



# City of Waukesha

City Hall,  
201 Delafield Street  
Waukesha, WI 53188

## Meeting Agenda - Final-revised

### City Council

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Tuesday, November 7, 2023

6:00 PM

Council Chambers, City Hall

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1. Roll Call
2. Pledge of Allegiance
3. Public Comment

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

#### 4. Presentations to Council

- A. [ID#23-8004](#) Recognition of 2023 Walk of Lights Sponsors

**Attachments:** [2023 Proclamation - Platinum Sponsor - WaterStone Bank](#)  
[2023 Proclamation - Platinum Sponsor - Anthony Andrea Bryant](#)  
[2023 Proclamation - Diamond Sponsor - We Energies Foundation](#)

- B. [ID#23-8005](#) Recognition of Parade Memorial Partners

**Attachments:** [2023 Proclamation - Parade Memorial Partner - Citizens Bank](#)  
[2023 Proclamation - Parade Memorial Partner - We Energies Foundation](#)  
[2023 Proclamation - Parade Memorial Partner - VJS Construction Services](#)

#### 5. Approval of Minutes

- A. [ID#23-7918](#) Minutes from October 17, 2023

**Attachments:** [ccmn231017 draft.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. [PC23-0453](#) Certified Survey Map - 2128 & 2132 S. West Avenue - - A request for a 2 Lot CSM to adjust the lot line between the two properties at 2128 and 2132 West Avenue to accommodate a fence.

**Attachments:** [Cover Letter - Certified Survey Map 2128 and 2132 S West Ave - \(002\)](#)  
[Application](#)  
[CSM](#)

- B. [PC23-0436](#) Certified Survey Map – Kwik Trip 2530 N Grandview Blvd - A request to create a 2 lot CSM in anticipation of planned expansions to the existing Kwik Trip store and site.

**Attachments:** [Cover Letter -Certified Survey Map 2500 N Grandview Blvd](#)  
[168679 CSM 10-Kwik Trip Waukesha 10-03-23](#)  
[Public Access and Utility Easement - Waukesha 425 10-5-23](#)  
[Release of Cross Access Easement - Waukesha 425 10-5-23](#)  
[Release of Distribution Easement Underground - Waukesha 425 10-5-23](#)  
[Release of Private Access Points 904363- Waukesha 425 10-5-23](#)  
[Release of Private Access Points 905267 - Waukesha 425 10-5-23](#)  
[Release of Public Access Easement Agreement - Waukesha 425 10-5-23](#)

## **3. Standing Committees**

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

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

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

1. Licenses

A. [ID#23-7906](#) Invited Bartender Applications

**Attachments:** [Invited Bartender Applications\\_10-23](#)

*A motion was made to approve the Bartender Application for Rebecca Finn. The motion passed 4-0.*

*The Bartender Application for Kurtis J. Koch is being held to the next meeting for a third invite.*

*A motion was made to approve the Bartender Application for Stephanie Larson. The motion passed 4-0.*

*A motion was made to approve the Bartender Application for Julia Wolfe. The motion passed 4-0.*

**Legislative History**

10/23/23	Ordinance & License Committee	recommended for Council Consent to the City Council
10/23/23	Ordinance & License Committee	held
10/23/23	Ordinance & License Committee	approved
10/23/23	Ordinance & License Committee	approved
10/23/23	Ordinance & License Committee	approved
10/23/23	Ordinance & License Committee	approved

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

A. [ID#23-7873](#) Consider the transfer of 0.1 full-time equivalents (FTE's) within the Finance Department from the Accounting Clerk position to the Financial Projects Manager position.

**Attachments:** [#23-7873 HR Committee Item - Finance FTE Transfer Between Positions.docx](#)

**Legislative History**

10/18/23	Human Resources Committee	approved
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B. [ID#23-7875](#) Review and act on a request to approve an ARPA-funded "Case Manager/Social Worker" position.

**Attachments:** [#23-7875 HR Committee Item - Fire ARPA Case Worker position.docx](#)  
[Case Manager - Fire NEWLY CREATED POSITION.docx](#)

**Legislative History**

10/18/23	Human Resources Committee	approved
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- C. [ID#23-7836](#) Request to change Assistant City Attorney position from 0.625 FTE to 1.0 FTE.

**Attachments:** [Cover Sheet-Asst CA to Full-Time](#)  
[Memo-Full Time](#)

**Legislative History**

10/18/23 Human Resources approved  
 Committee

- D. [ID#23-7874](#) Consider budget neutral request to reclassify existing Clerical Assistant to Administrative Assistant to acknowledge responsibility, independence and consequence of work being performed. Additional request to reduce currently vacant Clerical Assistant position from full time to part time.

**Attachments:** [#23-7874 HR Committee Item - Clerk Treasurer Position Reclassification and F](#)

**Legislative History**

10/18/23 Human Resources approved  
 Committee

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

- A. [ID#23-7857](#) Review and act on the Wisconsin Department of Natural Resources (WDNR) and City of Waukesha Department of Public Works Site access Agreement (ASQ Site ID: 55-133-0027).

**Sponsors:** Public Works

**Attachments:** [23-7857\\_BPW\\_Agenda\\_Cvr-WDNR\\_Waukesha\\_Access\\_Agreement.pdf](#)  
[23-7857\\_WDNR\\_Waukesha\\_Access\\_Agreement\\_Oct\\_2023.pdf](#)

**Legislative History**

10/19/23 Board of Public Works recommended for Council Consent to the  
 City Council

- B. [ID#23-7858](#) Approve drainage easement between 707 Executive Place Holdings LLC and the City of Waukesha at 707 Executive Place LLC.

**Sponsors:** Public Works

**Attachments:** [23-7858\\_BPW\\_Agenda\\_Cover\\_Sheet\\_-\\_Drainage\\_Easement\\_through\\_SkyHigh\\_Pr](#)  
[23-7858\\_Storm\\_Water\\_Easement-707\\_Executive\\_Pl.pdf](#)

**Legislative History**

10/19/23 Board of Public Works recommended for Council Consent to the  
 City Council

- C. [ID#23-7859](#) Approve Emergency Vehicle Access Agreement Easement between Continental 665 Fund, LLC, and the City of Waukesha.
- Sponsors:** Public Works
- Attachments:** [23-7859 BPW Agenda Cover Sheet - Fire Emergency Easement through Cont](#)  
[23-7859 Fire Access Easement.pdf](#)  
[23-7859 2827.00 CSM.pdf](#)  
[23-7859 2827.00 EXHIBIT fire easement.pdf](#)
- Legislative History**
- 10/19/23 Board of Public Works recommended for Council Consent to the City Council
- D. [ID#23-7860](#) Approve the Public Sidewalk Easement Agreement between Continental 665 Fund, LLC, and the City of Waukesha.
- Sponsors:** Public Works
- Attachments:** [23-7860 BPW Agenda Cover Sheet -Sidewalk Easement through Contental 66](#)  
[23-7860 Sidewalk Easement.pdf](#)  
[23-7860 2827.00 CSM.pdf](#)  
[23-7860 2827.00 EXHIBIT sidewalk easement.pdf](#)
- Legislative History**
- 10/19/23 Board of Public Works recommended for Council Consent to the City Council

### End of Consent Agenda

#### 6. Public Hearing

- A. [ID#23-7937](#) Public hearing on the 2024 Operating Budget

#### 7. Action on Public Hearing

- A. [ID#23-7938](#) Public hearing on the 2024 Operating Budget (action)

#### 8. New Business

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

- A. [ID#23-7914](#) Possible recommendation by the Finance Committee to the City Council to adopt the 2024 Operating Budget

**Legislative History**

10/24/23 Finance Committee approved

- B. [ID#23-8129](#) Review and act on 2024 Tax Levy Ordinance.

**Attachments:** [APPROPRIATION ORDINANCE - 2024](#)

- C. [ID#23-8007](#) Waukesha County Joint Powers Agreement

**Attachments:** [2024 Joint Powers Agreement](#)

## **Reports**

### 9. 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

### 10. Plan Commission - Jennifer Andrews

- A. [ID#23-7715](#) Code Amendment - Proposed update to Section 22.05 and 22.58 of the Zoning Ordinance, to clarify regulation of pergolas and garden arbors.

**Attachments:** [Cover Sheet - Code Amendments Changes to 22.05 and 22.58](#)  
[Proposed changes to Chapter 22 to allow arbors in street yards](#)  
[22.05 and 22.58 Zoning Update ordinance](#)  
[22.05 Definitions - Redline](#)  
[22.58 Accessory Use Regulations - Redline](#)  
[22.05 and 22.58 Zoning Update Rev 10-19-23](#)

**Legislative History**

9/27/23          Plan Commission          recommended for approval

10/17/23

City Council

Recommended for Third Reading to the City Council

## 11. Standing Committees

## A. Finance Committee Report - Ald. Pieper

- A. [ID#23-7887](#) Review and act on a request to reallocate funds from the Affordable Housing Development Fund and Central City Storefront Activation Program to a zoning ordinance update project

**Attachments:** [Cover Sheet - ARPA Reallocation for Zoning Code](#)

**Legislative History**

10/24/23 Finance Committee approved

- B. [ID#23-7777](#) Consider approval of Christmas Parade Float Contract

**Attachments:** [Cover Sheet - Christmas Parade Float 2023](#)  
[2023 Float Contract](#)

**Legislative History**

10/24/23 Finance Committee approved

## B. Building &amp; Grounds Committee Report - Ald. E. Payne

## C. Ordinance &amp; License Committee Report - Ald. R. Lemke

- A. [ID#23-7906](#) Invited Bartender Applications

**Attachments:** [Invited Bartender Applications 10-23](#)

*A motion was made to approve the Bartender Application for Roger Reed. The motion failed 2-2.*

*A motion was made to approve the Bartender Application for Starla Sathre. The motion passed 3-1.*

**Legislative History**

10/23/23	Ordinance & License Committee	recommended for Council Consent to the City Council
10/23/23	Ordinance & License Committee	held
10/23/23	Ordinance & License Committee	approved
10/23/23	Ordinance & License Committee	approved
10/23/23	Ordinance & License Committee	approved
10/23/23	Ordinance & License Committee	approved

## D. Human Resources Committee Report - Ald. Rodriguez

## 12. Board of Public Works Report - Alex Damien

- A. [ID#23-7856](#) Review and act on the RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF UP TO \$14,482,992 SEWER SYSTEM REVENUE BONDS, SERIES 2023D, AND PROVIDING FOR OTHER DETAILS AND COVENANTS WITH RESPECT THERETO for the Clean Water Fund Loan to finance the improvements for the South Side Pump Station Consolidation project.

**Sponsors:** Public Works

**Attachments:** [23-7856\\_BPW\\_Agenda\\_Cover\\_Sheet\\_CWFL\\_Project\\_Bond\\_Series\\_2023D\\_Resolu  
Waukesha\\_C\\_of\\_23D\\_CWF\\_-\\_Resolution.pdf](#)

**Legislative History**

10/19/23 Board of Public Works recommended for approval to the City Council

- B. [ID#23-7861](#) Bids Received: Friday, October 13, 2023, at 11:00 a.m.  
2023 Area 1 & 2 Flood Mitigation Channel Improvements

The Board of Public Works recommends that the low bid from Musson Bros. Inc. in the amount of \$277,555.00, be approved.

**Sponsors:** Public Works

**Attachments:** [Area\\_1\\_2\\_Flood\\_Mitigation\\_BT.pdf](#)

**Legislative History**

10/19/23 Board of Public Works recommended for approval to the City Council

## 13. Director of Public Works Report

## 14. City Attorney's Report

## 15. City Administrator's Report

- A. [ID#23-8006](#) City Administrator's Report

**Attachments:** [Admin\\_Report\\_November\\_2,\\_2023](#)

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

## 17. Referrals

## 18. 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).