

**Amended on February 5, 2009**

Summary Notes

Meeting of the Pewaukee Merger Advisory Committee

Wednesday, December 17, 2008

6:00 p.m., SEWRPC Offices

In attendance at the second meeting of the Pewaukee Merger Committee were, representing the Village of Pewaukee, President Chuck Nichols, Trustee Paul Evert, citizen member Mark Muehl, citizen member Tom Houck, and Administrator Scott Gosse. Representing the City of Pewaukee were Mayor Scott Klein, Alderperson Roger Hathaway, citizen member Dan Sanford, citizen member Dave Swan, and Administrator Tammy LaBorde. SEWRPC Advisor Phil Evenson chaired the meeting. Also in attendance at the meeting were two invited consultants: Christine Cramer from Ruckert & Mielke, Inc., and Lawrie Kobza from the Boardman Law Firm. Several members of the public also attended the meeting and were invited to make comments.

Mr. Evenson distributed summary notes that he had prepared relative to the discussion at the first meeting of the Committee on Wednesday, November 19, 2008. He indicated that he would prepare such summary notes for every Committee meeting. Committee members were invited to suggest changes, additions, or remarks as they may deem desirable.

Mr. Evenson asked Ms. Cramer and Ms. Kobza to present a proposal prepared jointly by the Ruckert & Mielke and Boardman firms relative to undertaking certain analyses associated with the potential to consolidate the City and Village of Pewaukee. Ms. Cramer then distributed a letter dated December 17, 2008, to Mr. Evenson setting forth the proposal from the two firms. She reviewed each aspect of the proposal, noting that the limited budget for the study, while adequate for assessing the feasibility of various ways in which the two Pewaukee communities may consolidate while effectively blending presently differential tax rates over a period of time, the work proposed to be undertaken would not extend to everything that would need to be done should the Village Board and City Council ultimately determine to pursue consolidation.

A lengthy discussion then ensued relative to this matter. This discussion included concerns by some Committee members that the Village Board and City Council members may not have taken the time to

become comfortable with all of the joint budget assumptions made by the two municipal Administrators, these assumptions lying behind a brief presentation of the joint budget at a July 2008 public meeting on this matter held at the Pewaukee High School. During that discussion, the Committee took the following two actions:

1. On a motion by Mr. Houck, seconded by Mr. Klein, and carried on a vote of 7 ayes and 1 nay, with Mr. Hathaway voting nay, the merger budget and its attendant underlying assumptions were accepted for use as a foundation by the consultant team in undertaking the desired additional analyses.
2. On a motion by Mr. Swan, seconded by Mr. Evert, and carried unanimously, the Committee authorized Mr. Evenson to act on its behalf on entering into a contract with the City of Pewaukee, the Village of Pewaukee, Ruekert & Mielke, Inc., and the Boardman Law Firm, to carry out the work program outlined in the December 17, 2008, letter presented at the meeting, it being understood that the consultant work effort is to be completed by April 1, 2009.

The following **three** additional understandings were reached during the lengthy discussion:

1. The City and Village Administrators and their respective staffs would commit to undertake additional analyses relative to the determination of capital cost savings in conjunction with a possible merger of the sewer and water utilities serving the Village of Pewaukee and comparable utilities serving the City of Pewaukee. The two Administrators would work with the consulting team to ensure that such additional locally-based analyses are properly undertaken and completed in a timely way so as not to interfere with the project schedule submitted by the consultants.
2. It was agreed that at some point later in the process, and depending in part upon the results of the consultant's work, attention would have to be paid to the potential impacts of consolidation on the existing debt structures of the Village and the City.
3. **It was agreed that in addition to a normal length report, the consultant team would prepare a very short executive summary of their findings and conclusions.**

At the conclusion of the meeting, Mr. Evenson indicated that he would prepare a multi-party Agreement between SEWRPC, the City of Pewaukee, the Village of Pewaukee, Ruckert & Mielke, Inc., and the Boardman Law Firm consistent with the determinations made by the Committee.

The Committee agreed that it would meet next at 6:00 p.m. on the evening of February 4, 2009. The meeting would be held at the Pewaukee Library if space can be made available. If not, the meeting would be held at the SEWRPC offices.

Submitted by Philip C. Evenson

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