

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**

**October 20, 2008**

**6:45 PM**

**AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
  - 1. [October 6, 2008](#)
- D. ACTION ITEMS
  - 1. [Change Order – J & E Construction; Lake Park Villas Stormwater Pond; Contract Unit No. 2007-03; ADD: \\$13,026.96 \(Change Order No. 1\)](#)
  - 2. [Payment – J & E Construction; Lake Park Villas Stormwater Pond; Contract Unit No. 2007-03; \\$13,026.96 \(Payment No. 2 and Final\)](#)
  - 3. [Joint Stormwater Feasibility Agreement, Town of Menasha and City of Menasha](#)
- 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  
October 6, 2008  
MINUTES**

A. CALL TO ORDER

Meeting called to order by Chairman Pack at 8:26 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Ald. Benner, Pamenter, Taylor, Wisneski, Pack, Hendricks, Zelinski, Michalkiewicz  
ALSO PRESENT: Mayor Merkes, CA/HRD Brandt, PC Stanke, DPW Radtke, CDD Keil,  
C/T Stoffel, Clerk Galeazzi, and the Press

C. MINUTES TO APPROVE

1. September 29, 2008

Moved by Ald. Michalkiewicz, seconded by Ald. Benner to approve minutes  
Motion carried on voice vote

D. ACTION ITEMS

1. Change Order – DeGroot, Inc., City of Menasha Wastewater Collection System Rehabilitation Improvements Project – Phase 3; Contract No. E145-07-01C: ADD: \$2,438.00  
(Change Order No. 3)

NO DISCUSSION OR QUESTIONS.

Moved by Ald. Michalkiewicz, seconded by Ald. Wisneski to recommend approval to Common Council  
Motion carried on voice vote

2. Payment – Badger Highways Co., Inc.: New Street Construction/Street Reconstruction: Contract Unit No. 2008-01; \$166,493.57 (Payment No. 4)

NO DISCUSSION OR QUESTIONS.

Moved by Ald. Michalkiewicz, seconded by Ald. Wisneski to recommend approval to Common Council  
Motion carried on voice vote

3. Payment – Infrastructure Technologies, Inc.: City of Menasha Wastewater Collection System Rehabilitation Improvements Project – Phase 3: Contract No. E145-07-01A; Sanitary Manhole Lining; \$39,097.98 (Payment No. 7)

NO DISCUSSION OR QUESTIONS.

Moved by Ald. Wisneski, seconded by Ald. Michalkiewicz to recommend approval to Common Council  
Motion carried on voice vote

4. Recommendation to Revise Policy Regarding Mail Box Damage by Snow Plowing Operations

Staff recommends issuing a check not to exceed \$50 to property owners of any mailbox actually hit by a snow plow. Staff also recommends charging a minimum rate of \$35 or a fee to be determined by Director of Public Works for residents requesting removal of snow from around their mailboxes.

Moved by Ald. Wisneski, seconded by Ald. Michalkiewicz approved the revision to mailbox damage policy.

Motion carried on roll call 8-0.

5. Stormwater Utility Billing Options

Menasha Utilities revised their original billing proposal for the Storm Water Utility. The billing method will be done on actual incremental customer service cost. Utilities will bill the City for initial setup costs to implement the system. They anticipate it taking approximately 90 days to to implement the billing process.

Moved by Ald. Wisneski, seconded by Ald. Michalkiewicz to endorse the billing through Menasha Utilities.

Motion carried on roll call 8-0.

E. ADJOURNMENT

Moved by Ald. Michalkiewicz, seconded by Ald. Wisneski to adjourn at 8:37 p.m.

Respectfully submitted by Deborah A. Galeazzi, City Clerk

DRAFT

# CHANGE ORDER

DATE: October 6, 2008  
CONTRACTOR: J&E Construction Company, Inc.  
CONTRACT NO.: 2007-03  
PROJECT: Lake Park Villas Stormwater Pond

CHANGE ORDER NO: One (1)

*You are directed to make the changes noted below in the subject contract unit number.*

Extra Seeding – 23,922 SY @ \$0.22 Per SY	\$ 5,262.84
Strip Top Soil – 21 Hours @ \$150.00 Per Hour	\$ 3,150.00
Original Contract Item Changes (See attached)	<u>\$ 4,614.12</u>
	\$13,026.96

The changes result in the following adjustments:

	CONTRACT - TOTAL	TIME
Prior to this Change Order	\$ 145,291.30	_____ Days
Adjustments per this Change Order	\$ 13,026.96	_____ Days
Current Contract Status	\$ 158,318.26	_____ Days

Directed/Authorized  
City of Menasha Dept. of Public Works

Accepted

BY: \_\_\_\_\_

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

**CITY OF MENASHA**  
**City of Menasha Contract Unit No. 2007-03**  
**Lake Park Villas Stormwater Pond**

**DATE: Oct 6, 2008**

**Payment No. Two & Final**

**J&E Construction**

ITEM	QUANTITY	DESCRIPTION	BASE BID		YTD		CHANGES	
			Unit Price	TOTAL	QUANTITY	TOTAL	QUANTITY	CHANGE
1	1	Lump Sum Stormwater Pond Construction	\$ 110,475.00	\$ 110,475.00	1	\$110,475.00	0.00	\$0.00
2	1	Outlet Structure/Ea.	\$ 5,845.00	\$ 5,845.00	1	\$5,845.00	0.00	\$0.00
3	60	42" Storm Sewer (RCP)/L.F.	\$ 81.54	\$ 4,892.40	53	\$4,321.62	-7.00	-\$570.78
4	1	42" Endwall Section/Ea.	\$ 2,368.00	\$ 2,368.00	1	\$2,368.00	0.00	\$0.00
5	1	Anti-Seep Collar/Ea.	\$ 1,187.00	\$ 1,187.00	1	\$1,187.00	0.00	\$0.00
6	2,100	Silt Fence for 3 Topsoil Piles (Includes Fill Site)/L.F.	\$ 1.30	\$ 2,730.00	2048	\$2,662.40	-52.00	-\$67.60
7	1	Construct Temporary Berm/Ea.	\$ 1,800.00	\$ 1,800.00	0	\$0.00	-1.00	-\$1,800.00
8	2	Construct Temporary Drainage Swale/Ea.	\$ 1,900.00	\$ 3,800.00	2	\$3,800.00	0.00	\$0.00
9	267	Rip Rap with Fabric/S.Y.	\$ 21.70	\$ 5,793.90	592	\$12,846.40	325.00	\$7,052.50
10	1	Spillway/Ea.	\$ 1,200.00	\$ 1,200.00	1	\$1,200.00	0.00	\$0.00
11	1	Tracking Pad/Ea.	\$ 700.00	\$ 700.00	1	\$700.00	0.00	\$0.00
12	1	Construction Mobilization/Demobilization; Traffic Control; Erosion Control; Project Coordination; all incidental work; and all other Project Work Area Restoration and Clean-up to an equal and/or better preconstruction condition, as required and related to the overall Project/Lump Sum	\$ 4,500.00	\$ 4,500.00	1	\$4,500.00	0.00	\$0.00
<b>TOTAL BASE BID (ITEMS 1-12)</b>				<b>\$ 145,291.30</b>		<b>\$149,905.42</b>		<b>\$4,614.12</b>
<b>ALTERNATE BID ITEM</b>								
	10,000.0	Clay Liner/S.Y.	\$ 1.75	\$ 17,500.00	0	\$0.00	0.00	\$ -
<b>TOTAL CONTRACT BID (ITEMS 1-12)</b>				<b>\$145,291.30</b>		<b>\$149,905.42</b>		<b>\$4,614.12</b>

# CERTIFICATE OF PAYMENT

DATE: October 6, 2008

PAYMENT REQUEST: Two & Final

CONTRACTOR: J&E Construction Company, Inc..

ADDRESS: 400 N. Military Rd., PO Box 97, Stockbridge, WI 53088

CONTRACT UNIT NUMBER: 2007-03

PROJECT DESCRIPTION: Lake Park Villas Stormwater Pond

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ORIGINAL CONTRACT AMOUNT	\$ 145,291.30
CHANGE ORDER NO. One AMOUNT: \$13,026.96	
PREVIOUS CHANGE ORDER(S): -	
TOTAL CONTRACT AMOUNT (INCLUDING CHANGE ORDERS)	\$ 158,318.26
TOTAL EARNED TO DATE (SUMMARY ATTACHED)	\$ 158,318.26
LESS RETAINAGE	\$ 0
AMOUNT DUE	\$ 158,318.26
PREVIOUS PAYMENTS	\$ 145,291.30
AMOUNT DUE THIS PAYMENT	\$ 13,026.96

ESTIMATE PERIOD: FROM: December 30, 2007 to October 6, 2008

*I certify that all bills for labor, equipment, materials, and services are paid for which previous certificates for payment were issued.*

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

*Lien Waivers from all subcontractors and suppliers shall accompany each Request for Payment. Affidavit of Compliance with Prevailing Wage Rates shall accompany Request for Final Payment.*

RECOMMENDED FOR PAYMENT:

DIRECTOR OF PUBLIC WORKS: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED FOR PAYMENT: COUNCIL APPROVAL DATE: \_\_\_\_\_

## FINANCE DEPARTMENT

<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>CHARGE TO ACCOUNT</u>
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

# INTERMUNICIPAL AGREEMENT

## JOINT STORMWATER FEASIBILITY AGREEMENT

Town of Menasha and City of Menasha

This Agreement is being entered into between the City of Menasha, a Wisconsin Municipal Corporation located in Winnebago County and Calumet County, State of Wisconsin, and the Town of Menasha, a Wisconsin Municipal Corporation located in Winnebago County, State of Wisconsin;

1. The City of Menasha and the Town of Menasha desire to work to jointly construct, if feasible, a storm water management pond on the site shown on figure 1 attached.
2. The City of Menasha and Town of Menasha agree that the pond will directly benefit the Town and City, as well as the Wisconsin Department of Transportation. The City and Town recognize that they are each mandated to achieve a 40% reduction in particulates in storm water by 2013.
3. The Town of Menasha shall be the lead agency in the preparation of a request for proposals for an engineering study to determine whether this project is feasible. Feasibility shall be determined by preparation of construction, operation and maintenance costs estimates for the pond. This engineering study shall also include a property appraisal.
4. The Town of Menasha shall be the paying party for all contract work. The Town of Menasha shall provide a tabulation of all costs to the City of Menasha. Said billing shall be paid in full within thirty days of receipt of billing.
5. The costs for preparing the feasibility study will be prorated on the basis of the estimated percentage reduction in percentage of suspended solids are determined by the feasibility study that will accrue to each municipality upon the pond becoming operational.
6. Any grants or funds applied from other sources shall be applied based upon the percentages established in paragraph 5.
7. This agreement shall remain in effect unless the parties mutually agree to terminate the agreement. Project costs at the time of any termination shall be based on the percentages in paragraph 5.

**INTERMUNICIPAL AGREEMENT**  
**City of Menasha and Town of Menasha**  
**Storm Water Feasibility Study**

Dated this \_\_\_\_\_ of \_\_\_\_\_, 2008.

**TOWN OF MENASHA**

By: \_\_\_\_\_  
Arden Tews, Town Chairman

\_\_\_\_\_  
Karen Backman, Town Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Herrling & Clark Law Firm  
Town of Menasha Attorney

Dated this \_\_\_\_\_ of \_\_\_\_\_, 2008.

**CITY OF MENASHA**

By: \_\_\_\_\_  
Donald Merkes, Mayor

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Jeffrey S. Brandt  
City of Menasha Attorney

\_\_\_\_\_  
Thomas R. Stoffel, Director of Finance

