



BOARD OF PUBLIC WORKS MINUTES

Monday, July 6, 2026 at 6:45 PM

First Floor Conference Rooms
100 Main Street, Menasha, WI

A. CALL TO ORDER

Meeting called to order by Chairperson Marshall at 7:42pm.

B. ROLL CALL

Present: Alds. Rand, Eisenach, Hale, Perkins, Lewis, Marshall, Grade

Absent: Ald. School

Also Present: FD Sassman, DPW Merten, DC Hanchek, CA Struve, Mayor Hammond, Clerk Snyder

C. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

D. MINUTES TO APPROVE

1. Special Board of Public Works, 6/1/26

Motion by District 2 Alderperson Eisenach seconded by District 7 Alderperson Grade to approve. Motion carried on voice vote.

2. Board of Public Works, 6/1/26

Motion by District 2 Alderperson Eisenach seconded by District 5 Alderperson Lewis to approve. Motion carried on voice vote.

E. DISCUSSION / ACTION ITEMS

1. Change Order — Northeast Asphalt Inc.; Contract 2025-03; Jefferson Park Boat Launch; Deduct \$48,825.77 (Change Order No. 2 & Final)

Motion by District 7 Alderperson Grade, seconded by District 3 Alderperson Hale to approve.

Motion carried 7-0 on roll call.

Staff advised that this change order reflects costs below estimated for the Jefferson Park Boat Launch. Remaining work includes the payment kiosk and wash down station; these will be completed through a separate contract.

2. Payment — Northeast Asphalt Inc.; Contract 2025-03; Jefferson Park Boat Launch; \$105,527.21 (Payment No. 8 & Final)

Motion by District 7 Alderperson Grade, seconded by District 2 Alderperson Eisenach to approve.

Motion carried 7-0 on roll call.

3. Payment — Donald Hietpas & Sons, Inc.; Contract M0002-09-00105; 2026

Utility Construction; \$222,504.60 (Payment No. 2)

Motion by District 7 Alderperson Grade, seconded by District 3 Alderperson Hale to approve.

Motion carried 7-0 on roll call.

4. Public Works Department General Activity

No action was taken on this item.

Staff advised on ongoing street projects, the Nicolet Boulevard intersection control evaluations, and efforts towards monitoring sewer systems.

5. Street Use Permit — Labor Day Parade; Monday, September 7, 2026; 9 AM - 11 AM; Fox Valley Labor Council

Motion by District 7 Alderperson Grade seconded by District 5 Alderperson Lewis to approve. Motion carried on voice vote.

F. ADJOURNMENT

Motion by District 7 Alderperson Grade seconded by District 2 Alderperson Eisenach to adjourn the Board of Public Works meeting at 7:57pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.