



City of Waukesha

Waukesha City Hall,
201 Delafield Street
Waukesha, WI 53188

Meeting Minutes - Draft

Board of Public Works

Thursday, October 9, 2025

5:30 PM

Council Chambers, City Hall

1. Call to Order

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

Absent 1 - Joe Pieper

2. Public Comment

No public comment.

3. Approval of Minutes

A. [ID#25-02164](#) Approve Minutes of September 18, 2025.

Sponsors: Public Works

Attachments: [BPW Meeting Minutes 09-18-25-Final](#)

A motion was made by Ald. Eric Payne, seconded by Member Kevin Reilly, that the Minutes of September 18, 2025, be approved. The motion carried by the following vote:

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

Absent: 1 - Joe Pieper

4. Discussion and Recommendation to Council Regarding:

A. [ID#25-02234](#) Review and possible action on Contract Change Order No. 1 with Zenith Tech, Inc., for the W. Sunset Drive and Oakdale Drive Traffic Signal Improvements Project.

Sponsors: Public Works

Attachments: [BPW-25-02234-Change Order Zenith Tech-Sunset and Oakdale](#)

A motion was made by Ald. Eric Payne, seconded by Member Kevin Reilly, that the Contract Change Order No. 1 with Zenith Tech, Inc., for the W. Sunset Drive and Oakdale Drive Traffic Signal Improvements Project be recommended for Council Consent. The motion carried by the following vote:

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

Absent: 1 - Joe Pieper

5. Approval of Payments

A. [ID#25-02165](#) Approval of Payments

Sponsors: Public Works

Attachments: [Payments 10-09-25](#)

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

Absent: 1 - Joe Pieper

6. Matter of Report

Director Damien updated the Board regarding the City of Waukesha and the relationship with Waukesha County regarding recycling. Waukesha County is responsible for processing the City's recycling because they are the responsible unit according to State Statutes and the County has asked us to update the current IGA with a new one. The IGA does a couple of things, it is an agreement that we will take the recycling material where the County tells us to and, it lays out when they pay dividends or when we have to pay tipping fees. Right now, we're not completely in agreement with their agreement and we want to add some financial safeguards. As of right now, we're not signing it and will look to make sure the City is covered the best way possible.

7. Communications and Referrals:

8. 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).