



## Memorandum

DATE: February 16, 2012

TO: Menasha Board of Public Works

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

RE: Update on Midway Road Sidewalk Project

The City of Menasha has been working with the Town of Menasha in conjunction with preliminary engineering and land surveying services for the proposed concrete walk construction project along Midway Road from Fatima Street to Home Avenue. The land surveying records were substantially completed last year by Martenson & Eisele, Inc., under an agreement with both the Town and the City. This work was necessary due to conflicting right of way information along this segment of Midway Road.

Based on the preliminary Right of Way Plat, the City of Menasha proceeded with the design of the sidewalk and identification of necessary easements. A preliminary design plan will be on display in the Council Chambers Monday night for reference. From previous discussions with the Town of Menasha, it is anticipated the City's engineering staff will perform the design work for the entire project, including the Town's portion. An inter-municipal agreement will need to be approved by both communities specifying the cost sharing terms for both the engineering and walk construction. We will be meeting with Town officials next week to review draft language for the agreement.

Engineering staff is currently finalizing the necessary easement descriptions in order to proceed with obtaining the easements from the involved property owners. Easements are needed only at intersections and in locations where it would be less costly to obtain an easement than to relocate conflicting utilities. In those cases of utility conflict, the involved utilities will be responsible for the cost of obtaining the easements.

The City has budgeted \$232,000 for this project, with approximately 85% of the project costs being assessable. Upon approval of the inter-municipal agreement by both communities, the City will proceed with the special assessment process. It is anticipated this project could start near the end of summer and be completed this fall if there are no delays.

BPW memo re Midway Road Sidewalk update\_2-16-12