



City of Waukesha

Waukesha City Hall,
201 Delafield Street
Waukesha, WI 53188

Meeting Minutes - Final

Board of Public Works

Thursday, October 23, 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. Pledge of Allegiance

3. Public Comment

No public comments.

4. Approval of Minutes

A. [ID#25-02387](#) Approve Minutes of October 9, 2025.

Sponsors: Public Works

Attachments: [BPW Meeting Minutes 10-09-25-Final](#)

A motion was made by Ald. Eric Payne, seconded by Member Kevin Reilly, that the Minutes of October 9, 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

5. Approval of Payments

A. [ID#25-02389](#) Approval of Payments

Sponsors: Public Works

Attachments: [Payments 10-23-25](#)

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

6. Discussion and Recommendation to Council Regarding:

A. [ID#25-02388](#) Review and possible action on Contract Amendment No. 2 with Passport Labs, Inc., for the processing of parking violations using the Mobile Pay system.

Sponsors: Public Works

Attachments: [BPW-25-02388-Amendment 2-Passport-Mobile Pay](#)

A motion was made by Ald. Joe Pieper, seconded by Ald. Eric Payne, that the Contract Amendment No. 2 with Passport Labs, Inc., for the processing of parking violations using the Mobile Pay system 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#25-02390](#) Review and possible action on Contract Change Order No. 1 with Cy-Con, Inc., for the South Street Parking Ramp Structural Repair project.

Sponsors: Public Works

Attachments: [BPW 25-02390-Change Order Cy-Con-South St Ramp](#)

A motion was made by Ald. Joe Pieper, seconded by Member Kevin Reilly, that the Contract Change Order No. 1 with Cy-Con, Inc., for the South Street Parking Ramp Structural Repair 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

- C. [ID#25-02391](#) Review and possible action on Contract Change Order No. 1 with Edgerton Contractors, Inc., for the 2025 Area 7 Flood Mitigation Channel and Storage Improvements Project.

Sponsors: Public Works

Attachments: [BPW 25-02391-Change Order Edgerton-2025 Area 7 Flood Mit Rev](#)

A motion was made by Ald. Eric Payne, seconded by Ald. Joe Pieper, that the Contract Change Order No. 1 with Edgerton Contractors, Inc., for the 2025 Area 7 Flood Mitigation Channel and Storage 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

- D. [ID#25-02404](#) Review and possible action on the Storm Water Management Practice Maintenance Agreement between City of Waukesha and GE Medical Systems, LLC, for the property located at 3000 N. Grandview Blvd.

Sponsors: Public Works

Attachments: [BPW-25-02404-SWMA-GE Healthcare-3000 Grandview](#)

A motion was made by Ald. Joe Pieper, seconded by Member Kevin Reilly, that the Storm Water Management Practice Maintenance Agreement between City of Waukesha and GE Medical Systems, LLC, for the property located at 3000 N. Grandview Blvd. 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

- E. [ID#25-02405](#) Review and possible action on the Sidewalk Easement between Wisconsin Gas, LLC, and the City of Waukesha located along 1830 S. West Avenue (Tax Key Number WAKC 1353346).

Sponsors: Public Works

Attachments: [BPW-25-02405-WE Energies Sidewalk Easement](#)

A motion was made by Ald. Eric Payne, seconded by Member Kevin Reilly, that the Sidewalk Easement between Wisconsin Gas, LLC, and the City of Waukesha located along 1830 S. West Avenue (Tax Key Number WAKC 1353346) 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

- F. [ID#25-02423](#) Review and possible action on the Private Road Leaf-Collection Agreement and Release of Claims with Park Place MHC, LLC.

Sponsors: Public Works

Attachments: [BPW-25-02423-Park Place MH Leaf Pick-up](#)

A motion was made by Ald. Joe Pieper, seconded by Ald. Eric Payne, that the Private Road Leaf-Collection Agreement and Release of Claims with Park Place MHC, LLC, 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 stated the leaf collection begins next week, October 27, starting on the south side of the City.

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).