

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**  
**August 6, 2012**  
**6:45 PM**  
**or immediately following the Administration Committee**

**AGENDA**

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. July 16, 2012

D. ACTION ITEMS

1. Street Use Application – Labor Day Parade; Monday, September 3, 2012; 9:30 AM – 11:30 AM; (Fox Valley Area Labor Council & Labor Temple Coop Association)
2. Change Order – Terra Engineering & Construction Corporation; City of Menasha Wastewater Collection System Rehabilitation Improvements, Phase 4 Project; Sanitary Sewer Rehabilitation; Contract E145-11-01A; 60-Day Time Extension to Complete Punch List Items and Provide Project Close-Out /Documentation (Change Order No. 7)
3. Payment – MCC, Inc.; Contract Unit No. 2012-02; New Street Construction- Concrete Curb & Gutter; Kelly Lake Drive, South ½ of Woodland Hills Subdivision; \$41,280.66 (Payment No. 1)

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  
July 16, 2012  
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Taylor at 7:53 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Zelinski, Englebert, Benner, Klein, Taylor, Sevenich, Langdon, Krueger  
ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, FC Auxier, DPW Radtke,  
C/T Stoffel, PP Homan, Clerk Galeazzi and the Press.

C. MINUTES TO APPROVE

1. [July 2, 2012](#)

Moved by Ald. Krueger, seconded by Ald. Langdon to approve minutes.  
Motion carried on voice vote.

D. ACTION ITEMS

1. [Street Use Application – Twisted Pistons Cruise In; Thursday, August 16, 2012; 3:00 PM – 10:00 PM; \(Menasha Action Council\)](#)

DPW Radtke explained the insurance certificate with endorsement will be on file before this item goes to Common Council. Also it's been requested the time of the street use be 1:00 – 10:00 p.m. to allow for the Farmers Market to set up near Curtis Reed Square.

General discussion ensued on traffic issues.

Moved by Ald. Krueger, seconded by Ald. Benner to recommend to Common Council Street Use Application for Twisted Pistons Cruise In, Thursday August 16, 2012, 1:00 – 10:00 p.m.

Motion carried on voice vote.

2. [Authorization to Execute Agreement with Menasha Utilities for Use of Communications Equipment on Existing Tower at the Public Works Facility Property \(Held 7/2/12 Meeting\)](#)

DPW Radtke explained the agreement is for the shared use of communications equipment between the City and Menasha Utilities. The equipment will be mounted on the City's tower at PWF. This agreement will maximize cost savings for both the City and Menasha Utilities to meet the Federal Communications Commission's deadline for conversion to narrowband radio operation.

Moved by Ald. Sevenich, seconded by Ald. Englebert to recommend to Common Council authorization to execute agreement with Menasha Utilities for use of communications equipment on existing tower at the Public Works Facility property.

Motion carried on voice vote.

E. ADJOURNMENT

Moved by Ald. Krueger, seconded by Ald. Klein to adjourn at 8:05 p.m.  
Motion carried on voice vote.

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



### STREET USE APPLICATION

Event: LABOR DAY PARADE + LABOR TEMPLE COOP ASSOCIATION  
 Sponsored by: FOX VALLEY AREA LABOR COUNCIL  
 Responsible Person: MARK WESTPHAL  
 Address: P.O. BOX 186  
MENASHA, WI 54957  
 Phone: 920-727-1790  
 Email Address: SSWES@EARTHLINK.NET

Street Use Date: 9-3-12  
 Start Time: 9:30 AM  
 End Time: 11:30 AM  
 Number of Units: 50  
 (Parades)

Street Route: (Attach Map) \_\_\_\_\_  
 Description of Use: SEE ATTACHED LETTER

**Liability Insurance has been secured in the amount of \$ 1,000,000 with the City of Menasha named as the additional insured. This is primary insurance.**  
 Insurance Company: MAYER + ASSOCIATES Policy No. 00520-12705  
 (Attached is a copy of the certificate of insurance and endorsement, each naming the City of Menasha as additional insured).

Date: 6-25-12 Applicant's Signature: Mark Westphal / Lawrence X. Xuske Treasurer L.T.C.A.

**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.

*ppd \$50 cash*

**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.

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**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: 8-6-12  
 Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

APPROVAL:  
 Police Dept. [Signature] Fire Dept. [Signature] Public Works Dept. MR City Attorney [Signature]



# Fox Valley Area Labor Council AFL-CIO

P.O. Box 186  
Menasha, Wisconsin 54952-0186  
920-727-1790 Phone  
920-727-1794 Fax  
[www.wi.aflcio.org/foxvalley](http://www.wi.aflcio.org/foxvalley)



July, 2012

TO: Labor Day Parade Participants

**The Fox Valley Area Labor Council is preparing for its 2012 observance of Labor Day.**

This will be our **30<sup>th</sup> Annual Celebration**. One of the highlights of this event is the **Parade** through the Cities of Neenah and Menasha on **Monday, September 3, 2012**. Would you be interested in celebrating along with us by taking part in this year's Parade?

The Parade will begin in Menasha at Curtis Reed Square at 10:00 a.m. Please have your entry at the parking lot area of Germania Hall, 320 Chute Street, Menasha Wi., by 9:30 a.m. for line-up instructions.

The Parade will travel west down Main Street in Menasha. It will proceed to Tayco Street in Menasha and then head south, crossing both the Tayco Street and Washington Street Bridges. We will enter Neenah on Commercial Street and continue south. At Main Street in Downtown Neenah the Parade will turn right and head west to the intersection of Church Street and Main Street where the Parade will end.

Please join us in the Parade and help make our Labor Day a successful event. Enclosed is a Parade entry form. Please fill it out and return by August 27<sup>th</sup>, 2012 to:

Fox Valley Area Labor Council, P.O. Box 186, Menasha, WI 54952-0186 or  
Fax back the form to us at 920-727-1794

Sincerely,

Mark Westphal, President



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
07/09/2012

<b>PRODUCER</b> Mayer & Associates 412 Broad Street Menasha, WI. 54952	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
<b>INSURED</b> Labor Temple Coop Association 157 S. Green Bay Rd. P.O. Box 127 Neenah, WI. 54956	<b>INSURERS AFFORDING COVERAGE</b> INSURER A: Badger Mutual Insurance Co. INSURER B: INSURER C: INSURER D: INSURER E:	<b>NAIC #</b>     

**COVERAGES**

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	X	<b>GENERAL LIABILITY</b> <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"/> PROJECT <input type="checkbox"/> LOC	00520-12705	02/13/2012	02/13/02013	EACH OCCURRENCE \$ 500,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 500,000
		<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY EA ACC AGG \$
		<b>EXCESS/UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
		<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below.				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
		<b>OTHER</b>				

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS**  
 City of Menasha is listed as Additional Insured.

<b>CERTIFICATE HOLDER</b> City of Menasha 140 Main St. Menasha, WI. 54952	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE 
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CHANGE ORDER NO. CO-1451101A-07 DATE July 20, 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  
REVISED COMPLETION DATE: May 26, 2012  
REVISED COMPLETION DATE: July 25, 2012  
REVISED COMPLETION DATE: September 23, 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>\$527,336.50</u>
Net (Increase/Decrease) Resulting from this Change Order	<u>\$ 0.00</u>
Current Price, including this Change Order	<u>\$527,336.50</u>

The above changes are approved:

FOR THE ENGINEER: By: Taryn S. Nall Date: 7/26/12  
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 Bierl Date: 7/24/12  
Randy Bierl, Project Manager

## Certificate of Payment

Date: August 2, 2012

Payment Request: One (1)

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.: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Previous Change Order(s): \$ \_\_\_\_\_

Total Contract Amount (Including Change Orders) \$ 77,127.94

Total Earned to Date (Summary Attached) \$ 43,208.86

Less Retainage \$ 1,928.20

Amount Due \$ 41,280.66

Previous Payments \$ 0

Amount Due this Payment \$ 41,280.66

Estimate Period From July 30, 2012 to August 2, 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	BASE BID DESCRIPTION	BASE BID		YTD	
			UNIT PRICE	ITEM TOTAL	QUANTITY	TOTAL
1	3,968	30" Concrete Curb & Gutter/LF	\$ 8.03	\$ 31,863.04	3962.00	\$ 31,814.86
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
3	151	4" Sloped Concrete Curb & Gutter (20" Wide) Around Splitter Islands/LF	\$ 18.00	\$ 2,718.00	0.00	\$ -
4	50	Remove Concrete Curb & Gutter/LF	\$ 5.00	\$ 250.00	55.00	\$ 275.00
5	11	Utility Adjustments/Ea	\$ 325.00	\$ 3,575.00	11.00	\$ 3,575.00
6	1	Water Valve Adjustment/Ea	\$ 200.00	\$ 200.00	0.00	\$ -
7	1,885	No. 4 Epoxy Coated Rebar/LF	\$ 1.00	\$ 1,885.00	920.00	\$ 920.00
8	4,287	Lawn and Terrace Restoration/SY	\$ 5.65	\$ 24,221.55		\$ -
9	299	7" Thick Colored Stamped Concrete Pavement Traffic Splitter Island/SF	\$ 9.65	\$ 2,885.35		\$ -
10	1	Traffic Control/LS	\$ 2,400.00	\$ 2,400.00	0.50	\$ 1,200.00
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	0.50	\$ 1,750.00
		<b>TOTAL BASE BID (ITEMS 1-11)</b>		<b>\$ 77,127.94</b>		<b>\$ 43,208.86</b>