

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, November 3, 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, 10/20/25

**E. Discussion / Action Items**

1. Street Use Application — Gather 'Round; Wednesday, December 3, 2025; 3:30 p.m. to 7:00 p.m.; City of Menasha Parks and Recreation
2. Payment — Northeast Asphalt, Inc.; Contract Unit No. 2025-03; Jefferson Park Boat Launch; \$145,307.15 (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, October 20, 2025 at 6:45 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 7:47pm.

### B. ROLL CALL

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

Absent: Ald. Lewis

Also Present: DPW Merten, CDD Dane, PRD Sackett, PC Thorn, 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, 10/20/25

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

### 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)

Motion by District 6 Alderperson Marshall, seconded by District 7 Alderperson Grade to approve.

Motion carried 7-0 on roll call.

Staff advised that this is related to the project on Wilson and Harding Streets. Much of this deduction is related to water to residents and a lack of need to replace laterals.

#### 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)

Motion by District 6 Alderperson Marshall, seconded by District 2 Alderperson Eisenach to approve.

Motion carried 7-0 on roll call.

#### 3. Payment — Northeast Asphalt, Inc.; Contract Unit No. 2025-03; Jefferson Park Boat Launch; \$147,406.75 (Payment No. 2)

Motion by District 6 Alderperson Marshall, seconded by District 7 Alderperson Grade to approve.

Motion carried 7-0 on roll call.

Discussion considered the status of the project.

Staff advised that this project is moving along well due to cooperative weather. This payment is for the work on the new ramp, specifically the submerged portion, with upcoming work on the abutments, the upper part of the ramp, and curbing. Electrical work has also been completed. Staff expects a full restoration by May 1, 2026.

4. Change Order — Northeast Asphalt, Inc.; Contract Unit No. 2024-03; Jefferson Park Improvements; DEDUCT \$21,265.23; (Change Order No. 2 & FINAL)  
Motion by District 6 Alderperson Marshall, seconded by District 3 Alderperson Hale to approve.

Motion carried 7-0 on roll call.

5. Payment — Northeast Asphalt, Inc.; Contract Unit No. 2024-03; Jefferson Park Improvements; \$33,550.03 (Payment No. 9 & FINAL)  
Motion by District 6 Alderperson Marshall, seconded by District 3 Alderperson Hale to approve.

Motion carried 7-0 on roll call.

Staff advised that this payment is related to a damaged storm pipe, curb damage, and relocation of lights for the softball diamond.

6. Street Use Application — Jingle Bell Jog; Saturday, December 13, 2025; 9:00 a.m. to 10:30 a.m.; Menasha High School FBLA  
Motion by District 6 Alderperson Marshall, seconded by District 7 Alderperson Grade to approve.

Motion carried 7-0 on roll call.

#### F. ADJOURNMENT

Motion by District 6 Alderperson Marshall seconded by District 7 Alderperson Grade to adjourn the Board of Public Works meeting at 7:58pm. Motion carried on voice vote.

Minutes submitted by Deputy City Clerk Evan Janet.



EVENT DETAILS - SECTION 1

**Parks and Recreation Department – (920) 967-3640**

100 Main Street, Suite 200 (2<sup>nd</sup> Floor), Menasha, WI 549252

Email: [lwalbrun@menashawi.gov](mailto:lwalbrun@menashawi.gov)

1. Will you be reserving a park?  Yes  No  
 Confirm your requested date with the Parks Department as soon as possible to ensure facility availability.
2. Will you be selling alcoholic beverages?  Yes  No  
 All multi-day events and events that plan to sell beer and/or wine to the public must also appear before the Parks and Recreation Board.

**Menasha Police Department – Phone: (920) 967-3500**

430 First Street, Menasha, WI 54952

Email: [ahanchek@menashawi.gov](mailto:ahanchek@menashawi.gov)

3. Event Coordinator will need to submit a plan for emergency situations.  Yes  No  
 If you do not have a plan, one will be provided to you to sign and submit with a map. *Please see document #1 – Special Event Holders Guide for Emergency Situations*
4. Does your event require traffic control or services provided by our Police Department?  Yes  No

**Public Works Department – (920) 967-3610**

100 Main Street, Suite 200 (2<sup>nd</sup> Floor), Menasha, WI 549252

Email: [alee@menashawi.gov](mailto:alee@menashawi.gov)

5. Will you be using City streets or other public right of way?  Yes  No  
 Please submit the \$25 Street Use Fee with your special event paperwork. Street Use requires Board of Public Works and Common Council approval. You (or a representative for your event) will be required to attend a Common Council meeting to answer any questions regarding this potential street closure. Please be aware the entire approval process may take more than 60 days.
6. Does your event require street closure?  Yes  No  
 If your event requires street closure, barricade and signage requests will be discussed at a Special Events Meeting. This information will be noted on the Fee Schedule and Breakdown Worksheet. Special Events requiring street closure need Council approval. It is highly recommended that information regarding your event is not published or advertised until you have received Common Council approval.
- PLEASE NOTE: If you are requesting a street closure, it is also your responsibility to notify residents and businesses (including Gold Cross, Lamers School Bus and Valley Transit) that are directly affected (we can provide a sample "Notification of Request to Close a City Street"). This will need to be done at least 7 days prior to your appearance at the required Common Council meeting. Event Holder to submit one copy of the completed notification to the Director of Public Works. *Complete Document #4 – Notification of Request to Close a City Street*

**Neenah-Menasha Fire Department - (920) 886-6200**

125 E. Columbian Ave., Neenah, WI 54956

Email: [jmavroff@nmfire.org](mailto:jmavroff@nmfire.org)

7. Will there be fireworks at your event?  Yes  No  
*Complete Document #5 - NMFR.Fireworks Display Application*
8. Will you be putting up a tent?  Yes  No  
 Some tents require a Certificate of Fireproofing and Inspections by the Fire Department. All tents with stakes require diggers Hotline clearance by calling 811 at least five (5) days prior to the event. *Complete Document #6 - NMFR.Tent Permit*

**Clerk's Office - (920) 967-3603**

100 Main Street, Suite 200 (2<sup>nd</sup> Floor), Menasha, WI 54952

Email: [ksnyder@menashawi.gov](mailto:ksnyder@menashawi.gov)

9. Will you be selling/serving alcoholic beverages?  Yes  No  
*Complete form #7 - Clerk.AB-220 Temporary Alcohol Beverage License, form #8 - Clerk.AB-100 Alcohol Beverage Individual Questionnaire and form #9 - Clerk.AB-101 Alcohol Beverage Appointment of Agent.*
10. Will there be inflatables or carnival rides at your event?  Yes  No  
*Complete form # 10 - Clerk.Carnival Permit Application. Permit needs to be submitted at least 10 days prior to your event.*

**Health Department - (920) 967-3522**

100 Main Street, Suite 100 (1<sup>st</sup> Floor), Menasha, WI 54952

Email: [tdrew@menashawi.gov](mailto:tdrew@menashawi.gov)

11. Will you or vendors at your event be selling or serving food?  Yes  No  
*Please see documents HealthDept.Mobile Restaurant Operators Memo AND HealthDept.Food Safety Guidelines.*

## EVENT INFORMATION – SECTION 2

*Permit Fee: A \$50 Special Event Administrative Fee plus a Street Use Application Fee of \$25 (if applicable) must be submitted with the application at least 60 days prior to your event. Please make checks payable to City of Menasha.*

Event Name \_\_\_\_\_ Total Anticipated Attendance \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

Organization Address \_\_\_\_\_

Event Location \_\_\_\_\_

Date of Event (list each date if a multi-day event) \_\_\_\_\_

Event Set-up Time \_\_\_\_\_ Event Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_

## EVENT COORDINATOR – SECTION 3

*Please list the main contact for questions pertaining to your event. Any other individuals authorized to speak with City Staff regarding your event and/or its billing should also be listed. At least one of the contacts listed MUST be on site at the event during all event operating hours.*

1. Event Facilitator/Responsible Person \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

2. Day of Event Contact Name (person on site) \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

## EVENT DETAILS – SECTION 4

*Please list the main contact for questions pertaining to your event. Any other individuals authorized to speak with City Staff regarding your event and/or its billing should also be listed. At least one of the contacts listed MUST be on site at the event during all event operating hours.*

What type(s) of activities will be part of your event (please check all that apply):

- |   |  |
|---|--|
| <input type="checkbox"/> Amplified Music                              | <input type="checkbox"/> Amusement Rides, Inflatables, Dunk Tank, and/or Petting Zoo |
| <input type="checkbox"/> Baseball/Softball Tournament                 | <input type="checkbox"/> Fireworks   |
| <input type="checkbox"/> Food Trucks                                  | <input type="checkbox"/> Parade or Run/Walk Event (On-Street)                        |
| <input type="checkbox"/> Run/Walk (using trail system-no streets)     | <input type="checkbox"/> Sell Beer/Wine/Fermented Malt Beverage                      |
| <input type="checkbox"/> Sell Concessions/Food other than Food Trucks | <input type="checkbox"/> Set Up Temporary Tent/Structure                             |
| <input type="checkbox"/> Vendor Show                                  | Number of Vendors? _____ <input type="checkbox"/> Other                              |

**Describe any Street Use your event will require.** (Please attach a detailed map; map MUST include exact location of event, route/street closure if applicable, barricade placement, etc.) #2 – Map.Downtown Menasha OR #3 – Map.Jefferson Park

**FERMENTED MALT/WINE BEVERAGE PERMIT**

For Consumption Only! SALE of fermented malt beverages and wine requires a Temporary Class "B" License in addition to this permit  
(Allowed only at Barker Farm, Jefferson, Koslo and Curtis Reed Square)

The below named assumes responsibility for exercising control over attendees' behavior at the event. This person or designee must be present for the duration of the event. The Menasha Police Department will contact the permittee if any problem arises. Unruly/illegal group behavior will jeopardize future reservation privileges. This permit allows fermented malt beverages and wine only. No hard liquor or glass containers.

Permittee Name (please print): \_\_\_\_\_

*N/A*

Area that fermented malt beverages and wine will be consumed: \_\_\_\_\_

Signature: \_\_\_\_\_

**INSURANCE – SECTION 5**

A Certificate of Liability Insurance and Endorsement, each naming the City of Menasha as additional insured, must be submitted with your completed Special Events Application in order for your event to be considered for approval by the Board of Public Works and the Common Council. This is your primary insurance. See document Sec5.Misc Insurance Information for specifics. Insurance through HUB International is also offered by our office for one-time events (Document Sec5.Clerk Insurance Application)

Name of Insurance Company CVMIC Policy Number \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**PERSON, GROUP, CLUB OR ORGANIZATION TO BE INVOICED – SECTION 6**

Please complete this section if the information is different from what you entered in Sections 1 and 2.

Person or Organization Name Menasha Parks & Rec

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

**HOLD HARMLESS AGREEMENT – SECTION 7**

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 event. 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 premises. I further agree to pay for all damages to park property or grounds beyond what the 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 parks and choose not to negotiate any terms of this agreement.

Applicant Signature Leah Aerts Date 10/10/25

Completed applications can be mailed to or dropped off at: Menasha City Center, 100 Main Street, Suite 200, Menasha, WI 54952 or e-mailed to [lwalbrun@menashawi.gov](mailto:lwalbrun@menashawi.gov). For any questions regarding this application or the permitting process, contact Lori in Parks and Recreation at (920) 967 3640

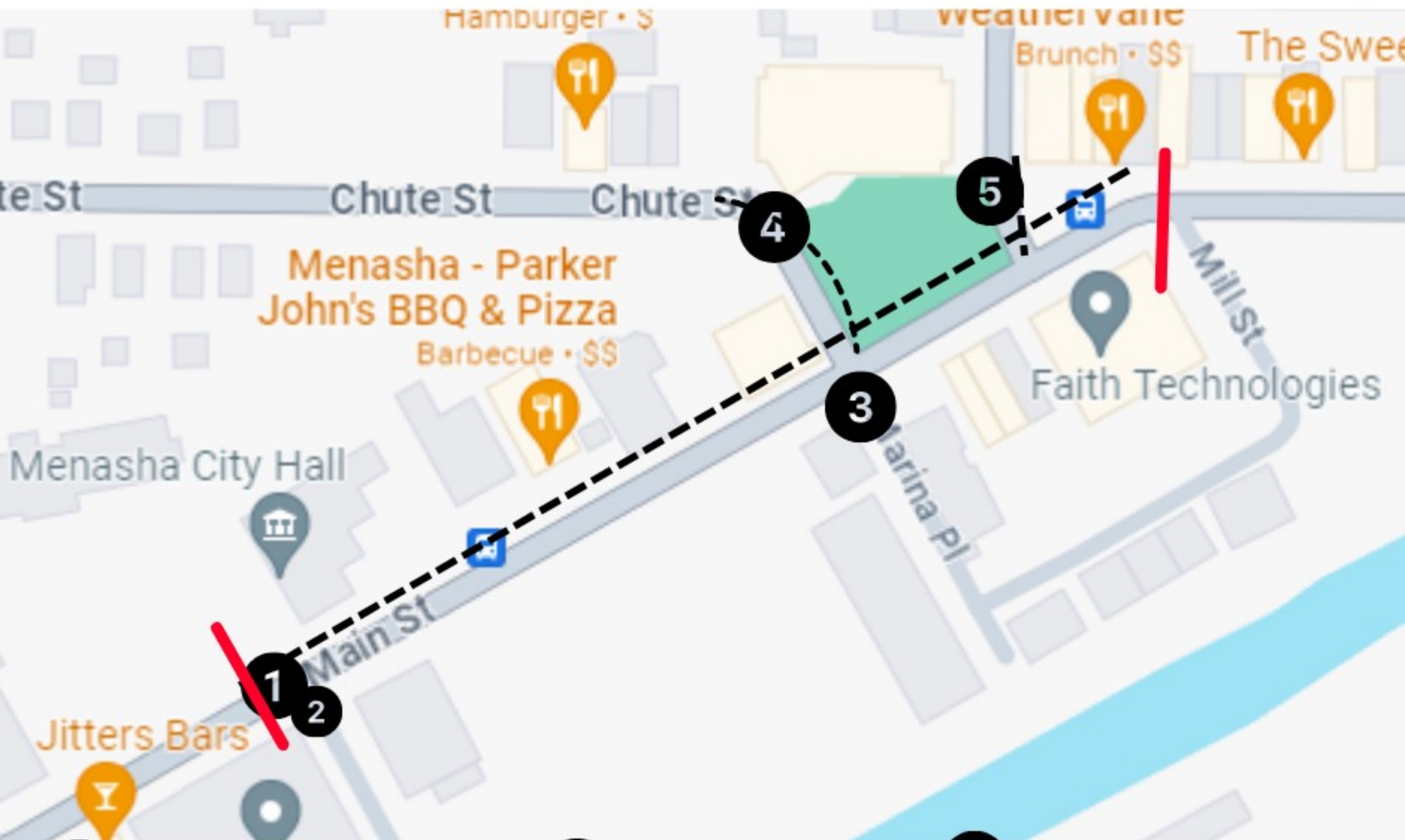
**STAFF USE ONLY**

Scheduled Board of Public Works Review Date: 11.3.2025

Scheduled Parks & Recreation Board Review Date: n/a

Scheduled Common Council Review Date: 11.17.2025

Staff Approval: Police Dept. AH Fire Dept. GEN Public Works Dept. [Signature] City Attorney [Signature]



- 1** Dump Truck
- 2** Parks truck

- 3** Parks truck at Marina Terrace Entrance
- 4** Parks Truck

- 5** 2 Squads
- 6** Dump Truck

= no parking signs  
 A frames at 130 Main and community first drive up

St closure is the to the west of Center St and to the West of Mill St to allow residents in and out of Mill

## Certificate of Payment

Date: 10/30/2025

Payment Request: 3 (Three)

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>598,709.90</u>
<b>Change Order 4:</b> <u>          </u>	<b>Less Retainage:</b> <span style="margin-left: 20px;">5.0%</span>	\$ <u>29,935.50</u>
	<b>Amount Due:</b>	\$ <u>568,774.40</u>

	<b>Payment 1</b>	\$	<u>276,060.50</u>
	<b>Payment 2</b>	\$	<u>147,406.75</u>
	<b>Payment 3</b>		<u>                  </u>
	<b>Payment 4</b>		<u>                  </u>
	<b>Payment 5</b>		<u>                  </u>
	<b>Payment 6</b>		<u>                  </u>
	<b>Payment 7</b>		<u>                  </u>
<b>Current Payment</b>		\$	<u>145,307.15</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 3 (Three) 10/30/25				
			Base Bid	Unit Price	Item Total	Current	Total		
1	1	Common Excavation and Grading	\$	100,000.00	\$	100,000.00	1.00	\$	100,000.00
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	4000.00	\$	44,000.00
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	750.00	\$	17,550.00
8	1,150	Ribbon Curb, 24-IN	\$	35.50	\$	40,825.00	750.00	\$	26,625.00
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	2000.00	\$	34,000.00
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	4.00	\$	20,000.00
31	4	Boarding Dock Including Anchorage	\$	35,000.00	\$	140,000.00	1.00	\$	35,000.00
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	1562.00	\$	6,169.90
<b>Total Base Bid (Items 1 - 43)</b>					<b>\$</b>	<b>1,315,650.00</b>		<b>\$</b>	<b>598,709.90</b>