

It is expected that a Quorum of the Personnel Committee, Board of Public Works, 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
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
January 19, 2015
6:30 PM
or immediately following Common Council
AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [Administration Committee, 12/1/14](#)
- D. COMMUNICATIONS
 - 1. [2015 Projected Premiums](#)
- E. DISCUSSION/ACTION ITEMS
 - 1. [Agreement for Engineering Services for Province Terrace Trail.](#)
- F. 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
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
December 1, 2014
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Nichols at 7:05 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Langdon, Keehan, Zelinski, Englebert, Benner, Nichols, Taylor, Sevenich

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, DPW Radtke, CDD Keil, ASD Steeno, PHD McKenney, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [Administration Committee, 11/3/14](#)

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

Motion carried on voice vote.

D. COMMUNICATIONS

1. [Wisconsin Office of the Commissioner of Insurance, 10/27/14; Notice of Altered Policy Terms Valuation Policy OCI 41-080 \(R 01/2015\) Builders Risk Policy OCI 41-104 \(R01/2015\)](#)

No action or discussion.

E. DISCUSSION/ACTION ITEMS

1. [Underground Storage Tanks \(UST\) Insurance Renewal](#)

CA/HRD Captain explained the requirement for the Underground Storage Tanks insurance until the City can demonstrate financial ability for cleanup costs in the case of a leak.

Moved by Ald. Keehan seconded by Ald. Englebert to recommend to Common Council Renewal quotation for Underground Storage Tanks insurance of ACE American Insurance Co. for one year in the amount of \$4,248.

Motion carried on roll call 8-0.

2. [Grant Agreement between Winnebago County and City of Menasha for the term 1/1/15 – 12/31/15 for Menasha Senior Center.](#)

PHD McKenney explained the grant will go toward the salaries for the Senior Center's Administrative Coordinator and Activity Coordinator.

Moved by Ald. Keehan seconded by Ald. Englebert to recommend to Common Council Grant Agreement between Winnebago County and City of Menasha for the term 1/1/15-12/31/15 for Menasha Senior Center

Motion carried on roll call 8-0.

3. [Grant Agreement between Winnebago County and City of Menasha for the term 1/1/15 – 12/31/15 for 60 Plus Health and Wellness Program.](#)

PHD McKenney explained the grant will go towards nursing services and health education for residents age sixty and over.

Moved by Ald. Keehan seconded by Ald. Englebert to recommend to Common Council Grant Agreement between Winnebago County and City of Menasha for the term 1/1/15-12/31/15 for 60 Plus Health and Wellness Program.

Motion carried on roll call 8-0.

F. ADJOURNMENT

Moved by Ald. Englebert seconded by Ald. Keehan to adjourn at 7:10 p.m.

Motion carried on voice vote.

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

2015 PROJECTED PREMIUMS

CITY OF MENASHA

Coverage	Insurance Company	Policy Number	Expiration Date	Deductibles	2015 PROJECTED	2014
Property	LGPIF	140411	12/31/2014	\$5,000 aggregate \$25,000 SIR;	\$ 26,382.00	\$ 26,193.00
Liability	CVMIC	PEL 107	12/31/2014	\$100,000 aggregate;		
Auto Physical Damage	CVMIC	CAP-05-019	12/31/2014	\$5,000,000 per occurrence in excess of SIR deductible \$1000 Difference between \$5,000 and SIR	\$ 53,600.00	\$ 52,020.00
Excess Public Entity Liability Ins	CVMIC	0306-2286	12/31/2014	25,000/100,000 aggregate \$25,000 SIR;	\$ 2,019.00	\$ 1,927.00
Employment Practice Liability Ins	CVMIC	NH644154	12/31/2014	\$1,000,000 per occurrence in excess of SIR;	\$ 7,144.00	\$ 6,093.00
Workers Compensation	CVMIC	CWC-14-019	12/31/2014	\$1,000,000 total policy period limit	\$ 171,316.00	\$160,000.00
Crime	AIG		12/31/2014	\$1,000,000 per theft, forgery, robbery, computer fraud etc	\$ 578.00	\$ 530.00
Inland Marine	Allianz Zurich American Insurance	0093012358	2/28/2014	with \$5,000 deductible refer to policy	\$ 4,135.00	\$ 3,570.00
Boiler & Machinery			12/31/2014	\$500	\$ 1,120.00	\$ 942.00
Environmental Liability & Underground Storage Tanks	ACE American Insurance Co.	1581808	12/31/2014	\$25,000/per occurrence	\$ 4,248.00	\$ 3,880.00
Volunteer Accident	CVMIC	SRG0009140687	12/31/2014	\$250,000 aggregate limit	\$ 363.00	\$ 330.00

January 13, 2015

Mr. Greg M. Keil
City of Menasha
Community Development
140 Main Street
Menasha, WI 54952-3151

RE: Proposal for Menasha Province Trail Services

CORRE, INC. (CORRE) is pleased to submit this proposal for assisting the City with the Province Trail Cost Benefit Analysis as noted below:

PROJECT UNDERSTANDING/SCOPE OF SERVICES:

CORRE, INC agrees to provide the following services for the City of Menasha Province Trail as outlined in the original RFP dated, with the following exceptions:

- All documents and permits shall be prepared for a locally-let project, and shall not incorporate WisDOT Non-traditional Grant standards
- Construction oversight is not included within the scope of this proposal
- Grant Administration is not included within the scope of this proposal

Completion of services listed herein is anticipated to be completed by March 1, 2015

Additional detail is provided below:

Survey (Total Hours: 177/Fee: \$13,224.81)

Topographic (118/\$8,734.63)

- The Consultant shall locate all topographic elements within a 100' corridor of the conceptual trail alignment (using the conceptual alignment as centerline). This includes large trees in the wetland area, structures, utilities and other improvements within that area.
- The scope does not include all topographic elements within each of the parcels that are being proposed for partial acquisition. If any add'l detail is needed for this, that would be considered "Extra Services"

Wetland delineation: (13.5/ \$1,041.60)

- The Consultant shall locate all wetland flag limits for the survey and also for the wetland analysis/ report.

Property/ Plat survey: (39 /\$2,919.79)

- The Consultant shall locate section corners necessary for completing the Traditional Right of Way Plat outside of the project corridor. If any of the needed corners or centers are not set, work associated with these corners would be considered "Extra Services".
- The Consultant shall prepare appropriate plan sheets that will be able to be used for acquisition purposes and stamped by an RLS.

Real Estate Staking: (6.5 /\$528.79)

- The Consultant shall stake the proposed property acquisition for the appraisers and also for the property owners.

MADISON, EAU CLAIRE,
WAUSAU, OCONOMOWOC

OFFICE: (608) 828-1011

FAX: (608) 828-1012

www.correinc.com

Wetland Reports (Total Hours: 44 / Fee: \$3,757.20)

- The Consultant shall delineate the wetland in the project area (all three parcels).
- The Consultant shall prepare a full wetland report for submittal to WisDNR for concurrence and attachment to the WisDNR Alternative Analysis. This has been identified as a timbered, shrub and emergent wetland originally connected to Lake Winnebago and is assumed that WisDNR and the ACOE will require protection based on the wildlife habitat and water quality function.

Permitting (Total Hours: 55 / Cost: \$5,623.93)

- The Consultant shall prepare and submit the following permits:
 - WisDNR/ACOE Chapter 30 (Waterways)
 - WisDNR/ACOE Alternative Analysis (wetland Fill)
 - WisDNR WRAPP Permit (grading more than an acre)
 - Local Road permits
 - Local zoning permits
 - Any WisDOT Hwy (working in R/W) permits

Real Estate Services (Total Hours: 136/Cost: \$14,751.20):

- All real estate procedures shall be completed in accordance with applicable state statutes and local regulations.
- The scope of work includes the appraisal and partial acquisition of three properties: (1) commercial (Kwick Trip), one residential and one utility parcel. IT is anticipated that all properties will be acquired via fee with potential for associated donation elements for the commercial property.
- Appraisals are to be completed by March 15, 2015 based on notice to proceed being issued by January 23rd.
- Scope of work includes condemnation proceedings, if necessary.
- Partial releases of mortgages are not included in the scope for properties with acquisition of less than \$10,000.
- The following direct expenses are included in the fee as actual cost:
 - Title reports (3) 50-year reports at \$250/piece = \$750.00
 - Estimated recording fees for each property (including some condemnation)= \$150.00

Concept Planning/ Public information (Total Hours: 106 / Cost: \$9,855.86):

- Reporting for City staff as required
- (2) Public Information Sessions
 - Creation of public notice for PIMs
 - Documented meeting minutes from PIMs
 - Display materials for PIMs/ Presentation
- Meeting with City staff on-site and for kick-off to further develop the plans (3 meetings assumed)
- Draft plans for City review with conceptual estimates.
- Alternative analysis of elements for direct purchase, Local Force Account and other elements that may have significant cost savings to the City.

CORRE, INC.

Construction Documents/Bidding (Total Hours: 199/ Cost: \$17,852.68):

- (1) Meeting is set for construction document review
- The Consultant shall prepare all construction documents for preparation for bidding. This includes the following:
 - Project plans
 - Front End Documents
 - Permitting
 - Wage Rates
 - Special provisions
- Additional elements included include
 - Cost estimates at concept and final design
 - The Advertisement for publication (to be forwarded to the City for publication)
 - Addressing and issuing any addenda
 - Review of all bids and tabulation for recommendation to the City
- The plans will consist generally of a 10' wide asphalt pathway and 12' wide boardwalk where wetlands occur. Connections to adjacent streets and other elements will be addressed. Plans will include the following:
 - Project plan and profile
 - Erosion control plans
 - General Details
 - Structural detailing
 - Structure plans will include utilizing diamond piers and coordination with WisCorps through design.
 - Electrical design is not included in the scope of this design and would be considered "Extra Services", however detailing allowing for conduit to be attached to the boardwalk will be included and can be added as an "additive alternative" in the construction documents.
 - Structural plans will be signed and sealed with full detailing (vs. design build)
- The plans and specifications will be created with City input to allow for some aspects to be broken out of the contract and installed "by others". This is anticipated to occur for the boardwalk.

CORRE DELIVERABLES

- Digital copies of all survey material
- Digital and paper copy of the wetland report
- Full real estate file for all parcels which will include the following:
 - Initiation of negotiation packages (with applicable standard forms/brochures)
 - Appraisals
 - Signed purchase agreements (as applicable)
 - Conveyance documents
 - W-9 forms
 - Closing statements
 - Partial Releases of mortgages, satisfaction of mortgages, affidavit of judgments/liens as applicable
 - Title work
 - Negotiation diaries
 - Copies of all correspondence with property owners
- Digital and paper copies of concept design, cost estimate and public input documents
- Digital and paper copies of the construction documents (signed and sealed)
- Digital and paper copies of the final cost estimate
- Digital and paper copies of all permits

DIRECT EXPENSES (INCLUDED IN TOTALS IN SCOPE—DETAIL PROVIDED FOR REFERENCE)

- Mileage: \$2,245.50
- Title Reports: \$750.00
- Recording Fees: \$150.00

PROVIDED BY THE CITY OF MENASHA:

- Addresses of all property owners for proposed mailings
- Coordination of publication of notices for the project
- Coordination of locations for any public information meetings
- Designated City representative for approval of real estate documents
- Designated City representative for approval of all permits
- Any fees associated with permits
- Any digital files associated with the project area that could be helpful for survey or planning
- Coordination with the purchasing department for checks needed for property acquisition
- Printing and distribution of all Construction Documents for bidding
- Any documentation pertaining to past contact with property owners of parcels that will be partially acquired.

COMPENSATION:

The work described in the scope of services will be performed on an actual cost, not to exceed fee of \$65,145.68

AUTHORIZATION:

The Scope of Services and Compensation stated in this proposal are valid for a period of two (2) weeks from date of submission. If authorization to proceed is not received during this period, this proposal may be withdrawn or modified by **CORRE**.

Signatures of an authorized representative of the City of Menasha and **CORRE** shall convert this proposal to an Agreement between the two parties, and receipt of one signed copy shall be considered authorization to proceed with the work described in the Scope of Services.

We appreciate this opportunity to provide these services and look forward to working with you on this project. If you have any questions, please feel free to contact me at 262.573.8350

Respectfully Submitted,



Lynda Fink, PLA
CORRE, INC.

Accepted by: City of Menasha Community
Development

Approved by: **CORRE, INC.**

By: _____
Name: _____
Title: _____

By: _____
Name: Troy L. Gagner
Title: Executive Vice President

*The above person is authorized to sign for Client
and bind the Client to the terms hereof.*

Date: _____

Date: _____

****Attached GENERAL CONTRACT TERMS FOR PROFESSIONAL SERVICES dated 1.13.15 are hereby incorporated within
this proposal as well.**