

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
April 17, 2012
7:00 PM
or immediately following the Administration Committee
AGENDA**

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [April 2, 2012](#)

D. ACTION ITEMS

1. Election of Chairman
2. Election of Vice-Chairman
3. [Application for City of Menasha Deferred Assessment Policy, First Addition to Lake Park Heights, Winnebago Investments, LLC \(Van's Realty & Construction\) in the amount of approximately \\$530,000](#)
4. [Application for City of Menasha Deferred Assessment Policy, Second Addition to Southfield, Van's Realty & Construction in the amount of approximately \\$300,000](#)
5. [Request for extension of sanitary sewer from Southfield Subdivision to Second Addition to Southfield in the amount of approximately \\$33,000 \(to be paid from TID #9, Amendment #1 Project Plan proceeds\)](#)

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
April 2, 2012
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Klein at 7:58 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Zelinski, Benner, Klein, Taylor, Sevenich, Krueger

EXCUSED: Aldermen Langdon and Englebert

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, FC Auxier, DPW Radtke, CDD Keil, C/T Stoffel,

C. MINUTES TO APPROVE

1. [March 19, 2012](#)

Moved by Ald. Krueger, seconded by Ald. Zelinski to approve minutes.

Motion carried on voice vote.

D. ACTION ITEMS

1. [Change Order - Terra Engineering & Construction Corporation; City of Menasha Wastewater Collection System Rehabilitation Improvements, Phase 4 Project; Sanitary Sewer Rehabilitation; Contract E124-11-01A; 60-Day Time Extension to Complete Punch List Items and Provide Project Close-Out Documentation \(Change Order No. 5\)](#)

DPW Radtke explained this is a second extension for this project. This project is covered under the Clean Water Fund and a time extension is required to complete project closeout documentation.

Moved by Ald. Krueger, seconded by Zelinski to recommend to Common Council approval of the change order

Motion carried on voice vote.

2. [Payment – Terra Engineering & Construction Corporation; City of Menasha Wastewater Collection System Rehabilitation Improvements, Phase 4 Project; Sanitary Sewer Rehabilitation; Contract E124-11-01A; \\$12,489.75 \(Payment No. 3\)](#)

Moved by Ald. Krueger, seconded by Ald. Zelinski to recommend to Common Council payment to Terra Engineering & Construction Corp.

Motion carried on roll call 6-0.

3. [Tabulation of Proposals for Wayfinding Signage](#)

DPW Radtke explained the proposals received for the manufacture and supply of the wayfinding signs. The proposals will need to be reviewed by the Fox Cities Convention and Visitors Bureau for conformance to prescribed standards. Installation of the signs will be done by City staff.

E. ADJOURNMENT

Moved by Ald. Krueger, seconded by Ald. Zelinski to adjourn at 8:10 p.m.

Motion carried on voice vote.

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



Memorandum

To: Board of Public Works
From: Greg Keil, CDD *gk*
Date: April 12, 2012
RE: Application for Deferred Assessment -First Addition to Lake Park Heights, Second Addition to Southfield and Related Matters

Earlier this year I had conversations with Jerry Haen of Van's Realty and Construction about the development of the two above-referenced parcels in which he has an ownership interest. This led to a request for the use of the City of Menasha deferred assessment policy to enable the use of city borrowing to fund the public infrastructure within the two development areas. He has since engaged McMahon and Associates to put together cost estimates for the infrastructure installation, which amounts to approximately \$530,000 for the First Addition to Lake Park Heights, and \$300,000 for the Second Addition to Southfield, respectively. Preliminary layouts of the two areas are attached.

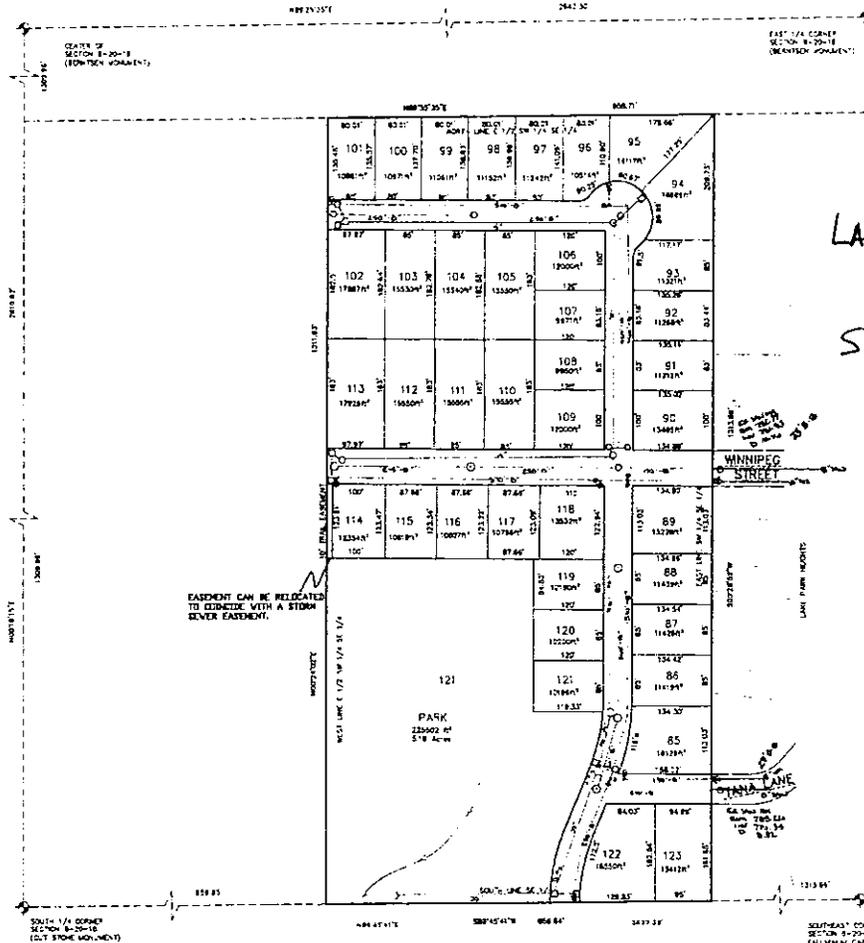
I received written applications for the funds in February, and I hope to have revised requests from Van's based on the recently generated cost estimates from McMahon and Associates available for Monday's meeting.

In addition, Van's has requested that the city fund the construction of approximately 800' of sanitary sewer main from the Southfield subdivision to the Second Addition to Southfield site. This extension is necessary because sewer cannot be extended from the adjacent First Addition to Southfield due to topography. The cost for that extension will be approximately \$33,000. A copy of that request is attached.

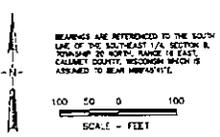
To fulfill these requests, the city would need to borrow from the State Trust Fund Loan program for the infrastructure installation. These funds would be repaid to the city from special assessments on the benefitting properties. Repayment would occur as lots are sold, but all funds would be due and payable to the city at the end of ten years per the terms of the deferred assessment policy.

The 800' sanitary sewer extension was identified as a project in TID # 9 Project Plan and Boundary Amendment #1, which was approved in 2006. This extension is necessary because parcels east of the Southfield Subdivision cannot be served by the sanitary sewer collection system in Manitowoc Road because it is not deep enough to serve the parcels in question by gravity. The proposed extension will also be able to serve new development farther to the east.

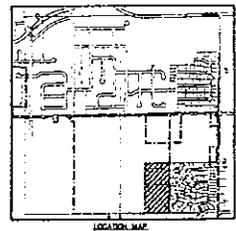
CONCEPT REVIEW
FIRST ADDITION TO LAKE PARK HEIGHTS
 ALL OF THE EAST 1/2 OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 8,
 TOWNSHIP 20 NORTH, RANGE 18 EAST, CITY OF MENASHA, CALUMET COUNTY, WISCONSIN



LAKE PARK
 HEIGHTS
 SUBDIVISION
 50'x150'x75'x50'
 105'x110'x35'x55'
 -660'



OWNERS & DEVELOPERS:
 - BRUNSWICK INVESTMENTS, LLC
 - C/O ALAN P. SMITH
 - 4001 W. 151ST
 - 217 E. PACIFIC STREET
 - APPLETON, WISCONSIN 54912
 - PHONE (920) 831-4000



- LEGEND**
- ◊ - CERTIFIED LAND CORNER CALUMET COUNTY
 - DOTTED LINE - EXISTING GROUND CONTOURS
 - DASHED LINE - UTILITY EASEMENT (NOT UNLESS NOTED)

McMAHON
 ENGINEERS ARCHITECTS
 1415 W. MICHIGAN STREET, MENASHA, WI 54951
 PHONE (920) 831-1100 FAX (920) 831-1101
 WWW.MCMAHON.COM

THIS INSTRUMENT DRAFTED BY: JLS



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Date: April 12, 2012
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I received written applications for the funds in February, and I hope to have revised requests from Van's based on the recently generated cost estimates from McMahon and Associates available for Monday's meeting.

In addition, Van's has requested that the city fund the construction of approximately 800' of sanitary sewer main from the Southfield subdivision to the Second Addition to Southfield site. This extension is necessary because sewer cannot be extended from the adjacent First Addition to Southfield due to topography. The cost for that extension will be approximately \$33,000. A copy of that request is attached.

To fulfill these requests, the city would need to borrow from the State Trust Fund Loan program for the infrastructure installation. These funds would be repaid to the city from special assessments on the benefitting properties. Repayment would occur as lots are sold, but all funds would be due and payable to the city at the end of ten years per the terms of the deferred assessment policy.

The 800' sanitary sewer extension was identified as a project in TID # 9 Project Plan and Boundary Amendment #1, which was approved in 2006. This extension is necessary because parcels east of the Southfield Subdivision cannot be served by the sanitary sewer collection system in Manitowoc Road because it is not deep enough to serve the parcels in question by gravity. The proposed extension will also be able to serve new development farther to the east.

IDENTICAL

FIRST ADDITION
TO SOUTHFIELD
SUBDIVISION

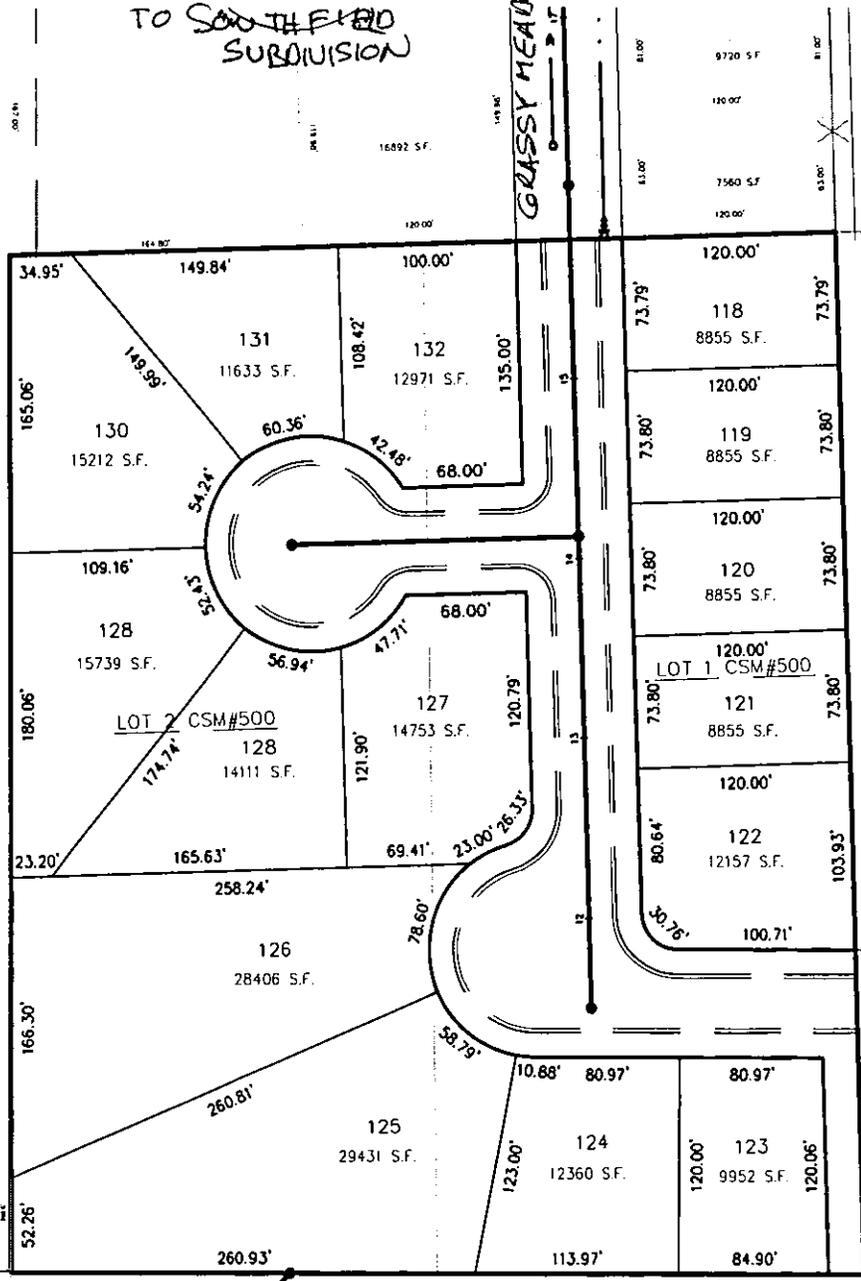
GRASSY MEADOW LANE

APPLETON
WATER
TREATMENT
PLANT

SOUTHFIELD
SUBDIVISION

← PROPOSED
SECOND ADDITION
TO SOUTHFIELD

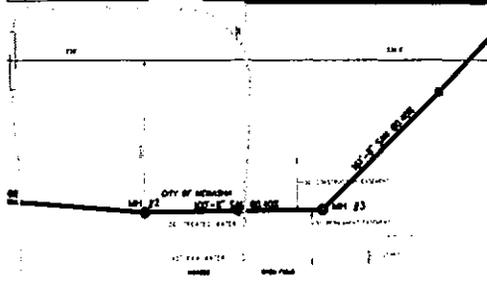
NO1°30'00" E 563.68'



OUTLINE
SUBDIVISION
BY
DATE

MENASHA
CONSERVANCY

NORTH ↑





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In addition, Van's has requested that the city fund the construction of approximately 800' of sanitary sewer main from the Southfield subdivision to the Second Addition to Southfield site. This extension is necessary because sewer cannot be extended from the adjacent First Addition to Southfield due to topography. The cost for that extension will be approximately \$33,000. A copy of that request is attached.

To fulfill these requests, the city would need to borrow from the State Trust Fund Loan program for the infrastructure installation. These funds would be repaid to the city from special assessments on the benefitting properties. Repayment would occur as lots are sold, but all funds would be due and payable to the city at the end of ten years per the terms of the deferred assessment policy.

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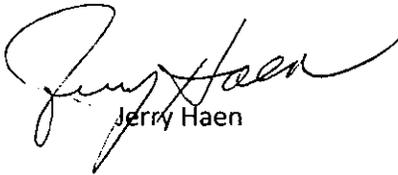
Van's REALTY & CONSTRUCTION

2/28/12

Greg Kiel:

I would like to request the City to run sewer & water to my property south of Manitowoc Rd.
Description & maps are enclosed if you need additional info, contact me at Van's Realty & Construction,
734-1845 or my cell phone 920-378-0925.

Thank You



Jerry Haen