



# City of Waukesha

City Hall,  
201 Delafield Street  
Waukesha, WI 53188

## Meeting Minutes - Final

### Board of Public Works

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Thursday, February 22, 2024

5:30 PM

Council Chambers, City Hall

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#### 1. Call to Order

**Present** 3 - Steve Kassens, Kevin Reilly, and Joe Pieper

**Absent** 2 - Chad O'Donnell, and Eric E. Payne

#### 2. Pledge of Allegiance

#### 3. Public Comment

*No public comment.*

#### 4. Approval of Minutes

##### A. [ID#24-9068](#) Approval of the February 8, 2024, Minutes.

**Sponsors:** Public Works

**Attachments:** [BPW Meeting Minutes 2-8-24-Draft.pdf](#)

**A motion was made by Member Steve Kassens, seconded by Ald. Joe Pieper, that the Minutes of February 8, 2024, be approved. The motion carried by the following vote:**

**Aye:** 3 - Steve Kassens, Kevin Reilly and Joe Pieper

**Absent:** 2 - Chad O'Donnell and Eric E. Payne

#### 5. Approval of Payments

##### A. [ID#24-9073](#) Approval of Payments

**Sponsors:** Public Works

**Attachments:** [\\_Payments 2-22-24.pdf](#)

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

**Aye:** 3 - Steve Kassens, Kevin Reilly and Joe Pieper

**Absent:** 2 - Chad O'Donnell and Eric E. Payne

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

Chairman Chad O'Donnell arrived at 5:38 p.m.

- A. [ID#24-9069](#) Review and act on the Hourly Trade Contractors for 2024, 2025 and 2026 for various City projects.

**Sponsors:** Public Works

**Attachments:** [24-9069 BPW Agenda Cvr-Hourly Trade Contractors.pdf](#)  
[24-9069 Multi Year Hourly Contractors.pdf](#)

*Director Damien acknowledged Katie Jelacic's last Board of Public Works meeting and thanked her for many years of dedicated service. The Board extended their thanks as well and congratulated her on her retirement.*

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

**A motion was made by Ald. Joe Pieper, seconded by Member Steve Kassens, that the Hourly Trade Contractors for 2024, 2025 and 2026 for various City projects be recommended for Council Consent. The motion carried by the following vote:**

**Aye:** 4 - Steve Kassens, Chad O'Donnell, Kevin Reilly and Joe Pieper

**Aye:** 4 - Steve Kassens, Chad O'Donnell, Kevin Reilly and Joe Pieper

**Absent:** 1 - Eric E. Payne

**Absent:** 1 - Eric E. Payne

- B. [ID#24-9070](#) Review and act on the consultant for an extension to the 2022-2023 Structural and Architectural Services for various City projects.

**Sponsors:** Public Works

**Attachments:** [24-9070 BPW Agenda Cvr-Structural and Architectural Services Extension.pdf](#)

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

**A motion was made by Ald. Joe Pieper, seconded by Member Steve Kassens, that the Contract extension with StrucRite Inc. for the 2024 Structural and Architectural Services for various City projects be recommended for Council Consent. The motion carried by the following vote:**

**Aye:** 4 - Steve Kassens, Chad O'Donnell, Kevin Reilly and Joe Pieper

**Absent:** 1 - Eric E. Payne

- C. [ID#24-8952](#) Review and act on the Amendment of Municipal Code Chapter 29, Sewer Use and Wastewater Treatment.

**Sponsors:** Public Works

**Attachments:** [24-8952\\_BPW\\_Agenda\\_Cvr-Chapter\\_29.pdf](#)  
[24-8952\\_Memo\\_to\\_Board\\_of\\_Public\\_Works.pdf](#)  
[24-8952\\_Memo\\_and\\_Ordinance\\_Chapter\\_29\\_2024\\_with\\_Notes.pdf](#)  
[Memo\\_and\\_Ordinance\\_Chapter\\_29\\_2024-CC\\_Version](#)  
[Ordinance\\_Chapter\\_29\\_2024-Second\\_Reading](#)

*Tim Young, Clean Water Plant Pretreatment Coordinator, presented this item. The amendment updates the 2022 version. The changes are recommended to make consistent the bond deposit and the City Attorney went through the entire ordinance and made adjustments. Main highlights have to do with sewer connection charge meter and specifications for installations and changes. Specifications for radio meters on the readers, changes to one-time sewer credit applications to provide consistency with bond deposit schedule; 29.06(K), is talking about permanent outhouse on property; 29.11(h) is the resident credit meters which phased out because of the sunset provision which ended in 2016. Under 29.11(h)(4) one-time credit meter for filling a pool and broken faucets would be discontinued. Ald. Pieper is open to adding the provisions back in for broken faucets and filling a pool. Staff reported that tracking the reason for the request was split 50/50 for broken hose bibs. Vice Chair Reilly stated that the home owner still pays for the water but gets a sewer credit. Members discussed and stated they can see the small credit for disasters and special circumstances. Therefore, amending the Ordinance to leave 29.11(h)(4) the same.*

**A motion was made by Ald. Joe Pieper, seconded by Member Steve Kassens, that the Amendment of Municipal Code Chapter 29 be recommended for approval with the amendment to the Ordinance retaining 29.11(h)(4). The motion carried by the following vote:**

**Aye:** 4 - Steve Kassens, Chad O'Donnell, Kevin Reilly and Joe Pieper

**Absent:** 1 - Eric E. Payne

## 7. Matter of Report

## 8. Communications and Referrals:

- A.** [ID#24-9072](#) Official Notices: Bids to Close on Friday, March 1, 2024, at 11:00 a.m.  
1) Concrete Sidewalk Replacement - City Wide  
2) Ruben Drive Force Main Upgrades

**Sponsors:** Public Works

**Attachments:** [Official Notice Concrete Sidewalk Replacement2024 - City Wide.pdf](#)  
[Official Notice Ruben Drive Force Main Upgrades.pdf](#)

*jp thanks alex, brandon, craig..*

## 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).