



BOARD OF PUBLIC WORKS MINUTES

Monday, June 16, 2025 at 6:30 PM

First Floor Conference Rooms
100 Main Street, Menasha, WI

A. CALL TO ORDER

Meeting called to order by Chair Ropella at 7:13pm.

B. ROLL CALL

Present: Alds. Rand, Eisenach, Hale, Perkins, Lewis, Marshall, Grade, Ropella

Also Present: FD Sassman, DPW Merten, PRD Sackett, PC Thorn, FC Teesch, CA Struve, Mayor Hammond, Clerk Snyder, DC Janet

C. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

D. MINUTES TO APPROVE

1. Board of Public Works, 6/2/25

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

E. COMMUNICATIONS

1. Racine Street Bridge Comprehensive Assessment RFP Update

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

Motion carried 8-0 on roll call.

Discussion considered contracting with an out-of-state group; staff advised on state certifications.

Staff advised on the background of the Racine Street Bridge Comprehensive Assessment RFP requested by the former Common Council. The Public Works Department did not receive any proposals in response to this RFP. Staff intend to provide the Common Council with an updated recommendation.

F. DISCUSSION / ACTION ITEMS

1. O-7-25 – An Ordinance Amending Title 10, Chapter 1, Article B, Section 15, Subsection C and Section 16, Subsection B of the Code of Ordinances, Effectively Replacing Yield Control with Stop Control on Green Bay Street at First Street and at Second Street (Introduced by Ald. Eisenach)

Motion by District 2 Alderperson Eisenach, seconded by District 4 Alderperson Perkins to approve.

Motion failed 3-5 on roll call. Districts 1, 3, 4, 7, and 8 Alderpersons Rand, Hale, Perkins, Grade, and Ropella voted no.

Discussion considered the increased presence of child pedestrians in the affected areas.

Staff advised on traffic analyses of the affected areas using formulas prescribed by the Federal Highway Administration's Manual on Uniform Traffic Control Devices. These analyses suggest insufficient warranting for the installation of stop controls, and potentially sufficient warranting for the installation of yield controls. Staff acknowledged moderating factors, such as the newly renovated Jefferson Park, area schools, and other circumstances affecting the area in question.

2. Change Order - Janke General Contractors, Inc.; Contract Unit No. 2024-08; Water Street Corridor Reconstruction; Deduct \$53,039.40 (Change Order No. 3 and Final)

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

Motion carried 8-0 on roll call.

3. Payment - Janke General Contractors, Inc.; Contract Unit No. 2024-08; Water Street Corridor Reconstruction; \$78,799.94 (Payment No. 12 and Final)

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

Motion carried 8-0 on roll call.

4. Payment - Northeast Asphalt, Inc.; Contract Unit No. 2024-03; Jefferson Park Improvements; \$195,308.74 (Payment No. 8)

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

Motion carried 8-0 on roll call.

Discussion considered signage installation at Jefferson Park for traffic direction.

Staff advised that the next payment is the anticipated final payment for this project. Staff recently provided the contractor with a final list of outstanding needs.

5. Payment - Donald Hietpas & Sons; Contract Unit No. M0002-09-24-00362; Sewer & Water Main Reconstruction (Wilson Street & Harding Street); \$302,097.64 (Payment No. 2)

Motion by District 6 Alderperson Marshall, seconded by District 3 Alderperson Hale to approve.

Motion carried 8-0 on roll call.

Staff advised that the utility portion of this project is nearly complete. The next payment is the anticipated final payment. Most concrete work should be completed this week with driveway work to follow. Staff additionally advised on communications with residents.

G. ADJOURNMENT

Motion by District 8 Alderperson Ropella seconded by District 7 Alderperson Grade to adjourn the Board of Public Works meeting at 7:43pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.