

A Quorum of the Administration Committee, Board of Public Works, 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, October 6, 2025 at 6:30 PM**

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

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**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, 9/15/25
- E. Discussion / Action Items**
  - 1. Payment — Northeast Asphalt, Inc.; Contract Unit No. 2025-03; Jefferson Park Boat Launch; \$276,060.50 (Payment No. 1)
- 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, September 15, 2025 at 6:30 PM**  
**First Floor Conference Rooms**  
**100 Main Street, Menasha, WI**

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**A. CALL TO ORDER**

Meeting called to order by Chair Ropella at 7:32 pm.

**B. ROLL CALL**

Present: Aids. Rand, Eisenach, Hale, Perkins, Lewis, Marshall, Grade, Ropella  
Also Present: FD Sassman, DPW Merten, CDD Dane, PRD Sackett, FC Teesch,  
DDMO Brown, CA Struve, Mayor Hammond, Clerk Snyder, DC Janet

**C. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA**

**D. MINUTES TO APPROVE**

Motion by District 6 Alderperson Marshall seconded by District 7 Alderperson  
Grade to approve. Motion carried on voice vote.

1. Board of Public Works, 9/2/25

**E. DISCUSSION / ACTION ITEMS**

1. Street Use Application — Hometown Halloween; Thursday, October 23, 2025;  
2:30 p.m. to 6:10 p.m.; Menasha Parks and Recreation  
Motion by District 6 Alderperson Marshall seconded by District 7 Alderperson  
Grade to approve. Motion carried on voice vote.

Discussion considered the success of the event last year.

2. Payment — Fahrner Asphalt Sealers, Inc.; Contract Unit No. 2025-05;  
Asphaltic Concrete Pavement Chip Sealing — Various City Streets;  
\$64,368.00 (Payment No. 1 & FINAL)  
Motion by District 6 Alderperson Marshall, seconded by District 5 Alderperson  
Lewis to approve.

Motion carried 8-0 on roll call.

Staff advised that they are awaiting the installment of signal equipment at two intersections, prior to completion of the Racine Street project, with a completion projected towards mid-October. No disruptions have been noted regarding traffic to the High School.

3. Recycling Center Update  
No action was taken.

Discussion considered what neighboring communities do for recycling, brush,

and other waste-related fees.

Staff advised on photos of the recycling center, and how staff has to manually sort trash from the recycling drop-off site, and the wages spent on doing this. Staff also advised on how the center can be used to educate residents on properly recycling, while also promoting efficient use of the center and of residents' funds when considering improvements. Staff also advised on what surrounding communities do regarding various fees and other methods for controlling use of their respective recycling drop-off sites.

F. ADJOURNMENT

Motion by District 6 Alderperson Marshall seconded by District 3 Alderperson Hale to adjourn the Board of Public Works meeting at 7:56 pm. Motion carried on voice vote.

Minutes submitted by Deputy City Clerk Evan Janet.

# Certificate of Payment

Date: 10/1/2025

Payment Request: 1 (One)

Contractor: Northeast Asphalt, Inc.

Address: W6380 Design Drive, Greenville, WI 54942

Contract Unit No.: 2025-03

Project Description: Jefferson Park Boat Launch

	<b>Original Contract Amount:</b>	\$ <u>1,315,650.00</u>
<b>Change Order 1:</b> <u>                    </u>	<b>Total Change Orders:</b>	\$ <u>-</u>
<b>Change Order 2:</b> <u>                    </u>	<b>Total Contract Amount (Including Change Orders):</b>	\$ <u>1,315,650.00</u>
<b>Change Order 3:</b> <u>                    </u>	<b>Total Earned to Date (Summary Attached):</b>	\$ <u>290,590.00</u>
<b>Change Order 4:</b> <u>                    </u>	<b>Less Retainage:</b> <u>5.0%</u>	\$ <u>14,529.50</u>
	<b>Amount Due:</b>	\$ <u>276,060.50</u>

	<b>Payment 1</b>	
	<b>Payment 2</b>	
	<b>Payment 3</b>	
	<b>Payment 4</b>	
	<b>Payment 5</b>	
	<b>Payment 6</b>	
	<b>Payment 7</b>	
<b>Current Payment</b>		\$ <u>276,060.50</u>

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**

Public Works Authorization: \_\_\_\_\_

Common Council Approval Date: \_\_\_\_\_

**Finance Department**

Account Number	Amount

**Itemized Bid Tabulation**  
**City of Menasha Contract Unit No. 2025-03**  
**Jefferson Park Boat Launch**

Item	Quantity	Description	Payment 1 (One) 10/1/25							
			Base Bid	Unit Price	Item Total	YTD	Current	Total		
1	1	Common Excavation and Grading	\$	100,000.00	\$	100,000.00		0.75	\$	75,000.00
2	1,600	Geotextile Fabric	\$	3.00	\$	4,800.00		0.00	\$	-
3	1,400	Excavation Below Subgrade (EBS)	\$	8.50	\$	11,900.00		0.00	\$	-
4	4,000	Recycled Dense Graded Base (From City Stockpile)	\$	11.00	\$	44,000.00		100.00	\$	1,100.00
5	1,400	EBS Backfill - Recycled Dense Graded Base (From City Stockpile)	\$	11.00	\$	15,400.00		0.00	\$	-
6	240	Crushed Clear Stone	\$	39.00	\$	9,360.00		0.00	\$	-
7	1,100	Curb and Gutter, 24-IN	\$	23.40	\$	25,740.00		0.00	\$	-
8	1,150	Ribbon Curb, 24-IN	\$	35.50	\$	40,825.00		0.00	\$	-
9	500	Concrete Driveway Apron, 7-IN	\$	10.75	\$	5,375.00		0.00	\$	-
10	7,025	Concrete Sidewalk, 5-IN	\$	7.60	\$	53,390.00		0.00	\$	-
11	6	Truncated Dome Detectable Warning Panel, 2-FT by 5-FT	\$	375.00	\$	2,250.00		0.00	\$	-
12	3	Concrete Drainage Flume	\$	1,200.00	\$	3,600.00		0.00	\$	-
13	1	Concrete Trench Drain with Grate	\$	2,900.00	\$	2,900.00		0.00	\$	-
14	2,400	Asphalt Pavement - Road and Parking	\$	91.10	\$	218,640.00		0.00	\$	-
15	1	Traffic Control	\$	600.00	\$	600.00		0.00	\$	-
16	1	Pavement Markings	\$	18,425.00	\$	18,425.00		0.00	\$	-
17	1	Demolition and Removals	\$	182,000.00	\$	182,000.00		0.75	\$	136,500.00
18	2	4-FT Precast Manhole	\$	8,505.00	\$	17,010.00		0.00	\$	-
19	2	2-FT by 3-FT Inlet	\$	3,600.00	\$	7,200.00		0.00	\$	-
20	300	12-IN RCP Storm Sewer	\$	66.00	\$	19,800.00		50.00	\$	3,300.00
21	3	12-IN RCP Apron End Wall	\$	1,400.00	\$	4,200.00		3.00	\$	4,200.00
22	1	12-IN Outfall Through Sheet Pile Wall	\$	100.00	\$	100.00		0.00	\$	-
23	4	Bio-Infiltration Basin Including native seeding and plantings, engineered soil, and underdrain	\$	27,000.00	\$	108,000.00		2.00	\$	54,000.00
24	3	Outlet Control Structure	\$	5,000.00	\$	15,000.00		1.00	\$	5,000.00
25	3	Adjust Existing Manhole or Valve Vault Casting	\$	850.00	\$	2,550.00		0.00	\$	-
26	1	Adjust Existing Water Valve Box	\$	650.00	\$	650.00		0.00	\$	-
27	1	2-IN Water Service Including Connections and Fittings, Corporation Stop, Curb Stop and Box	\$	16,600.00	\$	16,600.00		0.00	\$	-
28	2,700	9-IN Reinforced Concrete Pavement (Cast-in-Place)	\$	17.00	\$	45,900.00		0.00	\$	-
29	2,900	9-IN Concrete Pavement (Precast Panels)	\$	17.00	\$	49,300.00		0.00	\$	-
30	4	Concrete Launch Dock Abutment	\$	5,000.00	\$	20,000.00		0.00	\$	-
31	4	Boarding Dock Including Anchorage	\$	35,000.00	\$	140,000.00		0.00	\$	-
32	3	Dual Luminaire Lightpole with Base	\$	5,200.00	\$	15,600.00		0.00	\$	-
33	5	Single Luminaire Lightpole with Base	\$	5,200.00	\$	26,000.00		0.00	\$	-
34	4	Receptable Base	\$	315.00	\$	1,260.00		0.00	\$	-
35	1	Conduit, Wire, Connectors, etc.	\$	15,260.00	\$	15,260.00		0.00	\$	-
36	1	Install City-Supplied Electrical and Lighting Cabinet	\$	1,815.00	\$	1,815.00		0.00	\$	-
37	200	Riprap	\$	63.00	\$	12,600.00		100.00	\$	6,300.00
38	100	Vegetated Boulder Revetment	\$	160.00	\$	16,000.00		20.00	\$	3,200.00
39	6,500	Seed Restoration with Erosion Mat Class 1 Urban, Type A	\$	3.85	\$	25,025.00		0.00	\$	-
40	1	Install 200 LF of 5-FT Chain-Link Fence and Salvaged Gates	\$	13,100.00	\$	13,100.00		0.00	\$	-
41	1	Install and Maintain Tracking Pad	\$	1,200.00	\$	1,200.00		1.00	\$	1,200.00
42	300	Install and Maintain Turbidity Barrier	\$	1.00	\$	300.00		0.00	\$	-
43	500	Install and Maintain Silt Log	\$	3.95	\$	1,975.00		200.00	\$	790.00
<b>Total Base Bid (Items 1 - 43)</b>					<b>\$</b>	<b>1,315,650.00</b>			<b>\$</b>	<b>290,590.00</b>