

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, January 5, 2026 at 6:30 PM

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

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, 12/15/25

E. Discussion / Action Items

1. Change Order — Northeast Asphalt, Inc; Contract No. 2025-03; Jefferson Park Boat Launch; Add \$19,370.97 (Change Order No. 1)
2. Payment — Northeast Asphalt, Inc; Contract No. 2025-03; Jefferson Park Boat Launch; \$67,228.46 (Payment No. 5)

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 15, 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 7:03pm.

B. ROLL CALL

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

Absent: Ald. Perkins

Also Present: FD Sassman, DPW Merten, CDD Dane, PRD Sackett, PC Thorn, CA Struve, Mayor Hammond, Clerk Snyder

C. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

Kirsti Ritschki (511 Broad Street, Menasha) commented on the proposed ordinance imposing a "no parking" regulation on Broad Street. Ritschki specifically described that her home's driveway apron orientation is blocked by vehicles parked on the street, and that the proposed ordinance would enhance safety for herself and other residents living in the 511 Broad Street units. Ritschki also expressed concerns for pedestrians in these blindspots. Ritschki thanked the Common Council for considering the initiative.

Mike Quinn (937 Fourth Street, Menasha) commented on the proposed ordinance imposing a "no parking" regulation on Fourth Street. Quinn described that because the ordinance imposes parking regulations on only one side of the street, the opposite side will be disproportionately affected by residents who park on the street out of preference, and without conferring with neighbors. Quinn further described that Fourth Street experiences overflow parking during Jefferson Park events. Quinn advocated that the Common Council vote against this initiative.

Patricia Griesbach (928 Fourth Street, Menasha) commented on the proposed ordinance imposing a "no parking" regulation on Fourth Street. Griesbach described that many homes on Fourth Street have narrow driveways, resulting in many residents leaving a vehicle in the street to allow a second vehicle access; the proposed ordinance limits this parking. Griesbach additionally commented on speeding on Fourth Street, and suggested this began when Fourth Street became a thru street.

Jamie Vandenberg (913 Fourth Street, Menasha) commented on the proposed ordinance imposing a "no parking" regulation on Fourth Street. Vandenberg specifically commented on concerns around garbage and refuse collection efficacy due to increased parking on one side of Fourth Street, speeding, and the nearby Public Works Facility.

George Davis (511 Broad Street, Menasha) commented on the proposed ordinance imposing a "no parking" regulation on Broad Street. Davis described himself as in favor of safe parking, but suggested that removal of the extant 15-minute parking is arbitrary. Davis additionally commented on different vehicle sizes, different volumes of traffic, and traffic signals.

KristL Laux (388 Naussau Street, Menasha) commented on the proposed ordinance imposing a "no parking" regulation on Second Street. Laux questioned how often the affected Clinton Center Park is used, and where park visitors can park if not on Second Street.

Jeff Harvey (514 Broad Street, Menasha) commented on the proposed ordinance imposing a "no parking" regulation on Broad Street. Harvey described a lack of traffic incidents requiring Municipal Code updates. Harvey suggested that limited parking in this area will result in street parking near his property. Instead, Harvey suggested improved snow plowing to heighten visibility for the units located at 511 Broad Street, or limited parking restrictions in front of this property. Harvey also discussed installing speed bumps to prevent speeding on residential streets.

D. MINUTES TO APPROVE

1. Board of Public Works, 12/1/25
Motion by District 8 Alderperson Ropella seconded by District 6 Alderperson Marshall to approve. Motion carried on voice vote.

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)
Motion by District 2 Alderperson Eisenach, seconded by District 1 Alderperson Rand to approve the main motion as amended.

Motion carried 7-0 on roll call.

Motion by District 2 Alderperson Eisenach, seconded by District 6 Alderperson Marshall to amend the main motion by adding removal of the 15-minute parking on North Broad Street.

Motion carried 7-0 on roll call.

Discussion considered how near to an intersection parking is permitted and specific segments of Broad Street affected by the proposed ordinance.

Staff advised that the purpose of this ordinance is to control traffic volume due to visibility constraints and unique residential-commercial zoning immediately.

Staff additionally advised on one submission from a resident at 511 Broad Street who expressed opposition to the proposed "no parking" ordinance on Broad Street.

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)
Motion by District 6 Alderperson Marshall, seconded by District 5 Alderperson Lewis to approve.

Motion failed 0-7 on roll call.

Discussion considered the width of Fourth Street, neighborhood relations, and the origins of this ordinance proposal.

Staff advised on submissions from residents at 912 Fourth Street and 900 Fourth Street who opposed the proposed "no parking" ordinance. Staff additionally described that national standards typically do not lend themselves to parking restrictions on residential streets of similar densities. Staff has recommended denial of the presented ordinance.

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)
Motion by District 8 Alderperson Ropella, seconded by District 6 Alderperson Marshall to approve.

Motion carried 7-0 on roll call.

Staff advised that this ordinance proposal originated from a request by Essity Professional Hygiene North America LLC, and is balanced against a need to maintain adequate parking for Clinton Center Park users.

F. ADJOURNMENT

Motion by District 6 Alderperson Marshall seconded by District 5 Alderperson Lewis to adjourn the Board of Public Works meeting at 8:04pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.

Change Order

Date: 12/30/2025 Change Order No. 1 (One)

Contractor: Northeast Asphalt, Inc.
Contract No.: 2025-03
Project: Jefferson Park Boat Launch

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

I. 3" Clear stone do to unstable ground	697.43 Ton x \$18.79/ton =	\$13,104.71
II. 3/4" Clear stone do to unstable ground	333.14 Ton x \$12.47/ton =	\$4,154.26
III. Geotextile HR Fabric for boat launch	704 SY x 43/SY =	\$2,112.00
		<u>\$19,370.97</u>

The changes result in the following adjustments:

	CONTRACT-TOTAL	TIME
Prior to this Change Order	<u>\$ 1,315,650.00</u>	_____ Days
Adjustments per this Change Order	<u>\$ 19,370.97</u>	_____ Days
Current Contract Status	<u>\$ 1,335,020.97</u>	_____ Days

Directed/Authorized
 City of Menasha Department of Public Works

Accepted

By: _____

By: _____

Date: _____

Date: _____

Certificate of Payment

Date: 12/29/2025

Payment Request: 5 (Five)

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>\$ 19,370.97</u>	Total Change Orders: \$ <u>19,370.97</u>
Change Order 2:	<u> </u>	Total Contract Amount (Including Change Orders): \$ <u>1,335,020.97</u>
Change Order 3:	<u> </u>	Total Earned to Date (Summary Attached): \$ <u>1,043,762.39</u>
Change Order 4:	<u> </u>	Less Retainage: <u>2.5% of Original Contract</u> \$ <u>33,375.52</u>
Amount Due:		\$ <u>1,010,386.87</u>

Payment 1	\$ <u>276,060.50</u>
Payment 2	\$ <u>147,406.75</u>
Payment 3	\$ <u>145,307.15</u>
Payment 4	\$ <u>374,384.01</u>
Payment 5	<u> </u>
Payment 6	<u> </u>
Payment 7	<u> </u>
Current Payment	\$ <u>67,228.46</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 5 (Five) 12/29/2025			
			Unit Price	Item Total	YTD	Total
Base Bid						
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	1195.00	\$ 10,157.50
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	0.00	\$ -
7	1,100	Curb and Gutter, 24-IN	\$ 23.40	\$ 25,740.00	1062.00	\$ 24,850.80
8	1,150	Ribbon Curb, 24-IN	\$ 35.50	\$ 40,825.00	1158.00	\$ 41,109.00
9	500	Concrete Driveway Apron, 7-IN	\$ 10.75	\$ 5,375.00	378.00	\$ 4,063.50
10	7,025	Concrete Sidewalk, 5-IN	\$ 7.60	\$ 53,390.00	7937.00	\$ 60,321.20
11	6	Truncated Dome Detectable Warning Panel, 2-FT by 5-FT	\$ 375.00	\$ 2,250.00	6.00	\$ 2,250.00
12	3	Concrete Drainage Flume	\$ 1,200.00	\$ 3,600.00	2.00	\$ 2,400.00
13	1	Concrete Trench Drain with Grate	\$ 2,900.00	\$ 2,900.00	1.00	\$ 2,900.00
14	2,400	Asphalt Pavement - Road and Parking	\$ 91.10	\$ 218,640.00	1258.48	\$ 114,647.53
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	169.00	\$ 11,154.00
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	1.00	\$ 850.00
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	5219.00	\$ 88,723.00
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	4.00	\$ 140,000.00
32	3	Dual Luminaire Lightpole with Base	\$ 5,200.00	\$ 15,600.00	3.00	\$ 15,600.00
33	5	Single Luminaire Lightpole with Base	\$ 5,200.00	\$ 26,000.00	5.00	\$ 26,000.00
34	4	Receptacle Base	\$ 315.00	\$ 1,260.00	1.00	\$ 315.00
35	1	Conduit, Wire, Connectors, etc.	\$ 15,260.00	\$ 15,260.00	1.00	\$ 15,260.00
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
Total Base Bid (Items 1 - 43)				\$ 1,315,650.00		\$ 1,024,391.43
Change Order 1						
CO1.1	697.43	3" Clear stone for under boat ramp do to unstable soil	\$ 18.79	\$ 13,104.71	697.43	\$ 13,104.71
CO1.2	333.14	3/4" Clear stone for under boat ramp do to unstable soil	\$ 12.47	\$ 4,154.26	333.14	\$ 4,154.26
CO1.3	704	Geotextile HR Fabric	\$ 3.00	\$ 2,112.00	704.00	\$ 2,112.00
Total Change Order 1				\$ 19,370.97		\$ 19,370.97
Total Base Bid and Change Order 1				\$ 1,335,020.97		\$ 1,043,762.39