

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  
February 21, 2011  
6:45 PM  
or immediately following the Administration Committee  
AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
  - 1. [February 7, 2011](#)
- D. ACTION ITEMS
  - 1. [Final Resolution R-9-11 Authorizing Public Improvements and Levying Special Assessments Against Benefited Property – Ribblesdale Subdivision and Woodland Hills Subdivision](#)
  - 2. [Final Resolution R-10-11 Authorizing Public Improvements and Levying Special Assessments Against Benefited Property – Silver Birch Estates Subdivision](#)
- 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  
February 7, 2011  
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Taylor at 7:21 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Roush, Taylor, Wisneski, Langdon, Hendricks, Zelinski, Englebert

EXCUSED: Alderman Benner

ALSO PRESENT: CA/HRD Captain, PC Stanke, DFC DeLeeuw, DPW Radtke,  
C/T Stoffel, Paul Riederer (Miron Construction), Clerk Galeazzi and the Press

C. MINUTES TO APPROVE

1. [January 17, 2011](#)

Moved by Ald. Wisneski, seconded by Ald. Roush to approve minutes.

Motion carried on voice vote.

D. ACTION ITEMS

1. [Change Order; MOD# 0018-02; Neenah-Menasha Fire Rescue Station 36;  
Miron Job #101520; ADD: \\$515.00](#)

Paul Riederer explained the change order is for four additional data jacks for the video conference system and to run wiring for the radio antenna.

Moved by Ald. Hendricks, seconded by Ald. Roush to recommend approval to Common Council

Motion carried on voice vote.

2. [Change Order; MOD# 0019-00; Neenah-Menasha Fire Rescue Station 36;  
Miron Job #101520; ADD: \\$3,892.00](#)

Paul Riederer explained the change order is for custom cabinets and counter top in the office area of the fire station. Grant funds can be used for built-in cabinets. When asked about the balance in the contingency fund, Mr. Riederer answered approximately \$16,000.

Moved by Ald. Hendricks, seconded by Ald. Wisneski to recommend approval to Common Council.

Motion carried on voice vote.

3. [Change Order; MOD# 0020-00; Neenah-Menasha Fire Rescue Station 36;  
Miron Job #101520; ADD: \\$605.00](#)

Paul Riederer explained the change order is to insulate the vehicle exhaust ductwork above the ceiling

Moved by Ald. Hendricks, seconded by Ald. Roush to recommend approval to Common Council.

Motion carried on voice vote

4. [R-5-11 A Resolution Declaring Official Intent to Reimburse Expenditures for Clean Water Fund Loan Program](#)

C/T Stoffel explained the IRS requires the Council adopt a resolution when a municipal is intending to borrow from the State of Wisconsin Clean Water Fund Loan Program.

DPW Radtke explained the borrowing is for the next phase of the wastewater collection system improvement project, which is mostly on the Doty Island portion of the City.

Moved by Ald. Hendricks, seconded by Ald. Englebert to recommend approval to Common Council  
Motion carried on voice vote.

5. [Preliminary Resolution R-6-11 Declaring Intent to Exercise Special Assessment Powers under Section 66.0703, Wisconsin Statutes – Ribblesdale Subdivision and Woodland Hills Subdivision](#)

DPW Radtke explained this resolution declares City intent to special assess for the installation of new concrete curb and gutter, asphalt street, concrete sidewalk, street trees and other improvements to the Ribblesdale and Woodland Hills subdivisions.

Moved by Ald. Hendricks, seconded by Ald. Wisneski to recommend approval to Common Council.  
Motion carried on voice vote.

6. [Preliminary Resolution R-7-11 Declaring Intent to Exercise Special Assessment Powers under Section 66.0703, Wisconsin Statutes – Silver Birch Estates Subdivision](#)

DPW Radtke explained this resolution declares City intent to special assess for the installation of new water main, sanitary and storm sewer, and grading of streets in the Silver Birch Estates Subdivision. The developer has signed a waiver of special assessment hearing.

Moved by Ald. Hendricks, seconded by Ald. Zelinski to recommend approval to Common Council.  
Motion carried on voice vote.

7. [Recommendation Report – Expiration of 90-Day Trial Period to Prohibit Parking on the North Side of Seventh Street from Appleton Road to 235' West](#)

PC Stanke is recommending restricting parking from April 1 to Nov. 1 in the area on 7<sup>th</sup> Street

Moved by Ald. Wisneski, seconded by Ald. Englebert to recommend the Common Council amend Section 10-1-26 of the City of Menasha Code of Ordinances to prohibit parking on the north side of 7<sup>th</sup> Street from the west line of Appleton Road to a point 235 feet west of the west line from April 1 through October 31 and direct the City Attorney to draft said ordinance.  
Motion carried on voice vote.

8. [Approval of City of Menasha 2011 Minimum Wage Rates](#)

DPW Radtke explained this is a standard procedure and there is no change from the 2010 minimum wage rates.

Moved by Ald. Wisneski, seconded by Ald. Englebert to recommend approval to Common Council.  
Motion carried on voice vote.

E. ADJOURNMENT

Moved by Ald. Hendricks, seconded by Ald. Wisneski to adjourn at 7:45 p.m.  
Motion carried on voice vote.

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

## **RESOLUTION R-9-11**

### FINAL RESOLUTION AUTHORIZING PUBLIC IMPROVEMENTS AND LEVYING SPECIAL ASSESSMENTS AGAINST BENEFITED PROPERTY.

Introduced by Alderman Taylor.

*WHEREAS*, the Common Council of the City of Menasha, Wisconsin, held a Public Hearing at the Council Chambers in the City Hall at 6:00 p.m. on March 7, 2011, for the purpose of hearing all interested persons regarding the listed improvements in the following area:

A. Improvements

1. Sewer, Water and Streets (unsold lots in Woodland Hills)
2. 4" Asphalt Pavement
3. Concrete Curb and Gutter
4. Concrete Walk
5. Street Trees
6. Various Associated Items

B. Location of Improvements

1. Ribblesdale Subdivision
2. Woodland Hills Subdivision

*NOW, THEREFORE, BE IT RESOLVED* by the Common Council of the City of Menasha as follows:

1. That the report of the Board of Public Works pertaining to the construction of the described public improvements, including plans and specifications, is, therefore and hereby, reaffirmed.
2. That payment for said improvements be made by assessing the applicable costs to the property benefited as indicated in said report.
3. The schedule of assessments made under the police power, and the amount assessed against each parcel, are true and correct and are hereby confirmed.
4. That the assessment for all projects included on said report is a single assessment.
5. That the assessment against any parcel shall be paid in accordance with Section 3-2-14 of the Menasha Municipal Code.
6. The City Clerk is directed to publish this resolution in the Official Newspaper of the City.
7. The Clerk is further directed to mail a copy of this resolution to every property owner whose name appears on the assessment roll and whose post office address is known or can, with diligence, be ascertained.

Passed and approved this \_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Donald Merkes, Mayor

ATTEST: \_\_\_\_\_  
Debbie A. Galeazzi, City Clerk

## **RESOLUTION R-10-11**

### FINAL RESOLUTION AUTHORIZING PUBLIC IMPROVEMENTS AND LEVYING SPECIAL ASSESSMENTS AGAINST BENEFITED PROPERTY.

Introduced by Alderman Taylor.

*WHEREAS*, the developer of Silver Birch Estates Subdivision signed a Waiver of Special Assessment Notices and Hearings under S.66.0703 Wisconsin Statutes regarding the listed improvements in the following area:

- A. Improvements
  - 1. Sanitary and Storm Sewer, Water and Gravel Streets
  - 2. Various Associated Items
  
- B. Location of Improvements
  - 1. Silver Birch Estates Subdivision (Unsold lots)

*NOW, THEREFORE, BE IT RESOLVED* by the Common Council of the City of Menasha as follows:

1. That the report of the Board of Public Works pertaining to the construction of the described public improvements, including plans and specifications, is, therefore and hereby, reaffirmed.
2. That payment for said improvements be made by assessing the applicable costs to the property benefited as indicated in said report.
3. The schedule of assessments made under the police power, and the amount assessed against each parcel, are true and correct and are hereby confirmed.
4. That the assessment for all projects included on said report is a single assessment.
5. That the assessment against any parcel shall be paid in accordance with Section 3-2-14 of the Menasha Municipal Code.
6. The City Clerk is directed to publish this resolution in the Official Newspaper of the City.
7. The Clerk is further directed to mail a copy of this resolution to every property owner whose name appears on the assessment roll and whose post office address is known or can, with diligence, be ascertained.

Passed and approved this \_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Donald Merkes, Mayor

ATTEST: \_\_\_\_\_  
Debbie A. Galeazzi, City Clerk