



**City of Neenah
Board of Public Works Minutes
Thursday, November 13, 2025 at 11:00 AM
Hauser Room
Neenah City Hall
211 Walnut Street**

- I. Call to order
Meeting was called to order by Mayor Lang at 11:07 AM

MEMBERS PRESENT: Mayor Lang, Director of Public Works Kaiser, Director of Community Development & Assessment Nieforth, City Attorney Rashid, and Aldermen Lendrum and Ellis.

ALSO PRESENT: Civil Engineer Kummerow, Water Utility Director Mach, Park & Rec Director Kading, and Clerk Nagel.

EXCUSED: Finance Director Rasmussen.

- II. [Approval of the minutes of the October 23, 2025 meeting.](#) (Minutes can be found on the city website)
Motion by Lendrum, seconded by Ellis to approve October 23, 2025 minutes as written. Motion carried in a voice vote, 6-0.

- III. Appearances
A. None.

- IV. Unfinished Business
A. None.

- V. New Business
A. Public Works – Director Kaiser
 1. Final Payment, Contract 7-21, Harrison Street Pond, MCC., Inc., in the amount of \$117,418.63. (Attachment)
Motion by Kaiser, seconded by Rashid to recommend Council approve Final Payment, Contract 7-21, Harrison Street Pond, MCC., Inc., in the amount of \$117,418.63. Motion carried in a voice vote, 6-0.

Staff is working on the removal of settlement from the water pumps in efforts to restart the water fountain.

2. Change Order No.1, Contract 1-25, Street and Utility Construction, Alexander Drive, Forest Manor Drive, Buce Street, Lexington Court, and Southfield Plat, to Donald Hietpas & Sons, Inc., in the amount of \$1,218.00. (Attachment)
Motion by Kaiser, seconded by Lendrum to approve Change Order No.1, Contract 1-25, in the amount of \$1,218.00. Motion carried in a voice vote, 6-0.

Dowels were installed, which was not part of the contract.

3. Final Payment, Contract 1-25, Street and Utility Construction, Alexander Drive, Forest Manor Drive, Bruce Street, Lexington Court, and Southfield

Report

Info. Only

Report

Plat, to Donald Hietpas & Sons, Inc., in the amount of \$406,821.61.
(Attachment)

Motion by Kaiser, seconded by Lendrum to recommend Council approve Final Payment on Contract 1-25, Street and Utility Construction, Alexander Drive, Forest Manor Drive, Bruce Street, Lexington Court, and Southfield Plat, to Donald Hietpas & Sons, Inc., in the amount of \$406,821.61. Motion carried in a voice vote, 6-0.

Payment is for retainage on the utility work, with the remaining on street work. Final project costs were under contract amount.

Info. Only

4. Pay Request No.3, Contract 3-25, Street and Utility Construction, Caroline Street and Hickory Lane, to David Tenor Corporation, in the amount of \$284,620.00. (Attachment)

Motion by Kaiser, seconded by Ellis to approve Pay Request No.3, Contract 3-25, in the amount of \$284,620.00. Motion carried in a voice vote, 6-0.

Bulk of the pay request is for street work.

5. Pay Request No.1, Contract 10-25, Window and Exterior Door Replacement at City Hall, to Omni Paint & Glass, LLC., in the amount of \$28,500.00. (Attachment)

Motion by Kaiser, seconded by Lendrum to approve Pay Request No.1, Contract 10-25, in the amount of \$28,500.00. Motion carried in a voice vote, 6-0.

Report

This pay request is for the prep work for installation of windows.

B. Parks & Recreation – Director Kading

1. Approve Pay Request #1 on Doty Park Phase 1 Shore Restoration from Vinton Construction Company, Two Rivers, WI in the amount of \$785,548.25 for work completed through October 17, 2025, utilizing approved budgeted 2025 CIP Funds. (Attachment)

Motion by Kaiser, seconded by Lendrum to Approve Pay Request #1 on Doty Park Phase 1 Shore Restoration in the amount of \$785,548.25 for work completed through October 17, 2025, utilizing approved budgeted 2025 CIP Funds. Motion carried in a voice vote, 6-0.

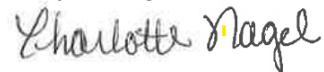
Info. Only

Director Kading explained a \$1 million grant was secured for this project, which is reimbursable. Retainage on the project will be held until next year when it is known that the grass will come in. Therefore, when the project is completed, along with the punch list, the grant will be received to reimburse the city the costs of the project.

Director Kaiser also advised of a Pop-Up event Saturday, November 22nd, from 9-11am, to celebrate the re-opening of the project area.

- VI. Any announcements/questions for the Board
A conversation has been had regarding potentially re-opening the Menasha Locks in 2026.
- Bid opening for Courtside Fields Storm Water Pond on November 21, 2025.
- Storm laterals are being installed on Reed Street next Tuesday.
- VII. Adjournment
**Motion by Ellis, seconded by Kaiser to adjourn. Motion carried by a voice vote.
Meeting adjourned at 11:24 AM.**

Respectfully Submitted,

A handwritten signature in cursive script that reads "Charlotte Nagel". The signature is written in black ink and is positioned between the typed name and the typed title.

Charlotte Nagel, City Clerk