

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
May 21, 2007

6:30 PM

AGENDA

 + [Back](#)  [Print](#)

I. CALL TO ORDER

A. -

II. ROLL CALL/EXCUSED ABSENCES

A. -

III. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

A. May 7, 2007

[Attachments](#)

IV. DISCUSSION

A. Payment - Dorner, Inc.; Nature's Way; Contract Unit No. 2006-08; \$17,814.02 (Payment No. 5)

[Attachments](#)

B. 0-11-07 An Ordinance Relating to City of Menasha Sidewalk Policy (Ald. Pack)

[Attachments](#)

C. Parking Committee Recommendation to Remove Three Angle Parking Stalls on Broad Street, West of East Exit Driveway for Broad Street Parking Lot

[Attachments](#)

D. Parking Committee Recommendation that Public Hearing be Held for Elimination of Three Angle Parking Stalls on Broad Street (Informational Only)

E. Street Use Application - Communityfest Parade; Tuesday, July 3, 2007; 7:00 PM - 10:15 PM (Communityfest Committee)

[Attachments](#)

F. Street Use Application - Labor Day Festival & Corn Roast for Boaters; Saturday, September 1, 2007; 5:00 PM - 10:00 PM (City of Menasha Marina)

[Attachments](#)

G. Street Use Application - Steak Fry for Boaters & Friends; Saturday, June 16, 2007; 5:00 PM - 10:00 PM (City of Menasha Marina)

[Attachments](#)

V. ADJOURNMENT

A. -

"Menasha is committed to its diverse population. Our Non-English speaking population or others 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
May 7, 2007

MINUTES DRAFT

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I. CALL TO ORDER

A. -

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Meeting called to order by Chairman Pack at 6:15p.m			

II. ROLL CALL/EXCUSED ABSENCES

A. -

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	PRESENT: Ald. Taylor, Wisneski, Pack, Hendricks, Eckstein, Michalkiewicz, Chase, Merkes.			
	ALSO PRESENT: Mayor Laux, CA/HRD Brandt, PC Stanke, DPW Radtke, CDD Keil, C/T Stoffel, Clerk Galeazzi and the Press.			

III. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

Minutes to approve:

A. [Board of Public Works, 4/17/07](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Board of Public Works Minutes, 4/17/07	Alderman Taylor	Alderman Eckstein	Passed
	Motion carried on voice vote.			

B. [New Board of Public Works, 4/17/07](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	New Board of Public Works Minutes, 4/17/07	Alderman Wisneski	Alderman Hendricks	Passed
	Motion carried on voice vote.			

IV. DISCUSSION

A. [O-8-07 - An Ordinance Relating to City of Menasha Sidwalk Policy](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	CA/HRD Brandt explained this ordinance is clearing up some wording of the sidewalk policy. The way this new ordinance is worded is the way staff has been enforcing the sidewalk policy. With the passing of this ordinance, nothing would change in the procedure of the sidewalk policy.			
	Discussion ensued on rewriting the entire sidewalk policy. Pedestrian safety is a concern.			
	6:45p.m. - Recessed for Public Hearing. 6:46p.m. - Reconvened.			
Move	To refer to Plan Commission	Alderman Merkes	Alderman Hendricks	Failed
	Discussion ensued on referring to Plan Commission.			
	Mayor Laux - Point of Order - getting off topic. Chairman Pack - Point of Order Accepted - need to keep on topic.			
	Motion failed on roll call 3-5. Ald. Merkes, Taylor, Hendricks - yes. Ald. Wisneski, Pack, Eckstein, Michalkiewicz, Chase - no.			
	6:50p.m. - Recessed for Public Hearing. 6:53p.m. Reconvened.			
Move	To amend O-8-07 to add Section (j) to read as follows: Except in subdivisions currently under construction, streets without sidewalks as of the effective date of this ordinance shall not be required to have sidewalks installed pursuant to the terms of Sec. 6-6-2.	Alderman Pack		Died for lack of Second
	6:55p.m. - Recessed for Public Hearing. 7:01p.m. Reconvened.			

B. [Payment - Cover-All of Wisconsin, LLC; Road Salt Storage Facility; Contract Unit No. 2006-09; \\$16,658.26 \(Payment No. 3 & Final\)](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	DPW Radtke explained this is for the salt storage unit located behind the Public Works Facility. The life expectancy on this material is approx. 25 years.			

C. [Approval of Relocation Order for WisDOT Third Street \(STH 114\) Reconstruction Project](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	DPW Radtke explained the relocation order is necessary to cover eminent domain or condemnation.			

D. [Authorization to Enter into Agreement for Real Estate Services for Third Street Reconstruction Project with OMNNI Associates in the amount of \\$5,300](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	DPW Radtke explained proposals were received from OMNNI Associates, EarthTech, Martenson and Eisele, G.J. Miesbauer Associates and Moss and			

Associates.

E. [Request for Calumet County Participation in Seeking Improvements at the intersection of Manitowoc Road and Lake Park Road \(CTH LP\) \(Ald. Taylor\)](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	DPW Radtke explained the WisDOT Highway Safety Improvement Program that is available to improve dangerous intersection. Calumet County or Town of Harrison should be the responsible party to apply for this grant since the dangerous part of Lake Park Road intersection is in their jurisdiction.			
	Discussion ensued on asking Calumet County and Town of Harrison if they are interested in applying for the grant.			

V. ADJOURNMENT

A. -

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Move	to adjourn at 7:27p.m.	Alderman Taylor	Alderman Eckstein	Passed
	Motion carried on voice vote.			
	Respectfully submitted by Deborah A. Galeazzi, City Clerk			

CERTIFICATE OF PAYMENT

DATE: May 16, 2007

PAYMENT REQUEST: Five (5)

CONTRACTOR: Dorner, Inc.

ADDRESS: E506 Luxemburg Rd., P.O. Box 129, Luxemburg, WI 54217

CONTRACT UNIT NUMBER: 2006-08

PROJECT DESCRIPTION: Nature's Way

ORIGINAL CONTRACT AMOUNT	\$ 377,951.38
CHANGE ORDER NO. - AMOUNT: \$ -	
PREVIOUS CHANGE ORDER(S): \$ 3,560.80	
TOTAL CONTRACT AMOUNT (INCLUDING CHANGE ORDERS)	\$ 381,512.18
TOTAL EARNED TO DATE (SUMMARY ATTACHED)	\$ 311,083.33
LESS RETAINAGE 2 1/2 %	\$ 7,777.08
AMOUNT DUE	\$ 303,306.25
PREVIOUS PAYMENTS	\$ 285,492.23
AMOUNT DUE THIS PAYMENT	\$ 17,814.02

ESTIMATE PERIOD: FROM February 27, 2007 To: May 16, 2007

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>
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

**CITY OF MENASHA
CONTRACT UNIT NO. 2006-08**

Storm Sewer, Sanitary, Water Main, Street Construction & Detention Basin Construction

Date: May 16, 2007
Payment No. Five

ITEM	QUANTITY	DESCRIPTION	BASE BID		YTD	
			Unit Price	TOTAL	QUANTITY	TOTAL
		Sanitary Sewer				
1	1,095	8" PVC SDR-35 Sanitary Sewer, /lf	\$ 18.00	\$ 19,710.00	1092	\$ 19,656.00
2	50	48" ID Waterproof, Pre-cast Sanitary Manhole/vf	\$ 170.00	\$ 8,508.50	51.58	\$ 8,768.60
3	9	Internal Manhole Chimney Seal/ea	\$ 230.00	\$ 2,070.00	0	\$ -
4	9	Sanitary Sewer Manhole Castings/ea	\$ 280.00	\$ 2,520.00	7	\$ 1,960.00
5	37	6" PVC Schedule 40 Sanitary Lateral/lf	\$ 20.00	\$ 740.00	36	\$ 720.00
6	696	4" PVC Schedule 40 Sanitary Lateral/lf	\$ 17.00	\$ 11,832.00	724	\$ 12,308.00
7	758	2" Polystyrene Insulation (sanitary)	\$ 5.50	\$ 4,169.00	771	\$ 4,240.50
		Sanitary Sewer Sub Total		\$ 49,549.50		\$ 47,653.10
		Water Main				
1	1,278	8" PVC Water Main/lf	\$ 23.00	\$ 29,394.00	1280.5	\$ 29,451.50
2	6	Fire Hydrant/ea	\$ 2,100.00	\$ 12,600.00	6	\$ 12,600.00
3	1	8" Tapping Tee and Valve/ea	\$ 2,400.00	\$ 2,400.00	1	\$ 2,400.00
4	74	6" Hydrant Lead/lf	\$ 24.00	\$ 1,776.00	52	\$ 1,248.00
5	6	6" Auxiliary Hydrant Gate Valve/ea	\$ 740.00	\$ 4,440.00	6	\$ 4,440.00
6	6	8" Gate Valve/ea	\$ 1,000.00	\$ 6,000.00	7	\$ 7,000.00
7	16	1 1/4" Service Connections/ea	\$ 275.00	\$ 4,400.00	16	\$ 4,400.00
8	686	1 1/4" PVC SDR9 Water Service/lf	\$ 10.00	\$ 6,860.00	684	\$ 6,840.00
9	1	1 1/2" Service Connections/ea	\$ 400.00	\$ 400.00	1	\$ 400.00
10	63	1 1/2" PVC SDR9 Water Service/lf	\$ 10.00	\$ 630.00	56	\$ 560.00
		Water Main Sub Total		\$ 68,900.00		\$ 69,339.50

		Site Grading, Erosion Control & Street Construction						
1	1.07	Clearing and Grubbing/acre	\$ 3,030.00	\$ 3,242.10	1.07	\$ 3,242.10	\$	3,242.10
2	45	Remove Culvert/lf	\$ 5.00	\$ 225.00	0	\$	\$	-
3	1,100	Unclassified Excavation/cy	\$ 4.55	\$ 5,005.00	1100	\$	\$	5,005.00
4	200	Excavation Below Subgrade (undistributed)/cy	\$ 5.05	\$ 1,010.00	291	\$	\$	1,469.55
5	200	Breaker Run (undistributed)/cy	\$ 14.86	\$ 2,972.00	130.83	\$	\$	1,944.13
6	13,688	Fine Grading/sy	\$ 0.01	\$ 136.88	0	\$	\$	-
7	6,436	Crushed Aggregate Base Course/ton	\$ 8.00	\$ 51,488.00	6140.2	\$	\$	49,121.60
8	17,771	Restoration (salvage topsoil, seed, fert, mulch)/sy	\$ 0.70	\$ 12,439.70	8885.5	\$	\$	6,219.85
9	973	2" Asphalt Binder (temp)/ton	\$ 53.25	\$ 51,812.25	0	\$	\$	-
10	72	Sawcut and Remove Curb/lf	\$ 5.00	\$ 360.00	0	\$	\$	-
11	1	Sawcut and Remove Asphalt/lump sum	\$ 50.00	\$ 50.00	0	\$	\$	-
12	85	Sawcutting/lf	\$ 1.50	\$ 127.50	0	\$	\$	-
13	335	Grassed Drainageway Construction/lf	\$ 4.00	\$ 1,340.00	0	\$	\$	-
14	2	Install & Maintain Tracking Pad/ea	\$ 1,000.00	\$ 2,000.00	1	\$	\$	1,000.00
15	2,884	Install & Maintain Silt Fence/lf	\$ 1.05	\$ 3,028.20	2884	\$	\$	3,028.20
16	5	Install & Maintain Ditch Checks/ea	\$ 100.00	\$ 500.00	0	\$	\$	-
17	25	Inlet Protection/ea	\$ 42.00	\$ 1,050.00	21	\$	\$	882.00
18	91	Riprap with Fabric/sy	\$ 25.00	\$ 2,275.00	0	\$	\$	-
19	1,949	Erosion Mat Class I, Type B/sy	\$ 1.25	\$ 2,436.25	0	\$	\$	-
20	1	Excavation & Grading for Stormwater Pond-Nature's Way Subdivision/lump sum	\$ 6,100.00	\$ 6,100.00	1	\$	\$	6,100.00
21	1	Excavation & Grading for Stormwater Pond-Province Terrace/lump sum	\$ 10,100.00	\$ 10,100.00	1	\$	\$	10,100.00
22	500	Borrow (if required)	\$ 5.05	\$ 2,525.00	0	\$	\$	-
		Site Grading, Erosion Control & Street Construction Sub Total		\$ 160,222.88		\$	\$	88,112.43
		Contract Total		\$ 380,604.38		\$	\$	311,083.33
		Additional Unit Prices						
	1	Alternate Clay Liner (if required)/sy	\$ 5.05	\$ 5.05		\$	\$	-

ORDINANCE O - 11 - 07

AN ORDINANCE RELATING TO CITY OF MENASHA SIDEWALK POLICY

Introduced by Alderman Pack

The Common Council of the City of Menasha does ordain as follows:

SECTION 1: Sec. 6 – 2 – 2 is repealed and recreated to read as flows:

- h) **SIDEWALK POLICY – EXISTING DEVELOPMENT.**
- (1) Sidewalks shall be mandatory on both sides of all arterial and collector streets as listed in the "State Mileage Certification Report." Installation shall take place at the time the streets are constructed to urban sections (curb and gutter, storm sewer, etc.).
 - (2) Sidewalks shall be mandatory on streets where the total density (including dedicated right-of-way) on the abutting properties is greater than 3.5 units per acre and average daily traffic is greater than 500 vehicles per day.
 - (3) Sidewalks shall be mandatory on any side of an individual block when 50% or more of the length of said block has sidewalk constructed thereon.
 - (4) The minimum vehicle volume warrant for installation of sidewalk shall be 500 cars per day.
 - (5) Nothing in the above provisions providing for the installation of sidewalks in the existing development shall prevent the Board of Public Works from requesting sidewalk construction if traffic engineering or any combination of pedestrian counts and traffic volumes demonstrate a hazardous condition which would warrant sidewalk installation.
- (i) **SIDEWALK INSTALLATIONS IN THE NEWLY PLATTED SUBDIVISIONS**
- (1) Sidewalks shall be mandatory on both sides of the street on all plats submitted for approval to the Plan Commission. Exceptions may be granted only in the following instances:
 - a. Industrial and commercial subdivisions;
 - b. In residential cul-de-sac streets (less than 500 feet in length) and other streets of limited continuity where the density of development is less than 6 units per acre.
 - c. Neighborhood residential streets where topography, trees, insufficient right-of-way, or other unique circumstances make placement of walks on one or both sides of the street impractical and where the absence of such walks will not substantially interrupt pedestrian flow within the block or to parks, schools, or other major pedestrian attractors.

- d. Where there is a dedication of a pedestrian right-of-way or other alternate means of pedestrian circulation.
- e. On neighborhood residential streets, where proposed total density (including dedicated right-of-way) is less than 3.5 units per acre and average daily traffic would not be such to cause sidewalk installation based on traffic engineering warrants.
- f. Nothing in this ordinance prohibits the installation of sidewalks upon request of the adjoining property owners.

- (j) Except in subdivisions currently under construction, streets without sidewalks as of the effective date of this ordinance shall not be required to have sidewalks installed pursuant to the terms of sec. 6 – 2 – 2..

SECTION 2: This ordinance shall become effective upon its passage and publication as provided by law.

Passed and approved this _____ day of _____, 2007.

Joseph F. Laux, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk

MILWAUKEE ST.

RACINE ST.

MAIN ST.

MILL

60.38' 60.38' 60.38' 60.38' 70.38' 50.38' 80.37' 90.57' 60.38' 120.76' 45.54'

603.80' 30.0' 29.5' 90.0' 44.42' 42.25' 7.2'

120.0' 80.0'

46.0' 20' 28.0' 30.0' 33.0' 27.0' 62.0' 35.0' 31.0' 22' 40.0' 20' 30.0' 30.0' 40.0' 50.0' 60.38' 120.0' 120.0' 120.0' 120.0' 120.0' 120.0' 124.5' 106.0' 56.04'

46.0' 20' 28.0' 30.0' 33.0' 27.0' 62.0' 35.0' 31.0' 22' 40.0' 20' 30.0' 30.0' 40.0' 50.0' 60.38' 16'

403.60' 62.14' 19.96' 63.70' 91.75' 65.25' 130.0' 210.0' 221.60' 21.79' 32.45' 44.04'



Menasha

Chuck

City of Menasha • Department of Public Works

STREET USE APPLICATION

Sponsored by: Communityfest Committee
 Responsible Person: Nancy Day
 Address: PO Box 1895
Appleton WI 54912-1895
 Phone: 920-734-7101

Street Use Date: 7/3/07
 Start Time: 7pm Line Up
 End Time: 10:15 pm
 Number of Units: 32

9:15 parade

Street Route: (Attach Map) Line Up Broad + First Streets from Racine
 Description of Use st on the east to Tayco St on the west
Proceed on Milwaukee St to Main St, west
to Tayco and south to Nicolet

LIABILITY INSURANCE HAS BEEN SECURED IN THE AMOUNT OF \$ _____ WITH
THE CITY OF MENASHA NAMED AS ADDITIONAL INSURED.
 Insurance Company Covered by city policy Policy No. _____
 (Attached is a copy of the insurance certificate).

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.

DATE: 4/4/07 APPLICANT'S SIGNATURE: Nancy Day

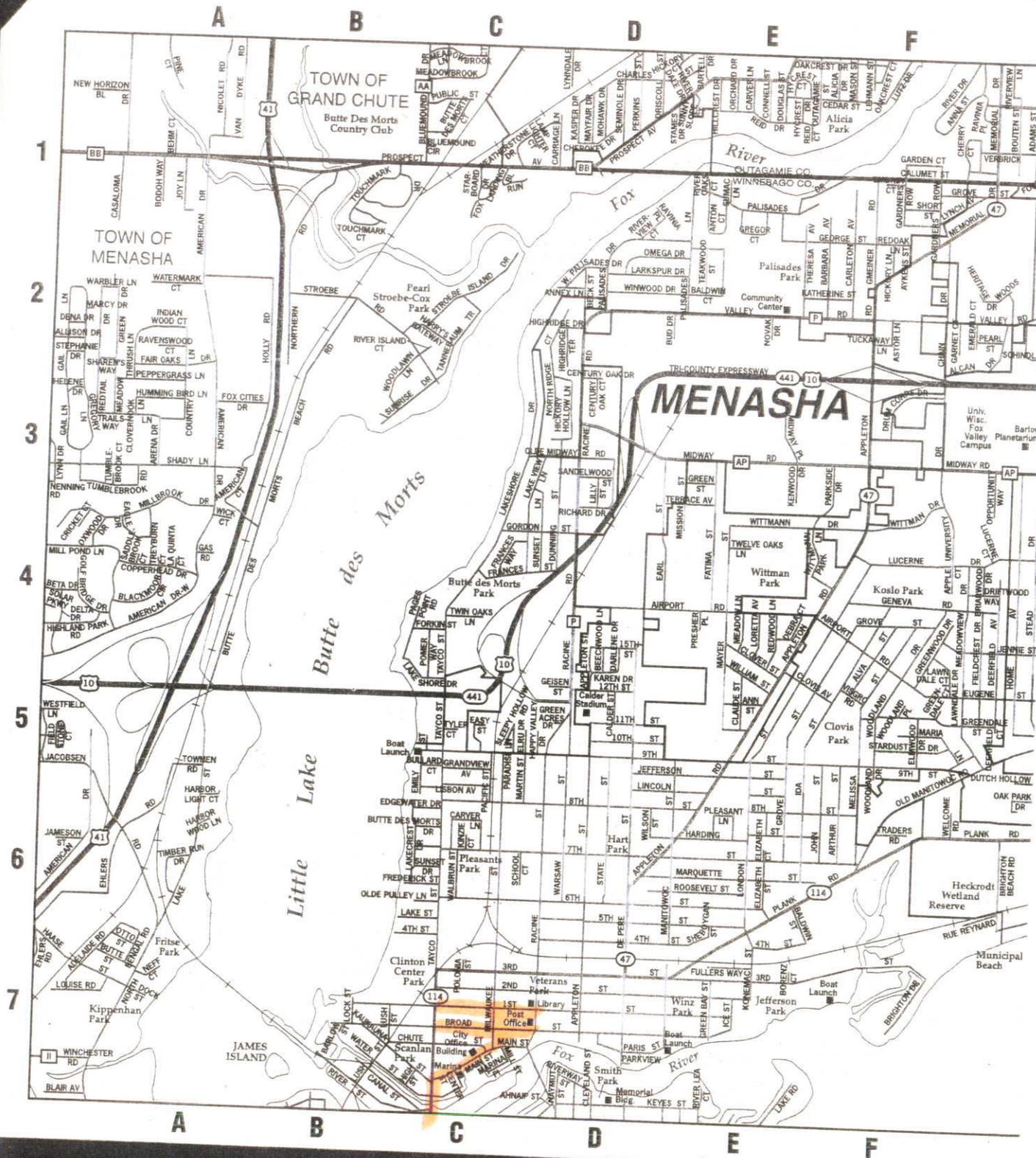
TO BE COMPLETED BY CITY STAFF

SCHEDULED PARK & RECREATION BOARD REVIEW DATE: _____
 NOT REQUIRED: _____ APPROVED: _____ DENIED: _____

SCHEDULED COMMON COUNCIL REVIEW DATE: 5/21/07
 APPROVED: _____ DENIED: _____

APPROVAL: MJ Police Dept. LW Fire Dept. MR Public Works Dept. JSB City Attorney

Menasha (West)



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SBC
 Yellow Pages

Community Living



RECEIVED MAY 03 2007

City of Menasha • Department of Public Works

STREET USE APPLICATION

Sponsored by: Menasha Marina
 Responsible Person: DIANE Schabach
 Address: 1 Centeo St.
Menasha
 Phone: 967-5193 (or) 853-3422

Street Use Date: 9-1-07
 Start Time: 5 pm
 End Time: 10 pm.
 Number of Units: _____

Street Route: (Attach Map)
Description of Use

On the corner of South Centeo Street in front of the Marina Harborhouse Office
Shut off the street about 100 ft on either side of the street by the Office
- Labor Day Festival + Cow Roast - for Boaters + friends
approx 250 people

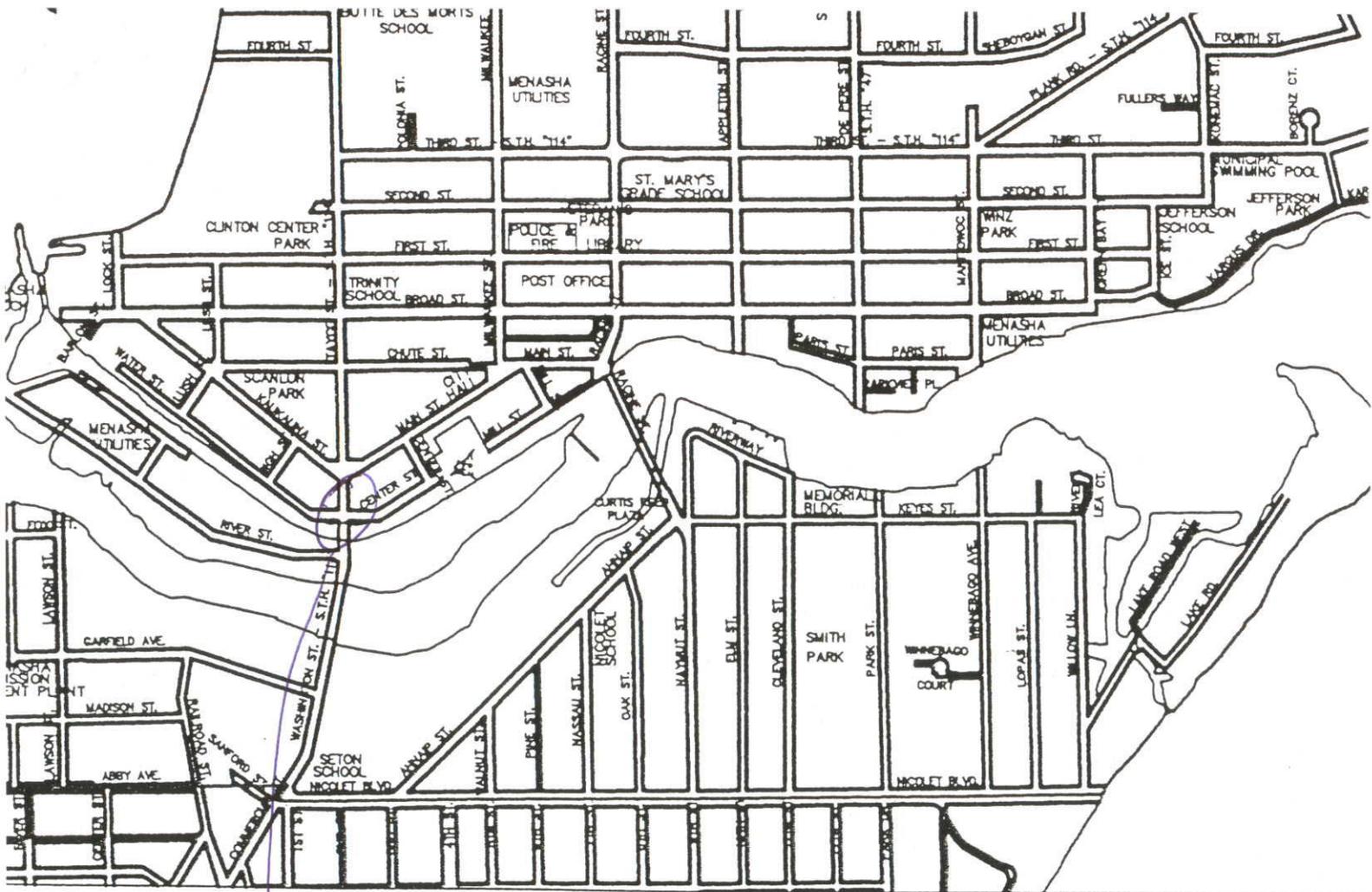
LIABILITY INSURANCE HAS BEEN SECURED IN THE AMOUNT OF \$ 1,000,000 WITH THE CITY OF MENASHA NAMED AS ADDITIONAL INSURED.

Insurance Company Scott Unland Services - West Bend Policy No. 0110126819
 (Attached is a copy of the insurance certificate).

DATE: 5-2-07 APPLICANT'S SIGNATURE: Diane Schabach

SCHEDULED COMMON COUNCIL REVIEW DATE: 5-21-07
 APPROVED: _____ DENIED: _____

APPROVAL:
 Police Dept. MB Fire Dept. LVW Public Works Dept. MR City Attorney JJB



Labor Day Picnic

2 grills, picnic tables, table + chairs
to be placed on Center Street
in front of Marina Office

will use barricades to shut off Street.



RECEIVED MAY 03 2007

City of Menasha • Department of Public Works

STREET USE APPLICATION

Larry

Sponsored by: Menasha Marina

Responsible Person: Diane Schabach

Address: 1 Center St.
Menasha

Phone: 987-5193 (or) 853-3422

Street Use Date:	<u>6-16-07</u>
Start Time:	<u>5 pm</u>
End Time:	<u>10 pm</u>
Number of Units:	_____

Street Route: (Attach Map)
Description of Use

on the corner of South Center in front
of the Marina Harborhouse Office. Shut the
street, about 100ft on either side of the street
by the office
-Steak Fry - for boaters + friends - approx 250-300 people

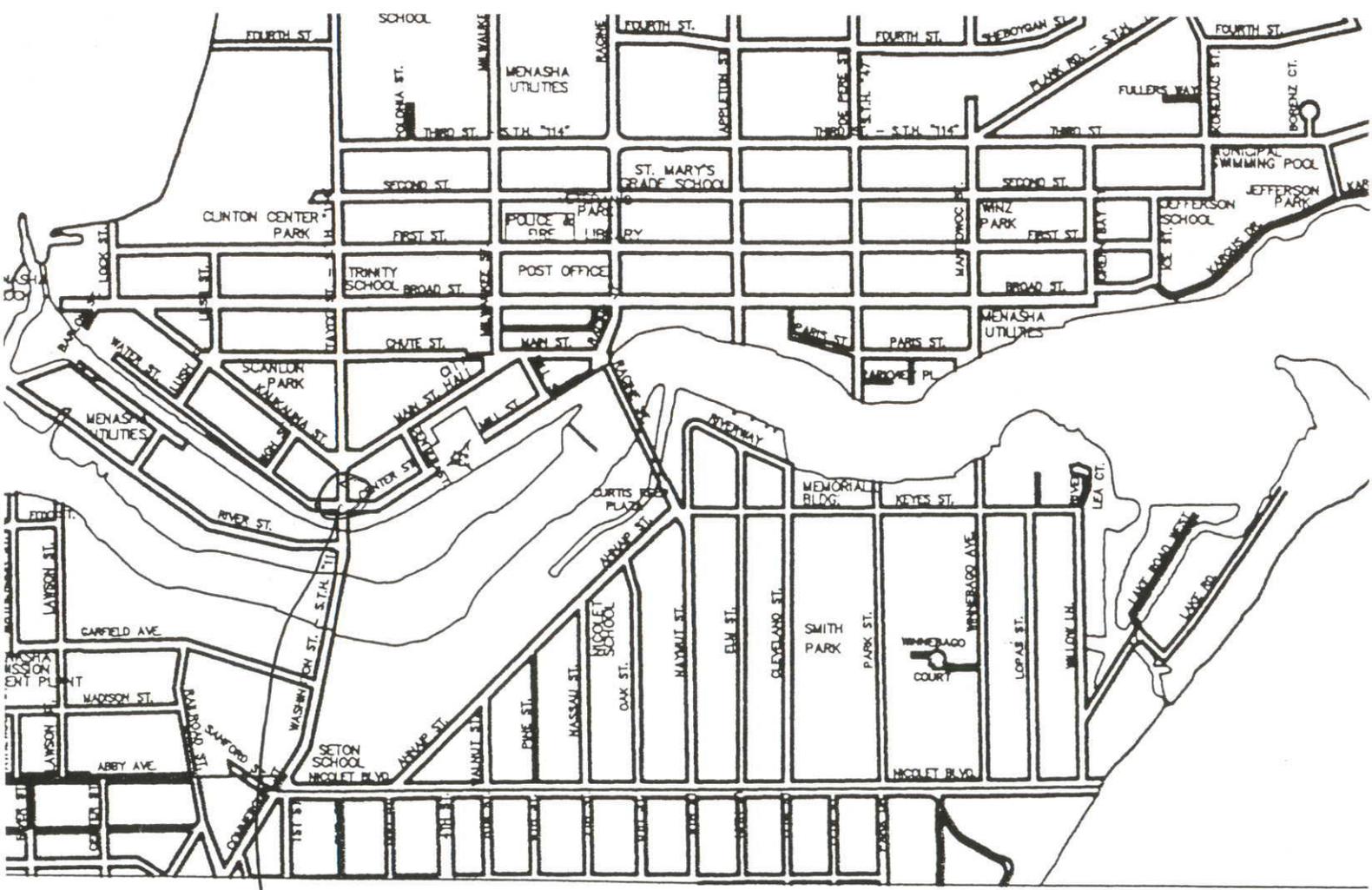
LIABILITY INSURANCE HAS BEEN SECURED IN THE AMOUNT OF \$ 1,000,000. WITH
THE CITY OF MENASHA NAMED AS ADDITIONAL INSURED.

Insurance Company Scott Wnland Services - West Bend Policy No. 0110126819
(Attached is a copy of the insurance certificate).

DATE: 5-2-07 APPLICANT'S SIGNATURE: Diane Schabach

SCHEDULED COMMON COUNCIL REVIEW DATE:	<u>5-21-07</u>
APPROVED: _____	DENIED: _____

APPROVAL: MS
Police Dept. MS Fire Dept. LWV Public Works Dept. MR City Attorney JSB



Steak Fry
2 grills, picnic tables and
regular tables to be placed
in front of the Manna Office building.
Will shut off the street with barricades