

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
March 15, 2010
6:40 PM
or immediately following the Administration Committee
AGENDA

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [March 1, 2010](#)

D. ACTION ITEMS

1. [Street Use Application – Memorial Day Parade; Monday, May 31, 2010; 8:00 AM – 10:30 AM \(Neenah VFW Post 10893\)](#)
2. [Change Order – Vinton Construction Company; Midway Business Park; Contract Unit No. 2009-01; ADD: 6,099.96 \(Change Order No.1 and Final\)](#)
3. [Payment – Vinton Construction Company; Midway Business Park; Contract Unit No. 2009-01; \\$16,102.73 \(Payment No. 5 and Final\)](#)
4. [Establish Excavation Permit Fee Per O-3-10](#)
5. [Traffic Study – Conversion of the 600 Block of Broad Street from One-Way Traffic to Two-Way Traffic](#)
6. [Traffic Study to Consider the Conversion of Broad Street from One Way to Two Way Traffic \(Ald. Zelinski\) \(No Action Taken at March 1, 2010 Meeting\)](#)

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
March 1, 2010
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Taylor at 6:32 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Alderman Wisneski, Pack, Hendricks, Zelinski, Englebert, Benner, Roush, Taylor
ALSO PRESENT: Mayor Merkes, Attorney Jim Godlewski, Lt. Brunn, DPW Radtke, CDD Keil, Engineer Suprv. Montour, Clerk Galeazzi and the Press.

C. MINUTES TO APPROVE

1. [February 15, 2010](#)

Moved by Alderman Zelinski, seconded by Alderman Wisneski to approve minutes.
Motion carried on voice vote.

D. ACTION ITEMS

1. [Traffic Engineering Study to Consider the Conversion of Broad Street from One Way to Two Way Traffic \(Ald. Zelinski\)](#)

DPW Radtke explained Engineering staff performed a traffic study to evaluate the conversion of Broad Street from Racine Street to DePere Street from one-way traffic to two-way traffic. The study included comments from residents/property owners directly affected by the possible conversion of Broad Street and the Police Dept. DPW Radtke stated he would support converting to two-way traffic only if Broad Street traffic from both directions is restricted to right turns only at the Racine/Broad Street intersection. A similar study was done in 1996 and the same recommendation was made at that time.

Engineer Suprv. Montour explained the parameters of the engineering study. Excessive speed did not appear to be a major concern. Accident reports were reviewed and the reports show the majority of the accidents occurred at the Racine/Broad Street intersection. It is the recommendation of staff that Broad Street from Racine Street to DePere Street remain one-way to eastbound traffic.

Discussion from the Board members ensued including options for traffic control at the Racine Street intersection, the need to re-educate drivers who have been accustomed to one-way; inconvenience of the current one way traffic pattern, safety vs. inconvenience, and the frequency of traffic violating the one-way system. A majority of residents from the 500 and 600 blocks of Broad Street that responded to the survey favor keeping as one-way, Paris Street residents favor two-way. Consider converting Broad Street from Appleton Street to DePere Street to two-way traffic.

Staff was directed to conduct a traffic engineering study for the conversion of Broad Street to two-way traffic from Appleton Street to DePere Street, including the need for a four-way stop traffic control at the intersection of Broad Street and Appleton Street.

E. ADJOURNMENT

Moved by Alderman Wisneski, seconded by Alderman Pack to adjourn at 7:34 p.m.
Motion carried on voice vote.

Respectfully submitted by
Deborah A. Galeazzi, WCMC, City Clerk



STREET USE APPLICATION

Sponsored by: NEENAH-MENASHA VETERANS
NEENAH VFW POST 10893

Responsible Person: JIM ROMNER

Address: 809 WOODFIELD ROAD
NEENAH, WI 54956

Phone: 920 740-1472

Email Address: jromner@neewi.com

Street Use Date: 5-31-10

Start Time: 8:00 AM

End Time: 10:30 AM

Number of Units: 75-100 units

Street Route: (Attach Map) ROUTE ATTACHED

Description of Use _____

Liability Insurance has been secured in the amount of \$ 1,000,000 with the City of Menasha named as the additional insured.

Insurance Company COLONY INSURANCE Policy No. AR 636047-2
 (Attached is a copy of the certificate of insurance). GENESIS INDEMNITY

Date: 3-1-10 Applicant's Signature: [Signature]

Permit Fee: Each application for a Street Use Permit shall be accompanied by a fee of Twenty-Five Dollars (\$25.00). Make checks payable to City of Menasha. See highlighted portion of the attached City of Menasha Municipal Code.

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

Scheduled Park & Recreation Board Review Date: _____

Not Required: _____ Approved: _____ Denied: _____

Scheduled Common Council Review Date: 4-5-10

Approved: _____ Denied: _____

APPROVAL:

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

PARADE ENDS

DOTY AVE.

MEMORIAL DAY PARADE ROUTE

Monday, May 31, 2010

NEENAH

NORTH COMMERCIAL

Nicolet Blvd

SANFORD ST.

MENASHA

WASHINGTON

8:00 AM
WATER
FRONT
SERVICE

WILL ST

MAIN ST

TAYCO ST.

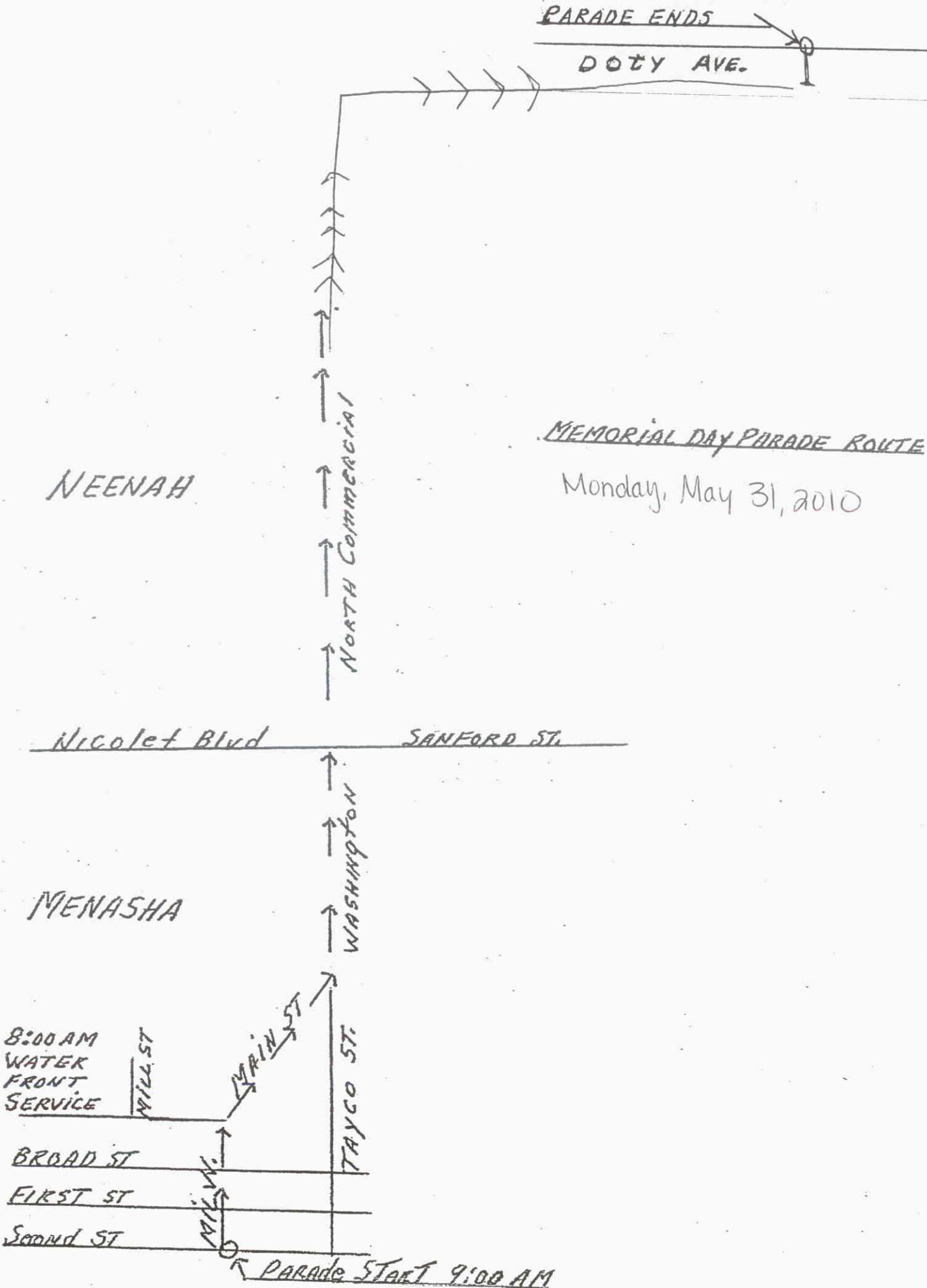
BROAD ST

FIRST ST

Second ST

MILWAU.

PARADE START 9:00 AM



76661

NO. DR (2010/2011)

CERTIFICATE OF INSURANCE
SPECIAL EVENT LIABILITY GROUP INSURANCE TRUST, A RISK PURCHASING GROUP

FACILITY OWNER (Additional Insured): City of Menasha 140 Main St. Menasha, WI 54952	PRODUCER: HUB INTERNATIONAL INSURANCE SERVICES INC. P.O. BOX 4047 CONCORD, CA 94524-4047 PH: 925-609-6500 FX: 925-609-6550 specialevent@hubinternational.com	CA License #0757776
EVENT HOLDER (Named Insured/Member): VFW Post 11893 Jim Romnes 235 Woodfield Rd. Necanicum, WI 54956	EVENT INFORMATION	
	TYPE: Parade	
	DATE(S): May 31, 2010	
	LOCATION: Keesau/Menasha-route attached	
	ATTENDANCE: 475	CLASS: 11

This is to certify that the policies of insurance listed below have been issued to the insured named above for the event date(s) indicated above. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies.

Insurers:		Insurer A: Colony Insurance Company		Insurer B: Genesis Indemnity Insurance Company		
INSR LTR	Type of Insurance	Policy Number	Effective	Expiration	Policy Limits	
A	Primary Commercial General Liability	AR6360147	1/1/2010	1/1/2011	Each Occurrence	\$250,000
					Damage to Premises Rented to You	\$250,000
					Medical Payments	\$5,000
					Personal & Advertising Injury	\$250,000
					General Aggregate	\$1,000,000
B	Excess Commercial General Liability	ZXB300938G	1/1/2010	1/1/2011	Products/Completed Operations Aggregate	\$1,000,000
					Each Occurrence	\$750,000
					Personal & Advertising Injury	\$750,000
					General Aggregate	\$1,500,000
					Damage to Premises Rented to You	\$250,000
B	Optional Excess Limits	ZXB300938G	1/1/2010	1/1/2011	Products/Completed Operations Aggregate	\$1,500,000
					Each Occurrence	
					General Aggregate	

COVERAGE TERMS

Occurrence Form (CG 0001)
 Host Liquor Liability Included
 Full Liquor Liability Included when a separate premium has been charged.

All participants in athletic activities are required to sign Release and Waiver of Liability forms.

The coverage afforded by this insurance is primary and not contributing with any insurance held by the "ADDITIONAL INSURED", WHEN REQUIRED BY WRITTEN CONTRACT. The limits of insurance apply separately to each event insured by this policy as if a separate policy of insurance has been issued for that event. Who is an insured is amended to include as an additional insured the "Facility Owner - Additional Insured" above and any person or organization shown in the schedule below. This insurance does not apply to: any "occurrence" which takes place after the event holder ceases to be a tenant in that premises. This insurance applies only to: an "occurrence" which takes place during the dates indicated under "Event Information" above.

COVERAGE EXCLUSIONS (REFER TO POLICY FOR COMPLETE LISTING OF EXCLUSIONS):

-Sexual Abuse & Molestation
 -Terrorism

**Specific Events are excluded from coverage.
 Please see reverse side for list of excluded events.**

On behalf of the Risk Purchasing Group and each member, the trustee has declined coverage for the Terrorism Risk Insurance Act (TRIA).

OTHER ADDITIONAL INSURED:

City of Keesau
 211 Walnut St.
 Keesau, WI 54956

CANCELLATION: Should the above described policy(s) be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the insured event holder and additional insureds listed.

AUTHORIZED REPRESENTATIVE:

DATE ISSUED:

3/1/10



Memorandum

DATE: March 11, 2010

TO: Board of Public Works

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

RE: Change Order; Contract Unit No. 2009-01; Add \$6,099.96

The attached change order is a final change order for the Midway Business Park Concrete Pavement Construction Project. The City budgeted and borrowed \$480,000 for this work as part of TIF # 5 project improvements. The change order amount equates to a 1.4% increase in the contract total.

The primary increases involved additional excavating in an area of poor subgrade soils, additional driveway removal and replacement to ensure proper drainage to the street, and the need to perform additional traffic control on Midway Road for safety purposes during one phase of the paving operations. The final contract total of \$428,717.27 is still well below the budgeted amount of \$480,000.

Attachment

CHANGE ORDER

DATE: March 8, 2010

CHANGE ORDER NO: One (1) and Final

CONTRACTOR: Vinton Construction Company

CONTRACT NO.: 2009-01

PROJECT: Concrete Street & Walk Construction
Midway Business Park
University Drive – Wittmann Drive

You are directed to make the changes noted below in the subject contract unit number.

Traffic Control & Permit - \$450 LS – 1 EA	\$ 450.00
Excavate Concrete - \$0.54/ft ² - 150 ft ²	\$ 81.00
Contract Changes (see attached)	\$5,858.46
Sweep Streets (see 2 attached invoices)	<u>-\$ 289.50</u>
	\$6,099.96

The changes result in the following adjustments:

	CONTRACT - TOTAL	TIME
Prior to this Change Order	\$422,617.31	_____ Days
Adjustments per this Change Order	\$ 6,099.96	_____ Days
Current Contract Status	\$428,717.27	_____ Days

Directed/Authorized
City of Menasha Dept. of Public Works

Accepted

BY: _____

BY: _____

DATE: _____

DATE: _____

INVOICE

CITY OF MENASHA
140 MAIN STREET
MENASHA, WI 54952

(920) 967-3630

TO: FOX RIVER LANDSCAPE
P O BOX 2941
OSHKOSH, WI 54903

INVOICE NO: 1172
DATE: 9/09/09

CUSTOMER NO: 535/535

TYPE: PW - Public Works Charges

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1.00	SWEEP STREETS WITTMANN & UNIVERSITY	172.90	172.90

TOTAL DUE: \$172.90

PLEASE DETACH AND SEND THIS COPY WITH REMITTANCE

DATE: 9/09/09 DUE DATE:10/09/09
CUSTOMER NO: 535/535

NAME: FOX RIVER LANDSCAPE
TYPE: PW - Public Works Charges

REMIT AND MAKE CHECK PAYABLE TO:
CITY OF MENASHA
140 MAIN STREET
MENASHA WI 54952

INVOICE NO: 1172
TERMS: NET 30 DAYS

AMOUNT: \$172.90

0000005350000005350017290

INVOICE

CITY OF MENASHA
140 MAIN STREET
MENASHA, WI 54952

(920) 967-3630

TO: FOX RIVER LANDSCAPE
P O BOX 2941
OSHKOSH, WI 54903

INVOICE NO: 1132
DATE: 9/01/09

CUSTOMER NO: 535/535

TYPE: PW - Public Works Charges

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1.00	SWEEP WITTMANN DRIVE	108.11	108.11

TOTAL DUE: \$108.11

PLEASE DETACH AND SEND THIS COPY WITH REMITTANCE

DATE: 9/01/09 DUE DATE:10/01/09
CUSTOMER NO: 535/535

NAME: FOX RIVER LANDSCAPE
TYPE: PW - Public Works Charges

REMIT AND MAKE CHECK PAYABLE TO:
CITY OF MENASHA
140 MAIN STREET
MENASHA WI 54952

INVOICE NO: 1132
TERMS: NET 30 DAYS

AMOUNT: \$108.11

0000005350000005350010811

CERTIFICATE OF PAYMENT

DATE: March 8, 2010

PAYMENT REQUEST: Five (5) and Final

CONTRACTOR: Vinton Construction Company

ADDRESS: 2705 N. Rapids Road, Manitowoc, WI 54221

CONTRACT UNIT NUMBER: 2009-01

PROJECT DESCRIPTION: Concrete Street & Walk Construction
Midway Business Park
University Drive – Wittmann Drive

ORIGINAL CONTRACT AMOUNT	\$ 422,617.31
CHANGE ORDER NO. One (1)	AMOUNT: \$6,099.96
PREVIOUS CHANGE ORDER(S): \$	
TOTAL CONTRACT AMOUNT (INCLUDING CHANGE ORDERS)	\$ 428,717.27
TOTAL EARNED TO DATE (SUMMARY ATTACHED)	\$ 428,717.27
LESS RETAINAGE	\$ 0
AMOUNT DUE	\$ 428,717.27
PREVIOUS PAYMENTS	\$ 412,614.54
AMOUNT DUE THIS PAYMENT	\$ 16,102.73

ESTIMATE PERIOD: October 1, 2009 to March 8, 2010

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: Mark Radtke DATE: 3-11-10
DIRECTOR OF PUBLIC WORKS: _____

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. 2009-01 Midway Business Park
Concrete Street & Sidewalk Construction

DATE: March 8, 2010
 Payment No. Five (5) & Final

ITEM	QUANTITY	DESCRIPTION	BASE BID			YTD			CHANGES		
			Unit Price	TOTAL	QUANTITY	TOTAL	QUANTITY	TOTAL	QUANTITY	\$ CHANGE	
1	11,514	8" Depth Pavement/Base Pulverize/S.Y.	\$ 0.60	\$ 6,908.40	11,514.00	\$ 6,908.40	0.00	\$ 0.00	0.00	\$ 0.00	
2	13,900	Fine Grading/S.Y.	\$ 0.70	\$ 9,730.00	13,900.00	\$ 9,730.00	0.00	\$ 0.00	0.00	\$ 0.00	
3	1,412	Unclassified Excavation Pulverized Stone/C.Y.	\$ 4.82	\$ 6,805.84	1,412.00	\$ 6,805.84	0.00	\$ 0.00	0.00	\$ 0.00	
4	75	Unclassified Excavation Street Widening/C.Y.	\$ 8.00	\$ 600.00	190.00	\$ 1,520.00	115.00	\$ 920.00	115.00	\$ 384.00	
5	146	Unclassified Excavation Sidewalk/C.Y.	\$ 16.00	\$ 2,336.00	170.00	\$ 2,720.00	24.00	\$ 384.00	24.00	\$ 384.00	
6	202	Asphalt Removal/S.Y.	\$ 2.00	\$ 404.00	202.00	\$ 404.00	0.00	\$ 0.00	0.00	\$ 0.00	
7	12,790	8" Concrete Pavement with Integral Curb and Gutter/S.Y.	\$ 21.46	\$ 274,473.40	12,926.00	\$ 277,391.96	136.00	\$ 2,918.56	136.00	\$ 2,918.56	
8	11	8" Concrete Pavement - Remove and Replace/S.Y.	\$ 45.00	\$ 495.00	11.00	\$ 495.00	0.00	\$ 0.00	0.00	\$ 0.00	
9	245	4" Asphalt Pavement/S.Y.	\$ 17.15	\$ 4,201.75	274.00	\$ 4,699.10	29.00	\$ 497.35	29.00	\$ 497.35	
10	38	30" Concrete Curb and Gutter - Remove and Replace/L.F.	\$ 25.00	\$ 950.00	45.00	\$ 1,125.00	7.00	\$ 175.00	7.00	\$ 175.00	
11	952	Full Depth Sawcut/L.F.	\$ 1.50	\$ 1,428.00	945.00	\$ 1,417.50	-7.00	\$ -10.50	-7.00	\$ -10.50	
12	8	Handicap Ramp Curb Cut/L.F.	\$ 30.00	\$ 240.00	10.00	\$ 300.00	2.00	\$ 60.00	2.00	\$ 60.00	
13	208	Placement of Salvaged Pulverized Material (To be used for street widening and sidewalk construction)/C.Y.	\$ 2.80	\$ 582.40	323.00	\$ 904.40	115.00	\$ 322.00	115.00	\$ 322.00	
14	249	8" Concrete Driveway/S.F.	\$ 3.87	\$ 963.63	570.00	\$ 2,205.90	321.00	\$ 1,242.27	321.00	\$ 1,242.27	
15	942	6" Concrete Driveway/S.F.	\$ 3.40	\$ 3,202.80	606.00	\$ 2,060.40	-336.00	\$ -1,142.40	-336.00	\$ -1,142.40	
16	6,142	3" Asphalt Driveway - Remove and Replace/S.F.	\$ 2.33	\$ 14,310.86	7,846.00	\$ 18,281.18	1,704.00	\$ 3,970.32	1,704.00	\$ 3,970.32	
17	6,260	4" Concrete Walk/S.F.	\$ 2.50	\$ 15,650.00	6,228.00	\$ 15,570.00	-32.00	\$ -80.00	-32.00	\$ -80.00	
18	1,245	6" Concrete Walk/S.F.	\$ 3.40	\$ 4,233.00	1,454.00	\$ 4,943.60	209.00	\$ 710.60	209.00	\$ 710.60	
19	183	8" Concrete Walk/S.F.	\$ 3.87	\$ 708.21	181.00	\$ 700.47	-2.00	\$ -7.74	-2.00	\$ -7.74	
20	217	4" Concrete Handicap Ramp (Detectable warning field plates to be supplied by others)/S.F.	\$ 3.06	\$ 664.02	283.00	\$ 865.98	66.00	\$ 201.96	66.00	\$ 201.96	
21	40	Utility Adjustment/each	\$ 275.00	\$ 11,000.00	40.00	\$ 11,000.00	0.00	\$ 0.00	0.00	\$ 0.00	
22	6	Water Valve Adjustment/each	\$ 150.00	\$ 900.00	8.00	\$ 1,200.00	2.00	\$ 300.00	2.00	\$ 300.00	
23	7,100	Terrace Restoration/S.Y.	\$ 3.82	\$ 27,122.00	6,722.00	\$ 25,678.04	-378.00	\$ -1,443.96	-378.00	\$ -1,443.96	
24	10	Pavement Gap/each	\$ 1,000.00	\$ 10,000.00	10.00	\$ 10,000.00	0.00	\$ 0.00	0.00	\$ 0.00	
25	4	Sidewalk or Apron Gap/each	\$ 200.00	\$ 800.00	4.00	\$ 800.00	0.00	\$ 0.00	0.00	\$ 0.00	
26	172	8" Concrete Pavement, Grade "C" High Early Strength/S.Y.	\$ 25.00	\$ 4,300.00	72.00	\$ 1,800.00	-100.00	\$ -2,500.00	-100.00	\$ -2,500.00	
27	300	4" Under Pavement Drain/L.F.	\$ 20.50	\$ 6,150.00	270.00	\$ 5,535.00	-30.00	\$ -615.00	-30.00	\$ -615.00	
28	14	12" Storm Sewer/L.F.	\$ 47.00	\$ 658.00	12.00	\$ 564.00	-2.00	\$ -94.00	-2.00	\$ -94.00	
29	2	2' x 3' Inlets (Castings to be salvaged and reused)/each	\$ 1,050.00	\$ 2,100.00	2.00	\$ 2,100.00	0.00	\$ 0.00	0.00	\$ 0.00	
30	4	Sidewalk Crossing Over Utility Trench/each	\$ 50.00	\$ 200.00	5.00	\$ 250.00	1.00	\$ 50.00	1.00	\$ 50.00	
31	1	Traffic Control/L.S.	\$ 3,500.00	\$ 3,500.00	1.00	\$ 3,500.00	0.00	\$ 0.00	0.00	\$ 0.00	
32	1	Erosion Control/L.S.	\$ 1,000.00	\$ 1,000.00	1.00	\$ 1,000.00	0.00	\$ 0.00	0.00	\$ 0.00	
33	1	Construction mobilization/demobilization; Project Coordination; all incidental utility and miscellaneous roadway work; and all other Project Work Area Restoration and Clean-Up to an equal and/or better preconstruction condition as required and related to the overall project./ Lump Sum	\$ 6,000.00	\$ 6,000.00	1.00	\$ 6,000.00	0.00	\$ 0.00	0.00	\$ 0.00	
TOTAL CONTRACT BID (ITEMS 1-33)			\$	\$ 422,617.31	\$	\$ 428,475.77	\$	\$ 5,858.46	\$	\$ 5,858.46	



Memorandum

DATE: March 11, 2010

TO: Board of Public Works

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

RE: Excavation Permit Fee

At its March 1, 2010 meeting, the Common Council adopted Ordinance O-03-10 pertaining to Excavation Permits. This ordinance prescribes that fees for excavation permits be established by the Board of Public Works. Previously the Council had approved an increase in the fee from \$10 to \$25, which is more in line with fees charged by surrounding communities. I am recommending the Board of Public Works establish the excavation permit fee at \$25.

Enclosure

	City Current	2010 City Proposed	T/Menasha	Appleton	Neenah	T/Grand Chute	Kaukauna	Oshkosh
Class A – Beer	225	225	150	425	200	250-N, 150-R		
Class B – Beer	100	100	100	100	100	100-N, 100-R		
Class A – Liquor (off premise)	300	350	350	500-N, 425-R	400	475-N, 400-R		
Class B – Liquor (on premise)	325	375	350	600-N, 425-R	350	500-N, 425-R		
Second Hand Store/Pawn Shop	50	200	210	210		210		
Special Events	Future Proposal		150	125	NC	NC		
Tax Exempt Report	10	25	10	20				
Recreational Fire Permit	15	20	NC	50	15	NC		
Property Status Report (City Ltr)	20	30	30	38	30	13	25	
Property Status Rpt - Rush Fee	30	50	60	58	50	26		
Excavation Permit	10	25	25 75/Main	25	*200+ actual costs	50+ actual costs	*5	
Bulk Item or Appliance Disposal cu	10	15	Outsourced	20	Outsourced (25)	Outsourced (55)	10	23
Freon Appliance Disposal	15	*30	Outsourced	25	Outsourced (25)	Outsourced (63)	15	23
Extra Bag of Garbage Stickers	0.5	1	2	2	NA	NA	NC 1x/mth	
Extra /Move Out Collection			Outsourced	40	105	Outsourced	20	
Weed cutting	actual+ 15% admin	actual+ \$40 admin						
snow removal	actual+ 15% admin	actual+ \$40 admin						
dumpster	35	45						
Non-tagged trash	20	35			NA	NA		
Stormwater Utility	65	75		*108.88	84	48	50 as of 7/1/10	
		*15 if dropped off at PWF, 30 if collected curbside		*proposed 125	*actual costs subtracted from \$200 admin fee		*being reviewed	
Street Use Permit	25	25	10	5	25 or 10		none	20
Parking Fines-Handicap	25	40	50	60	25	40	10	50
1st Escalation-Late Fee	10	15						
2nd Escalation-Late Fee	15	25	15	12	50	11	15	15
Site Plan Review*	100 - 500	150-650	125 + \$3/1,000 sf over 10,000 sf building	100 - 150	125 - 200	400		100 - 200
Site Plan Amendment	NA	100	125 + \$3/1,000 sf over 10,000 sf building			150		75
Site Plan Drainage Review	NA		425 + 375 for pond review					
Special Use Permit*	200	350	765	350	300	400		300
Temporary Use Permit	225	225		50				75
Rezoning*	225	350	765	400	300	450		300
Variance*	225	350	765		125	400		125
Parking Lot Review	40	75		75				25
Landscape Review		NA			75	75-100 + \$10/lot		
CSM	150 + \$10/lot	150 + \$25/lot	150 + \$10/lot	60	100	200 + \$20/lot		75
Prelim Plat	100	125	150 + \$25/lot**	100 + \$25/lot	125 + \$25/lot	100 + \$10/lot		50 + \$1/lot
Final Plat	250 + \$10/lot	250 + \$25/lot	150	75	75	100 + \$25/lot		100 + \$25/lot
Zoning Compliance Letter	NA	30 Residential						30
Zoning Only Verification Letter	NA	Commercial						2
Annexation					300			100

ORDINANCE O-03-10

AN ORDINANCE PERTAINING TO EXCAVATION PERMITS

Introduced by Alderman Michael Taylor

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

SECTION 1: Amend Title 6, Chapter 2, SEC.6-2-3(d)(2) of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

Title 6 – Public Works

CHAPTER 2

Streets and Sidewalks

SEC. 6-2-3 EXCAVATIONS OF STREETS, ALLEYS, PUBLIC WAYS AND GROUNDS.

(d) CITY STANDARDS; FEES.

(2) Fees. ~~The fee for a street opening permit shall be Ten Dollars (\$10.00). The fee for an annual street opening permit shall be One Hundred Dollars (\$100.00). Permit fees shall be paid to the City Treasurer who shall issue his receipt therefor.~~ Fees for the permits described above shall be established by the Board of Public Works.

SECTION 2: This amending Ordinance shall take effect upon passage and publication as provided by law.

Passed and approved this _____ day of _____, 2010.

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk



March 11, 2010

Board of Public Works
City of Menasha
Menasha, WI 54952

RE: Traffic Study Report – Broad Street from Appleton Street to De Pere Street

Members of the Board:

The Engineering Department performed a traffic study to determine the feasibility of changing the existing one-way (eastbound) traffic on Broad Street from Appleton Street to De Pere Street, to two-way traffic.

The attached accident report for the intersection of Appleton Street and Broad Street shows that the accidents do not involve limited sight distance issues at the intersection but from making a left turn movement out of the right lane crossing the left lane of the one-way street, backing into parked vehicles and a rear end accident involving slowed traffic. Even though the number and type accidents don't substantiate the need to eliminate parking; to be in compliance of minimum sight triangles (see attached) in AASHTO (American Association of State Highway and Transportation Officials) Geometric Design of Highways and Streets, you would need to remove all of the existing angle parking and possibly the first fifty feet of parallel parking allowed on the north side of the street west of the intersection. This would have a negative impact on the tavern/restaurant on the northwest corner of the intersection (546 Broad Street) as well as the auto body shop (540 Broad Street) to the west of the tavern. To eliminate the angle parking in this area, the mountable curb and gutter section would need to be removed and replaced with full head curb and gutter, as well as posting "No Parking" signs within the entire clear sight triangle area.

There was one reportable accident on the 600 block of Broad Street (see attached). One of the major concerns brought forward previously was the cars going the wrong way on the one-way street. This may occur, but the accident history only shows one rear end collision in this block. It was noted in numerous responses that the traffic going the wrong way in this area are drivers not familiar with the one-way street or the area in general. One local resident said that a number of the people driving the wrong way on this one-way street are local residents.

A number of responses from property owners and residents in the Traffic Study dated February 25, 2010 point to the inconvenience to drive east to De Pere Street and then proceed north to First Street turning left, westbound to the traffic signals. If you change the 600 block of Broad Street to two-way traffic, the residents of this block and the 600 block of Paris Street would be able to drive westbound to Appleton Street and then turn right, northbound to First Street. From there they would more than likely turn left, westbound on First Street to the traffic signals at Racine Street. This would not eliminate any traffic turns but would eliminate the one block drive to the east to De Pere Street and the need to "back track" in the 600 block of First Street.

This Department was made aware of the frustration of residents and property owners on First Street regarding the increased amount of traffic they experience because Broad Street is one-way, eastbound. This is why we included those properties in the mass mailing (approximately 260 letters total) seeking input. We did not receive a letter, phone call or email from a resident or property owner on First Street regarding this issue. I believe more drivers utilize First Street because of the convenience of the existing traffic signals at Racine Street. If the 600 block of Broad Street is changed to two-way traffic, there will be additional vehicles driving on Appleton Street, between Broad Street and First Street. A certain number of vehicles will turn left, westbound on First Street, but there will also be additional vehicles proceeding north on Appleton Street to Second Street or Third Street. These vehicles more than likely used De Pere Street in the past. Will this additional traffic on Appleton Street be frowned upon by the residents living on Appleton Street? Will those additional vehicles cause problems in the vicinity of St. Mary's Church and School?

The City received three responses from residents on the 600 block of Broad Street; those most directly affected by the proposed modification. Of those responding, two were opposed to the two-way traffic and one supported the change. These responses were to the proposed two-way traffic for the entire corridor from Racine Street to De Pere Street.

I feel to make the 600 block of Broad Street a two-way street will not be in the best interest of the City at this time. The majority of the responses for the entire corridor oppose the move. The Police Department opposes the move. Converting this one block section to two-way traffic would make it more convenient for some of the affected residents in the area, but it will also adversely affect the residents on Appleton Street with additional traffic movements. As pointed out previously, the "Human Factor" will play a big roll in the adjustment to two-way traffic. I would recommend however, that if the Council decides to leave this one-way, to make the intersection of Appleton Street and Broad Street a three way stop. This will improve the safety of the intersection without eliminating parking and still meet the recommended sight triangles (see attached) for "Intersections with All Way Stop Control". If the Council decides to make the 600 block of Broad Street two-way traffic, I would recommend to make the intersection of Appleton Street and Broad Street a four way stop with additional signage and pavement marking as shown on the attached drawing. The existing "Left Turn Only" pavement marking at De Pere Street would also need to be removed. I would recommend that the new configuration at Broad Street and De Pere Street to be controlled by stop signs on De Pere Street.

By eliminating one block of the entire one-way corridor, the City is still not addressing the ultimate issue of "it is the only one-way street in Menasha". If it is the City's intent to eliminate the one-way street in its entirety, it should be addressed at one time and not the 600 block this year and the 500 block of Broad Street sometime in the future. As was pointed out in previous Traffic Studies, to make a safe transition to a two-way street for the entire corridor, it is recommended that a "Right Turn Only" movement be allowed from westbound Broad Street to northbound Racine Street and do not allow any straight or left turn movements from westbound Broad Street to Racine Street. With this option you would need to place a restrictive raised traffic island to force this movement. Because of a large utility pole on the northeast corner of the intersection of Racine Street and Broad Street you cannot move the curb in the turn radius north into City owned property. A WB-40 turning movement would work with a small restrictive island, but the Council needs to be aware that the WB-40 turning movement is less of a turn radius than the WB-50 which is typically used. With a larger truck, or if a smaller truck does not position itself properly, there would be tracking over the existing centerline or crowding of the sidewalk/terrace area during a turn movement. This turning movement would be hazardous to pedestrian and vehicular traffic. I would recommend that the eastbound traffic on Broad Street at Racine Street also be "Right Turn Only" with a matching restrictive island for a WB-40 turn radius. This would require any delivery trucks in the Main Street business district planning to leave to the north, to go on Milwaukee Street north to First Street or Third Street. This would increase truck traffic in a residential area on Milwaukee Street and First Street. The existing turn radii more than likely would not support large truck turning movements at the intersections, but opposing traffic would likely be less than on Racine Street.

If the Council decides to leave the existing Broad Street corridor between Racine Street and De Pere Street one-way, I would still recommend that eastbound traffic on Broad Street at Racine Street to be "Right Turn Only" with the raised traffic island accommodating a WB-40 turn radius. This movement would greatly reduce the number of accidents at Broad Street and Racine Street. The City would have to work with the downtown businesses and their respective delivery companies to provide a smooth transition.

Sincerely,



Tim J. Montour
Engineering Supervisor

Attachments
C: Street file

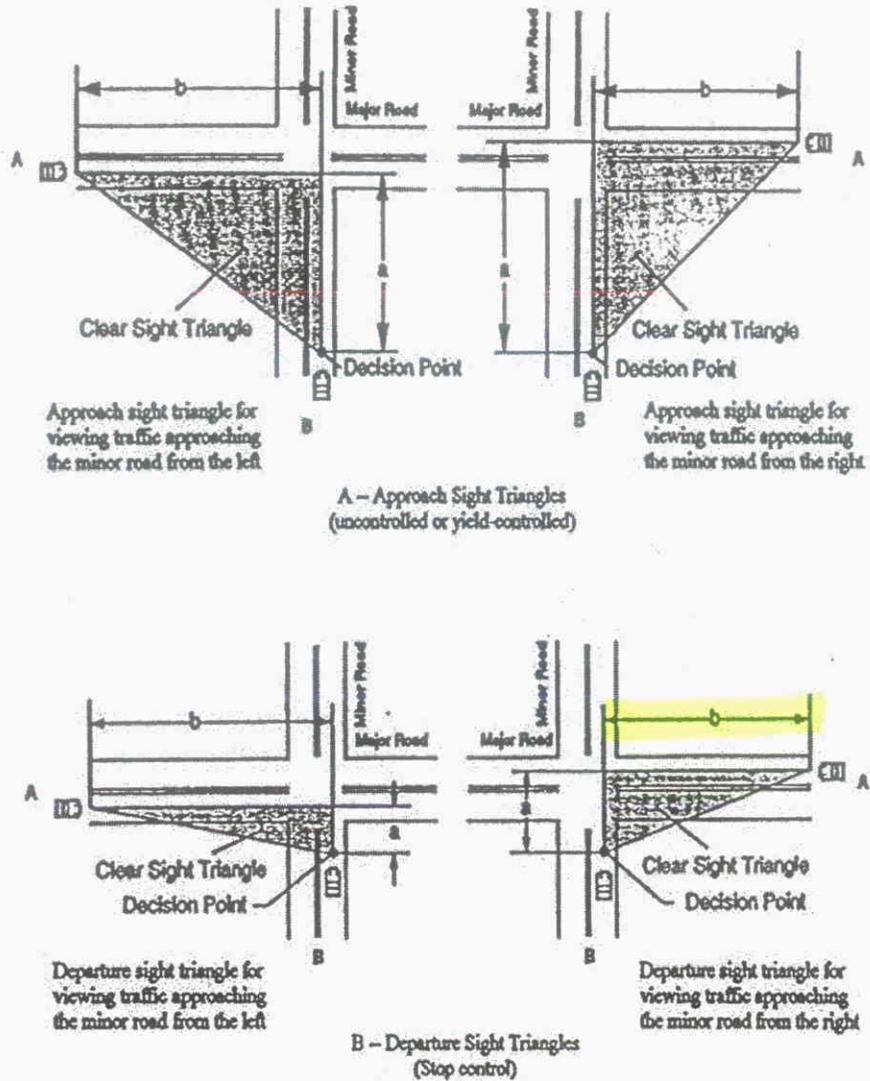


Exhibit 9-50. Intersection Sight Triangles

Metric				US Customary			
Design speed (km/h)	Stopping sight distance (m)	Intersection sight distance for passenger cars		Design speed (mph)	Stopping sight distance (ft)	Intersection sight distance for passenger cars	
		Calculated (m)	Design (m)			Calculated (ft)	Design (ft)
20	20	41.7	45	15	80	165.4	170
30	35	62.6	65	20	115	220.5	225
40	50	83.4	85	25	155	275.6	280
50	65	104.3	105	30	200	330.8	335
60	85	125.1	130	35	250	385.9	390
70	105	146.0	150	40	305	441.0	445
80	130	166.8	170	45	360	496.1	500
90	160	187.7	190	50	425	551.3	555
100	185	208.5	210	55	495	606.4	610
110	220	229.4	230	60	570	661.5	665
120	250	250.2	255	65	645	716.6	720
130	285	271.1	275	70	730	771.8	775
				75	820	826.9	830
				80	910	882.0	885

Note: Intersection sight distance shown is for a stopped passenger car to turn left onto a two-lane highway with no median and grades 3 percent or less. For other conditions, the time gap must be adjusted and required sight distance recalculated.

Exhibit 9-55. Design Intersection Sight Distance—Case B1—Left Turn from Stop

Sight distance design for left turns at divided-highway intersections should consider multiple design vehicles and median width. If the design vehicle used to determine sight distance for a divided-highway intersection is larger than a passenger car, then sight distance for left turns will need to be checked for that selected design vehicle and for smaller design vehicles as well. If the divided-highway median is wide enough to store the design vehicle with a clearance to the through lanes of approximately 1 m [3 ft] at both ends of the vehicle, no separate analysis for the departure sight triangle for left turns is needed on the minor-road approach for the near roadway to the left. In most cases, the departure sight triangle for right turns (Case B2) will provide sufficient sight distance for a passenger car to cross the near roadway to reach the median. Possible exceptions are addressed in the discussion of Case B3.

If the design vehicle can be stored in the median with adequate clearance to the through lanes, a departure sight triangle to the right for left turns should be provided for that design vehicle turning left from the median roadway. Where the median is not wide enough to store the design vehicle, a departure sight triangle should be provided for that design vehicle to turn left from the minor-road approach.

The median width should be considered in determining the number of lanes to be crossed. The median width should be converted to equivalent lanes. For example, a 7.2-m [24-ft] median should be considered as two additional lanes to be crossed in applying the multilane highway adjustment for time gaps in Exhibit 9-54. Furthermore, a departure sight triangle for left turns

However, if the traffic signal is to be placed on two-way flashing operation (i.e., flashing yellow on the major-road approaches and flashing red on the minor-road approaches) under off-peak or nighttime conditions, then the appropriate departure sight triangles for Case B, both to the left and to the right, should be provided for the minor-road approaches. In addition, if right turns on a red signal are to be permitted from any approach, then the appropriate departure sight triangle to the left for Case B2 should be provided to accommodate right turns from that approach.

Case E—Intersections with All-Way Stop Control

At intersections with all-way stop control, the first stopped vehicle on one approach should be visible to the drivers of the first stopped vehicles on each of the other approaches. There are no other sight distance criteria applicable to intersections with all-way stop control and, indeed, all-way stop control may be the best option at a limited number of intersections where sight distance for other control types cannot be attained.

Case F—Left Turns from the Major Road

All locations along a major highway from which vehicles are permitted to turn left across opposing traffic, including intersections and driveways, should have sufficient sight distance to accommodate the left-turn maneuver. Left-turning drivers need sufficient sight distance to decide when it is safe to turn left across the lane(s) used by opposing traffic. Sight distance design should be based on a left turn by a stopped vehicle, since a vehicle that turns left without stopping would need less sight distance. The sight distance along the major road to accommodate left turns is the distance traversed at the design speed of the major-road in the travel time for the design vehicle given in Exhibit 9-66.

Design vehicle	Time gap (t_g) (seconds) at design speed of major road
Passenger car	5.5
Single-unit truck	6.5
Combination truck	7.5

Adjustment for multilane highways:

For left-turning vehicles that cross more than one opposing lane, add 0.5 seconds for passenger cars and 0.7 seconds for trucks for each additional lane to be crossed.

Exhibit 9-66. Time Gap for Case F—Left Turns from the Major Road

The table also contains appropriate adjustment factors for the number of major-road lanes to be crossed by the turning vehicle. The unadjusted time gap in Exhibit 9-66 for passenger cars was used to develop the sight distances in Exhibit 9-67 and illustrated in Exhibit 9-68.

ACCIDENT SUMMARY SHEET

ROUTE: *Broad St.* **LOCATION:** *at Appleton St.*
MUNICIPALITY: *Menasha* **COUNTY:** *Winnebago*
TIME PERIOD COVERED: - **REFERENCE MARKERS / NODES:** -
REMARKS: *All Accidents* **DATE:** *3/8/2010*

TIME OF DAY	# ACC	%	DIRECTION	# ACC	%	DIRECTION	# ACC	%
6 AM - 10 AM	1	8.3%	North	4	18.2%	Northeast	2	9.1%
10 AM - 4 PM	7	58.3%	South	2	9.1%	Northwest	1	4.5%
4 PM - 7 PM	1	8.3%	East	12	54.5%	Southeast	0	0.0%
7 PM - 12 AM	2	16.7%	West	1	4.5%	Southwest	0	0.0%
12 AM - 6 AM	0	0.0%	Total	22		Unspecified	0	0.0%
Unspecified	1	8.3%						
Total	12							

WEATHER	# ACC	%	ACCIDENT TYPE	# ACC	%	ACCIDENT TYPE	# ACC	%
Clear	3	25.0%	Rear End	1	8.3%	Pedestrian	0	0.0%
Cloudy	5	41.7%	Overtake	2	16.7%	Bicycle	0	0.0%
Rain	1	8.3%	Right Angle	0	0.0%	Parked Vehicle	1	8.3%
Snow	0	0.0%	Left Turn	4	33.3%	Backing	1	8.3%
Sleet/Hail/Freezing Rain	0	0.0%	Right Turn	0	0.0%	Run Off The Road	0	0.0%
Fog/Smog/Smoke	0	0.0%	Fixed Object	0	0.0%	Animal	0	0.0%
Unspecified	3	25.0%	Head On	0	0.0%	Other	2	16.7%
Total	12		Sideswipe	0	0.0%	Unspecified	1	8.3%
			Total	12				

SURFACE	# ACC	%
Dry	7	58.3%
Wet	1	8.3%
Mud/Slush	1	8.3%
Snow/Ice	0	0.0%
Unspecified	3	25.0%
Total	12	

ACCIDENT SEVERITY	# ACC	%
Fatal	0	0.0%
Injury	0	0.0%
Property Damage	9	75.0%
Non-Reportable	2	16.7%
Total	12	

TIME OF YEAR	# ACC	%
Winter (Dec-Feb)	2	18.2%
Spring (Mar-May)	3	27.3%
Summer (Jun-Aug)	3	27.3%
Fall (Sep-Nov)	3	27.3%
Total	11	

TYPE OF VEHICLE	# ACC	%
Passenger Cars	11	100.0%
Commercial Vehicles	0	0.0%
Total	11	

DAY OF WEEK	# ACC	%
Sunday	2	16.7%
Monday	1	8.3%
Tuesday	1	8.3%
Wednesday	0	0.0%
Thursday	2	16.7%
Friday	5	41.7%
Saturday	1	8.3%
Total	12	

LIGHT CONDITION	# ACC	%
Daylight	5	41.7%
Dawn/Dusk	0	0.0%
Night	1	8.3%
Unspecified	6	50.0%
Total	12	

SUMMARY OF ACCIDENT SEVERITY BY YEAR:	
	0
Fatal Accidents	0
Injury Accidents	0
Property Damage Accidents	0
Non-Reportable Accidents	0
Total Accidents	0

DETAILS OF ACCIDENT HISTORY

PERIOD STUDIED: FROM: _____ TO: _____ 0 MONTHS		ROUTE NUMBER/STREET NAME: <u>Broad St.</u>		CASE No. _____								
LOCATION <u>at Appleton St.</u>		MUNICIPALITY: <u>Menasha</u>		FILE: <u>broad_appleton</u>								
REFERENCE MARKERS / NODES: _____		COUNTY: <u>Winnebago</u>		BY: _____ cr								
CONTRIB. FACTORS		ACC. TYPE		DATE: <u>3/8/2010</u>								
No.	DATE	TIME	# VEHICLES	SEVERITY	LIGHT COND	ROAD CHAR	SURFACE	WEATHER	CONTRIB. FACTORS	ACC. TYPE	ACCIDENT DESCRIPTION	KEY #
9												
1	6/24/1994	14:00		PDO			1	2		LTRN		
2	8/4/1996	22:25		PDO			1	1		OTH		
3	12/12/1996	11:46		PDO			5	2		OTH		
4	1/30/1998	17:02		PDO			1	2		LTRN		
5	5/16/1999	15:13		PDO			1	2		OVTK		
6	10/18/2002	12:10	2	N/R	1	1			3	Park	unit 2 was angle parked, unit 1 backed into left side of unit 2	
7	7/15/2003	15:31	1	N/R	1	1			4	Rend	unit 2 slowed rapidly for traffic, unit 1 rear ended unit 2	
8	4/25/2005	21:10	2	PDO	4	1	2	3	3	Back	unit 1 backing out of driveway, struck legally parked unit 2	
10	5/14/2009	7:20	2	PDO	1	1	1	2	18	Ltrn	veh 1 turned left from right lane in front of veh 2	
12	9/11/2009	14:42	2	PDO	1	1	1	1	18	Ltrn	veh 1 made left turn from right lane, struck veh 2 in left lane	
11	9/11/2009	14:42	2	PDO	1	1	1	1	18	Ovtk	unit 1 turn left nb from right lane into unit 2 eb-one way st	

COLLISION DIAGRAM

Key Number =

MUNICIPALITY: <u>Menasha</u> COUNTY: <u>Winnebago</u>	FILE: <u>broad_600blockB</u>
INTERSECTION: <u>Broad St.</u>	CASE #: _____
PERIOD: <u>0</u> YEARS <u>0</u> MONTHS FROM _____ TO _____	BY: <u>cr</u> DATE: <u>3/9/2010</u>

Eastbound

Broad St. (one-way eastbound)

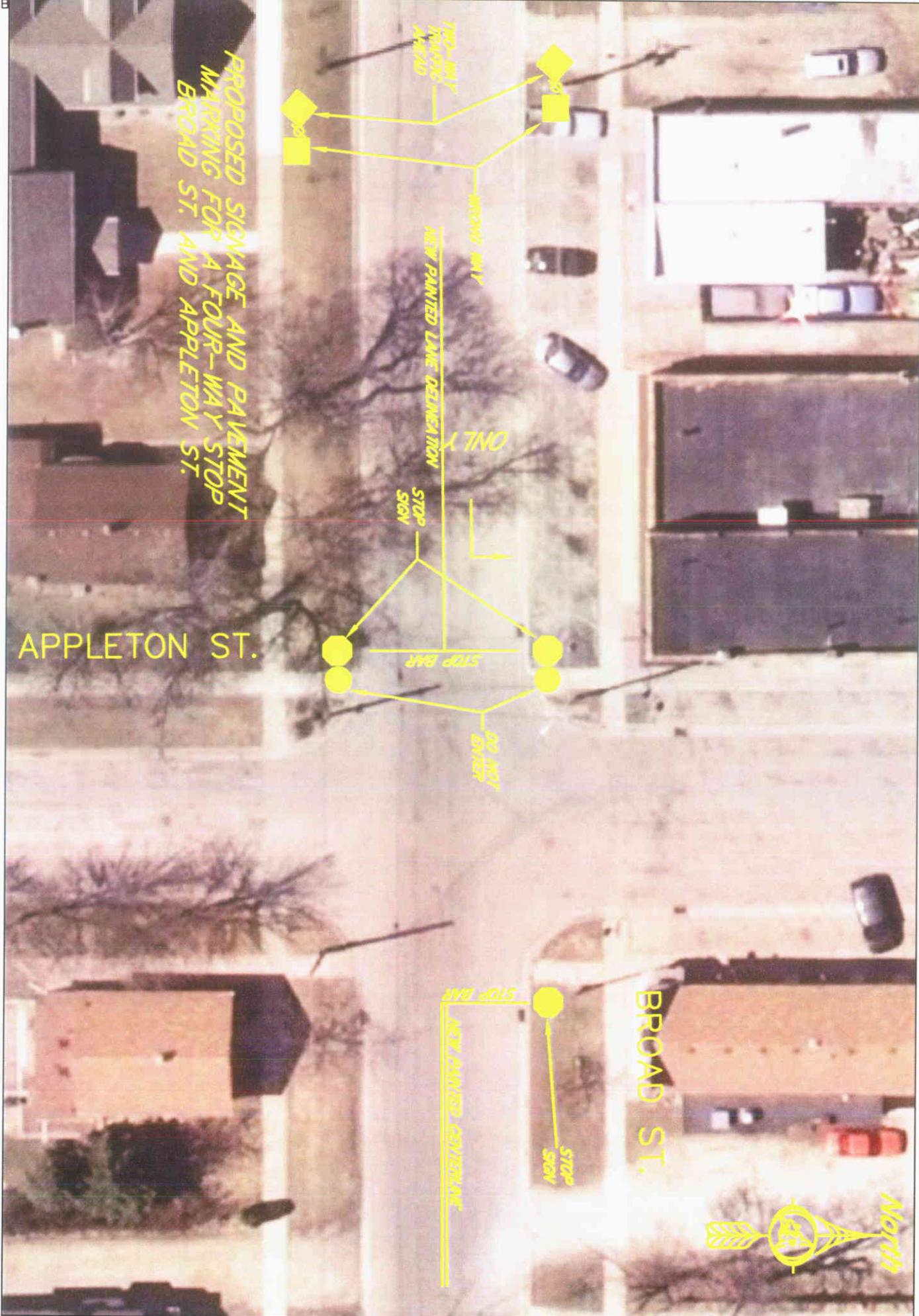
1

Broad St. (one-way eastbound)

SYMBOLS		MANNER OF COLLISION	
MOVING VEHICLE	P PEDESTRIAN	REAR END	HEAD ON
TURNING VEHICLE	B BICYCLIST	LEFT TURN	RIGHT TURN
BACKING VEHICLE	A ANIMAL	LEFT TURN	RIGHT TURN
PARKED VEHICLE	FIXED OBJECT	OVERTAKE	RIGHT ANGLE
999 RECORD NUMBER	Fatal	OUT OF CONTROL	SIDE SWIPE

DETAILS OF ACCIDENT HISTORY

PERIOD STUDIED: FROM: TO:		0 MONTHS		ROUTE NUMBER/STREET NAME: <i>Broad St.</i> LOCATION <i>600 block B</i> MUNICIPALITY: <i>Menasha</i> COUNTY: <i>Winnebago</i> REFERENCE MARKERS / NODES:				CASE No. FILE: <i>broad_600blockB</i> BY: <i>cr</i> DATE: <i>3/9/2010</i>				
No.	DATE	TIME	# VEHICLES	SEVERITY	LIGHT COND	ROAD CHAR	SURFACE	WEATHER	CONTRIB. FACTORS	ACC. TYPE	ACCIDENT DESCRIPTION	KEY #
1	12/16/2007	19:05	2	PDO	4	1	1	2	2	Park	veh 1 rear ended parked veh 2, DUI	



PROPOSED SIGNAGE AND PAVEMENT MARKING FOR A FOUR-WAY STOP BROAD ST. AND APPLETON ST.

THRU-WAY MARKING AHEAD

WINDING HWY

NEW PAINTED LINE DESIGNATION

ONE WAY

STOP SIGN

STOP BAR

NO LEFT TURN

APPLETON ST.

BROAD ST.

STOP BAR

NEW PAINTED DRIVEWAY

STOP SIGN





Memorandum

DATE: March 11, 2010

TO: Board of Public Works

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

RE: Traffic Study to Consider the Conversion of Broad Street from One-Way to Two-Way Traffic

At its March 1, 2010 meeting, the Board of Public Works took no formal action on this item. Therefore, it has been placed back on the agenda along with the item regarding the conversion of the 600 block of Broad Street from one-way to two-way traffic.

Engineering Supervisor Tim Montour has completed his report for the 600 block of Broad Street. He and I both feel it would be best to convert both blocks of Broad Street to two-way if any changes are going to be made at all. His report does a good job of explaining that situation so I will not repeat his content here. I do want to reiterate our recommendation for the construction of channelizing traffic islands in conjunction with the conversion of Broad Street to two-way traffic, if that option is chosen. These islands would allow only right turns from Broad Street onto Racine Street for both east and west approaching traffic. The islands should be designed for the WB 40 size truck, meaning all but the semi-tractor size trucks will be able to negotiate the turn without crossing the center line or overrunning the curb and sidewalk.

Our Public Works crews would be able to construct the islands at an estimated material cost of \$4,000. If the Board wishes to pursue this option, affected property owners, residents and businesses should be notified to provide their input in advance of the final decision.