



## BOARD OF PUBLIC WORKS MINUTES

Monday, January 5, 2026 at 6:30 PM

First Floor Conference Rooms  
100 Main Street, Menasha, WI

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### A. CALL TO ORDER

Meeting called to order by Chair Ropella at 6:35pm.

### B. ROLL CALL

Present: Aids. Rand, Eisenach, Hale, Perkins, Lewis, Marshall, Grade, Ropella  
Also Present: DPW Merten, CDD Dane, PRD Sackett, PHD Hutter, 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, 12/15/25

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

Discussion considered the identification of unstable ground and related soil costs.

### E. DISCUSSION / ACTION ITEMS

#### 1. Change Order — Northeast Asphalt, Inc; Contract No. 2025-03; Jefferson Park Boat Launch; Add \$19,370.97 (Change Order No. 1)

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

Motion carried 8-0 on roll call.

#### 2. Payment — Northeast Asphalt, Inc; Contract No. 2025-03; Jefferson Park Boat Launch; \$67,228.46 (Payment No. 5)

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 is a progress payment for work completed this fall. There may be a pause in payments before work resumes this spring. This work includes restorations, plantings, and related work.

### F. ADJOURNMENT

Motion by District 6 Alderperson Marshall seconded by District 5 Alderperson Lewis

to adjourn the Board of Public Works meeting at 6:42pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.