



# City of Waukesha

City Hall,  
201 Delafield Street  
Waukesha, WI 53188

## Meeting Minutes - Draft

### Board of Public Works

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Thursday, December 3, 2020

5:30 PM

Virtual Meeting

Public can view the meeting live online:  
<https://waukesha.legistar.com/Calendar.aspx> or  
by calling 1-877-853-5247 and Using  
Webinar ID: 994 8209 8802 PW: 013904

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#### 1. Call to Order

**Present** 5 - Kassens, O'Donnell, E. Payne, Pieper, and Michalowski

#### 2. Approval of Minutes

**A.** [ID#20-1451](#) Approve Minutes of November 17, 2020.

**Sponsors:** Public Works

**Attachments:** [BPW Meeting Minutes 11-17-20-Final](#)

**A motion was made by Ald. Joe Pieper, seconded by Vice Chair Kim Michalowski, that the Minutes of November 17, 2020, be approved. The motion carried by the following vote:**

**Aye:** 5 - Kassens, O'Donnell, E. Payne, Pieper and Michalowski

#### 3. Approval of Payments

**A.** [ID#20-1452](#) Approval of Payments

**Sponsors:** Public Works

**Attachments:** [BPW Payments 12-03-20](#)

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

**Aye:** 5 - Kassens, O'Donnell, E. Payne, Pieper and Michalowski

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

**A.** [ID#20-1218](#) Review and act on Developer's Agreement between City of Waukesha and Howell Oaks Development LLC for property located along Madison Street and west of both S. Prairie Song Drive and Prairie Song Drive.

**Sponsors:** Public Works

**Attachments:** [20-1218 BPW Agenda Cvr-Howell Oaks Addition 3 Phase 4 Developer's Agreement v1](#)  
[Howell Oaks Add 3 Phase 4 Development Agreement \(V6 2020-11-17\) - FINAL - Dev Executed](#)

*Alex Damien, City Engineer, presented this item.*

**A motion was made by Vice Chair Kim Michalowski, seconded by Member Steve Kassens, that the Developer's Agreement between the City of Waukesha and Howell Oaks Development LLC for the property along Madison Street and west of both S. Prairie Song Dr. and Prairie Song Dr., be recommended for Council Consent. The motion carried by the following vote:**

**Aye:** 5 - Kassens, O'Donnell, E. Payne, Pieper and Michalowski

- B.** [ID#20-1453](#) Review and act on the OMNIA Partners, Public Sector (U.S. Communities) Contract for Fire Station No. 1 Roof Rehabilitation project – Phase II.

**Sponsors:** Public Works

**Attachments:** [20-1453 BPW Agenda Cover-Fire Station 1 Roof Phase II](#)

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

**A motion was made by Ald. Joe Pieper, seconded by Member Steve Kassens, that the OMNIA Partners, Public Sector (U.S. Communities) Contract for Fire Station No. 1 Roof Rehabilitation project - Phase II, be recommended for Council Consent. The motion carried by the following vote:**

**Aye:** 5 - Kassens, O'Donnell, E. Payne, Pieper and Michalowski

- C.** [ID#20-1454](#) Review and act on the contract for the 2021-2022 Professional Archaeological Services.

**Sponsors:** Public Works

**Attachments:** [20-1454 BPW Agenda Cover Sheet-2021-2022 Archaeological Services](#)

*Alex Damien, City Engineer, presented this item. Ald. Joe Pieper went on record objecting to the requirement for archaeological services for construction contracts in the State of Wisconsin.*

**A motion was made by Member Steve Kassens, seconded by Vice Chair Kim Michalowski, that the contract for the 2021-2022 Professional Archaeological Services with the University of Wisconsin-Milwaukee Cultural Resource Management Department be recommended for Council Consent. The motion carried by the following vote:**

**Aye:** 5 - Kassens, O'Donnell, E. Payne, Pieper and Michalowski

- D.** [ID#20-1455](#) Review and act on the consultants contracts for Surveying Services for 2021 and 2022 Municipal Construction Projects.

**Sponsors:** Public Works

**Attachments:** [20-1455 BPW Agenda Cover Sheet-2021-2022 Surveying Services](#)

*Alex Damien, City Engineer, presented this item. Recommend awarding the contracts to the two lowest firms for surveying services: JSD Professional Services and Ayres Associates Inc. to supplement surveying needs through construction season.*

**A motion was made by Member Steve Kassens, seconded by Ald. Joe Pieper, that the contracts for 2021-2022 Surveying Services with JSD Professional Services and Ayres Associates, Inc., be recommended for Council Consent. The motion carried by the following vote:**

**Aye:** 5 - Kassens, O'Donnell, E. Payne, Pieper and Michalowski

- E. [ID#20-1460](#) Review and act on the Right of Way Plat for the West St Paul Avenue Project, WisDOT Project ID: 2718-04-71.

**Sponsors:** Public Works

**Attachments:** [20-1460 BPW Agenda Cover-St. Paul Ave 2022 Reconstruction project PLAT 12-01-2020 27180421 TPP](#)

*Craig Ausen, P.E., presented this item. Ald. Joe Pieper asked about whether burying the power lines on St. Paul is in the scope. Engineering will have a discussion with WE Energies.*

**A motion was made by Ald. Joe Pieper, seconded by Ald. Eric Payne, that the Right-of-Way Plat for the West St. Paul Avenue Project, WisDot Project ID:2718-0472, be recommended for Council Consent. The motion carried by the following vote:**

**Aye:** 5 - Kassens, O'Donnell, E. Payne, Pieper and Michalowski

5. Discussion and Authorization re:

- A. [ID#20-1461](#) Review and act on the request from Michael and Mary Poludniak for a one-time sewer credit for 128 Scarlet Oak Ln.

**Attachments:** [20-1461 BPW Agenda Cvr-128 Scarlet Oak Ln-Mike Poludniak Sewer Credit](#)

*Alex Damien, City Engineer, presented this item.*

**A motion was made by Vice Chair Kim Michalowski, seconded by Ald. Eric Payne, that the one-time sewer credit for Michael and Mary Poludniak for 128 Scarlet Oak Ln. be approved. The motion carried by the following vote:**

**Aye:** 5 - Kassens, O'Donnell, E. Payne, Pieper and Michalowski

- B. [ID#20-1462](#) Review and act on the request from Richard Hunn for a one-time sewer credit for 420 Windsor Dr.

**Sponsors:** Public Works

**Attachments:** [20-1462 BPW Agenda Cvr-420 Windsor Dr-Richard Hunn Sewer Credit](#)

*Alex Damien, City Engineer, presented this item.*

**A motion was made by Ald. Eric Payne, seconded by Vice Chair Kim**

**Michalowski, that the one-time sewer credit for Richard Hunn for 420 Windsor Dr. be approved. The motion carried by the following vote:**

**Aye:** 5 - Kassens, O'Donnell, E. Payne, Pieper and Michalowski

6. Matter of Report

*Dr. Abadi stated as part of the 2021 Operating Budget there was an adjustment to the Drop Off Center fees. Dustin Nolan, Solid Waste and Recycling Manager, presented the rate changes for the Drop Off Center. Costs of the Drop Off Center outweigh the income. The fees have been adjusted with a modest increase. The Waukesha County recycling program has dropped off significantly and the dividend, grant money and recycling service costs have been cutoff. Its roughly \$400,000 a year. The City lost \$240,000 in 2019. In 2020 and 2021 the City lost the full \$400,000.*

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 Fred Abadi, 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.