



# City of Waukesha

Waukesha City Hall,  
201 Delafield Street  
Waukesha, WI 53188

## Meeting Minutes - Final

### Board of Public Works

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Thursday, January 8, 2026

5:30 PM

Council Chambers, City Hall

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#### 1. Call to Order

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

**Absent** 1 - Joe Pieper

#### 2. Pledge of Allegiance

#### 3. Public Comment

*No public comments.*

#### 4. Approval of Minutes

##### A. [ID#25-02692](#) Approve Minutes of December 18, 2025.

**Sponsors:** Public Works

**Attachments:** [BPW Meeting Minutes 12-18-25-Final](#)

A motion was made by Ald. Eric Payne, seconded by Member Kevin Reilly, that the Minutes of December 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

#### 5. Approval of Payments

##### A. [ID#25-02693](#) Approval of Payments

**Sponsors:** Public Works

**Attachments:** [Payments 1-08-26](#)

A motion was made by Ald. Eric Payne, seconded by Vice Chair Chad O'Donnell, 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. Discussion and Recommendation to Council Regarding:

- A. [ID#25-02829](#) Review and possible action on Contract Change Order No. 1 with Sure-Fire, Inc., for the Municipal Garage HVAC Replacement, 300 Sentry Drive, Project.

**Sponsors:** Public Works

**Attachments:** [BPW 25-02829-CO1-Sure-Fire-City Garage](#)

A motion was made by Ald. Eric Payne, seconded by Member Kevin Reilly, that the Contract Change Order No. 1 with Sure-Fire, Inc., for the Municipal Garage HVAC Replacement, 300 Sentry Drive, 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

- B. [ID#25-02831](#) Review and possible action on Contract Amendment #1 with MSA Professional Services, Inc. for Private Development Review Services.

**Sponsors:** Public Works

**Attachments:** [BPW-25-02831-Agenda Cvr-MSA Contract Amendment 1](#)

A motion was made by Member Kevin Reilly, seconded by Ald. Eric Payne, that the Contract Amendment #1 with MSA Professional Services, Inc., for Private Development Review Services 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

- C. [ID#25-02836](#) Review and act on Contract Change Order No. 1 with Ross and White Company for the Badger Drive Bus Wash – 2311 Badger Drive.

**Sponsors:** Public Works

**Attachments:** [BPW 25-02836-CO1 Ross and White-Badger Bus Wash](#)

A motion was made by Ald. Eric Payne, seconded by Member Kevin Reilly, that the Contract Change Order No. 1 with Ross and White Company for the Badger Drive Bus Wash - 2311 Badger Drive 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

7. Matter of Report

8. Communications and Referrals:

- A. [ID#25-02830](#) Official Notice: Bids to Close on Friday, January 23, 2026, at 11:00 a.m.

## Bidwell Avenue and Prospect Avenue Utility and Street Improvements

**Sponsors:** Public Works

**Attachments:** [Official Notice Bidwell and Prospect](#)

## 9. 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).