



City of Waukesha

City Hall,
201 Delafield Street
Waukesha, WI 53188

Meeting Minutes - Draft

City Council

Tuesday, October 2, 2018

6:30 PM

Council Chambers, City Hall
Use lower level glass door.

1. Roll Call

Present: 14 - Pieper, Bartels, Skinner, Cummings, Perry, Manion, Thieme, Johnson, Helgestad, Rodriguez, Lemke, E. Payne, Wells and Wilke

Absent: 1 - C. Payne

2. Announcement of Closed Session pursuant to Wis. Stats 19.85(1)(e) to deliberate the negotiation of a possible purchase of public property

3. Pledge of Allegiance

4. Public Comment

Rick Lemke, 1924 Tallgrass Circle, spoke against Item ID#18-1399 giving the City Administrator authority to authorize recruitment pay offers for new applicants.

John Thomas, 134 Douglass Avenue, spoke to the bike lanes on South Grand Avenue which have not been marked properly.

After Public Comment, the Mayor mentioned Donna Whalen is retiring after being with the City of Waukesha for 13 1/2 years as Assistant City Attorney and Human Resources Director. This is her last Common Council meeting.

He also referred comment to Alderman Wells, who announced the birth of his son born September 25, 2018.

5. Approval of Minutes

Ald. E. Payne arrived before Approval of Minutes at 6:34 pm.

[ID#18-1470](#) Minutes from September 18, 2018

Attachments: [ccmn 18.09.18 draft](#)

A motion was made by Ald. Thieme, seconded by Ald. Johnson, to approve the Minutes from September 18, 2018. The motion carried by the following vote:

Aye: 14 - Pieper, Bartels, Skinner, Cummings, Perry, Manion, Thieme, Johnson, Helgestad, Rodriguez, Lemke, E. Payne, Wells and Wilke

Absent: 1 - C. Payne

Consent Agenda

The following items were removed from Consent Agenda: ID#18-1399 by Ald. Lemke, and handled under Human Resources Committee Report, and ID#18-1460 by Ald. E. Payne, and handled under Finance Report. The remainder of the Consent Agenda was passed as presented by unanimous consent.

1. Other Boards and Commissions

2. Plan Commission

[PC18-0124](#) New Perspective Waukesha, SE Corner of E. Broadway and Les Paul Parkway - Certified Survey Map

Attachments: [Conditional Use Permit Application..pdf](#)
[New Perspective of Waukesha - CUP Letter and Existing Licenses.pdf](#)
[New Perspective Waukesha - ALTA Survey.pdf](#)
[New Perspective Waukesha - Building & Landscape Plan.pdf](#)
[New Perspective Waukesha - Preliminary Civils.pdf](#)
[New Perspective Waukesha - Project Location Map.pdf](#)
[New Perspective Waukesha - Project Overview.pdf](#)
[New Perspective Waukesha - Renderings.pdf](#)
[New Perspective Waukesha - Submission Fee 082718.pdf](#)
[Plan Commission Application for Review.pdf](#)
[Preliminary Storm Water Management Report.pdf](#)
[New Perspective - CSM Draft.pdf](#)
[CSMs.pdf](#)
[New Perspective - CSM Draft REVISION 1 - 091218.pdf](#)
[New Perspective CSM Cover Sheet.pdf](#)

3. Standing Committees

A. Finance Committee - Ald. Pieper

[ID#18-1459](#) Review and act on a request to acquire land at 823 Woodward St. for the purpose of redevelopment and authorize the use of contingency funds for the purchase in the amount not to exceed \$25,000.

Sponsors: Community Development

Indexes: land purchase; redevelopment; Contingency

Attachments: [Cover Sheet 823 Woodward.pdf](#)

[ID#18-1460](#) Review and act on a request to install a snow guard system on the pavilion at riverfront plaza (aka the old bus terminal) and use contingency funds not to exceed \$9,800.

Sponsors: Public Works

Indexes: bus; Riverfront Plaza

Attachments: [Cover Sheet - Snow Guard.pdf](#)

This item was removed from Consent Agenda by Ald. E. Payne, and handled under Finance Report.

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

[ID#18-1309](#) Please approve modifications of the existing Deaf Child signing on S. Grand Ave. to be southbound starting at 1712 S. Grand Ave. and northbound starting at 1827 S. Grand Ave.

Sponsors: Manion

Attachments: [18-1309_Admin Cover-Modify Deaf Child Signing S Grand Ave.pdf](#)
[B&G Resolution RTC for the October 2 2018 CC Meeting CONSENT AGENDA.pdf](#)

Resolution #: 64-18

Referral was made by Ald. Manion. A resident with a deaf child is requesting the existing sign that exists on northbound Grand Avenue be moved to cover the area of their residence. Engineering staff does not have an issue with this other than the southbound direction does not currently have any signing and Deaf Child signs should be installed for southbound as well.

[ID#18-1310](#) Please approve modifications to existing No Parking Any Time on the west side of N. Grandview Blvd. to be from the northwest corner of Madison Street to 200 feet north.

Sponsors: Public Works

Attachments: [18-1310_Admin Cover-Modify No Parking Any Time ws N Grandview Blvd nw of Madison 200ft north.pdf](#)
[B&G Resolution RTC for the October 2 2018 CC Meeting CONSENT AGENDA.pdf](#)

Resolution #: 64-18

Referral was made by Public Works in response to the resurfacing of N. Grandview Blvd and Madison Street. The resurfacing and replacement of the traffic signal at the intersection necessitated modification to left turn lanes and lane alignment. Where the lanes have changed to push traffic closer to the curb, parking is no longer allowed. This item describes changes to the parking zone and to prohibit parking in locations where it is in conflict with adjacent traffic.

[ID#18-1311](#)

Sponsors: Public Works

Attachments: [18-1311_Admin Cover-Est No Parking Any Time ws N Grandview Blvd sw Madison 150ft south.pdf](#)
[B&G Resolution RTC for the October 2 2018 CC Meeting CONSENT AGENDA.pdf](#)

Resolution #: 64-18

Referral was made by Public Works in response to the resurfacing of N. Grandview Blvd and Madison Street. The resurfacing and replacement of the traffic signal at the intersection necessitated modification to left turn lanes and lane alignment. Where the lanes have changed to push traffic closer to the curb, parking is no longer allowed. This item describes changes to the parking zone and to prohibit parking in locations where it is in conflict with adjacent traffic.

[ID#18-1312](#) Please establish No Parking Any Time on the east side of N. Grandview Blvd. from the southeast corner of Madison Street to 200 feet south.

Sponsors: Public Works

Attachments: [18-1312_Admin Cover-Est No Parking Any Time es N Grandview Blvd sw Madison 200ft south.pdf](#)
[B&G Resolution RTC for the October 2 2018 CC Meeting CONSENT AGENDA.pdf](#)

Resolution #: 64-18

[ID#18-1313](#)

Sponsors: Public Works

Attachments: [18-1313_Admin Cover-Est No Parking Any Time ss Madison St from se N Grandview Blvd 160ft east.pdf](#)
[B&G Resolution RTC for the October 2 2018 CC Meeting CONSENT AGENDA.pdf](#)

Resolution #: 64-18

Referral was made by Public Works in response to the resurfacing of N. Grandview Blvd and Madison Street. The resurfacing and replacement of the traffic signal at the intersection necessitated modification to left turn lanes and lane alignment. Where the lanes have changed to push traffic closer to the curb, parking is no longer allowed. This item describes changes to the parking zone and to prohibit parking in locations where it is in conflict with adjacent traffic.

C. Ordinance & License Committee - Ald. Johnson

1. Licenses

[ID#18-1455](#) Bartender Applications - September 24, 2018

Attachments: [Bartenders 2018.09.24](#)

[ID#18-1456](#) INVITED Other Applications - September 24, 2018

Attachments: [Other Licenses 9.24.18](#)

[Other Licenses Attachments 2018.09.24](#)

[ID#18-1457](#) Other Applications - September 24, 2018

Attachments: [Other Licenses 9.24.18](#)

[Other Licenses Attachments 2018.09.24](#)

D. Human Resources - Ald. Thieme

[ID#18-1385](#) Request to approve the revisions to HR Policy C-1 - Holidays.

Attachments: [C1 Holidays 2019-2020 Draft-7-26-18.doc](#)

[ID#18-1391](#) Request to approve the revisions to HR Policy F-2 - Salary Plan and Administration.

Attachments: [F2 Salary Plan and Administration - 8-6-18 DRAFT.pdf](#)

[ID#18-1409](#) Request to approve the revisions to HR Policy F-3 - Job Evaluation Plan.

Attachments: [F3-Job Evaluation Plan 8-6-18.doc](#)

[ID#18-1399](#) Request to approve the revisions to HR Policy B-2 - Recruitment, Application, Selection of Applicants for Employment.

Attachments: [B2 Recruitment, and Selection of Applicants - DRAFT - 8-6-18.pdf](#)

This item was removed from Consent Agenda by Ald. Lemke, and handled under Human Resources Committee Report

E. Board of Public Works - Dr. Fred Abadi

[ID#18-1416](#) Review and act on Change Order No. 2 with MP Systems, Inc., for the N. Grandview Blvd. Signal Communications Improvements.

Sponsors: Public Works

Attachments: [18-1416 Agenda Cover Sheet - Contract Change Order 02_MP Systems.pdf](#)

[18-1416 Contract Change Order No. 2_MP System.pdf](#)

[ID#18-1418](#) Review and act on Contract Change Order No. 1 with Crack Filling Service for the 2018 Spot Sealing project.

Sponsors: Public Works

Attachments: [18-1418 BPW Agenda Cover Sheet - Change Order - Spot sealing.pdf](#)
[18-1418 Contract Change Order -Spot Sealing.pdf](#)

End of Consent Agenda

6. New Business

[ID#18-1454](#) Disallow claim of Zach Danby for damage allegedly caused to his car by a city forestry crew.

Sponsors: Attorney's Office

Attachments: [Cover Sheet-Z danby Claim for Damages.pdf](#)
[Danby Claim Dated 091318.pdf](#)
[Memo-Danby Disallowance.pdf](#)
[PRF Report of Incident 09-17-18.pdf](#)

A motion was made by Ald. Johnson, seconded by Ald. Thieme, to approve to disallow claim of Zach Danby for damage allegedly caused to his car by a city forestry crew. The motion carried by the following vote:

Aye: 14 - Pieper, Bartels, Skinner, Cummings, Perry, Manion, Thieme, Johnson, Helgestad, Rodriguez, Lemke, E. Payne, Wells and Wilke

Absent: 1 - C. Payne

[ID#18-1465](#) Review and approve a contract with Colliers International for real estate consulting and brokerage services.

Sponsors: Community Development

Attachments: [Council Agenda Cover Sheet colliers](#)
[2018 contract](#)

A motion was made by Ald. Thieme, seconded by Ald. Johnson, to approve a contract with Colliers International for real estate consulting and brokerage services. The motion carried by the following vote:

Aye: 14 - Pieper, Bartels, Skinner, Cummings, Perry, Manion, Thieme, Johnson, Helgestad, Rodriguez, Lemke, E. Payne, Wells and Wilke

Absent: 1 - C. Payne

[ID#18-1471](#) Approval of contract with HAWS (Humane Animal Welfare Society)

Attachments: [HAWS Contract](#)

A motion was made by Ald. Thieme, seconded by Ald. Pieper, to approve the contract with HAWS (Humane Animal Welfare Society). The motion carried by the following vote:

Aye: 14 - Pieper, Bartels, Skinner, Cummings, Perry, Manion, Thieme, Johnson, Helgestad, Rodriguez, Lemke, E. Payne, Wells and Wilke

Absent: 1 - C. Payne

[ID#18-1463](#) Presentation by Jennifer Andrews, Community Development Director, on net new construction in the City

Sponsors: Community Development

7. Public Hearing

[ID#18-1277](#) Zoning Code Updates

Attachments: [revised_2218-Landscaping-9-2018 redline chages.docx](#)

This item was held.

[ID#18-1485](#) Determine the assessment for the Fall 2018 Public Tree Planting Program, said cost to be \$220.00 per tree.

Attachments: [Planting Program Memo\(Fall\)](#)

[Planting SummaryFall2018](#)

[Tree Planting Assessment History](#)

[Forestry - Maintenance History 2018](#)

The Public Hearing opened.

Rick Lemke, 1924 Tallgrass Circle, spoke during the Public Hearing. He asked if the homeowner could assist the City in replacing those trees. Dave Rauterberg responded the City would consider the homeowner paying for trees on their parcel.

The Public Hearing closed.

A presentation was given by Dave Rauterberg, Forestry Supervisor, regarding the City's Fall Tree Planting Program.

8. Action on Public Hearing

[ID#18-1277](#) Zoning Code Updates

Attachments: [revised_2218-Landscaping-9-2018 redline chages.docx](#)

This item was held.

[ID#18-1485](#) Determine the assessment for the Fall 2018 Public Tree Planting Program, said cost to be \$220.00 per tree.

Attachments: [Planting Program Memo\(Fall\)](#)
[Planting SummaryFall2018](#)
[Tree Planting Assessment History](#)
[Forestry - Maintenance History 2018](#)

A motion was made by Ald. Johnson, seconded by Ald. Perry, to approve the assessment for the Fall 2018 Public Tree Planting Program, said cost to be \$220.00 per tree. The motion carried by the following vote:

Aye: 14 - Pieper, Bartels, Skinner, Cummings, Perry, Manion, Thieme, Johnson, Helgestad, Rodriguez, Lemke, E. Payne, Wells and Wilke

Absent: 1 - C. Payne

Reports

9. Other Boards and Commissions

A. Transit Commission Report - Dr. Fred Abadi

B. Water Utility Commission - Ald. Thieme

[ID#18-1480](#) Water Utility Commission Meeting Update

Attachments: [09 20 2018 Meeting update to Council](#)

C. Information Technology Board Report - Ald. Manion

D. Landmarks Commission Report - Ald. Rodriguez

E. Redevelopment Authority Report - Ald. Skinner

[ID#18-0942](#) Review and discussion on Delafield Street Request for Expressions of Interest responses.

Presentation was given by Jennifer Andrews, Community Development Director.

F. Parks, Recreation & Forestry Board Report - Ald. Johnson

G. Library Board Report - Ald. Helgestad

H. Cemetery Commission Report - Ald. Boyle

I. Waukesha Housing Authority Report - Ald. Rodriguez

J. Community Development Block Grant Committee Report - Jennifer Andrews

K. Public Art Committee Report - Ald. C Payne

10. Plan Commission - Jennifer Andrews

11. Standing Committees

A. Finance Committee Report - Ald. Pieper

[ID#18-1460](#) Review and act on a request to install a snow guard system on the pavilion at riverfront plaza (aka the old bus terminal) and use contingency funds not to exceed \$9,800.

Sponsors: Public Works

Indexes: bus; Riverfront Plaza

Attachments: [Cover Sheet - Snow Guard.pdf](#)

This item was removed from Consent Agenda by Ald. E. Payne.

[Original Motion] A motion was made by Ald. Pieper, seconded by Ald. Helgestad, to approve request to install a snow guard system on the pavilion at riverfront plaza (aka the old bus terminal) and use contingency funds not to exceed \$9,800.

Indexes: bus; Riverfront Plaza

A motion was made by Ald. E. Payne, seconded by Ald. Cummings, to refer this item to the Building and Grounds Committee = request to install a snow guard system on the pavilion at riverfront plaza (aka the old bus terminal) and use contingency funds not to exceed \$9,800. The motion failed by the following vote:

Aye: 5 - Cummings, Perry, Rodriguez, Lemke and E. Payne

Nay: 9 - Pieper, Bartels, Skinner, Manion, Thieme, Johnson, Helgestad, Wells and Wilke

Absent: 1 - C. Payne

Indexes: bus; Riverfront Plaza

[Voting on Original Motion] A motion was made by Ald. Pieper, seconded by Ald. Helgestad, to approve request to install a snow guard system on the pavilion at riverfront plaza (aka the old bus terminal) and use contingency funds not to exceed \$9,800. The motion carried by the following vote:

Aye: 12 - Pieper, Bartels, Skinner, Perry, Manion, Thieme, Johnson, Helgestad, Rodriguez, Lemke, Wells and Wilke

Nay: 2 - Cummings and E. Payne

Absent: 1 - C. Payne

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

C. Ordinance & License Committee Report - Ald. Johnson

[ID#18-1301](#) INVITED Bartender Applications - September 24, 2018

Attachments: [Bartenders 2018.09.24](#)

A motion was made by Ald. Johnson, seconded by Ald. Rodriguez, to approve the Bartender Application for Paula Weeks. The motion carried by the following vote:

Aye: 12 - Pieper, Bartels, Skinner, Cummings, Perry, Thieme, Johnson, Rodriguez, Lemke, E. Payne, Wells and Wilke

Nay: 2 - Manion and Helgestad

Absent: 1 - C. Payne

[ID#18-1372](#) Repeal Municipal Code sec. 11.40, the panhandling ordinance.

Attachments: [Cover Sheet-Panhandling.pdf](#)

[Memo-Panhandling.pdf](#)

[Ordinance-Repeal 11.40.pdf](#)

Ordinance #: 10-18

A motion was made by Ald. Johnson, seconded by Ald. Manion, to approve to repeal Municipal Code sec. 11.40, the panhandling ordinance. The motion carried by the following vote:

Aye: 13 - Pieper, Bartels, Skinner, Perry, Manion, Thieme, Johnson, Helgestad, Rodriguez, Lemke, E. Payne, Wells and Wilke

Nay: 1 - Cummings

Absent: 1 - C. Payne

D. Human Resources Committee Report - Ald. Thieme

D. Human Resources Committee Report - Ald. Thieme

D. Human Resources Committee Report - Ald. Thieme

[ID#18-1186](#) Request of City Assessor Paul Klauck to review and act on the staffing and recommendation of funding of the Clerical Assistant position in the Assessor's Office.

Attachments: [Assessor - Clerical Assistant Coversheet 8-9-18.pdf](#)
[Assessor Staffing Resolution.pdf](#)
[Clerical Assistant-DRAFT - 7-19-18.docx](#)

Ald. Skinner stepped out during this item, and he was marked Absent during the vote.

A motion was made by Ald. Thieme, seconded by Ald. Perry, to approve City Assessor Paul Klauck to review and act on the staffing and recommendation of funding of the Clerical Assistant position in the Assessor's Office. The motion carried by the following vote:

Aye: 13 - Pieper, Bartels, Cummings, Perry, Manion, Thieme, Johnson, Helgestad, Rodriguez, Lemke, E. Payne, Wells and Wilke

Absent: 2 - Skinner and C. Payne

[ID#18-1399](#) Request to approve the revisions to HR Policy B-2 - Recruitment, Application, Selection of Applicants for Employment.

Attachments: [B2 Recruitment, and Selection of Applicants - DRAFT - 8-6-18.pdf](#)

This item was removed from Consent Agenda by Ald. Lemke.

A motion was made by Ald. Thieme, and seconded by Ald. Manion, to approve the revisions to HR Policy B-2 - Recruitment, Application, Selection of Applicants for Employment. The motion was carried by the following vote:

Aye: 13 - Pieper, Bartels, Skinner, Cummings, Perry, Manion, Thieme, Johnson, Helgestad, Rodriguez, E. Payne, Wells and Wilke

Nay: 1 - Lemke

Absent: 1 - C. Payne

[ID#18-1402](#) Request to approve the revisions to HR Policy D-3 - Employee Performance and Development Appraisals.

Attachments: [D3 - Employee Performance - DRAFT - 8-6-18.doc](#)

A motion was made by Ald. Thieme, seconded by Ald. Manion, to approve the revisions to HR Policy D-3 - Employee Performance and Development Appraisals. The motion carried by the following vote:

Aye: 14 - Pieper, Bartels, Skinner, Cummings, Perry, Manion, Thieme, Johnson, Helgestad, Rodriguez, Lemke, E. Payne, Wells and Wilke

Absent: 1 - C. Payne

12. Board of Public Works Report - Dr. Fred Abadi

13. Director of Public Works Report

[ID#18-1414](#) Bids Received: Friday, September 14, 2018, at 11:00 A.M.
Pump Station Upgrades at Milky Way Road, Springbrook North, and Pearl Street

The Board of Public Works recommends that the bid from August Winter & Sons, Inc., in the amount of \$1,503,000.00 be approved with the understanding that there will be a change order to remove Item No. 6, 05992, Pearl Street Pump Station Upgrade (amount of \$699,900.00).

Sponsors: Public Works

Attachments: [Bid_Milky_Way_Pump_Sta_Upgrades.pdf](#)

A motion was made by Ald. E. Payne, seconded by Ald. Pieper, to approve the bid award for Pump Station Upgrades at Milky Way Road, Springbrook North, and Pearl Street to August Winter & Sons, Inc., in the amount of \$1,503,000.00 be approved with the understanding that there will be a change order to remove Item No. 6, 05992, Pearl Street Pump Station Upgrade (amount of \$699,900.00). The motion carried by the following vote:

Aye: 14 - Pieper, Bartels, Skinner, Cummings, Perry, Manion, Thieme, Johnson, Helgestad, Rodriguez, Lemke, E. Payne, Wells and Wilke

Absent: 1 - C. Payne

14. City Attorney's Report

15. City Administrator's Report

[ID#18-1469](#) Report from the City Administrator

Attachments: [Admin Report 9-28-18](#)

16. Mayor's Report & Referrals

[ID#18-1466](#) Updated Council Committee Appointments and Council Seating Chart

Attachments: [Stdcom18-19- updated 10-2-18](#)
[Council Member Seating Chart 2018-2019](#)

A motion was made by Ald. Thieme, seconded by Ald. Manion, to approve Updated Council Committee Appointments and Council Seating Chart. The motion carried by the following vote:

Aye: 14 - Pieper, Bartels, Skinner, Cummings, Perry, Manion, Thieme, Johnson, Helgestad, Rodriguez, Lemke, E. Payne, Wells and Wilke

Absent: 1 - C. Payne

[ID#18-1477](#) Board & Commission Appointment

Attachments: [Letter for Council, October 2, 2018](#)

A motion was made by Ald. Pieper, seconded by Ald. Helgestad, to approve the reappointment of Joan Francoeur to the Water Utility Commission. The motion carried by the following vote:

Aye: 14 - Pieper, Bartels, Skinner, Cummings, Perry, Manion, Thieme, Johnson, Helgestad, Rodriguez, Lemke, E. Payne, Wells and Wilke

Absent: 1 - C. Payne

[ID#18-1467](#) Proclamation for Small Business Saturday

Attachments: [Small Business Saturday 2018](#)

[ID#18-1468](#) Proclamation for Manufacturing Day

Attachments: [Manufacturing Day- 2018](#)

17. Referrals

Ald. Perry announced he will be holding a Town Hall meeting at Citizens Bank on October 10th.

18. Closed Session

[ID#18-1464](#) A motion will be made pursuant to Wis. Stats 19.85(1)(e) to go into closed session to deliberate the negotiation of a possible purchase of public property.

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 action on matters discussed in closed session.

A motion was made by Ald. Pieper, seconded by Ald. Lemke, was made pursuant to Wis. Stats 19.85(1)(e) to go into closed session to deliberate the negotiation of a possible purchase of public property. 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 action on matters discussed in closed session. The motion carried by the following vote:

Aye: 14 - Pieper, Bartels, Skinner, Cummings, Perry, Manion, Thieme, Johnson, Helgestad, Rodriguez, Lemke, E. Payne, Wells and Wilke

Absent: 1 - C. Payne

Meeting went into Closed Session.

Meeting Reconvened into Open Session at 9:26 pm. No further action taken on closed item.

19. Adjournment

Adjourned at 9:27 p.m.

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 Fred Abadi, 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.