

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
August 4, 2008

6:30 PM

AGENDA

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1. CALL TO ORDER

A. -

2. ROLL CALL/EXCUSED ABSENCES

A. -

3. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

A. July 21, 2008

[Attachments](#)

4. DISCUSSION

A. Street Use Application - St. Mary Central High Homecoming Parade; Friday, September 26, 2008; 5:00 PM - 5:45 PM

[Attachments](#)

B. Street Use Application - Menasha High School Homecoming Parade; Friday, September 26, 2008; 5:30 PM - 6:15 PM

[Attachments](#)

C. Payment - Badger Highways Co., Inc.; New Street Construction/Street Reconstruction; Contract Unit No. 2008-01; \$180,457.25 (Payment No. 2)

[Attachments](#)

D. O-14 -08 An Ordinance Relating to Yield Signs on Applewood Drive at Southfield Drive and on Sweetbriar Lane at Southfield Drive

[Attachments](#)

E. O-15 -08 An Ordinance Relating to Tire Disposal

[Attachments](#)

F. Recommendation to Establish Tire Disposal Fees

[Attachments](#)

5. ADJOURNMENT

A. -

"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
July 21, 2008

MINUTES

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1. CALL TO ORDER

Meeting called to order by Chairman Pack at 6:25 p.m.

2. ROLL CALL/EXCUSED ABSENCES

A. -

PRESENT: Pamenter, Taylor, Wisneski, Pack, Hendricks, Zelinski, Michalkiewicz, Benner
ALSO PRESENT: Mayor Merkes, CA/HRD Brandt, PC Stanke, DPW Radtke, CDD Keil, C/T Stoffel, PRD
Tungate, Eng. Supr. Montour, Clerk Galeazzi, the Press, James Taylor (Representative of Community Forward)

3. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

A. [July 7, 2008](#)

Moved by Alderman Michalkiewicz, seconded by Alderman Hendricks to approve minutes

Motion Carried on voice vote
Results:

4. DISCUSSION

A. [Street Use Application - Labor Day Parade; Monday, September 1, 2008; 9:30 AM - 11:30 AM; \(Fox Valley Area Labor Council\)](#)

CA/HRD Brandt reported the insurance is in order and acceptable.

B. [Street Use Application - St. Joseph's Food Pantry Run/Walk; Saturday, November 1, 2008; 8:45 AM - 10:00 AM; \(Pacesetter's of the Fox Cities\)](#)

CA/HRD Brandt reported he has not received the insurance certificate for review.

C. [Street Use Application - Grunski Runski; 10K and 2 Mile Run/Walk; Saturday, August 9, 2008; 8:30 AM - 10:30 AM; \(City of Menasha Parks and Recreation Department\)](#)

DPW Radtke explained the original route had a conflict with street construction. PRD Tungate has created a different route that does not conflict with street construction.
CA/HRD Brandt explained the application will need the approval of Police and Fire Departments.

D. [Street Use Application - Market On Main; Saturdays 8/2/08, 8/9/08, 8/16/08, 8/23/08, 8/30/08, 9/6/08, 9/13/08, and 9/20/08; 8:00 AM - 5:00 PM \(Community Forward, Inc.\)](#)

DPW Radtke explained the time exceeds the six hour permitted by City code, however it can be approved if Council stated the special reason for exceeding the time limit.
CA/HRD Brandt reported the insurance is in order and acceptable. The eight dates listed will need to be as eight

separate events.

Ald. Wisneski stated Appleton and Neenah have the farmer's market done by noon or 1:00p.m. and there might not be much activity in the later afternoon.

James Taylor, representative of Community Forward spoke. The street closure will be on Chute Street from Main Street to just before the entrance to the US Bank parking lot. The selling time for the vendors will be 10am-4pm. They will need two hours for setup and one hour for take down. They feel there will be no conflict with the farmer's market in Appleton and Neenah. They hope to attract the boater traffic in the later afternoon. They are anticipating approximately 40 vendors. Public will have access to all businesses downtown.

E. Payment - Insituform Technologies, USA, Inc.; City of Menasha Wastewater Collection System Rehabilitation Improvements Project - Phase 3, Contract No. E145-07-01A; Sanitary Sewer Lining; \$197,035.92 (Payment No. 4)

No Questions or Discussion.

F. Payment - Infrastructure Technologies, Inc.; City of Menasha Wastewater Collection System Rehabilitation Improvements Project - Phase 3, Contract No. E145-07-01D Sanitary Manhole Lining; \$27,059.63 (Payment No. 4)

No Questions or Discussion.

G. Request for Stop Sign on Melissa Street at Grove Street

DPW Radtke explained Tim Montour, Engineering Supervisor did the traffic studies for the four traffic study items (Items G, H, I, J)

CA/HRD Brandt advises following staff recommendations on installation of traffic signs. Staff puts time and resources into the study. They follow the Manual on Uniform Traffic Control Devices.

Eng. Supr. Montour reported the study indicated there is no apparent need to change the existing traffic control on Melissa Street at Grove Street.

H. Consideration of Additional Traffic Control Devices at the Intersections in Vicinity of Melissa Street and Grove Street (Ald. Benner)

DPW Radtke explained a traffic study was conducted at the request of Ald. Benner. There is no apparent need to change the existing traffic control signage.

Eng. Supr. Montour reported the residents in that area are concerned with speeding traffic. As per the Manual Uniform Traffic Control Devices (MUTCD) stop signs should not be used for speed control.

I. Request for Yield Sign on Jennie Street at Greenwood Drive (Mayor Merkes)

Lee Hoertsch, 1148 Greenwood Drive, spoke on the need for a yield sign at the intersection. There are no sidewalks in the area so people walk on the road. Vehicles come through the intersection at a high rate of speed. A yield sign would slow down traffic. The Engineering traffic study report recommended no need for traffic control signage at this intersection because of the right of way assignment rules for "T" intersections.

J. Request for Traffic Control Signage on Applewood Drive at Southfield Drive and on Sweetbriar Lane at Southfield Drive

DPW Radtke explained at the request of residents in the area, a traffic study was conducted and control signage is warranted. It is suggested to install a yield sign on Applewood Drive at Southfield Drive and a yield sign on Sweetbriar Lane at Southfield Drive.

Discussion ensued on suggestions to reduce speeding on Southfield Drive; it was suggested to consider installing speed bumps.

K. Consideration of Options for Surplus Commodity Revenue Through Tri-County Regional Recycling Program

DPW Radtke explained the City has the option to vote on what to do with their share of the recycling revenue surplus. Menasha's share is estimated at \$48,000. This amount could be used toward the purchase of new carts for the implementation of single stream recycling collection. As Winnebago County has not needed to access the stabilization fund to control the tipping fees, it is recommended the City votes to refund the recycling revenue

surplus to the municipalities.

L. Solicitation of Interest in a Consolidated Procurement of Carts for Single Stream Recycling by the Winnebago County Solid Waste Management Board

DPW Radtke explained Winnebago County is asking each municipality if they are interested in ordering single stream recycling carts through the County. As the City has not yet done a full evaluation of the costs of operating a fully automated single stream recycling collection process, it is recommended to indicate to the County we are not able to commit to the purchase of carts at this time.

M. Solicitation of Interest in a Potential Solid Waste Management Board Ban of Computers/Electronics at the Winnebago County Landfill

DPW Radtke explained Winnebago County wants to be prepared for the excess number of television sets that might be disposed at the landfill with the upcoming federal mandate that all television signals be of digital format. Winnebago County is asking for the support of municipalities. Currently residents are able to dispose of old television set and computers through regular refuse pickup. Businesses are banned from disposal of electronics in landfills and must recycle or reuse them. Discussion ensued on how this will affect City residents and the cost currently being charged by different drop-off spots. More information may be needed.

N. Recommendation to Increase Tire Disposal Fees

DPW Radtke explained Winnebago County Solid Waste Management Board has increased the cost charged for tires disposed at the landfill and DPW is recommending to mirror that increase for City residents to dispose of tires at the Public Works Facility. The City's current ordinance does state the fees charged to residents for disposing tires. The ordinance may need to be changed.

5. ADJOURNMENT

A. -

Moved by Alderman Michalkiewicz, seconded by Alderman Taylor to adjourn at 7:15 p.m.

Motion Carried on voice vote

Results:

Deborah A. Galeazzi

Respectfully submitted by Deborah A. Galeazzi, City Clerk



STREET USE APPLICATION

Sponsored by: St. Mary Central High School
 Responsible Person: Michelle Jungbauer
 Address: 1050 Zephyr Dr
Neenah, WI 54956
 Phone: 722-7796

Street Use Date: 9/26/08
 Start Time: 5:00
 End Time: 5:30-5:45
 Number of Units: 25-30

Street Route: (Attach Map) Start at St. Mary Grade School on 2nd St. Proceed to
 Description of Use Milwaukee St Take left onto Milwaukee, Go to Main St.
Turn Right on Main St to Tayco. Take a left on Tayco. Follow
Tayco, Washington, Commercial to Main St in Neenah. Take right
Turn left on Church St. Disband at church

LIABILITY INSURANCE HAS BEEN SECURED IN THE AMOUNT OF \$ 500,000 WITH
THE CITY OF MENASHA NAMED AS ADDITIONAL INSURED.
 Insurance Company Catholic Mutual Group Policy No. ~~92200~~
 (Attached is a copy of the insurance certificate).

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.

DATE: 7/21/08 APPLICANT'S SIGNATURE: Michelle Jungbauer

 TO BE COMPLETED BY CITY STAFF

SCHEDULED PARK & RECREATION BOARD REVIEW DATE: _____
 NOT REQUIRED: _____ APPROVED: _____ DENIED: _____

SCHEDULED COMMON COUNCIL REVIEW DATE: 8/4/08
 APPROVED: _____ DENIED: _____

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



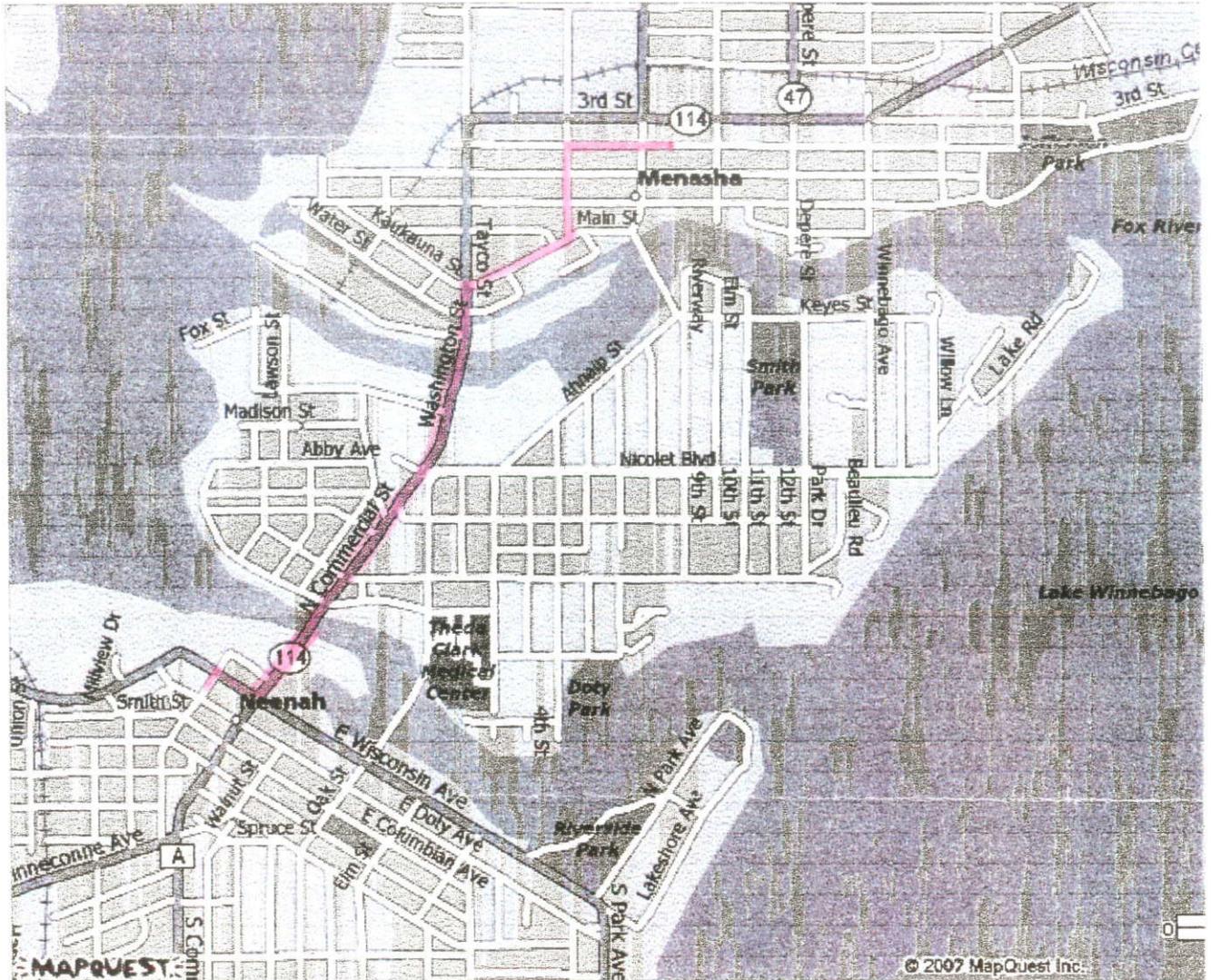
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★ Menasha, WI 54952, US



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STREET USE APPLICATION

Sponsored by: Menasha High School
 Responsible Person: Gene Spindler
 Address: 420 7th Street
Menasha, WI 54952
 Phone: 967-1808

Street Use Date: 9/26/08
 Start Time: 5:30
 End Time: 6:15
 Number of Units: 20

Street Route: (Attach Map) Start in H.S. parking lot. Move east on 8th Street
 Description of Use across Racine. North on Warsaw To 9th. East on
9th to Appleton St. North on Appleton Street into
Caldes Stadium.

LIABILITY INSURANCE HAS BEEN SECURED IN THE AMOUNT OF \$ 5,000,000.00 WITH
THE CITY OF MENASHA NAMED AS ADDITIONAL INSURED.
 Insurance Company Principal Insurance Managers, Inc. Policy No. SCL2221302
 (Attached is a copy of the insurance certificate).
Sent to Brian Inagate.

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.

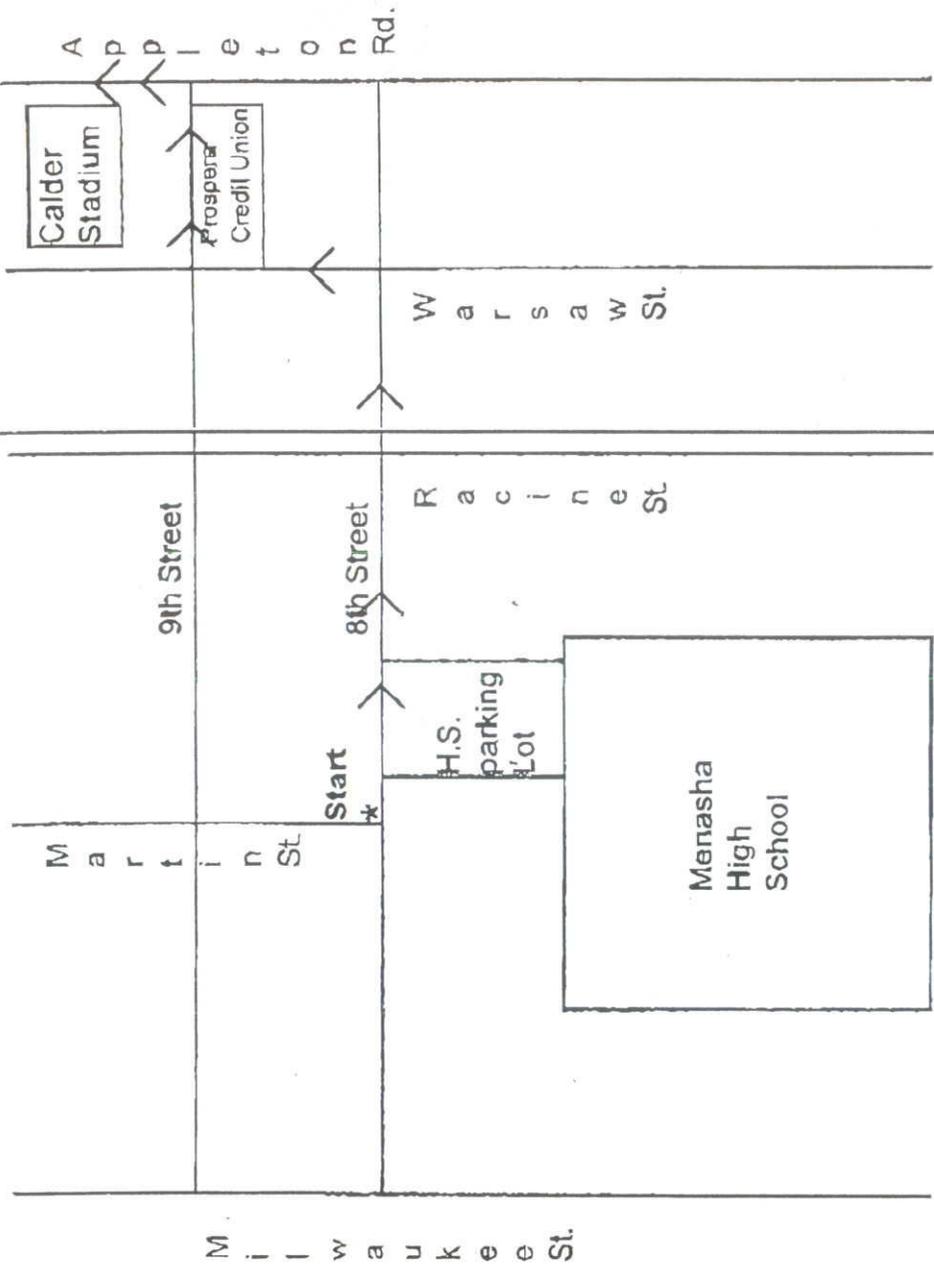
DATE: 7/23/08 APPLICANT'S SIGNATURE: Gene R Spindler

 TO BE COMPLETED BY CITY STAFF

SCHEDULED PARK & RECREATION BOARD REVIEW DATE: _____
 NOT REQUIRED: _____ APPROVED: _____ DENIED: _____

SCHEDULED COMMON COUNCIL REVIEW DATE: 8/4/08
 APPROVED: _____ DENIED: _____

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



HOMECOMING PARADE DIRECTIONS
PARADE STARTS AT 5:30 P.M.

- *Start at the corner of Martin St. and 8th St. (By the H.S. Parking Lot).
- *Cross over Racine St.
- *Turn left on Warsaw St.
- *Turn right on 9th St. (By Prospera Credit Union)
- *Turn left on Appleton Rd.
- *This road leads into Calder Stadium.

CERTIFICATE OF PAYMENT

DATE: July 30, 2008

PAYMENT REQUEST: Two (2)

CONTRACTOR: Badger Highways Co., Inc.

ADDRESS: PO Box 358, Menasha, WI 54952-0358

CONTRACT UNIT NUMBER: 2008-01

PROJECT DESCRIPTION: New Street Construction – Concrete Curb & Gutter/Asphalt Pavement
Street Reconstruction – Concrete Curb & Gutter/Asphalt Pavement

ORIGINAL CONTRACT AMOUNT	\$ 795,137.13
CHANGE ORDER NO. One (1) AMOUNT:	
PREVIOUS CHANGE ORDER(S): \$ \$6,441.93	
TOTAL CONTRACT AMOUNT (INCLUDING CHANGE ORDERS)	\$ 788,695.20
TOTAL EARNED TO DATE (SUMMARY ATTACHED)	\$ 221,321.81
LESS RETAINAGE 10%	\$ 22,132.18
AMOUNT DUE	\$ 199,189.63
PREVIOUS PAYMENTS	\$ 18,732.38
AMOUNT DUE THIS PAYMENT	\$ 180,457.25

ESTIMATE PERIOD: July 3, 2008 to July 30, 2008

I certify that all bills for labor, equipment, materials, and services are paid for which previous certificates for payment were issued.

DATE: _____ BY: _____

Lien Waivers from all subcontractors and suppliers shall accompany each Request for Payment. Affidavit of Compliance with Prevailing Wage Rates shall accompany Request for Final Payment.

RECOMMENDED FOR PAYMENT:

DIRECTOR OF PUBLIC WORKS: _____ DATE: _____

APPROVED FOR PAYMENT: COUNCIL APPROVAL DATE: _____

FINANCE DEPARTMENT

<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>CHARGE TO ACCOUNT</u>
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

CITY OF MENASHA
 CONTRACT UNIT NO. 2008-01
 STREET REHABILITATION/RECONSTRUCTION

DATE: July 30, 2008
 Payment No. Two

ITEM	QUANTITY	DESCRIPTION	BASE BID		YTD	
			Unit Price	TOTAL	QUANTITY	TOTAL
1	26,262	8" Depth Pavement/Base Pulverize/S.Y.	\$ 0.53	\$ 13,918.86	26,262.00	\$ 13,918.86
2	2,403	Unclassified Excavation/C.Y. (Lake Park Heights, Morgan Taylor Court, Northridge Manor)	\$ 7.61	\$ 18,286.83	340.00	\$ 2,587.40
3	3,137	Unclassified Excavation/C.Y. (First Street)	\$ 7.25	\$ 22,743.25	784.25	\$ 5,685.81
4	32,781	Pulverized Street/Base Fine Grading and Compaction/S.Y.	\$ 0.80	\$ 26,224.80	10,316.00	\$ 8,252.80
5	2,840	Crushed Stone Base Course/Ton (3" Gradation)	\$ 9.28	\$ 26,355.20		\$ -
6	100	Crushed Stone Base Course (3/4" Gradation)/Ton	\$ 1.00	\$ 100.00		\$ -
7	808	Placement of Salvaged Pulverized Material/C.Y. (First Street)	\$ 5.83	\$ 4,710.64		\$ -
8	4,243	2-1/4" Thick Asphaltic Concrete Pavement, Type E-1, 19.0 mm/Ton (Exclude Section 460 of WisDOT SSHSC)	\$ 42.55	\$ 180,539.65	ALTERNATE	
9	3,373	1-3/4" Thick Asphaltic Concrete Pavement, Type E-1, 12.5 mm/Ton (Exclude Section 460 of WisDOT SSHSC)	\$ 46.61	\$ 157,215.53	ALTERNATE	
10	16,265	30" Concrete Curb & Gutter/L.F. (Lake Park Heights, Morgan Taylor Court, Northridge Manor)	\$ 7.42	\$ 120,686.30	10,459.00	\$ 77,605.78
11	3,865	30" Concrete Curb and Gutter/L.F. (First Street)	\$ 7.30	\$ 28,214.50	5,893.00	\$ 43,018.90
12	534	Asphalt Pavement Full Depth Sawcut/L.F.	\$ 1.50	\$ 801.00	124.00	\$ 186.00
13	281	Gravel Driveway/Ton (Variable Thickness)	\$ 5.40	\$ 1,517.40		\$ -
14	13,691	3" Asphalt Driveway - Remove and Replace/S.F.	\$ 1.95	\$ 26,697.45		\$ -
15	417	4" Concrete Walk - Remove and Replace/S.F.	\$ 3.15	\$ 1,313.55		\$ -
16	367	4" Concrete Handicap Ramp - Remove and Replace/S.F. (Detectable warning field plates to be supplied by others)	\$ 3.15	\$ 1,156.05		\$ -
17	6,551	6" Concrete Walk/Driveway - Remove and Replace/S.F.	\$ 2.81	\$ 18,408.31		\$ -
18	5,538	No. 4 Coated Rebar/Lin. Ft.	\$ 0.65	\$ 3,599.70	5,120.00	\$ 3,328.00
19	122	Utility Adjustment/each	\$ 140.00	\$ 17,080.00	23.00	\$ 3,220.00
20	21	Water Valve Adjustment/each	\$ 110.00	\$ 2,310.00	3.00	\$ 330.00
21	28	Install Internal Manhole Chimney Seal and/or Extension/each	\$ 65.00	\$ 1,820.00		\$ -
22	18.87	48" Dia. Storm Manhole/V.F. (Casting supplied by others)	\$ 250.00	\$ 4,717.50		\$ -
23	1,185	4" Perforated Under Pavement Drain Pipe/L.F.	\$ 12.25	\$ 14,516.25	270.00	\$ 3,307.50
24	224	12" Storm Sewer/L.F.	\$ 22.00	\$ 4,928.00		\$ -
25	34	12" Class IV RCP/L.F.	\$ 28.00	\$ 952.00	34.00	\$ 952.00
26	9	2' x 3' Inlets/each (Castings supplied by others)	\$ 850.00	\$ 7,650.00	2.00	\$ 1,700.00
27	3.40	Slurry - Storm Sewer Abandonment/C.Y.	\$ 70.00	\$ 238.00		\$ -
28	22,877	Lawn Restoration/S.Y.	\$ 3.15	\$ 72,062.55		\$ -
29	1	Pedestrian/ Bicycle Trail Construction (Includes approximately 296 S.Y. of topsoil stripping minimum 4" depth and placement of salvaged pulverized material minimum 6" thickness; approximately 54 CY Unclassified Excavation; Quantities for Trail Asphalt Surface and Restoration are included in above bid items for such) LUMP SUM	\$ 2,565.00	\$ 2,565.00	0.00	\$ -
30	1	Construction mobilization/demobilization; traffic control; erosion control; project coordination; all incidental utility and misc. roadway work; and all other project work area restoration and clean-up to an equal and/or better preconstruction condition s required and related to the overall project. LUMP SUM	\$ 4,000.00	\$ 4,000.00	0.50	\$ 2,000.00
TOTAL CONTRACT BID (ITEMS 1-7, 10-30)				\$ 785,328.32		\$ 166,093.05
1A	11,130	Additional 8" Depth Pavement/Base Pulverizing/S.Y. (Eighth Street, Pacific Street, Chute Street, Green Bay Street)	\$ 0.35	\$ 3,895.50	14,879.00	\$ 5,207.65
2A	4,243	2-1/4" Thick Asphaltic Concrete Pavement, Type E-1 19.0 mm/Ton (Per Section 460 of WisDOT SSHSC - would replace Bid Item No. 8)	\$ 43.26	\$ 183,552.18	1,156.29	\$ 50,021.11
3A	3,373	1-3/4" Thick Asphaltic Concrete Pavement, Type E-1, 12.5 mm/Ton (Per Section 460 of WisDOT SSHSC - would replace Bid Item No. 9)	\$ 47.47	\$ 160,116.31		\$ -
4A	4,243	2-1/4" Thick Asphaltic Concrete Pavement, Type E-1 19.0 mm/Ton (Per Section 460, excluding 460.2.8 of WisDOT SSHSC - would replace Bid Item No. 8)	\$ 42.55	\$ 180,539.65	NOT USED	
5A	3,373	1-3/4" Thick Asphaltic Concrete Pavement, Type E-1, 12.5 mm/Ton (Per Section 460, excluding 460.2.8 of WisDOT SSHSC - would replace Bid Item No. 9)	\$ 46.61	\$ 157,215.53	NOT USED	
Total Alternate Bid Items (1A-3A)				\$ 347,563.99		\$ 55,228.76
Total Base Bid (Items 1-7, 10-30) + Alternate Bid Items (1A-3A)				\$ 795,137.13		\$ 221,321.81

ORDINANCE O – 14 - 08

AN ORDINANCE RELATING TO YIELD SIGNS

Introduced by Alderman Benner

The Common Council of the City of Menasha does ordain as follows:

SECTION 1: Section 10 – 1 – 16 (b) (38) is created to read as follows:

Applewood Drive at Southfield Drive.

SECTION 2: Section 10 – 1 – 16 (b) (39) is created to read as follows:

Sweetbriar Lane at Southfield Drive.

SECTION 3: This ordinance shall become effective upon its passage and publication as provided by law.

Passed and approved this _____ day of _____, 2008

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk

ORDINANCE O – 15 – 08

AN ORDINANCE RELATING TO DISPOSAL OF TIRES

Introduced by Alderman Pack

The Common Council of the City of Menasha does ordain as follows:

SECTION 1: Sec. 8 – 3 – 7 (n) is repealed and recreated to read as follows:

- (1) Tire Disposal Fees. Residents disposing of tires at the authorized site(s) are subject to a fee which will be established by the Board of Public Works to reflect the actual cost of tire disposal.
- (2) Method of collection of the fee established under Section 8-3-7(n)(2) shall be determined by the Board of Public Works. These fees may be changed from time to time as may be determined by the Board of Public Works, but not more than once each calendar year.
- (3) Tires Prohibited. No tires used by commercial or manufacturing establishments are permitted in the designated disposal areas.

SECTION 2: This ordinance shall become effective upon its passage and publication as provided by law.

Passed and approved this _____ day of _____, 2008

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk

Attorney's Note: This ordinance was drafted at the direction of the Chairman of the Board of Public Works and mirrors the current ordinance relating to microwaves



City of Menasha • Office of the City Attorney
Jeffrey S. Brandt, City Attorney

MEMO

TO: Board of Public Works

FROM: Jeff Brandt JSB
Mark Radtke MR

SUBJECT: Tire disposal fees

DATE: July 31, 2008

It is recommended that the Board of Public Works establish tire disposal fees as follows:

<u>Car Tires</u> – 16” or less -	\$3.00/tire
<u>Truck tires</u> – Larger than 16” -	\$5.00/tire
<u>Tractor tires</u> –	\$7/tire

The County charges by weight for greater than five tires. If we establish these fees, the City will be able to capture enough at the per tire rate to meet the County fee. Since the ordinance needs to be approved prior to setting the fee, we recommend that the Common Council suspend the rules and pass 0 – 15 – 08 on August 4, 2008. The Board of Public Works should hold the fee change until the August 18, 2008 meeting and then approve the fees.