



# City of Waukesha

Waukesha City Hall,  
201 Delafield Street  
Waukesha, WI 53188

## Meeting Minutes - Draft

### City Council

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Tuesday, March 3, 2026

6:00 PM

Council Chambers, City Hall

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#### 1. Roll Call

*The meeting was called to order at 6:00PM. ALD Matthews appeared via Zoom.*

**Present:** 14 - Mike Chrisien, Eric Payne, Doreen Wigderson, Steve Van Trieste, Jack Wells, Daniel Manion, Elizabeth Moltzan, Paul Wuteska, Mike Anderson, Alicia Halvensleben, Dale Matthews, Dean D. Lemke, Rick R. Lemke and Rico Camacho

**Absent:** 1 - Joe Pieper

#### 2. Pledge of Allegiance

3. Announcement of Closed Session pursuant to Wisconsin Statutes §19.85(1)(c), for the purpose of considering employment, promotion, compensation, and other terms and conditions of employment or performance evaluation data of any public employee over which the governing body has jurisdiction or exercises responsibility, to-wit: City Administrator's Performance Review.

*The announcement of Closed Session was read by the Mayor.*

#### 4. Public Comment

*There were no speakers present.*

#### 5. Approval of Minutes

##### A. [ID#26-03088](#) Approval of minutes from February 19th meeting

**Attachments:** [Ccmn Draft 2.19.2026.pdf](#)

**A motion was made by Ald. Payne, seconded by Ald. Wuteska, to approve the minutes from the February 19th meeting. The motion carried by the following vote:**

**Aye:** 14 - Mike Chrisien, Eric Payne, Doreen Wigderson, Steve Van Trieste, Jack Wells, Daniel Manion, Elizabeth Moltzan, Paul Wuteska, Mike Anderson, Alicia Halvensleben, Dale Matthews, Dean D. Lemke, Rick R. Lemke and Rico Camacho

**Absent:** 1 - Joe Pieper

#### **Consent Agenda**

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

## **1. Other Boards and Commissions**

### **2. Plan Commission**

- A. [PC26-0008](#) Certified Survey Map - Prairie Song Dr (WAKC098835 & 0988136) – A request to approve a One Lot CSM on 4.0295 acres of land proposed for residential development at the southwest corner of summit Avenue and Prairie Song Drive in the Rm-2 PUD Multi-Family Residential Planned Unit Development District.

**Attachments:** [City of Waukesha Cover Sheet - Prairie Song Courtyards CSM](#)  
[Draft Certified Survey Map, Prairie Song Courtyards. 2-25-26](#)  
[Prairie Song Courtyards-CSM-020326\\_MSA Review 2-12-2026\\_FLAT](#)  
[Project Staff Reviews - CSM26-00001 2-17-26](#)

### **3. Standing Committees**

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

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

#### **C. Ordinance & License Committee - Ald. P. Wuteska**

##### 1. Licenses

- A. [ID#26-03029](#) Other Applications

**Attachments:** [Other Applications](#)

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

- A. [ID#25-02562](#) Review and possible action on revised HR Policy G2 Commemorative Awards.  
**Attachments:** [G2 Commemorative Awards Cover Letter](#)  
[G2 Commemorative Awards Draft 7-28-2025](#)
- B. [ID#25-02564](#) Review and possible action on revised HR Policy D2 Training and Education Reimbursement.  
**Attachments:** [D2 Education and Training Cover Letter](#)  
[D2 Education and Training Reimbursement 11.2025 draft](#)  
[D2 Education and Training Reimbursement Request Form 2025](#)
- C. [ID#25-02566](#) Review and possible action on revised HR Policy C3 Leaves of Absences.

**Attachments:** [C3 Leaves of Absences Cover Letter](#)  
[C3 Leaves of Absences DRAFT 12-3-25](#)

- D. [ID#26-03004](#) Review and possible action on revised HR Policy B16 Staffing Resolution Position List

**Attachments:** [B16 - Staffing Resolution Position List](#)  
[B16 Staffing Resolution Job List - 1-1-2026 FINAL](#)

- E. [ID#26-03005](#) Review and possible action on revised HR Policy C4 Benefits Election at Retirement or Termination

**Attachments:** [C4 Benefits Election at Retirement or Termination](#)  
[C4 Benefits Election at Retirement - 02-2026](#)

- F. [ID#26-03006](#) Review and possible action on revised HR Policy C7 Employment Benefits

**Attachments:** [C7 Employment Benefits](#)  
[C7 Employment Benefits Draft 12-2025](#)

- G. [ID#26-03007](#) Approve abolishment of HR Policy B18 Website Linking

**Attachments:** [B18 Website Linking](#)  
[B18 - Web Site Linking \(PDF\)](#)

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

- A. [ID#26-03021](#) Review and possible action on the OMNIA Partners, Public Sector (U.S. Communities) Contract for the Cemetery Chapel Tuck-Pointing Project.

**Sponsors:** Public Works

**Attachments:** [BPW-26-03021-Agenda Cvr-Cemetery Chapel Tuckpointing](#)

- B. [ID#26-03022](#) Review and possible action on the Easement between Wisconsin Electric Power Company, DBA We Energies and the City of Waukesha located along 600 Sentry Drive (Tax Key Number WAKC 1329 990) for We Energies to install aboveground and underground electric facilities to supply power to the recently built MVB Storage building located on the Clean Water Plant property.

**Sponsors:** Public Works

**Attachments:** [BPW-26-03022-Agenda Cvr-Easement MVB Storage Building](#)

- C. [ID#26-03023](#) Review and possible action on Resolution to authorize the submittal of a WDNR Municipal Flood Control Grant for design and construction of flood mitigation infrastructure in the Deer Path subdivision.

**Sponsors:** Public Works

**Attachments:** [BPW-26-03023-Agenda Cvr-DNR MFC Grant](#)

- D. [ID#26-03024](#) Review and possible action on the two-party State Municipal Agreement between the City of Waukesha and the Wisconsin Department of Transportation regarding the Highway Safety Improvement Program (HSIP) grant for the intersection of Sunset Drive and Guthrie Drive.

**Sponsors:** Public Works

**Attachments:** [BPW-26-03024-Cvr-Sunset and Guthrie SMA](#)

### End of Consent Agenda

## 6. New Business

- A. [ID#26-02919](#) Review and approve edits to the AI Acceptable Use Policy

**Attachments:** [AI Acceptable Use Policy Coversheet.pdf](#)

[AI Acceptable Use Policy Final\\_redline.pdf](#)

A motion was made by Ald. Manion, seconded by Ald. Van Trieste, to approve the edits to the AI Acceptable Use Policy. The motion carried by the following vote:

**Aye: 14 - Mike Chrisien, Eric Payne, Doreen Wigderson, Steve Van Trieste, Jack Wells, Daniel Manion, Elizabeth Moltzan, Paul Wuteska, Mike Anderson, Alicia Halvensleben, Dale Matthews, Dean D. Lemke, Rick R. Lemke and Rico Camacho**

**Absent: 1 - Joe Pieper**

- B. [ID#26-03089](#) Communications and Engagement Team Year-End Review

**Attachments:** [2025 COMMUNICATIONS & ENGAGEMENT REPORT.pdf](#)

*This item was held for the March 17th meeting.*

## **Reports**

### 7. Other Boards and Commissions

- A. Transit Commission Report - Alex Damien
- B. Water Utility Commission - Ald. Matthews
- C. Information Technology Board Report - Ald. Manion
- D. Landmarks Commission Report - Ald. Chrisien

- 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. Chrisien
- I. Waukesha Housing Authority Report - Ald. Pieper
- J. Community Development Block Grant Committee Report - Jennifer Andrews
- K. Public Art Committee Report - Ald. Moltzan

- A. [PC26-0006](#) Final Site Plan & Architectural Review, 400 Wilmont Drive, Superior Crane Corporation – A request to approve final plans for a new 31,234 sq. ft. industrial building to replace the current building at 400 Wilmont Drive, a 122 foot wide driveway opening is also proposed to safely accommodate the oversized product moving in and out of the facility located in the M-2 General Manufacturing District.

**Attachments:** [City of Waukesha Cover Sheet- Final SPAR, 400 Wilmont Drive](#)  
[Superior Crane Civil Plan Set 02-12-26](#)  
[Photometrics -Superior Crane- 400 Wilmont- 012626](#)  
[Plan App Cover LetterSuperior Crane- 400 Wilmont- 012626](#)  
[Plans-Superior Crane - 400 Wilmont dr - 012626](#)  
[Project Reviews- Superior Crane, 400 Wilmont Drive](#)  
[SPAR26-00003 400 Wilmont Dr Superior Crane MSA Review Comments](#)

**A motion was made by Ald. Payne, seconded by Ald. Moltzan, to approve the Final Site Plan & Architectural Review for 400 Wilmont Drive, Superior Crane Corporation, a request to approve final plans for a new 31,234 sq. ft. industrial building to replace the current building at 400 Wilmont Drive. A 122 foot wide driveway opening is also proposed to safely accommodate the oversized product moving in and out of the facility located in the M-2 General Manufacturing District. The motion carried by the following vote:**

**Aye:** 14 - Mike Chrisien, Eric Payne, Doreen Wigderson, Steve Van Trieste, Jack Wells, Daniel Manion, Elizabeth Moltzan, Paul Wuteska, Mike Anderson, Alicia Halvensleben, Dale Matthews, Dean D. Lemke, Rick R. Lemke and Rico Camacho

**Absent:** 1 - Joe Pieper

- 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. P. Wuteska

D. Human Resources Committee Report - Ald. Wigderson

10. Board of Public Works Report - Alex Damien

A. [ID#26-03018](#) Bids Received: Friday, February 6, 2026, at 11:00 a.m.  
Davidson Road Utility and Street Improvements

The Board of Public Works recommends that the low bid from Musson Bros., Inc., for the Asphalt Base Bid in the amount of \$1,064,017.25, be awarded.

**Sponsors:** Public Works

**Attachments:** [Davidson Road Utility and Street Improvements-BT Asphalt Base](#)  
[Davidson Road Utility and Street Improvements-BT Concrete Alternate](#)

**A motion was made by Ald. Payne, seconded by Ald. Wuteska, to approve the base bid from Musson Bros., Inc., in the amount of \$1,064,017.25 for asphalt. The motion carried by the following vote:**

**Aye:** 14 - Mike Chrisien, Eric Payne, Doreen Wigderson, Steve Van Trieste, Jack Wells, Daniel Manion, Elizabeth Moltzan, Paul Wuteska, Mike Anderson, Alicia Halvensleben, Dale Matthews, Dean D. Lemke, Rick R. Lemke and Rico Camacho

**Absent:** 1 - Joe Pieper

B. [ID#26-03019](#) Bids Received: Friday, February 6, 2026, at 11:00 a.m.  
2026 Concrete Sidewalk Replacement - City Wide

The Board of Public Works recommends that the low bid from State Contractors, Inc., in the amount of \$535,345.00, be awarded.

**Sponsors:** Public Works

**Attachments:** [Concrete Sidewalk Replacement-BT](#)

**A motion was made by Ald. Payne, seconded by Ald. Wuteska, to approve the bid from State Contractors, Inc., in the amount of \$535,345.00, for concrete sidewalk replacement. The motion carried by the following vote:**

**Aye:** 14 - Mike Chrisien, Eric Payne, Doreen Wigderson, Steve Van Trieste, Jack Wells, Daniel Manion, Elizabeth Moltzan, Paul Wuteska, Mike Anderson, Alicia Halvensleben, Dale Matthews, Dean D. Lemke, Rick R. Lemke and Rico Camacho

**Absent:** 1 - Joe Pieper

11. Director of Public Works Report

## 12. City Attorney's Report

## 13. City Administrator's Report

A. [ID#26-03087](#) City Administrator's Report

**Attachments:** [Admin Report February 27, 2026.pdf](#)

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

[ID#26-03091](#) Board and Committee Appointments

**Attachments:** [Council Letter 03.03.2026.pdf](#)

**A motion was made by Ald. Chrisien, seconded by Ald. Halvensleben, to approve the reappointment of Jennifer Wallner and Eric Huemmer to the Parks, Recreation and Forestry Board, and the reappointment of Don Paul Browne to the Cemetery Commission. The motion carried by the following vote:**

**Aye:** 14 - Mike Chrisien, Eric Payne, Doreen Wigderson, Steve Van Trieste, Jack Wells, Daniel Manion, Elizabeth Moltzan, Paul Wuteska, Mike Anderson, Alicia Halvensleben, Dale Matthews, Dean D. Lemke, Rick R. Lemke and Rico Camacho

**Absent:** 1 - Joe Pieper

## 15. Referrals

*There were no referrals.*

## 16. Closed Session

A. [ID#26-03008](#) Discussion and Possible Action on the City Administrator's Performance Review

*Meeting went into Closed Session at 6:20PM.*

**A motion was made by Ald. Halvensleben, seconded by Ald. Wigderson, to approve moving into Closed Session for discussion and possible action on the City Administrator's Performance. The motion carried by the following vote:**

**Aye:** 13 - Mike Chrisien, Eric Payne, Doreen Wigderson, Steve Van Trieste, Jack Wells, Daniel Manion, Elizabeth Moltzan, Paul Wuteska, Mike Anderson, Alicia Halvensleben, Dean D. Lemke, Rick R. Lemke and Rico Camacho

**Absent:** 2 - Joe Pieper and Dale Matthews

## 17. Reconvene in open session

*Meeting reconvened at 7:23PM.*

A. [ID#26-03090](#) Possible discussion and/or action on matters discussed in closed session.

**A motion was made by Ald. Wigderson, seconded by Ald. Wuteska, to approve a 4% raise retroactive to January 1, 2026 and 4% one time bonus based on 2025**

**base salary. The motion carried by the following vote:**

**Aye:** 7 - Mike Chrisien, Doreen Wigderson, Jack Wells, Elizabeth Moltzan, Paul Wuteska, Mike Anderson and Rico Camacho

**Nay:** 6 - Eric Payne, Steve Van Trieste, Daniel Manion, Alicia Halvensleben, Dean D. Lemke and Rick R. Lemke

**Absent:** 2 - Joe Pieper and Dale Matthews

**18. Adjournment**

*The meeting adjourned at 7:26PM.*

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).