



City of Waukesha

Waukesha City Hall,
201 Delafield Street
Waukesha, WI 53188

Meeting Minutes - Draft

Board of Public Works

Thursday, September 4, 2025

5:30 PM

Council Chambers, City Hall

1. Call to Order

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

2. Pledge of Allegiance

3. Public Comment

No public comments.

4. Approval of Minutes

A. [ID#25-02065](#) Approve Minutes of August 21, 2025.

Sponsors: Public Works

Attachments: [BPW Meeting Minutes 08-21-25-Draft](#)

A motion was made by Member Kevin Reilly, seconded by Ald. Eric Payne, that the Minutes of August 21, 2025, be approved. The motion carried by the following vote:

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

5. Approval of Payments

A. [ID#25-02066](#) Approval of Payments

Sponsors: Public Works

Attachments: [Payments 9-4-25](#)

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

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

6. Bids Received:

A. [ID#25-01679](#) Bids Received: Friday, August 29, 2025, at 11:00 a.m. Badger Drive Bus Wash Replacement-Rebid

The Board of Public Works recommends the base bid be awarded to the

only bidder, Ross and White Company, in the amount of \$299,000.00.

Sponsors: Public Works

Attachments: [Badger Drive Bus Wash Replacement - BT](#)

A motion was made by Ald. Joe Pieper, seconded by Ald. Eric Payne, to recommend for approval the base bid for the only bid from Ross and White Company for the Badger Drive Bus Wash Replacement-Rebid project. The motion carried by the following vote:

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

7. Discussion and Recommendation to Council Regarding:

- A. [ID#25-02067](#) Review and possible action on the On-Call Engineering and Operations Support Services Contract with Jacobs Engineering Group, Inc., for the Clean Water Plant.

Sponsors: Public Works

Attachments: [BPW-25-02067-Agenda Cvr-Jacobs Consulting Contract](#)

A motion was made by Ald. Eric Payne, seconded by Member Kevin Reilly, that the On-Call Engineering and Operations Support Services Contract with Jacobs Engineering Group, Inc., for the Clean Water Plant be recommended for Council Consent. The motion carried by the following vote:

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

- B. [ID#25-02072](#) Review and possible action on the OMNIA Partners, Public Sector (U.S. Communities) Contract for Municipal Garage Roof Repair.

Sponsors: Public Works

Attachments: [BPW-25-02072-Agenda Cvr-Municipal Garage Roof Repairs](#)

A motion was made by Ald. Joe Pieper, seconded by Ald. Eric Payne, that the OMNIA Partners, Public Sector (U.S. Communities) Contract for Municipal Garage Roof Repair project be recommended for Council Consent. The motion carried by the following vote:

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

- C. [ID#25-02073](#) Review and possible action on Contract Change Order No. 1 with Zenith Tech, Inc., for the W. Sunset Drive and S. Prairie Avenue Traffic Signal Improvements Project.

Sponsors: Public Works

Attachments: [BPW-25-02073-Agenda Cvr-Change Order 1 Zenith Tech-Sunset and Prairie](#)

A motion was made by Ald. Joe Pieper, seconded by Member Kevin Reilly, that the Contract Change Order No. 1 with Zenith Tech, Inc., for the W. Sunset Drive and S. Prairie Avenue Traffic Signal Improvements project be recommended for

Council Consent. The motion carried by the following vote:

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

8. Matter of Report

9. Communications and Referrals:

- A.** [ID#25-02076](#) Official Notice: Bids to Close on Friday, September 12, 2025, at 11:00 a.m.
South Street Parking Ramp Structural Repairs - Rebid

Sponsors: Public Works

Attachments: [Official Notice_2025_South Street Parking Ramp Structural Repairs -REBID](#)

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).