



# City of Waukesha

City Hall,  
201 Delafield Street  
Waukesha, WI 53188

## Meeting Minutes - Draft

### City Council

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Tuesday, May 3, 2022

6:30 PM

Council Chambers, City Hall

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#### 1. Roll Call

**Present:** 15 - Pieper, Bartels, Manion, Johnson, Rodriguez, D. Lemke, E. Payne, Wells, Moltzan, R. Lemke, C. Payne, McElderry, M. Payne, Halvensleben and Chrisien

#### 2. Pledge of Allegiance

#### 3. Public Comment

*There were no speakers present for Public Comment.*

#### 3. Presentation of the 2022 Landmark Commission Awards

*Charlie Griffith, Associate Planner, presented the 2022 Landmark Commission Awards.*

#### 4. Approval of Minutes

[ID#22-4075](#) Minutes from April 19, 2022

**Attachments:** [ccmn220419 draft](#)

**A motion was made by Ald. E. Payne, seconded by Ald. M. Payne, to approve Minutes from April 19, 2022. The motion carried by the following vote:**

**Aye:** 15 - Pieper, Bartels, Manion, Johnson, Rodriguez, D. Lemke, E. Payne, Wells, Moltzan, R. Lemke, C. Payne, McElderry, M. Payne, Halvensleben and Chrisien

### **Consent Agenda**

*The Consent Agenda passed as presented by unanimous consent with no items removed. Ald. Johnson indicated held licenses under the Ordinance & License report.*

### **1. Other Boards and Commissions**

[ID#22-3967](#) Review and act on Proposed Agreement with Milwaukee Transport Services, Inc. to Extend Route 1 into Milwaukee County to the Regional Medical Center

**Attachments:** [Route 1 Extension Service Agreement-Milwaukee County](#)

[BRT Waukesha Route 1 Connection Agreement](#)

[Milwaukee Co Route 1 Extension](#)

[ID#22-3968](#) Review and act on Proposed Service Changes Effective Fall 2022

**Attachments:** [Modifications to Routes -Fall 2022](#)  
[Resolution - Route Revisions Fall 2022](#)  
[route descriptions Fall 2022](#)  
[Proposed Service Changes Fall 2022](#)

*Resolution #2022-13*

[ID#22-3969](#) Waukesha County Business-Review and Act on Amendment 6 to Purchase Service Agreement with Wisconsin Coach Lines, Inc. for Operation of Routes 901, 904, 905

**Attachments:** [Extension of 901-904-905 Service Contract](#)  
[Transit-Wisconsin Coach Lines Agmt-Amendment6](#)

[ID#22-3970](#) Review and Act on Request to Purchase Replacement Bus Engines from Badger Truck Center, Inc.

**Attachments:** [Bus Engines](#)

[ID#22-3971](#) Review and act on Proposed Elimination of Bus Stops

**Attachments:** [Elimination of Bus Stops](#)

[ID#22-4052](#) Approve a Memo of Understanding with Waukesha County to act as the administrator of CDBG funds for the City from 2022 through 2024.

**Attachments:** [Cover Sheet CDBG contract](#)  
[CDBG City and County MOU 4.7.22](#)

[ID#22-4032](#) Recommendation to Common Council to approve proposed contract between City of Waukesha Parks, Recreation & Forestry Department and School District of Waukesha regarding Cool School Before and Afterschool Programming (2022-2023 School Year).

**Attachments:** [School District of Waukesha Packet 2022-2023](#)

[ID#22-4033](#) Recommendation to Common Council to approve proposed contract with Raised Grain Brewing Company, LLC to provide beverage services at Cutler Park for the 2022 Tribute Tuesday concert series and at Lowell Park for the July Fourth Neighborhood Beer Garden.

**Attachments:** [Raised Grain Service Packet 2022](#)

[ID#22-4034](#) Recommendation to Common Council to approve proposed contract with In The Park, LLC to provide Boat/Bike rental and concession services at Frame Park.

**Attachments:** [Frame Park Boats, Bikes, Concessions Packet 2022](#)

## **2. Plan Commission**

## **3. Standing Committees**

### **A. Finance Committee - Ald. Pieper**

[ID#22-3991](#) Review and act on Request to Purchase of Three Fixed Route Buses from Gillig, LLC

**Sponsors:** Transit

**Attachments:** [Cover Sheet - Purchase of Three Buses](#)  
[Quote \(3\) 35 ft Low Floor Diesel 2.17.2022](#)

[ID#22-4020](#) Review and act on Agreement with Third Party for Inspection Software

**Sponsors:** Fire Department

**Attachments:** [Cover Sheet- 3rd Party Agreement for Inspection Software](#)  
[Final- Combined Document Recommendation to Chief Howard](#)  
[Waukesha WI -Updated Price Proposal- Final Submission LIV](#)  
[Waukesha WI - Master Service Agreement \(MSA\) - Final Submission from LIV](#)  
[Waukesha WI - Statement Of Work -Final Submittal from LIV](#)

[ID#22-4027](#) Recommendation to approve a restructure of the Police Department which includes the addition of an Assistant Chief.

**Attachments:** [Cover Sheet HR Committee - PD Restructure](#)  
[Waukesha Police Department Organizational Restructure Proposal 04-12-22](#)

### **B. Building & Grounds Committee - Ald. E. Payne**

### **C. Ordinance & License Committee - Ald. Johnson**

*Ald. Johnson held applications for: The Clarke Hotel, The Ingleside Hotel, Vallecha Ventures, Mainstream and Point on Main.*

#### 1. Licenses

A. [ID#22-4058](#) Invited Bartenders

**Attachments:** [Invited Bartenders O&L 4-25-22](#)

B. [ID#22-4059](#) Bartenders

**Attachments:** [Bartenders O&L 4-25-22](#)

- C. [ID#22-4060](#) Invited Other Applications  
**Attachments:** [Invited Other Applications O&L 4-25-22.pdf](#)

- D. [ID#22-4061](#) Other Applications  
**Attachments:** [Other Applications O&L 4-25-22.pdf](#)

#### **D. Human Resources - Ald. Rodriguez**

#### **E. Board of Public Works - Alex Damien**

- [ID#22-3798](#) Request to authorize a comprehensive organizational study of the Public Works Department and Waukesha Water Utility.

**Attachments:** [DPW Study Cover Sheet - Revised](#)  
[Consideration of Department of Public Works Organizational Review](#)  
[Black & Veatch 1999 Feas Study-Merger WWTP & WWU](#)

- [ID#22-3912](#) Review and act on the Developer's Agreement between the City of Waukesha and JPD GC Waukesha, LLC for the Riverfront development for property located at the intersection of Bank Street and Brehm Street.

**Sponsors:** Public Works

**Attachments:** [22-3912 BPW Agenda Cvr-Riverfront Development by JPD GC Waukesha LLC](#)  
[22-3912 Development Agreement-Riverfront](#)

- [ID#22-4022](#) Review and act on Developer's Agreement between City of Waukesha and Howell Oaks Development LLC for the Howell Oaks Addition 5 Phase 6 development for property located north of Madison Street and west of Prairie Song Drive

**Sponsors:** Public Works

**Attachments:** [22-4022 BPW Agenda Cvr-Howell Oaks Add 5 Phase 6 by Howell Oaks Development LLC](#)  
[scan\\_dbuechl\\_2022-04-20-15-09-09](#)

#### **End of Consent Agenda**

#### 5. New Business

- [ID#22-4053](#) Approve a contract with Safe Built for trade inspection assistance as needed

**Attachments:** [Cover Sheet Safe Built](#)  
[Waukesha WI \(City\) PDA DRAFT 04.01.22VR1 04.20.22VR2](#)

**A motion was made by Ald. Pieper, seconded by Ald. D. Lemke, to approve a contract with Safe Built for trade inspection assistance as needed. The motion carried by the following vote:**

**Aye:** 15 - Pieper, Bartels, Manion, Johnson, Rodriguez, D. Lemke, E. Payne, Wells, Moltzan, R. Lemke, C. Payne, McElderry, M. Payne, Halvensleben and Chrisien

[ID#22-4105](#) Amendment of Mun Code sections 1.01, 1.02, and 1.03 Adjusting Wards, Aldermanic Districts, and Polling Places to Conform with New Legislative District Map.

**Attachments:** [Memo-Ward Adjustments 2022.pdf](#)  
[1.01-1.03 Aldermanic-Polling Place-2022.pdf](#)  
[1.02-Ward Descriptions-2022.pdf](#)

*Ordinance #2022-5*

**A motion was made by Ald. Johnson, seconded by Ald. R. Lemke, to approve Amendment of Municipal Code sections 1.02 Adjusting Wards, Aldermanic Districts, and Polling Places to Conform with New Legislative District Map and suspend the rules, waiving the 1st and 2nd reading. The motion carried by the following vote:**

**Aye:** 15 - Pieper, Bartels, Manion, Johnson, Rodriguez, D. Lemke, E. Payne, Wells, Moltzan, R. Lemke, C. Payne, McElderry, M. Payne, Halvensleben and Chrisien

*Ordinance #2022-6*

**A motion was made by Ald. Johnson, seconded by Ald. D. Lemke, to approve amendment of Municipal Code sections 1.01 and 1.03 Adjusting Wards, Aldermanic Districts, and Polling Places to Conform with New Legislative District Map and suspend the rules, waiving the 1st and 2nd Reading. The motion carried by the following vote:**

**Aye:** 15 - Pieper, Bartels, Manion, Johnson, Rodriguez, D. Lemke, E. Payne, Wells, Moltzan, R. Lemke, C. Payne, McElderry, M. Payne, Halvensleben and Chrisien

## **Reports**

### 6. Other Boards and Commissions

A. Transit Commission Report - Alex Damien

B. Water Utility Commission - Ald. Bartels

C. Information Technology Board Report - Ald. Manion

D. Landmarks Commission Report - Ald. Rodriguez

E. Redevelopment Authority Report - Ald. R. Lemke

F. Parks, Recreation & Forestry Board Report - Ald. Johnson

- G. Library Board Report - Ald. Halvensleben
- H. Cemetery Commission Report - Ald. C. Payne
- I. Waukesha Housing Authority Report - Ald. Pieper
- J. Community Development Block Grant Committee Report - Jennifer Andrews

[ID#22-4068](#) Act on a Resolution approving the allocation amounts for the 2023 grant year

**Attachments:** [Resolution - 2023 CDBG Allocations](#)  
[2023 CDBG Application - City of Waukesha Senior Services signed](#)  
[2023 CDBG Aeroshade Sidewalk Connection Application](#)  
[2023 CDBG Application- Seniors](#)  
[2023 CDBG Facade Sign and Awning Grant Application](#)  
[2023 Paint and Repair Grants](#)  
[Adaptive Request](#)  
[CDBG-Public Art Application 2023](#)  
[Horeb Springs Request](#)  
[2023 ADA Application signed](#)

*Resolution #2022-14*

**A motion was made by Ald. Moltzan, seconded by Ald. Halvensleben, to approve Resolution approving the allocation amounts for the 2023 grant year. The motion carried by the following vote:**

**Aye:** 15 - Pieper, Bartels, Manion, Johnson, Rodriguez, D. Lemke, E. Payne, Wells, Moltzan, R. Lemke, C. Payne, McElderry, M. Payne, Halvensleben and Chrisien

- K. Public Art Committee Report - Ald. Moltzan
- 7. Plan Commission - Jennifer Andrews
- 8. Standing Committees
  - A. Finance Committee Report - Ald. Pieper

[ID#22-3856](#) Matter of Report - Audit Reports

**Indexes:** Audit; Baker Tilly; TIF

**Attachments:** [Cover Sheet - Audit Reports](#)  
[2020 Comprehensive Annual Financial Report \(2020 Audit\)](#)  
[Report on Federal and State Awards \(2020 Audit\)](#)  
[Tax Incremental District No. 14 \(Final Audit\)](#)

B. Building & Grounds Committee Report - Ald. E. Payne

C. Ordinance & License Committee Report - Ald. Johnson

*Ald. Johnson held applications for: #40 The Clarke Hotel, #41 The Ingleside Hotel, #43 Vallecha Ventures, #25 Mainstream and #30 Point on Main.*

D. Human Resources Committee Report - Ald. Rodriguez

9. Board of Public Works Report - Alex Damien

[ID#22-3996](#) Bids Received: Friday, April 15, 2022, at 11:00 a.m.  
2022 Asphalt Street Resurfacing

The Board of Public Works recommends that the low bid from Wolf Paving Co., Inc., in the amount of \$1,897,735.70, be awarded.

**Sponsors:** Public Works

**Attachments:** [Bid Tab-2022 Asphalt Resurfacing-4-15-22](#)

**A motion was made by Ald. E. Payne, seconded by Ald. Pieper, to approve the low bid from Wolf Paving Co., Inc., in the amount of \$1,897,735.70, be awarded for 2022 Asphalt Street Resurfacing. The motion carried by the following vote:**

**Aye:** 15 - Pieper, Bartels, Manion, Johnson, Rodriguez, D. Lemke, E. Payne, Wells, Moltzan, R. Lemke, C. Payne, McElderry, M. Payne, Halvensleben and Chrisien

10. Director of Public Works Report

11. City Attorney's Report

12. City Administrator's Report

[ID#22-4095](#) Report for City Administrator

**Attachments:** [Admin Report 4-29-22](#)

13. Mayor's Report & Referrals

[ID#22-4108](#) Board and Committee Appointments

**Attachments:** [Letter for Council - May 3, 2022](#)

[Resume- Therese Suslick](#)

**A motion was made by Ald. Rodriguez, seconded by Ald. Moltzan, to approve Leonard Miler to the Board of Review and Therese Suslick to the Police and Fire Commission. The motion carried by the following vote:**

**Aye:** 15 - Pieper, Bartels, Manion, Johnson, Rodriguez, D. Lemke, E. Payne, Wells, Moltzan, R. Lemke, C. Payne, McElderry, M. Payne, Halvensleben and Chrisien

[ID#22-4084](#) Proclamation for National Nurses Month

**Attachments:** [Nurses Month - 2022 Proclamation](#)

[ID#22-4085](#) Proclamation for Monarch Butterfly Month

**Attachments:** [Monarch Butterfly Month- 2022 Proclamation](#)

[ID#22-4086](#) Proclamation for National Drinking Water Week

**Attachments:** [National Drinking Water Week - 2022 Proclamation](#)

[ID#22-4087](#) Proclamation for Municipal Clerks Week

**Attachments:** [Clerks Week - 2022 Proclamation](#)

[ID#22-4088](#) Proclamation for National Small Business Week

**Attachments:** [Small Business Week - 2022 Proclamation](#)

[ID#22-4089](#) Proclamation for National Police Week and Peace Officer Memorial Day

**Attachments:** [National Police Week - 2022 Proclamation](#)

[ID#22-4090](#) Proclamation for Public Works Week

**Attachments:** [Public Works Week - 2022 Proclamation \(2\)](#)

[ID#22-4097](#) Proclamation for Emergency Medical Service Week

**Attachments:** [EMS Week - 2022 Proclamation](#)

[ID#22-4098](#) Proclamation for Kids to Parks Day

**Attachments:** [Kids to Parks Day - 2022 Proclamation](#)

#### 14. Referrals

*No referrals made.*

#### 15. Adjournment

*The meeting was adjourned at 7:14pm.*

Shawn Reilly, Mayor  
City of Waukesha

NOTICE: Any person who has a qualifying disability under the Americans with Disabilities Act that requires that the meeting be accessible or that materials at the meeting be in an accessible format, please contact the Public Works department, 48 hours prior to the meeting at 524-3600 or by the Wisconsin Telecommunications Relay System so that arrangements may be made to accommodate the request.



