

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  
September 17, 2012  
6:45 PM  
or immediately following the Administration Committee  
AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
  - 1. [September 4, 2012](#)
- D. ACTION ITEMS
  - 1. [Request to Eliminate Street Light at 608 Eighth Street \(Held\)](#)
  - 2. [Authorization to Execute Inter-Municipal Agreement with the Town of Menasha regarding Midway Road Concrete Walk Construction \(Held\)](#)
- 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  
September 4, 2012  
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Taylor at 7:47 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

EXCUSED: Alderman Englebert, Langdon

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

C. MINUTES TO APPROVE

1. [August 20, 2012](#)

Moved by Ald. Krueger, second by Ald. Zelinski to approve minutes.

Motion carried on voice vote.

D. ACTION ITEMS

1. [Street Use Application – MHS Homecoming Parade; Friday, October 5, 2012; 5:30 PM – 6:00 PM; \(Menasha High School\)](#)

Moved by Ald. Krueger, seconded by Ald. Zelinski to recommend to Common Council Street Use Application for MHS Homecoming Parade, Friday Oct 5, 2012, 5:30-6:00 p.m.

Motion carried on voice vote.

2. [Payment – Northeast Asphalt, Inc.; Contract Unit No. 2012-03; Street Reconstruction, Concrete Curb & Gutter, Asphalt Pavement; Paris Street/Manitowoc Street; \\$98,011.66 \(Payment No. 2\)](#)

DPW Radtke explained the project is almost complete except for a few minor items. Staff recommends approving the payment.

Moved by Ald. Krueger, seconded by Ald. Zelinski to recommend to Common Council payment to Northeast Asphalt Inc, Contract Unit No. 2012-03, Street Reconstruction concrete curb & gutter, asphalt pavement, Paris Street/Manitowoc Street, \$98,011.66.

Motion carried on roll call 6-0.

3. [Payment – MCC, Inc.; Contract Unit No. 2012-02; New Street Construction-Concrete Curb & Gutter; Kelly Lake Drive, South ½ of Woodland Hills Subdivision; \\$34,347.10 \(Payment No. 2\)](#)

DPW Radtke explained work has been completed on this part of the project. Staff recommends approving the payment.

Moved by Ald. Krueger, seconded by Ald. Zelinski to recommend to Common Council payment to MCC, Inc, Contract Unit No. 2012-02, New Street Construction, concrete curb & gutter, Kelly Lake Drive, South ½ of Woodland Hills Subdivision, \$34,347.10

Motion carried on roll call 6-0.

4. [Request to Eliminate Street Light at 608 Eighth Street](#)

Chairman Taylor explained staff has requested this item to be held until residents can be notified.

Moved by Ald. Klein, seconded by Ald. Zelinski to hold.  
Item held.

5. [Recommendation to Reject Bids – Contract Unit No. 2012-01; Midway Road Concrete Walk Construction](#)

DPW Radtke explained the two bids that were received on the Midway Road sidewalk project. There was a large price difference between the two bids with the high bid being much higher than the City estimate. The low bid was under the City estimate but had irregularities in the Bid, including failure to sign the Proposal and improper completion of the bid prices in the Proposal. Staff is recommending rejection of both bids and re-bid this project early in 2013. This will allow more time to finalize the inter-municipal agreement and acquire the necessary easements. Ald. Sevenich expressed disappointment with having to wait until 2013 to complete this needed project.

Moved by Ald. Krueger, seconded by Ald. Zelinski to recommend to Common Council to reject the bids for Contract Unit No. 2012-01, Midway Road Concrete Walk Construction. Motion carried on roll call 6-0.

6. [Authorization to Execute Inter-Municipal Agreement with the Town of Menasha Regarding Midway Road Concrete Walk Construction](#)

DPW Radtke explained Town of Menasha has received a draft copy of the inter-municipal agreement for the sidewalk project on Midway Road. CA Captain indicated she will be reviewing the draft language with the Town's attorney so this item could be held pending that review.

Moved by Ald. Sevenich, seconded by Ald. Krueger to hold.  
Item held.

E. ADJOURNMENT

Moved by Ald. Krueger, seconded by Ald. Zelinski to adjourn at 8:04 p.m.  
Motion carried on voice vote.

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



**\*Meeting Notice\***

A request has been made to eliminate a street light along the north side of Eighth Street between Appleton Street and State Street. The Board of Public Works will be discussing this issue at its meeting on Monday, September 17<sup>th</sup>. Enclosed are a copy of the department report and a map of the area affected by this request.

Following are the details of the meeting and enclosed is the agenda for the meeting. You are welcome to attend this meeting to provide input or just listen to the discussion. If you are unable to attend and would like to provide input please contact your alderman or the Public Works Director, Mark Radtke. Their contact information is found below.

Board of Public Works Meeting  
6:45 PM, Monday September 17, 2012  
Third Floor Council Chambers, Menasha City Hall  
140 Main Street  
Menasha, WI 54952

Alderman: Stan Sevenich (north side of Eighth Street)  
Telephone: 725-2429  
Email: [ssevenich@ci.menasha.wi.us](mailto:ssevenich@ci.menasha.wi.us)

Alderman: Mark Langdon (south side of Eighth Street)  
Telephone: 720-5691  
Email: [mlangdon@ci.menasha.wi.us](mailto:mlangdon@ci.menasha.wi.us)

Public Works Director: Mark Radtke  
Telephone: 967-3610  
Email: [mradtke@ci.menasha.wi.us](mailto:mradtke@ci.menasha.wi.us)

Enclosure

M:\word\BPW meeting notice street light Eighth St\_9-17-12.docx



## Memorandum

DATE: August 29, 2012

TO: Menasha Board of Public Works

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

RE: Request to Eliminate Street Light near 608 Eighth Street

A request has been submitted by a resident living on Eighth Street to eliminate a street light on Menasha Utilities Pole #1113 on Eighth Street. Enclosed with this report is a drawing showing the approximate locations of existing street lights in the vicinity. Also enclosed are the email records of the original request along with my response.

Reviewing the street light locations along this corridor, there is generally one light at each intersection and one at mid block between intersections, with the exception being no light between Racine Street and Warsaw Street. To remove just this one light on Pole #1113 would create an inconsistent street light spacing along Eighth Street. To relocate the light to the pole to the east 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 there are no large trees along most of this block and because the Racine to Warsaw segment also has no mid block street light, 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 Police Department also may have useful information regarding the importance of street lighting as it relates to crime statistics or traffic concerns. The City's annual cost for each 150 watt high pressure sodium street light is approximately \$125.

Enclosures

C: Police Chief Styka

M:\word\BPW memo re street light Eighth St\_8-29-12.docx



## Mark Radtke

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-----Original Message-----

From: Kathy Tonn [mailto:dktonn@sbcglobal.net]  
Sent: Tuesday, August 14, 2012 9:09 AM  
To: Tina Jansen  
Subject: Web site street light outage report from Kathy Tonn

Kathy Tonn has submitted the following street light outage report.

Name: Kathy Tonn  
Email: [dktonn@sbcglobal.net](mailto:dktonn@sbcglobal.net)  
Daytime Phone Number: 920-729-7197  
Service Mobile Phone:

Closest Address of Problem: 608 8th St.  
Pole Direction: south  
Pole Number:  
Problem: Other

Specific Information: Good morning! In an effort to help Menasha "save" on their utility costs, the light at this location can be turned "off". Not only would it help save valuable dollars, it would also stop it from shining in my bedroom window. :) Just a suggestion???

Thanks!!

--- END form-generated email from your WPPI Member Web site ---

-----Original Message-----

From: Mark Radtke  
Sent: Wednesday, August 15, 2012 3:15 PM  
To: 'dktonn@sbcglobal.net'  
Subject: FW: Web site street light outage report from Kathy Tonn

Kathy,

Your request was forwarded to me by Menasha Utilities. The Menasha Common Council makes the final decision regarding street lights so if you want your request considered by the Council, please let me know and we will place it on a future Board of Public Works agenda.

Thanks, Mark

Mark Radtke  
Director of Public Works  
City of Menasha  
Phone 920-967-3610  
Fax 920-967-5272  
[mradtke@ci.menasha.wi.us](mailto:mradtke@ci.menasha.wi.us)

-----Original Message-----

From: Dave & Kathy Tonn [mailto:dktonn@sbcglobal.net]  
Sent: Wednesday, August 15, 2012 9:13 PM  
To: Mark Radtke  
Subject: Re: Web site street light outage report from Kathy Tonn

Hi Mark,

Thanks for the email! I would really appreciate it if it could be considered.

Have a great day!

Kathy Tonn

**\*DRAFT\***  
**INTERMUNICIPAL AGREEMENT**  
**City of Menasha and Town of Menasha**  
**Concrete Sidewalk Construction**  
**Midway Road**

This Agreement is being entered into between the City of Menasha, a Wisconsin Municipal Corporation located in Winnebago County and Calumet County, State of Wisconsin, hereinafter referred to as "City", and the Town of Menasha, a Wisconsin Municipal Corporation located in Winnebago County, State of Wisconsin, hereinafter referred to as "Town".

1. The City and Town agree to pursue the construction of concrete sidewalk, in 2012 or 2013, along Midway Road from Fatima Street to Home Avenue in locations determined by the City and Town where sidewalks do not currently exist.
2. The City and Town agree the sidewalk will directly benefit the City and Town and any pedestrians wishing to walk along Midway Road.
3. A portion of Midway Road abuts the City and a portion abuts the Town.
4. The City and Town agree the City shall be the lead agency in the preparation of plans and specifications, the bid letting process and construction staking to accomplish the selected portions of the construction project.
5. The City and Town shall each be responsible for its respective necessary easement or right of way acquisition.
6. The City shall be responsible to pay 100% of the cost for all project construction work in the City. The Town shall be responsible to pay 100% of the cost for all project construction work in the Town. All project staking costs shall be prorated on the basis of the lineal feet of new walk in each municipality.
7. The City and Town agree each municipality shall have a period of up to 15 days to review the bid prices prior to the City's acceptance of the lowest responsible bidder. The actual contract may be let by the City only after the 15 day review period. Following its review of the bid prices, if the Town informs the City it does not wish to pursue the project, the City may elect to undertake any portion of the project on its own.
8. The City and Town agree each municipality will be responsible for performing project inspection work within its own municipal boundaries. If the Town elects to use City inspection services, the cost shall be prorated on the basis of the lineal feet of new walk in each municipality.

9. When the construction contract is awarded, the City shall be the paying party for all contract work. The City shall provide a tabulation of all costs, including construction staking costs and construction inspection costs, if applicable. The Town shall reimburse the City within thirty days of billing for work completed in the Town.
10. This agreement shall terminate upon acceptance by the City of final payment from the Town of all Town related project costs or upon the parties' mutual agreement to terminate the agreement. Project costs at the time of any termination shall be based on the percentages in paragraph 6.

<p>Dated this _____ of _____, 2012.</p> <p style="text-align: center;"><b>TOWN OF MENASHA</b></p> <p>By: _____ Dale Youngquist, Town Chairman</p> <p>_____ Karen Backman, Town Clerk</p> <p>APPROVED AS TO FORM:</p> <p>_____ Herrling Clark Law Firm Town of Menasha Attorney</p>	<p>Dated this _____ of _____, 2012.</p> <p style="text-align: center;"><b>CITY OF MENASHA</b></p> <p>By: _____ Donald Merkes, Mayor</p> <p>_____ Deborah A. Galeazzi, City Clerk</p> <p>APPROVED AS TO FORM:</p> <p>_____ Pamela Captain City of Menasha Attorney</p>
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