

**Minutes of the Board of Public Works Meeting  
Tuesday, November 7, 2023 at 11:00am**

**MEMBERS PRESENT:** Mayor Lang, Director of Finance Rasmussen, Director of Public Works Kaiser, Director of Community Development & Assessment Haese, City Attorney Rashid, and Aldermen Hillstrom and Lendrum.

**ALSO PRESENT:** Water Utility Director Mach, Civil Engineer Kummerow, and City Clerk Nagel.

**CALL TO ORDER:** Mayor Lang called the meeting to order at 11:06am.

I. Approval of the minutes of the October 31, 2023 meeting. (Minutes can be found on the city website)  
**MSC Haese/Rasmussen to approve the meeting minutes as presented, all voting aye.**

II. Appearances.  
Newly hired Communications Specialist Holly Engelman was introduced to the Board.

III. Unfinished Business.  
None.

IV. New Business.

A. Public Works

1. Pay Request No.4, Contract 2-23, Sewer, Water Main and Street Construction on Brantwood Dr., Brantwood Ct., Charles Ct., Hughes Ct., Memorial Ct., and Patrick Ct., to David Tenor Corporation, in the amount of \$213,421.05. (Attachment)  
**MSC Kaiser/Hillstrom to approve Pay Request No. 4, Contract 2-23 as presented, all voting aye.**

Discussion: This pay request is for all street construction relating to the project. Paving is complete on the project.

2. Change Order No.2, Contract 7-21, Harrison Street Stormwater Pond, to MCC, Inc., for additional row under retaining wall, additional Ledge stone, extra gravel, and 24-inch concrete apron end section, in the amount of \$68,116.64. (Attachment)  
**MSC Kaiser/Lendrum to approve Change Order No. 2, Contract 7-21 on the Neenah Creek Bridge Project as presented, all voting aye.**

Discussion: Items 2 and 3 were discussed together. The change order is mostly for work on the retaining wall.

Trees and shrubs will be replanted next year. Being late fall, weather conditions are not favorable for the replanting to take place this year.

Extra stone from the retaining wall will be used for seeding blocks along the warehouse berm. The remainder of the rock will be repurposed either on site in future landscaping or on other pond projects in the city.

The water feature pond is being pumped out in order to install the water feature pumps on the bottom. This installation is weather dependent. The pump has been on back order.

There was much discussion regarding options for the tulip beds. The consensus was to keep the tulip beds but supplement the beds with complementary plantings for when the tulips are no longer in bloom. There was also discussion on landscaping maintenance.

3. Pay Request No.8, Contract 7-21, Harrison Street Stormwater Pond, to MCC Inc., in the amount of \$79,910.52. (Attachment)

Info. Only

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**MSC Kaiser/Hillstrom to approve Pay Request No. 8, Contract 7-21 on the Neenah Creek Bridge Project as presented, all voting aye.**

See item 2 for discussion.

B. Water Utility

1. Final Pay Request Contract 1-23W Cecil Street Water Tower Repainting to Fedewa, Inc., Hastings, Michigan in the amount of \$15,100.00. (Attachment)

**MSC Haese/Hillstrom to recommend Water Commission approve the Final Pay Request for Contract 1-23W as presented, all voting aye.**

Discussion: Director Mach explained the extra inspections. The contractor scheduled inspections at certain points throughout the project. The contractor was not able to complete the required work for those inspections, therefore, the contractor paid for the extra inspections.

V. Any announcements/questions for the Board.

There was discussion on the sidewalk complaint on N. Park Avenue. The only remaining issue is the small piece of irrigation pipe that is sticking out of the ground. Public works will remove the small piece of pipe.

The first lift of asphalt was installed on Chestnut Street. The street will remain in that state throughout the winter. All the manhole covers were ramped up so the street can be plowed. There will be an about an inch lip where the driveway apron meets the roadway until the second lift is installed.

VI. Adjournment.

**MSC Kaiser/Rasmussen to adjourn, all voting aye. Meeting adjourned at 11:30am.**

Respectfully Submitted,



Charlotte Nagel  
City Clerk

WC Action Only