



City of Waukesha

City Hall,
201 Delafield Street
Waukesha, WI 53188

Meeting Minutes - Final

Board of Public Works

Thursday, January 18, 2024

5:30 PM

Council Chambers, City Hall

1. Call to Order

Rollcall

Present 5 - Steve Kassens, Chad O'Donnell, Kevin Reilly, Eric E. Payne, and Joe Pieper

2. Pledge of Allegiance

3. Public Comment

No public comments.

4. Approval of Minutes

A. [ID#24-8701](#) Approval of Minutes of January 4, 2024.

Sponsors: Public Works

Attachments: [BPW Meeting Minutes 1-04-24-Final.pdf](#)

A motion was made by Ald. Eric Payne, seconded by Member Steve Kassens, that the Minutes of January 4, 2024, be approved. The motion carried by the following vote:

Aye: 5 - Steve Kassens, Chad O'Donnell, Kevin Reilly, Eric E. Payne and Joe Pieper

5. Approval of Payments

A. [ID#24-8702](#) Approval of Payments

Sponsors: Public Works

Attachments: [_Payments 1-18-24.pdf](#)

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

Aye: 5 - Steve Kassens, Chad O'Donnell, Kevin Reilly, Eric E. Payne and Joe Pieper

6. Discussion and Recommendation to Council Regarding:

A. [ID#24-8703](#) Review and act on the Contract Amendment No. 5 for Operational

Assistance Services with Strand Associates, Inc., for on-going assistance of services related to the recent improvements at the Clean Water Plant.

Sponsors: Public Works

Attachments: [24-8703-BPW_Agenda Cvr-Contract Amend 5-Strand Associates-CWP Operational Asst](#)

Zach Eisner, Clean Water Plant Manager, presented this item.

A motion was made by Ald. Joe Pieper, seconded by Vice Chair Kevin Reilly, that the Contract Amendment No. 5 for Operational Assistance Services with Strand Associates, Inc., for on-going assistance of services related to the recent improvements at the Clean Water Plant be recommended for Council Consent. The motion carried by the following vote:

Aye: 5 - Steve Kassens, Chad O'Donnell, Kevin Reilly, Eric E. Payne and Joe Pieper

- B.** [ID#24-8704](#) Review and act on the Contract extension with United Liquid Waste for bio-solids hauling for the City's Clean Water Plant.

Sponsors: Public Works

Attachments: [24-8704-BPW_Agenda Cvr-2024 Sludge Hauling.pdf](#)

Zach Eisner, Clean Water Plant Manager, presented this item.

A motion was made by Ald. Eric Payne, seconded by Member Steve Kassens, that the Contract extension with United Liquid Waste for bio-solids hauling for the City's Clean Water Plant be recommended for Council Consent. The motion carried by the following vote:

Aye: 5 - Steve Kassens, Chad O'Donnell, Kevin Reilly, Eric E. Payne and Joe Pieper

- C.** [ID#24-8755](#) Review and act on the Change Order No. 5 with C.D. Smith for the Return Flow Pump Station and Advanced Phosphorus Treatment with Facility Enhancements for Clean Water Plant.

Sponsors: Public Works

Attachments: [24-8755-BPW_Agenda Cover Sheet -CD Smith CO#5_V1.pdf](#)
[24-8755-1-CCO5 Jacobs Cover Letter_V1.pdf](#)
[24-8755-2-Contract Change Order 5.pdf](#)

Zach Eisner, Clean Water Plant Manager, presented this item.

A motion was made by Ald. Joe Pieper, seconded by Ald. Eric Payne, that the Change Order No. 5 with C.D. Smith for the Return Flow Pump Station and Advanced Phosphorus Treatment with Facility Enhancements for Clean Water Plant be recommended for Council Consent. The motion carried by the following vote:

Aye: 5 - Steve Kassens, Chad O'Donnell, Kevin Reilly, Eric E. Payne and Joe Pieper

- D.** [ID#24-8756](#) Review and act on the Contract Amendment No. 1 with Strand Associates for the Biogas Purification and Sludge Drying with Facilities Enhancements

project.

Sponsors: Public Works

Attachments: [24-8756 BPW Agenda Cvr-Strand-2024 Amendment 1.pdf](#)
[24-8756_Strand Design Contract Amendment 1.pdf](#)

This item is held.

- E. [ID#24-8757](#) Review and act on Contract Amendment No. 1 with Ayres Associates for Construction Site Representation for Municipal Construction Projects-2023-2024.

Sponsors: Public Works

Attachments: [24-8757-BPW_Agenda Cvr-Amend 1-Ayres-Municipal Construction Services.pdf](#)
[24-8757-City of Waukesha Construction Services 2023-2024- Ayres Amendment to Agreement 01.15.2024Final.pdf](#)

A motion was made by Member Steve Kassens, seconded by Vice Chair Kevin Reilly, that the Contract Amendment No. 1 with Ayres Associates for Construction Site Representation for Municipal Construction Projects 2023-2024 be recommended for Council Consent. The motion carried by the following vote:

Aye: 5 - Steve Kassens, Chad O'Donnell, Kevin Reilly, Eric E. Payne and Joe Pieper

- F. [ID#24-8758](#) Review and act on Contract Amendment No. 1 with R. A. Smith, Inc. for Construction Site Representation for Municipal Construction Projects-2023-2024.

Sponsors: Public Works

Attachments: [24-8758-BPW_Agenda Cvr-Amend 1-raSmith-Municipal Construction Services.pdf](#)
[24-8758-raSmith_Rates 2024 General BRK.pdf](#)

A motion was made by Member Steve Kassens, seconded by Ald. Eric Payne, that the Contract Amendment No. 1 with R. A. Smith, Inc., for Construction Site Representation for Municipal Construction Projects 2023-2024, be recommended for Council Consent. The motion carried by the following vote:

Aye: 5 - Steve Kassens, Chad O'Donnell, Kevin Reilly, Eric E. Payne and Joe Pieper

7. Discussion and Authorization re:

- A. [ID#24-8759](#) Review and act on the request from Randy Zur for a one-time sewer credit for 244 Frederick Street.

Sponsors: Public Works

Attachments: [24-8759 BPW Agenda Cvr-Sewer Credit 244 Frederick St](#)

A motion was made by Member Steve Kassens, seconded by Vice Chair Kevin Reilly, to approve the request from Randy Zur for a one-time sewer credit for

244 Frederick St. The motion carried by the following vote:

Aye: 5 - Steve Kassens, Chad O'Donnell, Kevin Reilly, Eric E. Payne and Joe Pieper

- B.** [ID#24-8760](#) Review and act on the request from Tim Mitchell for a one-time sewer credit for 1809 Coldwater Creek Drive.

Sponsors: Public Works

Attachments: [24-8760_BPW_Agenda_Cvr-Sewer_Credit_1809_Coldwater_Creek_Dr](#)

A motion was made by Ald. Joe Pieper, seconded by Ald. Eric Payne, to approve the request from Tim Mitchell for a one-time sewer credit for 1809 Coldwater Creek Drive. The motion carried by the following vote:

Aye: 5 - Steve Kassens, Chad O'Donnell, Kevin Reilly, Eric E. Payne and Joe Pieper

- C.** [ID#24-8761](#) Review and act on the request from Charles Parrish for a one-time sewer credit for 2128 Broken Hill Road.

Sponsors: Public Works

Attachments: [24-8761_BPW_Agenda_Cvr-Sewer_Credit_2128_Broken_Hill_Rd](#)

A motion was made by Ald. Joe Pieper, seconded by Vice Chair Kevin Reilly, to approve the request from Charles Parrish for a one-time sewer credit for 2128 Broken Hill Road. The motion carried by the following vote:

Aye: 5 - Steve Kassens, Chad O'Donnell, Kevin Reilly, Eric E. Payne and Joe Pieper

- D.** [ID#24-8762](#) Review and act on the request from Ryan Lange for a one-time sewer credit for 2905 Rocky Creek Drive.

Sponsors: Public Works

Attachments: [24-8762_BPW_Agenda_Cvr-Sewer_Credit_2905_Rocky_Creek_Dr](#)

A motion was made by Vice Chair Kevin Reilly, seconded by Member Steve Kassens, to approve the request from Ryan Lange for a one-time sewer credit for 2905 Rocky Creek Drive. The motion carried by the following vote:

Aye: 5 - Steve Kassens, Chad O'Donnell, Kevin Reilly, Eric E. Payne and Joe Pieper

8. Matter of Report

Director handed out some of the details of the event and how the City responded. Overall other municipality directors stated it was one of the worst events in 30 years. Our staff responded well and coordinated clean-up efforts with Fire, Parks and Recreation, and Public Works staff. Some crews worked all day Friday and then continued to work from 5pm to 9pm. Some crews came back at 3 a.m. A dozen staff stayed and spent the night at the Garage. The City declared a snow emergency to clear the streets. Staff did a great job.

9. Communications and Referrals:

- A.** [ID#24-8705](#) Official Notice: Bid to Close on Friday, February 2, 2024

Greenwood Avenue, Washington Avenue, Harrison Avenue, and Wilson Avenue Utility and Street Improvements

Sponsors: Public Works

Attachments: [Official Notice Greenwood, Washington, Harrison, Wilson.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).