



# City of Waukesha

City Hall,  
201 Delafield Street  
Waukesha, WI 53188

## Meeting Minutes - Final

### Board of Public Works

---

Thursday, January 4, 2024

5:30 PM

Council Chambers, City Hall

---

#### 1. Call to Order

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

#### 2. Pledge of Allegiance

#### 3. Public Comment

#### 4. Approval of Minutes

##### A. [ID#24-8546](#) Approval of Minutes of December 21, 2023.

**Sponsors:** Public Works

**Attachments:** [BPW Meeting Minutes 12-21-23-Final.pdf](#)

**A motion was made by Member Steve Kassens, seconded by Ald. Eric Payne, that the Minutes of December 21, 2023, be approved. The motion carried by the following vote:**

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

#### 5. Approval of Payments

##### A. [ID#24-8547](#) Approval of Payments

**Sponsors:** Public Works

**Attachments:** [\\_Payments 1-04-24.pdf](#)

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

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

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

##### A. [ID#24-8548](#) Review and act on Thrive Architects, LLC, for Design and Construction Administration Services for the Waukesha Metro Transit Badger Drive Interior Renovation Project.

**Sponsors:** Public Works

**Attachments:** [24-8548 BPW Agenda Cvr-Consultant Services Transit.pdf](#)  
[2023-12-19 Waukesha Badger Drive Arch Proposal.pdf](#)

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

**A motion was made by Ald. Joe Pieper, seconded by Vice Chair Kevin Reilly, to approve the Thrive Architects, LLC, for Design and Construction Administration Services for the Waukesha Metro Transit Badger Drive Interior Renovation Project and recommended for Council Consent. The motion carried by the following vote:**

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

## 7. Matter of Report

### A. [ID#24-8550](#) 2024 Ruben Drive Pump Station Elimination Project Update

**Sponsors:** Public Works

**Attachments:** [2024 CIP Ruben Drive Pump Station Change Memo-20240104.pdf](#)

*Director Damien reported on the adjustments to the 2024 CIP. The first adjustment is to the Ruben Dr. Pump Station Elimination project with an estimated budget of \$3 million. Memo for the adjustment is attached. Briefly, the consultant estimates based on the soil borings and survey work have surpassed the original estimate at \$8 million and the staff are now recommending to replace and maintain the existing pump station versus elimination.*

### B. [ID#24-8551](#) 2024 Traffic Signal Upgrade Project Update

**Sponsors:** Public Works

**Attachments:** [2024 CIP Traffic Signal Project Change Memo-20240104.pdf](#)

*2024 CIP included upgrading two traffic signals at Sunset Dr. and Oakland Dr. and at Sunset Dr. and Prairie Ave.. We received the grant from the DOT for the project, however, the DOT is not able to deliver the project in time for us to acquire the traffic signal equipment. We will delay upgrading the traffic signals on Sunset Dr. locations until 2025 and replacing it with the project planned for 2025, Hartwell, Broadway, and Lincoln Ave.. Internal administrative change to move the accounts. The Village has approved the project and participation at 20%.*

## 8. RESOLUTIONS

### A. [ID#24-8549](#) 2024 CIP Projects (Department of Public Works Program).

**Sponsors:** Public Works

**Attachments:** [2024\\_CIP Public Works Program.pdf](#)

**A motion was made by Ald. Joe Pieper, seconded by Vice Chair Kevin Reilly, that the 2024 CIP Projects (Department of Public Works Program) be recommended for approval. The motion carried by the following vote:**

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

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. 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).