

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
December 5, 2016
6:45 PM
or immediately following the Administration Committee
AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [November 21, 2016](#)
- D. DISCUSSION / ACTION ITEMS
 - 1. [Change Order – Northeastern Roofing, Inc.; Highlift Reservoir Roofing; Project M0002-9-16-00217.00; ADD: \\$3,150.00; Change Order No. 1 \(Menasha Utilities\)](#)
- 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
November 21, 2016
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Krautkramer at 10:02 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Zelinski, Spencer, Benner, Taylor, Krautkramer, Collier, Keehan.

EXCUSED: Alderman Nichols.

ALSO PRESENT: Mayor Merkes, CA Captain, PC Styka, ASD Steeno, Clerk Galeazzi, Eng. Supv Montour

C. MINUTES TO APPROVE

1. [November 7, 2016](#)

Moved by Ald. Keehan seconded by Ald. Collier to approve minutes.

Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. [Street Use Application – First Eve; Saturday, December 31, 2016; 10:00 PM–12:30 AM; \(Community Forward, Inc.\)](#)

Chairman Krautkramer explained staff is waiting for insurance before recommending approval.

Moved by Ald. Keehan seconded by Ald. Collier to recommend to Common Council Street Use Application from Community Forward, Inc. for First Eve on Saturday December 31, 2016, 10:00pm to 12:30am with approval from staff.

Motion carried on voice vote.

2. [2016 Q3 Storm Water Report](#)

Eng. Supv. Montour reported on the City's participation with WisDOT in the expansion of the Tayco Road storm water pond. The expansion of the pond will allow additional storm water credits to the City. The City is also discussing participation with WisDOT on other storm water ponds.

ASD Steeno reported on the financial part of the report. 2015 ended as expected due to an increase in storm water rates in 2015. The City was able to purchase a new street sweeper.

E. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Keehan to adjourn at 10:10 p.m.

Motion carried on voice vote.

Deborah A. Galeazzi, WCMC
City Clerk



321 Milwaukee Street • P.O. Box 340 • Menasha, WI 54952-0340 www.menashautilities.com

MEMORANDUM

TO: Public Works

FROM: Melanie Krause, General Manager
Tim Gosz, Water Utility Manager

DATE: November 23, 2016

SUBJECT: Change Order Approval

At the Regular Meeting on November 16 the Menasha Utilities Commission passed a motion for the Board of Public Works to recommend to the Common Council authorization of Change Order #1 for Northeastern Roofing, Inc. in the amount of \$3,150. Change order is requested to install a metal grate cover in the drain basin for future clean out of the gutter area.

Copies of supporting documents are attached.

McMAHON

ENGINEERS ARCHITECTS

November 18, 2016

Melanie Krause
Menasha Utilities
321 Milwaukee Street
Menasha, WI 59452

Re: Menasha Utilities
Highlift Reservoir Roofing
Change Order # 1
McM. No. M0002-9-16-00217.00

Enclosed herewith is Change Order # 1 for the above referenced project. This change is an increase in the Contract in the amount of \$3,150.00. The current Contract Price is \$100,900.00. This change order was approved verbally by plant staff, and the work has been completed.

Please review and sign in the space provided. **Return all copies to our office**, and we will distribute accordingly.

Should you have any questions, please contact our office at your convenience.

Respectfully,

McMAHON



Donald J. Voogt, P.E., BCEE
Vice President / Senior Project Engineer

DJV:sdk

Enclosure: Change Order # 1

cc: Tim Gosz – Menasha Utilities Water Plant

McMAHON

ENGINEERS ARCHITECTS

1445 McMahon Drive P.O. Box 1025
 Neenah, WI 54956 Neenah, WI 54957-1025

Telephone: (920)751-4200
 FAX: (920)751-4284

CHANGE ORDER

Northeastern Roofing, Inc.
 230 Morrow Street / P.O. Box 36
 Seymour, WI 54165

 Attn: Troy Eick

Contract No. M0002-9-16-00217
 Project File No. M0002-9-16-00217
 Change Order No. One (1)
 Issue Date: November 18, 2016
 Project: Menasha Utilities | City of Menasha
Highlift Reservoir Roofing

You Are Directed To Make The Changes Noted Below In The Subject Contract:

1.1	Install .081 mill finished aluminum 1/2-inch expanded metal grate cover in built in drain basin.....Add	\$3,150.00
	TOTAL ADD	\$3,150.00

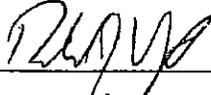
The Changes Result In The Following Adjustments:

	CONTRACT PRICE	TIME
Prior To This Change Order	\$97,750	- days
Adjustments Per This Change Order	\$3,150.00	- days
Current Contract Status	\$100,900.00	- days

Recommended:
 McMAHON
 Neenah, Wisconsin

Accepted:
 NORTHEASTERN ROOFING
 Seymour, Wisconsin

Authorized:
 MENASHA UTILITIES
 Winnebago County, Wisconsin

By: 
 Date: 11/18/16

By: N/A
 Date: _____

By: _____
 Date: _____

- OWNER Copy
- CONTRACTOR Copy
- ENGINEER Copy (Contract Copy)
- FILE COPY

Four Copies Should Accompany This Change Order
Execute And Return To ENGINEER For Distribution

NORTHEASTERN ROOFING INC.
"Specialist in Roofing"

P.O Box 36
Seymour, Wisconsin 54165
(920)833-6184
Fax (920)833-7637

Shipping Address:
230 Morrow St.
Seymour, Wisconsin 54165
(920)833-2127

Roof Quotation

11/18/2016 11:18 AM

Project: Highlift Reservoir
105 Manitowoc str
Menasha Wi

Atten Building owners

Install .081 mill finished aluminum ½ inch expanded metal grate cover in built in drain basin

This grate will be put in after the drain thru gravel stop is installed to that this cover can be removed for future clean out of this gutter area .

Price for the above work is \$ 3150.00

Troy Eick

Thank you for this opportunity, we are looking forward to working with you on this important project.

www.northeasternroofinginc.com