



# City of Waukesha

City Hall,  
201 Delafield Street  
Waukesha, WI 53188

## Meeting Minutes - Final

### Board of Public Works

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Thursday, April 4, 2024

5:30 PM

Council Chambers, City Hall

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#### 1. Call to Order

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

**Absent** 1 - Kevin Reilly

#### 2. Pledge of Allegiance

#### 3. Public Comment

*No public comments.*

#### 4. Approval of Minutes

##### A. [ID#24-9390](#) Approve the Minutes of March 21, 2024.

**Sponsors:** Public Works

**Attachments:** [BPW Meeting Minutes 3-21-24-Final.pdf](#)

A motion was made by Ald. Eric Payne, seconded by Member Steve Kassens, that the Minutes of March 21, 2024, be approved. The motion carried by the following vote:

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

**Absent:** 1 - Kevin Reilly

#### 5. Approval of Payments

##### A. [ID#24-9391](#) Approval of Payments

**Sponsors:** Public Works

**Attachments:** [Payments 4-4-24.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:** 4 - Steve Kassens, Chad O'Donnell, Eric E. Payne and Joe Pieper

**Absent:** 1 - Kevin Reilly

#### 6. Bids Received:

- A. [ID#24-9392](#) Bids Received: Friday, March 29, 2024, at 11:00 a.m.  
2024 Asphalt Street Resurfacing and Utility Improvements

The Board of Public Works recommends that the low bid from Musson Bros., Inc., in the amount of \$8,785,443.10, be awarded.

**Sponsors:** Public Works

**Attachments:** [2024 Asphalt Street Resurfacing and Utility Improvements Alt- BT.pdf](#)

**A motion was made by Ald. Joe Pieper, seconded by Member Steve Kassens, that the low bid from Musson Bros., Inc., for the 2024 Asphalt Street Resurfacing and Utility Improvements-Alternate project be recommended for approval. The motion carried by the following vote:**

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

**Absent:** 1 - Kevin Reilly

## 7. Discussion and Recommendation to Council Regarding:

- A. [ID#24-9394](#) Review and act on the recommended update to the City of Waukesha Sidewalk Repair Policy.

**Sponsors:** Public Works

**Attachments:** [24-9394 BPW Agenda Cvr-Sidewalk Repair Policy Update.pdf](#)  
[Sidewalk Repair Policy-BER Rev.pdf](#)  
[Sidewalk Repair Policy-BER Rev1.pdf](#)

*Brandon Schwenn, City Engineer, presented this item.*

**A motion was made by Member Steve Kassens, seconded by Ald. Eric Payne, that the update to the City of Waukesha Sidewalk Repair Policy be approved. The motion carried by the following vote:**

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

**Absent:** 1 - Kevin Reilly

## 8. Matter of Report

*Director Damien updated the Board on the March 30 Paper Shredding event, stating it was a success. There were 95 vehicles for the 2 hour event. The goal is to break even and the City actually came ahead \$115. The next event is in October. He also reported that the Residential Refuse and Recycling Services Request for Proposals was sent out on March 25 and is due by April 23. Interviews are planned for April 19 and a recommendation to the Board on May 23.*

## 9.. Communications and Referrals:

- A. [ID#24-9393](#) Official Notices: Bids to Close on Friday, April 12, 2024, at 11:00 a.m.  
1) 2024 Asphalt Street Utility Repairs - City Wide

- 2) 2024 Buchner Park Ball Diamond Lighting Upgrades
- 3) 2024 Carroll Street and Lot #11 Lighting Upgrades
- 4) 2024 Priedeman Park Lighting Upgrades

**Sponsors:** Public Works

**Attachments:** [Official Notice\\_2024 Asphalt Street Repairs.pdf](#)  
[Official Notice\\_2024\\_Buchner Park Baseball Lighting.pdf](#)  
[Official Notice\\_2024 Carroll Street and Lot #11 Lighting Upgrades.pdf](#)  
[Official Notice\\_2024\\_Priedeman Park Lighting Upgrades.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).