



# City of Waukesha

City Hall,  
201 Delafield Street  
Waukesha, WI 53188

## Meeting Minutes - Draft

### Board of Public Works

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Thursday, May 18, 2023

5:30 PM

Council Chambers, City Hall

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#### 1. Call to Order

##### Rollcall

**Present** 4 - Steve Kassens, Chad O'Donnell, Kevin Reilly, and Eric E. Payne

**Absent** 1 - Joe Pieper

#### 2. Public Comment

*No public comment.*

#### 3. Election of Officers

##### A. [ID#23-6827](#) Election of Officers

**Sponsors:** Public Works

A motion was made by Member Steve Kassens, seconded by Ald. Eric Payne, to nominate Chad O'Donnell as the Chairman and Kevin Reilly as the Vice Chairman of the Board of Public Works. The motion carried by the following vote:

**Aye:** 4 - Steve Kassens, Chad O'Donnell, Kevin Reilly and Eric E. Payne

**Absent:** 1 - Joe Pieper

#### 4. Approval of Minutes

##### A. [ID#23-6803](#) Approve Minutes of May 4, 2023.

**Sponsors:** Public Works

**Attachments:** [BPW Meeting Minutes 5-04-23-Final.pdf](#)

A motion was made by Ald. Eric Payne, seconded by Member Steve Kassens, that the Minutes of May 4, 2023, be approved. The motion carried by the following vote:

**Aye:** 4 - Steve Kassens, Chad O'Donnell, Kevin Reilly and Eric E. Payne

**Absent:** 1 - Joe Pieper

#### 5. Approval of Payments

**A.**     [ID#23-6804](#)     Approval of Payments

**Sponsors:**     Public Works

**Attachments:**   [Payments 5-18-23.pdf](#)

**A motion was made by Member Steve Kassens, seconded by Vice Chair Kevin Reilly, that the Payments be approved. The motion carried by the following vote:**

**Aye:**     4 -     Steve Kassens, Chad O'Donnell, Kevin Reilly and Eric E. Payne

**Absent:**   1 -     Joe Pieper

**6. Bids Received:****A.**     [ID#23-6624](#)     Bids Received: Friday, April 28, 2023, at 11:00 a.m.  
Silurian Springhouse Foundation Alteration-700 N. Hartwell Ave.

The Board of Public Works recommends that the low bid from Ford Construction Co., Inc., for the base bid less the alternate in the amount of \$57,670.00 be awarded.

**Sponsors:**     Public Works

**Attachments:**   [2023 Silurian Springhouse Foundation Alteration-BPW BT.pdf](#)

**A motion was made by Member Steve Kassens, seconded by Vice Chair Kevin Reilly, that the low bid from Ford Construction Co., Inc., for the Silurian Springhouse Foundation Alteration - 700 N. Hartwell Ave. project be recommended for approved. The motion carried by the following vote:**

**Aye:**     4 -     Steve Kassens, Chad O'Donnell, Kevin Reilly and Eric E. Payne

**Absent:**   1 -     Joe Pieper

**B.**     [ID#23-6806](#)     Bids Received: Friday, May 12, 2023, at 11:00 a.m.  
Heyer Park Lighting

The Board of Public Works recommends that the only bid from WIL-Surge Electric, Inc., in the amount of \$78,509.85, be awarded.

**Sponsors:**     Public Works

**Attachments:**   [Heyer Park Lighting BT.pdf](#)

**A motion was made by Ald. Eric Payne, seconded by Vice Chair Kevin Reilly, that the only bid from WIL-Surge Electric, Inc., for the Heyer Park Lighting project be recommended for approval. The motion carried by the following vote:**

**Aye:**     4 -     Steve Kassens, Chad O'Donnell, Kevin Reilly and Eric E. Payne

**Absent:**   1 -     Joe Pieper

- C. [ID#23-6807](#) Bids Received: Friday, May 12, 2023, at 11:00 a.m.  
Wisconsin Ave. Bridge Repair and Sealing - Rebid

The Board of Public Works recommends that the only bid from State Contractors, Inc., for the Base Bid and Alternate No. 1 be awarded.

**Sponsors:** Public Works

**Attachments:** [Moreland and Wisconsin Bridge Maintenance BT.pdf](#)

A motion was made by Member Steve Kassens, seconded by Ald. Eric Payne, that the only bid from State Contractors, Inc., for the Wisconsin Ave. Bridge Repair and Sealing project be recommended for approval. The motion carried by the following vote:

**Aye:** 4 - Steve Kassens, Chad O'Donnell, Kevin Reilly and Eric E. Payne

**Absent:** 1 - Joe Pieper

- D. [ID#23-6808](#) Bids Received: Friday, May 12, 2023, at 11:00 a.m.  
Waukesha Springs and Oaks Park Open Air Shelter Installation

The Board of Public Works recommends that the low bid from Ford Construction Co., Inc., in the amount of \$80,720.00 be awarded.

**Sponsors:** Public Works

**Attachments:** [Waukesha Springs and Oaks Park Open Air Shelters-BT.pdf](#)

A motion was made by Ald. Eric Payne, seconded by Member Steve Kassens, that the low bid from Ford Construction Co., Inc., for the Waukesha Springs and Oaks Park Open Air Shelter Installation project be approved. The motion carried by the following vote:

**Aye:** 4 - Steve Kassens, Chad O'Donnell, Kevin Reilly and Eric E. Payne

**Absent:** 1 - Joe Pieper

- E. [ID#23-6809](#) Bids Received: Friday, May 12, 2023, at 10:00 a.m.  
N. Greenfield Avenue, Center Road, and Hillcrest Reservoir Loop Improvement Project

The Board of Public Works concurs with the Waukesha Water Commission to award the low bid from Mid City Corp. for the bid amount of \$535,455.00 and Water Utility material costs totaling \$109,280.42.

**Sponsors:** Public Works

**Attachments:** [WWU Post Bid Memo-N Greenfield Ave.pdf](#)

[WWU Bid Summary - Greenfield-Center-Hillcrest - Top Five.pdf](#)

A motion was made by Member Steve Kassens, seconded by Vice Chair Kevin Reilly, that the Board concurs with the Water Commission to award the bid to Mid City Corp. for the Waukesha Water Utility's N. Greenfield Ave., Center Rd., and

**Hillcrest Reservoir Loop Water Main Improvements project. The motion carried by the following vote:**

**Aye:** 4 - Steve Kassens, Chad O'Donnell, Kevin Reilly and Eric E. Payne

**Absent:** 1 - Joe Pieper

**8. Discussion and Authorization re:**

- A.** [ID#23-6802](#) Review and act on the recommended Sidewalk Ordinance change (6.115) regarding the cost of construction and replacement of sidewalks.

**Attachments:** [23-6802 BPW Agenda Cvr-Sidewalk Ordinance Revision.pdf](#)  
[Memo and Ordinance-6.115](#)

*Brandon Schwenn, P.E., presented this item. The recommended change adds language stating if we don't get written permission to allow access to the private property, the City will charge back the work to the owner.*  
*City Attorney Brian Running, stated that in the past when it was necessary to get rights to do work on private property, condemnation would have been the avenue. Recent court actions states local governments cannot use emanate domain for sidewalks. The ordinal change now is hoping people will be helpful. If there is a change in Madison then emanate domain will be the final solution.*

**A motion was made by Vice Chair Steve Kassens, seconded by Member Kevin Reilly, that the draft Sidewalk Ordinance change (6.115) regarding the cost of construction and replacement of sidewalks be recommended for approval. The motion carried by the following vote:**

**Aye:** 4 - Steve Kassens, Chad O'Donnell, Kevin Reilly and Eric E. Payne

**Absent:** 1 - Joe Pieper

- B.** [ID#23-6810](#) Review and act on the recommended update to the City of Waukesha Sidewalk Repair Policy.

**Sponsors:** Public Works

**Attachments:** [23-6810 BPW Agenda Cvr-Sidewalk Repair Policy Update.pdf](#)  
[23-6810 Sidewalk Repair Policy-Rev-20230518.pdf](#)

*Brandon Schwenn, P.E., presented this item.*

**A motion was made by Ald. Eric Payne, seconded by Member Kevin Reilly, that the update to the City of Waukesha Sidewalk Repair Policy be recommended for approval after Council approval of the Sidewalk Ordinance change. The motion carried by the following vote:**

**Aye:** 4 - Steve Kassens, Chad O'Donnell, Kevin Reilly and Eric E. Payne

**Absent:** 1 - Joe Pieper

- C.** [ID#23-6811](#) Review and act on the 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:** [23-6811 BPW Agenda Cvr-E Moreland Blvd Bridge Rehab SMA.pdf](#)  
[2718-00-08\\_78\\_03\\_73 EMorelandBlvd CofWaukesha.pdf](#)

A motion was made by Member Steve Kassens, seconded by Vice Chair Kevin Reilly, that the 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:

- D. [ID#23-6812](#) Review and act on Contract Change Order No. 1 with American Fire Training Systems, Inc. for the Multi-Level Live Fire Training Structure project.

**Sponsors:** Public Works

**Attachments:** [23-6812 BPW Agenda Cvr-CO1-American fire Training Systems Inc.pdf](#)  
[23-6812-CO1 for American Fire Training Systems Inc.pdf](#)

*Battalion Chief Tim Fleming presented the item and showed slides to reconfigure the training facility. An additional container allows crews to mimic loft apartments for training purposes. Katie Jelacic, P.E., was also present.*

A motion was made by Member Steve Kassens, seconded by Ald. Eric Payne, that the Contract Change Order No. 1 with American Fire Training Systems, Inc., for the Multi-Level Live Fire Training Structure project be recommended for Council Consent. The motion carried by the following vote:

**Aye:** 4 - Steve Kassens, Chad O'Donnell, Kevin Reilly and Eric E. Payne

**Absent:** 1 - Joe Pieper

- E. [ID#23-6813](#) Review and act on Contract Change Order No. 1 with Ford Construction Company, Inc. for the Fire Department Training Facility Restroom Addition -900 Sentry Drive project.

**Sponsors:** Public Works

**Attachments:** [BPW\\_23-6813\\_Agenda Cvr-CCO1-Ford Construction Fire Dept Training Facility Restroom.pdf](#)  
[23-6813-Change order No 1 for Ford Construction Company.pdf](#)

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

A motion was made by Ald. Eric Payne, seconded by Vice Chair Kevin Reilly, that this item be recommended for Council Consent. The motion carried by the following vote:

**Aye:** 4 - Steve Kassens, Chad O'Donnell, Kevin Reilly and Eric E. Payne

**Absent:** 1 - Joe Pieper

- F. [ID#23-6820](#) Review and act on the two-party State Municipal Agreement between the

City of Waukesha and the Wisconsin Department of Transportation for the Centracs Traffic Management System project, WisDOT Project ID: 2718-08-71.

**Sponsors:** Public Works

**Attachments:** [23-6820 BPW Agenda Cvr-Centracs Software SMA.pdf](#)  
[2718-08-01\\_71 Centracs CWauk.pdf](#)

*Derrin Wolford, P.E., presented this item.*

**A motion was made by Member Steve Kassens, seconded by Vice Chair Kevin Reilly, that the two-party State Municipal Agreement between the City of Waukesha and the Wisconsin Department of Transportation for the Centracs Traffic Management System project, WisDOT Project ID: 2718-08-71. be recommended for Council Consent. The motion carried by the following vote:**

**Aye:** 4 - Steve Kassens, Chad O'Donnell, Kevin Reilly and Eric E. Payne

**Absent:** 1 - Joe Pieper

- G.** [ID#23-6822](#) Review and act on the two-party State Municipal Agreement between the City of Waukesha and the Wisconsin Department of Transportation for the Fiber and Radio Interconnect project, WisDOT Project ID: 2718-08-72

**Sponsors:** Public Works

**Attachments:** [23-6822 BPW Agenda Cvr-Fiber and Radio Interconnect SMA.pdf](#)  
[2718-08-02\\_72 FiberRadio CWauk.pdf](#)

*Derrin Wolford, P.E., presented this item.*

**A motion was made by Member Steve Kassens, seconded by Ald. Eric Payne, that the two-party State Municipal Agreement between the City of Waukesha and the Wisconsin Department of Transportation for the Fiber and Radio Interconnect project, WisDOT Project ID: 2718-08-72 be recommended for Council Consent. The motion carried by the following vote:**

**Aye:** 4 - Steve Kassens, Chad O'Donnell, Kevin Reilly and Eric E. Payne

**Absent:** 1 - Joe Pieper

- H.** [ID#23-6823](#) Review and act on the two-party State Municipal Agreement between the City of Waukesha and the Wisconsin Department of Transportation for the Traffic Signal Controller Upgrades project, WisDOT Project ID: 2718-08-73.

**Sponsors:** Public Works

**Attachments:** [23-6823 BPW Agenda Cvr-Traffic Signal Controllers SMA.pdf](#)  
[2718-08-03\\_73 ControlUp CWauk.pdf](#)

*Derrin Wolford, P.E., presented this item.*

**A motion was made by Member Steve Kassens, seconded by Vice Chair Kevin**

Reilly, that the two-party State Municipal Agreement between the City of Waukesha and the Wisconsin Department of Transportation for the Traffic Signal Controller Upgrades project, WisDOT Project ID: 2718-08-73. be recommended for Council Consent. The motion carried by the following vote:

**Aye:** 4 - Steve Kassens, Chad O'Donnell, Kevin Reilly and Eric E. Payne

**Absent:** 1 - Joe Pieper

## 7. Discussion and Recommendation to Council Regarding:

- A. [ID#23-6824](#) Review and act on the request from Jennifer Zyzo for a one-time sewer credit for 2911 Emslie Dr..

**Sponsors:** Public Works

**Attachments:** [23-6824 BPW Agenda Cvr-2911 Emslie Dr Sewer Credit.pdf](#)

A motion was made by Ald. Eric Payne, seconded by Member Steve Kassens, to approve the request from Jennifer Zyzo for a one-time sewer credit for 2911 Emslie Dr.. The motion carried by the following vote:

**Aye:** 4 - Steve Kassens, Chad O'Donnell, Kevin Reilly and Eric E. Payne

**Absent:** 1 - Joe Pieper

## 9. Matter of Report

*Brandon Schwenn, P.E., provided an update on the W. Broadway and E. Avenue Street and Traffic Signal Improvements project. He stated everything is on schedule and staff is being cognizant of the business owners to keep the project on time. The completion date is scheduled for 7/1/23.*

## 10. Communications and Referrals:

## 11. Adjournment

**A motion was made that the meeting be adjourned. The motion carried unanimously.**

"A majority of the Council members may be in attendance"

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