



**City of Neenah
Board of Public Works Minutes
Thursday, May 27, 2026 at 11:00 AM
Hauser Room
Neenah City Hall
211 Walnut Street**

I. Call to order

- A. Mayor Borchardt called the meeting to order at 11:06 AM.

MEMBERS PRESENT: Mayor Borchardt, Director of Public Works Kaiser, Director of Community Development & Assessment Nieforth, Director of Finance Rasmussen, City Attorney Rashid, and Aldermen Ellis and Defferding.

ALSO PRESENT: Clerk Nagel.

EXCUSED: None.

II. Appearances - None

III. [Approval of the minutes of the May 14, 2026 Meeting.](#) (Minutes can be found on the city website)

Motion by Ellis, seconded by Borchardt to approve the minutes of May 14, 2026 as presented. No further discussion. Motion carried in a voice vote, 7-0.

IV. Unfinished Business

- A. Discussion, possible action, on the possibility of establishing a set meeting date and time.

The meeting discussed scheduling a regular meeting date and time considering work schedules and the need for a quorum. It was noted that meetings are typically held twice a month depending on the time of year and contract deadlines. The Board of Public Works was established to handle emergency change orders and approval of contacts. The consensus of the Board was to shoot for a 10 AM meeting and for staff to research the basis of the Board's establishment.

V. New Business

- A. Public Works – Director Kaiser

1. Recommend Council approve Final Pay Request, Contract 3-26, ReRoof City Services Building, South and North Vehicle Bays, to Customfoam Corporation, in the amount of \$55,696.50. (Attachment)

Motion by Kaiser, seconded by Ellis to recommend Council approve Final Pay Request, Contract 3-26, ReRoof City Services Building, South and North Vehicle Bays, to Customfoam Corporation, in the amount of \$55,696.50.. Moton carried in a voice vote, 7-0.

2. Approve Pay Request No.3, Contract 12-25, Courtside Fields Pond, to MCC, Inc., in the amount of \$385,200.49. (Attachment).

Motion by Kaiser, seconded by Ellis to approve Pay Request No.3, Contract 12-25, Courtside Fields Pond, to MCC, Inc., in the amount of \$385,200.49. Motion carried in a voice vote, 7-0.

VI. Any announcements/questions for the Board
A. None.

VII. Adjournment

Motion by Ellis, seconded by Defferding to adjourn. Motion carried by a voice vote, 7-0. Meeting adjourned at 11:18 AM.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Charlotte Nagel". The signature is written in black ink with a small yellow highlight on the letter "a" in "Nagel".

Charlotte Nagel, City Clerk