

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 6, 2020
6:30 PM**

or immediately following the Common Council Meeting

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL
- C. MINUTES TO APPROVE
 - 1. June 15, 2020
- D. DISCUSSION / ACTION ITEMS
 - 1. Street Use Permit – Otto Grunski Runski
 - 2. Road Right of Way – Street Vacation – A Portion of Center Street Vacation
 - 3. Payment – Vinton Construction Company; Contract Unit No. 2020-02; Jefferson Park Parking Lot, Basketball Court & Regrading; \$28,453.97 (Payment No. 4)
- 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, Menasha
June 15, 2020
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Langdon at 8:12 p.m.

B. ROLL CALL

PRESENT: Alderman Mark Langdon, Ann Schmidt, Tom Grade, Ted Grade, Randy Ropella, Rebecca Nichols, Stan Sevenich

ABSENT: Alderman James Taylor

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, CDD Schroeder, PWD Alix, FD Sassman, PRD Tungate, Clerk Galeazzi, Deputy Clerk Krautkramer

C. MINUTES TO APPROVE

1. June 1, 2020

Moved by Ald. Ted Grade seconded by Ald. Sevenich to approve June 1, 2020 minutes.
Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. Payment – Vinton Construction Company; Contract Unit No. 2020-02; Jefferson Park Parking Lot, Basket Ball court & Regrading; \$148,422.40 (Payment No. 3)

Staff commented on landscaping, striping of the parking lot, sealing of the basketball courts, and installation of the basketball hoops.

Moved by Ald. Ted Grade 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, Basket Ball court & Regrading; \$148,422.40 (Payment No. 3)
Motion carried on roll call vote 7-0.

2. Change Orders – Miron Construction Co., Inc.; Contract Unit No. 2020-06; PWF Project Add \$93,586.71 (Change Order No. 4-9)

Staff provided an overview on the payments and commented on the available funds, costs associated with placing a canopy over the fueling station, status of the contingency, additional fees and consulting work, parcel consolidation, utility costs and opportunities for cost savings, and updated construction costs and timelines.

Moved by Ald. Ted Grade seconded by Ald. Sevenich to recommend Common Council to approve Change Orders – Miron Construction Co., Inc.; Contract Unit No. 2020-06; PWF Project Add \$93,586.71 (Change Order No. 4-9).
Motion carried on roll call 7-0.

3. Payment – Miron Construction Co., Inc.; Contract Unit No. 2020-06; PWF Project \$691,398.90 (Payment No 3)

Staff provided an update on current construction projects taking place at the new public works facility and construction timelines.

Moved by Ald. Ted Grade seconded by Ald. Tom Grade to recommend to Common Council to approve Payment – Miron Construction Co., Inc.; Contract Unit No. 2020-06; PWF Project \$691,398.90 (Payment No 3).

Motion carried on roll call 7-0.

4. Plank Road State/Municipal Agreement

Staff commented on Wisconsin Department of Transportation planned street work on Plank Road from Manitowoc Street to Melissa Street tentatively beginning in 2025 and the engineering costs associated with the agreement with City's share of 25%.

Discussion ensued on the agreement requirements and associated engineering costs.

Moved by Ald. Sevenich seconded by Ald. Ted Grade to recommend to Common Council to enter into the agreement with the Wisconsin Department of Transportation for the planned street work on Plank Road from Manitowoc Street to Melissa Street.

Motion carried on roll call 7-0.

5. Intermunicipal Agreement, Winnebago County and Fox Crossing, Cty P Construction

Staff commented on the funding source, intermunicipal negotiations, and the reconstruction of CTH P (County to fund 63%, Village of Fox Crossing 25%, and City of Menasha 12%).

Discussion ensued on sidewalk cost estimates, design, and placement.

Moved by Ald. Sevenich seconded by Ald. Ted Grade to recommend to Common Council to enter into the agreement with Winnebago County and the Village of Fox Crossings for the urbanization of CTH P.

Motion carried on roll call 7-0.

E. ADJOURNMENT

Moved by Ald. Ted Grade seconded by Ald. Tom Grade to adjourn at 8:34 p.m.

Motion carried on voice vote.

Haley Krautkramer
City Clerk



Memorandum

DATE: June 26, 2020

TO: Board of Public Works

FROM: PRD Tungate BT

RE: Modified 40th Annual Grunski Runski – 5K Only

In consultation with the Health Department, a significantly modified event will be held. The run/walk will be capped at 125 participants. Runners will sign up for one of five start times. Each group of 25 will be staged in a separate area, then called to the start line where they will stand on a pre-determined spot. No race day registration will be permitted.



Date of Event: 8.8.2020

Start Time: 6am

End Time: 12pm

Number of Units (Parades): —

Street Use Application

Name of Event: Grunski Runski

Sponsoring Organization: C. Menasha Parks / Rec Dept - 5K only

Organization Address: 100 main St, Ste. 200 Menasha

Responsible Person: Brian Tungate

Email Address: lwalbrun@ci.menasha.wi.us Phone Number: 920 967 3640

Street Route/Description of Use (please attach map):
see attached

Liability Insurance has been secured in the amount of \$ N/A with the City of Menasha named as an additional insured on the Certificate of Liability Insurance AND on the Endorsement. This is primary insurance.

Name of Insurance Company: CINMIC Policy Number: _____

Applicant's Signature: _____ Date: _____

Permit Fee: A Street Use Application Fee of \$25 plus a \$25 Special Event Administrative Fee (if applicable) must be submitted with the application at least 60 days prior to your event. Please make checks payable to *City of Menasha*.

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 also appear before the Parks and Recreation Board.

To Be Completed By City Staff (Revised February, 2019)

Scheduled Board of Public Works Review Date: _____

Approved Denied

Scheduled Parks & Recreation Board Review Date: _____

Not Required Approved Denied

Scheduled Common Council Review Date: _____

Approved Denied

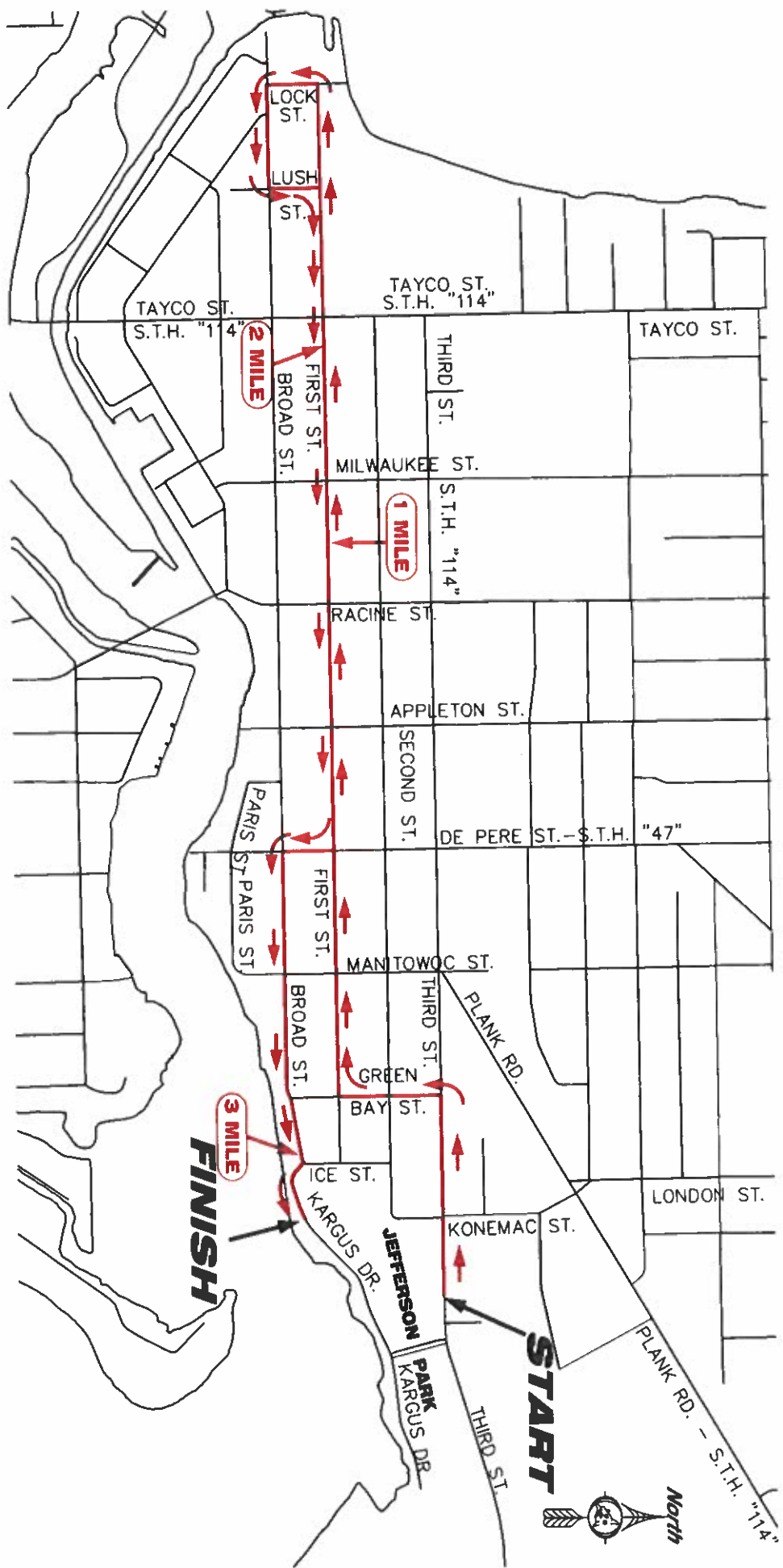
Approval:
Police Dept. _____ Fire Dept. _____ Public Works Dept. _____ City Attorney _____

See Charlie 2020

2019

GRUNSKI RUNSKI RACE MAP

5K RACE



**City of Menasha
Public Hearing**

NOTICE IS HEREBY GIVEN that a Public Hearing will be held by the City of Menasha Common Council on July 20, 2020 at 6:00 PM shortly thereafter in the first floor conference room of the Menasha City Center, 100 Main Street, Menasha, WI. The purpose of the public hearing is the proposed Resolution Vacating A Portion of Center Street.

The legal description of subject parcel is described as follows:

PART OF CENTER STREET, FORMERLY KNOWN AS WATER STREET ON THE ORIGINAL PLAT OF MENASHA, SAID PLAT LOCATED IN GOVERNMENT LOT 10 OF SECTION 22, T20N-R17E, CITY OF MENASHA, WINNEBAGO COUNTY WISCONSIN, MORE FULLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF LOT 5, BLOCK 3, OF THE ORIGINAL PLAT OF MENASHA; THENCE S28°45'36"E, 66.02 FEET ALONG THE SOUTHEASTERLY EXTENSION OF THE EAST LINE OF SAID LOT 5; THENCE S59°53'47"W, 126.46 FEET; THENCE N89°43'54"W, 166.93 FEET; THENCE N27°18'04"W, 32.26 FEET; THENCE N10°25'03"W, 38.06 FEET; THENCE S89°43'54"E, 171.01 FEET ALONG THE NORTH RIGHT OF WAY OF CENTER STREET; THENCE N59°53'47"E, 110.09 FEET ALONG SAID RIGHT OF WAY TO THE POINT OF BEGINNING.

PAREL CONTAINS 19,136 SQUARE FEET/ 0.44 ACRES, MORE OR LESS.
PARCEL SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

The Common Council will take action on the resolution at the Council meeting on Monday, July 20, 2020

All interested citizens or organizations are invited to participate orally or in writing.

Deborah A. Galeazzi, WCMC
City Clerk

Run: June 29, 2020; July 6, 2020; and July 13, 2020

RESOLUTION R-26-20

RESOLUTION VACATING A PORTION OF CENTER STREET

Introduced by Mayor Merkes

WHEREAS, the Common Council of the City of Menasha has determined it is in the best interest of the public to pursue the redevelopment of the former Brin Theater Site being a cornerstone to the City's Downtown, located at 1 Main Street, Menasha, WI; and,

WHEREAS, the Plan Commission has recommended approval of the vacation on June 16, 2020.

WHEREAS, that portion of the Center Street right-of-way described herein is not necessary for transportation purposes; and,

WHEREAS, the Common Council of the City of Menasha has determined that access and public thoroughfare can be better provided through the acceptance of a public thoroughfare easement between Center Street and Main Street; and,

WHEREAS, a public hearing was held on July 20, 2020;

NOW THEREFORE, BE IT RESOLVED pursuant to Wisconsin Statute 66.1003(4)(a) that the Common Council with the Mayor concurring finds and determines that public interest requires the discontinuance of a portion of the Center Street right of way and determines, pursuant to Wisconsin Statutes 66.1005(1), that the vacated right-of-way shall belong to the owners of the adjoining lands to the north to which it originally belonged to described as follows:

PART OF CENTER STREET, FORMERLY KNOWN AS WATER STREET ON THE ORIGINAL PLAT OF MENASHA, SAID PLAT LOCATED IN GOVERNMENT LOT 10 OF SECTION 22, T20N-R17E, CITY OF MENASHA, WINNEBAGO COUNTY WISCONSIN, MORE FULLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF LOT 5, BLOCK 3, OF THE ORIGINAL PLAT OF MENASHA; THENCE S28°45'36"E, 66.02 FEET ALONG THE SOUTHEASTERLY EXTENSION OF THE EAST LINE OF SAID LOT 5; THENCE S59°53'47"W, 126.46 FEET; THENCE N89°43'54"W, 166.93 FEET; THENCE N27°18'04"W, 32.26 FEET; THENCE N10°25'03"W, 38.06 FEET; THENCE S89°43'54"E, 171.01 FEET ALONG THE NORTH RIGHT OF WAY OF CENTER STREET; THENCE N59°53'47"E, 110.09 FEET ALONG SAID RIGHT OF WAY TO THE POINT OF BEGINNING.

AS SHOWN IN EXHIBIT A, PAREL CONTAINS 19,136 SQUARE FEET/ 0.44 ACRES, MORE OR LESS. PARCEL SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

BE IT FURTHER RESOLVED that these described lands are vacated and discontinued.

Passed and approved this 20th day of July, 2020.

ATTEST:

Donald Merkes, Mayor

Haley Krautkramer, Clerk

VACATION EXHIBIT A

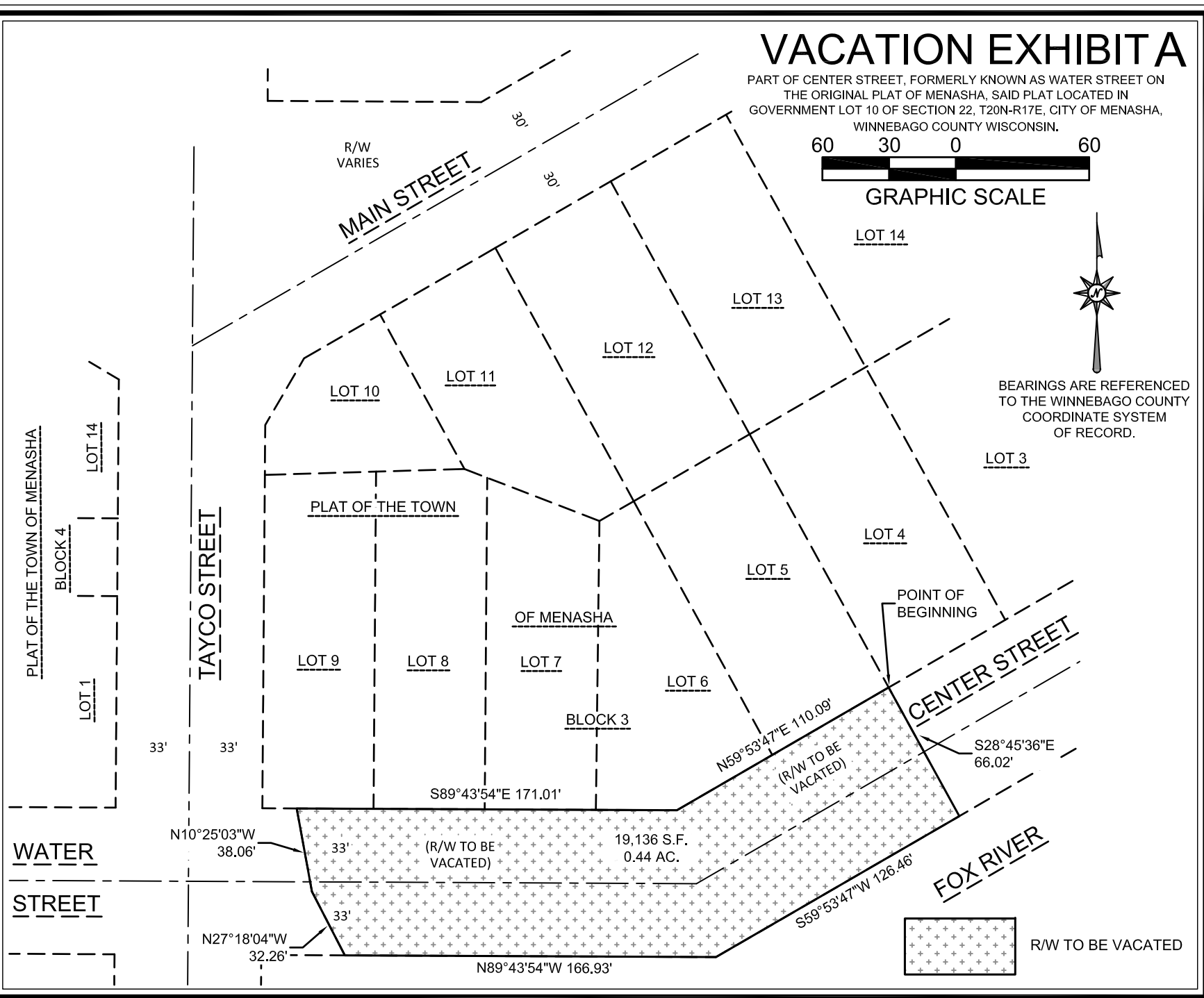
PART OF CENTER STREET, FORMERLY KNOWN AS WATER STREET ON THE ORIGINAL PLAT OF MENASHA, SAID PLAT LOCATED IN GOVERNMENT LOT 10 OF SECTION 22, T20N-R17E, CITY OF MENASHA, WINNEBAGO COUNTY WISCONSIN.



GRAPHIC SCALE



BEARINGS ARE REFERENCED TO THE WINNEBAGO COUNTY COORDINATE SYSTEM OF RECORD.



SHEET: 1 OF 1
PROJECT NO. 1716-01-20
DRAWING NO.

SCALE:
1"=60'

CLIENT: VISION ARCHITECTURE
DRAFTED BY: RJO
TAX PARCEL NO.:

MACHIV
ENGINEERING • SURVEYING • ENVIRONMENTAL
2260 Salscheller Court Green Bay, WI
54313 PH:920-569-5765; Fax: 920-569-5767
www.machiv.com

Itemized Pay Request														
City of Menasha Contract Unit No. 2020-02														
Jefferson Park Parking Lot, Basketball Court & Regrading and Alternate Bids														
Item	Quantity	Description	Scheduled Values		Work Completed				Total Completed and Stored to Date		Balance to Finish			
			Unit Price	Item Total	From Previous Application	This Period								
1	1	Mobilization/LS	\$ 35,000.00	\$ 35,000.00	0.5	\$ 17,500.00	0.0	\$ -	0.5	\$ 17,500.00	50.0%	0.5	\$ 17,500.00	50.0%
2	1	Erosion Control/LS	\$ 2,500.00	\$ 2,500.00	0.5	\$ 1,250.00	0.0	\$ -	0.5	\$ 1,250.00	50.0%	0.5	\$ 1,250.00	50.0%
3	1	Demolition/LS	\$ 5,800.00	\$ 5,800.00	1.0	\$ 5,800.00	0.0	\$ -	1.0	\$ 5,800.00	100.0%	0.0	\$ -	0.0%
4	1	Earthwork/LS	\$ 41,000.00	\$ 41,000.00	1.0	\$ 41,000.00	0.0	\$ -	1.0	\$ 41,000.00	100.0%	0.0	\$ -	0.0%
5	2,532	Base Aggregate Dense/Ton	\$ 7.50	\$ 18,990.00	2,590.0	\$ 19,425.00	0.0	\$ -	2,590.0	\$ 19,425.00	102.3%	(56.0)	\$ (435.00)	-2.3%
6	684	Asphalt Pavement/Ton	\$ 96.75	\$ 66,177.00	930.5	\$ 90,025.88	87.4	\$ 8,455.95	1,017.9	\$ 98,481.83	148.8%	(333.9)	\$ (32,304.83)	-48.8%
7	62	Asphalt Path/Ton	\$ 110.00	\$ 6,820.00	62.0	\$ 6,820.00	1.3	\$ 143.00	63.3	\$ 6,963.00	102.1%	(1.3)	\$ (143.00)	-2.1%
8	110	Asphalt Patch/SY	\$ 33.40	\$ 3,674.00	263.0	\$ 8,784.20	0.0	\$ -	263.0	\$ 8,784.20	239.1%	(153.0)	\$ (5,110.20)	-139.1%
9	25,718	Asphalt Seal/SF	\$ 1.32	\$ 33,947.76	0.0	\$ -	0.0	\$ -	0.0	\$ -	0.0%	25,718.0	\$ 33,947.76	100.0%
10	5,045	Concrete Pavement 4-inch/SF	\$ 5.30	\$ 26,738.50	3866.0	\$ 20,489.80	0.0	\$ -	3,866.0	\$ 20,489.80	76.6%	1,179.0	\$ 6,248.70	23.4%
11	407	Concrete Pavement 8-inch/SF	\$ 7.10	\$ 2,889.70	463.0	\$ 3,287.30	0.0	\$ -	463.0	\$ 3,287.30	113.8%	(56.0)	\$ (397.60)	-13.8%
12	1,385	Concrete Curb and Gutter 18"/LF	\$ 12.85	\$ 17,797.25	1386.0	\$ 17,810.10	0.0	\$ -	1,386.0	\$ 17,810.10	100.1%	(1.0)	\$ (12.85)	-0.1%
13	111	Concrete Curb and Gutter 30"/LF	\$ 35.00	\$ 3,885.00	128.0	\$ 4,480.00	0.0	\$ -	128.0	\$ 4,480.00	115.3%	(17.0)	\$ (595.00)	-15.3%
14	28	Ribbon Curb/LF	\$ 25.00	\$ 700.00	28.0	\$ 700.00	0.0	\$ -	28.0	\$ 700.00	100.0%	0.0	\$ -	0.0%
15	2	Concrete Bridge/EA	\$ 7,000.00	\$ 14,000.00	2.0	\$ 14,000.00	0.0	\$ -	2.0	\$ 14,000.00	100.0%	0.0	\$ -	0.0%
16	48	Detectable Warning Panels/SF	\$ 30.00	\$ 1,440.00	48.0	\$ 1,440.00	0.0	\$ -	48.0	\$ 1,440.00	100.0%	0.0	\$ -	0.0%
17	3,014	Pavement Marking Striping/LF	\$ 2.89	\$ 8,710.46	0.0	\$ -	2,913.5	\$ 8,420.02	2,913.5	\$ 8,420.02	96.7%	100.5	\$ 290.45	3.3%
18	6	Pavement Marking Symbols/EA	\$ 125.00	\$ 750.00	0.0	\$ -	6.0	\$ 750.00	6.0	\$ 750.00	100.0%	0.0	\$ -	0.0%
19	2	Pavement Markings Crosswalk/EA	\$ 655.00	\$ 1,310.00	0.0	\$ -	2.0	\$ 1,310.00	2.0	\$ 1,310.00	100.0%	0.0	\$ -	0.0%
20	6,696	Basketball Court Surfacing/SF	\$ 1.23	\$ 8,236.08	0.0	\$ -	0.0	\$ -	0.0	\$ -	0.0%	6,696.0	\$ 8,236.08	100.0%
21	2	Basketball Court Equipment/EA	\$ 8,137.50	\$ 16,275.00	0.0	\$ -	0.0	\$ -	0.0	\$ -	0.0%	2.0	\$ 16,275.00	100.0%
22	2	Light Type A/EA	\$ 5,890.00	\$ 11,780.00	0.0	\$ -	0.0	\$ -	0.0	\$ -	0.0%	2.0	\$ 11,780.00	100.0%
23	8	Light Type B/EA	\$ 4,244.00	\$ 33,952.00	0.0	\$ -	0.0	\$ -	0.0	\$ -	0.0%	8.0	\$ 33,952.00	100.0%
24	1	Site Electrical/LS	\$ 6,500.00	\$ 6,500.00	0.7	\$ 4,550.00	0.0	\$ -	0.7	\$ 4,550.00	70.0%	0.3	\$ 1,950.00	30.0%
25	340	8" PVC Storm Sewer/LF	\$ 29.00	\$ 9,860.00	340.5	\$ 9,874.50	0.0	\$ -	340.5	\$ 9,874.50	100.1%	(0.5)	\$ (14.50)	-0.1%
26	75	12" PVC Storm Sewer/LF	\$ 48.00	\$ 3,600.00	74.0	\$ 3,552.00	0.0	\$ -	74.0	\$ 3,552.00	98.7%	1.0	\$ 48.00	1.3%
27	214	6" PVC Underdrain/LF	\$ 11.30	\$ 2,418.20	206.0	\$ 2,327.80	0.0	\$ -	206.0	\$ 2,327.80	96.3%	8.0	\$ 90.40	3.7%
28	210	Bioretention Basin/SY	\$ 75.00	\$ 15,750.00	210.0	\$ 15,750.00	0.0	\$ -	210.0	\$ 15,750.00	100.0%	0.0	\$ -	0.0%
29	0	Yard Inlets/EA - REMOVED IN CO #1	\$ 2,370.00	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	-	0.0	\$ -	-
30	4	Bioretention Basin Inlets/EA	\$ 530.00	\$ 2,120.00	4.0	\$ 2,120.00	0.0	\$ -	4.0	\$ 2,120.00	100.0%	0.0	\$ -	0.0%
31	5	Connect to Existing Manhole/EA	\$ 525.00	\$ 2,625.00	5.0	\$ 2,625.00	0.0	\$ -	5.0	\$ 2,625.00	100.0%	0.0	\$ -	0.0%
32	2	Adjust Manhole/EA	\$ 400.00	\$ 800.00	3.0	\$ 1,200.00	0.0	\$ -	3.0	\$ 1,200.00	150.0%	(1.0)	\$ (400.00)	-50.0%
33	20	Outcropping Stone/EA	\$ 200.00	\$ 4,000.00	0.0	\$ -	0.0	\$ -	0.0	\$ -	0.0%	20.0	\$ 4,000.00	100.0%
34	10,432	Restoration/SY	\$ 3.75	\$ 39,120.00	0.0	\$ -	2,500.0	\$ 9,375.00	2,500.0	\$ 9,375.00	24.0%	7,932.0	\$ 29,745.00	76.0%
Total Base Bid (Items 1 - 34)			\$	\$ 449,165.95	\$	\$ 294,811.58	\$	\$ 28,453.97	\$	\$ 323,265.54	72.0%	\$	\$ 125,900.41	28.0%
2020-02 Alternate Bid 1A - Dumpster Enclosure														
Item	Quantity	Description	Alternate Bid 1A		Work Completed				Total Completed and Stored to Date		Balance to Finish			
			Unit Price	Item Total	From Previous Application	This Period								
1	12	Base Aggregate Dense/Ton	\$ 30.00	\$ 360.00	12.0	\$ 360.00	0.0	\$ -	12.0	\$ 360.00	100.0%	0.0	\$ -	0.0%
2	212	Concrete Pavement 6-inch/SF	\$ 6.00	\$ 1,272.00	1,224.0	\$ 7,344.00	0.0	\$ -	1,224.0	\$ 7,344.00	577.4%	(1,012.0)	\$ (6,072.00)	-477.4%
3	1	Dumpster Enclosure/LS	\$ 27,500.00	\$ 27,500.00	1.0	\$ 27,500.00	0.0	\$ -	1.0	\$ 27,500.00	100.0%	0.0	\$ -	0.0%
Total Alternate Bid 1A (Items 1 - 3)			\$	\$ 29,132.00	\$	\$ 35,204.00	\$	\$ -	\$	\$ 35,204.00	120.8%	\$	\$ (6,072.00)	-20.8%
2020-02 Alternate Bid 1B - Relocate Tree														
Item	Quantity	Description	Alternate Bid 1B		Work Completed				Total Completed and Stored to Date		Balance to Finish			
			Unit Price	Item Total	From Previous Application	This Period								
1	1	Remove and Relocate Tree/EA	\$ 350.00	\$ 350.00	1.0	\$ 350.00	0.0	\$ -	1.0	\$ 350.00	100.0%	0.0	\$ -	0.0%
Total Alternate Bid 1B (Item 1)			\$	\$ 350.00	\$	\$ 350.00	\$	\$ -	\$	\$ 350.00	100.0%	\$	\$ -	0.0%

Itemized Pay Request														
City of Menasha Contract Unit No. 2020-02														
Jefferson Park Parking Lot, Basketball Court & Regrading and Alternate Bids														
Item	Quantity	Description	Scheduled Values		Work Completed			Total Completed and Stored to Date			Balance to Finish			
			Unit Price	Item Total	From Previous Application	This Period								
Base Bid														
Change Order # 1 - Concrete Yard Drains														
Item	Quantity	Description	CO #1											
			Unit Price	Item Total	From Previous Application	This Period		Total Completed and Stored to Date		Balance to Finish				
1	6	24" Concrete Yard Drains	\$ 1,816.00	\$ 10,896.00	6.0	\$ 10,896.00	0.0	\$ -	6.0	\$ 10,896.00	100.0%	0.0	\$ -	0.0%
Total Change Order #1 (Item 1)				\$ 10,896.00		\$ 10,896.00		\$ -		\$ 10,896.00	100.0%		\$ -	0.0%
Grand Total Unit 2020-02 Jefferson Park Parking Lot, Basketball Court & Regrading and Alternate Bids				\$ 489,543.95		\$ 341,261.58		\$ 28,453.97		\$ 369,715.54			\$ 119,828.41	