

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
June 4, 2012
7:00 PM**

or immediately following the Administration Committee

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [May 21, 2012](#)
- D. ACTION ITEMS
 - 1. [Change Order – Terra Engineering & Construction Corporation; City of Menasha Wastewater Collection System Rehabilitation Improvements, Phase 4 Project; Sanitary Sewer Rehabilitation; Contract E145-11-01A; 60 Day Contract Extension \(Change Order No. 6\)](#)
 - 2. [Request Authorization to Execute Intergovernmental Agreement to Satisfy Eligibility for Recycling Consolidation Grant for Calendar Year 2013](#)
 - 3. [Request to Eliminate a Street Light on Pole No. 206 along the North Side of Nicolet Boulevard between Pine Street and Walnut Street](#)
- 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
May 21, 2012
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Taylor at 9:00 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Sevenich, Langdon, Krueger, Zelinski, Englebert, Benner, Klein, Taylor

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, DPW Radtke, CDD Keil, C/T Stoffel, PRD Tungate, Clerk Galeazzi and the Press.

C. MINUTES TO APPROVE

1. [May 7, 2012](#)

Moved by Ald. Klein, seconded by Ald. Krueger to approve minutes.

Motion carried on voice vote.

Chairman Taylor asked to take up Action Item O-5-12 Parking Regulations first.
No objection.

D. ACTION ITEMS

1. [O-5-12 Parking Regulations \(Winnebago Avenue, Konemac Street, Fourth Street, School Court\)](#)

DPW Radtke explained what the Parking Committee recommended for parking on Konemac Street, Fourth Street, Winnebago Avenue and School Court.
General discussion ensued on the restrictive parking in certain areas.

Moved by Ald. Klein, seconded by Ald. Langdon to amend the prohibited parking on the east side of Winnebago Avenue Nicolet Boulevard north to Keyes Street.
Motion on amendment carried on voice vote.

Moved by Ald. Klein, seconded by Ald. Langdon to recommend O-5-12 as amended to Common Council.
Motion carried on voice vote.

2. [Street Use Application – Parade of Lights; July 3, 2012; 9:15 PM – 10:15 PM; \(Cities of Neenah, Menasha and Communityfest Committee\)](#)

Moved by Ald. Sevenich, seconded by Ald. Krueger to recommend to Common Council Street Use Application-Parade of Lights, July 3, 2012, 9:15-10:15 p.m.
Motion carried on voice vote.

3. [Recommendation to Award – Contract Unit No. 2012-02; New Street Construction- Concrete Curb & Gutter, Asphalt Pavement Alternate; Kelly Lake Drive, South ½ of Woodland Hills Subdivision; MCC, Inc.; \\$77,127.94](#)

DPW Radtke explained this is for concrete curb and gutter and lawn restoration. Three bids were received and MCC, Inc was the lowest. The total estimated cost for all the street improvements, including asphalt pavement and minor storm sewer work, is \$195,630 which is within the budget. Some of the work will be done by DPW crews. This project will be special assessed with a portion of funds being returned to the City's equipment fund.

Moved by Ald. Sevenich, seconded by Ald. Krueger to recommend to Common Council, Recommendation to Award, Contract Unit No. 2012-02, new street construction, concrete curb and gutter, Kelly Lake Drive, South ½ of Woodland Hills Subdivision to MCC, Inc in the amount of \$77,127.94.

Motion carried on roll call 8-0.

4. [Recommendation to Award – Contract Unit No. 2012-03; Street Reconstruction, Concrete Curb & Gutter, Asphalt Pavement with Alternate for Concrete Pavement; Paris Street/Manitowoc Street; Northeast Asphalt, Inc.; \\$216,014.12](#)

DPW Radtke explained four bids were received. Base bid is for street reconstruction with asphalt. An alternate bid for 7" thick concrete pavement was also requested. However when life cycle cost analysis was done, the concrete bid was not cost effective for this project.

Moved by Ald. Zelinski, seconded by Ald. Krueger to recommend to Common Council Recommendation to Award, Contract Unit No. 2012-03, street reconstruction, curb and gutter, asphalt pavement, Paris Street/Manitowoc Street to Northeast Asphalt in the amount of \$216,014.12.

Motion carried on roll call 8-0.

5. [Authorization to Execute WisDOT Bridge Operation Agreement for Fiscal Year 2013](#)

DPW Radtke explained the annual agreement with Wisconsin DOT for bridge operations for fiscal year July 1, 2012-June 30, 2013. Due to changes in Act 10, some language will need to be changed. Staff is waiting for clarification from DOT, which they should have prior to Common Council meeting.

Moved by Ald. Klein, seconded by Ald. Krueger to recommend to Common Council, Authorization to Execute WisDOT Bridge Operation Agreement for Fiscal Year 2013.

Motion carried on roll call 8-0.

E. ADJOURNMENT

Moved by Ald. Krueger, seconded by Ald. Sevenich to adjourn at 9:40 p.m.

Motion carried on voice vote.

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



Memorandum

DATE: May 30, 2012

TO: Menasha Board of Public Works

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

RE: Change Order – Terra Engineering & Construction Corporation; City of Menasha Wastewater Collection System Rehabilitation Improvements, Phase 4 Project; Sanitary Sewer Rehabilitation; Contract E145-11-01A; 60 Day Contract Extension; (Change Order No. 6)

Enclosed is a copy of Change Order No. 6 for Contract E145-11-01A, which involved improvements to the sanitary sewer lines and manholes in the Phase 4 area of the City of Menasha. This change order extends the contract by an additional 60 days to complete project close out. There previously were two other extensions to allow the contractor time to make necessary corrections to work done as part of the contract. That work has been completed, but the City still needs to complete the project close out obligations including preparing the final contract quantity change order and making the final contract payment. This is a requirement for the Clean Water Fund Program.

Enclosure

CHANGE ORDER NO. CO-1451101A-06 DATE May 26, 2012

KAEMPFER & ASSOCIATES, INC. PROJECT: WW COLL. SYSTEM REHAB. IMPR'S PHASE 4
Consulting Engineers
Post Office Box 150 OWNER: CITY OF MENASHA
650 East Jackson Street 140 Main Street
Oconto Falls, WI 54154 Menasha, WI 54952

OWNER'S PROJECT NO.: E145-11-01A ENGINEER'S PROJECT NO.: E145-10.09

CONTRACTOR: TERRA ENGINEERING & CONSTRUCTION CORPORATION CONTRACT DATE: June 1, 2011
COMPLETION DATE: December 28, 2011
ADDRESS: 2201 Vondron Road REVISED COMPLETION DATE: January 27, 2012
Madison, WI 53718-6795 REVISED COMPLETION DATE: March 27, 2012
REVISED COMPLETION DATE: May 26, 2012
REVISED COMPLETION DATE: July 25, 2012

CONTRACT: E145-11-01A

You are directed to make the changes noted below in the above contract and this Change Order becomes a part of your contract, subject to all the conditions thereof;

NATURE OF CHANGE: The Contractor is granted a 60-day time extension to complete punchlist items and provide project close-out documentation.

ADDITIONAL NUMBER OF CONTRACT DAYS PROVIDED BY THIS CHANGE ORDER: 60 DAYS

The changes result in the following adjustment of Contract Price:

Contract Price Prior to this Change Order	<u>\$514,526.50</u>
Net (Increase/Decrease) Resulting from this Change Order	<u>\$ 0.00</u>
Current Price, including this Change Order	<u>\$514,526.50</u>

The above changes are approved:

FOR THE ENGINEER: By: Taryn S. Nall, P.E. Date: _____

FOR THE OWNER: By: Mark Radtke, P.E., Director of Public Works Date: _____

The above changes are accepted:

FOR THE CONTRACTOR: TERRA ENGINEERING & CONSTRUCTION
By: Randy Bieri, Project Manager Date: _____



Memorandum

DATE: May 30, 2012

TO: Menasha Board of Public Works

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

RE: Request Authorization to Execute Intergovernmental Agreement to Satisfy Eligibility for Recycling Consolidation Grant for Calendar Year 2013

Enclosed is a draft agreement prepared by Winnebago County meant to provide recycling education needs for its citizens while also meeting the eligibility requirements for a Wisconsin Recycling Consolidation Grant for calendar year 2013. The agreement stipulates the participating Winnebago County communities will work together with Winnebago, Brown and Outagamie Counties to provide comprehensive information regarding the Tri-County recycling program.

This will be accomplished mainly through the distribution and provision of the Tri-County Recycling Guide to our residents. Information regarding recycling guidelines, electronic recycling, composting, household hazardous waste management, and disposal outlets for yard waste, used oil, sharps and electronics will be included. The Guide will be located at various public buildings throughout the City.

The City will receive its portion of the grant monies if it executes this agreement. In past years, our portion ranged from approximately \$9,000 - \$15,000. I recommend authorization is granted to execute this agreement.

Enclosure

**Intergovernmental Agreement To Satisfy Eligibility for Recycling Consolidation Grant for
Calendar Year 2013**

This agreement is made by and between the Cities of Menasha and Omro, the Village of Winneconne, and Towns of Algoma, Black Wolf, Clayton, Menasha, Neenah, Nekimi, Omro, Vinland, Winneconne, and Wolf River, each of which is a municipal corporation, and each of which is a Responsible Unit as defined in Section 287.01(9) of the Wisconsin Statutes, (collectively referred to as the "Responsible Units" or "RUs") for purposes of implementing efficiencies related to operating an effective recycling program in accordance with ss. 287.11 and 287.24, Wis. Stats., and ch. NR 542, Wis. Admin. Code. This agreement is intended to qualify for the 2013 Wisconsin Recycling Consolidation Grant.

WHEREAS the RUs believe that, by working together in this cooperative agreement, they can more effectively and efficiently provide for the recycling education needs of their citizens, and

WHEREAS the RUs desire to collaborate in an effort to educate about recycling; and

WHEREAS the RUs recognize the importance of educating residents about recycling and their RU responsibility to do so; and

WHEREAS Winnebago County works cooperatively with Brown and Outagamie Counties on its single stream recycling program, including education, and collaborated to produce the Tri-County Recycling Guide; and

WHEREAS the Tri-County Recycling Guide strives to provide comprehensive information on recycling dos and don'ts, answers to the top 10 recycling questions, how and why of electronics recycling, composting, medication collection, household hazardous waste management and specific disposal outlets in Winnebago County for sharps, used oil, yard waste and electronics; and

WHEREAS Section 66.0301(2) of the Wisconsin Statutes authorizes cooperation between municipalities and allows municipalities to contract with each other for the receipt or furnishing of services or the joint exercise of any power or duty required or authorized by law; and

WHEREAS each participating RU will maintain a copy of the other above listed RUs cooperative agreements on file, given that not all cooperating RUs will be able to sign a single document,

IT IS THEREFORE AGREED THAT the above listed RUs have and will, distribute and make available to its residents the Tri-County Recycling Guide, recognizing additional and consistent education will reduce contamination and improve recycling, enabling the processing and marketing of these recyclables in the most efficient, cost effective manner possible.

SIGNATURE

TITLE

MUNICIPALITY

DATE



Memorandum

DATE: May 30, 2012

TO: Menasha Board of Public Works

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

RE: Request to Eliminate Street Light on Utility Pole #206 on Nicolet Boulevard

A request has been submitted by residents living on Nicolet Boulevard to eliminate a street light on Menasha Utilities Pole #206 on Nicolet Boulevard. Enclosed with this report is a drawing showing the approximate locations of existing street lights along Nicolet Boulevard. Also enclosed are the email records of the original request along with Ald. Klein and my responses.

The street lights in this area on the Menasha side of Nicolet Boulevard have been converted to induction lighting, which is a whiter light than the high pressure sodium lighting that existed prior to the conversion. Reviewing the street light locations on the Menasha side of this corridor, there is generally one light at each intersection and one at mid block between intersections, with the exception being no light between Nassau Street and Pine Street.

In 2005 or 2006, the City considered removal of a number of street lights as a cost reduction measure. The mid block lights along the north side of Nicolet Boulevard were identified for possible elimination but that did not occur. To remove just the one light on Pole #206 would create an inconsistent street light spacing along Nicolet Boulevard. To relocate the light to the pole to the west could result in those residents making the same complaint regarding the brightness of the light, so I don't condone that action. There is no way to effectively block the light at the fixture.

Because we originally earmarked this light for removal in 2005 or 2006, I would not be strongly opposed to its elimination at this time. I don't think it would create a dangerous situation as there are other locations in the City with a light spacing that would be approximately the same as the spacing if this light were removed. Elimination of just this light would result in non-uniform light spacing, however. The City's annual cost for each 80 watt induction street light is approximately \$70.

Enclosures

M:\word\BPW memo re street light Nicolet Blvd_5-30-12.docx

Mark Radtke

From: Chris Klein
Sent: Thursday, May 10, 2012 8:00 AM
To: Mark Radtke
Cc: do.charm.me@att.net
Subject: FW: how to proceed?

Chris Klein
District 1 Alderman
730 Keyes St.
920-740-7641

From: DuCharme Family [do.charm.me@att.net]
Sent: Wednesday, May 09, 2012 10:40 PM
To: Chris Klein
Subject: how to proceed?

Hi Chris... hope all is well!

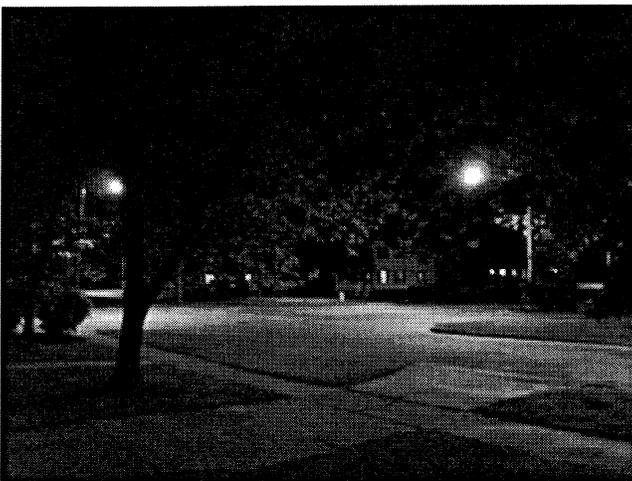
Well, it's that time again... front porch season:)

If you could, please refresh me on what I need to do to pursue having that streetlight in front of our house extinguished? I have attached 3 pictures for visual aides:)

In looking down the block, it seems Nicolet is normally only lit on the intersections; not mid block; makes the light in front of our house baffling.

Thank you for your assistance in getting me to the right people.
Holli

Intersection of Pine/Nicolet... with the light in front of our house, there are 3 street lights within a small area



A view from our front porch





Intersection of Walnut/Nicolet... one block up from us. There is only a light on the Neenah side of the intersection; Menasha has one, however it hasn't been lit for quite some time. ↙



To: Chris Klein
Subject: RE: how to proceed?

Chris,
I took another look at the light location and I think it is consistent with most of the other lighting in Menasha along Nicolet Boulevard. We could relocate the light to the pole to the west, but who's to say that resident won't similarly be upset with the light? My suggestion is to place this on a future Board of Public Works agenda. Please let me know if that is the direction you'd like to pursue.
Thanks, Mark

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Sent: Thursday, May 10, 2012 8:00 AM
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A view from our front porch

Intersection of Walnut/Nicolet... one block up from us. There is only a light on the Neenah side of the intersection; Menasha has one, however it hasn't been lit for quite some time.

As a local governmental entity, the City of Menasha is subject to Wisconsin statutes relating to open records. Any e-mail received by anyone at the City of Menasha, as well as any e-mail sent by someone from the City of

Mark Radtke

From: Chris Klein
Sent: Tuesday, May 15, 2012 1:18 PM
To: Mark Radtke
Subject: FW: FW: how to proceed?

Mark, your thoughts?

Chris Klein
District 1 Alderman
730 Keyes St.
920-740-7641

From: The DuCharmes [do.charm.me@att.net]
Sent: Monday, May 14, 2012 10:18 PM
To: Chris Klein
Subject: Re: FW: how to proceed?

Hi Chris... I see his point as I did take a walk just now and saw lights mid block. The light on Walnut/ Nicolet is burnt out by the way.

Being we sit outside a lot... I can honestly say I have yet to see anyone sit on their front porches at night; barely even during the day... nonetheless. If the light can't be simply extinguished, I don't feel it right to move it to appease me not wanting a spot light when we enjoy or entertain on our front porch and possibly annoy the other neighbors; I don't believe that would be a fair solution to this issue.

The prospect of it taking up meeting time... I despise meetings for trivial issues; I am sure this would be viewed as trivial by most!? Who would have thought a streetlight would be such a pain in my back.. and yours just because you happened to have sold us our home:)

If it can be extinguished, we (and our neighbor Paul) would be all for it; if not, I don't believe the other option is a good one.

As always, thanks for trying to help! Stop in if you see us out...

Holli

Sent from my Kindle Fire

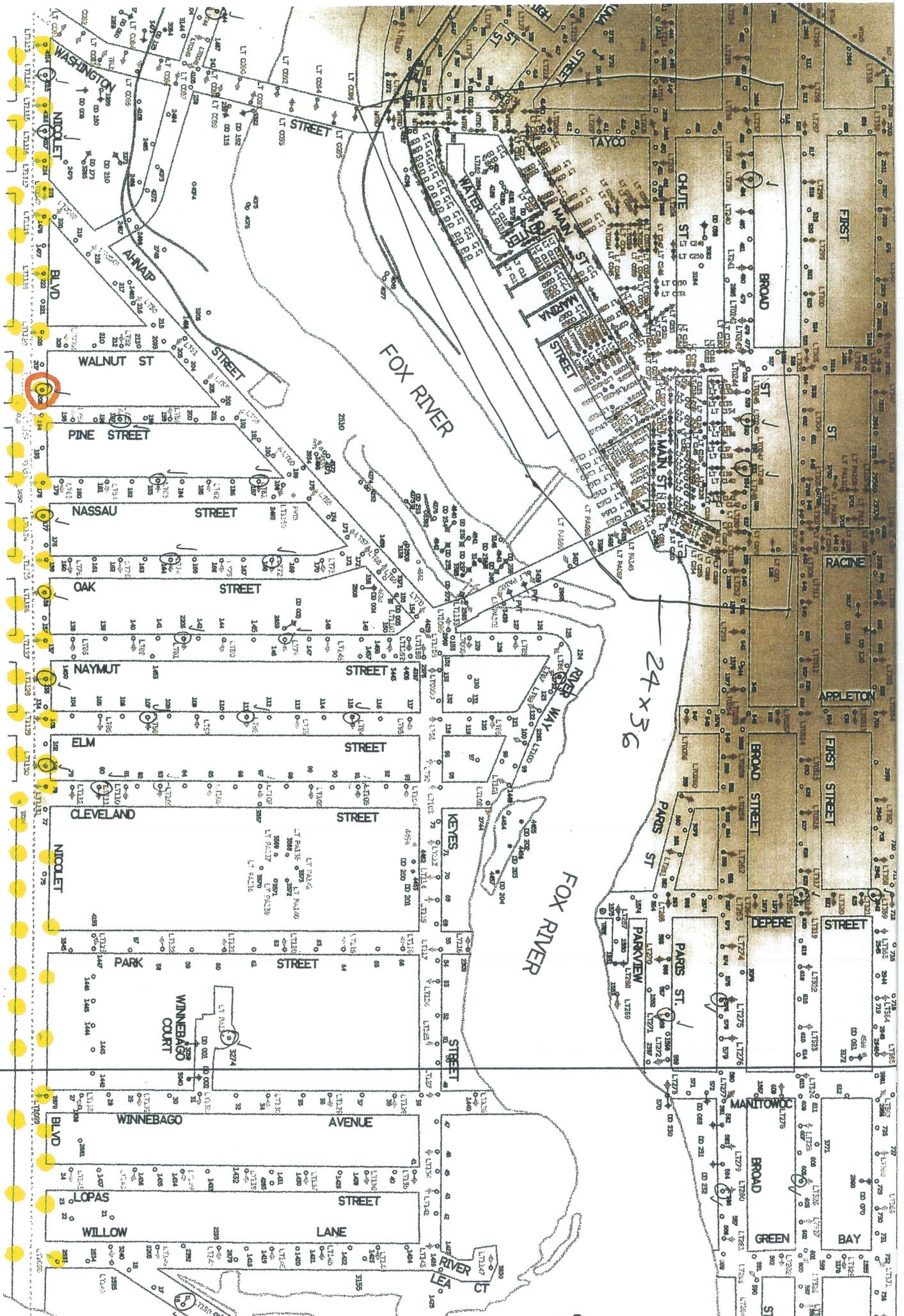
From: Chris Klein <cklein@ci.menasha.wi.us>
Sent: Mon May 14 19:28:07 CDT 2012
To: "do.charm.me@att.net" <do.charm.me@att.net>
Subject: FW: how to proceed?

Hi, Here is the response from Mark Radtke our DPW Director.

Your thoughts.

Chris Klein
District 1 Alderman
730 Keyes St.
920-740-7641

From: Mark Radtke
Sent: Monday, May 14, 2012 5:27 PM



24x36

24x36