

It is expected that a Quorum of the Personnel Committee, Administration Committee, and Common Council will be attending this meeting: (although it is not expected that any official action of any of those bodies will be taken)

**CITY OF MENASHA
Board of Public Works
Third Floor Council Chambers
140 Main Street, Menasha
February 20, 2012
6:40 PM
or immediately following the Administration Committee
AGENDA**

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [February 6, 2012](#)

D. ACTION ITEMS

1. [Change Order – City of Menasha Wastewater Collection System Rehabilitation Improvements – Phase 4 Project; Sanitary Sewer Rehabilitation; Contract E145-11-01A; Request a 60-Day Time Extension to Complete Punch List Items and Provide Project Close-Out Documentation \(Change Order No. 4\)](#)
2. [Update on Midway Road Sidewalk Project \(Ald. Sevenich\)](#)
3. [Update on Wayfinding Signage \(Ald. Taylor\)](#)

E. 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
Third Floor Council Chambers
140 Main Street, Menasha
February 6, 2012
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Taylor at 8:50 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Taylor, Sevenich, Krueger, Zelinski, Englebert, Benner, Klein

EXCUSED: Alderman Langdon

ALSO PRESENT: CDD Keil, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [January 16, 2011](#)

Moved by Ald. Krueger, seconded by Ald. Zelinski to approve minutes.

Motion carried on voice vote.

D. ACTION ITEMS

1. [Change Order – City of Menasha Wastewater Collection System Rehabilitation Improvements – Phase 4 Project; Sanitary Manhole Lining; Contract E145-11-01C; Infrastructure Technologies, Inc.; ADD: \\$3,072.75 \(Change Order No. 3 and Final\)](#)

Moved by Ald. Krueger, seconded by Ald. Englebert to recommend to Common Council.

Motion carried on roll call 7-0.

2. [Payment - City of Menasha Wastewater Collection System Rehabilitation Improvements – Phase 4 Project; Sanitary Manhole Lining; Contract E145-11-01C; Infrastructure Technologies, Inc.; \\$32,899.19 \(Payment No. 2 and Final\)](#)

Moved by Ald. Krueger, seconded by Ald. Englebert to recommend to Common Council.

Motion carried on roll call 7-0.

E. ADJOURNMENT

Moved by Ald. Krueger, seconded by Ald. Benner to adjourn at 8:55 p.m.

Motion carried on voice vote.

Respectfully submitted by Deborah A. Galeazzi, WCMC, City Clerk

CHANGE ORDER NO. CO-1451101A-04 DATE January 27, 2012

KAEMPFER & ASSOCIATES, INC. PROJECT: WW COLL. SYSTEM REHAB. IMPR'S PHASE 4
Consulting Engineers
Post Office Box 150 OWNER: CITY OF MENASHA
650 East Jackson Street 140 Main Street
Oconto Falls, WI 54154 Menasha, WI 54952

OWNER'S PROJECT NO.: E145-11-01A ENGINEER'S PROJECT NO.: E145-10.09

CONTRACTOR: TERRA ENGINEERING & CONSTRUCTION CORPORATION CONTRACT DATE: June 1, 2011
COMPLETION DATE: December 28, 2011
ADDRESS: 2201 Vondron Road REVISED COMPLETION DATE: January 27, 2012
Madison, WI 53718-6795 REVISED COMPLETION DATE: March 27, 2012

CONTRACT: E145-11-01A

You are directed to make the changes noted below in the above contract and this Change Order becomes a part of your contract, subject to all the conditions thereof;

NATURE OF CHANGE: The Contractor is granted a 60-day time extension to complete punchlist items and provide project close-out documentation.

ADDITIONAL NUMBER OF CONTRACT DAYS PROVIDED BY THIS CHANGE ORDER: 60 DAYS

The changes result in the following adjustment of Contract Price:

Contract Price Prior to this Change Order	<u>\$514,526.50</u>
Net (Increase/Decrease) Resulting from this Change Order	<u>\$ 0.00</u>
Current Price, including this Change Order	<u>\$514,526.50</u>

The above changes are approved:

FOR THE ENGINEER: By: T. S. Nall Date: 2/14/12
Taryn S. Nall, P.E.

FOR THE OWNER: By: _____ Date: _____
Mark Radtke, P.E., Director of Public Works

The above changes are accepted:

FOR THE CONTRACTOR: TERRA ENGINEERING & CONSTRUCTION
By: Randy Bieri Date: 3/10/12
Randy Bieri, Project Manager



Memorandum

DATE: February 16, 2012

TO: Menasha Board of Public Works

FROM: Mark Radtke, Director of Public Works *MR*

RE: Update on Midway Road Sidewalk Project

The City of Menasha has been working with the Town of Menasha in conjunction with preliminary engineering and land surveying services for the proposed concrete walk construction project along Midway Road from Fatima Street to Home Avenue. The land surveying records were substantially completed last year by Martenson & Eisele, Inc., under an agreement with both the Town and the City. This work was necessary due to conflicting right of way information along this segment of Midway Road.

Based on the preliminary Right of Way Plat, the City of Menasha proceeded with the design of the sidewalk and identification of necessary easements. A preliminary design plan will be on display in the Council Chambers Monday night for reference. From previous discussions with the Town of Menasha, it is anticipated the City's engineering staff will perform the design work for the entire project, including the Town's portion. An inter-municipal agreement will need to be approved by both communities specifying the cost sharing terms for both the engineering and walk construction. We will be meeting with Town officials next week to review draft language for the agreement.

Engineering staff is currently finalizing the necessary easement descriptions in order to proceed with obtaining the easements from the involved property owners. Easements are needed only at intersections and in locations where it would be less costly to obtain an easement than to relocate conflicting utilities. In those cases of utility conflict, the involved utilities will be responsible for the cost of obtaining the easements.

The City has budgeted \$232,000 for this project, with approximately 85% of the project costs being assessable. Upon approval of the inter-municipal agreement by both communities, the City will proceed with the special assessment process. It is anticipated this project could start near the end of summer and be completed this fall if there are no delays.

BPW memo re Midway Road Sidewalk update_2-16-12



Memorandum

DATE: February 16, 2012

TO: Menasha Board of Public Works

FROM: Mark Radtke, Director of Public Works *MR*

RE: Update on Status of Wayfinding Signage Project

Last summer, the City received a grant award from The Fox Cities Convention and Visitors Bureau (FCCVB), through its Capital Development Committee, in the amount of \$12,350 to assist in the purchase and installation of wayfinding signage in the City of Menasha. This grant amounts to a 50% share of the anticipated project cost. The City's share is covered through force account labor and other secured funds.

The grant agreement stipulates sign installation shall be in full accordance with the requirements and shall be completed by December 31, 2012. It is our intent to purchase the signs from an approved sign manufacturing company, purchase the necessary posts and hardware, and install the signs using Public Works Department employees.

The initial step will involve the submittal of a Request for Proposals to the sign manufacturing companies, which is anticipated to occur by March 1, 2012. The submitted proposals will be reviewed by staff and a selection of the lowest priced qualifying proposal is expected to be made by March 31, 2012. FCCVB will then review the sign submittals for conformance to standards, and final acceptance of the Proposal will be made by the City upon confirmation of compliance from FCCVB.

I anticipate DPW crews could start sign installation during the month of May or June with completion by the end of September, or earlier, depending on work load for the Traffic Technician. I will be available at Monday's meeting to answer any questions from the Board.

BPW memo re wayfinding signage update_2-16-12