



# City of Waukesha

City Hall,  
201 Delafield Street  
Waukesha, WI 53188

## Meeting Minutes - Final

### City Council

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Tuesday, November 7, 2023

6:00 PM

Council Chambers, City Hall

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#### 1. Roll Call

**Present:** 13 - Joe Pieper, Peter Bartels, Daniel Manion, Dean D. Lemke, Eric E. Payne, Jack Wells, Elizabeth Moltzan, Rick R. Lemke, Frank McElderry, Mike Chrisien, Mike Anderson, Alicia Halvensleben and Paul Wuteska

**Absent:** 2 - Cassandra Rodriguez and Cory C. Payne

#### 2. Pledge of Allegiance

#### 3. Public Comment

*Tariq Akmut, 2032 Empire Dr., spoke on the water project.*

#### 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](#)

**A motion was made by Ald. Manion, seconded by Ald. E. Payne, to approve the Minutes from October 17, 2023. The motion carried by the following vote:**

**Aye:** 13 - Joe Pieper, Peter Bartels, Daniel Manion, Dean D. Lemke, Eric E. Payne, Jack Wells, Elizabeth Moltzan, Rick R. Lemke, Frank McElderry, Mike Chrisien, Mike Anderson, Alicia Halvensleben and Paul Wuteska

**Absent:** 2 - Cassandra Rodriguez and Cory C. Payne

## **Consent Agenda**

*Ald. R. Lemke removed Invited Bartender Kurtis Koch to be handled at the next O&L meeting. Ald. R. Lemke removed Invited Bartenders, Starla Sathre and Roger Reed, to be handled under O&L report.*

### **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](#)

*Ald. R. Lemke removed Invited Bartender Kurtis Koch to be handled at the next O&L meeting. Ald. R. Lemke removed Invited Bartenders, Starla Sathre and Roger Reed, to be handled under O&L report.*

#### **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](#)

- 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](#)

- 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](#)

- 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 FTE Change.docx](#)

#### **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](#)

- 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 Property.pdf](#)  
[23-7858 Storm Water Easement-707 Executive PI.pdf](#)

- 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 Contental 665 Fund Property.pdf](#)  
[23-7859 Fire Access Easement.pdf](#)  
[23-7859 2827.00 CSM.pdf](#)  
[23-7859 2827.00 EXHIBIT fire easement.pdf](#)

- 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 665 Fund Property.pdf](#)  
[23-7860 Sidewalk Easement.pdf](#)  
[23-7860 2827.00 CSM.pdf](#)  
[23-7860 2827.00 EXHIBIT sidewalk easement.pdf](#)

### End of Consent Agenda

## 6. Public Hearing

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

*Joe Ciurro, Finance Director, gave a presentation on 2024 Operating Budget.*

*The Public Hearing was opened.*

*No speakers were present.*

*The Public Hearing was closed.*

## 7. Action on Public Hearing

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

## 8. New Business

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

**A motion was made by Ald. Pieper, seconded by Ald. Bartels, to approve the recommendation by the Finance Committee to the City Council to adopt the 2024**

**Operating Budget \$80,387,349.00. The motion carried by the following vote:**

**Aye:** 13 - Joe Pieper, Peter Bartels, Daniel Manion, Dean D. Lemke, Eric E. Payne, Jack Wells, Elizabeth Moltzan, Rick R. Lemke, Frank McElderry, Mike Chrisien, Mike Anderson, Alicia Halvensleben and Paul Wuteska

**Absent:** 2 - Cassandra Rodriguez and Cory C. Payne

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

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

*Ordinance 2023-18*

**A motion was made by Ald. Pieper, seconded by Ald. Bartels, to approve the 2024 Tax Levy Ordinance \$77,846,830. The motion carried by the following vote:**

**Aye:** 13 - Joe Pieper, Peter Bartels, Daniel Manion, Dean D. Lemke, Eric E. Payne, Jack Wells, Elizabeth Moltzan, Rick R. Lemke, Frank McElderry, Mike Chrisien, Mike Anderson, Alicia Halvensleben and Paul Wuteska

**Absent:** 2 - Cassandra Rodriguez and Cory C. Payne

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

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

**A motion was made by Ald. Halvensleben, seconded by Ald. McElderry, to approve the Waukesha County Joint Powers Agreement. The motion carried by the following vote:**

**Aye:** 13 - Joe Pieper, Peter Bartels, Daniel Manion, Dean D. Lemke, Eric E. Payne, Jack Wells, Elizabeth Moltzan, Rick R. Lemke, Frank McElderry, Mike Chrisien, Mike Anderson, Alicia Halvensleben and Paul Wuteska

**Absent:** 2 - Cassandra Rodriguez and Cory C. Payne

**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 &amp; 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](#)

*Ordinance 2023-17*

**A motion was made by Ald. Moltzan, seconded by Ald. Chrisien, to approve the update to Section 22.05 and 22.58 of the Zoning Ordinance, to clarify regulation of pergolas and garden arbors. The motion carried by the following vote:**

**Aye:** 13 - Joe Pieper, Peter Bartels, Daniel Manion, Dean D. Lemke, Eric E. Payne, Jack Wells, Elizabeth Moltzan, Rick R. Lemke, Frank McElderry, Mike Chrisien, Mike Anderson, Alicia Halvensleben and Paul Wuteska

**Absent:** 2 - Cassandra Rodriguez and Cory C. Payne

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](#)

**A motion was made by Ald. Pieper, seconded by Ald. R. Lemke, to approve the request to reallocate funds from the Affordable Housing Development Fund and Central City Storefront Activation Program to a zoning ordinance update project. The motion carried by the following vote:**

**Aye:** 13 - Joe Pieper, Peter Bartels, Daniel Manion, Dean D. Lemke, Eric E. Payne, Jack Wells, Elizabeth Moltzan, Rick R. Lemke, Frank McElderry, Mike Chrisien, Mike Anderson, Alicia Halvensleben and Paul Wuteska

**Absent:** 2 - Cassandra Rodriguez and Cory C. Payne

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

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

**A motion was made by Ald. Pieper, seconded by Ald. E. Payne, to approve the denial of the Christmas Parade Float Contract. The motion carried by the following vote:**

**Aye:** 10 - Joe Pieper, Peter Bartels, Daniel Manion, Eric E. Payne, Elizabeth Moltzan, Frank McElderry, Mike Chrisien, Mike Anderson, Alicia Halvensleben and Paul Wuteska

**Nay:** 3 - Dean D. Lemke, Jack Wells and Rick R. Lemke

**Absent:** 2 - Cassandra Rodriguez and Cory C. Payne

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

C. Ordinance & License Committee Report - Ald. R. Lemke

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

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

**A motion was made by Ald. R. Lemke, seconded by Ald. D. Lemke, to approve the Invited Bartender Application for Roger Reed. The motion carried by the following vote:**

**Aye:** 7 - Daniel Manion, Dean D. Lemke, Eric E. Payne, Jack Wells, Mike Chrisien, Alicia Halvensleben and Paul Wuteska

**Nay:** 6 - Joe Pieper, Peter Bartels, Elizabeth Moltzan, Rick R. Lemke, Frank McElderry and Mike Anderson

**Absent:** 2 - Cassandra Rodriguez and Cory C. Payne

**A motion was made by Ald. Halvensleben, seconded by Ald. Wuteska, to approve the Invited Bartender Application for Starla Sathre. The motion failed by the following vote:**

**Aye:** 5 - Daniel Manion, Eric E. Payne, Jack Wells, Alicia Halvensleben and Paul Wuteska

**Nay:** 8 - Joe Pieper, Peter Bartels, Dean D. Lemke, Elizabeth Moltzan, Rick R. Lemke, Frank McElderry, Mike Chrisien and Mike Anderson

**Absent:** 2 - Cassandra Rodriguez and Cory C. Payne

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

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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 Resolution.pdf](#)  
[Waukesha C of - 23D CWF - Resolution.pdf](#)

*Resolution #2023-35*

**A motion was made by Ald. E. Payne, seconded by Ald. Pieper, to approve 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. The motion carried by the following vote:**

**Aye:** 13 - Joe Pieper, Peter Bartels, Daniel Manion, Dean D. Lemke, Eric E. Payne, Jack Wells, Elizabeth Moltzan, Rick R. Lemke, Frank McElderry, Mike Chrisien, Mike Anderson, Alicia Halvensleben and Paul Wuteska

**Absent:** 2 - Cassandra Rodriguez and Cory C. Payne

**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](#)

**A motion was made by Ald. Pieper, seconded by Ald. E. Payne, to approve the low bid from Musson Bros. Inc. in the amount of \$277,555.00 for 2023 Area 1 & 2 Flood Mitigation Channel Improvements. The motion carried by the following vote:**

**Aye:** 13 - Joe Pieper, Peter Bartels, Daniel Manion, Dean D. Lemke, Eric E. Payne, Jack Wells, Elizabeth Moltzan, Rick R. Lemke, Frank McElderry, Mike Chrisien, Mike Anderson, Alicia Halvensleben and Paul Wuteska

**Absent:** 2 - Cassandra Rodriguez and Cory C. Payne

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 & Referrals

17. Referrals

*Ald. R. Lemke to Building and Grounds, request for lighting in an island to the north of Woodward Ct.*

*Ald. Halvensleben to Building and Grounds, to update parking zone on Grand Ave. between College Ave and the railroad tracks from 1 hour to 3 hours.*

18. Adjournment

*The meeting adjourned 7:36pm.*

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).