



# City of Waukesha

City Hall,  
201 Delafield Street  
Waukesha, WI 53188

## Meeting Minutes - Draft

### City Council

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Tuesday, March 5, 2019

6:30 PM

Council Chambers, City Hall  
Use lower level glass door.

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#### 1. Roll Call

*Council President Manion presided over the meeting in Mayor Reilly's absence.*

**Present:** 12 - Pieper, Bartels, Skinner, Cummings, Perry, Manion, Thieme, Johnson, Rodriguez, Lemke, E. Payne and Wilke

**Absent:** 3 - C. Payne, Helgestad and Wells

#### 2. Announcement of Closed Session pursuant to Wis. Stats. 19.85(1)(c), to consider performance evaluation data for the City Administrator and setting goals for 2019.

#### 3. Pledge of Allegiance

#### 4. Public Comment

*Laura Bormann, 2036 Dixie Drive, spoke on a snow and ice issue.*

*Duane Paulson, 1121 Summit Avenue, indicated he is a registered write-in candidate for Aldermanic District 15 with intentions of serving for one year.*

*Dan Cuske, 725 Lynne Drive, spoke on the snow removal ordinance and enforcement.*

#### 5. Public Art Committee Report

[ID#19-0315](#) Mrs. Crocker's 3rd grade class from Rose Glen Elementary presents art to the City.

**Attachments:** [Mrs.Crocker's 3rd Grade](#)

[Mrs.Crocker Flyer \(002\)](#)

#### 6. Approval of Minutes

[ID#19-0313](#) Minutes from February 19, 2019

**Attachments:** [ccmn 19.02.19](#)

**A motion was made by Ald. Johnson, seconded by Ald. Thieme, to approve the Minutes from February 19, 2019. The motion carried by the following vote:**

**Aye:** 10 - Pieper, Bartels, Skinner, Cummings, Thieme, Johnson, Rodriguez, Lemke, E. Payne and Wilke

**Absent:** 4 - Perry, C. Payne, Helgestad and Wells

## Consent Agenda

*The following item was removed from Consent Agenda: ID#19-0249 by Ald. Thieme and handled under Finance Committee Report. The remainder of the Consent Agenda was passed as presented by unanimous consent.*

### 1. Other Boards and Commissions

[ID#19-0235](#) Approve proposed Field Grow Agreement with Johnson's Nursery, Inc. for the provision of trees.

**Attachments:** [Johnsons Council Packet.pdf](#)

[ID#19-0236](#) Approve proposed Field Grow Agreement with Leaves Inspired for the provision of trees.

**Attachments:** [Leaves Inspired Council Packet.pdf](#)

[ID#19-0180](#) Approval of Proposed Service Changes to Routes 6 and 9 Effective April 1, 2019

**Attachments:** [Agenda Cover Sheet -April 2019 Service Changes.pdf](#)  
[route 9 description April 2019.pdf](#)  
[route9 4-1-19 map.pdf](#)  
[Summary of Proposed Service Changes Effective 4-1-19.pdf](#)

### 2. Plan Commission

### 3. Standing Committees

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

[ID#19-0074](#) Review and act on a request to amend the 2019 Cemetery Fence CIP

**Sponsors:** Cemetery

**Indexes:** Amend; CIP; Cemetery; fencing

**Attachments:** [Cover Sheet - CIP Cemetery Fence.pdf](#)

[ID#19-0075](#) Review and act on a request to amend the 2019 Cemetery Vehicles CIP

**Sponsors:** Cemetery

**Indexes:** Amend; Cemetery; vehicle; CIP

**Attachments:** [Cover Sheet - CIP Cemetery Vehicles.pdf](#)

[ID#19-0249](#) Review and act on a request to accept a \$3,000 grant from WE Energies to purchase combustible gas metering equipment and amend the budget as presented.

**Sponsors:** Fire Department

**Indexes:** grant; Amend; Budget

**Attachments:** [Cover Sheet - WE Energies Grant.pdf](#)  
[WE Energies Foundation Grant Support Documentation.pdf](#)

*This item has been removed from Consent Agenda by Ald. Thieme and handled under Finance Committee Report.*

[ID#19-0267](#) Review and act on a request to amend the 2019 CIP to replace a failed HVAC system at the Municipal Garage.

**Sponsors:** Public Works

**Indexes:** HVAC; City Garage; Amend; CIP

**Attachments:** [Cover Sheet-Boiler for City Garage.pdf](#)

[ID#19-0278](#) Review and act on a request to amend the 2019 CIP for City-Wide Flood Mitigation and Improvements in the amount of \$442,495.

**Sponsors:** Public Works

**Indexes:** Amend; CIP; flood mitigation

**Attachments:** [Cover Sheet - Flood Mitigation Budget Amendment.pdf](#)

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

B. [ID#19-0152](#) Please approve the installation of flashing pedestrian crossing signs on W. Moreland Blvd. at Airport Road. Said flashing signs to be funded and installed with the W. Moreland Blvd. Resurfacing project in 2019.

**Sponsors:** E. Payne

**Attachments:** [19-0152 Admin Review to March 5 2019 CC Meeting Consent.pdf](#)  
[B&G Resolution RTC for the March 5 2019 CC Meeting CONSENT AGENDA.pdf](#)

In response to a recent pedestrian accident at the W. Moreland Blvd. and Airport Road crosswalk, Ald. E. Payne has brought forward a request to enhance the existing crosswalk with flashing warning signs. One flashing-type sign will be placed in the westbound and eastbound directions in the terrace. This referral also requests that the cost for the signs be funded through the 2019 CIP Resurfacing project on W. Moreland Blvd.

- [ID#19-0154](#) Please approve No Parking Any Time on the north side of Summit Avenue at the following locations:
- From 625 feet west of centerline of N. University Avenue to 40 feet east of centerline of Brentwood Drive
  - From 50 feet west of centerline of Briar Hill Drive to 70 feet east of centerline of Western Avenue
  - From 190 feet west of centerline of and up to N. Grandview Blvd.

**Sponsors:** Public Works and Wilke

**Attachments:** [19-0154 Admin Review to March 5 2019 CC Meeting Consent.pdf](#)  
[B&G Resolution RTC for the March 5 2019 CC Meeting CONSENT AGENDA.pdf](#)

This item and the next item #19-0155 are related to the same 2019 Reconstruction project on Summit Avenue. As part of the project, Engineering Staff reviewed the existing signing and related parking zones and is making recommendations to update the zones and signing. This item represents zones on the north side of Summit Avenue from west of N. University Drive to N. Grandview Blvd.

- [ID#19-0155](#) Please approve No Parking Any Time on the south side of Summit Avenue at the following locations:
- From 625 feet west to 150 feet east of centerline of N. University Drive.  
From 320 feet east of centerline of N. University Ave. to west lot line of 2407 Summit Avenue.  
From east lot line of 2301 Summit Avenue to 50 feet east of the centerline of Greenmeadow Drive (south leg).  
From 100 feet west of and to the centerline of Western Avenue.  
From 500 feet west of centerline of and up to N. Grandview Blvd..

**Sponsors:** Public Works and Wilke

**Attachments:** [19-0155 Admin Review to March 5 2019 CC Meeting Consent.pdf](#)  
[B&G Resolution RTC for the March 5 2019 CC Meeting CONSENT AGENDA.pdf](#)

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

### 1. Licenses

[ID#19-0269](#) INVITED Bartender Applications - February 25, 2019

**Attachments:** [Bartenders 2019.02.25](#)

[ID#19-0270](#) Bartender Applications - February 25, 2019

**Attachments:** [Bartenders 2019.02.25](#)

[ID#19-0271](#) Other Applications - February 25, 2019

**Attachments:** [Other Licenses 2019.02.25](#)

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

[ID#19-0247](#) Review and approve changes to Policy C-7 - Employment Benefits.

**Attachments:** [C-7 Draft.pdf](#)

#### **E. Board of Public Works - Dr. Fred Abadi**

[ID#18-1874](#) Review and act on Contract Change Order No. 1 with Zignego Company, Inc., for the Northview Road Utility and Street Reconstruction Phase 1-Concrete project.

**Sponsors:** Public Works

**Attachments:** [18-1874 BPW Agenda Cover Sheet - Northview Rd - Zignego.pdf](#)  
[18-1874 C107 - CCO-Zignego-Northview Rd.pdf](#)

[ID#19-0188](#) Review and act on Contract Change Order No. 1 with Super Excavators, Inc., for the Greenmeadow Sanitary Interceptor Sewer project.

**Sponsors:** Public Works

**Attachments:** [19-0188 BPW Agenda Cover Sheet - CO #1 - Greenmeadow Sanitary Interceptor Sewer.pdf](#)  
[19-0188 C107 - Contract Change Order #1 - Super Ex Signed 2-21-19.pdf](#)

[ID#19-0189](#) Approve Storm Water Management Practice Maintenance Agreement from Coast Car Wash LLC to the City of Waukesha.

**Sponsors:** Public Works

**Attachments:** [19-0189 BPW Agenda Cover-Coast Car Wash LLC.pdf](#)  
[19-0189 Coast-City Maintenance Agreement.pdf](#)

[ID#19-0190](#) Approve Storm Water Management Practice Maintenance Agreement between Waukesha Memorial Hospital and the City of Waukesha.

**Sponsors:** Public Works

**Attachments:** [19-0190 BPW Agenda Cover-Waukesha Memorial Hospital.pdf](#)  
[19-0190-SWMA-WMH CSM 11655.pdf](#)

**End of Consent Agenda**

## 7. New Business

[ID#19-0263](#) Review and act on approval of a Resolution Providing for the Sale of Approximately \$15,855,000 General Obligation Promissory Notes, Series 2019C

**Sponsors:** Finance and City Administrator

**Indexes:** Resolution; promissory notes

**Attachments:** [Promissory Note Resolution .pdf](#)

*Resolution #: 7-19*

**A motion was made by Ald. Pieper, seconded by Ald. Thieme, for approval of a Resolution Providing for the Sale of Approximately \$15,855,000 General Obligation Promissory Notes, Series 2019C. The motion carried by the following vote:**

**Aye:** 11 - Pieper, Bartels, Skinner, Cummings, Perry, Thieme, Johnson, Rodriguez, Lemke, E. Payne and Wilke

**Absent:** 3 - C. Payne, Helgestad and Wells

[ID#19-0264](#) Review and act on approval of a Resolution Providing for the Sale of Approximately \$14,700,000 Note Anticipation Notes, Series 2019D

**Sponsors:** Finance and City Administrator

**Indexes:** Resolution

**Attachments:** [2019 Note Anticipation Notes Resolution .pdf](#)

*Resolution #: 8-19*

**A motion was made by Ald. Pieper, seconded by Ald. Bartels, to approve Resolution Providing for the Sale of Approximately \$14,700,000 Note Anticipation Notes, Series 2019D. The motion carried by the following vote:**

**Aye:** 9 - Pieper, Bartels, Skinner, Perry, Thieme, Johnson, Rodriguez, Lemke and Wilke

**Nay:** 2 - Cummings and E. Payne

**Absent:** 3 - C. Payne, Helgestad and Wells

[ID#19-0266](#) Review and act on approval of a Resolution Providing for the Sale of Approximately \$2,970,000 Sewer System Revenue Bonds, Series 2019

**Sponsors:** Finance and City Administrator

**Indexes:** Resolution

**Attachments:** [2019 Sewer Sys Rev Resolution.pdf](#)

*Resolution #: 9-19*

**A motion was made by Ald. Pieper, seconded by Ald. Thieme, to approve Resolution Providing for the Sale of Approximately \$2,970,000 Sewer System Revenue Bonds, Series 2019. The motion carried by the following vote:**

**Aye:** 11 - Pieper, Bartels, Skinner, Cummings, Perry, Thieme, Johnson, Rodriguez, Lemke, E. Payne and Wilke

**Absent:** 3 - C. Payne, Helgestad and Wells

[ID#19-0320](#) Managed Print Services Contract

**Attachments:** [Council Agenda Cover Sheet-Managed Print Services](#)

[City of Waukesha Contract with Schedules](#)

**A motion was made by Ald. Skinner, seconded by Ald. Thieme, to approve the contract with Impact Networking for Managed Print Services approve the master contract portion for inclusion on all future purchase orders from Impact and authorize the Mayor to sign this contract in all future purchase orders of goods and services under our agreement with Impact. The motion carried by the following vote:**

**Aye:** 11 - Pieper, Bartels, Skinner, Cummings, Perry, Thieme, Johnson, Rodriguez, Lemke, E. Payne and Wilke

**Absent:** 3 - C. Payne, Helgestad and Wells

## 8. Public Hearing

*A presentation was provided by City Forester, Dave Rauterberg. The Public Hearing was opened. There was no one present to speak. The Public Hearing was closed.*

## 9. Action on Public Hearing

[ID#19-0299](#) Recommend that the Common Council approve the assessment for the Spring 2019 Public Street Tree Planting Program, said cost to be \$235.00 per tree.

**Attachments:** [Hearing Packet.pdf](#)

**A motion was made by Ald. Johnson, seconded by Ald. Perry, to approve the assessment for the Spring 2019 Public Street Tree Planting Program, said cost to be \$235.00 per tree. The motion carried by the following vote:**

**Aye:** 11 - Pieper, Bartels, Skinner, Cummings, Perry, Thieme, Johnson, Rodriguez, Lemke, E. Payne and Wilke

**Absent:** 3 - C. Payne, Helgestad and Wells

## **Reports**

10. Other Boards and Commissions
  - A. Transit Commission Report - Dr. Fred Abadi
  - B. Water Utility Commission - Ald. Thieme
  - C. Information Technology Board Report - Ald. Manion
  - D. Landmarks Commission Report - Ald. Rodriguez
  - E. Redevelopment Authority Report - Ald. Skinner
  - F. Parks, Recreation & Forestry Board Report - Ald. Johnson
  - G. Library Board Report - Ald. Helgestad
  - H. Cemetery Commission Report - Ald. Cummings
  - I. Waukesha Housing Authority Report - Ald. Rodriguez
  - J. Community Development Block Grant Committee Report - Jennifer Andrews
  - K. Public Art Committee Report -
11. Plan Commission - Jennifer Andrews
12. Standing Committees
  - A. Finance Committee Report - Ald. Pieper



[ID#19-0249](#) Review and act on a request to accept a \$3,000 grant from WE Energies to purchase combustible gas metering equipment and amend the budget as presented.

**Sponsors:** Fire Department

**Indexes:** grant; Amend; Budget

**Attachments:** [Cover Sheet - WE Energies Grant.pdf](#)  
[WE Energies Foundation Grant Support Documentation.pdf](#)

*This item was removed from Consent Agenda by Ald. Thieme.*

**A motion was made by Ald. Pieper, seconded by Ald. Perry, to approve request to accept a \$3,000 grant from WE Energies to purchase combustible gas metering equipment and amend the budget as presented. The motion carried by the following vote:**

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

C. Ordinance & License Committee Report - Ald. Johnson

[ID#19-0214](#) Revision to Sec. 1.03 Polling Places for Aldermanic Districts 7, 10, 13, 15

**Attachments:** [Council Agenda Cover Sheet - 1.03 Polling Places 2-25-19 \(002\).pdf](#)  
[Ordinance 1.03-Amending Polling Place Locations-Feb 2019-Redline.pdf](#)

*second reading*

**A motion was made by Ald. Johnson, seconded by Ald. Perry, to suspend the Common Council rules. The motion carried by the following vote:**

**Aye:** 9 - Pieper, Bartels, Skinner, Cummings, Perry, Thieme, Johnson, E. Payne and Wilke

**Nay:** 2 - Rodriguez and Lemke

**Absent:** 3 - C. Payne, Helgestad and Wells

*Ordinance #: 3-19*

**A motion was made by Ald. Johnson, seconded by Ald. E. Payne, to approve Revision to Sec. 1.03 Polling Places for Aldermanic Districts 7, 10, 13, 15. The motion carried by the following vote:**

**Aye:** 11 - Pieper, Bartels, Skinner, Cummings, Perry, Thieme, Johnson, Rodriguez, Lemke, E. Payne and Wilke

**Absent:** 3 - C. Payne, Helgestad and Wells

D. Human Resources Committee Report - Ald. Thieme

## 13. Board of Public Works Report - Dr. Fred Abadi

[ID#19-0195](#) Bid Received: Friday, February 15, 2019, at 11:00 A.M.  
South Street Parking Ramp Phase II Repairs - 241 South Street

The Board of Public Works recommends that the low bid from RAM Construction Services, Inc., for the base bid, \$1,155,000.00, plus the Alternate #12, \$82,500.00, for a total of \$1,237,500.00 be awarded.

**Sponsors:** Public Works

**Attachments:** [19-0195\\_Bid Tab\\_South St Phase 2.pdf](#)

**A motion was made by Ald. E. Payne, seconded by Ald. Pieper, to approve the low bid award for South Street Parking Ramp Phase II Repairs - 241 South Street to RAM Construction Services, Inc., in the amount of \$1,155,000.00, plus the Alternate #12, \$82,500.00, for a total of \$1,237,500.00. The motion carried by the following vote:**

**Aye:** 10 - Pieper, Bartels, Skinner, Cummings, Perry, Thieme, Johnson, Rodriguez, E. Payne and Wilke

**Nay:** 1 - Lemke

**Absent:** 3 - C. Payne, Helgestad and Wells

[ID#19-0197](#) Bid Received: Friday, February 15, 2019, at 11:00 A.M.  
Alley #63 and #68 Reconstruction

The Board of Public Works recommends that the low bid from State Contractors, Inc., in the amount of \$157,777.77 be awarded.

**Sponsors:** Public Works

**Attachments:** [19-0197\\_Bid Tab\\_2019 Alley Reconstruction.pdf](#)

**A motion was made by Ald. E. Payne, seconded by Ald. Pieper, to approve the low bid for Alley #63 and #68 Reconstruction to State Contractors, Inc., in the amount of \$157,777.77. The motion carried by the following vote:**

**Aye:** 10 - Pieper, Bartels, Skinner, Cummings, Perry, Thieme, Johnson, Rodriguez, E. Payne and Wilke

**Nay:** 1 - Lemke

**Absent:** 3 - C. Payne, Helgestad and Wells

[ID#19-0198](#) Bid Received: Friday, February 15, 2019, at 11:00 A.M.  
Concrete Sidewalk Replacement - City Wide

The Board of Public Works recommends that the low bid from D.C. Burbach, Inc., in the amount of \$422,995.00 be awarded.

**Sponsors:** Public Works

**Attachments:** [19-0198 Bid Tab Concrete Sidewalk Replacement.pdf](#)

**A motion was made by Ald. E. Payne, seconded by Ald. Pieper, to approve the low bid for Concrete Sidewalk Replacement - City Wide to D.C. Burbach, Inc., in the amount of \$422,995.00. The motion carried by the following vote:**

**Aye:** 10 - Pieper, Bartels, Skinner, Cummings, Perry, Thieme, Johnson, Rodriguez, E. Payne and Wilke

**Nay:** 1 - Lemke

**Absent:** 3 - C. Payne, Helgestad and Wells

[ID#19-0199](#) Bid Received: Friday, February 15, 2019, at 11:00 A.M.  
Concrete Pavement Patching and Concrete Sawing

The Board of Public Works recommends that the low bid from State Contractors, Inc., in the amount of \$271,504.00 be awarded.

**Sponsors:** Public Works

**Attachments:** [19-0199 Bid Tab 2019 Concrete Pavement Patching.pdf](#)

**A motion was made by Ald. E. Payne, seconded by Ald. Pieper, to approve the low bid award for Concrete Pavement Patching and Concrete Sawing to State Contractors, Inc., in the amount of \$271,504.00. The motion carried by the following vote:**

**Aye:** 10 - Pieper, Bartels, Skinner, Cummings, Perry, Thieme, Johnson, Rodriguez, E. Payne and Wilke

**Nay:** 1 - Lemke

**Absent:** 3 - C. Payne, Helgestad and Wells

14. Director of Public Works Report

15. City Attorney's Report

16. City Administrator's Report

[ID#19-0312](#) Report from the City Administrator

**Attachments:** [Admin Report 3-1-19](#)

## 17. Mayor's Report &amp; Referrals

[ID#19-0300](#) Proclamation for Arbor Day

**Attachments:** [Arbor Day Proclamation 2019](#)

[ID#19-0311](#) Proclamation for Youth Art Month

**Attachments:** [Youth Art Month 2019](#)

[ID#19-0317](#) Board and Commission Appointments

**Attachments:** [Letter for Council, March 5, 2019](#)

[Amanda Payne-Bio](#)

[Amanda Payne Resume](#)

**A motion was made by Ald. Johnson, seconded by Ald. Thieme, to approve the appointment of Amanda Payne to the Redevelopment Authority Board. The motion carried by the following vote:**

**Aye:** 11 - Pieper, Bartels, Skinner, Cummings, Perry, Thieme, Johnson, Rodriguez, Lemke, E. Payne and Wilke

**Absent:** 3 - C. Payne, Helgestad and Wells

## 18. Referrals

*Ald. Cummings to Building & Grounds Committee to review the conceal and carry action of the Board of Public Works and the Waukesha Common Council and to discuss and consider a change in operation with the new proposed City Hall building.*

*Ald. Cummings to Human Resources to review and consider the conceal carry action would have should a Metal Detector be installed, and a change in staffing and operation occur with the new proposed City Hall building.*

*Ald. Cummings and Ald. Rodriguez to Common Council \*To be placed on the Agenda at the next Waukesha Common Council meeting (the 3rd Tuesday of the month) March 19, 2019. \*Per Council Rules. To: discuss, consider and recommend the closing of TIF 14 before April 15, 2019. The rationale being but not the only reason is the City could use approximately 1.25 million dollars which may be used to off set the borrow for the new City Hall should TIF 14 close before April 15, 2019.*

## 19. Closed Session

[ID#19-0227](#) A motion will be made to convene in closed session pursuant to sec. 19.85(1)(c) to consider performance evaluation data for the City Administrator and setting goals for 2019.

*Meeting went into Recess at 7:35 pm.*

**A motion was made by Ald. Pieper, seconded by Ald. Thieme, to convene in closed session pursuant to sec. 19.85(1)(c) to consider performance evaluation data for the City Administrator and setting goals for 2019. The motion carried by the following vote:**

**Aye:** 11 - Pieper, Bartels, Skinner, Cummings, Perry, Thieme, Johnson, Rodriguez, Lemke, E. Payne and Wilke

**Absent:** 3 - C. Payne, Helgestad and Wells

## 20. Reconvene in Open Session

*Meeting reconvened at 8:25 p.m.*

[ID#19-0314](#) Possible discussion and/or action related to performance evaluation data for the City Administrator and setting goals for 2019.

**Ald. Thieme made a motion, and Ald. Johnson seconded to propose to approve the City Administrator's goals as discussed in Closed Session pending his approval.**

1. The City Administrator explore up to 3 initiatives that save a minimum of \$250,000 in 2019; identify these initiatives to the Council by May 1, 2019.
2. The City Administrator schedule Meet & Greet and track regular 8-week 1-on-1 meetings with the Mayor and the City Administrator and each Alderman to discuss City priorities, goals and objectives. Tracking access to these meetings will be made available to the Mayor, Common Council President and Human Resources Chair.
3. Implement a Referral Tracking System with visibility to the Council to show the status/progress by October 1, 2019. This goal would be to reduce open Referrals by 25% at the conclusion of 2019.
4. Update the Council on Leadership classes to include the value the leadership sessions are bringing to the municipality as a whole in it's operations, at a minimum of twice a year to track the progress of these classes, pending the City Administrator's approval.

**Aye:** 11 - Pieper, Bartels, Skinner, Cummings, Perry, Thieme, Johnson, Rodriguez, Lemke, E. Payne and Wilke

**Absent:** 3 - C. Payne, Helgestad and Wells

## 21. Adjournment

*Adjourned at 8:30 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 Fred Abadi, 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.