

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 2, 2015
6:30 PM
or immediately following the Common Council**

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [January 19, 2015](#)
- D. DISCUSSION / ACTION ITEMS
 - 1. [Recommendation to Award – 2015 Water Main Reconstruction Project M0002-940733; Donald Hietpas & Sons, Inc.; \\$618,358.50; \(Menasha Utilities\)](#)
 - 2. [Request to Allow Overnight Parking on the West Side of Elm Street from Nicolet Boulevard to Keyes Street during the Period of April 1 through October 31 \(Ald. Nichols\)](#)
- 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 19, 2015
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Sevenich at 7:23 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, DPW Radtke, CDD Keil, ASD Steeno, PHD McKenney, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [January 5, 2015](#)

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

Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. [Preliminary Resolution R-3-15 Declaring Intent to Exercise Special Assessment Powers under Section 66.0703 Wisconsin Statutes \(Southfield West, Nature's Way, Province Terrace, Barker Farms Estates #6, River Lea Court\)](#)

DPW Radtke explained this is the City's notice of their intent to levy special assessments to property owners for street improvements for the streets listed in accordance to plans and specifications outlined in the resolution.

Moved by Ald. Taylor, seconded by Ald. Englebert to recommend to Common Council Preliminary Resolution R-3-15 Declaring Intent to Exercise Special Assessment Powers under Section 66.0703 Wisconsin Statutes (Southfield West, Nature's Way, Province Terrace, Barker Farms Estates #6, River Lea Court)

Motion carried on roll call 8-0.

E. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Keehan to adjourn at 7:26 p.m.

Motion carried on voice vote.

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



321 Milwaukee Street • P.O. Box 340 • Menasha, WI 54952-0340 www.menashautilities.com

MEMORANDUM

TO: Mark Radtke, Director
Public Works

FROM: Melanie Krause, General Manager
Tim Gosz, Water Plant Supervisor

DATE: January 28, 2015

SUBJECT: Recommendation for Award

At the Regular Meeting on January 28 the Menasha Utilities Commission passed a motion for the Board of Public Works to recommend to the Common Council authorization of award of the 2015 Water Main Reconstruction project contract M0002-940733 to the low bidder, Donald Hietpas & Sons, Inc., in the amount of \$618,358.50. This project is for water main replacement on Manitowoc, Lincoln, Ida, Broad, Seventh and Water Streets. This is a budgeted project.

Copies of supporting documents are enclosed.

McMAHON

ENGINEERS ARCHITECTS

January 22, 2015

Melanie Krause
Menasha Utilities
321 Milwaukee Street
Menasha, WI 54952

Re: Menasha Utilities
2015 Water Main Reconstruction
Letter of Recommendation
McM. No. M0002-940733

On January 22, 2015, bids were received at the Menasha Utilities office for the above referenced project. Nine bids were received, ranging in price from \$618,358.50 to \$870,579.75 (bid tabulation enclosed).

Based upon the bids received, we recommend awarding Contract M0002-940733 to the low bidder, Donald Hietpas and Sons, Inc. in the amount of \$618,358.50.

If you agree with our recommendation, please date and sign the enclosed Notices of Award, and return all copies to our office for incorporation into the contract documents.

If you have any questions, please feel free to contact me.

Very truly yours,

McMAHON



Jennifer Schaff

Jennifer L. Schaff, P.E.
Project Engineer

JLS:jlh

Enclosures: Notice of Awards (3 copies each)
Bid Tabulation

SECTION 00 51 00.00

NOTICE OF AWARD

Dated: _____

To: Donald Hietpas and Sons, Inc.
1450 East North Avenue
P.O. Box 166
Little Chute, WI 54140

Contract No. M0002-940733

Project: 2015 WATER MAIN RECONSTRUCTION
MENASHA UTILITIES | CITY OF MENASHA
Winnebago County, Wisconsin

You are notified that your Bid, dated January 22, 2015 for the above Contract has been considered. You are the apparent successful Bidder and have been awarded a Contract for the 2015 Water Main Reconstruction for Menasha Utilities, Winnebago County, Wisconsin.

The Contract Price of your contract is Six Hundred Eighteen Thousand Three Hundred Fifty Eight & 50/100 Dollars (\$618,358.50)

You must comply with the following conditions precedent within 15-days of the date of this Notice of Award, that is by _____.

1. You must deliver to the OWNER three (3) fully executed counterparts of the Agreement including all the Contract Documents.
2. You must deliver with the executed Agreement the Contract Security (bonds), as specified in the Instructions to Bidders, General Conditions (Paragraph 5.1) and Supplementary Conditions.
3. You must deliver Insurance Certification complying with the General Conditions and Supplemental Conditions of the Contract Documents.

Failure to comply with these conditions within the time specified will entitle OWNER to consider your Bid abandoned, to annul this Notice of Award and to declare your Bid Security forfeited.

One (1) fully signed counterpart of the Agreement, with the Contract Documents attached, will be returned to you within 15-days after you comply with the above noted conditions.

MENASHA UTILITIES | Winnebago County, Wisconsin

(authorized signature)

(title)

Witness: _____

- (a) The north side of Second Street from a point one hundred ninety-five (195) feet west of Appleton Street to a point two hundred eighty-five (285) feet west of Appleton Street.
- (b) The east side of Ida Street from the intersection of Ninth Street to a point Three hundred and fifty (350) feet north of Ninth Street.
- (c) The south side of Sixth Street from a point Fifteen (15) feet east of Tayco Street to a point Two Hundred Twenty (220) feet east of Tayco Street.
- (d) The north side of Sixth Street from a point Fifty (50) feet east of Walbrun Street to a point One Hundred Forty (140) feet east of Walbrun Street.
- (e) The east side of Ice Street from a point Thirty (30) feet north of First Street to a point One Hundred Twenty (120) feet north of First Street.
- (f) The north side of 5th Street from a point One Hundred Forty (140) feet west of DePere Street to a point Two Hundred Seventy-five (275) feet west of DePere Street.
- (g) The east side of Appleton Road from a point Ninety (90) feet south of Jefferson Street to a point Two Hundred Twenty (220) feet south of Jefferson Street.
- (h) The east side of Milwaukee Street from a point twenty (20) feet north of the curb line of Seventh Street, to a point three hundred ten (310) feet north between the hours of 7am and 3:30pm, on school days when properly posted.
- (i) The east side of Nassau Street from a point Ninety (90) feet south of Ahnaip Street to a point Two Hundred Sixty (260) feet south of Ahnaip Street.
- (j) The north side of Broad Street from a point One Hundred Thirty-one (131) feet east of Tayco Street to a point Two Hundred Thirty-eight (238) feet east of Tayco Street.
- (k) The north side of Nicolet Blvd. From a point Seventy-five (75) feet east of Washington Street to a point One Hundred Sixty-five (165) feet east of Washington Street.

SEC. 10-1-29 ALL NIGHT PARKING REGULATED.

NIGHT PARKING RESTRICTED. When signs have been erected at or reasonably near the corporate limits of the City as provided in Sec. 349.13, Wis. Stats., no vehicle shall be parked upon any street, avenue, boulevard, or park thereof, in the City between the hours of 2:00 a.m. and 6:00 a.m. without express permission from the Police Department, except as follows:

- (1) Overnight parking will be allowed during the period of April 1 through October 31 on an even-odd basis with the even side parking on even numbered days and the odd side parking on the odd numbered days.
- (2) All current restrictions on streets remain in place; that is, if there is no parking on the even number side of the street now, overnight parking would not be allowed on that side.
- (3) Even-odd shall be construed as the date prior to 12:00 a.m.
- (4) Overnight parking will be allowed during the period of April 1 through October 31 on the south side of Roosevelt Street from Manitowoc Street to London Street, the west and north sides of River Way from Keyes Street to Cleveland Street, the east side of Nassau Street, the west side of Oak Street, the south side of Center Street from the cul du sac to 420 feet east, the west side of Winnebago Avenue from Nicolet Boulevard to Keyes Street, and the west side of Elm Street from Nicolet Boulevard to Keyes Street.
- (5) The even-odd exception shall not apply to the Broad Street cul-de-sac.
- (6) All vehicles parked on City streets must be moved at least once every 72 hours.
- (7) The prohibition against overnight parking shall expire at 5:00 am on the following streets:
 - a. The North side of Water Street from 85 feet West of Tayco Street to Lush Street.
 - b. High Street
 - c. Kaukauna Street from Tayco Street to 180 feet West of High Street

SEC. 10-1-30 PUBLIC PARKING AREAS; PERMITTED PARKING AREAS.

3. Remove from Table –
 - a. “Class B” Liquor and Malt, Menasha Grill Inc, d/b/a Menasha Grill, 204 Main Street, Menasha, Charlie Cross, agent.

Moved by Ald. Nichols, seconded by Ald. Keehan to remove from the table “Class B” Liquor and Malt License Application, Menasha Grill Inc, d/b/a Menasha Grill, 204 Main Street, Menasha, Charlie Cross, agent.

Motion carried on roll call 8-0.

Clerk Galeazzi reported the real estate taxes have not been paid and the business has closed.

Moved by Ald. Nichols, seconded by Ald. Langdon to deny the “Class B” Liquor and Malt License, Menasha Grill Inc, d/b/a Menasha Grill, 204 Main Street, Menasha, Charlie Cross, agent as there are outstanding financial obligations to the City.

Motion carried on roll call 8-0.

- b. Reserve “Class B” Liquor and Malt, Mrs. Fajitas LLC, d/b/a Mrs. Fajitas, 403 Racine Street, Menasha, Francisa Jaimes, agent.

Moved by Ald. Zelinski, seconded by Ald. Keehan to remove from the table Reserve “Class B” Liquor and Malt License Application, Mrs. Fajitas LLC, d/b/a Mrs. Fajitas, 403 Racine Street, Menasha, Francisa Jaimes, agent.

Motion carried on roll call 8-0.

Clerk Galeazzi reported real estate taxes have not been paid. Several attempts to contact the applicant have been made with no response.

General discussion ensued on the status of the business.

Moved by Ald. Taylor, seconded by Ald. Sevenich to hold this item.
Item held.

J. ORDINANCES AND RESOLUTION

1. O-14-14 An Ordinance Amending Title 13, Chapter 1 of the Code of Ordinances (Landscaping Design and Material for Site Plan Requirements) (Introduced by Mayor Merkes) (Recommended by the Plan Commission).

Moved by Ald. Benner, seconded by Ald. Keehan to adopt O-14-14 An Ordinance Amending Title 13, Chapter 1 of the Code of Ordinances (Landscaping Design and Material for Site Plan Requirements).
General discussion ensued on requirements of businesses.

Moved by Ald. Sevenich, seconded by Ald. Taylor to hold this item.
Item held.

2. O-15-14 An Ordinance Amending Title 10, Chapter 1 of the Code of Ordinances (Parking Regulations) (Introduced by Ald. Nichols).

Moved by Ald. Nichols, seconded Ald. Keehan to suspend the rules and take up O-15-14 An Ordinance Amending Title 10, Chapter 1 of the Code of Ordinances (Parking Regulations)

Motion carried on roll call 6-2.

Ald. Nichols, Taylor, Sevenich, Langdon, Keehan, Benner voted yes.

Ald. Zelinski, Englebert voted no.

Moved by Ald. Nichols, seconded by Ald. Keehan to adopt O-15-14 An Ordinance Amending Title 10, Chapter 1 of the Code of Ordinances (Parking Regulations)

General discussion ensued on most of the residents of Elm Street signed a petition to allow overnight parking on west side street; Elm Street is a narrow street with parking issues; test period of the parking regulation.

Moved by Ald. Zelinski, seconded by Ald. Benner to amend to include a sunset date of Oct. 31, 2014.
Motion on amendment carried on roll call 8-0.

Original motion as amended carried on roll call 8-0.

4. Request to Allow Overnight Parking on the West Side of Elm Street from Nicolet Boulevard to Keyes Street During the Period of April 1 through October 31

DPW Radtke explained a petition was submitted requesting overnight parking on the west side of Elm Street from Nicolet Blvd to Keyes Street. Currently parking is only allowed on the west side of Elm Street. The odd/even overnight parking regulation from April 1 through October 31 restricts overnight parking on the west side of Elm Street on odd numbered days. He did receive an objection to allowing the overnight parking on the west side from a resident of Elm Street stating a safety issue as vision will be blocked when pulling out of the driveway and hinders refuse pickup.

General discussion ensued on the other streets that allow overnight parking.

PC Styka commented the City ordinance requires all vehicles to be moved every 72 hours, and this proposal would make enforcement somewhat more difficult.

The following residents addressed the board members:

Dave Hansen, 318 Elm Street. Odd/even overnight parking is confusing. Most properties on Elm Street have short driveway and not enough room to park multiple vehicles.

Patrick Brooks, 305 Elm Street. Residents have called police to report a vehicle parked overnight, may ticket sometimes.

Ron Parsons, 338 Elm Street. Object to allowing overnight parking on west side of Elm Street. Issues with allowing two vehicles down the narrow street at the same time.

Juanita Parsons, 338 Elm Street. Object to allowing overnight parking on west side of Elm Street. The street is narrow. Vehicles are parked in same spot for more than 72 hours. Safety issues with parking across from driveways.

Chairman Sevenich commented the change would need to come in the form of an Ordinance sponsored by an Alderman or Mayor.

5. Recommendation to Submit Ballot Requesting Winnebago County to Refund the Recycling Revenue Surplus of \$77,384.00 to Signing Municipalities Based Upon each Municipality's Actual Tonnage Processed and Sold for Year 2013

DPW Radtke explained Winnebago County is asking each signing municipality to cast a ballot on how to disburse the surplus revenue of \$189,649. There is a deficit to the County of \$112,265 from the Tri-County Single Stream Recycling Facility. To keep tipping cost down, staff is recommending allowing the County to maintain \$112,265 for the deficit and rebate \$77,384 to the signing municipalities.

Moved by Ald. Taylor, seconded by Ald. Englebert to recommend to Common Council To submit ballot requesting Winnebago County to refund the recycling revenue surplus of \$77,384.00 to signing municipalities based upon each municipality's actual tonnage processed and sold for year 2013.

Motion carried on roll call 8-0.