



City of Waukesha

City Hall,
201 Delafield Street
Waukesha, WI 53188

Meeting Minutes - Draft

City Council

Tuesday, January 16, 2024

6:00 PM

Council Chambers, City Hall

1. Roll Call

Ald. C. Payne arrived at 6:19pm. Ald. Wuteska arrived at 6:24pm. Ald. D. Lemke left at 7:12pm during ID#23-8506.

Present: 13 - Joe Pieper, Peter Bartels, Daniel Manion, Cassandra Rodriguez, Eric E. Payne, Jack Wells, Elizabeth Moltzan, Rick R. Lemke, Cory C. Payne, Frank McElderry, Mike Chrisien, Alicia Halvensleben and Paul Wuteska

Absent: 2 - Dean D. Lemke and Mike Anderson

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

Lisa Salb, 434 Madison St., spoke in opposition to item ID#23-8172.

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](#)

A motion was made by Ald. Manion, seconded by Ald. Halvensleben, to approve the Minutes from December 19, 2023. The motion carried by the following vote:

Aye: 12 - Joe Pieper, Peter Bartels, Daniel Manion, Cassandra Rodriguez, Dean D. Lemke, Eric E. Payne, Jack Wells, Elizabeth Moltzan, Rick R. Lemke, Frank McElderry, Mike Chrisien and Alicia Halvensleben

Absent: 3 - Cory C. Payne, Mike Anderson and Paul Wuteska

Consent Agenda

The Consent Agenda passed by unanimous consent with no items removed.

1. Other Boards and Commissions

- A. [ID#23-8445](#) Annual Policy Review: Antivirus Policy
Attachments: [Anitvirus Policy v2024](#)
- B. [ID#23-8446](#) Annual Policy Review: Software Usage Policy
Attachments: [B20 Software Usage Policy 2024](#)
- C. [ID#23-8447](#) Annual Policy Review: Change Management
Attachments: [Change Management-2024](#)
- D. [ID#23-8448](#) Annual Policy Review: Email Policy
Attachments: [E Mail Policy-2024](#)
- 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](#)

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](#)
- B. [ID#24-8670](#) Invited Other Applications
Attachments: [Invited Other Applications 01-08](#)
- C. [ID#24-8671](#) Other Applications
Attachments: [Other Applications 01-08](#)

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](#)
- 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](#)
- 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](#)
- 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.pdf](#)
[23-8505_CCO1 Clark Dietz-Ruben Drive Sanitary Pump Station.pdf](#)
- 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](#)

End of Consent Agenda

6. New Business

- 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](#)

A motion was made by Ald. E. Payne, seconded by Ald. Pieper, to approve the funds to raze 1000 S. Grand Avenue. The motion carried by the following vote:

Aye: 12 - Joe Pieper, Peter Bartels, Daniel Manion, Cassandra Rodriguez, Dean D. Lemke, Eric E. Payne, Jack Wells, Elizabeth Moltzan, Rick R. Lemke, Frank McElderry, Mike Chrisien and Alicia Halvensleben

Absent: 3 - Cory C. Payne, Mike Anderson and Paul Wuteska

- 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](#)

A motion was made by Ald. R. Lemke, seconded by Ald. Chrisien, to approve the sales agreement with Mandel Group Properties, LLC to acquire 130, 200, 230, and 318 Delafield St. The motion carried by the following vote:

Aye: 11 - Joe Pieper, Peter Bartels, Daniel Manion, Dean D. Lemke, Jack Wells, Elizabeth Moltzan, Rick R. Lemke, Frank McElderry, Mike Chrisien, Alicia Halvensleben and Paul Wuteska

Nay: 3 - Cassandra Rodriguez, Eric E. Payne and Cory C. Payne

Absent: 1 - Mike Anderson

- 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](#)

A motion was made by Ald. Rodriguez, seconded by Ald. Manion, to approve the executive recommendation for recruitment services for the Fire Chief. The motion carried by the following vote:

Aye: 14 - Joe Pieper, Peter Bartels, Daniel Manion, Cassandra Rodriguez, Dean D. Lemke, Eric E. Payne, Jack Wells, Elizabeth Moltzan, Rick R. Lemke, Cory C. Payne, Frank McElderry, Mike Chrisien, Alicia Halvensleben and Paul Wuteska

Absent: 1 - Mike Anderson

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 Plan Commission](#)
[Waukesha Comp Plan Appendix - Draft with title page](#)
[DRAFT City of Waukesha Comprehensive Plan](#)
[2023 Comprehensive Plan Adoption Ordinance 2023-19](#)

Ordinance #2024-1

A motion was made by Ald. Moltzan, seconded by Ald. Wells, to approve the ordinance adopting the 2023 Update to the Comprehensive Plan for the City of Waukesha. The motion carried by the following vote:

Aye: 13 - Joe Pieper, Peter Bartels, Daniel Manion, Cassandra Rodriguez, Dean D. Lemke, Eric E. Payne, Jack Wells, Elizabeth Moltzan, Rick R. Lemke, Frank McElderry, Mike Chrisien, Alicia Halvensleben and Paul Wuteska

Nay: 1 - Cory C. Payne

Absent: 1 - Mike Anderson

- B. [ID#23-8234](#) Code Amendments - Chapter 16 Building Code

Attachments: [Cover Sheet - Ordinance Amending Sections 16.03 and 16.04 of the Building Code, Regarding Building Permit Application, Expiration, and Renewal](#)
[16.03\(3\) and \(4\) Permit and Plan Expiration and Renewal final](#)

Ordinance #2024-2

A motion was made by Ald. Moltzan, seconded by Ald. Wells, to approve the Code Amendments for Chapter 16 Building Code. The motion carried by the following vote:

Aye: 14 - Joe Pieper, Peter Bartels, Daniel Manion, Cassandra Rodriguez, Dean D. Lemke, Eric E. Payne, Jack Wells, Elizabeth Moltzan, Rick R. Lemke, Cory C. Payne, Frank McElderry, Mike Chrisien, Alicia Halvensleben and Paul Wuteska

Absent: 1 - Mike Anderson

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](#)

Ald. D. Lemke left during this item at 7:12pm.

This is the second reading.

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

Sponsors: Public Works

Attachments: [2024_CIP_Public_Works_Program.pdf](#)

Resolution #2024-2

A motion was made by Ald. Pieper, seconded by Ald. E. Payne, to approve the Resolution for 2024 CIP Projects (Department of Public Works Program). The motion carried by the following vote:

Aye: 13 - Joe Pieper, Peter Bartels, Daniel Manion, Cassandra Rodriguez, Eric E. Payne, Jack Wells, Elizabeth Moltzan, Rick R. Lemke, Cory C. Payne, Frank McElderry, Mike Chrisien, Alicia Halvensleben and Paul Wuteska

Absent: 2 - Dean D. Lemke and Mike Anderson

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

Ald. Frank McElderry to Building & Grounds, please evaluate the on-street parking along River Valley Road from USH 18 thru the second curve to the south.

Ald. Eric Payne to Building & Grounds, please place a no engine brake sign coming into the City on Moreland Blvd and Manhattan.

16. Closed Session

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

The Council did not go into Closed Session.

17. Reconvene in Open Session

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

18. Adjournment

The meeting adjourned at 7:41pm.

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).