



# City of Waukesha

City Hall,  
201 Delafield Street  
Waukesha, WI 53188

## Meeting Minutes - Draft

Attend in person or watch  
live at

<https://waukesha.legistar.com/calendar.aspx>

## City Council

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Tuesday, August 1, 2023

6:30 PM

Council Chambers, City Hall

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### 1. Roll Call

*Ald. Daniel Manion presided over the meeting and was not a voting member. Ald. Cory Payne appeared via Zoom and left the meeting prior to the vote on ID#23-7356.*

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

### 2. Pledge of Allegiance

### 3. Public Comment

*John Thomas, 134 Douglass Ave, spoke on storm sewers.*

### 4. Approval of Minutes

#### A. [ID#23-7319](#) Minutes from July 18, 2023

**Attachments:** [ccmn230718 draft.pdf](#)

**A motion was made by Ald. E. Payne, seconded by Ald. Rodriguez, to approve the Minutes from July 18, 2023. The motion carried by the following vote:**

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

### Consent Agenda

*Ald. Rick Lemke removed the three applicants under Invited Bartenders under ID#23-7322. The remainder of the Consent Agenda passed by unanimous consent.*

### 1. Other Boards and Commissions

- A. [ID#23-7197](#) Review and Act on Proposed Fare Changes Effective On or About September 1, 2023
- Attachments:** [Fare Changes](#)  
[hearing notice Fare Changes September 2023](#)  
[Resolution - Approval of Fare Tariff no 26](#)  
[fare tariff #26 2023-draft](#)
- B. [ID#23-7198](#) Review and Act on Proposed Bus Stop Changes
- Attachments:** [Bus Stop Changes](#)  
  
*Resolution #2023-30*
- C. [ID#23-7199](#) Review and Act on Proposed Resolution Authorizing the Transfer of Buses 153 & 155 to the City of Wausau
- Attachments:** [Xfer of Buses 153 & 155](#)  
[Resolution - Xfer Buses 153 & 155](#)  
  
*Resolution #2023-31*

## **2. Plan Commission**

- A. [PC23-0423](#) Certified Survey Map - 3017 Silvernail Road – A request to create a two lot CSM on 3.45 acres of land at 3017 Silvernail Road.
- Attachments:** [Cover Sheet - 3017 Silvernail Road CSM](#)  
[3017 Silvernail Road- Project Reviews](#)  
[Application for Development Review](#)  
[Exhibit A - Legal Descriptions](#)  
[GARLOCK CSM 071723](#)

## **3. Standing Committees**

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

- A. [ID#23-7158](#) Consider approval of the 2023 Walk of Lights Holiday display
- Attachments:** [Cover Sheet- 2023 Walk of Lights Display](#)  
[Waukesha.Lease-Purchase.2023.v3](#)  
[Light Design Proposal - 2023](#)

- B. [ID#23-7161](#) Consider approval of Walk of Lights field services contract

**Attachments:** [Cover Sheet- 2023 Walk of Lights - Field Services Contract](#)  
[Holiday Creations LLC Contract \(002\)-- provided by City Attorney](#)  
[Waukesha 2023- Holiday Creations Proposal](#)

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

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

### 1. Licenses

- A. [ID#23-7322](#) Invited Bartenders

**Attachments:** [INVITED BARTENDERS OL 7-24](#)

*Ald. Rick Lemke removed the three applicants under ID#2023-7322, to be handled under O&L report.*

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

- A. [ID#23-7230](#) Consider creation of a part time Clerical Assistant position in the Building Inspection Division.

**Attachments:** [Cover Letter - Com Dev PT Clerical Position](#)  
[Clerical Assistant - Building Inspection Part Time 2023 Final .docx](#)

- B. [ID#23-7231](#) Consider the transfer of 0.5 full-time equivalents (FTE's) from the Finance Department to the IT Department for a part-time Administrative Assistant position.

**Attachments:** [Cover Letter FTE Transfer from Finance to IT](#)

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

- A. [ID#23-7306](#) Approve Storm Water Management Practice Maintenance Agreement between the City of Waukesha and Continental 665 Fund LLC aka Springs at Meadowbrook for property located north of Summit Avenue, Fire Station No. 5, and Oliver Sports Complex, east of Meadowbrook Road, west of Maple Way Lane, and south of Tallgrass Subdivision.

**Sponsors:** Public Works

**Attachments:** [23-7306 BPW Agenda Cvr-Springs at Meadowbrook SW Agreement.pdf](#)  
[Springs at Meadowbrook SW Agreement.pdf](#)

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## End of Consent Agenda

### 5. New Business

- A.**     [ID#23-7229](#)     Review, consider, and approve the proposal from Segal to conduct a market analysis and compensation study for the City of Waukesha.
- Attachments:**   [Cover Letter - Comp Study July 19 2023.docx](#)  
                      [Compensation Study - Segal proposal](#)
- Marquise Vasquez, HR Director, gave a presentation on the proposed compensation study.*
- A motion was made by Ald. Rodriguez, seconded by Ald. Wuteska, to approve the proposal from Segal to conduct a market analysis and compensation study for the City of Waukesha. The motion carried by the following vote:**
- Aye:** 9 - Joe Pieper, Cassandra Rodriguez, Jack Wells, Elizabeth Moltzan, Rick R. Lemke, Frank McElderry, Mike Anderson, Alicia Halvensleben and Paul Wuteska
- Nay:** 5 - Peter Bartels, Dean D. Lemke, Eric E. Payne, Cory C. Payne and Mike Chrisien
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- B.**     [ID#23-7232](#)     Review suggested language adjustment to the B10 policy regarding Employment of Relatives (Nepotism).
- Attachments:**   [Cover Letter - Nepotism Policy PD Updated](#)  
                      [B-10 Nepotism Policy June 2 2023 Redline from Original Draft.pdf](#)
- A motion was made by Ald. C. Payne, seconded by Ald. E. Payne, to approve the suggested language adjustment to the B10 policy regarding Employment of Relatives (Nepotism). The motion carried by the following vote:**
- Aye:** 12 - Joe Pieper, Peter Bartels, Dean D. Lemke, Eric E. Payne, Elizabeth Moltzan, Rick R. Lemke, Cory C. Payne, Frank McElderry, Mike Chrisien, Mike Anderson, Alicia Halvensleben and Paul Wuteska
- Nay:** 2 - Cassandra Rodriguez and Jack Wells
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- C.**     [ID#23-7343](#)     Claim for tire damage - Damon Puls
- Attachments:**   [Claim for Property Damage - Damon Puls](#)  
                      [Cover Sheet-Puls Claim](#)
- A motion was made by Ald. Pieper, seconded by Ald. Bartels, to approve the claim for tire damage - Damon Puls. The motion carried by the following vote:**
- Aye:** 14 - Joe Pieper, Peter Bartels, Cassandra Rodriguez, Dean D. Lemke, Eric E. Payne, Jack Wells, Elizabeth Moltzan, Rick R. Lemke, Cory C. Payne, Frank McElderry, Mike Chrisien, Mike Anderson, Alicia Halvensleben and Paul Wuteska

**D.**     [ID#23-7356](#)     Discussion and action on Common Council meeting time

*Ald. C. Payne was not present for the vote.*

**[ORIGINAL MOTION]**

**A Motion was made by Ald. R. Lemke, seconded by Ald. McElderry, to approve moving the Common Council meeting time from 6:30 pm to 6:00pm.**

**[AMENDED MOTION]**

**A motion was made by Ald. R. Lemke, seconded by Ald. McElderry, to approve moving the Common Council meeting time from 6:30pm to 6:00pm with flexibility for emergency meetings. The motion carried by the following vote:**

**Aye:** 9 - Joe Pieper, Peter Bartels, Dean D. Lemke, Jack Wells, Elizabeth Moltzan, Rick R. Lemke, Frank McElderry, Alicia Halvensleben and Paul Wuteska

**Nay:** 4 - Cassandra Rodriguez, Eric E. Payne, Mike Chrisien and Mike Anderson

**Absent:** 1 - Cory C. Payne

**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. 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

**7. Plan Commission - Jennifer Andrews**

- A. [PC23-0411](#) Proposed amendments to Section 22.15 and 22.67 of the Zoning Code to allow issuance of citations when the Plan Commission deadlines are not met.

**Attachments:** [Cover Sheet - Update to 22.15 and 22.67](#)  
[22.15 Site Plan and Architectural Review \(redline\)](#)  
[22.67 Enforcement \(redline\)](#)  
[22.15 and 22.67 Zoning Update ordinance draft](#)  
[22.67 Enforcement \(clean version\)](#)  
[22.15 Site Plan and Architectural Review \(clean version\)](#)

*Ordinance #2023-9*

**A motion was made by Ald. E. Payne, seconded by Ald. Rodriguez, to approve the amendments to Section 22.15 and 22.67 of the Zoning Code to allow issuance of citations when the Plan Commission deadlines are not met. The motion carried by the following vote:**

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

**Absent:** 1 - Cory C. Payne

- B. [PC23-0412](#) Zoning Code Amendment - Discuss proposed amendment for Auto Dealerships to become Conditional Uses.

**Attachments:** [Cover Sheet - Zoning Code Amendment Auto Sales as a Conditional Use](#)  
[B-5 Zone](#)  
[City of Waukesha Municipal Code 20230605 B3 Zone](#)  
[B-3 Zoning Code Amendment- Redline](#)  
[B-5 Zone Redline](#)  
[Zoning Amendment Ordinance- B-3 and B-5 Zones](#)

*Ordinance #2023-10*

**A motion was made by Ald. Wells, seconded by Ald. Rodriguez, to approve the proposed amendment for Auto Dealerships to become Conditional Uses. The motion carried by the following vote:**

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

**Absent:** 1 - Cory C. Payne

## 8. Standing Committees

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

*Invited Bartender applicant Jeremy Chavez is held for the next O&L meeting.*

A. [ID#23-7322](#) Invited Bartenders

**Attachments:** [INVITED BARTENDERS OL 7-24](#)

**A motion was made by Ald. R. Lemke, seconded by Ald. Halvensleben, to approve the denial of the bartender application for Eric T. Graham due to the background check. The motion carried by the following vote:**

**Aye:** 12 - Joe Pieper, Peter Bartels, Dean D. Lemke, Eric E. Payne, Jack Wells, Elizabeth Moltzan, Rick R. Lemke, Frank McElderry, Mike Chrisien, Mike Anderson, Alicia Halvensleben and Paul Wuteska

**Nay:** 1 - Cassandra Rodriguez

**Absent:** 1 - Cory C. Payne

**A motion was made by Ald. R. Lemke, seconded by Ald. Wuteska, to approve the denial of the bartender application for Nicole Koontz for failure to appear at the O&L meetings. The motion carried by the following vote:**

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

**Absent:** 1 - Cory C. Payne

D. Human Resources Committee Report - Ald. Rodriguez

9. Board of Public Works Report - Alex Damien

A. [ID#23-7224](#) Demolition and Asbestos Abatement of 315 N. West Ave.

**Sponsors:** Public Works

**Attachments:** [2023-28 - Demolition and Asbestos Abatement of 315 N West Ave.pdf](#)

*Resolution #2023-29*

**A motion was made by Ald. Pieper, seconded by Ald. E. Payne, to approve the Demolition and Asbestos Abatement of 315 N. West Ave. The motion carried by the following vote:**

**Aye:** 12 - Joe Pieper, Peter Bartels, Cassandra Rodriguez, Dean D. Lemke, Eric E. Payne, Jack Wells, Elizabeth Moltzan, Rick R. Lemke, Frank McElderry, Mike Chrisien, Mike Anderson and Paul Wuteska

**Absent:** 1 - Cory C. Payne

**Abstain:** 1 - Alicia Halvensleben

- B.**     [ID#23-7222](#)   Bids Received: Friday, July 14, 2023, at 11:00 A.M.  
Railroad Quiet Zone and ADA Sidewalk Improvements

The Board of Public Works recommends that the low bid from State Contractors, Inc., in the amount of \$250,323.70, be awarded.

**Sponsors:** Public Works

**Attachments:** [Railroad Quiet Zone and ADA Sidewalk Improvements BPW.pdf](#)

**A motion was made by Ald. Pieper, seconded by Ald. E. Payne, to approve the low bid from State Contractors, Inc., in the amount of \$250,323.70 for Railroad Quiet Zone and ADA Sidewalk Improvements. The motion carried by the following vote:**

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

**Absent:** 1 - Cory C. Payne

10. Director of Public Works Report
11. City Attorney's Report
12. City Administrator's Report

- A.**     [ID#23-7360](#)   City Administrator's Report

**Attachments:** [Admin Report July 28 2023](#)

13. Mayor's Report & Referrals
14. Referrals

*Ald. R. Lemke to Building & Grounds: Please add a "no engine braking" sign eastbound on Summit Ave at the western city limits or as appropriate or as directed by Darien Wolford.*

*Ald. Pieper, Ald. Bartels and Ald. E. Payne to Board of Public Works and Water Utility Commission: For Staff to revisit studying the organizations of and cooperation opportunities between the Department of Public Works Clean Water Division and the Waukesha Water Utility as approved by the Common Council at the meeting on May 3, 2022. Staff should address the challenges and opportunities that were presented along with a schedule to move forward.*



15. Adjournment

*The meeting adjourned at 7:45pm.*

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.