

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, July 20, 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, 7/6/26

E. Discussion / Action Items

1. R-21-26 — A Resolution for an Intergovernmental Cooperative Agreement to Satisfy Eligibility for the Wisconsin Recycling Consolidation Grant for Calendar Year 2027 (Introduced by Mayor Hammond)
2. Payment — MCC Inc.; Contract No. 2026-01; Street Construction on Eighth Street, Third Street, and DePere Street; \$67,174.65 (Payment No. 1)
3. Recommend to Award — Contract No. 2026-03; Clovis Park Tennis Courts Reconstruction; Northeast Asphalt, Inc.; \$745,217.74

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, 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.



MEMORANDUM

DATE July 16, 2026
TO Board of Public Works
FROM James Merten, Director of Public Works
RE R-21-26 — A Resolution for an Intergovernmental Cooperative Agreement to Satisfy Eligibility for the Wisconsin Recycling Consolidation Grant for Calendar Year 2027

The [Wisconsin Recycling Consolidation Grant](#), established under Wisconsin Statute §287.24, is a state-funded program to provide supplemental financial assistance to municipalities, counties, tribes, and solid waste management systems. It supports eligible efficient recycling programs by encouraging collaboration, reducing costs, and improving educational resources with the principal goal of improving recycling outcomes. The grant is additional to the [Basic Recycling Grant](#) and allocates approximately \$1 million in total annually.

Historically, the City of Menasha applies for this funding jointly through an intergovernmental cooperative agreement with neighboring communities in Winnebago County. This agreement leverages existing tools developed by Winnebago County and the Tri-County Recycling partnership (Winnebago, Brown, and Outagamie Counties) to deliver consistent and effective recycling education.

Attached is Resolution R-21-26, which continues the intergovernmental cooperative agreement through Calendar Year 2027.

Staff recommends approving Resolution R-21-26.



RESOLUTION R-21-26

A RESOLUTION FOR AN INTERGOVERNMENTAL COOPERATIVE AGREEMENT TO SATISFY ELIGIBILITY FOR THE WISCONSIN RECYCLING CONSOLIDATION GRANT FOR CALENDAR YEAR 2027

INTRODUCED BY: Mayor Hammond

This agreement is made by and between the Cities of Menasha and Omro, the Villages of Fox Crossing and Winneconne, and Towns of Algoma, Black Wolf, Clayton, Neenah, Nekimi, Omro, Vinland, Winchester, Winneconne, and Wolf River, each of which is a municipal corporation, and each of which is a Responsible Unit as defined in Section 287.01(9) of the Wisconsin Statutes (collectively referred to as the “Responsible Units” or “RUs”) for purposes of implementing efficiencies related to operating an effective recycling program in accordance with ss. 287.11 and 287.24, Wis. Stats., and ch. NR 542, Wis. Admin. Code. This agreement is intended to qualify for the 2027 Wisconsin Recycling Consolidation Grant.

WHEREAS, the RUs believe that, by working together in this cooperative agreement, they can more effectively and efficiently provide for the recycling education needs of their citizens; and

WHEREAS, the RUs desire to collaborate in an effort to educate about recycling; and

WHEREAS, the RUs recognize the importance of educating residents about recycling and their RU responsibility to do so; and

WHEREAS, Winnebago County produced the updated Winnebago County Waste & Recycling Guide and the Recycle Right Resource Trunks; and;

WHEREAS, Winnebago County partnered with Brown and Outagamie Counties, collectively known as Tri-County Recycling, to fund, host, and promote the Waste Wizard Material Search Engine tool and a smartphone recycling app developed by Betterbin; and

WHEREAS, the Winnebago County Waste & Recycling Guide, the Waste Wizard Material Search Engine, and the Betterbin smartphone app provide comprehensive information on single-stream recycling guidelines, recycling plastic bags, proper medical sharps disposal, electronic recycling, universal waste recycling, household hazardous waste programs, pharmaceutical drop boxes and waste reduction tips; and

WHEREAS, Section 66.0301(2) of the Wisconsin Statutes authorizes cooperation between municipalities to contract with each other for the receipt or furnishing of services or the joint exercise of any power or duty required or authorized by law; and

WHEREAS, each participating RU will maintain a copy of the other above listed RUs' cooperative agreements on file, given that not all cooperating RUs will be able to sign a single document.

IT IS THEREFORE AGREED THAT the above listed RUs have and will make available to its residents the updated Winnebago County Waste & Recycling Guide, the Recycle Right Resource Trunks, and Tri-County Recycling's Waste Wizard Material Search Engine & Betterbin smartphone app, recognizing additional and consistent education will reduce contamination and improve recycling, thereby enabling the process and marketing of these recyclables in the most efficient and cost-effective manner possible.

This Resolution shall be effective immediately upon its adoption and approval.

Passed and approved this _____ day of _____, 2026.

Recommended by:

Motion/Second:

Pass/Fail: _____

Requires: _____ Majority Vote
_____ 2/3 Vote

Austin R. Hammond, Mayor

ATTEST:

Evan Janet, Deputy City Clerk

Certificate of Payment

Date: 7/16/2026

Payment Request: 1 (one)

Contractor: MCC, Inc

Address: 2600 N Roemer Rd

Contract Unit No.: 2026-01

Project Description: Street Construction

	Original Contract Amount:	\$	195,922.05
Change Order 1:		Total Change Orders:	\$ -
Change Order 2:		Total Contract Amount (Including Change Orders):	\$ 195,922.05
Change Order 3:		Total Earned to Date (Summary Attached):	\$ 70,710.16
Change Order 4:		Less Retainage: 5.0%	\$ 3,535.51
	Amount Due:	\$	67,174.65

Payment 1

Payment 2

Payment 3

Payment 4

Payment 5

Payment 6

Payment 7

Current Payment \$ 67,174.65

I certify that all bills for labor, equipment, materials and services are paid for which previous certificates for payment were issued.
(Lien Waivers from all subcontractors and suppliers shall accompany each Request for Payment.)

Date: _____ BY: _____

Recommended for Payment

Laura Jungwirth, Public Works Director: _____

Common Council Approval Date: _____

Finance Department

Account Number	Amount

CITY OF MENASHA
Contract Unit No. 2026-01
Street Construction - Various Locations
Street Construction & Rehabilitation - Various Locations

Base Bid					Payment 1 (One)	
Item	Quantity	Description	Unit Price	Item Total	Quantity	Item Total
1	8,535	Pavement / Base Pulverizing	\$ 0.64	\$ 5,462.40	2977	\$ 1,905.28
2	907	Unclassified Excavation	\$ 12.60	\$ 11,428.20	359	\$ 4,523.40
3	8,535	Fine Grading and Compaction	\$ 1.50	\$ 12,802.50	2977	\$ 4,465.50
4	19	Utility Adjustment	\$ 549.00	\$ 10,431.00	2	\$ 1,098.00
5	4	Water Valve Adjustment	\$ 75.00	\$ 300.00	0	\$ -
6	207	Sawcut (Asphalt Only)	\$ 2.10	\$ 434.70	125	\$ 262.50
7	1,104	Asphalt Binder Course Pavement 2 1/4" Thick	\$ 71.07	\$ 78,461.28	405.07	\$ 28,788.32
8	859	Asphalt Surface Course Pavement 1 3/4" Thick	\$ 75.73	\$ 65,052.07	342.33	\$ 25,924.65
9	290	4" Solid, Yellow Epoxy Pavement Marking	\$ 6.05	\$ 1,754.50	0	\$ -
10	50	8" Solid, White Epoxy Pavement Marking	\$ 8.35	\$ 417.50	0	\$ -
11	1	Arrow, Type 2 (White)	\$ 327.15	\$ 327.15	0	\$ -
12	24	Stop Line, 18" White Epoxy Pavement Marking	\$ 22.20	\$ 532.80	0	\$ -
13	73	Crosswalk, 6" White Epoxy Pavement Marking	\$ 14.15	\$ 1,032.95	0	\$ -
14	1	Erosion Control	\$ 555.00	\$ 555.00	0.5	\$ 277.50
15	1	Traffic Control	\$ 3,800.00	\$ 3,800.00	0.5	\$ 1,900.00
16	1	Construction Mobile/Demobile; Project Coordination; All Incidental Utility and Misc. Roadway Work; and All Other Project Work Area Restoration and Clean-Up to an Equal and/or Better Preconstruction Condition as Required and Related to the Overall Project.	\$ 3,130.00	\$ 3,130.00	0.5	\$ 1,565.00
Total Bid Items 1-16				\$ 195,922.05		\$ 70,710.16



MEMORANDUM

DATE May 27, 2026
TO Board of Public Works
FROM Megan Sackett, Director of Parks, Recreation and Forestry
Corey Gordon, Deputy Director of Engineering
RE Recommend to Award — Contract Unit No. 2026-03

The City of Menasha publicly opened bids on Monday, July 13, 2026, for Contract Unit No.2026-03. One bid was received as indicated on the enclosed bid tabulation.

This project is a joint project with Menasha School District and consists of the reconstruction of the Clovis Park tennis courts. The project will include reconstructing/expanding the existing seven courts to eight courts, replacement of existing fence and replacement of the existing lighting to only light four courts. Non-mandatory alternate bids were also part of the project as shown in the table below. The base bid allows for the construction to start this year and complete the final court surface by June 1, 2027. Alternate Bid A required the contractor to start construction in June of 2027 and complete by early August 2027 and no bid was submitted for this option. Alternate Bid B are optional additional items.

Base Bid	2026 Project Start - June 1, 2027 Completion
Alternate Bid A	June 1, 2027 Start - August 14, 2027 Completion
Alternate Bid B	Optional Items

Because of Alternate Bid B items there are four options to award the contract:

Option 1	Base Bid	\$684,642.94
Option 2	Base Bid + Fiberglass Membrane	\$732,743.74
Option 3	Base Bid + Geotextile Fabric	\$697,116.94
Option 4	Base Bid + Fiberglass Membrane + Geotextile Fabric	\$745,217.74

Recommendation

Motion to recommend that Option 4 of Contract Unit No. 2026-03, Clovis Park Tennis Courts Reconstruction, be awarded to Northeast Asphalt, Inc. in the amount of \$745,217.74.

CITY OF MENASHA
Contract Unit No. 2026-03
Clovis Park Tennis Courts Reconstruction

Base Bid Completion Date June 1, 2027

Northeast Asphalt, Inc.

Item	Quantity	Description	Unit Price	Total
1.	1,275	Unclassified Excavation (C.Y.)	\$ 40.50	\$ 51,637.50
2.	5,395	Fine Grading and Compaction (S.Y.)	\$ 3.80	\$ 20,501.00
3.	2,100	Placement of City Supplied Gravel Base (C.Y.)	\$ 12.50	\$ 26,250.00
4.	620	2" Asphalt Pavement 4 It 58-28S Binder (Ton)	\$ 155.00	\$ 96,100.00
5.	550	1.75" Asphalt Pavement 5 LT 58-28S Surface (Ton)	\$ 165.00	\$ 90,750.00
6.	1,800	Lawn Restoration (S.Y.)	\$ 13.18	\$ 23,724.00
7.	1,032	10' High Black Chain Link Fence (L.F.)	\$ 57.00	\$ 58,824.00
8.	3	4' Wide Black Chain Link Single Swing Gate (Each)	\$ 1,300.00	\$ 3,900.00
9.	1	Site Electric (L.S.)	\$ 140,190.00	\$ 140,190.00
10.	1,252	Tennis Court Control Joints with Joint Armor (L.F.)	\$ 19.79	\$ 24,777.08
11.	1	Tennis Court Leveling (L.S.)	\$ 3,020.00	\$ 3,020.00
12.	5,280	Tennis Court Surface (S.Y.)	\$ 11.79	\$ 62,251.20
13.	4,728	Tennis Court Striping (L.F.)	\$ 1.22	\$ 5,768.16
14.	8	Tennis Court Nets Complete (Each)	\$ 2,400.00	\$ 19,200.00
15.	1	Erosion Control (L.S.)	\$ 3,500.00	\$ 3,500.00
16.	1	Construction Mobile/Demobile; Project Coordination; All Incidental Utility and Misc. Roadway Work; and All Other Project Work Area Restoration and Clean-Up to an Equal and/or Better Preconstruction Condition as Required and Related to the Overall Project. (L.S.)	\$ 54,250.00	\$ 54,250.00
Total Base Bid (Items 1 - 16)				\$ 684,642.94

CITY OF MENASHA
Contract Unit No. 2026-03
Clovis Park Tennis Courts Reconstruction

Alternate Bid A Completion Between June 1, 2027 and August 14, 2027

Northeast Asphalt, Inc.

Item	Quantity	Description	Unit Price	Total
1A.	1,275	Unclassified Excavation (C.Y.)		N/A
2A.	5,395	Fine Grading and Compaction (S.Y.)		N/A
3A.	2,100	Placement of City Supplied Gravel Base (C.Y.)		N/A
4A.	620	2" Asphalt Pavement 4 It 58-28S Binder (Ton)		N/A
5A.	550	1.75" Asphalt Pavement 5 LT 58-28S Surface (Ton)		N/A
6A.	1,800	Lawn Restoration (S.Y.)		N/A
7A.	1,032	10' High Black Chain Link Fence (L.F.)		N/A
8A.	3	4' Wide Black Chain Link Single Swing Gate (Each)		N/A
9A.	1	Site Electric (L.S.)		N/A
10A.	1,252	Tennis Court Control Joints with Joint Armor (L.F.)		N/A
11A.	1	Tennis Court Leveling (L.S.)		N/A
12A.	5,280	Tennis Court Surface (S.Y.)		N/A
13A.	4,728	Tennis Court Striping (L.F.)		N/A
14A.	8	Tennis Court Nets Complete (Each)		N/A
15A.	1	Erosion Control (L.S.)		N/A
16A.	1 LS	Construction Mobile/Demobile; Project Coordination; All Incidental Utility and Misc. Roadway Work; and All Other Project Work Area Restoration and Clean-Up to an Equal and/or Better Preconstruction Condition as Required and Related to the Overall Project. (L.S.)		N/A
Total Alternate Bid (Items 1A - 16A)				N/A

CITY OF MENASHA
Contract Unit No. 2026-03
Clovis Park Tennis Courts Reconstruction

Alternate Bid B Optional Bid Items

Northeast Asphalt, Inc.

Item	Quantity	Description	Unit Price	Total
1B.	5,280	Plexibond Fiberglass Membrane	\$ 9.11	48,100.80
2B.	5,940	Type SR Geotextile Fabric	\$ 2.10	12,474.00

Total Base Bid \$ 684,642.94

Total Base Bid + Alternate Bid Item 1B \$ 732,743.74

Total Base Bid + Alternate Bid Item 2B \$ 697,116.94

Total Base Bid + Alternate Bid Items 1B & 2B \$ 745,217.74

Total Alternate Bid A + Alternate Bid Item 1B N/A

Total Alternate Bid A + Alternate Bid Item 2B N/A

Total Alternate Bid A + Alternate Bid Items 1B & 2B N/A