

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
November 2, 2009
6:45 PM
or immediately following the Administration Committee

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [October 19, 2009](#)
- D. ACTION ITEMS
 - 1. [Street Use Application – Festival Foods Turkey Trot; Thursday, November 26, 2009; 7:00 AM – 10:00 AM](#)
 - 2. [Request to Install Crosswalk on Garfield Avenue at Mondri Akrosil LLC](#)
 - 3. [Request to Install Crosswalk on Nassau Street at Nicolet Elementary School](#)
- 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
October 19, 2009
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Taylor at 7:12 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Ald. Englebert, Benner, Roush, Taylor, Wisneski, Pack, Hendricks, Zelinski
ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Stanke, CDD Keil, C/T Stoffel,
PRD Tungate, PWS Jacobson, Clerk Galeazzi, and the Press.

C. MINUTES TO APPROVE

1. [October 5, 2009](#)

Moved by Ald. Zelinski, seconded by Ald. Wisneski, to approve minutes.
Motion carried on voice vote.

D. ACTION ITEMS

1. [O-19-09 – An Ordinance Relating to All Night Parking Regulated, Prohibited Parking and Two Hour Parking Regulated. \(Introduced by Ald. Wisneski\) \(Held 10/5/09\)](#)

PC Stanke explained the Parking Committee discussed the parking situation around the Marina. The Parking Committee endorsed the amendment of adding allowing parking for more than two consecutive hours on the south side of Center Street from the cul de sac to 420 feet east.

Chairman Taylor asked Harbormaster Diane Schabach to speak.

Harbormaster Schabach explained many boaters spend the weekends on their boat. Therefore there is a demand for overnight parking in the Marina area. Allowing overnight parking on all of Center Street would help the extra parking needs.

Discussion ensued on the clarification of the parking on Center Street. This ordinance makes no significant change in the current parking. Overnight parking on Center Street is currently allowed. It falls under the same even/odd parking schedule as enforced throughout the rest of the City. This has not been enforced on Center Street for past few years making boaters think overnight parking on both sides of Center Street had been allowed. Other parking options for boaters were discussed.

Moved by Ald. Zelinski, seconded by Ald. Englebert to recommend approval to Common Council

Motion carried on voice vote

E. ADJOURNMENT

Moved by Ald. Pack, seconded by Ald. Wisneski to adjourn at 7:40 p.m.
Motion carried on voice vote.

Respectfully submitted by
Deborah A. Galeazzi, WCMC
City Clerk



STREET USE APPLICATION

Sponsored by: FESTIVAL FOODS TURKEY TROT

Responsible Person: JOHN MORY RACE DIRECTOR

Address: CORPORATE OFFICES
2276 W. MASON ST.

Phone: GREEN BAY, WI 54303

Email Address: JOHN@NETNET.NET

Street Use Date:	<u>11-26-09</u>
Start Time:	<u>7:00 AM</u>
End Time:	<u>10:00 AM</u>
Number of Units:	<u>EST. 5</u>

Street Route: (Attach Map) RACE DIRECTOR FESTIVAL / NICK ARLT

Description of Use PH # 606-3216 PH# 496-2960

2 MILE RUN/WALK; 5 MILE RUN

Liability Insurance has been secured in the amount of \$ 3,000,000 with the City of Menasha named as the additional insured.

Insurance Company AXIS INSURANCE COMPANY Policy No. AX6L02100
182-09

(Attached is a copy of the insurance certificate).

Date: 10-26-09 Applicant's Signature: [Signature]

Permit Fee: Each application for a Street Use Permit shall be accompanied by a fee of Twenty-Five Dollars (\$25.00). Make checks payable to City of Menasha. See highlighted portion of the attached City of Menasha Municipal Code.

CE# 8451

Note to events planning to use City Parks and/or greenspace: Any multi-day event or event which plans to sell beer and/or wine to the public must appear before the Parks and Recreation Board.

TO BE COMPLETED BY CITY STAFF

Scheduled Park & Recreation Board Review Date: _____

Not Required: _____ Approved: _____ Denied: _____

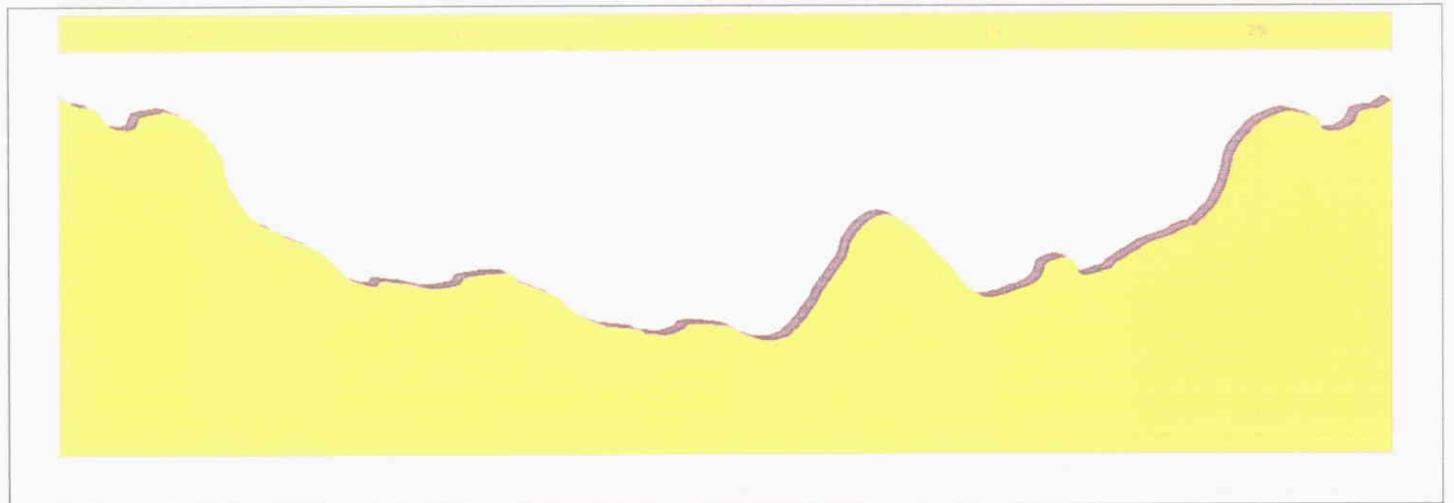
Scheduled Common Council Review Date: 11/16/09

Approved: _____ Denied: _____

APPROVAL:

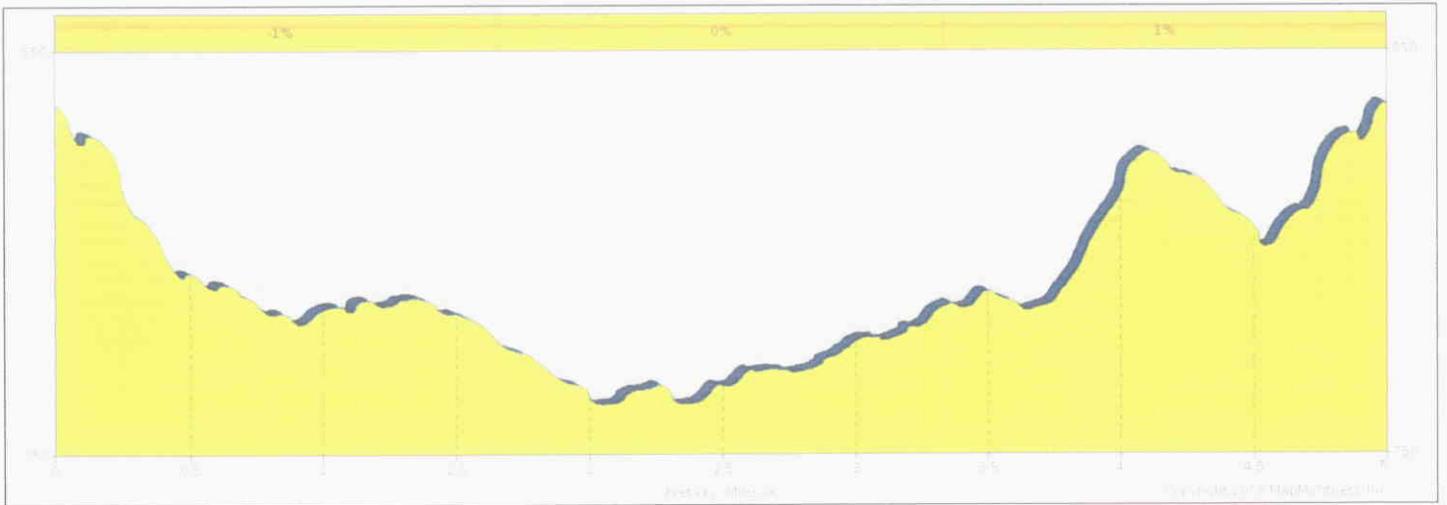
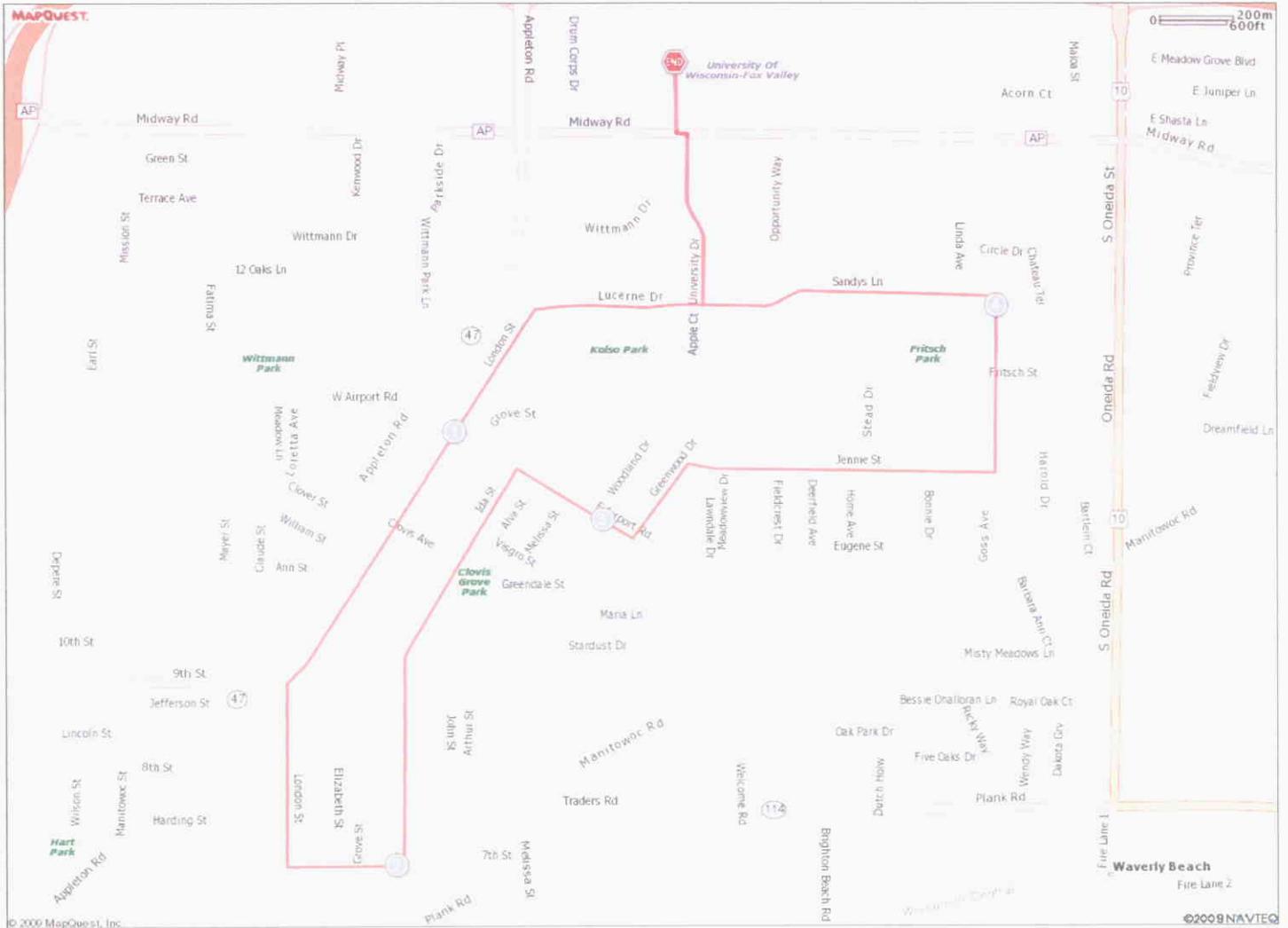
Police Dept. [Signature] Fire Dept. [Signature] Public Works Dept. MR City Attorney AC

ROUTE DESCRIPTION:
No Description Provided



2-Mile

ROUTE DESCRIPTION:
 No Description Provided



5-Mile

Policy Holder: USA Track & Field, Inc.
Policy #: AXGL02100182-09

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – CERTIFICATE HOLDERS

This endorsement modifies insurance provided under the following:
COMMERCIAL GENERAL LIABILITY COVERAGE PART

SECTION II – WHO IS AN INSURED is amended to include any Certificate Holder, identified as an additional insured on a Certificate of Insurance issued by American Specialty Insurance & Risk Services, Inc dba A S I R.S.I Insurance Agency, American Specialty Insurance & Risk Services Agency, and A S Insurance & Risk Services Agency, but only for liability arising out of the negligence of the named insured.

The limits of insurance applicable to these additional insureds are the lesser of the policy limits or those limits specified in a contract or agreement. These limits are inclusive of and not in addition to the limits of insurance shown in the declarations.

All other terms and conditions remain unchanged



Memorandum

DATE: October 29, 2009

TO: Board of Public Works

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

RE: Request to Install Crosswalk on Garfield Avenue at Mondri Akrosil LLC

Attached is a request from the Safety Coordinator of Mondri Akrosil requesting a crosswalk be installed across Garfield Avenue connecting the main office employee entrance to the employee parking lot. The request is being made as a safety concern for the employees mainly due to the existence of truck parking along both sides of Garfield Avenue in the vicinity of the crossing point.

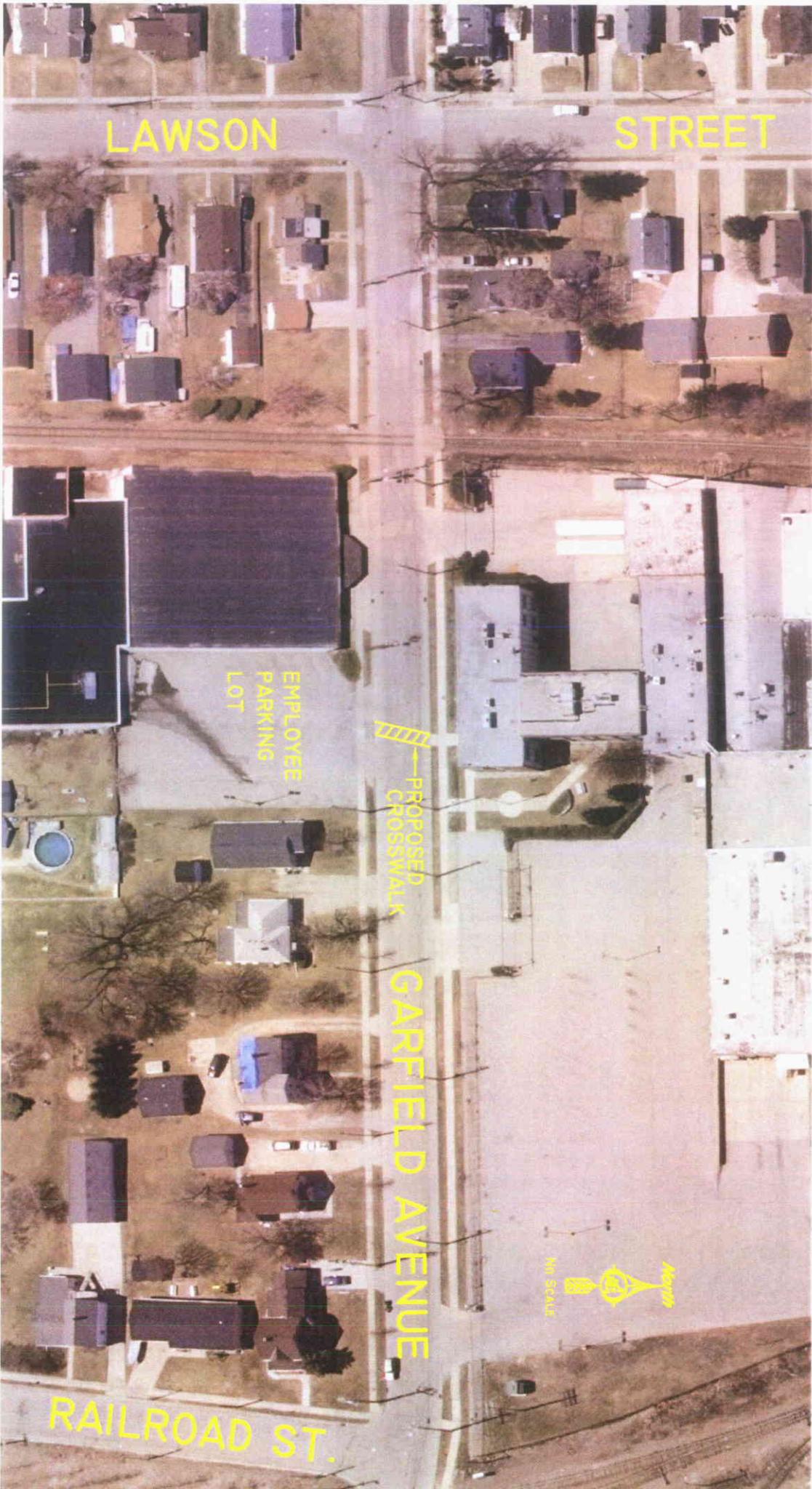
Regarding mid block pedestrian crossings, the American Association of State Highway and Transportation Officials (AASHTO) provides for their use at appropriate locations and with the proper warning signs and parking conditions. In this case, the location of the requested crosswalk is at an appropriate location, given the distance from adjacent intersections and the focal point of the employee crossing area. In my opinion, however, the combination of relatively minor Garfield Avenue traffic volumes and limited number of employees parking in this lot do not warrant a mid block crosswalk. The average daily traffic on Garfield Avenue is 1,500 vehicles per day and the number of employees using this parking lot is approximately 45.

The request cites the frequent parking of trucks along both sides of Garfield Avenue in this vicinity. I do think this creates a safety concern for the employees crossing at this location due to restricted sight lines for both the pedestrian and the motorist. I would recommend the parking issue be referred to the Parking Committee for consideration of prohibiting parking in the immediate vicinity of the area at which employees cross Garfield Avenue.

I recommend the Board deny the request for a crosswalk at this location but forward the parking issues to the Parking Committee. If the crosswalk were authorized, I estimate the cost of the necessary curb replacement, walk ramp installation, signs and pavement marking to be \$1,050.

Attachments

10/29/09 10:58 AM - Board of Public Works request to install crosswalk



LAWSON STREET

STREET

EMPLOYEE
PARKING
LOT

PROPOSED
CROSSWALK

GARFIELD AVENUE

RAILROAD ST.

NO SCALE

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

From: Tousey Michael (US, Menasha) [mailto:michael.tousey@mondigroup.com]

Sent: Friday, October 09, 2009 6:20 AM

To: Mark Radtke

Subject: Mond Akrosil LLC Request for Cross Walk Across Garfield Avenue

Dear Mr. Radtke,

I would like to thank you for the opportunity to talk with you about the safety concern we have at our facility.

Please accept this email as an official request to install a cross walk across Garfield Avenue from our parking lot on the South side of Garfield Avenue to our main office employee entrance at 206 Garfield Avenue. The parking lot is a 40 stall lot that serves our North America divisional operations for Mond Akrosil LLC. Overall the Menasha facility has approximately 90 employees of which half use this lot for parking.

Our major safety concern is that Garfield Avenue has major truck traffic on it from our facility and mainly from the Graphics Packaging facility to the East of our facility. Their trucks travel down to the West end of Garfield Avenue, turn around and then park along the sides of Garfield pointing East. Often, there are trucks parked down both sides of the street waiting to be serviced by Graphic's Packaging. When trucks are parked along the street, pedestrians from our parking lot have to step out on the street between trucks. We have had a few close calls when employees have stepped into the street and another vehicle was approaching that was not seen. Trucks parking on the street is not the only safety concern. In general, when pedestrian's have to cross a street without a cross walk there is an inherent risk. In this case, Garfield does not have any cross walks near by that make it feasible for employees to use and cross safely.

I am confident you can see the safety issues associated with this situation. If you have any further questions regarding this request please don't hesitate to contact me at the contact numbers below. I would be glad to show you in person our concerns.

Sincerely,

Mike Tousey

Safety, Health & Environmental Coordinator, Menasha & Lancaster
Maintenance Manager, Menasha
Mondi Akrosil, LLC
Coatings

Mondi

206 Garfield Avenue, P.O. Box 8001
Menasha, WI 54952-8001, United States
Telephone: +1-920-729-5303
Fax: +1-920-722-3819
Mobile: +1-920-378-4065
Email: michael.tousey@mondigroup.com
www.mondigroup.com

This e-mail as well as any files transmitted with it is confidential and may well contain information which is legally privileged. It is intended solely for the use of the individual or the entity to whom it is addressed. If you are not the intended recipient of this e-mail, you are hereby on notice of this status. Any disclosure, copying, distribution, dissemination or publication of the information contained therein is strictly prohibited, unless you have been permitted thereto by the sender, and might be a breach of confidence. If you are not the intended recipient, please return this e-mail immediately to the sender and then delete this message from your system. The sender is not liable for the proper transmission of this information nor for any delay in its receipt.



Memorandum

DATE: October 29, 2009

TO: Board of Public Works

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

RE: Request to Install Crosswalk on Nassau Street at Nicolet Elementary School

Attached is a request from the Principal of Nicolet School requesting a crosswalk be installed across Nassau Street connecting the playground to the school parking lot. The request is being made as a safety concern and to reflect the actual walking pattern of the students/pedestrians.

Regarding mid block pedestrian crossings, the American Association of State Highway and Transportation Officials (AASHTO) provides for their use at appropriate locations and with the proper warning signs and parking conditions. In this case, because the requested crosswalk is located less than 100 feet from the intersection with Ahnaip Street and the proposed crosswalk also would be immediately adjacent to the driveways for the playground and the school parking lot, I do not think this is an appropriate, safe location for the crosswalk. Also, school bus parking and on street parking exists along the east side of Nassau Street which may impair adequate visibility for the motorists approaching the crosswalk.

Due to the proximity to the Ahnaip Street intersection, and because non intersection pedestrian crossings are generally unexpected by motorists, I think installing a crosswalk at the requested location may actually increase the safety hazard of the crossing. Motorists turning left from Ahnaip Street onto Nassau Street may not have sufficient visibility to the crosswalk and also, because of the shallow angle of that turning movement, may be traveling at speeds that are higher than what could be deemed safe in this situation.

Because of these safety concerns, I recommend the Board deny the request for a crosswalk at this location. If the crosswalk were authorized, I estimate the cost of the necessary curb replacement, walk ramp installation, signs and pavement marking to be \$1,050.

Attachments

Request to Install Crosswalk on Nassau Street at Nicolet Elementary School

AHNAIP STREET

NASSAU STREET

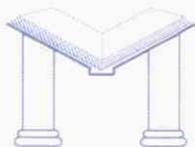
PROPOSED
CROSSWALK



North



SCALE 1"=30'



Menasha Joint School District

Nicolet Elementary School

449 Ahnaip Street
Menasha, WI 54952
Ph: (920) 967-1710
www.mjsd.k12.wi.us

10/26/2009

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

Dear Mark:

Please consider this as a formal request to make a crosswalk on Nassau Street that connects the playground at Nicolet School to the Nicolet School parking lot across the street from the playground.

This is my second year as principal and I am amazed that we have not had an accident as of yet. The crosswalk that is supposed to be used at the corner of Ahnaip and Nassau is rarely used because it does not meet the needs of people whose purpose is to be at the school. The crosswalk is used only by students who walk home south on Ahnaip.

Most of our students are picked up at the end of the day. At the end of the school day (3:15) parents are parked in the parking lot waiting for children and cars are lined up about 15 deep along Nassau Street. Children cross the street from the playground—and there is no crosswalk. Even though I have two supervisors outside at the end of the day, parents call their children to cross the street illegally. Supervision has not stopped the students crossing the street mid-block.

I believe crosswalks should reflect the natural walking pattern of pedestrians. In this case, the crosswalk available to the students at Nicolet does not work. I have watched to see who uses the crosswalk when they park in the parking lot-virtually no one uses the crosswalk. Even police and fire department personnel cross in the middle of the street to get to Nicolet School.

The location of the new crosswalk would be 100 feet from the northeast corner of the crosswalk and 53 feet from the southwest corner of the same crosswalk. (Please recall that Ahnaip and the cross streets are angled.)

Thank you for your consideration regarding this proposal.

Sincerely,

Susan Werley
Principal