipal Officials

small staff, no other officials than active staff

Appropriate Staff ( such as operators, Department heads, and those that interact with public)

during regular O+M operations

- ah. Brief explanation on Internal Education reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

### Missing Information

**Do not close** your work until you **SAVE**.

**Note:** For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

## 7. Storm Sewer System Map

a. Did the municipality update their storm sewer map this year?

Yes  No

If yes, check the areas the map items that got updated or changed:

Storm water treatment facilities

Storm pipes

Vegetated swales

Outfalls

Other - Describe below

b. Brief explanation on Storm Sewer System Map reporting. *If you marked Unsure for an question for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

## Missing Information

Do not close your work until you SAVE.

Form 3400-224 (R8/2021)

## Final Evaluation - Complete

### Fiscal Analysis

Complete the fiscal analysis table provided below. For municipalities that do not break out funding into permit program elements, please enter the monetary amount to your best estimate of what funding may be going towards these programs.

Annual Expenditure Reporting Year	Budget Reporting Year	Budget Upcoming Year	Source of Funds
-----------------------------------	-----------------------	----------------------	-----------------

**Element:** Public Education and Outreach

1500	1500	1500	<u>Storm water utility</u>
------	------	------	----------------------------

**Element:** Public Involvement and Participation

1500	1500	1500	<u>Storm water utility</u>
------	------	------	----------------------------

**Element:** Illicit Discharge Detection and Elimination

1000	1000	1000	<u>Storm water utility</u>
------	------	------	----------------------------

**Element:** Construction Site Pollutant Control

3000	0	3000	<u>Permit fee and/or deposit/escrow</u>
------	---	------	---

**Element:** Post-Construction Storm Water Management

2000	15000	25000	<u>Storm water utility</u>
------	-------	-------	----------------------------

**Element:** Pollution Prevention

17000	17000	18000	<u>Storm water utility</u>
-------	-------	-------	----------------------------

**Other (describe)**

debt service			
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20000	20000	20000	<u>Storm water utility</u>
-------	-------	-------	----------------------------

**Other (describe)**

mapping and GIS			
-----------------	--	--	--

5000	6000	5000	<u>Storm water utility</u>
------	------	------	----------------------------

Please provide a justification for a "0" entered in the Fiscal Analysis. *Limit response to 250 characters.*

funds are generated through issued permits

### Water Quality

**a:** Were there any known water quality improvements in the receiving waters to which the municipality's storm sewer system directly discharges to?

Yes  No  Unsure      If Yes, explain below:

**b:** Were there any known water quality degradation in the receiving waters to which the municipality's storm sewer system directly discharges to?

Yes  No  Unsure      If Yes, explain below:

**c:** Have any of the receiving waters that the municipality discharges to been added to the impaired waters list during the reporting year?

Yes  No  Unsure

**d:** Has the municipality evaluated their storm water practices to reduce the pollutants of concern?

Yes  No  Unsure

### Storm Water Quality Management

**a.** Has the municipality completed or updated modeling in the reporting year (relating to developed urban area performance standards of s. NR 151.13(2)(b)1., Wis. Adm. Code)?  Yes  No

**b.** If yes, enter percent reduction in the annual average mass discharging from the entire MS4 to surface waters of the state as compared to implementing no storm water management controls:

Total suspended solids (TSS)

Total phosphorus (TP)

### Additional Information

Based on the municipality's storm water program evaluation, describe any proposed changes to the municipality's storm water program. *If your response exceeds the 250 character limit, attach supplemental information on the attachments page.*

Do not close your work until you SAVE.

--	--	--	--	--	--	--

Form 3400-224 (R8/2021)

**Requests for Assistance on Understanding Permit Programs**

Would the municipality like the Department to contact them about providing more information on understanding any of the Municipal Separate Storm Sewer Permit programs?

Please select all that apply:

- Public Education and Outreach
- Public Involvement and Participation
- Illicit Discharge Detection and Elimination
- Construction Site Pollutant Control
- Post-Construction Storm Water Management
- Pollution Prevention
- Storm Water Quality Management
- Storm Sewer System Map
- Water Quality Concerns
- Compliance Schedule Items Due
- MS4 Program Evaluation

Do not close your work until you **SAVE**.

Form 3400-224(R8/2021)

## Required Attachments and Supplemental Information

Any other MS4 program information for inclusion in the Annual Report may be attached on here. Use the Add Additional Attachments to add multiple documents.

Upload Required Attachments (15 MB per file limit) - [Help reduce file size and trouble shoot file uploads](#)

\*Required Item

**Note:** To replace an existing file, use the 'Click here to attach file ' link or press the to delete an item.

### Attach - Other Supporting Documents

#### AR SWMap

 File Attachment

[Storm Sewer System Map.pdf](#)

#### AR EO

 File Attachment

[2025activitiesledger.xlsx](#)

#### AR WintRdMain

 File Attachment

[Winter maintenance salt summary full year 2025.pdf](#)

#### AR LeafYardMgmt

 File Attachment

[Leaf Collection Program Year 2025.docx](#)

#### AR LeafYardMgmt

 File Attachment

[Leaf Pickup Collection Route Summary 2025.pdf](#)

#### AR MuniSWPPP

 File Attachment

[522 1000 Hickory Street SWPPP Pewaukee Plan.pdf](#)

#### AR MuniFacInsp

 File Attachment

[522 1000 Hickory Street SWPPP Inspections.pdf](#)

#### AR Other

 File Attachment

[Street Sweepings 2025.pdf](#)

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

## Attach - Permit Compliance Documents

### IDDE Program

 File Attachment

[Outfall inspections.pdf](#)

### IDDE Program

 File Attachment

[20260202 Outfall Inspection Summary.xlsx](#)

### PCSSW Program

 File Attachment

[Pond Inventory 2-5-2026.pdf](#)

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

## Missing Information

**Draft and Share PDF Report with the permittee's governing body or delegated representatives.**

Press the button below to create a PDF. The PDF will be sent to the email address associated with the WAMS ID that is signed in. After the annual report has been reviewed by the governing body or delegated representative, return to the MS4 eReporting System to submit the final report to the DNR.

[Draft and Share PDF Report](#)

## Sign and Submit Your Application

### Steps to Complete the signature process

1. Read and Accept the Terms and Conditions
2. Press the Submit and Send to the DNR button

**NOTE:** For security purposes all email correspondence will be sent to the address you used when registering your WAMS ID. This may be a different email than that provided in the application. For information on your WAMS account click [HERE](#).

### Terms and Conditions

**Certification:** I hereby certify that I am an authorized representative of the municipality covered under Pewaukee, Village MS4 Permit for which this annual report or other compliance document is being submitted, and that the information contained in this submittal and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.

Signee (must check current role prior to accepting terms and conditions)

- Authorized municipal contact using WAMS ID.
- Delegation of Signature Authority ( Form 3400-220 ) for agent signing on the behalf of the authorized municipal contact.
- Agent seeking to share this item with authorized municipal contact (authorized municipal contact must get WAMS id and complete signature).

**Name:**

**Title:**

Authorized Signature.

- I accept the above terms and conditions.

After providing the final authorized signature, the system will send an email to the authorized party and any agents. This email will include a copy to the final read only version of this application.



To: Jeff Knutson, Village President  
Village Board

From: Jenna Peter  
Village Clerk

Date: February 26, 2026

Re: Agenda Item 7a, Amend dates for the Temporary "Class B" Wine & Class "B" Beer Alcohol Beverage License for the 2026 Kiwanis Beach Party.

---

#### **BACKGROUND**

The Village Board approved the Temporary Class "B" / "Class B" Alcohol Beverage License application submitted by the Kiwanis Club of Pewaukee for the Beach Party at its regular meeting on January 20, 2026. The event dates were inadvertently listed on the application as **June 20–21, 2026**. The correct event dates are **June 26–27, 2026**.

#### **ACTION REQUESTED**

To approve the Temporary Class "B" / "Class B" Alcohol Beverage License application submitted by the Kiwanis Club of Pewaukee for their annual Beach Party event, to be held on the corrected dates of **June 26–27, 2026**, at Pewaukee Lakefront Park on W. Wisconsin Avenue.

#### **ANALYSIS**

None.

Temporary Alcohol Beverage License

Municipality  
Village of Pewaukee  
**RECEIVED**  
FEB 19 2026

License(s) Requested	Fees	
	By	
<input checked="" type="checkbox"/> Temporary "Class B" Wine <input checked="" type="checkbox"/> Temporary Class "B" Beer	License Fees	\$
	Background Check	\$
	<b>Total Fees</b>	<b>\$</b>

**Part A: Organization Information**

1. Organization Name  
Kiwani Club of Pewaukee

2. Organization Permanent Address  
215 Park Avenue

3. City  
Pewaukee

4. State  
WI

5. Zip Code  
53072

6. Mailing Address (if different from permanent address)  
PO Box 131 Pewaukee Wi, 53072

7. FEIN  
[REDACTED]

8. Date of Organization/Incorporation  
10/01/19

9. State of Organization/Incorporation  
WI

10. Phone  
(414) 243-3974

11. Email  
kdseflow@gmail.com

12. Organization type (check one)  
 Bona Fide Club       Church       Fair Association/Agricultural Society       Veteran's Organization  
 Lodge/Society       Chamber of Commerce or similar Civic or Trade Organization under ch. 181, Wis. Stats.

13. Is this organization required to hold a Wisconsin Seller's permit? .....  Yes     No

14. Wisconsin Seller's Permit Number (if applicable)

**Part B: Individual Information**

List the name, title, and phone number for all officers, directors, and agent of the organization. Include an Individual Questionnaire (Form AB-100) for each person listed below. Attach additional sheets if necessary.  
Corporations must also include Alcohol Beverage Appointment of Agent (Form AB-101).

Last Name	First Name	Title	Phone
Seflow	Kent	President	(414) 243-3974
Ebert	Gary	President Elect	(414) 745-8315
Wittmann	Linda	Secretary	(414) 507-5341
Myhre	Robert	Treasurer	(414) 687-0105
Krasovich	Eric	Board Member	(414) 841-5253

Continued →

**Part C: Event Information**

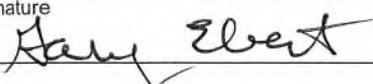
1. Name of Event (if applicable) Pewaukee Kiwanis Beach Party Presented By North Shore Bank			
2. Dates of Operation June 26-27, 2026		3. Hours of Operation 11:00 am-11:00 pm	
4. Premises Address 222 W. Wisconsin ave			
5. City Pewaukee		6. State WI	7. Zip Code 53072
8. County Waukesha	9. Governing Municipality <input type="checkbox"/> City <input type="checkbox"/> Town <input checked="" type="checkbox"/> Village of: <u>Pewaukee</u>		10. Aldermanic District
11. Organizer of Event (if not the named applicant)		12. Email and/or Phone Number for Organizer of Event	
13. Organizer Website		14. Event Website	
15. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages and records are sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. On the Wisconsin Avenue road along Lake Front Park			

**Part D: Attestation**

Who must sign this application?

- one officer or director of the nonprofit organization

**READ CAREFULLY BEFORE SIGNING:** Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant organization and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate according to the law, including but not limited to, purchasing alcohol beverages from Wisconsin-permitted wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Ebert		First Name Gary		M.I.
Title President Elect		Email garyebert675@gmail.com	Phone (414) 745-8315	
Signature 			Date 02/18/26	

**Part E: For Clerk Use Only**

Date Application Was Filed With Clerk 02/19/2026	License Number MO
Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk	



To: Jeff Knutson, President  
Trustees of the Village Board

From: Matt Heiser  
Village Administrator

Date: February 26, 2026

Re: March 3, 2026, Meeting Agenda Item 8(a)  
Review, discussion and possible action on proposed Extension of Term of  
Intergovernmental Cooperation Agreement between the Village of Pewaukee, Cit of  
Pewaukee and the Town of Delafield Regarding The Pewaukee Lake Water Safety Patrol  
Unit.

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### **BACKGROUND**

The Village has been engaged in an agreement with the City of Pewaukee and the Town of Delafield for Lake Patrol since 2016.

The original agreement was for five years and was extended for five years in 2021.

### **ACTION REQUESTED**

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

### **ANALYSIS**

The Village Attorney composed this extension.

The terms are unchanged. Historically the Committee met sporadically and rotated locations with the host municipality taking minutes. The Committee recently decided it will meet in the Village at regularly scheduled dates with the goal of being more transparent to the public. The Village will explore augmenting fiscal agent fees to the partners to offset the administrative cost of this decision.

The current agreement expires at the end of March, 2026.

Attachments:

1. Proposed extension.

**EXTENSION OF TERM OF  
INTERGOVERNMENTAL COOPERATION AGREEMENT  
BETWEEN THE VILLAGE OF PEWAUKEE, CITY OF PEWAUKEE  
AND THE TOWN OF DELAFIELD REGARDING THE  
PEWAUKEE LAKE WATER SAFETY PATROL UNIT**

This Extension Agreement is made and entered into the 3<sup>rd</sup> day of March, 2026, by and between the Village of Pewaukee, Wisconsin, a municipal corporation (hereinafter referred to as the “Village”), the City of Pewaukee, Wisconsin, a municipal corporation (hereinafter referred to as the “City”) and the Town of Delafield, Wisconsin, a municipal corporation (hereinafter referred to as the “Town”), as riparian jurisdictions on Pewaukee Lake.

**WHEREAS**, the Village, City and Town entered into a Intergovernmental Cooperation Agreement regarding the Pewaukee Lake Water Safety Patrol commencing on April 1, 2016, (hereinafter referred to as the “Agreement”); and

**WHEREAS**, the Village, City, and Town entered into an Extension of the Agreement commencing on April 1, 2021; and

**WHEREAS**, the Agreement as extended is scheduled to terminate on March 31, 2026; and

**WHEREAS**, the Village, City and Town are desirous of again extending the term of the current Agreement.

**NOW, THEREFORE**, in consideration of the mutual promises contained herein and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the parties do hereby covenant and agree as follows:

Paragraph F of the Agreement is hereby amended to provide that the Term of the Agreement shall hereby be extended, commencing April 1, 2026, and continuing until March 31, 2031, unless otherwise terminated prior to that date, pursuant to the terms of the Agreement.

This Extension Agreement may be executed in identical counterparts.

All other terms and conditions of the Agreement shall remain in full force and effect. This Extension Agreement shall be effective as of the date first above written.

[SIGNATURE PAGE OF EXTENSION AGREEMENT TO FOLLOW]

\*\*\*\*\*

**APPROVAL OF EXTENSION AGREEMENT**

**Village of Pewaukee**

Approved by the Village Board of the Village of Pewaukee on the 3<sup>rd</sup> day of March, 2026.

**VILLAGE OF PEWAUKEE**

By: \_\_\_\_\_  
Jeffrey Knutson, President

ATTEST:

By: \_\_\_\_\_  
Jenna Peter, Clerk

**City of Pewaukee**

Approved by the City Council of the City of Pewaukee on the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

**CITY OF PEWAUKEE**

By: \_\_\_\_\_  
Steve Bierce, Mayor

ATTEST:

By: \_\_\_\_\_  
Kelly Tarczewski, Clerk/Treasurer

**Town of Delafield**

Approved by the Town Board of the Town of Delafield on the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

**TOWN OF DELAFIELD**

By: \_\_\_\_\_  
Edward Kranick, Chairman of the Board

ATTEST:

By: \_\_\_\_\_  
Michelle Luedtke, Clerk/Treasurer



To: Jeff Knutson, President  
Trustees of the Village Board

From: Matt Heiser  
Village Administrator

Date: February 27, 2026

Re: March 3, 2026, Meeting Agenda Item 8(b)  
Review, discussion and possible action on appointment of the Village Clerk effective  
June 1, 2026. OPEN SESSION

---

### **BACKGROUND**

The current Village Clerk, Jenna Peter, will be resigning her role later this year. Her spouse is a member of the US Coast Guard who has been reassigned.

### **ACTION REQUESTED**

The action requested of the Village Board is to appoint Mackenzie Quigley the Village Clerk effective June 1, 2026.

### **ANALYSIS**

This was foreseen when Jenna Peter was appointed as the Village Clerk. The current Deputy Clerk, Mackenzie Quigley, was hired in July, 2024 with this transition in mind. Her training was in preparation for this appointment.

Municipal Code specifies that the Village Board appoints the Village Clerk.

This appointment will allow staff to back-fill the Deputy Clerk position in anticipation of the transition.

Jenna Peter served the Village well and her presence in the office will be missed.

Attachments – None. Performance information will be shared with the Board in closed session.