

A Quorum of the Common Council, Administration Committee, Personnel Committee, Plan Commission, Redevelopment Authority, and other City bodies may attend this meeting, though no official action of these bodies will be taken.



BOARD OF PUBLIC WORKS MEETING AGENDA

Monday, March 2, 2026 at 6:45 PM

**First Floor Conference Rooms
100 Main Street, Menasha, WI**

or immediately following the Administration Committee meeting

- A. Call to Order**
- B. Roll Call**
- C. Public Comments on Any Matter Listed on the Agenda**
(5 minute time limit for each person)
- D. Minutes to Approve**
 - 1. Board of Public Works, 1/5/26
- E. Discussion / Action Items**
 - 1. Proposed Adjustments to Equipment Replacement Fund Purchases
- F. Adjournment**

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha City Clerk at 967-3603 24-hours in advance of the meeting for the City to arrange special accommodations."



BOARD OF PUBLIC WORKS MINUTES

Monday, January 5, 2026 at 6:30 PM

First Floor Conference Rooms
100 Main Street, Menasha, WI

A. CALL TO ORDER

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

B. ROLL CALL

Present: Alds. 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.



MEMORANDUM

DATE February 26, 2026
TO Board of Public Works
FROM Thad Brown, Deputy Director of Municipal Operations
RE Proposed Adjustments to Equipment Replacement Fund Purchases

BACKGROUND

The 2026 budget includes \$310,000 for the purchase of a tandem axle dump truck with a snow equipment package (Unit #0033). Due to escalating costs and extended manufacturing lead times, the total cost for this unit exceeds the approved budget by \$7,500. Additionally, the estimated build time for the snow equipment package is currently 20 to 24 months.

Looking ahead to 2027, another tandem axle dump truck (Unit #0022) is scheduled in the Capital Improvement Plan (CIP). We anticipate a 5–10% cost increase for that unit, along with similar 20 to 24-month lead times for the snow equipment package.

To proactively address pricing increases and supply chain delays, staff proposes reallocating the 2026 funds to purchase two dump truck chassis in 2026. In addition, we request authorization to order two snow equipment packages in 2026, with payment deferred until late 2027 or early 2028.

ANALYSIS / FISCAL IMPACT

By purchasing two chassis in 2026, approximately \$52,800 will be carried forward to cover the cost of the snow equipment packages.

To account for the \$7,500 cost overage per unit, the 2027 Equipment Replacement Fund will need to be increased by \$15,000 to fully fund the snow packages for both units.

The Equipment Replacement Fund has sufficient capacity to absorb these adjustments while maintaining the City's long-term fleet replacement schedule and operational reliability.

RECOMMENDATION

Staff recommends the following actions at this time:

1. Reallocate \$310,000 earmarked for replacement of Unit #0033 in the 2026 Equipment Replacement Fund budget to instead purchase dump truck chassis for Units #0022 and #0033 (estimated at \$257,200); and
2. Authorize ordering the snow equipment packages for Units #0022 and #0033 in 2026, with payment structured for late 2027 or early 2028.

This approach mitigates future price increases, addresses extended lead times, and ensures the continued reliability of the City's fleet operations.