

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
August 20, 2012
6:45 PM
or immediately following the Administration Committee
AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. August 6, 2012
- D. ACTION ITEMS
 - 1. Street Use Application – Community First Fox Cities Marathon; Sunday, September 23, 2012; 6:00 AM – 2:00 PM (Community First Credit Union)
 - 2. Street Use Application – SMC Homecoming Parade; Friday, October 5, 2012; 5:00 PM – 6:00 PM (St. Mary Central HS)
 - 3. Payment – Northeast Asphalt, Inc.; Contract Unit No. 2012-03; Street Reconstruction, Concrete Curb & Gutter, Asphalt Pavement; Paris Street/Manitowoc Street; \$96,029.12 (Payment No. 1)
- 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
August 6, 2012
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Taylor at 7:34 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Englebert, Benner, Klein, Taylor, Sevenich, Krueger, Zelinski

EXCUSED: Alderman Langdon

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, C/T Stoffel, PP Homan,
Eng Supv. Montour, Clerk Galeazzi and the Press

C. MINUTES TO APPROVE

1. [July 16, 2012](#)

Moved by Ald. Klein, seconded by Ald. Englebert to approve minutes.

Motion carried on voice vote.

D. ACTION ITEMS

1. [Street Use Application – Labor Day Parade; Monday, September 3, 2012; 9:30 AM – 11:30 AM; \(Fox Valley Area Labor Council & Labor Temple Coop Association\)](#)

Moved by Ald. Englebert, seconded by Ald. Krueger to recommend to Common Council Street Use Application for Labor Day Parade.

Motion carried on voice vote.

2. [Change Order – Terra Engineering & Construction Corporation; City of Menasha Wastewater Collection System Rehabilitation Improvements, Phase 4 Project; Sanitary Sewer Rehabilitation; Contract E145-11-01A; 60-Day Time Extension to Complete Punch List Items and Provide Project Close-Out /Documentation \(Change Order No. 7\)](#)

Eng. Supv. Montour explained the change order is for an extension of the final close out date. Special close out documentation is required since the project is supported by a Safe Drinking Water Loan. They are waiting for all the documentation from subcontractors.

Moved by Ald. Klein, seconded by Ald. Krueger to recommend to Common Council Change Order for Terra Engineering & Construction Corp.

Motion carried on voice vote.

3. [Payment – MCC, Inc.; Contract Unit No. 2012-02; New Street Construction-Concrete Curb & Gutter; Kelly Lake Drive, South ½ of Woodland Hills Subdivision; \\$41,280.66 \(Payment No. 1\)](#)

Eng. Supv. Montour explained the payment is for curb and gutter for the Woodland Hills and Kelly Drive area.

Moved by Ald. Benner, seconded by Ald. Zelinski to recommend to Common Council payment to MCC, Inc.

Motion carried on voice vote.

E. ADJOURNMENT

Moved by Ald. Krueger, seconded by Ald. Sevenich to adjourn at 7:40 p.m.

Motion carried on voice vote.

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



STREET USE APPLICATION

Event: Community First Fox Cities Marathon
 Sponsored by: Community First Credit Union
 Responsible Person: Jesse Drake
 Address: 2616 S. Oneida St.
Appleton, WI 54912-1315
 Phone: (920) 882-5219 office - or - (920) 450-0083 cell
 Email Address: jesse.drake@communityfirstcu.org

Street Use Date: 9/23/2012
 Start Time: 6:00 AM
 End Time: 2:00 PM
 Number of Units: 5,000 + participants
 (Parades)

Street Route: (Attach Map) Marathon + Half Marathon starts @ UW-Fox Valley and finishes @
 Description of Use Riverside Park in Neenah - please see attached maps and explanations.

Liability Insurance has been secured in the amount of \$ 2,000,000 with the City of Menasha named as the additional insured. This is primary insurance.
 Insurance Company Paroubek Insurance Agency Policy No. CP003166813
 (Attached is a copy of the certificate of insurance and endorsement, each naming the City of Menasha as additional insured).

Date: 3/2/2012 Applicant's Signature: Jesse Drake

pdct #8736

Permit Fee: Each application for a Street Use Permit shall be accompanied by a fee of \$25.00 along with a Special Event Fee of \$25. Please make checks payable to City of Menasha in the amount of \$50.00.

Note to events planning to use City Parks and/or greenspace: Any multi-day event or event which plans to sell beer and/or wine to the public must appear before the Parks and Recreation Board.

TO BE COMPLETED BY CITY STAFF (Revised January 16, 2012)

Scheduled Park & Recreation Board Review Date: _____
 Not Required: Approved: _____ Denied: _____

Scheduled Common Council Review Date: 9/14/12
 Approved: _____ Denied: _____

APPROVAL:
 Police Dept. [Signature] Fire Dept. [Signature] Public Works Dept. MR City Attorney [Signature]



2012 Community First Fox Cities Marathon Start Line:

UW-Fox Valley, Midway Road – Menasha

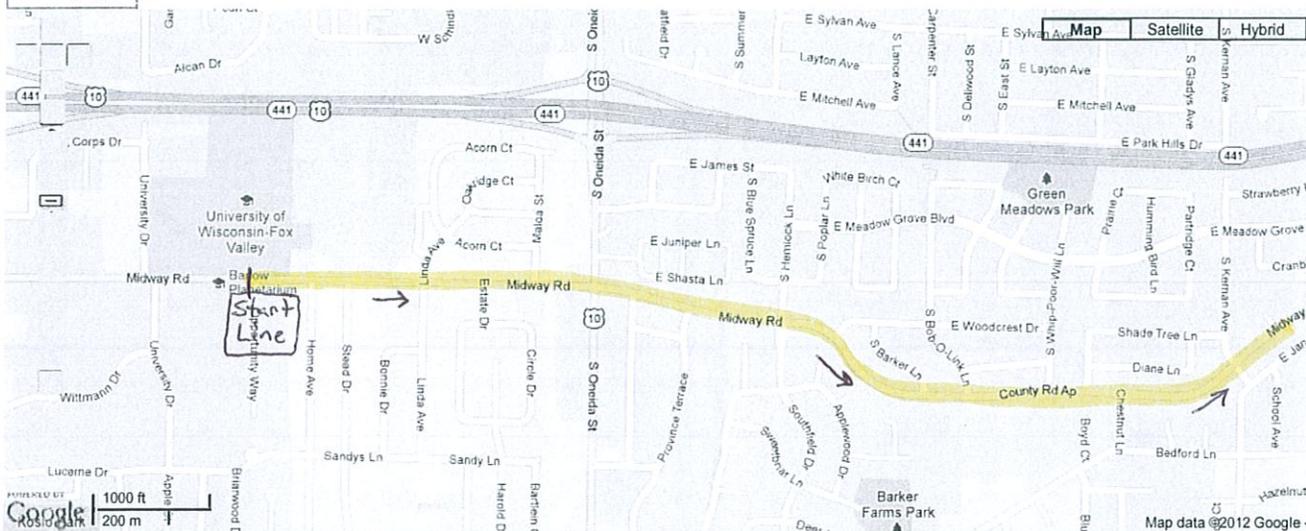
- Requesting Midway Road from University Avenue to Hwy. 10/Oneida Street to be closed (all 4 lanes) to traffic from 5:30 a.m. until 7:15 a.m.
 - State Patrol will secure the Oneida St/Midway Rd intersection
- City of Menasha Police officers (in conjunction with the Town of Menasha Police officers) are needed at Midway Rd/University Ave intersection to direct traffic into UW-Fox Valley and Sabre Lanes parking lots (as well as traffic and shuttle busses south on University Ave.)
 - Time Frame: 5:30 – 7:15 a.m.



LOGIN | Become a member

Create a New Route

Distance: 0 miles 0 km



Elevation Profile



Total climb: -- feet / -- m

Total elevation change: -- feet / -- m



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2012 Community First Fox Cities Marathon (City of Menasha section):

The Fox Cities Marathon will re-enter the City of Menasha on Manitowoc Road and exit the City of Menasha at the Walnut St/Nicolet Blvd. intersection – entering the City of Neenah.

- Please place traffic cones on the left side of the road (allowing for the runners lane width to be HALF of the width of the entire road) – runners will be running in the left-hand side, against the normal flow of traffic. This arrangement will continue to allow traffic as well as provide runners a safe part of the road during the race.
- Please place 'No Parking' signs where it is not already prohibited, on all roads of the Marathon route
 - Manitowoc Road/Plank Road
 - Melissa Street
 - 7th Street
 - London Street
 - Konemac Street
 - 3rd Avenue
 - Jefferson Park
 - Broad Street (running the wrong way on the 1-way street)
 - Racine Street (over Racine Street Bridge – left hand and middle lanes reserved for runners, 1-way traffic only allowed across Bridge – northbound traffic only)
 - Ahnaip Street
 - Walnut Street

Search input field with a magnifying glass icon.

LOGIN | Become a member

Create a New Route

Distance:
0 miles
0 km



Elevation Profile



0

Total climb: -- feet / -- m

Total elevation change: -- feet / -- m



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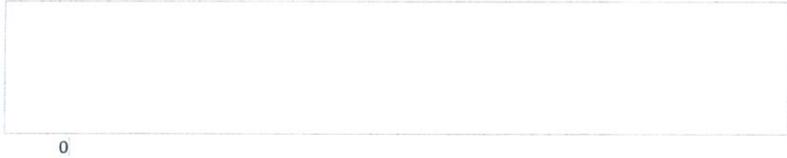
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Create a New Route

Distance: 0 miles 0 km



Elevation Profile



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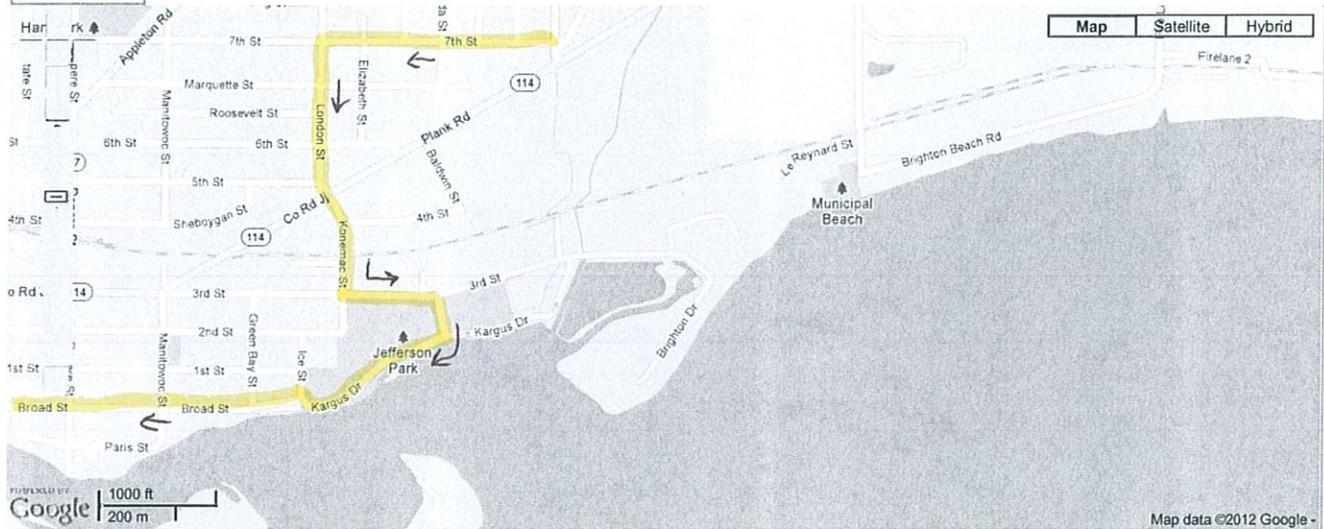
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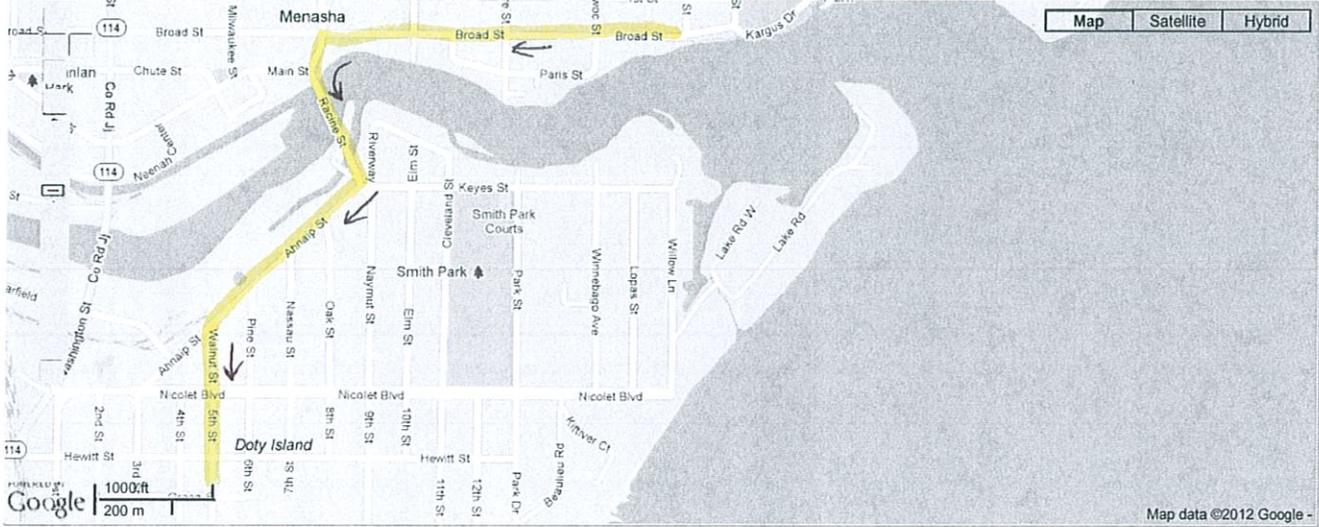
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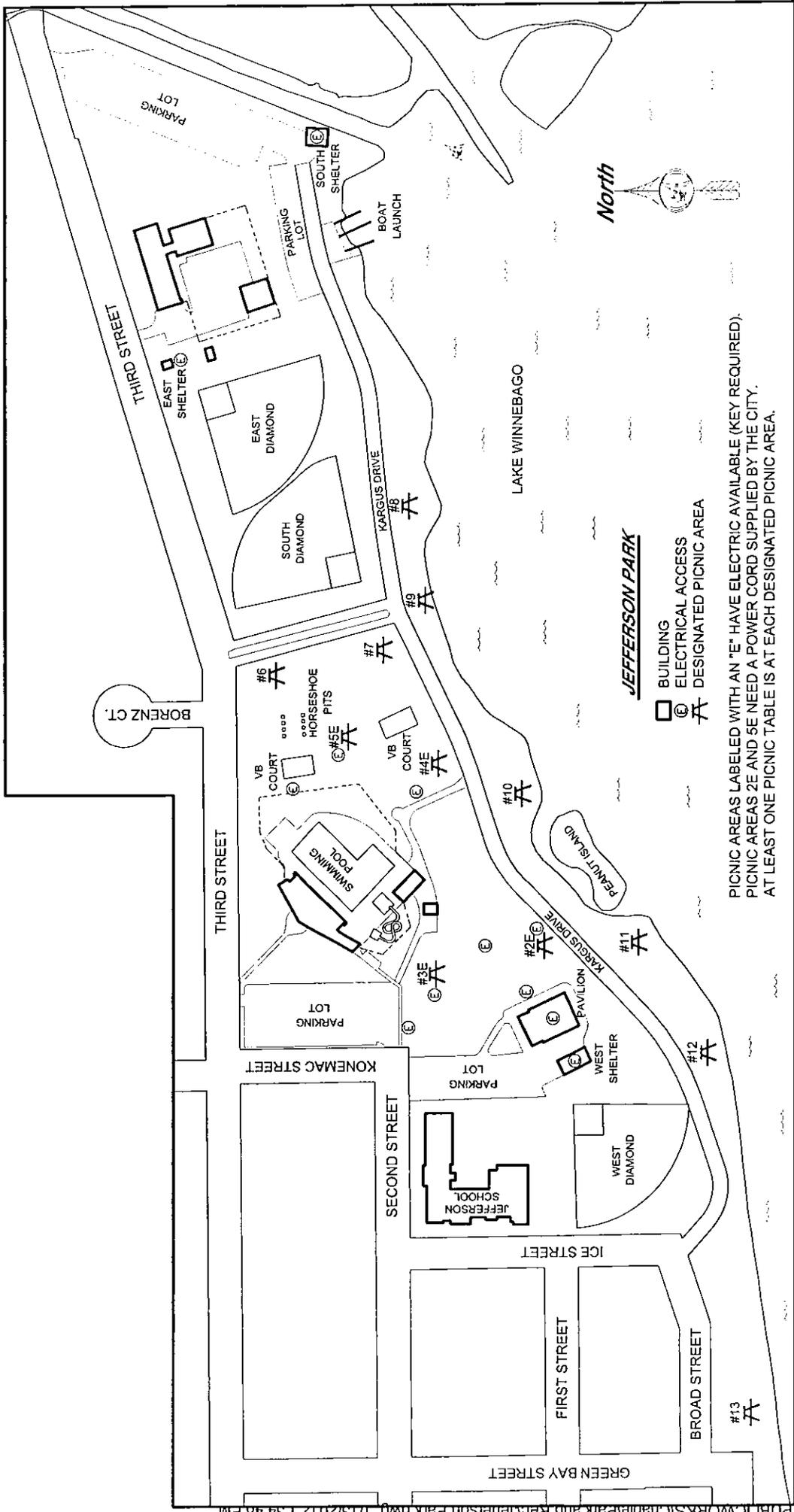
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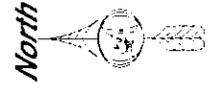
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- BUILDING
- Ⓜ ELECTRICAL ACCESS
- ⌘ DESIGNATED PICNIC AREA

PICNIC AREAS LABELED WITH AN "E" HAVE ELECTRIC AVAILABLE (KEY REQUIRED).
 PICNIC AREAS 2E AND 5E NEED A POWER CORD SUPPLIED BY THE CITY.
 AT LEAST ONE PICNIC TABLE IS AT EACH DESIGNATED PICNIC AREA.





SECURA INSURANCE, A Mutual Company
 P. O. BOX 819 APPLETON, WI 54912-0819
COMMERCIAL GENERAL LIABILITY

20-CP-003166813-2/001
 RENEWAL OF 20-CP-003166813-1

ACCOUNT NUMBER: 00007210678
 NAMED INSURED AND MAILING ADDRESS

AGENCY AND MAILING ADDRESS 484330 04

FOX CITIES MARATHON INC
 C/O MARY SULLIVAN
 2616 S ONEIDA ST
 APPLETON WI 54912

PAROUBEK INS AGY INC
 STE 206
 301 N BROADWAY
 DE PERE WI 54115

POLICY PERIOD: From 08/02/2012 to 02/01/2013 AT 12:01 A.M. STANDARD TIME AT YOUR MAILING ADDRESS SHOWN ABOVE.

LIMITS OF INSURANCE		
GENERAL AGGREGATE	\$	2,000,000
PRODUCTS-COMPLETED OPERATIONS AGGREGATE	\$	2,000,000
PERSONAL INJURY & ADVERTISING INJURY	\$	1,000,000
EACH OCCURRENCE	\$	1,000,000
DAMAGE TO PREMISES RENTED TO YOU	\$	300,000 ANY ONE PREMISES
MEDICAL EXPENSE	\$	EXCLUDED ANY ONE PERSON

PROPERTY DAMAGE DEDUCTIBLE: See Manuscript Forms

STATE - 1

LOCATION OF ALL PREMISES YOU OWN, RENT OR OCCUPY:
 LOC # 1: 2616 S ONEIDA ST, APPLETON WI 54915

LOC CLASSIFICATION	CODE	PREMIUM BASIS	PMS RATE	PDTS RATE
1 EXHIBITIONS - IN BUILDINGS - NO ADMISSION CHARGED - NOT-FOR-PROFIT ONLY PRODUCTS-COMPLETED OPERATIONS ARE SUBJECT TO THE GENERAL AGGREGATE LIMIT	63220	EACH	1 986.133	INCL
1 EXHIBITIONS - IN BUILDINGS - NO ADMISSION CHARGED - NOT-FOR-PROFIT ONLY PRODUCTS-COMPLETED OPERATIONS ARE SUBJECT TO THE GENERAL AGGREGATE LIMIT	63220	EACH	1 641.174	INCL

Branch copy



SECURA INSURANCE, A Mutual Company

P. O. BOX 819 APPLETON, WI 54912-0819

COMMERCIAL GENERAL LIABILITY

20-CP-003166813-2/001
RENEWAL OF 20-CP-003166813-1

ACCOUNT NUMBER: 00007210678
NAMED INSURED AND MAILING ADDRESS

AGENCY AND MAILING ADDRESS 484330 04

FOX CITIES MARATHON INC
C/O MARY SULLIVAN
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APPLETON WI 54912

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LOC CLASSIFICATION	CODE	PREMIUM BASIS	PMS RATE	PDTS RATE
1 EXHIBITIONS - IN BUILDINGS - NO ADMISSION CHARGED - NOT-FOR-PROFIT ONLY PRODUCTS-COMPLETED OPERATIONS ARE SUBJECT TO THE GENERAL AGGREGATE LIMIT	63220	EACH	1 556.809	INCL
1 CLUBS - CIVIC, SERVICE OR SOCIAL - HAVING BUILDINGS OR PREMISES OWNED OR LEASED - NOT-FOR-PROFIT ONLY PRODUCTS-COMPLETED OPERATIONS ARE SUBJECT TO THE GENERAL AGGREGATE LIMIT	41668	AREA	50 89.248	INCL
1 EXHIBITIONS - IN BUILDINGS - NO ADMISSION CHARGED - NOT-FOR-PROFIT ONLY PRODUCTS-COMPLETED OPERATIONS ARE SUBJECT TO THE GENERAL AGGREGATE LIMIT	63220	EACH	1 148.108	INCL

ADDITIONAL INSURED(S)

CITY OF MENASHA PER FORM: CG2026 (07-04)
140 MAIN ST
MENASHA WI 54952

CITY OF NEENAH PER FORM: CG2026 (07-04)
211 WALNUT ST
NEENAH WI 54956

FOX VALLEY TECHNICAL COLLEGE PER FORM: CG2026 (07-04)
1825 N BLUEMOUND RD
APPLETON WI 54915

MEMBERS OF THE CONDO ASSOCIATION PER FORM: CG2026 (07-04)
1455 MIDWAY RD
MENASHA WI 54952

PENTECOSTALS OF THE FOX CITIES PER FORM: CG2026 (07-04)
1445 MIDWAY RD
MENASHA WI 54952

Branch copy



STREET USE APPLICATION

Event: SMC Homecoming Parade
 Sponsored by: St. Mary Central HS
 Responsible Person: Michelle Jungbauer
 Address: 1050 Zephyr Dr
Neenah, WI 54956
 Phone: 920-722-7796
 Email Address: mjungbauer@tcces.k12.wi.us

Street Use Date: 10/5/12
 Start Time: 5:00 pm
 End Time: 6:00 pm
 Number of Units: 25-30
 (Parades)

Street Route: (Attach Map) Start 528 Second St, left on Milwaukee St, Right on Main
 Description of Use left on Taylor/Washington/Commercial, left onto Church St + disband + block down
Right on Main

Liability Insurance has been secured in the amount of \$ 500,000 with the City of Menasha named as the additional insured. This is primary insurance.
 Insurance Company Catholic Mutual Relief Policy No. 8878
 (Attached is a copy of the certificate of insurance and endorsement, each naming the City of Menasha as additional insured).

Date: 7/3/12 Applicant's Signature: Michelle Jungbauer

Packet # 4958

Permit Fee: Each application for a Street Use Permit shall be accompanied by a fee of \$25.00 along with a Special Event Fee of \$25. Please make checks payable to City of Menasha in the amount of \$50.00.

Note to events planning to use City Parks and/or greenspace: Any multi-day event or event which plans to sell beer and/or wine to the public must appear before the Parks and Recreation Board.

TO BE COMPLETED BY CITY STAFF (Revised January 16, 2012)

Scheduled Park & Recreation Board Review Date: _____
 Not Required: Approved: _____ Denied: _____

Scheduled Common Council Review Date: 9/4/12
 Approved: _____ Denied: _____

APPROVAL:
 Police Dept. [Signature] Fire Dept. INGRID Public Works Dept. MR City Attorney [Signature]

Certificate of Coverage

Date: 7/10/2012

Certificate Holder Catholic Diocese of Green Bay P.O. Box 23825 Green Bay, WI 54305-3825	<p>This Certificate is issued as a matter of information only and confers no rights upon the holder of this certificate. This certificate does not amend, extend or alter the coverage afforded below.</p> <p>Company Affording Coverage</p> THE CATHOLIC MUTUAL RELIEF SOCIETY OF AMERICA 10843 OLD MILL RD OMAHA, NE 68154
Covered Location St. Mary Central High School #766 1050 Zephyr Drive Neenah, WI 54956	

Coverages

This is to certify that the coverages listed below have been issued to the certificate holder named above for the certificate indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage afforded described herein is subject to all the terms, exclusions and conditions of such coverage. Limits shown may have been reduced by paid claims.

Type of Coverage	Certificate Number	Coverage Effective Date	Coverage Expiration Date	Limits	
Property				Real & Personal Property	
D. General Liability <input checked="" type="checkbox"/> Occurrence <input type="checkbox"/> Claims Made	8878	7/1/2012	7/1/2013	Each Occurrence	500,000
				General Aggregate	
				Products-Comp/OP Agg	
				Personal & Adv Injury	
				Fire Damage (Any one fire)	
				Med Exp (Any one person)	
Excess Liability				Each Occurrence	
				Annual Aggregate	
Other				Each Occurrence	
				Claims Made	
				Annual Aggregate	
				Limit/Coverage	

Description of Operations/Locations/Vehicles/Special Items (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language)

Coverage only extends for claims arising out of St. Mary Central High School's 2012 Homecoming Parade to take place through the streets of the City of Menasha on October 5, 2012.

Holder of Certificate Additional Protected Person(s) City of Menasha 140 Main Street Menasha, WI 54952-3151	Cancellation <p>Should any of the above described coverages be cancelled before the expiration date thereof, the issuing company will endeavor to mail <u>30</u> days written notice to the holder of certificate named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.</p> <p>Authorized Representative </p>
--	--

0015002200

ENDORSEMENT
(TO BE ATTACHED TO CERTIFICATE)

Effective Date of Endorsement 10/5/2012 Charge _____ Credit _____
Cancellation Date of Endorsement 10/6/2012
Certificate Holder Catholic Diocese of Green Bay
Location St. Mary Central High School #766

Certificate No. 8878 of The Catholic Mutual Relief Society is amended as follows:

SECTION II - ADDITIONAL PROTECTED PERSON(S)

It is understood and agreed that Section II- Liability (only with respect to Coverage D - General Liability, Coverage F - Medical Payments to Others and Coverage H- Counseling Errors and Omissions) is amended to include as an Additional Protected Person(s) members of the organizations shown in the schedule, but only with respect to their liability for the Protected Person(s) activities or activities they perform on behalf of the Protected Person(s).

It is further understood and agreed that coverage extended under this endorsement is limited to and applies only with respect to liability assumed by contract or agreement; and this extension of coverage shall not enlarge the scope of coverage provided under this certificate or increase the limit of liability thereunder. Unless otherwise agreed by contract or agreement, coverage extended under this endorsement to the Additional Protected Person(s) will not precede the effective date of this certificate of coverage endorsement or extend beyond the cancellation date.

Schedule - ADDITIONAL PROTECTED PERSON(S)

City of Menasha
140 Main Street
Menasha, WI 54952-3151

Remarks (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language) :

Coverage only extends for claims arising out of St. Mary Central High School's 2012 Homecoming Parade to take place through the streets of the City of Menasha on October 5, 2012.


Authorized Representative

Certificate of Payment

Date: August 15, 2012

Payment Request: One

Contractor: Northeast Asphalt, Inc.

Address: W6380 Design Drive, Greenville, WI 54942

Contract Unit No.: 2012-03

Project Description: Street Reconstruction – Concrete Curb & Gutter
Asphalt Pavement Alternate for Concrete Pavement
Paris Street/Manitowoc Street

Original Contract Amount	\$ 216,014.12
Change Order No.: _____ Amount: \$ _____	
Previous Change Order(s): \$ _____	
Total Contract Amount (Including Change Orders)	\$ 216,014.12
Total Earned to Date (Summary Attached)	\$ 101,083.28
Less Retainage	\$ 5,054.16
Amount Due	\$ 96,029.12
Previous Payments	\$ 0
Amount Due this Payment	\$ 96,029.12

Estimate Period: From July 9, 2012 to August 15, 2012

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: _____

Common Council Approval Date: _____

Finance Department

<u>Account Number</u>	<u>Budget</u>	<u>Charge to Account</u>
	\$	
	\$	
	\$	
	\$	

City of Menasha Contract Unit No. 2012-03

Street Reconstruction Concrete Curb & Gutter, Asphalt Pavement - Paris Street / Manitowoc Street

ITEM	QUANTITY	DESCRIPTION			YTD		
			BASE BID	UNIT PRICE	ITEM TOTAL	QUANTITY	TOTAL
1	2,724	Unclassified Excavation/CY		\$ 5.65	\$ 15,390.60	2742	\$ 15,492.30
2	4,784	Fine Grading and Compaction/SY		\$ 0.85	\$ 4,066.40		\$ -
3	374	24" Concrete Curb and Gutter/LF		\$ 7.75	\$ 2,898.50	280	\$ 2,170.00
4	2,947	30" Concrete Curb and Gutter/LF		\$ 8.13	\$ 23,959.11	2210	\$ 17,967.30
5	2,756	3" Crushed Stone Base Course/Ton		\$ 9.56	\$ 26,347.36	1378	\$ 13,173.68
6	574	Placement of Salvaged Pulverized Material/CY		\$ 5.05	\$ 2,898.70	430	\$ 2,171.50
7	1,686	Lawn and Terrace Restoration/SY		\$ 3.40	\$ 5,732.40	421	\$ 1,431.40
8	619	Asphalt Binder 2 1/4" Thick Type E-1 19.0 mm/Ton		\$ 49.80	\$ 30,826.20	0	\$ -
9	482	Asphalt Surface 1 3/4" Thick Type E-1 12.5 mm/Ton		\$ 55.30	\$ 26,654.60	0	\$ -
10	4,298	6" Thick Concrete Driveway Apron & Sidewalk Remove and Replace/SF		\$ 5.05	\$ 21,704.90	3223	\$ 16,276.15
11	2,616	3" Thick Asphalt Driveway Remove and Replace/SF		\$ 2.90	\$ 7,586.40	0	\$ -
12	460	4" Concrete Walk & Handicap Ramp Remove and Replace/SF		\$ 4.80	\$ 2,208.00	400	\$ 1,920.00
13	118	15" SDR 35 PVC Pipe/LF		\$ 28.00	\$ 3,304.00	88	\$ 2,464.00
14	173	12" Class V Concrete Pipe/LF		\$ 30.00	\$ 5,190.00	130	\$ 3,900.00
15	262	15" Class V Concrete Pipe/LF		\$ 36.00	\$ 9,432.00	197	\$ 7,092.00
16	16	18" SDR 35 PVC Pipe/LF		\$ 59.00	\$ 944.00	16	\$ 944.00
17	41	4" SDR 35 PVC Pipe/LF		\$ 22.00	\$ 902.00	30	\$ 660.00
18	2	New 4" Diameter Manhole/Ea		\$ 1,400.00	\$ 2,800.00	2	\$ 2,800.00
19	1	Remove and Replace 5" Diameter Manhole/Ea		\$ 2,400.00	\$ 2,400.00	1	\$ 2,400.00
20	2	New 2' x 3' Inlet/Ea		\$ 1,400.00	\$ 2,800.00	2	\$ 2,800.00
21	3	Remove and Replace 2' x 3' Inlet/Ea		\$ 1,600.00	\$ 4,800.00	3	\$ 4,800.00
22	180	4" Under Pavement Drain/LF		\$ 6.50	\$ 1,170.00	180	\$ 1,170.00
23	93	Salvaged Pulverized Material for Storm sewer Removal/CY		\$ 3.50	\$ 325.50	93	\$ 325.50
24	93	Storm Sewer Removal Excavation/CY		\$ 5.65	\$ 525.45	93	\$ 525.45
25	9	Manhole Adjustment/Ea		\$ 200.00	\$ 1,800.00		\$ -
26	3	Water Valve Adjustment/Ea		\$ 75.00	\$ 225.00		\$ -
27	3	Inlet Adjustment/Ea		\$ 200.00	\$ 600.00	3	\$ 600.00
28	102	Full Depth Pavement Saw Cutting/LF		\$ 1.50	\$ 153.00		\$ -
29	12	Concrete Curb Head Saw Cutting/LF		\$ 30.00	\$ 360.00		\$ -
30	810	No. 4 Epoxy Coated Rebar/LF		\$ 1.00	\$ 810.00		\$ -
31	5	Tree and Stump Removal/Ea		\$ 800.00	\$ 4,000.00	5	\$ 4,000.00
32	1	Traffic Control/LS		\$ 100.00	\$ 100.00	1	\$ 50.00
33	1	Erosion Control/LS		\$ 1,100.00	\$ 1,100.00	1	\$ 550.00
34	1	Construction Mobilization/Demobilization; Project Coordination; all incidental utility and misc. roadway 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/LS		\$ 2,000.00	\$ 2,000.00	1	\$ 1,000.00
Total (Items 1-34)					\$ 216,014.12		\$ 101,083.28