

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 2, 2018  
6:30 PM  
or immediately following Common Council  
AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL
- C. MINUTES TO APPROVE
  - 1. June 18, 2018
- D. COMMUNICATIONS
- E. DISCUSSION / ACTION ITEMS
  - 1. Intergovernmental Agreement for a Concrete Reconstruction/Urbanization Project; City of Appleton/City of Menasha/Village of Fox Crossing; Valley Road – West of Chain Drive to East of Forestview Court
  - 2. Change Order – Advance Construction, Inc.; Contract No. M0002-9-16-00971-B; 2017 Water Main Reconstruction Contract B – Lake Road East/West; ADD: \$2,122.21 (Menasha Utilities Change Order No. 2)
- F. 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  
June 18, 2018  
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Krueger at 7:32 p.m.

B. ROLL CALL

PRESENT: Aldermen Steve Krueger, Tom Grade, Ted Grade, Randy Ropella, Rebecca Nichols, James Taylor, Stan Sevenich, Mark Langdon.

ALSO PRESENT: Mayor Merkes, Neenah CA Jim Godlewski, PC Styka, FC Kloehn, ASD Jacobs, CDD Schroeder, DPW Radomski, PHD McKenney, PRD Tungate, Clerk Galeazzi, Pita Katobalavu and Kay Halbrook (Midwest Sunsplash organizers).

C. MINUTES TO APPROVE

1. June 4, 2018

Moved by Ald. Langdon seconded by Ald. Ted Grade to approve minutes.

Motion carried on voice vote.

D. COMMUNICATIONS

1. Railroad Crossings

DPW Radomski explained he contacted the Canadian National Railroad and State Senator Roger Roth's office in response to residents' complaints on the condition of some of the railroad tracks throughout the City. He did not have much luck so he encourages residents to contact the railroad with their complaints. The railroad is more likely to listen to residents. He provided a City map with the railroad crossing information and contact information for reporting issues with railroad crossings.

E. DISCUSSION / ACTION ITEMS

1. Street Use Application – Midwest Sunsplash; Friday, July 27, 2018; 4:00 pm – 12:00 am (Youth Go)

2. Street Use Application – Midwest Sunsplash; Saturday, July 28, 2018; 6:00 am – 12:00 am (Youth Go)

Action Items 1 & 2 were taken up together.

DPW Radomski explained staff had not received adequate insurance and questions if the event complies with the ordinance for a Street Use Permit.

Unanimous consent was given to hear from Kay Halbrook and Pita Katobalavu, Midwest Sunsplash organizers.

Ms. Halbrook and Mr. Katobalavu explained the event was held last year and Youth Go was the benefiting organization. For this year's event, they decided to hold an event on Friday July 27 and Saturday July 28. They explained the set up for each day's event. They provided the insurance policy for staff. Mr. Katobalavu explained where the sponsorship money goes.

General discussion ensued on the event and downtown business being open during the event.

Moved by Ald. Sevenich seconded by Ald. Taylor to recommend to Common Council Street Use Application for Midwest Sunsplash; Friday, July 27, 2018, 4:00pm – 12:00am and Saturday July 28, 2018, 6:00am-12:00am (Youth Go)  
Motion carried on roll call 8-0.

3. O-13-18 An Ordinance Amending Title 10, Chapter 1, Article C of the Code of Ordinances (Introduced By Alderman Krueger)  
DPW Radomski explained the change will allow for on-street parking on the north side of Main Street closer to the Main Street and Tayco Street intersection. DPW Radomski stated there should not be much of an impact to the traffic flow at that intersection.

Moved by Ald. Langdon seconded by Ald. Ted Grade to recommend to Common Council O-13-18 An Ordinance Amending Title 10, Chapter 1, Article C of the Code of Ordinances.  
Motion carried on roll call 8-0.

4. O-14-18 An Ordinance Amending Title 10, Chapter 1, Article C of the Code of Ordinances (Introduced By Alderman Krueger)  
DPW Radomski explained this ordinance adds the east side of DePere Street between Fifteenth Street and Airport Road in front of Gegan School to the school bus loading zone. The area had not been noticed as a school bus loading zone. DPW Radomski stated that the other schools have a school bus loading zone.

Moved by Ald. Langdon seconded by Ald. Tom Grade to recommend to Common Council O-14-18 An Ordinance Amending Title 10, Chapter 1, Article C of the Code of Ordinances.  
Motion carried on roll call 8-0.

5. Payment – Vinton Construction Company; Contract Unit No. 2018-01; Main Street Reconstruction; \$86,651.40 (Payment No. 4)  
DPW Radomski stated the project is complete and final payments will be received in a few weeks.

Moved by Ald. Langdon seconded by Ald. Ted Grade to recommend to Common Council payment to Vinton Construction Company, Contract Unit No. 2018-01 for Main Street reconstruction in the amount of \$86,651.40 (Payment No. 4).  
Motion carried on roll call 8-0.

6. Main Street Fountain (Ald. Krueger and Ald. Sevenich)  
Ald. Sevenich stated his concern of the condition of the Main Street Fountain since the fountain has been a showcase of the downtown.

PRD Tungate explained a floating fountain was purchased as opposed to a fixed base fountain in an effort to keep costs down. The vendor is willing to exchange the floating fountain for another model if the City would like. Staff is looking for direction for replacing the fountain.

Ald. Taylor gave the history of the fountain and the international waters added to the fountain and suggested the original fountain could be repaired and reused.

General consensus from the Board was for PRD Tungate to look into if the original fountain can be repaired and report back to the Board.

F. ADJOURNMENT

Moved by Ald. Langdon seconded by Ald. Tom Grade to adjourn at 8:07 p.m.  
Motion carried on voice vote.

Deborah A. Galeazzi, WCMC  
City Clerk

DRAFT

**CITY OF APPLETON/CITY OF MENASHA/VILLAGE OF FOX CROSSING  
Valley Road – west of Chain Drive to east of Forestview Court**

**INTERGOVERNMENTAL AGREEMENT**

**FOR A CONCRETE RECONSTRUCTION/URBANIZATION PROJECT**

PROJECT TITLE: Valley Road

DATE: June 20, 2018

**PROPOSED IMPROVEMENT**

The City of Appleton, hereinafter called “Appleton”, the City of Menasha, herein called “Menasha” and the Village of Fox Crossing, herein called “Fox Crossing” through their undersigned duly authorized officers or officials, hereby enter into an agreement to reconstruct Valley Road from west of Chain Drive to east of Forestview Court as follows:

1. Concrete pavement 48 feet wide from back of curb to back of curb, with one through lane in each direction and a two way left turn lane.
2. 5-foot sidewalk on both sides of the street.
3. 5.5- foot bike lanes on both sides of the street with 2-foot buffers.
4. Underground utility work to be completed in 2020.
5. Pavement reconstruction to be completed in 2021.

**COST ESTIMATE AND PARTICIPATION**

PHASE	ESTIMATED COST			
	Estimated Cost	Appleton (34%)	Menasha (25%)	Fox Crossing (41%)
CONSTRUCTION:				
Roadway	\$930,000	\$316,200	\$232,500	\$381,300
Sidewalk	\$120,000	\$40,800	\$30,000	\$49,200
Storm Sewer / Inlets	\$150,000	\$51,000	\$37,500	\$61,500
Engineering & Inspection	\$50,000	\$17,000	\$12,500	\$20,500
<b>TOTAL PROJECT COST:</b>	<b>\$1,250,000</b>	<b>\$425,000</b>	<b>\$312,500</b>	<b>\$512,500</b>

**TERMS AND CONDITIONS:**

1. The City of Appleton will be the lead agency for the street reconstruction project and associated inlet and inlet lead work. Any other utility work is the responsibility of the applicable community.
2. All plans and specifications for the improvements will be provided for Menasha’s and Fox Crossing’s review and approval.
3. Cost share is based on frontage within each municipal boundary (City of Appleton 1722’, City of Menasha 1260’ and Village of Fox Crossing 2028’)
4. The project cost in the agreement is an estimate. Menasha and Fox Crossing shall pay Appleton upon completion of the project based on actual costs.

**City of Appleton**

Attest:

\_\_\_\_\_  
Printed Name:

By:

\_\_\_\_\_  
Timothy M. Hanna, Mayor

Attest:

\_\_\_\_\_  
Printed Name:

By:

\_\_\_\_\_  
Kami Scofield, City Clerk

Provision has been made to pay the liability  
that will accrue under this contract.

Approved as to form:

\_\_\_\_\_  
Anthony D. Saucerman, Finance Director

\_\_\_\_\_  
James P. Walsh, City Attorney

**City of Menasha**

Attest:

\_\_\_\_\_  
Printed Name:

By:

\_\_\_\_\_

Attest:

\_\_\_\_\_  
Printed Name:

By:

\_\_\_\_\_

**Village of Fox Crossing**

Attest:

\_\_\_\_\_  
Printed Name:

By:

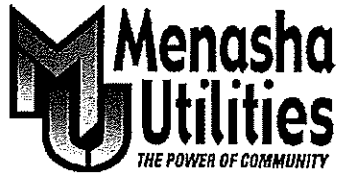
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Attest:

\_\_\_\_\_  
Printed Name:

By:

\_\_\_\_\_



321 Milwaukee Street • P.O. Box 340 • Menasha, WI 54952-0340 [www.menashautilities.com](http://www.menashautilities.com)

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## MEMORANDUM

TO: Public Works

FROM: Melanie Krause, General Manager  
Adam Smith, Water Utility Manager

DATE: June 27, 2018

SUBJECT: Change Order Approval

At the Regular Meeting on June 27, the Menasha Utilities Commission passed a motion for the Board of Public Works to recommend to the Common Council authorization of Change Order #2 for Advance Construction, Inc. in the amount of \$2,172.21. Change order is requested to install a hydrant and gravel backfill for future use when Lake Road East and West is extended with new water main.

Copies of supporting documents are attached.

# McMAHON

ENGINEERS ARCHITECTS

June 8, 2018

Advance Construction, Inc.  
2141 Woodale Avenue  
Green Bay, WI 54313

Re: Menasha Utilities  
2017 Water Main Reconstruction  
Contract B | Lake Road East/West  
Change Order #2  
McM. No. M0002-9-16-00971-B

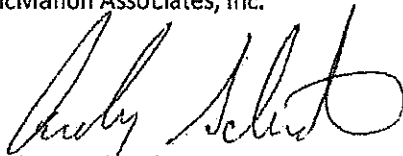
Enclosed herewith is Change Order #2 for the above referenced project. This change is an increase to the Contract in the amount of \$2,172.21. The current Contract price is \$43,122.21.

Please review and sign in the space provided. Return all copies to our office. We will obtain the Owner's signature and distribute accordingly.

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

Respectfully,

McMahon Associates, Inc.



Andy W. Schmidt, P.E.  
Project Engineer

AWS:jlh

Enclosure: Change Order #2





McMAHON ASSOCIATES, INC.

1445 McMAHON DRIVE P.O. BOX 1025  
NEENAH, WI 54956 NEENAH, WI 54957-1025  
TELEPHONE: 920.751.4200  
FAX: 920.751.4284

# CHANGE ORDER

ADVANCE CONSTRUCTION, INC.  
2141 Woodale Avenue  
Green Bay, WI 54313

Contract No. M0002-9-16-00971-B  
Project File No. M0002-9-16-00971.06  
Change Order No. Two (2)  
Issue Date: June 8, 2018  
Project: Menasha Utilities | Contract B  
2017 Water Main Reconstruction

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

	(Item Description)	
2.1	Hydrant ..... ADD 1 each @ \$1,650.00/each	\$1,650.00
2.2	Gravel Backfill for Roadway Trench ..... ADD 46.01 tons @ \$11.35/ton	\$522.21
	<b>TOTAL</b>	<b>+ \$2,172.21</b>


**The Changes Result In The Following Adjustments:**

	CONTRACT PRICE	TIME
Prior To This Change Order	\$40,950.00	+ 345 days
Adjustments Per This Change Order	+ \$2,172.21	- Working Days
Current Contract Status	\$43,122.21	+ 345 days

Recommended:  
**McMAHON ASSOCIATES, INC.**  
Neenah, Wisconsin

Accepted:  
**ADVANCE CONSTRUCTION, INC.**  
Green Bay, Wisconsin

Authorized:  
**MENASHA UTILITIES**  
Winnebago County, Wisconsin

By:   
Date: 06/08/18

By: \_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Date: \_\_\_\_\_

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

Four (4) Copies Should Accompany This Change Order -  
**Execute And Return To ENGINEER For Distribution**