

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 5, 2008

6:40 PM

**AGENDA**

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**1. CALL TO ORDER**

A. -

**2. ROLL CALL/EXCUSED ABSENCES**

A. -

**3. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE**

A. April 21, 2008

[Attachments](#)

**4. DISCUSSION**

A. Consideration of Additional Traffic Control Devices at Intersections in Vicinity of Melissa Street and Grove Street (Ald. Benner)

[Attachments](#)

B. Request for Street Light on Riverway near Elm Street (Pole #122)

[Attachments](#)

C. Request for Street Light at Northridge Court/Highridge Drive

[Attachments](#)

D. Consideration of Community Sensitive Design Proposal Enhancements for STH 114 (Third Street from Tayco Street to Plank Road)

[Attachments](#)

**5. ADJOURNMENT**

A. -

"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**  
April 21, 2008

MINUTES

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**1. CALL TO ORDER**

Meeting called to order by Chairman Pack at 5:00 p.m.

**2. ROLL CALL/EXCUSED ABSENCES**

**A.** -

PRESENT: Ald. Wisneski, Pack, Hendricks, Zelinski, Michalkiewicz, Benner, Taylor  
ALSO PRESENT: Mayor Merkes, CA/HRD Brandt, PC Stanke, DPW Radtke, CDD Keil, C/T Stoffel, PRD Tungate, PHD Nett, Clerk Galeazzi, and the Press.

**3. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE**

**A.** April 7, 2008 & April 15, 2008

Moved by Alderman Michalkiewicz, seconded by Alderman Wisneski to approve minutes of April 7, 2008 and April 15, 2008

**Motion** Carried on voice vote

**Results:**

**4. DISCUSSION**

**A.** Presentation of Proposed First Street Reconstruction Plans

DPW Radtke explained an informational session was held earlier in the day for residents from First Street . The reconstruction of First Street would be from DePere Street to Ice Street . The current width of First Street from DePere Street to Manitowoc Street is 27' and it will be increased to 29'. The increased width will allow for additional bypass space when vehicles are parked on both sides of the street. They have been receiving positive feedback from residents on the increase in street width. The section from Manitowoc Street to Ice Street will remain at 34' in width to allow for the extra parking for Jefferson Park events. Construction work will start after July 4 and is anticipated to take six to eight weeks. Property owners will not be charged to upgrade the apron part of the driveway from gravel to asphalt. There will be an additional cost for upgrading to concrete driveways. The sidewalks will be upgraded for the handicap accessibility at the corners. Arrangements will be made for refuse collection and some overnight parking.

**B.** Draft Storm Water Management Plan (Presentation by Martenson & Eisele)

DPW Radtke introduced Aaron Madsen and Brian Olesen from Martenson & Eisele who gave a presentation on the storm water management plan. They gave the background on the storm water regulations and where the City of Menasha is currently. M&E has been hired to develop a storm water management plan for the City. They explained financing options.  
Mr. Madsen and Mr. Olesen answered questions.

**C.** Feasibility of Stormwater Utility Creation (Presentation by Martenson & Eisele)

Aaron Madsen and Brian Olesen from Martenson & Eisele gave a presentation on storm water Utility. They explained what costs would be covered by a storm water utility and how to fund it. Mr. Madsen and Mr. Olesen answered questions.

**D. Stormwater Annual Report (Informational Only)**

CDD Keil and AP Beckendorf explained the report. The WisDNR requires municipalities that have a storm sewer system to file a report on the activities they have undertaken to comply with the terms of the permit they have been issued. The report is referred to as MS4 Permit Annual Report.

**E. Payment - Insituform Technologies USA, Inc.; City of Menasha Wastewater Collection System Rehabilitation Improvements - Phase 3 Project; Contract No. E145-07-01A; \$186,051.80 (Payment No. 1)**

No Discussion or Questions

**F. Request for Stop Sign at the Intersection of Grove and Melissa Streets**

DPW Radtke suggested an engineering study be conducted.  
Discussion ensued on other intersections in that area that may need stop/yield signs.

Moved by Ald. Hendricks, seconded by Ald. Michalkiewicz to do an engineering study on the intersection of Melissa and Grove Street .  
Motion carried on voice vote.

**G. R-6-08 Final Resolution Authorizing Public Improvements and Levying Special Assessments Against Benefited Property**

DPW Radtke explained there will be a public hearing during the Common Council meeting.

**H. 0-3-08 An Ordinance Relating to Prohibited Parking (River Street)**

Ald. Wisneski explained a request was made of the Parking Committee to eliminate parking on River Street west of the railroad tracks. That part of the street is very narrow and would be hard for emergency vehicles to maneuver around.

**I. 0-4-08 An Ordinance Relating to Prohibited Parking (Baldwin Street)**

Ald. Wisneski explained a request was made of the Parking Committee to eliminate parking on the east side of Baldwin Street . During the winter it was hard for the snowplows to make it through with vehicles parked on both sides of the street.

**5. ADJOURNMENT**

**A. -**

Moved by Alderman Michalkiewicz, seconded by Alderman Hendricks to adjourn at 6:33 p.m

**Motion** Carried on voice vote  
**Results:**

*Deborah A. Galeazzi*

Respectfully submitted by Deborah A. Galeazzi, City Clerk



EXISTING INTERSECTION SIGNAGE  
S = STOP SIGN  
Y = YIELD SIGN

WITTMANN DR.

WITTMANN DR.

APP

PARK LANE

WITTMANN  
TRK LANE

LUCERNE DRIVE

LUCERNE DR

UNIVERSITY DR

LUCERNE CT.

APPLETON RD. - S.T.H. "47"  
LONDON ST.

GENEVA RD.

APPLE CT.

MEADOWVIEW DR.

BRIARWOOD DRIVE

DRIFTWOOD WAY

Y GROVE ST.

ALVA ST.

MELISSA ST.

WOODLAND DR. Y

JENNE ST.

AIRPORT RD.

GREENWOOD DR.

LAWNDALE COURT

LAWNDALE DRIVE

FIELDCREST DR.

DEERFIELD AVE.

EUGENE ST.

OVIS AVE.

VISGRD ST.

WOODLAND PL.

GREENDALE COURT

MEADOWVIEW DR.

IDA ST.



MELISSA ST.

WOODLAND DR.

GREENDALE ST.

MARIA LN

STARDUST DR.

NINTH ST.

ELMWOOD DR.

MARIA LN.

DEERFIELD



April 30, 2008

Board of Public Works  
City of Menasha  
Menasha, WI 54952

RE: Request for Street Light on Riverway near Elm Street (Pole #122)

Members of the Board:

We have received a request to add a street light near the intersection of Riverway and Elm Street. There are three adjacent utility poles along Riverway without a street light. I believe there was a street light on pole #122 at one time, but may have been removed in 2006 as part of the City's initiative to reduce street lighting costs.

In my discussions with Menasha Utilities, there would be no installation cost for adding the street light. There would be a monthly charge of approximately \$7.25/month for a 100 watt lamp and approximately \$8.25/month for a 150 watt lamp.

As you know, we exceeded our 2007 budget for street lighting by a significant amount, due mainly to adding street lights in newly developed areas of Calumet County. Because there is a street light located immediately east of the intersection with Elm Street, it is my recommendation the City not authorize the installation of an additional street light in this location. If the Common Council decides to authorize a street light, I recommend the street light be a 100 watt HPS fixture and lamp.

Sincerely,

Mark Radtke  
Director of Public Works

C: Mayor Merkes  
Lonnie Pichler, Menasha Utilities

M:\word\BPW letter re Riverway street light request 4-30-08.doc



April 30, 2008

Board of Public Works  
City of Menasha  
Menasha, WI 54952

RE: Request for Street Light at Northridge Court/Highridge Drive

Members of the Board:

We have received a request from a resident to add a street light at the intersection of Highridge Drive and Northridge Court. The nearest existing street light is located at the intersection of Highridge Drive and Highridge Terrace, approximately 120 feet east of the proposed location for the requested street light. I believe there should be a street light at every public street intersection in the City for traffic safety reasons.

In my discussions with Menasha Utilities, there would be an installation cost of approximately \$800 to extend power via buried cable and install a pole for the street light. There is no cost to the City for the street light fixture itself; however, there would be a monthly charge of approximately \$7.25/month for a 100 watt lamp and approximately \$8.25/month for a 150 watt lamp.

As you know, we exceeded our 2007 budget for street lighting by a significant amount, due mainly to adding street lights in newly developed areas of Calumet County. It is my recommendation the City authorize the installation of a 100 watt high pressure sodium street light at the intersection of Highridge Drive and Northridge Court, but consider waiting until the cost for such can be accommodated in the 2009 Budget. I further recommend the City identify the 100 watt HPS light fixture as the standard street light for low volume residential streets.

Sincerely,

Mark Radtke  
Director of Public Works

C: Mayor Merkes  
Lonnie Pichler, Menasha Utilities

M:\word\BPW letter re Northridge street light request 4-30-08.doc



## Memorandum

To: Board of Public Works/Common Council  
From: Greg Keil, CDD, *GR* Mark Radtke, DPW *MR*  
Date: May 1, 2008  
RE: Project Enhancements- Third Street

At its April 22<sup>nd</sup> meeting the Plan Commission considered several options concerning enhancements to the Third Street reconstruction project. Its recommendation is to install colored stamped concrete in the terraces extending from Manitowoc Street on the east to Milwaukee Street on the west. This same material would be used in the crosswalks at the Milwaukee, Appleton, DePere, and Manitowoc Street intersections. Although the Racine Street intersection is not part of the reconstruction project, the Plan Commission recommended that those crosswalks likewise be replaced with this material. The island at the Manitowoc Street intersection is to be landscaped. Enhanced street lighting including new fiberglass poles will be provided by Menasha Utilities.

The Plan Commission arrived at its recommendation based on the following considerations:

- The desire to have enhancements that would have a significant impact on the appearance of the corridor
- The desire for continuity of appearance throughout the corridor
- The reconstruction project and related enhancements are a long-term investment (50 years +/-) in the community

Installing the improvements as recommended by the Plan Commission will require approximately \$159,000.00 in addition to the \$55,300.00 that DOT has committed to project enhancements. The Capital Improvement Program projected including \$175,000.00 in the 2009 program year for the reconstruction of Third Street. Of this total \$75,000.00 is required to fund the difference between the base project funded by DOT and alternates that were requested by the city in 2006 when the plan was first presented. The differential of \$100,000.00 between the planned expenditure and actual cost could be retained in the 2009 budget to help fund the enhancements.

If the Common Council elects to follow the Plan Commission recommendations, several options exist for funding the project. Although there are many potential funding scenarios, they all would contain one or more of the following elements:

- Budgeting for and levying a tax to generate the funds
- Borrowing for the project and levying a tax to pay off the debt over time
- Funding the project through Tax Increment District #10

The impact on the tax levy of adding \$100,000.00 to the budget is about ten cents per thousand of value. Borrowing for the project would have the effect of distributing the impact over a number of years, but would also add interest cost. Financing the project through TID #10 would not have an impact on the levy, but would extend the life of TID #10 by approximately three years. This is based on using approximately \$35,000 per year of what TID #10 generates in annual increment in excess of current debt retirement costs.



## **Memorandum**

DATE: March 13, 2008

TO: Plan Commission

FROM: Mark Radtke, Director of Public Works

RE: STH 114 Community Sensitive Design Proposed Enhancements

In 2009 the City of Menasha and WisDOT will be reconstructing Third Street (STH 114) from Tayco Street to Manitowoc Street with new concrete pavement. Our project agreement with WisDOT provides for the use of \$55,300 in Community Sensitive Design (CSD) funds. CSD funding may be used for project enhancements such as decorative landscaping, decorative lighting, decorative pavement/walk treatments such as brick pavers or colored concrete, bump outs at intersections, and other aesthetic treatments within the project limits.

The Plan Commission had previously reviewed some of these possible enhancements but no action was taken at that time. Since that meeting, Menasha Utilities (MU) has arranged for the transfer of its distribution line from the south side of Third Street to the ATC poles on the north side of Third Street. The electric service lines to the properties on the south side of the street will be buried to eliminate the unattractive look of overhead wires crossing Third Street. MU will also be installing more decorative street lights along the south side of Third Street. These poles are similar to the poles recently installed along Province Terrace.

MU should be commended for its commitment to enhance the appearance of Third Street with these proposed actions. The City now has its opportunity to expand upon the positive aspects of this reconstruction project. Third Street is a main corridor through Menasha and I feel now is our window of opportunity to make a statement about the image we want to project to the public. The \$55,300 of CSD funding provided by WisDOT is not sufficient in my mind to achieve the desired outcome for this corridor. I feel strongly the City should decide what the optimal enhancement package is for Third Street and try to fund for such if possible. This may mean deferring some other 2009 street project(s) for one year, but I believe the "big picture" approach would justify such.

It is my recommendation the City should install brick pavers or colored stamped concrete in the terraces from Milwaukee Street to Manitowoc Street because of the narrow (3.5") terrace width along that segment. In addition, I think crosswalks from Milwaukee Street to Manitowoc Street should be installed with either brick pavers or colored concrete to break up the continuous concrete ribbon appearance of Third Street. Lastly, I believe an enhanced landscape plan should be included for the traffic island at the intersection of Third Street and Plank Road.

The estimated cost for these work items breaks down as follows:

Decorative Terraces

Milwaukee Street to Racine Street	\$25,000 - \$32,000
Racine Street to Manitowoc Street	\$70,000 - \$90,000

Decorative Crosswalks

Milwaukee Street to Manitowoc Street	\$52,000 - \$75,000
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Island Landscaping

Third Street at Plank Road	\$20,000
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The total estimated cost of proposed enhancements ranges from \$167,000 to \$217,000. The City's portion would range from \$111,700 to \$161,700 after the \$55,300 of CSD funding is applied to these items. WisDOT needs a response from the City by the end of April to allow for design completion of this project according to the proposed bid schedule. We will have plans displayed at the Plan Commission meeting for reference.



# Memorandum

DATE: May 18, 2007

TO: Plan Commission

FROM: Mark Radtke, Public Works Director

RE: Proposed Streetscape Amenities for Third Street Reconstruction Project

Third Street from Tayco Street to Manitowoc Street is scheduled to be reconstructed in 2008. As part of this project, WisDOT has allotted the City \$55,300 of Community Sensitive Design (CSD) funds to be used as amenities along the project corridor. A list of eligible items for the CSD funding is attached to this memo.

The amount of CSD funding available for this project does not allow a high level of streetscape amenities without some source of additional City or outside funding. With that in mind, several options were explored. Due to the limited terrace width of 3.5 feet from Milwaukee Street to Manitowoc Street, and the required two foot clear zone from the face of curb, street tree planting is very difficult to successfully accomplish.

The alternative amenities considered were colored concrete crosswalks and colored concrete terraces. Following are the cost estimates for each option.

Colored Concrete Crosswalk - \$54,600 (includes all crosswalks except at Racine Street and Polonia Street)

Colored Concrete Terraces - \$53,000 (Racine to DePere)

\$80,000 (Milwaukee to DePere)

\$80,000 (Racine to Manitowoc)

\$107,000 (Milwaukee to Manitowoc)

Other streetscape items may be considered, but without additional funding sources, it is difficult to accomplish within the allotted CSD funding limit.