

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

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [February 16, 2015](#)
- D. DISCUSSION / ACTION ITEMS
 - 1. [Expiration of Ninety Day Trial Period for the Removal of Parking along the West Side of DePere Street North of Fifth 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
February 16, 2015
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Sevenich at 7:52 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

EXCUSED: Alderman Langdon

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

C. MINUTES TO APPROVE

1. [February 2, 2015](#)

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

Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. [Change Order – Commonwealth Construction; Project PF 13B-14; ADD: \\$6,103.95; Change Order No. 1 \(Senior Center\)](#)

PHD McKenney reviewed the current project costs and what has been covered by grant funds. A change order in the amount of an additional \$7,454.50 is necessary to fully fund items not included in the original specifications. Items included in the change order are additional excavation costs, cabinetry in the health room and kitchen, lockable closet doors, and carpet tab installation. Fundraising for the project is on-going.

Moved by Ald. Taylor seconded by Ald. Keehan to recommend to Common Council Change Order for Commonwealth Construction, Project PF 13B-14, ADD \$7,454.50, Change Order No. 1 (Senior Center)

Motion carried on roll call 7-0.

2. Update on the Status of a Proposed Parking Ramp in the Broad Street Parking Lot (Ald. Taylor)

DPW Radtke explained staff consented to soil borings in the Broad Street parking lot by the Menasha Hotel site developer to explore the feasibility of a parking ramp being constructed in that area. No proposed ramp location has yet been determined and no City funding was involved with the soil boring work.

3. [Discussion Regarding Downtown Parking Study \(Ald. Taylor\)](#)

General discussion ensued on the downtown parking analysis done in 2013/2014 including commentary on the adequacy of existing parking for a new office development.

E. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Keehan to adjourn at 8:11 p.m.

Motion carried on voice vote.

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



Meeting Notice

At its meeting on October 6, 2014, the Board of Public Works authorized a 90 day trial period to prohibit parking along the west side of DePere Street 25 feet north and south of Fifth Street. That trial period has expired and the Board will be considering action on this item at its meeting on Monday, March 2, 2015.

Found below are the details of the meeting and on the back of this sheet is a copy of the agenda with the item affecting you highlighted in yellow. You are invited to attend this meeting to provide input or just listen to the discussion. If you are unable, or choose not, to attend and would like to provide input please contact your alderman or the Public Works Director, Mark Radtke, whose contact information is found below, beneath the meeting details.

Board of Public Works Meeting
6:30 P.M., Monday, March 2, 2015
Third Floor Council Chambers, Menasha City Hall
140 Main Street
Menasha, WI 54952

Public Works Director: Mark Radtke
 Telephone: 967-3610
 Email: mradtke@ci.menasha.wi.us

CITY OF MENASHA
Board of Public Works
Third Floor Council Chambers
140 Main Street, Menasha
October 6, 2014
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Sevenich at 8:05 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

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

C. MINUTES TO APPROVE

1. September 15, 2014

Moved by Ald. Langdon, seconded by Ald. Taylor to approve minutes.

Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. Street Use Application – Hometown Halloween; Thursday, October 30, 2014; 4:00 PM – 6:00 PM (City of Menasha Farm Fresh Market)

CA/HRD Captain explained for insurance purposes this event is covered under CVMIC as this is a City sponsored event.

Move by Ald. Taylor, seconded by Ald. Englebert to recommend to Common Council Street Use Application for Hometown Halloween, Thursday October 30, 2014, 4:00 p.m. 6:00 p.m. (City of Menasha Farm Fresh Market)

Motion carried on voice vote.

2. Request to Remove Parking Along the West Side of De Pere Street North and South of Fifth Street

DPW Radtke explained over the years there have been a few minor accidents at the intersection of DePere Street and Fifth Street due to limited sight distance because of parking on DePere Street. Staff is recommending a 90 day trial of eliminating two parking stalls on DePere Street, one north of Fifth Street and one south of Fifth Street to help vision clearance.

Move by Ald. Taylor, seconded by Ald. Langdon to conduct a 90 day trial period to prohibit parking along the west side of DePere Street north and south of Fifth Street.

General discussion ensued on how far restrictive parking should be from corners, speed control in that area, special pedestrian crossing.

Moved by Ald. Taylor, seconded by Ald. Langdon to amend to prohibit parking along the west side of DePere Street 25 feet north and south of Fifth Street.

Motion on amendment carried on roll call 7-1. Ald. Sevenich voted no.

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



Memorandum

DATE: October 2, 2014

TO: Board of Public Works

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

RE: Request to Remove Parking along the West Side of DePere Street North and South of Fifth Street

The Police Department recently responded to a minor accident at the corner of Fifth Street and DePere Street. The investigation indicated a contributing factor in the crash was the limited sight distance due to vehicles parked on the west side of DePere Street. Parking is only allowed on the west side of the street in this vicinity and there is high demand for on street parking for St. John Church activities, including five scheduled weekly masses.

Officer Groeschel suggests the elimination of one parking stall on DePere Street both north and south of the existing crosswalks at the intersection. In reviewing the accident history at this intersection, there is not a high volume of crashes, but of the accidents that have occurred, a high percentage of them are right angle accidents which could imply a sight distance issue. Three of those involved left turns from eastbound vehicles on Fifth Street crashing with DePere Street vehicles, with two of those occurring since 2012 (not including the recently reported accident).

With the regular occurrence of parked vehicles along the west side of DePere Street in this location, and the three fairly recent right angle crashes that may have been caused by the lack of vision due to parked vehicles, there is basis to consider elimination of some parking at the intersection. *My recommendation is to conduct a 90 day trial period for the prohibition of parking along the west side of DePere Street 25 feet north and south of Fifth Street.*

Nearby property owners were notified of tonight's meeting.

Enclosure

M:\word\BPW memo re parking on DePere at Fifth_10-2-14.docx

Mark Radtke

From: Christopher Groeschel
Sent: Sunday, September 21, 2014 3:26 PM
To: Tim Styka
Cc: Tim Montour; Mark Radtke
Subject: Parking issue on DePere Street between Fifth and Sixth Streets

Tim, & Tim

Cc Tim Montour

I know this may have been brought up in the past to either one of you, and it was brought up to me again today. I had a crash at DePere St. and Fifth St. with the parking on west side of DePere St. north of Fifth St. being a contributing factor. A parishioner of St. John's expressed concern about the difficulty of crossing DePere St. at Fifth St. after 4:00PM Saturday night mass and 9:00AM Sunday morning mass. This person mentioned a close call of a pedestrian getting struck by vehicle on Easter Vigil mass. Today's incident had driver heading east on Fifth St. and moving out from stop sign little by little with difficulty seeing around parked vehicles. Driver was able to stop, but southbound vehicle was unable to stop before low speed crash occurred.

This parishioner and persons involved in crash express the possibility of backing up the parking along west side of DePere St. in 500blk a full car length to assist in being able to see vehicles coming from the north heading south on DePere St. The parishioner asked if possible to have persons from the church place caution signs in middle of roadway to alert drivers of pedestrians in area (maybe similar to new one on Racine and Broad about crosswalk and pedestrian law). I directed her to alderpersons or engineering department of DPW to see if things could be implemented.

In looking at the intersection, it may be beneficial for elimination of approx. 15 ft more away from crosswalks on both north and south side of Fifth St. on west side of road. This would move the view area wider for possible clearer view. Maybe a sign stating "no parking from here to corner" in both areas. This would eliminate 2 parking spaces in area. Of course, an ordinance change would have to occur. I do not know if D.O.T. needs to be involved as it is a state highway, but I would leave this issue in engineering dept. hands.

Tim Montour,

I know you have helped me with other intersections in city about number of crashes, would it be beneficial to look at stats for DePere St. for both Fifth St. and Sixth St. intersection? Any help would be appreciated.

Thank you both for your time,

Officer Chris Groeschel
CITY OF MENASHA POLICE DEPARTMENT

Patrol Officer and Crisis Intervention Team

Department Ph: 920-967-3500

Voicemail Ph: 920-967-3571

Mark Radtke

From: road2oz@new.rr.com
Sent: Monday, September 22, 2014 10:48 AM
To: Mark Radtke
Subject: 5th Street and DePere Street Intersection Concern

Good Mr. Radtke:

I am a parishioner of St. John Parish located on DePere and 5th Street in Menasha. Yesterday morning after leaving church around 10am, I witness a minor fender bender at the intersection of 5th street and DePere Streets. First of all I think that their needs to be something placed at that intersection to allow parishioners/pedestrians to walk safely across the road. Secondly, I think that their needs to be a no parking sign or something so that cars do not park so close so that cars can make a better judgment in regards to oncoming traffic. Last April, we almost had a parishioner hit at nighttime after our Easter vigil mass due to the traffic not stopping for pedestrians.

If you could please look into this situation and if need be contact the St. John/St. Mary's Business Manager, Steve Siegel(725-7714 x418), if you need further clarification as he is aware of both of these incidences.

Thank you
Maribeth Knutson
330 Bellin Street
Neenah, WI 54956
(920)810-5501

DETAILS OF ACCIDENT HISTORY

PERIOD STUDIED: FROM: TO:	0 MONTHS	ROUTE NUMBER/STREET NAME: Fifth St. LOCATION: at De Pere St. MUNICIPALITY: Menasha REFERENCE MARKERS / NODES:	COUNTY: Winnebago	CASE No. FILE: fifth_depere BY: cr DATE: 10/2/2014
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No.	DATE	TIME	# VEHICLES	SEVERITY	LIGHT COND	ROAD CHA	SURFACE	WEATHER	CONTRIB. FACTORS	ACC. TYPE	ACCIDENT DESCRIPTION	KEY #
1	2/25/1994	10:56		PDO			5	4		RAN	(Friday)	
2	8/8/1994	13:27		PDO			1	2		RAN		
3	6/10/1995	10:21		INJ			2	2		LTRN		
4	6/10/1995	11:00		PDO			2	3		LTRN		
8	4/1/2000	7:45	2	N/R	1	1			80	Back	unit 1 backed into unit 2	
6	11/8/2000	14:02		PDO			1	1		RAN		
5	11/8/2000	14:02		PDO			1	1		RAN		
7	9/24/2001	11:26		INJ			1	2		LTRN		
9	2/1/2006	17:00	1	PDO	3	1	1	2	18	FixO	veh. 1 turned right and struck a fire hydrant, hit and run	
10	8/8/2007	8:08	2	PDO	1	1	1	1	7	Ltrn	veh 2 turned left in front of veh 1, veh 1 hit veh 2	
11	3/16/2008	1:05	2	N/R	4	1	1	1	2 13	Rend	veh 1 passed on right, veh 2 turned right	
12	1/19/2013	17:14	2	INJ	4	1	1	2	7 4 40	Ltrn	veh 1 made a left turn, hit NB veh 2 (Saturday)	
13	3/7/2013	11:50	2	PDO	1	1	1	1	4	Rend	veh 2 stopped for crossing children, veh 1 hit veh 2	
14	3/12/2014	18:01	2	PDO	1	1	1	1	7	Rang	veh 1 stopped at stop sign, then proceeded in front of veh 2 (Wednesday)	

ACCIDENT SUMMARY SHEET

ROUTE: *Fifth St.*

LOCATION: *at De Pere St.*

MUNICIPALITY: *Menasha*

COUNTY: *Winnebago*

TIME PERIOD COVERED: -

REFERENCE MARKERS / NODES

REMARKS: *All Accidents*

DATE: *10/2/2014*

TIME OF DAY	# ACC	%	DIRECTION	# ACC	%	DIRECTION	# ACC	%
6 AM - 10 AM	2	14.3%	North	5	20.0%	Northeast	0	0.0%
10 AM - 4 PM	8	57.1%	South	10	40.0%	Northwest	1	4.0%
4 PM - 7 PM	3	21.4%	East	3	12.0%	Southeast	1	4.0%
7 PM - 12 AM	0	0.0%	West	4	16.0%	Southwest	1	4.0%
12 AM - 6 AM	1	7.1%	Total	25		Unspecified	0	0.0%
Unspecified	0	0.0%						
Total	14							

WEATHER	# ACC	%	ACCIDENT TYPE	# ACC	%	ACCIDENT TYPE	# ACC	%
Clear	6	42.9%	Rear End	2	14.3%	Pedestrian	0	0.0%
Cloudy	5	35.7%	Overtake	0	0.0%	Bicycle	0	0.0%
Rain	1	7.1%	Right Angle	5	35.7%	Parked Vehicle	0	0.0%
Snow	1	7.1%	Left Turn	5	35.7%	Backing	1	7.1%
Sleet/Hail/Freezing Rain	0	0.0%	Right Turn	0	0.0%	Run Off The Road	0	0.0%
Fog/Smog/Smoke	0	0.0%	Fixed Object	1	7.1%	Animal	0	0.0%
Unspecified	1	7.1%	Head On	0	0.0%	Other	0	0.0%
			Sideswipe	0	0.0%	Unspecified	0	0.0%
Total	14		Total	14				

SURFACE	# ACC	%
Dry	10	71.4%
Wet	2	14.3%
Mud/Slush	1	7.1%
Snow/Ice	0	0.0%
Unspecified	1	7.1%
Total	14	

ACCIDENT SEVERITY	# ACC	%
Fatal	0	0.0%
Injury	3	21.4%
Property Damage	9	64.3%
Non-Reportable	2	14.3%
Total	14	

TIME OF YEAR	# ACC	%
Winter (Dec-Feb)	3	21.4%
Spring (Mar-May)	4	28.6%
Summer (Jun-Aug)	4	28.6%
Fall (Sep-Nov)	3	21.4%
Total	14	

TYPE OF VEHICLE	# ACC	%
Passenger Cars	12	92.3%
Commercial Vehicles	1	7.7%
Total	13	

DAY OF WEEK	# ACC	%
Sunday	1	7.1%
Monday	2	14.3%
Tuesday	2	14.3%
Wednesday	4	28.6%
Thursday	1	7.1%
Friday	1	7.1%
Saturday	3	21.4%
Total	14	

LIGHT CONDITION	# ACC	%
Daylight	4	28.6%
Dawn/Dusk	1	7.1%
Night	2	14.3%
Unspecified	7	50.0%
Total	14	

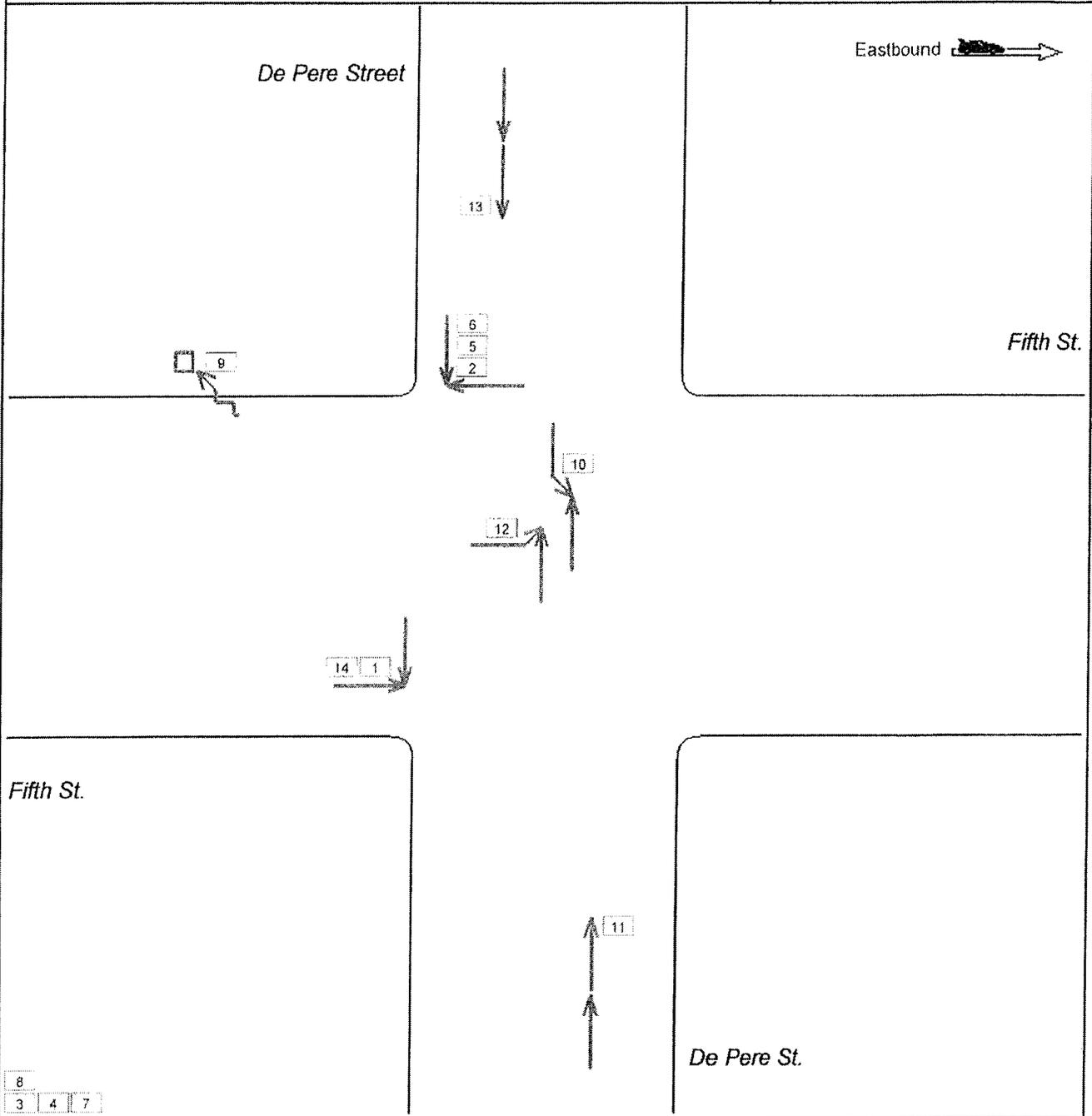
SUMMARY OF ACCIDENT SEVERITY BY YEAR:

Fatal Accidents	0
Injury Accidents	0
Property Damage Accidents	0
Non-Reportable Accidents	0
Total Accidents	0

COLLISION DIAGRAM

Key Number =

MUNICIPALITY: <u>Menasha</u>	COUNTY: <u>Winnebago</u>	FILE: <u>fifth depere</u>
INTERSECTION: <u>Fifth St.</u>		CASE # : _____
PERIOD: <u>0</u> YEARS <u>0</u> MONTHS	FROM _____ TO _____	BY: <u>cr</u> DATE: <u>10/2/2014</u>



SYMBOLS		MANNER OF COLLISION	
→	MOVING VEHICLE	→→	REAR END
↘	TURNING VEHICLE	↘↘	LEFT TURN
↔	BACKING VEHICLE	↘↘	LEFT TURN
▭	PARKED VEHICLE	→→	OVERTAKE
999	RECORD NUMBER	↘↘	OUT OF CONTROL
P	PEDESTRIAN	↔↔	HEAD ON
B	BICYCLIST	↘↘	RIGHT TURN
A	ANIMAL	↘↘	RIGHT TURN
▭	FIXED OBJECT	↘↘	RIGHT ANGLE
☒	Fatal	↘↘	SIDE SWIPE