

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
September 3, 2013
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 19, 2013
- D. ACTION ITEMS
 - 1. Street Use Application – 20th Annual St. Joe’s 5K Run/Walk; Saturday, October 12, 2013; 8:00 AM – 10:00 AM (Pacesetter’s – Fox Cities)
 - 2. Street Use Application – Menasha High School Homecoming Parade; Friday, September 27, 2013; 5:30 PM – 6:15 PM
 - 3. Street Use Application – St. Mary’s Central Homecoming Parade; Friday, September 27, 2013; 5:00 PM – 6:00 PM
 - 4. Request for Street Light on Pole in Front of 344 Grandview Avenue (Held)
- 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 19, 2013
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Taylor at 6:55 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

EXCUSED: Alderman Langdon

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, DPW Radtke, CDD Keil,
Dpty Treasurer Sassman, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [August 5, 2013](#)

Moved by Ald. Nichols, seconded by Ald. Keehan to approve minutes.

Motion carried on voice vote.

D. ACTION ITEMS

1. [Request for Street Light on Pole in Front of 344 Grandview Avenue](#)

DPW Radtke explained in 2007 the street light was removed from the pole at 344 Grandview Avenue. There has been a request from a resident in that area to have the street light replaced. The Police Department supports on-street lighting to help reduce crime. Staff is not opposed to reinstalling the street light; however he suggests not taking any action until the affected residents on Grandview Avenue can be properly notified.

The Board agreed to have staff notify the residents on Grandview Avenue and have this item on the next agenda.

2. [Request to Change Stop Sign to Yield Sign at South End of Willow Lane](#)

DPW Radtke explained a resident made a request to have a yield sign instead of a stop sign at the corner of Willow Lane and Nicolet Blvd. This is a relatively low traffic area and no history of reported accidents.

Larry Reddin, 393 Willow Lane, spoke to the Board. He made the request for a yield sign instead of a stop sign, but has since reconsidered. Safety for pedestrians needs to be considered; therefore he would like to withdraw the request.

The Board agreed to withdraw the item.

E. ADJOURNMENT

Moved by Ald. Sevenich, 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



STREET USE APPLICATION

Event: 20TH ANNUAL ST. JOE'S STAR RUN/WALK
 Sponsored by: PACESETTER'S-FOX CITIES
 Responsible Person: NED HUGHES - RACE DIRECTOR
 Address: P.O. BOX 681
MENASHA, WI, 54952
 Email Address: RUNNEDRUN@HOTMAIL.COM Phone: 920-475-7116
 Street Route: 5K (3.1 MILES) RUN/WALK COURSE!
 Description of Use (attach map)

Street Use Date: 10/12/2013
 Start Time: 8:00 AM
 End Time: 10:00 AM
 Number of Units: 57 (2012)
 (Parades) PROTECTED 500-700

Liability Insurance has been secured in the amount of \$ 1,000,000.00 with the City of Menasha named as the additional insured. This is primary insurance.
 Insurance Company: NATIONAL CASUALTY COMPANY Policy No. KR00000003086500
 (Attached are samples of the certificate of insurance and endorsement; each naming the City of Menasha as additional insured)

Date: June 29, 2013 Applicant's Signature: Ned Hughes

RACP 4107

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 \$25.00. Please make checks payable to City of Menasha.

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 February 4, 2013)

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

Scheduled Common Council Review Date: 9-16-13
 Approved: _____ Denied: _____

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

ST. JOE'S 5K RUN/WALK COURSE MAP

Runners/Walkers Important Information Regarding The Friendship Trestle Trail Segment of The 5K (3.1 Miles) Run/Walk Course:

1. As the 5K course is laid out as an out and back... orange cones will be placed down the middle (in the center) of the trail segment of the course!
2. On the trail...runners and walkers stay to your right (except to pass)
3. On the trail...runners and walkers pass only on your left!
4. On the trail...runners...as you approach walkers or other runners from behind to pass...please call out... "Runner... passing on your left!"
5. On the trail...walkers...please no more than two walkers walking abreast (side by side) at all times!

Other Important 5K Run/Walk Information:

1. Traffic Control...the City of Menasha Police will be directing traffic at the intersection in the street part of the course: Intersection #1: Main Street/Milwaukee Street Intersection #2: Broad Street/Milwaukee Street Intersection #3: Broad Street/Tayo Street
2. Course Marshalls will be stationed at every street intersection on the course and at strategic locations on The Friendship Trestle Trail!
3. Tall mile marker cones (with a large mile marker number printed on each) will be positioned at mile markers 1, 2, and 3! MM means mile marker.





STREET USE APPLICATION

Event: Homecoming Parade
 Sponsored by: Menasha High School
 Responsible Person: Rick Grable
 Address: 420 7th St.
Menasha WI 54952
 Email Address: GrableR@misd.k12.wi.us
 Street Route: See attached
 Description of Use (attach map)

| | |
|------------------|----------------|
| Street Use Date: | <u>Sept 27</u> |
| Start Time: | <u>5:30</u> |
| End Time: | <u>6:15</u> |
| Number of Units: | <u>20</u> |

(Parades) Phone: 920-967-1803

Liability Insurance has been secured in the amount of \$5,000,000 with the City of Menasha named as the additional insured. This is primary insurance.

Insurance Company Maritime Insurance Group Policy No. 5GL2221313
 (Attached are samples of the certificate of insurance and endorsement; each naming the City of Menasha as additional insured)

Date: 8/20/13 Applicant's Signature: [Signature]

add #20940

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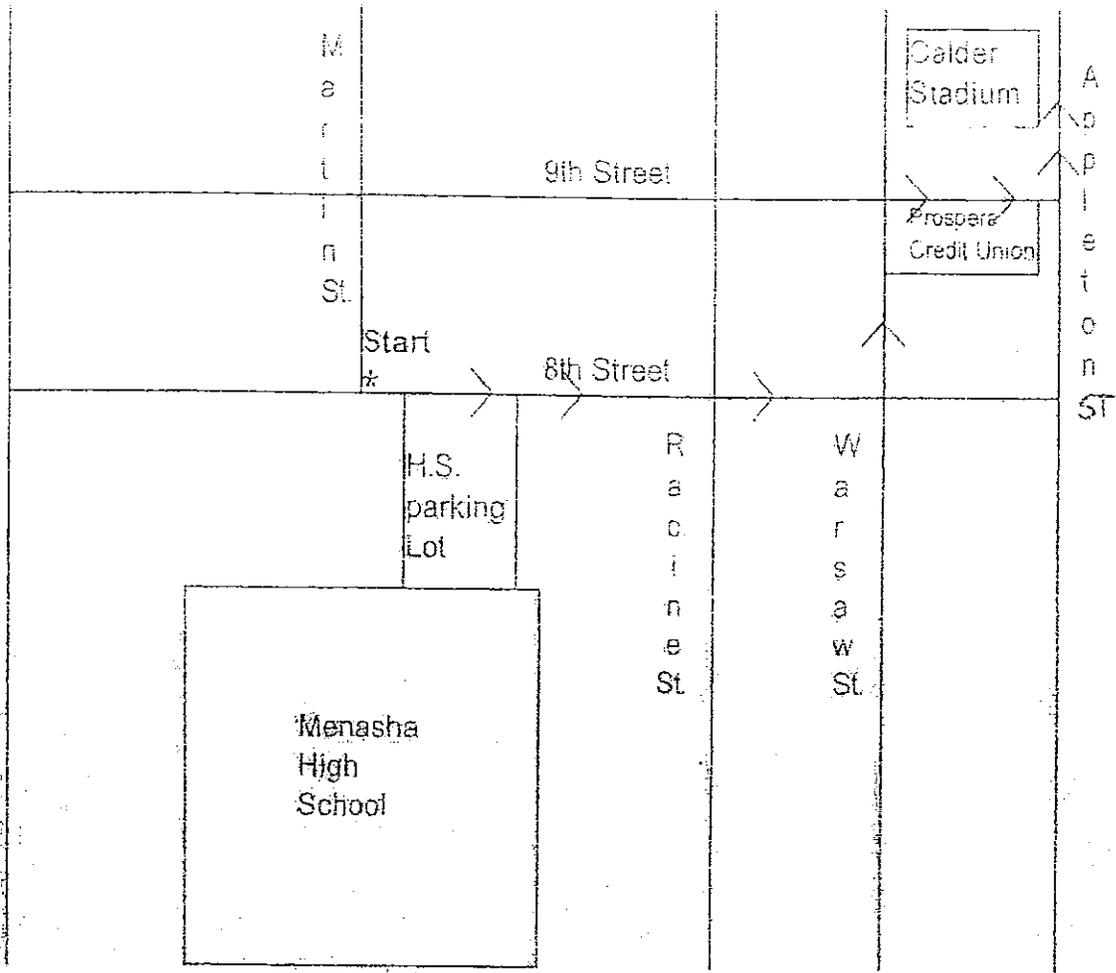
TO BE COMPLETED BY CITY STAFF (Revised February 4, 2013)

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 Not Required: Approved: _____ Denied: _____

Scheduled Common Council Review Date: 9-16-13
 Approved: _____ Denied: _____

APPROVAL:
 Police Dept. [Signature] Fire Dept. Votes Public Works Dept. CPG City Attorney PAC

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HOMECOMING PARADE DIRECTIONS

PARADE STARTS AT 5:30 P.M.

- *Start at the corner of Martin St. and 8th St. (By the H.S. Parking Lot).
- *Cross over Racine St.
- *Turn left on Warsaw St.
- *Turn right on 9th St. (By Prospera Credit Union)
- *Turn left on Appleton St.
- *This road leads into Calder Stadium.



STREET USE APPLICATION

Event: SMC Homecoming Parade

Sponsored by: St. Mary Central HS

Responsible Person: Michelle Jungbauer

Address: 1050 Zephyr Dr.
Menasha, WI 54956

Email Address: mjungbauer@stcs.org Phone: 920-722-7796

Street Route: ★ see back

Description of Use (attach map)

| | |
|------------------|---------------------------|
| Street Use Date: | <u>September 27, 2013</u> |
| Start Time: | <u>5:00</u> |
| End Time: | <u>6:00</u> |
| Number of Units: | <u>~25-30</u> |
| (Parades) | |

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 are samples of the certificate of insurance and endorsement; each naming the City of Menasha as additional insured)

Date: 7/11/13 Applicant's Signature: Michelle Jungbauer

PARS 115

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TO BE COMPLETED BY CITY STAFF (Revised February 4, 2013)

Scheduled Park & Recreation Board Review Date: _____

Not Required: Approved: _____ Denied: _____

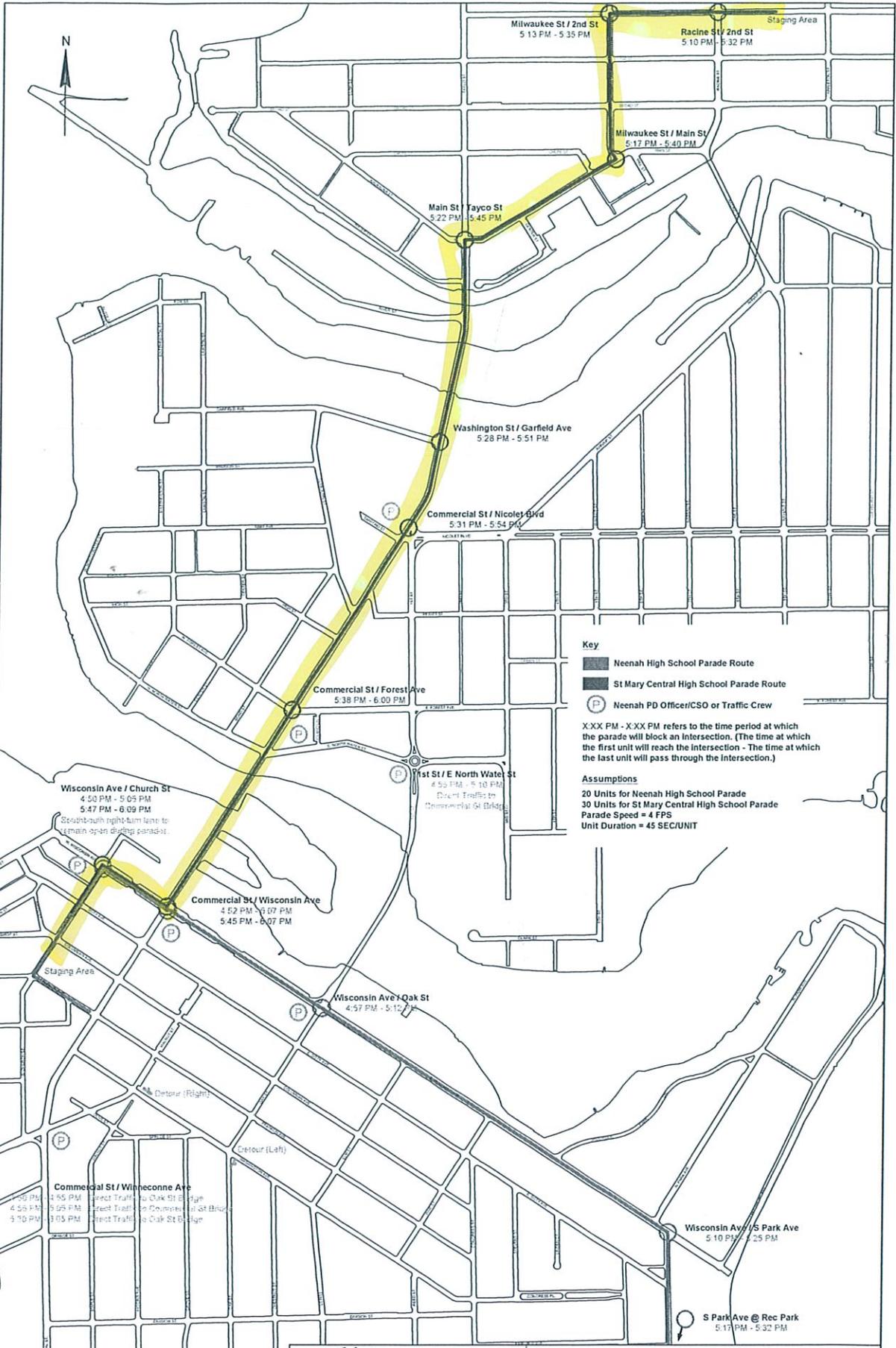
Scheduled Common Council Review Date: 9-16-13

Approved: _____ Denied: _____

APPROVAL:

Police Dept. [Signature] Fire Dept. [Signature] Public Works Dept. [Signature] City Attorney [Signature]

* Start 528 Second St, left on Milwaukee St., Right on Main, Left on Tayco/Washington/Commercial, left onto Church St. and disband



FILE NAME : F:\PUBWKS\TRAFFIC\SPECIAL EVENTS\2012 OCT 5 HOMECOMING PARADES MASTER PLAN.DWG



Memorandum

DATE: August 15, 2013

TO: Menasha Board of Public Works

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

RE: Request to Add a Street Light on Utility Pole at 344 Grandview Avenue

A request has been submitted by a resident at 344 Grandview Avenue to add a street light on the existing utility pole on the north side of the street. Enclosed with this report is a drawing showing the approximate locations of existing street lights along Grandview Avenue and Lisbon Avenue.

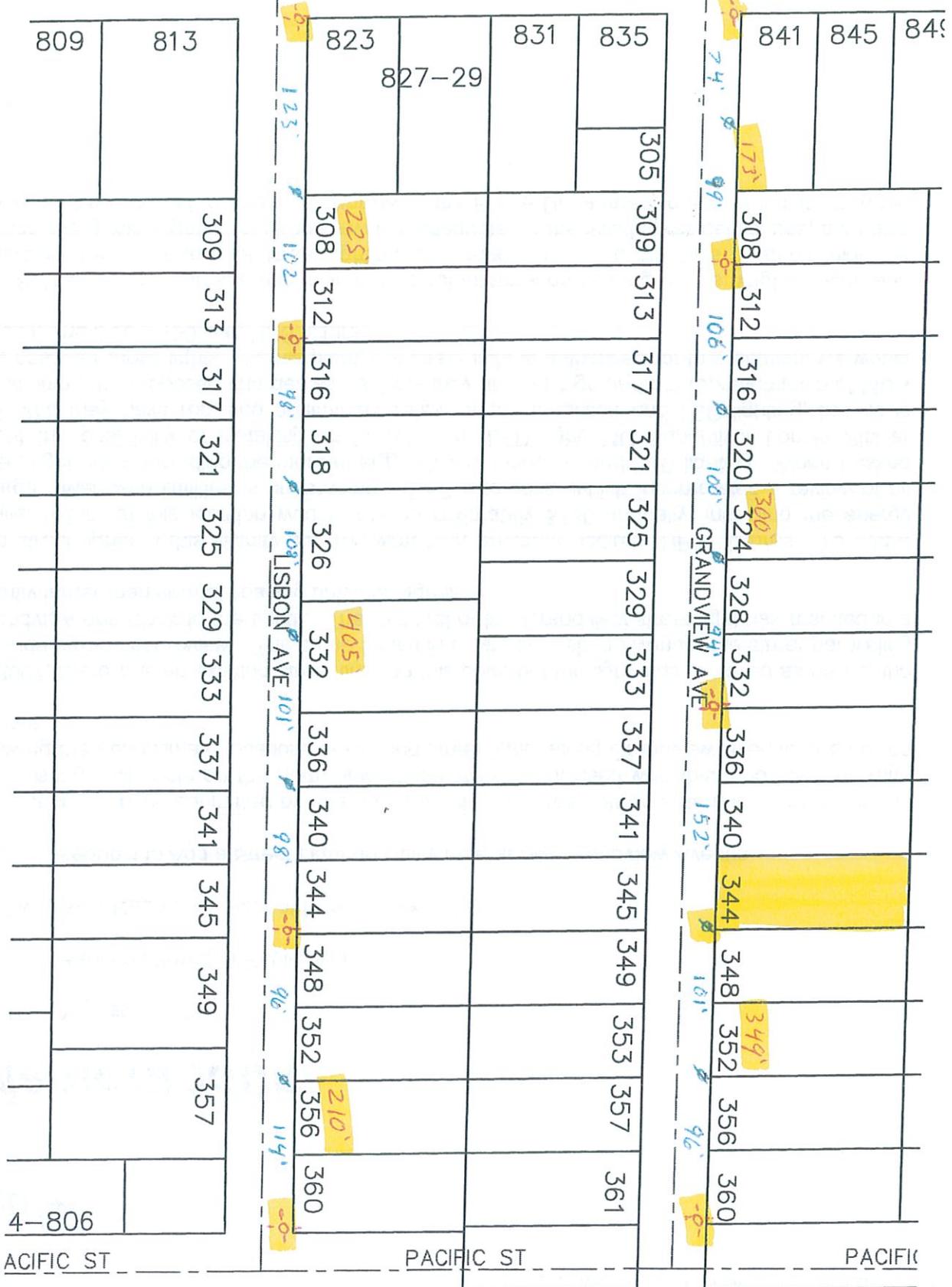
In 2007, there was an existing street light on this pole, but the light was removed as part of the citywide street light review. The same situation exists on Lisbon Avenue, the street paralleling Grandview one block to the south. The removal of the Grandview street light has resulted in a slightly larger than normal spacing between lights.

The street lights in this vicinity are 150 watt high pressure sodium (HPS) fixtures. To add a similar fixture at this location would cost approximately \$130 annually, including the energy charge. Menasha Utilities is undergoing a PSC rate case, which incorporates a review of all street light rates, including the more energy efficient induction and LED lighting. When I asked about the possibility of installing an induction or LED light, MU Supervisor Lonnie Pichler indicated they have received preliminary rates for the induction and LED lighting, but he is questioning the proposed charges as he feels they are too high and not representative of MU's true costs for those lights. At this point, if a street light is authorized for this location, we would recommend it be a 150 watt HPS fixture.

The Police Department also has included useful information relating to this neighborhood and regarding the importance of street lighting as it relates to crime statistics. I don't think the lighting along this segment of Grandview is inadequate for the existing residential use, but I also would not be opposed to adding a light given the Police Department report of incidents in the area.

Enclosures

3 | 814 | 822 | 826 | 830 | 834 | 846
 CO ST TAYCO ST TAYCO ST TAYCO ST TAYCO ST



-0- = Light Pole
 P = Power Pole

-----Original Message-----

From: cribbagenut2@gmail.com [<mailto:cribbagenut2@gmail.com>]
Sent: Friday, May 17, 2013 12:33 PM
To: Don Merkes
Subject: Feedback from Web Site: Suggestion

Selected Subject: Suggestion

Name: Judy Pocan
Phone: 920-841-1957
Fax:
EmailConfirm: cribbagenut2@gmail.com
Contact Method: Phone

Message: I learned yesterday that we are getting new poles on Grandview Ave. I am requesting a street light on the pole in front of 344 Grandview. Presently, there are poles 4-5 houses away. We used to have a pole in front of the requested address. As a single female, I would feel much more safe. Last year there was vandalism in this area. Thank you for your consideration.

Judy Pocan

Please contact me as soon as possible regarding this matter: Yes

-----Original Message-----

From: Don Merkes
Sent: Friday, May 17, 2013 2:44 PM
To: 'cribbagenut2@gmail.com'
Cc: Mark Radtke
Subject: RE: Streetlight

Judy

I'll forward your request to our Public Works Director for review to see if it meets criteria for additional lighting. Thanks contacting us.

Don

Donald Merkes
Mayor, city of Menasha
140 Main Street
Menasha, WI 54952
(920) 967-3600
Fax: (920) 967-5273
www.DonMerkes.com
www.facebook.com/MayorMerkes
dmerkes@ci.menasha.wi.us

-----Original Message-----

From: Mark Radtke
Sent: Monday, August 12, 2013 11:42 AM
To: Tim Styka; Brett Halderson
Subject: FW: Streetlight

Tim/Brett,

We have received a request for a street light at 344 Grandview Drive. The request (see below) mentions vandalism occurring in that area last year. We will be presenting this issue at next Monday's Board of Public Works meeting. As always, we would appreciate any input you might have regarding the street light issue as it relates to safety. This is a street light that had been removed several years ago by the City as part of our citywide street light review. Please contact me if you have any questions.

Thanks, Mark

Mark Radtke
Director of Public Works
City of Menasha
Phone: (920)967-3610
Fax: (920)967-5272
mradtke@ci.menasha.wi.us

From: Brett Halderson
Sent: Monday, August 12, 2013 1:03 PM
To: Mark Radtke; Tim Styka
Subject: RE: Streetlight

Hi Mark,

I did a quick check of past reports in the 300 block of Grandview and found there were 31 calls since Jan 1, 2011. I estimated that three of those calls involved situations that may not have occurred if the people involved were dissuaded from doing what they did because of extra lighting in the area.

As a general rule, we believe that on-street lighting helps reduce the amount of crime in neighborhoods and assists officers in being more effective in checking those areas.

I have not personally seen how much light gets to the area in front of 344 Grandview Av from the nearest street light.

Brett