



City of Waukesha

Waukesha City Hall,
201 Delafield Street
Waukesha, WI 53188

Meeting Agenda - Final

City Council

Tuesday, March 3, 2026

6:00 PM

Council Chambers, City Hall

1. Roll Call
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.
4. Public Comment

City Residents and Taxpayers Only - Limited to three minutes/speaker, ending 6:30 p.m.

5. Approval of Minutes

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

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

Consent Agenda

Items under the Consent Agenda have passed unanimously out of committee. Unless a member of the Common Council specifically requests that an item on the Consent Agenda be removed and considered separately, items on the Consent Agenda are then approved unanimously by general consent. Any item removed from Consent Agenda will be discussed under the appropriate committee, board or commission on the Regular Agenda.

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](#)

Legislative History

2/23/26	Ordinance & License Committee	approved
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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](#)
Legislative History
2/19/26 Board of Public Works recommended for Council Consent to the City Council
- 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](#)
Legislative History

2/19/26 Board of Public Works recommended for Council Consent to the City Council

- 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](#)

Legislative History

2/19/26 Board of Public Works recommended for Council Consent to the City Council

- 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](#)

Legislative History

2/19/26 Board of Public Works recommended for Council Consent to the City Council

End of Consent Agenda

6. New Business

Format - Introduction by Professional Staff/Hearing/Comments by Council/Official

- 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](#)

Legislative History

2/4/26 Information Technology Board approved

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

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

Reports

8. 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

9. Plan Commission - Jennifer Andrews

- 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](#)

Legislative History

2/25/26 Plan Commission approved with conditions

10. 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

11. 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](#)

Legislative History

2/19/26 Board of Public Works recommended for approval to the City Council

- 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](#)

Legislative History

2/19/26 Board of Public Works recommended for approval to the City Council

12. Director of Public Works Report

13. City Attorney's Report

14. City Administrator's Report

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

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

15. Mayor's Report & Referrals

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

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

16. Referrals

17. Closed Session

A motion will be made 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

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

18. Reconvene in open session

Upon conclusion of the closed session, a motion will be made to reconvene in open session, pursuant to Wis. Stats. 19.85(2) for possible discussion and/or action on matters discussed in closed session

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

19. Adjournment

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).