



City of Waukesha

City Hall,
201 Delafield Street
Waukesha, WI 53188

Meeting Minutes - Final

Board of Public Works

Thursday, January 6, 2022

5:30 PM

Council Chambers, City Hall

1. Call to Order

Present 4 - Kassens, O'Donnell, Michalowski, and Pieper

Absent 1 - E. Payne

2. Pledge of Allegiance

3. Public Comment

No public comment.

4. Approval of Minutes

A. [ID#22-0001](#) Approve Minutes of December 9, 2021.

Sponsors: Public Works

Attachments: [BPW Meeting Minutes 12-9-21-Draft](#)

A motion was made by Vice Chair Kim Michalowski, seconded by Member Steve Kassens, that the Minutes of December 9, 2021, be approved. The motion carried by the following vote:

Aye: 4 - Kassens, O'Donnell, Michalowski and Pieper

Absent: 1 - E. Payne

5. Approval of Payments

A. [ID#22-0002](#) Approval of Payments

Sponsors: Public Works

Attachments: [Payments 1-6-22](#)

A motion was made by Member Steve Kassens, seconded by Vice Chair Kim Michalowski that the Payments be approved. The motion carried by the following vote:

Aye: 4 - Kassens, O'Donnell, Michalowski and Pieper

Absent: 1 - E. Payne

6. Discussion and Recommendation to Council Regarding:

- A. [ID#22-3363](#) Review and act on the Cost Schedule for the Clearing of Snow and Ice from the Right-of-Way per City Code 6.12.

Sponsors: Public Works

Attachments: [22-3363_BPW_Agenda_Cvr-Snow_Ice_Clearing_Cost_Schedule](#)
[SNOW ICE COST SCHEDULE January 2022](#)

Fire Chief Steve Howard spoke to this item regarding the charge for clearing hydrants. This is the cost for clearing the snow, not a fee.

A motion was made by Alderman Joe Pieper, seconded by Member Steve Kassens, that the Cost Schedule for the Clearing of Snow and Ice from the Right-of-Way per City Code 6.12 be recommended for Council Consent. The motion carried by the following vote:

Aye: 4 - Kassens, O'Donnell, Michalowski and Pieper

Absent: 1 - E. Payne

- B. [ID#22-0004](#) Review and act on Contract Change Order No. 3 with J.P. Cullen & Sons, Inc., for the Waukesha Police Department Addition and Renovation project.

Sponsors: Public Works

Attachments: [22-0004_BPW_Agenda_Cvr-CO3-Cullen-PD_Addition_and_Renovation](#)
[22-0004-CO3-Cullen-PD_Addition_and_Renovation](#)

Katie Jelacic, P.E., presented this item.

A motion was made by Member Steve Kassens, seconded by Vice Chair Kim Michalowski, that the Contract Change Order No. 3 with J.P. Cullen & Sons, Inc., for the Waukesha Police Department Addition and Renovation project be recommended for Council Consent. The motion carried by the following vote:

Aye: 4 - Kassens, O'Donnell, Michalowski and Pieper

Absent: 1 - E. Payne

- C. [ID#22-0003](#) Review and act on Contract Change Order No. 3 with Absolute Construction Enterprises, Inc., for the Waukesha Public Library Renovation and Addition project.

Sponsors: Public Works

Attachments: [22-0003_BPW_Agenda_Cvr-CO3_Absolute-WPL](#)
[22-0003_CO3-Absolute_Construction_WPL](#)

Katie Jelacic, P.E., presented this item.

A motion was made by Alderman Joe Pieper, seconded by Member Steve Kassens, that the Contract Change Order No. 3 with Absolute Construction

Enterprises, Inc., for the Waukesha Public Library Renovation and Addition project be approved. The motion carried by the following vote:

Aye: 4 - Kassens, O'Donnell, Michalowski and Pieper

Absent: 1 - E. Payne

- D.** [ID#22-0006](#) Review and act on the Contract extension with United Liquid Waste for bio-solids hauling for the City's Clean Water Plant.

Sponsors: Public Works

Attachments: [22-0006_BPW Agenda Cover-2022 Contract Ext Bio-Solids Hauling](#)
[United Liquid Waste Contract Extension](#)
[United Liquid Waste Ext Req](#)

Jeff Harenda, CWP Manager, presented this item.

A motion was made by Alderman Joe Pieper, seconded by Vice Chair Kim Michalowski, that the Contract extension with United Liquid Waste for bio-solids hauling for the City's Clean Water Plant be recommended for Council Consent. The motion carried by the following vote:

Aye: 4 - Kassens, O'Donnell, Michalowski and Pieper

Absent: 1 - E. Payne

- E.** [ID#22-0007](#) Review and act on Contract Amendment 3 for Operational Assistance Services with Strand Associates for on-going assistance of services related to the recent improvements at the Clean Water Plant.

Sponsors: Public Works

Attachments: [22-0007_BPW Agenda Cvr Amend 3-Strand Associates-SCADA](#)
[22-0007-Strand Amend 3 - 1226.045.3.\(FINAL NFS-010522\)](#)

Jeff Harenda, CWP Manager, presented this item.

A motion was made by Vice Chair Kim Michalowski, seconded by Member Steve Kassens, that the Contract Amendment 3 for Operational Assistance Services with Strand Associates for on-going assistance of services related to the recent improvements at the Clean Water Plant be recommended for Council Consent. The motion carried by the following vote:

Aye: 4 - Kassens, O'Donnell, Michalowski and Pieper

Absent: 1 - E. Payne

- F.** [ID#22-0008](#) Review and act on the Scope of Services for the Engineering Services for the Design of Storm Sewer and Flood Mitigation – Area 7.

Sponsors: Public Works

Attachments: [22-0008_Agenda Crv -RASmith Flood Mitigation Services Consultant Contract RA Smith-Area 7 Stormwater Design](#)

Chris Langemak, P.E., presented this item.

A motion was made by Alderman Joe Pieper, seconded by Member Steve Kassens, that the Scope of Services for the Engineering Services for the Design of Storm Sewer and Flood Mitigation - Area 7 be recommended for Council Consent. The motion carried by the following vote:

Aye: 4 - Kassens, O'Donnell, Michalowski and Pieper

Absent: 1 - E. Payne

- G.** [ID#22-0009](#) Approve sidewalk easement between Howell Oaks Development, LLC, and the City of Waukesha located at the south end of Retzer Court in the Howell Oaks Subdivision, Addition 4, Phase 5.

Sponsors: Public Works

Attachments: [22-0009_Agenda Cover Sheet - Sidewalk Easement Howell Oaks DEVELOPMENT, LLC Howell Oaks Addn No 4 - Lots 127-132 Sidewalk Easement 12.09.21](#)

A motion was made by Vice Chair Kim Michalowski, seconded by Member Steve Kassens, that the sidewalk easement between Howell Oaks Development, LLC, and the City of Waukesha located at the south end of Retzer Court in the Howell Oaks Subdivision, Addition 4, Phase 5 be recommended for Council Consent. The motion carried by the following vote:

Aye: 4 - Kassens, O'Donnell, Michalowski and Pieper

Absent: 1 - E. Payne

- H.** [ID#22-0010](#) Approve Storm Water Management Practice Maintenance Agreement between City of Waukesha and I-Prairie LLC aka Neenah Enterprises for property located at 1220 S. Prairie Avenue.

Sponsors: Public Works

Attachments: [22-0010_BPW Agenda Cover-Neenah Enterprises SW Agreement Neenah Enterprises_City Maintenance Agreement](#)

A motion was made by Member Steve Kassens, seconded by Vice Chair Kim Michalowski, that the Storm Water Management Practice Maintenance Agreement between City of Waukesha and I-Prairie LLC aka Neenah Enterprises for the property located at 1220 S. Prairie Avenue be recommended for Council Consent. The motion carried by the following vote:

Aye: 4 - Kassens, O'Donnell, Michalowski and Pieper

Absent: 1 - E. Payne

7. Discussion and Authorization re:

- A. [ID#22-0011](#) Review and act on the request from Tracy Kinski, co-owner of Ye Olde Tobacco Shoppe, for a one-time sewer credit for 210 E Broadway Ave.

Sponsors: Public Works

Attachments: [22-0011 BPW Agenda Cvr-210 E Broadway Ave sewer Credit](#)

A motion was made by Member Steve Kassens, seconded by Vice Chair Kim Michalowski, that the one-time sewer credit for 210 E. Broadway for the Ye Olde Tobacco Shoppe, be approved. The motion carried by the following vote:

Aye: 4 - Kassens, O'Donnell, Michalowski and Pieper

Absent: 1 - E. Payne

8. Matter of Report

9. Communications and Referrals:

10. 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.