



City of Waukesha

City Hall,
201 Delafield Street
Waukesha, WI 53188

Meeting Minutes - Draft

City Council

Tuesday, October 3, 2023

6:00 PM

Council Chambers, City Hall

1. Roll Call

Present: 13 - Joe Pieper, Peter Bartels, Daniel Manion, Cassandra Rodriguez, Eric E. Payne, Elizabeth Moltzan, Rick R. Lemke, Cory C. Payne, Frank McElderry, Mike Chrisien, Mike Anderson, Alicia Halvensleben and Paul Wuteska

Absent: 2 - Dean D. Lemke and Jack Wells

2. Pledge of Allegiance

3. Public Comment

No speakers present.

4. Approval of Minutes

A. [ID#23-7765](#) Minutes from September 19, 2023

Attachments: [ccmn230919 draft](#)

A motion was made by Ald. Moltzan, seconded by Ald. Manion, to approve the Minutes from September 19, 2023. The motion carried by the following vote:

Aye: 13 - Joe Pieper, Peter Bartels, Daniel Manion, Cassandra Rodriguez, Eric E. Payne, Elizabeth Moltzan, Rick R. Lemke, Cory C. Payne, Frank McElderry, Mike Chrisien, Mike Anderson, Alicia Halvensleben and Paul Wuteska

Absent: 2 - Dean D. Lemke and Jack Wells

Consent Agenda

Ald. R. Lemke removed Invited Bartender Rebecca K. Finn, the application is being held to the next O&L meeting, Invited Bartenders Jennette Hepp and Ashley Schroeder will be handled under O&L report.

1. Other Boards and Commissions

2. Plan Commission

A. [PC23-0440](#) Certified Survey Map - 378 & 380 W. Main Street - A request to combine two lots, creating one 3,754 square foot lot.

Attachments: [Cover Sheet - 378 W. Main St. CSM](#)
[Project Reviews - CSM23-00008](#)
[Certified Survey Map](#)

3. Standing Committees

A. Finance Committee - Ald. Pieper

- A. [ID#23-7677](#) Consider approval of lighting, stage and sound contract for Night of Lights ceremony

Attachments: [Cover Sheet - Night of Lights Staging and Sound](#)
[Contract for Night of Lights Staging and Sound](#)

- B. [ID#23-7678](#) Consider approval of lighting, stage and sound contract for Main Street Parade Memorial Dedication & Remembrance Ceremony

Attachments: [Cover Sheet - Memorial Dedication Staging and Sound](#)
[Contract for Memorial Dedication Staging and Sound](#)

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

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

1. Licenses

- A. [ID#23-7726](#) Invited Bartenders

Attachments: [Invited Bartenders License Letter](#)

Invited Bartender Rebecca Finn will be invited to the next O&L meeting. Invited Bartenders Jennette Hepp and Ashley Schroeder will be handled under O&L report.

- B. [ID#23-7727](#) Invited Other Applications

Attachments: [Invited Other Applications License Letter 9-25.pdf](#)

- C. [ID#23-7728](#) Other Applications

Attachments: [Other License Applications 09-25](#)

D. Human Resources - Ald. Rodriguez

E. Board of Public Works - Alex Damien

- A. [ID#23-7695](#) Review and act on Contract Change Order No. 1 with Primoris Electric, Inc., for the 2023 Asphalt Street Utility Repairs project.

Attachments: [23-7695 BPW Agenda Cvr-Primoris Electric-2023 Asphalt Street Utility Repairs.pdf](#)
[CCO1 Primoris Electric-2023 Asphalt Street Utility Repairs.pdf](#)

End of Consent Agenda

5. New Business

- A. [ID#23-7740](#) Presentation about the Public Policy Forums Waukesha County housing report, "Building Blocks"

Jennifer Andrews, Director of Community Development, presented the "Building Blocks" report.

- B. [ID#23-7744](#) Disallowance of claim for tire damage, Briana Monsivais

Attachments: [Claim for Property Damage - Briana Monsivais \(002\)](#)
[Re Your Claim for Tire Damage 2](#)
[Re Your Claim for Tire Damage](#)
[Cover Sheet-Monsivais Claim](#)

A motion was made by Ald. R. Lemke, seconded by Ald. E. Payne, to approve the disallowance of claim for tire damage, Briana Monsivais. The motion carried by the following vote:

Aye: 13 - Joe Pieper, Peter Bartels, Daniel Manion, Cassandra Rodriguez, Eric E. Payne, Elizabeth Moltzan, Rick R. Lemke, Cory C. Payne, Frank McElderry, Mike Chrisien, Mike Anderson, Alicia Halvensleben and Paul Wuteska

Absent: 2 - Dean D. Lemke and Jack Wells

- C. [ID#23-7750](#) Discussion and Recommendation: The Charitable Campaign Committee recommends approval of the application of the Waukesha County Community Foundation Parade Memorial Fund pursuant to Human Resources Policy H-8 (Payroll Deductions for Charitable Purposes).

Attachments: [Cover Sheet- Application for Waukesha County Community Foundation Parade Memorial Fund](#)
[Charitable Giving Application- Parade Memorial Fund](#)
[Letter for Charitable Giving Application](#)
[501c3 determination tax exempt docs](#)
[2021 990](#)
[2023.3.7 Waukesha County Community Foundation - Amended and Restated Bylaws](#)
[2023-24 WCCF BOD List](#)
[Bd policy-nondiscrimination 10.6.2020](#)

A motion was made by Ald. Moltzan, seconded by Ald. Chrisien, to approve the application of the Waukesha County Community Foundation Parade Memorial Fund pursuant to Human Resources Policy H-8 (Payroll Deductions for Charitable Purposes). The motion carried by the following vote:

Aye: 13 - Joe Pieper, Peter Bartels, Daniel Manion, Cassandra Rodriguez, Eric E. Payne, Elizabeth Moltzan, Rick R. Lemke, Cory C. Payne, Frank McElderry, Mike Chrisien, Mike Anderson, Alicia Halvensleben and Paul Wuteska

Absent: 2 - Dean D. Lemke and Jack Wells

Reports

6. 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

7. Plan Commission - Jennifer Andrews

A. [ID#23-7675](#) Declaration of Surplus Land – SE corner of the intersection of Buena Vista Ave. and Pewaukee Road – Staff is recommending that Lot 63 of Griffin Heights Subdivision, a 0.15 acre vacant City owned parcel of land, be declared surplus and considered for disposition.

Attachments: [Cover Sheet Declaration of Surplus- Vacant lot Buena Vista-Pewaukee Surplus Land SE corner of Buena Vista Ave Pewaukee Rd](#)

A motion was made by Ald. Manion, seconded by Ald. Pieper, to approve the Declaration of Surplus Land - SE corner of the intersection of Buena Vista Ave. and Pewaukee Road - Staff is recommending that Lot 63 of Griffin Heights Subdivision, a 0.15 acre vacant City owned parcel of land, be declared surplus and considered for disposition. The motion carried by the following vote:

Aye: 13 - Joe Pieper, Peter Bartels, Daniel Manion, Cassandra Rodriguez, Eric E. Payne, Elizabeth Moltzan, Rick R. Lemke, Cory C. Payne, Frank McElderry, Mike Chrisien, Mike Anderson, Alicia Halvensleben and Paul Wuteska

Absent: 2 - Dean D. Lemke and Jack Wells

B. [ID#23-7523](#) Code Amendments – Chapter 21 Fire Prevention

Attachments: [Cover Sheet-Fire Code Amendments](#)

[Fire Code Revision Adopting 2021 IFC and amending codes adopted by reference](#)

This is the second reading.

C. [ID#23-7714](#) Code Amendments – Chapter 20 Heating, Ventilating and Air Conditioning

Attachments: [Cover Sheet - Chapter 20 Code Amendments](#)

[20.03 20.04 HVAC Rev 9-20-23](#)

This is the second reading.

8. Standing Committees

A. Finance Committee Report - Ald. Pieper

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

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

A. [ID#23-7726](#) Invited Bartenders

Attachments: [Invited Bartenders License Letter](#)

A motion was made by Ald. R. Lemke, seconded by Ald. Halvensleben, to approve the Invited Bartender license for Jennette Hepp. The motion carried by the following vote:

Aye: 13 - Joe Pieper, Peter Bartels, Daniel Manion, Cassandra Rodriguez, Eric E. Payne, Elizabeth Moltzan, Rick R. Lemke, Cory C. Payne, Frank McElderry, Mike Chrisien, Mike Anderson, Alicia Halvensleben and Paul Wuteska

Absent: 2 - Dean D. Lemke and Jack Wells

A motion was made by Ald. R. Lemke, seconded by Ald. Manion, to approve the Invited Bartender License for Ashley Schroeder. The motion carried by the following vote:

Aye: 13 - Joe Pieper, Peter Bartels, Daniel Manion, Cassandra Rodriguez, Eric E. Payne, Elizabeth Moltzan, Rick R. Lemke, Cory C. Payne, Frank McElderry, Mike Chrisien, Mike Anderson, Alicia Halvensleben and Paul Wuteska

Absent: 2 - Dean D. Lemke and Jack Wells

B. [ID#23-7729](#) Revision to Sec. 1.03 Polling Places for Aldermanic Districts 4, 6, 8, 12

and 13

Attachments: [Council Agenda Cover Sheet - 1.03 Polling Places 9-25-23 Ordinance 1.03-9-22-23 Amendment.pdf](#)

A motion was made by Ald. R. Lemke, seconded by Ald. Manion, to approve waiving the third reading and the Revision to Section 1.03 Polling Places for Aldermanic Districts 4, 6, 8, 12 and 13. The motion carried by the following vote:

Aye: 13 - Joe Pieper, Peter Bartels, Daniel Manion, Cassandra Rodriguez, Eric E. Payne, Elizabeth Moltzan, Rick R. Lemke, Cory C. Payne, Frank McElderry, Mike Chrisien, Mike Anderson, Alicia Halvensleben and Paul Wuteska

Absent: 2 - Dean D. Lemke and Jack Wells

D. Human Resources Committee Report - Ald. Rodriguez

9. Board of Public Works Report - Alex Damien

10. Director of Public Works Report

11. City Attorney's Report

- A. [ID#23-7754](#) Appeal of decision in City of Waukesha v. Village of Waukesha, filing of petition for review before Supreme Court.

Ald. Moltzan abstained from the vote and left the room prior to discussion.

A motion was made by Ald. Pieper, seconded by Ald. Manion, to approve filing of petition for review before Supreme Court for City of Waukesha vs Village of Waukesha. The motion carried by the following vote:

Aye: 12 - Joe Pieper, Peter Bartels, Daniel Manion, Cassandra Rodriguez, Eric E. Payne, Rick R. Lemke, Cory C. Payne, Frank McElderry, Mike Chrisien, Mike Anderson, Alicia Halvensleben and Paul Wuteska

Absent: 2 - Dean D. Lemke and Jack Wells

Abstain: 1 - Elizabeth Moltzan

- B. [ID#23-7673](#) Discuss sale of 200 Delafield St. Recommendation from the City Attorney, Mayor, and Community Development Director.

12. City Administrator's Report

- A. [ID#23-7755](#) Report from City Administrator

Attachments: [Admin Report September 27 2023](#)

13. Mayor's Report & Referrals

- A. [ID#23-7756](#) Proclamation for Manufacturing Day

Attachments: [2023 Proclamation - Manufacturing Day](#)

B. [ID#23-7757](#) Proclamation for White Cane Safety Day

Attachments: [2023 Proclamation - White Cane Safety Day](#)

14. Referrals

No referrals.

15. Adjournment

The meeting adjourned at 7:02pm.

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).