

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 7, 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. [February 15, 2016](#)
- D. DISCUSSION / ACTION ITEMS
 - 1. [Expiration of 90-Day Trial Period for Clovis Grove School On-Street Parking Revisions](#)
 - 2. [Recommend Increase in Tire Disposal Fees](#)
 - 3. [Resolution R-8-16 Relating to Highway Access in the Vicinity of Province Link \(Introduced by Mayor Merkes\)](#)
- 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 15, 2016
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Krautkramer at 7:45 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Benner, Nichols, Taylor, Krautkramer, Olszewski, Keehan, Zelinski, Spencer.

ALSO PRESENT: Mayor Merkes, CA Captain, PC Styka, DPW Radtke, CDD Keil, ASD Steeno, PHD McKenney, Nick Vande Hey (McMahon Engineers), Clerk Galeazzi.

C. MINUTES TO APPROVE

1. [February 1, 2016](#)

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

Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. [Recommendation to Accept City-Wide Storm Water Quality Management Plan \(Presentation by McMahon Engineers\)](#)

DPW Radtke explained the grant the City received for revisions to the Storm Water Management Plan. McMahon Engineers was retained to develop modifications to the Plan made necessary by the implementation of the Lower Fox River Total Maximum Daily Load (TMDL).

Nick Vande Hey from McMahon Engineers presented an overview of the Plan and outlined the series of necessary steps to be taken to meet requirements of the TMDL.

General discussion ensued on best management practices that could be utilized to achieve the desired results. Staff expects a City focus group will be formed to formulate the initial action plan. The initial action plan does not need to be completed until 2018.

Moved by Ald. Keehan seconded by Ald. Olszewski to recommend to Common Council Recommendation to Accept City-Wide Storm Water Quality Management Plan.

Motion carried on roll call 8-0.

2. [Recommendation to Award – Contract Unit 2016-01; Downtown Street, Walkway and Electrical Improvements; Mill Street, Main Street, Pedestrian Link from Broad Street Parking Ramp to Main Street; Vinton Construction, Inc.: \\$265,487.33](#)

DPW Radtke explained the bids submitted included an alternate bid for use of colored concrete in lieu of precast concrete unit pavers in the pedestrian link corridor as requested by the Common Council. Staff recommends eliminating the five Outdoor Picture Frames and three landscape items to help lower the cost of the project. The project needs to be completed by April 30, 2016 according to the development agreement.

Moved by Ald. Benner seconded by Ald. Nichols to recommend to Common Council Recommendation to Award Contract Unit 2016-01; Downtown Street, Walkway and Electrical Improvements; Mill Street, Main Street, Pedestrian Link from Broad Street Parking Ramp to Main Street to Vinton Construction, Inc. in the amount of \$265,487.33.

2. [Recommendation to Award – Contract Unit 2016-01; Downtown Street, Walkway and Electrical Improvements; Mill Street, Main Street, Pedestrian Link from Broad Street Parking Ramp to Main Street; Vinton Construction, Inc.: \\$265,487.33, \(Cont'd.\)](#)

Ald. Zelinski inquired about eliminating the specialty items from the contract in order to reduce the project cost. CA Captain reminded the Board that contract changes must not exceed 15% of the contract total.

Moved by Ald. Zelinski seconded by Ald. Taylor to remove site special items and lighting. CA Captain explained the motion was not germane as the removal of these items amends the contract by more than allowed and would require the bidding process to start over.

Chairman Krautkramer ruled the motion was not germane.

General discussion ensued on the bidding process and amending the contract.

Ald. Nichols stated Point of Order – asked what the motion was.

Chairman Krautkramer stated the original motion was on the floor. The second motion was ruled not germane. Additional motions could be made if the original motion is defeated.

Original Motion: Moved by Ald. Benner seconded by Ald. Nichols to recommend to Common Council Recommendation to Award Contract Unit 2016-01; Downtown Street, Walkway and Electrical Improvements; Mill Street, Main Street, Pedestrian Link from Broad Street Parking Ramp to Main Street to Vinton Construction, Inc. in the amount of \$265,487.33.

Original motion carried on roll call 6-2.

Ald. Nichols, Krautkramer, Olszewski, Keehan, Spencer, Benner voted yes.

Ald. Taylor, Zelinski voted no.

3. [Change Order – Vinton Construction, 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: \\$21,525.00 \(Change Order No. 1\)](#)

DPW Radtke explained the change order is for eliminating the five Outdoor Picture Frames and three landscape items. The landscape items can be done by City crews.

Moved by Ald. Benner seconded by Ald. Nichols to recommend to Common Council Change Order for Vinton Construction, 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: \$21,525.00 (Change Order No. 1). Motion carried on roll call 8-0.

4. [Broad Street Parking Lot Access Plans](#)

DPW Radtke explained the construction of the parking ramp eliminated one of the entrances to the Broad Street parking lot. The only access to the east end of the parking lot is through the Broad Street alley which is a narrow one-way drive and has been blocked at times by delivery trucks. Staff is recommending widening the existing one way egress driveway located at the east end to allow two way traffic. This plan also provides for an enclosed dumpster area to service residents and businesses on the east end of the lot. This project can be done with budgeted funds by City crews for an estimated cost of \$4,000.

4. [Broad Street Parking Lot Access Plans,\(Cont'd\)](#)

Moved by Ald. Nichols seconded by Ald. Keehan to recommend to Common Council Broad Street Parking Lot Access Plans.

Motion carried on roll call 8-0.

5. [Request by Woodland Developments, LLC for Application of the City's Installment/Deferred Assessment Program to the Second Addition to Woodland Hills Development](#)

CDD Keil explained the request of Mike Hagens from Woodland Development to use the City's installment/deferred assessment program for installation of infrastructure in the Second Addition to Woodland Hills Development. This request has been made part of the Second Development Agreement between the City of Menasha and Woodland Development, LLC.

6. [Second Development Agreement Between the City of Menasha and Woodland Development, LLC](#)

CDD Keil explained the development agreement is proposed to assist with the installation of infrastructure in a 17 lot subdivision adjacent to the existing Woodland Hills subdivision. Implementation of the agreement will require a budget adjustment and borrowing.

Moved by Ald. Benner seconded by Ald. Keehan to recommend to Common Council Second Development Agreement between the City of Menasha and Woodland Development LLC.

Motion carried on roll call 6-2.

Ald. Nichols, Krautkramer, Olszewski, Keehan, Spencer, Benner voted yes.

Ald. Taylor, Zelinski voted no.

E. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Keehan to adjourn at 9:25 p.m.

Motion carried on voice vote.

Deborah A. Galeazzi, WCMC
City Clerk



Memorandum

DATE: March 3, 2016

TO: Board of Public Works

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

RE: Expiration of 90-Day Trial Period for Clovis Grove School On-Street Parking Revisions

At its August 3, 2015 meeting, the Board of Public Works authorized a 90 day trial period to change Clovis Grove Elementary School bus parking/parent pick-up and drop-off areas and include no parking on the south side of Ninth Street from Ida Street to Arthur Street from 7:30 am to 4:30 pm on school days. The 90 day trial period has expired and Menasha Joint School District is requesting the changes be made permanent (see attached memo).

Area residents were notified of the trial period expiration and of this meeting as an opportunity to provide input regarding the changes. Police Chief Styka has reviewed the situation with his staff and has received no reports of concerns with the parking alterations. Should the Board wish to proceed with making these changes permanent, an ordinance would need to be drafted by the City Attorney for review and action by the Common Council.

Enclosures

M:\word\BPW memo re Clovis Grove expiration of 90 day trial period_3-3-16.docx



Supervisor of Buildings, Grounds and Safety

328 6th Street, P.O. Box 360
Menasha, WI 54952-0360
Ph: (920) 967-1999
Fx: (920) 967-1997
elliottd@mjsd.k12.wi.us

DATE: 3/2/2016
TO: City of Menasha Public Works Committee and Common Council
FROM: David Elliott, District Supervisor of Buildings, Grounds and Safety
SUBJECT: Request for Permanent Change to Clovis Grove Elementary School Traffic Pattern

To the Director of Public Works, Public Works Committee and Common Council;

Menasha Joint School District requested a temporary change to Clovis Grove Elementary School Bus parking / parent pick-up and drop-off areas for a trial period of 90 days. After utilizing this new traffic pattern, the district feels it has reduced the congestion and safety concerns which were prevalent in the circle drive during drop off and pick up time. We are requesting this change to become permanent with the following additional resources endorsing the permanent change:

1. East Central Wisconsin Regional Planning Commission: MJSD worked closely with ECWRPC to determine safe and unsafe routes and conditions. They have recommended the proposed changes and have supplied the attached map annotating requested changes.
2. Police Liaison School Officer: MJSD solicited the input from our PLSO, Officer Jeff Jorgensen, who also recommends the changes to become permanent.
3. Lamers Bus Line: Bob Zurkowski with Lamers Bus Line has had no issues in regards to bussing and also recommends the change.
4. Menasha Utilities: Menasha Utilities removed the support pole on the drive exit which provided a clear departure lane from the drive for the busses.

We appreciate the opportunity provided by the City to conduct the 90 day trial period. After close review and observations, we are seeking the Department of Public Works recommendation and Common Councils approval to make these initial changes permanent.

Thank you for your consideration.
David Elliott

"Reaching Every Student Every Day"

CLOVIS GROVE ELEMENTARY SCHOOL

DROP-OFF/PICK-UP RECONFIGURATION

Source: Aerial photography and base data Winnebago County, 2010. ECWRPC provided the school location and bike and walk audit results.



This data was created for use by the East Central Wisconsin Regional Planning Commission Geographic Information System. Any other use/application of this information is the responsibility of the user and such use/application is at their own risk. East Central Wisconsin Regional Planning Commission disclaims all liability regarding fitness of the information for any use other than for East Central Wisconsin Regional Planning Commission business.

Prepared By April, 2015 by:



- Bus Loading Area
- Loading Zone Only - No Parking
- Handicapped Parking
- Suggested Parent/Guardian Parking Areas
- Staff and Visitor Parking Only
- Parent/Guardian Suggested Gathering Area - (If you park & walk to the school to pick-up)
- ✱ Student Release Locations
- ⚠ Crossing Guard





Memorandum

To: Menasha Board of Public Works

From: Deputy Director of Municipal Operations Adam Alix *AA*

Date: February 26, 2016

Re: Tire Disposal Fees

On July 1, 2015, the Winnebago County Solid Waste Board increased their tire disposal fees by a dollar per tire for passenger and truck tires and by two dollars per tire for tractor tires, resulting in current County fees of \$4.00, \$6.00, and \$9.00 respectively. The disposal fee for truckloads of tires remained the same at \$175.00 per ton which is how the City disposes of its tires. Our fees for tire disposal at the Public Works Facility have historically been the same as the County's.

The City's current tire disposal fees are \$3.00, \$5.00 and \$7.00 for passenger tires, truck tires and tractor tires, respectively. In 2014 we collected \$698 in revenue for tire disposal. We incurred a fee of \$1,134 at the Winnebago County Landfill for disposing of 6.48 tons of tires. In 2015 we collected \$419 in revenue against \$949 in fees from the County for 5.42 tons of tires. This does not include our costs for hauling them to the landfill to be recycled. One possible reason for the deficit these two years is the fact our fleet's junk tires are disposed of along with the tires collected from the public. In the past we did not have an established system to accurately track tires we had added and this has hindered our ability to properly evaluate these fees.

Following is a sample of how other local communities manage tire disposal:

- City of Appleton – curbside collection @ \$5.00/tire (max. 4 tires)
- City of Oshkosh – direct people to Winnebago County Landfill
- City of Neenah – direct people to Winnebago County Landfill
- Town of Menasha – collected curbside by Advance Disposal @ \$32.30/tire

It is our recommendation to adopt the same single tire disposal fee schedule that has been established by Winnebago County, resulting in disposal fees of \$4.00 for passenger car tires, \$6.00 for truck tires, and \$9.00 for tractor tires. We also intend to initiate a system to track the City fleet tires that are added to our collection site in order to properly account for these costs.

Enclosure

LANDFILL/ADMINISTRATION
(920) 232-1800
FOX CITIES
(920) 727-2884
FAX (920) 424-1189

100 W. COUNTY RD. Y
OSHKOSH, WI 54901
www.co.winnebago.wi.us



Winnebago County

Solid Waste Management Board

The Wave of the Future

SOLID WASTE/RECYCLING
TRANSFER STATION
(920) 232-1850
FOX CITIES
(920) 727-2896
FAX (920) 424-4955

LANDFILL GAS FACILITY
(920) 232-1800
FAX (920) 424-7761

EFFECTIVE JANUARY 1, 2016 – SUNNYVIEW TRANSFER STATION STANDARD TIPPING FEE RATE SCHEDULE *ALL LOADS ENTERING MUST BE SECURED AND COVERED WITH A TARP

SAFETY VESTS REQUIRED IN TRANSFER STATION

Hours of Operation: Monday – Friday 7:00 A.M. to 3:00 P.M. & Saturday 7:00 A.M. to Noon

GENERAL WASTES

\$12.00	Minimum Fee – \$12.00 per load (all vehicles 500 lbs. or less).
\$41.00/Ton	General Refuse – All weighed vehicles over 500 lbs. are prorated at \$41.00/Ton with a \$12.00 minimum charge.
\$25.00/Ton	Yard Waste/Brush/Clean Wood – Leaves, grass clippings, garden debris and brush less than 6" diameter (no plastic bags allowed). Clean wood free from steel, concrete, roofing materials or any other refuse (no treated or painted wood allowed). All weighed vehicles over 500 lbs. are prorated at \$25.00/Ton with a \$12.00 minimum charge. Contaminated loads will be assessed an additional \$50.00/Ton fee.
\$37.00/Ton	Construction and Demolition – Clean wood, metal, new drywall, vinyl siding (no treated/painted wood or drywall or asbestos containing materials allowed). All weighed vehicles over 500 lbs. are prorated at \$37.00/Ton with a \$12.00 minimum charge. Contaminated loads will be assessed an additional \$50.00/Ton fee.
\$30.00/Ton	Asphalt Shingles - Clean asphalt shingles (Non Asbestos) from residential dwellings of (4) units or less and must be free from cedar shakes, wood, metal and other residential debris/trash. All weighed vehicles over 500 lbs. are prorated at \$30.00/Ton with a \$12.00 minimum charge. Contaminated loads will be assessed an additional \$50.00/Ton fee.

RECYCLABLE WASTES

\$13.00/Each	Appliances – Microwaves, air conditioners, dehumidifiers, freezers, refrigerators, soda machines, water coolers, etc.
\$5.00/Each	Appliances – Dishwashers, furnaces/boilers, stoves/ovens, washers/dryers, water heaters, etc.
\$4.00/Each	Car Tires – 16" or less; More than 5 tires are charged by weight.
\$6.00/Each	Truck Tires – Larger than 16"; More than 5 tires are charged by weight.
\$9.00/Each	Tractor Tires – More than 5 tires are charged by weight.
\$175.00/Ton	Loads of Tires – More than 5 tires are charged by weight (Out of County tires not accepted).
\$1.00/Each	Batteries – Lead-acid batteries; placed in battery collection bin only.
No Charge	Used Oil – No Anti-freeze, water or other contaminants; user empties into collection tank.
No Charge	Used Oil Filters – No charge for the first 4 filters, and \$0.50/each thereafter.
No Charge	Used Oil Absorbents – No charge for rags, pads, socks, granular/sand, etc.
\$1.00/Gal	Used Anti-Freezer – No oil or other contaminants; user empties into collection tank.
\$5.00/Each	Propane Tanks – Must be empty.
\$20.00/Each	Televisions – 32" or greater (measured diagonally) (Residential Only - Limit 4).
\$15.00/Each	Televisions – Less than 32" (measured diagonally) (Residential Only - Limit 4).
\$5.00/Each	Computers/Electronics – Monitor, laptop, CPU, printer, DVD player or VCR (Residential Only - Limit 4).
No Charge	Keyboards, mice, speakers, cords or cell phones (Residential Only).
\$0.25/Each	Bulbs – Fluorescent (4' or less), incandescent (Limit 50).
\$0.50/Each	Bulbs – Fluorescent (greater than 4'), metal halide, sodium vapor, etc. (Limit 50).
No Charge	Cars or pickup trucks with recyclables only.

Note - Fees for commercial recyclables change monthly.

WASTES THAT REQUIRE SPECIAL APPROVAL – PLEASE CALL FOR INFORMATION/PRICING

- Asbestos Containing Materials
- Commercial and Industrial Special Wastes
- Contaminated Soils

STANDARD FEE RATE SCHEDULE DOES NOT APPLY TO NEGOTIATED CONTRACTS.

Cash, checks, and credit cards (VISA and MasterCard) accepted for payment (credit transactions for pre-authorized accounts only).

*Policy established by Winnebago County Solid Waste Management Board on June 29, 1989

Resolution R-8-16

A RESOLUTION RELATING TO HIGHWAY ACCESS
IN THE VICINITY OF PROVINCE LINK

Introduced by Mayor Merkes

WHEREAS, the City of Menasha created the Province Terrace Plat in May of 2006; and

WHEREAS, notations on the plat restricted access to certain parcels adjacent to Oneida Street (USH 10) which are enforceable by the Wisconsin Department of Transportation (WisDOT); and

WHEREAS, the City of Menasha created Certified Survey Map No. 2945 in August of 2006 connecting Oneida Street to Province Terrace via Province Link; and

WHEREAS, WisDOT informed the City of Menasha (City) that no access permit had been granted to connect Province Link to USH 10; and

WHEREAS, WisDOT has agreed to grant such permit subject to the City placing access restrictions on certain parcels; and

WHEREAS, it is in the interest of the City to maintain access at the intersection of Province Link and Oneida Street.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Common Council of the City of Menasha that the City shall apply for a highway access permit from WisDOT for Province Link; and

BE IT FURTHER RESOLVED, that the City agrees that there shall be no direct commercial access from Lot 2 of the Province Terrace plat to Oneida Street, and that there shall be no direct commercial access from Town of Harrison Parcel 010-0000-0000000-00-0-201807-00-230 (N9142 Oneida Road) to Oneida Street, should that parcel be annexed to the City; and

BE IT FURTHER RESOLVED, that the City agrees that there shall be no access to Province Link within 150 feet of the outside edge of the USH 10 travelled way.

Passed and approved this ___ day of March, 2016.

ATTEST:

Donald Merkes, Mayor

Deborah A. Galeazzi, Clerk

