

**PROPOSED PROTOCOL FOR RESPONDING TO QUESTIONS
SUBMITTED THROUGH THE PEWAUKEE MERGER WEBSITE**

The following protocol is being proposed to help ensure that questions submitted by Pewaukee residents and taxpayers through the Pewaukee merger website are appropriately dealt with. It is the intent of the protocol that all questions be addressed through an appropriate response, that questions be answered in a responsible, timely way, and that in so doing the consultant team assembled to conduct the Pewaukee merger study be drawn upon as sparingly as possible in order to conserve the fiscal resources made available by the City and Village of Pewaukee to undertake the necessary study work efforts.

1. Since SEWRPC is hosting the study website and since Philip Evenson is the non-voting chair of the Pewaukee Merger Study Advisory Committee, Mr. Evenson will assume responsibility on a daily basis for reviewing and categorizing all submitted questions. Four basic categories of questions are anticipated:
 - a. Questions that Mr. Evenson, as the Committee chairman, believes he can personally and adequately respond to.
 - b. Questions that Mr. Evenson believes can be answered most appropriately by the Pewaukee City Administrator.
 - c. Questions that Mr. Evenson believes can be answered most appropriately by the Pewaukee Village Administrator.
 - d. Questions that need to be referred to one or more members of the consultant team for assistance in providing an appropriate response.
2. Mr. Evenson will respond as quickly as possible to those questions that fall in category 1a. As may be necessary, he will confer with other members of the Pewaukee study team in so doing. Copies of his responses to all questions will be shared by e-mail with all members of the Merger Advisory Committee and the consultant team. As may be appropriate, Mr. Evenson will have a question and response posted to the website.
3. Ms. Tammy LaBorde will respond as quickly as possible to those questions that fall in category 1b. As may be necessary, she will confer with other members of the Pewaukee study team in so doing. Copies of her responses to all questions will be shared by e-mail with all members of the Merger Advisory Committee and consultant team. As may be appropriate, Ms. LaBorde will request of Mr. Evenson that a question and response be posted to the website.
4. Mr. Scott Gosse will respond as quickly as possible to those questions that fall in category 1c. As may be necessary, he will confer with other members of the Pewaukee study team in so doing. Copies of his responses to all questions will be shared by e-mail with all members of the Merger Advisory Committee and consultant team. As may be appropriate, Mr. Gosse will request of Mr. Evenson that a question and response be posted to the website.
5. Members of the consultant team will appropriately draft responses to questions that fall in category 1d upon referral of such questions by Mr. Evenson. Upon completion, Mr. Evenson will be responsible for formally submitting each response to the requesting party. As may be appropriate, Mr. Evenson will have a question and response posted to the website.