

CITY OF MENASHA
Board of Public Works
Third Floor Council Chambers
140 Main Street, Menasha
June 21, 2010
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Taylor at 7:19 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Hendricks, Zelinski, Englebert, Benner, Roush, Taylor, Wisneski, Langdon

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Stanke, FC Auxier, DPW Radtke, CDD Keil, C/T Stoffel, PRD Tungate, Paul Riederer (Miron), Clerk Galeazzi, the Press.

C. MINUTES TO APPROVE

1. [June 7, 2010](#)

Moved by Ald. Roush, seconded by Ald. Zelinski to approve minutes.

Motion carried on voice vote

D. ACTION ITEMS

1. [Street Use Application – 17th Annual St. Joe's 5K Run/Walk; Saturday, October 16, 2010; 8:45 AM – 10:30 AM \(Pacesetter's Fox Cities\)](#)

CA/HRD Captain reported everything is in order. The endorsement for the insurance has been received and is acceptable

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

Motion carried on voice vote.

2. [Street Use Application – 30th Annual Otto Grunski Runski; Saturday, August 14, 2010; 6:30 AM – 10:30 AM \(City of Menasha\)](#)

CA/HRD Captain reported everything is in order.

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

Motion carried on voice vote.

3. [Recommendation to Accept Proposal for Architectural Design Services for Fire Station 36 \(Gries Architects\)](#)

FC Auxier explained proposals for the Architectural Design Services for the construction of the new fire station were received from six architectural firms. Staff met with three firms and reviewed their proposals. Staff is recommending the selection of Gries Architects as they meet all the criteria and are the lowest bid.

Paul Riederer from Miron Construction explained the time table for the project. They are waiting on the environmental assessment review. When asked if this item would need to be approved by Common Council before the next scheduled Council meeting, Mr. Riederer replied it would help move the project forward faster.

3. [Recommendation to Accept Proposal for Architectural Design Services for Fire Station 36 \(Gries Architects\)](#), cont'd.

Ald. Taylor asked Mayor Merkes if a special meeting could be scheduled if needed. Mayor Merkes replied he would consider scheduling a special meeting after they hear from FEMA on the environmental assessment.

Moved by Ald. Wisneski, seconded by Ald. Roush to recommend to Common Council Gries Architects be awarded the contract for Architectural Design Services for Fire Station 36

Ald. Taylor stated he will be abstaining due to a conflict of interest.

Motion carried on voice vote.

4. [Request to Transfer Approval of Fire Station 36 Recommendations, Contracts and Change Orders Directly to Common Council](#)

FC Auxier and Lt. Dan Schultz are requesting the Board of Public Works transfer the approval process for contracts and change orders directly to the Common Council for the new fire station project to avoid delays and added costs due to the tight timeframe.

Discussion ensued on the option of holding special meetings if needed to help expedite the project; exceptions could be made to the procedures of approving contracts and change orders on a case by case basis.

5. [Recommendation to Accept Proposal for Professional Land Surveying Services – Midway Road Sidewalk; Martenson & Eisele, Inc.](#)

DPW Radtke explained this is a joint project with the Town of Menasha. The Town prepared and sent out Request for Proposals for land surveying for the proposed Midway Road sidewalk project. The RFP requested firms to submit an alternate price to exclude approx. 2,680 lineal feet of right of way plat for properties along which the City may choose not to install sidewalk. Four proposals were received and staff is recommending Option A proposal from Martenson & Eisele. Option A includes right of way plat work for the entire Midway Road corridor. Selecting Option A of the proposal would allow gathering the full right of way data for the entire City corridor. The Town will be acting on the same recommendation at its next meeting.

Moved by Ald. Wisneski, seconded by Ald. Englebert to recommend to Common Council accepting Option A of Martenson & Eisele proposal for Professional Land Surveying Services for Midway Road sidewalks

Motion carried on voice vote

E. ADJOURNMENT

Moved by Ald. Englebert, seconded by Ald. Benner to adjourn at 7:40 p.m.

Motion carried on voice vote.

Respectfully submitted by Deborah A. Galeazzi, WCMC, City Clerk