

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, July 6, 2026 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. Special Board of Public Works, 6/1/26
2. Board of Public Works, 6/1/26

**E. Discussion / Action Items**

1. Change Order — Northeast Asphalt Inc.; Contract 2025-03; Jefferson Park Boat Launch; Deduct \$48,825.77 (Change Order No. 2 & Final)
2. Payment — Northeast Asphalt Inc.; Contract 2025-03; Jefferson Park Boat Launch; \$105,527.21 (Payment No. 8 & Final)
3. Payment — Donald Hietpas & Sons, Inc.; Contract M0002-09-00105; 2026 Utility Construction; \$222,504.60 (Payment No. 2)
4. Public Works Department General Activity
5. Street Use Permit — Labor Day Parade; Monday, September 7, 2026; 9 AM - 11 AM; Fox Valley Labor Council

**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, June 1, 2026 at 5:45 PM

First Floor Conference Rooms  
100 Main Street, Menasha, WI

---

A. CALL TO ORDER

Meeting called to order by Chair Marshall at 5:47pm.

B. ROLL CALL

Present: Aids. Rand, Eisenach, Hale, Perkins, Lewis, Marshall, Grade, School  
Also Present: FD Sassman, DPW Merten, PHD Hutter, DPC Hanchek, LD  
Kopetsky, DDMO Brown, CA Struve, Mayor Hammond, DC Janet

C. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

D. MINUTES TO APPROVE

E. DISCUSSION / ACTION ITEMS

1. Fourth Amendment to Ground Site Lease Agreement between City of Menasha and AT&T Mobility Corporation

Motion by District 8 Alderperson School, seconded by District 7 Alderperson Grade to approve.

Motion carried 8-0 on roll call.

Discussion considered lease termination, the rent guarantee period, and length of the lease.

Staff advised that this is a lease renewal for the cell tower on the Public Works Facility property. Staff additionally advised that there is a change of lease length and an annual increase in rent each year. Staff additionally advised that the lease began in 2001.

F. ADJOURNMENT

Motion by District 8 Alderperson School seconded by District 7 Alderperson Grade to adjourn the Special Board of Public Works meeting at 5:54pm. Motion carried on voice vote.

Minutes submitted by Deputy City Clerk Evan Janet.



## BOARD OF PUBLIC WORKS MINUTES

Monday, June 1, 2026 at 6:45 PM

First Floor Conference Rooms  
100 Main Street, Menasha, WI

---

A. CALL TO ORDER

Meeting called to order by Chair Marshall at 7:44pm.

B. ROLL CALL

Present: Aids. Rand, Eisenach, Hale, Perkins, Lewis, Marshall, Grade, School  
Also Present: FD Sassman, DPW Merten, DPC Hanchek, DDMO Brown, 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, 5/18/26

Motion by District 8 Alderperson School seconded by District 7 Alderperson  
Grade to approve. Motion carried on voice vote.

E. DISCUSSION / ACTION ITEMS

1. Payment — McMahon Engineers Architects; Contract No. M0002-09-00105;  
2026 Utility Reconstruction; \$167,092.08 (Payment No. 1)

Motion by District 8 Alderperson School, seconded by District 7 Alderperson  
Grade to approve.

Motion carried 8-0 on roll call.

2. Recommend to Award — Contract Unit No. 2026-04; Midway Place  
Rehabilitation; Northeast Asphalt, Inc., \$117,852.65.

Motion by District 8 Alderperson School, seconded by District 3 Alderperson  
Hale to approve.

Motion carried 8-0 on roll call.

3. Nicolet Boulevard Intersection Control Evaluation Intermunicipal Agreement

Motion by District 8 Alderperson School, seconded by District 5 Alderperson  
Lewis to approve.

Motion carried 8-0 on roll call.

Discussion considered the timeline of the project.

Staff advised that this study follows the DOT process for this project as State

Highway 114 passes through this intersection. The City of Menasha would be responsible for leading this Intersection Control Evaluation (ICE) study, rather than the City of Neenah. Staff shared that the City of Neenah would be paying administrative fees to the City of Menasha. Staff also shared the timeline for the project.

4. Nicolet Boulevard Intersection Control Evaluation Professional Services Agreement

Motion by District 8 Alderperson School, seconded by District 7 Alderperson Grade to approve.

Motion carried 8-0 on roll call.

5. Public Works Department General Activity

No action was taken on this item.

Staff advised on current Public Works Department projects. Staff shared updates on the lane marking fixes on Racine Street by the contractor and the County Highway P/Valley Road sewer work and reconstruction timeline. Staff additionally noted the receipt of signals/beacons and significant progress on Geographic Information System (GIS) work. Other ongoing projects include trestle trail upgrades/reconstruction, police garage epoxy completion, Hart Park concrete installation, Pleasant Park concrete and playground installation, Eighth Street curb and gutter, traffic signal implementation, and Police Department camera installation.

F. ADJOURNMENT

Motion by District 8 Alderperson School seconded by District 5 Alderperson Lewis to adjourn the Board of Public Works meeting at 8:03pm. Motion carried on voice vote.

Minutes submitted by Deputy City Clerk Evan Janet.

## Change Order

Date: 7/1/2026 Change Order No. 2 (Two) & Final

**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. Remove & replace fence within water by boat slips.	\$1,180.00
II. Excavate and grade additional sidewalk along water.	\$2,835.00
III. Black 8' double swing gate by boat slips.	\$1,725.00
IV. Contract quantity changes. (See Itemized Payment 8)	<span style="color: red;">(\$54,565.77)</span>
	<span style="color: red;">(\$48,825.77)</span>

The changes result in the following adjustments:

	CONTRACT-TOTAL	TIME
Prior to this Change Order	\$ 1,335,020.97	_____ Days
Adjustments per this Change Order	\$ (48,825.77)	_____ Days
Current Contract Status	\$ 1,286,195.20	_____ Days

Directed/Authorized  
 City of Menasha Department of Public Works

Accepted

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Certificate of Payment

Date: 7/1/2026

Payment Request: 8 (Eight) & Final

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>19,370.97</u>	<b>Total Change Orders:</b> \$ <u>(29,454.80)</u>
<b>Change Order 2:</b>	\$ <u>(48,825.77)</u>	<b>Total Contract Amount (Including Change Orders):</b> \$ <u>1,286,195.20</u>
<b>Change Order 3:</b>	<u>                    </u>	<b>Total Earned to Date (Summary Attached):</b> \$ <u>1,286,195.20</u>
<b>Change Order 4:</b>	<u>                    </u>	<b>Less Retainage:</b> 0.0% of Original Contract \$ <u>-</u>
	<b>Amount Due:</b>	\$ <u>1,286,195.20</u>

	<b>Payment 1</b>	\$ <u>276,060.50</u>
	<b>Payment 2</b>	\$ <u>147,406.75</u>
	<b>Payment 3</b>	\$ <u>145,307.15</u>
	<b>Payment 4</b>	\$ <u>374,868.28</u>
	<b>Payment 5</b>	\$ <u>67,228.46</u>
	<b>Payment 6</b>	\$ <u>40,413.14</u>
	<b>Payment 7</b>	\$ <u>129,383.71</u>
<b>Current Payment</b>		<b>\$ <u>105,527.21</u></b>

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	Base Bid		YTD	Total	Payment 8 (Eight) & Final	
			Unit Price	Item Total			Quantity Change	Total Change
1	1	Common Excavation and Grading	\$ 100,000.00	\$ 100,000.00	1.00	\$ 100,000.0	0.00	\$ -
2	1,600	Geotextile Fabric	\$ 3.00	\$ 4,800.00	0.00	\$ -	-1600.00	\$ (4,800.00)
3	1,400	Excavation Below Subgrade (EBS)	\$ 8.50	\$ 11,900.00	1195.00	\$ 10,157.5	-205.00	\$ (1,742.50)
4	4,000	Recycled Dense Graded Base (From City Stockpile)	\$ 11.00	\$ 44,000.00	4000.00	\$ 44,000.0	0.00	\$ -
5	1,400	EBS Backfill - Recycled Dense Graded Base (From City Stockpile)	\$ 11.00	\$ 15,400.00	1195.00	\$ 13,145.0	-205.00	\$ (2,255.00)
6	240	Crushed Clear Stone	\$ 39.00	\$ 9,360.00	221.76	\$ 8,648.6	-18.24	\$ (711.36)
7	1,100	Curb and Gutter, 24-IN	\$ 23.40	\$ 25,740.00	1062.00	\$ 24,850.8	-38.00	\$ (889.20)
8	1,150	Ribbon Curb, 24-IN	\$ 35.50	\$ 40,825.00	1158.00	\$ 41,109.0	8.00	\$ 284.00
9	500	Concrete Driveway Apron, 7-IN	\$ 10.75	\$ 5,375.00	514.00	\$ 5,525.5	14.00	\$ 150.50
10	7,025	Concrete Sidewalk, 5-IN	\$ 7.60	\$ 53,390.00	7937.00	\$ 60,321.2	912.00	\$ 6,931.20
11	6	Truncated Dome Detectable Warning Panel, 2-FT by 5-FT	\$ 375.00	\$ 2,250.00	5.00	\$ 1,875.0	-1.00	\$ (375.00)
12	3	Concrete Drainage Flume	\$ 1,200.00	\$ 3,600.00	2.00	\$ 2,400.0	-1.00	\$ (1,200.00)
13	1	Concrete Trench Drain with Grate	\$ 2,900.00	\$ 2,900.00	1.00	\$ 2,900.0	0.00	\$ -
14	2,400	Asphalt Pavement - Road and Parking	\$ 91.10	\$ 218,640.00	2332.67	\$ 212,506.2	-67.33	\$ (6,133.76)
15	1	Traffic Control	\$ 600.00	\$ 600.00	0.00	\$ -	-1.00	\$ (600.00)
16	1	Pavement Markings	\$ 18,425.00	\$ 18,425.00	1.00	\$ 18,425.0	0.00	\$ -
17	1	Demolition and Removals	\$ 182,000.00	\$ 182,000.00	1.00	\$ 182,000.0	0.00	\$ -
18	2	4-FT Precast Manhole	\$ 8,505.00	\$ 17,010.00	1.00	\$ 8,505.0	-1.00	\$ (8,505.00)
19	2	2-FT by 3-FT Inlet	\$ 3,600.00	\$ 7,200.00	3.00	\$ 10,800.0	1.00	\$ 3,600.00
20	300	12-IN RCP Storm Sewer	\$ 66.00	\$ 19,800.00	185.00	\$ 12,210.0	-115.00	\$ (7,590.00)
21	3	12-IN RCP Apron End Wall	\$ 1,400.00	\$ 4,200.00	4.00	\$ 5,600.0	1.00	\$ 1,400.00
22	1	12-IN Outfall Through Sheet Pile Wall	\$ 100.00	\$ 100.00	0.00	\$ -	-1.00	\$ (100.00)
23	4	Bio-Infiltration Basin Including native seeding and plantings, engineered soil, and underdrain	\$ 27,000.00	\$ 108,000.00	3.50	\$ 94,500.0	-0.50	\$ (13,500.00)
24	3	Outlet Control Structure	\$ 5,000.00	\$ 15,000.00	3.00	\$ 15,000.0	0.00	\$ -
25	3	Adjust Existing Manhole or Valve Vault Casting	\$ 850.00	\$ 2,550.00	2.00	\$ 1,700.0	-1.00	\$ (850.00)
26	1	Adjust Existing Water Valve Box	\$ 650.00	\$ 650.00	0.00	\$ -	-1.00	\$ (650.00)
27	1	2-IN Water Service Including Connections and Fittings, Corporation Stop, Curb Stop and Box	\$ 16,600.00	\$ 16,600.00	1.00	\$ 16,600.0	0.00	\$ -
28	2,700	9-IN Reinforced Concrete Pavement (Cast-in-Place)	\$ 17.00	\$ 45,900.00	5219.00	\$ 88,723.0	2519.00	\$ 42,823.00
29	2,900	9-IN Concrete Pavement (Precast Panels)	\$ 17.00	\$ 49,300.00	0.00	\$ -	-2900.00	\$ (49,300.00)
30	4	Concrete Launch Dock Abutment	\$ 5,000.00	\$ 20,000.00	4.00	\$ 20,000.0	0.00	\$ -
31	4	Boarding Dock Including Anchorage	\$ 35,000.00	\$ 140,000.00	4.00	\$ 140,000.0	0.00	\$ -
32	3	Dual Luminaire Lightpole with Base	\$ 5,200.00	\$ 15,600.00	3.00	\$ 15,600.0	0.00	\$ -
33	5	Single Luminaire Lightpole with Base	\$ 5,200.00	\$ 26,000.00	5.00	\$ 26,000.0	0.00	\$ -
34	4	Receptable Base	\$ 315.00	\$ 1,260.00	1.00	\$ 315.0	-3.00	\$ (945.00)
35	1	Conduit, Wire, Connectors, etc.	\$ 15,260.00	\$ 15,260.00	1.00	\$ 15,260.0	0.00	\$ -
36	1	Install City-Supplied Electrical and Lighting Cabinet	\$ 1,815.00	\$ 1,815.00	1.00	\$ 1,815.0	0.00	\$ -
37	200	Riprap	\$ 63.00	\$ 12,600.00	221.50	\$ 13,954.5	21.50	\$ 1,354.50
38	100	Vegetated Boulder Revetment	\$ 160.00	\$ 16,000.00	0.00	\$ -	-100.00	\$ (16,000.00)
39	6,500	Seed Restoration with Erosion Mat Class 1 Urban, Type A	\$ 3.85	\$ 25,025.00	6767.00	\$ 26,053.0	267.00	\$ 1,027.95
40	1	Install 200 LF of 5-FT Chain-Link Fence and Salvaged Gates	\$ 13,100.00	\$ 13,100.00	1.00	\$ 13,100.0	0.00	\$ -
41	1	Install and Maintain Tracking Pad	\$ 1,200.00	\$ 1,200.00	1.00	\$ 1,200.0	0.00	\$ -
42	300	Install and Maintain Turbidity Barrier	\$ 1.00	\$ 300.00	115.00	\$ 115.0	-185.00	\$ (185.00)
43	500	Install and Maintain Silt Log	\$ 3.95	\$ 1,975.00	1562.00	\$ 6,169.9	1062.00	\$ 4,194.90
<b>Total Base Bid (Items 1 - 43)</b>				<b>\$ 1,315,650.00</b>		<b>\$ 1,261,084.23</b>		<b>\$ (54,565.77)</b>

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		
<b>Total Change Order 1</b>				<b>\$ 19,370.97</b>		<b>\$ 19,370.97</b>		
<b>Total Base Bid and Change Order 1</b>				<b>\$ 1,335,020.97</b>		<b>\$ 1,280,455.20</b>		

Change Order 2								
	1	Remove and replace fence within water.	\$ 1,180.00	\$ 1,180.00	1.00	\$ 1,180.00		
	1	Excavate and grade additional sidewalk	\$ 2,835.00	\$ 2,835.00	1.00	\$ 2,835.00		
	1	Double swing 8' gate	\$ 1,725.00	\$ 1,725.00	1.00	\$ 1,725.00		
	1	Original Contract Changes		\$ (54,565.77)				
<b>Total Change Order 2</b>				<b>\$ (48,825.77)</b>				
<b>Total Base bid, Change Order 1 and Change Order 2</b>				<b>\$ 1,286,195.20</b>		<b>\$ 1,286,195.20</b>		

APPLICATION  
FOR PAYMENT

CITY MENASHA	PROJECT:	2026 UTILITY RECONSTRUCTION CITY OF MENASHA
	CONTRACTOR	DONALD HIETPAS & SONS INC
	Contract No.	M0002-09-26-00105
	Project No.	M0002-09-26-00105
	Application No.	2
	Application Date	6/29/2026
	Period From	5/26/2026 To 6/29/2026

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>\$ 1,158,966.58</u>	Completed To Date	<u>\$ 410,101.77</u>
Net Change Orders	<u>\$0</u>	Retention <u>5</u> %	<u>\$ 20,505.09</u>
Current Contract Amount	<u>\$ 1,158,966.58</u>	Subtotal	<u>\$ 389,596.68</u>
		Previous Applications	<u>\$ 167,092.08</u>

**Amount Due This Application: \$ 222,504.60**

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 6/29 20 26

DONALD HIETPAS & SONS INC  
(contractor)

COUNTY OF Outagamie  
STATE OF WI.

By Jay Hietpas Project Manager  
(name & title)

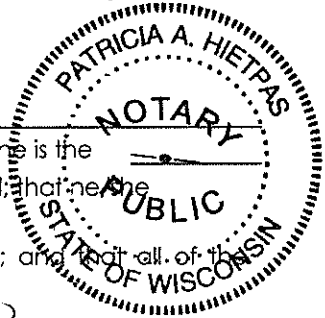
Before me on this 29 day of June 20 26 personally appeared Jay Hietpas

Jay Hietpas known to me, who being duly sworn, did depose and say that he/she is the Project Manager of the Contractor above mentioned; that he/she

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: 11-13-2026

Patricia A. Hietpas  
(Notary Public)



ITEM NO.	DESCRIPTION OF WORK	SCHEDULED	QTY.	UNIT PRICE	PREVIOUS REQUEST	AMOUNT	THIS REQUEST	AMOUNT	TOTAL COMPLETED TO DATE	AMOUNT
PROJECT # M0002-09-26-00105										
PROJECT NAME: 2026 SEWER & WATER RECONSTRUCTION										
DATE 6/26/2026 ESTIMATE # 2										
SCHEDULE A - WATER MAIN /EIGHT STREET TAYCO TO PACIFIC										
A-1	8" WATER MAIN LIN. FT.		850	\$ 103.77	720	\$ 74,714.40	45	\$ 4,669.65	765	\$ 79,384.05
A-2	6" WATER MAIN OR HYD. LEAD - LIN.FT.		20	\$ 70.00	11	\$ 770.00	0	\$ -	11	\$ 770.00
A-3	8" VALVE PER EACH		1	\$ 3,050.00	1	\$ 3,050.00	0	\$ -	1	\$ 3,050.00
A-4	HYDRANT WITH 6" VALVE PER EACH		1	\$ 8,300.00	1	\$ 8,300.00	0	\$ -	1	\$ 8,300.00
A-5	SHORT SIDE WATER SERVICE REPLACEMENT-FA		15	\$ 1,900.00	8	\$ 15,200.00	7	\$ 13,300.00	15	\$ 28,500.00
A-6	LONG SIDE WATER SERVICE REPLACEMENT-FA		15	\$ 2,900.00	4	\$ 11,600.00	11	\$ 31,900.00	15	\$ 43,500.00
A-7	25 PSI INSULATION PER SQ.YD.		160	\$ 20.00	0	\$ -	0	\$ -	0	\$ -
A-8	EROSION CONTROL LUMP SUM		1	\$ 500.00	1	\$ 500.00	0	\$ -	1	\$ 500.00
A-9	TRAFFIC CONTROL LUMP SUM		1	\$ 1,515.00	1	\$ 1,515.00	0	\$ -	1	\$ 1,515.00
A-10	TIRE RESTORATION LUMP SUM		1	\$ 2,000.00	0	\$ -	0	\$ -	0	\$ -
A-11	REPLACE WATER SERVICE TO HOUSE PER EACH		2	\$ 3,000.00	0	\$ -	0	\$ -	0	\$ -
A-12	8" DUCTILE WITH FIBROCARBON GSK. EACH		100	\$ 135.00	108	\$ 13,500.00	0	\$ -	108	\$ 13,500.00
A-13	CLAY DAM TRENCH LIN.FT.		80	\$ 40.00	80	\$ 3,200.00	0	\$ -	80	\$ 3,200.00
A-14	HAIL CONTAMINATED SOIL PER CU.YDS.		130	\$ 23.00	0	\$ -	0	\$ -	0	\$ -
TOTAL						\$ 132,349.40		\$ 49,889.65		\$ 182,239.05

ITEM NO.	DESCRIPTION OF WORK	SCHEDULED	QTY.	UNIT PRICE	PREVIOUS REQUEST	AMOUNT	THIS REQUEST	AMOUNT	TOTAL COMPLETED TO DATE	AMOUNT
PROJECT M0002-09-26-00105										
A-15	8" P.V.C. WATER MAIN PER LF.		1590	\$ 105.61	0	\$ -	0	\$ -	0	\$ -
A-16	6" WATER MAIN PER LIN.FT.		20	\$ 250.00	0	\$ -	0	\$ -	0	\$ -
A-17	6" WATER MAIN (HYDRANT LEAD) LIN.FT.		80	\$ 70.00	0	\$ -	0	\$ -	0	\$ -
A-18	8" VALVE PER. EA.		4	\$ 3,050.00	0	\$ -	0	\$ -	0	\$ -
A-19	HYDRANT WITH ALX. VALVE PER. EA.		3	\$ 8,300.00	0	\$ -	0	\$ -	0	\$ -
A-20	SHORT SIDE WATER SERVICE PER. EA.		21	\$ 2,175.00	0	\$ -	0	\$ -	0	\$ -
A-21	LONG SIDE WATER SERVICE PER. EA.		22	\$ 2,690.00	0	\$ -	0	\$ -	0	\$ -
A-22	POLYSTYRENE INSULATION SQ. YD.		200	\$ 20.00	0	\$ -	0	\$ -	0	\$ -
A-23	EROSION CONTROL PER. LUMP SUM		1	\$ 900.00	0	\$ -	0	\$ -	0	\$ -
A-24	TRAFFIC CONTROL PER. LUMP SUM		14	\$ 3,535.00	0	\$ -	0	\$ -	0	\$ -
A-25	TIRE RESTORATION PER. LUMP SUM		1	\$ 2,000.00	0	\$ -	0	\$ -	0	\$ -
A-26	REPLACE SERVICE TO HOUSE PER EACH		2	\$ 3,000.00	0	\$ -	0	\$ -	0	\$ -
TOTAL						\$ -		\$ -		\$ -

ITEM NO.	DESCRIPTION OF WORK	SCHEDULED	QTY.	UNIT PRICE	PREVIOUS REQUEST	AMOUNT	THIS REQUEST	AMOUNT	TOTAL COMPLETED TO DATE	AMOUNT
BID B SEWER & STORM/ ESTIMATE # 2										
B-1	WYE CONNECTION SANITARY MAIN		41 EA.	\$ 280.00	2	\$ 560.00	31	\$ 8,680.00	33	\$ 9,240.00
B-2	SANITARY CONNECTION WITH PRESSURE KIT		28 EA.	\$ 325.00	10	\$ 3,250.00	18	\$ 5,850.00	28	\$ 9,100.00
B-3	4" OR. 6" SCH 40 LATERAL		1464 L.F.	\$ 115.00	740	\$ 27,600.00	352	\$ 41,630.00	602	\$ 69,230.00
B-4	8" SANITARY SEWER		1011 L.F.	\$ 102.55	0	\$ -	616	\$ 63,176.96	616	\$ 63,176.96
B-5	10" P.V.C. SEWER		237 L.F.	\$ 108.21	0	\$ -	476	\$ 77,810.76	476	\$ 77,810.76
B-6	10" HDPE SEWER		237 L.F.	\$ 38.00	0	\$ -	221	\$ 8,398.00	221	\$ 8,398.00
B-7	48" SANITARY MANHOLE		PER EACH	\$ 5,400.00	0	\$ -	2	\$ 10,800.00	2	\$ 10,800.00
B-8	24" YARD DRAIN		1 EA.	\$ 1,400.00	0	\$ -	1	\$ 4,200.00	3	\$ 4,200.00
B-9	18" STORM SEWER SPOT REPAIR		1 EA.	\$ 1,000.00	0	\$ -	0	\$ -	0	\$ -
B-10	REMOVE & REPLACE INLET		1 EA.	\$ 2,500.00	0	\$ -	0	\$ -	0	\$ -
B-11	POST TELEVISION SAN MAIN		2769 L.F.	\$ 1.17	0	\$ -	0	\$ -	0	\$ -
B-12	POST TELEVISION STORM MAIN		237 L.F.	\$ 1.17	0	\$ -	0	\$ -	0	\$ -
B-13	POST TELEVISION SAN. LAT.		71 EA.	\$ 98.98	0	\$ -	0	\$ -	0	\$ -
B-14	EROSION CONTROL		1 L.S.	\$ 900.00	1	\$ 900.00	0	\$ -	1	\$ 900.00
B-15	TRAFFIC CONTROL		1 L.S.	\$ 4,647.00	1	\$ 4,647.00	0	\$ -	1	\$ 4,647.00
B-16	MOBILIZATION IN & OUT		1 L.S.	\$ 6,580.00	1	\$ 6,580.00	0	\$ -	1	\$ 6,580.00
TOTAL						\$ 43,937.00		\$ 180,545.72		\$ 224,482.72





## MEMORANDUM

DATE July 1, 2026  
TO Board of Public Works  
FROM James Merten, Director of Public Works  
RE Public Works General Activity

1. **WisDOT Project 4992-00-59 – Racine Street Reconstruction (2025):** The pavement marking warranty work has been completed.
2. **WisDOT Project 4646-02-71 – CTH P (Valley Road) Reconstruction:** The contractor is nearing completion of the west half of the project, with sidewalk installation and terrace restoration remaining. Once this work is finished, the project will transition to reconstructing the roadway on the east half of the project.
3. **WisDOT Project 1500-49-60 – USH 10/STH 114 Resurfacing:** Concrete panel patching is underway. One lane in each direction will remain open on USH 10 for the duration of the project with short-term intersection closures starting June 15.
4. **Contract M00002-09-00105 – Utility Reconstruction (Eighth Street/Third Street/Clovis Park/Pleasants Park):** Work on Eighth Street and Pleasants Park is complete. The contractor is finishing sewer main work on Third Street and will be moving onto water main replacement. Upon completion of this work, the contractor intends to complete sewer and water laterals. Work at Clovis Park has been paused until the outcome of the tennis court replacement project is determined.
5. **Contract 2026-01 – Street Construction (Eighth Street/Third Street):** The first layer of asphalt pavement has been placed on Eighth Street. Due to the recent weather conditions, installation of the final layer was delayed. The contractor has indicated rescheduling that work for the week of July 6th.
6. **Contract 2026-02 – Pavement Markings (Racine Street/Third Street):** A schedule has not been set.
7. **Contract 2026-04 – Midway Place Resurfacing:** City crews will be starting the curb and gutter the week of July 6th. Paving work is anticipated to start early August.
8. **Contract 2026-05 – Crack Seal Contract:** A schedule has not been set.
9. **Contract 2026-06 – Chip Sealing:** A schedule has not been set.

10. **Racine/First Traffic Signals:** Installation work is under way. Remaining work includes excavating and repairing conduit damaged from a water main break, installing concrete bases, re-wiring cables, and setting the new cabinet.
11. **Racine/Broad Pedestrian Beacons:** A schedule has not been set.
12. **Nicolet Boulevard Intersection Control Evaluations:** The intermunicipal agreement with Neenah and professional services agreement with MSA have been signed and executed. A schedule has not been set.
13. **R-11-26 Council Directive:** Staff received quotes for a sewer monitoring device and for televising the sewers and plan to proceed with the lowest responsible bids for the equipment and services. Following a comprehensive review of the Lakecrest Drive sanitary sewers, it has been determined that the originally proposed lining work is not feasible and that the sewers will require full reconstruction. As this work cannot be completed within the funding allocated in the resolution, staff will be recommending to include the reconstruction work in the 2027 Capital Improvement Plan.



**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.  
 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 S25 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) 886-8200**

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 Labor Day Parade Total Anticipated Attendance 1000  
Sponsoring Organization Fox Valley Area Labor Council, AFL CIO  
Organization Address P. O. Box 186 Menasha, WI 54952  
Event Location Downtown Menasha  
Date of Event (list each date if a multi-day event) 09/07/2026  
Event Set-up Time 9am Event Start Time 10am Event End Time 11am

### 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 Jason Schmitz  
Email schmitz\_jason@yahoo.com Phone 920 915 5004
2. Day of Event Contact Name (person on site) Jason Schmitz  
Email schmitz\_jason@yahoo.com Phone 920 915 5004

### 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 checked="" 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

The parade route will travel west down Main Street in Menasha. It will proceed to Tayco Street, in Menasha, and then turn south, crossing both Tayco Street and Washington Street Bridges. We will enter Neenah on Commercial Street and continue moving south. At Wisconsin Avenue, in Downtown Neenah, the parade will turn right and head west toward Main Street where the parade will conclude.

**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): \_\_\_\_\_  
Last First M.I.  
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 Mayer & Associates, LLC Policy Number \_\_\_\_\_  
Email \_\_\_\_\_ Phone 920 358 7122  
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 Fox Valley Area Labor Council, AFL CIO  
Address P. O. Box 186  
City Menasha State WI Zip Code 54952  
Email fvalc.afcio@gmail.com Phone 920 727 1790

**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 Jason Schmitz Date 05 26 2026  
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. 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: \_\_\_\_\_  
Scheduled Parks & Recreation Board Review Date: \_\_\_\_\_  
Scheduled Common Council Review Date: \_\_\_\_\_  
Staff Approval: Police Dept. \_\_\_\_\_ Fire Dept. \_\_\_\_\_ Public Works Dept. \_\_\_\_\_ City Attorney \_\_\_\_\_