

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
First Floor Conference Room
100 Main Street
July 20, 2020
6:30 PM
or immediately following the Common Council Meeting**

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL
- C. MINUTES TO APPROVE
 - 1. July 6, 2020
- D. DISCUSSION / ACTION ITEMS
 - 1. Payment – Miron Construction Co. Inc.; Contract: 2020-06 Public Works Facility Project
\$1,451,609.86 (Payment No. 4)
 - 2. MOU – Leaf Collection Study
- 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
FIRST FLOOR CONFERENCE ROOM
100 MAIN STREET
JULY 6, 2020
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Langdon at 8:45 p.m.

B. ROLL CALL

Alderman Ann Schmidt, Tom Grade, Ted Grade, Randy Ropella, Rebecca Nichols, James Taylor, Stan Sevenich, Mark Langdon.

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PWD Alix, DDE Gordon, CDD Schroeder, City Clerk Krautkramer.

C. MINUTES TO APPROVE

1. June 15, 2020

Moved by Ald. Taylor seconded by Ald. Ted Grade to approve the June 15, 2020 minutes.

Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. Street Use Permit – Otto Grunski Runski

Moved by Ald. Taylor seconded by Ald. Tom Grade to recommend to Common Council to approve the Street Use Permit for Otto Grunski Runski.

Motion carried on roll call 8-0.

2. Road Right of Way – Street Vacation – A Portion of Center Street Vacation

Staff commented on prior street right away vacations and intentions for Center Street.

General discussion on the potential for street light removal with respect to the Riverwalk lighting.

Moved by Ald. Taylor seconded by Ald. Tom Grade to recommend to Common Council to approve the Road Right of Way – Street Vacation for a portion of Center Street.

Motion carried on roll call 8-0.

3. Payment – Vinton Construction Company; Contract Unit No. 2020-02; Jefferson Park Parking Lot, Basketball Court & Regrading; \$28,453.97 (Payment No. 4)

Staff commented on the asphalt paving, landscaping, electric and lights for the parking lot, and tree removal.

General discussion ensued on tree maintenance and replacement in regard to the tree that was moved and its replacement.

Moved by Ald. Taylor seconded by Ald. Tom Grade to recommend to Common Council to approve payment – Vinton Construction Company; Contract Unit No. 2020-02; Jefferson Park Parking Lot, Basketball Court & Regrading; \$28,453.97 (Payment No. 4).

Motion carried on roll call 8-0.

E. ADJOURNMENT

Moved by Ald. Schmidt seconded by Ald. Ted Grade to adjourn at 8:57 p.m.
Motion carried on voice vote.

Haley Krautkramer
City Clerk

DRAFT

Form RD 1924-18
(Rev. 6-97)

UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT
FARM SERVICE AGENCY

PARTIAL PAYMENT ESTIMATE

CONTRACT NO.

PARTIAL PAYMENT ESTIMATE NO.

4

PAGE 1

OWNER:

City of Menasha

CONTRACTOR:

Miron Construction Co., Inc.

PERIOD OF ESTIMATE

FROM 06/01/20 TO 06/30/20

CONTRACT CHANGE ORDER SUMMARY

ESTIMATE

No.	Agency Approval Date	Amount	
		Additions	Deductions
TOTALS		\$0.00	\$0.00
NET CHANGE		\$0.00	\$0.00

1. Original Contract	\$10,358,342.42
2. Change Orders	\$0.00
3. Revised Contract (1 + 2)	\$10,358,342.42
4. Work Completed*	\$3,241,774.87
5. Stored Materials*	
6. Subtotal (4 + 5)	\$3,241,774.87
7. Retainage*	\$162,092.11
8. Previous Payments	\$1,628,072.90
9. Amount Due (6-7-8)	\$1,451,609.86

* Detailed breakdown attached

CONTRACT TIME

Original (days) _____
Revised _____
Remaining _____

On Schedule

Yes
 No

Starting Date 03/10/20
Projected Completion 01/30/21

CONTRACTOR'S CERTIFICATION:

The undersigned Contractor certifies that to the best of their knowledge, information and belief the work covered by this payment estimate has been completed in accordance with the contract documents, that all amounts have been paid by the contractor for work for which previous payment estimates was issued and payments received from the owner, and that current payment shown herein is now due.

Contractor Dey Bank
By Miron Construction Co., Inc.
Date 07/07/2020

APPROVED BY OWNER

Owner _____
By _____
Date _____

ARCHITECT OR ENGINEER'S CERTIFICATION

The undersigned certifies that the work has been carefully inspected and to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with the contract documents.

Architect or Engineer

[Signature]
By Gries Architectural Group Inc.
Date 07/08/2020

ACCEPTED BY AGENCY.

The review and acceptance of this estimate does not attest to the correctness of the quantities shown or that the work has been performed in accordance with the contract documents

By _____
Title _____
Date _____

APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER: City of Menasha
 100 Main St
 Ste 200
 Menasha, WI
 54952
FROM CONTRACTOR: Miron Construction Co., Inc.
 PO Box 1372
 Green Bay, WI, 54305-1372
PROJECT: Menasha Public Works Facility
 City of Menasha 2020-06
 Menasha, WI
ARCHITECT: Gries Architectural Group
 500 N Commercial St
 Neenah, WI
 54956 US
AIA Document G702
APPLICATION NO.: 4
PERIOD TO: 30-JUN-2020
PROJECT NOS.: 191710
CONTRACT DATE: 02-APR-2018
Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

CONTRACT FOR: Menasha Public Works Facility

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract Continuation sheet is attached.

1. ORIGINAL CONTRACT SUM	\$	10,358,342.42
2. Net change by change orders	\$	0.00
3. CONTRACT SUM TO DATE (Line 1 +/- 2)	\$	10,358,342.42
4. TOTAL COMPLETED & STORED TO DATE	\$	3,241,774.87
(Column G on G703)		
5. RETAINAGE:		
Total retainage Column I of G703)	\$	162,092.11
6. TOTAL EARNED LESS RETAINAGE	\$	3,079,682.76
(Line 4 less Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT		
(Line 6 from prior Certificate)	\$	1,628,072.90
8. CURRENT PAYMENT DUE	\$	1,451,609.86
9. BALANCE TO FINISH, INCLUDING RETAINAGE.		
(Line 3 less Line 6)	\$	7,278,659.66

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for payment were issued and payments received from the Owner, and that current payment shown herein is now due.

Contractor: Miron Construction Co., Inc.

By: [Signature] Date: June 30, 2020

State of: Wisconsin

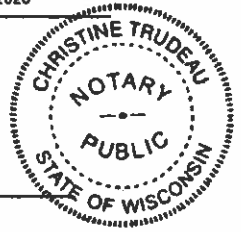
County of: Winnebago

Subscribed and sworn to before

me this 30 day of June 2020

Notary Public: [Signature]

My Commission expires: 03-OCT-22



CHANGE ORDER SUMMARY		ADDITIONS	DEDUCT ONS
Change Order approved in previous months by Owner		0.00	0.00
APPROVED THIS MONTH			
Number	Date Approved		
CURRENT TOTAL		0.00	0.00
Net Change by Change Orders			0.00

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of Work is in accordance with the Contract Documents, and the Contractor is entitled to the payment of the AMOUNT CERTIFIED

AMOUNT CERTIFIED.....\$ 1,451,609.86

(Attach explanation if amount certified differs from the amount applied for. Initial figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT: Gries Architectural Group

By: [Signature] Date: 07/08/2020

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

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Miron Construction Co., Inc.

CONTINUATION SHEET AIA DOCUMENT G703
 AIA DOCUMENT G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing
 Contractor's signed Certification is attached.
 In tabulation below, amounts are stated to the nearest cent.
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER : 4
 APPLICATION DATE : 06/30/2020
 PERIOD TO : 06/30/2020
 PROJECT NO : 191710

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE			D E WORK COMPLETED (D+E)		F MATERIAL PRESENTLY STORED	G TOTAL COMPLETED AND STORED TO DATE	PER % (G/C)	H BALANCE TO FINISH	I RETAINAGE
		ORIGINAL	CHANGE ORDERS	CURRENT	FROM	THIS					
					PREVIOUS APPLICATION	PERIOD					
191710	Menasha Public Works Facility										
005	Earthwork, Building, & Sel Site Demo	852,026.00	51,010.64	903,036.64	178,000.00	0.00	0.00	178,000.00	20	725,036.64	8,900.00
010	Asphalt Paving	224,465.00	0.00	224,465.00	0.00	0.00	0.00	0.00		224,465.00	0.00
015	Site Concrete	94,460.00	0.00	94,460.00	0.00	0.00	0.00	0.00		94,460.00	0.00
020	Site Utilities	114,212.00	-401.00	113,811.00	0.00	36,232.00	0.00	36,232.00	32	77,579.00	1,811.60
025	Cast-in-Place Concrete	1,049,974.00	4,870.03	1,054,844.03	343,170.00	25,803.33	0.00	368,973.33	35	685,870.70	18,448.67
030	PC Concrete / Steel Fab-Erection	2,798,489.00	6,999.08	2,805,488.08	565,813.00	1,154,069.59	0.00	1,719,882.59	61	1,085,605.49	85,994.13
035	Masonry	354,178.00	0.00	354,178.00	123,962.30	7,083.56	0.00	131,045.86	37	223,132.14	6,552.30
040	General Trades	271,916.00	0.00	271,916.00	62,385.00	5,594.00	0.00	67,979.00	25	203,937.00	3,398.95
045	Overhead Doors	84,600.00	0.00	84,600.00	0.00	0.00	0.00	0.00		84,600.00	0.00
050	Membrane Roofing Systems	551,595.00	0.00	551,595.00	0.00	0.00	0.00	0.00		551,595.00	0.00
055	Caulking	7,030.00	0.00	7,030.00	0.00	0.00	0.00	0.00		7,030.00	0.00
060	Alum Window, Entr, Glass, & Glazing	99,625.00	0.00	99,625.00	850.00	0.00	0.00	850.00	1	98,775.00	42.50
065	Gypsum Board Systems	130,328.00	0.00	130,328.00	29,700.00	0.00	0.00	29,700.00	23	100,628.00	1,485.00

Miron Construction Co., Inc.

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 PERIOD TO : 06/30/2020
 PROJECT NO : 191710

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		ORIGINAL	CHANGE ORDERS	CURRENT	FROM PREVIOUS APPLICATION	THIS PERIOD					
191710	Menasha Public Works Facility										
070	Acoustical Ceilings	18,010.00	0.00	18,010.00	0.00	0.00	0.00		18,010.00	0.00	
075	Resilient Floor, Base, Carpet, Tile	33,621.00	-6,723.38	26,897.62	0.00	0.00	0.00		26,897.62	0.00	
080	Resinous Flooring	13,647.00	0.00	13,647.00	0.00	0.00	0.00		13,647.00	0.00	
085	Painting	75,105.00	0.00	75,105.00	0.00	0.00	0.00		75,105.00	0.00	
090	Metal Lockers	23,000.00	0.00	23,000.00	0.00	0.00	0.00		23,000.00	0.00	
095	Bridge Crane	54,595.00	0.00	54,595.00	0.00	0.00	0.00		54,595.00	0.00	
100	Fire Suppression	101,900.00	0.00	101,900.00	0.00	0.00	0.00		101,900.00	0.00	
105	Plumbing	490,400.00	5,040.88	496,340.88	109,800.00	129,300.00	0.00	239,100.00	48	257,240.88	11,955.00
110	HVAC	1,019,220.00	0.00	1,019,220.00	12,000.00	48,910.00	0.00	60,910.00	6	958,310.00	3,045.50
115	Electrical	473,443.00	4,620.00	478,063.00	0.00	63,751.00	0.00	63,751.00	13	414,312.00	3,187.55
120	Insurance Requirements	58,082.95	0.00	58,082.95	58,082.95	0.00	0.00	58,082.95	100	0.00	2,904.15
125	Builder's Risk	7,148.67	0.00	7,148.67	7,148.67	0.00	0.00	7,148.67	100	0.00	357.43
130	Material Testing - Allow	27,335.00	0.00	27,335.00	10,478.20	1,058.10	0.00	11,536.30	42	15,798.70	576.83

Miron Construction Co., Inc.

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 PERIOD TO : 06/30/2020
 PROJECT NO : 191710

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		ORIGINAL	CHANGE ORDERS	CURRENT	FROM PREVIOUS APPLICATION	THIS PERIOD					
191710	Menasha Public Works Facility										
135	Reproduction Expenses	3,504.00	0.00	3,504.00	1,249.60	83.79	0.00	1,333.39	38	2,170.61	66.67
140	General Conditions	265,390.00	0.00	265,390.00	66,345.00	22,115.00	0.00	88,460.00	33	176,930.00	4,423.00
145	General Requirements	216,500.00	0.00	216,500.00	20,492.26	1,117.45	0.00	21,609.71	10	194,890.29	1,083.81
150	Winter Conditions / Temp Heat	75,000.00	0.00	75,000.00	0.00	0.00	0.00	0.00		75,000.00	0.00
155	DNR Permit	135.00	0.00	135.00	137.36	0.00	0.00	137.36	102	-2.36	6.87
160	Performance & Payment Bond	87,258.92	0.00	87,258.92	87,258.92	0.00	0.00	87,258.92	100	0.00	4,362.95
165	Project Contingency	481,166.85	-66,316.25	394,850.60	0.00	0.00	0.00	0.00		394,850.60	0.00
170	Construction Fee	220,982.03	0.00	220,982.03	36,891.21	32,892.58	0.00	69,783.79	32	151,198.24	3,489.20
	<i>Menasha Public Works Facility Total:</i>	<i>10,358,342.42</i>	<i>0.00</i>	<i>10,358,342.42</i>	<i>1,713,764.47</i>	<i>1,528,010.40</i>	<i>0.00</i>	<i>3,241,774.87</i>	<i>31</i>	<i>7,116,567.55</i>	<i>162,092.11</i>
PROJECT TOTAL :		10,358,342.42	0.00	10,358,342.42	1,713,764.47	1,528,010.40	0.00	3,241,774.87	31	7,116,567.55	162,092.11



**Memorandum of Understanding for Leaf Collection Study in the
City of Madison for 2020 – 2023
Between the League of Wisconsin Municipalities and
the City of Menasha**

1. Parties

The parties to this MOU are the League of Wisconsin Municipalities (“League”) and the City of Menasha.

2. Background

Many regulated municipal separate storm sewer systems (MS4s) in Wisconsin are subject to Total Maximum Daily Load (TMDL) requirements including reducing total phosphorus (TP) from their MS4 discharge. Studies have identified a variety of sources of phosphorus in urban stormwater including leaf litter from street canopy trees. Previous United States Geological Survey (USGS) and Wisconsin Department of Natural Resources (DNR) joint studies have shown that frequent removal of leaf litter from street surfaces before phosphorus leaches into the storm water can reduce phosphorus loading from MS4 systems.

In 2018, WDNR published new guidance allowing municipalities to claim partial phosphorus reduction credits for leaf collection, provided narrowly defined criteria for the methods of collection are met. The guidance acknowledges that the collection method criteria may be broadened to include additional leaf collection scenarios once more data becomes available from ongoing or future studies.

3. Purpose

The purpose of this Memorandum of Understanding is to identify the scope and benefits of a proposed leaf study (“Project”) so as to justify the City contributing money to help fund this state-wide initiative. The Project will acquire additional data as to the effectiveness of leaf collection practices under a broader range of scenarios than are currently described in the WDNR guidance. The goal is to enable more municipalities to claim phosphorus reduction credits using existing leaf collection programs.

4. Project Location

The Project study will be conducted in the City of Madison.

5. Project Scope

A description of the scope of the Project and associated activities is included in Exhibit A, attached hereto.

6. Project Administration

The League of Municipalities will coordinate the cooperative funding of the Project by various municipal contributors. The Project study will be conducted by the USGS in cooperation with the City of Madison and the WDNR .

7. Project Schedule and Cost

The Project will be conducted over three years. Data will be collected in 2020, 2021 and 2022. The final Study Report will be prepared in 2023. The total cost for the Project over the three years is estimated to be \$143,000. (Contributions from MS4 communities will cover at least \$90,000 of the cost. The USGS and DNR will cover the remainder.)

8. Financial Contributions

The following agencies will participate: USGS; WI League of Municipalities; and the WDNR. Each participating municipality, including the City, will contribute \$1,000 per year for each of three consecutive years (2021, 2022, and 2023) for a total Project contribution from each participating municipality of \$3,000. The League will issue an invoice in January of each year of the Project to each participating municipality. Payment will be due within 30 days of receipt of the invoice.

9. Products and Deliverables

The final study report will be completed by March 1, 2023 and delivered in PDF format to each participating municipality of the Project on or about May 1, 2023.

10. Authorization:

For the City of Menasha:

[Municipal Representative]
[Title]

Date

For League of Wisconsin Municipalities:



Jerry Deschane
Executive Director
League of Wisconsin Municipalities
131 W. Wilson, Suite 505
Madison, WI 53703

July 8, 2020

Date

Exhibit A

Goals and Activities

The primary objective of this project is to quantify changes in nutrient concentrations and load as a result of municipal leaf collection practices compared to no practices. A secondary objective will be to assess the potential impact of leaf management, or lack thereof, to the phosphorus retention capabilities of wet ponds.

Two medium-density residential catchments with high tree canopy in Madison, WI have been selected to quantify the water-quality benefits of leaf management by use of a mechanical broom street cleaner operated at a frequency of once per week. One catchment will serve as the control and will have minimal to no leaf collection. At this level, the intent is to show what would happen if a city did next to nothing. Any leaves that fell in the street would stay there. The second catchment will serve as the test which will measure the response of phosphorus in stormwater after implementation of the municipal leaf collection activity described above.

A water-quality monitoring station will be placed near the outfall in each catchment for collection of water quality and quantity data. Because each outfall drains to an adjacent wet pond, resulting nutrient concentrations will represent both effluent discharged from the study catchment as well as influent to the wet pond. Additional water-quality monitoring stations will be used to measure the quantity and quality of pond effluent. Comparison of concentrations and loads measured in the pond influent and effluent will help inform whether leaf collection and street cleaning programs in the test catchment influence the phosphorus removal efficiency of wet ponds compared to no leaf removal or street cleaning in the control catchment.

Each catchment will be monitored for a period of two years. The first year will serve as a calibration period to develop a quantifiable relationship between the control and test basins. Each catchment will have no leaf control during the calibration period. After the first year, the control catchment will maintain no leaf control while the test catchment will implement the selected leaf collection activity and frequency. Results from water-quality samples will be used to create seasonal regressions for concentrations and loads of nutrients between the control and test basins. If the regressions between the control and test basin changes significantly between the calibration and treatment phases, the difference will be attributed to leaf collection and street cleaning practices. An analysis of covariance will be used to statistically quantify changes in nutrient load due to treatment. Similarly, water-quality data from the influent and effluent of each wet pond will be evaluated to determine if the presence or absence of leaf collection and street cleaning affect nutrient removal efficiency.

Water-quality samples will be collected over a period of two years beginning in October 2020. Each water-quality sample will be composited into a single event-mean concentration. Additional samples will be collected to ensure compliance with normal USGS quality control guidelines. Concentrations of the following constituents will be determined by the Wisconsin State Laboratory of Hygiene:

- Total Suspended Solids
- Total Phosphorus

- Dissolved Phosphorus
- Orthophosphate
- Total Nitrogen
- Dissolved Nitrogen
- pH
- Chloride

Data will be compiled and analyzed by the USGS. All runoff and precipitation data will be stored in the USGS data base and posted on the USGS National Water Information System (NWIS) website as it becomes available.