



City of Waukesha

City Hall,
201 Delafield Street
Waukesha, WI 53188

Meeting Minutes - Draft

City Council

Thursday, April 6, 2023

6:30 PM

Council Chambers, City Hall

1. Roll Call

Present: 13 - Mike M. Payne, Alicia Halvensleben, Mike Chrisien, Joe Pieper, Peter Bartels, Daniel Manion, Steve Johnson, Cassandra Rodriguez, Dean D. Lemke, Eric E. Payne, Elizabeth Moltzan, Rick R. Lemke and Cory C. Payne

Absent: 2 - Jack Wells and Frank McElderry

2. Pledge of Allegiance

3. Farwell and thank you to City Administrator and Alderman Steve Johnson

4. Public Comment

Mike Anderson, 1234 Wedgewood Dr., introduced himself as the newly elected Alderman for District 10.

Christina Tofte, 335 S. Hartwell Ave., spoke on safety in Downtown, and to say thank you to the Police Department and City Officials.

5. Approval of Minutes

A. [ID#23-6379](#) Minutes from March 21, 2023

Attachments: [ccmn230321 draft.pdf](#)

A motion was made by Ald. Johnson, seconded by Ald. Manion, to approve the Minutes from March 21, 2023. The motion carried by the following vote:

Aye: 13 - Mike M. Payne, Alicia Halvensleben, Mike Chrisien, Joe Pieper, Peter Bartels, Daniel Manion, Steve Johnson, Cassandra Rodriguez, Dean D. Lemke, Eric E. Payne, Elizabeth Moltzan, Rick R. Lemke and Cory C. Payne

Absent: 2 - Jack Wells and Frank McElderry

Consent Agenda

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

1. Other Boards and Commissions

A. [ID#23-6164](#) Review and act on (recommendation to Common Council) proposed Recreation Services contract with Hopkins Sports Camps, LLC.

Attachments: [Common Council Cover Sheet -Hopkins Sports Camps, LLC 2023](#)
[Hopkins Sports Camps, LLC Contract 2023](#)

- B. [ID#23-6326](#) Review and act on (recommendation to Common Council) proposed contract with Kujawa Enterprises Inc. to provide 2023 City Hall Mowing, Trimming and Landscape Bed Maintenance services.

Attachments: [Common Council Cover Sheet - City Hall Landscape Maintenance Contract 2023](#)
[City Hall Landscape Maintenance Services Contract 2023](#)

- C. [ID#23-6329](#) Review and act on (recommendation to Common Council) proposed contract with Raised Grain Brewing Company LLC to provide 2023 Tribute Tuesday event beverage services.

Attachments: [Common Council Cover Sheet - Raised Grain 2023](#)
[Raised Grain Beverage Service Contract 2023](#)

- D. [ID#23-6330](#) Review and act on (recommendation to Common Council) proposed contract with Steelhead Aleworks, LLC to provide 2023 Independence Day Event Neighborhood Beer Garden beverage services.

Attachments: [Common Council Cover Sheet - Steelhead Aleworks 2023](#)
[Steelhead Aleworks, LLC Beverage Service Contract 2023](#)

- E. [ID#23-6332](#) Review and act on (recommendation to Common Council) proposed contract with MobCraft Beer Inc. to provide 2023 Jazz at Cutler Park event beverage services.

Attachments: [Common Council Cover Sheet - Mob Craft Beer 2023](#)
[MobCraft Beer at Cutler Park Contract 2023](#)

2. Plan Commission

- A. [PC23-0377](#) Certified Survey Map - 331 Riverfront St./344 W. Broadway - Tofte's Table Expansion - A one lot CSM combining two parcels at 331 Riverfront Street and 344 W. Broadway, totaling 0.2138 acres

Attachments: [Tofte's Table CSM- Cover Letter](#)
[Application for Development Review - CSM](#)
[Lucky Land Condo Removal 2-27-2023](#)

- B. [PC23-0378](#) Certified Survey Map - Tallgrass Villas, LLC - A one lot CSM encompassing 16.3522 acres of vacant land along the south side of Northview Road west of Tallgrass Circle.

Attachments: [Cover Sheet - CSM - Tallgrass Villas](#)
[Application for Development Review Checklist](#)
[CSM Waukesha Application Tallgrass Villas](#)
[Tallgrass CSM-030123](#)

- C. [PC23-0373](#) Certified Survey Map - 1610 Lincoln Avenue - A two lot CSM encompassing approximately 8.3 acres of land at 1610 Lincoln Avenue

Attachments: [Cover Sheet - Certified Survey Map, 1610 Lincoln Ave](#)
[1610 Lincoln Ave. Certified Survey Map Draft](#)
[Project Correspondence from BP](#)
[Project Reviews CSM23-00001](#)

3. Standing Committees

A. Finance Committee - Ald. Pieper

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

C. Ordinance & License Committee - Ald. Johnson

1. Licenses

- A. [ID#23-6373](#) Invited Bartenders

Attachments: [Invited Bartender Applications 3-27-23](#)

- B. [ID#23-6375](#) Invited Other Applications

Attachments: [Invited Other Applications 3-27-23](#)

- C. [ID#23-6376](#) Other Applications

Attachments: [Other Applications 3-27-23](#)

D. Human Resources - Ald. Rodriguez

E. Board of Public Works - Alex Damien

- A. [ID#23-6312](#) Review and act on Contract Change Order No. 2 with C.W. Purperero, Inc., for the 2022 Area 5 & Area 7 Flood Mitigation project.

Sponsors: Public Works

Attachments: [23-6312 BPW Agenda Cover Sheet - CO #2 - Area 5 7 Flood Mitigation.pdf](#)
[23-6312-CO2-Purperero-Area 5 and 7 Flood Mitigation.pdf](#)

- B.** [ID#23-6313](#) Review and act on the SRF Consulting Contract for Professional Services for Waukesha Quiet Zone Diagnostic and Analysis Project.
- Sponsors: Public Works
- Attachments: [23-6313 BPW Agenda Cover-Contract for Quiet Zone Railroad Design.pdf](#)
- C.** [ID#23-6314](#) Review and act on the Agreement with Strongbox Document Destruction for 2023 Paper Shredding Events.
- Sponsors: Public Works
- Attachments: [23-6314 2023 Paper Shredding Events.pdf](#)
 [2023 Contract - Shredding Events.pdf](#)
- D.** [ID#23-6315](#) Review and act on the Developer's Agreement between City of Waukesha and Tallgrass Villas LLC for the Tallgrass Condominium Subdivision development for property located south of Northview Road, west of Tallgrass Circle, and east of Patrick Lane.
- Sponsors: Public Works
- Attachments: [23-6315 BPW Agenda Cover Sheet -Tallgrass Villas Development.pdf](#)
 [TallGrass Condos DPW Development Agmt Bielinski 03.20.23 V3.pdf](#)

End of Consent Agenda

6. New Business

- A.** [ID#23-6377](#) Consideration and possible action on a Resolution Approving an Amendment to the Project Plan and Boundaries of Tax Incremental District No. 17
- Attachments: [Cover Sheet - Tax Incremental Finance District 17 Amendment](#)
 [TID 17 Amendment CC Resolution](#)
 [Waukesha TID 17 Amendment Project Plan](#)
- Jeff Fortin, Principal Planner, gave a brief presentation on the TID 17 district.*
 John Cameron from Ehlers, gave a brief presentation on the project plan amendment for the TID 17 district.
- Resolution #2023-16*
- A motion was made by Ald. C. Payne, seconded by Ald. Halvensleben, to approve the Resolution approving an Amendment to the Project Plan and Boundaries of Tax Incremental District No. 17. The motion carried by the following vote:**
- Aye:** 13 - Mike M. Payne, Alicia Halvensleben, Mike Chrisien, Joe Pieper, Peter Bartels, Daniel Manion, Steve Johnson, Cassandra Rodriguez, Dean D. Lemke, Eric E. Payne, Elizabeth Moltzan, Rick R. Lemke and Cory C. Payne

Absent: 2 - Jack Wells and Frank McElderry

- B.** [ID#23-6406](#) Confirm appointment of Clerk Treasurer Gina Kozlik as interim City Administrator with a stipend at \$2,000 per month

Attachments: [Gina Kozlik Resume](#)

[Interim City Administrator Selection Committee Meeting Minutes 03.22.2023](#)

A motion was made by Ald. Johnson, seconded by Ald. Rodriguez, to approve the appointment of Clerk Treasurer Gina Kozlik as interim City Administrator with a stipend at \$2,000 per month. The motion carried by the following vote:

Aye: 13 - Mike M. Payne, Alicia Halvensleben, Mike Chrisien, Joe Pieper, Peter Bartels, Daniel Manion, Steve Johnson, Cassandra Rodriguez, Dean D. Lemke, Eric E. Payne, Elizabeth Moltzan, Rick R. Lemke and Cory C. Payne

Absent: 2 - Jack Wells and Frank McElderry

- C.** [ID#23-6424](#) Discuss and approve City Administrator Recruitment Agreement

Attachments: [#23-6424 Cover Letter](#)

[GOV HR - City of Waukesha, WI - City Admin Proposal 2023](#)

[Public Administration Associates LLC - City of Waukesha City](#)

[Administrator Proposal](#)

[City Administrator Job Description](#)

A motion was made by Ald. Rodriguez, seconded by Ald. Moltzan, to approve the City Administrator Recruitment Agreement with GovHR. The motion carried by the following vote:

Aye: 13 - Mike M. Payne, Alicia Halvensleben, Mike Chrisien, Joe Pieper, Peter Bartels, Daniel Manion, Steve Johnson, Cassandra Rodriguez, Dean D. Lemke, Eric E. Payne, Elizabeth Moltzan, Rick R. Lemke and Cory C. Payne

Absent: 2 - Jack Wells and Frank McElderry

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. 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
- K. Public Art Committee Report - Ald. Moltzan
- 8. Plan Commission - Jennifer Andrews
- 9. Standing Committees
 - A. Finance Committee Report - Ald. Pieper
 - B. Building & Grounds Committee Report - Ald. E. Payne
 - C. Ordinance & License Committee Report - Ald. Johnson
 - D. Human Resources Committee Report - Ald. Rodriguez
- 10. Board of Public Works Report - Alex Damien

- A. [ID#23-6311](#) Bids Received: Friday, March 17, 2023
Concrete Pavement Patching and Concrete Sawing - City Wide

The Board of Public Works recommends that the low bid from Wandel Contractors in the amount of \$323,030.00, be awarded.

Sponsors: Public Works

Attachments: [Bid_2023 Concrete Street Patching.pdf](#)

A motion was made by Ald. E. Payne, seconded by Ald. Pieper, to approve the low bid from Wandel Contractors in the amount of \$323,030.00 for the Concrete Pavement Patching and Concrete Sawing - City Wide. The motion carried by the following vote:

Aye: 13 - Mike M. Payne, Alicia Halvensleben, Mike Chrisien, Joe Pieper, Peter Bartels, Daniel Manion, Steve Johnson, Cassandra Rodriguez, Dean D. Lemke, Eric E. Payne, Elizabeth Moltzan, Rick R. Lemke and Cory C. Payne

Absent: 2 - Jack Wells and Frank McElderry

- B. [ID#23-6324](#) Resolution for DNR Urban Nonpoint Source and Storm Water Management Grant Updates to City's Storm Water BMP Maintenance Program, IDDE Program, and BMP and Storm Sewer Outfall Mapping.

Sponsors: Public Works

Attachments: [2023 DNR Governmental Responsibility Resolution - Urban nonpoint source stormwater grant.pdf](#)

Resolution #2023-17

A motion was made by Ald. Pieper, seconded by Ald. E. Payne, to approve the Resolution for DNR Urban Nonpoint Source and Storm Water Management Grant Updates to City's Storm Water BMP Maintenance Program, IDDE Program, and BMP and Storm Sewer Outfall Mapping. The motion carried by the following vote:

Aye: 13 - Mike M. Payne, Alicia Halvensleben, Mike Chrisien, Joe Pieper, Peter Bartels, Daniel Manion, Steve Johnson, Cassandra Rodriguez, Dean D. Lemke, Eric E. Payne, Elizabeth Moltzan, Rick R. Lemke and Cory C. Payne

Absent: 2 - Jack Wells and Frank McElderry

11. Director of Public Works Report

12. City Attorney's Report

13. City Administrator's Report

14. Mayor's Report & Referrals

A. [ID#23-6398](#) Proclamation for Public Safety Telecommunicators Week

Attachments: [Public Safety Telecommunicators Week - 2023 Proclamation](#)

B. [ID#23-6404](#) Proclamation for Arbor Day

Attachments: [Arbor Day - 2023 Proclamation](#)

15. Referrals

16. Adjournment

The meeting adjourned at 7:14 p.m.

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.