

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 17, 2014
6:45 PM
or immediately following the Administration Committee
AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [January 20, 2014](#)
- D. DISCUSSION/ACTION ITEMS
 - 1. [Ordinance O-3-14 Assessable Components for New Street Construction \(Forestry-Street Trees\) \(Introduced by Ald. Langdon\)](#)
 - 2. [Preliminary Resolution R-5-14 Declaring Intent to Exercise Special Assessment Powers under Section 66.0703, Wisconsin Statutes \(Gambsky Grove, 1st Addition to Southfield\) \(Introduced by Ald. Taylor\)](#)
 - 3. [Racine Street/STH 441 Interchange Improvements – Roundabout Jurisdiction, Landscaping and Amenities](#)
- 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
January 20, 2014
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Taylor at 7:05 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Taylor, Sevenich, Keehan, Zelinski, Englebert, Benner, Nichols

EXCUSED: Alderman Langdon

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, FC Auxier, DPW Radtke, CDD Keil, ASD Steeno, Engineering Supervisor Montour, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [December 16, 2013](#)

Moved by Ald. Sevenich, seconded by Ald. Englebert to approve minutes.

Motion carried on voice vote.

D. ACTION ITEMS

1. [Change Order – PTS Contractors, Inc.; Ninth Street Lift Station Improvements Project; Contract E145-13-01A; Revise Completion Date to January 31, 2014 \(Change Order No. 5 and Final\)](#)

DPW Radtke explained the change order is to extend the contract completion date to January 31, 2014 to allow staff to prepare closing documents. There was a delay in receiving the final documents from the contractor.

Moved by Ald. Sevenich, seconded by Ald. Keehan to recommend to Common Council Change order for PTS Contractors, Inc for Ninth Street Lift Station Improvements Project, Contract E145-13-01A, revise completion date to January 31, 2014 (Change Order No. 5 and Final)

Motion carried on roll call 7-0.

2. [Change Order – Roger Bowers Construction, Inc.; Ninth Street Lift Station Improvements Project; Contract E145-13-01B; ADD: \\$3,978.33 and Revise Completion Date to January 31, 2014 \(Change Order No. 3 and Final\)](#)

DPW Radtke explained additional items were needed to complete the project and it took additional time to settle final quantities and change order amounts with the contractor. The final cost of the project was less than the original contract.

Moved by Ald. Sevenich, seconded by Ald. Keehan to recommend to Common Council Change order for Roger Bowers Construction Inc for Ninth Street Lift Station Improvements Project, Contract E145-13-01B, ADD \$3,978.33 and revise completion date to January 31, 2014 (Change Order No. 3 and Final)

Motion carried on roll call 7-0.

3. [Payment – PTS Contractors, Inc.; Ninth Street Lift Station Improvements Project; Contract E-145-13-01A; \\$6,992.04 \(Payment No. 2 and Final\)](#)

DPW Radtke explained the final payment to PTS Contractor Inc. for the Ninth Street Lift Station Improvements Project.

Moved by Ald. Sevenich, seconded by Ald. Keehan to recommend to Common Council Payment to PTS Contractors, Inc. for Ninth Street Lift Station Improvements Project, Contract E-145-13-01A, \$6,992.04 (Payment No. 2 and Final)
Motion carried on roll call 7-0.

4. [Payment – Roger Bowers Construction, Inc.; Ninth Street Lift Station Improvements Project; Contract E145-13-01B; \\$8,518.44 \(Payment No. 3 and Final\)](#)

DPW Radtke explained the final payment to Roger Bowers Construction Inc for the force main portion of the Ninth Street Lift Station Improvements Project.

Moved by Ald. Sevenich, seconded by Ald. Keehan to recommend to Common Council Payment to Roger Bowers Construction, Inc. for Ninth Street Lift Station Improvements Project, Contract E145-13-01B, \$8,518.44 (Payment No. 3 and Final)
Motion carried on roll call 7-0.

5. [Authorization to Petition WisDOT for the Transfer of Ownership for the Traffic Signals at Manitowoc Road and Oneida Street \(USH 10\)](#)

DPW Radtke explained the City and Town of Menasha installed the traffic signals at the intersection of Manitowoc Road and Oneida Street after the Department of Transportation rejected their request to have the DOT install and maintain the traffic signals. WisDOT has now expressed interest in assuming ownership of the signals as they have control of the adjacent signalized intersections of Oneida Street (USH 10) and Midway Road (CTH AP) and Oneida Street (USH 10) and Plank Road (STH 114). The State feels there would be a better traffic flow on Oneida Street if they own, maintain and coordinate all three intersections. The Town of Menasha has been contacted as there currently is an Inter-municipal Agreement for the operation and maintenance of the traffic signals. Staff is waiting to hear from the Town. Staff is recommending proceeding with petitioning DOT for the transfer of ownership of the traffic signals to the State.

General discussion ensued on the cost to maintain the signals, concerns of delays on Manitowoc Road approaches, pre-empting signals for emergency vehicles, and future rehabilitation and/or reconstruction of Oneida Street.

Moved by Ald. Sevenich, seconded by Ald. Englebert to recommend to Common Council authorization to petition WisDOT for the transfer of ownership for the traffic signals at Manitowoc Road and Oneida Street (USH 10).

Motion carried on roll call 7-0.

E. ADJOURNMENT

Moved by Ald. Nichols, seconded by Ald. Keehan to adjourn at 7:35 p.m.
Motion carried on voice vote.

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



Memorandum

To: Board of Public Works

Date: February 13, 2014

From: Vince Maas, Superintendent of Parks

Subject: Assessable Components for New Street Construction (Forestry-Street Trees)

The Park Board has recommended to the Board of Public Works to include street tree planting as part of the Assessment of any new street construction. These changes to add assessments for street trees were modeled after several communities in our area.

The purpose for these changes is to continue the development of the city's urban forestry program and to increase the city's tree canopy, thus providing additional street tree benefits. These benefits include energy savings, increase in property values, storm water runoff reductions and improved air quality. These changes also help strength the city's commitment to our 30+ years as a Tree City USA.

ORDINANCE O-3-14

AN ORDINANCE AMENDING TITLE 3, CHAPTER 2 OF THE
CODE OF ORDINANCES

Introduced by Alderman Mark Langdon .

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

SECTION 1: Amend Title 3, Chapter 2, Sec.3-2-16 (f),(g),(h),(i),(j),(k),(l),(m),(n),(o) of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

Title 3 – Finance and Public Records

CHAPTER 2

Special Assessments

...

SEC. 3-2-16 ASSESSMENT DETERMINATIONS.

...

- (f) **STREETS.** All street assessments shall be based upon excavation, graveling, grading, curb and gutter, and finished asphalt pavement, and street tree planting. ~~Should the Common Council determine that due to the nature of the affected properties that it is more appropriate to construct streets with concrete, then assessments will be based upon excavation, graveling, grading, curb and gutter and finished concrete.~~
- (g) **TREES.** All trees to newly constructed streets shall be assessed one hundred percent (100%).
- ~~(g)~~(h) **STORM SEWERS.** All storm sewer construction shall be based upon an eighteen (18) inch main in newly developed areas and:
 - (1) Shall be assessed one hundred percent (100%) based upon frontage.
 - (2) All storm sewer mains to newly developed areas shall be assessed one hundred percent (100%).
- ~~(h)~~(i) **SANITARY SEWER MAINS.** All sanitary sewer mains shall be based upon an eight (8) inch diameter main in newly developed areas and:
 - (1) Shall be assessed one hundred percent (100%) based upon frontage.
 - (2) All sanitary sewer mains to newly developed areas shall be assessed one hundred percent (100%).
- ~~(i)~~(j) **WATER MAINS.** All water mains shall be based upon an eight (8) inch diameter main in newly developed areas and:
 - (1) Shall be assessed one hundred percent (100%) based upon frontage.
 - (2) All water mains to newly developed areas shall be assessed one hundred percent (100%).
- ~~(j)~~(k) **SERVICE AND LATERALS.** Property owners will be assessed one hundred percent (100%) for the service laterals from the main to the terminal point on their lots.

- (k)(l) **STREET LIGHTING.** All street lighting in newly developed areas shall be assessed one hundred percent (100%). Any decorative street lighting must be approved by the Common Council. Decorative street lighting shall be assessed such that the annual increased charge above normal street lighting is assessed against benefited property owners.
- (h)(m) **UNPLATTED LANDS.** Where the lands are unplatted and where the property is not to be served in its entirety by sewer and/or water, then only that portion actually served shall be assessed.
- (m)(n) **NEWLY ANNEXED AND UNDEVELOPED AREAS.** Subdividers and other individuals and corporations bringing into the City of Menasha newly annexed areas with inadequate public improvements, as determined by the Director of Public Works, shall pay one hundred percent (100%) assessments for all streets. The same shall hold true for the undeveloped areas within the City. It shall make no difference whether such road work shall be considered repair or rebuilding. Such assessments shall include excavation, graveling, grading, ~~surfacing~~ and finished pavement, curb and gutter, and street tree planting.
- (h)(o) **DEPRECIATION FACTOR.** For property in newly annexed areas where sewer and water have been previously laid, the owners of the newly annexed lots or parcels not previously served by such water or sewer mains shall pay in proportion to the depreciated value of the sewer or water main. The depreciated value shall be determined by the sewer or water assessments at the time water and sewer mains were laid, less an annual depreciation of 1.25%. The 1.25% shall not be prorated on a monthly basis, but shall commence with January 1 of each and every year. Such assessment shall not be used to reimburse any property owners who have been previously assessed.

...

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

Passed and approved this day of , 2014.

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk

RESOLUTION R-5-14

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. Gamsky Grove Subdivision, excepting Lot 1
 - 2. First Addition to Southfield Subdivision
 - 3. 1161, 1166, 1167, 1172 Harold Drive

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.

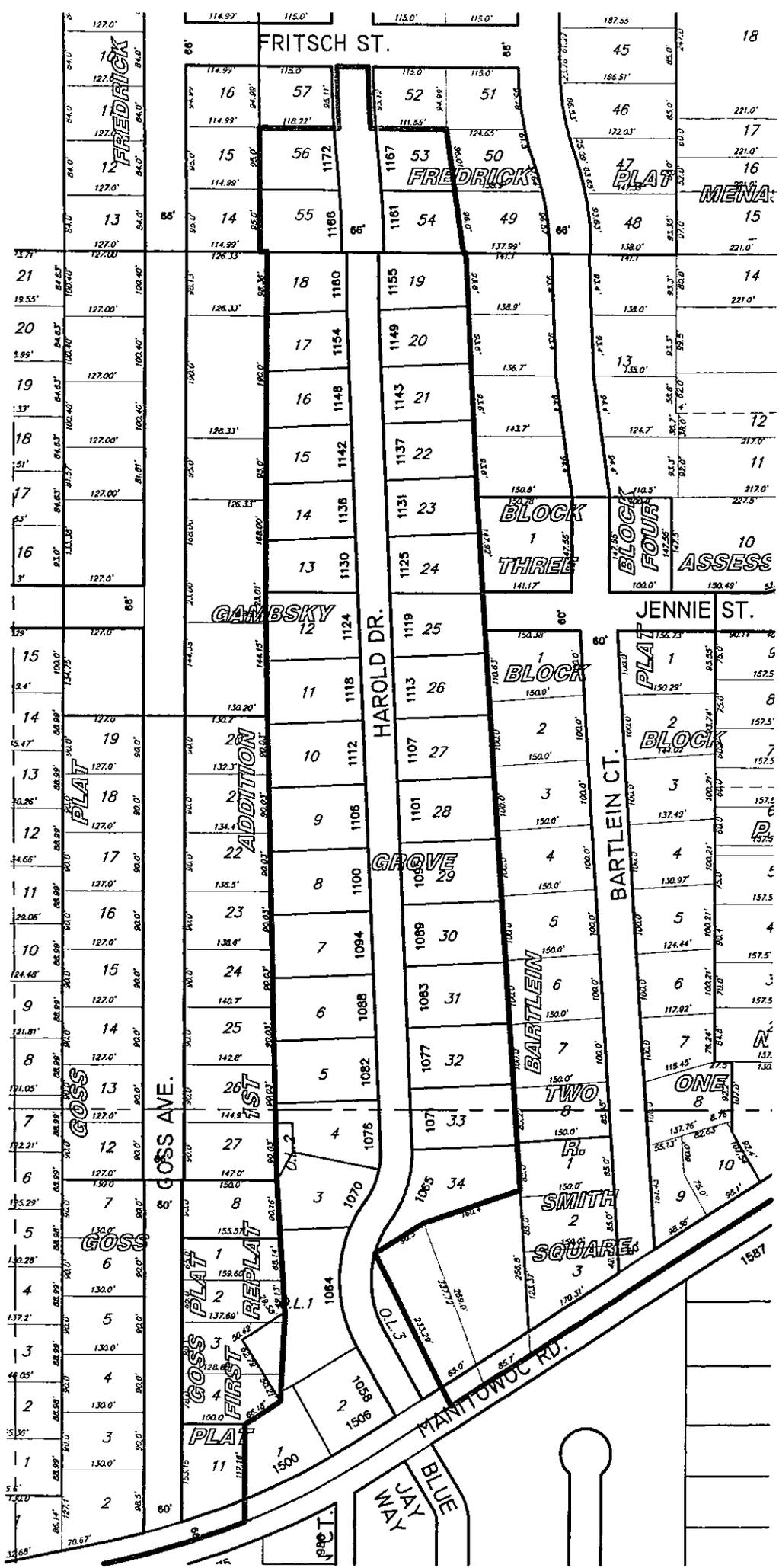
5. Upon receiving the report of the Board of Public Works, the City Clerk is directed to give notice of a public hearing on such report as specified in Section 66.0703(7)(a), Wisconsin Statutes. The hearing shall be held in the Council Chambers at the City Hall at a time set by the City Clerk in accordance 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 , 2014.

Donald Merkes, Mayor

Attest: _____
Deborah A. Galeazzi, City Clerk



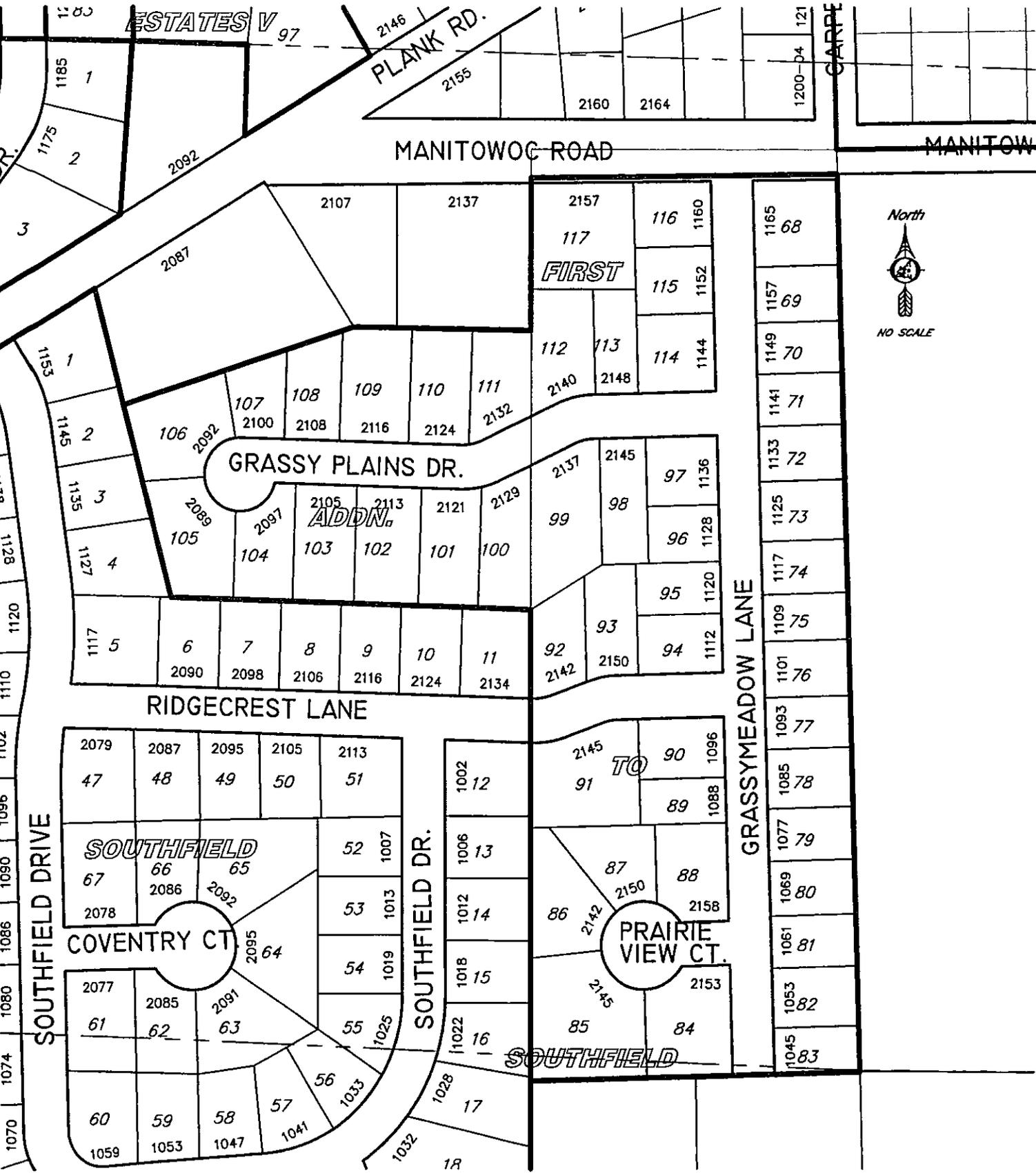
ESTATES V 97

PLANK RD.
2146
2155

CARPE

MANITOWOC ROAD

MANITOW



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- 1175 2
- 1153 1
- 1145 2
- 1135 3
- 1127 4
- 1111 5
- 1128
- 1120
- 1110
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- 1096
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- 1086
- 1080
- 1074
- 1070

GRASSY MEADOW LANE

RIDGECREST LANE

SOUTHFIELD DRIVE

SOUTHFIELD DR.

COVENTRY CT

PRAIRIE VIEW CT

SOUTHFIELD

FIRST

GRASSY PLAINS DR.

ADDN.

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TO: Board of Public Works
FROM: Mark Radtke, Director of Public Works
Kara Homan, Principal Planner
DATE: February 11, 2014
RE: **Roundabout Amenities & Maintenance for WIS 441 Tri-County Project**

BACKGROUND

As part of the WIS 441 reconstruction project, the Wisconsin Department of Transportation (WisDOT) will be constructing 4 new roundabouts. Two will be located at the Racine St/CTH P interchange; an additional 2 will be located at the Appleton Rd/STH 47 interchange (preliminary interchange designs are attached).

WisDOT is requesting the following with respect to each roundabout:

1. A designated municipal entity to negotiate a maintenance agreement for ongoing maintenance of roundabout amenities.
2. Determination of the extent of landscaping & amenities desired by the designated municipality (Level 1, 2, or 3 roundabout landscaping and "eligible" amenities as explained in the attached CSS Solutions document).

Jurisdiction at both interchanges is shared between the City of Menasha and the Town of Menasha (see map on the final page of the CSS Solutions document).

FISCAL IMPACT

All "eligible" costs of installation of roundabout landscaping and amenities are paid for by WisDOT as part of the highway reconstruction project. Examples of "ineligible" items are included in the attachment. Ongoing maintenance of landscaping will be the responsibility of the municipality, and would be worked into the city's annual maintenance schedule. Electrical costs are the responsibility of WisDOT for lighting that is necessary for the functionality of the roundabout.

RECOMMENDATION

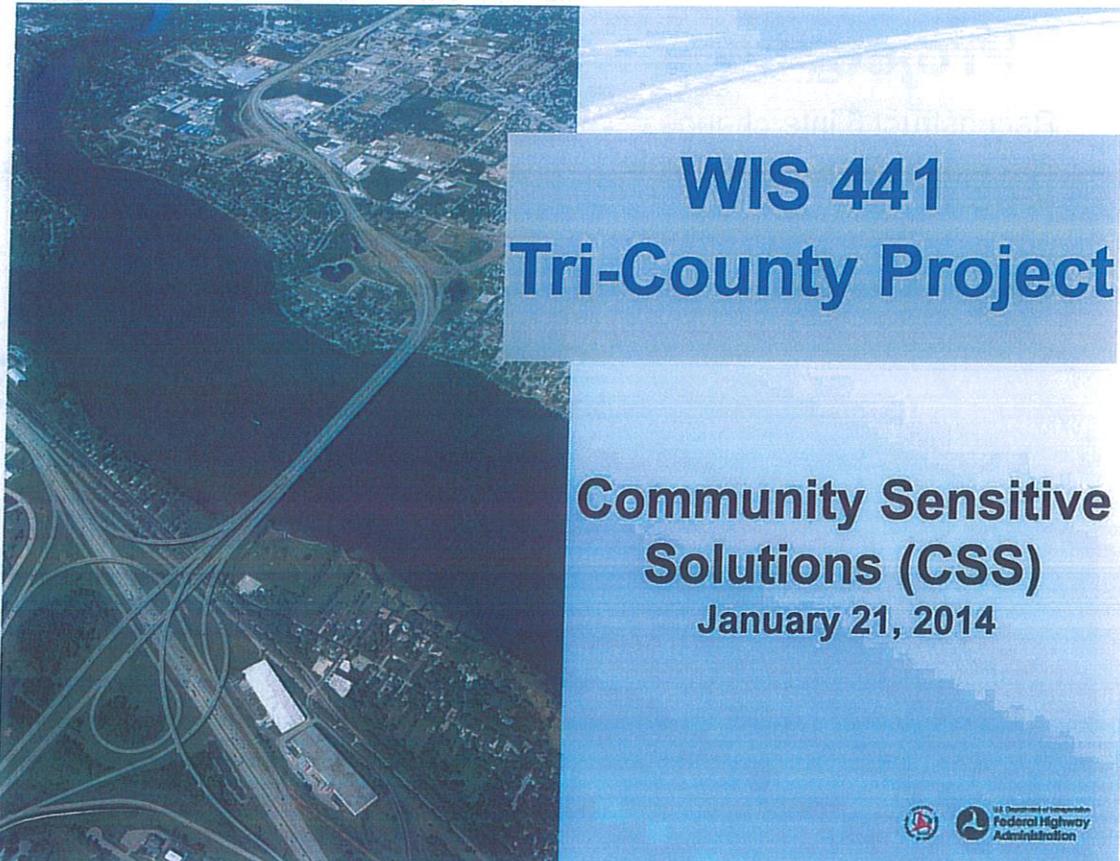
Staff is seeking authorization from the Common Council to pursue maintenance agreements, Level 3 landscaping, red-brick style stamped concrete where applicable, and the selection of "eligible" decorative light fixtures for required lighting at the two roundabouts **south & east** of 441 (adjacent to Shopko Plaza & Calder Stadium). This would provide the city the ability to create a visually appealing entrance into Menasha, and provide the city the authority to maintain the overall aesthetic of these important

and prominent gateways to the community. Staff will work closely with WisDOT to ensure plants selected are low maintenance while presenting a strong visual appeal.

Based on preliminary discussions with Town of Menasha staff, they will be bringing forth a recommendation to the town board seeking design authority and pursuit of maintenance agreements for the roundabouts **north & west** of 441.

Splitting the maintenance responsibilities this way is in accordance with our boundary agreement with the town, which designates the city's growth area as south & east of 441, and the town's as north & west of 441.

The final maintenance agreements will need to be presented to the Common Council for approval.



WIS 441 Tri-County Project

**Community Sensitive
Solutions (CSS)**
January 21, 2014



Meeting Agenda

- Schedule overview
- Identify interchange opportunities for Town
- Site Amenities & Materials
- Determine level of interchange aesthetics
- Discuss key maintenance requirements



Project improvements-overview

- Reconstruct 5 interchanges and add missing movements at US 41
- Construct a second parallel bridge over Little Lake Butte des Morts
- Replace 6 miles of mainline pavement, expand to 6 lanes
- Revise interchange control



• Add auxiliary lanes along US 41 for system interchange operation

TRI-COUNTY EXPANSION



Project schedule update

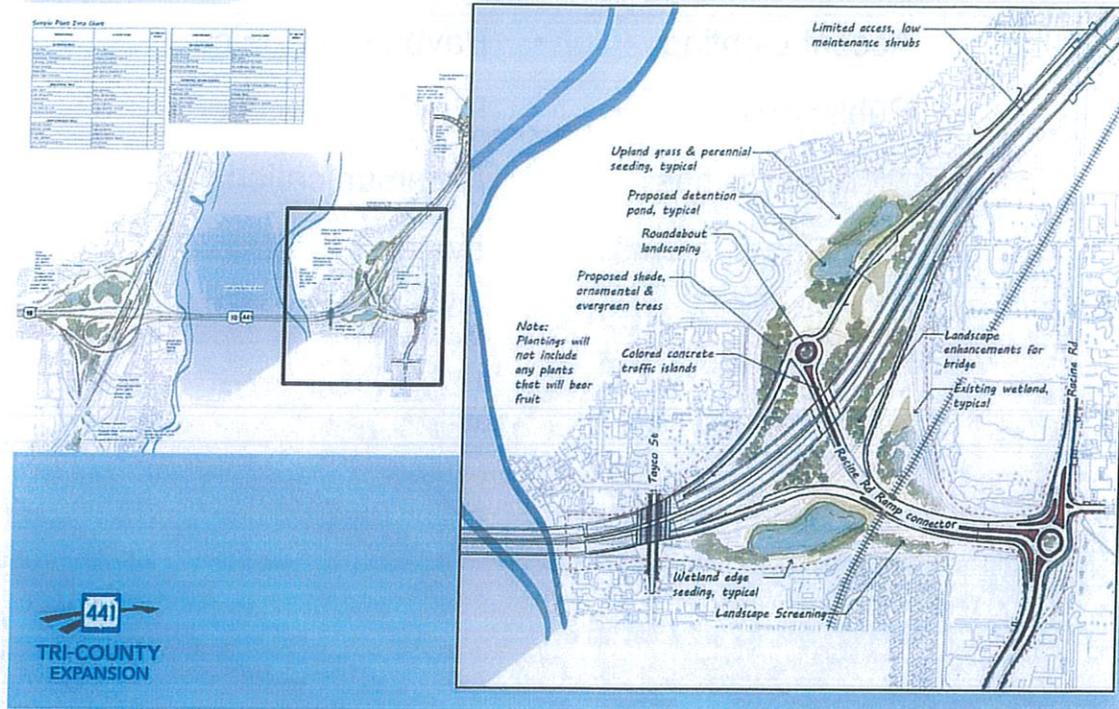
Function	2012	2013	2014	2015	2016	2017	2018	2019
Design	█	█	█	█				
Real Estate		█	█	█	█	█		
Utilities		█	█	█	█	█		
Construction			█	█	█	█	█	█

Note: Timelines are subject to change

441
TRI-COUNTY EXPANSION



Conceptual Master Plan



CSS Eligible items

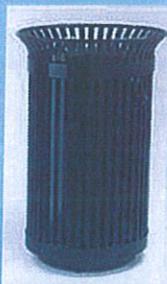
- Aesthetic Railings
- Anti-graffiti Coating
- Bicycle / Pedestrian Accommodations
- Bridges
- Decorative Fencing
- Landscaping
- Decorative Treatments
- Lighting
- Native Prairie Seeding
- Noise Barrier Aesthetics
- Retaining Wall Aesthetics
- Sidewalks
- Signals and Signing
- Wildlife Crossings
- Other

CSS Ineligible items

- Accent Lighting
- Public Artwork
- Burying Utilities
- Irrigation Systems
- Parking Lanes
- Pavement Choice
- Public Address or Communications systems



Site Amenities

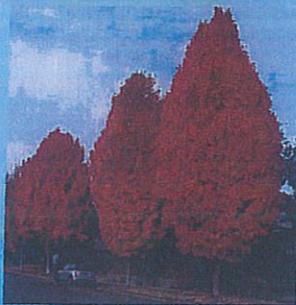


Materials

- Planting
 - Trees, perennials, shrubs
- Paving
- Color Palette
- Crosswalk
- Stone Mulch



Trees



Perennials / grasses



441
TRI-COUNTY
EXPANSION

U.S. Department of Transportation
Federal Highway
Administration

Shrubs



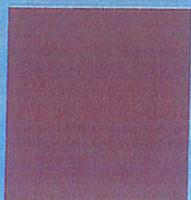
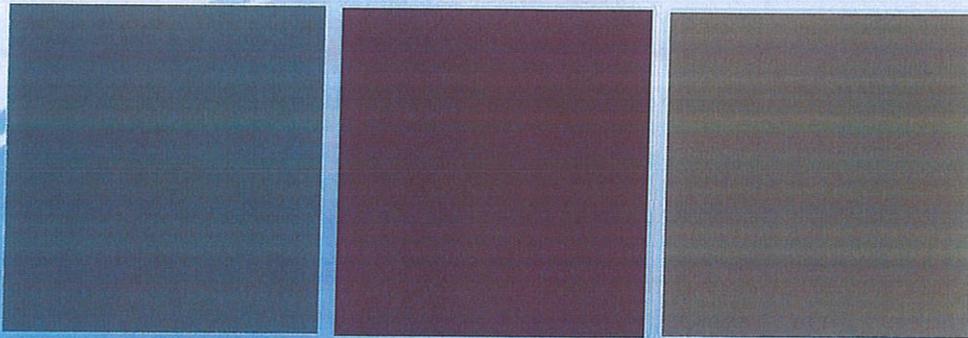
441
TRI-COUNTY
EXPANSION

U.S. Department of Transportation
Federal Highway
Administration

Paving



Color palette



**Standard truck
apron color**



Crosswalks



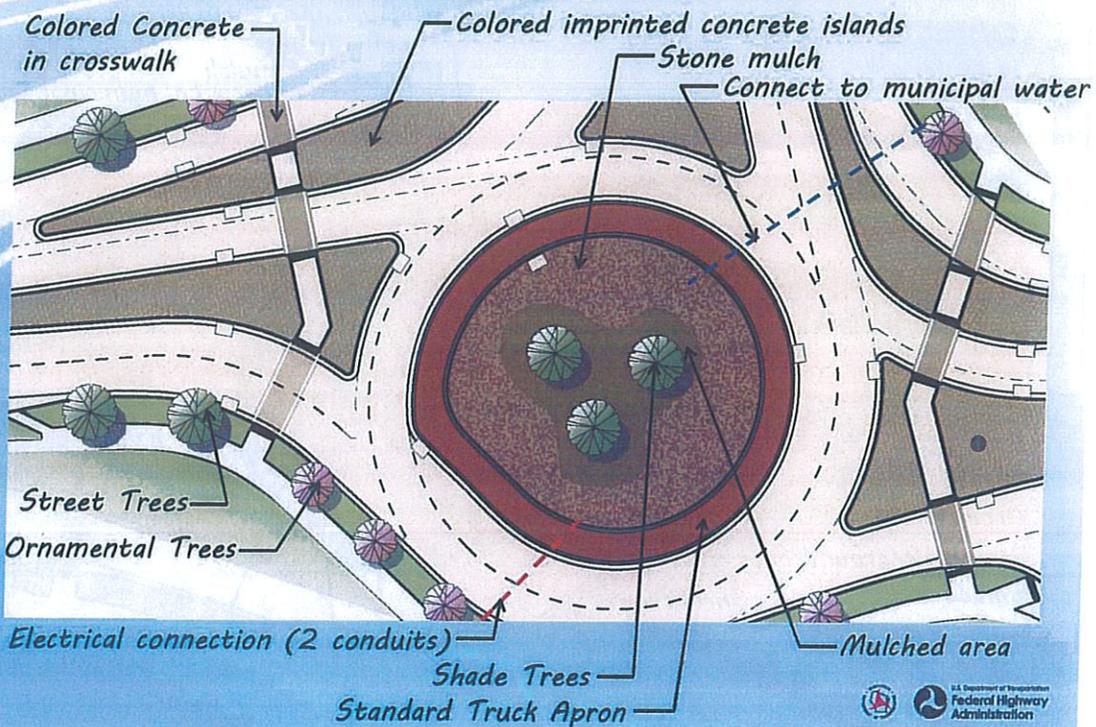
Stone Mulch



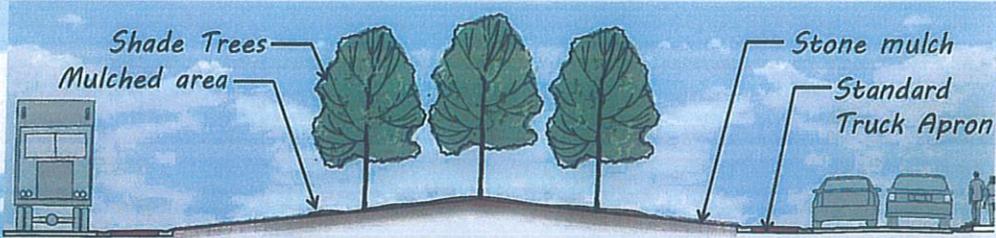
Stone Mulch application



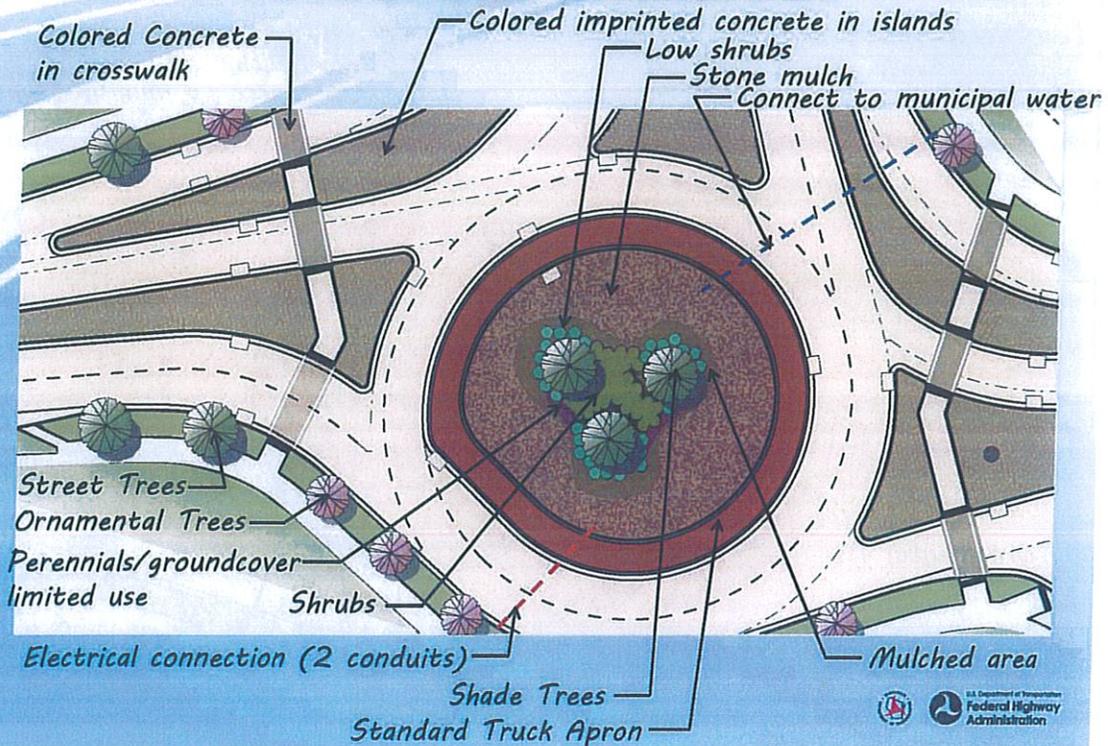
Level 1 roundabout



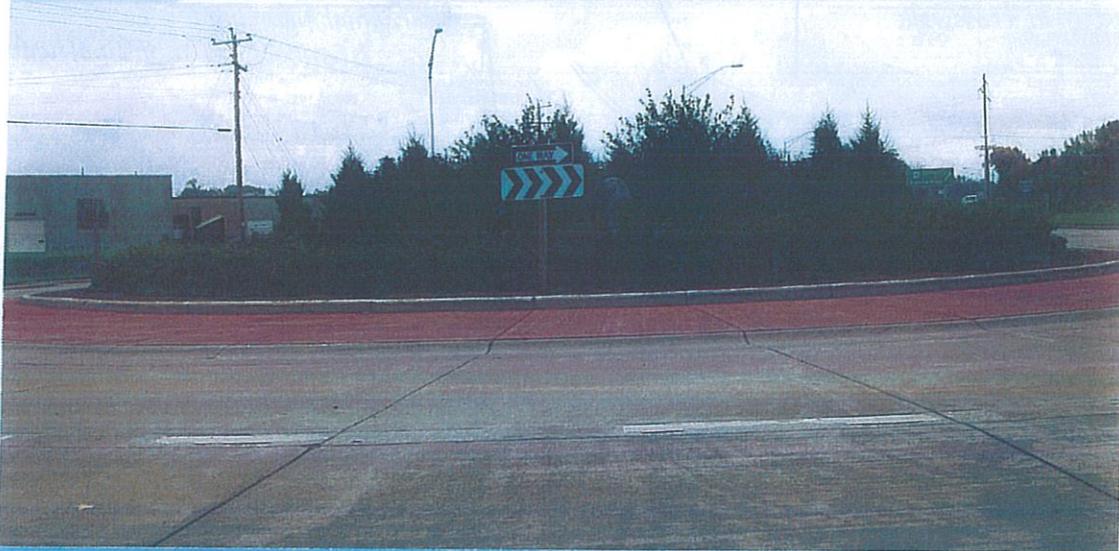
Level 1 roundabout



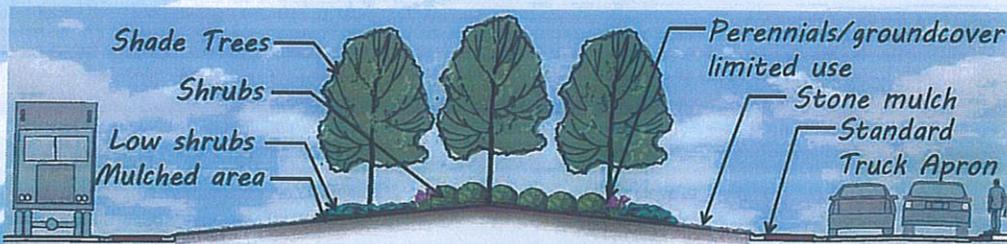
Level 2 roundabout



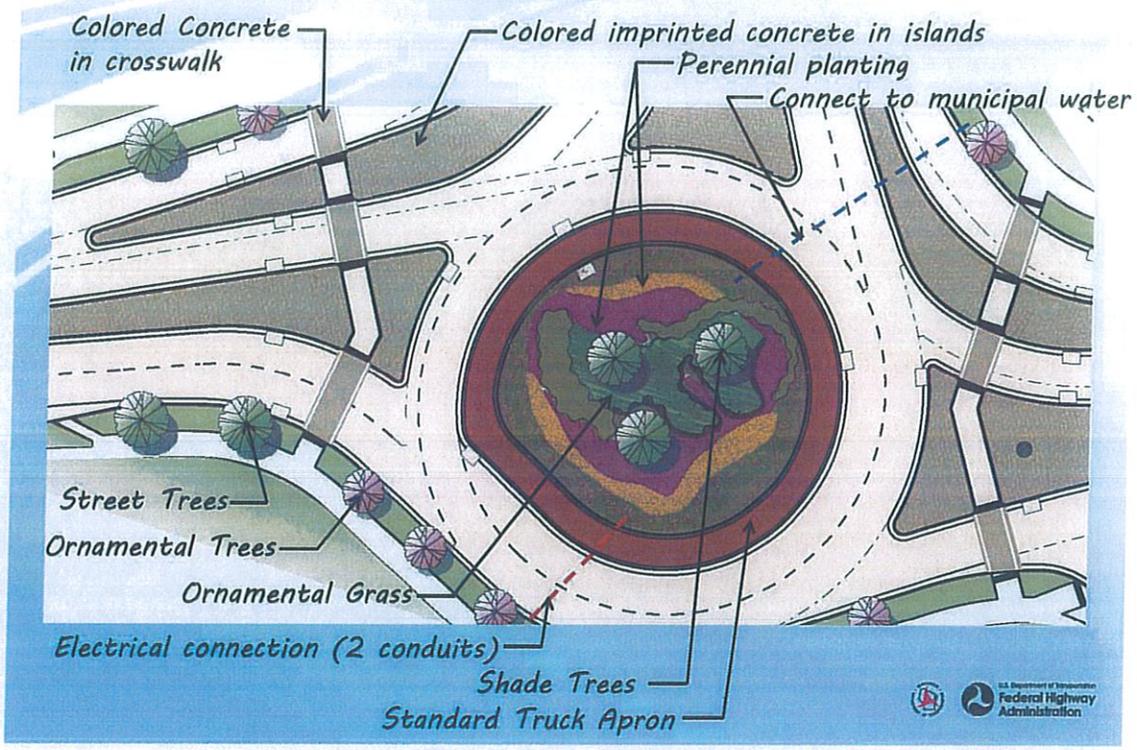
Level 2 roundabout



Level 2 roundabout



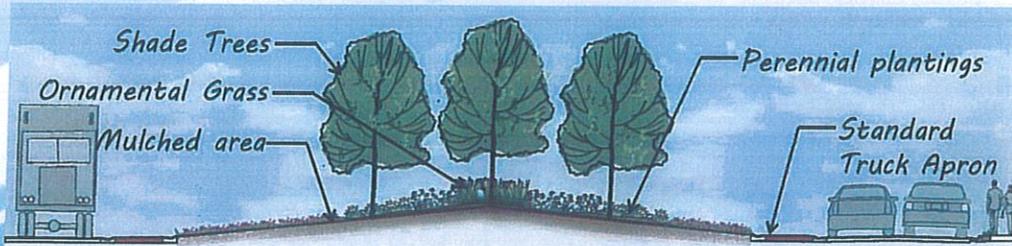
Level 3 roundabout



Level 3 roundabout



Level 3 roundabout



Maintenance Requirements

Level 1	Level 2	Level 3
<ul style="list-style-type: none"> • Trim trees • Remove Litter • Weed • Replace dead plants • Replenish mulch • Water as necessary 	<ul style="list-style-type: none"> • Trim trees • Remove litter • Weed • Replace dead plants • Replenish mulch • Water as necessary • Prune shrubs (Once per year) 	<ul style="list-style-type: none"> • Trim trees • Remove litter • Weed • Replace dead plants • Replenish mulch • Water as necessary • Deadhead, prune perennials (3 times a year) • Trim to ground

* Maintenance will be performed by contractor after installation



Maintenance Agreements

- Defines maintenance requirements and funding responsibilities for state and municipality
- In place before plans complete
- Separate agreement for each municipality & construction contract
- CSS does not fund maintenance



Next steps - CSS

- Refine landscape concepts based upon today's input & present to community
- Comments due January 31
- Second Meeting – February 25
- Final design



Questions?



Municipality Boundaries

