

CITY OF MENASHA
Board of Public Works
Third Floor Council Chambers
140 Main Street, Menasha
February 15, 2016
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Krautkramer at 7:45 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Benner, Nichols, Taylor, Krautkramer, Olszewski, Keehan, Zelinski, Spencer.

ALSO PRESENT: Mayor Merkes, CA Captain, PC Styka, DPW Radtke, CDD Keil, ASD Steeno, PHD McKenney, Nick Vande Hey (McMahon Engineers), Clerk Galeazzi.

C. MINUTES TO APPROVE

1. [February 1, 2016](#)

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

Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. [Recommendation to Accept City-Wide Storm Water Quality Management Plan \(Presentation by McMahon Engineers\)](#)

DPW Radtke explained the grant the City received for revisions to the Storm Water Management Plan. McMahon Engineers was retained to develop modifications to the Plan made necessary by the implementation of the Lower Fox River Total Maximum Daily Load (TMDL).

Nick Vande Hey from McMahon Engineers presented an overview of the Plan and outlined the series of necessary steps to be taken to meet requirements of the TMDL.

General discussion ensued on best management practices that could be utilized to achieve the desired results. Staff expects a City focus group will be formed to formulate the initial action plan. The initial action plan does not need to be completed until 2018.

Moved by Ald. Keehan seconded by Ald. Olszewski to recommend to Common Council Recommendation to Accept City-Wide Storm Water Quality Management Plan.

Motion carried on roll call 8-0.

2. [Recommendation to Award – Contract Unit 2016-01; Downtown Street, Walkway and Electrical Improvements; Mill Street, Main Street, Pedestrian Link from Broad Street Parking Ramp to Main Street; Vinton Construction, Inc.: \\$265,487.33](#)

DPW Radtke explained the bids submitted included an alternate bid for use of colored concrete in lieu of precast concrete unit pavers in the pedestrian link corridor as requested by the Common Council. Staff recommends eliminating the five Outdoor Picture Frames and three landscape items to help lower the cost of the project. The project needs to be completed by April 30, 2016 according to the development agreement.

Moved by Ald. Benner seconded by Ald. Nichols to recommend to Common Council Recommendation to Award Contract Unit 2016-01; Downtown Street, Walkway and Electrical Improvements; Mill Street, Main Street, Pedestrian Link from Broad Street Parking Ramp to Main Street to Vinton Construction, Inc. in the amount of \$265,487.33.

2. [Recommendation to Award – Contract Unit 2016-01; Downtown Street, Walkway and Electrical Improvements; Mill Street, Main Street, Pedestrian Link from Broad Street Parking Ramp to Main Street; Vinton Construction, Inc.: \\$265,487.33, \(Cont'd.\)](#)

Ald. Zelinski inquired about eliminating the specialty items from the contract in order to reduce the project cost. CA Captain reminded the Board that contract changes must not exceed 15% of the contract total.

Moved by Ald. Zelinski seconded by Ald. Taylor to remove site special items and lighting. CA Captain explained the motion was not germane as the removal of these items amends the contract by more than allowed and would require the bidding process to start over.

Chairman Krautkramer ruled the motion was not germane.

General discussion ensued on the bidding process and amending the contract.

Ald. Nichols stated Point of Order – asked what the motion was.

Chairman Krautkramer stated the original motion was on the floor. The second motion was ruled not germane. Additional motions could be made if the original motion is defeated.

Original Motion: Moved by Ald. Benner seconded by Ald. Nichols to recommend to Common Council Recommendation to Award Contract Unit 2016-01; Downtown Street, Walkway and Electrical Improvements; Mill Street, Main Street, Pedestrian Link from Broad Street Parking Ramp to Main Street to Vinton Construction, Inc. in the amount of \$265,487.33.

Original motion carried on roll call 6-2.

Ald. Nichols, Krautkramer, Olszewski, Keehan, Spencer, Benner voted yes.

Ald. Taylor, Zelinski voted no.

3. [Change Order – Vinton Construction, Inc.; Contract Unit 2016-01; Downtown Street, Walkway and Electrical Improvements; Mill Street, Main Street, Pedestrian Link from Broad Street Parking Ramp to Main Street; DEDUCT: \\$21,525.00 \(Change Order No. 1\)](#)

DPW Radtke explained the change order is for eliminating the five Outdoor Picture Frames and three landscape items. The landscape items can be done by City crews.

Moved by Ald. Benner seconded by Ald. Nichols to recommend to Common Council Change Order for Vinton Construction, Inc. Contract Unit 2016-01, Downtown Street, Walkway and Electrical Improvements, Mill Street, Main Street, Pedestrian Link from Broad Street Parking Ramp to Main Street; DEDUCT: \$21,525.00 (Change Order No. 1). Motion carried on roll call 8-0.

4. [Broad Street Parking Lot Access Plans](#)

DPW Radtke explained the construction of the parking ramp eliminated one of the entrances to the Broad Street parking lot. The only access to the east end of the parking lot is through the Broad Street alley which is a narrow one-way drive and has been blocked at times by delivery trucks. Staff is recommending widening the existing one way egress driveway located at the east end to allow two way traffic. This plan also provides for an enclosed dumpster area to service residents and businesses on the east end of the lot. This project can be done with budgeted funds by City crews for an estimated cost of \$4,000.

4. [Broad Street Parking Lot Access Plans,\(Cont'd\)](#)

Moved by Ald. Nichols seconded by Ald. Keehan to recommend to Common Council Broad Street Parking Lot Access Plans.

Motion carried on roll call 8-0.

5. [Request by Woodland Developments, LLC for Application of the City's Installment/Deferred Assessment Program to the Second Addition to Woodland Hills Development](#)

CDD Keil explained the request of Mike Hagens from Woodland Development to use the City's installment/deferred assessment program for installation of infrastructure in the Second Addition to Woodland Hills Development. This request has been made part of the Second Development Agreement between the City of Menasha and Woodland Development, LLC.

6. [Second Development Agreement Between the City of Menasha and Woodland Development, LLC](#)

CDD Keil explained the development agreement is proposed to assist with the installation of infrastructure in a 17 lot subdivision adjacent to the existing Woodland Hills subdivision. Implementation of the agreement will require a budget adjustment and borrowing.

Moved by Ald. Benner seconded by Ald. Keehan to recommend to Common Council Second Development Agreement between the City of Menasha and Woodland Development LLC.

Motion carried on roll call 6-2.

Ald. Nichols, Krautkramer, Olszewski, Keehan, Spencer, Benner voted yes.

Ald. Taylor, Zelinski voted no.

E. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Keehan to adjourn at 9:25 p.m.

Motion carried on voice vote.

Deborah A. Galeazzi, WCMC
City Clerk