



# City of Waukesha

City Hall,  
201 Delafield Street  
Waukesha, WI 53188

## Meeting Minutes - Draft

### Board of Public Works

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Thursday, October 21, 2021

5:00 PM

Council Chambers, City Hall

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#### 1. Call to Order

**Present** 3 - Kassens, Michalowski, and E. Payne

**Absent** 2 - O'Donnell, and Pieper

#### 2. Pledge of Allegiance

#### 3. Public Comment

*No public comment.*

#### 4. Approval of Minutes

##### A. [ID#21-2977](#) Approve Minutes of October 7, 2021.

**Sponsors:** Public Works

**Attachments:** [BPW Meeting Minutes 10-7-21-Draft](#)

A motion was made by Alderman Eric Payne, seconded by Member Steve Kassens, that the Minutes of October 7, 2021, be approved. The motion carried by the following vote:

**Aye:** 3 - Kassens, Michalowski and E. Payne

**Absent:** 2 - O'Donnell and Pieper

#### 5. Approval of Payments

##### A. [ID#21-2999](#) Approval of Payments

**Sponsors:** Public Works

**Attachments:** [Payments 10-21-21](#)

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

**Aye:** 3 - Kassens, Michalowski and E. Payne

**Absent:** 2 - O'Donnell and Pieper

## 6. Bids Received:

- A. [ID#21-3000](#) Bids Received: Thursday, October 21, 2021 at 10:00 AM  
Waukesha Water Utility Portion of Shagbark to Coldwater Creek Drive  
Water and Sewer Improvement Project

The Board of Public Works concurs with the Waukesha Water Commission to award the low bid from M.J. Construction, Inc., for the overall bid amount of \$524,228.00 of which the Water Utility total is \$289,128.50.

**Sponsors:** Public Works

**Attachments:** [Post Bid Memo](#)  
[Bid Summary - Shagbark - Bid Results](#)  
[Memo WWU Bid Opening](#)

**A motion was made by Member Steve Kassens, seconded by Alderman Eric Payne, that the Board concurs with the Water Commission to award the bid to M.J. Construction, Inc., for the Waukesha Water Utility Portion of Shagbark to Coldwater Creek Drive Water and Sewer Improvement Project. The motion carried by the following vote:**

**Aye:** 3 - Kassens, Michalowski and E. Payne

**Absent:** 2 - O'Donnell and Pieper

## 7. Discussion and Recommendation to Council Regarding:

- A. [ID#21-2978](#) Review and act on the proposed 2022 Sanitary Sewer Rates.

**Sponsors:** Public Works

**Attachments:** [21-2978 BPW Agenda Cover-2022 Sanitary Sewer Rates](#)  
[21-2978\\_1\\_2022 Sewer Rate Model](#)  
[21-2978\\_2\\_2022 Sewer Service Charge and Fee Schedule](#)  
[21-2978\\_3\\_Sewer Rates Resolution 2022](#)  
[21-2978\\_4\\_Waukesha 2022 User Rate and Return Flow Rate Presentation](#)

*Jon Cameron, CIPMA, Senior Municipal Advisor/Vice President of Ehlers, and Joe Ciurro, CPA, Waukesha Water Utility, presented the 2022 Sewer User Rate Review and 2022 Sewer Utility Return Flow User Rates.*

**A motion was made by Member Steve Kassens, seconded by Alderman Eric Payne, that the 2022 Sanitary Sewer Rates be recommended for Council Consent. The motion carried by the following vote:**

**Aye:** 3 - Kassens, Michalowski and E. Payne

**Absent:** 2 - O'Donnell and Pieper

- B. [ID#21-2979](#) Review and act on the proposed 2022 Sewer Connection Charge Schedule.

**Sponsors:** Public Works

**Attachments:** [21-2979 BPW Agenda Cover-2022 Connection Charge Schedule](#)  
[21-2979\\_1\\_Memo - Annual Connection Charge Review](#)  
[21-2979\\_2\\_2022 Connection Charge Presentation](#)  
[21-2979\\_3\\_2022 Sewer Connection Charge Schedule](#)  
[21-2979\\_4\\_Connection Charge Resolution 2022](#)

*Jon Cameron, CIPMA, Senior Municipal Advisor/Vice President of Ehlers presented the sewer connection charge. This is a one time charge imposed on new development and is based on the size of the water meter and recovers the proportionate share of capital costs within the sanitary sewer collection system needed to serve new development.*

**A motion was made by Alderman Eric Payne, seconded by Member Steve Kassens, that the 2022 Sewer Connection Charge Schedule be recommended for Council Consent. The motion carried by the following vote:**

**Aye:** 3 - Kassens, Michalowski and E. Payne

**Absent:** 2 - O'Donnell and Pieper

- C. [ID#21-2996](#) Review and act on Contract Change Order No. 1 with C.W. Purpero, Inc., for the Area 1 & 2 Flood Mitigation (Rolling Ridge Ditch Grading) project.

**Sponsors:** Public Works

**Attachments:** [21-2996 BPW Agenda Cvr-CCO1 Purpero- Area 1 and 2 Flood Mitigation-Rolling Ridge Ditch Grading](#)  
[21-2996 CCO1-CWP-Area 1 & 2 Flood Mitigation \(Rolling Ridge Ditch Grading\)](#)

*Alex Damien, P.E., presented this item.*

**A motion was made by Alderman Eric Payne, seconded by Member Steve Kassens, that the Contract Change Order No. 1 with C.W. Purpero, Inc., for the Area 1 and 2 Flood Mitigation (Rolling Ridge Ditch Grading) project be recommended for Council Consent. The motion carried by the following vote:**

**Aye:** 3 - Kassens, Michalowski and E. Payne

**Absent:** 2 - O'Donnell and Pieper

- D. [ID#21-2997](#) Review and act on a proposal by Ayres Associates to provide Traffic Engineering Services for the E / W North Street and E. St. Paul Avenue Utility and Street Improvements project.

**Sponsors:** Public Works

**Attachments:** [21-2997 BPW Agenda Cvr-Ayres-Traffic Engineering Services St Paul](#)

*Alex Damien, P.E., presented this item.*

**A motion was made by Member Steve Kassens, seconded by Alderman Eric**

Payne, that the proposal by Ayres Associates to provide Traffic Engineering Services for the E / W North Street and E. St. Paul Avenue Utility and Street Improvements project be recommended for Council Consent. The motion carried by the following vote:

**Aye:** 3 - Kassens, Michalowski and E. Payne

**Absent:** 2 - O'Donnell and Pieper

## 8. Discussion and Authorization re:

- A.** [ID#21-2998](#) Review and act on the request from Roland Kelly Kramer for a one-time sewer credit for 2468 Emslie Dr.

**Sponsors:** Public Works

**Attachments:** [21-2998 BPW Agenda Cvr-2468 Emslie Dr sewer Credit](#)  
[Kramer-2468 Emslie Sewer Cr Req](#)

**A motion was made by Member Steve Kassens, seconded by Alderman Eric Payne, that the one-time sewer credit for 2468 Emslie Dr. for Roland Kelly Kramer be approved. The motion carried by the following vote:**

**Aye:** 3 - Kassens, Michalowski and E. Payne

**Absent:** 2 - O'Donnell and Pieper

## 9. Matter of Report

*Alex Damien, reported that the Hillcrest Pavilion project off of Davidson St. will have a change order coming to the next Board meeting as we are seeing a great increase in the cost of materials which was due to the timing of the bid and award. There will also be a change for the shingles.*

## 10. Communications and Referrals:

*Staff will provide a tour before the next meeting of an old and new pump station starting 4:30 p.m. and will return to City Hall by 5:30 p.m.*

## 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"

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.