



# City of Waukesha

City Hall,  
201 Delafield Street  
Waukesha, WI 53188

## Meeting Agenda - Final

### City Council

Tuesday, January 16, 2024

6:00 PM

Council Chambers, City Hall

1. Roll Call
2. Announcement of Closed Session pursuant to Wis. Stats. 19.85(1)(e) to discuss the possible sale of public property.
3. Pledge of Allegiance
4. Public Comment

*City Residents and Taxpayers Only - Limited to three minutes/speaker, ending 6:30 p.m.*

5. Presentation to Council
  - A. [ID#24-8710](#) Presentation of the graduates of the Fall 2023 Leading Waukesha Class

#### 4. Approval of Minutes

- A. [ID#24-8709](#) Minutes of December 19, 2023

Attachments: [ccmn231219draft](#)

### Consent Agenda

*Items under the Consent Agenda have passed unanimously out of committee. Unless a member of the Common Council specifically requests that an item on the Consent Agenda be removed and considered separately, items on the Consent Agenda are then approved unanimously by general consent. Any item removed from Consent Agenda will be discussed under the appropriate committee, board or commission on the Regular Agenda.*

### 1. Other Boards and Commissions

- A. [ID#23-8445](#) Annual Policy Review: Antivirus Policy

Attachments: [Anitvirus Policy v2024](#)

#### Legislative History

|        |                              |          |
|--------|------------------------------|----------|
| 1/3/24 | Information Technology Board | approved |
|--------|------------------------------|----------|

- B.**     [ID#23-8446](#)     Annual Policy Review: Software Usage Policy
- Attachments:     [B20 Software Usage Policy 2024](#)
- Legislative History
- 1/3/24           Information Technology           approved  
  Board
- C.**     [ID#23-8447](#)     Annual Policy Review: Change Management
- Attachments:     [Change Management-2024](#)
- Legislative History
- 1/3/24           Information Technology           approved  
  Board
- D.**     [ID#23-8448](#)     Annual Policy Review: Email Policy
- Attachments:     [E Mail Policy-2024](#)
- Legislative History
- 1/3/24           Information Technology           approved  
  Board
- E.**     [ID#23-8511](#)     Review and act on (recommendation to Common Council) proposed 2024  
  sponsorship agreement with DICK’s Sporting Goods.
- Attachments:     [Common Council Cover Sheet - Dick’s Sporting Goods Agreement 2024](#)  
  [Dick’s Sporting Goods Sponsorship Agreement 2024](#)
- Legislative History
- 12/18/23       Parks, Recreation and           approved  
  Forestry Board

## **2. Plan Commission**

## **3. Standing Committees**

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

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

### **C. Ordinance & License Committee - Ald. R. Lemke**

#### 1. Licenses

- A.**     [ID#24-8669](#)     Invited Bartender Applications
- Attachments:     [Invited Bartender Applications 01-08](#)
- Legislative History

|        |                               |          |
|--------|-------------------------------|----------|
| 1/8/24 | Ordinance & License Committee | held     |
| 1/8/24 | Ordinance & License Committee | approved |
| 1/8/24 | Ordinance & License Committee | approved |
| 1/8/24 | Ordinance & License Committee | approved |
| 1/8/24 | Ordinance & License Committee | approved |
| 1/8/24 | Ordinance & License Committee | approved |

**B. [ID#24-8670](#) Invited Other Applications**

**Attachments:** [Invited Other Applications 01-08](#)

**Legislative History**

|        |                               |          |
|--------|-------------------------------|----------|
| 1/8/24 | Ordinance & License Committee | approved |
| 1/8/24 | Ordinance & License Committee | held     |

**C. [ID#24-8671](#) Other Applications**

**Attachments:** [Other Applications 01-08](#)

**Legislative History**

|        |                               |          |
|--------|-------------------------------|----------|
| 1/8/24 | Ordinance & License Committee | approved |
|--------|-------------------------------|----------|

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

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

**A. [ID#23-8238](#) Review and act on Contract Change Order No. 1 with Ford Construction Co., Inc., for the Waukesha Springs and Oaks Park Open Air Shelter Installation project.**

**Sponsors:** Public Works

**Attachments:** [23-8238 BPW Agenda Cvr-CO1 Ford Construction-Open Air Shelter.pdf](#)  
[23-8238 Change order No 1 for Ford Construction Open Air Shelters.pdf](#)

**Legislative History**

|          |                       |   |
|----------|-----------------------|---|
| 12/21/23 | Board of Public Works | recommended for Council Consent to the City Council |
|----------|-----------------------|---|

- B.**     [ID#23-8502](#)     Review and act on the 2024 Drop-Off Center Latex Paint Disposal Fee Adjustment.
- Sponsors:**     Public Works
- Attachments:**     [23-8502 BPW Agenda Cvr-2024 latex paint fee.pdf](#)
- Legislative History**
- 12/21/23     Board of Public Works     recommended for Council Consent to the City Council
- C.**     [ID#23-8503](#)     Review and act on Contract Change Order No. 1 with Visu-Sewer, Inc., for the 2023 Sanitary Sewer Lining project.
- Sponsors:**     Public Works
- Attachments:**     [23-8503 BPW Agenda Cvr-CO1 VisuSewer - 2023 Sanitary Sewer Lining.pdf](#)  
                              [23-8503 CCO1 Visu Sewer-2023 Sanitary Sewer Lining.pdf](#)
- Legislative History**
- 12/21/23     Board of Public Works     recommended for Council Consent to the City Council
- D.**     [ID#23-8505](#)     Review and act on Contract Change Order No. 1 with Clark Dietz, Inc., for the Ruben Drive Sanitary Pump Station Elimination Engineering Services project.
- Sponsors:**     Public Works
- Attachments:**     [23-8505 BPW Agenda Cvr-CO1 Clark Dietz - Ruben Dr PS Elimination Design](#)  
                              [23-8505 CCO1 Clark Dietz-Ruben Drive Sanitary Pump Station.pdf](#)
- Legislative History**
- 12/21/23     Board of Public Works     recommended for Council Consent to the City Council
- E.**     [ID#24-8548](#)     Review and act on Thrive Architects, LLC, for Design and Construction Administration Services for the Waukesha Metro Transit Badger Drive Interior Renovation Project.
- Sponsors:**     Public Works
- Attachments:**     [24-8548 BPW Agenda Cvr-Consultant Services Transit.pdf](#)  
                              [2023-12-19 Waukesha Badger Drive Arch Proposal.pdf](#)
- Legislative History**
- 1/4/24     Board of Public Works     recommended for Council Consent to the City Council

### End of Consent Agenda

## 6. New Business

*Format - Introduction by Professional Staff/Hearing/Comments by Council/Official*

- A. [ID#24-8536](#) Review and act on approving funds to raze 1000 S. Grand Avenue  
**Attachments:** [Cover Sheet - 1000 S Grand Ave Raze](#)  
[Property Photos](#)
- B. [ID#24-8700](#) Review and act on a sales agreement with Mandel Group Properties, LLC to acquire 130, 200, 230, and 318 Delafield St.  
**Attachments:** [Waukesha \(Delafield Street\) - Purchase Agreement v3- City Rev](#)
- C. [ID#24-8772](#) Consideration and Possible Action to Engage GovHR for Fire Chief Executive Recruitment Services  
**Attachments:** [CS - GovHR Fire Chief Recruitment 2024-01-16](#)  
[Fire Chief Proposal 2023](#)

## **Reports**

7. 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. Wells
  - 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
  - K. Public Art Committee Report - Ald. Moltzan
8. Plan Commission - Jennifer Andrews

- A. [ID#23-8131](#) Review and act on an ordinance adopting the 2023 Update to the Comprehensive Plan for the City of Waukesha.
- Attachments:** [Cover Sheet - Comp Plan](#)  
[Cover Sheet - Comprehensive Plan Edits and Corrections for December 13 Plar](#)  
[Waukesha Comp Plan Appendix - Draft with title page](#)  
[DRAFT City of Waukesha Comprehensive Plan](#)  
[2023 Comprehensive Plan Adoption Ordinance 2023-19](#)
- Legislative History**
- |          |                 |  |
|----------|-----------------|--|
| 11/15/23 | Plan Commission | recommended for approval to the City Council |
| 12/13/23 | Plan Commission | recommended for approval                     |
- B. [ID#23-8234](#) Code Amendments - Chapter 16 Building Code
- Attachments:** [Cover Sheet - Ordinance Amending Sections 16.03 and 16.04 of the Building Co](#)  
[16.03\(3\) and \(4\) Permit and Plan Expiration and Renewal final](#)
- Legislative History**
- |          |                 |                          |
|----------|-----------------|--------------------------|
| 12/13/23 | Plan Commission | recommended for approval |
|----------|-----------------|--------------------------|

## 9. Standing Committees

- A. Finance Committee Report - Ald. Pieper
- B. Building & Grounds Committee Report - Ald. E. Payne
- C. Ordinance & License Committee Report - Ald. R. Lemke
- D. Human Resources Committee Report - Ald. Rodriguez

## 10. Board of Public Works Report - Alex Damien

- A. [ID#23-8506](#) Review and act on Amendments to City Codes 13.055 and 13.056.
- Sponsors:** Public Works
- Attachments:** [23-8506 BPW Agenda Cvr-City Codes 13-055 and 13-056.pdf](#)  
[1\) Memo - 2023 Revisions to 13.055 and 13.056.pdf](#)  
[4\) 13.055 2023 Redline Revisions.pdf](#)  
[13.055 2023 Revision - 12-15-23](#)  
[13.056 2023 Revision - 12-13-23](#)
- Legislative History**
- |          |                       |  |
|----------|-----------------------|--|
| 12/21/23 | Board of Public Works | recommended for approval to the City Council |
|----------|-----------------------|--|

1/8/24 Ordinance & License Committee approved

**B.** [ID#24-8549](#) 2024 CIP Projects (Department of Public Works Program).

**Sponsors:** Public Works

**Attachments:** [2024\\_CIP Public Works Program.pdf](#)

**Legislative History**

1/4/24 Board of Public Works recommended for approval to the City Council

11. Director of Public Works Report

12. City Attorney's Report

13. City Administrator's Report

**A.** [ID#24-8763](#) City Administrator's Report

**Attachments:** [Admin Report January 12 2024](#)

14. Mayor's Report & Referrals

15. Referrals

16. Closed Session

*Motion will be made to go into closed session pursuant to Wis. Stats. 19.85(1)(e) to discuss the possible sale of public property*

**A.** [ID#23-8172](#) Discuss the sale of city owned property at 130, 200, 230, 318 Delafield St.

**Legislative History**

11/21/23 City Council approved

11/21/23 City Council approved

17. Reconvene in Open Session

*Upon conclusion of the closed session, a motion will be made to reconvene in open session, pursuant to Wis. Stats. 19.85(2) for possible discussion and/or action on matters discussed in closed session*

**A.** [ID#23-8174](#) Possible discussion and/or action on matters discussed in closed session.

18. Adjournment

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. Attend this meeting in person or watch live at <https://waukesha.legistar.com/calendar.aspx> (due to technical circumstances, the live stream may not always be available).