



**Regular Village Board Meeting Agenda**  
**Tuesday, January 20, 2026**  
**6:00 p.m.**

Village Hall, 235 Hickory Street, Pewaukee, WI 53072

**To view the meeting live:**

<https://www.youtube.com/live/Pf2r08Y2uHA?si=yFWI7r2dEedLbBtb>

1. Call to Order, Pledge of Allegiance, Moment of Silence and Roll Call.
2. Public Hearings/Presentations –
  - a. Public Hearing regarding a Comprehensive Plan Land Use amendment request of Pewaukee School District to amend the existing land use designation from Single Family Residential to Institutional for a parcel located north of the intersection of Lake Street and School Street / PWV 0899235002.
  - b. Public Hearing regarding a zone change request of Pewaukee School District to rezone from the existing split zoning of R-5 Single Family Residential and IPS Institutional and Public Service District to IPS Institutional and Public Service District for a parcel located north of the intersection of Lake Street and School Street / PWV 0899235002.
3. Approval of Minutes of Previous Meeting.
  - a. Minutes from the December 16, 2025, 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 – None.
6. Resolutions:
  - a. Review, discussion and possible action on Resolution 2026-01; A Resolution to Support the Knowles-Nelson Stewardship Program by the Village of Pewaukee.
7. Old Business – None.
8. New Business
  - a. Review, Discussion, and Possible Action on a recommendation from the Plan Commission regarding a Comprehensive Plan Land Use amendment request of Pewaukee School District to amend the existing land use designation from Single Family Residential to Institutional for a parcel located north of the intersection of Lake Street and School Street / PWV 0899235002.
  - b. Review, Discussion, and Possible Action on a recommendation from the Plan Commission regarding a zone change request of Pewaukee School District to rezone from the existing split zoning of R-5 Single Family Residential and IPS Institutional and Public Service District to IPS Institutional and Public Service District for a parcel located north of the intersection of Lake Street and School Street / PWV 0899235002.
  - c. Review, discussion and possible action on a report by Strand and Associates on the results of an NR854 Water Supply Study.
  - d. Review, discussion and possible action on the 2026-2030 Parks and Open Spaces Plan.
  - e. Review, discussion and possible action regarding Change Order #1 from Payne and Dolan for the 2025 Street Utility Project.
  - f. Review, discussion and possible action on a proposal for funds for the 150<sup>th</sup> anniversary of the Village.
  - g. Review, discussion and possible action on the proposed extension of the contract with Baker Tilly as the Village auditor.
  - h. Review, discussion and possible action to confirm Committee Appointments by the Village President
    - a. Historic Preservation Commission – Benjamin Zombor
  - i. Review, discussion and possible action on Special Event Permit Application for the 2026 Kiwanis Beach Party.
  - j. Review, discussion and possible action on Temporary Class “B” Wine and Class “B” Beer Alcohol Beverage License for the 2026 Kiwanis Beach Party.

- k. Review, discussion and possible action on a retainer agreement with the law firm Wirth + Baynard regarding representation in the case of WMC vs Village of Pewaukee Waukesha County Case No. 22CV515.
- l. Review, discussion and possible action for monthly approval of checks and invoices for all funds from December, 2025.
- m. Review, discussion, and possible action on a Notice of Claim filed by Kirkland Crossings dated May 28, 2025.
- n. Review, discussion and possible action on the 2026 goals of the Village Administrator.
- o. The Village Board of the Village of Pewaukee will enter into closed session pursuant to Wis. Statute Section 19.85(1)(g) for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, specifically regarding a Notice of Claim filed by Kirkland Crossings dated May 28, 2025, and pursuant to Wis. Statute Section 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically regarding the Village Administrator. 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 January 16, 2026

**VILLAGE OF PEWAUKEE  
REGULAR VILLAGE BOARD MINUTES  
DECEMBER 16, 2025**

<https://www.youtube.com/watch?v=vn8ghNUIKIs>

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

President Knutson called the meeting to order at approximately 6:00 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 Kelli Belt, Trustee Rachel Pader, Trustee Kristen Kreuser, Trustee Jim Grabowski; and President Jeff Knutson.

Also Present: Village Attorney, Matt Gralinski; Village Administrator, Matt Heiser; Village Clerk, Jenna Peter.

**2. Public Hearings/Presentations**

- a. **Public Hearing on Resolution 2025-18 to Establish the Polling Place for All Wards for Elections Commencing in 2026.**

No Comments.

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

- a. **Minutes of the Regular Village Board Meeting – December 2, 2025**

Trustee Pader moved, seconded by Trustee Grabowski to approve the December 2, 2025, minutes of the Regular Village Board meeting as presented.

Motion carried 7-0.

**4. Citizen Comments – None.**

**5. Ordinances –**

- a. **Review, discussion and possible action on Ordinance 2025-19, An Ordinance Amending and Creating Salary Ranges for Village Employees.**

Trustee Grabowski moved, seconded by Trustee Rohde to approve Ordinance 2025-19 as presented.

Motion carried 7-0.

**6. Resolutions –**

- a. **Review, discussion, and possible action on Resolution 2025-18 to Establish the Polling Place for All Wards for Elections Commencing in 2026.**

Trustee Stauff moved, seconded by Trustee Pader to approve Resolution 2025-18 as presented.

Motion carried 7-0.

**7. Old Business – None.**

**8. New Business**

- a. **Review, Discussion, and Possible Action on the Appointment of Election Inspectors for the 2026-2027 Election Cycle.**

Trustee Grabowski moved, seconded by Trustee Rohde to approve the appointment of the Election Inspectors for the 2026-2027 Election Cycle.

**Motion carried 7-0.**

**b. Review, Discussion, and Possible Action on New Class “B” Beer License – Sal’s Pizza Restaurant Inc. DBA: Taqueria Don Chava located at 220A Oakton Ave.**

Trustee Grabowski asked that the applicant be informed that a Class “C” win license is also available to them.

Clerk Peter responded that the applicant has been advised of that.

**Trustee Grabowski moved, seconded by Trustee Pader to approve Class “B” Beer License with the Clerk’s conditions that all fees are to be paid before the issuance of the license.**

**Motion carried 7-0.**

**c. Review, discussion and possible action on a Joint Powers Agreement with Waukesha County regarding the use of a 911 System.**

**Trustee Kreuser moved, seconded by Trustee Rohde to approve the Joint Powers Agreement with Waukesha County for the use of a 911 System.**

**Motion carried 7-0.**

**d. Review, discussion and possible action on an agreement with Siepmann Development Company and Joe Grasc Development, LLC to reimburse for a portion of fees for a planning study on W. Wisconsin Avenue/Lakefront Park.**

Trustee Rhode referenced a League of Wisconsin Municipalities article and stated that the proposal represents an opportunity to begin development of downtown as a social gathering space and to support community engagement.

Trustee Stauff asked whether the proposal was conceptual in nature.

Grabowski described the proposal as a kick starter discussion aimed at creating a cohesive lakefront downtown. He noted a prior UW capstone project re-envisioned the downtown, but its scope was not financially feasible.

Rohde stated that interested parties are looking to support the effort, noting that successful businesses strengthen the Village’s tax base.

**Trustee Grabowski moved to approve an agreement with Siepmann Development Company and Joe Grasc Development, LLC to reimburse a portion of planning study fees for W. Wisconsin Avenue/Lakefront Park**

**Trustee Grabowski amended the motion to include “not-to-exceed amount of \$11,000.” Seconded by Trustee Rohde.**

Administrator Heiser added that the Parks & Recreation Director Phalin supports the concept but expressed caution regarding funding, noting it is an unbudgeted expense.

Rohde noted opportunities to improve the lakefront, riverwalk, and accessibility from Koepp Park.

Trustee Kreuser advised during development discussions, it would be her preference to avoid stating definitively that the street could not be closed. She emphasized the importance of not proceeding in a manner that would permanently alter the Village’s trajectory without first fully considering all available options, including potential street closure in the future.

**Motion carried 7-0.**

**e. Review, discussion and possible action for monthly approval of checks and invoices for all funds from November, 2025.**

**Trustee Rohde moved, seconded by Trustee Stauff to approve all funds except for the Library for November 2025.**

**Motion carried 7-0.**



Trustee Kreuser moved, seconded by Trustee Pader to acknowledge the Library funds for November 2025.

Motion carried 7-0.

**f. Review, discussion, and possible action on Waukesha County Case 2024-CV-1584, WMC et. al v. Village of Pewaukee et. al.**

Gralinski explained that the item was placed on the agenda in anticipation of a decision; however, the judge has not yet issued a ruling. No closed session discussion was necessary at this time, though the Board may consider entering closed session to discuss the other items slated for closed session.

**No action taken.**

**g. Review, discussion and possible action on the annual performance evaluation of the Village Administrator.**

Rohde stated that all Trustees have provided their input with him and that further discussion regarding compensation will occur in closed session.

**h. 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 Village Administrator. 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.**

Trustee Rohde moved, seconded by Trustee Pader to move into closed session at 6:25 p.m.

Motion carried 7-0.

Trustee Pader moved, seconded by Trustee Rohde to move into open session at 7:26 p.m.

Trustee Stauff moved, seconded by Trustee Grabowski to approve the compensation discussed in closed session for the Village Administrator.

**9. Citizen Comments – None.**

**10. Adjournment**

Trustee Kreuser moved, seconded by Trustee Pader to adjourn the December 2, 2025, Regular Village Board meeting at approximately 7:27 p.m.

Motion carried 7-0.

Respectfully Submitted,

Jenna Peter  
Village Clerk



To: Village Board

From: Nick Phalin  
Director of Parks & Recreation

Date: January 14, 2026

Re: Agenda Item 6(a), Review, discussion and possible action to approve Resolution 2026-01; A Resolution to Support the Knowles-Nelson Stewardship Program by the Village of Pewaukee.

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#### **BACKGROUND**

The included resolution discusses support of the Knowles-Nelson Stewardship Program for WDNR grants. The Village of Pewaukee has been the recipient of multiple grant applications for projects enhancing the lives of residents.

#### **ACTION REQUESTED**

To approve as proposed.

#### **ANALYSIS**

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**RESOLUTION NO. 2026-01****A RESOLUTION TO SUPPORT THE KNOWLES-NELSON STEWARDSHIP PROGRAM  
BY THE VILLAGE OF PEWAUKEE**

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**WHEREAS**, for more than 30 years, the Knowles-Nelson Stewardship Program has protected Wisconsin's land, wildlife, and outdoor recreation assets, benefiting communities in all 72 counties; and

**WHEREAS**, the program, named after Governors Warren Knowles and Gaylor Nelson, reflects Wisconsin's bipartisan tradition of caring for natural resources, expanding public access, and strengthening outdoor recreation, and

**WHEREAS**, Knowles-Nelson matching funds have enabled thousands of conservation projects statewide, including shoreline restoration, trail development, park improvements, habitat protection, and expanded recreation opportunities; and

**WHEREAS**, the Village of Pewaukee has a history of using Stewardship funds responsibly to improve park facilities and amenities that contribute to community health, quality of life and economic vitality; and

**WHEREAS**, the Knowles-Nelson Stewardship Program is currently authorized only through June 2026, making renewal in the upcoming state budget essential to avoid disruption to conservation efforts statewide;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of the Village of Pewaukee strongly supports reauthorizing the Knowles-Nelson Stewardship Program and restoring funding necessary to meet Wisconsin's long-term conservation and outdoor recreation needs; and

**BE IT FURTHER RESOLVED** that the Village of Pewaukee supports the establishment of a bipartisan oversight committee to ensure efficient project review and timely access to Stewardship funds; and

**BE IT FURTHER RESOLVED** that the Village reaffirms its commitment to using Stewardship funds responsibly and transparently to protect natural resources and expand recreational opportunities for future generations; and

**BE IT FINALLY RESOLVED** that the Village Clerk is directed to forward a copy of this resolution to the Governor of Wisconsin, the Wisconsin Department of Natural Resources and the state legislators representing the Village of Pewaukee.

Adopted this 20<sup>th</sup> day of January, 2026.

APPROVED:

Countersigned:

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Jeff Knutson, Village of Pewaukee President

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Jenna Peter, Village Clerk



To: Jeff Knutson, President  
Trustees of the Village Board

From: Matt Heiser  
Village Administrator

Date: January 7, 2026

Re: January 20, 2026 Meeting Agenda Item 8(a)  
Review, Discussion, and Possible Action on a recommendation from the Plan Commission regarding a Comprehensive Plan Land Use amendment request of Pewaukee School District to amend the existing land use designation from Single Family Residential to Institutional for a parcel located north of the intersection of Lake Street and School Street / PWV 0899235002.

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## **BACKGROUND**

There is a parcel on the campus of the Pewaukee Public School District that has split zoning. Part of it is zoned as IPS (Institutional and Public Services - which matches the rest of the District) and part of it is zoned as R5 (Residential - facing the neighboring homes). The existing land use designation in the Village's Comprehensive Plan is also split between Institutional and Single Family Residential. The Pewaukee School District submitted a petition to amend the existing, remaining Single Family Residential land use designation to Institutional, making the designation for the entire parcel Institutional.

This parcel is located near the District office; north of the intersection of Lake Street and School Street. There are photos in the attached materials from the Plan Commission meeting.

The Village Planner would advise the Village to have only one zoning designation to any parcel. Furthermore, the zoning designation of the parcel must match the envisioned future use for that parcel in the Comprehensive Plan Land Use for the Village per Wis. Stat. Section 66.1001(3). Thus, if the zoning for this parcel is to be updated, the Comprehensive Plan Land Use would need to be amended first which is why this matter is before the Board.

The District would also like to improve the parcel further. In order to accomplish this the parcel would need to be rezoned; which is item 8(b) on today's agenda. The rezone could only be approved if it is consistent with the Comprehensive Plan Land Use.

The Plan Commission considered the petition from the Pewaukee School District to amend the Comprehensive Plan at its December 11, 2025 meeting and, by motion duly seconded and approved 6-0, recommended to the Village Board the DENIAL of the Comprehensive Plan Land Use amendment request submitted by the Pewaukee School District.

### **ACTION REQUESTED**

The process to confirm a recommendation from the Plan Commission for a proposed change to the comprehensive plan is defined in Village code Section 40.148. The options available to the Board are:

1. A motion to confirm the recommendation of the Plan Commission, which would deny the proposed amendment; or
2. A motion to reject the recommendation of the Plan Commission and refer the proposed amendment back to the Plan Commission. Any motion to reject the Plan Commission's recommendation should provide the Plan Commission the Board's areas of disagreement with the Plan Commission's recommendation, per Village Code.

If the Board does reject the recommendation of the Plan Commission, Village Code requires the matter be referred back to Plan Commission thus there is no discretion on this point. In the event the matter is referred back to Plan Commission, the Plan Commission retains the option, but is not required to, revise and resubmit the proposal to the Village Board within 60 days. If the Plan Commission does not accomplish such resubmittal, the proposal is considered complete and any future consideration must be resubmitted as a new submittal.

### **ANALYSIS**

These dual zoning districts were assigned to the parcel with the approval of a certified survey map by the Village in 2018. The District proposed a rezone of the parcel previously that the Village did not approve.

This latest proposal went before the Plan Commission on December 11, 2025. There was opposition expressed by residential neighbors at the meeting and the Plan Commission recommended denial. Residential concern is that if the Comprehensive Plan Land Use is amended, it would allow the School District to rezone the parcel and lead to additional development of the parcel.

Any update of the Comprehensive Plan requires a public hearing at the Village Board level.

Zoning professionals would advise for any parcel to have one land use and thus be assigned to only one zoning district. If the Board wishes to change current conditions they should consider what land use that parcel should have to determine the corresponding zoning.

Attachments:

1. Plan Commission packet materials including aerial photos of the parcel.
2. Minutes from the December 11, 2025 Plan Commission.

TO: Village of Pewaukee Plan Commission  
CC: Matt Heiser – Village Administrator, Jenna Peter - Clerk  
FROM: Mark Lyons, Planning Consultant  
RPT DATE: December 4, 2025  
MTG DATE: December 11, 2025  
RE: 5a – Comprehensive Plan Land Use amendment request by Pewaukee School District

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**BACKGROUND:**

1. Petitioner: Pewaukee School District
2. Property Owner: Pewaukee School District
3. Location/Address: north of the intersection of Lake Street and School Street (0899235002)
4. Tax Key Number: PWV 0899235002
5. Area: ~0.598 AC
6. Existing Zoning: Split zoned, R-5 Single Family Residential and IPS Institutional and Public Service District
7. Proposed Zoning: N/A
8. Future Land Use: Single Family Residential & Institutional
9. Proposed Future Land Use: Institutional

**OVERVIEW:**

The Petitioners are requesting approval to change the current Future Land Use designation for the subject parcel from the existing split designation of Single Family Residential & Institutional to only Institutional. Item 5b of the December 11, 2025 Plan Commission agenda also seeks to rezone the subject parcel from split zoning to a single district. In order for that request to proceed the applicant is seeking to amend the Future Land Use designation to be consistent with long term potential use for the School District owned property.

**SUBMITTAL:**

The enclosed submittal includes the application and GIS map.

**PLANNER COMMENTS:**

The existing parcel was created via CSM #11800 in 2018. The subject property consists of a Pewaukee School District parking lot on the south end and vacant land on northern approximately two thirds of the site.



The Villages Future Land map was adopted in 2021 and included a split designation for the subject property. The southern portion which contains a parking lot and is designated as Institutional. The northern portion of the site is vacant and carries a land use designation of Single Family Residential. The applicant is requesting to bring the site under a single land use designation of Institutional.



The applicant indicated a long-term plan for potentially for developing additional parking on the site, but that is not the item before Plan Commission today. This item is simply to evaluate what the future land use designation of the subject property should be. It is typically best practice to avoid split designation on properties whenever possible. One consistent designation simplifies interpretation and enforcement of the Villages comprehensive plan when it comes to the subject parcel. Given the owner of the parcel is the Pewaukee School District, it makes sense for the long-term land use designation to be consistent with type of land uses associated with the owner and match the current designation of the southern portion of the site. Specifics to future development of the are best addressed during Site Plan review and approval processes



**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 to the Village Board Approval of the Comprehensive Plan Land Use Designation amendment request by Pewaukee School District for the property located at **north of the intersection of Lake Street and School Street (0899235002)**.

**EXHIBIT:**

- A. GIS Property Location Map
- B. Petitioner Application



# Pewaukee School District



SEWRPC, Waukesha County Land Information Office

0 50 100  
ft  
Scale: 1 in. = 172 ft.  
1 : 2075

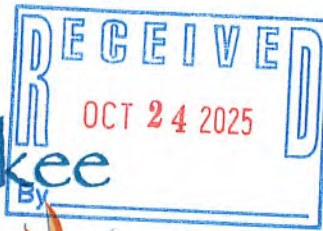


DISCLAIMER: The Village of Pewaukee does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.

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

Notes





# PETITION FOR REZONING APPLICATION

Application is due approximately 4 weeks prior to the  
meeting date

235 Hickory St - Pewaukee WI 53072—villagehall@villageofpewaukee.gov—262-691-5660

## PROPERTY INFORMATION

Pewaukee School District hereby petitions the Village of Pewaukee for a change in zoning of the  
following property:

Address/Parcel no. of property involved: PWV: 0899235002

Please include an exact legal description of the property with your submittal. In the case of a request that involves only a portion  
of parcel(s), be sure to include a legal description that denotes exactly which portion of the affected parcel(s) is to be considered  
for rezoning.

Present Use/Zoning of Property: R-5 Single-Family Residential (0.24 Acre Minimum) / IPS

Proposed Use/Zoning of Property: IPS Institutional and Public Service

## PROPERTY / PROPERTY OWNER INFORMATION

Property Address: 404 Lake Street Tax Key: PWV 0899235002

Zoning of Property: R-5 S-F Residential / IPS Property Owner Name: Pewaukee School District

Property Owner Email: gahajoh@pewaukeeschools.org Property Owner Phone #: 262 695-5038

## APPLICANT INFORMATION (IF DIFFERENT THAN OWNER)

Applicant Name: Applicant Phone #:

Applicant Address:

Applicant Email:

## SIGNATURES

**Application will not be processed without a completed Professional Services Agreement.**

This signature authorizes the Village of Pewaukee to process the Rezoning Petition for my property and further authorizes the  
Village or its representatives to conduct reasonable and routine inspections of my property for the purposes of evaluating this  
Petition. I acknowledge that to proceed with my application a Professional Services Reimbursement agreement is required.

Signature of Property Owner: Date: 10-24-25

Signature of Applicant: Date: 10-24-25

## DIRECTIONS

**Please include the following required items with this application:**

1. One paper copy of the submittal, including plans/drawings/applicable attachments in a size 11x17 page size or less.  
Also provide one full scale copy if larger than 11x17.
2. One digital copy of the submittal, including plans/drawings/applicable attachments. (USB/Email) ☐
3. Completed Professional Services Reimbursement Form. ☒

**For Office Use Only**

Staff Initials: \_\_\_\_\_

Date/Time Received \_\_\_\_\_



## PROFESSIONAL SERVICES REIMBURSEMENT AGREEMENT

235 Hickory St, Pewaukee WI 53072—villagehall@villageofpewaukee.wi.gov—262-691-5660

### PROPERTY INFORMATION

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Property Address: 404 Lake Street Tax Key: PWV 0899235002  
 Property Owner's Name: Pewaukee School District Phone Number: 262 695-5038

### RESPONSIBLE PARTY INFORMATION - All invoices will be mailed to this address.

☐

Business Name: Pewaukee School District FEIN: 39-6003870  
 Person Responsible for Payment / Business Contact Name: John Gahan  
 Mailing Address: 404 Lake Street, Pewaukee, WI 53072  
 Responsible Party / Contact Phone Number: 262 695-5038  
 Responsible Party / Contact Email Address: gahajoh@pewaukeeschools.org

### AGREEMENT / SIGNATURES - Property Owner signature is required.

☐

Pursuant to the Village of Pewaukee [Code of Ordinances Sec 40.116\(b\)](#), the Village Board has determined that whenever the services of the Village Attorney, Village Engineer, Village Planner, or any other of the Village's professional staff or other expert consultants are retained by the Village in order to complete a proper project review results in a charge to the Village for that professional's time and services and such service is not a service supplied to the Village as a whole, the Village Treasurer shall charge those service fees incurred by the Village to the applicant/property owner. Also, be advised that pursuant to the Village of Pewaukee Code of Ordinances, certain other fees, costs, and charges are the responsibility of the property owner or responsible party.

By signing this form, I, the undersigned, have been advised that pursuant to the Village of Pewaukee Code of Ordinances, if the Village Attorney, Village Engineer, Village Planner, or any other Village professional staff or other expert consultants retained by the Village in order to complete a proper project review provides services to the Village because of my activities, whether at my request or at the request of the Village, I shall be responsible for the fees incurred. In addition, I have been advised that pursuant to the Village of Pewaukee Code of Ordinances, certain other fees, costs, and charges are my responsibility.

**The Village will place fees from unpaid invoices on the real estate tax bill of the property that corresponds to the incurred services.**

Property Owner Signature: [Signature] Printed Name: John Gahan Date: 10-24-25

Applicant Signature: [Signature] Printed Name: \_\_\_\_\_ Date: 10-24-25

For Office Use Only

Staff Initials: \_\_\_\_\_

Date Received: \_\_\_\_\_



**PLAN COMMISSION AGENDA**  
**December 11, 2025 – 6:00 pm**  
**Village Hall**  
**235 Hickory Street, Pewaukee, WI 53072**

To view the meeting: <https://www.youtube.com/watch?v=IAIHuf6nGyg>

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

President Knutson called the meeting to order at approximately 6:02 p.m.

Plan Commission members present: Comm. Theresa Hoff; Comm. Brian Belt; Comm. Katie Jelacic; Comm. Sam Liebert; Trustee Bob Rohde; and President Jeff Knutson.

Excused: Comm. Mark Grabowski.

Also present: Village Attorney, Matt Gralinski; Village Planner, Mark Lyons; Village Administrator, Matt Heiser; and Deputy Clerk, Mackenzie Quigley.

**2. Citizen Comments –**

The following residents expressed their concerns and shared their research regarding the Pewaukee School District's parking lot proposal located north of the intersection of Lake Street and School Street / PWV 0899235002: **Danny Deppe @ 326 Lake St; Linda Hiller Deppe @ 326 Lake St; Joseph Herbst @ 317 Lake St; Mary Mullen @ 316 Lake St; Jennifer Heinemann @ 224 Lake St; Robert Kirsten @ 213 Lake St; and Michael Glenn @ 128 Lookout Dr.**

**These concerns include, but are not limited to:**

- Student traffic is already an issue in this area
- Existing parking lot spaces are currently going unused
- School staff do not always park where they are directed
- Lack of school bus and crosswalk safety
- Keeping green space between the school and residential properties
- Light pollution

**3. Approval of the Minutes -**

**a. Plan Commission Meeting – November 13, 2025**

Comm. Jelacic motioned/seconded by Comm. Hoff to approve the November 13, 2025, Regular Plan Commission meeting minutes as presented.

Motion carried 6-0.

**4. Old Business -**

**a. None**

**5. New Business -**

- a. **Review, discussion, and possible recommendation on a Comprehensive Plan Land Use amendment request of Pewaukee School District, to amend the existing land use designation from Single Family Residential to Institutional. This request is located north of the intersection of Lake Street and School Street / PWV 0899235002. This 0.598-acre parcel is split zoned, R-5 Single Family Residential and IPS Institutional and Public Service District. The property owner and applicant is the Pewaukee School District.**

Lyons provided an overview of the request, stating that this is only looking at the zoning of the property – not the parking lot.

Discussion between Village Staff and the Commission followed.

**John Gahan, Assistant Super Intendent/CFO @ Pewaukee School District** addressed questions from the Commission regarding location and purpose.

Discussion was held amongst the Commission. The commissioners voiced their concerns and shared changes they would like to see prior to the parking lot consideration.

**Village Planner Recommendations:**

The Village of Pewaukee Plan Commission recommends to the Village Board Approval of the Comprehensive Plan Land Use Designation amendment request by Pewaukee School District for the property located at north of the intersection of Lake Street and School Street (0899235002).

**Comm. Liebert motioned/seconded by Comm. Hoff to recommend to the Village Board the DENIAL of the Comprehensive Plan Land Use amendment request submitted by Pewaukee School District, to amend the existing land use designation from Single Family Residential to Institutional with a 0.598-acre parcel located north of the intersection of Lake Street and School Street at PWV 0899235002.**

**Motion carried 6-0.**

- b. **Review, discussion, and possible recommendation on a zone change request of Pewaukee School District, to rezone from the existing split zoning of R-5 Single Family Residential and IPS Institutional and Public Service District to IPS Institutional and Public Service District. This request is located north of the intersection of Lake Street and School Street / PWV 0899235002. This 0.598-acre parcel is split zoned, R-5 Single Family Residential and IPS Institutional and Public Service District. The property owner and applicant is the Pewaukee School District.**

Lyons provided a brief overview, noting that the zoning should be consistent with the master land use plan.

**Village Planner Recommendations:**

The Village of Pewaukee Plan Commission recommends to the Village Board **Approval** of the rezoning request by Pewaukee School District for the property located at north of the intersection of Lake Street and School Street (0899235002) from R-5 Single Family Residential and IPS Institutional and Public Service District to IPS Institutional and Public Service District.

**Comm. Liebert motioned/seconded by Comm. Hoff to recommend to the Village Board the denial of the zone change request submitted by the Pewaukee School District to rezone the 0.598-acre parcel located north of the intersection of Lake Street and School Street / PWV 0899235002 from its existing split zoning of R-5 Single Family Residential and IPS Institutional and Public Service District to exclusively IPS Institutional and Public Service District.**

**Motion carried 6-0.**

- c. Review, discussion and possible action on a certified survey map proposed to consolidate and reconfigure the existing 2 contiguous lots 497 Park Avenue into 1 lot. The applicant/property owner is MCE LLC. The property is currently zoned IPS, Institutional and Public Service District and R-5 Residential Detached District with a Lakefront Overlay.**

Lyons provided an overview of the CSM request and shared that a comment from the Survey Team is to be added - **Item F: Remove Village Board signature line**, as a CSM of this nature can be approved by the Plan Commission and does not need to go to the Village Board.

CLARIFICATION – This property is not zoned IPS Institutional and Public Service District. Both lots are zoned R-5 Residential with a Lakefront Overlay.

**Village Planner Recommendations:**

The Village of Pewaukee Plan Commission Approves the Certified Survey Map Request for a lot combination for the property located at 497 Park Avenue, subject to the following conditions:

1. Any conditions made by the Plan Commission at their meeting of December 11, 2025.
2. That all engineering comments are satisfied for the Certified Survey Map prior to Village signature and recording.

**Comm. Liebert motioned/seconded by Comm. Hoff to approve the Certified Survey Map (CSM) Request for a lot combination for the property located at 497 Park Avenue, subject to the conditions listed in the Staff Reports, in addition to comment F (stated above) being added.**

**Motion carried 6-0.**

**6. Citizen Comments -**

Lake Street residents thanked the Commission for their consideration and **Joseph Herbst @ 317 Lake Street** shared an additional concern regarding safety. Herbst stated that emergency vehicles are unable to get through the area during school dismissal hours, and he does not believe an additional parking lot (at PWV 0899235002) would resolve the issue.

**7. Adjournment -**

**Comm. Liebert motioned/seconded by Comm. Hoff to adjourn the December 11, 2025, Regular Plan Commission meeting at approximately 6:53 p.m.**

**Motion carried 6-0.**

Respectfully submitted,

Mackenzie Quigley  
Deputy Clerk





To: Jeff Knutson, President  
Trustees of the Village Board

From: Matt Heiser  
Village Administrator

Date: January 9, 2026

Re: January 20, 2026 Meeting Agenda Item 8(b)  
Review, Discussion, and Possible Action on a recommendation from the Plan Commission regarding a zone change request of Pewaukee School District to rezone from the existing split zoning of R-5 Single Family Residential and IPS Institutional and Public Service District to IPS Institutional and Public Service District for a parcel located north of the intersection of Lake Street and School Street / PWV 0899235002.

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### **BACKGROUND**

There is a parcel on the campus of the Pewaukee Public School District that has split zoning. Part of it is zoned as IPS (Institutional and Public Services - which matches the rest of the District) and part of it is zoned as R5 (Residential - facing the neighboring homes). The existing land use designation in the Village's Comprehensive Plan is also split between Institutional and Single Family Residential. The Pewaukee School District submitted a petition to rezone the existing, remaining R-5 zoning on the parcel to IPS, making the zoning for the entire parcel IPS.

This parcel is located near the District office; north of the intersection of Lake Street and School Street. There are photos in the attached materials from the Plan Commission meeting.

The Village Planner would advise the Village to have only one zoning designation to any parcel. Furthermore, the zoning designation of the parcel must match the envisioned future use for that parcel in the Comprehensive Plan Land Use for the Village per Wis. Stat. Section 66.1001(3). Thus, if the zoning for this parcel is to be updated, the Comprehensive Plan Land Use would need to be amended first which was the previous agenda item 8(a). The second part of the process, actually rezoning the parcel, is this agenda item.

The District is requesting a zoning change to improve the parcel further. The rezone could only be approved if it is consistent with the Comprehensive Plan Land Use.

The Plan Commission considered the petition from the Pewaukee School District to rezone the parcel at its December 11, 2025 meeting and, by motion duly seconded and approved 6-0, recommended to the Village Board the DENIAL of request to rezone the parcel submitted by the Pewaukee School District.

## **ACTION REQUESTED**

The process for Village Board action on a Plan Commission recommendation regarding a rezone is defined in Village Code section 40.121. The options available to the Board are:

1. A motion to disapprove the proposed rezone. This action would confirm the Plan Commission's recommendation and only requires a simple majority vote of Board members present; or
2. A motion to approve the proposed rezone and re-refer the request to Plan Commission. This action would overrule the Plan Commission's recommendation and, per Section 40.121(b), require a majority vote of the full Board membership.; or
3. A motion to modify and approve the proposed rezone and re-refer the request to Plan Commission. This action would overrule the Plan Commission's recommendation and, per Section 40.121(b), require a majority vote of the full Board membership.

If the Board takes action consistent with options 2 or 3 listed above, the matter must be re-referred to Plan Commission for their reconsideration so there is no discretion on that point. In the event the Plan Commission would take action to reconsider and make that report to the Board, the Village Board could then take final action on the request to rezone.

## **ANALYSIS**

These dual zoning districts were assigned to the parcel with the approval of a certified survey map by the Village in 2018. The District proposed a rezone of the parcel previously that the Village did not approve.

This latest proposal went before the Plan Commission on December 11, 2025. There was opposition expressed by residential neighbors at the meeting and the Plan Commission recommended denial of the Comprehensive Plan Land Use amendment. Residential concern is that if the Comprehensive Plan Land Use is amended, it would allow the School District to rezone the parcel and lead to additional development of the parcel. The Plan Commission recommended denial of the Comprehensive Plan and followed that with a vote to recommend denial of a parcel rezone.

Approval of the proposed rezone does not automatically approve the desired parking lot revisions. The District would still have to submit a proposal to the Plan Commission for them to approve the parking lot improvements.

Any update of the Comprehensive Plan requires a public hearing at the Village Board level. The proposed rezone also requires a public hearing at the Village Board level.

Zoning professionals would advise for any parcel to have one land use and thus be assigned to only one zoning district. If the Board wishes to change current conditions they should consider what land use that parcel should have to determine the corresponding zoning.

Attachments:

1. Plan Commission packet materials including aerial photos of the parcel.
2. Minutes from the December 11, 2025 Plan Commission.

TO: Village of Pewaukee Plan Commission  
CC: Matt Heiser – Village Administrator, Jenna Peter - Clerk  
FROM: Mark Lyons, Planning Consultant  
RPT DATE: December 4, 2025  
MTG DATE: December 11, 2025  
RE: 5b – Rezone request by Pewaukee School District

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**BACKGROUND:**

1. Petitioner: Pewaukee School District
2. Property Owner: Pewaukee School District
3. Location/Address: north of the intersection of Lake Street and School Street (0899235002)
4. Tax Key Number: PWV 0899235002
5. Area: ~0.598 AC
6. Existing Zoning: Split zoned, R-5 Single Family Residential and IPS Institutional and Public Service District
7. Proposed Zoning: IPS Institutional and Public Service District
8. Future Land Use: Single Family Residential & Institutional
9. Proposed Future Land Use: Institutional

**OVERVIEW:**

The Petitioners are requesting approval to change the current zoning designation for the subject parcel from the existing split designation of R-5 Single Family Residential and IPS Institutional and Public Service District only IPS Institutional and Public Service District. Item 5a of the December 11, 2025 Plan Commission agenda addresses the existing split future land use designation of the parcel. In order for this request to proceed the applicant must be approved for the amendment to the Future Land Use designation, to be consistent with long term potential use for the School District owned property.

**SUBMITTAL:**

The enclosed submittal includes the application and GIS map.

**PLANNER COMMENTS:**

The existing parcel was created via CSM #11800 in 2018. The subject property consists of a Pewaukee School District parking lot on the south end and vacant land on northern approximately two thirds of the site.



The southern portion which contains a parking lot and is designated as IPS Institutional and Public Service District. The northern portion of the site is vacant and carries a zoning designation of R-5 Single Family Residential. The applicant is requesting to bring the site under a single zoning designation of IPS Institutional and Public Service District.

The applicant indicated a long-term plan for potentially for developing additional parking on the site, but that is not the item before Plan Commission today. This item is simply to evaluate what the zoning designation of the subject property should be. It is typically best practice to avoid split zoning on properties whenever possible. One consistent district simplifies interpretation and enforcement of the Villages zoning ordinance. Split zoning designation can be prohibitive to the use and development of a parcel given that conflicting uses and standards can exist between districts. Given the owner of the parcel is the Pewaukee School District, it makes sense for the long-term zoning designation to be consistent with type of land uses associated with the owner and match the current zoning of the southern portion of the site. In this instance it makes sense for the subject parcel to be completed zoned IPS Institutional and Public Service District given the use of the southern portion of the site and the school campus immediately adjacent. Specifics to future development of the site are best addressed during Site Plan review and approval processes.

**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 to the Village Board **Approval** of the rezoning request by Pewaukee School District for the property located at **north of the intersection of Lake Street and School Street (0899235002)** from R-5 Single Family Residential and IPS Institutional and Public Service District to IPS Institutional and Public Service District.

**EXHIBIT:**

- A. GIS Property Location Map
- B. Petitioner Application





# Pewaukee School District



SEWRPC, Waukesha County Land Information Office

0 50 100  
ft  
Scale: 1 in. = 172 ft.  
1 : 2075



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



# PETITION FOR REZONING APPLICATION

Application is due approximately 4 weeks prior to the  
meeting date

235 Hickory St - Pewaukee WI 53072—villagehall@villageofpewaukee.gov—262-691-5660

## PROPERTY INFORMATION

Pewaukee School District hereby petitions the Village of Pewaukee for a change in zoning of the  
following property:

Address/Parcel no. of property involved: PWV: 0899235002

Please include an exact legal description of the property with your submittal. In the case of a request that involves only a portion  
of parcel(s), be sure to include a legal description that denotes exactly which portion of the affected parcel(s) is to be considered  
for rezoning.

Present Use/Zoning of Property: R-5 Single-Family Residential (0.24 Acre Minimum) / IPS

Proposed Use/Zoning of Property: IPS Institutional and Public Service

## PROPERTY / PROPERTY OWNER INFORMATION

Property Address: 404 Lake Street Tax Key: PWV 0899235002

Zoning of Property: R-5 S-F Residential / IPS Property Owner Name: Pewaukee School District

Property Owner Email: gahajoh@pewaukeeschools.org Property Owner Phone #: 262 695-5038

## APPLICANT INFORMATION (IF DIFFERENT THAN OWNER)

Applicant Name: Applicant Phone #:

Applicant Address:

Applicant Email:

## SIGNATURES

**Application will not be processed without a completed Professional Services Agreement.**

This signature authorizes the Village of Pewaukee to process the Rezoning Petition for my property and further authorizes the  
Village or its representatives to conduct reasonable and routine inspections of my property for the purposes of evaluating this  
Petition. I acknowledge that to proceed with my application a Professional Services Reimbursement agreement is required.

Signature of Property Owner: Date: 10-24-25

Signature of Applicant: Date: 10-24-25

## DIRECTIONS

**Please include the following required items with this application:**

1. One paper copy of the submittal, including plans/drawings/applicable attachments in a size 11x17 page size or less.  
Also provide one full scale copy if larger than 11x17.
2. One digital copy of the submittal, including plans/drawings/applicable attachments. (USB/Email) ☐
3. Completed Professional Services Reimbursement Form. ☒

**For Office Use Only**

Staff Initials: \_\_\_\_\_

Date/Time Received \_\_\_\_\_





## PROFESSIONAL SERVICES REIMBURSEMENT AGREEMENT

235 Hickory St, Pewaukee WI 53072—villagehall@villageofpewaukee.wi.gov—262-691-5660

### PROPERTY INFORMATION

☐

Property Address: 404 Lake Street Tax Key: PWV 0899235002  
 Property Owner's Name: Pewaukee School District Phone Number: 262 695-5038

### RESPONSIBLE PARTY INFORMATION - All invoices will be mailed to this address.

☐

Business Name: Pewaukee School District FEIN: 39-6003870  
 Person Responsible for Payment / Business Contact Name: John Gahan  
 Mailing Address: 404 Lake Street, Pewaukee, WI 53072  
 Responsible Party / Contact Phone Number: 262 695-5038  
 Responsible Party / Contact Email Address: gahajoh@pewaukeeschools.org

### AGREEMENT / SIGNATURES - Property Owner signature is required.

☐

Pursuant to the Village of Pewaukee [Code of Ordinances Sec 40.116\(b\)](#), the Village Board has determined that whenever the services of the Village Attorney, Village Engineer, Village Planner, or any other of the Village's professional staff or other expert consultants are retained by the Village in order to complete a proper project review results in a charge to the Village for that professional's time and services and such service is not a service supplied to the Village as a whole, the Village Treasurer shall charge those service fees incurred by the Village to the applicant/property owner. Also, be advised that pursuant to the Village of Pewaukee Code of Ordinances, certain other fees, costs, and charges are the responsibility of the property owner or responsible party.

By signing this form, I, the undersigned, have been advised that pursuant to the Village of Pewaukee Code of Ordinances, if the Village Attorney, Village Engineer, Village Planner, or any other Village professional staff or other expert consultants retained by the Village in order to complete a proper project review provides services to the Village because of my activities, whether at my request or at the request of the Village, I shall be responsible for the fees incurred. In addition, I have been advised that pursuant to the Village of Pewaukee Code of Ordinances, certain other fees, costs, and charges are my responsibility.

**The Village will place fees from unpaid invoices on the real estate tax bill of the property that corresponds to the incurred services.**

Property Owner Signature: [Signature] Printed Name: John Gahan Date: 10-24-25

Applicant Signature: [Signature] Printed Name: \_\_\_\_\_ Date: 10-24-25

For Office Use Only

Staff Initials: \_\_\_\_\_

Date Received: \_\_\_\_\_



**PLAN COMMISSION AGENDA**  
**December 11, 2025 – 6:00 pm**  
**Village Hall**  
**235 Hickory Street, Pewaukee, WI 53072**

To view the meeting: <https://www.youtube.com/watch?v=IAIHuf6nGyg>

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

President Knutson called the meeting to order at approximately 6:02 p.m.

Plan Commission members present: Comm. Theresa Hoff; Comm. Brian Belt; Comm. Katie Jelacic; Comm. Sam Liebert; Trustee Bob Rohde; and President Jeff Knutson.

Excused: Comm. Mark Grabowski.

Also present: Village Attorney, Matt Gralinski; Village Planner, Mark Lyons; Village Administrator, Matt Heiser; and Deputy Clerk, Mackenzie Quigley.

**2. Citizen Comments –**

The following residents expressed their concerns and shared their research regarding the Pewaukee School District's parking lot proposal located north of the intersection of Lake Street and School Street / PWV 0899235002: **Danny Deppe @ 326 Lake St; Linda Hiller Deppe @ 326 Lake St; Joseph Herbst @ 317 Lake St; Mary Mullen @ 316 Lake St; Jennifer Heinemann @ 224 Lake St; Robert Kirsten @ 213 Lake St; and Michael Glenn @ 128 Lookout Dr.**

**These concerns include, but are not limited to:**

- Student traffic is already an issue in this area
- Existing parking lot spaces are currently going unused
- School staff do not always park where they are directed
- Lack of school bus and crosswalk safety
- Keeping green space between the school and residential properties
- Light pollution

**3. Approval of the Minutes -**

**a. Plan Commission Meeting – November 13, 2025**

Comm. Jelacic motioned/seconded by Comm. Hoff to approve the November 13, 2025, Regular Plan Commission meeting minutes as presented.

Motion carried 6-0.

**4. Old Business -**

**a. None**

**5. New Business -**

- a. **Review, discussion, and possible recommendation on a Comprehensive Plan Land Use amendment request of Pewaukee School District, to amend the existing land use designation from Single Family Residential to Institutional. This request is located north of the intersection of Lake Street and School Street / PWV 0899235002. This 0.598-acre parcel is split zoned, R-5 Single Family Residential and IPS Institutional and Public Service District. The property owner and applicant is the Pewaukee School District.**

Lyons provided an overview of the request, stating that this is only looking at the zoning of the property – not the parking lot.

Discussion between Village Staff and the Commission followed.

**John Gahan, Assistant Super Intendent/CFO @ Pewaukee School District** addressed questions from the Commission regarding location and purpose.

Discussion was held amongst the Commission. The commissioners voiced their concerns and shared changes they would like to see prior to the parking lot consideration.

**Village Planner Recommendations:**

The Village of Pewaukee Plan Commission recommends to the Village Board Approval of the Comprehensive Plan Land Use Designation amendment request by Pewaukee School District for the property located at north of the intersection of Lake Street and School Street (0899235002).

**Comm. Liebert motioned/seconded by Comm. Hoff to recommend to the Village Board the DENIAL of the Comprehensive Plan Land Use amendment request submitted by Pewaukee School District, to amend the existing land use designation from Single Family Residential to Institutional with a 0.598-acre parcel located north of the intersection of Lake Street and School Street at PWV 0899235002.**

**Motion carried 6-0.**

- b. **Review, discussion, and possible recommendation on a zone change request of Pewaukee School District, to rezone from the existing split zoning of R-5 Single Family Residential and IPS Institutional and Public Service District to IPS Institutional and Public Service District. This request is located north of the intersection of Lake Street and School Street / PWV 0899235002. This 0.598-acre parcel is split zoned, R-5 Single Family Residential and IPS Institutional and Public Service District. The property owner and applicant is the Pewaukee School District.**

Lyons provided a brief overview, noting that the zoning should be consistent with the master land use plan.

**Village Planner Recommendations:**

The Village of Pewaukee Plan Commission recommends to the Village Board **Approval** of the rezoning request by Pewaukee School District for the property located at north of the intersection of Lake Street and School Street (0899235002) from R-5 Single Family Residential and IPS Institutional and Public Service District to IPS Institutional and Public Service District.

**Comm. Liebert motioned/seconded by Comm. Hoff to recommend to the Village Board the denial of the zone change request submitted by the Pewaukee School District to rezone the 0.598-acre parcel located north of the intersection of Lake Street and School Street / PWV 0899235002 from its existing split zoning of R-5 Single Family Residential and IPS Institutional and Public Service District to exclusively IPS Institutional and Public Service District.**

**Motion carried 6-0.**

- c. Review, discussion and possible action on a certified survey map proposed to consolidate and reconfigure the existing 2 contiguous lots 497 Park Avenue into 1 lot. The applicant/property owner is MCE LLC. The property is currently zoned IPS, Institutional and Public Service District and R-5 Residential Detached District with a Lakefront Overlay.**

Lyons provided an overview of the CSM request and shared that a comment from the Survey Team is to be added - **Item F: Remove Village Board signature line**, as a CSM of this nature can be approved by the Plan Commission and does not need to go to the Village Board.

CLARIFICATION – This property is not zoned IPS Institutional and Public Service District. Both lots are zoned R-5 Residential with a Lakefront Overlay.

**Village Planner Recommendations:**

The Village of Pewaukee Plan Commission Approves the Certified Survey Map Request for a lot combination for the property located at 497 Park Avenue, subject to the following conditions:

1. Any conditions made by the Plan Commission at their meeting of December 11, 2025.
2. That all engineering comments are satisfied for the Certified Survey Map prior to Village signature and recording.

**Comm. Liebert motioned/seconded by Comm. Hoff to approve the Certified Survey Map (CSM) Request for a lot combination for the property located at 497 Park Avenue, subject to the conditions listed in the Staff Reports, in addition to comment F (stated above) being added.**

**Motion carried 6-0.**

**6. Citizen Comments -**

Lake Street residents thanked the Commission for their consideration and **Joseph Herbst @ 317 Lake Street** shared an additional concern regarding safety. Herbst stated that emergency vehicles are unable to get through the area during school dismissal hours, and he does not believe an additional parking lot (at PWV 0899235002) would resolve the issue.

**7. Adjournment -**

**Comm. Liebert motioned/seconded by Comm. Hoff to adjourn the December 11, 2025, Regular Plan Commission meeting at approximately 6:53 p.m.**

**Motion carried 6-0.**

Respectfully submitted,

Mackenzie Quigley  
Deputy Clerk



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

# Memo

To: Village Board Members

CC: Matt Heiser, Village Administrator

From: Dave Buechl, P.E., P.L.S., Director of Public Works/Village Engineer

Date: January 16, 2026

Re: Agenda Item 8(c): Review, discussion and possible action on a report by Strand and Associates on the results of an NR854 Water Supply Study.

## Background:

The requirements that public drinking water must meet continue to become more stringent. Thus, the Village of Pewaukee has several drinking water related construction projects planned for the next five years. The projects are to provide water supply and to improve water quality through filtration. The drinking water rates charged as part of the water and sewer bills will need to be increased to pay for the projects. Some projects that are actively being planned and constructed include Well #3 Design and Bidding for painting and rehabilitation of 125,000 Gallon Steel Reservoir, Well #4 Hydrous Manganese Oxide (HMO) Treatment Building construction, Well #6 Study to implement either PFAS, Chloride, and Iron Filtration or drill a new deep well Study, Well #7 Design and Bidding Services in order to replace Well #2, continued relay of water mains in public streets, and other projects. The Village is under a consent order and being required by the Wisconsin Department of Natural Resources (WDNR) to install the HMO Treatment building at Well #4 by December 1, 2027, and then determine what to do with Well #6. The Village is under another consent order to discontinue use of a packer at Well #2, and to complete plans and specifications for final Well #7 by June 30, 2026, and construct the new Well #7 buildings by December 31, 2028. These projects will cost over \$25,000,000.00.

The City of Pewaukee is also facing similar issues locating and treating drinking water, and forecasting of high future costs. The Village was contacted by the City of Pewaukee to consider jointly studying other sources of drinking water. Before substantial investment in infrastructure that may have 60-year to 80-year design life, the Village should review the long-term plan for the service area and water supply options. The Village received the attached presentation from Strand Associates, Inc. to begin explaining the issue to the Village Board and residents of the Village of Pewaukee.

## Recommendation:

The Village desires to make wise investments now that will align with an overall strategic plan for the Water Utility over the design life of its assets. The WDNR has established a framework for such evaluations under natural resources code NR 854 for Water Supply Service Area Plans. Because the Village service population is less than 10,000, the Village is not required to follow NR 854 unless a conversion to Great Lakes Water supply is ultimately recommended. The City of Pewaukee is faced with very similar challenges and is conducting its own NR 854 study, considering remaining on existing wells versus switching to Great Lakes water via Waukesha. A similar study has been presented to the City of

Pewaukee. Should the City pursue Great Lakes water, the Village will be faced with a decision to remain on groundwater or to pursue Great Lakes water on a parallel track with the City.

The initial phase of the Village Study has been completed related to its own capital improvement decisions. This study will assist being prepared to make confident decisions if prompted by the City's actions. Conducting the study in alignment with NR 854 will have the added benefit of helping to comply with WDNR regulations if a switch to Great Lakes water were to be pursued.

The Village first needs to know what the City of Pewaukee is planning to do. I recommend that the Village wait to see how City discussions proceed with adjoining communities related to water supply pipelines, return water pipelines, and wastewater treatment feasibility options as any pipeline will need to go through the City of Pewaukee so cooperation is necessary.

Unfortunately, the Village currently has imminent Wisconsin Department of Natural Resources (WDNR) timelines to comply with in the next 1-2 months. The Village Staff have asked the WDNR staff about having a meeting to discuss the compliance schedules mandated to the Village in the two consent orders. No response has been received. In order to maintain compliance with the WDNR consent order requirements, the Village must start drilling Well #7 this spring of 2026 so "time is of the essence", otherwise serious consequences can result. For example, the first phase of the Well #7 project will cost \$1,500,000. Near future discussions will be needed on how to best proceed.

Analysis:

See presentation.

Attachments – Slide presentation from Strand

# Water Supply Service Area Plan

Village Of Pewaukee Village Board

January 20, 2026



# Today's Agenda

- Problem Statement
- Water Supply Alternatives Overview
  - Groundwater
  - Lake Michigan via City of Pewaukee
- Alternatives Analysis
  - 50-year life cycle cost
  - Non-monetary
- Next Steps



# Near-term Capital Investments Warrant Review of Water Supply Options

- The Village seeks to understand viability of switching to Lake Michigan source now, before investing millions of dollars in the groundwater system
- Approximately \$22 million investment anticipated to be required to address Well nos. 2 and 6 consent orders
  - Water *quality* concerns are water *quantity* concerns
  - PFAS in shallow wells and radionuclides in deep wells may limit available capacity if left unaddressed
- City of Pewaukee Water Supply Service Area Plan (WSSAP), Study Results
  - “Do Nothing” is not an option
  - There is no cheap alternative
  - Additional study is needed: return flow, rates, etc.

## Water Supply Alternatives

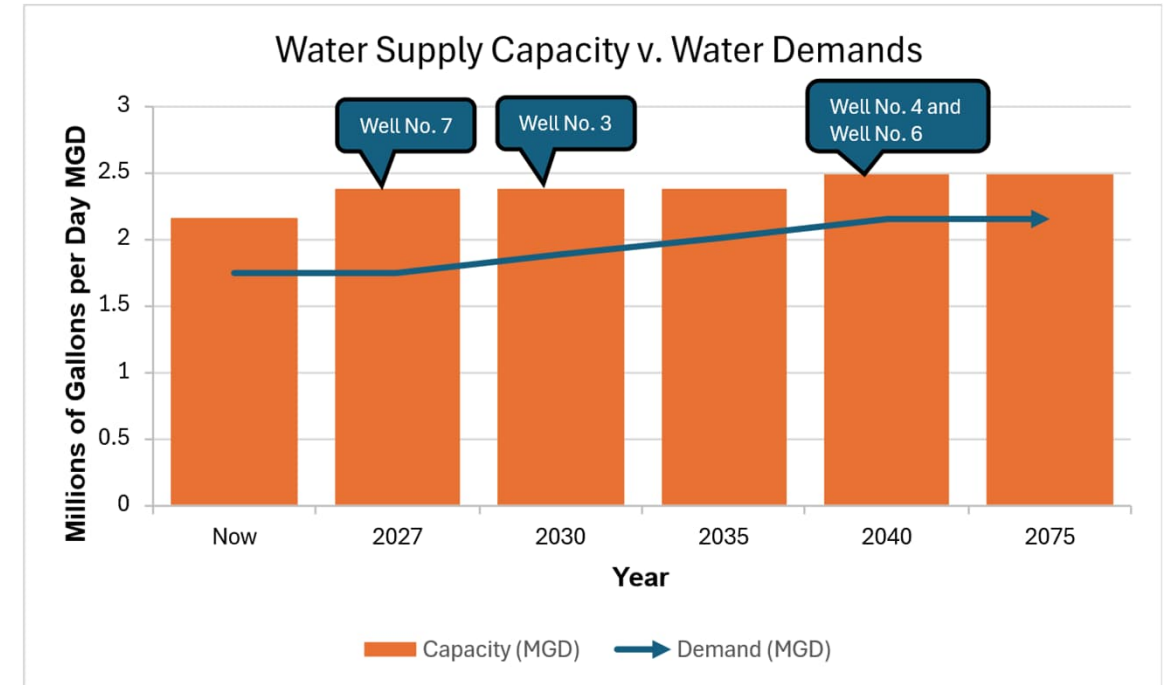


Groundwater  
Supply

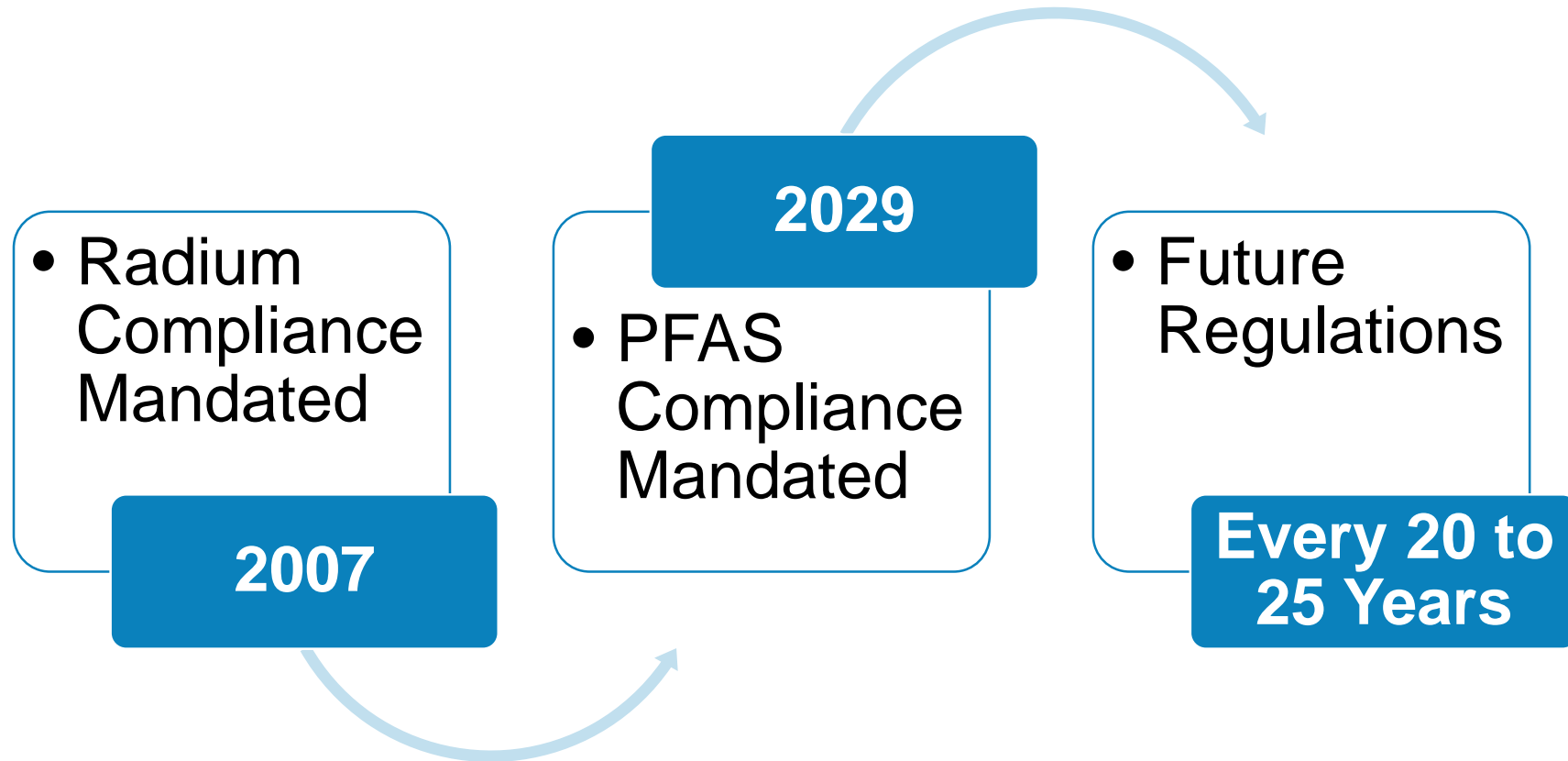
Lake Michigan  
Supply via City  
of Pewaukee

# Alternative 1: Groundwater Supply

- Add capacity and treatment as needed
- Replace wells at end of useful life
- Infrastructure needed through 2075
  - 4 new wells, **pending adequate space**
  - PFAS and radium treatment
  - New future advanced treatment as new contaminants are regulated (typically every 20 to 25 years)



# New Water Quality Concerns Will Not End with PFAS



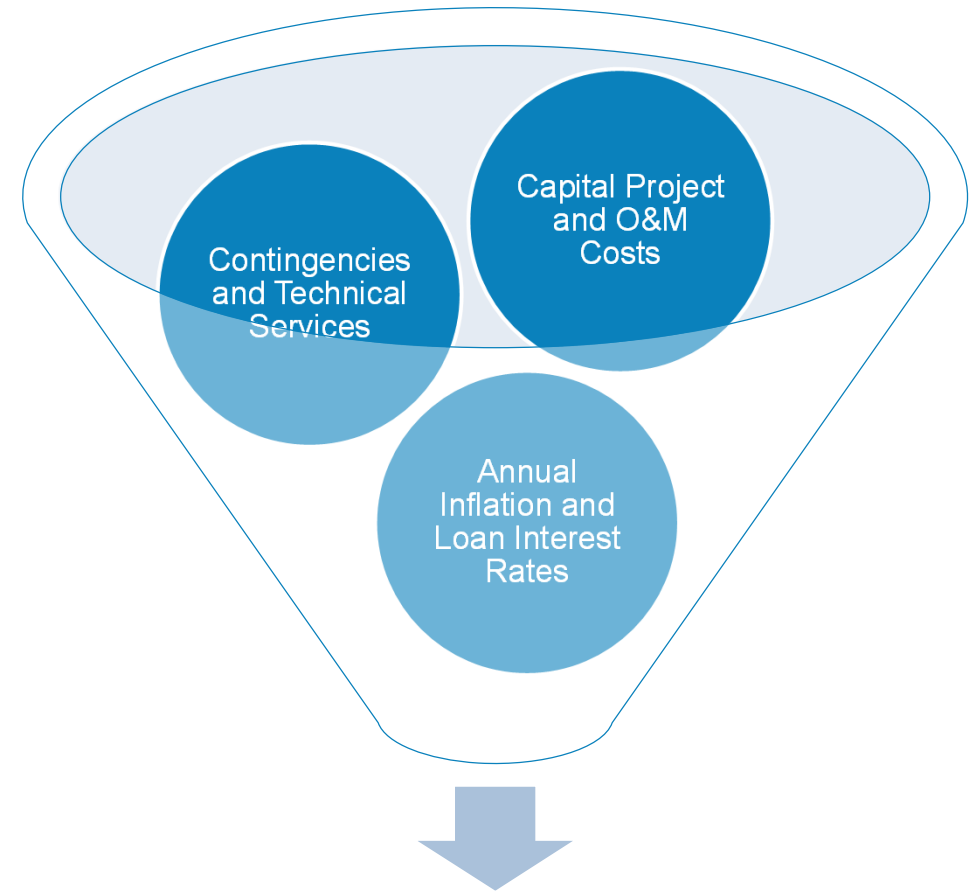
## Alternative 2: Lake Michigan Supply via City of Pewaukee

- Great Lakes Diversion in accordance with the Great Lakes Compact
  - Contingent on the City of Pewaukee
- Infrastructure anticipated
  - PFAS and radium interim compliance until a Diversion can be achieved
  - 3 metering stations
  - Additional water storage to meet 2 average days of emergency supply
  - Various water main improvements

# Financial Evaluation of Alternatives

- 50-Year life cycle costs :
  - Groundwater supply
  - Lake Michigan supply via wholesale purchase\* from the City of Pewaukee

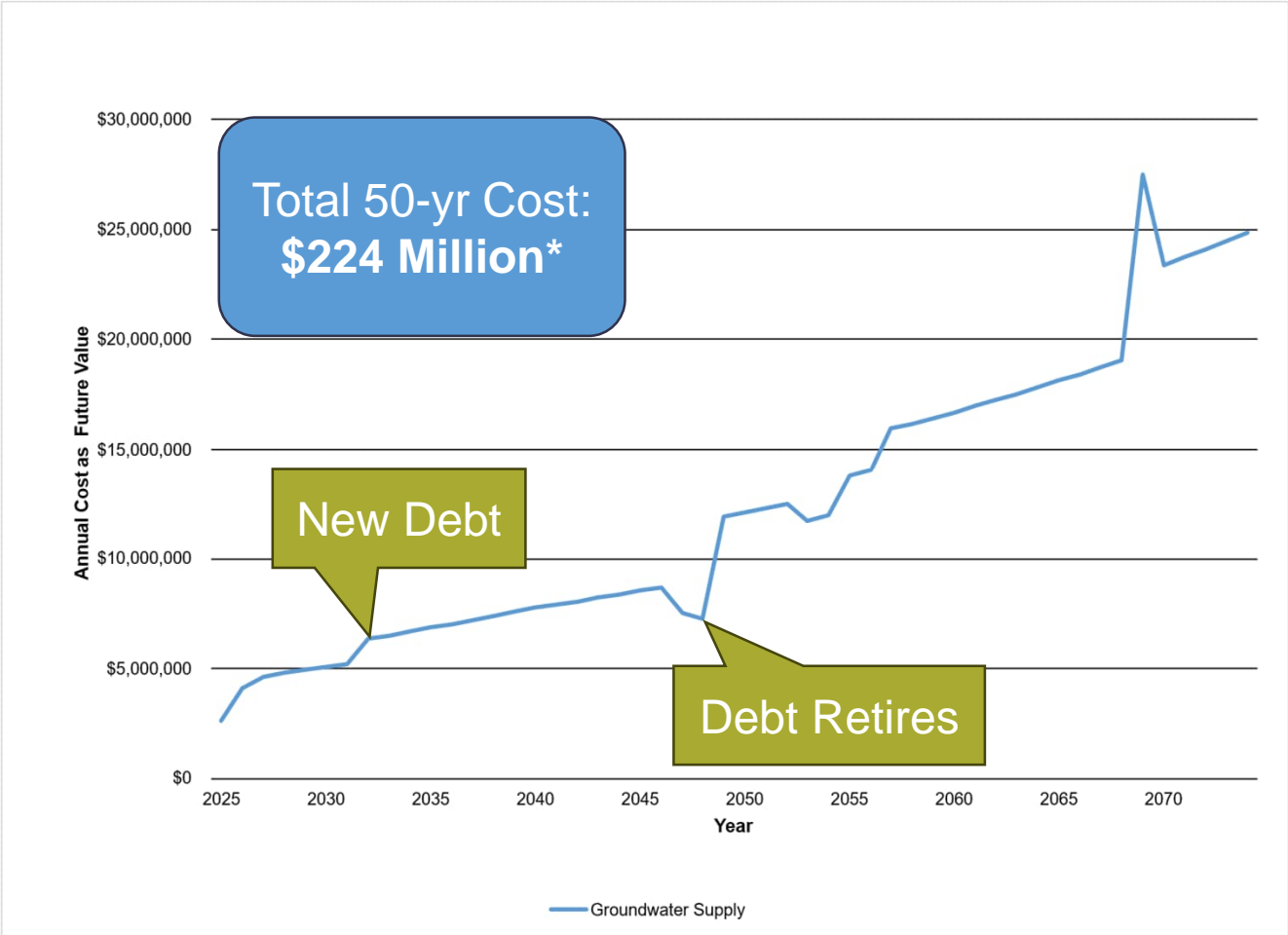
\*The estimated wholesale purchase rate is estimated based on the anticipated amount of debt incurred by the City of Pewaukee for diversion infrastructure, an estimated wholesale purchase rate from Waukesha Water Utility, and typical rate of return. No rate studies have been performed for this analysis.



**50-Year Financial Model**

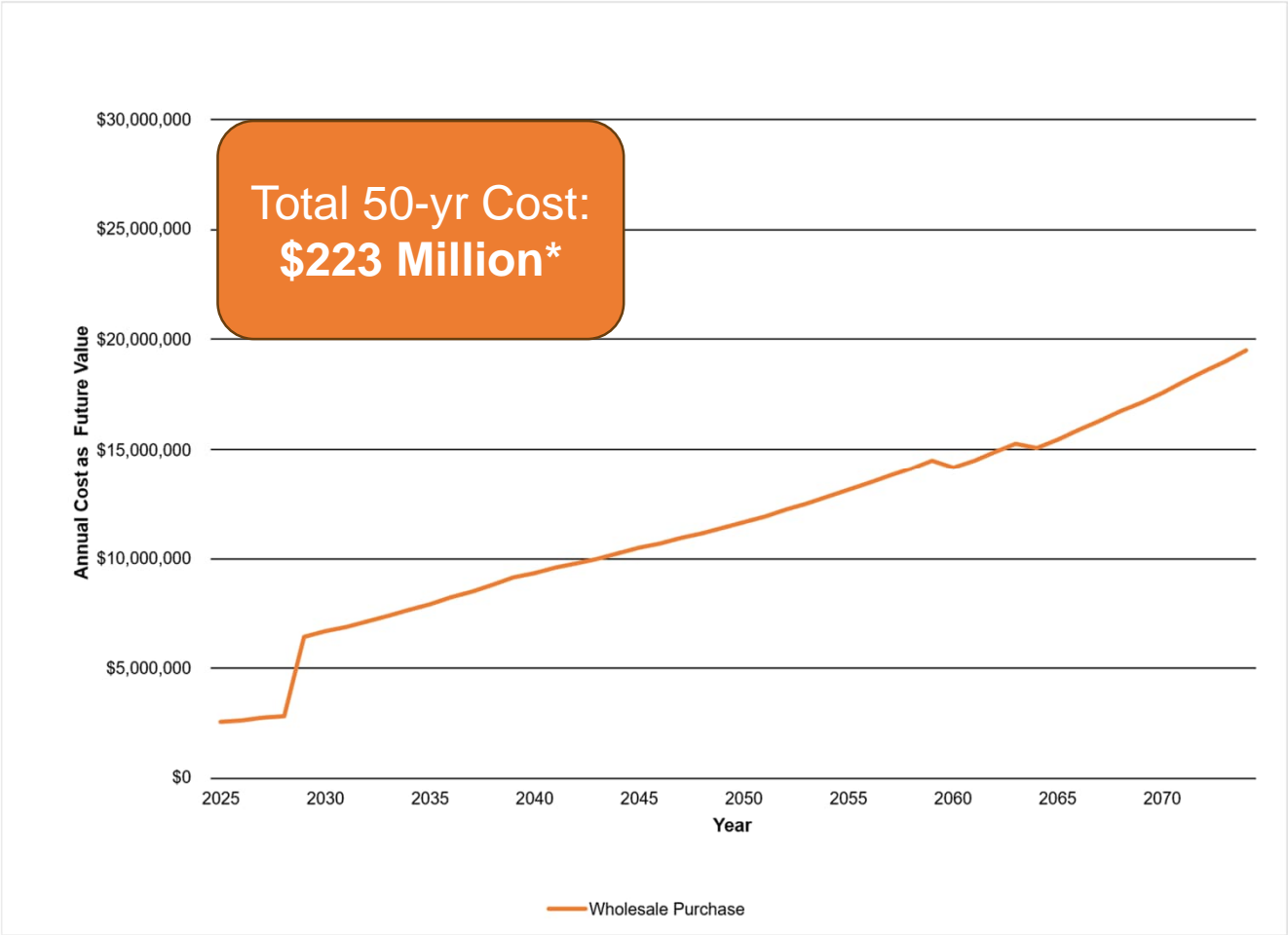


# 50-Year Life Cycle Costs, Groundwater Supply



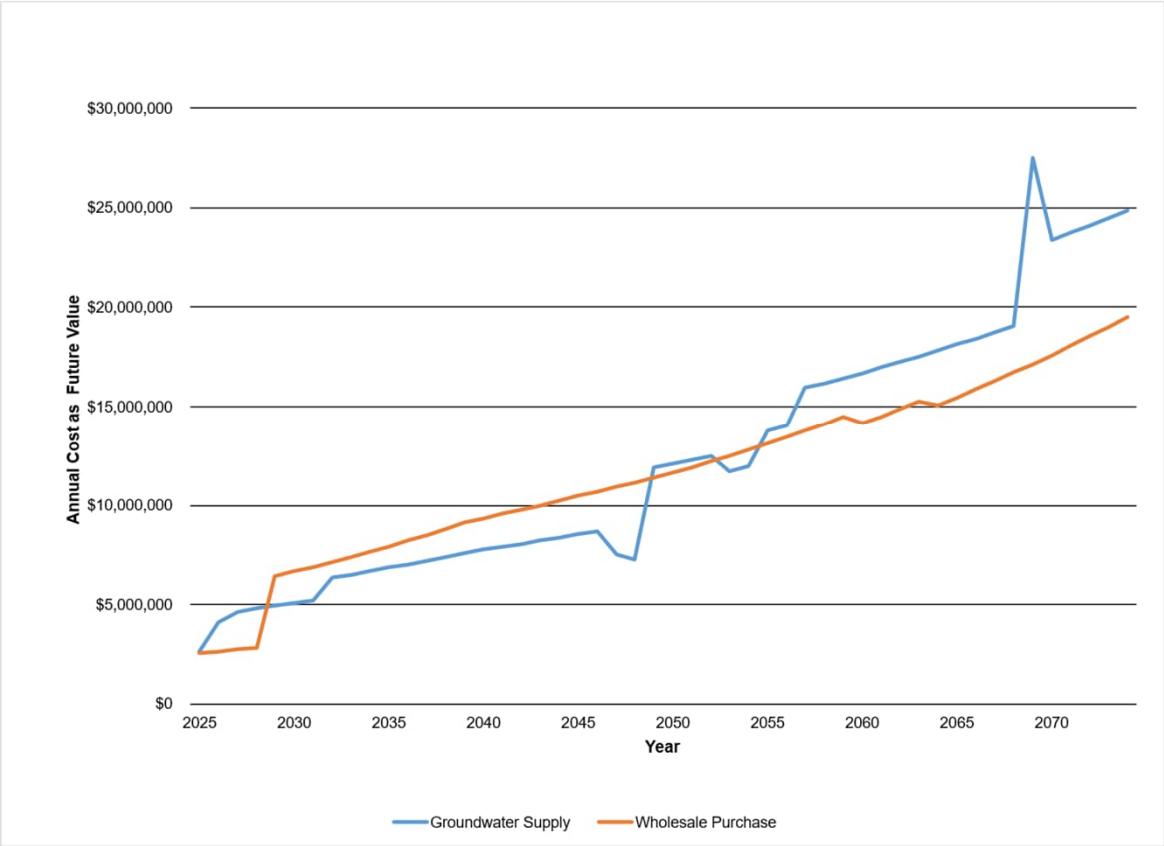
*\*Presented in 2025 Dollars*

# 50-Year Life Cycle Costs, Lake Michigan Supply via Wholesale Purchase from the City of Pewaukee

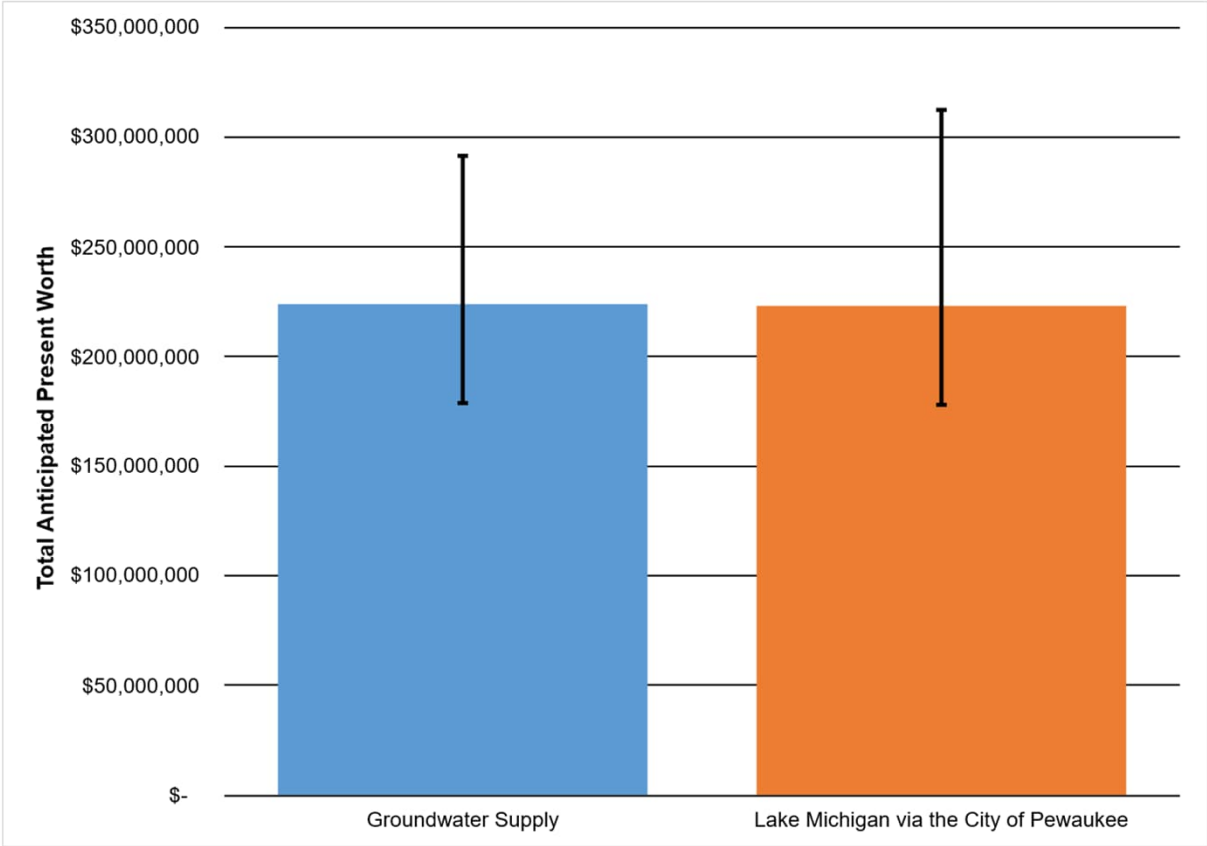


*\*Presented in 2025 Dollars*

# Summary of 50-Year Life Cycle Costs



Annual Costs as a Future Value

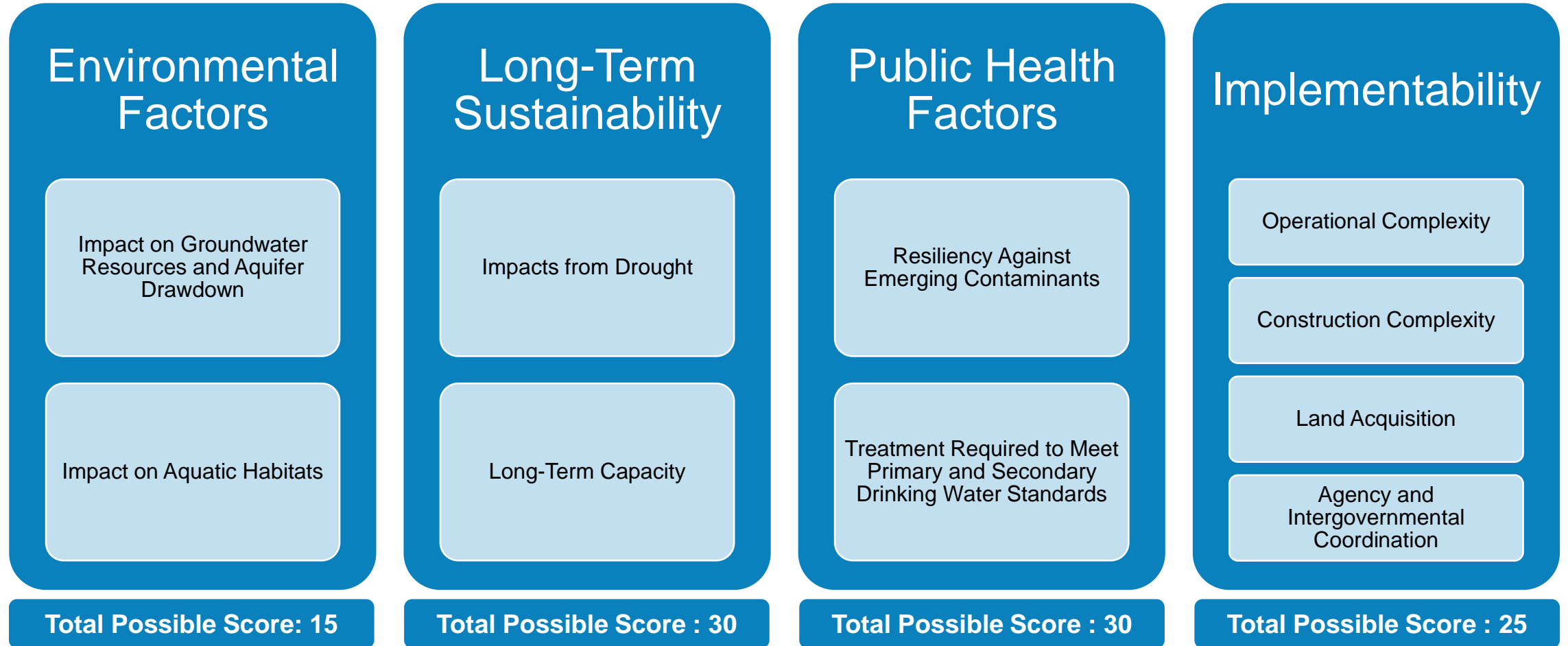


Total Present Worth Cost

## Non-Monetary Evaluation Results

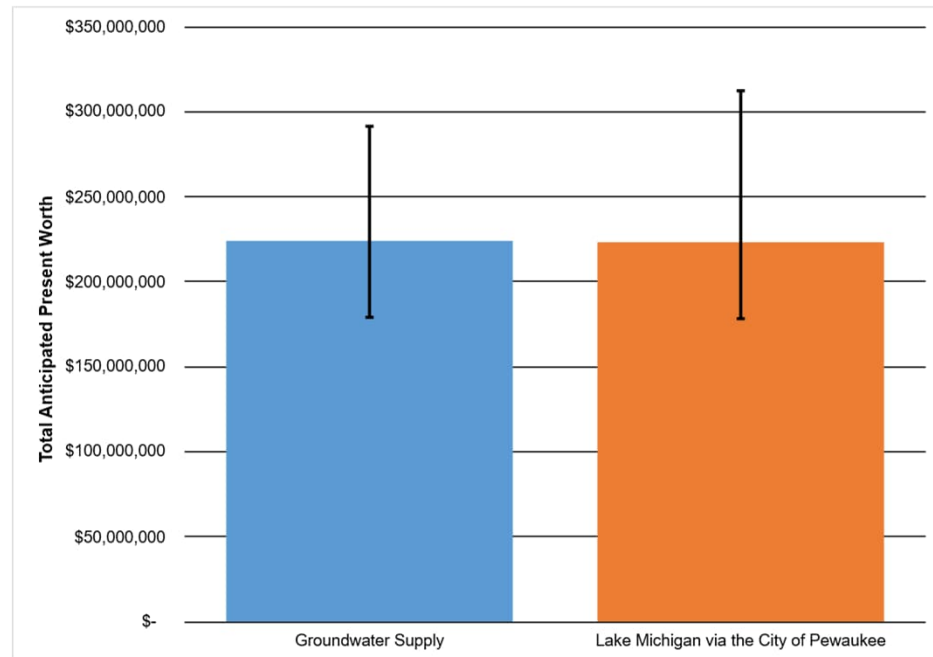
Criteria	Total Possible Score	Groundwater Supply	Lake Michigan Supply
Environmental Factors	15	13	15
Long-Term Sustainability	30	24	30
Public Health Factors	30	10	19
Implementability	25	14	18
Total Score		62	81

# Non-Monetary Evaluation of Viable Alternatives



# Summary of Study Findings

- Anticipated costs for both alternatives are within the margin of error of each other
- The decision comes downs to non-monetary factors



Groundwater Supply Non-Monetary Score	Lake Michigan Supply Non-Monetary Score
62 / 100	81 / 100



# What's Next?

- Defer decisions and well projects, as appropriate, until the City of Pewaukee has made some more decisions
- Be prepared to participate in City's studies this year
- Negotiate interim compliance plan with WDNR

# Questions and Further Study

- What are your concerns?
- What information will help your decision making?



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To: Village Board

From: Nick Phalin  
Director of Parks & Recreation

Date: January 14, 2026

Re: Agenda Item 8(d), Review, discussion and possible action on the 2026-2030 Parks and Open Spaces Plan.

---

#### **BACKGROUND**

The Parks and Recreation Department staff and Joint Board have created the 2026-2030 draft document for Village Board approval. This document picks up where our 2021-2025 document ended. The Department received 800+ responses to our community input survey to guide the initiatives in the document. The document includes department history, park data, community input survey questions and responses, department goals and more.

This document not only guides the Parks and Recreation Department, but is also utilized to support submissions for grant applications through various avenues, including the WDNR.

#### **ACTION REQUESTED**

To approve as proposed.

#### **ANALYSIS**

The Joint Parks and Recreation Board approved the draft document on Wednesday, January 14, 2026.



# 2026-2030 PARKS & OPEN SPACE PLAN



# Table of Contents

## Introduction

- P. 4: Boards & Officials
- P. 5: Previous Planning Efforts
- P. 6: Parks and Open Space Plan Purpose

## Section 1: Community Data

- P. 7: Community History
- P. 8: Community Maps
- P. 9: Community Characteristics
- P. 10: Population Statistics
- P. 11: Age Composition
- P. 12: Race and Ethnicity
- P. 13: Income
- P. 14-15: Site Natural Resources

## Section 2: 2021-2025 Goals and Objectives Review

- P. 16-18: Previous Plan Goals, Administrative Goals
- P. 19: Recreation Program Goals
- P. 20-21: Parks Maintenance Goals
- P. 22-24: Development Goals

## Section 3: Current Parks and Recreation Services

- P. 25: Pewaukee Parks Development and Classification
- P. 26: Existing Park, Recreation and Open Space Sites
- P. 27: Pewaukee Parks Map and Amenities
- P. 28-35: City Parks Detail
- P. 36-44: Village Parks Detail
- P. 45: Indoor Facilities
- P. 46-47: Parks and Recreation Programming
- P. 48: Marketing and Promotion of Recreational Programs
- P. 49: Recreation Program Design and Implementation
- P. 50: Community Recreation Services
- P. 51: Future Parks and Outdoor Spaces

## Section 4: 2026-2030 Community Interest Survey

- P. 52: Community Interest Survey Information
- P. 53-59: Survey Questions and Reponse Data

## Section 5: Survey Findings Discussion

- P. 60-66: 2026-2030 Goals and Objectives

## Section 6: Conclusion

- P. 67: Conclusion

## Appendices

### P. 66: Appendix A

Joint Parks and Recreation  
Department Ordinance

### P. 70: Appendix B

Alternative Funding

### P. 71: Appendix C

Community Interest Survey

### P. 75: Appendix D

Interest Survey Question #10  
Responses

### P. 76: Appendix E

Interest Survey Question #16  
Responses



# EXECUTIVE SUMMARY

The Parks and Open Space Plan provides a strategic framework to guide the future of parks, recreation facilities, open spaces, and natural areas throughout the City and Village of Pewaukee. It reflects our community's values and establishes a vision for a well-connected, accessible, and sustainable park system that supports recreation, wellness, environmental stewardship, and community pride.

This plan was shaped through extensive public engagement, including surveys, stakeholder conversations, and community feedback. Residents expressed strong appreciation for Pewaukee's park system and emphasized priorities such as improved trail connectivity, continued maintenance of existing spaces, more opportunities for outdoor recreation, and expanded amenities that serve all ages and abilities.

The plan focuses on several key themes that will guide future decisions and investments: maintaining and enhancing existing parks, expanding trails and connectivity, protecting natural resources, supporting inclusive and accessible recreation, and fostering partnerships and community engagement. These priorities are supported by data analysis, recreation trends, demographic projections, and an evaluation of current conditions within the park system.

Implementation strategies within the plan provide guidance for project prioritization, funding approaches, and phased development to ensure responsible stewardship of community resources. By adopting this plan, Pewaukee positions itself to thoughtfully invest in the future—balancing growth with preservation, and ensuring that parks and open spaces continue to enrich quality of life for residents, visitors, and generations to come.

The Parks and Open Space Plan represents not just a roadmap, but a shared community commitment. It captures what residents value today and lays the groundwork for a vibrant, connected, and resilient parks and recreation system that will support Pewaukee well into the future.

# INTRODUCTION

## Boards and Officials

### **Joint Park and Recreation Board**

The Joint Parks and Recreation Board provides oversight for the Department's operations and advises both the City Common Council and the Village Board on policies governing public park use, as well as on the development and approval of the departmental budget.

The Board meets monthly on the second Wednesday of the month at 6:00 pm at Pewaukee City Hall in the Common Council Chambers. At its monthly meeting, the Board makes recommendations to the respective community regarding large special events, policy and operational decisions, it reviews finances and recommends capital projects and purchases. The meetings are open to the public and the public is encouraged to ask questions or provide feedback.

The Board is comprised of seven members. Four members are City residents, three members are Village residents. Each member is appointed by their respective governing board and one elected official from each community serves on the Board during their term of office.

### **City of Pewaukee Common Council**

#### **Steve Bierce, Mayor**

Spencer Tabbert, Alderperson

Rich Reinbold, Alderperson

Phil Vetterkind, Alderperson

Colleen Brown, Alderperson

Jerry Wamser, Alderperson

Brian Dziwulski, Alderperson

### **Village of Pewaukee Board**

#### **Jeff Knutson, President**

Kelli Belt, Trustee

Bob Rohde, Trustee

Jim Grabowski, Trustee

Kristen Kreuser, Trustee

Rachel Pader, Trustee

Nick Stauff, Trustee

### **Joint Parks & Recreation Board Members**

#### **Brian Dziwulski, City Alderperson**

#### **Kristen Kreuser, Village Trustee**

Del Kaatz Jr., Chairperson (*Term expires 4-30-26*)

Gary Majeskie, City Representative (*Term expires 1-1-28*)

Dave Linsmeier, City Representative (*Term expires 1-1-27*)

David Kelnhofer, Village Representative (*Term expires 4-30-27*)

Eric Krasovich, Village Representative (*Term expires 4-30-26*)

### **Parks & Recreation Staff**

**Nick Phalin**, CPRP, Director

**Monica Kaskey**, CPRP, Recreation  
Manager

**Amy White**, Assistant Recreation  
Supervisor

**Dan Neubauer**, Parks Supervisor

**Tom Scott**, CPSI, Parks Foreman

**Chris Stiyyer**, Parks Laborer

**Brennan Berg**, Parks Laborer

# INTRODUCTION

## Previous Planning Efforts

The Pewaukee Parks & Recreation Department was established as a Joint Department on November 4, 1996 by the Town of Pewaukee through Ordinance 96-19 and on November 19, 1996 by the Village of Pewaukee through Ordinance 429. (The Town of Pewaukee was incorporated into a City in 1999, therefore will be referred to as the “City” from now on). Prior to this establishment, each community ran their own parks and recreation operation. The Joint Parks & Recreation Department began on January 1, 1997. See appendix A.

The ordinance states that the Joint Department shall be responsible for provision of recreation opportunities, activities and programs in the City and Village parks, the maintenance of the City and Village parks and such other duties as assigned by the Joint Parks & Recreation Board, which shall be advisory to the City Council and Village Board.

Past planning efforts include the Park and Open Space Plan for the Town and Village of Pewaukee 1980 that was created by SEWRPC under the direction of the Town and Village of Pewaukee Park and Recreation Commissions.

The 1980 plan was created to provide recommendations to the Town and Village of Pewaukee Park and Recreation Commissions concerning the preservation, acquisition, and development of needed park and open space lands within the Town and Village of Pewaukee.

In 1994, the Park and Open Space Plan Addendum was created only in the Village of Pewaukee. This plan was an addendum to, and extension of, the 1980 joint plan and was designed to update the Village’s portion of the park system. The plan projected park and open space needs for the Village out to the year 2010. The Town of Pewaukee was not included in the analysis or recommendations of this report.

In 1999, two years after being established as a Joint Department, a consultant was hired to create the Joint Comprehensive Park & Open Space Plan. This was prepared by Foth & Van Dyke under the direction of the Joint Parks and Recreation Board. This Plan was prepared to provide recommendations to the (joint) Pewaukee Parks and Recreation Department concerning acquisition, maintenance standards, staffing and facility standards as well as future needs of the Department.

In 2006, an Addendum to the Joint Comprehensive Park & Open Space Plan was created in-house. The purpose of this plan was to update the information to keep the Department eligible for potential grant opportunities through the Department of Natural Resources.

Since that time, this document has been updated in 2013, and again in 2020, to focus on new goals and initiatives of the department.

# INTRODUCTION

## Parks and Open Space Plan Purpose

A Parks & Open Space Plan provides an outline for park development and ongoing maintenance of the community-wide park space system. This tool should be used by both municipalities for budget planning purposes and assigning priorities for project implementation. This document should be updated on a five-year basis to keep current with recreational demand, changes in facility needs, and to maintain eligibility for Wisconsin Department of Natural Resources (WDNR) and other agency grant programs. Adoption and integration into the City and Village of Pewaukee Master Plans is also an important step to ensuring that the recommendations and policies can be effectively carried out.

### **This Parks and Open Space Plan will be for 2026-2030.**

**The plan will be presented in five sections.**

#### **Section 1: COMMUNITY HISTORY AND DEMOGRAPHICS**

This section will include a historical background of Pewaukee, maps of the park spaces, and current and estimated census data.

#### **Section 2: 2019-2025 GOALS AND OBJECTIVES REVIEW**

This section will include a historical background of Pewaukee, maps of the park spaces and current and estimated census data.

#### **Section 3: CURRENT PARKS AND RECREATION SERVICES**

This section will include an inventory of the current parks and recreation services offered in Pewaukee. This section will also include an inventory of recreational services provided by local groups and clubs outside of the Parks & Recreation Department.

#### **Section 4: COMMUNITY INPUT SURVEY RESULTS**

This section will include the Community Input Survey and the details and summarized results of the responses.

#### **Section 5: NEW GOALS AND OBJECTIVES**

This section will present the goals and objectives in place for this five-year plan along with details about how they will or could be implemented, including funding and management information.

#### **Section 6: CONCLUSION**

# SECTION 1: COMMUNITY HISTORY

## History of Pewaukee Parks and Recreation Department

The Menomonee and Potawatomi tribes used to hunt, fish and camp on their journeys to and from the north and south on what they called the Pee-wauk-kee-win-ick or Sakaegan. Though the name Sakaegan was never used by the Menomonees or Pottowatomies, its translation from the Sac and Fox language is "Snail Lake", a rather unpleasant name which was used for several years even after white settlers came to dwell on its shores.

In 1836, in Vermont, a group of men began to think longingly about the western frontier. Among them was Deacon Asa Clark. He, along with Mr. Chenry, who later settled in Beloit, started westward in the fall of 1836. They arrived in Milwaukee, then a village of less than 1,000 people, and there Clark formed a partnership with the firm of Childs and Wheelock for the purpose of building a mill on Snail Lake.

In April, 1837, the Deacon and his oldest son set out to build a home near his new mill. This house is now the home of the Pewaukee Area Historical Society.

In 1842, many families arrived to Snail Lake which included many talented individuals who helped shape the Snail Lake community.

Those individuals included Professor Alexander North, George Peter Pepper who created the Pewaukee Apple Tree and Dr. Margaret Caldwell, the first woman physician in Waukesha County among many others.

In the early 1900s Pewaukee became a rather popular resort area. Tourists were able to visit by train as the expansion of the railroad included a stop in Pewaukee. With the popularity of Pewaukee, it did not take long before development started to occur around the lake.

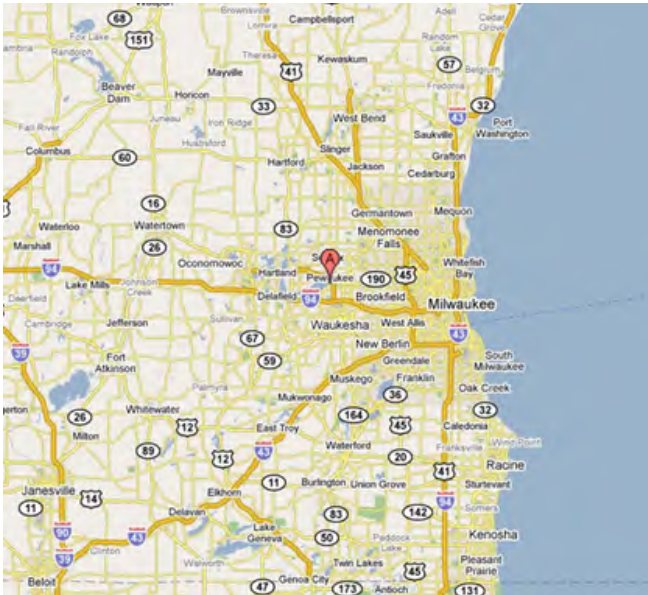
Pewaukee also became known for its ice industry. When the last glacier left the lake, it left the perfect setting for an ice industry. With the opening of the railroad, ice was easily moved out of the area and sold to other communities.

The framework and history of Pewaukee is rather eventful and cannot possibly be recollected in a summarized form. One could say that Pewaukee was built, in part, on recreation as it was a great place to visit.

The Pewaukee Parks & Recreation Department, as it is now, was established as a Joint Department (servicing both the City and the Village of Pewaukee) in 1997. The Department is responsible for providing residents

# SECTION 1: COMMUNITY MAPS

**Figure 1.0 Location Map**



The City and Village of Pewaukee are located approximately 20 miles west of Milwaukee, Wisconsin and 60 miles east of Madison, Wisconsin.

Neighboring communities include Delafield, Sussex, Brookfield, and Waukesha. Major transportation routes include arterial streets and highways including I-94, USH 18, STH 16, STH 164, STH 74 and STH 190.

**Figure 2.0 Location Map**



City and Village of Pewaukee borders and boundaries.

The City of Pewaukee covers approximately 23 square miles and the Village of Pewaukee covers 4.4 square miles for a total of 27.4 square miles combined.

Two railroads traverse the Pewaukee area, including the CP Rail System (formerly Soo Line) which provides freight service over an east-west line, and the Wisconsin Central Ltd. Rail System which provides freight service over a north-south line.

The Waukesha County/Crites Field Airport, a 389 acre general utility airport, is located adjacent to the City of Pewaukee.



# SECTION 1: Community Characteristics

## Community Data

A clear understanding of community demographics is essential to the development of an effective Parks and Open Space Plan. Demographic data—such as age distribution, household composition, income levels, and population growth trends—provides insight into who we serve and how recreation needs may evolve over time. By analyzing these characteristics, the Department can make informed decisions about the types of facilities, programs, and park amenities that will best support the well-being of residents. This ensures that the Department is responsive to current and future needs, and aligned with the community's values.

### Population Statistics

Population change is the primary component in tracking a community's past growth, as well as predicting future population trends. Population characteristics relate directly to a community's recreational facility/program needs. However, it should be noted that over time there are fluctuations in the local and regional economy which generally cannot be predicted. These fluctuations may greatly influence the community's population growth and related characteristics.

### Age/Gender Composition

A review of the population by age cohort, or age groups, can serve as an indicator of local population needs. For instance, a large school-age population would require different recreational facilities than a predominantly elderly population.

### Ethnic Background / Racial Composition

Understanding the racial and ethnic composition of the community is an important component of equitable parks and open space planning. Different cultural groups may have distinct recreation interests, social traditions, gathering practices, and expectations for how public spaces are used. By recognizing the diversity present within Pewaukee, the Department can ensure that park amenities, programming, and communication strategies are welcoming, relevant, and accessible to all residents.

### Employment Data

Incorporating employment data into the planning process allows the Department to design park spaces and recreation services that reflect how residents live, work, and balance daily life—resulting in a park system that is convenient, relevant, and supportive of overall community well-being.

### Site Natural Resources

The physical characteristics of an area—such as topography, soil conditions, water features, vegetation, wildlife habitat, and existing land uses—play a central role in determining how parks and open space can be designed, developed, and maintained. These natural features influence where recreation facilities can be located, what types of activities are appropriate, and how people experience outdoor spaces. Understanding the land's physical conditions helps ensure that park development is both environmentally responsible and cost-effective. For example, protecting wetlands and natural drainage patterns reduces flooding risks, while preserving mature trees and natural habitat areas enhances ecological health and community character. Likewise, recognizing slopes, elevation changes, and soil stability supports safe and sustainable trail and facility construction.

# SECTION 1: Community Data

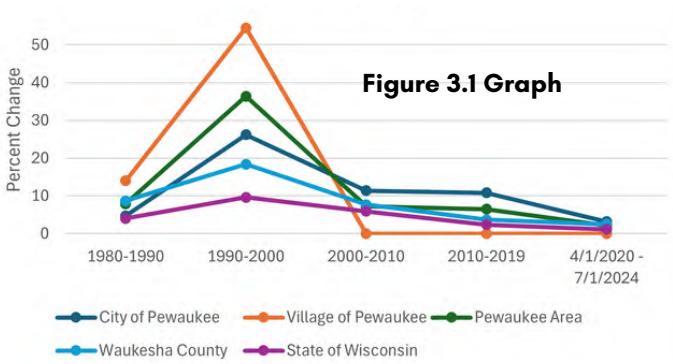
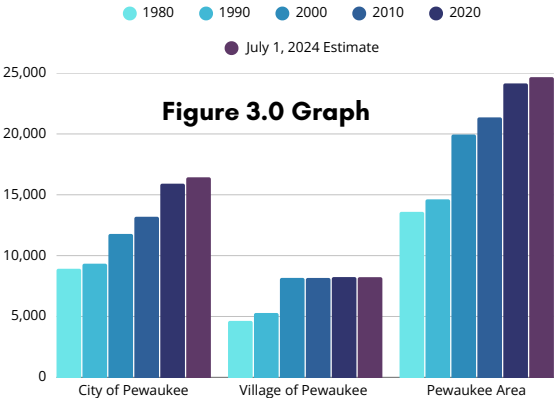
## Population Statistics

Figure 3.0

	1980	1990	2000	2010	2020	July 1, 2024 Estimate
City of Pewaukee	8,922	9,339	11,783	13,195	15,914	16,437
Village of Pewaukee	4,637	5,287	8,170	8,166	8,238	8,230
Pewaukee Area	13,598	14,626	19,953	21,361	24,152	24,667
Waukesha County	280,203	304,715	360,767	389,891	406,980	417,029
State of Wisconsin	4,705,642	4,891,769	5,363,675	5,686,986	5,893,718	5,960,975

Figure 3.1

	% Change 1980-1990	% Change 1990-2000	% Change 2000-2010	% Change 2010-2020	% change 2020-2024
City of Pewaukee	4.70	26.20	11.40	10.80	3.29
Village of Pewaukee	14.00	54.50	0.00	0.00	0.00
Pewaukee Area	7.90	36.40	7.20	7.20	2.13
Waukesha County	8.70	18.40	7.70	7.70	2.47
State of Wisconsin	4.00	9.60	5.90	5.90	1.14

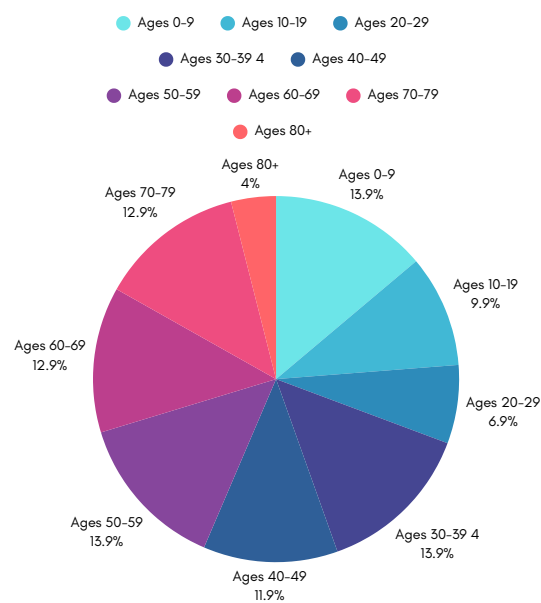


Both Figure 3.0 and Figure 3.1 depict the continued growth of the City of Pewaukee. The Village of Pewaukee growth has slowed since the year 2000. Overall, the Pewaukee area’s population has increased from 14,626 persons in 1990 to an estimated 24,667 persons in 2024 an overall increase of 68.65% or 10,041 individuals.

# SECTION 1: Community Data

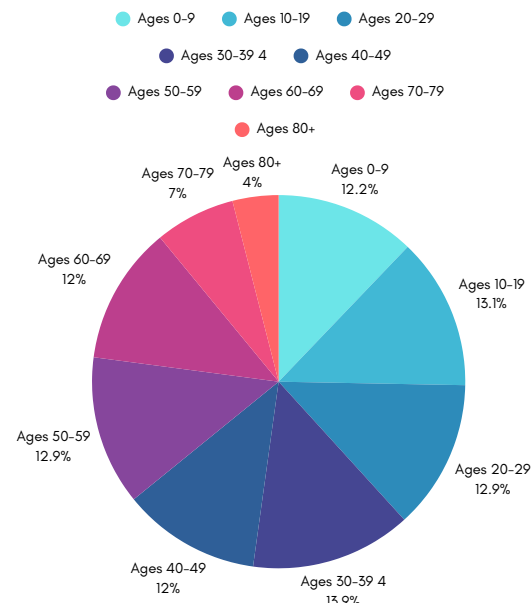
## Age Composition

Figure 4.0 Pewaukee Area (City and Village)



Median Age: 43.5 years

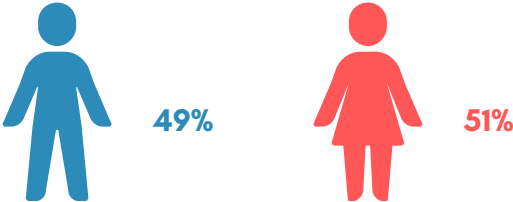
Figure 4.1 Milwaukee-Waukesha, WI Metro Area\*



Median Age: 38.5 years

## GENDER COMPOSITION

Figure 4.2 Pewaukee Area (City and Village)



The median age in Pewaukee (City and Village combined) is approximately 10% higher than the figure in the Milwaukee-Waukesha, WI Metro area, and also 10% higher than the median age in the state of Wisconsin (40.1 years). This statistic is of note because it indicates the necessity of providing programs and amenities for an aging population. Trending programs since the last Parks and Open Space Plan have shown an increase in participants over the age of 60 from 225 total participants in 2020 to 492 participants in 2025 (YTD November, 2025). This is an increase of 119%.

Reasons for this extreme increase:

Increase in Senior Living Facilities located in Pewaukee

Addition of Open Pickleball Play

Increased interest in senior fitness classes after COVID pandemic.

The gender composition is the same breakdown within .05% of the Milwaukee-Waukesha Metro Area and the State of Wisconsin.

Combined Statistical Area (CSA)

Officially specified by the Office of Management and Budget, a CSA combines adjacent CBSAs which have a moderate degree of social and economic ties. Ties between the component CBSAs in a CSA are not as strong as ties between the counties in any of the individual CBSAs.

# SECTION 1: Community Data

## Race and Ethnicity

Figure 5.0 Pewaukee Area

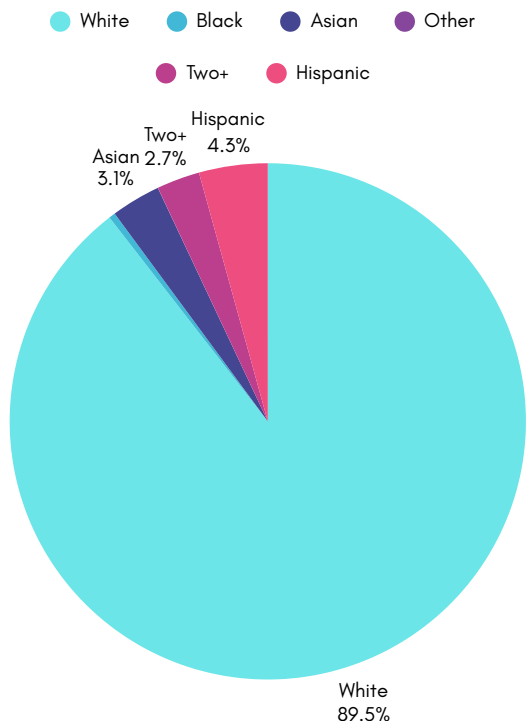
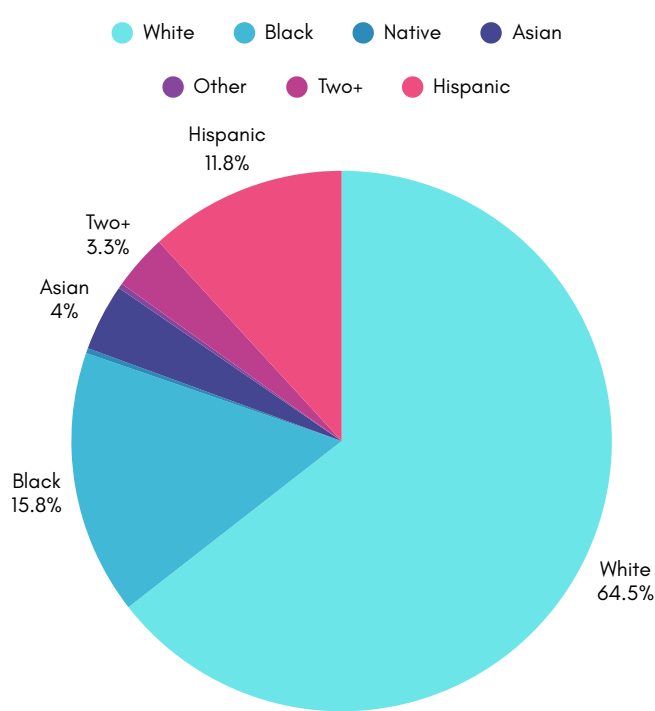


Figure 5.1 Milwaukee-Waukesha, WI Metro Area



The City of Pewaukee has a population that is predominantly White, with approximately 89.5% of residents identifying as White. This proportion is higher than both the Milwaukee-Waukesha metro area (64.4%) and the State of Wisconsin overall (79.2%). Pewaukee has relatively smaller percentages of residents who identify as Black, Asian, Native American, or Hispanic when compared to the broader region and the state. Residents identifying as Black make up 0.4% of the local population, compared to 15.8% in the metro area and 6% statewide. Asian residents represent 3.1%, which is somewhat comparable to the metro area (4%) and slightly higher than the state (2.9%). Individuals identifying with two or more races make up 2.7% of Pewaukee’s population, similar to regional and state levels. Approximately 4.3% of Pewaukee residents identify as Hispanic or Latino, which is lower than both the metro area (11.8%) and statewide (7.8%).

Understanding the racial and ethnic composition of Pewaukee is important for ensuring that parks, programs, and community services are inclusive and reflective of all residents. While Pewaukee’s population is less racially and ethnically diverse than the broader Milwaukee-Waukesha region and the state overall, the community is gradually changing. Recognizing these trends allows the Parks & Recreation Department to plan programs and events that are welcoming to all.

# SECTION 1: Community Data

## Income

Figure 6.0 Pewaukee Area Household Income

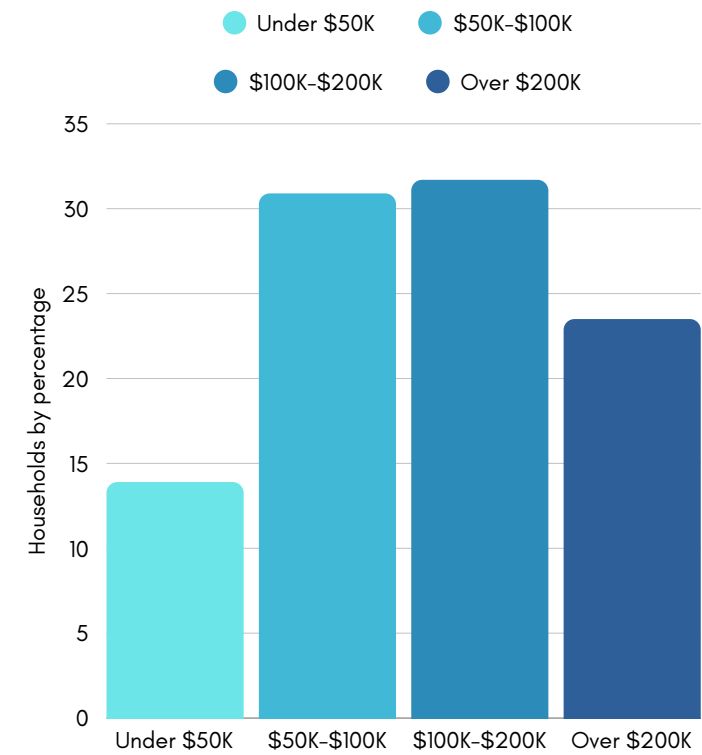
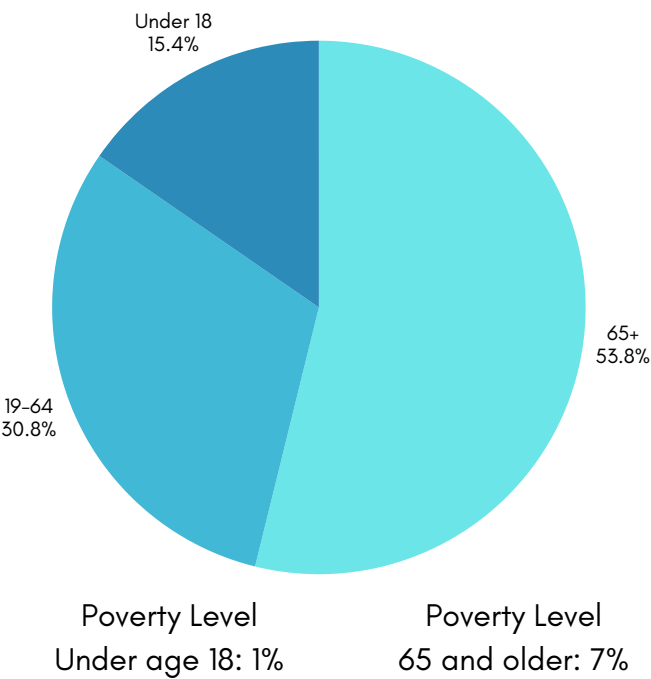


Figure 6.1 Pewaukee Area Household Income



**The average per capita income is \$63,774, the median household income is \$112,093**

Resident income information is essential to determine pricing models, subsidization levels and affordable acces to programs and facilities.

**Pewaukee area household income is about 1.4 times the amount of that in the Milwaukee-Waukesha, WI Metro Area and 1.5 times the amount in the state.**

# SECTION 1: Community Data

## Site Natural Resources

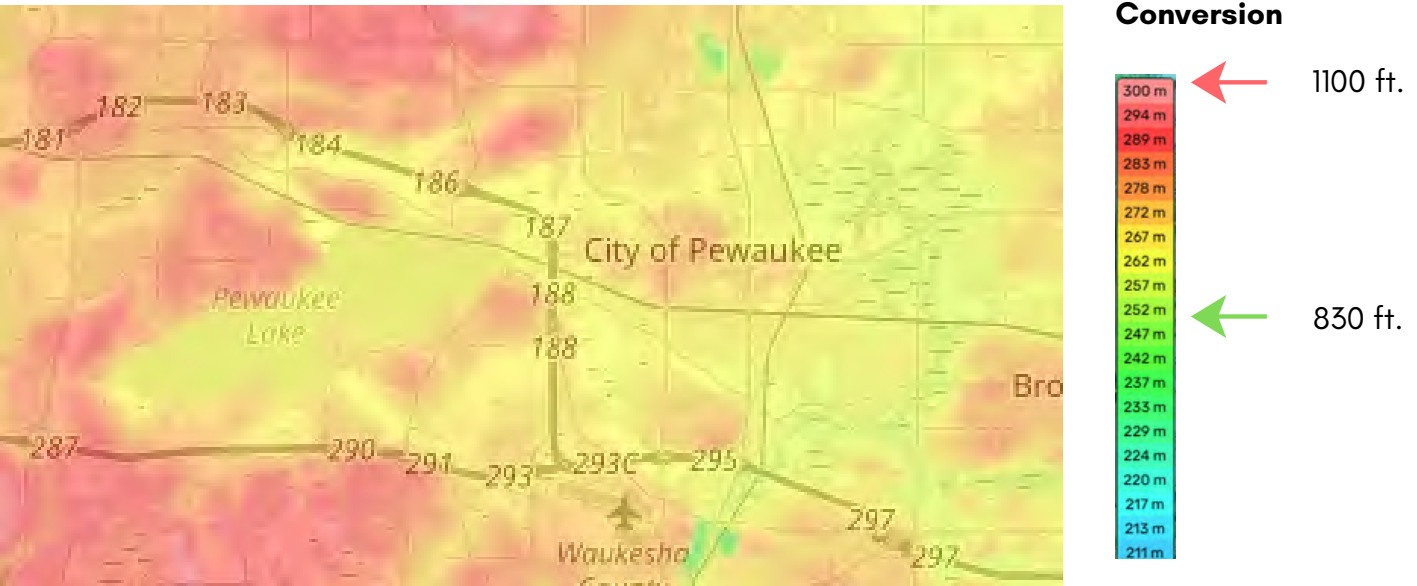
The topography or relative elevation of the land surface within the Pewaukee area has been determined generally by the configuration of the bedrock geology in combination with overlying glacial deposits.

Waukesha County sits in Wisconsin’s Eastern Ridges & Lowlands and includes the glacial Kettle Moraine ridge. Elevations on the plain are commonly ~700-900 ft, while the Kettle Moraine rises above 1,000 ft; the county high point is Lapham Peak at 1,233 ft.

Pewaukee lies in the county’s “Lake Country” lowlands with gentle, rolling relief around Pewaukee Lake.

Elevations within the Pewaukee area range from a low of approximately 830 feet above mean sea level in the southeastern part of the area along the main stem of the Fox River, to a high of over 1,100 feet above mean sea level in the southwestern portion of the area.

**Figure 7.0 Elevation Levels in the greater Pewaukee Area**



Pewaukee’s landscape reflects the gentle, rolling lake country that characterizes the central portion of Waukesha County. While the county overall ranges from lowland plains to the steeper ridges of the Kettle Moraine, Pewaukee’s topography remains more moderate, defined by gradual slopes, glacially formed hills, and the presence of Pewaukee Lake. This setting supports a variety of recreation opportunities—water access, trail connections, and scenic open spaces—while maintaining the accessible terrain and community-centered feel that shape the local parks and recreation experience.

# SECTION 1: Community Data

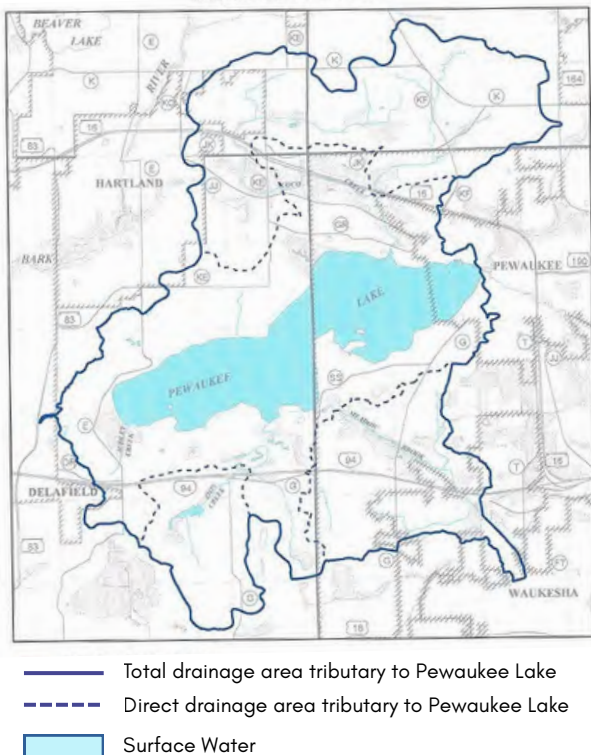
## Site Natural Resources

There is one major lake (greater than 50 acres) located in the Pewaukee area, Pewaukee Lake. Pewaukee Lake is a pre-glacial erosion valley blocked by glacial drift, and in more recent times, impounded by man. The original lake was only, what is now the westernmost basin which is located outside of the Pewaukee area. The construction of a dam at the present outlet inundated marshlands east of the original basin to produce the present lake, which is approximately twice the size of the original lake. The surface area of the lake is 2,493 acres; 45% or 1,117 acres of which are located within the Pewaukee area. The lake has a maximum depth of 45 feet and a mean depth of 15 feet. There are approximately 13.7 miles of shoreline, 6.4 miles of which are located in the Pewaukee area.

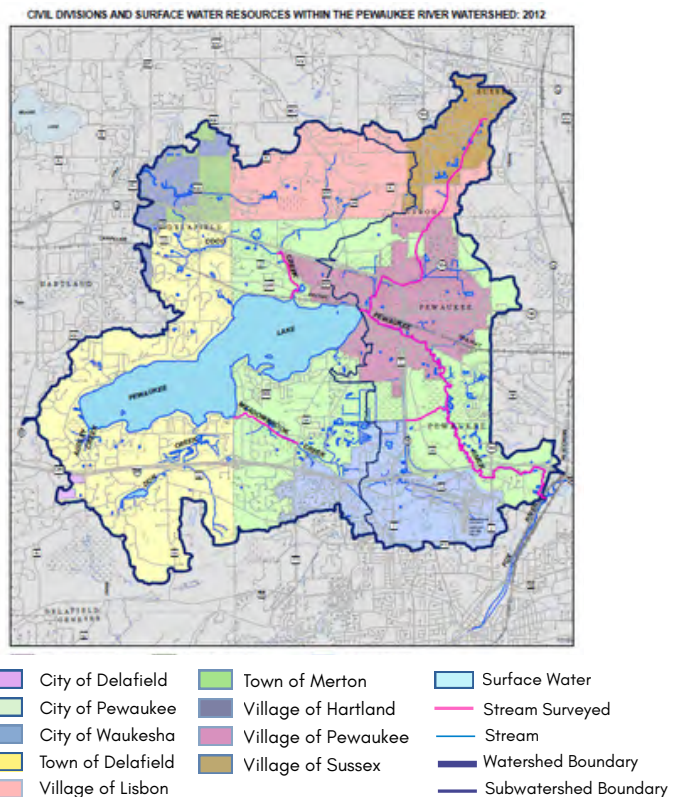
Within the Pewaukee area there are approximately 18.4 miles of major streams. Major streams are defined as perennial streams which maintain, at a minimum, a small continuous flow throughout the year except under drought conditions.

Wetlands cover approximately 13% of the Pewaukee area. Large areas of wetlands are located along the main stem of the Pewaukee River in the City of Pewaukee, along the western side of USH 16 in the City of Pewaukee, north of Pewaukee Lake in the northwestern portion of the City of Pewaukee, within the northern portion of and north of the Village of Pewaukee, and in the northeastern portion of the City of Pewaukee.

**Figure 8.0 Pewaukee Lake**



**Figure 8.1 Pewaukee Watershed**





# SECTION 2: 2021-2025 Goals and Objectives Review

## Previous Plan Goals

The 2026-2030 Parks & Open Space Plan builds upon the foundation established in the 2021-2025 plan, reflecting both the progress made and the evolving needs of our community. Since the adoption of the previous plan, many of its goals have been successfully implemented — from park facility upgrades and the development of new recreation amenities to enhanced community programming and alternative revenue development. These accomplishments demonstrate the Department's continued commitment to providing high-quality parks, preserving open space, and enriching the quality of life for residents and visitors alike. This section will summarize the status of the previous plans goals and objectives.

## 2021-2025 Parks and Open Space Plan Goals and Objectives

### Administrative Goals

#### **Increase knowledge and visibility of the Department within the community.**

- Implement a marketing plan.
- Continue participation in local and county civic organizations
- Mail Activity Guide to all Pewaukee residents three times per year
- Continue to utilize and expand seasonal activity guide to include more community based activities, resources and events.

### Summary.

New and expanded marketing efforts include a stronger presence on social media, adding paid Facebook campaigns for large community events, increased media communication and purchasing ad space in local publications.

Parks & Recreation staff working closely with local organizations such as Pewaukee Youth Baseball, the Pewaukee Kiwanis Club, Positively Pewaukee, the Pewaukee Historical Society, the Pewaukee Women's Club, community churches, Pewaukee School district and many more. These relationships have helped build an avenue for sponsorships and partnerships that benefit the Department in maximizing park facilities and services to the community.

The seasonal Activity Guide five years ago was generally 16 pages and mailed to all property owners. In the last four years nearly all the seasonal guides have increased to 20 pages which shows a significant increase in the amount of space needed to display recreation programs, and are now mailed to all residents in the City and Village.

An "Around Town" section of the Summer Activity Guide now includes dates and locations of numerous local community events run by other organizations. This is as a service to our residents and not as advertisements.

Eleven new community based events were created and implemented since 2021, six of which have become annual events.

# SECTION 2: 2021-2025 Goals and Objectives Review

## Administrative Goals (Cont.)

### **Increase funding of the Pewaukee Parks and Recreation Department operations.**

- Encourage the development of new private/public partnerships to offset Department expenses.
- Monitor and apply for county, state, and federal grant funding for parks system improvements.
- Continue to foster and grow the relationship with the Friends of Pewaukee Parks organization for community engagement and fundraising.
- Maximize revenues while remaining competitive in the marketplace for park rentals and recreation programs.
- Seek sponsorships and potential naming rights for major parks and facilities within the parks system.
- Update the Parks and Open Space Plan every five years.

### **Summary**

The Department has increased the development of new private and public partnerships. These partnerships have led to sponsorships, donations and other alternative revenue sources.

In 2024, a Partnership Opportunities guide was designed and distributed to local businesses presenting sponsorship of programs and events for 2025. We saw a 69% increase in sponsorships from 2021-2025. See Appendix B.

The Friends of the Parks organization has been more active in the community and in raising funds for Department needs in the following ways:

- Parks In-Bloom Program - volunteers help to manage landscaping projects saving staff wages.
- Fundraising at Events - Friends sell things like concessions and novelties at events raising money.
- Re-curring Donations - Friends set up a monthly giving option for those who would like to donate consistently
- Duck Race - Although not run directly by the Friends group, proceeds from the event are gifted to the organization.

Every few years we analyze our park rental spaces to be sure the pricing is reasonable and competitive. We review items like frequency of rentals for the previous year, neighboring community's park rental rates, facility quality, improvements, and more, to determine our park rental rates. Our park rentals are very popular and were previously underpriced. Rental rates have approximately doubled since 2020. Today's rates are indicative of supply and demand for the space available for casual rentals in Pewaukee and Waukesha County.

New policy and pricing strategies in addition to new programs has increased program revenue from \$315,000 in 2021 to \$575,000 in 2025(YTD). This is an increase of 183%.

This Parks and Open Space Plan is scheduled to be updated in 2030.

# SECTION 2: 2021-2025 Goals and Objectives Review

## Administrative Goals (Cont.)

### **Improve and increase staff development efforts and provide necessary support.**

- Fund staff attendance at national and state conferences.
- Send staff to workshops and professional development opportunities.
- Provide adequate staffing levels to administer programs and maintain parks.
- Provide adequate office space and department equipment.
- Provide opportunities for additional staff training through agencies and organizations such as NRPA, WPRA, WDNR and others.

### **Summary**

Over the last five years Parks and Recreation Staff have attended WPRA state conferences, NRPA national conferences or both, or have been able to gain access to these learning opportunities virtually. Staff have also participated in more professional development opportunities including financial sustainability certification courses, Pryor online learning portal, NRPA and WPRA webinars and presentations and local learning in the areas of marketing, media and AI.

In 2023, a full-time Recreation Coordinator position was added to the Department. This addition expanded programming while allowing other staff to focus on alternative revenue, marketing, and community engagement.

There has been no expansion of office space or working spaces that have resulted in a permanent location for Parks Maintenance Staff and the added Recreation Coordinator. A City Hall remodeling project is scheduled to begin in the next year that will assist with these needs.

# SECTION 2: 2021-2025 Goals and Objectives Review

## **Recreation Program goals**

### **Expand program offerings and opportunities in the community.**

- Create additional non-traditional revenue streams such as sponsorships, partnerships, and new events.
- Offer additional programs in the areas of: adults, water/lake related programs, special events, evening and weekend programs, and outdoor winter recreation.
- Consider hiring a Recreation Coordinator to help oversee additional opportunities.

### **Summary**

Non-traditional revenue streams in programming has been achieved through expansion of sponsorships and partnerships, with an increase of 69% from 2021 to 2025. See Appendix B.

Adult programming has seen a big increase in the area of senior fitness classes. Other areas of growth are enrichment programs like the arts, cooking, technology and social events for seniors. We have seen a 41% increase in participation for those 60 years and older since 2021.

No adult water/lake related programs were created and implemented, nor were winter-specific recreation opportunities. This goal will be reviewed to determine if it is a need the community is requesting from the 2025 Community Survey data.

Eleven new community events were added since 2021. Most of which were supported by event sponsors and some of which also provided the Friends of the Parks the opportunity to sell items and concessions for future Parks and Recreation Department needs. Out of eleven, five have turned into annual events.

### **Provide more opportunities for pickleball for Pewaukee residents.**

- Convert (when renovating existing surface) an existing tennis court to permanent pickleball courts or multi-use courts for the use of passive recreation.
- Develop pickleball clinics, leagues, or tournament play.

### **Summary**

Both Wagner Park tennis courts were converted to eight permanent Pickleball courts in Fall of 2022. This amenity brings hundreds of players to the park for scheduled open Pickleball play and clinics. The Department offered scheduled Open Play for adults, bringing in over \$52,000 in 2023 - 2025. Youth Pickleball camps were also offered each summer with a total enrollment of 57.

# SECTION 2: 2021-2025 Goals and Objectives Review

## Parks Maintenance Goals

### Update South Park playground equipment and grading.

- Replace playground equipment that was removed due to safety concerns.
- Improve grading issues to help mitigate park flooding.

### Summary

2021: South Park playground was replaced and relocated.

2021: South Park grading issues were repaired and resulted in less park flooding during heavy rains.

### Improve ball diamond conditions throughout the parks system.

- Remove the lip between infield dirt and outfield grass, grade infields and add appropriate ball diamond mix at Nettesheim Park (2 diamonds), Kiwanis Village Park (3 diamonds)
- Remove weeds and create formal warning track at Pewaukee Sports Complex.

### Summary

One ball diamond at Nettesheim park was completely regraded and improved. The second diamond has been improved by parks maintenance staff, but could use additional resources.

#### Kiwanis Village Park Diamond Updates

- Scoreboards (2)
- Diamond infield material, regraded, sod

#### Diamond 2

- LED lighting conversion upgrade, underground wiring and transformer
- Backstop and infield fencing replaced

Diamond 3 was determined to be unplayable and was transitioned into green space.

The Pewaukee Sports Complex diamond warning tracks are sprayed and kept clear so to be more defined.

# SECTION 2: 2021-2025 Goals and Objectives Review

## Parks Maintenance Goals (Cont.)

### **Create diversity among park amenities throughout the parks system.**

- Develop all-inclusive playground and splash pad at Pewaukee Sports Complex.
- Determine the best use for Balmer Park woods and complete the redevelopment to either disc golf, dog park, or other purpose.
- Consider 'Ninja Playground' instead of traditional replacement equipment.
- Determine the possibility of a dog park in the parks system and move forward with an appropriate plan.

### **Summary**

After four years of fundraising, the Play Pewaukee All-Inclusive Playground and Garrison's Splash pad were constructed at the Pewaukee Sports Complex. They officially opened to the public Friday, August 29, 2025.

The Balmer Park woods area had many Ash trees, most of which were dead and decaying due to the invasive Emerald Ash Borer beetle. In 2024, most of the trees were completely removed. There are not plans to redevelop this area of land to another purpose.

There are not currently any plans for a permanent dog park. After considering multiple areas in the parks system, there is not space at our locations large enough to serve this purpose. The fund balance is still growing with the intent to keep it in case there is a land acquisition or repurposing.

# SECTION 2: 2021-2025 Goals and Objectives Review

## **Development Goals**

### **Keep the public informed of current development projects.**

- Develop an area on the Department website that includes updates on park projects. Promote through social media.

## **Summary**

The City's Park and Recreation webpage has had park updates available for the public to see. Social media has been more useful in sharing ongoing updates to the community, primarily using Facebook. Community engagement with these posts have been shared organically through social media platforms.

### **Increase the amount of walking trails in the parks system.**

- Add a walking trail to the Pewaukee Sports Complex
- Install fitness equipment along the walking trail at the Pewaukee Sports Complex.
- Improve Simmons Woods trail system signage, trail markers, and entrance aesthetic.
- Investigate opportunities for easement and installation of walking path along the Pewaukee River in the Village.
  - Support Pewaukee River Partnership.
  - Relay DNR opportunities when available.

## **Summary**

The playground and splashpad installation at the Pewaukee Sports Complex had approximately 1,900 feet of walking trails (1/3 mile loop), and another 400 feet of asphalt through the playground and splash pad to the baseball concessions bathroom.

There has not been any additional discussion about adding fitness equipment at the Sports Complex.

The Simmons Woods trail system has had some updates to trails and the boardwalk and alternative funding is being pursued for additional trail marker updates through the Friends of the Parks.

The installation of a walking path along Pewaukee River, additional Village initiative never gained traction.



# SECTION 2: 2021-2025 Goals and Objectives Review

## Development Goals (Cont.)

### **Plan and further develop unused area of Koepp Riverside Park.**

- Develop seating areas and shelter allowing for accessible passive use, as well as natural garden areas.
- Utilize the nature area at the North ends of the park including walking paths and accessible seating (requiring the removal of brush and shrubs).
- Complete a river walk bridge between the current walkway and the park shore.

### **Summary.**

Three benches have been added to Koepp park for public seating. The Pewaukee River Partnership is working in conjunction with the Village and Engineers to determine the possibility of an additional bridge connection at the north end of Koepp Park.

### **Plan and implement changes to Lakefront Park to maximize use and accessibility among swimmers, boaters, fishermen, and lake visual users.**

- Improve and/or increase the size of the swim area to accommodate more people, including people with disabilities. Limit interactions between boat shore docking and swimmers.
- Increase the amount of transient boat docking slips while accommodating those with disabilities.
- Design and build the next generation fishing pier and boardwalk area while increasing access to individuals with disabilities.
- Remove obstacles including concrete seating area to avoid tripping hazards and allow for more efficient park maintenance.

### **Summary.**

New swim buoys were purchased and installed to better identify the swim area. A transient dock was added providing docking areas for boats adding eight new transient boat slips. A new fishing pier was installed with ADA compliant walkway and access. Concrete was removed from the seating area, removing tripping hazards.

# SECTION 2: 2021-2025 Goals and Objectives Review

## Development Goals (Cont.)

### **Create a vision and implement improvements to the area currently containing the Pewaukee Athletic Association fields and structures at Kiwanis Village Park.**

- Develop seating areas and shelter allowing for accessible passive use, as well as natural garden areas.
- Utilize the nature area at the North ends of the park including walking paths and accessible seating (requiring the removal of brush and shrubs).
- Complete a river walk bridge between the current walkway and the park shore.

### **Summary**

The structure at Kiwanis Village Park near the previous PAA diamonds was removed for safety reasons and a new structure is not planned at this time.

There were significant improvements made on the remaining (PAA) ball diamond.

- Diamond infield material, regrading, sod (funded by Pewaukee Kiwanis)
- LED light upgrades (funded by Pewaukee Youth Baseball)
- Underground wiring, transformer (Department)
- Two scoreboards were added (Pewaukee Youth Baseball)
- Diamond #2 backstop and infield fencing replace/repair (Department)

There has been no further development of the North end of the park.

The river walk bridge was not achieved.

### **Lead discussions to develop and build a future joint City/Village Community Center.**

- To be managed by the Joint Parks and Recreation Department.
- Provides access for community recreation programs and meetings.

### **Summary**

There has still been some interest and conversation regarding a future City/Village Community Center. There has not been any forward motion on this discussion.

# SECTION 3: Current Parks and Recreation Services

## PEWAUKEE PARKS

The City and Village of Pewaukee Parks & Recreation Department has experienced steady growth and development over time. Similar to other municipal park and recreation agencies, the Department functions through three primary components: recreation programming, capital planning and development, and park maintenance. Since the establishment of the Joint Parks & Recreation Department, these components have provided a comprehensive framework for the delivery of recreation services and the maintenance of community park facilities.

The Pewaukee area contains approximately 240 acres of parkland distributed across 17 sites, owned and maintained by either the City or the Village of Pewaukee. Additional park and open space areas are owned and managed by other public entities within the community. Map 1 identifies all existing park and open space sites located within the Pewaukee area.

The City of Pewaukee owns eight park sites comprising approximately 156 acres, while the Village of Pewaukee owns nine park sites comprising approximately 84 acres. The park system supports a broad range of recreational activities, including soccer, baseball, tennis, basketball, playground use, and passive recreation. In recent years, offerings have expanded to include inclusive play, beach swimming, pickleball, community events, fitness and enrichment programs, and outdoor education opportunities.

The park system is generally well maintained and continues to meet the community's recreational needs. However, many larger parks contain similar amenities, limiting diversity and differentiation across the system. Future planning should emphasize the development of distinct amenities and specialized facilities at individual parks to enhance variety, balance park usage, and respond to changing community recreation preferences.

### **Park Classification**

**Community Parks:** Parks of 10–50 acres serving up to a 15 mile service area. They are placed near major roads with easy access, and support intensive recreational opportunities for both passive and active uses.

**Neighborhood Parks:** Parks of 1–10 acres serving a 1 to 4 mile area and are in walking distance to the service area. Amenities are designed for localized needs and play areas for children.

**Mini Parks:** Parks in a small neighborhood up to 1 acre serving an area less than one mile. These generally include a playground for active use or remains as open space for passive use.

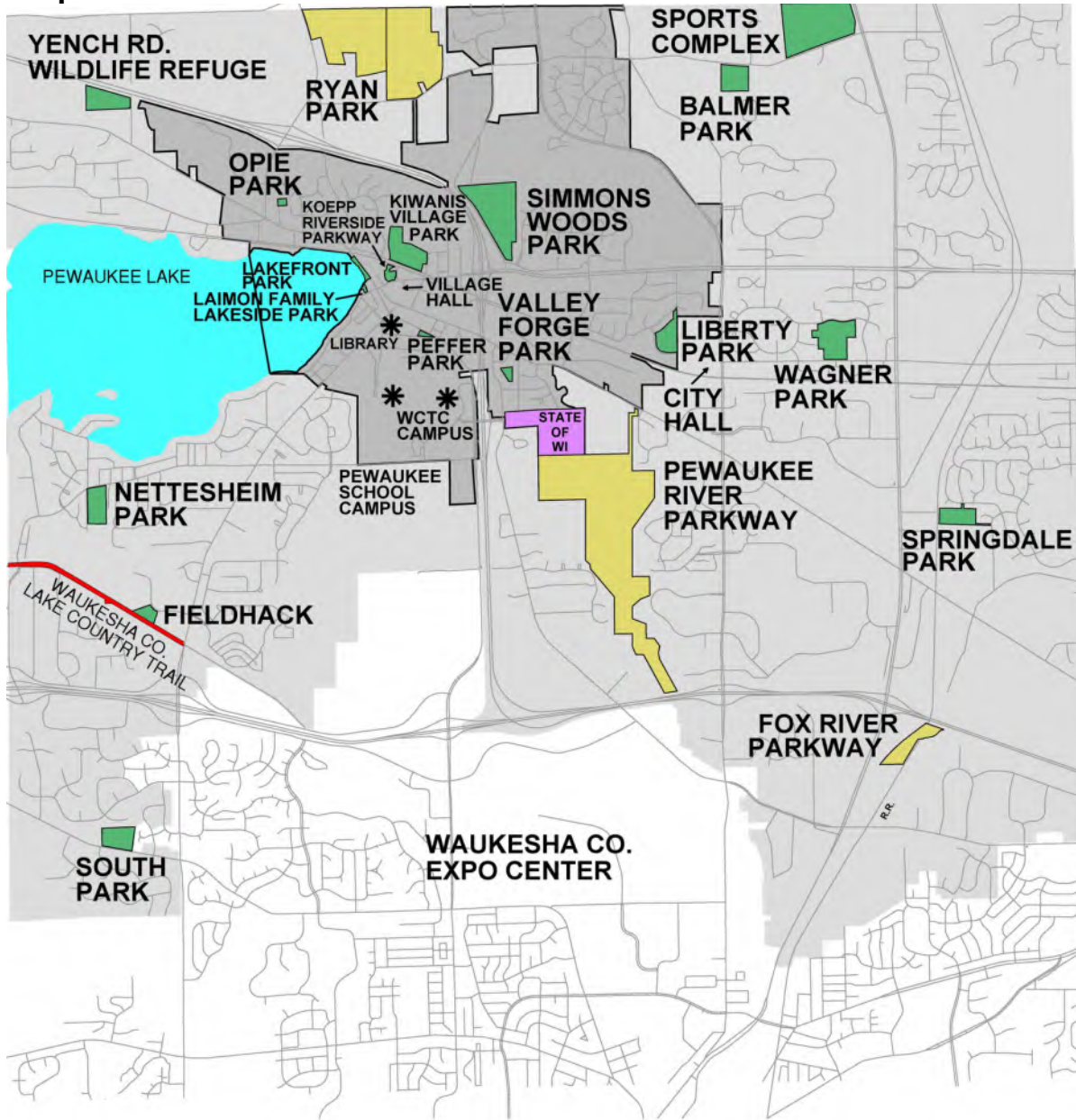
**Special Use Parks:** These parks do not have a specified service radius and are typically used for single purpose such as walking trails or a specific park amenity.

# SECTION 3: Current Parks and Recreation Services

## EXISTING PARK, RECREATION AND OPEN SPACE SITES

City and Village of Pewaukee, WI

Map 1

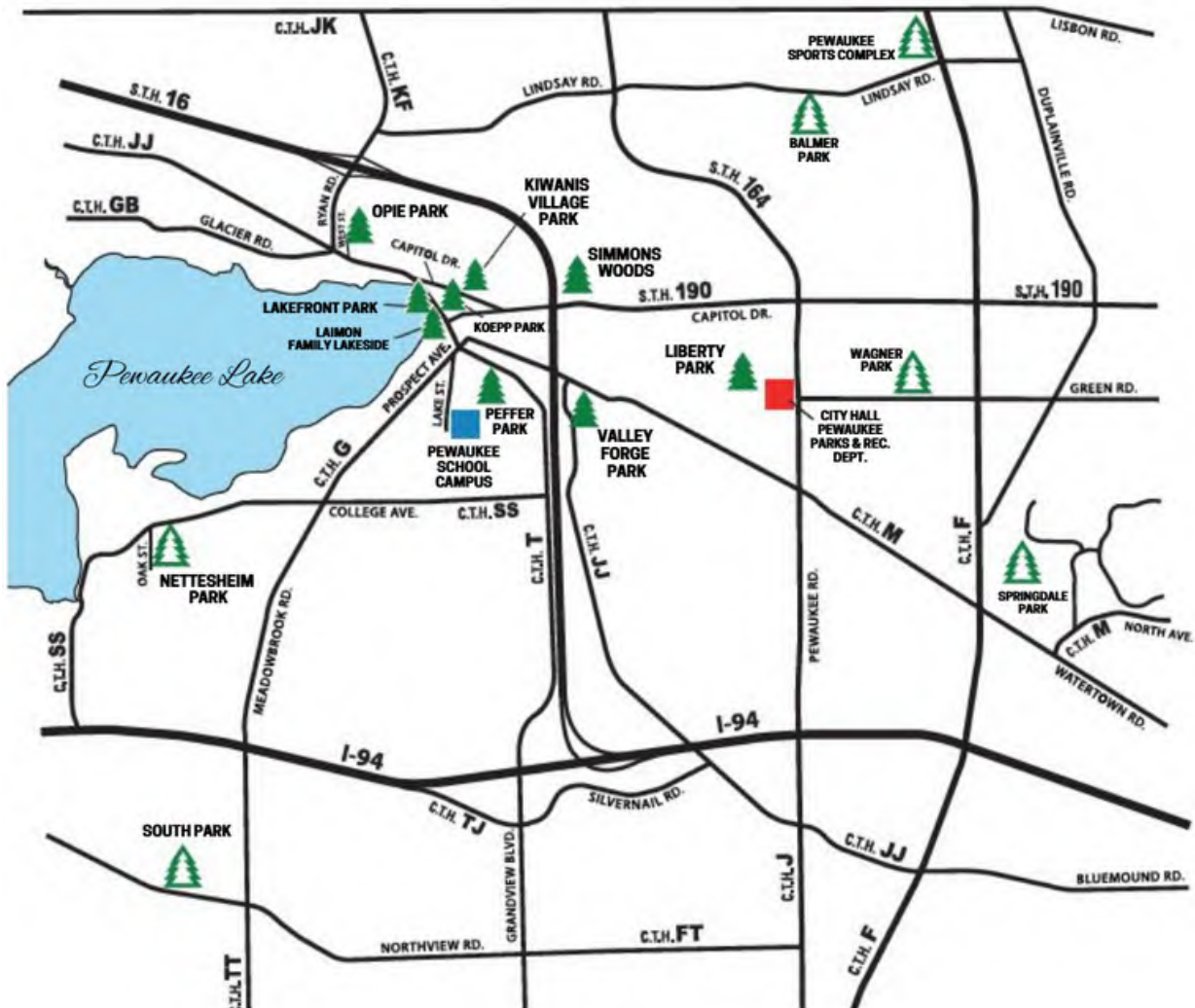




# SECTION 3: Current Parks and Recreation Services

Map 2

## PARKS MAP AND AMENITIES



		ADA Accessible	All-Inclusive Playground	Baseball Field	Basketball Court	Beach	Born Learning Trail	Building Rental	Kayak Launch	Nature Areas	Parking Spaces	Pickleball Court	Picnic Area	Playground	Portable Toilet	Programs	Public Boat Launch	Restrooms	Shelter	Soccer Field	Softball Fields	Splash Pad	Tennis Court	Volleyball Court
<b>City Parks</b>																								
Balmer	N44 W23875 Lindsay Rd.	✓	✓	✓	✓			✓		✓	56	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Nettesheim	N26 W27495 Prospect Ave.	✓	✓	✓	✓		✓	✓			55	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Pewaukee Sports Complex	N45 W23440 Lindsay Rd.	✓	✓	✓	✓						550	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
South	N5 W27300 Northview Rd.	✓	✓	✓	✓			✓			47	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Springdale	W226 N2400 Oakwood Ln.	✓	✓	✓	✓					✓	0	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Wagner	N31 W23320 Green Rd.	✓	✓	✓	✓			✓		✓	172	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>Village Parks</b>																								
HJ Koepp Riverside Pkwy	201 Oakton Ave.	✓							✓	✓	110													
Kiwanis Village	325 Capitol Dr.	✓		✓	✓					✓	100	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓
Laimon Family Lakeside	129 Park Ave.								✓		7					✓	✓	✓						
Lakefront	222 W. Wisconsin Ave.					✓					0	✓	✓	✓	✓		✓	✓						
Liberty	440 Concord Rd.			✓	✓						20	✓	✓	✓	✓					✓	✓	✓	✓	✓
Opie	450 West St.				✓						0	✓	✓	✓	✓									
Peffer	330 Main St.										0	✓	✓	✓	✓									
Simmons Woods	889 Cecelia Dr.									✓	5	✓	✓	✓	✓	✓		✓						
Valley Forge	206 Morris St.			✓	✓						0	✓	✓	✓	✓			✓						



# SECTION 3: INDIVIDUAL PARK DETAILS - City

## Balmer Park

Park Location: City; Northeast

Park Size: 16 acres

Park Type: Neighborhood

The building and pavilion are available for rental May

1 - September 1

7 Picnic tables

Outdoor outlets

56 Parking spaces

Existing Facilities	Condition	Notes
Ball Diamond (1)	Good	Added Diamond Fence in 2025
Building	Average	
Pavilion	Average	
Playground	Good	Replaced 2024
Restrooms	Good	Not ADA-Compliant
Soccer	Good	
Tennis Courts	Poor	
Tennis Practice Wall	Average	
Volleyball (sand)	Good	



# SECTION 3: INDIVIDUAL PARK DETAILS-City

## Fieldhack; Nature Area

Park Location: City; Southwest

Park Size: 1 acre

Park Type: Open Space - not maintained for public use.





# SECTION 3: INDIVIDUAL PARK DETAILS-City

## Nettesheim Park

Park Location: City; West

Park Size: 12 acres

Park Type: Neighborhood

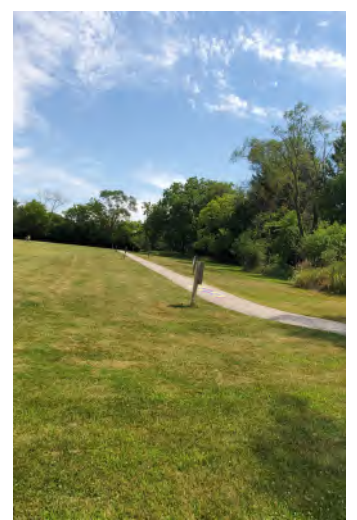
This building and pavilion are available for the public to rent year round.

11 Picnic tables

Outdoor outlets

55 Parking spaces

Existing Facilities	Condition	Notes
Ball Diamond (2)	Good	Diamond 1 completely regraded, Diamond 2 repaired. Will consider complete regrading in 2026 in-house.
Basketball	Good	
Born Learning Trail	Good	
Building	Good	
Gaga Ball	Good	
Pavilion	Good	Outlets added 2022
Playground	Good	
Restrooms	Good	Bathroom Epoxy flooring in 2022, hand-dryer 2023
Tennis Courts	Poor	Considering repair/replace options
Volleyball (sand)	Good	





# SECTION 3: INDIVIDUAL PARK DETAILS-City

## Pewaukee Sports Complex Play Pewaukee All-Inclusive Playground Garrison's Splashpad

Park Location: City; Northeast

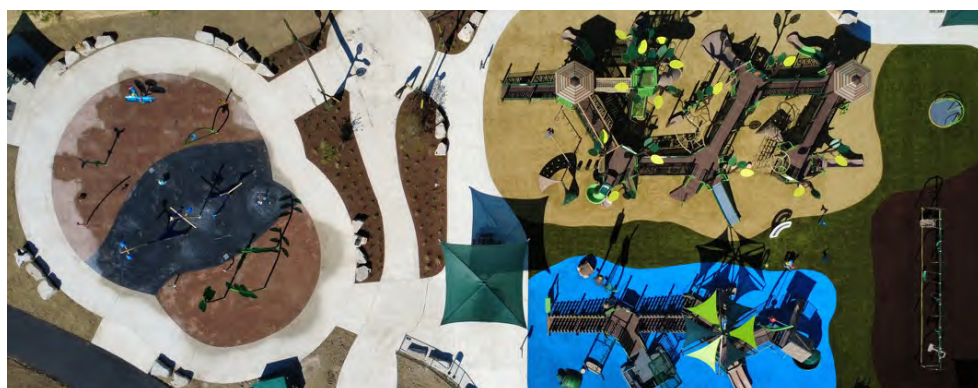
Park Size: 59 acres

Park Type: Special Interest

Ball diamonds are rentable early spring-late fall.  
Pavilions may be used for selling concessions with approval. Both ball diamonds and soccer fields are primarily utilized by community youth sports partners.

Group rentals are available for the playground & Splashpad.  
Both areas are 100% inclusive for those with disabilities.  
The Splashpad is open Memorial Day through Labor Day.

Existing Facilities	Condition	Notes
Concession Buildings (2)	Good	
Ball Diamonds	Good	Turf infields (2025)
Batting Cages (2)	Good	
Soccer Fields (13)	Average	Continued grading and improvements
All-Inclusive Playground	Good	2025 install
Garrison's Splash Pad	Good	2025 install
Asphalt Paths	Good	2025 install
Restrooms	Good	





# SECTION 3: INDIVIDUAL PARK DETAILS-City

## South Park

Park Location: City; Southwest  
Park Size: 12 acres  
Park Type: Neighborhood

The building and pavilion are available for the public to rent year round.  
11 Picnic tables  
Outdoor outlets  
55 Parking spaces

Existing Facilities	Condition	Notes
Ball Diamond (2)	Average	Often floods
Basketball	Average	Located in parking lot
Building	Average	Bathroom Epoxy flooring 2023
Pavilion	Good	Outlets added 2022
Playground	Good	New structure and swings 2021
Restrooms	Good	New toilets, hand dryer 2023
Tennis Courts	Average	
Volleyball (sand)	Average	





# SECTION 3: INDIVIDUAL PARK DETAILS-City

## Springdale Park

Park Location: City; Southeast  
Park Size: 12 acres  
Park Type: Neighborhood  
There is no parking lot for this park.

Existing Facilities	Condition	Notes
Ball Diamond	Average	Receives minimal use
Basketball	Good	
Building	Average	Used only for storage
Pavilion	Average	
Playground	Good	New equipment 2020, new main structure 2024
Restrooms	Average	
Tennis Court	Average	Has Pickleball lines (1 court, no nets)





# SECTION 3: INDIVIDUAL PARK DETAILS-City

## Wagner Park

Park Location: City; Central

Park Size: 26 acres

Park Type: Community

The park is available for the public to rent year round.

14 Picnic tables

Outdoor outlets

172 Parking spaces

Pickleball courts are open April - October

Courts are rentable by the hour

Existing Facilities	Condition	Notes
Ball Diamond (2)	Good	
Basketball	Good	
Building	Good	LED lighting conversion 2021
Flag Football	Good	Seasonal, shared green space
Gaga Ball	Average	
Pavilion	Good	
Playground	Good	New structure small kids area 2023, New structure and turf 2025
Restrooms	Good	Faucet sensors 2021, hand dryer 2023
Soccer	Good	Seasonal, shared green space
Pickleball courts	Good	
Volleyball (sand)	Poor	
Ponds (2)	Average	Solar Aerator (1)



## SECTION 3: INDIVIDUAL PARK DETAILS-City

### Yench Road; Undeveloped

Park Location: City; Northwest

Park Size: 18 acres

Park Type: Undeveloped Land, not maintained





# SECTION 3: INDIVIDUAL PARK DETAILS-Village

## HJ Koepp River Parkway

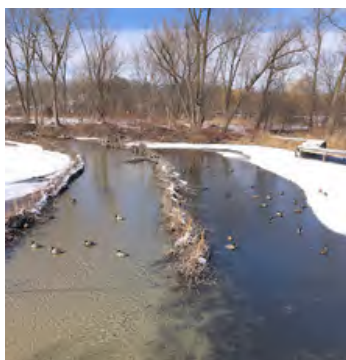
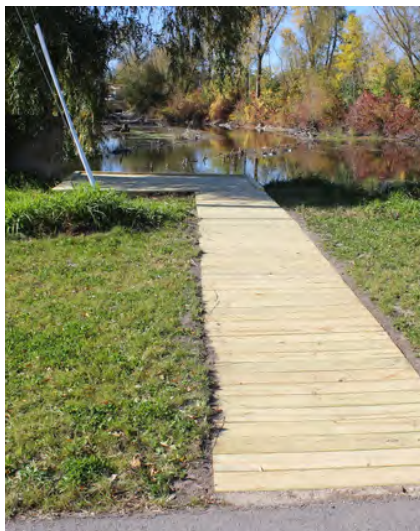
Park Location: Village; Central

Park Size: 2.84 acres

Park Type: Special Use

This park is the primary parking area for the beach, lakefront park, and downtown businesses.

Existing Facilities	Condition	Notes
Public Parking	Good	
Bridge Access to the lakefront	Good	Maintenance managed by volunteers
Sitting Benches/Passive Recreation Area	Good	
River	Good	Duck race; river maintenance by Pewaukee River Partnership





# SECTION 3: INDIVIDUAL PARK DETAILS-Village

## Kiwanis Village Park

Park Location: Village; Central

Park Size: 22 acres

Park Type: Community

The park is available for the public to rent May 1-September 30

10 Picnic Tables

Outdoor outlets

100+ Parking Spaces

Existing Facilities	Condition	Notes
Ball Diamond (2) One lit diamond	Good	Significant renovations were done in 2022 on both ball diamonds
Basketball	Good	New drain area, new asphalt
Bell Tower Memorial	Good	This addition installed in 2025 by the Bell Tower Memorial organization.
Gaga Ball	Average	
Pavilion (2)	Average	
Playground	Good	New in 2025, with additional Inclusive elements
Pond	Good	New fountain 2024
Restrooms	Good	Epoxy floor 2021
Tennis Court	Average	
Volleyball (sand)	Good	





# SECTION 3: INDIVIDUAL PARK DETAILS-Village

## Laimon Family Lakeside Park

Park Location: Village; Central  
Park Size: 0.59 acres  
Park Type: Special Use

Existing Facilities	Condition	Notes
Boat Slip Rental	Good	There is a long waitlist for slip rentals
Boat and Bait Shop Business	Good	This is a private business that rents the building
Personal Residence	Average	The upper of the building is a rentable residence.
Pewaukee Lake Gasoline Sales	Good	
Public Boat Launch	Good	
Public Parking	Good	This is a small parking lot, most boat launchers park at Koepp Park parking area.
Restrooms	Good	Hand dryer 2024





# SECTION 3: INDIVIDUAL PARK DETAILS-Village

## Lakefront Park

Park Location: Village; Central  
Park Size: 1 acre  
Park Type: Special Use

Building concessions area is rented by groups for special events such as the Kiwanis Beach Party, and Waterfront Wednesdays.

Existing Facilities	Condition	Notes
Beach	Good	Is tested weekly in the summer for water bacteria levels. Beach does not have lifeguards.
Building/Concessions	Average	Epoxy floor 2021, LED lighting conversion 2025
Fishing Pier	Good	New pier in 2023
Passive Recreation Area	Good	Benches are available through the park
Pavilion	Good	LED lighting conversion 2025
Restrooms	Good	
Transient Boat Slips	Good	





# SECTION 3: INDIVIDUAL PARK DETAILS-Village

## Liberty Park

Park Location: Village; East  
Park Size: 9 acres  
Park Type: Neighborhood

Existing Facilities	Condition	Notes
Ball Diamond	Good	New fence 2020
Basketball	Good	
Playground	Good	
Portable Toilet	n/a	Not available in winter
Tennis Court	Average	

Large hill is used for sledding in winter.





# SECTION 3: INDIVIDUAL PARK DETAILS-Village

## Opie Park

Park Location: Village; Northwest  
Park Size: 1 acre  
Park Type: Mini Park

Existing Facilities	Condition	Note
Basketball	Good	
Playground	Good	New structure 2021
Portable Toilet	n/a	Not available in winter





# SECTION 3: INDIVIDUAL PARK DETAILS-Village

## Peffer Park

Park Location: Village; Southeast  
Park Size: 1 acre  
Park Type: Mini Park

Existing Facilities	Condition	Notes
Passive Recreation Area	Good	Benches near flower garden area
Playground	Good	New spinner 2021, new structure 2023



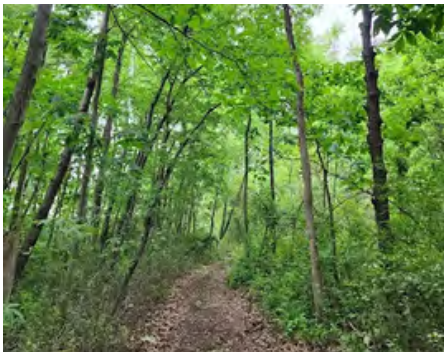


# SECTION 3: INDIVIDUAL PARK DETAILS-Village

## Simmons Woods

Park Location: Village; East  
Park Size: 48 acres  
Park Type: Special Use

Existing Facilities	Condition	Notes
Apple Orchard	Good	Trees are not treated with insecticide
Boardwalk	Average	Areas of the boardwalk need repair/replacement
Passive Recreation Area	Average	Some benches need repair/replacement
Trail System	Average	Currently seeking funding for new trail markers. Invasive species of buckthorn has grown significantly in this park; Significant volunteer labor for buckthorn removal





# SECTION 3: INDIVIDUAL PARK DETAILS-Village

## Valley Forge Park

Park Location: Village; Northwest

Park Size: 2 acres

Park Type: Neighborhood

The park is located in a neighborhood of multi-family housing and does not have a public parking lot.

Existing Facilities	Condition	Notes
Ball Diamond	Average	
Basketball	Poor	Located in parking lot/turnaround area
Gaga Ball	Good	
Pavilion	Good	
Playground	Average	
Portable Toilet	n/a	Not available in Winter



## SECTION 3: Indoor facilities

The Department currently does not operate an indoor facility other than the park buildings which house the majority of recreation program offerings, summer day camp and community rentals.

Lakefront Park has a concession stand that is currently rented out on an annual basis to Positively Pewaukee for their Waterfront Wednesday events in the summer.

The Pewaukee Sports Complex has two concession stands that are utilized by youth sports organizations and the Department.

### **Public School Facilities**

Department partners with the Pewaukee School District for use of school facilities for SPARK, a Summer School wrap-around camp, serving up to 100 children at no charge.

### **Church Space**

The Department partners with local Pewaukee churches for program space at a nominal rental charge. Church partners include: Spring Creek Church, Christ Lutheran Church and St. Bartholomew's Church.

### **Other Indoor Space**

The Department also has utilized local businesses/community partners that have space available for programs, events, and meetings.

**As the community grows, there will be a need for additional indoor facility space.**

# SECTION 3: Parks and Recreation Programming

## Pewaukee Parks and Recreation Programs

The combined communities of Pewaukee have a residential population of 24,667 residents (U.S. Census estimate in July 2024) and is comprised of both new and established housing categories. The cornerstone of any park and recreation agency are the program offerings. The purpose of completing a Recreation Demand Analysis is to evaluate recreational offerings and how local trends and offerings by neighboring communities impact participation. If a customer's needs are not met, they will seek it elsewhere. Part of this process was to survey local recreation agencies to compare recreation structure, organization, and offerings. This analysis indicates that compared to other communities, Pewaukee's per capita taxpayer cost is conservative.

**TABLE: 3.1**

Rereation Demand Analysis	Pewaukee	Waukesha Parks, Rec & Forestry	Brookfield	Sussex
	City/Village	City	Town	Village
Number of residents	24,667	71,461	6,468	12,607
Indoor facilities (Comm. Center)	0	4	0	3
Number of parks	15	51	3	22
Park acreage in system	240	1,196	47	592
Number of recreational programs*	575	1,648	20	957
**Number of leagues using parks	6	53	2	8
Number full-time recreation staff	3	9	1	4
Number full-time parks staff	4	28	0	5
Annual total budget	\$1,850,000	\$7,362,230	\$208,000	\$2,759,408
Park expenditures per person	\$75.00	\$103.00	\$32.00	\$219.00

\*Total number offerings/multiple sessions

\*\* Number does not include tournament play at the sports complex.

# SECTION 3: Parks and Recreation Programming

## Pewaukee Parks and Recreation Programs (Cont.)

The data in Table 3.1 provides an interesting comparison to the way parks and recreation agencies operate. In regard to program offerings, Pewaukee does offer more programs than one of the four departments; the Village of Sussex has a strong senior program therefore many of their programs stem from that category.

A few interesting points to consider when looking at the recreational offerings is the lack of indoor space owned and operated by the Department. Although Wagner, Nettesheim and South Parks offer an indoor building that can be used for small classes, they are limited not only by space but also by what type of programs can be offered.

Below is an inventory of Pewaukee's programs for the past year by program category. This chart only counts the number of different programs, not individual sessions of each program.

**TABLE 3.2**

Program Category	2021	2022	2023	2024	2025
Preschool Ages 0-4	16	20	25	29	31
Youth Ages 5-17	47	62	69	64	68
Adult Ages 18+	36	34	30	39	68
Seniors Ages 60+	37	37	31	33	39
Community Events	15	14	12	12	13
Adult Trips	3	12	14	3	5

### NOTES:

In 2020, the COVID-19 pandemic had a significant effect on program attendance which spanned through the first portion of 2021. Program offerings were still somewhat limited.

The increase or decrease in specific program areas by year is not indicative of the total number of participants in a program category. Programs are routinely reviewed and registration trends are used to determine which program areas have the most success and which may need to be removed or replaced.



# SECTION 3: Parks and Recreation Programming

## Marketing and Promotion of Recreational Programs

### Activity Guide

The Pewaukee Parks and Recreation Activity Guide is printed and distributed three times per year—Winter/Spring, Summer, and Fall—and mailed to every household in both the City and Village. Based on the 2025 Open Space Plan survey, 91.5% of respondents identified the seasonal guide as the primary way they learn about recreation programs and department services.

### Social Media

The Department hosts a public Facebook page as another method of reaching the community. This outlet is used for general information, promotion of classes and services, and events. The page currently has 4.4K followers.

#### Follower Breakdown

52.7% - Pewaukee

17.2% - Waukesha

6.5% - Hartland

5% - Sussex

4% Milwaukee

3.9% Brookfield

### Printed School Flyers

Three to four times per year the Department creates a school flyer to promote specific classes or programs to students ages 4K–6<sup>th</sup> grades. We create, provide, and print these flyers and the school distributes them to each classroom.

### Email

Through recreation software, access to prior participant emails is another option for marketing important information to users. This is generally done to announce the upcoming activity guide and registration dates, or to contact specific demographics for a program or event.

### Print Media

For some events, large print media like banners and yard signs are created and shared throughout the community.

### Cross Promotion

Some programs gain traction from participants returning for another session or similar program, by word-of-mouth, or by instructors sharing details with current students.

# SECTION 3: Parks and Recreation Programming

## Recreation Program Design and Implementation

### Program Design Methodology

The Pewaukee Parks & Recreation Department utilizes a comprehensive and strategic approach to the development of recreational programs that reflects both community priorities and professional standards in the field of parks and recreation. Program planning direction is created through a combination of local interest, national trends, participant requests, instructor availability, program evaluation data, and alignment with the adopted Parks and Open Space Plan.

Local interests are assessed through ongoing community engagement, participation patterns, and demographic analysis to ensure that offerings remain responsive to the diverse needs and preferences of residents. National recreation and leisure trends are reviewed to incorporate best practices and emerging program models that promote innovation, wellness, and inclusivity within the community. Participant feedback, gathered through surveys and evaluations, provides valuable insight into program satisfaction, demand, and opportunities for enhancement.

The Department also evaluates the availability and qualifications of instructors to maintain high program standards and ensure the delivery of safe, effective, and engaging recreational experiences. All program decisions are ultimately guided by the goals and directives established within the Parks and Open Space Plan, ensuring consistency with the Department's long-term objectives related to recreation, community enrichment, and the stewardship of public spaces.

Through this integrated and evidence-based planning framework, the Pewaukee Parks and Recreation Department strives to provide a balanced, innovative, and accessible array of recreational opportunities that contribute to the overall quality of life in the Pewaukee community.

### Program Evaluation

Recreational programs are routinely monitored for participant satisfaction through anonymous surveys. At the end of each class a survey is sent to participants and data collected from that feedback is used to implement improvements or changes.

Program feedback also comes from participants. This information is often received on the phone, email, or in-person. All feedback is taken as a method to provide for the recreational needs of community and in an effort for continuous improvement.

# SECTION 3: Parks and Recreation Programming

## Community Recreation Services

The Pewaukee community offers a variety of youth sports programs outside of the Parks and Recreation Department. Most of these groups are private non-profit and are volunteer run and managed. This information is of note because the size of the Pewaukee community does not support duplication of services. The Department offers only preschool-aged sports to provide basic sports concepts to youth prior to the age they are eligible to participate in local youth sport programs.

### Youth Sports Organizations

- Pewaukee Youth Baseball
- Pewaukee Youth Basketball
- Pewaukee Youth Tackle Football
- Lake Country Football Club (Soccer)
- Pewaukee Predators Softball

A variety of other youth and family program providers also serve the Pewaukee community. Unlike youth sports, some of these services are duplicated within and outside the Department.

### Local Recreation Providers (not a complete list):

- |                             |                            |
|-----------------------------|----------------------------|
| • J.K. Lee Tai Kwon Do      | • We Rock the Spectrum     |
| • Karate America            | • The Sensory Club         |
| • Aspire Dance Studio       | • Pewaukee Public Library  |
| • Accent on Dance Studio    | • Pewaukee School District |
| • Fred Astaire Dance Studio | • Planned development of a |
| • Blue Rose Dance Studio    | new YMCA facility.         |

### Civic Organizations

Pewaukee has many local organizations that have been good stewards of the Pewaukee Parks and Recreation Department’s initiatives and community engagement.

### Local Civic Organization (not a complete list):

- |                               |   |
|-------------------------------|---|
| • Pewaukee Kiwanis Club       | • American Legion Post #71 and VFW                |
| • Pewaukee Women’s Club       | • Bell Tower Memorial                             |
| • Pewaukee Area Arts Council  | • Pewaukee Food Pantry                            |
| • Pewaukee Historical Society | • Pewaukee Lake Waterski Club                     |
| • Pewaukee River Partnership  | • Waukesha Pewaukee Convention & Visitor’s Bureau |
| • Positively Pewaukee         |   |



# SECTION 3: Parks and Recreation Programming

## Future Parks and Outdoor Spaces

The Pewaukee Parks and Recreation Department approaches park planning, development, and maintenance through a comprehensive and strategic framework that aligns with both community needs and the goals established in the Parks and Open Space Plan.

Decisions regarding park improvements, acquisitions, and amenities are guided by data, public input, and adherence to professional park planning standards. The Department regularly evaluates local demand, demographic trends, and usage patterns to ensure that existing park sites and new development projects effectively serve the evolving needs of residents. Community feedback, obtained through surveys, public meetings, and stakeholder engagement, provides valuable insight into priorities related to accessibility, environmental stewardship, recreation, and aesthetics.

Best practices and national standards in park design, safety, and sustainability are reviewed to ensure that all projects incorporate contemporary approaches to recreation and resource management. Coordination with other municipal departments, regional planning agencies, and community partners further supports efficient use of resources and alignment with broader community development objectives.

Each initiative is developed in accordance with the directives of the Parks and Open Space Plan, ensuring that investments in park infrastructure, open space preservation, and recreational facilities contribute meaningfully to the City and Village's shared vision for a vibrant, connected, and sustainable parks system.

Through this deliberate and evidence-based process, the Pewaukee Parks & Recreation Department seeks to enhance the quality, accessibility, and long-term resilience of Pewaukee's park system for current and future generations.

# SECTION 4: Community Interest Survey

## Community Interest Survey

In 2025, the Pewaukee Parks and Recreation Department conducted a comprehensive Community Interest Survey to gather feedback from residents regarding parks, facilities, programs, and overall departmental services. The survey provided valuable data on community satisfaction, priorities, and emerging needs, offering a clear understanding of how residents perceive current offerings and where future enhancements may be most beneficial.

The survey was designed based on evaluation of the 2021-2025 goals, updated department initiatives since the last Open Space Plan, and to gather specific data to drive the future of the Department.

Unlike previous surveys, this one was not mailed directly to homes. The survey was available as a QR scannable code on the front of the 2025 Summer Activity Guide, and also on the Parks and Recreation website. There was an additional option to contact the office for a mailed hard-copy of the survey. This method gave equal access to all Pewaukee households instead of a random sample. This method was also cost-free, and more environmentally friendly by removing the need to purchase and copy paper surveys, pay postage, and provide pre-addressed stamped return envelopes.

This survey resulted in 836 responses. There is not a specific measurable response rate because the process did not establish a quantity of surveys requested.

The survey can be found in Appendix C.

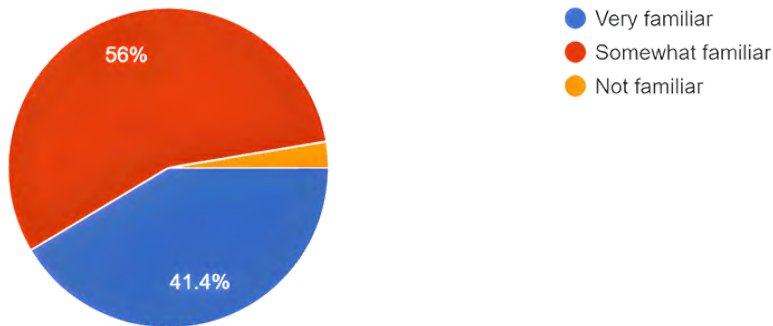
# SECTION 4: COMMUNITY INTEREST SURVEY

## Interest Survey Results

### QUESTION 1:

How familiar are you with Pewaukee Parks and Recreation Department and its services?

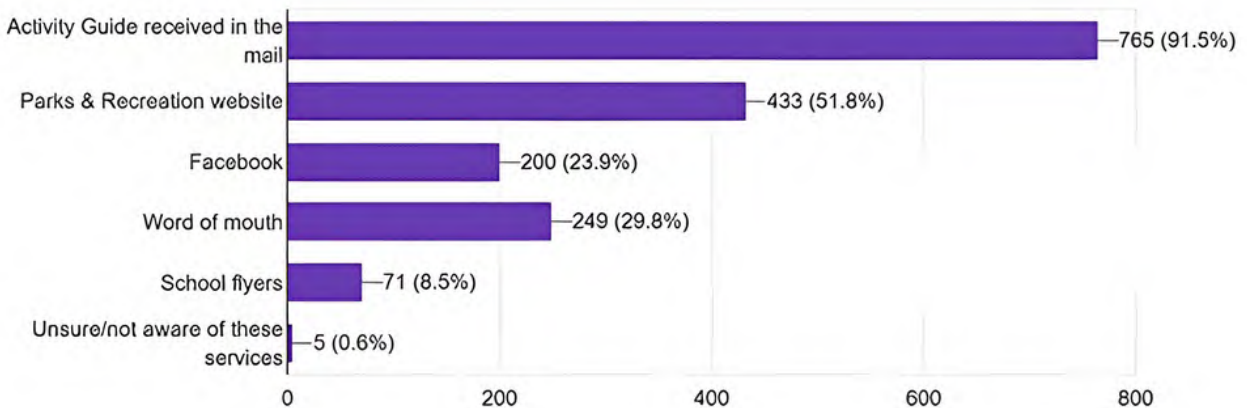
836 responses



### QUESTION 2:

Where do you get information about Pewaukee Parks and Recreation? Choose all that apply.

836 responses



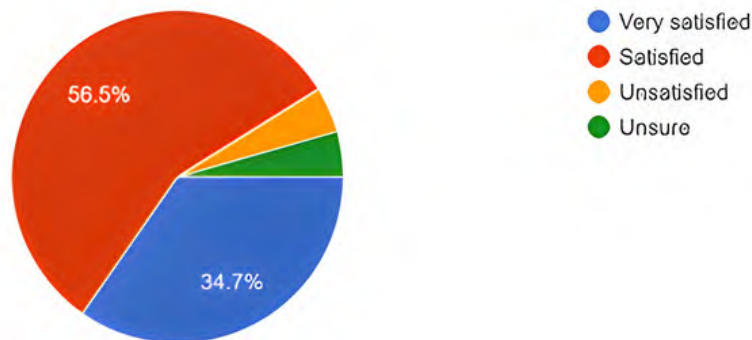
# SECTION 4: Community Interest Survey

## Interest Survey Results (Cont.).

### QUESTION 3:

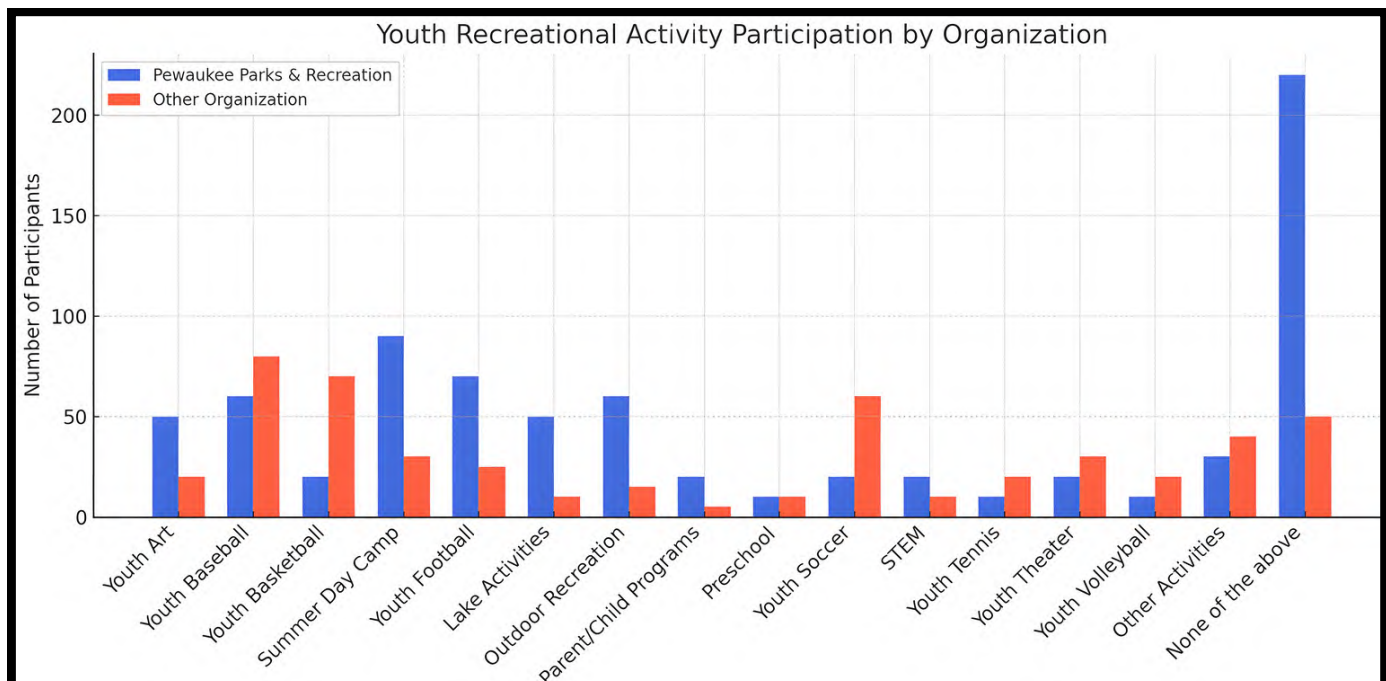
What is your overall satisfaction with Pewaukee Parks and Recreation?

836 responses



### QUESTION 4:

What YOUTH recreational activities do the individuals in your household participate in? Check the column you participate in, leave it blank if you do not participate.

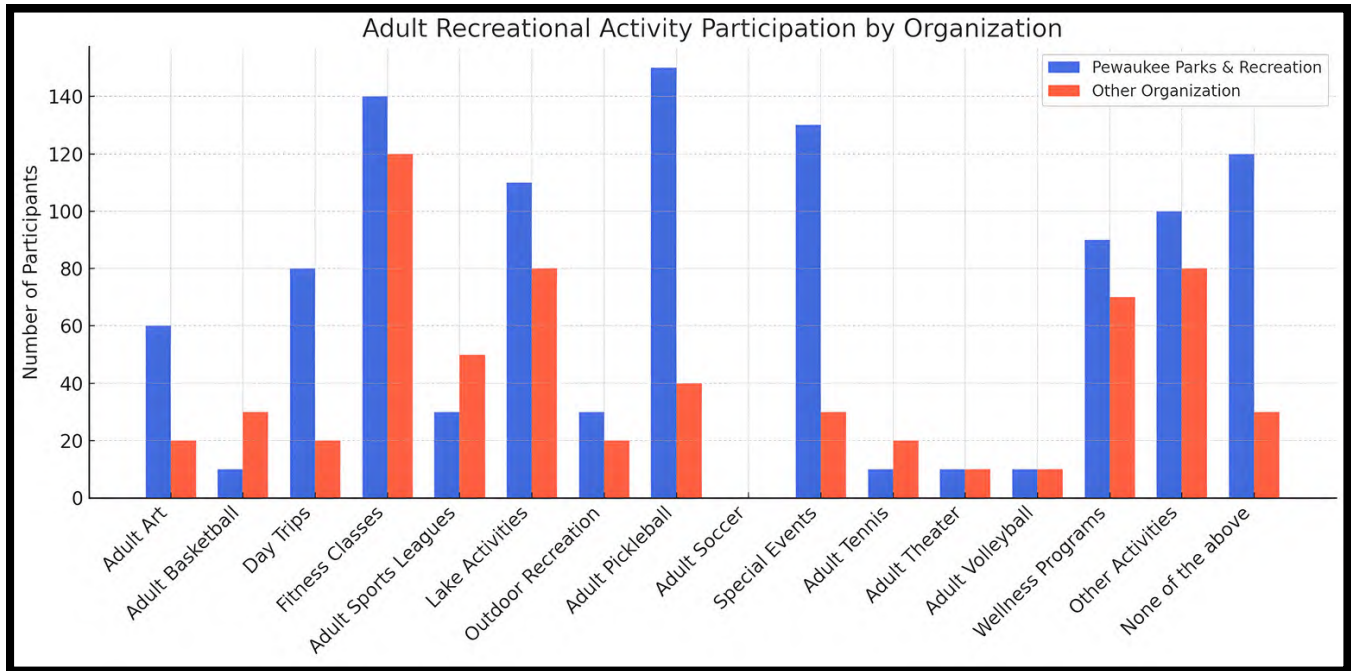


# SECTION 4: COMMUNITY INTEREST SURVEY

## Interest Survey Results (Cont.)

### QUESTION 5:

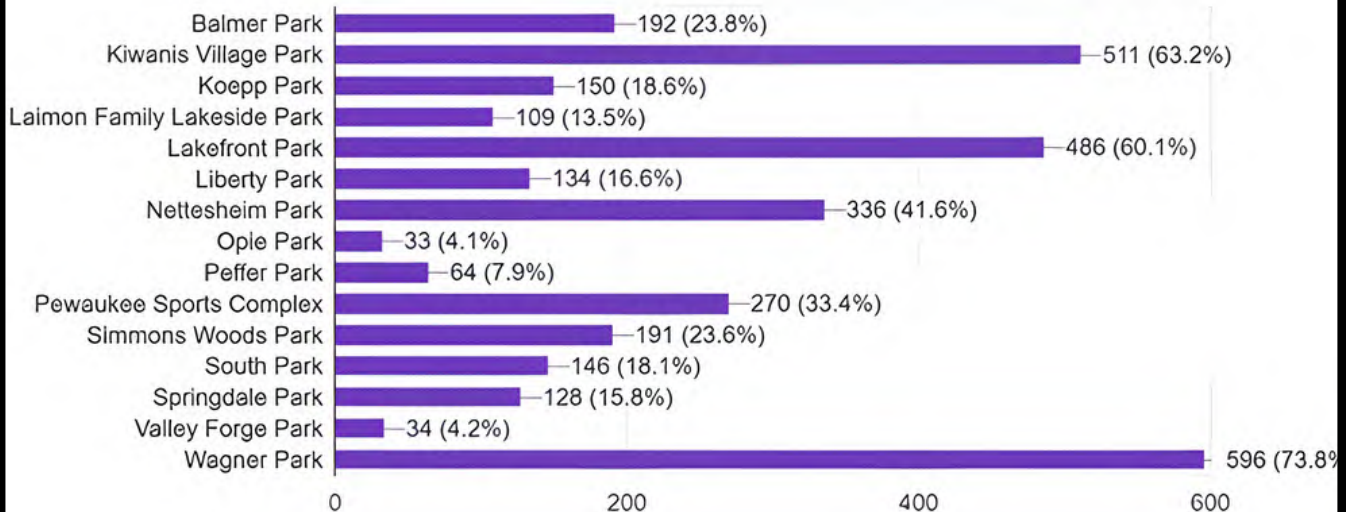
What ADULT recreational activities do the individuals in your household participate in? Check the column you participate in, leave it blank if you do not participate.



### QUESTION 6:

Which of the following parks have you or other members of your household visited in the past year?  
(Please check all that apply)

808 responses

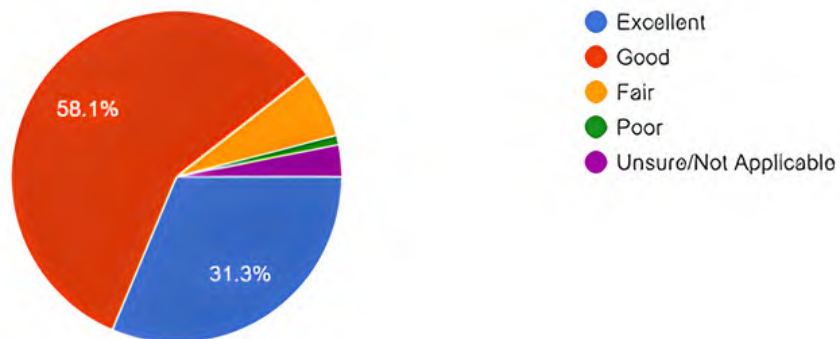


# SECTION 4: COMMUNITY INTEREST SURVEY

## Interest Survey Results (Cont.)

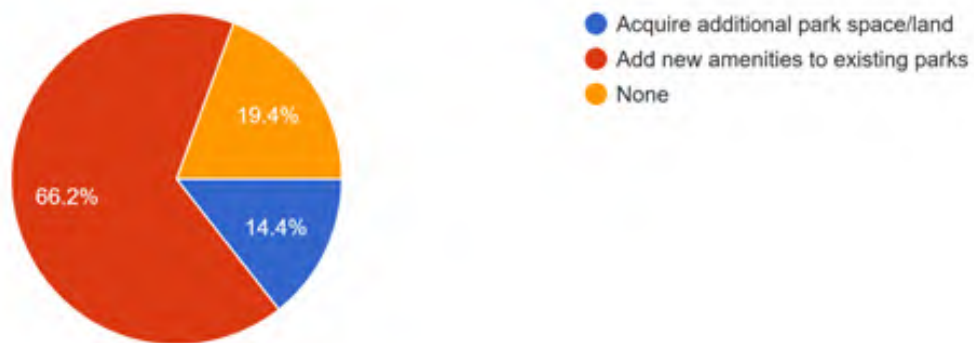
### QUESTION 7:

Overall, how would you or other members of your household rate the conditions of Pewaukee parks?  
836 responses



### QUESTION 8:

What types of expansion would you like to have done to the current park system?  
779 responses

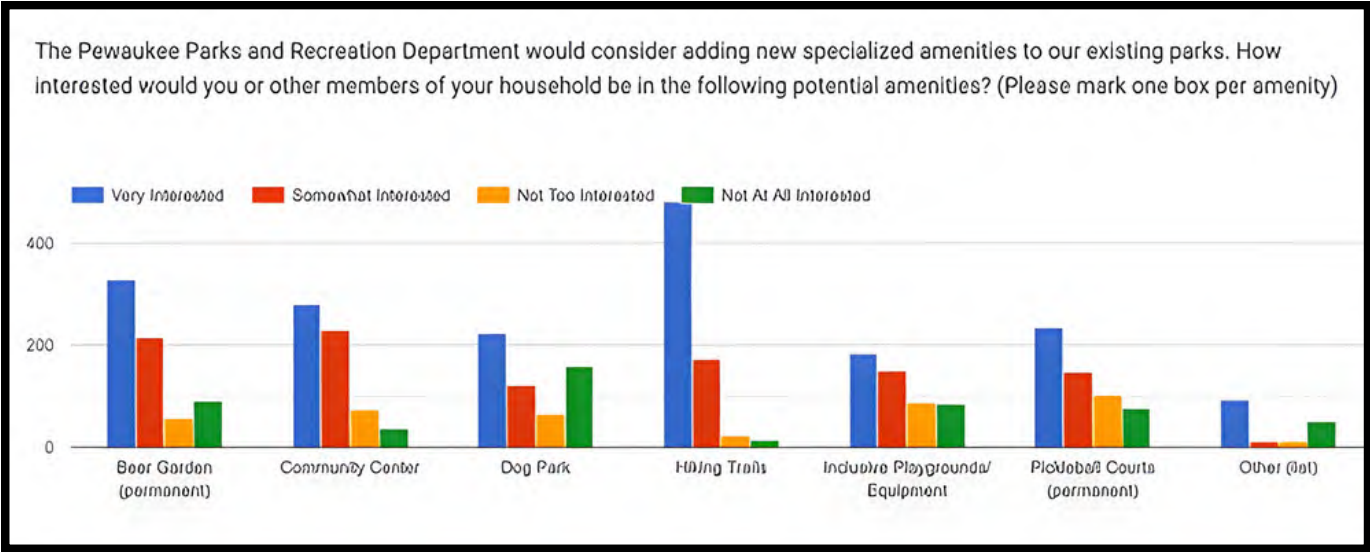




# SECTION 4: COMMUNITY INTEREST SURVEY

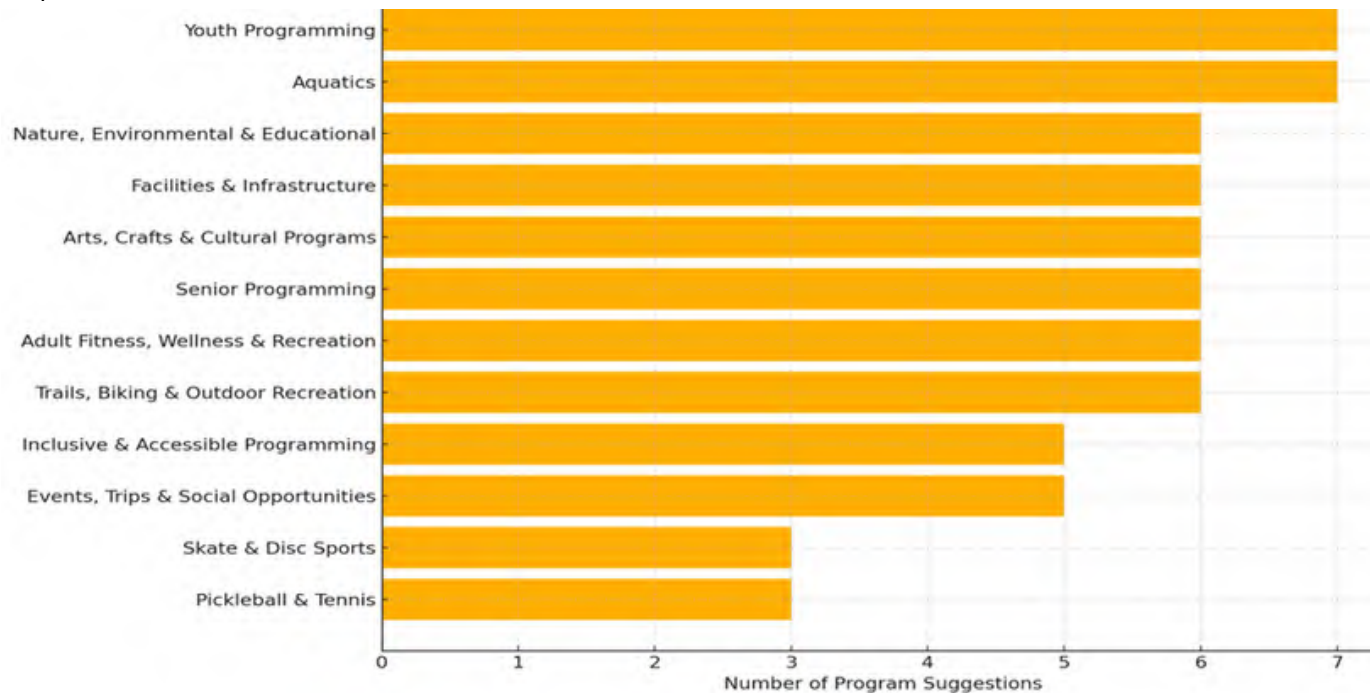
## Interest Survey Results (Cont.)

### QUESTION 9:



### QUESTION 10:

What additional areas of programming would you like the Pewaukee Parks and Recreation Department to offer?



Responses to this open-ended question varied widely. The graph below illustrates the major program themes that emerged. A detailed listing of all participant suggestions is included in Appendix D.

# SECTION 4: COMMUNITY INTEREST SURVEY

## Interest Survey Results (Cont.).

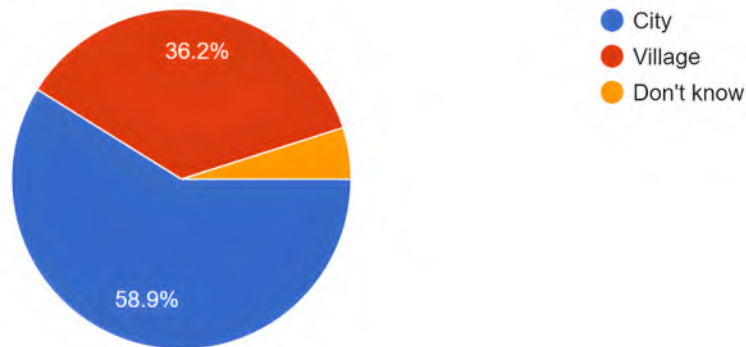
### QUESTION 11:

Number 11 in the survey was not formatted as a question. It referenced the Friends of the Parks of Pewaukee non-profit group and the support that is provided by them for the Department. It gave an email link for those respondents that would like to get involved in the group, or make a donation.

### QUESTION 12:

Are you a resident of the City or the Village of Pewaukee?

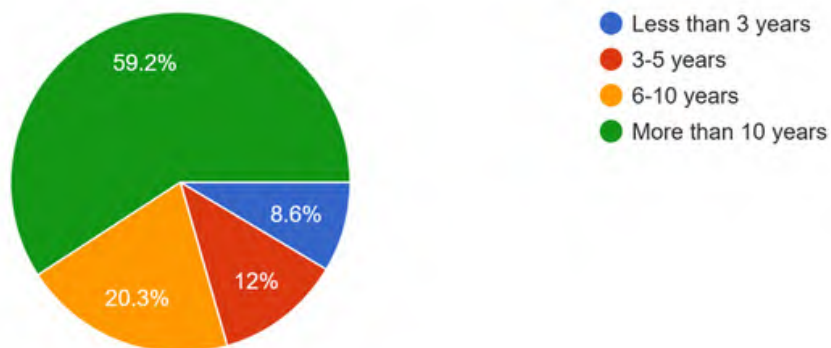
836 responses



### QUESTION 13:

How long have you lived in either the City or Village of Pewaukee?

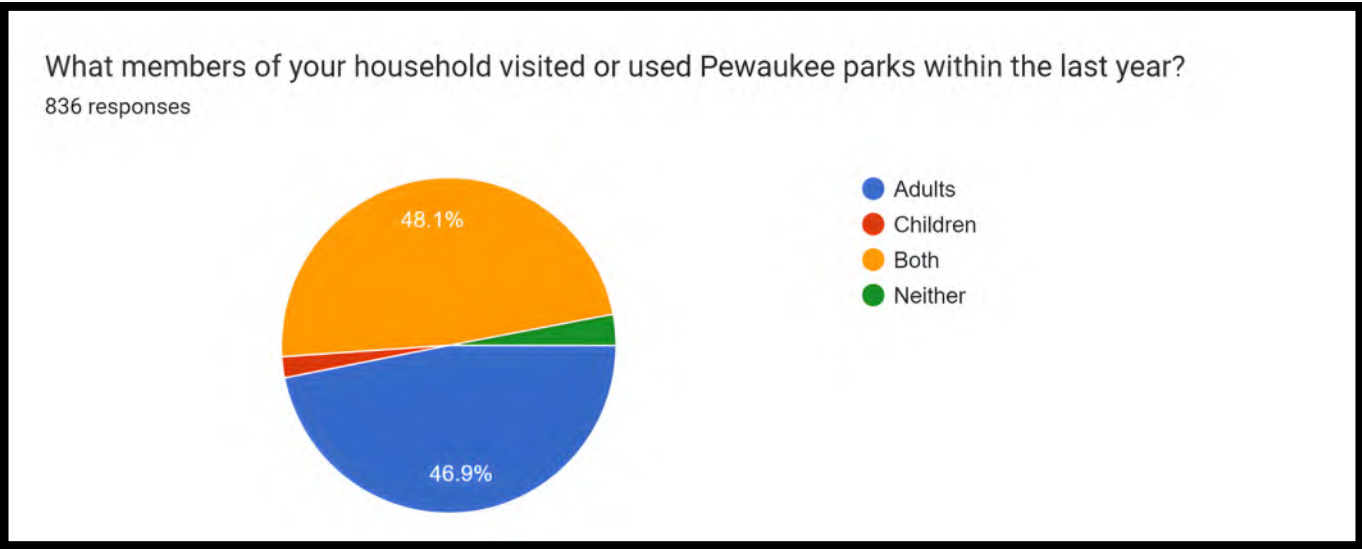
818 responses



# SECTION 4: COMMUNITY INTEREST SURVEY

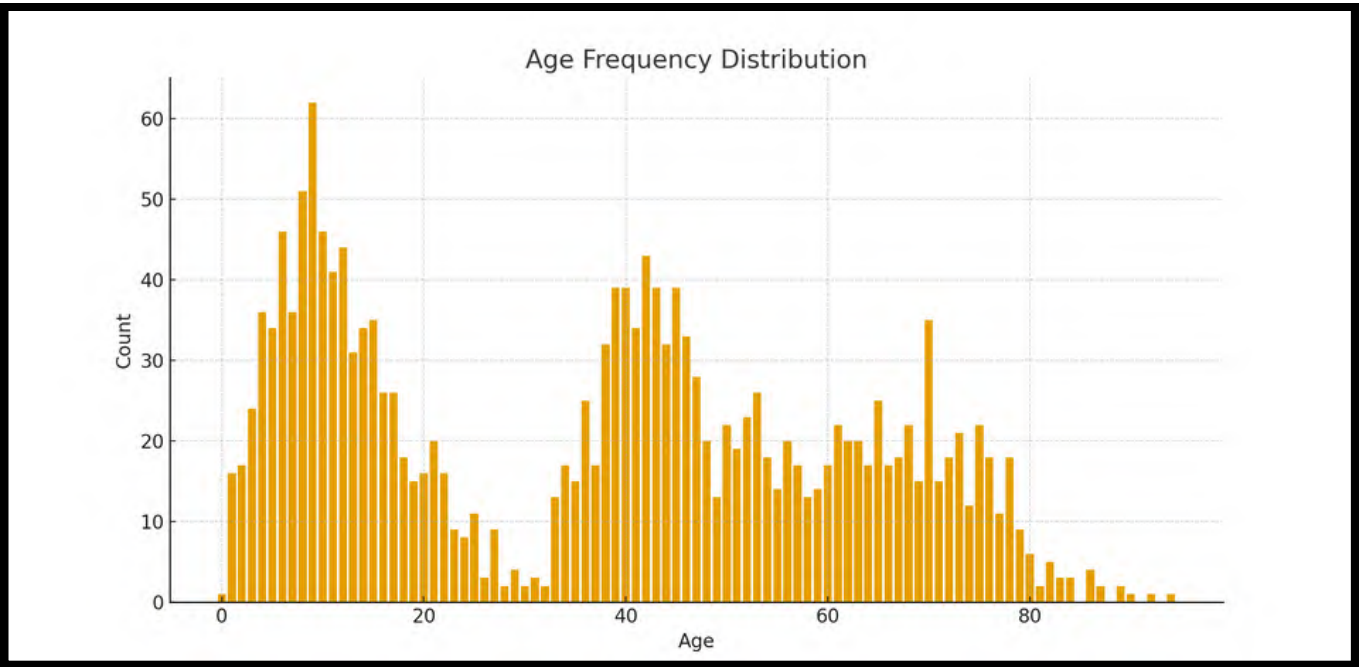
## Interest Survey Results (Cont.)

### QUESTION 14:



### QUESTION 15:

This question asked respondents to list the ages of all the members in the household.



### QUESTION 16:

This question asked respondents to share any additional comments.

This feedback can be found in Appendix E.

# SECTION 5: Parks and Open Place Goals 2026-2030

## SURVEY FINDINGS DISCUSSION

After compiling results from the survey, the Joint Parks and Recreation Board was given the opportunity to review findings and give feedback. This feedback in addition to staff evaluation of the data, formed the framework for the following 2026-2030 goals.

### Administrative Goals

#### **Continue to grow alternative revenue sources to help offset departmental expenses.**

##### **Objectives:**

1. Continue to find ways to connect alternative dollars to existing projects.
2. Identify mission alignment with community businesses.
3. Identify grant funding sources.
4. Sale of naming rights, banners, ads, etc.

##### **Potential Funding/Execution:**

- Consistently develop and update the partnership/sponsorship document for businesses to become/stay involved when aligned with Department's service mission.
- Create an on-going list of items that may be donated as in-kind products to offset supply needs for parks projects or recreational programming.
- There may be additional unique opportunities to be determined.

#### **Evaluate and determine the best process forward for tennis/other courts and utilization of space.**

##### **Objectives:**

1. Consider court crack filling, replacement, or removal of tennis/other courts.
2. Determine level of use of courts at different park locations.
3. Determine the need or interest for courts at different park locations.

##### **Potential Funding/Execution:**

- Capital replacement plan to be established.
- USTA matching grants.



# SECTION 5: Parks and Open Place Goals 2026-2030

## 2026-2030 Administrative Goals (Cont.)

**Investigate and determine best utilization of space at the Yench Road park site for possible development.**

**Objectives:**

- 1. Review site for previous use and potential unexpected outcomes or opportunities.
- 2. Consider potential use and recreation opportunities this site would be best suited for.

**Potential Funding/Execution:**

- Brownfield grants
- Outdoor recreation grants
- Environmental grants

# SECTION 5: Parks and Open Place Goals 2026-2030

## **Recreation Goals**

**Construct a multi-purpose, inclusive community center facility that provides space for expanded recreational activities, social interaction, and additional rental opportunities for events.**

### **Objectives:**

1. Determine the most opportunistic uses for the facility when considering the buildout and requirements.
2. Utilize community feedback, trends, Board, and staff input to determine amenities offered at the facility.
3. Review similar local facilities to determine if there is a duplication of services (New YMCA on WCTC campus).

### **Potential Funding Sources:**

- Public: Grant funding.
- Public/private joint-ventures with youth sports organizations or other community groups.
- Referendum.

**Determine the most efficient and cost effective management of field tasks and park improvement.**

### **Objectives:**

1. Review existing processes for maintenance tasks to determine what is needed to perform certain tasks.
2. Consider options for doing more processes in-house or hiring contracted services for better use of staff time and resources (example: baseball diamond renovations).
3. Find alternative investments that will decrease labor and supply costs (example: installation of concrete dugout surfaces).

### **Potential Funding/Execution:**

- Identify, consider, and evaluate previous and new processes as it relates to the budget.
- Consider cooperative projects with other departments such as DPW/Streets.
- Consider partnership with other local communities for cost sharing.

# SECTION 5: Parks and Open Place Goals 2026-2030

## 2026-2030 Recreation Goals (Cont.)

### **Enhance recreational program opportunities based on feedback and changing demographics in our community.**

#### **Objectives:**

1. Review census statistics and demographic data to determine which program areas to reduce, grow, or adjust.
  - a. Nature/outdoor activities – opportunity to offer 12-month outdoor programming such as lake activities, winter activities.
  - b. Teen/Tween programming – engage teens/tweens through opportunities such as volunteering in outdoor park spaces, assisting instructors for classes, helping with special projects, etc.
  - c. Intergenerational programming – Approach and coordinate with senior living communities for programs that utilize their facilities. Examples include dance recitals, craft activities, chess, games, cooking, etc. Courses would be run by recreation staff. Additional opportunity for senior community partnerships to provide transportation to our park spaces

#### **Potential Funding/Execution**

- Public: DNR Grants, Federal Grants (specific to outdoor recreation)
- Create a volunteer management database with initiative and partnership with Friends of the Parks of Pewaukee, Pewaukee School District, local businesses, churches and organizations.
- Building relationships with local senior communities.

\*Staff time and resources would be necessary for increased programming.

# SECTION 5: Parks and Open Place Goals 2026-2030

## **Parks Maintenance Goals**

**Expand the network of trails and multi-use paths to provide safe, accessible, and sustainable walking and hiking opportunities for all ages.**

### **Objectives:**

1. Identify park locations that would best serve the community.
2. Determine trail types that would best fit the park locations.
3. Look into development options that are sustainable and low maintenance.

### **Potential Funding Sources:**

- Public: DNR, Community Block Grants, Federal Grants.
- Private: Local business sponsorships, individual memorial donations, Friends of the Parks, Capital Campaign/Crowdfunding.
- Other: In-kind donations of supplies, utilization of WCTC trades program students, volunteer labor.

**Maintain and prolong lifespan of new existing amenities including multiple new playgrounds, Garrison's Splash Pad, and synthetic turf baseball fields.**

### **Objectives:**

1. Research and obtain data to determine the most effective and efficient maintenance plans for new amenities.

### **Funding/Execution:**

- Utilize operational expense budget, along with expanding the City's Capital Replacement Plan to build a fund balance for purchasing replacement items when amenities meet their useable safe lifespan.



# SECTION 5: Parks and Open Place Goals 2026-2030

## 2026-2030 Parks Maintenance Goals (Cont.)

### Continue to update and enhance our existing indoor and outdoor park facilities.

#### Objectives:

1. Review and schedule upgrades to energy efficient or resource reducing product conversions for items like toilets, urinals, faucets, hand-dryers, lighting, etc. throughout the park system.
2. Improve/replace park benches and picnic tables as needed or purchase others to enhance new play areas.
3. Plant new trees as diseased trees are removed.

#### Potential Funding/Execution:

- Utilize forestry, operational or capital budget for improvements on a scheduled plan.
- Create memorial bench program.
- Continue offering and promote the Tribute Tree program.
- Work with volunteer groups to obtain donated seedlings.

### Foster awareness of nature and sustainability among park visitors.

#### Objectives:

1. Add environmental support options to current parks to improve and sustain natural ecosystems (examples: Butterfly gardens, pollinator houses, bat houses, bird houses, etc.)
2. Use Eco-signage that educates the public about local plants, pollinators, animals, natural waters, etc.
3. Expand environmental education programming in recreation activities.
4. Model sustainable practices through operations (native plantings, water management, invasive species removal, solar lighting, refillable water stations, electric hand dryers, and other lower carbon options.)
5. Implement passive recreational opportunities

#### Potential Funding/Execution:

- Public: DNR, local and Federal Grants.
- Private: Local business sponsorships, individual memorial donations, Friends of the Parks
- Other: In-kind donations of supplies, volunteers, and Friends of the Parks.

# SECTION 5: Parks and Open Place Goals 2026-2030

## 2026-2030 Parks Maintenance Goals (Cont.)

**Review and consider options to convert the existing gas-powered parks maintenance equipment, tools, machinery and vehicles to battery-powered options.**

### **Objectives:**

1. Develop cost analysis including purchase price, maintenance costs and breakeven points, also including the product the item can produce.
2. Consider for buildout of charging devices, efficiency, storage, maintenance, etc.

### **Potential Funding/Execution:**

- Green grant sources
- Operational/Capital budget
- Government credits

## SECTION 6: Conclusion

The 2026-2030 Parks and Open Space Plan represents a collective vision for the future of Pewaukee's parks, natural areas, and recreation amenities. It reflects the community's voice, values, and aspirations—balancing what makes Pewaukee special today with what will allow it to grow thoughtfully and sustainably in the years ahead.

This plan provides clear direction for maintaining and enhancing existing spaces, expanding connections through trails and pathways, preserving natural resources, and creating meaningful recreation opportunities for people of all ages, abilities, and backgrounds. It establishes priorities, outlines implementation strategies, and offers tools to guide decision-making, partnerships, and investment.

Successful implementation will require collaboration—between municipalities, elected officials, partner organizations, volunteers, and the broader community. With shared commitment and continued engagement, these goals are both achievable and impactful.

As Pewaukee evolves, this plan ensures that its parks and open spaces remain central to community identity, health, and quality of life. It honors the past, responds to present needs, and prepares for a future where parks remain essential places to gather, connect, explore, and belong.

By embracing this plan, Pewaukee Parks and Recreation affirms its dedication to building a vibrant, inclusive, and resilient park system—one that will serve current residents and future generations with pride.

# Appendix A - Joint Parks and Recreation Department Ordinance

Note: The Village of Pewaukee and the Town (now City) of Pewaukee adopted identical ordinances establishing the Joint Parks and Recreation Department. Only one version is reproduced here for reference.

## VILLAGE OF PEWAUKEE – ORDINANCE NO. 429

## CITY OF PEWAUKEE – ORDINANCE NO. 96-19

STATE OF WISCONSIN CITY/VILLAGE OF PEWAUKEE – WAUKESHA COUNTY

### AN ORDINANCE REGARDING THE ESTABLISHMENT OF A JOINT PARKS AND RECREATION DEPARTMENT AND BOARD FOR THE CITY OF PEWAUKEE AND VILLAGE OF PEWAUKEE

WHEREAS, the City of Pewaukee and the Village of Pewaukee, pursuant to the provisions of Section 66.30 of the Wisconsin Statutes, have entered into an Agreement to establish a Joint Parks and Recreation Department and Board; and, WHEREAS, the governing bodies of the City and Village of Pewaukee desire to make the terms of the Agreement part of their respective municipal codes.

NOW, THEREFORE, the Common Council of the City of Pewaukee and the Village Board of the Village of Pewaukee, Waukesha County, Wisconsin, do ordain as follows:

#### **Section 1 – Creation of Joint Department and Board**

##### **1.07 JOINT PARKS AND RECREATION DEPARTMENT AND BOARD**

The Pewaukee City Common Council and Pewaukee Village Board hereby establish a Joint Parks and Recreation Department as a department of the two municipalities which shall be known as the Pewaukee Parks and Recreation Department. The Department shall be responsible for the provision of recreation opportunities, activities and programs in the City and Village parks, the maintenance of the City and Village parks, and such other duties as assigned by a Joint Parks and Recreation Board, this Joint Board shall be advisory to the City Common Council and Village Boards.

#### **Section 2 – Joint Board Establishment**

Section 1.07(a) of the Municipal Code of the City of Pewaukee is hereby created to read as follows:

##### **1.07(a) 1 – ADOPTION OF ORDINANCE**

The City and Village of Pewaukee adopt this ordinance for the purpose of creating a Joint Parks and Recreation Department. Said Joint Parks and Recreation Department shall be created and established effective January 1, 1997.

##### **1.07(a) 2 – CREATION OF JOINT PARKS AND RECREATION BOARD**

To oversee the operation of the Joint Parks and Recreation Department, a Joint Parks and Recreation Board shall hereby be created having the duties and responsibilities as set forth herein.

##### **1.07(a) 3 – COMPOSITION OF BOARD**

The Joint Parks and Recreation Board, hereinafter referred to as the “Joint Board”, shall be composed of seven (7) voting members and two non-voting ex-officio members. The Village of Pewaukee President shall appoint one (1) Trustee from the Village Board and two (2) citizens. The City Mayor shall appoint one (1) Alderperson from the City Common Council and three (3) citizens. All seven such appointees shall be voting members. In addition, the Administrators of both the Village and City may attend meetings and take part in discussion as ex-officio members of the Joint Board.

##### **1.07(a) 4 – TERMS OF JOINT BOARD MEMBERS**

a. Terms of the initial voting members shall commence on January 1, 1997 and end as follows:

a. Two City Members – December 31, 1998

b. One Village Member – December 31, 1998

c. Two City Members – December 31, 1999

d. Two Village Members – December 31, 1999

b. Subsequent terms. Following the initial appointments, the terms of all Joint Board members shall be for three (3) years commencing on January 1.

c. Unfilled vacancies. When a voting member resigns, is removed from his/her membership on the Joint Board, or loses his/her elected positions on the City or Village Board before the end of the terms, the affected Village President or City Mayor shall appoint an appropriate person to fill such vacancy for the remainder of the term, as set forth above.



#### **1.07(a) 5 – GENERAL OPERATION OF THE JOINT BOARD**

- a. Election of Officers. At its first meeting after its creation and thereafter at its first meeting after January 1 each year, the Joint Board shall choose from its members a chairperson to preside at its meetings, a vice chairperson to act in the absence of the chairperson, and a secretary.
- b. Meetings. The Joint Board shall hold meetings at City of Village Hall/Offices, or at a designated public building and such meetings shall be held at a regular time at least once in each consecutive two calendar month period beginning January 1. In addition, the Joint Board Chairperson, City Mayor or Village President may call special meetings of the Joint Board when it is determined necessary to do so in order to conduct and/or expedite the operations of the Joint Parks and Recreation Department. An official meeting of the Joint Board shall require that four (4) voting members be present with on such member being either the Chairperson or the Vice-Chairperson, and at least one member from each the City and Village. All meetings of the Joint Board shall be properly noticed as prescribed in Section 19.84 of Wisconsin Statutes, and, except as provided in Section 19.85 of Wisconsin Statutes, all meetings of the Joint Board shall be open to the general public. The Joint board shall keep a written record of its proceedings, which shall be transmitted to both the City and Village Clerks and Boards.

#### **1.07(a) 6 – DUTIES AND RESPONSIBILITIES OF THE JOINT BOARD**

- a. Budget. The Joint Board shall prepare, with the assistance of the Parks/Recreation Director, an annual budget for presentation and recommendation to the City Council and Village Board. The Parks/Recreation Director or Joint Board may, from time to time, request the assistance of City and Village auditors, financial advisors and Administrators in the preparation of the annual budget.
- b. Hiring. The hiring of the Park/Recreation Director shall require the approval of the City and Village Boards. It is understood that the 1996 City Park/Recreation Director shall be appointed as the initial Joint Park/Recreation Director.
- c. Department Policy. The Joint board shall assist the Parks/Recreation Director in establishing and implementing operational policies within the Joint Parks and Recreation Department, hereinafter referred to as the “Department”, including review of policies and procedures and departmental expenditures.
- d. Hearing Community Feedback. The Joint Board shall be responsible for receiving and reviewing community feedback related to department services and programs, and may consider policy modifications in response to such feedback.
- e. Review Policies. The Joint Board shall review and approve matters of Department policy or shall initiate the creation, amendment or rescinding of any such policy as a recommendation to the City Council or Village Boards.
- f. The Joint Board shall review and make recommendations to the City Council or Village boards on such park related matters as park land acquisition or building projects.

#### **Section 3 – Duties of the Park/Recreation Director**

Section 1.07(b) of the Municipal Code of the City and Village of Pewaukee is hereby created to read as follows:

1. The Parks/Recreation Director, hereinafter referred to as the “Director”, shall be responsible for the daily operation and management of the Department, subject to policies established and agreed upon by the Joint Board and both the City Council and Village Boards.
2. The Director shall annually, recommend a proposed budget to the Joint Board for the subsequent calendar year.
3. The Director shall recommend, for Joint board and City Council and Village board approvals, the appointment of persons who have been hired in the positions of Recreation Manager and Parks Supervisor.
4. The Director shall also be responsible for supervising the general maintenance of parks, park buildings and facilities and recreational programming.
5. The Director may, from time to time, be assigned other park and recreation related duties by the Joint Board within time and budget constraints.

#### **Section 4 – General Policies**

Section 1.07(c) of the Municipal Code of the Town [Village] of Pewaukee is hereby created to read as follows:

##### **1.07(c) – GENERAL POLICIES**

##### **1. Real Property.**

The City and Village shall continue to individually own all respective real property, buildings and fixtures located within their corporate jurisdictions. Upon joint agreement by the City Council and Village Boards that a need exists for acquisition of additional lands or construction of additional buildings or building additions to facilitate Department operations, the unit of government in which the new lands or facilities are to be located shall be solely responsible for all such acquisition and/or construction costs.

2. Use of Parks/Recreation Land, Vehicles, Buildings and Facilities. The Director and all Department personnel should have the right of official use of all land, vehicles, buildings and facilities owned or leased by either or both the City and the Village for parks or recreation purposes, and there shall be no rental or lease payments by either the City or Village for such use.

3. Vehicles. The City and Village shall continue to individually own all vehicles presently titled in their respective names. In the event the need arises to acquire special vehicles necessary for the parks/recreational requirements of both the City and the Village, following approval of a joint resolution of the City Council and Village Boards, the vehicle shall be acquired and its cost shall be apportioned as set forth in the approved resolution, taking into consideration such factors as service area, population, and assessed value. In the event the need arises for acquisition of a vehicle which shall be primarily the requirement of one unit of government, its cost shall be solely the responsibility of that unit of government.

4. Equipment. The City and Village shall continue to individually own all equipment presently titled in their respective names. In the event the need arises to acquire equipment which shall be necessary for the park/recreation needs of both the City and the Village, following approval of a joint resolution by the City Council and Village Boards, the equipment shall be acquired and its cost apportioned as set forth herein. In the event the need arises for acquisition of equipment which shall be primarily the requirement of one unit of government, the cost shall be solely the responsibility of that unit of government.

5. Ownership of Personal Property. The personal property and vehicles acquired jointly by the City and the Village shall be owned by the City and Village as tenants in common. The Director shall keep records showing the dates and costs and percentages of contribution of the City and Village with regard to each joint purchase of personal property and vehicles and shall transmit copies of such documents to the Clerks of the City and Village.

6. Operational Expenses/Revenues. The budget and costs for operating the recreational programs and activities of the Department, including cost of the Director, full time staff and seasonal employees shall be apportioned to and paid by the City and Village as follows: 50 percent of the total budget/costs distributed to the City and Village based on respective percentages of the combined annual equalized value, and 50 percent of the total budget/costs distributed to the City and Village based on respective percentages of the combined annual official state population estimates. Annually, beginning on October 15, 1996 and each October 15 thereafter, the percentage of operational expenses shall be adjusted as part of the budget formulation for the subsequent calendar year pursuant to this 50/50 formula. (In October 2024 the resulting apportionment of recreation related budget costs and revenues is 72 percent City, 28 percent Village.) Likewise, any revenues from recreational activities and programs shall be divided pursuant to the same formula and distributed to the respective City and Village Treasurer. Rental of parks, park facilities and equipment and charges to or donations from athletic/recreation clubs is not included in "recreation activities and programs", and, therefore, shall not be included in calculation or division of revenue.

7. Budget. The Department's budget shall be subject to approval of both the City and Village Boards based on a recommendation of the Joint Board as set forth herein. The amount assessed each unit of government under this ordinance shall be transferred to the appropriate Department accounts by the settlement dates established in Section 74.23 and 74.25 of the Wisconsin Statutes.

#### 8. Claims -

Budgeted Expenditures. All claims for payment for Department expenses which are contained within the budget shall be transmitted by the Director to the Clerk of the unit of government responsible for payment. Each Clerk shall transmit a list of approved claims to his/her counterpart Clerk and to the Department Clerk on a monthly basis. The accounts shall be audited on an annual basis by an independent auditor.

b. Non-Budgeted Expenditures. All claims for payment for Department expenses which are not contained within the budget shall be presented to the City and Village Clerks. Payment of claims for such non-budgeted items shall require approval of both City and Village Boards after review and recommendation of the Joint Board, with each unit of government paying the percentage established as set forth herein.

c. Payroll. All Department personnel will be paid through the City's payroll system, incorporating all City benefit programs and policies which apply. The City Clerk/Treasurer will, each month, transmit an invoice to the Village Clerk covering the Village's unpaid share of all personnel related costs as paid by the City along with such invoice. The City Clerk/Treasurer will submit a roster of those persons paid and the amounts paid each Department employee. In the event that the Village Board chooses to prepay their share of personnel costs, the City Clerk/Treasurer will transmit a monthly statement to the Village Clerk setting forth the amount paid out for personnel costs during the preceding month along with a roster of such costs. Any amount of prepayment by the Village in excess of actual expenditures at the end of the calendar year shall be carried over to the next calendar year unless such overpayment is requested by the Village Board to be reimbursed.

#### Section 5 – Dissolution

Either municipality may dissolve the Joint Park and Recreation Department with six (6) months' notice. Upon dissolution, assets and liabilities are divided based on contribution history and location. Disputed valuations are resolved through independent appraisal.

## 1.Maintenance Criteria.

a.Maintenance of parks includes: cutting of grass, dragging and shaping of softball and baseball diamonds; adding ball diamond mix and beach sand; placing backstops and other picnic/recreation furniture/equipment; marking play fields; placing of beach equipment; preparation and maintenance of lake ice rink; cutting brush and trimming trees; solid waste collection and disposal; cleaning of recreation buildings, including bathrooms; reseeding and sodding of damaged park areas; spraying weeds and trees, and fertilizing; minor repair of buildings and equipment; maintenance of park equipment; and, maintenance of park maintenance equipment. Winter maintenance of park buildings and grounds shall be accomplished by the respective Town and Village Public Works departments.

b.When it cannot be determined by the Director whether duties fall within the definitions set forth in either a or b, the Joint board will make such determination.

## 2.Dispute Resolution.

a.If disputes arise between the Town and Village relating to this ordinance, the Town and Village boards shall meet and attempt to resolve the differences. If the boards cannot agree, each Board shall appoint two Board Members to an ad hoc Conference Committee. The Conference Committee shall meet and agree by 1.0 introduction

majority vote on any disputed items. The decision of the Conference Committee shall be binding upon both the Town and Village Board.

b.In the event that the Conference Committee is unable to resolve a disputed matter within 60 days after the matter is referred to the Conference Committee, either Board may request arbitration pursuant to the provisions of Section 788 of the Wisconsin Statutes. The Town and the Village Boards shall select a single arbitrator and the decision of the arbitrator shall be final and binding upon the Boards. The cost of the arbitration shall be borne equally by the Town and the village.

## **SECTION 5: Section 1.07(d) of the Municipal Code of the Town [Village] of Pewaukee is hereby created to read as follows:**

### 1.07(d) DISSOLUTION

Either the Town Board or the Village Board may dissolve the Joint Park and Recreation Board at any time by giving six (6) months prior written notice to the other Board addressed in care of the Clerk of that unit of government and to the Joint Board. From and after the date of dissolution, each unit of government shall own those assets and liabilities which are solely titled in each unit of government. Parks, park buildings, park equipment and fixtures shall not be subject to division and shall belong to the municipality in which the park is located. The value of jointly owned property, vehicles and equipment shall be divided in an amount equal to the average of the pro rata share of contributions from the date of the written Agreement between the Town and Village to the date of dissolution. In the event of a dispute in valuation of assets or liabilities, each Board shall hire an appraiser at its own cost, the two appraisers shall choose a third appraiser and the three appraisers shall value the assets and liabilities, calculate an average among the three and allocate the assets according to the ownership percentage aforementioned, and allocate the liabilities to each municipality according to the same percentage.

Upon dissolution, either of the units of government may provide the other unit of government the opportunity to purchase its interest in the assets of the Joint Department at the Value fixed by agreement or by appraisal as described above. In such case, the other unit of government shall have a period of sixty (60) days from the date of such provision within which to decide whether or not it desires to purchase such assets. If one unit of government desires to purchase the interest of the other, it shall have a period of time, not exceeding one (1) year from the date of its election, within which to pay the total due the government unit selling its assets. If both units of government choose not to purchase the assets of the other unit of government, each shall keep its percent of the assets as established above. The written notice of election by the selling unit of government shall be deemed adequate and sufficient for the other party as a binding commitment during this period of time.

## **Section 6 – Severability**

**The provisions of this ordinance are severable. If any section is found invalid, the remainder shall remain in effect.**

**This ordinance shall take effect on January 1, 1997, following passage and publication as provided by law.**

### SECTION 6.SEVERABILITY

The several sections of this Agreement are declared to be 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 Agreement which shall remain in full force and effect.

### SECTION 7. EFFECTIVE DATE

This Ordinance shall take effect immediately upon passage and posting or publication as provided by law.

# Appendix B - Alternative Funding

Alternative Funding 2021-2025

Program/Activity Sponsorships Total: \$65,900

Grants Total: \$648,506

Private Foundations/Donations: \$62,192

Naming Rights: \$283,250

Funds directed to the Friends of Pewaukee Parks through Department requests: \$77,000

TOTAL: \$1,136,848



## Appendix C - Community Interest Survey



The Pewaukee Parks and Recreation Department strives to continually meet the community's interests for park and recreation services. Please take a moment to tell us how we are doing. Your input will prove valuable in future planning for the Department.

**Thank you in advance for your participation.**

**1. How familiar are you with the Pewaukee Parks and Recreation Department and its services?**

\_\_\_ Very familiar \_\_\_ Somewhat familiar \_\_\_ Not familiar

**2. Where do you get information about Pewaukee Parks and Recreation? Choose all that apply.**

\_\_\_ Activity guide in mail      \_\_\_ Activity guide online  
\_\_\_ Website      \_\_\_ Facebook  
\_\_\_ Word of mouth      \_\_\_ School flyers

**3. What is your overall satisfaction with Pewaukee Parks and Recreation?**

\_\_\_ Very satisfied \_\_\_ Satisfied \_\_\_ Unsatisfied \_\_\_ Unsure

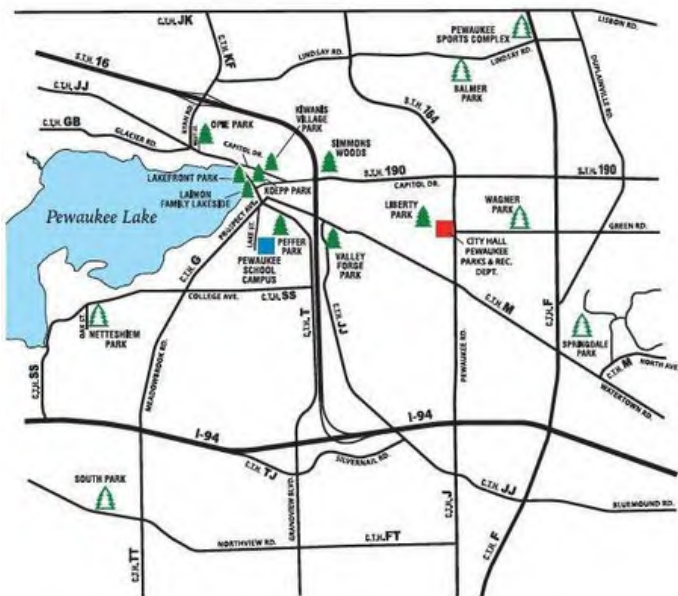
**4. What recreational activities do the individuals in our household participate in? Put an "X" by item you participate in, leave blank if you do not participate.**

**Youth Programs**                      **Pewaukee Parks & Recreation**                      **Other Organization**

Arts		
Day Camp		
Parent/Child Programs		
Preschool Instructional		
Soccer		
Basketball		
Baseball		
Football		
Lake Activities (Kayak, Fishing, Boating)		
Outdoor Rec (Archery, Hunting, etc)		
Pickleball		
STEM		
Tennis		
Theatre/Dance/Music		
Volleyball		
Other activities (list)		

Arts/Crafts		
Basketball		
Day Trips		
Fitness Classes		
Football		
Lake Activities (Kayak, Fishing, Boat, etc)		
OutdoorRec (Archery, Hunting, etc)		
Pickleball		
Soccer		
Special Events		
Tennis		
Theatre/Dance/Music		
Volleyball		
Wellness Activities		

**PARKS SYSTEM MAP – Please review the map and then answer the following questions.**



**5. Which of the following parks have you or other members of your household visited in the past year?** (Please check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> Balmer Park                 | <input type="checkbox"/> Pfeffer Park            |
| <input type="checkbox"/> Kiwanis Village Park        | <input type="checkbox"/> Pewaukee Sports Complex |
| <input type="checkbox"/> Koepp Park                  | <input type="checkbox"/> Simmons Woods Park      |
| <input type="checkbox"/> Laimon Family Lakeside Park | <input type="checkbox"/> South Park              |
| <input type="checkbox"/> Lakefront Park              | <input type="checkbox"/> Springdale Park         |
| <input type="checkbox"/> Liberty Park                | <input type="checkbox"/> Valley Forge Park       |
| <input type="checkbox"/> Nettesheim Park             | <input type="checkbox"/> Wagner Park             |
| <input type="checkbox"/> Opie Park                   |  |

**6. If you or other members of your household visited one of the parks, which park amenities were utilized? (Please check all that apply)**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Basketball courts | <input type="checkbox"/> Sand volleyball courts | <input type="checkbox"/> Playgrounds   |
| <input type="checkbox"/> Soccer fields     | <input type="checkbox"/> Baseball diamonds      | <input type="checkbox"/> Walking paths |
| <input type="checkbox"/> Picnic shelters   | <input type="checkbox"/> Beach/swimming         | <input type="checkbox"/> Restrooms     |
| <input type="checkbox"/> Tennis courts     | <input type="checkbox"/> Pickleball courts      | <input type="checkbox"/> Boat launch   |
| <input type="checkbox"/> Nature areas      | <input type="checkbox"/> Park rentals           |  |

**Other:** \_\_\_\_\_

**7. Overall, how would you or other members of your household rate the conditions of Pewaukee parks?**

☐ Excellent   ☐ Good   ☐ Fair   ☐ Poor   ☐ Unsure/not applicable

**8. What types of expansion, would you like to have done to the current park system?**

- ☐ Acquire additional park space / land  
☐ Add new amenities to existing parks  
☐ None

**9. The Pewaukee Parks and Recreation Department would consider adding new specialized amenities to our existing parks. How interested would you or other members of your household be in the following potential amenities? (Please mark one box per amenity)**

	Very Interested	Somewhat Interested	Not too interested	Not at all interested
Beer Garden (Permanent)				
Community Center				
Dog Park				
Hiking Trails				
Inclusive Playgrounds/ Equipment				
Pickleball Courts (Permanent)				
<b>Other:</b> _____				

**10. What additional areas of programming would you like the Pewaukee Parks and Recreation Department to offer?**

\_\_\_\_\_ ☐ None

**11.** The Friends of the Parks of Pewaukee are a non-profit 501c3 made up of volunteers who are interested in helping support Pewaukee parks through volunteering, fundraising and other ways further improve our Park system. Some examples of their financial contributions are tree donations, ball diamond improvements, playground equipment contributions and more. If you are interested in contributing to their mission, either through volunteerism or financial contributions, contact:  
[friendsofpewaukeeparks@gmail.com](mailto:friendsofpewaukeeparks@gmail.com)

**12. Are you a resident of the City or the Village of Pewaukee?**

\_\_\_ City      \_\_\_ Village      \_\_\_ Don't know

**13. How long have you lived in either the City or Village of Pewaukee?**

\_\_\_ Less than 3 years  
\_\_\_ 3-5 years  
\_\_\_ 6-10 years  
\_\_\_ More than 10 years

**14. What members of your household visited or used Pewaukee parks within the last year?**

\_\_\_ Adults  
\_\_\_ Children  
\_\_\_ Both  
\_\_\_ Neither

**15. Please list the ages of all members of your household, starting with your age first.**

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**16. Do you have any additional comments?**

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*Thank you for your time!*



## Appendix D - Interest Survey Question #10 responses

### WHAT ADDITIONAL AREAS OF PROGRAMMING WOULD YOU LIKE THE PEWAUKEE PARKS AND RECREATION DEPARTMENT TO OFFER?

#### Youth Programming

- More summer camp availability (ages 4-15)
- After-school programs for various age ranges
- Youth dance, gymnastics, and tumbling
- Cooking classes (e.g., with Ms. Katie)
- Introductory sports: volleyball, soccer, baseball, flag football
- Teen-focused activities and leagues (e.g., pickleball, Amazing Race, Olympics)
- Programs for ages 10+ who may not make school teams

#### Aquatics

- Public swimming pool
- swimming lessons (children and adult)
- water aerobics and fitness classes
- Splash pads at various parks and summer camp location
- lake swimming and water access improvements
- ADA-compliant kayak launches
- Indoor aquatic center

#### Senior Programming

- Senior fitness and wellness classes
- Game and card clubs (e.g., sheepshead, bingo)
- Informational speakers, gardening, public gardens
- Trips and transportation to events
- A dedicated senior center
- Weekday and weekend programming options

#### Nature, Environmental & Educational

- Environmental education (plants, wildlife, hiking)
- Nature-based outings and learning opportunities
- Gardening, composting, tree planting
- Butterfly and pollinator gardens
- Bird watching, fishing, and sailing
- Kayak and paddleboard programs

#### Arts, Crafts & Cultural Programs

- Adult art classes: watercolor, drawing, painting, etc. DIY, woodworking, basket-making, flower arranging
- More adult craft options at Nettesheim
- Music in the park, live performances
- Book clubs and knitting/crochet drop-ins
- Board game events

#### Trails, Biking & Outdoor Recreation

- Expanded bike trail systems and connections (e.g., Bugline)
- Hiking and walking clubs
- Groomed and accessible nature trails
- Mountain biking trails and pump tracks
- Rollerblading tracks
- Snowshoeing and winter hiking

#### Facilities & Infrastructure

- Indoor community/recreation center with multipurpose rooms
- Indoor basketball, pickleball, or multi-sport facilities
- Updated and inclusive playgrounds
- Enclosed pavilions and shaded picnic areas
- Better bathrooms and maintenance
- Expanded parking and seating areas (e.g., for bikers)

#### Pickleball & Tennis

- More outdoor and indoor pickleball courts
- Tennis lessons and leagues for youth and adults
- Converting unused tennis courts to pickleball

#### Inclusive & Accessible Programming

- Special needs programming
- Inclusive family-friendly events
- ADA-compliant facilities (kayak launches, playgrounds)

#### Events, Trips & Socialization

- More day trips, weekend excursions
- Community-wide events: food trucks, civic centers, beer gardens
- Intergenerational events (egg hunts, crafts, etc.)
- Single adult dances, trivia nights
- Informational classes (CPR, budgeting, sign language)

#### Other

- Skate & Disc Sports Skateparks and ramps (for bikes too)
- Disc golf courses (well-designed)
- BMX or pump track areas

## Appendix E- Interest Survey Question #16 Responses

### DO YOU HAVE ANY ADDITIONAL COMMENTS?

*These comments have been put into categories for easier reading.*

#### RECREATIONAL PROGRAMMING

##### Youth Programs

- Park and rec was an amazing part of our kids childhood. We took advantage of so many programs. Programming for tweens/teens is hard, and we don't find options of interest currently. I think that's just how it is at that age. Therefore, please keep expanding offerings for those <10 and those over 50. That is the sweet spot.
- The Pewaukee recreation department has almost nothing for kids. My kids like swimming, soccer, etc., for which we are dependent on Waukesha recreation.
- It would be nice to have more arts and crafts, day trips, etc. not so many sports.
- I feel like I have to go to other cities to find activities I want to attend. The lake downtown is so small and packed I don't like to go. The other pay for parks have a lot of garbage on the ground. I wish there were more rentals for parties that were nice.
- Activities should be affordable so ALL may participate
- Our grandkids participated in an arts class at South Park this winter.
- I think you should charge more for the Summer Day Camp. The people who use these programs should pay more. The price is way below what is charged for most private day care. The other programs should not support this discount. Your other programs are getting very expensive. They are very much closer to what the private classes cost.
- Summer camps should be open to residents before non-residents. I live in the community and was unable to get my child into Wagner Park summer camp. Non-resident returning campers should not have priority over residents.
- We had our grandkids in an art class this past winter
- We enjoyed the classes we took.
- More classes for teens and adults together!
- More options for classes for toddlers would be nice
- My kids have grown up with the Spark and Summer leadership programs Park and Rec offers. We appreciate this program and those that run it. The parks need better equipment to make them more fun and enjoyable.
- Our grandson (age 3) is with us often so would like activities for him!
- I am forced to use Sussex park and rec programming more often as their timing for children's activities is more abundant for working parents
- Kid activities for my grandkids when they visit for a week
- Sussex has rec tennis leagues, Pewaukee doesn't.
- Your summer day camps need work. I think you need to revamp and hire better, more responsible and professional counselors. Ones that put the children first and not spend the entire day talking and failing to supervise the children, which is what they get paid to do. They are responsible for the well-being of a lot of small human beings. They should take that seriously.
- We really loved the dance program, arts, and crafts, that Mosaic joined the city! The dates and times didn't work for us this year, but we enjoyed it in the past.
- Just wish there were more water activities as so many other cities have pools and swimming lessons. We have to go elsewhere and would love it to be in Pewaukee.

## **RECREATIONAL PROGRAMMING**

### **Adult Programs**

- Would love to see a cooperation with the county park system, possibly the city of Waukesha or Sussex to start some form of shuffleboard leagues for the senior population with all of the senior living centers that are being built in the communities. My mother will not move back from Florida because there's nowhere for her to play shuffleboard. She has a condo here in the Village but goes to Florida for the winter to play shuffleboard talking with her group of friends they would love to play as well.
- I am a snowbird going to Arizona for the winter. By the time I return in May, most activities are completely filled. Therefore, I don't have much opportunity to participate.
- We like the senior open house and senior Christmas party
- Is there any opportunity for the Parks and Rec to partner with an organization to offer us the use of their indoor pickleball courts during the colder parts of the year? Thanks so much for considering.
- Working adults should have more parks & rec opportunities to participate...we're the ones actually paying the taxes.
- Is it possible to extend the cooking classes?
- I very much appreciate the many and varied senior classes and day trips. They are an important and vital addition to our quality of life. A million thanks!
- Women appreciate an evening class (due to working) & like to complete something same night.
- Pewaukee Park & Rec is a very organized and involved part of Pewaukee. In the past I was involved in many more activities and have always been impressed by your staff.
- Thank you very much for offering the adult Drawing and Painting classes! So appreciated and so important!! Our communication with others, and our skills improve each time.
- Better publicity for art courses like the Watercolor classes. The Instructor is excellent, but enrollment seems low. Use more media resources for marketing.
- would like local 55+ adult softball and volleyball leagues or teams in a league
- Love going on the Bus trips and some of the group sessions. Thank You for doing this for us.
- We did very much enjoy the pontoon tour of Pewaukee lake. I would love to do it again.
- Loved the pontoon tour of Pewaukee lake.
- Please add intermediate pickleball and more senior adult activities and opportunities.
- More day/weekend trips to places of interest would be appreciated
- It would be nice to have more doable excursions for Seniors
- More senior programs and opportunities
- Expand adult activities
- I would like more social events for seniors.

### **Fitness/Wellness Programs**

- I was taking Tai Chi at South Park. The facility is less than ideal. There should be mirrors so participants can see the back and front of the instructor.
- I used to partake in the senior exercise program, but I get it free through my insurance at other facilities. It's too bad because Wagner park is across the street but too expensive for me.
- Some of your fitness related classes are getting pretty pricey. I think twice about signing up and committing to classes because if you miss a class or two, the class becomes even more expensive. How about a punch card system for fitness type classes, i.e., yoga, Zumba, line dancing, etc.
- I want to give a special shout out to Susan Schneider Adam's and her Fusion Fit class. She makes the exercise fun and encouraging to all body types and ages!

## RECREATIONAL PROGRAMMING

### Fitness/Wellness Programs (cont)

- Have you considered using Galilee Church for your indoor fitness activities...chair yoga??
- We've been taking Tai Chi for four years now. Our class (Continuing Tai Chi) keeps growing in attendance each year, but the room assignment is unchanged. Can we get a facility bigger than the South Park pavilion? If not, what about installing wall mirrors so we can see what we are doing from any vantage point in the room?
- Summer collaboration with Orange Shoe is during the day; more fitness classes for people that work during the day. Note: Core and More was too intense for me. I would do it again if it was a 30 or 40 min class. Or offer Zumba in the evenings.
- I would be very open to discussing any of the above--especially about kayak access and opportunities for physical fitness opportunities available to seniors and those with disabilities. Please contact me if you will at 262-719-8403.
- Love the yoga classes. I have been consistently signed up for 7-8 years.
- I used to sign up for exercise classes before COVID. Once COVID hit, I found that the YMCA classes had less restrictions, so I joined there and no longer use the rec classes.
- Yes. The classes you offer are getting pretty pricey, especially when you break it down by what it costs for each class. And if you have to miss one or several, it really gets expensive per class. How about a punch card system for some of the fitness related classes or a more lenient "return" policy - like being to utilize any credit for classes you might have to miss (other than for medical reasons).
- I would love for you to add more adult crafts and fun activities such as the cooking demos which are awesome. Also utilize Nettesheim for more crafts and exercise classes instead of kid summer care
- Based on the amount of interest in senior exercise classes, I would like to see a community center with larger rooms.
- I would love to see water aerobics and yoga. We just moved here, so not sure if they are available.
- I have taken several fitness classes the instructors are excellent, fun and encouraging.

### Other Programs

- Would like to see more community events utilizing our parks for families in the community
- Like a lot of the offerings I see in the P&R book but can't make the times work with work and vacations.
- Have it easier to volunteer for activities.
- Thank you for support great parks and summer programs!
- Thank you. Lifetime Pewaukee resident and appreciate your programming.
- I would love to see the creation of groups designed for meeting new people within the Pewaukee parks and rec community.
- Do not use the beach area because there are too many people. Most not from this area. Pick up dog poop. Someone needs to supply spare bags.
- I really hope the fall beer garden returns to Kiwanis this year, too bad about Beergo but hope Brewfinity can carry on and make it better!
- I would also love to see more food trucks at parks for events like beer gardens.

## FACILITIES & DEVELOPMENT

- It would be nice to have permanent grills and charcoal receptacles at parks where people could grill and relax. Fish cleaning stands at the lake area parks where fishing is allowed.
- Pewaukee golf course use is on the upswing. It would be a travesty to turn in into dense residential. Not advocating any additional city park, but it would seem in Parks department purview to actively promote keeping the golf course in Pewaukee as a golf course.
- I feel like a lot of Pewaukee's parks feel really run down. Before acquiring more park space, I think it would be pertinent to fix up the parks we already have. I would love to see updated equipment and benches that aren't sunk in the ground and are uneven. I also think that trees and shade are important, especially near playgrounds where small children will be playing.
- You should consider flooding an ice rink at South Park. The building is ideal for a warming house with restrooms as well as the wooden path that leads to the fields where the rink could be on the flat baseball field. Hire high school kids to be rink attendants and shovel/flood the rink to resurface it at the end of the night. This happens at parks all over MN and is a great way to keep the community active during the winter months.
- Love to see a dog park added to Village park – lots of open space behind the softball diamond.
- I think Pewaukee would benefit greatly by having a recreational center/community center. The community needs more family friendly places and something like that with a public pool would be extremely appealing to families!
- Please give Village Park a new face-lift. Give it a building like Wagner Park that people can rent out. It's horrible. My child went to summer camp there and he said the condition of the dungeon style like shelter and bathrooms were horrible. It's so outdated and ugly!
- Pewaukee is behind surrounding communities with park amenities and program space. It's sad.
- Village Park is in need of a HUGE building remodel. The building area and restrooms. Any plans of having a building area (like Wagner Park) at Village that could be rented out?
- I've noticed the swings at some of the parks (Wagner, South) are too high for a lot of kids to get on. As a parent with ongoing back issues, I cannot lift my child up to go on. I wish that some of the swings could be lowered. There is one building (picnic area) support beam at Wagner (near the playground/restrooms) that is very damaged at the bottom.
- We need a dog park, preferably with water access and/or wooded hiking trails and a nice restroom building.
- Would be great to fix up village park and the building
- I would love to see a community center with a dance studio
- I feel like we do not need a community center or inclusive splash pad/playground as we have one less than 5 miles away in a neighboring district. Our community offers a beach, lake and other great parks that I don't believe we need other amenities.
- If by community center you mean a facility that has a community pool, then yes. We can't seem to get a school referendum to include one, but this community really needs one. We are a lake community and should have a way to teach our children how to swim and it would give adults exercise opportunities in all seasons. We're still mad about all courts in Wagner Park being converted to pickle ball. We want tennis courts back at Wagner even if it means taking away some of the pickle ball or adding additional courts. Those tennis courts were well utilized by the community, and they are missed.



## FACILITIES & DEVELOPMENT

- Balmer tennis courts need repair.
- Pewaukee needs a swimming pool.
- Install tennis courts alongside the Pickleball Courts at Wagner Park
- Better (more modern) playground equipment at Parks. The new equipment going in at --Wagner is basic, and the orange/purple color scheme is dated. Look at new installations at Sussex or other communities (kids love climbing structures – reference what is at American Family Field).
- We would love to see a new shelter area WITH an indoor space available to rent at Springdale park, plus a remodel of the existing Wagner park shelter. We would also love to see a room in one of the shelter's remodel plans dedicated to fitness classes WITH mirrors. St Barts is ok for yoga (it's at least better than having yoga in the current Wagner park building.) But St Barts does not have any mirrors to check proper form, and Cindy doesn't help much to correct form. All of the bathrooms at the shelters need to be updated as well. Except for PSC, which has a very nice bathroom.
- Sussex built such a wonderful playground by their splash pad, I hope Pewaukee's is equally amazing once completed! I just feel like all of the new park equipment being installed at the Pewaukee parks is very basic/small and my kids don't like it as much as the huge green equipment they put in at Sussex Village park. Unfortunately, our children are now past interest in a splash pad. A pool would better serve the entire community. I know it's always said that we have the beach, but each time we visit the beach, it's been closed due to poor water quality. A pool would be so wonderful, so we didn't have to go to Brookfield or Waukesha to swim during the summers.
- I would love to see walking path/track with exercise stations
- put a Pickleball court in at Nettesheim
- A Splash pad would be great! Also, so many non-Village or non-City people using the beach- this prevents it from being accessible to residents of Pewaukee. I would love to see restrictions put on Pewaukee land/beach use.
- Valley Forge needs help! I would like to have the No Dogs allowed signs enforced at parks. Otherwise, we love the updates to the playgrounds and look forward to the splash pad!
- Would love a public pool! (But I know this is very costly). Just throwing it out there! We are all excited for the new splash pad!
- I would love to see a dedicated and upgraded baseball field for the Varsity Pirates!
- Would love bike paths or walking trails to connect with downtown Pewaukee easier. More parking at new Fox river trail
- I would like to see more bike trails that connect to Lake Country and Bug Line, and get around the Lake
- Would like to see something more like what Waukesha offers at the Schutze Center. Grateful for what is offered – just feel it needs to be expanded.
- A skatepark like what Oconomowoc and Wauwatosa have and other surrounding communities would bring more people to Pewaukee. Also a bike pump track like what has just opened in Wauwatosa would do the same.
- I would love more bike paths so we could easily bike around the city/village.
- Could we fix up Village Park shelter to be a little nicer for community events being close to the lake. Maybe like Hoyt Park in Wauwatosa
- It would be great if there were a safer way for children to bike to different neighborhoods. The path that was added to Duplainville has been wonderful. Please consider adding a similar one down Green Road.
- I would like to see the tennis courts at South Park in better condition. I would love more courts to be added.
- Please keep some tennis courts for just tennis not pickleball. We love the tennis courts at Nettesheim!
- Like to see more seating availability along lakefront park
- I think we should focus on the Village park pavilion redo. This park is busy and does not look great. The baseball diamond needs some help too. Dirt/sand. It is embarrassing when hosting other teams.

## FACILITIES & DEVELOPMENT

- Splash pad at Kiwanis – the one at Pewaukee Sports Complex is too close to the Sussex one and many Pewaukee residents don't even realize it's there. Happy to see the playground equipment was upgraded – much needed!
- Very satisfied with the parks and events overall. I would love a special needs swing at Springdale Park and a safer climbing structure than the new one that was put in. There is no railing on one side, and it is dangerous for younger kids.
- Balmer recently did that water/sewer project, and it was great that they updated the playground during that project and backstop for the baseball diamond, but we were disappointed that they did not update the tennis courts which are in terrible condition. It would be amazing to put in pickleball courts there or at least do some pickleball and 1 tennis court. There are wasps' nests inside the poles right now every year, so they really aren't usable at all. And now there's so many trees gone and hardly any shade. So, the batting cage is in the sun, which is a huge bummer.
- I would really love some more local walking trails. It would be great to have developed hiking trails in the land that is zoned for hunting behind the new condo development off of Bluemound.
- The new Springdale Park playground equipment was, unfortunately, a really bad selection of equipment. The new equipment is worse than the old and offers very little for children of any age to enjoy. I'm not sure who designed it because it has a very major flaw in the design which is quite dangerous for kids under 7 to enjoy. My son was very disappointed, as were we, in the new playground. We don't feel like it's worth going to that park anymore because there is very little for him to do on the playground.
- Would love water feature – small splash pad and lifeguards at the beach
- Would love to see the bike paths extended to Pewaukee Sports complex. Either from Wagner park, or across F (much more complicated, I'm sure!)
- I would love to see the boardwalk at Simmons Woods maintained. I would also like to see more bike/pedestrian paths since drivers are now so distracted they can't seem to stay in their lane.
- It would be great if you could add some additional features to the pickleball courts at Wagner (seating, shade) and more permanent courts there or in other parks.
- I'm excited to have the proposed bike trail connecting the bike path downtown.
- Walking paths around Pewaukee Sports Complex, hours of splash pad, more pickleball courts needed.
- Balmer park tennis courts are in poor condition, too many cracks, its unsafe. A Dog park would be exceptional. Adding more hiking trails or nature to the PSC would be nice. I chose to go to another park and rec org for pickleball play because it was significantly more affordable.
- Playground equipment at Springdale park is unsafe for young children.
- Why don't we have a dog park?
- Yes. Please add a railroad park at Duplainville. It would be a more consistent draw than the Sports Complex, cheaper to build and maintain, would promote safety, and bring in tourists with \$\$ to spend at local restaurants, gas stations, etc.
- We and others I know have had to play ball at Springdale park and I don't know why we spent money on a new playground at that park and have let the baseball field get so run down. The old playground was perfectly fine. We could've taken the money it cost for a new playground and had a baseball field that didn't have paint peeling benches, weeds all over the infield, and actual edging between the infield and outfield.
- Balmer park tennis courts need some TLC!
- More dog-friendly areas.
- We need safe bike trails.
- A community pool would be first priority over any other additions for our family.

## **FACILITIES & DEVELOPMENT**

- Put in at least a splash pad somewhere. A pool would be best.
- We need more pickleball courts - and open playtime. I don't want to see the prime hours occupied by designated park and rec leagues.
- Please convert at least one of the tennis courts to Pickleball at Nettesheim; please offer more yoga instructors
- Want more bike trails
- public pool!
- Bathroom facilities at all public parks would be amazing!
- Keep the sledding hill at Liberty park!
- We need a Pool, at least a kiddie pool with zero entry
- More outdoor skating rinks
- Make tennis courts at Nettesheim into pickleball courts.
- We need more Softball fields. Our daughters play with Pewaukee Predators and have to practice in Waukesha and play home games in Sussex. It's really sad these young girls have nowhere to play in Pewaukee parks!
- Please put in sidewalks
- Skateboard ramp and area for kids
- Thank you for all the work that goes into creating such a family-friendly park system! One item of feedback I have is that a few weeks ago we visited Springdale Park to play on the new equipment. I appreciate the investment into play equipment for children but did want to call attention to the specific structure selected. The floating steps leading to the slide at the highest point was concerning. Even my children were alarmed at how unsafe it was and how easy it would be for a child to fall off those steps - especially when kids are running through them. Again, I appreciate the upgrade, especially knowing how expensive playground equipment is, but just felt the need to call attention to that particular fall hazard.
- ADD Pickleball net to Springdale Park court or move the bounty lines in order to use the tennis court net.
- I would rather see a pool than the splash pad. Splash pads are nice, but we have several already in the area.

## **CLEANLINESS & MAINTENANCE**

- Add trash cans in the village neighborhoods for dog poop bags.
- I'd like to see the parks cleaner. Seems like there's often a lot of trash. Also, the beach gets overrun and strewn with trash on busy summer days.
- Beach needs more oversight during summer
- Parks are always clean and safe. Thank you.
- I appreciate that the South park where I attend tai chi, is usually clean.
- Thank you for the opportunity to say that the rafters at the Wagner Park building really could use a good dusting!!!
- Parks are integral to communities. We appreciate them. We would like to see less dog poop at Kiwanis park. Maybe provide bags/signs?
- Plant more trees!!
- Wagner Park is not landscaped to drain and remains soggy most of the time.
- The grass areas around the Wagner park pond is pure weeds. Looks bad.
- There is graffiti sprayed on the Balmer Park Tennis Court wall. Can that be repainted?
- Prefer parks with mulch instead of recycled tire footing due to hazards and cancer risk from recycled tires.
- Excellent care of the parks. I live across from Nettesheim. Very good care.

## **CLEANLINESS & MAINTENANCE**

- Please blow off pickleball courts –especially after trimming weeds at the surrounding fence
- The baseball infields in the parks need more attention. Full of weeds and not raked/drug. Some kid is going to catch a ball in the face. If equipment was onsite nearby parents could volunteer to help out if it is a manpower/budgeted time issue.
- I like seeing the buckthorn and honeysuckle mitigation – it's making paths easier to walk and you can enjoy more nature
- We love the parks in the area; in the interest of protecting kids from chemicals, we would love it if parks would not spray the grass or surrounding areas and keep them as natural as possible (maintaining trees, greenery, etc).

## **UNCATEGORIZED COMMENTS & FEEDBACK**

- Partner with Pewaukee club sports fairly and equally. Pewaukee club sports shouldn't have to use more Waukesha fields and space when we have it available in our backyard.
- I feel the Park and Rec Department is very involved in our community in Pewaukee.
- The parks and recreation department have done a nice job improving the play equipment at Kiwanis Village Park. That's the one I am most familiar with because I live nearby. I know there is an inclusive playground being built, and I think that's fantastic!
- Dale– that facilitates pickle ball seems like a great person
- Parks & Rec does a great job! Keep up the good work!
- We love Park and Rec!
- Great job to the parks and rec staff! We are excited to visit some of the new park facilities this summer!!
- Ready to have a splash pad for the grandkids! And like the historical boat tour of the lake.
- We have used almost every park and summer camp in Pewaukee. I couldn't be happier with my decision to live here. Now that our kids are older, I mainly use Simmons woods for daily enjoyment. Thank you for your great work through the years.
- Our grandkids use all the parks checked. We would like to see the no dogs allowed enforced. Dog poop (often in bags) is everywhere/beach too. We have seen dogs poop in the beach water by dam, owners do NOT p/u. Dog poop on the bridge often. I am not sure if a dog park would help. Thank you for the survey, We love Pewaukee Parks. We also lived over 20 years in the city of Pewaukee.
- Love our parks!
- We love the activities offered for adults!
- Love our parks!
- We love Pewaukee living!
- As much as I love our park system.... I think others would agree with me that our roads could use some real work before we do anymore for our parks. I would recommend looking at Prospect and Meadowbrook Roads.
- The city of Pewaukee has a wonderful park system for families. I live near Wagner and when I walk in 5 fields, I love seeing how well kept and busy the park is.
- Thanks for having a great program and paths available to us!
- We love Pewaukee Park and Rec!
- Pewaukee is a great place that has lovely parks.
- Park & Recs Dept does a great job! Thanks for all your efforts.
- Would love it if you could add a sign that limits time on the pickleball courts to one hour or rotate people in if there are people or groups waiting.

## UNCATEGORIZED COMMENTS & FEEDBACK

- We love Pewaukee Park and Rec!
- Pewaukee is a great place that has lovely parks.
- Park & Recs Dept does a great job! Thanks for all your efforts.
- Would love it if you could add a sign that limits time on the pickleball courts to one hour or rotate people in if there are people or groups waiting.
- Love your parks.
- Thank you for all that you do! We love the programs and the parks, just wish our neighborhood park (Nettesheim) was updated with more things to do.
- Lastly – happy to hear about the cruise ordinance and hope it promotes lakefront safety, however, would love to see better enforcement of parking limits at the lakefront – it's unfortunate that someone at the beach can park all day long without supporting a lakefront business.
- You do a great job, thank you!
- You do a great job. Thank you.
- I have had family of all ages visit and love going to the lakefront beach
- The parks are great. Reduce auto traffic in front of the lake by having one way only traffic during the summer months or in the evenings.
- You do a great job! Thank you!
- We LOVE Pewaukee parks activities and system!!
- Our 19 year old is a special needs person but he enjoys hitting the pickleball around. Also thanks for the special beer garden events at Springdale Park.
- Pewaukee Parks are a great natural resource for everybody.
- Happy with you guys!
- Thank you for the survey
- I'm very happy with what the Parks offer
- We think that the parks are very well kept as well as continually updating equipment and facilities. Thank you for all that you do.
- Thanks for all your hard work!
- Thank you for all you do
- Yes, eliminate the two lane car traffic on Wisco Ave on weekends. Transform one lane of traffic to make beach wider. Make the street a one way road and add permanent speed bumps and make the entire road a pedestrian-biker-first zone.
- Visited parks with grandkids, not accounted for in the survey
- I suggest we spruce up existing parks. Lots of weeds and rough terrain. Playground equipment at Wagner park needs some work.
- Consult folks with ADA issues before installing ADA docks.
- Appreciate Pewaukee Parks very much!
- I have appreciated access to the tennis courts and summer children's programming
- Thanks for all you do!
- I don't take my dog to dog parks because I don't trust the behavior of other dogs & their owners and it's not conducive to actual hiking.
- Thank you for all the services that you offer to this community, everyone is always helpful at the Pewaukee Parks & Recreations Office
- Grandchildren 15,16,18,20 years old
- No just keep up the good work!



## **UNCATAGORIZED COMMENTS & FEEDBACK**

- Please work together (the city and village) to enact a burn ordinance (limit days and time) to help protect the wonderful outdoor environments of Pewaukee and the health of its residents and visitors. Look to neighboring communities who have an ordinance (Brookfield) for guidance.
- Trying to schedule special events at parks is difficult due to the number of baseball and soccer games scheduled at prime times. It would be nice to have dedicated days to non-sports activities so that other community events can be scheduled.
- Keep up the good work for all ages.
- Thank you for all you do in our community!
- Please share survey results
- We babysit our grandson and will be using the playgrounds soon and look forward to the splash pad.



**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: January 14, 2025  
Re: Agenda item 8(e): Review, discussion and possible action regarding Change Order #1 from Payne & Dolan for the 2025 Street and Utility Project.

### **BACKGROUND**

The 2025 Street and Utility Project included work along Capitol Drive and W. Wisconsin Avenue. Payne & Dolan has submitted a change order request to increase the contract price for additional work already completed of \$69,668.41. During construction, additional work was needed to properly complete the project.

Due to increased work and scheduling delays, Payne & Dolan is requesting a time extension of the contract substantial completion and final payment dates.

### **ACTION REQUESTED**

I recommend that the Village Board approve Change Order #1 with Payne & Dolan to increase the contract price by \$69,668.41 and extend the contact dates for substantial completion to October 24, 2025 and final completion to November 7, 2025.

### **ANALYSIS**

CO 1.1: 10'-8" PVC SDR 35 Sanitary Spot Repair with Granular soils: A sag was discovered in the existing sanitary sewer pipe prior to lining work that was to be completed. The section of pipe with the sag needed to be removed and replaced prior to the lining work occurring.

CO 1.2: Disposal of Soils on Sussex Dr. treated as contaminated: The contract was written so the Village was responsible to pay for disposal of contaminated soils if discovered during the project.

CO1.3: Additional T-Liner lateral repair: A second sanitary sewer lateral connection was lined after televising video showed that lining at the connection was needed due to infiltration.

CO1.4: 8" CIPP Lining 091-001 to 091-002 (347'): A sag was section of clay pipe listed in CO1.1. To help avoid this occurrence happening in other pipe areas under the new street, this lining work was added to project to improve this section of sanitary sewer while work is being done at this location.

CO1.5: 8" CIPP Lining 091-004 to 091-001 (303'): A sag was section of clay pipe listed in CO1.1. To help avoid this occurrence happening in other pipe areas under the new street, this lining work was added to project to improve this section of sanitary sewer while work is being done at this location.

CO1.6: 628 Capitol Drive Driveway cut (curb, sidewalk, restoration): the project design included removal of the approach as it appeared to be not needed. The new owner wanted the approach to remain. This work was added back into the project.

CO1.7: 2" Water Service (2"Corp, 2" curb stop box, 42' of 2"HDPE): At PM Plastics, the project was designed assuming the water service was 1" diameter instead of 2". After discovery of 2" size, the materials needed to be changed.

CO1.8 10% Prime Contractor Markup (\$67,410.55 x 10%): this provision is written into contract to compensate General Contractor for administration work related to adding additional work into the project.

CO1.9 Village credit for 9/11/25 Disposal of Soils. Soil deemed non-contaminated by testing firm.

Time extension: Due to increased work and scheduling delays, Payne & Dolan is requesting a time extension of the contract substantial completion and final payment dates. A change order is now needed to extend the contract dates.

Attachments

**CHANGE ORDER NO. 1**

Date of Issuance: 11/3/25		Effective date: 9/10/25
Contract:	Owner: Village of Pewaukee	Owner's Contract No.:
Project: 2025 Road and Utility Improvements		Date of Contract:
Contractor: Payne and Dolan (Walbec Group)		Engineer's Project No.: 1258100

**The Contract Documents are modified as follows upon execution of this Change Order:****Description:**

CO 1.1	10'-8" PVC SDR35 Sanitary Spot Repair with Granular Backfill	1.00	LS	@	\$	12,500.00	=	\$	12,500.00
CO 1.2	Disposal of Soils on Sussex Dr. Treated as Contaminated	65.78	TON	@	\$	42.00	=	\$	2,762.76
CO 1.3	Additional T-liner lateral repair	1	EA	@	\$	7,500.00	=	\$	7,500.00
CO 1.4	8" CIPP Lining 091-001 to 091-002 (347')	1	LS	@	\$	19,550.00	=	\$	19,550.00
CO 1.5	8" CIPP Lining 092-004 to 091-001 (303')	1	LS	@	\$	18,300.00	=	\$	18,300.00
CO 1.6	628 Capitol Dr Driveway Cut (curb, sidewalk, restoration)	1	LS	@	\$	5,200.00	=	\$	5,200.00
CO 1.7	2" Water Service (2" corp, 2" curb stop box, 42' of 2" HDPE)	1	LS	@	\$	1,597.79	=	\$	1,597.79
CO 1.8	10% Prime Contractor Markup (\$67,410.55 x 10%)	1	LS	@	\$	6,741.06	=	\$	6,741.06
									<b>SubTotal = \$ 74,151.61</b>
CO 1.9	Village Credit for 9/11/25 Disposal of Soils	-1	LS	@	\$	4,483.20			<b>Total = \$ 69,668.41</b>

**Reason for Change Order:**

- 1.1, 1.3, Village approved 10'-8" PVC sanitary main replacement due to sag, lining of main due to multiple pipe defects per MBI pre televising,  
 1.4, 1.5 additional T-liner due to significant infiltration from sanitary laterals  
 1.2, 1.9 Disposal of soils treated as contaminated on Sussex Dr. with Village provided manifest, credit due to contractor disposing of soils deemed non-contaminated on 9/11 when directed to dispose as clean per testing by environmental firm.  
 1.6, 1.7 Addn. work per Village request adding driveway opening at 628 Capitol. 2" service at 628 Capitol Dr.  
 Time Extension approved with additional change order work

Attachments: (List documents supporting change) : Emails in regards to pricing and credit

**CHANGE IN CONTRACT PRICE:****Original Contract Price**

\$ 1,395,991.86

[Increase][Decrease] from previous approved  
 Change Orders No. - to No. - :

\$ 0.00

**Contract Price prior to this Change Order:**

\$ \$1,395,991.86

**Increase of this Change Order:**

\$ 69,668.41

**Contract Price incorporating this Change Order:**

\$ 1,465,660.27

**CHANGE IN CONTRACT TIMES:****Original Contract Times:**

Substantial completion (days or date): 01-Oct-25  
 Final completion (days or date): 15-Oct-25

**[Increase][Decrease] from previous Change Orders:**

No. to No. :  
 Substantial Completion (days): n/a  
 Final completion (days): n/a

**Contract Times prior to this Change Order:**

Substantial Completion (days or date): n/a  
 Final completion (days or date): n/a

**[Increase][Decrease] this Change Order:**

Substantial completion (days or date): 15-Oct-25  
 Final completion (days): 07-Nov-25

**Contract Times with all approved Change Orders:**

Substantial completion (days or date): 24-Oct-25  
 Final completion (days or date): 07-Nov-25

**RECOMMENDED:**

By: Jennifer Stau  
 (Authorized Signature)  
 ENGINEER

Date: 11/13/2025

**ACCEPTED:**

By: \_\_\_\_\_  
 (Authorized Signature)  
 OWNER

Date: \_\_\_\_\_

**ACCEPTED:**

By: Don Crivello  
 (Authorized Signature)  
 CONTRACTOR

Date: 11/18/25



To: Jeff Knutson, President  
Trustees of the Village Board

From: Matt Heiser  
Village Administrator

Date: January 15, 2026

Re: January 20, 2026, Meeting Agenda Item 8(f)  
Review, discussion and possible action on funding for the 150<sup>th</sup> Anniversary Celebration.

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### **BACKGROUND**

The Steering Committee is working on four major activities to mark the 150<sup>th</sup> Anniversary of the Village:

1. A gala or Honors Dinner.
  - a. This is to repeat what was done at the 100<sup>th</sup> anniversary in 1976. A community dinner was attended by 500 people at WCTC.
  - b. This event could occur in March or in the Fall.
  - c. This would take place at WCTC again and utilize their caterer for a buffet-style meal.
2. Memorial Day Weekend – Additional activities to compliment the annual events honoring the memories of the fallen.
3. July 4<sup>th</sup> – Additional activities to augment the usual parade and fireworks show.
  - a. This would likely be the signature event to mark the anniversary.
  - b. One of the planned activities is a drone show.
4. June/July Downtown event – Originally this was conceived to partner with Positively Pewaukee at their Taste of the Lake event. This will need to be revised.

The City has also committed funds to support the celebration in 2026. The attached letter describes the amounts and purposes.

### **ACTION REQUESTED**

The action requested of the Village Board is to approve a maximum of \$18,150 to support a community dinner plus funding for banners to mark the event.

### **ANALYSIS**

The dinner event could occur in March. If it does occur in March someone will need to have the financial authority very soon to reserve some resources.



Some of these amounts are estimated but the potential costs of a community dinner at WCTC are (for 500 people):

Space Rental	\$1,150
Dinner	\$11,500
Dessert	\$5,000
Bar Costs	\$500

Total                      \$18,150

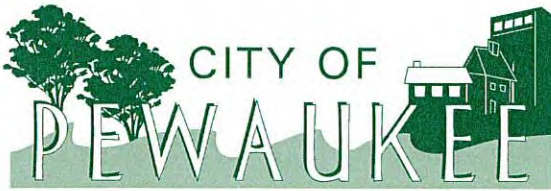
Steering Committee members have talked about selling tickets to this event to recoup money but nothing has been concluded yet. If this proposed cost were divided by a potential 500 attendees it would come to \$36.30 per ticket. This amount could be expensive enough to be a barrier for participation. If the Board were comfortable with recovering half of the cost of the event it would reduce the ticket price considerably.

The ticket price would all be part of a discussion with the Steering Committee. Understanding the comfort level of the Board would provide staff with input in that discussion with committee members.

In addition; Trustee Rohde is pursuing banners to mark the event. The goal would be to install the banners as early as possible in the year to maximize their effect. He will have additional information at the meeting regarding their cost for a funding request.

Attachments:

1. Letter of award of tourism funds for the 150<sup>th</sup> Anniversary celebration from the City of Pewaukee.



**Office of the Clerk/Treasurer**

W240 N3065 Pewaukee Road  
Pewaukee, Wisconsin 53072  
Phone (262) 691-0770 Fax (262) 691-1798  
[tarczewski@pewaukee.wi.us](mailto:tarczewski@pewaukee.wi.us)

Mr. Matt Heiser  
Village Administrator  
235 Hickory Street  
Pewaukee, WI 53072

December 19, 2025

Dear Mr. Heiser,

With the passing of the 2026 Budget the Common Council approved the recommendations of the City of Pewaukee Tourism Commission for your USA 250<sup>th</sup> and Village of Pewaukee 150<sup>th</sup> Anniversary Event. The following is the breakdown of the allotted funds:

Event Advertising	\$ 5,000
Fire Works	\$15,000
Drone Show	\$40,000
Tent & Bleacher Rental & Music	<u>\$17,000</u>

**Total: \$77,000**

**All reimbursements are receipt based.** Detailed receipts can be submitted to my attention at your convenience.

**PLEASE NOTE:** I am required to file a Tourism Tax Report with the Wisconsin Department of Revenue annually. It requires that I provide detailed expense and income reports pertaining to your event. I ask that you submit your information to me at the end of January or early February 2027. I must also list all your board members and their real-life career titles in this report, please include this information at that time.

If you have any further questions, please don't hesitate to reach out.

Sincerely,

Kelly Tarczewski  
Clerk/Treasurer



To: Jeff Knutson, President  
Trustees of the Village Board

From: Matt Heiser  
Village Administrator

Date: January 15, 2026

Re: January 20, 2026 Meeting Agenda Item 8(g)  
Review, discussion and possible action on the extension of the contract with Baker Tilly  
as the Village auditor through the audit year 2030.

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### **BACKGROUND**

This agenda item was originally a request from the Village President. The current contract with Baker Tilly is in its final year and includes auditing 2025.

Baker Tilly has been the Village auditor for a long time. They assist Village staff with a number of financial functions beyond the audit. They perform the work for the annual Municipal Financial Report required by the State and make recommendations to staff on how to record a variety of unusual transactions.

### **ACTION REQUESTED**

The action requested of the Village Board is to approve the proposed extension of the contract with Baker Tilly through the audit of 2030 that includes recommended wording from the Village Attorney

### **ANALYSIS**

None.

Attachments:

1. Proposed contract extension with Baker Tilly.



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December 22, 2025

Matt Heiser  
Village Administrator  
Village of Pewaukee  
235 Hickory Street  
Pewaukee, WI 53072

Dear Mr. Heiser:

Thank you for using Baker Tilly US, LLP (Baker Tilly, we, our) as your auditors.

The purpose of this letter (the Engagement Letter) is to confirm our understanding of the terms and objectives of our engagement and the nature of the services we will provide as independent accountants of the Village of Pewaukee (Client, you, your).

### **Service and Related Report**

We will audit the basic financial statements of the Village of Pewaukee as of and for the year ended December 31, 2026 through 2030, and the related notes to the financial statements. We will also audit the Pewaukee Public Library for the same time period. Upon completion of our audit, we will provide the Village of Pewaukee with our audit report on the financial statements and supplemental information referred to below. If, for any reasons caused by or relating to the affairs or management of the Village of Pewaukee, we are unable to complete the audit or are unable to or have not formed an opinion, or if we determine in our professional judgment the circumstances necessitate, we may withdraw and decline to issue a report as a result of this engagement.

The following supplementary information accompanying the financial statements will also be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and our auditor's report will provide an opinion on it in relation to the financial statements as a whole.

#### **> Combining and Individual Fund Financial Statements**

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis, to supplement the Village of Pewaukee's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. As part of our engagement, we will apply certain limited procedures to the Village of Pewaukee's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's response to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- > Management's Discussion and Analysis
- > Budget Comparison Schedules
- > Pension - related schedules

Our report does not include reporting on key audit matters.

### **Our Responsibilities and Limitations**

The objective of a financial statement audit is the expression of an opinion on the financial statements. We will be responsible for performing that audit in accordance with auditing standards generally accepted in the United States of America (GAAS). These standards require that we plan and perform our audit to obtain reasonable, rather than absolute assurance about whether the financial statements are free of material misstatement, whether caused by error or fraud. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. A misstatement is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user based on the financial statements. The audit will include examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing accounting principles used and significant estimates made by management, and evaluating the overall financial statement presentation. Our audit does not relieve management and those charged with governance of their responsibilities. Our audit is limited to the period covered by our audit and does not extend to any later periods during which we are not engaged as auditor.

The audit will include obtaining an understanding of the Village of Pewaukee and its environment, including internal controls, sufficient to assess the risks of material misstatement of the financial statements and to determine the nature, timing and extent of further audit procedures. An audit is not designed to provide assurance on internal controls or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control matters that are required to be communicated under professional standards.



We are also responsible for determining that those charged with governance are informed about certain other matters related to the conduct of the audit, including (i) our responsibility under GAAS, (ii) an overview of the planned scope and timing of the audit, and (iii) significant findings from the audit, which include (a) our views about the qualitative aspects of your significant accounting practices, accounting estimates, and financial statement disclosures; (b) difficulties encountered in performing the audit; (c) uncorrected misstatements and material corrected misstatements that were brought to the attention of management as a result of auditing procedures; and (d) other significant and relevant findings or issues (e.g., any disagreements with management about matters that could be significant to your financial statements or our report thereon, consultations with other independent accountants, issues discussed prior to our retention as independent auditors, fraud and illegal acts, and all significant deficiencies and material weaknesses identified during the audit). Lastly, we are responsible for ensuring that those charged with governance receive copies of certain written communications between us and management including written communications on accounting, auditing, internal controls or operational matters and representations that we are requesting from management.

The audit will not be planned or conducted in contemplation of reliance of any specific third party or with respect to any specific transaction. Therefore, items of possible interest to a third party will not be specifically addressed and matters may exist that would be addressed differently by a third party, possibly in connection with a specific transaction.

### **Management's Responsibilities**

Our audit will be conducted on the basis that the Village of Pewaukee's management and, when appropriate, those charged with governance, acknowledge and understand that they have responsibility:

- > For the preparation and fair presentation of the financial statements and supplementary information in accordance with accounting principles generally accepted in the United States of America;
- > For the design, implementation, establishment, and maintenance of internal control relevant to the preparation and fair presentation of financial statements and supplementary information that are free from material misstatement, whether due to fraud or error; and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met and;
- > To provide us with:
  - Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements and supplementary information such as records, documentation, and other matters;
  - Additional information that we may request from management for the purpose of the audit; and
  - Unrestricted access to persons within the Village of Pewaukee from whom we determine it necessary to obtain audit evidence.

You are responsible for the preparation of the supplementary information in conformity with GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (a) you are responsible for presentation of the supplementary information in accordance with GAAP; (b) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (c) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (d) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for (i) adjusting the basic financial statements to correct material misstatements and for affirming to us in a management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period under audit are immaterial, both individually and in the aggregate, to the basic financial statements taken as a whole, and (ii) notifying us of all material weaknesses, including other significant deficiencies, in the design or operation of your internal control over financial reporting that are reasonably likely to adversely affect your ability to record, process, summarize and report external financial data reliably in accordance with GAAP. Management is also responsible for identifying and ensuring that the Village of Pewaukee complies with the laws and regulations applicable to its activities.

As part of our audit process, we will request from management and, when appropriate, those charged with governance written confirmation concerning representations made to us in connection with the audit.

Management is responsible for informing us on a timely basis of the name of any single investor in you that owns 20% or more of your equity at any point in time. Management is also responsible for informing us on a timely basis of any investments held by you which constitutes 20% or more of the equity/capital of the investee entity at any point in time.

Baker Tilly is not a municipal advisor as defined in Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act or under Section 15B of the Securities Exchange Act of 1934 (the Act). Baker Tilly is not recommending an action to the Village of Pewaukee; is not acting as an advisor to you and does not owe a fiduciary duty pursuant to Section 15B of the Act to you with respect to the information and material contained in the deliverables issued under this engagement. Any municipal advisory services would only be performed by Baker Tilly Municipal Advisors LLC (BTMA) pursuant to a separate engagement letter between you and BTMA. You should discuss any information and material contained in the deliverables with any and all internal and external advisors and experts that you deem appropriate before acting on this information or material.

### **Nonattest Services**

Prior to or as part of our audit engagement, it may be necessary for either Baker Tilly US, LLP or Baker Tilly Advisory Group, LP to perform certain nonattest services.

Nonattest services that we or Baker Tilly Advisory Group, LP will be providing are as follows:

- > Financial statement preparation (including GASB 34 conversion entries)
- > Adjusting journal entries
- > Compiled regulatory reports
- > Compiled TIF financial statements
- > Water rate study

None of these nonattest services constitute an audit under generally accepted auditing standards.

Baker Tilly US, LLP and Baker Tilly Advisory Group, LP will not perform any management functions or make management decisions on your behalf with respect to any nonattest services provided.

In connection with our performance of any nonattest services, Baker Tilly US, LLP or Baker Tilly Advisory Group, LP agree that you will:

- > Continue to make all management decisions and perform all management functions, including approving all journal entries and general ledger classifications when they are submitted to you.
- > Designate an employee with suitable skill, knowledge, and/or experience, preferably within senior management, to oversee the services performed.
- > Evaluate the adequacy and results of the nonattest services performed.
- > Accept responsibility for the results of the nonattest services.
- > Establish and maintain internal controls, including monitoring ongoing activities related to the nonattest function.

On a periodic basis, as needed, we will meet with you to discuss your accounting records and the management implications of your financial statements. We will notify you, in writing, of any matters that we believe you should be aware of and will meet with you upon request.

In addition to the audit services discussed above, we will compile the annual Financial Report Form to the Wisconsin Department of Revenue, the Public Service Commission Annual Report and the TIF Financial Statements. See A, B and C attached, which are an integral part of this Engagement Letter.

#### **Other Documents**

If you intend to reproduce or publish the financial statements in an annual report or other information (excluding official statements), and make reference to our firm name in connection therewith, you agree to publish the financial statements in their entirety. In addition, you agree to provide us, for our approval and consent, proofs before printing and final materials before distribution.

If you intend to reproduce or publish the financial statements in an official statement, unless we establish a separate agreement to be involved in the issuance, any official statements issued by the Village of Pewaukee must contain a statement that Baker Tilly is not associated with the official statement, which shall read "Baker Tilly US, LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. Baker Tilly US, LLP, has also not performed any procedures relating to this official statement."

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

The documentation for this engagement, including the workpapers, is the property of Baker Tilly and constitutes Confidential Information. We may have a responsibility to retain the documentation for a period of time sufficient to satisfy any applicable legal or regulatory requirements for records retention. Baker Tilly does not retain any original client records and we will return such records to you at the completion of the services rendered under this engagement. When such records are returned to you, it is the Village of Pewaukee's responsibility to retain and protect its accounting and other business records for future use, including potential review by any government or other regulatory agencies. By your signature below, you acknowledge and agree that, upon the expiration of the documentation retention period, Baker Tilly shall be free to destroy our workpapers related to this engagement. If we are required by law, regulation or professional standards to make certain documentation available to regulators, the Village of Pewaukee hereby authorizes us to do so.

## Timing and Fees

Our estimated professional fees for these services will be as follows:

Year	Village (including Form C to DOR)	Utilities	Library	TIF compilation (each)	PSC Report	Totals
2026	\$40,200	\$10,550	\$6,600	\$750	\$6,000	\$64,100
2027	41,200	10,850	6,700	800	6,150	65,700
2028	42,300	11,100	6,800	800	6,300	67,300
2029	43,300	11,400	6,900	850	6,450	68,900
2030	44,400	11,650	7,000	850	6,650	70,550

In addition to professional fees, our invoices will include our standard technology charge related to the engagement.

Invoices for these fees will be rendered each month as work progresses and are payable on presentation. Fees are payable upon presentation. A charge of 1.5 percent per month shall be imposed on accounts not paid within thirty (30) days of receipt of our statement for services provided. In accordance with our firm policies, work may be suspended if your account becomes thirty (30) days or more overdue and will not be resumed until the account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notice of termination, even if we have not completed our report. the Village of Pewaukee will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination. In the event that collection procedures are required, the Village of Pewaukee agrees to be responsible for all expenses of collection including reasonable actual attorneys' fees.

Our fee estimate is based on certain assumptions. Certain circumstances may arise during the course of our audit that could significantly affect the targeted completion date or our fee estimate, and additional fees may be necessary as a result. Such circumstances include but are not limited to the following:

- > Changes to the timing of the engagement initiated by the Village of Pewaukee, which may require the reassignment of our personnel.
- > The Village of Pewaukee's failure to provide all information requested by us (i) on the date requested, (ii) in the form acceptable to us, (iii) with no mathematical errors, and (iv) in agreement with the appropriate the Village of Pewaukee records.
- > Significant delays in responding to inquiries made of the Village of Pewaukee personnel, or significant changes in the Village of Pewaukee accounting policies or practices, or in the Village of Pewaukee's accounting personnel, their responsibilities, or their availability.
- > Significant delays or errors in the draft financial statements and necessary schedules prepared by the Village of Pewaukee's personnel.
- > Implementation of new general ledger software or a new chart of accounts by the Village of Pewaukee.
- > Significant changes in the Village of Pewaukee's business operations, including business combinations, the creation of new entities, divisions, or subsidiaries within the Village of Pewaukee, significant new employment or equity agreements, or significant subsequent events. Certain business transactions or changes in business operations or conditions, financial reporting, and/or auditing standards may require us to utilize the services of internal or external valuation or tax specialists.

- > New financing arrangements or modifications to existing financing arrangements, or significant new federal or state funding.
- > Significant deficiencies or material weaknesses in the design or operating effectiveness of the Village of Pewaukee's internal control over financial reporting identified during the audit.
- > A significant level of proposed audit adjustments.
- > Issuance of additional accounting or auditing standards subsequent to or effective for the periods covered by this Engagement Letter.
- > Circumstances beyond our control.

For new business transactions or changes in business operations or conditions, financial reporting and/or auditing standards may require us to utilize the services of internal or external valuation or tax specialists. This includes matters such as business combinations, impairment evaluations, and going concern evaluation, among other potential needs for specialists. The time and cost of such services are not included in the fee estimate provided.

Revisions to the scope of our work will be communicated to you and may be set forth in the form of an "Amendment to Existing Engagement Letter" executed by Baker Tilly and the Village of Pewaukee. In addition, if we discover compliance issues that require us to perform additional procedures and/or provide assistance with these matters, fees at our standard hourly rates apply.

To the extent applicable, Baker Tilly's fees are exclusive of any federal, national, regional, state, provincial or local taxes, including any VAT or other withholdings, imposed on this transaction, the fees, or on Client's use of the Services or possession of the Deliverable (individually or collectively, the Taxes). All applicable Taxes shall be paid by Client without deduction from any fees owed by Client to Baker Tilly. In the event Client fails to pay any Taxes when due, Client shall defend, indemnify, and hold harmless Baker Tilly, its officers, agents, employees and consultants from and against any and all fines, penalties, damages, costs (including, but not limited to, claims, liabilities or losses arising from or related to such failure by Client) and will pay any and all damages, as well as all costs, including, but not limited to, mediation and arbitration fees and expenses as well as attorneys' fees, associated with Client's breach of this section. Nothing the foregoing shall be construed as a waiver by Client of the limitations, defenses, and immunities contained in Wisconsin law including, but not limited to, Wis. Stats. Sec 893.80, 895.52, and 345.05.

We may use temporary contract staff to perform certain tasks on your engagement and will bill for that time at the rate that corresponds to Baker Tilly staff providing a similar level of service. Upon request, we will be happy to provide details on training, supervision and billing arrangements we use in connection with these professionals. Additionally, we may from time to time, and depending on the circumstances, use service providers (e.g., to act as a specialist or audit an element of the financial statements) in serving your account. We may share Confidential Information about you with these contract staff and service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all contract staff and service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your Confidential Information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your Confidential Information with the contract staff or third-party service provider. Furthermore, the firm will remain responsible for the work provided by any such contract staff or third-party service providers.



To the extent the Services require Baker Tilly to receive personal data or personal information from Client, Baker Tilly may process, and engage subcontractors to assist with processing, any personal data or personal information, as those terms are defined in applicable privacy laws. Baker Tilly's processing shall be in accordance with the requirements of the applicable privacy laws relevant to the processing in providing Services hereunder, including Services performed to meet the business purposes of the Client, such as Baker Tilly's tax, advisory, and other consulting services. Applicable privacy laws may include any local, state, federal or international laws, standards, guidelines, policies or regulations governing the collection, use, disclosure, sharing or other processing of personal data or personal information with which Baker Tilly or its Clients must comply. Such privacy laws may include (i) the EU General Data Protection Regulation 2016/679 (GDPR); (ii) the California Consumer Privacy Act of 2018 (CCPA); and/or (iii) other laws regulating marketing communications, requiring security breach notification, imposing minimum security requirements, requiring the secure disposal of records, and other similar requirements applicable to the processing of personal data or personal information. Baker Tilly is acting as a Service Provider/Data Processor, as those terms are defined respectively under the CCPA/GDPR, in relation to Client personal data and personal information. As a Service Provider/Data Processor processing personal data or personal information on behalf of Client, Baker Tilly shall, unless otherwise permitted by applicable privacy law, (a) follow Client instructions; (b) not sell personal data or personal information collected from the Client or share the personal data or personal information for purposes of targeted advertising; (c) process personal data or personal information solely for purposes related to the Client's engagement and not for Baker Tilly's own commercial purposes; and (d) cooperate with and provide reasonable assistance to Client to ensure compliance with applicable privacy laws. Client is responsible for notifying Baker Tilly of any applicable privacy laws the personal data or personal information provided to Baker Tilly is subject to, and Client represents and warrants it has all necessary authority (including any legally required consent from individuals) to transfer such information and authorize Baker Tilly to process such information in connection with the Services described herein. Client further understands Baker Tilly US, LLP and Baker Tilly Advisory Group, LP will co-process Client data as necessary to perform the Services, pursuant to the alternative practice structure in place between the two entities. Baker Tilly Advisory Group, LP maintains custody of client files for both entities. By executing this Engagement Letter, you hereby consent to the transfer to Baker Tilly Advisory Group, LP of all your Client files, workpapers and work product. Baker Tilly Advisory Group, LP is bound by the same confidentiality obligations as Baker Tilly US, LLP. Baker Tilly is responsible for notifying Client if Baker Tilly becomes aware that it can no longer comply with any applicable privacy law and, upon such notice, shall permit Client to take reasonable and appropriate steps to remediate personal data or personal information processing. Client agrees that Baker Tilly has the right to utilize Client data to improve internal processes and procedures and to generate aggregated/de-identified data from the data provided by Client to be used for Baker Tilly business purposes and with the outputs owned by Baker Tilly. For clarity, Baker Tilly will only disclose aggregated/de-identified data in a form that does not identify Client, Client employees, or any other individual or business entity and that is stripped of all persistent identifiers. Client is not responsible for Baker Tilly's use of aggregated/de-identified data.

Baker Tilly has established information security related operational requirements that support the achievement of our information security commitments, relevant information security related laws and regulations, and other information security related system requirements. Such requirements are communicated in Baker Tilly's policies and procedures, system design documentation and contracts with customers. Information security policies have been implemented that define our approach to how systems and data are protected. Client is responsible for providing timely written notification to Baker Tilly of any additions, changes or removals of access for Client personnel to Baker Tilly provided systems or applications. If Client becomes aware of any known or suspected information security or privacy related incidents or breaches related to this agreement, Client should timely notify Baker Tilly via email at [dataprotectionofficer@bakertilly.com](mailto:dataprotectionofficer@bakertilly.com).

Any additional services that may be requested, and we agree to provide, may be the subject of a separate engagement letter.

With respect to this Engagement Letter and any information supplied in connection with this Engagement Letter and designated by the disclosing party (the "Disclosing Party") as "Confidential Information" either by marking it as "confidential" prior to disclosure to the receiving party (the "Recipient") or, if such information is disclosed orally or by inspection, then by indicating to the Recipient that the information is confidential at the time of disclosure and confirming in writing to the Recipient, the confidential nature of the information within ten (10) business days of such disclosure, or is information which a reasonable person would deem to be confidential based on the nature of the information and the circumstances surrounding its disclosure, the Recipient agrees to: (i) protect the Confidential Information in the same manner in which it protects its Confidential Information of like importance, but in no case using less than reasonable care; (ii) use the Confidential Information only to perform its obligations under this Engagement Letter; and (iii) reproduce Confidential Information only as required to perform its obligations under this Engagement Letter. This section shall not apply to information which is (a) publicly known, (b) already known to the Recipient, (c) disclosed to Recipient by a third party without restriction, (d) independently developed, or (e) disclosed pursuant to legal requirement or order, or as is required by regulations or professional standards governing the services performed. Subject to the foregoing, Baker Tilly may disclose Client's Confidential Information to its subcontractors and subsidiaries.

We may be required to disclose Confidential Information to federal, state and international regulatory bodies or a court in criminal or other civil litigation. In the event that we receive a request from a third party (including a subpoena, summons or discovery demand in litigation) calling for the production of information, we will promptly notify the Village of Pewaukee, unless otherwise prohibited. In the event we are requested by the Village of Pewaukee or required by government regulation, subpoena or other legal process to produce our engagement working papers or our personnel as witnesses with respect to services rendered to the Village of Pewaukee, so long as we are not a party to the proceeding in which the information is sought, we may seek reimbursement for our professional time and expenses, as well as the fees and legal expenses, incurred in responding to such a request.

We may be required to disclose Confidential Information with respect to complying with certain professional obligations, such as peer review programs. All participants in such peer review programs are bound by the same confidentiality requirements as Baker Tilly and its employees. Baker Tilly will not be required to notify the Village of Pewaukee if disclosure of Confidential Information is necessary for peer review purposes.

We would expect to continue to perform our services under the arrangements discussed above from year to year, unless for some reason you or we find that some change is necessary. We will, of course, be happy to provide the Village of Pewaukee with any other services you may find necessary or desirable.

### **Resolution of Disagreements**

In the unlikely event that differences concerning services, fees, this Engagement Letter or any services subsequently provided to Client by Baker Tilly should arise ("Dispute(s)") that are not resolved by mutual agreement, both parties agree to attempt in good faith to settle the Dispute by mediation administered by the American Arbitration Association (AAA) under its mediation rules for professional accounting and related services disputes before resorting to litigation or any other dispute-resolution procedure. Each party shall bear their own expenses from mediation.

If mediation does not settle the Dispute, then the parties agree that the Dispute shall be settled by binding arbitration to be initiated by the party seeking damages or other permitted relief in any form (the "Claimant"). The arbitration proceeding shall take place in the city in which the Baker Tilly office providing the services in Dispute is located, unless the parties mutually agree to a different location. The proceeding shall be governed by the provisions of the Federal Arbitration Act (FAA) and will proceed in accordance with the Arbitration Rules for Professional Accounting and Related Disputes of the AAA (the "Rules") as amended and effective February 1, 2015, except that no prehearing discovery shall be permitted unless specifically authorized by the arbitrator. Any issue concerning the extent to which the Dispute is subject to arbitration, or concerning the applicability, interpretation, or enforceability of any of these procedures, shall be governed by the FAA and resolved by the arbitrators. The arbitration will be conducted before a panel of three (3) arbitrators, with experience in accounting and auditing matters or resolving accounting and auditing matters. In the thirty (30) days after the arbitration is initiated, the parties shall attempt to mutually agree on the three (3) arbitrators, including one arbitrator who will serve as chair of the panel, and all of whom may be selected from AAA, JAMS, the Center for Public Resources, or any other internationally or nationally-recognized organization mutually agreed upon by the parties. If the parties cannot agree on a panel of three (3) arbitrators within the thirty (30) day period, the three (3) arbitrators shall be selected according to Rules A-16(a) and (b) of the Rules except that the AAA shall send an identical list of fifteen (15) names to the parties to the arbitration. The arbitrator shall have no authority to award nonmonetary or equitable relief and will not have the right to award punitive damages or statutory awards. Furthermore, in no event shall the arbitrator have power to make an award that would be inconsistent with the Engagement Letter or any amount that could not be made or imposed by a court deciding the matter in the same jurisdiction. The award of the arbitration shall be in writing and shall be accompanied by a well-reasoned opinion. The award issued by the arbitrator may be confirmed in a judgment by any federal or state court of competent jurisdiction. Discovery shall be permitted in arbitration only to the extent, if any, expressly authorized by the arbitrators upon a showing of substantial need. Each party shall be responsible for their own costs associated with the arbitration, except that the costs of the arbitrators shall be equally divided by the parties. Both parties agree and acknowledge that they are each giving up the right to have any Dispute heard in a court of law before a judge and a jury, as well as any appeal. The arbitration proceeding and all information disclosed during the arbitration shall be maintained as confidential, except as may be required for disclosure to professional or regulatory bodies or in a related confidential arbitration. The arbitrators shall apply the limitations period that would be applied by a court deciding the matter in the same jurisdiction, including the contractual limitations set forth in this Engagement Letter, and shall have no power to decide the dispute in any manner not consistent with such limitations period. The arbitrators shall be empowered to interpret the applicable statutes of limitations subject to the choice of law provision set forth herein.

Our services shall be evaluated solely on our substantial conformance with the terms expressly set forth herein, including all applicable professional standards. Any claim of nonconformance must be clearly and convincingly shown.

#### **Limitation on Damages and Indemnification**

THE LIABILITY (INCLUDING ATTORNEY'S FEES AND ALL OTHER COSTS) OF BAKER TILLY AND ITS PRESENT OR FORMER PARTNERS, PRINCIPALS, AGENTS OR EMPLOYEES RELATED TO ANY CLAIM FOR DAMAGES RELATING TO THE SERVICES PERFORMED UNDER THIS ENGAGEMENT LETTER SHALL NOT EXCEED THE FEES PAID TO BAKER TILLY FOR THE PORTION OF THE WORK TO WHICH THE CLAIM RELATES, EXCEPT TO THE EXTENT FINALLY DETERMINED TO HAVE RESULTED FROM THE WILLFUL MISCONDUCT OR FRAUDULENT BEHAVIOR OF BAKER TILLY RELATING TO SUCH SERVICES. THIS LIMITATION OF LIABILITY IS INTENDED TO APPLY TO THE FULL EXTENT ALLOWED BY LAW, REGARDLESS OF THE GROUNDS OR NATURE OF ANY CLAIM ASSERTED, INCLUDING THE NEGLIGENCE OF EITHER PARTY. ADDITIONALLY, IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR ANY LOST PROFITS, LOST BUSINESS OPPORTUNITY, LOST DATA, CONSEQUENTIAL, SPECIAL, INCIDENTAL, EXEMPLARY OR PUNITIVE DAMAGES, DELAYS OR INTERRUPTIONS ARISING OUT OF OR RELATED TO THIS ENGAGEMENT LETTER EVEN IF THE OTHER PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

As Baker Tilly is performing the services solely for your benefit, you will indemnify Baker Tilly, its subsidiaries and their present or former partners, principals, employees, officers and agents against all costs, fees, expenses, damages and liabilities (including reasonable actual attorney's fees and all defense costs) associated with any third-party claim, relating to or arising as a result of the services, or this Engagement Letter. Nothing the foregoing shall be construed as a waiver by Village of Pewaukee of the limitations, defenses, and immunities contained in Wisconsin law including, but not limited to, Wis. Stats. Sec 893.80, 895.52, and 345.05. Further, to the extent indemnification is available and enforceable, the Village of Pewaukee or its insurer shall not be liable in indemnity or contribution for an amount greater than the limits of liability for municipal claims established by Wisconsin law.

Because of the importance of the information that you provide to Baker Tilly with respect to Baker Tilly's ability to perform the services, you hereby release Baker Tilly and its present and former partners, principals, agents and employees from any liability, damages, fees, expenses and costs, including attorney's fees, relating to the services, that arise from or relate to any information, including representations by management, provided by you, its personnel or agents, that is not complete, accurate or current, whether or not management knew or should have known that such information was not complete, accurate or current.

Each party recognizes and agrees that the warranty disclaimers and liability and remedy limitations in this Engagement Letter are material bargained for bases of this Engagement Letter and that they have been taken into account and reflected in determining the consideration to be given by each party under this Engagement Letter and in the decision by each party to enter into this Engagement Letter.

The terms of this section shall apply regardless of the nature of any claim asserted (including, but not limited to, contract, tort or any form of negligence, whether of you, Baker Tilly or others), but these terms shall not apply to the extent finally determined to be contrary to the applicable law or regulation. These terms shall also continue to apply after any termination of this Engagement Letter.

You accept and acknowledge that any legal proceedings arising from or in conjunction with the services provided under this Engagement Letter must be commenced within twelve (12) months after the performance of the services for which the action is brought, without consideration as to the time of discovery of any claim or any other statutes of limitations or repose.

### **Other Matters**

Neither this Engagement Letter, any claim, nor any rights or licenses granted hereunder may be assigned, delegated or subcontracted by either party without the written consent of the other party. Either party may assign and transfer this Engagement Letter to any successor that acquires all or substantially all of the business or assets of such party by way of merger, consolidation, other business reorganization or the sale of interest or assets, provided that the party notifies the other party in writing of such assignment and the successor agrees in writing to be bound by the terms and conditions of this Engagement Letter.

Our dedication to client service is carried out through our employees who are integral in meeting this objective. In recognition of the importance of our employees, it is hereby agreed that the Village of Pewaukee will not solicit our employees for employment or enter into an independent contractor arrangement with any individual who is or was an employee of Baker Tilly for a period of twelve (12) months following the date of the conclusion of this engagement. If the Village of Pewaukee violates this nonsolicitation clause, the Village of Pewaukee agrees to pay to Baker Tilly a fee equal to the hired person's annual salary at the time of the violation so as to reimburse Baker Tilly for the costs of hiring and training a replacement.

The services performed under this Agreement do not include the provision of legal advice and Baker Tilly makes no representations regarding questions of legal interpretation. Client should consult with its attorneys with respect to any legal matters or items that require legal interpretation under federal, state or other type of law or regulation.

Baker Tilly US, LLP and Baker Tilly Advisory Group, LP and its subsidiary entities provide professional services through an alternative practice structure in accordance with the AICPA Code of Professional Conduct and applicable laws, regulations and professional standards. Baker Tilly US, LLP is a licensed independent CPA firm that provides attest services to clients. Baker Tilly Advisory Group, LP and its subsidiary entities provide tax and business advisory services to their clients. Baker Tilly Advisory Group, LP and its subsidiary entities are not licensed CPA firms.

Baker Tilly Advisory Group, LP and its subsidiaries and Baker Tilly US, LLP, trading as Baker Tilly, are independent members of Baker Tilly International. Baker Tilly International Limited is an English company. Baker Tilly International provides no professional services to clients. Each member firm is a separate and independent legal entity and each describes itself as such. Baker Tilly Advisory Group, LP and Baker Tilly US, LLP are not Baker Tilly International's agents and do not have the authority to bind Baker Tilly International or act on Baker Tilly International's behalf. None of Baker Tilly International, Baker Tilly Advisory Group, LP, Baker Tilly US, LLP, nor any of the other member firms of Baker Tilly International has any liability for each other's acts or omissions. The name Baker Tilly and its associated logo is used under license from Baker Tilly International Limited.

This Engagement Letter and any applicable online terms and conditions or terms of use ("Online Terms") related to online products or services made available to Village of Pewaukee by Baker Tilly ("Online Offering") constitute the entire agreement between the Village of Pewaukee and Baker Tilly regarding the services described in this Engagement Letter and supersedes and incorporates all prior or contemporaneous representations, understandings or agreements, and may not be modified or amended except by an agreement in writing signed between the parties hereto. For clarity and avoidance of doubt, the terms of this Engagement Letter govern Baker Tilly's provision of the services described herein, and the Online Terms govern Village of Pewaukee's use of the Online Offering. This Engagement Letter's provisions shall not be deemed modified or amended by the conduct of the parties.

The provisions of this Engagement Letter, which expressly or by implication are intended to survive its termination or expiration, will survive and continue to bind both parties, including any successors or assignees. If any provision of this Engagement Letter is declared or found to be illegal, unenforceable or void, then both parties shall be relieved of all obligations arising under such provision, but if the remainder of this Engagement Letter shall not be affected by such declaration or finding and is capable of substantial performance, then each provision not so affected shall be enforced to the extent permitted by law or applicable professional standards.

If because of a change in the Village of Pewaukee's status or due to any other reason, any provision in this Engagement Letter would be prohibited by, or would impair our independence under laws, regulations or published interpretations by governmental bodies, commissions or other regulatory agencies, such provision shall, to that extent, be of no further force and effect and this agreement shall consist of the remaining portions.

This agreement shall be governed by and construed in accordance with the laws of the state of Wisconsin, without giving effect to the provisions relating to conflict of laws.



Matt Heiser  
Village of Pewaukee

December 22, 2025  
Page 13

We appreciate the opportunity to be of service to you.

If there are any questions regarding this Engagement Letter, please contact John Rader, the professional on this engagement who is responsible for the overall supervision and review of the engagement and determining that the engagement has been completed in accordance with professional standards. John Rader is available at 608 240 2431, or at [John.Rader@bakertilly.com](mailto:John.Rader@bakertilly.com).

Sincerely,

BAKER TILLY US, LLP

A handwritten signature in black ink that reads "Baker Tilly US, LLP". The signature is written in a cursive, flowing style.

Enclosures

The services and terms as set forth in this Engagement Letter are agreed to by:

\_\_\_\_\_  
Official's Name

\_\_\_\_\_  
Official's Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## ADDENDUM A

We will perform the following services:

1. We will compile, from information you provide, the annual Financial Report Form to the Wisconsin Department of Revenue, for the year ended December 31, 2026. Upon completion of the compilation of the annual Financial Report Form, we will provide you with our accountants' compilation report. If for any reason caused by or relating to affairs or management of the Village of Pewaukee, we are unable to complete the compilation or if we determine in our professional judgment the circumstances necessitate, we may withdraw and decline to submit the annual Financial Report Form to you as a result of this engagement.

Our report on the annual Financial Report Form of the Village of Pewaukee is presently expected to read as follows:

Management is responsible for the Financial Report Form C for the year ended December 31, 2026 included in the accompanying prescribed form. We have performed a compilation engagement in accordance with *Statements on Standards for Accounting and Review Services* promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants. We did not audit or review the financial report form C included in the accompanying prescribed form, nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by the management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on the Financial Report form C included in the prescribed form.

The Financial Report Form C included in the accompanying prescribed form is presented in accordance with the requirements of the Wisconsin Department of Revenue, and is not intended to be a presentation in accordance with accounting principles generally accepted in the United States of America.

This report is intended solely for the information and use of the Wisconsin Department of Revenue and is not intended to be and should not be used by anyone other than this specified party.

### **Our Responsibilities and Limitations**

We will be responsible for performing the compilation in accordance with *Statements on Standards for Accounting and Review Services* established by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements. We will utilize information that is the representation of management without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for the statements to be in conformity with GAAP.

Our engagement cannot be relied upon to disclose errors, fraud or other illegal acts that may exist and, because of the limited nature of our work, detection is highly unlikely. However, we will inform the appropriate level of management of any material errors, and of any evidence that fraud may have occurred. In addition, we will report to you any evidence or information that comes to our attention during the performance of our compilation procedures regarding illegal acts that may have occurred, unless they are clearly inconsequential. We have no responsibility to identify and communicate deficiencies in your internal control as part of this Engagement Letter.

## **ADDENDUM A (continued)**

### **Management's Responsibilities**

The Village of Pewaukee's management is responsible for the financial statements referred to above. In this regard, management is responsible for (i) the preparation and fair presentation of the Financial Report Form C included in the form prescribed by the Wisconsin Department of Revenue, (ii) designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the Financial Report Form C, (iii) preventing and detecting fraud, (iv) identifying and ensuring that you comply with the laws and regulations applicable to its activities, and (v) making all financial records and related information available to us. Management also is responsible for identifying and ensuring that you comply with the laws and regulations applicable to its activities.

Management is responsible for providing us with the information necessary for the compilation of the financial statements and the completeness and the accuracy of that information and for making your personnel available to whom we may direct inquiries regarding the compilation. We may make specific inquiries of management and others about the representations embodied in the financial statements.

## ADDENDUM B

We will perform the following services:

2. We will compile, from information you provide, the Public Service Commission Annual Report, including the balance sheets of the Water Utility, an enterprise fund of the Village of Pewaukee, as of December 31, 2026 and 2025, and the related statements of income and retained earnings for the years then ended and the supplemental schedules as of and for the year ended December 31, 2026. Upon completion of the Public Service Commission Annual Report, we will provide you with our accountants' compilation report. If for any reason caused by or relating to affairs or management of the Village of Pewaukee, we are unable to complete the compilation or if we determine in our professional judgment the circumstances necessitate, we may withdraw and decline to submit the Public Service Commission Annual Report to you as a result of this engagement.

Our report on the Public Service Commission Annual Report of the Village of Pewaukee is presently expected to read as follows:

Management is responsible for the balance sheets of the Water Utility, an enterprise fund of the Village of Pewaukee, as of December 31, 2026 and 2025, and the related statements of income and retained earnings for the years then ended and the supplemental schedules as of and for the year ended December 31, 2026 included in the accompany prescribed form. We have performed a compilation engagement in accordance with *Statements on Standards of Accounting and Review Services* promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants. We did not audit or review the financial statements included in the accompanying prescribed form, nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements included in the prescribed form.

These financial statements included in the accompanying prescribed form are presented in accordance with the requirements of the Public Service Commission of Wisconsin, and are not intended to be a presentation in accordance with accounting principles generally accepted in the United States of America.

This report is intended solely for the information and use of the Public Service Commission of Wisconsin and is not intended to be and should not be used by anyone other than this specified party.

### Our Responsibilities and Limitations

We will be responsible for performing the compilation in accordance with *Statements on Standards for Accounting and Review Services* established by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements. We will utilize information that is the representation of management without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for the statements to be in conformity with GAAP.

Our engagement cannot be relied upon to disclose errors, fraud or other illegal acts that may exist and, because of the limited nature of our work, detection is highly unlikely. However, we will inform the appropriate level of management of any material errors, and of any evidence that fraud may have occurred. In addition, we will report to you any evidence or information that comes to our attention during the performance of our compilation procedures regarding illegal acts that may have occurred, unless they are clearly inconsequential. We have no responsibility to identify and communicate deficiencies in your internal control as part of this Engagement Letter.

## **ADDENDUM B (continued)**

### **Management's Responsibilities**

The Village of Pewaukee's management is responsible for the financial statements referred to above. In this regard, management is responsible for (i) the preparation and fair presentation of the financial statements included in the form prescribed by the Public Service Commission of Wisconsin, (ii) designing, implementing and maintaining internal control relevant to the preparation and fair presentation of the financial statements, (iii) preventing and detecting fraud, (iv) identifying and ensuring that you comply with the laws and regulations applicable to its activities, and (v) making all financial records and related information available to us. Management also is responsible for identifying and ensuring that you comply with the laws and regulations applicable to its activities.

Management is responsible for providing us with the information necessary for the compilation of the financial statements and the completeness and the accuracy of that information and for making your personnel available to whom we may direct inquiries regarding the compilation. We may make specific inquiries of management and others about the representations embodied in the financial statements.



## ADDENDUM C

We will perform the following services:

1. We will compile, from information you provide, the Tax Incremental District's (districts) financial statements. Upon completion of the compilation of the Balance Sheet, the Historical Summary of Project Costs, Project Revenues and Net Costs to be Recovered Through Tax Increments and Historical Summary of Sources, Uses and Status of Funds of the Tax Incremental District Nos. 2, 3, and 4 of the Village of Pewaukee from the dates the districts were created through December 31, 2026, we will provide you with our accountants' compilation report. If for any reason caused by or relating to affairs or management of the Village of Pewaukee, we are unable to complete the compilations or if we determine in our professional judgment the circumstances necessitate, we may withdraw and decline to submit the Tax Incremental District's financial statements to you as a result of this engagement.

Our report on the Tax Incremental District's financial statements is presently expected to read as follows:

Management is responsible for the accompanying Balance Sheet, Historical Summary of Project Costs, Project Revenues and Net Costs to be Recovered Through Tax Increments and Historical Summary of Sources, Uses and Status of Funds of the Village of Pewaukee's Tax Incremental District Nos. 2, 3, and 4 (districts) as of and for the year ended December 31, 2026 and from the date of creation through December 31, 2026, in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with *Statements on Standards of Accounting and Review Services* promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

As discussed in Note 1, the financial statements present only the transactions of the district and do not purport to, and do not, present fairly the financial position of the Village of Pewaukee as of December 31, 2026, the changes in its financial position, or, where applicable, cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the financial statements. Such missing information, although not a part of the financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the financial statements in an appropriate operational, economical or historical context.

### Our Responsibilities and Limitations

We will be responsible for performing the compilation in accordance with *Statements on Standards for Accounting and Review Services* established by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements. We will utilize information that is the representation of management without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for the statements to be in conformity with GAAP.

**Our engagement cannot be relied upon to disclose errors, fraud or other illegal acts that may exist and, because of the limited nature of our work, detection is highly unlikely. However, we will inform the appropriate level of management of any material errors, and of any evidence that fraud may have occurred. In addition, we will report to you any evidence or information that comes to our attention during the performance of our compilation procedures regarding illegal acts that may have occurred, unless they are clearly inconsequential. We have no responsibility to identify and communicate deficiencies in your internal control as part of this Engagement Letter.**

## **ADDENDUM C (continued)**

### **Management's Responsibilities**

The Village of Pewaukee's management is responsible for the financial statements referred to above. In this regard, management is responsible for (i) the preparation and fair presentation of the financial statements in accordance with GAAP, (ii) designing, implementing and maintaining internal control relevant to the preparation and fair presentation of the financial statements, (iii) preventing and detecting fraud, (iv) identifying and ensuring that you comply with the laws and regulations applicable to its activities, and (v) making all financial records and related information available to us. Management also is responsible for identifying and ensuring that you comply with the laws and regulations applicable to its activities.

Management is responsible for providing us with the information necessary for the compilation of the financial statements and the completeness and the accuracy of that information and for making your personnel available to whom we may direct inquiries regarding the compilation. We may make specific inquiries of management and others about the representations embodied in the financial statements.



To: Jeff Knutson, President  
Village Board

From: Jenna Peter  
Village Clerk

Date: January 16, 2026

Re: Agenda Item 8h1, Discussion and Possible action to confirm Committee Appointments  
by the Village President

---

**BACKGROUND**

There are various Boards and Committees with terms expiring. The Village President has made the following appointment:

1. Historic Preservation Commission: Benjamin Zombor

**ACTION REQUESTED**

To confirm the appointments from the Village President

**ANALYSIS**

None

Attachment



RECEIVED

DEC 18 2025

REV 10.15.25

## COMMITTEE APPLICATION

235 Hickory St, Pewaukee WI 53072—villagehall@villageofpewaukeewi.gov—262-691-5660

If you are interested in serving the community as a committee member, please complete this application form. If applying for an existing vacancy, your committee application will be kept on file until after an appointment has been made. If no vacancy currently exists, your application will be kept on file until a vacancy occurs. If you have any additional questions, please feel free to contact Village Hall by calling (262) 691-5660 or email the Village President at villagepresident@villageofpewaukeewi.gov

### APPLICANT INFORMATION

Applicant Name: Benjamin Zombor  
Applicant's Address: 160 Ridge Ct #A, Pewaukee, WI 53072  
Email: [REDACTED] Phone: [REDACTED]

### CHOOSE A COMMITTEE(S)

- |  |  |
|--|--|
| <input type="checkbox"/> Aquatic Weed Commission                     | <input type="checkbox"/> Plan Commission                     |
| <input type="checkbox"/> Board of Review                             | <input type="checkbox"/> Police Commission                   |
| <input checked="" type="checkbox"/> Historic Preservation Commission | <input type="checkbox"/> Public Works & Safety Committee     |
| <input type="checkbox"/> Joint Library Board                         | <input type="checkbox"/> Sex Offender Residency Appeal Board |
| <input type="checkbox"/> Joint Parks & Recreation                    | <input type="checkbox"/> Zoning Board of Appeals             |
| <input type="checkbox"/> Pewaukee Lake Advisory Committee            | <input type="checkbox"/> Other (please specify): _____       |

### BACKGROUND INFORMATION

Related experience, skills or qualifications:

I am a Dwelling Contractor, with a home remodeling business in Pewaukee. I specialize in Historic home restoration and remodeling. We have done a number of Jobs at Hartland's Historic 1847 Maple Villa Stagecoach Inn.

Why are you interested in this committee(s)?

I am a 4th Gen. Pewaukee resident. I love history and historic architecture. Our family would love to help restore and preserve Pewaukee's area and community.

[Signature] 12/18/25  
Applicant's Signature & Date



To: Jeff Knutson, President  
Trustees of the Village Board

From: Matt Heiser  
Village Administrator

Date: January 16, 2026

Re: January 20, 2026 Meeting Agenda Item 8(i)  
Review, discussion and possible action on Special Event Permit Application for the 2026 Kiwanis Beach Party.

---

### **BACKGROUND**

The Pewaukee Kiwanis have submitted a Special Event Permit application for the Kiwanis Beach Party for June 26 and 27, 2026. The Pewaukee Kiwanis Club meets the requirement of local civic/nonprofit groups under the Special Event Permit Ordinance and the event meets the definition of a private special event as it serves as a fundraiser for the Pewaukee Kiwanis.

### **ACTION REQUESTED**

The action requested of the Village Board is to approve the Special Event Permit for Kiwanis Beach Party for June 26 and 27, 2026 with the following conditions:

1. Provision of a Certificate of Insurance (1 million dollars minimum coverage) and provision of a copy of the “additional insured” endorsement with each naming the Village of Pewaukee as an additional insured from the Kiwanis. This is required due to the sale of alcohol at the event and due to the road closure as part of the event. The proof of insurance is required by June 6, 2026.
2. Tent stakes may be set into the road and/or sidewalk upon approval of Village staff.
3. Event clean up shall be completed by and W. Wisconsin Avenue shall be open by noon on Sunday, June 28, 2026.
4. On-site inspections shall be conducted by the Fire Department and all tent certificates shall be on site at time of inspection and maintained on site during the course of event.
5. Contacting the Building Services Department for any electrical inspections that may be related to the temporary electrical connections.
6. Contacting downtown businesses along W. Wisconsin Avenue from Oakton Avenue to Capitol Drive at least 30 days in advance of the event to advise of the road closure dates and times.



7. Any costs associated with an ambulance placed on standby at the event are paid for by the event sponsor (due to anticipated event attendance greater than 1,000).
8. Reimbursement of Police Department expenses related to event security are paid for by the event sponsor and shall be paid within 30 days of receipt of invoice.

### **ANALYSIS**

Attached please find a copy of their application. A copy of the application was distributed to Department Heads for review and comments on the application. The proposed event times are 5PM – Midnight on Friday and 10AM to Midnight on Saturday and the event does include the closure of W. Wisconsin Avenue from 6 am Friday morning through Sunday morning.

The Police and Fire Departments have reviewed the application. The Police Department will be scheduling the appropriate level of staffing for public safety needs during the event period. The Fire Department will have EMS personnel on standby.

The Park and Recreation Department has reviewed and approved a park use permit for its Department (use of Lakefront Park). The Village has been requested to provide barricades, additional picnic tables, traffic signs and additional trash barrels as has been done in the past.

The application indicates that the event includes live music from 7PM – 11:00 PM. on Friday and from 11AM – 4:30 PM and then 7PM – 11:00 P.M. on Saturday.

Attachment:

1. 2026 Special Event Permit Application



**RECEIVED**  
DEC 11 2025

## SPECIAL EVENT PERMIT APPLICATION

FEES ARE NON-REFUNDABLE

Applications are due 90 days PRIOR to the event - NO Exceptions

235 Hickory St, Pewaukee WI 53072 - villagehall@villageofpewaukeewi.gov - 262.691.5660

### ORGANIZATION INFORMATION

Organization Name: Pewaukee Kiwanis Club

Address: PO box 131, Pewaukee Wi. 53072

Event Contact Person: Kent Seflow

Email: [REDACTED]

Phone Number on Day of Event: [REDACTED]

Are you a 501(c)3?



YES



NO

Are you a local Civic/Nonprofit Group as defined by Village Code? (Sec 18.133)



YES



NO

### EVENT INFORMATION

Event Name: Pewaukee Kiwanis Beach Party presented by North Shore Bank

Location of Event: \* Wisconsin Avenue/Pewaukee Lakefront Park

Pewaukee, WI 53072

Event Start and End Time: 5:00

to 12:00 am

Friday, 6/26/26

List any Special Equipment / Facilities / Requirements we need to know about:

Saturday, 6/27/26

Roads to be closed from 6:00am Friday to noon on Sunday.

You MUST attach a detailed map/sketch of your event indicating the specific location, layout, direction of the route, including all turns and the number of traffic lanes to be used. \*If you are using a Village Park, you must reserve the park through the Park & Recreation Department prior to getting your Special Event Permit approved by the Village Board. Please call 262-691-7275.

Generally describe your event and its purpose:

Fundraiser for the Pewaukee Kiwanis Club. Proceeds benefit local charities and organizations. Weekend is shared with the Lake Country Clean Water Festival.  
Tents in the road for vendors, food, drink and music.

The following comments addresses items below that don't allow for enough explanation:

\*The electrical equipment that we use is ours. The club pays WE energy for the service.

\*Hours of music are Fri 7pm-11pm, Sat 11am-4:30pm, and 7:00pm-11:00pm.

\*We work with Chief Heier and he provides us with a detailed Police Action Plan.

\*DPW determines and provides the road barricades for us.

\*The list of vendors becomes known in mid-June.

Estimated Number of Participants:

7000

Spectators:

Vendors:

10-15

Based on the definition described in the Special Event Ordinance (#2013-02), do you consider your event to be a *Public* Special Event or a *Private* Special Event? Please explain why.

This is a private special event. The Pewaukee Kiwanis is a non-profit organization raising money for local charities and organizations.

#### EVENT PERMITS (IF APPLICABLE)

Is there an outdoor bar that will serve alcohol? **If yes, alcohol and bartender licenses are required under separate applications.** Alcohol licenses are \$10 per non-simultaneous event dates. Example: Event is on every Saturday of the month (4 days total = \$40).

\*Submit form AB-220 with application. <https://www.revenue.wi.gov/DORForms/ab-220f.pdf>

☒ YES ☐ NO

Does event include the sale of merchandise? **If yes, a Transient Merchant license is required under a separate permit.**

☐ YES ☒ NO

Will you be requiring electricity? **If yes, an electrical permit is required under a separate permit.** You must file a permit with the City of Pewaukee Building Inspection Department. Call 262-691-9107.

☐ YES ☒ NO

#### ADDITIONAL EVENT INFORMATION

Does the event involve amplified music? **If yes, specify music type and how many hours the music will be amplified.**


☒ Band ☐ DJ ☐ Other

Date: 6/26/26	Hours: 7:00 pm	to	11:00 pm
Date: 6/27/26	Hours: 11:00 am	to	4:30 pm
Date: 6/27/26	Hours: 7:00 pm	to	11:00 pm
Date: _____	Hours: _____	to	_____

Please list the number of security staff you will be providing for the event.  
Have you communicated this need with the Police Department?

#

Will you need barricades provided by the Village for your event, if so, how many? \*\$300 fee due at the time of application submittal.

# TBD by DPW and Police deparm  


Will this event involve a road closure? **If yes, please contact the Police Department at 262-691-5678 to coordinate.**

☒ YES ☐ NO

Will you be erecting any tents, canopies or other temporary structure(s)? **If yes, the Fire Department and Building Inspection Department will need to inspect these structures prior to the start of your event.** Please contact Building Services at the City of Pewaukee 262-691-9107.

☒ YES ☐ NO

Will you provide parking for participants? If yes, where will parking be available?

☐ YES ☒ NO

Will you provide portable restrooms and wash stations? If yes, how many will you provide and where will they be located?

☒ YES ☐ NO

10 regular, 2 handicap and 2 sinks. Duncan's Parking Lot behind Artisan



**ADDITIONAL EVENT INFORMATION CONTD.**

Will you provide a dumpster/clean-up service?

☒ YES ☐ NOWill you need extra 55 gallon garbage cans? *If yes, please indicate the number of cans you would like in your refuse collection plan below.*☒ YES ☐ NO

Please describe your clean-up and refuse collection plan:

**5-10 additional cans- will provide cleanup volunteers for the entire event.**Does the event include the sale of food on public property? *If yes, list all vendors and contact information.**\*Please include an extra sheet if needed.**\*Vendors DO NOT need a separate Food Vendor Permit from the Village.*

Vendor: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Vendor: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Vendor: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Vendor: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Vendor: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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

1. Requesting 5-6 additional picnic tables from Park + Rec

2. We will meet with police and Fire

3. Will work with DPW for signage on Dakton (stop, Road Closed...)

4 We will need barricades to block off downtown beginning at 7:00 AM Friday 6/26/26 to noon 6/28/25 to allow time for set-up, teardown, clean-up

Have you reviewed and do you have a copy of the Village of Pewaukee Special Events Ordinance (#2013-02) and Special Events Manual?

☒ YES ☐ NO**INSURANCE REQUIREMENTS**

A certificate of insurance (\$1,000,000 minimum coverage) and a copy of the "additional insured" endorsement, each naming the Village of Pewaukee as an additional insured under the event organizer's general liability insurance policy, may be required. Those events that will be required to provide the aforementioned insurance indemnification include, but are not limited to:

- 1) an event that includes alcohol, or
- 2) an event that is anticipated to have attendance greater than 500 people per day, or
- 3) an event that includes a road closure.

**\*Include insurance documents with application if any of the specified events apply.****DEPOSIT REQUIREMENTS**

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

**\*This deposit is separate from any deposit required by the Park and Recreation Department for park use.**

## FIREWORKS PERMIT

The Village requires a separate Fireworks Permit to be obtained if fireworks will be launched at your Special Event. A Fireworks Permit Application can be obtained at Village Hall or on our website at the following link. <https://www.villageofpewaukee.com/forms>

Will fireworks be launched at this Special Event? ☐ Yes ☒ No

If yes, please fill out and return a Fireworks Permit Application with this application.

## TERMINATION OF AN EVENT

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

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

  
\_\_\_\_\_  
Signature of Applicant

11/13/25  
\_\_\_\_\_  
Date

## FOR STAFF USE ONLY

### Application forwarded to:

☒ Building Inspector

☒ Fire Chief

☒ Police Services

☒ Chief of Police

☒ Park & Recreation Director

☒ Delivery and pick-up of barricades \$300

☒ Clerk/Treasurer

☒ Public Works Director

☐ Food Vendors (if applicable) listed with contact info

☐ Alcohol Served? -- AB-220 submitted with application

☒ Insurance Documents 1, 2, or 3

Amount Paid \$

Rec #

300.00  
0.3166

Date Voted on by Village Board: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

☐ Approved ☐ Denied





To: Jeff Knutson, Village President  
Village Board

From: Jenna Peter  
Village Clerk

Date: January 9, 2026

Re: Agenda Item 8j, Approval of Temporary "Class B" Wine & Class "B" Beer Alcohol Beverage License for Kiwanis Beach Party

---

#### **BACKGROUND**

The Village Board is the ruling body responsible for approving Temporary Class "B" / "Class B" Alcohol Beverage applications.

#### **ACTION REQUESTED**

To approve the Temporary Class "B" / "Class B" Alcohol Beverage application made by the Kiwanis Club of Pewaukee for their annual Beach Party event on June 20 – 21, 2026 at the Pewaukee Lakefront Park on W. Wisconsin Avenue.

#### **ANALYSIS**

This event has been successful in past years. The applicants meet the requirements to hold a Temporary Class "B" / "Class B" alcohol license in the Village of Pewaukee.

Staff recommends approval of the license(s) as recommended above.

## Temporary Alcohol Beverage License

Municipality  
Village of Pewaukee

DEC 15 2025

By \_\_\_\_\_

License(s) Requested	Fees	
<input checked="" type="checkbox"/> Temporary "Class B" Wine <input checked="" type="checkbox"/> Temporary Class "B" Beer	License Fees	\$ 10.00
	Background Check	\$
	<b>Total Fees</b>	<b>\$</b>

pd 12/15/25 receipt # 1.4499 MB

## Part A: Organization Information

1. Organization Name Kiwanis Club of Pewaukee		
2. Organization Permanent Address 215 Park Ave		
3. City Pewaukee	4. State WI	5. Zip Code 53072
6. Mailing Address (if different from permanent address) PO Box 131		
7. FEIN [REDACTED]	8. Date of Organization/Incorporation 10/01/1937	9. State of Organization/Incorporation WI
10. Phone [REDACTED]	11. Email [REDACTED]	
12. Organization type (check one) <input checked="" type="checkbox"/> Bona Fide Club <input type="checkbox"/> Church <input type="checkbox"/> Fair Association/Agricultural Society <input type="checkbox"/> Veteran's Organization <input type="checkbox"/> Lodge/Society <input type="checkbox"/> 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? ..... <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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).

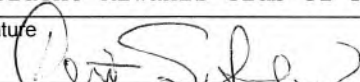
Last Name	First Name	Title	Phone
Seflow	Kent	President	[REDACTED]
Myhre	Rob	Treasurer	[REDACTED]
Wittmann	Linda	Secretary	[REDACTED]
Krasovich	Eric	Board member	[REDACTED]
Jilot	Troy	Board member	[REDACTED]

Continued →

**Part C: Event Information**

1. Name of Event (if applicable) Kiwanis Beach Party			
2. Dates of Operation June 20, 2025                      June 21, 2025		3. Hours of Operation 11:00am to 11:00pm	
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: Pewaukee		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 Ave road along Lakefront Park			

**Part D: Attestation**

Who must sign this application? • one officer or director of the nonprofit organization			
<b>READ CAREFULLY BEFORE SIGNING:</b> 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 Seflow		First Name Kent	M.I. D
Title President Kiwanis Club of Pewaukee	Email [REDACTED]		Phone [REDACTED]
Signature 		Date 12/04/2025	

**Part E: For Clerk Use Only**

Date Application Was Filed With Clerk 12/15/2025	License Number
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: January 16, 2026

Re: January 20, 2026 Meeting Agenda Item 8(k)  
Review, discussion and possible action on a retainer agreement with the law firm Wirth  
+ Baynard regarding representation in the case of WMC vs Village of Pewaukee  
Waukesha County Case No. 22CV515.

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### **BACKGROUND**

The liability insurance purchased by the Village provides for the cost of legal defenses up to a cap of \$50,000. In this case the cost of legal services have reached that limit.

### **ACTION REQUESTED**

The action requested of the Village Board is to approve the proposed retainer agreement for legal services.

### **ANALYSIS**

The Village Attorney has reviewed and does not have any recommended changes.

Attachments:

1. Proposed legal retainer for Attorney Joe Wirth.

Joseph M. Wirth  
Jasmyne M. Baynard  
Ann C. Wirth  
Ryan J. Truesdale  
Amanda E. Melrood



January 15, 2026

Mr. Matt Heiser  
Village Administrator  
Village of Pewaukee  
235 Hickory Str.  
Pewaukee, WI 53072

### **RETAINER AGREEMENT**

Dear Mr. Heiser:

This Legal Services Agreement (the “Agreement”) is proposed for purposes of the Village of Pewaukee (“Village” or “Pewaukee”) retaining the law firm of **WIRTH + BAYNARD** (“Law Firm”). The Village and Law Firm may be referred to herein each as a “Party” or together as the “Parties.”

The Village is a municipal corporation organized under the laws of the State of Wisconsin and has the need for legal services to represent and defend the Village, its officials, employees and agents in disputes arising from claims and causes of action made, filed or prosecuted against the Village by Wisconsin Manufacturers and Commerce, Inc., arising out of Waukesha County Case No. 22-CV-515. The Law Firm represents to the Village that it has experience in providing civil defense legal services (“Services”) and is qualified to and has agreed to perform such Services for the Village.

In accordance with the Rules of Professional Conduct for Wisconsin Attorneys (the “Rules”), the purpose of this letter is to outline in writing certain matters relating to the nature of our representation and the charges for our services.

Our services will be billed on an hourly basis, and our current attorney rate is \$250.00 per hour for attorney time. It is expected that, from time to time, other professionals at our firm will also be providing services on your behalf in connection with this engagement. The rate for paralegal time is \$125.00 per hour. These rates may be adjusted periodically, no more than once per year, and at least 30 days’ written notice will be provided before any rate changes become effective. We also reserve the right to charge for disbursements, including certain internal expenses (such as copying and computer research), the charge for which is based on a combination of our fixed and variable costs and/or rates charged by third parties.

**9898 W. Bluemound Road, Suite 2**  
**Wauwatosa, WI 53226-4319**  
**(414) 291-7979**  
[wbattys.com](http://wbattys.com)



We will report periodically with the status of the litigation and the Services provided, and will be prepared to answer questions and discuss strategy upon request and as quickly and expeditiously as is possible. To the extent that the Village requests a budget for services and an anticipated litigation plan, same will be provided upon receipt of such request.

Our practice is to bill monthly and to provide a detailed itemization for all charges. We are mindful and ask that the Village be mindful that, generally speaking, our invoices may be subject to Open Records Disclosures and, as such, our itemization of time is designed to meaningfully relay the work performed while not revealing attorney strategy or attorney-client communications. In the event of an Open Records Request, redactions may be appropriate before dissemination to reserve matters protected from disclosure. Unless otherwise agreed, payment is due within thirty (30) days of the date of invoice, and we reserve the right to charge interest at the rate of 1% per month on any invoice not paid within thirty (30) days.

We anticipate that some or all of the exchange and storage of information and other communications in connection with this engagement will take place via email, smartphones, computers, servers, and/or other electronic or cloud-based devices and systems. In addition to our ethical obligations to preserve confidences under the Rules, we have also established hardware, software, and other systems and procedures on our end that we consider to be reasonable to preserve the confidentiality of normal business communications and information, and we recommend that you and any other individual connected with this project do the same to the extent not done so already. However, as you are likely aware, the exchange and storage of such information and other communication carry with it some risk of inadvertent or unauthorized disclosure or access, and we cannot guarantee its confidentiality in any and all circumstances. In light of these considerations, we understand that you will inform us whenever you feel that any information we may receive or generate in connection with this engagement might merit encryption or other additional procedures to preserve the confidentiality of information and other communications that are especially confidential or other sensitive. We will, of course, accommodate such a request.

Nothing in this letter creates any obligation on your part to continue utilizing our services, and you are free to terminate some or all of our engagement at any time, subject to the payment of our charges for services previously provided. Similarly, our firm reserves the right to withdraw from representation if required or allowed under the Rules. Following such termination, any otherwise nonpublic information you have provided to us will be kept confidential in accordance with the Rules. At your request, we will return any of your original papers and property in our possession, subject to our rights under the Rules. Our own files, including drafts, notes, internal memoranda, and other lawyer work product, as well as possibly copies of materials you have provided to us, will be retained by our firm as allowed by the Rules. For various reasons, including the cost of storage, we reserve the right to destroy or otherwise dispose of any such documents or other materials retained by us.

If you consent to our firm's representation on the basis outlined in this letter, we would ask that you sign a copy of this letter and return it to us. If you have any questions concerning any of

Page 3  
Village Administrator Matt Heiser  
January 15, 2026

the above, please let me know so that we can resolve whatever issues there might be prior to the execution of this letter.

Very truly yours,

WIRTH + BAYNARD

/s/electronically signed by Joseph M. Wirth

JOSEPH M. WIRTH

**jmw@wbattys.com**

ACCEPTED AND APPROVED:

\_\_\_\_\_  
THE VILLAGE OF PEWAUKEE,  
By its authorized representative

Date: \_\_\_\_\_

## Report Criteria:

Report type: Invoice detail

Check.Type = {&lt;&gt;} "Adjustment"

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Description	Check Amount
<b>75832</b>						
12/25	12/05/2025	75832	ALL-WAYS CONTRACTO	64067	TOPSOIL FOR RESTORATION OF NEW SIDEWALKS	60.00
Total 75832:						60.00
<b>75833</b>						
12/25	12/05/2025	75833	AMAZON CAPITAL SERVI	14XL-PWDW-	LIBRARY/OFFICE SUPPLIES	6.98
12/25	12/05/2025	75833	AMAZON CAPITAL SERVI	169M-JGP1-4	LIBRARY/ADULT FIC	238.70
12/25	12/05/2025	75833	AMAZON CAPITAL SERVI	1CJC-4CR6-7	LIBRARY/ADULT PROGRAM	13.88
12/25	12/05/2025	75833	AMAZON CAPITAL SERVI	1D1M-FVDM-6	LIBRARY/ADULT PROGRAM	118.44
12/25	12/05/2025	75833	AMAZON CAPITAL SERVI	1H14-D64F-9	LIBRARY/JUV PROGRAM	68.70
12/25	12/05/2025	75833	AMAZON CAPITAL SERVI	1L91-PMTX-Q	LIBRARY/JUV BOOKS	12.99
12/25	12/05/2025	75833	AMAZON CAPITAL SERVI	1M9X-PMVC-	LIBRARY/ADULT PROGRAM	81.72
12/25	12/05/2025	75833	AMAZON CAPITAL SERVI	1NDT-3D6M-D	LIBRARY/JUV BOOKS	9.89
12/25	12/05/2025	75833	AMAZON CAPITAL SERVI	1QRH-FJCR-	LIBRARY/KIWANIS YA	162.86
12/25	12/05/2025	75833	AMAZON CAPITAL SERVI	1RD3-RM3M-7	LIBRARY/ADULT FIC	33.00
12/25	12/05/2025	75833	AMAZON CAPITAL SERVI	1RGG-M1FH-	LIBRARY/OFFICE SUPPLIES TONER	45.99
12/25	12/05/2025	75833	AMAZON CAPITAL SERVI	1VK1-FD3G-D	LIBRARY/JUV PROGRAM	24.99
12/25	12/05/2025	75833	AMAZON CAPITAL SERVI	1WVH-TX3P-4	LIBRARY/JUV BOOKS	598.80
12/25	12/05/2025	75833	AMAZON CAPITAL SERVI	1XH9-3QFG-D	LIBRARY/CLEANING SUPPLIES WAX PAPER SANITARY RECEPT	39.90
Total 75833:						1,456.84
<b>75834</b>						
12/25	12/05/2025	75834	ASSOCIATED APPRAISAL	183658	ASSESSOR/FULL VALUE MAINT- NOV 2025	3,666.67
Total 75834:						3,666.67
<b>75835</b>						
12/25	12/05/2025	75835	AUTOZONE STORES LLC	04338136828	#101 PREMIUM REAR BRAKE ROTOR	69.35
12/25	12/05/2025	75835	AUTOZONE STORES LLC	04338137138	#101 CREDIT FOR INCORRECT ROTOR RETURN	69.35-
12/25	12/05/2025	75835	AUTOZONE STORES LLC	04338137139	#101 REAR BRAKE ROTOR	59.85
12/25	12/05/2025	75835	AUTOZONE STORES LLC	14338137139	#101 REAR LEFT BRAKE ROTOR	59.85
Total 75835:						119.70
<b>75836</b>						
12/25	12/05/2025	75836	BADGER METER INC	80219758	ORION CELLULAR LTE SERVICE- NOVEMBER	1,672.47
Total 75836:						1,672.47
<b>75837</b>						
12/25	12/05/2025	75837	BAKER TILLY US, LLP	BT3410006	WATER: PSC QUESTIONS	1,760.00
12/25	12/05/2025	75837	BAKER TILLY US, LLP	BT3410209	PRELIM AUDIT WORK	8,576.00
Total 75837:						10,336.00
<b>75838</b>						
12/25	12/05/2025	75838	BAUER BUILT INC	610146278	#401 TIRE REPAIR #116 4 NEW TIRES MOUNTED	216.80
Total 75838:						216.80

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Description	Check Amount
<b>75839</b>						
12/25	12/05/2025	75839	BRIDGES LIBRARY SYST	CINV2025-023	LIBRARY/ENVISIONWARE BILLING	776.83
Total 75839:						776.83
<b>75840</b>						
12/25	12/05/2025	75840	BURKE TRUCK & EQUIP	01214	PLOW PARTS: BLADES, BOLTS, CUTTING EDGES	696.00
Total 75840:						696.00
<b>75841</b>						
12/25	12/05/2025	75841	CINTAS CORPORATION	4250009731	WATER UNIFORMS	252.44
12/25	12/05/2025	75841	CINTAS CORPORATION	4250807639	WATER UNIFORMS	252.44
12/25	12/05/2025	75841	CINTAS CORPORATION	4251537428	WATER UNIFORMS	283.39
Total 75841:						788.27
<b>75842</b>						
12/25	12/05/2025	75842	CITY OF PEWAUKEE	DECEMBER F	DECEMBER FIRE & EMS '25	224,548.33
12/25	12/05/2025	75842	CITY OF PEWAUKEE	DECEMBER P	DECEMBER PARKS '25	17,516.00
12/25	12/05/2025	75842	CITY OF PEWAUKEE	DECEMBER R	DECEMBER REC '25	22,072.58
Total 75842:						264,136.91
<b>75843</b>						
12/25	12/05/2025	75843	CONLEY MEDIA LLC	6333071125-2	PC PHN CUG 616 KOPMEIER	257.56
Total 75843:						257.56
<b>75844</b>						
12/25	12/05/2025	75844	CORRPRO COMPANIES, I	808156	CORRPRO 2025 CATHODIC PROTECTION INSPECTIONS	3,060.00
Total 75844:						3,060.00
<b>75845</b>						
12/25	12/05/2025	75845	COSTA PROPERTY MAIN	3869	LIBRARY/TREE REMOVAL	3,600.00
Total 75845:						3,600.00
<b>75846</b>						
12/25	12/05/2025	75846	DIVERSIFIED BENEFIT S	460145	FLEX BEN NOVEMBER 2025	105.00
Total 75846:						105.00
<b>75847</b>						
12/25	12/05/2025	75847	FAITH LEAK DETECTION	3925	HYDRANT PAINTING	7,250.00
Total 75847:						7,250.00
<b>75848</b>						
12/25	12/05/2025	75848	HACH COMPANY	14763517	TESTING CHEMICALS / SUPPLIES	2,871.82
Total 75848:						2,871.82
<b>75849</b>						
12/25	12/05/2025	75849	HAWKINS INC	7260324	HMO	3,076.39

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Description	Check Amount
Total 75849:						3,076.39
<b>75850</b>						
12/25	12/05/2025	75850	HYDROCORP	CI-09817	CROSS CONNECT PRGM NOVEMBER 2025	1,338.00
Total 75850:						1,338.00
<b>75851</b>						
12/25	12/05/2025	75851	INGRAM LIBRARY SERVI	91944976	LIBRARY/INGRAM BOOKS	448.36
12/25	12/05/2025	75851	INGRAM LIBRARY SERVI	91973618	LIBRARY/INGRAM BOOKS	150.62
12/25	12/05/2025	75851	INGRAM LIBRARY SERVI	91991906	LIBRARY/INGRAM BOOKS	137.45
12/25	12/05/2025	75851	INGRAM LIBRARY SERVI	92012576	LIBRARY/INGRAM BOOKS	212.36
12/25	12/05/2025	75851	INGRAM LIBRARY SERVI	92052849	LIBRARY/INGRAM BOOKS	787.59
12/25	12/05/2025	75851	INGRAM LIBRARY SERVI	92100200	LIBRARY/INGRAM BOOKS	186.09
12/25	12/05/2025	75851	INGRAM LIBRARY SERVI	92142307	LIBRARY/INGRAM BOOKS	269.55
12/25	12/05/2025	75851	INGRAM LIBRARY SERVI	92188344	LIBRARY/INGRAM BOOKS	366.78
12/25	12/05/2025	75851	INGRAM LIBRARY SERVI	92300374	LIBRARY/INGRAM BOOKS	449.74
Total 75851:						2,733.64
<b>75852</b>						
12/25	12/05/2025	75852	JANI-KING OF MILWAUKEE	MIL12250338	LIBRARY/JANITORIAL SVC DECEMBER 2025	2,839.70
Total 75852:						2,839.70
<b>75853</b>						
12/25	12/05/2025	75853	KEMPEN MASONRY LLC	7919	LIBRARY/SNOW REMOVAL + SALT 11.29 - 11.30.25	1,541.75
12/25	12/05/2025	75853	KEMPEN MASONRY LLC	7920	LIBRARY/SNOW REMOVAL + SALT 12.1 - 12.2.25	625.00
Total 75853:						2,166.75
<b>75854</b>						
12/25	12/05/2025	75854	LANGE ENTERPRISES INC	93566	NEW STREET SIGNS FOR (2025) CAPITOL ROAD PROJECT. ALS	1,530.45
12/25	12/05/2025	75854	LANGE ENTERPRISES INC	93622	NEW STREET SIGN FOR (2025) CAPITOL ROAD PROJECT (PRIC	36.00
Total 75854:						1,566.45
<b>75855</b>						
12/25	12/05/2025	75855	MADISON COOPER	111125	LIBRARY/REIMBURSEMENT READ TALK TREATS FRIENDS	15.20
Total 75855:						15.20
<b>75856</b>						
12/25	12/05/2025	75856	MEI TOTAL ELEVATOR S	1158105	LIBRARY/TROUBLE CALL + LABOR	743.74
12/25	12/05/2025	75856	MEI TOTAL ELEVATOR S	1160827	LIBRARY/TROUBLE CALL	1,031.25
Total 75856:						1,774.99
<b>75857</b>						
12/25	12/05/2025	75857	MID CITY CORPORATION	107318	30" VALVE REPAIR	8,643.50
Total 75857:						8,643.50
<b>75858</b>						
12/25	12/05/2025	75858	MIDWEST METER INC	0183327-IN	6" E-SERIES METER WESTERLY	6,695.00



GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Description	Check Amount
Total 75858:						6,695.00
<b>75859</b>						
12/25	12/05/2025	75859	MIDWEST TAPE	508045585	LIBRARY/1 ADULT CD	9.59
12/25	12/05/2025	75859	MIDWEST TAPE	508045587	LIBRARY/4 ADULT DVD	146.21
12/25	12/05/2025	75859	MIDWEST TAPE	508068068	LIBRARY/4 ADULT DVD	90.71
Total 75859:						246.51
<b>75860</b>						
12/25	12/05/2025	75860	NAPA AUTO PARTS	FINANCE CH	NAPA FINANCE CHARGE (2024)	69.72
Total 75860:						69.72
<b>75861</b>						
12/25	12/05/2025	75861	NORTHERN LAKE SERVI	2520597	BACTERIA 11.17.25	87.00
12/25	12/05/2025	75861	NORTHERN LAKE SERVI	2520610	WELL 2 AND WELL 4 RADIUM TEST	766.64
12/25	12/05/2025	75861	NORTHERN LAKE SERVI	2521299	WELL 6 WATER PARAMETERS TEST	559.95
12/25	12/05/2025	75861	NORTHERN LAKE SERVI	2521479	BACTERIA 12.1.25	87.00
Total 75861:						1,500.59
<b>75862</b>						
12/25	12/05/2025	75862	PEWAUKEE SCHOOL DIS	DEC 2025	MOBILE HOME FEES DEC 2025	72.14
Total 75862:						72.14
<b>75863</b>						
12/25	12/05/2025	75863	PORT A JOHN	1386393-IN	PORT-A-JOHN RECYCLE CTR SINK	103.00
12/25	12/05/2025	75863	PORT A JOHN	1388579-IN	PORT-A-JOHN DEC RECYCLE CTR	103.00
Total 75863:						206.00
<b>75864</b>						
12/25	12/05/2025	75864	PREI, SUSAN	ROW PERMIT	ROW DEPOSIT REFUND #2025-031	1,000.00
Total 75864:						1,000.00
<b>75865</b>						
12/25	12/05/2025	75865	PUBLIC SERVICE COMMI	2510-I-04620	PSC APPLICATION REVIEW- RATE CASE 2025	1,891.00
Total 75865:						1,891.00
<b>75866</b>						
12/25	12/05/2025	75866	RHYME BUSINESS PROD	40595150	DPW COPIER & LEASE	633.73
12/25	12/05/2025	75866	RHYME BUSINESS PROD	AR889229	LIBRARY/COPIES 2025.11.23 TO 2025.12.22	172.96
Total 75866:						806.69
<b>75867</b>						
12/25	12/05/2025	75867	SCHROEDER, MATT	7419	MATT TRAINING-PUMP INSTALLER	108.00
Total 75867:						108.00

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Description	Check Amount
<b>75868</b>						
12/25	12/05/2025	75868	SHRED-IT USA	8012690827	PAPER SHRED 10.22.2025	72.10
Total 75868:						72.10
<b>75869</b>						
12/25	12/05/2025	75869	STATE OF WISCONSIN C	11302025	STATE SURCHARGES NOV	2,704.12
Total 75869:						2,704.12
<b>75870</b>						
12/25	12/05/2025	75870	STRAND ASSOCIATES, IN	0231769	NR854 ALTERNATIVE SUPPLY STUDY	10,012.89
Total 75870:						10,012.89
<b>75871</b>						
12/25	12/05/2025	75871	TAYLOR COMPUTER SER	28661	LIBRARY/MANAGED SERVICES NOV 2025 +	706.00
Total 75871:						706.00
<b>75872</b>						
12/25	12/05/2025	75872	VILLAGE OF COTTAGE G	DS200	DS200 PURCHASE FROM COTTAGE GROVE	3,500.00
Total 75872:						3,500.00
<b>75873</b>						
12/25	12/05/2025	75873	WAUKESHA COUNTY TR	11302025	COUNTY SURCHARGES	877.95
Total 75873:						877.95
<b>75874</b>						
12/25	12/05/2025	75874	WISCONSIN STATE LABO	827489	FLOURIDE 11.12.25	31.00
Total 75874:						31.00
<b>75875</b>						
12/25	12/05/2025	75875	ZOMCHEK, TANNER	SEPT 2025	TRAINING-FOOD	71.64
Total 75875:						71.64
<b>75876</b>						
12/25	12/12/2025	75876	AMAZON CAPITAL SERVI	1L3R-NWGW-	LIBRARY/OFFICE SUPPLIES	21.41
Total 75876:						21.41
<b>75877</b>						
12/25	12/12/2025	75877	COMPETITOR AWARDS &	79557	LAKE PATROL/6 PLAQUES FOR YEARS OF SERVICE AWARDS	210.00
Total 75877:						210.00
<b>75878</b>						
12/25	12/12/2025	75878	FOTH INFRASTRUCTURE	100778	CHRISTIAN BROS AUTO-120 SIMMONS AVE PC CHARGEBACKS	273.60
12/25	12/12/2025	75878	FOTH INFRASTRUCTURE	100779	BUBBLES FOAM FARM PC CHARGEBACK	302.40
12/25	12/12/2025	75878	FOTH INFRASTRUCTURE	100780	PEWAUKEE SELF STORAGE PC CHARGEBACK-229 SUSSEX ST	705.60
12/25	12/12/2025	75878	FOTH INFRASTRUCTURE	100781	ASPEN HOMES-203 E WIS DUPLEX PC CHARGEBACKS	216.00
12/25	12/12/2025	75878	FOTH INFRASTRUCTURE	100782	ASPEN HOMES-247 PARK AVE PC CHARGEBACKS	360.00

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Description	Check Amount
12/25	12/12/2025	75878	FOTH INFRASTRUCTURE	100783	BOGGESS-616 KOPMEIER DR PC CHARGEBACKS	259.20
12/25	12/12/2025	75878	FOTH INFRASTRUCTURE	100784	NETTIES IRISH PUB-733 W WISC PC CHARGEBACKS	115.20
Total 75878:						2,232.00
<b>75879</b>						
12/25	12/12/2025	75879	FOTH, JULIE J	12102025	POLICE/BUDDENHAGEN UNIFORM ALLOWANCE REIMBURSEM	129.72
Total 75879:						129.72
<b>75880</b>						
12/25	12/12/2025	75880	KURITA AMERICA INC	INV930196	WELL 5 FILTER TROUBLESHOOTING	2,493.49
Total 75880:						2,493.49
<b>75881</b>						
12/25	12/12/2025	75881	LAKE COUNTRY MARINE	12820	LIFT INSTALL AND REMOVAL	3,000.00
Total 75881:						3,000.00
<b>75882</b>						
12/25	12/12/2025	75882	PROHEALTH CARE LABO	10008363141	POLICE/2025 LEGAL BLOOD DRAW 11/01/2025-11/30/2025	118.17
Total 75882:						118.17
<b>75883</b>						
12/25	12/12/2025	75883	STREICHERS	1794361	POLICE/DUNCAN PROMOTIONAL SHIRT CHANGES	74.94
12/25	12/12/2025	75883	STREICHERS	1794362	POLICE/FISCHER VEST AND CARRIER	1,159.00
12/25	12/12/2025	75883	STREICHERS	1794818	POLICE/FISCHER OUTFITTING AS NEW HIRE	417.88
12/25	12/12/2025	75883	STREICHERS	1797728	POLICE/FISCHER SCHNEIDER NAME PLATE AND NAME TAG FO	16.99
12/25	12/12/2025	75883	STREICHERS	1798336	POLICE/FISCHER SCHNEIDER NAME PLATE	11.99
Total 75883:						1,680.80
<b>75884</b>						
12/25	12/12/2025	75884	WAUKESHA COUNTY TE	S0879682	LAKE PATROL/VEHICLE PURSUIT TRAINING MELISSA AND TRA	372.17
Total 75884:						372.17
<b>75885</b>						
12/25	12/19/2025	75885	ALADTEC INC	INV00452101	POLICE/2026 ANNUAL ALADTEC SUBSCRIPTION	3,024.16
Total 75885:						3,024.16
<b>75886</b>						
12/25	12/19/2025	75886	AMAZON CAPITAL SERVI	13MP-9F7D-K	LIBRARY/ADULT FIC	26.99
12/25	12/19/2025	75886	AMAZON CAPITAL SERVI	1DRV-VCD1-P	LIBRARY/JUV PROGRAM	52.60
12/25	12/19/2025	75886	AMAZON CAPITAL SERVI	1GDF-6TGT-G	LIBRARY/OFFICE SUPPLIES	21.41
12/25	12/19/2025	75886	AMAZON CAPITAL SERVI	1L1V-3C79-M	LIBRARY/ADULT FIC	28.49
12/25	12/19/2025	75886	AMAZON CAPITAL SERVI	1P3R-KLD7-N	LIBRARY/FRIENDS/LOT	25.52
12/25	12/19/2025	75886	AMAZON CAPITAL SERVI	1P79-F1C9-M	LIBRARY/ADULT PROGRAM	7.98
12/25	12/19/2025	75886	AMAZON CAPITAL SERVI	1PYR-FLJQ-K	LIBRARY/OFFICE SUPPLIES CREDIT	21.41-
12/25	12/19/2025	75886	AMAZON CAPITAL SERVI	1V1C-H796-D	LIBRARY/ADULT FIC	21.46
12/25	12/19/2025	75886	AMAZON CAPITAL SERVI	1WCH-C3L4-K	LIBRARY/ADULT FIC	22.20
12/25	12/19/2025	75886	AMAZON CAPITAL SERVI	1X17-NC7X-F	LIBRARY/JUV BOOKS	36.38
12/25	12/19/2025	75886	AMAZON CAPITAL SERVI	1YCT-1M4J-L	LIBRARY/OFFICE SUPPLIES	5.19

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Description	Check Amount
Total 75886:						226.81
<b>75887</b>						
12/25	12/19/2025	75887	AUTOZONE STORES LLC	04338142598	#637 REAR BRAKE ROTORS	151.32
12/25	12/19/2025	75887	AUTOZONE STORES LLC	04338144803	#301 FUSES AND JB WELD	19.26
12/25	12/19/2025	75887	AUTOZONE STORES LLC	04338146682	#305 TEMPERATURE SENDING UNIT	40.67
Total 75887:						211.25
<b>75888</b>						
12/25	12/19/2025	75888	BADGER METER INC	80203944	ORION CELLULAR LTE SERVICE- JUNE 2025	1,371.60
12/25	12/19/2025	75888	BADGER METER INC	80216499	ORION CELLULAR LTE SERVICE- OCTOBER 2025	1,672.40
Total 75888:						3,044.00
<b>75889</b>						
12/25	12/19/2025	75889	BATZNER PEST CONTRO	89257871	LIBRARY/PEST MGMT DEC 2025	124.18
Total 75889:						124.18
<b>75890</b>						
12/25	12/19/2025	75890	BAUER BUILT INC	610146786	#103 FRONT TIRES	1,607.76
Total 75890:						1,607.76
<b>75891</b>						
12/25	12/19/2025	75891	BUELOW VETTER BUIKE	NOV 2025	GENERAL LABOR/POLICE NEGOTIATIONS	2,686.50
Total 75891:						2,686.50
<b>75892</b>						
12/25	12/19/2025	75892	CASELLE LLC	INV-14073	CASELLE SUPPORT 1/1-6/30/26	8,196.83
Total 75892:						8,196.83
<b>75893</b>						
12/25	12/19/2025	75893	CENTER POINT LARGE P	2211369	LIBRARY/2 LG PRINT BOOKS	51.54
Total 75893:						51.54
<b>75894</b>						
12/25	12/19/2025	75894	CHAMPE, ELIZABETH	12082025	LIBRARY/JUV PROGRAMMING	64.99
12/25	12/19/2025	75894	CHAMPE, ELIZABETH	121525	LIBRARY/MILEAGE REIMBURSEMENT	197.40
Total 75894:						262.39
<b>75895</b>						
12/25	12/19/2025	75895	CINTAS CORPORATION	4251902381	VILLAGE HALL (DECEMBER) MATS EXCHANGE	43.70
12/25	12/19/2025	75895	CINTAS CORPORATION	4252306720	WATER UNIFORMS	251.90
12/25	12/19/2025	75895	CINTAS CORPORATION	4253070539	WATER UNIFORMS	251.90
12/25	12/19/2025	75895	CINTAS CORPORATION	5305572809	CINTAS FIRST AID (DECEMBER)	175.99
Total 75895:						723.49

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Description	Check Amount
<b>75896</b>						
12/25	12/19/2025	75896	DRUMMY, CRAIG D	09232025	POLICE/DRUMMY UNIFORM ALLOWANCE REIMBURSEMENT SH	300.00
Total 75896:						300.00
<b>75897</b>						
12/25	12/19/2025	75897	E H WOLF & SONS INC	475483	GAS ADDITIVE	98.90
Total 75897:						98.90
<b>75898</b>						
12/25	12/19/2025	75898	ELECTION SYSTEMS & S	CD2135343	EXPRESS VOTE LICENSING	190.00
Total 75898:						190.00
<b>75899</b>						
12/25	12/19/2025	75899	FERGUSON WATERWOR	0466357	VALVE BOX LIDS	194.88
Total 75899:						194.88
<b>75900</b>						
12/25	12/19/2025	75900	FOTH INFRASTRUCTURE	10777	VILLAGE PLANNING SERVICES-OCTOBER 2025	6,577.90
Total 75900:						6,577.90
<b>75901</b>						
12/25	12/19/2025	75901	GOVERNMENT FORMS A	0358432	2,000 EL-122 ENVELOPES	465.35
12/25	12/19/2025	75901	GOVERNMENT FORMS A	0358433	1,000 EL-120 OUTER ENVELOPES	282.13
Total 75901:						747.48
<b>75902</b>						
12/25	12/19/2025	75902	HARTLAND LUBRICANTS	1017152-00	DEF FOR NEWER DIESEL TRUCKS / TRACTORS	279.30
Total 75902:						279.30
<b>75903</b>						
12/25	12/19/2025	75903	HAWKINS INC	7276733	CHLORINE	2,372.48
Total 75903:						2,372.48
<b>75904</b>						
12/25	12/19/2025	75904	HIPPENMEYER REILLY B	DECEMBER 2	MUNI COURT LEGAL	6,461.50
Total 75904:						6,461.50
<b>75905</b>						
12/25	12/19/2025	75905	INLAND LAKE HARVESTE	4625	#503 REPAIR CUTTER BAR / WELDED BREAKS /ADJUST HYDRA	4,785.74
12/25	12/19/2025	75905	INLAND LAKE HARVESTE	4627	#508 DRILL DRAIN HOLES AND TORQUE NUTS	773.53
Total 75905:						5,559.27
<b>75906</b>						
12/25	12/19/2025	75906	Johns Disposal Svc Inc	1942977	DUMPSTER SERVICE	180.00



GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Description	Check Amount
Total 75906:						180.00
<b>75907</b>						
12/25	12/19/2025	75907	KEMPEN MASONRY LLC	7928	LIBRARY/SNOW REMOVAL 12-03-25	140.00
12/25	12/19/2025	75907	KEMPEN MASONRY LLC	7932	LIBRARY/SALT-PLOW 12.6.25-12.7.25	930.00
12/25	12/19/2025	75907	KEMPEN MASONRY LLC	7935	LIBRARY/SALT-PLOW 12.9.25	465.00
12/25	12/19/2025	75907	KEMPEN MASONRY LLC	7940	LIBRARY/SNOWPLOW & SALT 12.10.25	652.50
Total 75907:						2,187.50
<b>75908</b>						
12/25	12/19/2025	75908	LEAGUE OF WISCONSIN	10402-2026	LEAGUE OF WIS MUNI 2026	5,101.06
Total 75908:						5,101.06
<b>75909</b>						
12/25	12/19/2025	75909	MEI TOTAL ELEVATOR S	1161452	LIBRARY/REPAIR	1,525.00
Total 75909:						1,525.00
<b>75910</b>						
12/25	12/19/2025	75910	MIDWEST TAPE	508111862	LIBRARY/3 ADULT DVD	80.97
12/25	12/19/2025	75910	MIDWEST TAPE	508111863	LIBRARY/1 ADULT DVD	25.49
12/25	12/19/2025	75910	MIDWEST TAPE	508111864	LIBRARY/1 ADULT CD	14.99
Total 75910:						121.45
<b>75911</b>						
12/25	12/19/2025	75911	MOTION & CONTROL EN	f96905-001	#112 AND #120 SNOW PLOW HYDRAULIC HOSE / FITTINGS	323.46
Total 75911:						323.46
<b>75912</b>						
12/25	12/19/2025	75912	NAPA AUTO PARTS	192077	#105 NEW CONVEX MIRROR	20.69
Total 75912:						20.69
<b>75913</b>						
12/25	12/19/2025	75913	NORTHERN LAKE SERVI	2521934	BACTERIA 12.08.25	87.00
Total 75913:						87.00
<b>75914</b>						
12/25	12/19/2025	75914	PLAYAWAY PRODUCTS L	518681	LIBRARY/1 PLAYAWAY+USB CORD	62.99
Total 75914:						62.99
<b>75915</b>						
12/25	12/19/2025	75915	PROHEALTH MEDICAL G	327842	DPW RANDOM DRUG TESTING (RICK)	64.00
12/25	12/19/2025	75915	PROHEALTH MEDICAL G	328375	NEW HIRE DRUG SCREEN - ENGELBRECHT	84.00
12/25	12/19/2025	75915	PROHEALTH MEDICAL G	382375	LIBRARY/NEW HIRE ENGELBRECHT	84.00
Total 75915:						232.00

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Description	Check Amount
<b>75916</b>						
12/25	12/19/2025	75916	PUBLIC SERVICE COMMI	2511-I-04620	PSC APPLICATION REVIEW- RATE CASE 2025	95.71
Total 75916:						95.71
<b>75917</b>						
12/25	12/19/2025	75917	RA SMITH, INC	1258100	2025 ROAD IMPROVEMENT PROGRAM - ROAD INSPECTION -	22,190.30
12/25	12/19/2025	75917	RA SMITH, INC	191650	2025 ROAD IMPROVEMENT PROGRAM - SANITARY SEWER INS	24,351.00
12/25	12/19/2025	75917	RA SMITH, INC	191730	QUIET ZONE DESIGN	292.50
12/25	12/19/2025	75917	RA SMITH, INC	191741	QUIET ZONE DESIGN	830.50
12/25	12/19/2025	75917	RA SMITH, INC	191744	CAPITOL DR ANGLED PARKING REVIEW	459.00
12/25	12/19/2025	75917	RA SMITH, INC	192425	QUIET ZONE DESIGN	930.05
12/25	12/19/2025	75917	RA SMITH, INC	192436	CAPITOL DR ANGELED PARKING REVIEW	7,774.00
Total 75917:						56,827.35
<b>75918</b>						
12/25	12/19/2025	75918	RUEKERT & MIELKE, INC	160598	WDNR INTENT TO APPLY - WELL 7, WELL 6, AND WELL 8	2,793.25
12/25	12/19/2025	75918	RUEKERT & MIELKE, INC	160599	WELL 7 - PSC SUBMITTAL AND DESIGN	2,967.75
12/25	12/19/2025	75918	RUEKERT & MIELKE, INC	160600	WELL 6 PFAS TREATMENT STUDY	9,040.00
12/25	12/19/2025	75918	RUEKERT & MIELKE, INC	160601	WELL 4 CONSTRUCTION ADMINISTRATION	7,792.60
12/25	12/19/2025	75918	RUEKERT & MIELKE, INC	160602	KOPMEIER LS REPLACEMENT - UTILITY ESMT EXHIBITS	882.25
12/25	12/19/2025	75918	RUEKERT & MIELKE, INC	160809	GIS ASSET ALLEY SUBSCRIPTION & SERVICES	20,000.00
Total 75918:						43,475.85
<b>75919</b>						
12/25	12/19/2025	75919	SECURIAN FINANCIAL G	DECEMBER 2	LIFE INS DECEMBER 2025	758.84
Total 75919:						758.84
<b>75920</b>						
12/25	12/19/2025	75920	STRAND ASSOCIATES, IN	0232640	NR854 ALTERNATIVE SUPPLY STUDY	9,309.84
Total 75920:						9,309.84
<b>75921</b>						
12/25	12/19/2025	75921	STREICHERS	1799259	POLICE/MICHALESEN ID PATCHES WHITE POLICE	14.99
Total 75921:						14.99
<b>75922</b>						
12/25	12/19/2025	75922	TAYLOR COMPUTER SER	28795	POLICE/MONTHLY BILLING FOR NOV/DECEMBER	652.50
Total 75922:						652.50
<b>75923</b>						
12/25	12/19/2025	75923	THE GLEN AT PEWAUKE	2025 TAX INC	TID 3 - 2025 TAX INCREMENT DUE FOR RECTORY UP TO \$70,08	70,082.67
Total 75923:						70,082.67
<b>75924</b>						
12/25	12/19/2025	75924	VERSH, JOSHUA	2930949	JOSH SAFETY SHOE REIMBURSEMENT	200.00
Total 75924:						200.00

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Description	Check Amount
<b>75925</b>						
12/25	12/19/2025	75925	WAUKESHA COUNTY PO	10062025	POLICE/2026 MEMBERSHIP DUES FOR CHIEF	125.00
Total 75925:						125.00
<b>75926</b>						
12/25	12/19/2025	75926	WINTER EQUIPMENT CO	SO65168	#127 NEW JOMA PLOW BLADES	3,625.00
Total 75926:						3,625.00
<b>75927</b>						
12/25	12/26/2025	75927	DELAFIELD PUBLIC LIBR	20251217SMI	LIBRARY/PPL TO BRIDGES	15.00
Total 75927:						15.00
<b>75928</b>						
12/25	12/26/2025	75928	HARTLAND PUBLIC LIBR	20251209SPI	LIBRARY/PPL TO BRIDGES	12.00
Total 75928:						12.00
<b>75929</b>						
12/25	12/26/2025	75929	MIDWEST METER INC	0184031-IN	WELL METER TESTING	1,800.00
Total 75929:						1,800.00
<b>75930</b>						
12/25	12/26/2025	75930	RA SMITH, INC	192420	CHARGEBACK - RIVERSIDE PRESERVE - LOC REDUCTION	183.00
12/25	12/26/2025	75930	RA SMITH, INC	192435	CHARGE BACK - PEWAUKEE SELF STORAGE	274.50
Total 75930:						457.50
<b>75931</b>						
12/25	12/26/2025	75931	SECURIAN FINANCIAL G	JANUARY 202	LIFE INS JAN 2026	741.70
Total 75931:						741.70
<b>300000690</b>						
12/25	12/01/2025	300000690	ACH DELTA DENTAL OF	995880	DENTAL - DECEMBER 2025	584.74
Total 300000690:						584.74
<b>300000691</b>						
12/25	12/01/2025	300000691	ACH WE ENERGIES	5693797550	LIBRARY/210 MAIN ST	2,936.50
Total 300000691:						2,936.50
<b>300000700</b>						
12/25	12/19/2025	300000700	ACH MENARDS-CAPITAL	166292386	VILLAGE HALL DOOR DRAFT STOPPER (2)	149.14
Total 300000700:						149.14
<b>300000701</b>						
12/25	12/04/2025	300000701	ACH NORTH SHORE BAN	2025-12	INV 3386 - FOUNDATION DONATION ROSIE	9,481.00
Total 300000701:						9,481.00

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Description	Check Amount
<b>300000702</b>						
12/25	12/31/2025	300000702	ACH WE ENERGIES	5732985984	LIBRARY/210 MAIN ST	3,895.61
Total 300000702:						3,895.61
<b>300000703</b>						
12/25	12/02/2025	300000703	ACH WE ENERGIES	5697660144	419 CHESCHIRE LN - STREET LIGHT	4,460.55
Total 300000703:						4,460.55
<b>300000704</b>						
12/25	12/18/2025	300000704	ACH WE ENERGIES	5716556362	1000 HICKORY/PUBLIC WORKS GAS SERVICE	468.22
12/25	12/18/2025	300000704	ACH WE ENERGIES	5716750281	552 HICKORY/ MUNICIPAL STORAGE	41.73
12/25	12/18/2025	300000704	ACH WE ENERGIES	5717675031	497 PARK AVE -SEWER-MAPLE LIFT	165.35
Total 300000704:						675.30
<b>300000705</b>						
12/25	12/23/2025	300000705	ACH WE ENERGIES	5723724161	1205 W WISCONSIN AVE - LIFT #1 PUMP - ELEC	4,920.02
12/25	12/23/2025	300000705	ACH WE ENERGIES	5723728693	235 HICKORY ST -STREET LIGHT CLASS C & D ELEC	388.18
Total 300000705:						5,308.20
<b>300000710</b>						
12/25	12/22/2025	300000710	ACH KWIK TRIP INC - FU	11/2025	SEWER- NOV 2025	5,579.79
Total 300000710:						5,579.79
<b>300000711</b>						
12/25	12/22/2025	300000711	ACH WE ENERGIES	5701175884	W240N3301 CTY RD J -STANDPIPE	13,054.35
12/25	12/22/2025	300000711	ACH WE ENERGIES	5723724271	235 HICKORY -VILLAGE HALL - ELECTRIC	7,868.32
Total 300000711:						20,922.67
Grand Totals:						661,023.82

## Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
110-00-21337-000-100	584.74	.00	584.74
110-00-21337-000-400	1,500.54	.00	1,500.54
110-00-21400-000-000	69.35	380,854.60-	380,785.25-
110-00-21761-000-000	72.14	.00	72.14
110-00-22105-000-000	1,000.00	.00	1,000.00
110-00-45100-000-000	3,582.07	.00	3,582.07
110-00-51120-000-000	6,577.90	.00	6,577.90
110-00-51120-000-100	2,640.36	.00	2,640.36
110-00-51200-000-140	13.52	.00	13.52
110-00-51300-000-000	4,960.00	.00	4,960.00
110-00-51300-000-110	1,501.50	.00	1,501.50
110-00-51320-000-000	2,686.50	.00	2,686.50
110-00-51420-000-140	5,101.06	.00	5,101.06
110-00-51440-000-000	4,467.96	.00	4,467.96

GL Account	Debit	Credit	Proof
110-00-51450-000-000	105.00	.00	105.00
110-00-51460-000-000	137.12	.00	137.12
110-00-51470-000-000	32.20	.00	32.20
110-00-51510-000-000	5,917.44	.00	5,917.44
110-00-51520-000-000	3,666.67	.00	3,666.67
110-00-51600-000-310	1,877.72	.00	1,877.72
110-00-51980-000-000	3,688.57	.00	3,688.57
110-00-52100-000-140	3,024.16	.00	3,024.16
110-00-52100-000-310	2,592.08	.00	2,592.08
110-00-52100-000-320	190.27	.00	190.27
110-00-52100-000-330	948.13	.00	948.13
110-00-52100-000-350	426.03	.00	426.03
110-00-52100-000-400	2,125.51	.00	2,125.51
110-00-52200-000-000	224,548.33	.00	224,548.33
110-00-53100-000-120	30,423.30	.00	30,423.30
110-00-53310-000-310	1,626.45	.00	1,626.45
110-00-53310-000-311	7,436.97	.00	7,436.97
110-00-53330-000-310	8,112.59	69.35-	8,043.24
110-00-53340-000-310	4,644.46	.00	4,644.46
110-00-53420-000-310	4,848.73	.00	4,848.73
110-00-53635-000-000	206.00	.00	206.00
110-00-55200-000-000	17,516.00	.00	17,516.00
110-00-55300-000-000	22,072.58	.00	22,072.58
200-00-21400-000-000	.00	30,758.55-	30,758.55-
200-00-53300-000-100	30,758.55	.00	30,758.55
455-00-21400-000-000	.00	70,082.67-	70,082.67-
455-00-52000-000-000	70,082.67	.00	70,082.67
600-00-21400-000-000	.00	106,618.71-	106,618.71-
600-00-50605-002-000	3,496.93	.00	3,496.93
600-00-50605-005-000	2,493.49	.00	2,493.49
600-00-50605-006-000	62.96	.00	62.96
600-00-50622-000-000	9,018.76	.00	9,018.76
600-00-50630-002-000	2,871.82	.00	2,871.82
600-00-50630-003-000	1,618.59	.00	1,618.59
600-00-50631-001-000	839.25	.00	839.25
600-00-50631-002-000	3,485.98	.00	3,485.98
600-00-50631-005-000	1,123.64	.00	1,123.64
600-00-50650-002-000	172.17	.00	172.17
600-00-50650-003-000	3,060.00	.00	3,060.00
600-00-50651-003-000	194.88	.00	194.88
600-00-50653-003-000	1,846.98	.00	1,846.98
600-00-50653-005-000	6,695.00	.00	6,695.00
600-00-50655-002-000	303.53	.00	303.53
600-00-50700-001-000	216.12	.00	216.12
600-00-50903-004-000	1,662.76	.00	1,662.76
600-00-50904-001-000	430.69	.00	430.69
600-00-50923-001-000	3,732.48	.00	3,732.48
600-00-50923-002-000	19,322.73	.00	19,322.73
600-00-50923-003-000	1,338.00	.00	1,338.00
600-00-50928-002-000	1,986.71	.00	1,986.71
600-00-50930-004-000	71.64	.00	71.64
600-00-50931-001-000	40,573.60	.00	40,573.60
650-00-21400-000-000	.00	4,205.44-	4,205.44-
650-00-53100-000-140	1,650.74	.00	1,650.74
650-00-53310-000-310	459.16	.00	459.16
650-00-53330-100-310	1,558.43	.00	1,558.43
650-00-53440-000-310	37.11	.00	37.11

GL Account	Debit	Credit	Proof
650-00-53650-000-000	500.00	.00	500.00
700-00-21400-000-000	.00	27,104.48-	27,104.48-
700-00-50821-000-000	560.37	.00	560.37
700-00-50822-002-000	4,090.41	.00	4,090.41
700-00-50822-003-000	434.59	.00	434.59
700-00-50833-002-000	8,643.50	.00	8,643.50
700-00-50835-002-000	295.25	.00	295.25
700-00-50836-000-000	630.68	.00	630.68
700-00-50851-004-000	5,840.63	.00	5,840.63
700-00-50852-004-000	428.80	.00	428.80
700-00-50856-002-000	108.00	.00	108.00
700-00-50990-000-000	6,072.25	.00	6,072.25
900-00-21400-000-000	158.86	37,739.66-	37,580.80-
900-00-55110-000-141	3,964.37	137.45-	3,826.92
900-00-55110-000-142	739.89	.00	739.89
900-00-55110-000-143	947.99	.00	947.99
900-00-55110-000-144	1,175.70	21.41-	1,154.29
900-00-55110-000-146	365.40	.00	365.40
900-00-55110-000-310	14,258.02	.00	14,258.02
900-00-55110-000-311	7,201.10	.00	7,201.10
900-00-55110-000-312	776.83	.00	776.83
900-00-55110-000-313	555.86	.00	555.86
900-00-55110-000-450	1,101.00	.00	1,101.00
900-00-55110-000-500	6,653.50	.00	6,653.50
950-00-21400-000-000	.00	445.08-	445.08-
950-00-52000-000-000	163.94	.00	163.94
950-00-52100-000-140	210.00	.00	210.00
950-00-52100-000-145	71.14	.00	71.14
960-00-21400-000-000	.00	3,442.84-	3,442.84-
960-00-51960-000-000	163.94	.00	163.94
960-00-55200-000-150	98.90	.00	98.90
960-00-55200-000-156	3,180.00	.00	3,180.00
Grand Totals:	661,480.24	661,480.24-	.00

## Report Criteria:

Report type: Invoice detail

Check.Type = {&lt;&gt;} "Adjustment"





To: Jeff Knutson, President  
Trustees of the Village Board

From: Matt Heiser  
Village Administrator

Date: January 16, 2026

Re: January 20, 2026 Meeting Agenda Item 8(m) OPEN SESSION ITEM  
Review, discussion, and possible action on a Notice of Claim filed by Kirkland Crossings  
dated May 28, 2025.

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### **BACKGROUND**

Kirkland Crossings, LLC filed a notice of claim against the Village on May 28, 2025, alleging the Village breached the PILOT (i.e. Payments in Lieu of Taxes) agreement with the imposition of Fire/EMS fees. The notice of claim was referred to the Village insurance company and defense counsels Kevin Landgraf and Steven McGaver were assigned to represent the Village.

### **ACTION REQUESTED**

There is no action requested of the Village Board.

### **ANALYSIS**

The suit has reached a point where the Board should receive an update and discuss future strategy in this litigation. Attorney Kevin Landgraf will provide information to the Board.

Attachments – None.