

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
October 1, 2012
6:30 PM
or immediately following the Administration Committee

AGENDA

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [September 17, 2012](#)

D. ACTION ITEMS

1. [Street Use Application – Jingle Bell Run/Walk for Arthritis; Saturday, December 1, 2012; 8:30 AM – 10:30 AM; \(Arthritis Foundation, Upper Midwest Region\)](#)
2. [Change Order – MCC, Inc.; Contract Unit No. 2012-02; New Street Construction- Concrete Curb & Gutter; Kelly Lake Drive, South ½ of Woodland Hills Subdivision; ADD: \\$3,617.57 \(Change Order No. 1 and Final\)](#)
3. [Payment - MCC, Inc.; Contract Unit No. 2012-02; New Street Construction- Concrete Curb & Gutter; Kelly Lake Drive, South ½ of Woodland Hills Subdivision; \\$5,117.75 \(Payment No. 3 and Final\)](#)

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
September 17, 2012
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Taylor at 6:59 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

EXCUSED: Alderman Benner

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, FC Auxier, DPW Radtke, CDD Keil, C/T Stoffel, Clerk Galeazzi.

C. MINUTES TO APPROVE

1. [September 4, 2012](#)

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

Motion carried on voice vote.

D. ACTION ITEMS

1. [Request to Eliminate Street Light at 608 Eighth Street \(Held\)](#)

DPW Radtke explained a request from a resident on Eighth Street to remove the street light on the north side of Eight Street between Appleton Street and State Street. Residents in that area were notified that the Board of Public Works would be taking up this request. He received one voicemail message from a resident stating they opposed eliminating the street light. The City's annual cost for this type of street light is approximately \$125.

PC Styka commented that from the Police Departments views more light is better than less to help prevent crime.

Ald. Langdon and Sevenich both commented that they observed the area and felt eliminating the street light would make that block too dark.

Moved by Ald. Sevenich, seconded by Ald. Krueger to recommend to Common Council to deny the request to eliminate the street light at 608 Eighth Street.

Motion carried on roll call 7-0.

2. [Authorization to Execute Inter-Municipal Agreement with the Town of Menasha regarding Midway Road Concrete Walk Construction \(Held\)](#)

CA/HRD Captain explained she had questions on a few provisions of the agreement but her questions were answered by DPW Radtke. She has no recommended changes to the agreement.

Moved by Ald. Sevenich, seconded by Ald. Krueger to recommend to Common Council to approve authorization to execute Inter-Municipal Agreement with the Town of Menasha regarding Midway Road concrete walk construction.

Motion carried on roll call 7-0.

E. ADJOURNMENT

Moved by Ald. Klein, seconded by Ald. Langdon to adjourn at 7:09 p.m.

Motion carried on voice vote.

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



STREET USE APPLICATION

Event: Jingle Bell Run/Walk for Arthritis

Sponsored by: Arthritis Foundation, Inc

Responsible Person: Phil Melnarik

Address: 2920 S. Webster, Ste A
Green Bay, WI 54301

Phone: 920-330-0592

Email Address: pmelnarik@arthritis.org

Street Route: (Attach Map)
Description of Use

Run/Walk in left lane facing traffic.
PARTIAL USE OF LADE designated by cones
will not require closure of streets.

Street Use Date: Dec 1, 2012
Start Time: 8:30 AM
End Time: 10:30 AM
Number of Units: _____
(Parades)

Liability Insurance has been secured in the amount of \$ 2,000,000 with the City of Menasha named as the additional insured. This is primary insurance.

Insurance Company Bremer Insurance Policy No. NSN1762557
(Attached is a copy of the certificate of insurance and endorsement, each naming the City of Menasha as additional insured).

Date: 8/3/2012 Applicant's Signature: [Signature]

Permits # 11756

Permit Fee: Each application for a Street Use Permit shall be accompanied by a fee of \$25.00 along with a Special Event Fee of \$25. Please make checks payable to City of Menasha in the amount of \$50.00.

Note to events planning to use City Parks and/or greenspace: Any multi-day event or event which plans to sell beer and/or wine to the public must appear before the Parks and Recreation Board.

TO BE COMPLETED BY CITY STAFF (Revised January 16, 2012)

Scheduled Park & Recreation Board Review Date: _____
Not Required: Approved: _____ Denied: _____

Scheduled Common Council Review Date: 10-15-12
Approved: _____ Denied: _____

APPROVAL:

Police Dept. [Signature] Fire Dept. [Signature] Public Works Dept. [Signature] City Attorney _____



CERTIFICATE OF LIABILITY INSURANCE

ARTH-1 OP ID: MM

DATE (MM/DD/YYYY)
06/27/12

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Bremer Insurance - SSP Suite 225 633 Concord St South - Box 188 South St. Paul, MN 55075 Mark Lancaster	651-552-2424	CONTACT NAME: Mary Mroszak	
	651-450-5158	PHONE (A/C, No, Ex): 651-552-2453	FAX (A/C, No): 651-450-5158
		E-MAIL ADDRESS: mjmroszak@bremer.com	
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A: West Bend Mutual	15350
		INSURER B: The Hartford	19682
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

INSURED
Arthritis Foundation
Karen Larson
1876 Minnehaha Avenue West
St. Paul, MN 55104-3087

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PRO.JECT <input type="checkbox"/> LOC	X		NSN1762557	06/01/12	06/01/13	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Emp Ben. \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			NSN1773030	06/01/12	06/01/13	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			NUN1762558	06/01/12	06/01/13	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000 \$
B	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	41WECBL8328	06/01/12	06/01/13	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

RE: Appleton Jingle Bell Run/Walk for Arthritis, Saturday 12-1-12, University of Wisconsin-Fox Valley, Sports Field House

City of Menasha is listed as Additional Insured.

CERTIFICATE HOLDER

City of Menasha
Department of Public Works
140 Main Street
Menasha, WI 54952-3151

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Mark A. Lancaster

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – AUTOMATIC STATUS WHEN REQUIRED BY WRITTEN CONTRACT WITH YOU

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

- A. Section II - Who is An Insured** is amended to include as an additional insured any person or organization you are required by a written contract to name as an additional insured.
- The written contract must be:
1. Currently in effect or becoming effective during the term of this policy; and
 2. Executed prior to the "bodily injury," "property damage," "personal injury and advertising injury."
- B.** The insurance provided to the additional insured is limited as follows:
1. That person or organization is only an additional insured with respect to liability arising out of:
 - a. "your ongoing operations" performed for the insured at the location designated in the written contract; or
 - b. premises owned or used by you.
- C.** With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:
- This insurance does not apply to:
1. "Bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:
 - a. The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; and
 - b. Supervisory, inspection, architectural or engineering activities.
 2. "Bodily injury" or "property damage" occurring after:
 - a. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed: or
 - b. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principle as a part of the same project.
- D.** As respects the coverage provided under this endorsement, Paragraph **4.b. Section IV – COMMERCIAL GENERAL LIABILITY CONDITIONS** is amended with the addition of the following:
- 4. Other Insurance**
- b. Excess Insurance**
- This insurance is excess over:
- Any other valid and collectible insurance available to the additional insured whether primary, excess, contingent or on any other basis unless a written contract specifically requires that this insurance be either primary or primary and noncontributing. Where required by written contract, we will consider any other insurance maintained by the additional insured for injury or damage covered by this endorsement to be excess and noncontributing with this insurance.
- When this insurance is excess, as a condition of coverage, the additional insured shall be obligated to tender the defense and indemnity of every claim or suit to all other insurers that may provide coverage to the additional insured, whether on a contingent, excess or primary basis.

Change Order

Date: September 27, 2012

Change Order No. One & Final

Contractor:

Contract No.: Unit No. 2012-02

Project: New Street Construction - Concrete Curb & Gutter - Asphalt Pavement Alternate
Kelly Lake Drive, South 1/2 of Woodland Hills Subdivision

You are directed to make the changes noted below in the subject contract unit number:

- I. **See Attached**

The changes result in the following adjustments:

	CONTRACT-TOTAL	TIME
Prior to this Change Order	<u>\$77,127.94</u>	_____ Days
Adjustments per this Change Order	<u>\$3,617.57</u>	_____ Days
Current Contract Status	<u>\$80,745.51</u>	_____ Days

Directed/Authorized
City of Menasha Department of Public Works

By: _____

Date: _____

Accepted

By: _____

Date: _____

Certificate of Payment

Date: September 27, 2012 Payment Request: Three (3)
 Contractor: MCC, Inc.
 Address: PO Box 1137, Appleton, WI 54912-1137
 Contract Unit No.: 2012-02
 Project Description: New Street Construction – Concrete Curb & Gutter
 Kelly Lake Drive, South ½ of Woodland Hills Subdivision

Original Contract Amount \$ 77,127.94
 Change Order No.: one Amount: \$3,617.57
 Previous Change Order(s): \$ 0
 Total Contract Amount (Including Change Orders) \$ 80,745.51
 Total Earned to Date (Summary Attached) \$ 80,745.51
 Less Retainage \$ 0
 Amount Due \$ 80,745.51
 Previous Payments \$ 75,627.76
 Amount Due this Payment \$ 5,117.75

Estimate Period From : August 31, 2012 to September 27, 2012

I certify that all bills for labor, equipment, materials and services are paid for which previous certificates for payment were issued.

Date: _____ By: _____

Lien Waivers from all subcontractors and suppliers shall accompany each Request for Payment. Affidavit of Compliance with Prevailing Wage Rates shall accompany Request for Final Payment.

Recommended for Payment

Director of Public Works: _____ Date: _____

Common Council Approval Date: _____

Finance Department

<u>Account Number</u>	<u>Budget</u>	<u>Charge to Account</u>
	\$	
	\$	
	\$	
	\$	

Itemized Bid Tabulation

City of Menasha Contract Unit No. 2012-02

New Street Construction - Concrete Curb & Gutter Asphalt Pavement Alternate

Kelly Lake Drive, South 1/2 of Woodland Hills Subdivision

ITEM	QUANTITY	DESCRIPTION	BASE BID		YTD	Three and Final		CHANGES	
			UNIT PRICE	ITEM TOTAL		QUANTITY	TOTAL	QUANTITY	TOTAL
1	3,968	30" Concrete Curb & Gutter/LF	\$ 8.03	\$ 31,863.04	\$ 3962.00	\$ 31,814.86	-6.00	-\$48.18	
2	165	Remove Existing Concrete Curb & Gutter at Roundabout Island - Replace with 4" Sloped Curb & Gutter/LF	\$ 22.00	\$ 3,630.00	167.00	\$ 3,674.00	2.00	\$44.00	
3	151	4" Sloped Concrete Curb & Gutter (20" Wide) Around Splitter Islands/LF	\$ 18.00	\$ 2,718.00	159.00	\$ 2,862.00	8.00	\$144.00	
4	50	Remove Concrete Curb & Gutter/LF	\$ 5.00	\$ 250.00	66.50	\$ 392.50	16.50	\$82.50	
5	11	Utility Adjustments/Ea	\$ 325.00	\$ 3,575.00	11.00	\$ 3,575.00	0.00	\$0.00	
6	1	Water Valve Adjustment/Ea	\$ 200.00	\$ 200.00	0.00	\$ -	-1.00	-\$200.00	
7	1,885	No. 4 Epoxy Coated Rebar/LF	\$ 1.00	\$ 1,885.00	1610.00	\$ 1,610.00	-275.00	-\$275.00	
8	4,287	Lawn and Terrace Restoration/SY	\$ 5.65	\$ 24,221.55	4972.00	\$ 28,091.80	685.00	\$3,870.25	
9	299	7" Thick Colored Stamped Concrete Pavement Traffic Splitter Island/SF	\$ 9.65	\$ 2,885.35	299.00	\$ 2,885.35	0.00	\$0.00	
10	1	Traffic Control/LS	\$ 2,400.00	\$ 2,400.00	1.00	\$ 2,400.00	0.00	\$0.00	
11	1	Construction Mobilization/Demobilization; Traffic Control; Erosion Control; Project Coordination; all incidental work; and all other Project Work Area Restoration and Clean-up to an equal and/or better preconstruction condition, as required and related to the overall Project/LS	\$ 3,500.00	\$ 3,500.00	1.00	\$ 3,500.00	0.00	\$0.00	
TOTAL BASE BID (ITEMS 1-11)			\$	\$ 77,127.94	\$	\$ 80,745.51		\$3,617.57	