

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 21, 2016  
6:45 PM  
or immediately following the Administration Committee  
AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
  - 1. [March 7, 2016](#)
- D. DISCUSSION / ACTION ITEMS
  - 1. [Change Order – Vinton Construction Company, Inc.; Contract Unit 2016-01; Downtown Street, Walkway and Electrical Improvements; Mill Street, Main Street, Pedestrian Link from Broad Street Parking Ramp to Main Street; DEDUCT: \\$3,645.58 \(Change Order No. 2\)](#)
  - 2. [Authorization to Execute WisDOT Bridge Operation Agreement for Fiscal Year 2017](#)
  - 3. [WisDOT 441/Racine Street Interchange Landscaping and Aesthetics Ballot](#)
- 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  
March 7, 2016  
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Krautkramer at 8:30 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Benner, Nichols, Taylor, Krautkramer, Keehan, Zelinski

EXCUSED: Aldermen Olszewski, Spencer

ALSO PRESENT: Mayor Merkes, PC Styka, DPW Radtke, CDD Keil, ASD Steeno, PHD McKenney, Brian Adesso (MJSD), Clerk Galeazzi.

C. MINUTES TO APPROVE

1. [February 15, 2016](#)

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

Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. [Expiration of 90-Day Trial Period for Clovis Grove School On-Street Parking Revisions.](#)

DPW Radtke explained the results of the 90-day trial of change in traffic pattern and eliminating parking in certain areas around Clovis Grove School. The school district supports making it permanent. The Police Department has no reports of concern with parking alternatives. Staff has received no negative feedback from residents on eliminating parking in the area.

Brian Adesso, Menasha Joint School District, commented the school district appreciates the City's cooperation in the changing of parking and traffic pattern at Clovis Grove.

Moved by Ald. Taylor seconded by Ald. Keehan to direct staff to prepare an ordinance for on-street parking revisions.

Motion carried on roll call 6-0.

2. [Recommend Increase in Tire Disposal Fees](#)

DPW Radtke explained a change in the cost charged by Winnebago County for tire disposal. Staff recommends the City adopt the same single tire disposal fee schedule as Winnebago County which is \$4.00 for passenger car tires, \$6.00 for truck tires and \$9.00 for tractor tires.

General discussion ensued on what other municipalities accept tires and what they charge residents.

Moved by Ald. Taylor seconded by Ald. Keehan to approve the City adopt the same single tire disposal fee schedule as Winnebago County.

Motion carried on roll call 6-0.

3. [R-8-16 Resolution Relating to Highway Access in the Vicinity of Province Link](#)  
[\(Introduced by Mayor Merkes\)](#)

CDD Keil explained the resolution will allow the City to apply for a highway access permit from WisDOT for Province Link.

Moved by Ald. Taylor seconded by Ald. Keehan to recommend to Common Council R-8-16 Resolution Relating to Highway Access in the Vicinity of Province Link (Introduced by Mayor Merkes).  
Motion carried on roll call 6-0.

E. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Keehan to adjourn at 8:47 p.m.  
Motion carried on voice vote.

Deborah A. Galeazzi, WCMC  
City Clerk



# Memorandum

DATE: March 17, 2016

TO: Board of Public Works

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

RE: Change Order No. 2 Downtown Improvements Contract No. 2016-01

Attached is proposed Change Order No. 2 for the Downtown Street, Walkway and Electrical Improvements Contract Unit No. 2016-01. This change order represents revisions to the contract resulting from substituting colored concrete for MMA pavement marking at various crosswalks and for extending new concrete pavement farther down Mill Street to replace existing marginal condition asphalt pavement.

## Project Description

Contract Unit No. 2016-01 involves improvements in the vicinity of the new office tower including site improvements in the walkway between Main Street and the Broad Street Parking Lot/Ramp, geometric revisions at the intersection of Main and Mill streets, and adding mid-block crosswalks in Main Street east of Mill Street, and in Mill Street south of Main Street. Additionally there are landscape improvements throughout this project area, including the south side of Main Street west of Mill Street.

## Change Order No. 2 Description

Items I and IV of C. O. #2 involve the deletion of asphalt pavement from the contract and the extension of new concrete pavement farther south in Mill Street. The existing Mill Street pavement in the vicinity of the proposed mid-block crosswalk is in poor to marginal condition. We recommend extending the new concrete pavement to the south limit of the proposed crosswalk bump out area. This action would defer the inevitable disruption of this area in the not too distant future to resurface the asphalt pavement section. DPW crews would then be able to replace the remaining southern asphalt pavement section of Mill Street with concrete when that becomes necessary in the future.

Items II, VI and VII involve substituting full depth colored concrete for the planned plain concrete with MMA pavement marking at the table top crossing in the Broad Street Alley as well as the completion of the ramped ends of the table top crossing. The reasoning

for this recommended change is based on our belief that full depth colored concrete is more durable than an epoxy colored pavement marking (in this case MMA). In addition, the contractor, Vinton Construction, is able to install the colored concrete cheaper than the contract cost for application of the MMA. We also think future maintenance costs will be less with the colored concrete as the MMA maintenance can be very costly.

Items III and V involve the substituting of colored concrete for the MMA sections for the crosswalks in Main Street east of Mill Street and in Mill Street south of Main Street. Again our recommendation is based on the relative lower cost and the expected longer duration of the colored concrete versus the MMA product.

Attached are drawings depicting the project areas affected by this proposed change order. This work will necessitate some traffic restrictions in the involved areas (temporary one way traffic, e.g.), but access will be maintained throughout the duration of the project. The net change to the contract total is a deduct of \$3,645.58 resulting in a new contract amount of \$240,316.75.

### **Recommendation**

Based on the expected increase in pavement service life at a net decrease in the contract price, I recommend the approval of Change Order No. 2 for Contract Unit 2016-01 with an associated deduct of \$3,645.58.

Attachment

## CHANGE ORDER

Date: 3/16/2016 Change Order No. Two (2)

**Contractor:** Vinton Construction, Inc.  
**Contract No.:** Unit No. 2016-01  
**Project:** City of Menasha Downtown Street, Walkway and Electrical Improvements

You are directed to make the changes noted below in the subject Contract Unit Number:

I. DELETE Item 90103 Bituminous Asphalt Pavement	1534 ft <sup>2</sup> x \$5.56 =	-\$8,529.04
II. DELETE Item 90109 Concrete Table Top Crossing	1 ea x \$6,200 =	-\$6,200.00
III. DELETE Item 90114 Pavement Marking, MMA	870 ft <sup>2</sup> x \$13.00 =	-\$11,310.00
IV. ADD Item 90102 8" Concrete Sidewalk	1075 ft <sup>2</sup> x \$8.00 =	\$8,600.00
V. ADD 8" Color Concrete Cross Walk	742 ft <sup>2</sup> x \$11.33 =	\$8,406.86
VI. ADD 13" Color Concrete Cross Walk	128 ft <sup>2</sup> x \$13.70 =	\$1,753.60
VII. ADD Table Top Ramp	2 ea x \$1,816.50 =	\$3,633.00

The changes result in the following adjustments:

	CONTRACT-TOTAL	TIME
Prior to this Change Order	<u>\$243,962.33</u>	<u>N.A.</u> Days
Adjustments per this Change Order	<u>(\$3,645.58)</u>	<u>N.A.</u> Days
Current Contract Status	<u>\$240,316.75</u>	<u>N.A.</u> Days

Directed/Authorized  
 City of Menasha Dept. of Public Works

By: \_\_\_\_\_

Date: \_\_\_\_\_

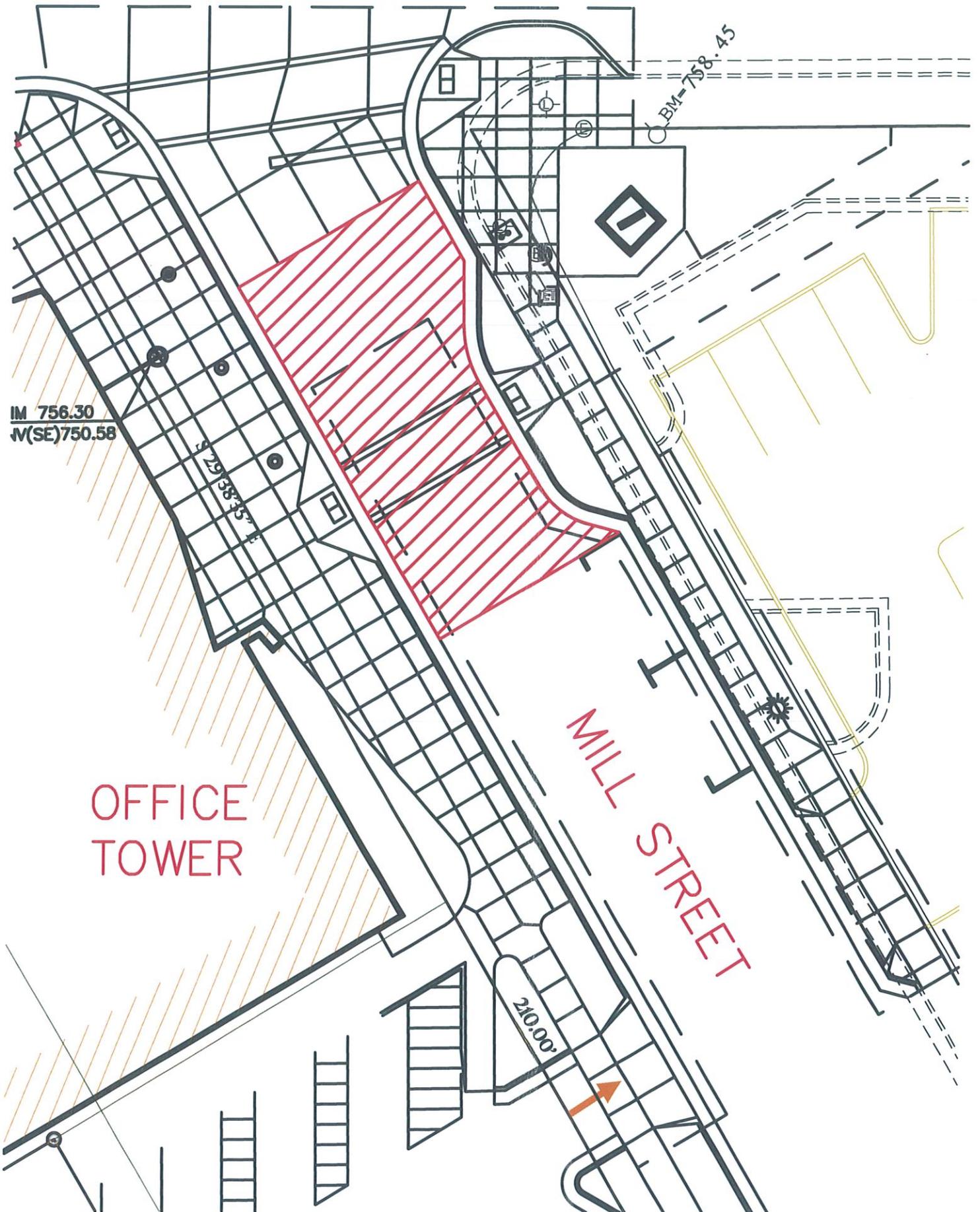
Accepted

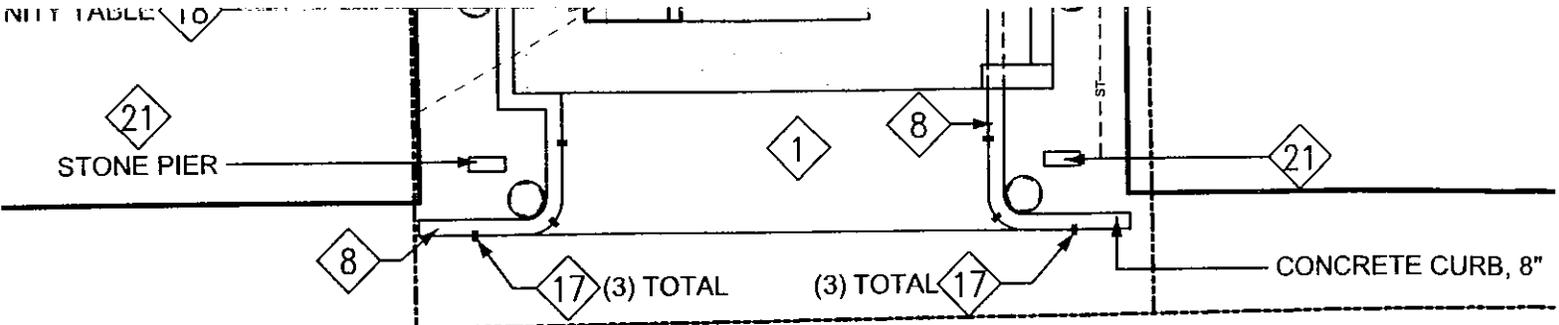
By: \_\_\_\_\_

Date: \_\_\_\_\_

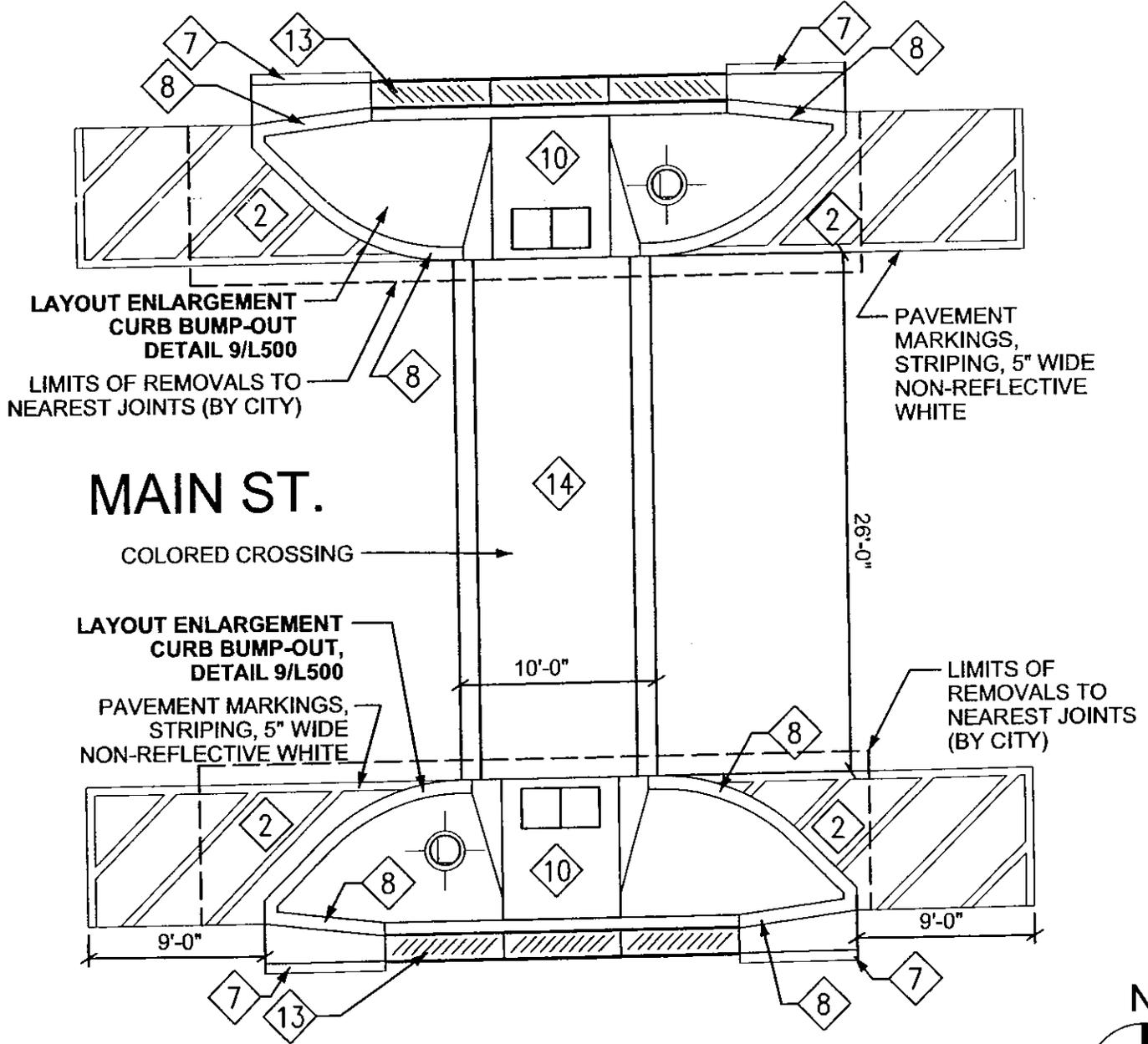
MAIN STREET

 PROPOSED  
ADDITIONAL  
CONCRETE





**SEE L101**



**MAIN ST.**

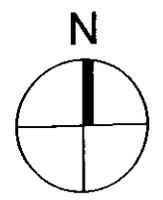
COLORED CROSSING

LAYOUT ENLARGEMENT  
CURB BUMP-OUT,  
DETAIL 9/L500

PAVEMENT MARKINGS,  
STRIPING, 5" WIDE  
NON-REFLECTIVE WHITE

PAVEMENT  
MARKINGS,  
STRIPING, 5" WIDE  
NON-REFLECTIVE  
WHITE

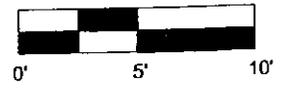
LIMITS OF  
REMOVALS TO  
NEAREST JOINTS  
(BY CITY)

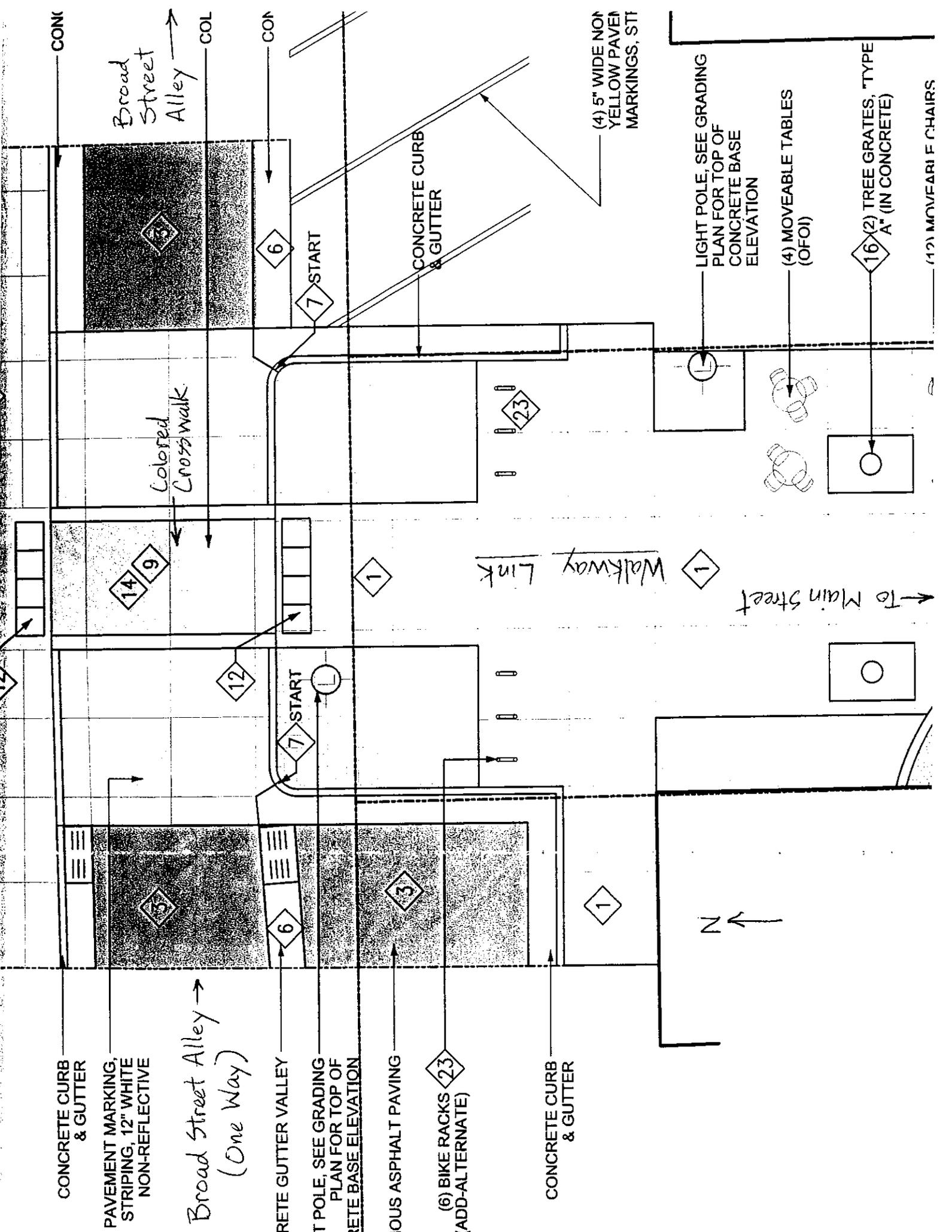


**2**  
**L100**

**MAIN ST. MIDBLOCK CROSSING SITE PLAN**

1/8"=1'-0" @ 22"X34"FULL SIZE SHEET





CONCRETE CURB & GUTTER

PAVEMENT MARKING, 12" WHITE STRIPING, NON-REFLECTIVE

Broad Street Alley (One Way)

CONCRETE GUTTER VALLEY

LIGHT POLE, SEE GRADING PLAN FOR TOP OF RETE BASE ELEVATION

NOUS ASPHALT PAVING

(6) BIKE RACKS (ADD-ALTERNATE)

CONCRETE CURB & GUTTER

Broad Street Alley

Colored Crosswalk

CONCRETE CURB & GUTTER

(4) 5" WIDE NON YELLOW PAVEMENT MARKINGS, STI

LIGHT POLE, SEE GRADING PLAN FOR TOP OF CONCRETE BASE ELEVATION

(4) MOVEABLE TABLES (OFOI)

(16) (2) TREE GRATES, "TYPE A" (IN CONCRETE)

(12) MOVEABLE CHAIRS

Walkway Link

To Main Street

N



Division of Transportation  
System Development  
Northeast Regional Office  
944 Vanderperren Way  
Green Bay, WI 54304

RECEIVED

MAR 10 2016

Scott Walker, Governor  
Mark Gottlieb, P.E., Secretary  
Internet web site: [www.dot.wisconsin.gov](http://www.dot.wisconsin.gov)

Telephone: (920)492-5643  
Facsimile (FAX): (920)492-5640  
E-mail: [greenbay.dtsd@dot.wi.gov](mailto:greenbay.dtsd@dot.wi.gov)

March 8, 2016

CITY OF MENASHA  
CITY HALL  
140 MAIN STREET  
MENASHA, WI 54952

SUBJECT: Bridge Operation Agreement for Fiscal 2017  
0070-01-52

Enclosed are two (2) copies of the subject agreements for your review. If they meet with your approval, sign both copies and return them to us. Upon final execution, a completed agreement will be returned to you. Your date of signature is required on the first page.

Please note the various documents we will also need from you. A certified copy of salaries, fringe benefits to be paid as well as the names, addresses, and telephone numbers of all employees affected.

We appreciate the time and effort you have extended to us in the past as relates to the bridge operations and look forward to working with you in the next year.

Sincerely,

A handwritten signature in blue ink, appearing to read "D. Weber".

Dale S. Weber, P.E.  
Northeast Region Structure Maintenance and Inspection Engineer

Enclosure

**BRIDGE OPERATION AGREEMENT**  
**TAYCO STREET BRIDGE, (B-70-97)**  
**RACINE STREET BRIDGE, (B-70-01)**  
**WINNEBAGO COUNTY – WISCONSIN**  
**0070-01-52**  
**FISCAL 2017**

MEMORANDUM OF AGREEMENT, made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the State of Wisconsin, Department of Transportation, party of the first part, hereinafter called the State, and the City of Menasha, Winnebago County, Wisconsin represented by the Mayor and City Clerk, party of the second part, hereinafter called the City.

WITNESSETH: That for and in consideration of payments covering the operating costs of the Tayco Street Bridge and the Racine Street Bridge to be made by the State to the City as permitted under the provisions of Section 84.10 Statutes, said City agrees as follows:

- (1) To operate the bridges during the period of July 1, 2016, thru June 30, 2017, in accordance with the pertinent laws, rules and regulations governing navigation, pedestrian and vehicular traffic.
- (2) To provide operating personnel as described in subparagraphs (2a) through (2g) and as may be otherwise affected herein, all in accordance with existing City policies, procedures and the provisions of applicable labor agreements.
  - (2a) To employ the services of sufficient regular and substitute operators during the navigation season. The State will notify the City each year of the start and ending days of the navigation season. The hours and dates of navigation will be defined by the Commander, Ninth Coast Guard District.
  - (2b) To employ the services of a substitute operators if needed, as determined by the City, who shall serve on both bridges during vacation periods, periods of illness, and for other periods as may be deemed appropriate, and to minimize the need for premium overtime pay.
  - (2c) To establish the monthly or hourly salaries and bonus payment, if any, to be paid to the operators subject to the review and approval of the State. A certified copy of the action by the governing body establishing such salaries and bonus payments, if any, shall be filed with the State at the time the agreement is returned for execution by the State. The City may alter the salaries and provide for or alter bonus payments during the life of this agreement in the event it is necessary to make adjustments on account of changing economic conditions. A certified copy of the action to alter salaries or to provide for or alter bonus payments shall be filed with the State and will be subject to the approval of the State.
  - (2d) To notify the State, as to the name, address and telephone number, if any, of each of the operators. The Public Works Superintendent shall be in charge of all operators and he shall receive and carry out such orders or instructions as received pertaining to the proper operation and care of

the bridge. The State shall reimburse the City for that portion of time that the Public Works Superintendent spends checking the operators and the bridges.

- (2e) The Public Works Superintendent shall review each bridge operator's building weekly after the navigation season is closed to check for appropriate heat.
- (2f) To grant such vacation and sick leave with pay to each operator as may be due in accordance with applicable rules and regulations governing the matter of vacation and sick leave for other employees of the City.
- (2g) To terminate the service of any operator when it can be shown that the operator is negligent in his/her duty or is otherwise conducting himself in a manner detrimental to the best interest of the State and/or the City.
- (3) To assume the cost of roadway lighting system and snow and ice removal and control.
- (4) To make such reports and records as may be required by the City and/or the State.
- (5) To furnish the necessary supplies subject to reimbursement by the State except for such items as may be furnished directly by the State.
- (6) To immediately notify the State in case of any emergency.
- (7) To submit a monthly signed statement, in duplicate, on official invoice or letterhead form for reimbursement of operation costs to the Transportation Region Office, State of Wisconsin, at Green Bay, Wisconsin. Statements are to be submitted no later than fifteenth (15) of the following month and are to include all the costs for the preceding calendar month, together with a copy of electric bills on utility company forms. Each bridge should be listed separately but may be submitted on one (1) sheet. Statements will include the cost of premiums on worker's compensation insurance, liability insurance, and contributions made by the City to its unemployment reserve account in the event that the City is operating under the provisions of Chapter 108, Wisconsin Statutes. Statements may include contributions made to employee retirement or made to employee retirement under the provisions of Chapter 66, Wisconsin Statutes.
- (8) The amount of this agreement is estimated at **\$136,000**.

In connection with the performance of work under this contract the City agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, developmental disability as defined in Statute 51.01 (5), sexual orientation as defined in Statute 111.32 (13m) or national origin. Employees must meet qualifications and requirements as specified by the Wisconsin Department of Transportation. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of

compensation; and selection for training including apprenticeship. Except with respect to sexual orientation, the City further agrees to take affirmative action to ensure equal employment opportunities. The City agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.

And the said State, in consideration of the faithful performance by the City of the conditions as outlined, agrees to reimburse the said City upon submission of invoice covering said operating costs. The State reserves the right, if necessary, to make inquiries to verify the items in the invoice.

IN WITNESS WHEREOF, the parties have hereunto affixed their signatures, the City on the day and year above written and the State on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

STATE OF WISCONSIN  
DEPARTMENT OF TRANSPORTATION

By \_\_\_\_\_  
Northeast Region Transportation Director

By \_\_\_\_\_  
DIV. Of Transportation Systems Development  
Director, Bureau Highway Operations

CITY OF MENASHA  
WINNEBAGO COUNTY  
WISCONSIN

By \_\_\_\_\_  
Mayor

By \_\_\_\_\_  
City Clerk



## Memorandum

DATE: March 17, 2016

TO: Board of Public Works

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

RE: WisDOT 441/Racine Street Landscaping & Aesthetics Ballot

WisDOT is finalizing the STH 441/Racine Street interchange area landscaping and aesthetic feature concepts that have been previously discussed with the involved communities. At this stage, they are requesting action on a ballot of available options for landscaping and site features at the interchange (see attached). The chosen items in the ballot will be incorporated into the Racine Street landscaping construction project which is currently scheduled to be completed in the spring of 2017, with a February or March, 2017 bid letting.

The first item involves the planting in the roundabout splitter islands. The City had previously elected to include the highest level landscape design for the roundabout itself, and now WisDOT is asking whether we prefer to have planting, or no planting, in the three splitter islands outlining the roundabout. The splitter islands will have a decorative concrete finish throughout all non-planted areas. **It is staff's recommendation to continue with the softening of the hardscape by including the planting beds (Option 1), but to be able to select the type of planting that best suits our needs and is within the allowable parameters established by WisDOT.**

The second item involves selecting the level of development of the proposed pocket park east of the roundabout. This area is presently in the Winnebago County road right of way but Winnebago County has indicated they have no interest in retaining this property upon completion of the 441/Racine Street roundabout interchange. Because the property abuts Menasha Joint School District (MJSD) property, Winnebago County has preliminarily indicated a willingness to transfer the property to MJSD.

Option 1 for the pocket park would provide a picnic area and sidewalk connection to the adjacent Calder Stadium parking lot while Option 2 does not include the picnic area or the connecting walk. In a recent meeting with MJSD, Option 2 (no picnic area or connecting walk) was selected by them as the preferred option. **Therefore, we also recommend Option 2 for the pocket park since MJSD would likely be responsible for this area following its transfer from Winnebago County.**

The third item on the ballot involves the entrance feature wall to be located within the pocket park area southeast of the roundabout. There are options for constructing the wall a stained formliner or a natural stone veneer on concrete. There would be a local cost share estimate of \$12,000 with the natural stone veneer option. The stained formliner option would require no local cost share. A local benefactor has offered to cover the local cost share if the natural stone veneer option is selected. **On that basis, staff recommends selecting the natural stone veneer option for the entrance feature wall.**

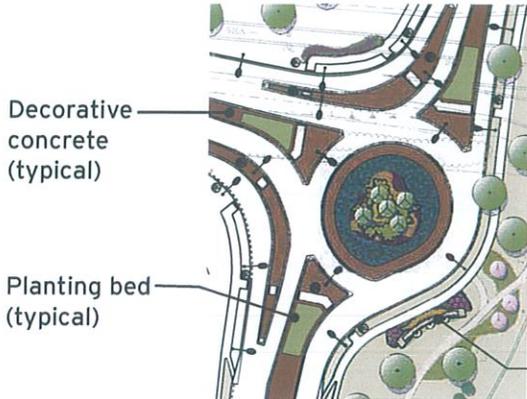
The last item for consideration is whether or not to incorporate a flag display in the entrance feature wall. We think the flag display would be appropriate and impressive as an entrance feature in this location. **Therefore, staff recommends including the flag display in the entrance feature wall.**

Attachment

# Racine Rd Landscape Treatment

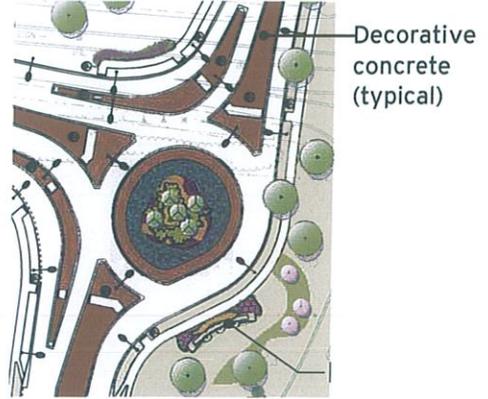
Page 1

## Planting in Splitter islands



Option 1: Planting in splitter islands

Please check preferred option (one only)



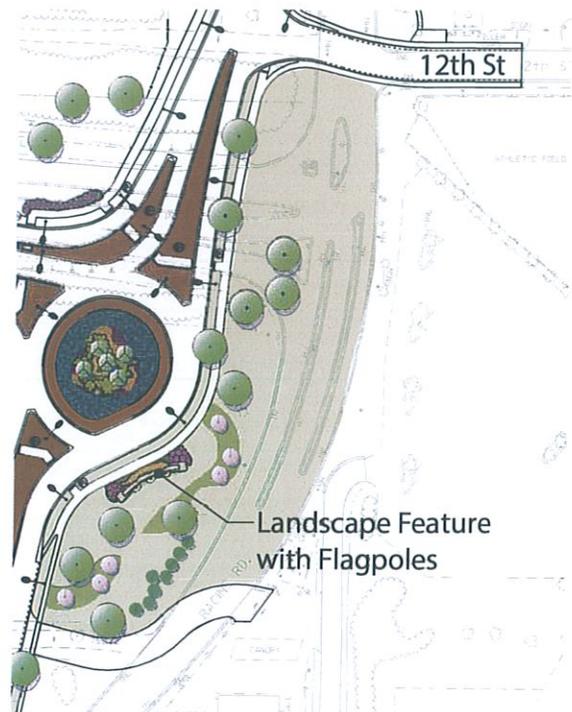
Option 2: No Planting in splitter islands

## Pocket Park



Option 1: Pocket Park with picnic area & sidewalk connection

Please check preferred option (one only)



Option 2: Pocket park without picnic area & sidewalk connection

# Racine Rd Landscape Treatment

Page 2

If you selected Option 1: Pocket Park with picnic area, please select your preferred picnic table, bike rack and trash receptacle.

## Picnic Table

Please check preferred option (one only)



Direct Burial pedestal  
(Powder Coated Steel)



Traditional  
(Composite Material)

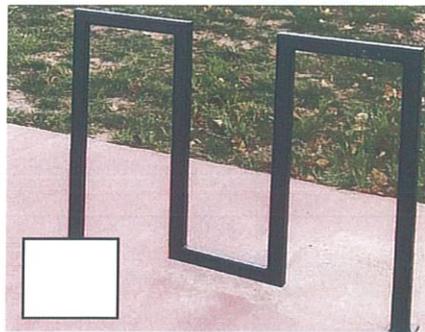
## Bike Rack (Accommodates 6 bikes)

Color: Black

Please check preferred option (one only)



Traditional



Geometric \*

## Trash Receptacle

Color: Black

Please check preferred option (one only)



Stylized\*



Traditional

\* These styles were used on Appleton Road.

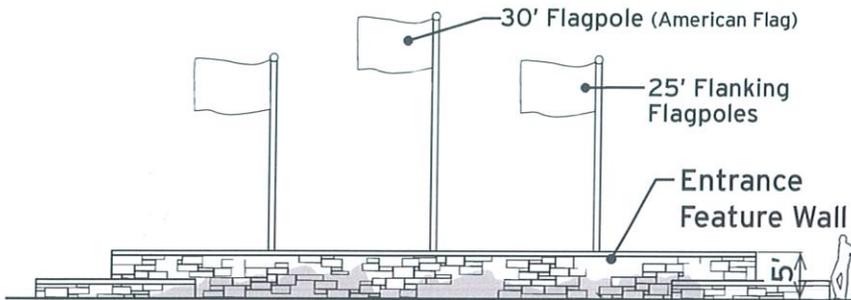
Note: All items will be anchored to concrete slab.

# Racine Rd Landscape Treatment

Page 3

## Entrance Feature Wall

Please check preferred option (one only)



Wall can be constructed using a formliner or natural stone veneer on concrete. Natural stone veneer ranges from 1- 1.5" thick. Estimated costs are included based upon 75' long x 5' high (with a 4' deep footing)



Pro  
Less maintenance  
More durable and salt resistant  
Matches Appleton Rd Bus shelters  
More cost effective

Con  
Not natural material

Estimated cost: \$30,000 - \$33,000 +/-  
Local cost share would be \$0.



Pro  
Natural material  
Capstone can have a natural edge

Con  
More sensitive to salt  
Maintenance  
More expensive

Estimated cost: \$41,000 - \$45,000 +/-  
Local cost share would be \$12,000.

## Flag Display

Please check preferred option

Yes

No