

A Quorum of the Administration Committee, Common Council, 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 20, 2025 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, 10/20/25

E. Discussion / Action Items

1. Change Order — Donald Hietpas & Sons, Inc.; Contract Unit No. M0002-9-20-00334; 2025 Sewer & Water Main Reconstruction; DEDUCT \$21,667.20 (Change Order No. 1 & FINAL)
2. Payment — Donald Hietpas & Sons, Inc.; Contract Unit No. M0002-9-20-00334; 2025 Sewer & Water Main Reconstruction; \$20,772.63 (Payment No. 3 & FINAL)
3. Payment — Northeast Asphalt, Inc.; Contract Unit No. 2025-03; Jefferson Park Boat Launch; \$147,406.75 (Payment No. 2)
4. Change Order — Northeast Asphalt, Inc.; Contract Unit No. 2024-03; Jefferson Park Improvements; DEDUCT \$21,265.23; (Change Order No. 2 & FINAL)
5. Payment — Northeast Asphalt, Inc.; Contract Unit No. 2024-03; Jefferson Park Improvements; \$33,550.03 (Payment No. 9 & FINAL)
6. Street Use Application — Jingle Bell Jog; Saturday, December 13, 2025; 9:00 a.m. to 10:30 a.m.; Menasha High School FBLA

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, October 6, 2025 at 6:30 PM

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

A. CALL TO ORDER

Meeting called to order by Chair Ropella at 6:51pm.

B. ROLL CALL

Present: Aids. Rand, Eisenach, Hale, Perkins, Marshall, Grade, Ropella

Absent: Ald. Lewis

Also Present: FD Sassman, DPW Merten, CDD Dane, PRD Sackett, FC Teesch,
FM Laracuenta, CA Struve, Mayor Hammond, Clerk Snyder, DC Janet

C. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

D. MINUTES TO APPROVE

1. Board of Public Works, 9/15/25

Motion by District 6 Alderperson Marshall seconded by District 2 Alderperson Eisenach to approve. Motion carried on voice vote.

E. DISCUSSION / ACTION ITEMS

1. Payment — Northeast Asphalt, Inc.; Contract Unit No. 2025-03; Jefferson Park Boat Launch; \$276,060.50 (Payment No. 1)

Motion by District 6 Alderperson Marshall, seconded by District 3 Alderperson Hale to approve.

Motion carried 7-0 on roll call.

Staff advised that the old boat launch has been completely removed and that prep work is being done to the space in order to start constructing the new areas of launch. This payment covered this initial demolition work.

F. ADJOURNMENT

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

Minutes submitted by Deputy City Clerk Evan Janet.

Change Order

Date: 10/13/2025

Change Order No. 1 (One)

Contractor: Donald Hietpas & Sons, Inc
Contract No.: M0002-9-20-00334
Project: 2025 Sewer & Water Main Reconstruction

You are directed to make the changes noted below in the subject contract unit number.
I. Original contract quantity changes (See Attached) -\$21,667.20

The changes result in the following adjustments:

	CONTRACT-TOTAL	TIME
Prior to this Change Order	<u>\$ 563,784.65</u>	_____ Days
Adjustments per this Change Order	<u>\$ (21,667.20)</u>	_____ Days
Current Contract Status	<u>\$ 542,117.45</u>	_____ Days

Directed/Authorized
City of Menasha Department of Public Works

Accepted

By: _____

By: _____

Date: _____

Date: _____

WATERMAIN HARDING STREET (APPLETON ROAD TO LONDON STREET)

ITEM NO.	DESCRIPTION OF WORK	QUANTITY	UNIT PRICE	ITEM TOTAL	QUANTITY	TOTAL AMOUNT	QUANTITY CHANGE	AMOUNT CHANGE
1	8" PVC WATERMAIN	1180	\$87.00	\$102,660.00	1217	\$ 105,879.00	37.00	\$ 3,219.00
A-2	8" VALVE	3	\$ 2,760.00	\$8,280.00	3	\$ 8,280.00	0.00	\$ -
A-3	SHORT SIDE SERVICE REPLACEMENT	7	\$ 1,700.00	\$11,900.00	7	\$ 11,900.00	0.00	\$ -
A-4	LONG SIDE WATER SERVICE REPLACEMENT	16	\$ 2,550.00	\$40,800.00	18	\$ 45,900.00	2.00	\$ 5,100.00
A-5	25 PSI POLYSTYRENE INSULATION	120	\$13.00	\$1,560.00	0	\$ -	-120.00	\$ (1,560.00)
A-6	EROSION CONTROL	1	\$ 2,755.00	\$2,755.00	1	\$ 2,755.00	0.00	\$ -
A-7	TRAFFIC CONTROL	1	\$5,000.00	\$5,000.00	1	\$ 5,000.00	0.00	\$ -
A-8	TURF RESTORATION	1	\$ -	\$ -	0	\$ -	-1.00	\$ -
TOTAL				\$ 172,955.00		\$ 179,714.00		\$ 6,759.00

WATERMAIN WILSON STREET & HARDING STREET (EIGHT STREET TO MANITOWOC STREET)

ITEM NO.	DESCRIPTION OF WORK	QUANTITY	UNIT PRICE	ITEM TOTAL	QUANTITY	TOTAL AMOUNT	QUANTITY CHANGE	AMOUNT CHANGE
A-9	8" PVC WATER MAIN	855	\$ 85.00	\$ 72,675.00	848	\$ 72,080.00	-7.00	\$ (595.00)
A-10	6" HYDRANT LEAD	10	\$ 65.00	\$ 650.00	25	\$ 1,625.00	15.00	\$ 975.00
A-11	8" VALVE	1	\$ 2,760.00	\$ 2,760.00	1	\$ 2,760.00	0.00	\$ -
A-12	HYDRANT	1	\$ 5,560.00	\$ 5,560.00	1	\$ 5,560.00	0.00	\$ -
A-13	HYDRANT WITH AUXILIARY VALVE	1	\$ 7,500.00	\$ 7,500.00	1	\$ 7,500.00	0.00	\$ -
A-14	SHORT SIDE WATER SERVICE	12	\$ 1,800.00	\$ 21,600.00	10	\$ 18,000.00	-2.00	\$ (3,600.00)
A-15	LONG SIDE WATER SERVICE	6	\$ 2,550.00	\$ 15,300.00	6	\$ 15,300.00	0.00	\$ -
A-16	POLYSTYRENE INSULATION	160	\$ 13.00	\$ 2,080.00	0	\$ -	-160.00	\$ (2,080.00)
A-17	EROSION CONTROL	1	\$ 2,755.00	\$ 2,755.00	1	\$ 2,755.00	0.00	\$ -
A-18	TRAFFIC CONTROL	1	\$ 5,000.00	\$ 5,000.00	1	\$ 5,000.00	0.00	\$ -
A-19	TURF RESTORATION	1	\$ -	\$ -	0	\$ -	-1.00	\$ -
TOTAL				\$ 135,880.00		\$ 130,580.00		\$ (5,300.00)

PRIVATE WATER LATERALS

ITEM NO.	DESCRIPTION OF WORK	QUANTITY	UNIT PRICE	ITEM TOTAL	QUANTITY	TOTAL AMOUNT	QUANTITY CHANGE	AMOUNT CHANGE
A-20	REPLACE WATER SERVICE TO HOUSE	10	\$ 3,000.00	\$ 30,000.00	0	\$ -	-10	\$ (30,000.00)
TOTAL				\$ 30,000.00		\$ -		\$ (30,000.00)

STORM AND SANITARY SEWER

ITEM NO.	DESCRIPTION OF WORK	QUANTITY	UNIT PRICE	ITEM TOTAL	QUANTITY	TOTAL AMOUNT	QUANTITY CHANGE	AMOUNT CHANGE
B-1	48" SAN. MANHOLE	1	\$ 3,420.00	\$ 3,420.00	1	\$ 3,420.00	0.00	\$ -
B-2	48" STORM MANHOLE	4	\$ 2,450.00	\$ 9,800.00	4	\$ 9,800.00	0.00	\$ -
B-3	REMOVE & REPLACE INLETS	8	\$ 2,100.00	\$ 16,800.00	8	\$ 16,800.00	0.00	\$ -
B-4	8" SAN SEWER	311	\$ 83.00	\$ 25,813.00	313	\$ 25,979.00	2.00	\$ 166.00
B-5	10" STORM SEWER	24	\$ 60.00	\$ 1,440.00	30	\$ 1,800.00	6.00	\$ 360.00
B-6	12" STORM SEWER	1266	\$ 54.90	\$ 69,503.40	1273	\$ 69,887.70	7.00	\$ 384.30
B-7	SAN. WYE CONNECTION	3	\$ 210.00	\$ 630.00	3	\$ 630.00	0.00	\$ -
B-8	SAN. MAIN SADDLE CONNECTION	13	\$ 320.00	\$ 4,160.00	13	\$ 4,160.00	0.00	\$ -
B-9	4-6" SCH 40 LATERAL RELAY	853	\$ 87.00	\$ 74,211.00	923.5	\$ 80,344.50	70.50	\$ 6,133.50
B-10	SAN. MANHOLE CONNECTION WITH INSIDE DROP	1	\$ 1,750.00	\$ 1,750.00	1	\$ 1,750.00	0.00	\$ -
B-11	CONNECTION TO EXISTING STORM STRUCTURE	3	\$ 250.00	\$ 750.00	3	\$ 750.00	0.00	\$ -
B-12	ABANDON STORM & SANITARY SEWER	1	\$ 11,000.00	\$ 11,000.00	1	\$ 11,000.00	0.00	\$ -
B-13	POST TELEVISION LAT. MAIN TO HOME	37	\$ 98.00	\$ 3,626.00	36	\$ 3,528.00	-1.00	\$ (98.00)
B-14	POST TELEVISION SAN. MAIN	311	\$ 1.25	\$ 388.75	310.00	\$ 387.50	-1.00	\$ (1.25)
B-15	POST TELEVISION STORM SEWER	1326	\$ 1.25	\$ 1,657.50	1269.4	\$ 1,586.75	-56.60	\$ (70.75)
TOTAL				\$ 224,949.65		\$ 231,823.45		\$ 6,873.80
TOTAL QUANTITY CHANGE				\$ 563,784.65		\$ 542,117.45		\$ (21,667.20)

APPLICATION
FOR PAYMENT

CITY MENASHA	PROJECT:	2025 UTILITY RECONSTRUCTION
	CONTRACTOR	DONALD HIETPAS & SONS INC
	Contract No.	M0002-9-20-00334
	Project No.	M0002-9-20-00334
	Application No.	3 - FINAL
	Application Date	10/3/2025
	Period From	6/2/2025 To 10/3/2025

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	<u>\$ 563,784.65</u>	Completed To Date	<u>\$ 542,117.45</u>
Net Change Orders	<u>\$0</u>	Retainage <u>5</u> %	<u>\$</u>
Current Contract Amount	<u>\$ 563,784.65</u>	Subtotal	<u>\$ 540,317.45</u>
		Previous Applications	<u>\$ 521,344.82</u>

Amount Due This Application: \$ 20,772.63

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 10/3/2025 20 25 DONALD HIETPAS & SONS INC
(contractor)

By Stuart Hietspas President
(Name & Title)

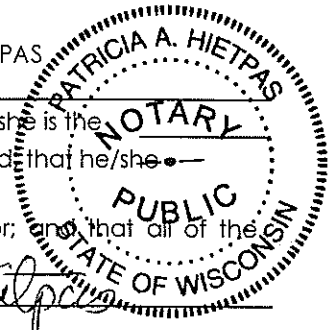
COUNTY OF _____ }
STATE OF _____ } ss

Before me on this 3 day of OCT. 20 25 personally appeared STUART HIETPAS
5

_____ known to me, who being duly sworn, did depose and say that he/she is the _____
PRESIDENT of the Contractor above mentioned that he/she _____
(title)

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

My Commission Expires: 11-2026 Patricia A. Hietspas
(Notary Public)



DONALD HIETPAS & SONS REQUEST FOR PAYMENT 10/3/2025													
ESTIMATE # 3 FINAL BASE BID SEWER													
PROJECT NAME: 2025 WATER MAIN & SANITARY RECONSTRUCTION													
CONTRACT NO. M0002-09-24-00362													
BASE BID B SEWER													
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED			PREVIOUS REQUEST			THIS REQUEST			TOTAL COMPLETED TO DATE		
		QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	
B-1	48" SAN. MAN-HOLE	1	\$ 3,420.00	\$ 3,420.00	1	\$ 3,420.00	0	\$ -	1	\$ 3,420.00	1	\$ 3,420.00	
B-2	48" STORM MANHOLE	4	\$ 2,450.00	\$ 9,800.00	4	\$ 9,800.00	0	\$ -	4	\$ 9,800.00	4	\$ 9,800.00	
B-3	REMOVE & REPLACE INLETS	8	\$ 2,100.00	\$ 16,800.00	8	\$ 16,800.00	0	\$ -	8	\$ 16,800.00	8	\$ 16,800.00	
B-4	8" SAN SEWER	311	\$ 83.90	\$ 25,979.00	313	\$ 25,979.00	0	\$ -	313	\$ 25,979.00	313	\$ 25,979.00	
B-5	10" STORM SEWER	24	\$ 60.00	\$ 1,800.00	30	\$ 1,800.00	0	\$ -	30	\$ 1,800.00	30	\$ 1,800.00	
B-6	12" STORM SEWER	1266	\$ 54.90	\$ 69,887.70	1273	\$ 69,887.70	0	\$ -	1273	\$ 69,887.70	1273	\$ 69,887.70	
B-7	SAN. WYE CONNECTION	3	\$ 210.00	\$ 630.00	3	\$ 630.00	0	\$ -	3	\$ 630.00	3	\$ 630.00	
B-8	SAN. MAIN SADELE CONNECTION	13	\$ 320.00	\$ 4,160.00	13	\$ 4,160.00	0	\$ -	13	\$ 4,160.00	13	\$ 4,160.00	
B-9	4-6" SCH40 LATERAL RELAY	853	\$ 87.00	\$ 80,344.50	923.5	\$ 80,344.50	0	\$ -	923.5	\$ 80,344.50	923.5	\$ 80,344.50	
B-10	SAN. MANHOLE CONNECTION WITH DRCP	1	\$ 1,750.00	\$ 1,750.00	1	\$ 1,750.00	0	\$ -	1	\$ 1,750.00	1	\$ 1,750.00	
B-11	CONNECTION TO EXISTING STORM STRUCTURE	3	\$ 250.00	\$ 750.00	3	\$ 750.00	0	\$ -	3	\$ 750.00	3	\$ 750.00	
B-12	ABANDON STORM & SANITARY SEWER	1LS	\$ 11,000.00	\$ 11,000.00	1	\$ 11,000.00	0	\$ -	1	\$ 11,000.00	1	\$ 11,000.00	
B-13	POST TELEVISION LAT. MAIN TO HOME	37	\$ 98.00	\$ 3,528.00	0	\$ -	36	\$ 3,528.00	36	\$ 3,528.00	36	\$ 3,528.00	
B-14	POST TELEVISION SAN. MAIN	311	\$ 1.25	\$ 387.50	0	\$ -	310	\$ 387.50	310	\$ 387.50	310	\$ 387.50	
B-15	POST TELEVISION STORM SEWER	1326	\$ 1.25	\$ 1,586.75	0	\$ -	1269.4	\$ 1,586.75	1269.4	\$ 1,586.75	1269.4	\$ 1,586.75	
TOTAL ESTIMATE # FINAL				\$ 226,321.20		\$ 226,321.20		\$ 5,503.25		\$ 231,823.45		\$ 231,823.45	
TOTAL DUE												\$ 231,823.45	
TOTAL COMPLETED TO DATE												\$ 542,117.45	
2.5 % RETAINED												\$ -	
PREVIOUS PD.												\$ 542,117.45	
DUE ESTIMATE # 3 FINAL												\$ 521,344.82	
												\$ 20,772.63	

Certificate of Payment

Date: 10/14/2025

Payment Request: 2 (Two)

Contractor: Northeast Asphalt, Inc.

Address: W6380 Design Drive, Greenville, WI 54942

Contract Unit No.: 2025-03

Project Description: Jefferson Park Boat Launch

	Original Contract Amount:	\$ <u>1,315,650.00</u>
Change Order 1: <u> </u>	Total Change Orders:	\$ <u>-</u>
Change Order 2: <u> </u>	Total Contract Amount (Including Change Orders):	\$ <u>1,315,650.00</u>
Change Order 3: <u> </u>	Total Earned to Date (Summary Attached):	\$ <u>445,755.00</u>
Change Order 4: <u> </u>	Less Retainage: 5.0%	\$ <u>22,287.75</u>
	Amount Due:	\$ <u>423,467.25</u>

	Payment 1	\$ <u>276,060.50</u>
	Payment 2	<u> </u>
	Payment 3	<u> </u>
	Payment 4	<u> </u>
	Payment 5	<u> </u>
	Payment 6	<u> </u>
	Payment 7	<u> </u>
Current Payment		\$ <u>147,406.75</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 2 (Two) 10/14/25							
			Base Bid	Unit Price	Item Total	YTD	Current	Total		
1	1	Common Excavation and Grading	\$	100,000.00	\$	100,000.00		0.90	\$	90,000.00
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		3600.00	\$	39,600.00
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		100.00	\$	3,900.00
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		1.00	\$	182,000.00
18	2	4-FT Precast Manhole	\$	8,505.00	\$	17,010.00		1.00	\$	8,505.00
19	2	2-FT by 3-FT Inlet	\$	3,600.00	\$	7,200.00		3.00	\$	10,800.00
20	300	12-IN RCP Storm Sewer	\$	66.00	\$	19,800.00		150.00	\$	9,900.00
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		1.00	\$	16,600.00
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		1.00	\$	315.00
35	1	Conduit, Wire, Connectors, etc.	\$	15,260.00	\$	15,260.00		0.50	\$	7,630.00
36	1	Install City-Supplied Electrical and Lighting Cabinet	\$	1,815.00	\$	1,815.00		1.00	\$	1,815.00
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
Total Base Bid (Items 1 - 43)					\$	1,315,650.00			\$	445,755.00

Change Order

Date: 10/14/2025 Change Order No. Two & Final

Contractor: Northeast Asphalt, Inc
Contract No.: 2024-03
Project: Jefferson Park Improvements

You are directed to make the changes noted below in the subject contract unit number.

I. Contract quantity changes. (See itemized payment)	\$	(41,106.26)
II. Repair damaged curb. 83' LF x \$52.00/LF (City 58' and Cardinal 25')	\$	4,316.00
III. Replace 15" & 12" Storm Sewer	\$	10,417.03
IV. Hydro mulch upgrade. 6860 SY x \$0.30/SY	\$	2,058.00
V. Repair walk poured wrong by Cardinal Const.	\$	3,050.00
	\$	(21,265.23)

The changes result in the following adjustments:

	CONTRACT-TOTAL	TIME
Prior to this Change Order	\$ 1,437,839.90	_____ Days
Adjustments per this Change Order	\$ (21,265.23)	_____ Days
Current Contract Status	<u>\$ 1,416,574.67</u>	<u>_____ Days</u>

Directed/Authorized
 City of Menasha Department of Public Works

Accepted

By: _____

By: _____

Date: _____

Date: _____

Certificate of Payment

Date: 10/14/2025

Payment Request: 9 (Nine) & Final

Contractor: Northeast Asphalt, Inc

Address: W6380 Design Drive, Greenville, WI 54942

Contract Unit No.: 2024-03

Project Description: Jefferson Park Improvements

	Original Contract Amount:	\$ <u>1,432,229.70</u>
Change Order 1:	\$ <u>5,610.20</u>	Total Change Orders: \$ <u>(15,655.03)</u>
Change Order 2:	\$ <u>(21,265.23)</u>	Total Contract Amount (Including Change Orders): \$ <u>1,416,574.67</u>
Change Order 3:	<u> </u>	Total Earned to Date (Summary Attached): \$ <u>1,416,574.67</u>
Change Order 4:	<u> </u>	Less Retainage: <u> </u> \$ <u>-</u>
	Amount Due:	\$ <u>1,416,574.67</u>

	\$ <u>210,439.72</u>
Payment 1	
	\$ <u>177,182.13</u>
Payment 2	
	\$ <u>83,070.85</u>
Payment 3	
	\$ <u>209,596.30</u>
Payment 4	
	\$ <u>264,481.85</u>
Payment 5	
	\$ <u>84,320.05</u>
Payment 6	
	\$ <u>158,625.00</u>
Payment 7	
	\$ <u>195,308.74</u>
Payment 8	
Current Payment	\$ <u>33,550.03</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 Department Authorization _____

Common Council Approval Date: _____

Finance Department

Account Number	Amount

CITY OF MENASHA
Contract Unit No. 2024-03
Jefferson Park Improvements

Payment 9 & Final (10/14/2025)

Item	Quantity	Quantity	Description	Unit Price	Item Total	Quantity	Total	Quantity Change	Total Change
1.	1	LS	Mobilization	\$ 110,000.00	\$ 110,000.00	1.00	\$ 110,000.00	0.00	\$ -
2.	1	LS	Erosion Control	\$ 8,810.00	\$ 8,810.00	1.00	\$ 8,810.00	0.00	\$ -
3.	1	LS	Demolition	\$ 58,000.00	\$ 58,000.00	1.00	\$ 58,000.00	0.00	\$ -
4.	1	LS	Earthwork	\$ 98,000.00	\$ 98,000.00	1.00	\$ 98,000.00	0.00	\$ -
5.	4,100	CY	Dense Graded Basecourse	\$ 20.00	\$ 82,000.00	4100.00	\$ 82,000.00	0.00	\$ -
6.	10,109	SF	Concrete Pavement - 4"	\$ 6.50	\$ 65,708.50	9961.00	\$ 64,746.50	-148.00	\$ (962.00)
7.	185	LF	Concrete Pavement - 4" Thickened	\$ 10.65	\$ 1,970.25	279.00	\$ 2,971.35	94.00	\$ 1,001.10
8.	2,420	LF	Curb and Gutter - 18" Roll	\$ 15.00	\$ 36,300.00	2420.00	\$ 36,300.00	0.00	\$ -
9.	2,474	LF	Curb and Gutter - 18"	\$ 15.00	\$ 37,110.00	2470.00	\$ 37,050.00	-4.00	\$ (60.00)
10.	100	LF	Curb and Gutter - 30"	\$ 48.00	\$ 4,800.00	125.00	\$ 6,000.00	25.00	\$ 1,200.00
11.	1,441	Ton	Asphalt Pavement - Street	\$ 89.95	\$ 129,617.95	1444.75	\$ 129,955.26	3.75	\$ 337.31
12.	640	Ton	Asphalt Pavement - Path	\$ 106.10	\$ 67,904.00	545.43	\$ 57,870.12	-94.57	\$ (10,033.88)
13.	1	LS	Pavement Markings	\$ 8,450.00	\$ 8,450.00	1.00	\$ 8,450.00	0.00	\$ -
14.	128	SF	Tactile Warning Plates	\$ 35.00	\$ 4,480.00	119.00	\$ 4,165.00	-9.00	\$ (315.00)
15.	1	LS	Construction Staking	\$ 15,750.00	\$ 15,750.00	1.00	\$ 15,750.00	0.00	\$ -
16.	295	LF	Water Service Lateral - 2"	\$ 45.00	\$ 13,275.00	300.00	\$ 13,500.00	5.00	\$ 225.00
17.	1	LS	Connection to Existing Water Main and Fittings	\$ 2,275.00	\$ 2,275.00	1.00	\$ 2,275.00	0.00	\$ -
18.	325	LF	6" Sanitary Lateral	\$ 52.00	\$ 16,900.00	324.00	\$ 16,848.00	-1.00	\$ (52.00)
19.	170	LF	4" Underdrain	\$ 47.00	\$ 7,990.00	172.00	\$ 8,084.00	2.00	\$ 94.00
20.	8	LF	4" Storm Sewer	\$ 48.00	\$ 384.00	8.00	\$ 384.00	0.00	\$ -
21.	191	LF	6" Storm Sewer	\$ 63.00	\$ 12,033.00	171.00	\$ 10,773.00	-20.00	\$ (1,260.00)
22.	300	LF	8" Storm Sewer	\$ 63.00	\$ 18,900.00	300.00	\$ 18,900.00	0.00	\$ -
23.	85	LF	10" Storm Sewer	\$ 77.00	\$ 6,545.00	81.00	\$ 6,237.00	-4.00	\$ (308.00)
24.	177	LF	12" Storm Sewer	\$ 80.00	\$ 14,160.00	172.00	\$ 13,760.00	-5.00	\$ (400.00)
25.	5	Each	2' x 3' Box Inlet	\$ 3,400.00	\$ 17,000.00	5.00	\$ 17,000.00	0.00	\$ -
26.	4	Each	Storm Inlet	\$ 2,900.00	\$ 11,600.00	3.00	\$ 8,700.00	-1.00	\$ (2,900.00)
27.	2	Each	Storm Outlet Structure	\$ 3,900.00	\$ 7,800.00	1.00	\$ 3,900.00	-1.00	\$ (3,900.00)
28.	1	Each	Yard Inlet	\$ 1,725.00	\$ 1,725.00	0.00	\$ -	-1.00	\$ (1,725.00)
29.	1	Each	Adjustment of Existing Sewer Structure	\$ 875.00	\$ 875.00	1.00	\$ 875.00	0.00	\$ -
30.	1	Each	Connect to Existing Storm Sewer Structures	\$ 1,525.00	\$ 1,525.00	1.00	\$ 1,525.00	0.00	\$ -
31.	1	Each	Storm Sewer Outfall	\$ 1,165.00	\$ 1,165.00	1.00	\$ 1,165.00	0.00	\$ -
32.	72	LF	Backstop	\$ 240.00	\$ 17,280.00	72.00	\$ 17,280.00	0.00	\$ -
33.	925	LF	6' Chainlink Fencing	\$ 23.60	\$ 21,830.00	892.00	\$ 21,051.20	-33.00	\$ (778.80)
34.	2	Each	Dugout	\$ 7,200.00	\$ 14,400.00	2.00	\$ 14,400.00	0.00	\$ -
35.	2	Each	4' Fence Gate	\$ 1,160.00	\$ 2,320.00	2.00	\$ 2,320.00	0.00	\$ -
36.	2	Each	10' Sliding Gate	\$ 3,350.00	\$ 6,700.00	2.00	\$ 6,700.00	0.00	\$ -
37.	1	Each	Ball Diamond Construction	\$ 75,000.00	\$ 75,000.00	1.00	\$ 75,000.00	0.00	\$ -
38.	1	LS	Site Electrical	\$ 67,145.00	\$ 67,145.00	1.00	\$ 67,145.00	0.00	\$ -
39.	23	Each	Trail Light Pole & Fixture	\$ 3,154.00	\$ 72,542.00	23.00	\$ 72,542.00	0.00	\$ -
40.	1	LS	Ball Diamond Lighting	\$ 145,120.00	\$ 145,120.00	1.00	\$ 145,120.00	0.00	\$ -
41.	1	LS	USACE Monitoring Station Service	\$ 3,940.00	\$ 3,940.00	1.00	\$ 3,940.00	0.00	\$ -
42.	1	Each	Removable Bollard	\$ 2,000.00	\$ 2,000.00	0.00	\$ -	-1.00	\$ (2,000.00)
43.	620	SF	Sand Filter	\$ 35.00	\$ 21,700.00	405.00	\$ 14,175.00	-215.00	\$ (7,525.00)
44.	29,800	SY	Lawn Restoration	\$ 4.00	\$ 119,200.00	26864.00	\$ 107,456.00	-2936.00	\$ (11,744.00)
Total Item 1-44					\$ 1,432,229.70		\$ 1,391,123.44		\$ (41,106.26)

Change Order #1									
1	1	LS	Relocate Monitoring Station Electric Service	\$ 1,646.80	\$ 1,646.80	1	\$ 1,646.80	0.00	\$ -
2	1	LS	Relocate Musco Poles in Ballfield	\$ 10,603.00	\$ 10,603.00	1	\$ 10,603.00	0.00	\$ -
3	1	LS	Musco Light Credit	\$ (8,370.00)	\$ (8,370.00)	1	\$ (8,370.00)	0.00	\$ -
4	1	LS	Repair existing conduit broken at bridge	\$ 1,730.40	\$ 1,730.40	1	\$ 1,730.40	0.00	\$ -
Total Change Order 1					\$ 5,610.20		\$ 5,610.20		\$ -

Change Order #2									
2	83	LF	Repair damage curb	\$ 52.00	\$ 4,316.00	83	\$ 4,316.00	0.00	\$ -
3	1	LS	Replace 15" and 12" storm sewer	\$ 10,417.03	\$ 10,417.03	1	\$ 10,417.03	0.00	\$ -
4	6860	SY	Hydro mulch upgrad	\$ 0.30	\$ 2,058.00	6860	\$ 2,058.00	0.00	\$ -
5	1	LS	Repair walk poured wrong by Cardinal Const.	\$ 3,050.00	\$ 3,050.00	1	\$ 3,050.00	0.00	\$ -
Total Contract 2024-03					\$ 19,841.03		\$ 19,841.03		\$ -



Street Use Application

*Permit Fee: A \$25.00 Street Use Application fee must be submitted with application at least thirty (30) days prior to Street Use date.

**A representative is responsible for attending Board of Public Works meeting and Common Council meeting, date and time to be determined after submission of application.

Name of Event: Jungle Bell Jog
 Date of Event: Dec 13, 2025
 Set-Up/Start Time: 9am
 End Time: 10:30am
 Total Expected Attendance: 50-100

Sponsoring Organization: Menasha High School FBIA
 Organization Address: 480 7th Street Menasha
 Representative 1: Angela Halada Representative 1 Phone Number: 920-621-1917
 Representative 1 Email Address: haladaa@mjsd.k12.wi.us
 Representative 2: _____ Representative 2 Phone Number: _____
 Representative 2 Email Address: _____
 Day of Street Use Contact: Same as above Phone Number: _____
 Email Address: same as above

Section 1 – Street Use Type and Street Route

Type of Street Use (check 1): Parade Run/Walk Event
 Other (describe in detail): _____
 Street Route/Description of Use (please attach map to the application):

Section 2 – Insurance and Notification

Liability Insurance is secured in the amount of \$ 5,000,000 ea. occurrence with the City of Menasha listed as the certificate holder and as an additional insured on the Certificate of Liability Insurance AND on the endorsement. This is primary insurance. A copy of the Certificate of Liability Insurance is on file with the Public Works office:

Yes, Name of Insurance Company/Policy Number: SGL22213-25

No (explain reason): _____

Angela Halada
Representative Signature

10/7/25
Date

Representative agrees to notify all residents and businesses (including Gold Cross Ambulance, Lamers School Bus and Valley Transit) that are directly affected by the street use/closure at least seven (7) days prior to attending the required Common Council meeting. Representative to submit one copy of the completed notification to the Public Works office.

AHH (Representative Initial)

(Form Revised, August 2025)

Section 3 – Hold Harmless Agreement

I agree to hold the city of Menasha harmless from any claim for damage or injury arising out of our activities in connection with the date of this street use. I further understand this agreement to indemnify is for any and all liability of the City of Menasha, including costs of defense and attorneys' fees, including: Damage or injury caused in part by the City's negligence, unless I demonstrate by clear and convincing evidence, that such damage or injury was caused solely by the City's negligence. I further agree to exercise due care in the preservation of the City's road right-of-way. I further agree to pay for all damages to City's road right-of-way beyond what the Public Works Department determines to be normal wear and tear. I further agree that I will ensure compliance with all rules, regulations, or ordinances applicable to the use of City of Menasha's road right-of-way and choose not to negotiate any terms of this agreement.

Angela Halada
Representative Signature

10/17/25
Date

To Be Completed by City Staff:

Application to Board of Public Works meeting on: October 20, 2025

Application to Common Council meeting on: November 3, 2025

Representative will notify all residents and businesses (including Gold Cross Ambulance, Lamers School Bus and Valley Transit) by: N/A

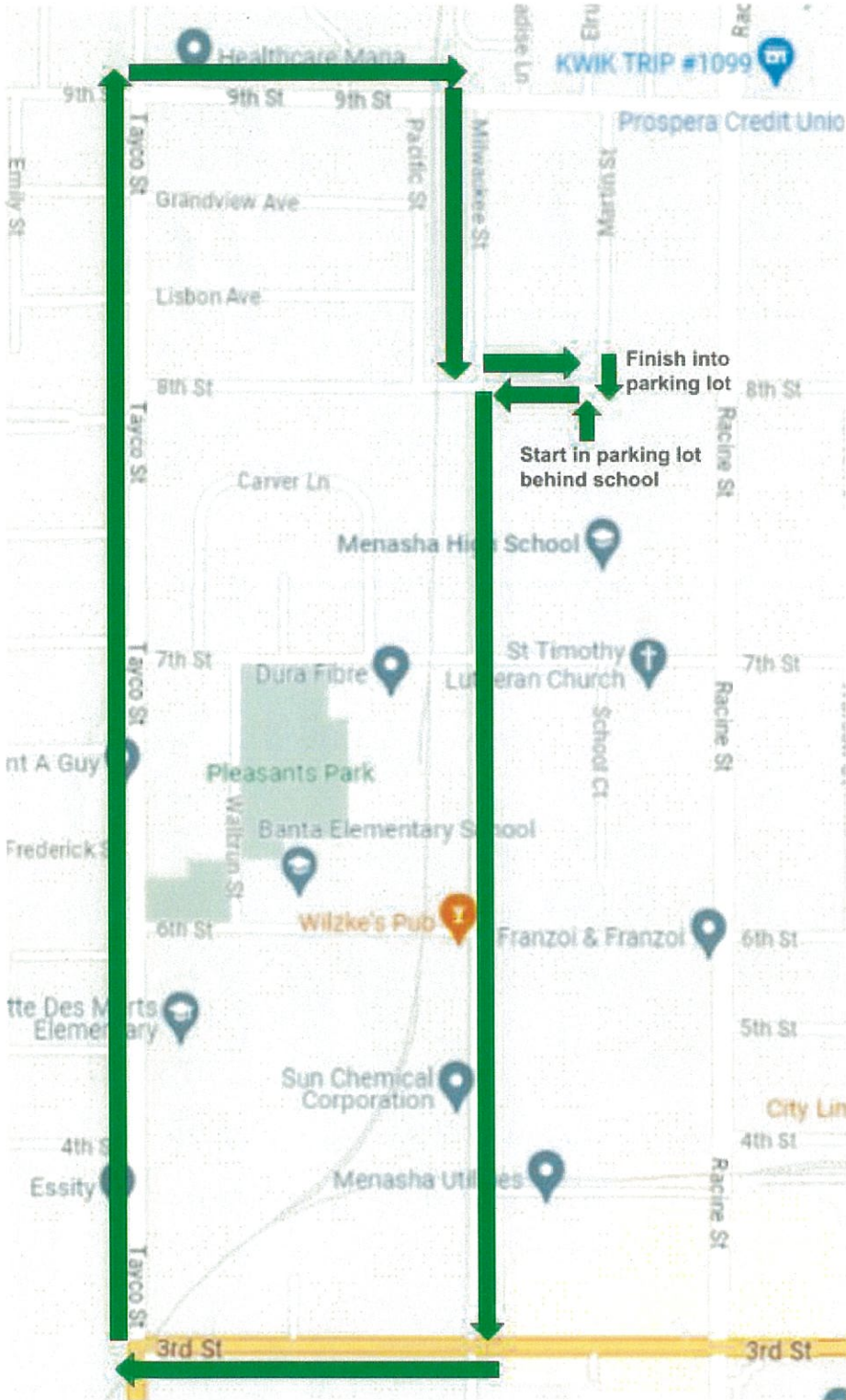
Approval By:

[Signature]
Public Works Department

[Signature]
Police Department

[Signature]
Fire Department

[Signature]
City Attorney



Out of the school parking lot, turn left on 8th. Turn left on Milwaukee, right onto 3rd Street, right onto Tyco to turn right onto 9th Street, right onto Milwaukee and back to school parking lot.