



AGENDA

Village of Chenequa

Monday, February 9, 2026

31275 W County Road K, Chenequa, WI 53029

This is official notice that the regular monthly meeting of the Village Board of Trustees for the Village of Chenequa will be held immediately following the Plan Commission meeting which is scheduled for 6:00 p.m. on Monday, February 9, 2026, in the Village Board Room and via Zoom Communications. The following matters will be discussed, with possible actions:

Call to Order

Pledge of Allegiance

- 1) Public comment period: *Public comments on any subject without any action, except possible referral to a governmental body or staff member.*
- 2) Approval of minutes from the Village Board meeting on January 12, 2026.
- 3) Approval of Invoices.
- 4) Review and consider action on An Ordinance Amending Section 5.22 of the Village of Chenequa Municipal Code Regarding Fees for New Key Boxes; *Ordinance No 2026-02-09-01*
- 5) Review and consider an Ordinance to Create Section 4.16 of the Village of Chenequa Village Code to Restrict the Use of Aerators on the Lakes.
- 6) Review and consider action on an Ordinance to Create and Establish a Municipal Court for the City of Delafield, City of Oconomowoc, Town of Delafield, Town of Erin, Town of Merton, Town of Oconomowoc, Town of Ottawa, Village of Chenequa, Village of Dousman, Village of Hartland, Village of Johnson Creek, Village of Lac Labelle, Village of Lisbon, Village of Merton, Village of Nashotah, Village of Oconomowoc Lake, Village of Sullivan, Village of Summit, Village of Sussex, Town of Ixonia (Contract Member), and Town of Sullivan (Contract Member) Pursuant to Section §755.01(4) and §66.0301 Wisconsin Statutes; *Ordinance No. 2026-02-09-02*
- 7) Review and consider action on a Successor Agreement for the Operation of the Lake Country Municipal Court a/k/a Municipal Court for Western Waukesha County.
- 8) Review and consider action on a Resolution Authorizing the Re-Execution of a Successor Agreement for the Operation of the Lake Country Municipal Court a/k/a Municipal Court for Western Waukesha County (Pursuant to Section 66.0301, Wis. Stats.); *Resolution No. 2026-02-09-01.*
- 9) The Chenequa Village Board may enter into closed session pursuant to Wisconsin State Statute §19.85(1)(f) for consideration of specific personnel problems or the investigation of charges against specific persons.
- 10) The Chenequa Village Board may enter into closed session pursuant to Wisconsin State Statute §19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility.
- 11) Report – Forester

- 12) Report – Captain of Police
- 13) Report – Village Administrator
- 14) Report – Village President
- 15) Report – Village Attorney
- 16) Agenda items to be considered for future meetings
- 17) Adjournment

Respectfully submitted by:
Pamela Ann Little, Village Clerk

To participate via Zoom:

<https://us02web.zoom.us/j/83950297675?pwd=XPsehPZFOFymvCuzMzTmzhiXaYJ9DB.1>

Meeting ID: 839 5029 7675

Passcode: 670318

Or Dial: 301 715 8592 US

Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the Village Administrator with as much advance notice as possible. It is possible that members of and possibly a quorum of members of the Village Board or other governmental bodies of the municipality may attend the above-stated meeting to gather information. No action will be taken by any other governmental body except by the governing body noticed above.

NOTICE OF POSTING TO VILLAGE HALL BULLETIN & WEBSITE

Village Clerk posted this agenda on Wednesday, February 4, 2026, by 4:30 PM

VILLAGE BOARD MINUTES
VILLAGE OF CHENEQUA

VILLAGE OF CHENEQUA - VILLAGE BOARD MINUTES
OF MONDAY, JANUARY 12, 2026
Unofficial until approved by the Village Board.
Approved as written () or with corrections () on _____.

A meeting of the Village Board of Trustees was held on Monday, January 12, 2026, at 6:43 p.m. utilizing Zoom Communications and in person.

Ms. Villavicencio / Village President – present
Ms. Manegold / Trustee – present
Mr. Pranke / Trustee – present
Ms. Gehl Neumann / Trustee – absent
Mr. Grunke / Trustee – present
Mr. Luther / Trustee – present
Mr. Kubick / Trustee – present
Mr. Kesner/ Village Attorney Representative – present
Mr. Lincoln / Zoning Administrator-Forester - present
Mr. Carney / Administrator-Police Chief – present
Mr. Anderson / Police Captain – present
Ms. Little / Village Clerk – present

Call to Order

Pledge of Allegiance

Public in Attendance

Debbie Wheeler, Tim Fredman, Alan Enters; via Zoom: Bob Fiedler, Carrie, Heidi Paul, Jamie Mallinger & Sue Touchett

Public Comment

President Villavicencio read a prepared statement allowing for public comments of two minutes or less.

Debbie Wheeler, 6296 N Brumder Road, commented on aerators and their restrictions in the Lac La Belle Management District, Town of Merton, Indiana, Minnesota and the Village of Pewaukee.

Mark Petri of 32279 W Oakland Road submitted written comments to the Board. Mr. Petri requested no action be taken on impervious surfaces without notice to residents and interested parties so they may review any proposals.

Approval of minutes from the Village Board meeting held on December 8, 2025

Motion (Grunke/Kubick) to approve the minutes as presented. Motion carried

Approval of Invoices

Motion (Kubick/Manegold) to approve the invoices, as presented. Motion carried

Review and consider action on proposed modifications to a previously approved plan for an addition/remodel at 5219 N State Road 83 (Tax Key No. CHQV 0417.992.007)

Motion (Kubick/Grunke) to approve the proposed modifications to a previously approved plan at 5219 N State Road 83 (Tax Key No. CHQV 0417.992.007). Motion carried.

Review and consider action on a Certified Survey Map to combine parcels on Road L as requested by Groskopf Construction on behalf of Richard and Gretchen Lindlau, 148 Arnold Court, Dousman, WI 53118; Tax Key Nos: MRTT0364-047 and MRTT0364-046, Town of Merton, Waukesha County, Wisconsin per Village Code 6.18(16) Extraterritorial Jurisdiction.

Motion (Grunke/Luther) to approve the extraterritorial Certified Survey Map submitted by Groskopf Construction on behalf of Richard and Gretchen Lindlau. Motion carried

Summary of Impervious Surface requirements in Waukesha, Columbia and Walworth Counties.

It was the consensus of the Village Board to have Mr. Lincoln start capturing data to measure impervious surfaces for any submittals that would come before the Plan Commission/Village Board as part of the approval process.

Discussion on proposed revisions to Section 4.15 Pier and Wharf Regulations and Pierhead Line – Pine Lake.

It was the consensus of the Village Board to submit the updated language to the DNR for consideration.

Review and consider a Resolution updating Personnel Policies and Procedures Manual, Chapter 5, Article II, Section 1: Available Benefits for Full-time Employees; and Chapter 3-3, Section 1, Subparagraph D: Dismissal

Administrator Carney advised that in reviewing the manual, Chapter 5, Article II, Section 1 which outlines benefits given to our part-time employees, same language was omitted for our full-time employees. This change will properly reflect benefits for our full-time employees.

In Chapter 3-3, Section 1, Subparagraph D currently states that if an employee of the Village is terminated for a negative reason, we are to payout accrued vacation time. The proposed change states that if an employee is terminated for a significant reason, we do not have to pay out their accrued vacation.

Motion (Luther/Manegold) to approve (Personnel Policies and Procedures Manual, specifically, Chapter 5, Article II, Section1: *Available Benefits for Full-time Employees* and Chapter 3-3, Section 1, Subparagraph D: *Dismissal*) a Resolution Regarding Payout of Accumulated Leave Time Upon Separation from Village Service; *Resolution No. 2026-01-12-01*. Motion carried

The Chenequa Village Board may enter into closed session pursuant to Wisconsin State Statute §19.85(1)(f) for consideration of specific personnel problems or the investigation of charges against specific persons.

The Board went into closed session at 7:15 pm. Roll Call: Luther (aye), Grunke (aye), Manegold (aye), Kubick (aye), Pranke (aye) & Villavicencio (aye).

The Board came out of closed session at 7:21 pm.

The Chenequa Village Board may enter into closed session pursuant to Wisconsin State Statute §19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility.

The Board went into closed session at 7:21 pm. Roll Call: Luther (aye), Grunke (aye), Manegold (aye), Kubick (aye), Pranke (aye) & Villavicencio (aye).

The Board came out of closed session at 7:48 pm.

Report – Forester

Mr. Lincoln advised the sharpshooters are done for the year. In eight nights, they harvested 60 deer. We still have 20 valid tags. The tags are available to bow hunters or if a resident wanted to pay out of pocket to harvest additional deer on their property that too is a possibility. Wildlife Management charges \$200/deer.

Report – Captain of Police

Captain Anderson reported 1234 Calls for Service (CFS) in December.

Report – Village Administrator

In February, we will be swearing in a new police officer and we will also promote Officer Jeremy Bronner to Sargeant of Police.

Report – Village President

No report

Report – Village Attorney

No report

Agenda items to be considered for future meetings

None

Adjournment

Motion (Kubick/Grunke) to adjourn the meeting at 7:52 p.m. *Motion carried.*

Respectfully submitted by:

Pamela Ann Little
Village Clerk

Approved and Ordered Posted by:

Jo Ann F. Villavicencio
Village President

Village of Chenequa
ORDINANCE NO. 2026-02-09-01

**AN ORDINANCE AMENDING SECTION 5.22 OF THE VILLAGE OF
CHENEQUA MUNICIPAL CODE REGARDING FEES FOR NEW KEY BOXES**

WHEREAS, in the interest of public health, safety, or welfare, the Village of Chenequa has the authority to enact ordinances related to the use and operation of uniform Village-approved and accessible Key Boxes at structures having an automatic fire or burglar alarm system within the Village; and

WHEREAS, the Village Board has determined that the cost of installation of such Key Boxes at applicable structures within the Village should be borne by the individual owners of the properties in question; and

WHEREAS, in order to maintain effectiveness of the Key Box program, such boxes shall be supplied by the Village to property owners at the same cost at which the Village obtains such boxes from its supplier, without markup;

NOW, THEREFORE, the Board of Trustees of the Village of Chenequa, Waukesha County, Wisconsin, does hereby ordain as follows:

Section 1. Section 5.22(1) of the Village of Chenequa Code is hereby amended to read in its entirety as follows:

(1) KEY BOX REQUIRED. All public structures in the Village and all other structures having an automatic fire or burglar alarm system shall be equipped with a key box system. In addition, all driveway entrances with locking gates shall be equipped with a key box system. The key box system shall be of a type approved by the Village Police Department. The key box shall contain a key to permit access to the structure or driveway entrance by members of the Village Police or Village Fire Departments in an emergency. The key box shall be installed in a conspicuous location approved by the Village Police Department. Key boxes shall be obtained from the Village for a fee, as to be established from time to time by the Village Administrator, based upon the actual current cost of obtaining such key boxes for use at qualifying structures within the Village.

Section 2. Effective Date. Upon adoption, this Ordinance shall take effect the day after publication or posting.

[SIGNATURES ON FOLLOWING PAGE]

Adopted this 9th day of February, 2026.

VILLAGE OF CHENEQUA

By: _____

Jo Ann Villavicencio
Village President

ATTEST:

Pamela Ann Little
Village Clerk – Treasurer

Date Adopted: February 9, 2026

Date Published: February 10, 2026

Village of Chenequa
ORDINANCE NO. 2026-02-01

**AN ORDINANCE CREATING SECTION 4.16 OF THE VILLAGE OF CHENEQUA
MUNICIPAL CODE TO RESTRICT THE USE OF AERATORS ON PORTIONS OF
BEAVER LAKE AND NORTH LAKE**

WHEREAS, in the interest of public health, safety, or welfare, the Village of Chenequa has the authority to enact ordinances related to the use and operation of Aerators on certain inland lakes;

WHEREAS, the frozen surface of the lakes within the Village of Chenequa is frequently enjoyed by snowmobilers, UTV/ATV riders, cross-country skiers, snowshoers, and other outdoor and recreational enthusiasts;

WHEREAS, the use of Aerators on the lakes to dissipate or block ice from forming on the lakes may present a public health, safety and welfare issue for people utilizing the frozen surfaces of the lake;

WHEREAS, the Town of Merton has recently enacted an ordinance prohibiting Aerators on lake surfaces within its jurisdiction, which applies to portions of North Lake and Beaver Lake, the remainder of which lakes are located within the boundary of the Village of Chenequa;

WHEREAS, it is the intent of these regulations to provide for the safe and healthful use of those portions of the inland lakes located partly in the Village of Chenequa and partly within the boundary of the Town of Merton, in order to prevent confusion on said lakes by users who may be uncertain of their location within a particular municipality's boundary, and relying upon the Town of Merton ban, might unexpectedly come across a location within the Village of Chenequa which has an Aerator in operation, thus creating an unexpected danger;

WHEREAS, the Village Board has determined that it is necessary to regulate the use of Aerators upon certain inland waters within the Village of Chenequa, as described above, to protect the health and welfare of the Village of Chenequa, its citizens, and those who use and enjoy inland waters within the Village of Chenequa, pursuant to the grant of authority under the police power;

WHEREAS, the Village of Chenequa does hereby adopt the following restrictions on the use or operation of Aerators on those portions of North Lake and Beaver Lake within the boundary of in the Village of Chenequa;

NOW, THEREFORE, the Board of Trustees of the Village of Chenequa, Waukesha County, Wisconsin, does hereby ordain as follows:

Section 1. Section 4.16 of the Village of Chenequa Code is hereby created to read as follows:

4.16 Use of Aerators on North Lake and Beaver Lake.

- A. The purpose of this chapter is to protect the public health, safety and welfare from the potential adverse effects which may arise from the use of Aerators on some inland lakes in the Village of Chenequa, and the harmful potential of applying different regulations across the surface of those lakes which overlap into the jurisdiction of the Town of Merton, which presently prohibits the use of Aerators on all lakes and rivers. The Village of Chenequa Board recognizes and concludes that the proper and safe use of those portions of North Lake and Beaver Lake within the boundary of in the Village of Chenequa is desirable to maintain the physical, ecological, cultural and aesthetic characteristics of such lakes, their shorelines and the rights of riparian owners and users as well as the Village as a whole, and to promote the public health, safety and welfare of all persons making use of lakes within the Village of Chenequa. Accordingly, it is the intent and purpose of the Village Board to adopt reasonable regulations regarding the use of Aerators on those portions of North Lake and Beaver Lake within the boundary of in the Village of Chenequa.
- B. Scope and Application. The terms and provisions of this chapter shall be interpreted and applied as minimum standards and requirements for the promotion and protection of the public health, safety, and welfare and preservation of natural resources and public and private property within the Village of Chenequa.
- C. "Aerator" means any device or equipment used on lakes which affects the water's surface by supplying or inducing air into water to prevent or inhibit the natural formation of ice on the water's surface.
- D. Aeration Safety Regulations. Aerators that prevent the natural formation of ice to occur must be removed from those portions of North Lake and Beaver Lake within the boundary of in the Village of Chenequa prior to November 15th of any given year and may not be reinstalled until April 15th or later of any given year.
- E. Penalties and Enforcement.
 - 1. General Penalty. Except as otherwise provided, any person who shall violate this chapter shall upon conviction thereof forfeit not less than \$100.00 nor more than \$250.00 together with the costs of prosecution.
 - 2. Continuing Violations. Each violation and each day a violation continues shall constitute a separate offense and shall be punishable as such.

Violation of this chapter shall be deemed a nuisance, irrespective of how that term is defined elsewhere in this code. Nothing in this chapter shall preclude the Village from taking any appropriate action, including seeking injunctive relief from a court of competent jurisdiction to prevent or remove a violation of any provision of this chapter.

Section 3. Severability. Should any portion of this Ordinance or the affected Code Section(s) be declared unconstitutional or invalid by a court of competent jurisdiction, the remainder shall not be affected.

Section 4. Effective Date. Upon adoption, this Ordinance shall take effect the day after publication or posting.

Adopted this 9th day of February, 2026.

VILLAGE OF CHENEQUA

By: _____

Jo Ann Villavicencio
Village President

ATTEST:

Pamela Ann Little
Village Clerk – Treasurer

Date Adopted:

Date Published:

Effective Date:

**VILLAGE OF CHENEQUA
ORDINANCE NO 2026-02-09-02**

AN ORDINANCE TO RECREATE THE MUNICIPAL COURT FOR THE CITY OF DELAFIELD, CITY OF OCONOMOWOC, TOWN OF DELAFIELD, TOWN OF ERIN, TOWN OF MERTON, TOWN OF OCONOMOWOC, TOWN OF OTTAWA, VILLAGE OF CHENEQUA, VILLAGE OF DOUSMAN, VILLAGE OF HARTLAND, VILLAGE OF JOHNSON CREEK, VILLAGE OF LAC LABELLE, VILLAGE OF LISBON, VILLAGE OF MERTON, VILLAGE OF NASHOTAH, VILLAGE OF OCONOMOWOC LAKE, VILLAGE OF SULLIVAN, VILLAGE OF SUMMIT, VILLAGE OF SUSSEX, TOWN OF IXONIA (Contract Member), TOWN OF SULLIVAN (Contract Member), and VILLAGE OF PALMYRA (Contract Member) PURSUANT TO SECTION § 755.01(4) AND § 66.0301 WISCONSIN STATUTES

The Village Board of Chenequa, Waukesha County, Wisconsin does hereby ordain as follows:

SECTION 1.

Ordinance No. 2021-12-13-01 dated on or about December 13, 2021, entitled “An Ordinance to Create and Establish A Municipal Court For the City of Delafield, City of Oconomowoc, Town of Delafield, Town of Erin, Town of Merton, Town of Oconomowoc, Town of Ottawa, Village of Chenequa, Village of Dousman, Village of Hartland, Village of Johnson Creek, Village of Lac LaBelle, Village of Lisbon, Village of Merton, Village of Nashotah, Village of Oconomowoc Lake, Village of Sullivan, Village of Summit, Village of Sussex, Town of Ixonia (Contract Member), and Town of Sullivan (Contract Member), is hereby repealed and the Municipal Court Ordinance is hereby re-created as follows:

MUNICIPAL COURT

(1) MUNICIPAL COURT RECREATED

The Lake Country Municipal Court (“Municipal Court”) was created and established a under the provisions of Chapter 755 of the Wisconsin Statutes for the City of Delafield, City of Oconomowoc, Town of Delafield, Town of Erin, Town of Merton, Town of Oconomowoc, Town of Ottawa, Village of Chenequa, Village of Dousman, Village of Hartland, Village of Johnson Creek, Village of Lac LaBelle, Village of Lisbon, Village of Merton, Village of Nashotah, Village of Oconomowoc Lake, Village of Sullivan, Village of Summit, Village of Sussex, Town of Ixonia (Contract Member), Town of Sullivan (Contract Member) (collectively the “Members”) by identical ordinances pursuant to §755.01(4). The Village of Palmyra, having adopted an ordinance identical to this ordinance, shall join the Municipal Court as a Contract Member, and the Members, by this ordinance, accepts the Village of Palmyra as a Contract Member to be added as a Member of the Municipal Court.

(2) MUNICIPAL JUDGE

This court shall be presided over by a Municipal Judge, who shall be an attorney licensed to practice law in Wisconsin, and who shall reside in one of the court’s Member Municipalities. The Municipal Judge shall be elected at large in the spring election for a term of four (4) years commencing on May 1. All candidates for the position of

Municipal Judge shall be nominated by nomination papers as provided in Section 8.10, Wis. Stats., and selection at a primary election if such is held as provided in Section 8.11, Wis. Stats. Each Member Municipality shall provide for a primary election whenever three (3) or more candidates file nomination papers for the position of Municipal Judge as provided in Section 8.11(1)(a), Wis. Stats., and such primary election shall be held on the third Tuesday of February as provided in Section 5.02(22), Wis. Stats.

(3) **ELECTIONS**

The Municipal Clerk of each municipality shall see to the compliance with §5.58(1)(c), §5.60(1)(b), §5.60(2), §7.15, §7.60(4)(a), and §8.10(6)(bm) to provide for the election of a Municipal Judge under §755.01(4).

(4) **OATH AND BOND**

The Judge shall, after his/her election or appointment to fill a vacancy, take and file the official oath as prescribed in §757.02(1) Wis. Stats. The Municipal Judge shall not act until his/her oath have been filed as required by Section §19.01(4)(c) and Section §755.03(2) Wis. Stats.

(5) **SALARY**

The salary of the Judge shall be set by the annual budget of the Court, approved and recommended by the Administrative Committee, and approved by the City Council and Village and Town Boards as part of the budget process. No salary shall be paid for any time during his/her term during which such Judge has not executed his official oath, as required by §755.03, Wis. Stats., and filed pursuant to §19.01 Wis. Stats. The Municipalities may, by separate ordinances, resolutions, or through the budget process, allocate funds for the administration of the Municipal Court pursuant to Wis. Stats. §66.0301.

(6) **JURISDICTION**

The municipal Judge of the Municipal Court shall have such jurisdiction as provided by §755.045 and §755.05 Wis. Stats., and as otherwise provided by State Law. The Municipal Judge is authorized to issue inspection warrants under §66.122 and §66.123 Wis. Stats.

(7) **LOCATION AND HOURS**

The Municipal Court shall be held in the Community Room of the City of Oconomowoc Public Safety Building, 630 East Wisconsin Avenue, Oconomowoc, Wisconsin or at such other locations as the Administrative Committee may direct. The Municipal Court shall be open at such times as determined by the Municipal Judge, but no less than every Friday commencing at 8:00am.

(8) **FINES AND FORFEITURES**

The Municipal Judge may impose punishment and sentence as provided by Section 800.09, Wis. Stats., and as provided in the ordinances of the Member Municipalities. All

forfeitures, fees, penalty assessments, and other costs paid to the Municipal Court shall be accounted for and disbursed by the Municipal Court with the approval of the Operations Committee on a not less than monthly basis.

(9) **STIPULATIONS AND DEPOSITS IN MUNICIPAL COURT**

The Municipal Court herein established shall be operated pursuant to and in compliance with the provisions of Chapter 800 Wis. Stats., and where applicable, other provisions of the Wis. Stats. as referred to in subsection (10) below. The Municipal Judge shall establish in accordance with §800.03(3) Wis. Stats., a schedule of deposits for violations of City, Town, and Village ordinances, resolutions and by laws, except traffic regulations which are and shall be governed by §345.26 Wis. Stats., and boating violations which are, and shall be governed by §23.66 and §23.67 Wis. Stats. Such deposit schedule shall be approved by the respective governing bodies of the municipalities creating and establishing this Court and shall be made available upon request.

(10) **PROCEDURE IN MUNICIPAL COURT**

The procedure in Municipal Court shall be as provided by this Ordinance and State Law including, but not excluding because of enumeration Chapter 66, 345, 751, 755, 757, and 800 of Wis. Stats.

(11) **CONTEMPT PROCEDURE**

- (a) The Municipal Judge may impose a sanction authorized under §800.12(1) for contempt of court, as defined in §785.01(1) Wis. Stats., in accordance with the procedure under §785.03 Wis. Stats.
- (b) The Municipal Judge may impose a forfeiture for contempt under §800.12(2) Wis. Stats., in an amount not to exceed \$200.00 or, upon nonpayment of the forfeiture and the penalty assessment under §800.12(3) Wis. Stats., a jail sentence not to exceed 7 days.

(12) **TERMINATION**

Any Member Municipality may withdraw from this Agreement by giving notice in writing to the Judge and Chair of the Administrative Committee no later than August 31st of any year. Upon giving such notice, the Member Municipality's participation in the Municipal Court shall terminate at the end of said year. The Municipal Court hereby established shall not be abolished while the Section 755.01(4), Wis. Stats., Agreement is in effect.

SECTION 2. SEVERABILITY

The several sections of this ordinance 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 the ordinance. The remainder of the ordinance shall remain in full force and effect. Any other ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

SECTION 3: EFFECTIVE DATE

This ordinance shall take effect and be in force from and after its passage and publication as provided by law.

Adopted this 9th day of February, 2026

VILLAGE OF CHENEQUA

By: _____

Jo Ann Villavicencio
Village President

ATTEST:

Pamela Ann Little
Village Clerk-Treasurer

Date Adopted: February 9, 2026

Dated Posted: February 9, 2026

**SUCCESSOR AGREEMENT FOR THE OPERATION OF
THE LAKE COUNTRY MUNICIPAL COURT a/k/a MUNICIPAL COURT
FOR WESTERN WAUKESHA COUNTY**
(Pursuant to Section 66.301, Wis. Stats.)

AGREEMENT effective this 9th day of February, 2026 and on the date set opposite the signature of the Mayor, Village President, or Town Board Chairperson, by and between the, all being municipal corporations organized and existing under the laws of the State of Wisconsin. City of Delafield, City of Oconomowoc, Town of Delafield, Town of Erin, Town of Merton, Town of Oconomowoc, Town of Ottawa, Town of Sullivan, Village of Chenequa, Village of Dousman, Village of Hartland, Village of Johnson Creek, Village of Lac LaBelle, Village of Lisbon, Village of Merton, Village of Nashotah, Village of Oconomowoc Lake, Village of Sullivan, Village of Summit, Village of Sussex, Town of Ixonia (Contract Member), Town of Sullivan (Contract Member), and Village of Palmyra (Contract Member) (collectively the "Members").

RECITALS:

WHEREAS, Section 755.01(1), Wis. Stats., provides that any municipality may establish a municipal court to be maintained at the expense of the municipality; and

WHEREAS, Section 755.01(4), Wis. Stats., provides that two or more cities, towns, or villages may enter into an agreement under Section 66.0301, Wis. Stats., for the joint exercise of the power granted under Section 755.01(1), after enactment of identical ordinance by each affected City, Town, or Village; and

WHEREAS, the municipalities that are parties to this Agreement have enacted identical ordinances thereby creating and establishing a municipal court to serve said municipalities; and

WHEREAS; the municipalities have expressed willingness to enter into a contract for the joint operation of said municipal court and for the equitable sharing of the costs thereof, pursuant to Section 755.01(4) and 66.0301, Wis. Stats.

NOW, THEREFORE, in consideration of the benefits to be derived by each municipality from the joint operation of the municipal court, the Members agree as follows:

1. **MUNICIPAL COURT.** The Lake Country Municipal Court ("Municipal Court") shall be organized and shall operate pursuant to Chapter 755 Wis. Stats., the ordinances adopted by the member municipalities, and the terms of this Agreement. In the event of conflict, the provisions of the Wisconsin statutes governing this Municipal Court shall prevail. Pursuant to Section 755.01(4), Wis. Stats., each member of the multimember Municipal Court shall adopt identical ordinances, and after adoption execute this Intermunicipal Agreement.
2. **ORGANIZATION.** Except for matters required by statute to be determined by the respective governing bodies of member municipalities, the general operation of the Municipal Court shall be by the judge and the Court Administrative Committee. In addition, the Administrative Committee has currently authorized three sub-committees, namely: (1) Operations Committee; (2) Personnel Committee; and (3) Long Range Planning Committee. Each sub-committee shall have no less than three (3) members appointed by the chairperson of the Administrative Committee. Each sub-committee will in turn appoint a chair and keep brief minutes/notes of any meetings. Meetings will be publicly posted. The Operations Committee will meet not less than monthly, review and approve monthly financial statements and payment of bills, deal with general court operations, and formulate and recommend the annual court budget. The Personnel Committee may be involved, either individually or jointly, in the update of any employee handbook. The Long-Range Planning Committee will meet as needed to discuss and make recommendations as to the Municipal Court's future facility needs.

3. COURT ADMINISTRATIVE COMMITTEE.

- a) Composition. The Court Administrative Committee shall be comprised of one representative of each member municipality who shall be appointed by the Mayor, President, or Chairperson of the member municipality, subject to confirmation by the respective governing body. To assure participation and continuity of representation, each member municipality may appoint an alternate who shall act on committee matters, in the absence the representative. The Administrative Committee shall appoint a chair and vice chair for a term not to exceed two (2) years. These appointments shall occur at the annual fall meeting or whenever a vacancy occurs. The appointments take effect on January 1 of the following year.
- b) Powers and Duties. The Administrative Committee shall have general control over the operation of the Municipal Court, except where such control is specifically granted to the Judge or the governing bodies by statute, in which case the Administrative Committee shall be a recommending agency. The Administrative Committee may delegate certain authority of powers to the Operations Committees or other committees. The Administrative Committee shall recommend to the governing bodies the annual court budget and the bail bond schedule for the Municipal Court. The Operations Committee shall cause appropriate bank accounts to be established for the deposit of all fees, forfeitures, assessments, and costs paid into the Municipal Court and shall adopt appropriate accounting procedures to ensure the proper handling of said funds. The Administrative Committee shall, with input from the judge, recommend that the Municipal Court's participating municipalities approve the annual budget as prepared and recommended by the Operations Committee for the operation of the Municipal Court.
- c) Voting and Procedure. The Court Administrative Committee shall be governed by Robert's Rules of Order and majority vote of all the representatives of the Court Administrative Committee shall be required to adopt any motion or resolution. A simple majority of members or alternate members shall constitute a quorum.
- d) Many of the Members that comprise this Municipal Court contract with a County Sheriff's Department for police protection purposes. If a municipality that contracts with a Sheriff's Department for police service appoints the Contract Deputy Sheriff as the municipality's member of the Administrative Committee, the Contract Deputy Sheriff shall be entitled to vote on any matter as the representative for each of the municipalities the Contract Deputy Sheriff represents. Each municipality represented by a Contract Deputy Sheriff shall count toward meeting the quorum requirement.

4. MUNICIPAL JUDGE. This Municipal Court shall be presided over by a Municipal Judge, who shall be an attorney licensed to practice law in Wisconsin, and who shall reside in one of the Municipal Court's Member or Contract Municipalities. The Municipal Judge shall be elected at large in the spring election for a term of four (4) years commencing on May 1. All candidates for the position of Municipal Judge shall be nominated by nomination papers as provided in Section 8.10, Wis. Stats., and selection at a primary election if such is held as provided in Section 8.11, Wis Stats. Each Member Municipality shall provide for a primary election whenever three (3) or more candidates file nomination papers for the position of Municipal Judge as provided in Section 8.11(1)(a), Wis. Stats., and such primary election shall be held on the third Tuesday of February as provided in Section 5.02(22), Wis. Stats.

5. ELECTION. The Municipal Clerk of each municipality shall see to the compliance with Statutes 5.58(1)(c), 5.60(1)(b), 5.60(2), 7.15, 7.60(4)(a), and 8.10(6)(bm) to provide for the election of a Municipal Judge under Section 755.01(4).

6. **OATH AND BOND**. The judge shall, after his/her election or appointment to fill a vacancy, take and file the official oath as prescribed in Section 757.02(1), Wis. Stats. The Municipal Judge shall not act until his/her oath have been filed as required by Section 19.01(4)(c) and Section 755.03(2), Wis Stats.
7. **JURISDICTION**. The Municipal Judge of the Municipal Court shall have such jurisdiction as provided by Section 755.045 and 755.05, Wis. Stats., and as otherwise provided by state law. The Municipal Judge is authorized to issue inspection warrants under Section 66.122 and 66.123, Wis. Stats.
8. **JUDGE'S SALARY**. The salary of the Judge shall be set by the annual budget of the Court, approved and recommended by the Administrative Committee, and approved by the City Council and Village and Town Boards as part of the budget process. No salary shall be paid for any time during his/her term during which such Judge has not executed his/her official oath, as required by §755.03, Wis. Stats., and filed pursuant to §19.01 Wis. Stats. The Municipalities may, by separate ordinances, resolutions, or through the budget process, allocate funds for the administration of the Municipal Court pursuant to Wis. Stats. §66.0301.
9. **LOCATION AND HOURS**. The Municipal Court shall be held in the Community Room of the City of Oconomowoc Public Safety Building or at such other locations as the Administrative Committee may direct. The Municipal Court shall be open at such times as determined by the Municipal Court Judge, but no less than every Friday commencing at 8:00 am.
10. **CLERK**. The clerk is appointed by the Judge pursuant to Section 755.10, Wis. Stats. Salary and fringe benefits of the Clerk and any Deputy Clerks or other part-time employees are set forth in the Court's annual budget and must be approved and recommended by the Administrative Committee, and approved by the City Common Council, Village and Town Boards.
11. **FINES AND FORFEITURES**. All forfeitures, fees, penalty assessments, and other costs paid to the Municipal Court shall be accounted for and disbursed by the Municipal Court with the approval of the Operations Committee on a not less than monthly basis. The Municipal Judge may impose punishment and sentence as provided by Section 800.09, Wis. Stats., and as provided in the ordinances of the Member Municipalities.
12. **STIPULATIONS AND DEPOSITS IN MUNICIPAL COURT**. The Municipal Court herein established shall be operated pursuant to and in compliance with the provisions of Chapter 800, Wis. Stats., and, where applicable, other provisions of the Wisconsin Statutes. The Municipal Judge shall establish in accordance with Section 800.03(3), Wis. Stats., a schedule of deposit for violations of city, village, and town ordinances, resolutions and by-laws, except traffic regulations which are and shall be governing by Chapter 345.26, Wis. Stats., and boating regulations which are and shall be governed by Chapter 23.66 and 23.67, Wis. Stats. Such deposit schedule shall be approved by the respective governing bodies of the municipalities creating and establishing this Municipal Court and shall be made available upon request.
13. **PROCEDURE IN MUNICIPAL COURT**. The procedure in Municipal Court shall be as provided by this ordinance and state law, including, but not excluding because of enumeration, Chapters 66, 345, 751, 755, 757, and 800, Wis. Stats.
14. **CONTEMPT PROCEDURES**.
 - a) The Municipal Judge may impose a forfeiture for contempt under Section 800.12(1), Wis. Stats., for contempt of court as defined in Section 785.01(1), Wis. Stats., in accordance with the procedures under Section 785.03, Wis. Stats.
 - b) The Municipal Judge may impose a forfeiture for contempt under Section 800.12(2), Wis. Stats., in an amount not to exceed \$200.00 (or as otherwise authorized by statute), or upon nonpayment of the forfeiture and the penalty assessment under Section 800.12(3), Wis. Stats., a jail sentence not to exceed seven (7) days.

15. **BUDGET PROCESS.**

- a) **Time and Approval.** The Operations Committee, Judge, and Clerk shall formulate a budget annually to be approved by the Administrative Committee no later than November 15th of each year for the next succeeding year. The members of the committee shall present said budget to their respective governing bodies for approval. The budget shall be approved annually by the governing bodies no later than December 31st. Approval by a majority of all the Member Municipalities shall constitute approval of the budget.
- b) **Court Costs.** The local share of the court costs required to be collected pursuant to Section 814.65(1), Wis. Stats., shall be retained by the Municipal Court to be applied to the operating expenses of the court. Any excess of costs collected shall be held in reserve or otherwise disbursed as approved by the Administrative Committee in compliance with all applicable statutes.
- c) **Court Operating Expenses.** The net operating expenses, if any, after application of the local share of the court costs, shall be charged to Member Municipalities based upon each municipality's percentage of total annual field cases. Contributions shall be based upon the approved budget, with appropriate credits and debits being made on the next succeeding billing after the annual audit. Payment shall be made within 30 days of billing. Citations entered by the Municipal Court for any municipality when not received by the court in electronic format, will be assessed a per citation fee set by the court software. Any community using the Municipal Court will be assessed a fee set by the Administrative Committee if no citation has been submitted to the court in a calendar year. The current cost per citation entry is \$10.00 and \$500.00 per year if no citations submitted.
- d) **Capital Expenditures.** Capital expenditures shall be made as a separate line item of the annual budget. All purchases other than operating expenses over \$500.00 shall be noted as Capital Expenditures.

16. **CONTRACT ADMINISTRATION AND AMENDMENTS.** The affirmative vote of a majority of all Member governing bodies shall be required to adopt any resolution pertaining to the operation of the Municipal Court or amendments to this Agreement.

17. **CONTRACT MUNICIPALITIES.** The Municipal Court may add additional communities in the future upon request of a community and approval of the Administrative Committee. Any added community will come into the Municipal Court as a Contract Municipality. If the Contract Municipality is satisfied with the operation of the Municipal Court, and the Administrative Committee is satisfied with the nature and level of services being provided to the Contract Municipality, the Contract Municipality may apply for Member Municipality status with such application to be approved by vote of the Administrative Committee. Any Contract Municipality will have municipal court services provided pursuant to a contract between the Contract Municipality and the Administrative Committee. Contract Municipalities do not have a vote on the Administrative Committee. Any costs incurred by the Municipal Court in adding the contract community will be charged to the community.

18. **TERMINATION.** Any Member Municipality may withdraw from this Agreement by giving notice in writing to the Judge and Chair of the Administrative Committee no later than August 31st of any year. Upon giving such notice, the Member Municipality's participation in the Municipal Court shall terminate at the end of said year. The Municipal Court hereby established shall not be abolished while the Section 755.01(4), Wis. Stats., Agreement is in effect.

19. **COUNTERPARTS.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF the parties have executed this Agreement under seal to be Effective as of the first written date.

Dated this 9th day of February, 2026.

VILLAGE OF CHENEQUA

By: _____
Jo Ann F. Villavicencio
Village President

ATTEST:

Pamela Ann Little, Village Clerk

Adopted: February 9, 2026
Posted: February 10, 2026

VILLAGE OF CHENEQUA
RESOLUTION NO. 2026-02-09-01

**RESOLUTION AUTHORIZING THE RE-EXECUTION OF A SUCCESSOR
AGREEMENT FOR THE OPERATION OF THE LAKE COUNTRY MUNICIPAL
COURT A/K/A MUNICIPAL COURT FOR WESTERN WAUKESHA COUNTY
(PURSUANT TO SECTION 66.0301, WIS. STATS.)**

WHEREAS, on February 9, 2026 the Village Board of the Village of Chenequa adopted Ordinance No. 2026-02-09-01 Repealing and Re-creating Section 1.10 of the Village of Chenequa Code of Ordinances providing for the establishment of a municipal court; and

WHEREAS, Ordinance 2026-02-09-01 authorized the addition of a new municipality to as parties to the Successor Agreement for the Operation of the lake Country Municipal Court a/k/a Municipal Court for Western Waukesha County; and

WHEREAS, the Village Board of the Village of Chenequa desires to authorize the re-execution and delivery of such Successor Agreement reflecting the addition of additional party.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Chenequa that the Successor Agreement for the Operation of the Lake Country Municipal Court a/k/a Municipal Court for Western Waukesha County, is hereby approved and the proper village officers are authorized and directed to execute and deliver such Successor Agreement.

Dated: February 9, 2026

VILLAGE OF CHENEQUA

BY: _____
Jo Ann F. Villavicencio
Village President

ATTEST:

Pamela Ann Little
Village Clerk

Date Adopted: February 9, 2026
Date Posted: February 10, 2026

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