

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, December 15, 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, 12/1/25

E. Discussion / Action Items

1. O-14-25 — An Ordinance Amending Title 10, Chapter 1, Article C, Sections 10-1-26(7) and 10-1-27(4) of the Code of Ordinances, to Impose a “No Parking” Regulation on Broad Street (Introduced by Ald. Eisenach)
2. O-15-25 — An Ordinance Amending Title 10, Chapter 1, Article C, Section 10-1-26(16) of the Code of Ordinances, to Impose a “No Parking” Regulation on Fourth Street (Introduced by Ald. Marshall)
3. O-16-25 — An Ordinance Amending Title 10, Chapter 1, Article C, Sections 10-1-26(49) through 10-1-26(59) of the Code of Ordinances, to Impose a “No Parking” Regulation on Second Street (Introduced by Ald. Ropella)

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, December 1, 2025 at 6:45 PM

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

A. CALL TO ORDER

Meeting called to order by Chair Ropella at 8:29 pm.

B. ROLL CALL

Present: Alds. Rand, Eisenach, Hale, Perkins, Lewis, Marshall, Grade, Ropella
Also Present: FD Sassman, DPW Merten, CDD Dane, PRD Sackett, PC Thorn, FC Teesch, HRM Cardoza, CA Struve, Mayor Hammond, Clerk Snyder

C. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

D. MINUTES TO APPROVE

1. Board of Public Works, 11/3/25

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

Motion carried 8-0 on roll call.

E. DISCUSSION / ACTION ITEMS

1. Change Order — Sommers Construction Co, Inc; Contract No. 2025-02; Street Construction & Rehabilitation - Various Locations; Add \$32,113.47 (Change Order No. 1 & Final)

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

Motion carried 8-0 on roll call.

Discussion considered the budgetary impact of this change order and contingency planning around contract changes.

Staff advised that this change order accounts for unexpected removals discovered during excavation. A slipform paver was added to this project to allow for more stable surfacing.

2. Payment — Sommers Construction Co, Inc; Contract No. 2025-02; Street Construction & Rehabilitation; \$40,017.96 (Payment No. 3 & Final)

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

Motion carried 8-0 on roll call.

3. Payment — Northeast Asphalt, Inc; Contract No. 2025-03; Jefferson Park Boat Launch; \$374,868.28 (Payment No. 4)
Motion by District 6 Alderperson Marshall, seconded by District 7 Alderperson Grade to approve.

Motion carried 8-0 on roll call.

Discussion considered the presence of rocks in the waterway. While the launch extends into deeper waters, Menasha has no authority to move these rocks.

Staff advised that this is the next progress payment for the Jefferson Park Boat Launch. Crews are expected to pause for winter and are on track for a May 1, 2026 completion date pending weather.

4. Payment — Fahrner Asphalt Sealers, LLC; Contract No. 2025-04; Asphaltic Concrete Pavement Crack Sealing - Various Locations; \$31,734.00 (Payment No. 1 & Final)
Motion by District 6 Alderperson Marshall, seconded by District 7 Alderperson Grade to approve.

Motion carried 8-0 on roll call.

Staff advised that this project preserves recently constructed or paved streets to extend their lifespan.

F. ADJOURNMENT

Motion by District 5 Alderperson Lewis seconded by District 6 Alderperson Marshall to adjourn the Personnel Committee meeting at 8:44 pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.

MEMORANDUM

DATE December 5, 2025
TO Board of Public Works
FROM James Merten, Director of Public Works
RE Ordinance O-14-25 – An Ordinance Amending Title 10, Chapter 1, Article C, Sections 10-1-25(7) and 10-1-27(4) of the Code of Ordinances, to Impose a “No Parking” Regulation on Broad Street

Staff received a request to establish a “no parking” zone on the south side of Broad Street, adjacent to the intersection with Racine Street. Parked vehicles reportedly create a heightened hazardous situation for guests and residents of the Headwaters Condominiums, particularly those accessing driveways. Staff support this request for the following reasons:

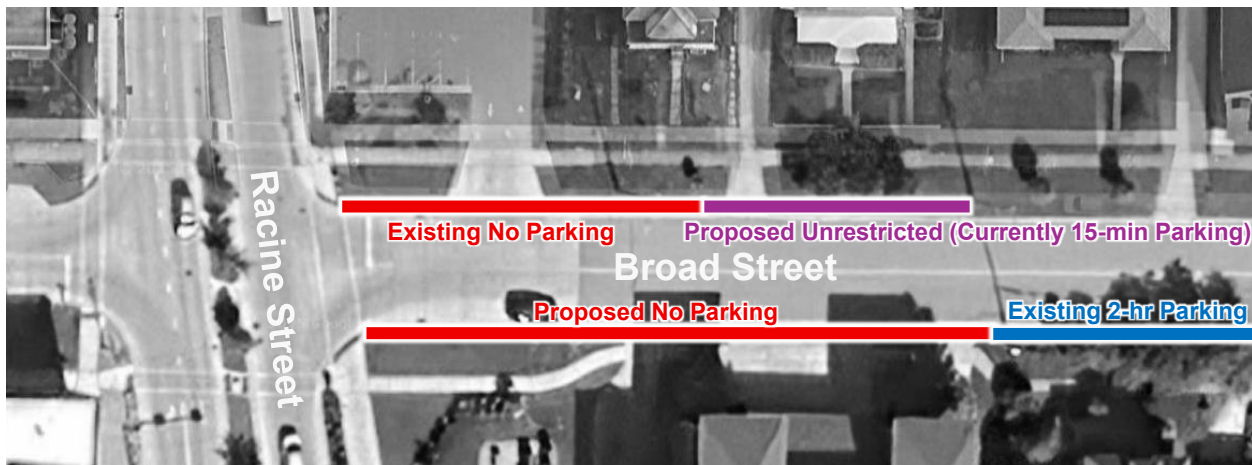
- **Traffic volume:** Broad Street functions as a primary east-west corridor immediately north of the Fox River and provides direct access between Downtown Menasha and Jefferson Park. Antidotally, it carries substantially more traffic than typical residential streets.
- **Access to major roadways:** It is a common practice for municipalities to prohibit parking on side-street approaches to higher-volume roadways. Such restrictions improve sight lines, maneuverability, and overall safety. The proposed “No Parking” zone aligns with this practice.
- **Visibility constraints:** While vehicles parked on-street commonly obstruct drivers’ ability to see oncoming traffic when exiting a driveway, the visibility constraints with the condominium driveways are exacerbated by the proximity of Racine Street and the grade difference with underground parking garage driveways.
- **Parking enforcement:** Terrace areas between the condominium driveways create the appearance of legal parking spaces. In practice, most standard-size vehicles cannot park there without encroaching within the statutory distance of the driveways. A posted “No Parking” restriction would eliminate confusion, deter illegal parking, and simplify enforcement.

Currently the posted parking restrictions in this area are as follows:

- **2-hour parking 9 AM to 5 PM on weekdays except holidays** on the south side of the street from roughly 205 feet (188 feet per code) east of Racine Street to Appleton Street.

- **No parking** on the north side of the street from Racine Street to 115 feet (140 feet per code) eastward therefrom.
- **15-minute parking** on the north side of the street from 115 feet east of Racine Street to 185 feet east of Racine Street. This 70-foot regulation is not reflected in the municipal code.

Proposed Ordinance O-14-25 would establish a “no parking” zone between Racine Street and the east property line of Headwaters Condominiums (511–515 Broad Street) and adjust the adjacent existing 2-hour parking zone accordingly. As noted above, the 15-minute parking zone is not reflected in the municipal code and should either be codified or removed. To offset the proposed “no parking” restriction, staff recommends that the 15-minute parking zone on the north side of Broad Street be removed.



Staff recommends approving Ordinance O-14-25, amending Title 10, Chapter 1, Article C, Sections 10-1-25(7) and 10-1-27(4) of the Code of Ordinances, to impose a “no parking” regulation on Broad Street.

Attachments:

- Ordinance O-14-25 Draft
- Resident/Property Owner Notification Letter



ORDINANCE O-14-25

AN ORDINANCE AMENDING TITLE 10, CHAPTER 1, ARTICLE C, SECTIONS 10-1-26(7) AND 10-1-27(4) OF THE CODE OF ORDINANCES, TO IMPOSE A NO PARKING REGULATION ON BROAD STREET

INTRODUCED BY: Alderman Eisenach

The Common Council of the City of Menasha does hereby ordain as follows:

SECTION 1: Amend Title 10, Chapter 1, Article C, Section 10-1-26(7) of the Code of Ordinances of the City of Menasha, Wisconsin to add subsection (c), as follows:

**Title 10 – Motor Vehicles & Traffic
Chapter 1 – Traffic & Parking
Article C – Parking Regulations**

...

SEC. 10-1-26 NO PARKING.

...

(7) Broad Street:

- (a) The north side of Broad Street from Racine Street to one hundred forty (140) feet eastward therefrom.
- (b) The south side from the west terminus to seventy (70) feet eastward therefrom.
- (c) The south side from Racine Street to two hundred twenty (220) feet eastward therefrom.

...

SECTION 2: Amend Title 10, Chapter 1, Article C, Section 10-1-27(4) of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

**Title 10 – Motor Vehicles & Traffic
Chapter 1 – Traffic & Parking
Article C – Parking Regulations**

...

SEC. 10-1-27 TIME RESTRICTED PARKING.

...

(4) The south side of Broad Street from ~~one hundred eighty-eight (188)~~ two hundred twenty (220) feet east of Racine Street to Appleton Street.

...

SECTION 3: This amending Ordinance shall take effect upon passage and publication as provided by law.

Passed and approved this ___ day of ___ 2025.

<p>Recommended by:</p> <p>_____</p> <p>Motion/Second:</p> <p>_____</p> <p>Pass/Fail: _____</p> <p>Requires: __ Majority Vote __ 2/3 Vote</p>

Austin Hammond, Mayor

ATTEST:

Kaija Snyder, City Clerk

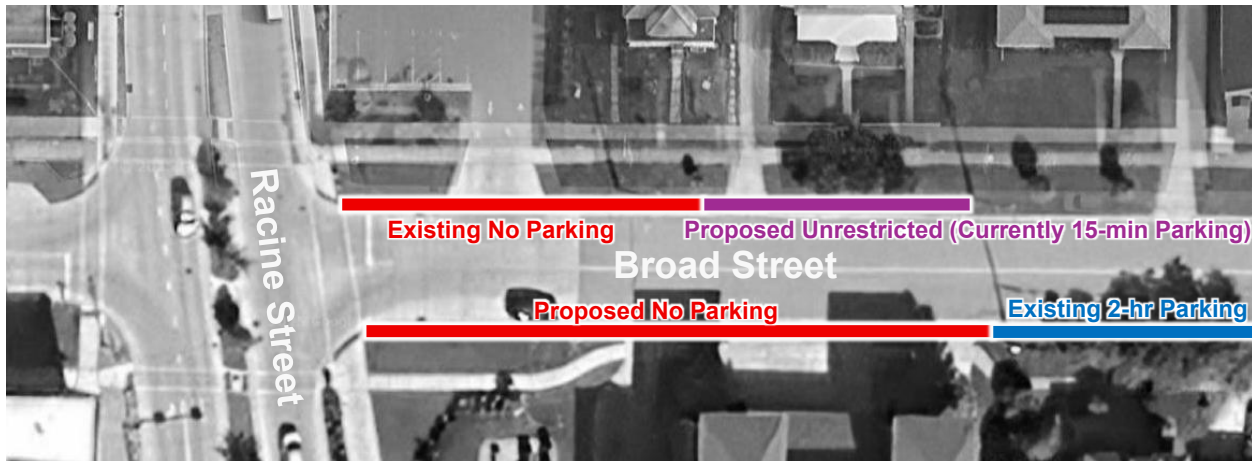
December 5, 2025

RE: Notice of Proposed Parking Changes – Ordinance O-14-25

Dear Broad Street Resident and/or Property Owner,

The City of Menasha will be considering Ordinance O-14-25, which proposes the following parking regulation changes on Broad Street:

- Establishing a new **no parking zone** on the south side of Broad Street from Racine Street to the east property line of Headwaters Condominiums (511–515 Broad Street).
- Removing the existing **15-minute parking zone** in front of 514 Broad Street.



These changes are in response to a citizen request citing traffic safety and driver visibility concerns. Deliberation of the ordinance will take place at the following public meetings:

Board of Public Works

Monday, December 15, 2025 at 6:45 PM
Menasha City Center – First Floor Conference Room
100 Main Street, Menasha, WI 54952

Common Council *(if recommended by the Board of Public Works)*

Monday, January 5, 2026 at 6:00 PM
Menasha City Center – First Floor Conference Room
100 Main Street, Menasha, WI 54952

Agendas, staff reports, and meeting minutes will be made available at www.menashawi.gov under “Meeting Minutes & Agendas.” Residents are welcome to attend and provide feedback.

If you are unable to attend, but would like to comment, please feel free to contact me directly by email at jmerten@menashawi.gov or by phone at **(920) 967-3611**. All comments received will be forwarded to the Board members for their consideration.

Thank you for your attention to this matter. Your feedback is important to us.

Best regards,



James Merten
Public Works Director
City of Menasha Department of Public Works

CC: Menasha Board of Public Works, Mayor Hammond, Police Chief Thorn

MEMORANDUM

DATE December 5, 2025
TO Board of Public Works
FROM James Merten, Director of Public Works
RE Ordinance O-15-25 – An Ordinance Amending Title 10, Chapter 1, Article C, Section 10-1-26(16) of the Code of Ordinances, to Impose a “No Parking” Regulation on Fourth Street

Staff received a request to establish a “no parking” zone on the south side of Fourth Street between Konemac Street and Baldwin Street due to the limited width of the road. Parked vehicles reportedly create sight-distance and maneuverability hazards when entering or exiting driveways, particularly for larger vehicles (RVs, campers, trailers). Staff prepared Ordinance O-15-25 for consideration, proposing the requested “no parking” restriction along the south side of Fourth Street between Konemac Street and Baldwin Street as shown below:



Currently, the street is 32 feet (curb face to curb face) and there are no parking regulations except for a 40-foot “no parking” zone on the north side immediately east of Konemac Street. Fourth Street carries local traffic volume, with exception of some additional traffic generated by the Public Works Facility nearby. The adjacent properties are low-density residential units with 60-foot frontage widths. Parking utilization is routinely less than a quarter capacity during any given day.

Regarding the adequacy of width, a 32-foot section comfortably accommodates three vehicular lanes, whether that be for driving or parking. This can create instances where

drivers from opposite directions must take turns passing through pinch points created by vehicles parked on both sides of the street. For low volume streets in low-density residential areas, these occurrences are infrequent and generally acceptable, unless there are unique traffic/parking generators such as special events, bus routes, and regional parks. This type of traffic friction can be a positive attribute, as it slows vehicle speeds (a common complaint). National guidelines (ITE, AASHTO) consider 28–32 feet sufficient for on-street parking on both sides on low-volume local streets.

Regarding maneuverability of larger vehicles entering or exiting driveways, the street width can accommodate these movements with parked vehicles. Maneuvering difficulty is mostly attributable to narrow driveways and aprons. Larger vehicles such as RVs and campers constitute a very small fraction of traffic and reasonable accommodation can be made either by asking a neighbor to temporarily move a parked vehicle or by widening the driveway apron.

Dozens of comparable residential streets (e.g., Naymut St., Lawson St., Carver Ln., Stardust Dr., Sweetbriar Ln., Tracy St., Gosling Way, etc.) have identical widths without parking restrictions. Approving a prohibition here would create pressure to evaluate and potentially restrict parking on all similarly dimensioned streets—an outcome that would significantly reduce available on-street parking citywide with no clear safety justification.

As the requested “no parking” zone is not supported by engineering standards, would set an undesirable precedent, and is unnecessary given potential for reasonable accommodations that address the stated concern, staff respectfully recommends Ordinance O-15-25 be discarded.

Attachments:

- Ordinance O-15-25 Draft
- Resident/Property Owner Notification Letter



ORDINANCE O-15-25

AN ORDINANCE AMENDING TITLE 10, CHAPTER 1, ARTICLE C, SECTION 10-1-26(16) OF THE CODE OF ORDINANCES, TO IMPOSE A NO PARKING REGULATION ON FOURTH STREET

INTRODUCED BY: Alderman Marshall

The Common Council of the City of Menasha does hereby ordain as follows:

SECTION 1: Amend Title 10, Chapter 1, Article C, Section 10-1-26(16) of the Code of Ordinances of the City of Menasha, Wisconsin to add subsections (a) and (b), as follows:

**Title 10 – Motor Vehicles & Traffic
Chapter 1 – Traffic & Parking
Article C – Parking Regulations**

...

SEC. 10-1-26 NO PARKING.

...

(16) Fourth Street: ~~The north side of from Konemac Street to forty (40) feet eastward therefrom.~~

(a) The north side from Konemac Street to forty (40) feet eastward therefrom.

(b) The south side from Konemac Street to Baldwin Street.

...

SECTION 2: This amending Ordinance shall take effect upon passage and publication as provided by law.

Passed and approved this ___ day of ___ 2025.

Recommended by:

Motion/Second:

Pass/Fail: _____

Requires: __ Majority Vote
 __ 2/3 Vote

Austin Hammond, Mayor

ATTEST:

Kaija Snyder, City Clerk

December 5, 2025

RE: Notice of Proposed Parking Changes – Ordinance O-15-25

Dear Broad Street Resident and/or Property Owner,

The City of Menasha will be considering Ordinance O-15-25, establishing a new **no parking zone** on the south side of **Fourth Street** between Konemac Street and Baldwin Street.



The proposed change is in response to a citizen request citing traffic safety and driver visibility concerns. Deliberation of the ordinance will take place at the following public meetings:

Board of Public Works

Monday, December 15, 2025 at 6:45 PM
Menasha City Center – First Floor Conference Room
100 Main Street, Menasha, WI 54952

Common Council *(if recommended by the Board of Public Works)*

Monday, January 5, 2026 at 6:00 PM
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100 Main Street, Menasha, WI 54952

Agendas, staff reports, and meeting minutes will be made available at www.menashawi.gov under “Meeting Minutes & Agendas.” Residents are welcome to attend and provide feedback.

If you are unable to attend, but would like to comment, please feel free to contact me directly by email at jmerten@menashawi.gov or by phone at **(920) 967-3611**. All comments received will be forwarded to the Board members for their consideration.

Thank you for your attention to this matter. Your feedback is important to us.

Best regards,



James Merten
Public Works Director
City of Menasha Department of Public Works

CC: Menasha Board of Public Works, Mayor Hammond, Police Chief Thorn

MEMORANDUM

DATE December 9, 2025
TO Board of Public Works
FROM James Merten, Director of Public Works
RE Ordinance O-16-25 – An Ordinance Amending Title 10, Chapter 1, Article C, Sections 10-1-26(49) through 10-1-26(59) of the Code of Ordinances, to Impose a “No Parking” Regulation on Second Street

Staff received a request from Essity Professional Hygiene North America LLC (Essity), located at 190 Third Street, to establish a “no parking” zone on the north side of Second Street between Tayco Street and the western terminus (the semi-truck entrance to the Essity facility). This segment of Second Street is roughly 130 feet long, ends at the railroad tracks, and is bordered by Clinton Center Park on the south side and an undeveloped parcel owned by Essity on the north side.



The request is driven by safety concerns related to conflicts between parked vehicles, pedestrian traffic to and from the park, and semi-truck traffic entering the Essity facility.

Parks & Recreation Director Sackett has confirmed that existing street parking on the south side of Second Street is sufficient to accommodate current park usage. The proposed parking restriction would primarily affect Essity vehicle movements and Clinton Center Park visitors, with no significant impact on other properties or users.

Accordingly, staff recommends approving Ordinance O-16-25, amending Title 10, Chapter 1, Article C, Sections 10-1-26(49) through 10-1-26(59) of the Code of Ordinances, to impose a “no parking” regulation on the south side of Second Street. (See *attached ordinance draft.*)



ORDINANCE O-16-25

AN ORDINANCE AMENDING TITLE 10, CHAPTER 1, ARTICLE C, SECTIONS 10-1-26(49) THROUGH 10-1-26(59) OF THE CODE OF ORDINANCES, TO IMPOSE A NO PARKING REGULATION ON SECOND STREET

INTRODUCED BY: Alderman Ropella

The Common Council of the City of Menasha does hereby ordain as follows:

SECTION 1: Amend Title 10, Chapter 1, Article C, Sections 10-1-26(49) through 10-1-26(59) of the Code of Ordinances of the City of Menasha, Wisconsin, to insert a parking regulation on Second Street and renumber subsequent sections, as follows:

Title 10 – Motor Vehicles & Traffic
Chapter 1 – Traffic & Parking
Article C – Parking Regulations

...

SEC. 10-1-26 NO PARKING.

...

(49) *Second Street: The north side from the west terminus to Racine Street.*

~~(49)~~ (50) Seventh Street:

- (a) The north side from Appleton Road to two hundred thirty-five (235) feet westward therefrom (from April 1 through October 31).
- (b) The north side from Racine Street to one hundred seventy-five (175) feet eastward therefrom.
- (c) The south side from Racine Street to one hundred sixty-five (165) feet eastward therefrom.
- (d) The south side from Milwaukee Street to four hundred (400) feet westward therefrom (7:30 a.m. to 3:30 p.m., Monday through Friday).
- (e) The north side from Milwaukee Street to Kinzie Court (7:30 a.m. to 3:30 p.m., Monday through Friday).
- (f) The south side from Milwaukee Street to forty-nine (49) feet eastward therefrom.

- (g) The south side from School Court to thirty (30) feet westward therefrom.
- (h) The south side from School Court to seventy-two (72) feet eastward therefrom.
- (i) The north side from Milwaukee Street to forty-two (42) feet eastward therefrom.
- ~~(50)~~(51) Sheboygan Street: The north side from Manitowoc Street to seventy-five (75) feet eastward therefrom.
- ~~(51)~~(52) Sixth Street:
 - (a) The north side from Racine Street to Appleton Street.
 - (b) The north side from Milwaukee Street to eighty (80) feet westward therefrom.
- ~~(52)~~(53) Tayco Street:
 - (a) The east side from Main Street to two hundred (210) feet northward therefrom.
 - (b) The west side from Main Street to fifty (50) feet northward therefrom.
 - (c) Both sides from River Street to Main Street.
 - (d) The west side of Tayco Street from Third Street to Fourth Street.
- ~~(53)~~(54) Third Street:
 - (a) The north side from Milwaukee Street to Manitowoc Street.
 - (b) The north side from Tayco Street to two hundred fifty (250) feet eastward therefrom.
 - (c) The south side from one hundred (100) feet east of Manitowoc Street to Tayco Street.
- ~~(54)~~(55) University Drive: The east side.
- ~~(55)~~(56) Walnut Street: The west side from Ahnaip Street to Nicolet Boulevard.
- ~~(56)~~(57) Washington Street: Both sides except for the dedicated parking bay in front of 160 Washington Street.
- ~~(57)~~(58) Water Street:
 - (a) The north side from Lush Street to four hundred eighty (480) feet westward therefrom.
 - (b) The south side from Barlow Street to two hundred sixty (260) feet east of Barlow Street.
 - (c) The south side from three hundred seventy (370) feet west of Lush Street to eighty-five (85) feet east of Lush Street.
 - (d) The south side from three hundred fifty (350) feet east of Lush Street to the terminus.
- ~~(58)~~(59) Willow Lane: The east side from Nicolet Boulevard to Lake Road.
- ~~(59)~~(60) Winnebago Avenue: The east side from Nicolet Boulevard to Keyes Street.

SECTION 2: This amending Ordinance shall take effect upon passage and publication as provided by law.

Passed and approved this ___ day of ___ 2025.

Recommended by:

Motion/Second:

Pass/Fail: _____

Requires: __ Majority Vote
 __ 2/3 Vote

Austin Hammond, Mayor

ATTEST:

Kaija Snyder, City Clerk