

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
December 21, 2015
6:00 PM
or immediately following Common Council**

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [December 7, 2015](#)
- D. DISCUSSION / ACTION ITEMS
 - 1. [Authorization to Execute Relocation Order for Third Street Bridge Project](#)
- 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
December 7, 2015
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Krautkramer at 6:30 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Krautkramer, Olszewski, Keehan, Zelinski, Spencer, Benner, Nichols.

EXCUSED: Alderman Taylor.

ALSO PRESENT: Mayor Merkes, CA Captain, PC Styka, DPW Radtke, ASD Steeno, PHD McKenney, Shane Bernau (Ken Saiki Design), Nick Vande Hey (McMahon), Clerk Galeazzi

C. MINUTES TO APPROVE

1. [November 16, 2015](#)

Moved by Ald. Keehan seconded by Ald. Benner to approve minutes.

Motion carried on voice vote.

D. COMMUNICATION

1. [Calumet County Highway Commissioner Regarding Midway Road Speed Limit](#)

DPW Radtke explained the safety concerns of the speed limit on Midway Road from Oneida Street to Plank Road in Calumet County. Calumet County Highway Commissioner plans to bring forward a proposal to reduce the speed limit from 35 to 30 m.p.h.

E. DISCUSSION / ACTION ITEMS

1. Election of Vice-Chair

Chairman Krautkramer opened the floor to nominations.

Ald. Nichols nominated Ald. Olszewski as Vice-Chairman of Board of Public Works.

Having no other nominations, Chairman Krautkramer closed nominations.

A unanimous ballot was cast for Ald. Olszewski as Vice-Chairman for Board of Public Works.

2. [Presentation of Recommended Downtown Walkway Improvements](#)

DPW Radtke explained the City's obligation for improvements to the walkway between the office building and parking ramp and around the office building. A Steering Committee comprised of staff and citizens has been meeting with representatives of Ken Saiki Design Inc. to review and recommend the downtown improvements design plan.

Shane Bernau from Ken Saiki Design presented the Committee recommended pedestrian walkway design plan.

General discussion ensued on the proposed design plan including the budget and project cost estimate; materials to be used; timeline of the project; funding for project; maintenance of walkway; future improvements to end of Mill Street.

Moved by Ald. Nichols seconded by Ald. Keehan to recommend to Common Council the downtown pedestrian walkway improvements as presented.

Motion carried on roll call 7-0.

3. [Presentation of TMDL Storm Water Planning Grant Project](#)

Nick Vande Hey from McMahon Engineers/Architects updated the Board on the Total Maximum Daily Load (TMDL) Planning Grant the City received from Wisconsin Department of Natural Resources. He gave a presentation on what has been done and what still needs to be accomplished for the City to be compliant with stormwater requirements.

General discussion ensued on the timeline of the project and steps by the City to accomplish stormwater requirements. The draft report will be submitted for review at a future Board of Public Works meeting.

4. [Change Order – Janke General Contractors; Gilbert Riverfront Trail; Contract No. 2014-03; DEDUCT: \\$17,654.46 \(Change Order No. 4 and Final\)](#)

DPW Radtke explained changes in the trail resulted in a deduction of the final cost.

Moved by Ald. Benner seconded by Ald. Keehan to recommend to Common Council Change Order for Janke General Contractors for Gilbert Riverfront Trail, Contract No. 2014-03, deduct of \$17,654.46 (Change Order No. 4 & Final).

Motion carried on roll call 7-0.

5. [Change Order – Janke General Contractors; Gilbert Trestle Improvements; Contract No. 2014-04; DEDUCT: \\$41,801.80 \(Change Order No. 4 and Final\)](#)

DPW Radtke explained changes to the trestle resulted in a deduction of the final cost.

Moved by Ald. Benner seconded by Ald. Keehan to recommend to Common Council Change Order for Janke General Contractors for Gilbert Trestle Improvements, Contract No. 2014-04, deduct of \$41,801.80 (Change Order No. 4 & Final).

Motion carried on roll call 7-0.

6. [Payment – Janke General Contractors; Gilbert Riverfront Trail; Contract No. 2014-03; \\$38,133.28 \(Payment No. 6 & Final\)](#)

Moved by Ald. Benner seconded by Ald. Keehan to recommend to Common Council Payment to Janke General Contractors for Gilbert Riverfront Trail, Contract No. 2014-03 in the amount of \$38,133.28 (Payment No. 6 & Final).

Motion carried on roll call 7-0.

7. [Payment – Janke General Contractors; Gilbert Trestle Improvements; Contract No. 2014-04; \\$40,426.94 \(Payment No. 5 & Final\)](#)

Moved by Ald. Benner seconded by Ald. Keehan to recommend to Common Council Payment to Janke General Contractors for Gilbert Trestle Improvements, Contract No. 2014-04 in the amount of \$40,426.94 (Payment No. 5 & Final).

Motion carried on roll call 7-0.

F. ADJOURNMENT

Moved by Ald. Keehan seconded by Ald. Benner to adjourn at 8:23 p.m.

Motion carried on voice vote.



Memorandum

DATE: December 17, 2015

TO: Board of Public Works

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

RE: Authorization to Execute Relocation Order for Third Street Bridge Project

The Third Street Bridge is scheduled for replacement starting in the second half of 2016. As previously reported, this project requires the acquisition of several small portions of adjacent properties. Those properties include a portion of Jefferson Park and a privately owned property in the northeast quadrant of the project area.

Per state statutes, in order to proceed with the negotiations to acquire the necessary real estate interests in property, the Common Council needs to approve the Relocation Order for this project. The land interests and acquisitions referred to in the Relocation Order are identified on the corresponding Right of Way Plat (both documents are enclosed).

The areas needed for this project include acquisitions of 0.058 acres for Parcel No. 1 (Avalone property) and 0.11 acres for Parcel No. 2 (Jefferson Park). Additionally there are small temporary and permanent easements needed from Jefferson Park for the continuation of the sidewalk on the south side of Third Street to the proposed bridge. Parks and Recreation Director Tungate and the Park Board are aware of these needs and acknowledge the minimal impact to the park. The Right of Way Plat also lists the need to obtain the release of easement rights from various utilities which is standard procedure in these situations. Funds are budgeted for this work.

As soon as the Relocation Order is signed and recorded, we will direct our real estate consultant to initiate negotiations for the necessary right of way, easements and release of rights. This project has met with several extended delays due to the concerns regarding protection of habitat for the northern long eared bat, and the special documentation and land transfer needed for the acquisition of Jefferson Park property. Therefore, I am requesting authorization to execute the Relocation Order as soon as possible in order to allow our agent to proceed with negotiations in a timely manner to meet the proposed bidding schedule.

Enclosures

M:\word\BPW memo re Third Street Bridge relocation order_12-17-15.docx

LETTER OF TRANSMITTAL

To: Mark Radtke
City of Menasha
140 Main Street
Menasha, WI 54952

Date: December 7, 2015
Project No.: 4992-01-00
Final Plat Submittal for Signing

Enclosed Under Separate Cover Via _____

No. of Copies	Description
2	Original Plat for signature
1	Relocation Order for signature

Sent to you for the following reason:

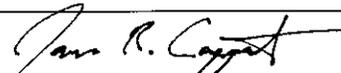
For Approval Review Completed Revise and Resubmit
 For Your Use Not Reviewed Returned
 For Review and Comment Signature and Filing

Remarks:

Please sign and date the enclosed plats and relocation order where indicated. Upon signature and date please file with the Winnebago County Clerk's Office. Please return a signed version of one of the enclosed plats and a copy of the signed relocation order to Ayres Associates for use in our final plats.

Note: The date on the Right of Way Plat should match the date on the two dates you will add to the Relocation Order.

Copy to: Robillard, File

Signed: 

James R Cappeart

P.L.S.

Cappeartj@ayresassociates.com

920-327-7829

RELOCATION ORDER

LPA1708

(Replaces LPA3006)

Project 4992-01-00	Road name C MENASHA, 3RD ST Fox River Bridge & Approaches	Highway Local Road	County Winnebago
Right of way plat date ✓	Plat sheet number(s) 4.01	Previously approved Relocation Order date	

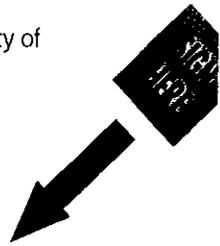
Description of termini of project:

A point located 538.37 feet north and 92.51 feet east of the meander corner on the west line of the southwest quarter of Section 13, Township 20 North, Range 17 East, said point being the **BEGINNING OF THIS RELOCATION ORDER**; thence Easterly 0.055 miles to point located 567.77 feet north and 380.41 feet east of the meander corner on the west line of the southwest quarter of Section 13, Township 20 North, Range 17 East, said point being the **END OF THIS RELOCATION ORDER**

To properly establish, lay out, widen, enlarge, extend, construct, reconstruct, improve, or maintain a portion of the highway designated above, it is necessary to relocate or change and acquire certain lands or interests in lands as shown on the right of way plat for the above project.

To effect this change, pursuant to authority granted under Sections 62.22 and 30.07, Wisconsin Statutes, the City of Menasha orders that:

1. The said road is laid out and established to the lines and widths as shown on the plat.
2. The required lands or interests in lands as shown on the plat shall be acquired by: City of Menasha
3. This order supersedes and amends any previous order issued by the: City of Menasha



Name and Title

Date

SCHEDULE OF LANDS AND INTERESTS REQUIRED

PARCEL NO.	OWNERSHIP	TOTAL ACRES	NEW ACRES	EXISTING ACRES	TOTAL ACRES	PLF ACRES	TLE ACRES
1	GARY E. AVALONE	8.084	0.058	8.996	0.077	0.038	
2	CITY OF MENASHA	13.144	0.001	13.133			
50	MENASHA UTILITIES (ELEC)						
51	MENASHA UTILITIES (WATER)						
52	CITY OF MENASHA						
53	WE ENERGIES						

CURVE TABLE

COURSE	CHORD BEARING	CHORD LENGTH	RADIUS
105-107	N87°02'15"E	23.93'	1067.00'
105-104	N84°03'50"E	86.78'	1067.00'
103-102	N78°49'53"E	67.91'	67.92'

PLE COURSE TABLE

COURSE	BEARING	DISTANCE
101-121	N74°05'34"E	113.94'
101-106	N88°38'57"E	66.67'
105-105	S10°03'23"W	17.57'
105-104	SEE CURVE TABLE	
104-103	S87°05'04"W	20.50'
103-102	SEE CURVE TABLE	
102-101	N13°00'02"W	14.94'

BEGIN RELOCATION ORDER
 STA. 8+34.95
 X = 54856.890
 Y = 822953.810
 LOCATED 536.37' NORTH AND 92.51' EAST
 OF THE MEASUREMENT CORNER ON THE WEST LINE
 OF SOUTHWEST QUARTER OF SECTION 13,
 T. 20 N, R. 17 E.

END RELOCATION ORDER
 STA. 11+25.00
 X = 54726.299
 Y = 822953.810
 LOCATED 167.77' NORTH AND 380.41' EAST OF THE MEASUREMENT CORNER ON THE
 WEST LINE OF SOUTHWEST QUARTER OF SECTION 13,
 T. 20 N, R. 17 E.

NOTES: SHOWN ON THIS PLAN ARE WISCONSIN COUNTY SUBDIVISIONS, WINNEBAGO COUNTY ZONE, AND GRID DISTANCES. GRID DISTANCES MAY BE USED AS GROUND DISTANCES. ALL RIGHT-OF-WAY MONUMENTS WILL BE TYPE 2 TYPICALLY 3/4" X 24" BEARS COMPLETION OF THE PROJECT UNLESS OTHERWISE NOTED, AND WILL BE PLACED PRIOR TO THE RIGHT-OF-WAY BOUNDARIES ARE DEFINED WITH COURSES OF THE PERIMETER OF THE HIGHWAY LANDS REFERENCED TO THE U.S. PUBLIC LAND SURVEY SYSTEM OR OTHER DIMENSIONING FOR THE NEW RIGHT-OF-WAY IS MEASURED ALONG AND PERPENDICULAR TO THE REFERENCE LINES. PARCELS INTERESTS MAY NOT POINT TO ALL AREAS OF ACQUISITION, AS NOTED ON THE SCHEDULE OF LANDS AND INTERESTS REQUIRED. PROPERTY LINES SHOWN ON THIS PLAN ARE DRAWN FROM DATA DERIVED FROM MAPS AND DOCUMENTS OF PUBLIC RECORD AND/OR EXISTING OCCUPATIONAL LINES. THIS PLAN SHALL BE A TRUE REPRESENTATION OF EXISTING OCCUPATIONAL LINES, EXCLUDING RIGHT-OF-WAY, AND SHOULD NOT BE USED AS A SUBSTITUTE FOR AN ACCURATE FIELD SURVEY. EXISTING HIGHWAY RIGHT-OF-WAY SHOWN HEREIN IS BASED ON PLAT OF BRIGHTON BEACH, CSM 88, CSM 104, CSM 678, AND POSITION ESTABLISHED FOR OBLITERATED RAILROAD, CSM 88, CSM 104, CSM 678, AND POSITION ESTABLISHED FOR OBLITERATED RAILROAD, OLD MAPS, DEED, AND PHYSICAL EVIDENCE.

APPROVED
 CITY OF MENASHA
 PLAT PREPARED BY
AVRES ASSOCIATES
 DATE _____
 MENASHA DEPARTMENT OF PUBLIC WORKS

THE SURVEY IS PREPARED AT THE REQUEST OF THE CITY OF MENASHA.
 THE TOPOGRAPHY AND UTILITY SURVEY WAS PERFORMED IN JANUARY, 2015.
 THIS SURVEY IS ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF.



FILE NAME: V:\PROJECTS\330\330\45040300 THIRD STREET\DRAW\49920100RPL.DWG
 APPRAISAL PLAT DATE: 11/20/2015

COURSE TABLE

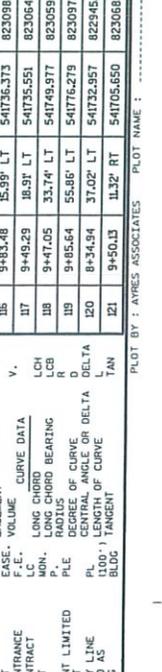
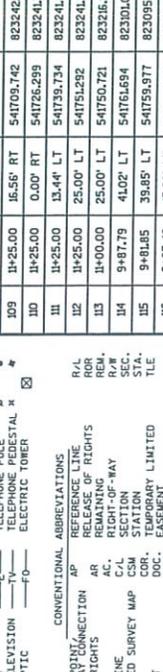
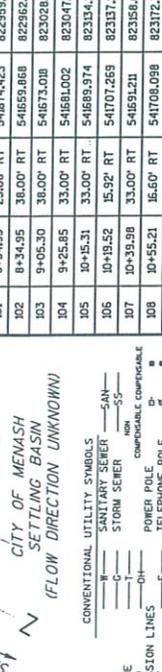
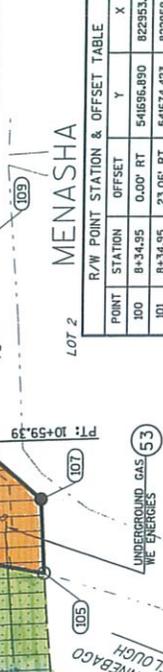
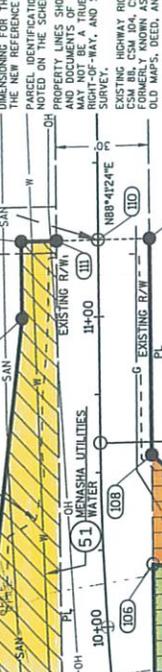
COURSE	BEARING	DISTANCE
101-121	N74°05'34"E	113.94'
101-106	N88°38'57"E	66.67'
105-105	S10°03'23"W	17.57'
105-104	SEE CURVE TABLE	
104-103	S87°05'04"W	20.50'
103-102	SEE CURVE TABLE	
102-101	N13°00'02"W	14.94'
101-100	N07°19'35"W	13.44'
101-12	N07°19'35"W	13.44'
102-103	S08°42'24"W	25.00'
103-104	N84°33'35"W	15.63'
104-105	N07°19'35"W	15.00'
105-106	N07°19'35"W	15.00'
106-107	S74°05'34"E	58.07'
107-108	N07°19'35"W	15.56'
108-109	N07°19'35"W	15.56'
109-100	N07°19'35"W	15.56'

EXCEPTION COURSE TABLE

COURSE	BEARING	DISTANCE
101-120	N83°00'43"W	60.08'
120-119	N74°05'34"E	158.07'
119-118	S13°41'06"E	15.00'
118-117	S09°17'58"E	6.27'
117-116	S88°38'57"W	34.85'
116-115	N15°54'26"W	15.00'
115-114	N74°05'34"E	36.49'

R/W POINT STATION & OFFSET TABLE

POINT	STATION	OFFSET	Y	X
100	8+34.95	0.00' RT	54856.890	822953.810
101	8+34.95	23.06' RT	54874.423	822959.002
102	8+34.95	38.00' RT	54859.868	822962.332
103	9+05.30	38.00' RT	54873.000	823028.984
104	9+25.85	33.00' RT	54858.102	823047.869
105	10+15.31	33.00' RT	54889.974	823184.859
106	10+19.52	15.32' RT	54701.269	82337.226
107	10+39.98	33.00' RT	54891.210	82358.058
108	10+55.21	15.56' RT	54708.088	82372.384
109	10+25.00	15.56' RT	54708.742	823242.092
110	10+25.00	0.00' RT	54726.299	823241.173
111	10+25.00	13.44' LT	54735.734	823241.406
112	10+25.00	25.00' LT	54751.292	823241.442
113	11+00.00	25.00' LT	54750.721	82326.148
114	9+87.79	41.02' LT	54761.694	82330.040
115	9+84.85	39.85' LT	54759.977	82309.004
116	9+83.48	15.99' LT	54736.373	82308.879
117	9+49.29	18.91' LT	54735.551	82306.037
118	9+47.05	33.74' LT	54748.977	82305.926
119	9+85.64	55.86' LT	54776.279	82307.488
120	8+34.94	37.02' RT	54736.557	822945.475
121	9+50.13	11.32' RT	54705.650	823068.575



CONSTRUCTION PROJECT NUMBER
 4992-01-71

FEDERAL PROJECT NUMBER
 4992-01-00

PLAT OF RIGHT-OF-WAY REQUIRED FOR
 CITY OF MENASHA, THIRD ST
 LAKE WINNEBAGO SLOUGH & APPROACHES

LOCAL ROAD
 WINNEBAGO COUNTY

SHEET TOTAL
 NUMBER SHEETS
 4.01 1

DATE
 12/04/2015

CONSTRUCTION PROJECT NUMBER
 4992-01-71

FEDERAL PROJECT NUMBER
 4992-01-00

PLAT OF RIGHT-OF-WAY REQUIRED FOR
 CITY OF MENASHA, THIRD ST
 LAKE WINNEBAGO SLOUGH & APPROACHES

LOCAL ROAD
 WINNEBAGO COUNTY

SHEET TOTAL
 NUMBER SHEETS
 4.01 1

DATE
 12/04/2015

DATE
 12/04/2015