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.

Menasha

BOARD OF PUBLIC WORKS MEETING AGENDA

Monday, April 21, 2025 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, 4/15/25

E. Discussion / Action Items

1. Payment – Janke General Contractors, Inc.; Contract Unit No. 2024-08; Water Street Corridor Reconstruction; $182,204.25 (Payment No. 11)
2. Tayco Street Bridge Bridgetender Agreement with Wisconsin Department of Transportation for Fiscal Year 2026

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."

City of Menasha
Board of Public Works
First Floor Conference Room
100 Main Street, Menasha
Tuesday April 15, 2025
6:10 PM
Minutes

A. CALL TO ORDER
Meeting called to order by DPW Merten at 6:19 pm.

B. ROLL CALL
PRESENT: Alds. Rand, Eisenach, Hale, Perkins, Lewis, Marshall, Grade, Ropella
ALSO PRESENT: FD Sassman, DPW Merten, LD Kopetsky, PHD Hutter, PC Thorn, FC Teesch, NSA Oskey, CES Fulcer, Attorney Walsh, Mayor Hammond, Clerk Snyder

C. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA
(five (5) minute time limit for each person)

D. MINUTES TO APPROVE
1. Board of Public Works, 4/7/25
Motion by Ald. Ropella seconded by Ald. Grade to approve the minutes of the 4/7/25 Board of Public Works meeting. Motion carried on voice vote.

E. DISCUSSION / ACTION ITEMS
1. Election of Chair
DPW Merten opened the floor for Board of Public Works Chair nominations. Ald. Ropella was nominated by Ald. Marshall to serve as Board of Public Works Chair.

Ald. Rand was nominated by Ald. Grade to serve as Board of Public Works Chair.

Vote carried 5-3 in favor of Ald. Ropella's appointment as Board of Public Works Chair. Alds. Rand, Perkins, and Grade voted for Ald. Rand.

2. Election of Vice Chair
Chair Ropella opened the floor for Board of Public Works Vice Chair nominations. Ald. Marshall was nominated by Ald. Ropella to serve as Board of Public Works Vice Chair.

Ald. Rand was nominated by Ald. Perkins to serve as Board of Public Works Vice Chair.

Vote carried 5-3 in favor of Ald. Marshall's appointment as Board of Public Works Vice Chair. Alds. Rand, Perkins, and Grade voted for Ald. Rand.

F. ADJOURNMENT
Motion by Ald. Marshall seconded by Ald. Hale to adjourn the Board of Public Works meeting at 6:24 pm. Motion carried on voice vote.

Minutes recorded by City Clerk Kaija Snyder.

REQUEST AND CERTIFICATE FOR PAYMENT

PROJECT: Water Street Corridor Reconstruction
REQUEST NO.: 11
REQUEST DATE: 4/14/2025

OWNER: City of Menasha
Corey Gordon

CONTRACTOR: Janke General Contractors
1224 Mount View Lane
Athens, WI 54411

ENGINEER: Robert E. Lee & Associates
Aaron Breitenfeldt

CHANGE ORDER SUMMARY			
Previously Approved Change Orders:		Additions	Deductions
CCO.1	Gas Line Conflicts with Cofferdam - Sand Bagging	$ 16,251.24	
CCO,2	CIP Coping Modifications - JT Engineering Revised Coping	$ 79,232.23	
Current Change Order		Additions	Deductions
	Net Change by Change Orders:	$ 95,483.47	$ -

The undersigned CONTRACTOR certifies that (1) all previous progress payments received from OWNER on account of work completed under the contract referred to above have been applied to discharge in full, all obligations of CONTRACTOR incurred in connection with the work covered by prior applications for payment numbered _1_ through _1_ inclusive (none); and (2) title to all materials and equipment incorporated in said work or otherwise listed in or covered by this application for payment will pass to OWNER at time of payment free and clear of all liens, claims, security interests, and encumbrances (except such as covered by Bond acceptable to OWNER).

Request is made for payment, as shown below, in connection with the contract. Continuation Sheet is attached.

The present status of the contract is as follows:

ORIGINAL CONTRACT SUM:..	$	2,871,546.50
NET CHANGE BY CHANGE ORDERS:...	$	95,483.47
CONTRACT SUM TO DATE:..	$	2,967,029.97
TOTAL COMPLETED TO DATE:..	$	2,907,385.57
RETAINAGE %:....... 5.00% RETAINAGE:..................................	$	72,194.94
TOTAL EARNED LESS RETAINAGE:..	$	2,835,190.63
LESS PREVIOUS CERTIFICATES FOR PAYMENT:................................	$	2,652,986.38
CURRENT PAYMENT DUE:..	$	182,204.25

Submitted by Contractor: Mike Rausch Date: 4.14.25

I herby certify that I have reviewed the work and that to the best of my knowledge and belief, the quantities shown in this estimate are correct. This application is in conformance with the Contract Documents, therefore, I recommend payment of

Recommended by Engineer: ______________________ Date: ______________

Approved by Owner: ______________________ Date: ______________

CONTINUATION SHEET

REQUEST AND CERTIFICATE FOR PAYMENT -CONTRACTOR'S SIGNED CERTIFICATE IS ATTACHED

Item No. (A)	Description of Work (B)	Unit of Measure	Scheduled Quantity (C)	Unit Price (D)	Item Total (C * D)	Work Completed: Previous Requests (E) Quantity	Previous Requests (E) Amount	This Request (F) Quantity	This Request (F) Amount	Total Completed To Date (E + F) Quantity	Total Completed To Date (E + F) Amount	Percent Complete
1	Removing Guardrail	LF	1075	$ 4.00	$ 4,300.00	1,075.00	$ 4,300.00		$ -	1,075.00	$ 4,300.00	100.00%
2	Removing Storm Manholes	EA	3	$ 800.00	$ 2,400.00	2.00	$ 1,600.00		$ -	2.00	$ 1,600.00	66.67%
3	Removing Storm Inlets	EA	10	$ 400.00	$ 4,000.00	8.00	$ 3,200.00		$ -	8.00	$ 3,200.00	80.00%
4	Removing Storm Sewer	LF	630	$ 10.00	$ 6,300.00	540.00	$ 5,400.00		$ -	540.00	$ 5,400.00	85.71%
5	Profile Cutting Concrete Curb Head	LF	100	$ 35.00	$ 3,500.00	88.00	$ 3,080.00		$ -	88.00	$ 3,080.00	88.00%
6	Unclassified Excavation	CY	6410	$ 15.50	$ 99,355.00	6,410.00	$ 99,355.00		$ -	6,410.00	$ 99,355.00	100.00%
7	3" Base Aggregate Dense, 7" Depth	SY	5900	$ 5.50	$ 32,450.00	5,900.00	$ 32,450.00		$ -	5,900.00	$ 32,450.00	100.00%
8	1-1/4" Base Aggregate Dense, 5" Depth	SY	7675	$ 4.00	$ 30,700.00	7,675.00	$ 30,700.00		$ -	7,675.00	$ 30,700.00	100.00%
9	Geogrid Reinforcement, Type I	SY	500	$ 2.40	$ 1,200.00		$ -		$ -	0.00	$ -	0.00%
10	Concrete Curb and Gutter, Standard 30-Inch	LF	3000	$ 16.40	$ 49,200.00	3,098.00	$ 50,807.20		$ -	3,098.00	$ 50,807.20	103.27%
11	Concrete Curb and Gutter, Mountable 30-Inch	LF	740	$ 15.90	$ 11,766.00	728.00	$ 11,575.20		$ -	728.00	$ 11,575.20	98.38%
12	Concrete Curb and Gutter, 18-Inch	LF	175	$ 42.00	$ 7,350.00	170.00	$ 7,140.00		$ -	170.00	$ 7,140.00	97.14%
13	Asphalt Binder Course Pavement 2 1/4" Thick	SY	5900	$ 9.90	$ 58,410.00	5,657.00	$ 56,004.30	115.00	$ 1,138.50	5,772.00	$ 57,142.80	97.83%
14	Asphalt Surface Course Pavement 1 3/4" Thick	SY	5900	$ 7.45	$ 43,955.00	5,657.00	$ 42,144.65	115.00	$ 856.75	5,772.00	$ 43,001.40	97.83%
15	3/4" Base Aggregate Dense for Trail, 12" Thick	SY	1760	$ 11.00	$ 19,360.00	1,760.00	$ 19,360.00		$ -	1,760.00	$ 19,360.00	100.00%
16	Asphalt Surface Course Trail Pavement 3" Thick	SY	1400	$ 19.00	$ 26,600.00	1,538.00	$ 29,222.00		$ -	1,538.00	$ 29,222.00	109.86%
17	Asphalt Driveways, Surface Course 2" Thick	SY	1000	$ 4.00	$ 4,000.00	2,886.00	$ 11,544.00		$ -	2,886.00	$ 11,544.00	288.60%
18	Concrete Sidewalk, Remove and Replace, 4" Thick	SF	7700	$ 6.50	$ 50,050.00	8,536.00	$ 55,484.00		$ -	8,536.00	$ 55,484.00	110.86%
19	Colored Concrete Sidewalk, 4" Thick	SF	300	$ 11.20	$ 3,360.00		$ -		$ -	0.00	$ -	0.00%
20	Concrete Sidewalk, 6" Thick	SF	1000	$ 8.30	$ 8,300.00	1,810.00	$ 15,023.00		$ -	1,810.00	$ 15,023.00	181.00%
21	Concrete Sidewalk Ramps, 6" Thick	SF	700	$ 8.90	$ 6,230.00	556.00	$ 4,948.40		$ -	556.00	$ 4,948.40	79.43%
22	Concrete Sidewalk along Canal Wall, 4" Thick	SF	6200	$ 6.45	$ 39,990.00	5,845.00	$ 37,700.25		$ -	5,845.00	$ 37,700.25	94.27%
23	Concrete Driveway Apron, 6" Thick	SF	4800	$ 8.30	$ 39,840.00	3,283.00	$ 27,248.90		$ -	3,283.00	$ 27,248.90	68.40%
24	Detectable Warning Field	SF	100	$ 35.00	$ 3,500.00	100.00	$ 3,500.00		$ -	100.00	$ 3,500.00	100.00%
25	Reinforced Concrete Stairway	LS	1	$ 19,000.00	$ 19,000.00	0.68	$ 12,920.00		$ -	0.68	$ 12,920.00	68.00%
26	12" RCP (Class III) Storm Sewer	LF	726	$ 76.00	$ 55,176.00	656.00	$ 49,856.00		$ -	656.00	$ 49,856.00	90.36%
27	15" RCP (Class III) Storm Sewer	LF	121	$ 87.00	$ 10,527.00	128.00	$ 11,136.00		$ -	128.00	$ 11,136.00	105.79%
28	18" RCP (Class III) Storm Sewer	LF	75	$ 92.00	$ 6,900.00		$ -		$ -	0.00	$ -	0.00%
29	12" RCP Apron Endwall	EA	3	$ 2,300.00	$ 6,900.00	3.00	$ 6,900.00		$ -	3.00	$ 6,900.00	100.00%
30	2' x 3' Storm Inlets	EA	16	$ 4,500.00	$ 72,000.00	14.00	$ 63,000.00		$ -	14.00	$ 63,000.00	87.50%
31	2.5' Dia. Storm Inlet	EA	1	$ 4,000.00	$ 4,000.00	1.00	$ 4,000.00		$ -	1.00	$ 4,000.00	100.00%
32	4' Dia. Storm Manholes	VF	22	$ 900.00	$ 19,800.00	16.00	$ 14,400.00		$ -	16.00	$ 14,400.00	72.73%
33	2" Sch. 40 PVC Conduit	LF	1135	$ 9.00	$ 10,215.00	2,350.00	$ 21,150.00		$ -	2,350.00	$ 21,150.00	207.05%
34	Utility Adjustment 0"- 6" on Reconstructed Street	EA	3	$ 400.00	$ 1,200.00	3.00	$ 1,200.00		$ -	3.00	$ 1,200.00	100.00%
35	Utility Adjustment 7"- 12" on Reconstructed Street	EA	2	$ 950.00	$ 1,900.00	2.00	$ 1,900.00		$ -	2.00	$ 1,900.00	100.00%
36	Sanitary Sewer Manhole Reconstruction	EA	1	$ 2,900.00	$ 2,900.00	1.00	$ 2,900.00		$ -	1.00	$ 2,900.00	100.00%
37	Water Valve Adjustment	EA	10	$ 800.00	$ 8,000.00		$ -		$ -	0.00	$ -	0.00%
38	Relocate Fire Hydrant	EA	1	$ 3,000.00	$ 3,000.00		$ -		$ -	0.00	$ -	0.00%
39	Lawn and Terrace Restoration	SY	8500	$ 7.20	$ 61,200.00	9,144.00	$ 65,836.80		$ -	9,144.00	$ 65,836.80	107.58%
40	4-Inch Solid, Yellow Epoxy Pavement Marking	LF	350	$ 4.50	$ 1,575.00	366.00	$ 1,647.00		$ -	366.00	$ 1,647.00	104.57%
41	4-Inch Solid, White Epoxy Pavement Marking	LF	60	$ 1.65	$ 99.00		$ -		$ -	0.00	$ -	0.00%
42	Crosswalk, 6-Inch White Epoxy Pavement Marking	LF	400	$ 13.50	$ 5,400.00		$ -		$ -	0.00	$ -	0.00%
43	4-Inch Solid, Yellow Parking Lot Striping	LF	650	$ 4.75	$ 3,087.50	560.00	$ 2,660.00		$ -	560.00	$ 2,660.00	86.15%
44	Removing Masonry (WisDOT 204.0185)	LS	1	$ 31,000.00	$ 31,000.00	1.00	$ 31,000.00		$ -	1.00	$ 31,000.00	100.00%
45	Cofferdams (WisDOT 206.5001)	EA	1	$ 200,000.00	$ 200,000.00	1.00	$ 200,000.00		$ -	1.00	$ 200,000.00	100.00%
46	Rubberized Membrane Waterproofing (WisDOT 516.0500)	SY	12	$ 42.00	$ 504.00	12.00	$ 504.00		$ -	12.00	$ 504.00	100.00%
47	Concrete Collars for Pipe (WisDOT 520.8000) 1,300.00	EA	5	$ 1,300.00	$ 6,500.00	5.00	$ 6,500.00		$ -	5.00	$ 6,500.00	100.00%
48	Riprap Heavy (WisDOT 606.0300)	CY	435	$ 84.00	$ 36,540.00	435.00	$ 36,540.00		$ -	435.00	$ 36,540.00	100.00%
49	Pipe Underdrain Wrapped 6-Inch (WisDOT 612.0406)	LF	1285	$ 12.00	$ 15,420.00		$ -		$ -	0.00	$ -	0.00%
50	Geotextile Type HR (WisDOT 645.0120)	SY	1165	$ 5.00	$ 5,825.00	1,165.00	$ 5,825.00		$ -	1,165.00	$ 5,825.00	100.00%
51	Railing Aluminum Special (SPV.0090.01)	LF	603	$ 307.00	$ 185,121.00		$ -	587.00	$ 180,209.00	587.00	$ 180,209.00	97.35%
52	Selected Crushed Material (SPV.0195.01)	TON	195	$ 29.00	$ 5,655.00	304.35	$ 8,826.15		$ -	304.35	$ 8,826.15	156.08%
53	Wall Modular Block (SPV.0165.01)	SF	12420	$ 113.00	$ 1,403,460.00	12,420.00	$ 1,403,460.00		$ -	12,420.00	$ 1,403,460.00	100.00%
54	Erosion Control	LS	1	$ 6,000.00	$ 6,000.00	1.00	$ 6,000.00		$ -	1.00	$ 6,000.00	100.00%
55	Traffic Control	LS	1	$ 8,500.00	$ 8,500.00	1.00	$ 8,500.00		$ -	1.00	$ 8,500.00	100.00%
56	Construction Mobile/Demobile; Project Coordination;	LS	1	$ 100,000.00	$ 100,000.00	1.00	$ 100,000.00		$ -	1.00	$ 100,000.00	100.00%
57	6' Tall White Vinyl Fence	LF	56	$ 121.00	$ 6,776.00		$ -		$ -	0.00	$ -	0.00%
58	8" Concrete Pavement Remove and Replace	SY	150	$ 75.00	$ 11,250.00	150.00	$ 11,250.00		$ -	150.00	$ 11,250.00	100.00%
	Original Contract Total:				**$ 2,871,546.50**		**$ 2,629,697.85**		**$ 182,204.25**		**$ 2,811,902.10**	

Change Orders

REQUEST AND CERTIFICATE FOR PAYMENT -CONTRACTOR'S SIGNED CERTIFICATE IS ATTACHED

Item No. (A)	Description of Work (B)	Unit of Measure	Scheduled Quantity (C)	Unit Price (D)	Item Total (C * D)	Work Completed: Previous Requests (E) Quantity	Previous Requests (E) Amount	This Request (F) Quantity	This Request (F) Amount	Total Completed To Date (E + F) Quantity	Total Completed To Date (E + F) Amount	Percent Complete
CCO.1	Gas Line Conflicts with Cofferdam - Sand Bagging	LS	1	$ 16,251.24	$ 16,251.24	1.00	$ 16,251.24		$ -	1.00	$ 16,251.24	100.00%
CCO.2	CIP Coping Modifications - JT Engineering Revised Coping	LS	1	$ 79,232.23	$ 79,232.23	1.00	$ 79,232.23		$ -	1.00	$ 79,232.23	100.00%
					$ -		$ -		$ -	0.00	$ -	
					$ -		$ -		$ -	0.00	$ -	
					$ -		$ -		$ -	0.00	$ -	
					$ -		$ -		$ -	0.00	$ -	
					$ -		$ -		$ -	0.00	$ -	
					$ -		$ -		$ -	0.00	$ -	
					$ -		$ -		$ -	0.00	$ -	
	Subtotal - Change Orders:				**$ 95,483.47**		**$ 95,483.47**		**$ -**		**$ 95,483.47**	
	Project Total With Change Order:				**$ 2,967,029.97**		**$ 2,725,181.32**		**$ 182,204.25**		**$ 2,907,385.57**	

Routine Bridge Maintenance and Operation Agreement

Wisconsin Department of Transportation

Fiscal Year 2026 (July 1, 2025 – June 30, 2026)

City of Menasha

This Agreement is made by and between the State of Wisconsin Department of Transportation, a Wisconsin state agency, (the "Department") and the City of Menasha, a Wisconsin municipal body corporate, (the "City") in accordance with Wis. Stat. §§ 84.07(1), (2) and 83.015.

1. The Department authorizes the Services described in Section 2, and the City, represented by its City Board of Public Works and Deputy Director of Municipal Operations, agrees to perform the Services. It is understood that the Services authorized under this Agreement shall be accomplished in compliance with state and federal law, the Wisconsin Department of Transportation State Highway Maintenance Manual (the "Maintenance Manual"), and under the general direction of the Department.

2. The City shall provide the labor needed to perform operation of the following movable bridge located on the State Trunk System in the City:

B-70-0097 Tayco Street Bridge

(the "Services"). The total estimated City costs of the Services is: $40,000. Charge ID: 0070-05-25.

3. Payment for Services shall be made to the City based on actual labor, including fringe benefit costs on half the actual labor, including fringe benefit costs as specified in the current Maintenance Manual, Chapter 2, and material purchases authorized by the Department. Itemized invoices for the Services shall be submitted monthly, within one-month end of the period in which the work was performed, as required by Wis. Stat. § 84.07(2)(a). Invoices shall be emailed to Jason Lahm at jason.lahm@dot.wi.gov. The Department shall make payments after the Department verifies the invoices according to Department policy. All payments are subject to audit by the Department.

4. Either party may, with 90-day written notice, unilaterally terminate this Agreement, effective if given/served prior to July 1st, 2026. Should the Department be given due and sufficient notice of the termination of this Agreement by the City, the Department agrees to fulfill all the contractual duties and responsibilities of the City prior to termination of this Agreement.

The Department agrees, in the event of such termination of Services by the City, to strive to replace those Services as expeditiously as possible. It is mutually understood that replacing the Services that have been achieved through the long standing and effective business relationship between the State and the City would likely result in service gaps or interruptions that may be unavoidable as part of such transition. The City is not, however, responsible for any such service gaps or interruptions beyond the termination date of this Agreement with the Department.

Any written notice of termination shall be served upon the following representatives by certified mail, return receipt requested:

On Behalf of City of Menasha:

Austin Hammond
Mayor
Menasha City Center
100 Main Street, Suite 200
Menasha, WI 54952

On Behalf of the Department:

Jason Lahm
Wisconsin Department of Transportation - Northeast Region
944 Vanderperren Way
Green Bay, WI 54304

5. In connection with the Services provided under this Agreement, the City agrees not to discriminate against any employee or applicant for employment because of sex, age, race, religion, color, handicap, physical condition, developmental disability as defined in Wis. Stat. § 51.01(5), sexual orientation, or national origin. This Section shall include, but not be limited to the following: employment upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The City shall post in a conspicuous place, available for employees and applicants for employment, notices setting forth this Section.

6. Disclaimer: This invoice pertains exclusively to the services outlined in the Fiscal Year 2026 Routine Bridge Maintenance and Operation Agreement (the "Agreement") established between the City of Menasha (the "City") and the Wisconsin Department of Transportation (the "DOT"). Having entered into this Agreement, by taking action pursuant to this Agreement, the City makes no assertions, commitments, or declarations regarding the ownership of the Racine Street Bridge (the "Racine Street Bridge") or the status of the Racine Street Bridge Project, DOT Project ID: 4992-03-71 (the "Racine Street Project"). Any actions taken by the City pursuant to the terms of this Agreement should not, under any circumstances, be construed or interpreted as such claims, promises, or statements related to the Racine Street Bridge or the Racine Street Project.

IN WITNESS WHEREOF, the Parties, by their authorized officer or representatives, have caused this Agreement to be executed as of the date both Parties have signed below.

WISCONSIN DEPARTMENT OF TRANSPORTATION

By: ______________________________

Title: ____________________________

Date: ____________________________

CITY OF MENASHA

By: ________________________________

Title: ______________________________

Date: ______________________________

By: ________________________________

Title: ______________________________

Date: ______________________________