

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
April 21, 2009
6:35 PM
or immediately following the Administration Committee
AGENDA**

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [April 6, 2009](#)

D. ACTION ITEMS

1. Election of Chairman
2. Election of Vice-Chairman
3. [Change Order – Insituform Technologies USA, Inc.; City of Menasha Wastewater Collection System Rehabilitation Improvements Project – Phase 3; Contract No. E145-07-01A; Sanitary Sewer Lining; DEDUCT: \\$2,000.00 \(Change Order No. 2\)](#)
4. [Preliminary Resolution R-11-09 Declaring Intent to Exercise Special Assessment Powers under Section 66.07, Wisconsin Statutes – 2” Temporary Asphalt Pavement in Southfield West Subdivision](#)

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
April 6, 2009
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Vice-Chairman Michalkiewicz at 7:17 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Ald. Zelinski, Michalkiewicz, Benner, Pamerter, Taylor, Wisneski, Hendricks

EXCUSED: Ald. Pack

ALSO PRESENT: Mayor Merkes, CA/HRD Brandt, PC Stanke, DPW Radtke, CDD Keil,
C/T Stoffel, PHD Nett, PWS Jacobson, Clerk Galeazzi, and the Press

C. MINUTES TO APPROVE

1. [March 16, 2009](#)

Moved by Ald. Wisneski, seconded by Ald. Taylor to approve minutes

Motion carried on voice vote.

D. ACTION ITEMS

1. [Street Use Application – National Night Out; Tuesday, August 4, 2009; 3:30 PM – 8:30 PM \(Trinity Lutheran Church\)](#)

Moved by Ald. Wisneski, seconded by Ald. Benner to recommend approval to Common Council

Motion carried on voice vote

2. [Street Use Application – Memorial Day Parade; Monday, May 25, 2009; 8:00 AM – 10:30 AM \(VFW Post 2126\)](#)

Moved by Ald. Taylor, seconded by Ald. Wisneski to recommend approval to Common Council

Motion carried on voice vote

3. [Change Order – DeGroot, Inc.; Third Street Water Main Replacement Project; ADD: \\$10,500.00 \(Recommended by Utilities Commission 3/25/09\)](#)

DPW Radtke explained this change order is for the installation of detour signs. This cost was not included in the original bid.

Discussion ensued on the amount being a little excessive for the installation of signs. Could the same signs be used for the reconstruction of Third Street project. Utilities should provide more documentation on this change order.

Moved by Ald. Wisneski, seconded by Ald. Hendricks to recommend approval to Common Council

Motion carried on roll call 4-3.

Ald. Pamerter, Taylor, Hendricks, Michalkiewicz – yes

Ald. Wisneski, Zelinski, Benner – no

4. [Recommendation to Award – Energenec; Menasha Utilities Water Plant Soda Ash Pumps Replacement; \\$25,286.00](#)

Discussion ensued on the amount indicated by the Utilities as per the memo from Interim GM Verhagen dated 3/26/09 states the amount of the bid was \$36,796.00. The amount listed on the agenda is \$25,286. Why the difference? DPW Radtke will get clarification from Utilities.

Moved by Ald. Zelinski, seconded by Ald. Benner to refer back to Utilities Commission for Clarification

Motion carried on voice vote

5. [Authorization to Execute WisDOT Bridge Operation Agreement for Fiscal Year 2010](#)

CA/HRD Brandt explained the agreement is the same as last year. However, the number of employees is different than what is stated in the agreement. Bridge tender salaries are reimbursed by Dept. of Transportation.

Moved by Ald. Taylor, seconded by Ald. Wisneski to recommend approval to Common Council
Motion carried on voice vote

6. [Motion to Remove from Table "Request to Install Stop for Pedestrians" Sign in Ahnaip Street at RR Donnelly Pedestrian Crossing \(Ald. Pamerter\)](#)

Moved by Ald. Pamerter, seconded by Ald. Taylor to remove from the table request to install Stop for Pedestrians sign in Ahnaip Street at RR Donnelly Pedestrian Crossing.
Motion carried on roll call 7-0.

DPW Radtke reported this item was discussed at the Nov. 17, 2008 meeting and was tabled. The need is still there. If a sign is put in the middle of the road, staff is recommending removing it during the winter months so not to have it damaged by snowplows. There currently is a flashing light sign for pedestrians that need to cross. They just need to press the button to active the flashing light. The City is not required to do more than what is currently installed. There would be added cost to install additional signage.

CA/HRD Brandt was concerned with the safety issue and liability to the City.

Discussion ensued on more people walking in the area. Motorists do not pay attention to signs, no matter how many are installed.

Moved by Ald. Pamerter, seconded by Ald. Taylor to recommend approval of the installation of a double face sign to Common Council.

Motion failed on roll call 2-5. Ald. Pamerter, Taylor – yes

Ald. Wisneski, Hendricks, Zelinski, Michalkiewicz, Benner – no

7. [Approval of Fee Schedule for Construction Site Erosion and Sediment Control Permit](#)

The fee schedule for construction site erosion and sediment prepared and recommended by staff is designed to cover the City's cost for plan review, field inspections, inspection report preparation, software applications and program administration.

Moved by Ald. Hendricks, seconded by Ald. Wisneski to recommend approval to Common Council

Motion carried on voice vote

E. ADJOURNMENT

Moved by Ald. Benner, seconded by Ald. Hendricks to adjourn at 8:35 p.m.

Motion carried on voice vote

Respectfully submitted by
Deborah A. Galeazzi, WCMC
City Clerk

CHANGE ORDER NO. CO-1450701A-02 DATE February 2, 2009

KAEMPFER & ASSOCIATES, INC. PROJECT: WASTEWATER COLLECTION SYSTEM
 Consulting Engineers REHABILITATION IMPROVEMENTS PHASE 3
 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.: _____ ENGINEER'S PROJECT NO.: E145-05.11

CONTRACTOR: INSITUFORM TECHNOLOGIES CONTRACT DATE: November 14, 2007
 USA, INC. COMPLETION DATE: March 15, 2009

ADDRESS: 12897 Main Street
 Lemont, Illinois 60439

CONTRACT: E145-07-01A, Sanitary Sewer Lining

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: Contractor shall provide a \$2,000.00 credit due to damage to PVC sanitary sewer 0-2 feet downstream from Manhole 683 during the CIPP lining of the sanitary sewer segment on Warsaw Street from Manhole 683 to Manhole 682.

ADDITIONAL NUMBER OF CONTRACT DAYS PROVIDED BY THIS CHANGE ORDER: 0 DAYS
 Enclosures: Insituform Technologies USA, Inc. letter dated January 29, 2009.

The changes result in the following adjustment of Contract Price:

Contract Price Prior to this Change Order	<u>\$1,582,723.00</u>
Net (Increase /Decrease) Resulting from this Change Order	<u>(\$ 2,000.00)</u>
Current Price, including this Change Order	<u>\$1,580,723.00</u>

The above changes are approved:

FOR THE ENGINEER: By: Taryn S. Nall Date: 2/13/09
 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: INSITUFORM TECHNOLOGIES USA, INC.

By: Michael A Smyth Date: 2/16/09
 Michael Smyth, Project Manager



Worldwide Pipeline
Rehabilitation

12897 Main St.
Lemont, IL 60439

Tel: (636) 530-8000
Fax: (636) 530-8701
www.insituform.com

Mr. Taryn S. Nall, P.E.
Kaempfer & Associates, Inc.
650 E. Jackson Street
Oconto Falls, WI 54154
(920) 846-8319 fax

January 29, 2009
via e-mail / fed-ex

**Re: City of Menasha
Wastewater Collection System Rehabilitation Improvements, Phase 3
Contract E145-07-01A – Sanitary Sewer Lining
Punchlist Item – PVC Pipe at Manhole 683**

Dear Mr. Nall:

As we discussed, Insituform Technologies USA, inc. is aware of the damage to the PVC sanitary sewer at 0 to 2 feet downstream from Manhole 683. Due to the nature of this issue, Insituform proposes a \$2,000 credit for this item. Please provide your acceptance of this proposed credit below.

If you should have any questions, please do not hesitate to call (630)-243-6943.

Thank You,
INSITUFORM TECHNOLOGIES USA, INC.

Michael A. Smyth
Senior Project Manager

City of Menasha

Acceptance: _____

Date: _____

RESOLUTION R-11-09

A PRELIMINARY RESOLUTION DECLARING INTENT TO EXERCISE SPECIAL ASSESSMENT POWERS UNDER SECTION 66.0703, WISCONSIN STATUTES

Introduced by Alderman Pack

RESOLVED, by the Common Council of the City of Menasha, Wisconsin:

1. The Common Council hereby declares its intention to exercise its powers under Section 66.0703, Wisconsin Statutes, to levy special assessments upon property within the following described area for benefits conferred upon such property by improvement of the following:

- A. Improvements
 - 1. 2" Temporary Asphalt Pavement

- B. Location of Improvements
 - 1. Southfield West Subdivision
 - 2. West End of Tana Lane

2. The total amount assessed against such improvements shall not exceed the total cost of the improvements. The Common Council determines that such improvements shall be made under the police power, and the amount assessed against each parcel shall be on a cost per front foot, area, or unit cost basis.

3. That the assessment against any parcel shall be paid in accordance with Section 3-2-14 of the Menasha Municipal Code.

4. The Board of Public Works is directed to compile a report consisting of:

- A. Plans and Specifications of said improvements
- B. A summary of the allotted cost of the said improvements
- C. A schedule of proposed assessments showing the properties which are benefited by the improvement

Upon completing such report, the Board of Public Works is directed to file a copy thereof in the City Clerk's Office for public inspection.

5. Upon receiving the report of the Board of Public Works, the City Clerk is directed to give notice of a public hearing on such report as specified in Section 66.0703(7)(a), Wisconsin Statutes. The hearing shall be held in the Council Chambers at the City Hall at a time set by the City Clerk in accordance with Section 66.0703(7)(a), Wisconsin Statutes.

6. The notice and hearing requirements under paragraph 5 do not apply if they are waived, in writing, by all the owners of property affected by the special assessment, as specified in Section 66.0703(7)(b), Wisconsin Statutes.

Passed and approved this 4th day of May, 2009.

Donald Merkes, Mayor

Attest: _____
Deborah A. Galeazzi, City Clerk