

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
July 18, 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. July 5, 2011

D. ACTION ITEMS

1. Street Use Application – Otto Grunski Runski; Saturday, August 13, 2011; 7:00 AM – 11:00 AM; (City of Menasha Parks and Recreation Department)
2. Street Use Application – New Wheelers Weekend Bike Race; Sunday, August 14, 2011; 8:00 AM – 6:00 PM; (02 Cycling)
3. Street Use Application – Labor Day Parade; Monday, September 5, 2011; 9:30 AM – 11:30 AM; (Fox Valley Area Labor Council)
4. Street Use Application – 18th Annual St. Joe's 5K Run/Walk; Saturday, October 15, 2011; 8:45 AM – 10:30 AM; (Pacesetter's Fox Cities)
5. Street Use Application – Sun Runner "Cruise In"; Thursday, August 18, 2011; 4:00 PM – 10:00 PM; (MAC)
6. Resolution R-31-11; A Preliminary Resolution Declaring Intent to Exercise Special Assessment Powers Under Section 66.0703, Wisconsin Statutes

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
July 5, 2011
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Taylor at 8:35 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Benner, Klein, Taylor, Sevenich, Langdon, Krueger, Zelinski, Englebert
ALSO PRESENT: Mayor Merkes, CA/HRD Captain, DPW Radtke, Fire Lt. Schultz,
Clerk Galeazzi

C. MINUTES TO APPROVE

1. [June 20, 2011](#)

Moved by Ald. Krueger, seconded by Ald. Benner to approve minutes.
Motion carried on voice vote.

D. ACTION ITEMS

1. [Change Order - City of Menasha Wastewater Collection System Rehabilitation Improvements – Phase 4 Project: Sanitary Sewer Rehabilitation; Contract E145-11-01A, Terra Engineering & Construction Corporation; Change Order No. 1; DEDUCT: \\$51,989.50](#)

DPW Radtke explained the change is to remove a portion of the project that is on private property. There is no easement in place that allows the City to do any maintenance work on the property. A different property will be added to the project.

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

2. [Change Order - City of Menasha Wastewater Collection System Rehabilitation Improvements – Phase 4 Project; Sanitary Sewer Replacement; Contract E145-11-01B; Van Straten Construction Co., Inc.; Change Order No.1; DEDUCT: \\$3,150.00](#)

DPW Radtke explained the change is to delete a small portion of sanitary sewer pipeline that is not necessary.

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

3. [Change Order - MOD # 0027-00; Neenah-Menasha Fire Rescue Station 36; Miron Job #101520; \\$0](#)

4. [Change Order - MOD # 0028-00; Neenah-Menasha Fire Rescue Station 36; Miron Job #101520; ADD: \\$1,508.00](#)

5. [Change Order - MOD # 0003-00; Neenah-Menasha Fire Rescue Station 36; Miron Job #101522; \(Advantage Purchasing LLC\); DEDUCT: \\$1,508.00](#)

Lt. Schultz explained change order items 3, 4, and 5 pertain to a credit for the new fire station that will go to the contingency fund

Moved by Ald. Sevenich, seconded by Ald. Benner to recommend approval of Action Items 3, 4, and 5 to Common Council
Motion carried on voice vote.

6. [Change Order – ACC Planned Service; Contract No. 2011-01; Public Protection Facility HVAC Equipment Replacement; \(Riederer Engineering LLC Project No. 100927\); ADD: \\$3,596.00](#)

DPW Radtke explained the recent replacement of the HVAC equipment at the Public Safety Building required a different part that was not known at the time the consultant examined the system. The replacement is covered by the grant funding received.

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

7. [Payment – ACC Planned Service; Contract No. 2011-01; Public Protection Facility HVAC Equipment Replacement; \\$61,755.02 \(Payment No. 1\)](#)

DPW Radtke explained this is the first payment for the replacement of the HVAC equipment. Included in the contract is a cost for the training of staff on how to operate and maintain the equipment.

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

8. [Recommendation to Install Marked Bike Lanes on STH 47 from Third Street to Ninth Street \(Held 6-20-11\)](#)

DPW Radtke explained St. John's Parish was notified that some of the parking by the church would need to be eliminated to allow for the installation of the bike lanes. There would be no change in the DOT connecting highway funding with the installation of the bike lanes.

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

E. ADJOURNMENT

Moved by Ald. Zelinski, seconded by Ald. Krueger to adjourn at 9:10 p.m. Motion carried on voice vote.

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



STREET USE APPLICATION

Event: Otto Curski Runski

Sponsored by: City of Menasha
Park and Rec Dept.

Responsible Person: Brian Jungate

Address: 140 Main St.

Phone: 967-3641

Email Address: bjungate@ci.menasha.wi.us

Street Route: (Attach Map) Map attached
Description of Use

Street Use Date: 8-13-11

Start Time: 7:00 a.m.

End Time: 11:00 a.m.

Number of Units: N/A

Liability Insurance has been secured in the amount of \$ N/A with the City of Menasha named as the additional insured. This is primary insurance.

Insurance Company Cumic Policy No. _____
(Attached is a copy of the certificate of insurance).

Date: 5-10-11 Applicant's Signature: Brian Jungate

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 (Revised May 2010)

Scheduled Park & Recreation Board Review Date: _____

Not Required: Approved: _____ Denied: _____

Scheduled Common Council Review Date: 8/1/11

Approved: _____ Denied: _____

APPROVAL:
 Police Dept. JB Fire Dept. AD Public Works Dept. MR City Attorney PAC



STREET USE APPLICATION

Event: NEW WHEELERS WEEKEND BIKE RACE
 Sponsored by: O2 CYCLING
 Responsible Person: DEREK HUGHES
 Address: 1007 LEMINNAH ST.
APPLETON, WI 54911
 Phone: 920-277-7729
 Email Address: DHUGHES@O2GEARSHOP.COM

Street Use Date: August 14, 2011
 Start Time: 8 AM
 End Time: 6 PM
 Number of Units: _____

Street Route: (Attach Map) THIS IS A CLOSED COURSE THAT WILL
 Description of Use HAVE CORNER MARSHAL VOLUNTEERS HELPING
TO ENSURE RACE SAFETY FOR MOTORISTS AND CYCLIST

Liability Insurance has been secured in the amount of \$ 2,000,000⁰⁰ with the City of Menasha named as the additional insured. This is primary insurance.
 Insurance Company SECURA Policy No. 20-CP-003180133-1/000
 (Attached is a copy of the certificate of insurance).

Date: May 9, 2011 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.

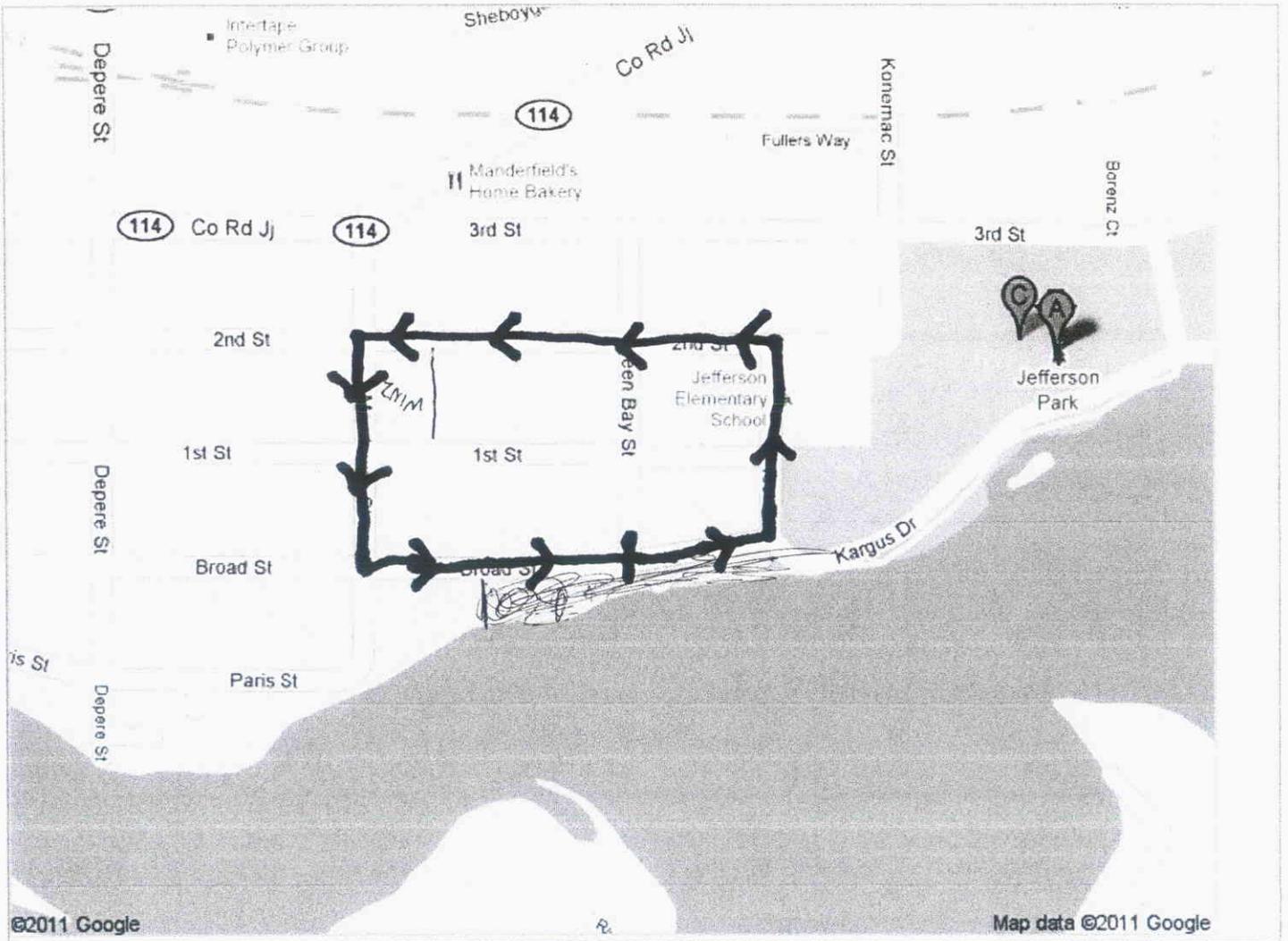
Note to events planning to use City Parks and/or greenspace: Any multi-day event or event which plans to sell beer and/or wine to the public must appear before the Parks and Recreation Board.

TO BE COMPLETED BY CITY STAFF (Revised May 2010)

Scheduled Park & Recreation Board Review Date: 6/13/11
 Not Required: _____ Approved: Denied: _____

Scheduled Common Council Review Date: 8/11/11
 Approved: _____ Denied: _____

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





Menasha

City of Menasha • Department of Public Works

STREET USE APPLICATION

Event: LABOR DAY PARADE

Sponsored by: FOX VALLEY AREA LABOR COUNCIL

Responsible Person: MARK WESTPHAL

Address: P.O. BOX 186
MENASHA, WI 54952

Phone: 920-727-1790

Email Address: SSWES@EARTHLINK.NET

Street Use Date:	<u>9-5-11</u>
Start Time:	<u>9:30 AM</u>
End Time:	<u>11:30 AM</u>
Number of Units:	<u>50</u>

Street Route: (Attach Map) _____
 Description of Use: PLEASE SEE ATTACHED LETTER

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

Insurance Company: MAYER + ASSOCIATES Policy No. 00520-12705
 (Attached is a copy of the certificate of Insurance).

Date: 7-6-11 Applicant's Signature: Mark Westphal

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.

check 8/17/11

TO BE COMPLETED BY CITY STAFF (Revised May 2010)

Scheduled Park & Recreation Board Review Date: _____

Not Required: Approved: _____ Denied: _____

Scheduled Common Council Review Date: 8/1/11

Approved: _____ Denied: _____

APPROVAL:
 Police Dept. WNB Fire Dept. WGF Public Works Dept. MR City Attorney PAC



Fox Valley Area Labor Council AFL-CIO

P.O. Box 186
Menasha, Wisconsin 54952-0186
920-727-1790 Phone
920-727-1794 Fax
www.wi.aflcio.org/foxvalley



July, 2011

TO: Labor Day Parade Participants

The Fox Valley Area Labor Council is preparing for its 2011 observance of Labor Day.

This will be our **29th Annual Celebration**. One of the highlights of this event is the **Parade** through the Cities of Neenah and Menasha on **Monday, September 5, 2011**. Would you be interested in celebrating along with us by taking part in this year's Parade?

The Parade will begin in Menasha at Curtis Reed Square at 10:00 a.m. Please have your entry at the parking lot area of Germania Hall, 320 Chute Street, Menasha Wi., by 9:30 a.m. for line-up instructions.

The Parade will travel west down Main Street in Menasha. It will proceed to Tayco Street in Menasha and then head south, crossing both the Tayco Street and Washington Street Bridges. We will enter Neenah on Commercial Street and continue south. At Main Street in Downtown Neenah the Parade will turn right and head west to the intersection of Church Street and Main Street where the Parade will end.

Please join us in the Parade and help make our Labor Day a successful event. Enclosed is a Parade entry form. Please fill it out and return by August 29th, 2011 to:

Fox Valley Area Labor Council, P.O. Box 186, Menasha, WI 54952-0186 or
Fax back the form to us at 920-727-1794

Sincerely,

Mark Westphal, President



STREET USE APPLICATION

Event: 18TH ANNUAL ST. JOE'S 5K RUN/WALK
 Sponsored by: PACESETTER'S-FOX CITIES
 Responsible Person: NED HUGHES - RACE DIRECTOR
 Address: P.O. BOX 681
MENASHA, WI,
 Phone: 920-475-7116
 Email Address: RUNNEDRYN@HOTMAIL.COM
 Street Route: (Attach Map) 5K (3.1 MILES) RUN/WALK COURSE!
 Description of Use ANNUAL BENEFIT FUNDRAISER/FUNDRAISER FOR THE ST. JOSEPH FOOD PANTRY PROGRAM!

Street Use Date: 10/15/2011
 Start Time: 8:45 AM
 End Time: 10:30 AM
 Number of Units: 681 (2010)
PROJECTED: 600+ (2011)

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. KRO-00000001300600
 (Attached is a copy of the certificate of insurance).

Date: May 10, 2011 Applicant's Signature: Ned Hughes

Rec'd City of Menasha 5/10/11

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 (Revised May 2010)

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

Scheduled Common Council Review Date: 8/1/11
 Approved: _____ Denied: _____

APPROVAL:
 Police Dept. B Fire Dept. RA 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 three intersections on the street part of the course:
Intersection #1: Main Street/Milwaukee Street
Intersection #2: Broad Street/Milwaukee Street
Intersection #3: Broad Street/Tayco 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: SUNRUNNER "CRUISE IN"
 Sponsored by: MAC
 Responsible Person: Mary Jo Weidert
 Address: 841 BROAD ST., Menasha
 Phone: 886-6636
 Email Address: weidert@new.rr.com

Street Use Date: 8/18/11
 Start Time: 4 pm
 End Time: 10 pm
 Number of Units: NA

Street Route: (Attach Map) MAIN, MILWAUKEE, MILL PER MAP
 Description of Use PARKING CARS DIAGONALLY ON STREET

Liability Insurance has been secured in the amount of \$ 2 million with the City of Menasha named as the additional insured. This is primary insurance.
 Insurance Company SECURA Policy No. 20-CP-003180027-1/000
(Attached is a copy of the certificate of insurance).

Date: 8/18/11 Applicant's Signature: Mary Jo Weidert

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.

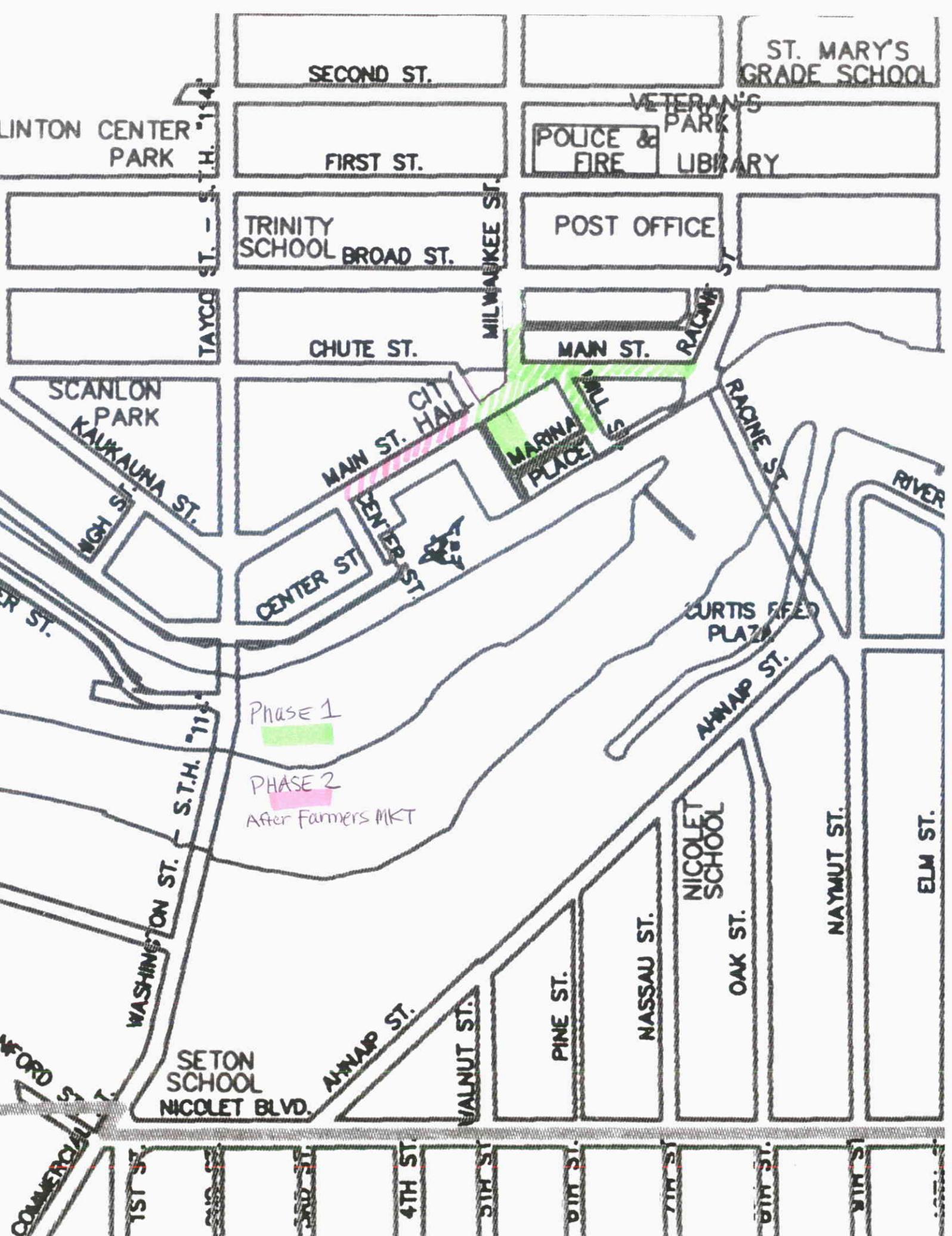
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TO BE COMPLETED BY CITY STAFF (Revised May 2010)

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

Scheduled Common Council Review Date: 8/1/11
 Approved: _____ Denied: _____

APPROVAL:
 Police Dept. WB Fire Dept. WJF Public Works Dept. MR City Attorney PAC



ST. MARY'S GRADE SCHOOL

SECOND ST.

LINTON CENTER PARK

FIRST ST.

VETERAN'S PARK
POLICE & FIRE LIBRARY

TRINITY SCHOOL BROAD ST.

POST OFFICE

TAYCO ST. - S.T.H. '14

CHUTE ST.

MAIN ST.

SCANLON PARK
KAUKAUNA ST.

MAIN ST. CITY HALL

MARINA PLACE

RACINE ST.

CENTER ST.

CURTIS FEED PLAZA

Phase 1

PHASE 2
After Farmers MKT

AWANAP ST.

WASHINGTON ST. - S.T.H. '11

SETON SCHOOL
NICOLET BLVD.

NICOLET SCHOOL

NAYMUT ST.

ELM ST.

AWANAP ST.

WALNUT ST.

PINE ST.

NASSAU ST.

OAK ST.

COMMERCIAL ST.

1ST ST.

2ND ST.

3RD ST.

4TH ST.

5TH ST.

6TH ST.

7TH ST.

8TH ST.

9TH ST.



Memorandum

DATE: July 14, 2011

TO: Menasha Board of Public Works

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

RE: Resolution R- 31-11; A Preliminary Resolution Declaring Intent to Exercise Special Assessment Powers under Section 66.0703, Wisconsin Statutes

Enclosed is the proposed preliminary resolution declaring intention to levy special assessments for improvements within Ribblesdale Subdivision and a portion of Woodland Hills Subdivision. The City has previously adopted the preliminary and final resolutions for this area, but, as you may recall, the sidewalk items were removed from the contract for this work at a previous Council meeting. In order to ensure compliance with State Statutes, we are restarting the process for levying special assessments for the completion of this work. The proposed assessments will not include the sidewalk items. Following adoption of the preliminary resolution, a public hearing and subsequent final resolution adoption will need to occur. I don't anticipate a high level of opposition without the sidewalk items included in the assessment.

Enclosure

RESOLUTION R-31-11

A PRELIMINARY RESOLUTION DECLARING INTENT TO EXERCISE SPECIAL ASSESSMENT POWERS UNDER SECTION 66.0703, WISCONSIN STATUTES

Introduced by Alderman Taylor

RESOLVED, by the Common Council of the City of Menasha, Wisconsin:

1. The Common Council hereby declares its intention to exercise its powers under Section 66.0703, Wisconsin Statutes, to levy special assessments upon property within the following described area for benefits conferred upon such property by improvement of the following:

A. Improvements

1. Concrete Curb & Gutter Construction
2. 4" Asphaltic Concrete Pavement Construction
3. Street Trees
4. Various Associated Items

B. Location of Improvements

1. Ribblesdale Subdivision
2. 6931 Manitowoc Road
3. Woodland Hills Subdivision properties on the following streets:
Whistling Swan Court
Trumpeter Swan Court
Woodland Hills Drive
Kernan Avenue (Woodland Hills Drive to the north subdivision limits)
Woodland Hills Subdivision Lots 16, 17, 19, 48 and 71
First Addition to Woodland Hills Subdivision Lots 75, 76 and 77

2. The total amount assessed against such improvements shall not exceed the total cost of the improvements. The Common Council determines that such improvements shall be made under the police power, and the amount assessed against each parcel shall be on a cost per front foot, area, or unit cost basis.

3. That the assessment against any parcel shall be paid in accordance with Section 3-2-14 of the Menasha Municipal Code.

4. The Board of Public Works is directed to compile a report consisting of:

- A. Plans and Specifications of said improvements
- B. A summary of the allotted cost of the said improvements
- C. A schedule of proposed assessments showing the properties which are benefited by the improvement

Upon completing such report, the Board of Public Works is directed to file a copy thereof in the City Clerk's Office for public inspection.

5. Upon receiving the report of the Board of Public Works, the City Clerk is directed to give notice of a public hearing on such report as specified in Section 66.0703(7)(a), Wisconsin Statutes. The hearing shall be held in the Council Chambers at the City Hall at a time set by the City Clerk in accordance with Section 66.0703(7)(a), Wisconsin Statutes.

6. The notice and hearing requirements under paragraph 5 do not apply if they are waived, in writing, by all the owners of property affected by the special assessment, as specified in Section 66.0703(7)(b), Wisconsin Statutes.

Passed and approved this day of , 2011.

Donald Merkes, Mayor

Attest: _____
Deborah A. Galeazzi, City Clerk