



City of Waukesha

Waukesha City Hall,
201 Delafield Street
Waukesha, WI 53188

Meeting Minutes - Final

Board of Public Works

Thursday, December 4, 2025

5:30 PM

Council Chambers, City Hall

1. Call to Order

Present 5 - Kevin Reilly, Eric E. Payne, Joe Pieper, Steve Kassens, and Chad O'Donnell

2. Public Comment

No public comments.

3. Approval of Minutes

A. [ID#25-02597](#) Approve Minutes of November 20, 2025.

Sponsors: Public Works

Attachments: [BPW Meeting Minutes 11-20-25-Final](#)

A motion was made by Ald. Eric Payne, seconded by Ald. Joe Pieper, that the Minutes of November 20, 2025, be approved. The motion carried by the following vote:

Aye: 5 - Kevin Reilly, Eric E. Payne, Joe Pieper, Steve Kassens and Chad O'Donnell

4. Approval of Payments

A. [ID#25-02598](#) Approval of Payments

Sponsors: Public Works

Attachments: [Payments 12-4-25](#)

A motion was made by Ald. Joe Pieper, seconded by Member Kevin Reilly, that the Payments be approved. The motion carried by the following vote:

Aye: 5 - Kevin Reilly, Eric E. Payne, Joe Pieper, Steve Kassens and Chad O'Donnell

5. RESOLUTIONS

A. [ID#25-02603](#) 2026 CIP Projects (Department of Public Works Program)

Sponsors: Public Works

Attachments: [Resolution - 2026 BPW CIP Projects](#)

A motion was made by Ald. Joe Pieper, seconded by Ald. Eric Payne, that the

2026 CIP Projects (Department of Public Works Program) be recommended for approval. The motion carried by the following vote:

Aye: 5 - Kevin Reilly, Eric E. Payne, Joe Pieper, Steve Kassens and Chad O'Donnell

6. Discussion and Recommendation to Council Regarding:

- A. [ID#25-02599](#) Review and possible action on Contract Change Order No. 1 with Short Pour Delivery Services, LLC., for the Drop-Off Center Used Oil Collection Improvements Project.

Sponsors: Public Works

Attachments: [BPW 25-02599-Change Order Short Pour-DOC Oil Collection](#)

A motion was made by Ald. Eric Payne, seconded by Ald. Joe Pieper, that the Contract Change Order No. 1 with Short Pour Delivery Services, LLC, for the Drop-Off Center Used Oil Collection Improvements Project be recommended for Council Consent. The motion carried by the following vote:

Aye: 5 - Kevin Reilly, Eric E. Payne, Joe Pieper, Steve Kassens and Chad O'Donnell

- B. [ID#25-02600](#) Review and possible action on Contract Change Order No. 1 with Garland/DBS, Inc., for the Schuetze Building Roof Rehabilitation Project.

Sponsors: Public Works

Attachments: [BPW 25-02600-Change Order Garland-Schuetze Rec Roofing](#)

A motion was made by Ald. Joe Pieper, seconded by Member Kevin Reilly, that the Contract Change Order No. 1 with Garland/DBS, Inc., for the Schuetze Building Roof Rehabilitation Project be recommended for Council Consent. The motion carried by the following vote:

Aye: 5 - Kevin Reilly, Eric E. Payne, Joe Pieper, Steve Kassens and Chad O'Donnell

7. Matter of Report

Director Damien reported that the recent snowfall buried the leaves which halted the leaf operation. City Garage plans to see what will happen with the weather if there is an opportunity to return. Most likely the leaves will be picked up in the spring.

8. Communications and Referrals:

9. Adjournment

A motion was made that the meeting be adjourned. The motion carried unanimously.

"A majority of the Council members may be in attendance"

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).