



# Public Works Committee Meeting

At Clintonville Community Center  
30 S. Main Street  
4:00 PM | Thursday, May 28, 2026

Street | Parks & Recreation | Veteran's Memorial | Graceland Cemetery

May 26, 2026

**Stephanie Bonikowske**  
**Aimee Ebert**  
**Jim Supanich**

**Chuck Manske**  
**Mark Doornink**

Cc: Justin Mc Auly

## Agenda

1. Call to Order; Roll Call
2. Approval of Agenda
3. Approval of Minutes
  - a. Minutes
4. Citizens Forum – This is a chance for citizens to make comments. No action or lengthy discussions can take place as a result of comments made at this time.
5. Director of Public Works Memo
  - a. Discussion Regarding the Public Works Director's Memo
6. Public Works Department
7. Street Division
  - a. Discussion/Possible Action Regarding Resolution 2026-03 Final Resolution Declaring Intent to Levy Special Assessments for the 2026 Sidewalk Improvement Program
  - b. Discussion/Possible Action Regarding E. Morning Glory Drive Engineering
8. Parks & Recreation Division
  - a. Discussion Regarding Don Jirschele Stadium Press Box Project
9. Next Meeting:
  - a. Discussion/Possible Action Regarding Meeting Date and Time
10. Adjournment

Stephanie Bonikowske, Chairperson  
SB/mh

This is to notify the public that a majority of the Council members may be present, however, no

actual City Council action will be taken.

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**Posted: Clintonville City Hall - Clintonville Public Library - Community Center**

Please note, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact City Hall at 715-823-7600

**Minutes of the Department of Public Works Committee Meeting  
Thursday April 30th, 2026 | 3:45 PM Clintonville Community Center**

Committee Chair Stephanie Bonikowske called the regular meeting to order at 3:45 p.m. Members present were Stephanie Bonikowske, Aimee Ebert and Chuck Manske. Also present: Mayor Jeanie Schley, Alderperson Darrell Hansen, Police Chief Craig Freitag and Public Works Director Justin Mc Auly, members of the public and media, and Michele Herter served as Recording Secretary.

Ebert/Manske m/s/c to approve the agenda with changes.

Manske/Ebert m/s/c to approve the minutes from February 26th, 2026.

**South Main Street Pedestrian Safety:** Discussion only regarding potential pedestrian safety improvements in front of Kwik Trip on South Main Street. No action taken.

**Director of Public Works Memo/Bill List Update:**

- **Streets Division:** Updates were provided on planning for the Memorial Circle project, preparation for the 2026 Sidewalk Program, and LRIP funding for the E. Morning Glory project.
- **Parks & Recreation Division:** Updates included Aqua Park seasonal hiring, the Easter Egg Hunt, and the City of Clintonville receiving its 36th consecutive Tree City USA designation.
- **Veterans Memorial Site:** Discussion took place regarding issues with the U.S. flagpole gear mechanism and planned corrective actions.

**Clintonville Disaster Update:** Discussion only. No action taken.

**Refuse & Recycling Hauler Contract:** Discussion only regarding available contract options and obtaining additional information related to bulk pickup services for the next contract cycle. No action taken.

**Walter A. Olen Tennis & Pickleball Courts:** Per Mayor Schley, no action was taken due to the current focus on disaster-related matters within the City. Discussion occurred regarding potential court layout options.

**Bench at Graceland Cemetery:** No action. Discussion only.

**2025 Park Shelter Report:** Director Mc Auly presented the 2025 Park Shelter Report. Discussion only. No action taken.

**Next Meeting:** May 28th, 2026, at 4:00 PM. \*note new time.

Ebert/Manske m/s/c to adjourn the meeting at 5:18 PM.

Submitted by: Michele Herter, Recording Secretary



# Office of the Public Works Director Memorandum

99 E. Morning Glory Dr.  
Clintonville, WI 54929  
(715) 823-2005  
jmcauly@clintonvillewi.gov

May 22<sup>nd</sup>, 2026

## 1. Street Division

- *Memorial Circle*
  - We went out for bid for the second time, Friday, May 15<sup>th</sup>. Bid openings will take place on Friday, May 29<sup>th</sup>. We made a couple changes in an attempt to lower costs. The plan is to send the recommendations to Finance & Common Council in June.
- *Sidewalk Program*
  - The sidewalk program is now underway for 2026. We will be holding a public hearing on Tuesday, June 9<sup>th</sup> at the Common Council meeting. After the public hearing the Common Council will have the opportunity to discuss/possibly approve the final resolution. The mailing will be going out Friday, May 22<sup>nd</sup> to all property owners whom are included in the 2026 Sidewalk Program.
- *E. Morning Glory Drive*
  - It appears the State of Wisconsin is now covering 50% of the LRIP project instead of 70% that was originally proposed to us in 2025. The current project is estimated at \$256,168. With that being said we estimate a \$50,000 shortfall in funding for the project and will need to discuss whether or not to use TBD CIP funds to finish the project in 2026 or push it into 2027 where costs will more than likely increase even more.
- *Street Flowers*
  - Street flower baskets were installed on Thursday, May 21<sup>st</sup>. These flowers are part of the Flowers & Firs program. Our flowers have been a great addition to our downtown. I have received numerous calls from other municipalities asking me where the City purchases the flowers and what type of seed mix is used.
- *Winter Storm Elsa*
  - After compiling data for Winter Storm Elsa, the City of Clintonville fell short qualifying for disaster funding. We needed to show an expense of \$22,312.26 within any 48-hour window and the City of Clintonville ended up between \$16-\$17K.
- *April Ice Storm*

- We are in the process of compiling data to submit to the State of Wisconsin for disaster aid. I feel we should surpass the \$22,312.26 threshold and qualify for disaster aid. The due date for submittal is Sunday, June 7<sup>th</sup>, 2026.
- *April Flooding*
  - We are currently waiting on the Federal Government to see if FEMA is covering disaster funding or if the State Government (WEM) is covering disaster funding. I have submitted data to the Federal Government and have answered all questions that have come my way. At the moment staff has been working very hard at trying to bring streets and parks back to pre-disaster conditions. There has been projects and seasonal operations put on hold to get parks and facilities back to pre-disaster conditions.
- *Dam Fix*
  - I am working closely with the WIDNR, coordinating a possible fix for the Dam berm (Southside of the Dam). During the flooding event we had some washout and after the initial inspection have come to the conclusion that something needed to be done to shore up the berm. I met with WIDNR officials to discuss our options. The WIDNR would like us to hire an engineer to investigate the issue and make sure there isn't a larger issue at the site. If it is considered maintenance than the results of the investigation and plans moving forward need to be sent to the WIDNR and we can proceed with the maintenance fix. The WIDNR will review the engineer's investigation results and plans and follow-up with the City at a later date.
- *Pedestrian Bridges*
  - I had the Waupaca County Bridge Foreman inspect all three pedestrian bridges. Two of the three bridges should be considered for removal or removal/replacement. We are experiencing additional structure issues to the pedestrian bridge which crosses from the Community Center parking lot to the Shopping Center and it shouldn't be open at this time. The steel pedestrian bridge in Olen Park has Concrete Abutment failure and should be removed or removed/replaced. This bridge is currently closed. The swinging bridge in Walter A. Olen Park would be the only bridge that survived the flooding with minimal damage. This bridge received the green light and is allowed to be open. Bridge demo or demo/replacement is up in the air until we get an engineer hired and come up with costs. If they are covered under the State Disaster Fund, it appears the State will match funds to bring it back to pre-disaster conditions. I am unaware what the Federal Government will cover at this point. Either way the City is more than likely going to have to cover costs associated with removal or removal/replacement.

## **2. Parks & Recreation Division**

- *Aqua Park Update*
  - We had a decent group of volunteers that help plant 1,391 native plant plugs at the Aqua Park on Saturday, May 16<sup>th</sup>. This was quite an undertaking for the group. Our goal is to establish a variety of native grasses and flowering plants in the native area of the Aqua Park. Once established they should be at full display in 2-3 years.
  - I have gone ahead and purchased the UnderFence system for the chain link fence at the Aqua Park. This system will reduce maintenance and prevent the growth of weeds near the fence.

- *North Bucholtz Parking Lot*
  - We went out for bid on Friday, May 15<sup>th</sup>. Bid openings will take place on Friday, May 29<sup>th</sup>. The plan is to send the recommendations to Finance & Common Council in June.
- *Staff Hiring*
  - To replace our vacant Building & Grounds Laborer position, we moved forward with hiring Lori Wegener. She will be about 80% Buildings & 20% Grounds for the Department of Public Works.

The Team is continuing to be productive throughout the City. With May about in the books and June approaching quickly, we are keeping busy with seasonal operations.

Respectfully,



Justin Mc Auly, Director of Public Works  
99 E. Morning Glory Drive  
[jmcauly@clintonvillewi.gov](mailto:jmcauly@clintonvillewi.gov)  
(715) 823-2005

# PUBLIC WORKS HOULY BREAKDOWN REPORT

Data Range: 1/1/2026 – 5/1/2026

Total hours: **6695.50**

<b>TASK</b>	<b>HOURS</b>	<b>PERCENTAGE</b>
VEHICLE/EQUIP. MAINTENANCE	1276.50	19.1%
SNOW/ICE REMOVAL	834.50	12.5%
TREE REMOVAL	545.50	8.2%
MISCELLANEOUS PROJECTS	532.50	8.0%
BRUSH REMOVAL	521.50	7.8%
GRACELAND CEMETERY MAINT.	353.75	5.3%
COMMUNITY CENTER MAINTENANCE	283.00	4.2%
AIRPORT MAINTENANCE	205.00	3.1%
POLICE STATION MAINTENANCE	190.00	2.8%
CITY HALL MAINTENANCE	189.00	2.8%
DAM MAINTENANCE	188.50	2.8%
ADMINISTRATIVE DUTIES	127.00	1.9%
STREET/ALLEY CONSTRUCT. & MAINTENANCE	107.00	1.6%
CITY GARAGE/SALT STORAGE MAINTENANCE	106.25	1.6%
SNOW/ICE REMOVAL (AIRPORT)	90.50	1.7%
COLD PATCHING	81.00	1.2%
COMMUNITY EVENTS	76.50	1.1%
AQUA PARK MAINTENANCE	70.50	1.1%
PARK OFFICE MAINTENANCE	62.50	0.9%
PICNIC TABLES/BENCHES	60.00	0.9%
STREET SWEEPING	54.00	0.8%
PARK SHELTER MAINTENANCE	54.00	0.8%
FIRE STATION MAINTENANCE	52.00	0.8%
TRAINING/EDUCATION	51.00	0.8%
CURB, GUTTER & CATCH BASIN MAINTENANCE	47.50	0.7%
GARBAGE/RECYCLING	46.50	0.7%
SUPPLY SHOPPING	39.50	0.6%
SNOW/ICE SIDEWALK TICKETING	36.50	0.5%
ICE SKATING RINK MAINTENANCE	34.00	0.5%
SIDEWALK REPAIR/REPLACEMENT	29.00	0.4%
BALL FIELD MAINTENANCE	28.00	0.4%
STAFF MEETINGS	27.50	0.4%
SEASONAL DECORATIONS	25.00	0.4%
LIBRARY MAINTENANCE	22.50	0.3%
COMPOST	20.00	0.3%
STREET SIGN REPAIR/REPLACEMENT	19.00	0.3%
PLAYGROUND MAINTENANCE	18.50	0.3%
BARRICADE PLACEMENT	18.50	0.3%
LOCATES	18.50	0.3%
WATER LINE MAINTENANCE	18.00	0.3%
BOAT LANDING MAINTENANCE	16.00	0.2%
LEAF COLLECTION (TRUCK)	15.00	0.2%
PRUNING	13.50	0.2%
DISC GOLF COURSE MAINTENANCE	13.00	0.2%
PARK RESTROOM MAINTENANCE	12.00	0.2%
COLD STORAGE MAINTENANCE	11.50	0.2%

VETERAN'S MEMORIAL SITE MAINTENANCE	8.00	0.1%
PAINTING & CUTTING LINES	7.50	0.1%
TOP DRESSING/SEEDING	6.50	0.1%
DOG PARK MAINTENANCE	5.50	0.1%
CAWS MAINTENANCE	5.00	0.1%
STREET LIGHT MAINTENANCE	4.50	0.1%
MISCELLANEOUS PARK BUILDING MAINT.	3.00	0.0%
RECREATION PROGRAMS	2.50	0.0%
SKATE PARK MAINTENANCE	1.50	0.0%
GRASS MOWING/TRIMMING	0.00	0.0%
PAINTING STREETS/PARKING LOTS	0.00	0.0%
GRASS MOWING/TRIMMING AIRPORT	0.00	0.0%
WEED CONTROL	0.00	0.0%
MULCHING/LEAF COLLECTION MOWERS	0.00	0.0%
WATERING FLOWERS	0.00	0.0%
TICKETING/TALL GRASS VIOLATIONS	0.00	0.0%
FERTILIZATION	0.00	0.0%
STUMP GRINDING	0.00	0.0%
FARMER MARKET	0.00	0.0%
DRUG/ALCOHOL TESTING	0.00	0.0%
AERATION	0.00	0.0%
FITNESS & NATURE TRAIL MAINTENANCE	0.00	0.0%
FLOWER BED MAINTENANCE	0.00	0.0%
TREE PLANTING/MULCHING	0.00	0.0%
COMMUNITY GARDEN	0.00	0.0%

**RESOLUTION 2026-03**

**FINAL RESOLUTION AUTHORIZING PUBLIC IMPROVEMENT TO LEVY SPECIAL ASSESSMENT UNDER SECTION 66.0701 & 66.0703, WISCONSIN STATUTES FOR SIDEWALK SPOT REPAIR AND REPLACEMENTS**

WHEREAS, the governing body of Clintonville, Wisconsin, held a public hearing at the Clintonville Community Center at 6:00 p.m. on the 9<sup>th</sup> day of June, 2026, for the purpose of hearing all interested persons concerning the preliminary resolution and report of the Public Works Director on the proposed public improvements consisting of spot repair and replacement of sidewalks for:

**Spot Repair and Replacement of Sidewalks:**

- |  |   |
|--|---|
| <b>N. 12<sup>th</sup> St.</b> from W. 12 <sup>th</sup> St. to 18 <sup>th</sup> St. | <b>13<sup>th</sup> St.</b> from N. 12 <sup>th</sup> St. to N. Main St.    |
| <b>W. 12<sup>th</sup> St.</b> from N. 12 <sup>th</sup> St. to N. Main St.          | <b>W. 14<sup>th</sup> St.</b> from N. 12 <sup>th</sup> St. to N. Main St. |
| <b>N. Clinton Ave.</b> from W. 12 <sup>th</sup> St. to W. 14 <sup>th</sup> St.     |   |

NOW, THEREFORE, BE IT RESOLVED, the governing body of Clintonville, Wisconsin, determines as follows:

1. The report of the Public Works Director, a copy of which is attached hereto and incorporated herein as if fully set forth herein, including the plans and specifications and assessments set forth herein, is adopted and approved.
2. The Public Works Director shall supervise construction of the improvements in accordance with the report hereby adopted.
3. The City is assessing the full repair or replacement cost as indicated on the attached sheet to property benefited as indicated in the report.
4. Estimated benefits (and damages) shown on the report are true and correct and are hereby confirmed.
5. Assessments for all projects included in the report are hereby combined as a single assessment but any interested property owner may object to each assessment separately or all assessments jointly for any purpose.
6. Assessments will be billed after projects are completed and shall be due within 30 days of billing date. Assessments may be paid in one, two or five annual installments to the municipal clerk as described on the attached Special Assessment Policy.
7. The municipal clerk shall publish the resolution as a class 1 notice under ch. 985, Stats., in the assessment district and mail a copy of this resolution and a statement of the final assessment against the benefited property together with notice of installment payment privileges to every property owner whose name appears on the assessment roll whose post office address is known or can with reasonable diligence be ascertained.

Passed and adopted this 9<sup>th</sup> day of June, 2026

Signed: \_\_\_\_\_  
Jeanne Schley, Mayor

Attest: \_\_\_\_\_  
Peggy Johnson, City Clerk-Treasurer

Dated:

Published:



May 26, 2026

Justin McAuly, Director of Public Works  
City of Clintonville  
99 E. Morning Glory Drive  
Clintonville, WI 54929

via email only  
[jmcauly@clintonvillewi.gov](mailto:jmcauly@clintonvillewi.gov)

**Re: Engineering Services Proposal – E. Morning Glory Drive Improvements**

Dear Justin:

Please consider this transmittal a formal proposal for Kunkel Engineering Group to provide design, bidding/CRS and inspection services for the City's proposed E. Morning Glory Drive Improvements project.

The proposed project consists of milling off the existing asphalt pavement on E. Morning Glory Drive from about 75' south of Petunia Circle to a point approximately 950' to the south. Once the asphalt milling has been completed, the existing roadway will be excavated. A geo-grid mat will be installed on the sub-grade along with 9" of aggregate base course and then 4" of new asphalt pavement. The existing curb & gutter will remain, with only minimum patching, as determined by the Clintonville Public Works Department. A new storm sewer inlet will be installed at the far south end of the project on the east side, replacing the existing one that is currently there. A new yard inlet will also be installed in the lawn area just east of this new inlet as well. In addition, it is also our understanding that this project will be partially funded by the WisDOT – Local Road Improvement Program and therefore all work efforts associated with this project will follow the guidelines set forth by this program

Based on this, Kunkel Engineering Group herein proposes to undertake engineering services for this project for a maximum not-to-exceed fee of \$31,750.00, as detailed on the attached Scope of Services. Our proposal is intended to be comprehensive and incorporates all the elements necessary to ensure that design, bidding, construction related services (CRS), and construction inspection services are completed and acceptable to the City of Clintonville.

Justin, we at Kunkel Engineering Group sincerely appreciate the opportunity to submit the following proposal to undertake this project on behalf of the City of Clintonville and would like to thank you in advance for your consideration.

Should you, or representatives of the Common Council, have any questions or comments please do not hesitate to contact me.

Sincerely,

**KUNKEL ENGINEERING GROUP**

Don Neitzel  
General Manager

**Scope of Services  
City of Clintonville  
E. Morning Glory Drive Improvements Project**

**DESIGN SERVICES**

- A. Field Data Acquisition
  - 1. Review Existing Reports/Records
  - 2. As-built Street/Sections
  - 3. Location Survey
  - 4. Utility Location:
    - a. Sanitary Sewer
    - b. Watermain
    - c. Storm Sewer
    - d. Electric/Gas/Telephone
  
- B. Design Phase
  - 1. Prepare Plan/Profile Base Sheets
  - 2. Evaluate Pavement and Base Options
  - 3. Prepare Road Plans
    - a. Storm Sewer/Storm Inlets
    - b. Ditching/Grading/Filling
    - c. Cross Sections
  - 4. Prepare Detail Sheets
  - 5. Prepare Erosion Control Plans
  
- C. Specification Preparation
  - 1. Street/Storm
  - 2. Prepare Special Provisions
  - 3. Prepare Contract Documents
  - 4. Construction Specifications and Contract Documents
  
- D. Regulatory Agency Compliance
  - 1. Solicit WDNR Approval (as needed)
  
- E. Prepare Final Construction Cost Estimate
  
- F. Ancillary Services
  - 1. Attend Public Information Meetings (as needed)
  - 2. Attend City Council Meetings (as needed)

**COST OF SERVICE (Design)  
\$15,880.00**

## **BIDDING/CONSTRUCTION RELATED SERVICES (CRS)**

### A. Bidding Phase

1. Prepare Bid Advertisement
2. Assemble and Distribute Plans & Contract Documents to prospective bidders
3. Correspond to Bidder's Questions
4. Issue Addendum(s) (if necessary)
5. Attend Bid Opening
6. Tabulate Bids
7. Recommend Lowest Responsible Bidder to Council

### B. Contract Award & Execution

1. Prepare & Distribute Construction Contracts
2. Assist Owner in Executing Construction Contract Documents

### C. Preconstruction Conference

1. Develop Construction Schedule
2. Establish Lines of Communication
3. Payment Procedures
4. Identify Private Utility Conflicts, if any

### D. Field Stake Project

1. Storm Sewer
2. Street Subgrade
3. Curb & Gutter

### E. Project Administration

1. Correspond with Contractor, Sub-contractors
2. Review Contractor's Payment Requests
3. Construction Schedule Adherence
4. Resolve Contract & Street/Storm Sewer Conflicts
5. Review Material & Equipment, Shop Drawings
6. Prepare & Execute Contract Change Orders (as needed)

### F. Project Status

1. Attend City Council Meetings (as needed)
2. Prepare Written Correspondence (as necessary)

### G. Project Closeout

1. Prepare Final Punch List
2. Conduct Final Project Walk-through with City Staff & Public Works Department Representatives
3. Meet with City Residents/Businesses (as necessary) regarding questions, issues, and complaints
4. Field Verify Contractor corrective actions
5. Prepare As-builts

**COST OF SERVICE (Bidding/CRS) \$2,010.00**

**CONSTRUCTION INSPECTION SERVICES**

- A. Inspect Project Improvements
  - 1. Subgrade/Aggregate Base and Pavement
  - 2. Concrete Installation
    - a. Curb and Gutter
    - b. Sidewalk
    - c. Driveway Approaches
  - 3. Restoration
    - a. Roads/ROW
    - b. Private Property (Behind ROW)
  - 4. Other Construction-Related Activities

**COST OF SERVICE (Construction Inspection) \$13,860.00**

Notes:

- 1. Services described herein are intended to be comprehensive. Should the City of Clintonville require more or fewer services than described, costs and adjustments will be negotiated. The cost for Construction Inspection is based upon 154 hours at \$90/HR.
- 2. The costs for soil borings, foundation inspection, materials testing, and analysis will be invoiced directly to the owner as a separate contract with a selected firm.
- 3. Costs associated with Kunkel Engineering Group services for boundary surveys or environmental remediation is not included within the context of this proposal.
- 4. Kunkel Engineering Group will attend meetings with the City of Clintonville, as necessary, to ensure the project conforms to the City's requirements. The City of Clintonville **will not** be invoiced for Kunkel Engineering Group's attendance at said meetings.

ACCEPTED BY THE CITY OF CLINTONVILLE:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title



**Wisconsin Department of Transportation**  
Office of the Secretary  
4822 Madison Yards Way, S903  
Madison, WI 53705

**Governor Tony Evers**  
**Secretary Kristina Boardman**  
[wisconsindot.gov](http://wisconsindot.gov)  
Telephone: (608) 266-1114  
Email: [sec.exec@dot.wi.gov](mailto:sec.exec@dot.wi.gov)

April 15, 2026

The Honorable Peggy Johnson  
City of Clintonville  
50 10Th St  
Clintonville, WI 54929-1513

Dear Peggy Johnson,

Congratulations! This letter confirms funding for your local project on **Morning Glory Dr** from the 2026-27 **Municipal Street Improvement Discretionary Program (MSID)**, which is a component of the Local Roads Improvement Program (LRIP), a reimbursement program of the Wisconsin Department of Transportation (WisDOT). This program assists local units of government in improving deteriorating county highways, town roads, and municipal streets under the authority of the local unit of government by paying up to **50%** of the total eligible project costs, with the balance of costs funded by the political subdivision where the work is performed.

Your project was one of **28 MSID** projects selected for funding in the 2026-27 biennium. The total eligible cost of the project is currently estimated to be **\$250,768.00** based on the application materials submitted. WisDOT will reimburse the City of Clintonville **for up to a limit of \$125,384.00**.

You will soon receive a signed State/Municipal Project Agreement (SMA) from WisDOT. It is important that you **not incur any project costs** until receipt of your signed State Municipal Project Agreement (SMA) from WisDOT. Additionally, please be aware of the new program requirement beginning this cycle which is to provide advertising information to the department at least 7 days prior to advertising. More information on how to provide this information is located in the [LRIP Guidelines and Requirements](#) and on the [LRIP webpage](#).

I greatly appreciate your commitment to provide a quality transportation system that promotes public safety and economic development. Our state and local partnership is imperative to the future of Wisconsin's transportation infrastructure. Congratulations on your project award, which is a key part of this effort.

Sincerely,

A handwritten signature in black ink, appearing to read "Kristina Boardman".

Kristina Boardman, Secretary