



City of Waukesha

City Hall,
201 Delafield Street
Waukesha, WI 53188

Meeting Minutes - Final

Board of Public Works

Thursday, January 9, 2025

5:30 PM

Council Chambers, City Hall

1. Call to Order

Present 4 - Steve Kassens, Chad O'Donnell, Kevin Reilly, and Eric E. Payne

Absent 1 - Joe Pieper

2. Public Comment

No public comments.

3. Approval of Minutes

A. [ID#24-11520](#) Approve Minutes of December 19, 2024.

Sponsors: Public Works

Attachments: [BPW Meeting Minutes 12-19-24-Final.pdf](#)

A motion was made by Ald. Eric Payne, seconded by Member Kevin Reilly, that the Minutes of December 19, 2024, be approved. The motion carried by the following vote:

Aye: 4 - Steve Kassens, Chad O'Donnell, Kevin Reilly and Eric E. Payne

Absent: 1 - Joe Pieper

4. Discussion and Recommendation to Council Regarding:

A. [ID#24-11522](#) Review and act on the revised Two-Party State Municipal Agreement between the City of Waukesha and the Wisconsin Department of Transportation regarding the Local Roads Improvement Program (LRIP) Supplemental Program grant for the reconstruction of N. University Drive between Summit Avenue and Northview Road.

Sponsors: Public Works

Attachments: [24-11522-BPW_Agenda Cvr-WisDOT-SMA N University Dr.pdf](#)
[24-11522-19450 SMA.pdf](#)

A motion was made by Ald. Eric Payne, seconded by Member Kevin Reilly, that the revised Two-Party State Municipal Agreement between the City of Waukesha and the Wisconsin Department of Transportation regarding the Local Roads Improvement Program (LRIP) Supplemental Program grant for the reconstruction

of N. University Drive between Summit Avenue and Northview Road be recommended for Council Consent. The motion carried by the following vote:

Aye: 4 - Steve Kassens, Chad O'Donnell, Kevin Reilly and Eric E. Payne

Absent: 1 - Joe Pieper

- B.** [ID#24-11525](#) Review and act on the Two-Party State Municipal Agreement between the City of Waukesha and the Wisconsin Department of Transportation regarding State project ID 2773-10-70 STH 59 – Sunset Dr. to Arcadian Ave.

Sponsors: Public Works

Attachments: [24-11525-BPW_Agenda Cvr-WisDOT-East Bypass SMA.pdf](#)
[24-11525-2773-10-70 STH 59 CWaukesha SMMA.pdf](#)
[24-11525-2773-10-70 STH 59 CWaukesha SMMA Exhibit.pdf](#)

A motion was made by Member Kevin Reilly, seconded by Ald. Eric Payne, that the Two-Party State Municipal Agreement between the City of Waukesha and the Wisconsin Department of Transportation regarding State project ID 2773-10-70 STH 59 - Sunset Dr. to Arcadian Ave. be recommended for Council Consent. The motion carried by the following vote:

Aye: 4 - Steve Kassens, Chad O'Donnell, Kevin Reilly and Eric E. Payne

Absent: 1 - Joe Pieper

- C.** [ID#24-11526](#) Review and act on Contract Change Order No. 1 with Pieper Electric, Inc. for 2024 Buchner Park Ball Diamond Lighting Upgrades.

Sponsors: Public Works

Attachments: [24-11526-BPW_Agenda Cover Sheet - Change Order #1 Buchner Park Baseball Lighting.pdf](#)
[CCO1-Pieper Electric-Buchner Park Ball Diamond Lighting Upgrades.pdf](#)

A motion was made by Ald. Eric E. Payne, seconded by Member Kevin Reilly, that the Contract Change Order No. 1 with Pieper Electric, Inc. for 2024 Buchner Park Ball Diamond Lighting Upgrades be recommended for Council Consent. The motion carried by the following vote:

Aye: 4 - Steve Kassens, Chad O'Donnell, Kevin Reilly and Eric E. Payne

Absent: 1 - Joe Pieper

5. Approval of Payments

- A.** [ID#24-11521](#) Approval of Payments

Sponsors: Public Works

Attachments: [Payments 1-9-25.pdf](#)

A motion was made by Vice Chair Chad O'Donnell, seconded by Member Kevin Reilly, that the Payments be approved. The motion carried by the following vote:

Aye: 4 - Steve Kassens, Chad O'Donnell, Kevin Reilly and Eric E. Payne

Absent: 1 - Joe Pieper

- A.** [ID#24-11524](#) Official Notices: Bids to Close on Friday, January 17, 2025, at 11:00 a.m.
 1) 2025 Cemetery Admin Building HVAC Replacement
 2) 2025 Fire Station #1 Boiler Replacement

Sponsors: Public Works

Attachments: [Official Notice 2025 Cemetery Admin Building HVAC Replacement.pdf](#)
[Official Notice 2025 Fire Station #1 Boiler Replacements.pdf](#)

6. Matter of Report

Director Damien provided an update on the 2024 leaf collection. Joe Baginski City Garage Supervisor managed the project and was present for questions. The view of the collection was that it was a success. 5,434 tons of leaves were collected. Roughly the same amount of leaves as in previous years with 14 less days. Staff used GIS mapping to identify routes for staff and residents. Crews were able to complete more work doing other things as well. The financial impact was 1,982 fewer labor hours which equated to \$119,000 in savings. \$15,338 of fuel savings and \$6,000 skid steer rental savings. Overall a total of \$140,000 in savings. A main concern from residents was the reduction of pickups from three to two. Also, the mapping of 4+ days was confusing because they didn't understand the time to get around the city. Staff will consider a number of changes for next year and start somewhere where the leaves fall earlier. Staff is contemplating picking up leaves and brush in the spring to help the residents this year. The goal will be to keep the start date of collection as late as possible but not go into early December due to the snow. Ald. Payne commented that he was glad we had only 2 pick ups and he only had a few complaints. He thanked the crews.

7. Communications and Referrals:

8. 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).