



BOARD OF PUBLIC WORKS MINUTES

Monday, December 1, 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 8:29 pm.

B. ROLL CALL

Present: Aids. Rand, Eisenach, Hale, Perkins, Lewis, Marshall, Grade, Ropella
Also Present: FD Sassman, DPW Merten, CDD Dane, PRD Sackett, PC Thorn, FC Teesch, HRM Cardoza, CA Struve, Mayor Hammond, Clerk Snyder

C. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

D. MINUTES TO APPROVE

1. Board of Public Works, 11/3/25

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

Motion carried 8-0 on roll call.

E. DISCUSSION / ACTION ITEMS

1. Change Order — Sommers Construction Co, Inc; Contract No. 2025-02; Street Construction & Rehabilitation - Various Locations; Add \$32,113.47 (Change Order No. 1 & Final)

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

Motion carried 8-0 on roll call.

Discussion considered the budgetary impact of this change order and contingency planning around contract changes.

Staff advised that this change order accounts for unexpected removals discovered during excavation. A slipform paver was added to this project to allow for more stable surfacing.

2. Payment — Sommers Construction Co, Inc; Contract No. 2025-02; Street Construction & Rehabilitation; \$40,017.96 (Payment No. 3 & Final)

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

Motion carried 8-0 on roll call.

3. Payment — Northeast Asphalt, Inc; Contract No. 2025-03; Jefferson Park Boat Launch; \$374,868.28 (Payment No. 4)
Motion by District 6 Alderperson Marshall, seconded by District 7 Alderperson Grade to approve.

Motion carried 8-0 on roll call.

Discussion considered the presence of rocks in the waterway. While the launch extends into deeper waters, Menasha has no authority to move these rocks.

Staff advised that this is the next progress payment for the Jefferson Park Boat Launch. Crews are expected to pause for winter and are on track for a May 1, 2026 completion date pending weather.

4. Payment — Fahrner Asphalt Sealers, LLC; Contract No. 2025-04; Asphaltic Concrete Pavement Crack Sealing - Various Locations; \$31,734.00 (Payment No. 1 & Final)
Motion by District 6 Alderperson Marshall, seconded by District 7 Alderperson Grade to approve.

Motion carried 8-0 on roll call.

Staff advised that this project preserves recently constructed or paved streets to extend their lifespan.

F. ADJOURNMENT

Motion by District 5 Alderperson Lewis seconded by District 6 Alderperson Marshall to adjourn the Personnel Committee meeting at 8:44 pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.