

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 21, 2014
6:30 PM
or immediately following the Administration Committee
AGENDA**

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. April 15, 2014

D. DISCUSSION / ACTION ITEMS

1. Street Use Application – Memorial Day Parade; Monday, May 26, 2014; 8:00 AM – 10:45 AM (Twin City Vets)
2. Recommendation to Award – Contract Unit No. 2014-01; New Street Construction; Gamsky Grove (Harold Drive) and First Addition to Southfield; Northeast Asphalt; \$381,135.20
3. Recommendation to Defer Special Assessment for Out Lot 3, Gamsky Grove Due to Unbuildable Status

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 15, 2014
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Director of Public Works Radtke at 6:56 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, AFC Green, CDD Keil, DPW Radtke, ASD Steeno, PRD Tungate, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [April 7, 2014](#)

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

Motion carried on voice vote.

D. ACTION ITEMS

1. Election of Chairman

DPW Radtke opened floor for nominations.

Moved by Ald. Langdon, seconded by Ald. Zelinski to nominate Ald. Sevenich as chairman.

Moved by Ald. Nichols, seconded by Ald. Keehan to nominate Ald. Zelinski as chairman. Ald. Zelinski declined the nomination.

Closed nominations.

Having no other nominations the clerk was directed to cast a unanimous ballot for Ald. Sevenich as chairman.

Ald. Sevenich took over as Chairman.

2. Election of Vice-Chairman

Chairman Sevenich opened floor for nominations.

Moved by Ald. Zelinski, seconded by Ald. Langdon to nominate Ald. Taylor as vice-chairman.

Closed nominations.

Having no other nominations the clerk was directed to cast a unanimous ballot for Ald. Taylor as vice-chairman.

E. ADJOURNMENT

Moved by Ald. Zelinski, seconded by Ald. Keehan to adjourn at 7:00 p.m.

Motion carried on voice vote.

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



STREET USE APPLICATION

Event: memorial ^{Day} Parade
 Sponsored by: Twin City Vets.
 Responsible Person: Dave Gauthier
 Address: 921 Betty Ave
Neeshk, WI 54956
 Email Address: _____

Street Use Date: May 16 2014
 Start Time: 8:45 am
 End Time: 10:45 am
 Number of Units: 50
 (Parades)

Phone: 920-725-2269

Street Route: _____
Description of Use (attach map) _____

Liability Insurance has been secured in the amount of \$ 2,000,000 with the City of Menasha named as the additional insured. This is primary insurance.

Insurance Company HUB International Ins. Policy No. 46021
 (Attached are samples of the certificate of insurance and endorsement; each naming the City of Menasha as additional insured)

Date: 2/25/14 Applicant's Signature: Dave Gauthier

Permit Fee: Each application for a Street Use Permit shall be accompanied by a fee of \$25.00 along with a Special Event Fee of \$25.00. Please make checks payable to City of Menasha.

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 (Revised February 4, 2013)

Scheduled Park & Recreation Board Review Date: _____
 Not Required: Approved: _____ Denied: _____

Scheduled Common Council Review Date: 5/5/2014
 Approved: _____ Denied: _____

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



Neenah Post 33
Menasha Post 152



Menasha Post 2126
Neenah Post 10893

PARADE
STARTS



MILWAUKEE ST

SECOND ST

FIRST ST

BROAD ST

MAIN ST

NICOLET BLVD

WASHINGTON ST

N. COMMERCIAL ST

WISCONSIN AVE

MAIN ST

CHURCH ST

PARADE ENDS

MENASHA

NEENAH



Memorandum

DATE: April 16, 2014

TO: Board of Public Works

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

RE: Recommendation to Award – Contract Unit No. 2014-01; New Street Construction; Harold Drive/1st Addition to Southfield; Northeast Asphalt, Inc.; \$381,135.20

The City of Menasha publicly opened bids on Thursday, April 10th for Contract Unit No. 2014-01, Harold Drive/1st Addition to Southfield New Street Construction. Two bids were received as indicated on the enclosed itemized bid tabulation.

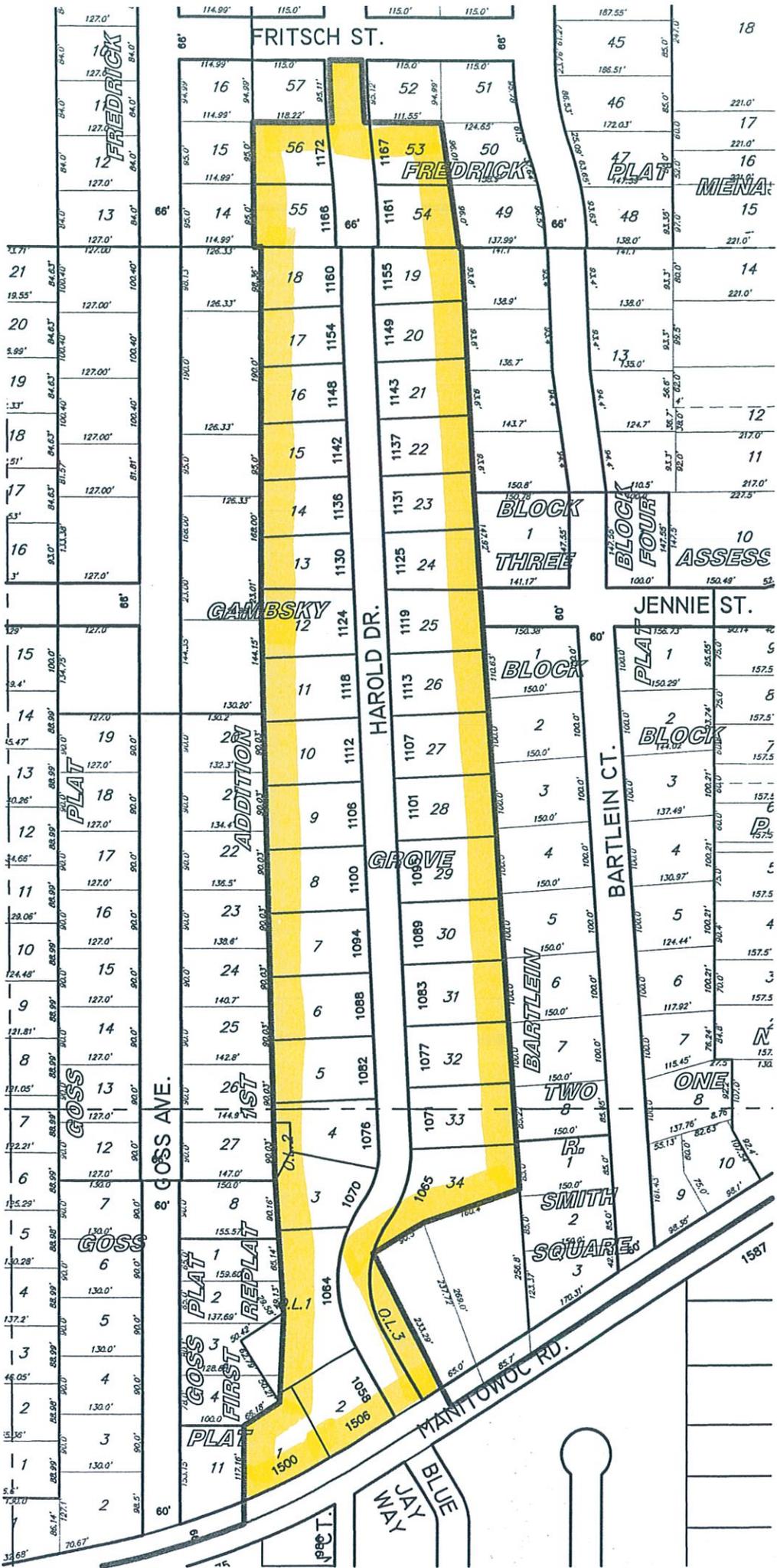
The project consists of pulverizing the asphalt pavement and base material, fine grading, concrete curb and gutter construction, asphalt pavement construction, storm under drain installation, miscellaneous utility adjustments, and lawn restoration. The budgeted amount for this work is \$440,505.

After reviewing the bids and finding them to be competitive, accurate and compliant, we recommend Contract Unit No. 2014-01 be awarded to Northeast Asphalt, Inc. of Greenville, Wisconsin in the amount of \$381,135.20.

Enclosure

Itemized Bid Tabulation
City of Menasha Contract Unit No. 2014-01
New Street Construction
Gambsky Grove (Harold Drive) and First Addition to Southfield

ITEM	QUANTITY	BASE BID	DESCRIPTION	MCC, Inc.		Northeast Asphalt	
				UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL
1	14,494	Pavement / Base Pulverizing		\$ 0.78	\$ 11,305.32	\$ 0.45	\$ 6,522.30
2	893	Unclassified Excavation		\$ 10.57	\$ 9,439.01	\$ 12.50	\$ 11,162.50
3	14,117	Fine Grading		\$ 1.18	\$ 16,658.06	\$ 0.70	\$ 9,881.90
4	9,119.00	30" Concrete Curb & gutter		\$ 8.80	\$ 80,247.20	\$ 8.80	\$ 80,247.20
5	5,430	No. 4 Epoxy Coated Rebar		\$ 0.60	\$ 3,258.00	\$ 0.60	\$ 3,258.00
6	50	Utility Adjustment		\$ 262.18	\$ 13,109.00	\$ 225.00	\$ 11,250.00
7	5	Water Valve Adjustment		\$ 20.78	\$ 103.90	\$ 100.00	\$ 500.00
8	299	Sawcut		\$ 2.12	\$ 549.08	\$ 1.50	\$ 388.50
9	1,926	Asphalt Binder Course Pavement 2 1/4" Thick		\$ 51.45	\$ 93,947.70	\$ 50.80	\$ 92,760.80
10	1,421	Asphalte Surface Course Pavement 1 3/4" Thick		\$ 57.08	\$ 81,110.68	\$ 55.90	\$ 79,433.90
11	8	3" - 4" Rip Rap		\$ 236.86	\$ 1,894.88	\$ 155.00	\$ 1,240.00
12	4,419	3" Thick Asphalt Driveway Remove and Replace		\$ 4.45	\$ 19,664.55	\$ 2.90	\$ 12,815.10
13	2,616	6" Thick Concrete Driveway Remove and Replace		\$ 5.25	\$ 13,734.00	\$ 5.25	\$ 13,734.00
14	1	Brick Driveway Remove and Salvage		\$ 423.72	\$ 423.72	\$ 320.00	\$ 320.00
15	9,860	Lawn and Terrace Restoration		\$ 5.10	\$ 50,286.00	\$ 4.85	\$ 47,821.00
16	1	Erosion Control		\$ 1,500.00	\$ 1,500.00	\$ 1,800.00	\$ 1,800.00
17	1	Traffic Control		\$ 1,000.00	\$ 1,000.00	\$ 1,500.00	\$ 1,500.00
18	1	Construction Mobile/Demobile; Project Coordination; all incidental utility and miscellaneous roadway work; and all other project work area restoration and clean-up to an equal and/or better preconstruction condition, as required and related to the overall Project/LS		\$ 2,809.84	\$ 2,809.84	\$ 6,500.00	\$ 6,500.00
TOTAL BASE BID (ITEMS 1-18)				\$	401,040.94	\$	381,135.20



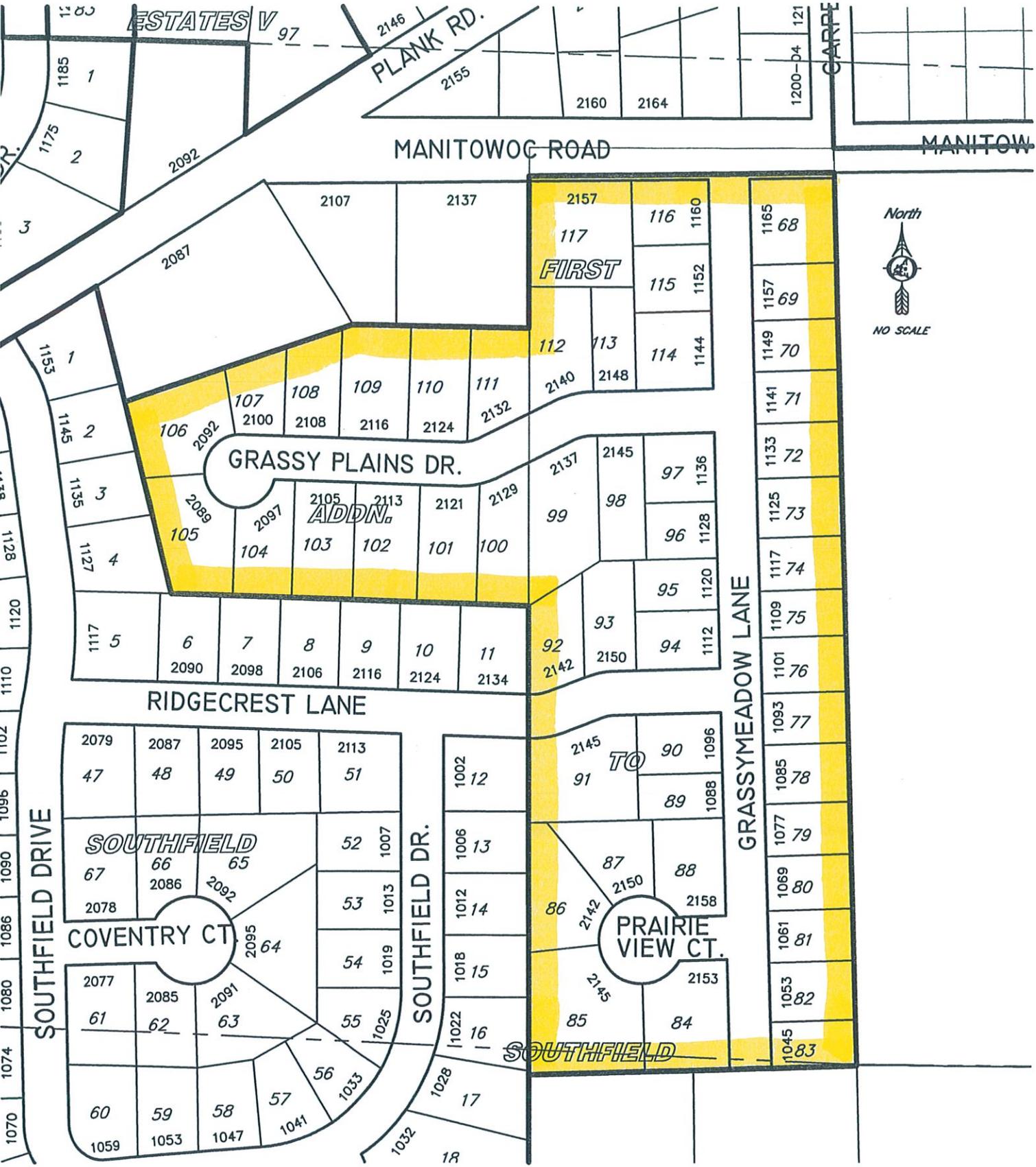
ESTATES V 97

PLANK RD.
2146
2155

CARPE

MANITOWOC ROAD

MANITOWOC



2107 2137

2157 116 1160
117
FIRST
115 1152
112 113 114 1144
2140 2148

1165 68
1157 69
1149 70
1141 71
1133 72
1125 73
1117 74
1109 75
1101 76
1093 77
1085 78
1077 79
1069 80
1061 81
1053 82
1045 83

2107 2137
2087
1153 1 106 2092 107 2100 108 2108 109 2116 110 2124 111 2132
GRASSY PLAINS DR.
1145 2 105 2089 104 2087 2105 2113 **ADDN.** 2121 2129
1135 3 103 102 101 100
1127 4 99 98 97 1136
1117 5 6 2090 7 2098 8 2106 9 2116 10 2124 11 2134 92 2142 93 2150 94 1112
95 1120

RIDGECREST LANE

2079 2087 2095 2105 2113
47 48 49 50 51
SOUTHFIELD
67 66 65 52 1007
2078 2086 2092 53 1013
COVENTRY CT. 2095 64 54 1019
2077 2085 2091 55 1025
61 62 63 56 1033
60 59 58 57 1041 1032 17
1059 1053 1047 1041 1032 18

SOUTHFIELD DR.

1002 12 2145 91 **TO** 90 1096
1006 13 89 1088
1012 14 87 2150 88
1018 15 86 2142 85 2158
1022 16 85 2145 84 2153
SOUTHFIELD

GRASSYMEADOW LANE

1185 1
1175 2
1145 2
1135 3
1127 4
1117 5
1120
1110
1102
1096
1090
1086
1080
1074
1070

SOUTHFIELD DRIVE



Memorandum

DATE: April 17, 2014

TO: Board of Public Works

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

RE: Recommendation to Defer Special Assessment for Outlot 3, Gambsky Grove Subdivision Due to Unbuildable Status

At its March 17, 2014 meeting, the Common Council approved the special assessments for new street construction on Harold Drive and the streets in the 1st Addition to Southfield. During our review of the approved assessments, it was discovered that an unbuildable lot in Gambsky Grove (Outlot 3 on Harold Drive) did not have its assessment listed as deferred, which is the standard practice for such lots.

Municipal Code Section 3-2-14(b)(5)c states

If an entire, defined, platted lot is deemed by the Common Council to be unbuildable, any assessment may be deferred by the Common Council.

It is my recommendation that the Council make the determination that this lot is unbuildable due to its shallow depth (see attached).

This determination does not *remove* the assessment or change any of the other approved assessments. If the lot becomes buildable through any future action (acquisition of adjacent property, e.g.), the assessment shall then become due and payable as required by Code.

If the Council deems this parcel unbuildable, notice of such, along with the stipulations, would then be submitted to the property owner.

Enclosure

C: Fieldcrest Developers LLC

REPLAT 1ST

MANITOWOC RD.

HAROLD DRIVE

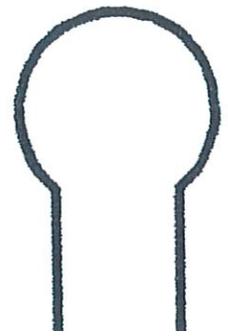
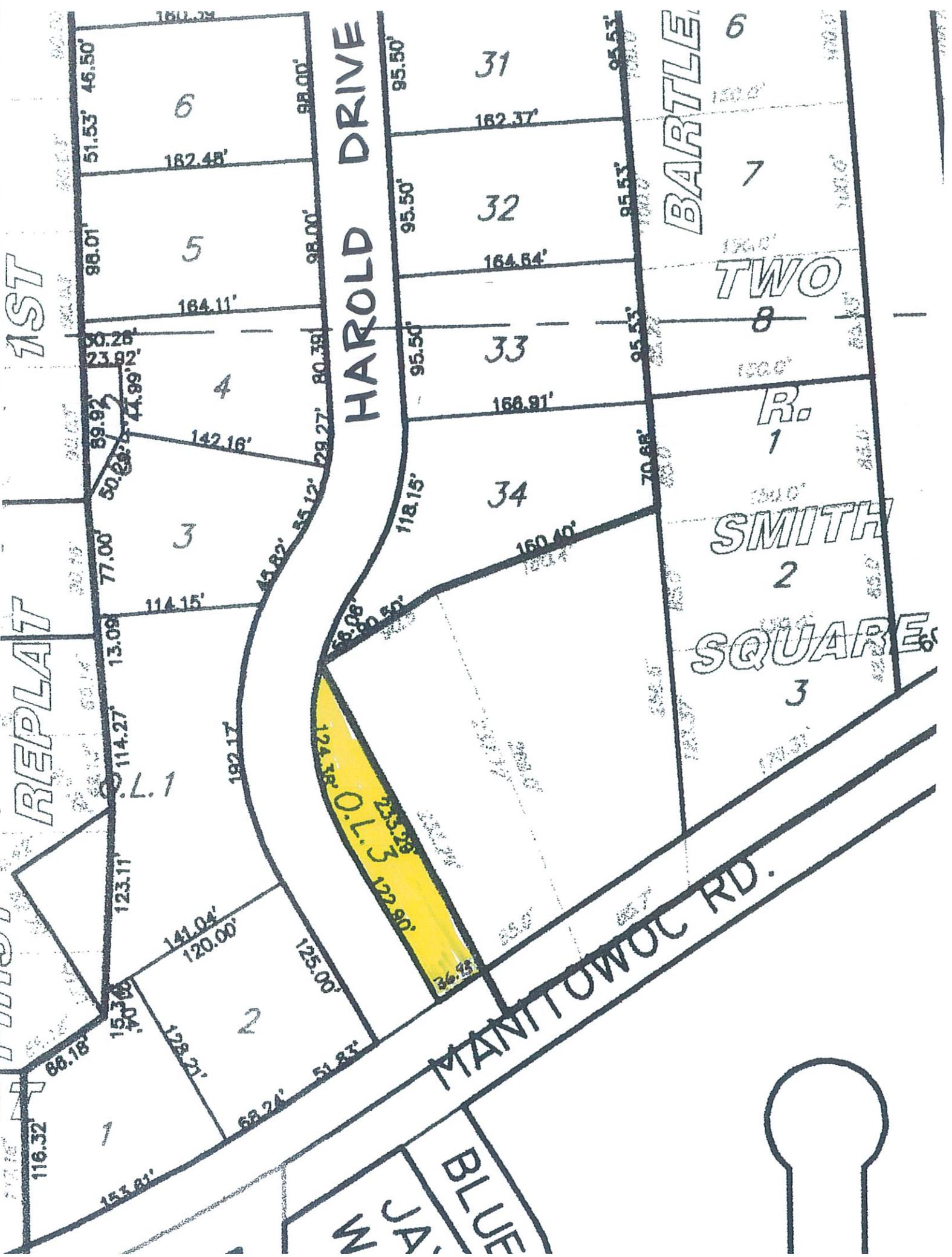
BARTLE

TWO

SMITH SQUARE

MANITOWOC RD.

W.A. BLUE



as otherwise required by this section. Conclusive evidence of this change to assessment-due status shall be deemed to exist upon the issuance of any building permit on any lot or parcel with a contiguous property parcel held by a single legal entity.

- b. Agricultural. Property used in agriculture for crops or pasture and over five (5) acres in size shall be assessed, but the assessment deferred, upon approval of request for deferment by the Common Council.
- c. Topographically Unbuildable Parcels. If an entire, defined, platted lot is deemed by the Common Council to be unbuildable, any assessment may be deferred by the Common Council. However, upon change from topographically unbuildable parcel to developable status in the future, for any reason, the assessment shall then become due and payable as otherwise required by this section. Conclusive evidence of this change to assessment-due status shall be deemed to exist upon the issuance of any building permit for any lot or parcel within a contiguous property parcel held by a single legal entity.
- d. Under paragraph a. above, the wetlands deferred assessment may remain in force in perpetuity, unless there be the change from wetlands to developable status in the future. Under paragraph c. above, the topographically unbuildable parcel deferred assessment may remain in force i perpetuity, unless there be a change from topographically unbuildable parcel to developable status in the future.

SEC. 3-2-15 STREET ASSESSMENTS.

- (a) It is the policy of the City of Menasha that all property owners shall pay for a road and that all subsequent repair and maintenance shall be borne from the general funds and shall not be assessed against the property of the owner. However, nothing shall prevent the abutting property owners to petition the Council for a higher classification of a road than now exists or the Council from on its own motion ordering such classification. In that event, the provisions of Chapter 66.60, Wis. Stats., of the assessment powers or the police powers permitted by law shall prevail.
- (b) Temporary asphalt mats are determined to be one step in the construction of a permanent finished urbanized road section and may be assessable. When the Director of Public Works determines that a permanent finished, urbanized road section is needed to replace the temporary asphalt mat, the assessment policies of this chapter will apply irrespective of 3-2-15.

SEC. 3-2-16 ASSESSMENT DETERMINATIONS.

- (a) **SCHEDULE**. Special assessments shall be levied against all property fronting or abutting on a proposed improvement at a rate to be determined per project by the Board of Public Works on the basis of a unit cost per foot fronting or abutting in the proposed improvement. Such rates of assessment shall be approved by motion and resolution passed by the Common Council. Should the bids come in lower than the established assessment ratios, credit may be granted.
- (b) **INTERIOR LOTS**. On interior lot road construction and improvements including the

in the final resolution required by Sec. 3-2-6.

- c. Special assessments greater than Two Thousand Five Hundred Dollars (\$2,500.00) may be deferred for the initial five years after passage of the final resolution required by Sec. 3.2.6. Thereafter they shall be paid in five equal installments due and payable on or before November 1 commencing with the sixth year after the special assessment is levied and each November 1 thereafter, together with the interest as assigned. Interest shall accrue at the rate the City has borrowed the money plus 1% for administrative expenses. Should the money to pay for the project not be borrowed, interest shall be set at a rate established by the Common Council in the final resolution required by Sec. 3-2-6.

- (2) The City Comptroller shall enter the first installment due on the subsequent year's tax roll as a special tax on the property on which the special assessment was levied, and thereafter this tax shall be treated in all respects as any other city tax, and one of the subsequent installments shall be included in like manner and with like effect in each of the annual tax rolls thereafter until all are collected.
- (3) If any installment so entered in the tax roll shall not be paid to the City Treasurer with the other taxes it shall be returned to the county as delinquent and accepted and collected by the county in the same manner as delinquent general taxes on real estate.
- (4) Whenever the Common Council shall permit any special assessment for any such improvement to be paid in installments, the City Clerk shall cause to be published in the official paper of the City the "Installment Assessment Notice" as provided under Chapter 66.54(7), Wis. Stats.
- (5) After the time for making election as provided in the notice shall have expired, all remaining assessment installments may be paid in full before due by the payment of the installments together with interest to become due at the next installment due date on all of the remaining installments.
- (6) A schedule of the special assessment and all installments thereof shall be recorded in the office of the City Treasurer.

(b) **DEFERRED SPECIAL ASSESSMENTS.**

- (1) Deferred Special Assessments Permitted. The Common Council may by motion direct the City Treasurer to pay all or any portion of special assessments or special charges extended upon the current or next tax roll against property owned by or upon which reside worthy, indigent persons in accordance with the provisions of Chapter 74.77, Wis. Stats., with an annual interest rate as established by the Common Council.
- (2) Who May Apply. Applications for deferment of payment shall be made upon a form provided by the City Clerk, verified by the applicant, and the information only contained therein shall be treated as confidential, privileged information.
- (3) Who Shall Make Determination. Application shall be reviewed by the Board of Public Works for the Common Council. All the provisions of Section 74.77, Wis. Stats., shall be applicable.
- (4) Duty of City Attorney. Upon the Common Council granting such application, it shall be the duty of the City Attorney to file the necessary lien on said property.
- (5) Deferred Assessments (pursuant to Sections 66.60 and 66.605, Wis. Stats.).
 - a. Wetlands. Property designated as protected "wetlands" on the DNR-approved wetlands map shall be assessed, but the assessment deferred. However, upon change from wetland to developable status in the future, for any reason, the assessment shall then immediately become due and payable