



City of Waukesha

City Hall,
201 Delafield Street
Waukesha, WI 53188

Meeting Minutes - Final

Board of Public Works

Thursday, November 7, 2024

5:00 PM

Council Chambers, City Hall

1. Call to Order

Rollcall

Present 3 - Steve Kassens, Kevin Reilly, and Eric E. Payne

Absent 2 - Chad O'Donnell, and Joe Pieper

2. Pledge of Allegiance

3. Public Comment

No public comments.

Ald. Joe Pieper arrived at 5:05 p.m.

Present 4 - Steve Kassens, Kevin Reilly, Eric E. Payne, and Joe Pieper

Absent 1 - Chad O'Donnell

4. Approval of Minutes

A. [ID#24-11015](#) Approve Minutes of October 17, 2024.

Sponsors: Public Works

Attachments: [BPW Meeting Minutes 10-17-24-Draft.pdf](#)

A motion was made by Ald. Eric Payne, seconded by Member Kevin Reilly, that the Minutes of October 17, 2024, be approved. The motion carried by the following vote:

Aye: 4 - Steve Kassens, Kevin Reilly, Eric E. Payne and Joe Pieper

Absent: 1 - Chad O'Donnell

5. Approval of Payments

A. [ID#24-11016](#) Approval of Payments

Sponsors: Public Works

Attachments: [Payments 11-7-24.pdf](#)

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

Aye: 4 - Steve Kassens, Kevin Reilly, Eric E. Payne and Joe Pieper

Absent: 1 - Chad O'Donnell

6. Bids Received:

- A.** [ID#24-11019](#) Bids Received: Friday, November 1, 2024, at 11:00 a.m.
2024 Area 7 Flood Mitigation Storm Sewer Improvements

The Board of Public Works recommends that the low bid from Willkomm Excavating & Grading, Inc., in the amount of \$2,435,158.83 be awarded.

Sponsors: Public Works

Attachments: [2024 Area 7 Flood Mitigation Storm Sewer Improvements-BT.pdf](#)

A motion was made Ald. Joe Pieper, seconded by Ald. Eric Payne, that the low bid from Willkomm Excavating & Grading, Inc., for the 2024 Area 7 Flood Mitigation Storm Sewer Improvements project be recommended for approval. The motion carried by the following vote:

Aye: 4 - Steve Kassens, Kevin Reilly, Eric E. Payne and Joe Pieper

Absent: 1 - Chad O'Donnell

7. Discussion and Recommendation to Council Regarding:

- A.** [ID#24-11020](#) Review and Act on the Proposed 2025 Sanitary Sewer Rates

Sponsors: Public Works

Attachments: [24-11020-0-BPW Agenda Cover-2025 Sanitary Sewer Rates.pdf](#)
[24-11020-1-Waukesha 2025 User Rate Presentation - 10-28-24.pdf](#)
[24-11020-2-2025 Sewer Rate Model.pdf](#)
[24-11020-3-2025 Sewer Service Charge and Fee Schedule.pdf](#)
[24-11020-4-Sewer Rates Resolution 2025.pdf](#)

Jon Cameron, Senior Municipal Advisor, Ehlers, presented this item.

A motion was made by Ald. Joe Pieper, seconded by Member Kevin Reilly, that the 2025 Sanitary Sewer Rates be recommended for Council Consent. The motion carried by the following vote:

Aye: 4 - Steve Kassens, Kevin Reilly, Eric E. Payne and Joe Pieper

Absent: 1 - Chad O'Donnell

- B.** [ID#24-11021](#) Review and Act on the Proposed 2025 Sanitary Sewer Connection Charge

Schedule

Sponsors: Public Works

Attachments: [24-11021-0-BPW Agenda Cover-2025 Connection Charge Schedule.pdf](#)
[24-11021-1-Connection Fee Analysis Update 2024-10-28.pdf](#)
[24-11021-2-Memo - Annual Connection Charge Review.pdf](#)
[24-11021-3-2025 Sewer Connection Charge Schedule.pdf](#)
[24-11021-4-Connection Charge Resolution 2025.pdf](#)

Jon Cameron, Senior Municipal Advisor, Ehlers, presented this item.

A motion was made by Ald. Eric Payne, seconded by Ald. Joe Pieper, that the 2025 Sanitary Sewer Connection Charge Schedule be recommended for Council Consent. The motion carried by the following vote:

Aye: 4 - Steve Kassens, Kevin Reilly, Eric E. Payne and Joe Pieper

Absent: 1 - Chad O'Donnell

C. [ID#24-11022](#) Review and Act on the Proposed Pretreatment Program Fee Update.

Sponsors: Public Works

Attachments: [24-11022-BPW Agenda Cover-Pretreatment Fee Analysis.pdf](#)
[24-11022-2-2025 Pretreatment Program Fee Schedule.pdf](#)
[24-11022-1-Pretreatment Sampling Analysis Report 10-25-24.pdf](#)
[24-11022-3-Pretreatment Program Fee Resolution 2025.pdf](#)

A motion was made by Ald. Joe Pieper, seconded by Member Kevin Reilly, that the Pretreatment Program Fee Update be recommended for Council Consent. The motion carried by the following vote:

Aye: 4 - Steve Kassens, Kevin Reilly, Eric E. Payne and Joe Pieper

Absent: 1 - Chad O'Donnell

D. [ID#24-11030](#) Review and act on the Contract Amendment with Passport for engineering and processing of parking violations using the ALPR camera system.

Sponsors: Public Works

Attachments: [24-11030-BPW Agenda Cvr-Parking Passport Amendment.pdf](#)
[24-11030-Passport-Contract Amendment \(6605a6da26\) \(version 6\).pdf](#)

A motion was made by Ald. Joe Pieper, seconded by Ald. Eric Payne, that the Contract Amendment with Passport for engineering and processing of parking violations using the ALPR camera system be recommended for Council Consent. The motion carried by the following vote:

Chairman Kassens left the meeting. Member Kevin Reilly took over Chairing the meeting at 5:35 p.m.

- E. [ID#24-11035](#) Review and act on the revised Two-Party State Municipal Agreement between the City of Waukesha and the Wisconsin Department of Transportation for the E. Moreland Blvd. Bridge project, WisDOT Project ID: 2718-00-73.

Sponsors: Public Works

Attachments: [24-11035-BPW Agenda Cvr-WisDOT-SMA E Moreland Bridge.pdf](#)
[24-11035-2718-00-08_78_03_73 EMorelandBlvd CofWaukeshaRev4.pdf](#)

A motion was made by Ald. Joe Pieper, seconded by Ald. Eric Payne, that the revised Two-Party State Municipal Agreement between the City of Waukesha and the Wisconsin Department of Transportation for the E. Moreland Blvd. Bridge project, WisDOT Project ID: 2718-00-73, be recommended for Council Consent. The motion carried by the following vote:

Aye: 3 - Kevin Reilly, Eric E. Payne and Joe Pieper

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Absent: 2 - Steve Kassens and Chad O'Donnell

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- F. [ID#24-11036](#) Review and act on the revised Two-Party State Municipal Agreement between the City of Waukesha and the Wisconsin Department of Transportation for the Sunset Drive and Prairie Avenue Traffic Signal Reconstruct project, WisDOT Project ID: 2718-23-70.

Sponsors: Public Works

Attachments: [24-11036-BPW Agenda Cvr-WisDOT-SMA Sunset & Prairie.pdf](#)
[24-11036-2718-23-00_70_80Sunset_Prairie CWauk Rev1.pdf](#)

A motion was made by Ald. Joe Pieper, seconded by Ald. Eric Payne, that the revised Two-Party State Municipal Agreement between the City of Waukesha and the Wisconsin Department of Transportation for the Sunset Drive and Prairie Avenue Traffic Signal Reconstruct project, WisDOT Project ID: 2718-23-70 be recommended for Council Consent. The motion carried by the following vote:

Aye: 3 - Kevin Reilly, Eric E. Payne and Joe Pieper

Absent: 2 - Steve Kassens and Chad O'Donnell

8. Matter of Report

Director Damien reported on the leaf pick-up and that the crews are on schedule. Everything is going well. In regards to the new trash service, cart selection will go out to the serviceable residents within the next couple of weeks.

9. Communications and Referrals:

- A. [ID#24-11028](#) Official Notice: Bids to Close on Friday, November 15, 2024, at 11:00 a.m.
Drop-Off Center Used Oil Collection Improvements

Sponsors: Public Works

Attachments: [Official Notice Drop-Off Center Used Oil Collection Improvements.pdf](#)

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).