



# City of Waukesha

City Hall,  
201 Delafield Street  
Waukesha, WI 53188

## Meeting Minutes - Draft

### Board of Public Works

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Thursday, September 8, 2022

5:30 PM

Council Chambers, City Hall

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#### 1. Call to Order

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

#### 2. Pledge of Allegiance

#### 7. Discussion and Recommendation to Council Regarding:

*Item taken out of order.*

- C.** [ID#22-4776](#) Review and act on the potential policy change regarding assessment of sidewalk maintenance costs to adjacent homeowners as depicted in the comprehensive study completed by DPW/Engineering staff.

**Sponsors:** Public Works

**Attachments:** [22-4776 BPW Agenda Cvr-Sidewalk Maintenance Assessment Study](#)  
[2022 Sidewalk Maintenance Assessment Study - 20220901](#)

*Ald. Corey Payne addressed the Board and spoke in support of the change.*

*Brandon Schwenn, P.E., presented this item and walked through the Sidewalk Maintenance Assessment report.*

**A motion was made by Ald. Joe Pieper, seconded by Ald. Eric Payne, that the potential policy change regarding assessment of sidewalk maintenance costs to adjacent homeowners as depicted in the comprehensive study completed by DPW/Engineering staff be recommended for Council Consent. The motion carried by the following vote:**

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

*Ald. Pieper was excused.*

#### 3. Public Comment

*No public comment.*

#### 4. Approval of Minutes

A. [ID#22-4743](#) Approve Minutes of August 18, 2022.

**Sponsors:** Public Works

**Attachments:** [BPW Meeting Minutes 8-18-22-Draft](#)

**A motion was made by Vice Chair Steve Kassens, seconded by Member Kevin Reilly, that the Minutes of August 18, 2022, be approved. The motion carried by the following vote:**

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

**Absent:** 1 - Joe Pieper

5. Approval of Payments

A. [ID#22-4744](#) Approval of Payments

**Sponsors:** Public Works

**Attachments:** [Payments 9-8-22](#)

**A motion was made by Vice Chair Steve Kassens, seconded by Ald. Eric Payne, that the Payments be approved. The motion carried by the following vote:**

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

**Absent:** 1 - Joe Pieper

6. Bids Received:

A. [ID#22-4745](#) Bids Received: Friday, September 2, 2022, at 11:00 a.m.  
E.B. Shurts Building Exterior Patio - 810 W. College Ave.

The Board of Public Works recommends that the low bid from Hunzinger Construction Company in the amount of \$94,790.00 be awarded.

**Sponsors:** Public Works

**Attachments:** [Bid EB Shurts Patio Replacement](#)

**A motion was made by Ald. Eric Payne, seconded by Vice Chair Steve Kassens, that the low bid from Hunzinger Construction Company for the E.B. Shurts Building Exterior Patio, 810 W. College Ave., be recommended for approval. The motion carried by the following vote:**

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

**Absent:** 1 - Joe Pieper

B. [ID#22-4746](#) Bids Received: Friday, September 2, 2022, at 11:00 a.m.  
Buchner Park Step Replacement

**Sponsors:** Public Works

**Attachments:** [Bid 2022 Buchner Park Step Replacement](#)

This item was held.

7. Discussion and Recommendation to Council Regarding:

- A. [ID#22-4747](#) Review and act on Contract Change Order No. 1 with Century Fence Company for the 2022 Centerline and Miscellaneous Marking – City Wide project.

**Sponsors:** Public Works

**Attachments:** [22-4747\\_BPW Agenda Cvr-CCO1-Century Fence-Centerline Marking](#)  
[22-4747\\_CCO1 Century Fence-2022 Centerline Marking](#)

A motion was made by Vice Chair Steve Kassens, seconded by Member Kevin Reilly, that the Contract Change Order No. 1 with Century Fence Company for the 2022 Centerline and Miscellaneous Marking - City Wide project be recommended for Council Consent. The motion carried by the following vote:

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

**Absent:** 1 - Joe Pieper

- B. [ID#22-4775](#) Review and act on the Temporary Easement for Area 7 Flood Mitigation Project with East Sutton Condominium Association, Inc.

**Sponsors:** Public Works

**Attachments:** [22-4775\\_BPW Agenda Cvr-Easement East Sutton Lake Condos](#)  
[Temporary Easement East Sutton Condo Assoc WAKC 1314 117 through 163](#)

A motion was made by Vice Chair Steve Kassens, seconded by Ald. Eric Payne, that the Temporary Easement for Area 7 Flood Mitigation Project with East Sutton Condominium Association, Inc. be recommended for Council Consent. The motion carried by the following vote:

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

**Absent:** 1 - Joe Pieper

8. Discussion and Authorization re:

- A. [ID#22-4748](#) Review and act on the request from Avalon Square for a one-time sewer credit for 222 Park Place.

**Sponsors:** Public Works

**Attachments:** [22-4748\\_BPW Agenda Cvr-222 Park Pl Sewer Credit](#)

*Jonathan Schapekahn, P.E., presented this item.*

A motion was made by Ald. Eric Payne, seconded by Vice Chair Steve Kassens,

**that one-time sewer credit for 222 Park Place for Avalon Square be approved.**

**The motion carried by the following vote:**

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

**Absent:** 1 - Joe Pieper

9. Matter of Report

10. Communications and Referrals:

11. 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.