In attendance: Acting Mayor S. Bierce, Aldermen B. Bergman, C. Brown, J. Kara, J. Wamser, and R. Grosch. Also present were City Administrator/Planner S. Klein, Clerk/Treasurer K. Tarczewski, DPW Director J. Weigel, Parks, Recreation & Community Services Director K. Woldanski, Fire Chief K. Bierce, HR Director L. Bergersen, City Planner H. Clinkenbeard, Lieutenant B. Ripplinger and Attorney V. Anderson.

1.0 Call to Order and Pledge of Allegiance - Acting Mayor Bierce called the meeting to order at 7:01 p.m.

2.0 Public Comment

Carole Stamm (Village of Pewaukee) gave various statistics regarding the two municipalities. She acknowledged the professionalism of the City's Fire Department and requested the City review the costs and requested a more equitable contract for services. She stated the Village wants to start their own department or go elsewhere.

3.0 <u>Consent Agenda – Action</u>

3.1 Approval of Meeting Minutes

3.1.1 Common Council Dated October 31, 2016

3.1.2 Common Council Dated November 21, 2016

3.2 Approval of Accounts Payable Summaries

3.3 Approval of Bartender Licenses

3.4 Approval of ***Resolution 16-11-22*** Committing Funds

3.5 Approval of ***Resolution 16-11-23*** Updating the City's Fee Schedule

3.6 Approval of the Contract for the City Development Director/Senior Planner for 2017

3.7 Approval of the Proposed Building Services Contract with the Village of Pewaukee for 2017

3.8 Concur with the Plan Commission (11/17/16) to **Approve *Ordinance 16-26*** to Rezone the James Craig Property Located at W241 N4270 Swan Road from A-2, Agriculture to Rs-2, Single Family to Create Four Lots Served by On-Site Sanitary Sewerage Systems (PWC 0876-998-002) (***Second Reading***)

3.9 Concur with the Plan Commission (11/17/16) to **Approve** the Conditional Use Permit of the Sensory Club to Locate a Special Needs Physical Therapy Facility in an Industrial Building Zoned M-2 Located at W238 N1690 Rockwood Drive (PWC 0954998-017)

Ms. Tarczewski requested Item 3.5 be removed for discussion and Mr. Kara asked for Items 3.4, 3.6 and 3.7 and Mr. Bergman asked that Item 3.8 also be removed.

<u>**A motion was made and seconded, (B. Bergman, R. Grosch) to approve the remaining items on the consent agenda**</u>. Motion Passed: 5-For, 0-Against.

3.4 Approval of ***Resolution 16-11-22*** Committing Funds

Mr. Kara just wanted clarification that this was just a formality. <u>**A motion was made and seconded, (C. Brown, J. Wamser) to approve Resolution**</u>

16-11-22. Motion Passed: 5-For, 0-Against.

3.5 Approval of ***Resolution 16-11-23*** Updating the City's Fee Schedule

Ms. Tarczewski asked for the item to be pulled from the consent agenda to note the last minute changes that were made.

A motion was made and seconded, (J. Kara, B. Bergman) to approve Resolution 16-11-23. Motion Passed: 5-For, 0-Against.

3.6 Approval of the Contract for the City Development Director/Senior Planner for 2017.

Mr. Kara asked what Mr. Clinkenbeard's plans were for the future year and the shared duties between him and the new City Administrator. Mr. Klein stated there is no exact time table for his departure. He said Mr. Clinkenbeard (Clink) is in the process of updating the community use plan which will take some time. Mr. Klein stated he would fill in as needed for Clink on his days off.

A motion was made and seconded, (J. Wamser, B. Bergman) to approve the contract for the City Development Director/Senior Planner for 2017. Motion Passed: 5-For, 0-Against.

3.7 Approval of the Proposed Building Services Contract with the Village of Pewaukee for 2017

Mr. Kara asked how much revenue is brought in. Ms. Woldanski stated it more than covers our labor. Mr. Kara asked if there were any undue pressures due to staffing issues. Ms. Woldanski stated no because there wasn't a whole lot of activity in the Village.

A motion was made and seconded, (R. Grosch, J. Wamser) to approve the Building Services Contract with the Village of Pewaukee for 2017. Motion Passed: 4-For, 1-Against (J. Kara).

3.8 Concur with the Plan Commission (11/17/16) to **Approve *Ordinance 16-26*** to Rezone the James Craig Property Located at W241 N4270 Swan Road from A-2, Agriculture to Rs-2, Single Family to Create Four Lots Served by On-Site Sanitary Sewerage Systems (PWC 0876-998-002)

Mr. Bergman asked if this should be taken up with Item 7.0 due to staff concerns. Mr. Weigel stated there were minor technical issues on the certified survey map that have been addressed and the remaining item is to satisfy the storm water requirements.

A motion was made and seconded, (B. Bergman, J. Wamser) to approve the rezoning ordinance contingent on approval of Item 7.0. Motion Passed: 5-For, 0-Agaisnt.

4.0 Presentation by Consultant Charlie Carlson Regarding Market Study of and Proposed Changes to the Pay Plan and Possible Action by Council

Charlie Carlson from Carlson Dettmann Consulting and Lisa Bergersen were present for this item. Mr. Carlson stated when he reviewed the City's pay plan he also considered private sector data and felt the city is competitive and supports career based employment but recommended a slight 1.7% increase to the matrix structure. Mr. Carlson said the compensation ratios regarding what employees are currently making and the mid-grade is good, but suggested the City consider expanding the current ranges to give our employees more growth opportunities. He stated he felt the combination of the annual raise recommendations made by the Department Heads and the Council's review works well for the compensation structure. Mr. Carlson also recommended reviewing the pay plan every 2-3 years.

A motion was made and seconded, (R. Grosch, J. Kara) to approve the new matrix and proposed changes to the compensation plan. Motion Passed: 3-For, 2-Against (B. Bergman, C. Brown).

5.0 3rd Quarter Update on Police Services

Lieutenant Ripplinger stated the Badges & Buddies picnic was a huge success, over 300 people attended. He noted the programs are typically filling up the same day that they become available to register. He said the department is still doing training for local businesses regarding active assailants. Lieutenant Ripplinger stated he has tasked Lieutenant Beale to look into creating another community outreach program called "Coffee with a Cop" allowing residents to offer feedback/suggestions in a casual setting. Lieutenant Ripplinger stated the calls for service are at a slightly higher rate. There were three fatal accidents this quarter due to poor decisions made. He said the citations are down. He also said we were awarded a few traffic grants, 'Click-It-Or-Ticket' and alcohol enforcement, in combination with other area communities.

Ms. Brown asked if the picnic is a free event. Lieutenant Ripplinger stated it was. Ms. Brown suggested perhaps making the picnic a fundraiser for the community such as a food drive.

6.0 Presentation Regarding Proposed Library Expansion and Discussion Related to Project Funding and Capital Maintenance

The Library Director, Ms. Stoltz was present for this item along with some members of the Joint Library Board in the audience. She stated the library has already outgrown the building they are in and the Library Foundation wants to raise funds for an expansion. They estimate the cost of the project will be $5 million. It will include a new HVAC system, electrical system and parking lot. They also estimated the operational budget will only increase by 2% and they anticipate there will be 0% increase to the energy bills since they want solar panels installed. Ms. Stoltz stated they do not anticipate purchasing any more materials, but they would need more computers and licenses. The other items that would experience an increase are for insurance coverage and building maintenance, which include cleaning supplies and repairs.

Ms. Stoltz stated she believes there will be an increase in funding from the County based on the anticipated growth in circulation the addition will cause.

Ms. Stoltz noted the Joint Library Agreement between the City and Village does not cover expansion. She stated an addendum would be needed for capital costs that would come up in the next nine years. She stated she would be recommending a new funding formula, based on capital costs for the 2025 new Joint Library Agreement. It takes into consideration circulation, population, operating budget and investment. She said the blended formula will reduce the city's contributions down to 66% and the capitol costs would reverse; the City would only pay 38% and Village would pay 62%.

Ms. Stolz anticipates the fundraising to start in the next few months; she was hoping that there will be a few major donors that will step forward and commit to the project. She stated she has been laying the ground work for this project the last three or four years.

A straw poll vote was taken; Mr. Bierce stated if the community contributes millions of dollars, then he believes they would be willing to pay for additional costs for maintenance. Mr. Kara stated the library is an important part of the community and adds to the quality of life. Ms. Brown stated the future Common Council will not be bound and looks forward to seeing what the foundation can do. Mr. Wamser stated if the level of funding between the city and village would change, he'd be all for it. Mr. Grosch stated if the foundation can raise the funds it shows the community wants it although he doesn't feel the maintenance costs are realistic and Mr. Bergman stated he hesitates based on the numbers provide. He thought they were understated.

7.0 Discussion and Possible Action Regarding the **Conditional Approval** of the Certified Survey Map by James Craig Builders to Divide their Property on Swan Road into Four Lots (PWC 0876-998-002) (Plan Commission 11/17/16)

Mr. Weigel stated the Plan Commission supported the proposed rezoning but he noted it should be contingent upon fixing small technical issues, satisfying the storm water management plans and payment of outstanding special assessments due at the time of signing the Certified Survey Map. Mr. Bergman asked if the small technical items included the right-of-way. Mr. Weigel stated it did. Mr. Bergman also asked if all the homes have to connect to water. Mr. Weigel stated only the new homes would have to connect to the water but the existing homes have to pay off the special assessment.

A motion was made and seconded, (B. Bergman, J. Wamser) to conditionally approve the certified survey map based on staff's recommendation, to correct the right-of-way issues, grading and storm water management requirements and other engineering requirements and the payment of outstanding special assessments associated with the improvement in Swan Road. Motion Passed: 5-For, 0-Agaisnt.

8.0 Proposed 16/93 Park Development of the Scott and Laurie Stollenwerk Property at N17 W25081 Bluemound Road (PWC 0948-995) and James and Jody Kanters Property at N17 W25045 Bluemound Road (PWC 0945-989-001) (CTH JJ)

8.1 Concur with the Plan Commission (10/15/15 & 11/17/16) to **Approve *Ordinance 16-27*** to Rezone the Stollenwerk Property from A-2, Agricultural to M-6, Mixed Industrial Use and ***Ordinance 16-28*** to Rezone the Kanters property from Rs-1, Single-Family Residential to M-6, Mixed Industrial Use

8.2 Concur with the Plan Commission (11/17/16) to Conditionally Approve the Certified Survey Map (CSM) by Laurie Stollenwerk to Divide her Property into Three Lots

8.2.1 Authorize the Approval of an Agreement Between the Property Owner(s) and the City Regarding the Terms of Payment of Sewer and Water Special Assessments Associated with the Proposed Land Division (CSM) and Development, Conditioned on the Approval for the City Attorney, City Engineer and City Planner

Mr. Klein stated the Plan Commission recommended the approval of the rezoning. He added the main concern is the access to the site, particularly the building to the west. In the past, he said, access was granted through one lot or divided and flagged with a right-of-way to the one access point off the highway. He said the access is limited, and possibly when there is future development a secondary access or at least an emergency access can be added.

Mr. Weigel said staff originally questioned the access, and Mr. Klein has satisfied their concerns. Mr. Weigel stated the certified survey map also has some challenges. He said the sewer and water special assessments are complex. He added some projects were paid by developer dollars and levied by the City and others were levied by the City. Special assessments come due by sale, rezoning or connection. The petitioner asked the City to spell out what is exactly due and when through an agreement. He asked the Council to authorize the approval of the agreement contingent on the approval of the city engineer, planner and attorney. He added the CSM can't be signed until payment is received.

Ms. Brown stated currently each parcel has a home on it and asked if they were going to be razed. Mr. Weigel stated that is eventually the intent. Mr. Weigel stated the proposal is to subdivide the larger parcel into three lots and build two industrial buildings and the 3rd lot will be combined with the other original smaller lot and another building will be built on it.

Ms. Brown questioned how someone could continue to live in the home after it was rezoned. The attorney stated it was allowed and the property will be taxed based on use.

Ms. Brown stated the City paid for the water for those two parcels and asked if the City intends to recuperate those costs. Mr. Weigel stated no, the new developments would require to pay for the new connections to the water and sewer.

Mr. Wamser stated he feels there is a great amount of traffic in the area and the speed should be reduced. He said the corner is very dangerous. He also added that the City did not do enough to screen the Harken facility and wants to ensure we do better when there is more development in the area. Mr. Klein reminded the Council they are not deciding on the site plans or the landscaping this evening as part of the rezoning. Mr. Weigel stated staff concurs with the Plan Commission contingent upon the signature of the certified survey map.

A motion was made and seconded, (J. Wamser, C. Brown) to approve Ordinance 16-27 to Rezone the Stollenwerk Property from A-2, Agricultural to M-6, Mixed Industrial Use and Ordinance 16-28 to Rezone the Kanters property from Rs-1, Single-Family Residential to M-6, Mixed Industrial contingent upon a buffering condition on this building. Attorney Anderson stated the Council could not add on conditions. Both the maker of the motion and the second rescinded the motion.

A motion was made and seconded, (R. Grosch, B. Bergman) to concur with the Plan Commission recommendations and approve Ordinance 16-27 to Rezone the Stollenwerk Property from A-2, Agricultural to M-6, Mixed Industrial Use and Ordinance 16-28 to Rezone the Kanters property from Rs-1, Single-Family Residential to M-6, Mixed Industrial Use contingent upon the approval and signature of the certified survey map. Motion Passed: 5-For, 0-Against.

A motion was made and seconded, (B. Bergman, J. Kara) to conditionally approval the certified survey map contingent upon the City and the developer entering into an agreement that defines the special assessment fees and when they are due and authorizing the Mayor to sign it once it is approved by City staff and the City attorney. Motion Passed: 5-For, 0-Against.

9.0 Public Comment – None.

10.0 Closed Session – You are hereby notified that the Common Council and staff of the City of Pewaukee will convene into closed session after all regular scheduled business has been concluded and upon motion duly made and seconded and acted upon by roll-call vote as required under §19.85(1)(a), Stats. The purpose of the closed session is for the following:

- §19.85(1)(e): Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. In this instance it is specifically related to contract negotiations for Fire and Emergency Medical Services between the City and Village of Pewaukee.

You are further notified that at the conclusion of the Closed Session, the Common Council may convene into open session pursuant to §19.85(2), Stats., for possible additional discussion and action concerning any matters discussed in closed session and for adjournment.

A motion was made and seconded, (C. Brown, J. Wamser) to enter into closed session at 9:37 p.m. Motion Passed Via Roll Call Vote: 5-For, 0-Against.

11.0 Adjournment

A motion was made and seconded, (B. Bergman, R. Grosch) to adjourn the meeting at 9:50 p.m. Motion Passed: 5-For, 0-Against.

Respectfully Submitted,

Kelly Tarczewski
Clerk/Treasurer