

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, August 17, 2026 at 6:30 PM

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

or immediately following the Common Council 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, 7/20/26
 - 2. Special Board of Public Works, 8/3/26
- E. Discussion / Action Items**
 - 1. Payment — Donald Hietpas & Sons Inc; Contract No. M0002-09-26-00105; 2026 Utility Reconstruction; \$327,042.36 (Payment No. 3)
- 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 20, 2026 at 6:45 PM

First Floor Conference Rooms
100 Main Street, Menasha, WI

A. CALL TO ORDER

Meeting called to order by Chair Marshall at 7:47pm.

B. ROLL CALL

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

Absent: Ald. School

Also Present: FD Sassman, DPW Merten, PRD Sackett, PHD Hutter, DPC Hanchek, CA Struve, Mayor Hammond, DC Janet

C. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

D. MINUTES TO APPROVE

1. Board of Public Works, 7/6/26

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

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)

Motion by District 7 Alderperson Grade, seconded by District 4 Alderperson Perkins to approve.

Motion carried 7-0 on roll call.

Staff advised that this is a routine, annual item, allowing the City to work with the county and other municipalities to pool recycling initiatives together to help meet recycling education requirements.

2. Payment — MCC Inc.; Contract No. 2026-01; Street Construction on Eighth Street, Third Street, and DePere Street; \$67,174.65 (Payment No. 1)

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 payment is for street construction work, specifically paving done on Eighth Street.

3. Recommend to Award — Contract No. 2026-03; Clovis Park Tennis Courts Reconstruction; Northeast Asphalt, Inc.; \$745,217.74
Motion by District 7 Alderperson Grade, seconded by District 5 Alderperson Lewis to approve Option 4.

Motion carried 7-0 on roll call.

Discussion considered the split of funding from various sources.

Staff advised this is a full reconstruction of the Clovis Grove Tennis Courts. These are the competition courts of the Menasha Joint School District. During a previous assessment, the courts received a score well below failure. This project will be funded by the City of Menasha, the Menasha Joint School District, and potential grant funding as well. If the grant is not received, there is the potential to change the project option selected and to not have lighting installed. Staff additionally clarified the use of sewer funds.

F. ADJOURNMENT

Motion by District 7 Alderperson Grade seconded by District 3 Alderperson Hale to adjourn the Board of Public Works meeting at 7:58pm. Motion carried on voice vote.

Minutes submitted by Deputy City Clerk Evan Janet.



BOARD OF PUBLIC WORKS MINUTES

Monday, August 3, 2026 at 5:45 PM

First Floor Conference Rooms
100 Main Street, Menasha, WI

A. CALL TO ORDER

Meeting called to order by Chair Marshall at 5:49pm.

B. ROLL CALL

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

Also Present: FD Sassman, DPW Merten, PRD Sackett, PHD Hutter, FC Teesch,
PC Albrecht, LD Kopetsky, HRM Cardoza, CA Struve, Mayor Hammond, DC Janet,
PRESS

C. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

D. MINUTES TO APPROVE

E. DISCUSSION / ACTION ITEMS

1. R-23-26 A Resolution Declaring a Public Emergency Under Wis. Stat. Section 62.15(1b) Waiving Bids and Authorizing Tree Removal and Debris Removal Emergency Response Work (Introduced by Mayor Hammond)

Motion by District 8 Alderperson School, seconded by District 7 Alderperson Grade to approve.

Motion carried 8-0 on roll call.

Staff advised that this resolution would allow the City to waive bids in order to expedite services to residences after the natural disaster. This will help the clean-up process move more quickly.

F. ADJOURNMENT

Motion by District 6 Alderperson Marshall seconded by District 7 Alderperson Grade to adjourn the Board of Public Works meeting at 5:55pm. Motion carried on voice vote.

Minutes submitted by Deputy City Clerk Evan Janet

**APPLICATION
FOR PAYMENT**

CITY MENASHA

PROJECT:	2026 UTILITY RECONSTRUCTION CITY OF MENASHA
CONTRACTOR	DONALD HIETPAS & SONS INC
Contract No.	M0002-09-26-00105
Project No.	M0002-09-26-00105
Application No.	3
Application Date	8/3/2026
Period From	6/29/2026 To 8/3/2026

Application Is Made For Payment In Connection With The Above Contract.

The following documents are attached:

- ☐ Schedule Of Values
☐ Schedule Of Unit Prices
☐ Inventory Of Stored Materials

The Present Status Of The Account For This Contract Is As Follows:

Original Contract	\$ 1,158,966.58	Completed To Date	\$ 735,014.40
Net Change Orders	\$0	Retainage <u>2.5</u>	\$ 18,375.36
		%	
Current Contract Amount	\$ 1,158,966.58	Subtotal	\$ 716,639.04
		Previous Applications	\$ 389,596.68

Amount Due This Application: \$ 327,042.36

The undersigned Contractor hereby swears, under penalty of perjury, that (1 All previous progress payments received from the Owner, on account of work performed under the contract referred to above, have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in connection with work covered by prior Applications For Payment under said contract, being Applications For Payment numbered 1 through _____ inclusive; and 2) All materials and equipment incorporated in said project or otherwise listed in or covered by this Application For Payment are free and clear of all liens, claims, security interests and encumbrances.

Dated 8/3/2026 20 26

DONALD HIETPAS & SONS INC

(contractor)

COUNTY OF
STATE OF

} ss

By

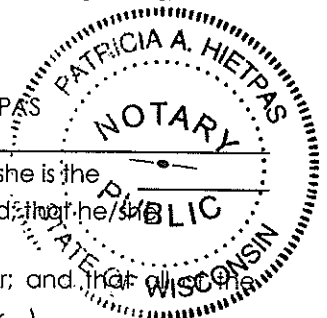
Stuart Hietsas President
(name & title)Before me on this 3 day of AUGUST 20 26personally appeared STUART HIETPAS

PRERSIDENT

(title)

known to me, who being duly sworn, did depose and say that he/she is the
of the Contractor above mentioned; that he/she

executed the above Application For Payment and statement on behalf of said Contractor; and that the statements contained therein are true, correct and complete.

My Commission Expires: 11-13-2026Patricia A. Hietsas

SANITARY LATERAL CLEANOUT	2 E.A.	\$ 550.00	0	\$	-	0	\$	-	0	\$	-
4" SANITARY SANITARY LAT. REPLACEMENT	133 L.F.	\$ 60.00	0	\$	-	0	\$	-	0	\$	-
10" STORM SEWER	285 L.F.	\$ 50.00	0	\$	-	0	\$	-	0	\$	-
8" HDPE STORM SEWER	421 L.F.	\$ 45.00	0	\$	-	0	\$	-	0	\$	-
48" MANHOLE	1 E.A.	\$ 4,200.00	0	\$	-	0	\$	-	0	\$	-
24" YARD DRAIN	1 E.A.	\$ 1,400.00	0	\$	-	0	\$	-	0	\$	-
2" POLY WATER SERVICE RELAY	136 L.F.	\$ 30.00	0	\$	-	0	\$	-	0	\$	-
ABANDON SEWER & WATER LATERAL REMOVE	1 L.S.	\$ 3,500.00	0	\$	-	0	\$	-	0	\$	-
COLD MIX ROAD & SIDE WALK	1 L.S.	\$ 500.00	0	\$	-	0	\$	-	0	\$	-
POST T.V. STORM SEWER	706 L.F.	\$ 1.17	0	\$	-	0	\$	-	0	\$	-
POST TELEVISIONING SAN LATERAL	1 E.A.	\$ 98.98	0	\$	-	0	\$	-	0	\$	-
EROSION CONTROL	1 L.S.	\$ 300.00	0	\$	-	0	\$	-	0	\$	-
TRAFFIC CONTROL	1 L.S.	\$ 505.00	0	\$	-	0	\$	-	0	\$	-
MOBILIZATION	1 L.S.	\$ 10,100.00	0	\$	-	0	\$	-	0	\$	-
				\$	-		\$	-		\$	-

THIRD STREET TO FOURTH STREET											
JACK & BORE 8" WATER MAIN	155 L.F.	\$ 500.00	0	\$	-	0	\$	-	0	\$	-
8" VALVE	2 E.A.	\$ 3,100.00	0	\$	-	0	\$	-	0	\$	-
EROSION CONTROL	L.S.	\$ 600.00	0	\$	-	0	\$	-	0	\$	-
TRAFFIC CONTROL	1 L.S.	\$ 1,767.50	0	\$	-	0	\$	-	0	\$	-
TURF RESTORATION	1 L.S.	\$ 500.00	0	\$	-	0	\$	-	0	\$	-
RAILROAD REQUIREMENTS	1 L.S.	\$ 46,200.00	0	\$	-	0	\$	-	0	\$	-
8" DUCTILE WATER MAIN FLOUROCARBON GASKETS	48 L.F.	\$ 365.00	0	\$	-	0	\$	-	0	\$	-
BENTONITE CLAY DAM TRENCH	48 L.F.	\$ 61.00	0	\$	-	0	\$	-	0	\$	-
HAUL CONTAMINATED SOIL TO HILBERT	90 CU. YDS	\$ 23.00	0	\$	-	0	\$	-	0	\$	-
				\$	-		\$	-		\$	-

BID											
REPLACE OFF SITE SERVICE	10 E.A.	\$ 3,800.00	1	\$	3,800.00	0	\$	-	0	\$	3,800.00
PUBLIC SERVICE LONG SIDE REPLACEMENT	5 E.A.	\$ 2,800.00	0	\$	-	0	\$	-	0	\$	-
PUBLIC SERVICE SHORT SIDE	5 E.A.	\$ 2,600.00	0	\$	-	0	\$	-	0	\$	-
							\$	324,912.63		\$	3,800.00
										\$	735,014.40
2.50%										\$	18,375.36
										\$	716,639.04
										\$	389,596.68
										\$	327,042.36