



BOARD OF PUBLIC WORKS MINUTES

Monday, October 20, 2025 at 6:45 PM

First Floor Conference Rooms
100 Main Street, Menasha, WI

A. CALL TO ORDER

Meeting called to order by Chair Ropella at 7:47pm.

B. ROLL CALL

Present: Aids. Rand, Eisenach, Hale, Perkins, Marshall, Grade, Ropella

Absent: Ald. Lewis

Also Present: DPW Merten, CDD Dane, PRD Sackett, PC Thorn, CA Struve,
Mayor Hammond, DC Janet

C. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

D. MINUTES TO APPROVE

1. Board of Public Works, 10/20/25

Motion by District 6 Alderperson Marshall seconded by District 7 Alderperson Grade to approve. Motion carried on voice vote.

E. DISCUSSION / ACTION ITEMS

1. Change Order — Donald Hietpas & Sons, Inc.; Contract Unit No. M0002-9-20-00334; 2025 Sewer & Water Main Reconstruction; DEDUCT \$21,667.20 (Change Order No. 1 & FINAL)

Motion by District 6 Alderperson Marshall, seconded by District 7 Alderperson Grade to approve.

Motion carried 7-0 on roll call.

Staff advised that this is related to the project on Wilson and Harding Streets. Much of this deduction is related to water to residents and a lack of need to replace laterals.

2. Payment — Donald Hietpas & Sons, Inc.; Contract Unit No. M0002-9-20-00334; 2025 Sewer & Water Main Reconstruction; \$20,772.63 (Payment No. 3 & FINAL)

Motion by District 6 Alderperson Marshall, seconded by District 2 Alderperson Eisenach to approve.

Motion carried 7-0 on roll call.

3. Payment — Northeast Asphalt, Inc.; Contract Unit No. 2025-03; Jefferson Park Boat Launch; \$147,406.75 (Payment No. 2)

Motion by District 6 Alderperson Marshall, seconded by District 7 Alderperson Grade to approve.

Motion carried 7-0 on roll call.

Discussion considered the status of the project.

Staff advised that this project is moving along well due to cooperative weather. This payment is for the work on the new ramp, specifically the submerged portion, with upcoming work on the abutments, the upper part of the ramp, and curbing. Electrical work has also been completed. Staff expects a full restoration by May 1, 2026.

4. Change Order — Northeast Asphalt, Inc.; Contract Unit No. 2024-03; Jefferson Park Improvements; DEDUCT \$21,265.23; (Change Order No. 2 & FINAL)
Motion by District 6 Alderperson Marshall, seconded by District 3 Alderperson Hale to approve.

Motion carried 7-0 on roll call.

5. Payment — Northeast Asphalt, Inc.; Contract Unit No. 2024-03; Jefferson Park Improvements; \$33,550.03 (Payment No. 9 & FINAL)
Motion by District 6 Alderperson Marshall, seconded by District 3 Alderperson Hale to approve.

Motion carried 7-0 on roll call.

Staff advised that this payment is related to a damaged storm pipe, curb damage, and relocation of lights for the softball diamond.

6. Street Use Application — Jingle Bell Jog; Saturday, December 13, 2025; 9:00 a.m. to 10:30 a.m.; Menasha High School FBLA
Motion by District 6 Alderperson Marshall, seconded by District 7 Alderperson Grade to approve.

Motion carried 7-0 on roll call.

F. ADJOURNMENT

Motion by District 6 Alderperson Marshall seconded by District 7 Alderperson Grade to adjourn the Board of Public Works meeting at 7:58pm. Motion carried on voice vote.

Minutes submitted by Deputy City Clerk Evan Janet.