

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**  
**Third Floor Council Chambers**  
**140 Main Street, Menasha**  
**February 7, 2011**  
**6:45 PM**  
**or immediately following the Administration Committee**

**AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
  - 1. [January 17, 2011](#)
- D. ACTION ITEMS
  - 1. [Change Order; MOD# 0018-02; Neenah-Menasha Fire Rescue Station 36; Miron Job #101520; ADD: \\$515.00](#)
  - 2. [Change Order; MOD# 0019-00; Neenah-Menasha Fire Rescue Station 36; Miron Job #101520; ADD: \\$3,892.00](#)
  - 3. [Change Order; MOD# 0020-00; Neenah-Menasha Fire Rescue Station 36; Miron Job #101520; ADD: \\$605.00](#)
  - 4. [R-5-11 A Resolution Declaring Official Intent to Reimburse Expenditures for Clean Water Fund Loan Program](#)
  - 5. [Preliminary Resolution R-6-11 Declaring Intent to Exercise Special Assessment Powers under Section 66.0703, Wisconsin Statutes – Ribblesdale Subdivision and Woodland Hills Subdivision](#)
  - 6. [Preliminary Resolution R-7-11 Declaring Intent to Exercise Special Assessment Powers under Section 66.0703, Wisconsin Statutes – Silver Birch Estates Subdivision](#)
  - 7. [Recommendation Report – Expiration of 90-Day Trial Period to Prohibit Parking on the North Side of Seventh Street from Appleton Road to 235' West](#)
  - 8. [Approval of City of Menasha 2011 Minimum Wage Rates](#)
- 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  
Third Floor Council Chambers  
140 Main Street, Menasha  
January 17, 2011  
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Taylor at 8:46 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

EXCUSED: Alderman Wisneski

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Stanke, DPW Radtke, CDD Keil,  
C/T Stoffel, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [January 4, 2011](#)

Moved by Ald. Hendricks, seconded by Ald. Benner to approve minutes.

Motion carried on voice vote.

D. ACTION ITEMS

1. None

E. ADJOURNMENT

Moved by Ald. Hendricks, seconded by Ald. Zelinski to adjourn at 8:47 p.m.

Motion carried on voice vote.

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

## Carol A. Schmidt

---

**From:** AAuxier@nmfire.org  
**Sent:** Tuesday, January 25, 2011 6:52 AM  
**To:** Carol A. Schmidt  
**Cc:** Mark Radtke  
**Subject:** Fw: NMFR - 101520 - Mods for Approval #18.01 and #20  
**Attachments:** NMFR Mod #18-01.pdf; NMFR Mod #20.pdf

Good Morning Carol,

You haven't heard from me in awhile so I figured it's about time for me to start bothering you again. Below you will find a email from Jill Kordus, Miron Construction that has two change orders for the new Station #36 attached. Could you please put change orders NMFR **Mod #18-01** and NMFR Mod #20 on the agenda for the Public Works Committee. There will be a total of two emails that I am sending to you with a total of three change orders. Could you please let me know if everything looks OK.

Thank you!

Al Auxier  
Fire Chief  
Neenah-Menasha Fire Rescue  
[aauxier@nmfire.org](mailto:aauxier@nmfire.org)  
(920)886-6203, office  
(920)209-9509, cell

----- Forwarded by Al E Auxier/Fire/Neenah on 01/25/2011 06:35 AM -----

**From:** Jill.Kordus@Miron-Construction.com  
**To:** sborsecnik@griesarchitectural.com  
**Cc:** aauxier@nmfire.org, DSchultz@nmfire.org  
**Date:** 01/24/2011 03:30 PM  
**Subject:** NMFR - 101520 - Mods for Approval #18.01 and #20

---

Steve,  
Please see attached Mod #18-01 and #20 for review and approval.

Thank you,  
Jill

Jill Kordus  
Project Coordinator  
Miron Construction Co., Inc  
1471 McMahan Drive  
Neenah, WI 54956

Phone: (920)-969-7008  
Fax: (920)-969-7399  
[jill.kordus@miron-construction.com](mailto:jill.kordus@miron-construction.com)

## Carol A. Schmidt

---

**From:** AAuxier@nmfire.org  
**Sent:** Tuesday, February 01, 2011 7:17 AM  
**To:** Carol A. Schmidt  
**Cc:** Mark Radtke  
**Subject:** Fw: NMFR - 101520 - Mod #18-02 for Approval  
**Attachments:** NMFR Mod #18-02.pdf

Good Morning Carol,

I spent some time reviewing the data drops for our video conference system with the Neenah IS Department and the electrician and we were able to reduce the number of lines the electrician was going to install. Could you please replace Change Order Request MOD #: 0018-01 with the new Change Order Request MOD #: 0018-02 attached at the bottom of this email for todays agenda meeting. Let me know if there is a problem with doing this and if you have any questions or concerns let me know.

Thank you!

Al Auxier  
Fire Chief  
Neenah-Menasha Fire Rescue  
[aauxier@nmfire.org](mailto:aauxier@nmfire.org)  
(920)886-6203, office  
(920)209-9509, cell

----- Forwarded by Al E Auxier/Fire/Neenah on 02/01/2011 07:09 AM -----

**From:** Jill.Kordus@Miron-Construction.com  
**To:** sborsecnik@griesarchitectural.com  
**Cc:** aauxier@nmfire.org, DSchultz@nmfire.org  
**Date:** 01/31/2011 04:25 PM  
**Subject:** NMFR - 101520 - Mod #18-02 for Approval

---

Steve,  
Please see attached Mod #18-02 for review and approval.

Thank you,  
Jill

Jill Kordus  
Project Coordinator  
Miron Construction Co., Inc  
1471 McMahan Drive  
Neenah, WI 54956

Phone: (920)-969-7008  
Fax: (920)-969-7399  
[jill.kordus@miron-construction.com](mailto:jill.kordus@miron-construction.com)



Building Excellence™

### CHANGE ORDER REQUEST

JOB #:101520  
MOD #: 0018 -02  
DATED: 1/31/11

TO: Mr Steve Borsechnik  
Gries Architectural Group  
500 N Commercial St  
Neenah WI 54956

FAX: 920-722-6605  
PHONE: 920-722-2445

RE: Neenah Menasha Fire  
Rescue Station 36  
1108 Province Terrace  
Menasha WI 54952

DESCRIPTION OF MODIFICATION:

Provide additional data jacks for video conferencing for training.  
Run wiring for radio antenna.

REQUESTED BY: Owner DATE: \_\_\_\_\_

SUBCONTRACTOR

AMOUNT

P & J Kampo Electric, Inc.

\$515.00

Subtotal

\$515.00

TOTAL AMOUNT OF THIS MODIFICATION:

\$515.00

CHANGE ORDER AMOUNT REQUESTED:

===== \$515.00

Please find back up materials enclosed regarding this modification.

Contractor is (not) to proceed with the work as noted above. The contract with the Owner is adjusted as follows:

Approved Cost \_\_\_\_\_ Schedule Impact \_\_\_\_\_

Miron Representative Paul A. Riederer Date 1/31/11  
Paul A. Riederer

Owner Representative \_\_\_\_\_ Date \_\_\_\_\_

THIS PRICE IS VALID FOR 15 DAYS FROM THE DATE SHOWN

Copy: File/jak  
Jobsite  
Dan Schultz  
Al Auxier

MIRON CONSTRUCTION CO., INC.  
**Building Excellence**

Corporate Office  
P.O. Box 509 Neenah, WI 54957-0509  
1471 McMahan Drive Neenah, WI 54956

Phone: 920/969-7000  
Fax: 920/969-7399

[www.miron-construction.com](http://www.miron-construction.com)



## Carol A. Schmidt

---

**From:** AAuxier@nmfire.org  
**Sent:** Tuesday, January 25, 2011 6:56 AM  
**To:** Carol A. Schmidt  
**Cc:** Mark Radtke  
**Subject:** Fw: NMFR - 101520 - Mod #19 for Approval  
**Attachments:** NMFR Mod #19.pdf

Hi Carol,

As stated in my first email this is the second of two emails from Jill Kordus, Miron Construction regarding change orders for the new Station #36 attached. Could you please put change orders **NMFR Mod #19** on the agenda for the Public Works Committee. Again, there will be a total of two emails that I am sending to you with a total of three change orders. Could you please let me know if everything looks OK.

Thank you!

Al Auxier  
Fire Chief  
Neenah-Menasha Fire Rescue  
[aauxier@nmfire.org](mailto:aauxier@nmfire.org)  
(920)886-6203, office  
(920)209-9509, cell

----- Forwarded by Al E Auxier/Fire/Neenah on 01/25/2011 06:47 AM -----

**From:** Jill.Kordus@Miron-Construction.com  
**To:** sborsechnik@griesarchitectural.com  
**Cc:** aauxier@nmfire.org, DSchultz@nmfire.org  
**Date:** 01/24/2011 10:36 AM  
**Subject:** NMFR - 101520 - Mod #19 for Approval

---

Steve,  
Please see attached Mod #19 for review and approval.

Thank you,  
Jill

Jill Kordus  
Project Coordinator  
Miron Construction Co., Inc  
1471 McMahan Drive  
Neenah, WI 54956

Phone: (920)-969-7008  
Fax: (920)-969-7399  
[jill.kordus@miron-construction.com](mailto:jill.kordus@miron-construction.com)

Experience the Miron Difference at [www.miron-construction.com](http://www.miron-construction.com)



JOB #:101520  
MOD #: 0019 -00  
DATED: 1/24/11

Building Excellence™

### CHANGE ORDER REQUEST

TO: Mr Steve Borsecnik  
Gries Architectural Group  
500 N Commercial St  
Neenah WI 54956

FAX: 920-722-6605  
PHONE: 920-722-2445

RE: Neenah Menasha Fire  
Rescue Station 36  
1108 Province Terrace  
Menasha WI 54952

DESCRIPTION OF MODIFICATION:

Provide custom cabinet and tops installed at 2 walls in Room 102.

REQUESTED BY: Owner DATE: \_\_\_\_\_

SUBCONTRACTOR

AMOUNT

Discher Arch Millwork Inc		\$2,342.00
Miron Construction Co., Inc		
Labor: 21 Hrs @ \$70	\$1,470.00	
Materials, blocking, fasteners:	\$80.00	
Subtotal		\$1,550.00
Subtotal		\$3,892.00

TOTAL AMOUNT OF THIS MODIFICATION: \$3,892.00

CHANGE ORDER AMOUNT REQUESTED: \$3,892.00

Please find back up materials enclosed regarding this modification.

Contractor is (not) to proceed with the work as noted above. The contract with the Owner is adjusted as follows:

Approved Cost \_\_\_\_\_ Schedule Impact \_\_\_\_\_

Miron Representative Paul A. Riederer Date 1/24/11  
Paul A. Riederer

Owner Representative \_\_\_\_\_ Date \_\_\_\_\_

THIS PRICE IS VALID FOR 15 DAYS FROM THE DATE SHOWN

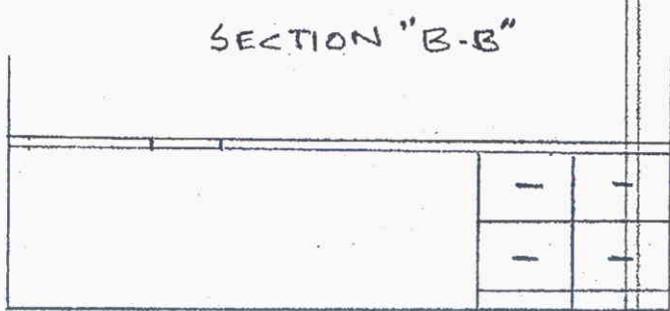
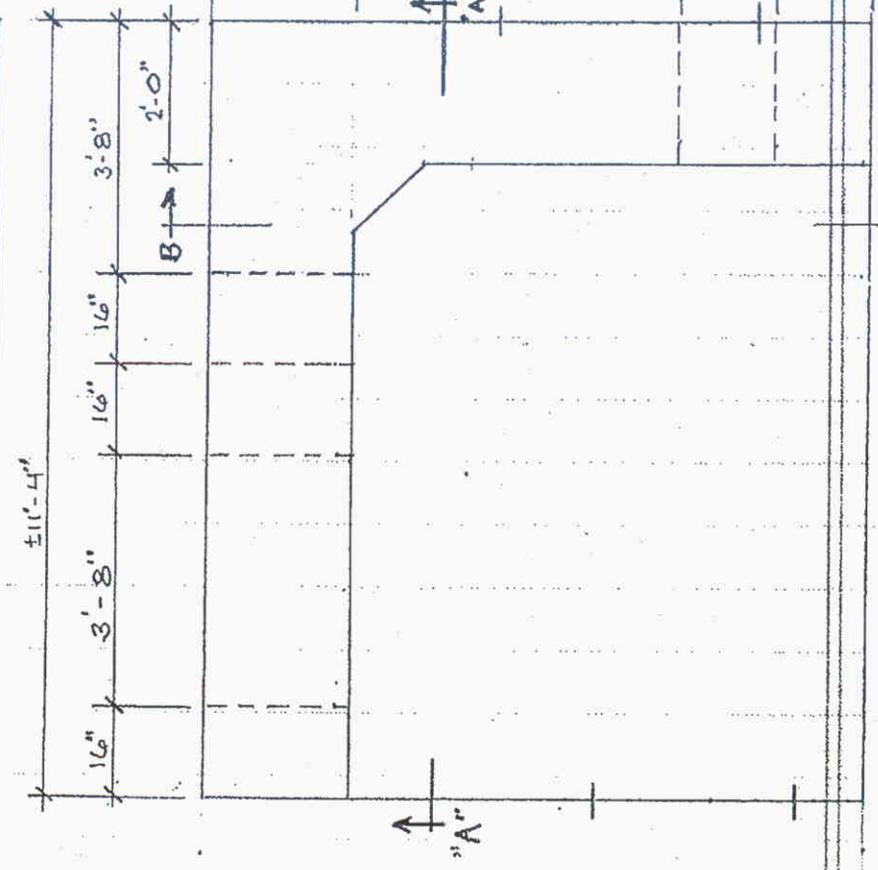
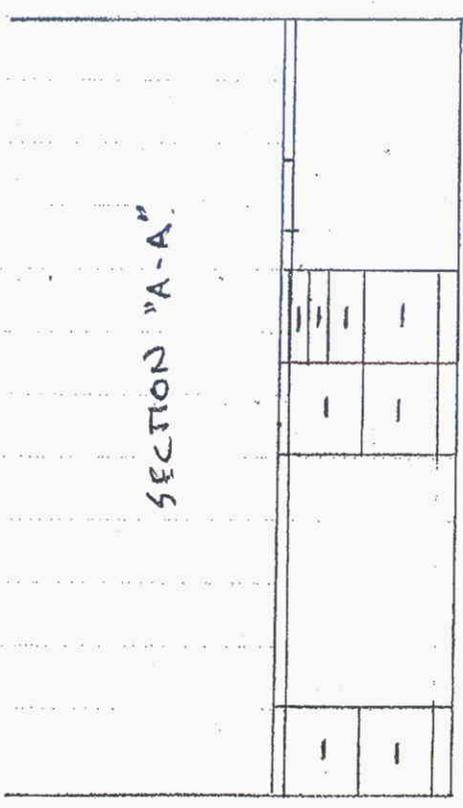
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Al Auxier

MIRON CONSTRUCTION CO., INC.  
**Building Excellence**

Corporate Office  
P.O. Box 509 Neenah, WI 54957-0509  
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Phone: 920/969-7000  
Fax: 920/969-7399

www.miron-construction.com



NOTE: LOCKING DRAWERS?  
CAN WE MOUNT SHELVES ON CABINETS AS NEEDED?

SCALE: 3/8" = 1'-0"

**DISCHER**



**ARCHITECTURAL MILLWORK, INC.**

Miron Construction  
1471 McMahon Drive  
Neenah-Wi 54957

2555 BADGER AVE. • P.O. BOX 2943 • OSHKOSH, WI 54903

Attention: Paul Riederer

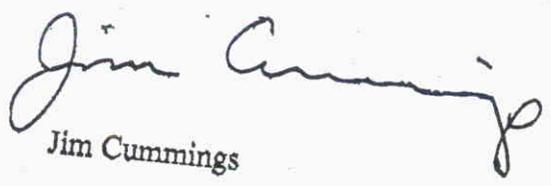
Project: Neenah Menasha Fire Rescue Station

The pricing for Room 102 is as follows;

- 1.) L-shaped Counter w/ 3mm edge, (5) 16" base cabinets w/ drawers' (1) 8' wall shelf w/ standards and brackets .... \$ 2,060.00 ( no tax included )
- 2.) Add locks to all drawers on base cabinets ...\$ 170.00 ( no tax included)

Sincerely,

# 2342

  
Jim Cummings

## Carol A. Schmidt

---

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**Sent:** Tuesday, January 25, 2011 6:52 AM  
**To:** Carol A. Schmidt  
**Cc:** Mark Radtke  
**Subject:** Fw: NMFR - 101520 - Mods for Approval #18.01 and #20  
**Attachments:** NMFR Mod #18-01.pdf; NMFR Mod #20.pdf

Good Morning Carol,

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Thank you!

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Neenah-Menasha Fire Rescue  
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**Subject:** NMFR - 101520 - Mods for Approval #18.01 and #20

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Thank you,  
Jill

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Phone: (920)-969-7008  
Fax: (920)-969-7399  
[jill.kordus@miron-construction.com](mailto:jill.kordus@miron-construction.com)



JOB #:101520  
MOD #: 0020 -00  
DATED: 1/24/11

**Building Excellence™**

### CHANGE ORDER REQUEST

TO: Mr Steve Borsecnik  
Gries Architectural Group  
500 N Commercial St  
Neenah WI 54956

FAX: 920-722-6605  
PHONE: 920-722-2445

RE: Neenah Menasha Fire  
Rescue Station 36  
1108 Province Terrace  
Menasha WI 54952

DESCRIPTION OF MODIFICATION:

Insulate Vehicle Exhaust ductwork above ceiling to reduce condensation.

REQUESTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

SUBCONTRACTOR

AMOUNT

Miron Construction Co., Inc  
Thermo Tech:

	\$605.00	
Subtotal		\$605.00
	Subtotal	\$605.00

TOTAL AMOUNT OF THIS MODIFICATION: \$605.00

CHANGE ORDER AMOUNT REQUESTED: =====  
\$605.00

Please find back up materials enclosed regarding this modification.

Contractor is (not) to proceed with the work as noted above. The contract with the Owner is adjusted as follows:

Approved Cost \_\_\_\_\_ Schedule Impact \_\_\_\_\_

Miron Representative Paul A. Riederer Date 1/24/11  
Paul A. Riederer

Owner Representative \_\_\_\_\_ Date \_\_\_\_\_

THIS PRICE IS VALID FOR 15 DAYS FROM THE DATE SHOWN

Copy: File/jak  
Jobsite  
Dan Schultz  
Al Auxier



Neenah / Menasha Fire Rescue  
Steve Listle to: paul.riederer

01/24/2011 10:38 AM

Paul,

Please consider the following revision;

Provide and install 1 1/2" thick flexible fiberglass duct insulation with a factory-applied FSK vapor-barrier facing on Vehicle Exhaust Ductwork located in attic, per information and quantities provided.

Quantities

8" dia.	55 lf	1-90	2-45's
6" dia.	20 lf	2-90's	

**TOTAL PRICE: \$605.00**

Revised pricing includes State mandated labor rates.

Thank you for your consideration. If you have any questions, feel free to contact me.

Steve



QC Ductwrap.pdf

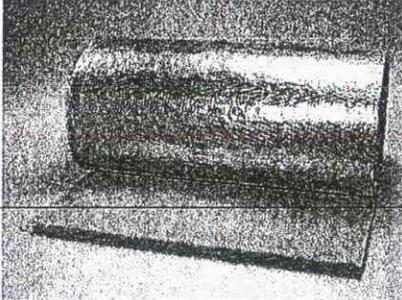


INNOVATIONS FOR LIVING™

SOFTR®

All Service Fiber Glass Duct Wrap

## Product Data Sheet



### Description

SOFTR® All Service Fiber Glass Duct Wrap is a blanket of glass fiber insulation factory-laminated to FRK vapor retarder facing. A 2" (50mm) stapling and taping flange is provided on one edge. This product is designed to meet existing performance standards such as NFPA 90A and 90B and other model building and energy codes.

### Uses

SOFTR® All Service Fiber Glass Duct Wrap is used for external insulation of commercial and residential heating, air conditioning and dual-temperature ducts operating at temperatures from 40°F (4°C) to 250°F (121°C). This insulation, when applied in accordance with installation instructions, will provide the "installed R-value" as published for the product and printed on the facing, assuring specified in-place thermal performance and condensation control.

### Product Attributes

**Assured Thermal Performance**  
When installed in accordance with instructions so that compression is controlled,

### Availability and Installed R-Values

Standard roll width: 48" (1.2m)

Installed R (RSI) values: When installed in accordance with recommended installation procedures, SOFTR® All Service Fiber Glass Duct Wrap will provide installed R (RSI) values as follows:

Nominal Thickness		Out-of-Package R (RSI) Value <sup>1</sup>		Installed Thickness <sup>2</sup>		Installed R (RSI) Value <sup>1,2</sup>	
in.	mm			in.	mm		
<b>Type 75 – 0.75 pcf (12 kg/m<sup>3</sup>)</b>							
1½	(38)	5.1	(0.90)	1½	(38)	4.2	(0.74)
2	(51)	6.8	(1.20)	1½	(38)	5.6	(0.99)
2½	(64)	7.4	(1.30)	1½	(38)	6.0	(1.06)
2½	(64)	8.0	(1.41)	1½	(38)	6.5	(1.14)
2½	(64)	8.3	(1.46)	1½	(38)	6.9	(1.22)
3	(76)	10.0	(1.76)	2¼	(57)	8.3	(1.46)
3½	(89)	11.0	(1.94)	2½	(64)	9.7	(1.71)
4	(102)	13.25	(2.33)	3	(76)	11.0	(1.94)
<b>Type 100 – 1.00 pcf (16 kg/m<sup>3</sup>)</b>							
1½	(38)	5.6	(0.99)	1½	(38)	4.5	(0.79)
2	(51)	7.4	(1.30)	1½	(38)	6.0	(1.06)
<b>Type 150 – 1.50 pcf (24 kg/m<sup>3</sup>)</b>							
1½	(38)	6.0	(1.06)	1½	(38)	4.8	(0.85)
2	(51)	8.0	(1.41)	1½	(38)	6.4	(1.13)

<sup>1</sup>hr•ft<sup>2</sup>•°F/Btu (m<sup>2</sup>•°C/W) at 75°F (24°C) mean temperature.

<sup>2</sup>Assumes 25% compression of insulation.

### Specification Compliance

ASTM C 1290, Flexible Fibrous Glass Blanket Insulation Used to Externally Insulate HVAC Ducts, Type III

ASTM C 1136, Flexible Low Permeance Vapor Retarders for Thermal Insulation, Type II (facing only)

ASTM C 553,\*Mineral Fiber Thermal Insulation: Type I – Fiberglas® Duct Wrap Type 75; Type II – SOFTR® All Service Fiber Glass Duct Wrap Types 100 and 150. (Operating temperatures to 250°F (121°C) and thermal values to 150°F (66°C) mean.

\* Preferred specification is ASTM C 1290.

NOTE TO SPECIFIERS – Federal Specification HH-1-558B (Amendment 3), Form B (covering the duct wrap), and Federal Specification HH-B-100B (Covering the facing and CAN/CGSB-51.11), are obsolete. These are replaced by the above referenced ASTM specifications.

### Physical Property Data

Property	Test Method	Value		
Operating Temperature	ASTM C 411	up to 250°F (121°C)		
Insulation Jacket Temperature Limit	ASTM C 1136	up to 150°F (66°C)		
Jacket Puncture Resistance	ASTM C 1136	25 units (0.7 joules)		
Water Vapor Permeance	ASTM E 96*	0.02 perms		
Water Vapor Sorption	ASTM C 1104	<3% by weight at 120°F (49°C), 95% R.H.		
Fungi Resistance	ASTM C 1338	Meets requirements		
Thermal Conductivity K at 75°F Mean, Btu•in/hr•ft <sup>2</sup> •°F (λ at 24°C Mean, W/m•°C)	ASTM C 518	Type 75 0.30 (0.043)	Type 100 0.27 (0.039)	Type 150 0.25 (0.036)
Surface Burning Characteristics Flame Spread	ASTM E 84*	25*		
Smoke Developed		50		

\*The surface burning characteristics of these products have been determined in accordance with ASTM E 84, CAN/ULC S102. This standard should be used to measure and describe the properties of materials, products or assemblies in response to heat and flame under controlled laboratory conditions and should not be used to describe or appraise the fire hazard or fire risk of materials, products or assemblies under actual fire conditions. However, results of this test may be used as elements of a fire risk assessment which takes into account all of the factors which are pertinent to an assessment of the fire hazard of a particular end use. Values are reported to the nearest 5 rating.



INNOVATIONS FOR LIVING™

SOFTR®

All Service Fiber Glass Duct Wrap

## Product Data Sheet

SOFTR® All Service Fiber Glass Duct Wrap provides specified thermal performance. See R-value table. Operating costs are controlled due to reduction of heat loss or gain through duct walls.

**Condensation Control**  
SOFTR® All Service Fiber Glass Duct Wrap helps control moisture condensation on the ductwork as well as on the outer vapor retarder jacket. This helps maintain insulation efficiency and reduces the likelihood of stained ceilings due to moisture damage.

**Enhanced Comfort Control**  
SOFTR® All Service Fiber Glass Duct Wrap helps heating and cooling systems to deliver conditioned air to occupied spaces at or near design temperatures. By conserving heating and cooling energy, HVAC systems may operate under reduced load.

**Meets Model Energy and Mechanical Codes**  
SOFTR® All Service Fiber Glass Duct Wrap, when correctly installed, complies with model building and energy codes and standards including ASHRAE 90.1 and 90.2. Architects, contractors, code officials and owners are assured of compliance and "no-problem" inspection. Application of insulation is the responsibility of the engineer and contractor.

**Flexible and Easy to Install**  
SOFTR® All Service Fiber Glass Duct Wrap is easily cut and fit to flat, curved or irregular duct surfaces for a neat, thermally effective insulation blanket.

Because it's easier to install than rigid boards, installation costs are lowered.

### Facings

The facing on Owens Corning SOFTR® All Service Fiber Glass Duct Wrap is a Foil Reinforced Kraft (FRK) low permeance vapor retarder meeting the requirements of ASTM C 1136, Type II.

### Condensation Control

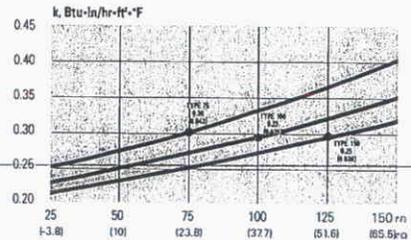
To determine thickness to prevent condensation at various ambient temperature and humidity levels, based on installed thickness 75% of nominal (out-of-package) thickness, 55°F (13°C) air duct internal temperature:

1. Select maximum expected relative humidity (R.H.) on the lower scale.
2. Move up vertically until that line intersects the expected maximum ambient air temperature.
3. Select the thickness indicated by the intersection point.
4. Specified design thickness should be adequate to prevent exterior surface condensation.

### Limitations

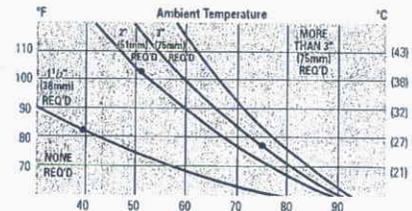
SOFTR® All Service Fiber Glass Duct Wrap is not recommended for use on duct systems subject to continuous service at temperatures in excess of 250°F (121°C). It should not be used in conditions where condensation might occur on the FRK facing nor exposed to weathering or mechanical abuse without proper protection. It should not be used on the inside of ducts.

### Thermal Conductivity



Apparent thermal conductivity curve determined in accordance with ASTM Practice C 1045 with data obtained by ASTM Test Method C 177. Values are nominal, subject to normal testing and manufacturing tolerances.

### Nominal Duct Wrap Thickness to Prevent Surface Condensation



The above chart is based on indoor conditions so far as wind and other factors are concerned

### Application Recommendations

Before applying SOFTR® All Service Fiber Glass Duct Wrap, ducts shall be clean, dry and tightly sealed at all joints and seams. SOFTR® All Service Fiber Glass Duct Wrap shall be cut to "stretch-out" dimensions and a 2" (50mm) (approx.) piece of duct wrap removed from the facing at the end of the piece of duct wrap to form an overlapping staple and tape flap, as shown below.

Install duct wrap tightly butted with facing outside. Overlap 2" (50mm) formed tape flap and facing at other end of piece of duct wrap. If ducts are rectangular or square, install



INNOVATIONS FOR LIVING™

SOFTR®

All Service Fiber Glass Duct Wrap

Product Data Sheet

so insulation is not excessively compressed at duct corners. Seams shall be stapled 6" (150mm) (approx.) on center with outward clinching staples. Adjacent sections of duct wrap shall be tightly butted with the 2" (50mm) tape flap overlapping.

Where a vapor retarder is required, seal all seams and joints with pressure-sensitive tape matching the facing (either plain foil or FRK backing stock) or with glass fabric and mastic. Cloth duct tape of any color and finish using reclaimed rubber adhesives is not recommended for use on SOFTR® All Service Fiber Glass Duct Wrap.

Where rectangular ducts are 24" (600mm) in width or greater, duct wrap shall be additionally secured to the bottom of the duct with mechanical fasteners such as pins and speed clip washers, spaced on 18" (425mm) centers (maximum) to prevent sagging of insulation.

It is neither necessary nor desirable to adhere duct wrap to duct surfaces.

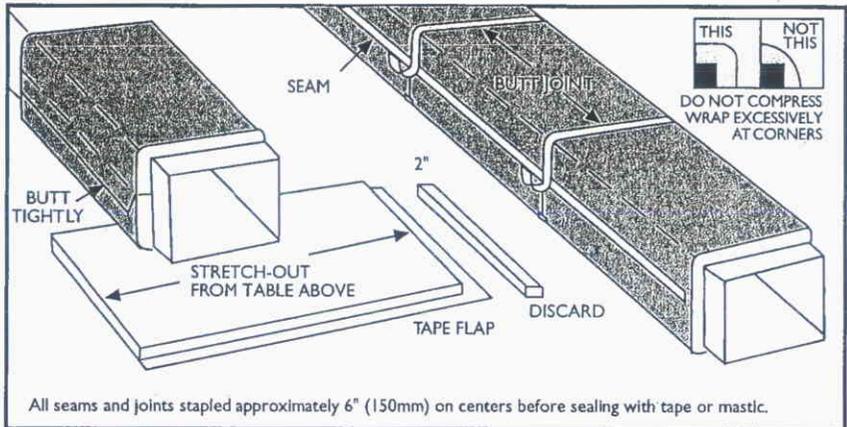
Where a vapor retarder is required, seal all tears, punctures and other penetrations of the duct wrap facing using one of the above methods to provide a vapor-tight system.

The installed R-value is based on installation of product over sealed sheet metal ductwork with the average installed thickness at 75% of nominal thickness and thermal conductivity (k) at the installed compressed density.

Material Requirements to Achieve Installed R-Value

Nominal Thickness		Installed Thickness		Stretch Out Dimensions, in. (mm)					
in.	(mm)	in.	(mm)	Round and Oval Ducts		Square Ducts		Rectangular Ducts	
1 1/2	(38)	1 1/8	(29)	P+9 1/2	(240)	P+8	(205)	P+7	(180)
2	(51)	1 1/2	(38)	P+12	(305)	P+10	(255)	P+8	(205)
2 1/2	(56)	1 5/8	(41)	P+13	(330)	P+11	(280)	P+8 1/2	(215)
3	(76)	2 1/4	(57)	P+17	(430)	P+14 1/2	(370)	P+11 1/2	(290)
4	(102)	3	(76)	P+22	(560)	P+19	(483)	P+16	(406)

P = measured duct perimeter



RESOLUTION R-5-11

RESOLUTION DECLARING OFFICIAL INTENT TO REIMBURSE  
EXPENDITURES FOR CLEAN WATER FUND LOAN PROGRAM

Introduced by Alderman Taylor

WHEREAS, the City of Menasha, Wisconsin (the "Municipality") owns and operates a sewerage system (the "System") as a public utility; and

WHEREAS, the Municipality plans to construct Phase 4 Wastewater Collection System Improvements (the "Project"); and

WHEREAS, the Municipality expects to receive a loan (the "Loan") from the State of Wisconsin Clean Water Fund Loan Program (the "Program") to finance the project and expects to issue tax exempt bonds (the "Bonds") to the Program in evidence of the Loan; and

WHEREAS, because the Loan will not become available prior to 2011, the Municipality must provide interim financing to cover costs of the Project incurred prior to receipt of the Loan; and

WHEREAS, it is necessary, desirable, and in the best interests of the Municipality to advance moneys from its funds on hand on an interim basis until the Loan becomes available and the Bonds can be issued.

NOW, THEREFORE, BE IT RESOLVED by the City of Menasha, Wisconsin, that:

Expenditure of Funds. The Municipality shall make expenditures as needed from its funds on hand to pay the costs of the Project until Bond proceeds become available.

Declaration of Official Intent. The Municipality hereby officially declares its intent under Treas. Reg. Section 1.150-2 to reimburse said expenditures with proceeds of the Bonds, the principal amount of which is not expected to exceed \$1,000,000.

Unavailability of Long-Term Funds. No funds for payment of the Project from sources other than the Bonds are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside by the Municipality pursuant to its budget or financial policies.

Public Availability of Official Intent Resolution. This resolution shall be made available for public inspection at the City Clerk's office within thirty (30) days after its approval in compliance with applicable State law governing the availability of records of official acts including subchapter II of Chapter 19, and shall remain available for public inspection until the Bonds are issued.

Effective Date. This resolution shall be effective upon its adoption and approval.

Passed and approved this        day of        , 2011

\_\_\_\_\_  
Donald Merkes, Mayor

ATTEST:

\_\_\_\_\_  
Deborah A. Galeazzi, City Clerk

## **RESOLUTION R-6-11**

### A PRELIMINARY RESOLUTION DECLARING INTENT TO EXERCISE SPECIAL ASSESSMENT POWERS UNDER SECTION 66.0703, WISCONSIN STATUTES

Introduced by Alderman Taylor

RESOLVED, by the Common Council of the City of Menasha, Wisconsin:

1. The Common Council hereby declares its intention to exercise its powers under Section 66.0703, Wisconsin Statutes, to levy special assessments upon property within the following described area for benefits conferred upon such property by improvement of the following:

- A. Improvements
  - 1. Concrete Curb & Gutter Construction
  - 2. 4" Asphaltic Concrete Pavement Construction
  - 3. Concrete Walk
  - 4. Street Trees
  - 5. Various Associated Items
  
- B. Location of Improvements
  - 1. Ribblesdale Subdivision
  - 2. Woodland Hills Subdivision

2. The total amount assessed against such improvements shall not exceed the total cost of the improvements. The Common Council determines that such improvements shall be made under the police power, and the amount assessed against each parcel shall be on a cost per front foot, area, or unit cost basis.

3. That the assessment against any parcel shall be paid in accordance with Section 3-2-14 of the Menasha Municipal Code.

4. The Board of Public Works is directed to compile a report consisting of:

- A. Plans and Specifications of said improvements
- B. A summary of the allotted cost of the said improvements
- C. A schedule of proposed assessments showing the properties which are benefited by the improvement

Upon completing such report, the Board of Public Works is directed to file a copy thereof in the City Clerk's Office for public inspection.

5. Upon receiving the report of the Board of Public Works, the City Clerk is directed to give notice of a public hearing on such report as specified in Section 66.0703(7)(a), Wisconsin Statutes. The hearing shall be held in the Council Chambers at the City Hall at a time set by the City Clerk in accordance with Section 66.0703(7)(a), Wisconsin Statutes.

6. The notice and hearing requirements under paragraph 5 do not apply if they are waived, in writing, by all the owners of property affected by the special assessment, as specified in Section 66.0703(7)(b), Wisconsin Statutes.

Passed and approved this    day of February, 2011.

\_\_\_\_\_  
Donald Merkes, Mayor

Attest: \_\_\_\_\_  
Deborah A. Galeazzi, City Clerk



## Memorandum

DATE: February 2, 2011

TO: City of Menasha Board of Public Works

FROM: Mark Radtke, Director of Public Works *MR*

RE: Preliminary Resolution for Special Assessments – Silver Birch Estates Subdivision

Silver Birch Estates Subdivision is located immediately west of Lake Park Road and south of Manitowoc Road in Calumet County. This area was annexed into the City of Menasha in 2007 and the City subsequently entered into a development agreement with the developer to stipulate how the infrastructure would be installed.

Part of the agreement stated that the City would front the cost of the infrastructure up to a maximum of \$500,000 with the developer reimbursing a proportionate part of the cost each time a lot was sold. The development agreement indicated there would be special assessments levied on each unsold lot as a means to guarantee payment of the infrastructure cost. In reviewing this project recently with Comptroller Stoffel, it was discovered the special assessments were calculated but never officially levied by the City.

The purpose of the attached resolution is to initiate the assessment procedure for the remaining unsold lots in Silver Birch Estates. The preliminary resolution identifies the public improvements, directs staff to prepare the assessment report for the affected properties, and to properly notice the affected property owners of the public hearing details, if required. The developer has signed a Waiver of Assessment Hearing indicating his approval with the assessments so there is no public hearing required, but we need to follow through with the assessment procedure. The developer indicated to me today they intend to continue paying their share as each lot is sold, but we still need to officially complete the levying of assessments.

Upon passage of the preliminary resolution, the final resolution will be presented to the Common Council for action which, if approved, will complete the process.

## **RESOLUTION R-7-11**

### A PRELIMINARY RESOLUTION DECLARING INTENT TO EXERCISE SPECIAL ASSESSMENT POWERS UNDER SECTION 66.0703, WISCONSIN STATUTES

Introduced by Alderman Taylor

RESOLVED, by the Common Council of the City of Menasha, Wisconsin:

1. The Common Council hereby declares its intention to exercise its powers under Section 66.0703, Wisconsin Statutes, to levy special assessments upon property within the following described area for benefits conferred upon such property by improvement of the following:

- A. Improvements
  - 1. Water Main Construction
  - 2. Sanitary and Storm Sewer Construction
  - 3. Grading and Graveling Streets
  - 4. Various Associated Items
  
- B. Location of Improvements
  - 1. Silver Birch Estates Subdivision

2. The total amount assessed against such improvements shall not exceed the total cost of the improvements. The Common Council determines that such improvements shall be made under the police power, and the amount assessed against each parcel shall be on a cost per front foot, area, or unit cost basis.

3. That the assessment against any parcel shall be paid in accordance with Section 3-2-14 of the Menasha Municipal Code.

4. The Board of Public Works is directed to compile a report consisting of:

- A. Plans and Specifications of said improvements
- B. A summary of the allotted cost of the said improvements
- C. A schedule of proposed assessments showing the properties which are benefited by the improvement

Upon completing such report, the Board of Public Works is directed to file a copy thereof in the City Clerk's Office for public inspection.

5. Upon receiving the report of the Board of Public Works, the City Clerk is directed to give notice of a public hearing on such report as specified in Section 66.0703(7)(a), Wisconsin Statutes. The hearing shall be held in the Council Chambers at the City Hall at a time set by the City Clerk in accordance with Section 66.0703(7)(a), Wisconsin Statutes.

6. The notice and hearing requirements under paragraph 5 do not apply if they are waived, in writing, by all the owners of property affected by the special assessment, as specified in Section 66.0703(7)(b), Wisconsin Statutes.

Passed and approved this     day of February, 2011.

\_\_\_\_\_  
Donald Merkes, Mayor

Attest: \_\_\_\_\_  
Deborah A. Galeazzi, City Clerk



To: Alderman Taylor  
Members of the Board of Public Works  
From: Chief Stanke  
Date: January 28, 2011  
Re: 7<sup>th</sup> Street Parking restrictions

The temporary parking restrictions on 7<sup>th</sup> Street west of Appleton Rd have expired and the decision will have to be made to make it permanent or let it lapse.

We have found that it has helped us to supervise the area near Hart Park. Since the bulk of the activity in this park is heaviest in the warmer months, it is my recommendation that we compromise in this area and restrict parking from April 01 to November 01.

I would hope that the council can take action prior to April 01 so permanent signs may be posted.

**CITY OF MENASHA, WISCONSIN  
 JOB CLASSIFICATION & MINIMUM WAGE RATES  
 FOR  
 STREETS, HIGHWAYS, SIDEWALKS, & BRIDGE CONSTRUCTION  
 Section 66.293(1), Wisconsin Statutes**

CLASSIFICATION	TOTAL MINIMUM COMPENSATION WAGES & FRINGES	
	EXISTING	2011 PROPOSED
Foreman	\$ 19.86	\$ 19.86
Formsetter	\$ 15.75	\$ 15.75
Finisher	\$ 17.80	\$ 17.80
Cement Mason	\$ 17.80	\$ 17.80
Truck Driver - Single Axle	\$ 14.93	\$ 14.93
Truck Driver - Tandem & Larger	\$ 15.75	\$ 15.75
Equipment Operator	\$ 18.58	\$ 18.58
Raker	\$ 15.75	\$ 15.75
Roller - Small	\$ 14.47	\$ 14.47
Laborer	\$ 13.55	\$ 13.55
Finisher Apprentice	\$ 14.93	\$ 14.93
Operator Apprentice	\$ 15.76	\$ 15.76
Carpenter	\$ 14.93	\$ 14.93
Bricklayer	\$ 17.80	\$ 17.80
Electrician	\$ 23.60	\$ 23.60

Any classification not specifically listed above shall be paid not less than the rate of a laborer.

I, Deborah A. Galeazzi, duly appointed City Clerk of the City of Menasha, Winnebago and Calumet counties, Wisconsin, do hereby certify that the contents above (Job Classification and Minimum Wage Rates) were passed and approved by the Menasha Common Council on \_\_\_\_\_, 2011.

\_\_\_\_\_  
 Deborah A. Galeazzi, City Clerk