

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**

May 4, 2009

6:35 PM

or immediately following the Administration Committee

AGENDA

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [April 21, 2009](#)

D. ACTION ITEMS

1. [Street Use Application – Community First Fox Cities Marathon; Sunday, September 20, 2009; 6:00 AM – 2:00 PM](#)
2. [Recommendation to Approve Wayfinding Signage Plan](#)
3. [Consideration of Options for Surplus Commodity Revenue Through Tri-County Regional Recycling Program](#)

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 21, 2009
MINUTES

A. CALL TO ORDER

Meeting called to order by DPW Radtke at 6:55 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Ald. Pamenter, Taylor, Wisneski, Pack, Hendricks, Zelinski, Englebert,
Benner

ALSO PRESENT: Mayor Merkes, CA/HRD Brandt, PC Stanke, DPW Radtke, CDD Keil,
Dpty Treasurer Sassman, Clerk Galeazzi, and the Press.

C. MINUTES TO APPROVE

1. [April 6, 2009](#)

Moved by Ald. Wisneski, seconded by Ald. Hendricks to approve minutes.
Motion carried on voice vote

D. ACTION ITEMS

1. Election of Chairman

Moved by Ald. Hendricks, seconded by Ald. Benner to nominate Ald. Taylor as Chairman
Hearing no other nominations, the Clerk was instructed to close the nominations and cast
a unanimous ballot for Ald. Taylor as Chairman.

Ald. Taylor took over as Chairman.

2. Election of Vice-Chairman

Moved by Ald. Hendricks, seconded by Ald. Wisneski to nominate Ald. Zelinski as Vice-
Chairman

Hearing no other nominations, the Clerk was instructed to close the nominations and cast
a unanimous ballot for Ald. Zelinski as Vice-Chairman.

3. [Change Order – Insituform Technologies USA, Inc.; City of Menasha Wastewater
Collection System Rehabilitation Improvements Project – Phase 3; Contract No.
E145-07-01A; Sanitary Sewer Lining; DEDUCT: \\$2,000.00 \(Change Order No. 2\)](#)

DPW Radtke explained the change is a credit due to damage to PVC sanitary sewer
during the lining of the sanitary sewer segment on Warsaw Street.

Moved by Ald. Zelinski, seconded by Ald. Hendricks to recommend approval to Common
Council

Motion carried on voice vote.

4. [Preliminary Resolution R-11-09 Declaring Intent to Exercise Special Assessment Powers under Section 66.07, Wisconsin Statutes – 2” Temporary Asphalt Pavement in Southfield West Subdivision](#)

DPW Radtke explained this preliminary resolution is to set the special assessment for the temporary asphalt pavement in the Southfield West subdivision and on the west end of Tana Lane. A public hearing will be scheduled after the Common Council approves this resolution.

Moved by Ald. Zelinski, seconded by Ald. Pack to recommend approval to Common Council

Motion carried on voice vote.

E. ADJOURNMENT

Moved by Ald. Pack, seconded by Ald. Wisneski to adjourn at 7:02 p.m.

Motion carried on voice vote

Respectfully submitted by
Deborah A. Galeazzi, WCMC
City Clerk



STREET USE APPLICATION

Sponsored by: Community First Fox Cities Marathon
 Responsible Person: Jesse Drake
 Address: Po Box 1315
Appleton WI 54912-1315
 Phone: (920) 882-5219 office, (920) 450-0083 cell
 Email Address: jesse.drake@communityfirstco.org

Street Use Date: 9/20/2009
 Start Time: 6:00 AM
 End Time: 2:00 PM
 Number of Units: 5,000 +
Runners & Walkers

Street Route: (Attach Map) Marathon route begins at UW-Fox Valley on Midway Road and finishes
 Description of Use at Riverside Park in Neenah. Please see attached maps & explanations.

Liability Insurance has been secured in the amount of \$ 6,000,000 with the City of Menasha named as the additional insured.
 Insurance Company Cumis Policy No. 044649
 (Attached is a copy of the insurance certificate).

Date: 3/10/2009 Applicant's Signature: Jesse Drake

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

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

Scheduled Common Council Review Date: 5/4/09
 Approved: _____ Denied: _____

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

Permit Fee: Each application for a Street Use Permit shall be accompanied by a fee of Twenty-Five Dollars (\$25.00). Make checks payable to City of Menasha. See attached portion of City Code.

Handwritten notes:
 # 2835
 CS



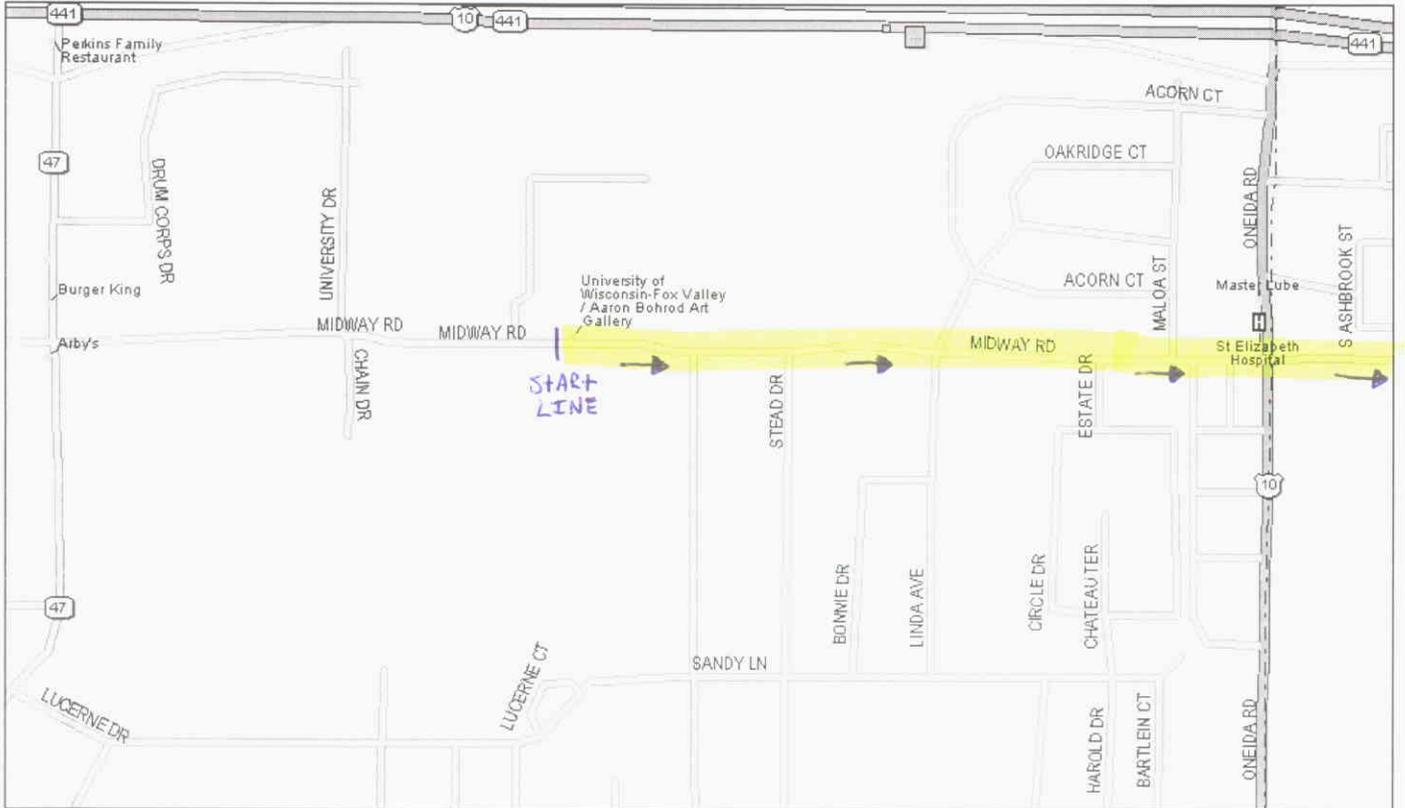
2009 Community First Fox Cities Marathon Start Line:

UW-Fox Valley, Midway Road – City of Menasha

- Requesting Midway Road from University Drive to Hwy. 10/Oneida Street to be closed (entire 4-lane road) to traffic from 6:00 a.m. until 8:15 a.m.
- City of Menasha Police officers needed at the Midway Road/University Avenue intersection to direct traffic into UW-Fox Valley and Sabre Lanes parking lots

as well as throughout the city
as race passes through

TOWN
OF
Menasha



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2009 Community First Fox Cities Marathon (City of Menasha Section)

The Fox Cities Marathon will re-enter the City of Menasha on Manitowoc Road and exit the City of Menasha at the Cleveland Street/11th Avenue intersection, entering the City of Neenah.

- Please place traffic cones on the left side of the road (runners will be running in the left-hand side lane – against the normal flow of traffic) – please provide the runners with the width of one full traffic lane
- Please also place “No Parking” signs where it is not already prohibited, on all roads of the Marathon route
 - Manitowoc Road/Plank Road
 - 7th Street
 - London Street
 - Konemac Street
 - 3rd Avenue
 - Jefferson Park
 - Broad Street (going the wrong way on 1-way street)
 - Racine Street (over Racine Street Bridge)
 - Cleveland Street (Smith Park)



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MEMORANDUM

To: Board of Public Works
From: CDD Keil *SK/ke*
Date: April 30, 2009
RE: Wayfinding Signage System

The Community Development Department has made application to the Fox Cities Convention and Business Bureau (FCCVB) for a grant to install a wayfinding signage system within the City of Menasha. This system is part of the regional wayfinding system that is being implemented by communities throughout the Fox Cities. The City of Menasha expressed its intent to participate in this system via the attached Resolution R-10-06.

The grant program requires that the city endorse the proposed signage system via motion. I am requesting that the Board of Public Works take action to approve the wayfinding signage system and forward its recommendation to the Common Council.

As proposed, the signage system includes four "Welcome" signs and twelve "Vehicular Guide" signs (sign type lx-3 and Gx-3) as shown on the attached drawing, respectively. We are working on modifications to the original signage plans as proposed by the FCCVB signage consultant, and will present an updated proposal to the Board of Public Works for final approval prior to implementation.

The total cost for the signs, posts and hardware is \$29,900. The grant program requires a 50 percent cost share match. We are proposing to use force account labor for installation as a partial match. The balance of the match will need to be budgeted for in 2010, or be derived from other sources. If we are awarded the grant by the FCCVB we are under no obligation to implement the signage program if we are unable to provide the required match.

RESOLUTION

R - 10 - 06

A RESOLUTION AUTHORIZING THE CITY OF MENASHA PARTICIPATION IN A REGIONAL WAYFINDING SIGNAGE SYSTEM.

Introduced by Mayor Laux.

WHEREAS, the Fox Cities Convention Bureau is pursuing the development of a regional wayfinding signage system; and,

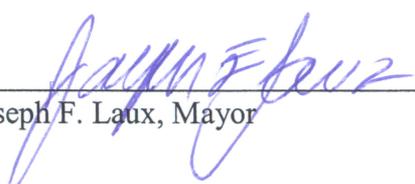
WHEREAS, it is expected that such system will identify significant destinations within the City of Menasha and other Fox Cities Communities; and,

WHEREAS, the City of Menasha lacks a comprehensive wayfinding signage system,

NOW THEREFORE, BE IT RESOLVED that the City of Menasha supports the development of a regional wayfinding system; and,

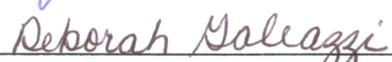
BE IT FURTHER RESOLVED that the City of Menasha will facilitate the development and installation of such a system within the City of Menasha.

Passed and approved this 6th day of March , 2006.



Joseph F. Laux, Mayor

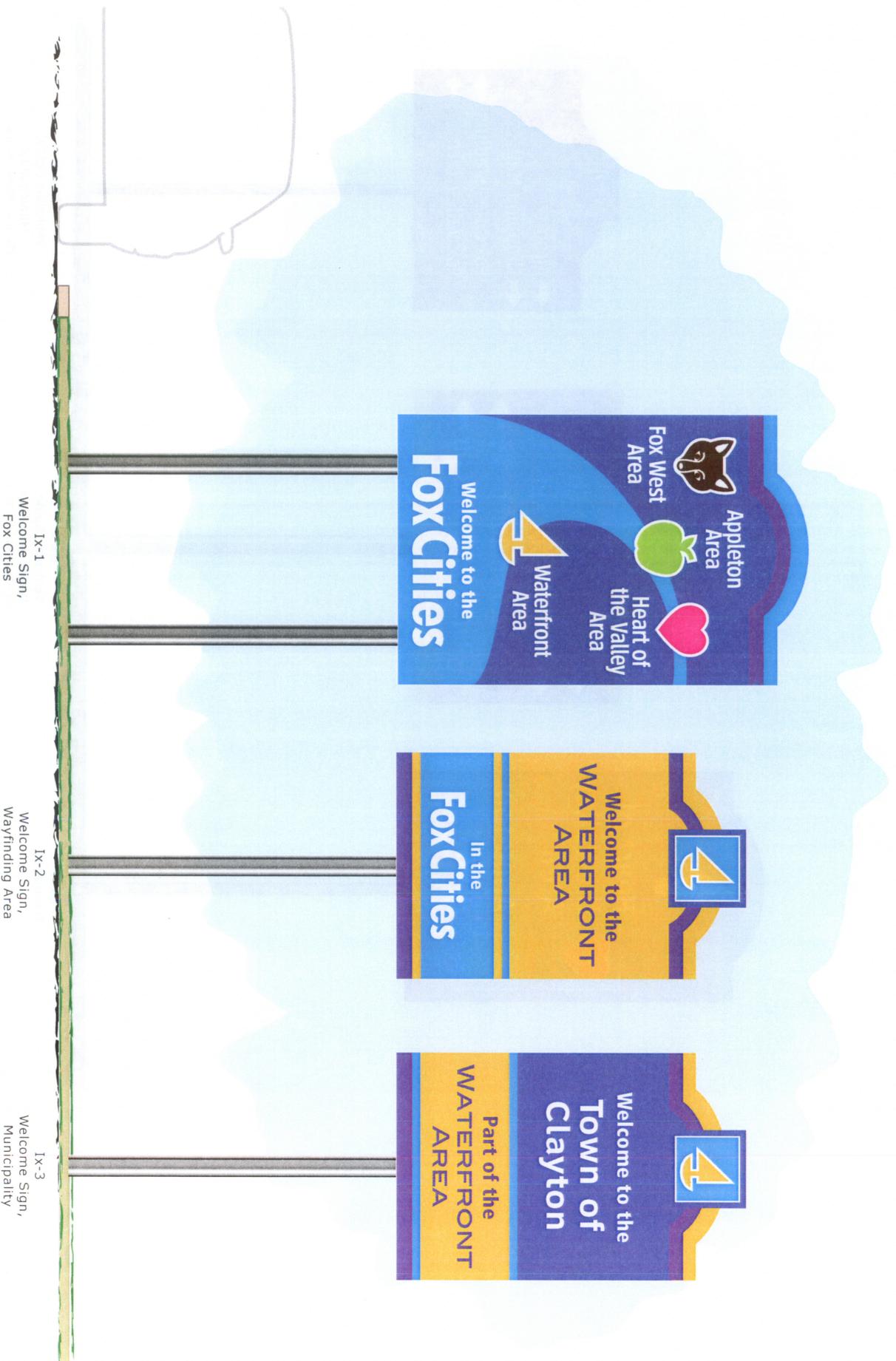
Attest:



Deborah Galeazzi, City Clerk

Wayfinding Sign Type Design Program CONTINUED

Full Sign Type Array



Ix-1
Welcome Sign,
Fox Cities

Ix-2
Welcome Sign,
Wayfinding Area

Ix-3
Welcome Sign,
Municipality

Wayfinding Sign Type Design Program CONTINUED

Full Sign Type Array



Gx-1
Trailblazer

Gx-2
Vehicular Guide,
Wayfinding Area
(Gx-2a: Panel Only)

Gx-3
Vehicular Guide,
Municipality
(Gx-3a: Panel Only)



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



Winnebago County

Solid Waste
Management Board

The Wave of the Future

100 W. COUNTY RD. Y
OSHKOSH, WI 54901

RECEIVED

APR 24 2009

RECYCLING FACILITY
(920) 232-1850
FOX CITIES
(920) 727-2896
FAX
(920) 424-4955

LANDFILL GAS FACILITY
(920) 232-1810
LANDFILL GAS FAX
(920) 424-7761

MEMORANDUM

Date: April 23, 2009
To: Contracted Responsible Units (RUs)
From: Jennifer Semrau, Recycling Specialist
Re: Surplus Commodity Revenue Ballot

Enclosed you will find the annual surplus commodity revenue ballot for your consideration. The result of previous years ballots has been the total refund of all surplus commodity revenues retained by Winnebago County from 1997-2007. This action was prudent as Winnebago County did not need to utilize the rate stabilization fund set aside by communities and was still able to reduce the recycling tip fee in each of the past five years. This was due to the success of the tri-county regional recycling program and positive commodity markets.

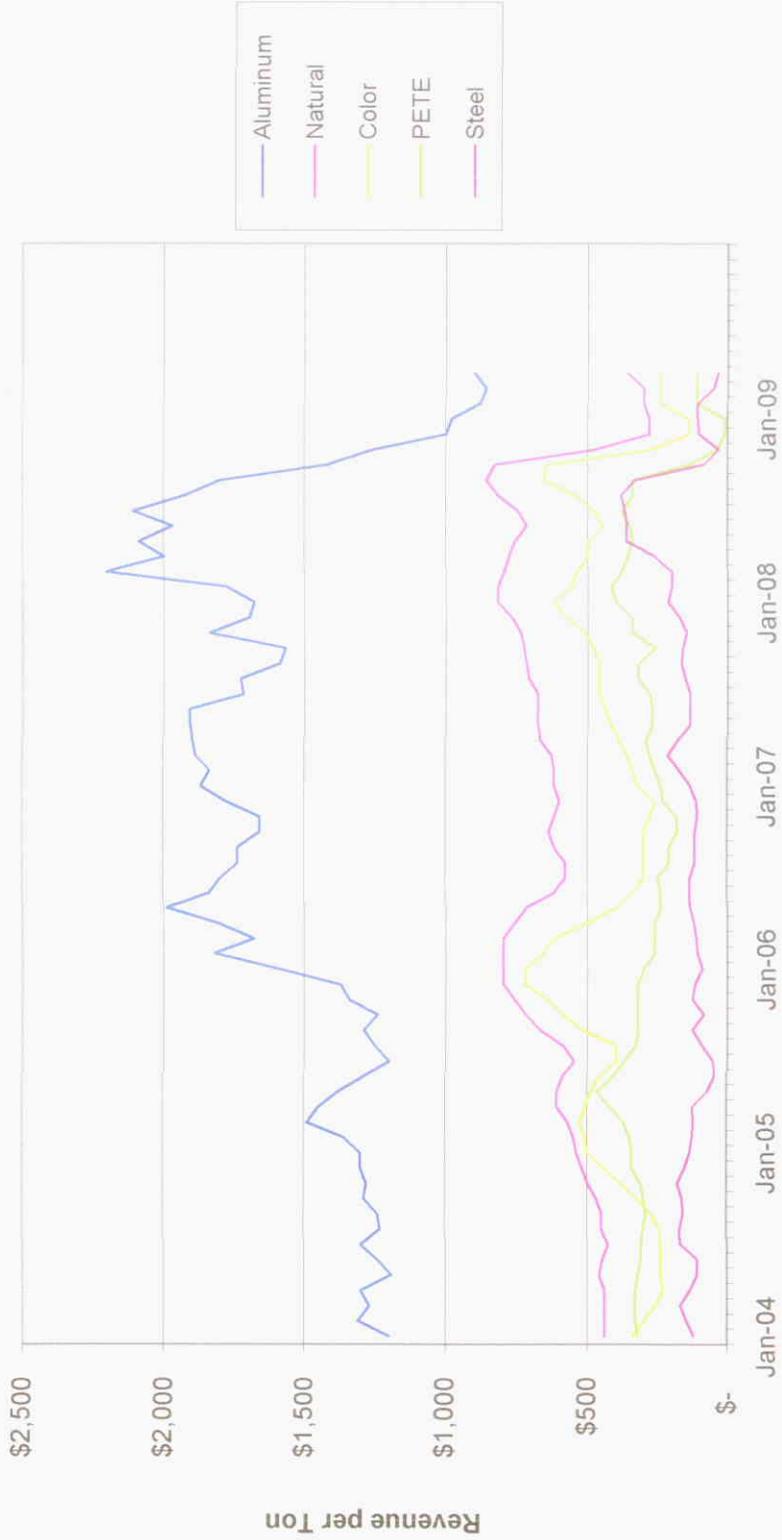
However, as described in more detail at the Recycling Program Annual Informational Meeting in March, owing to the poor economy, the bottom fell out of the markets in fall of 2008. As examples, milk jugs (HDPE natural plastic) which were worth \$910/ton in October fell to only \$280/ton in December; mixed paper which was worth \$85/ton in September was only worth \$5/ton in January. These examples hold true for essentially every recyclable commodity (all grades of paper, plastic and metal). The only exception is glass, which unfortunately due to its weight and transportation expenses, already experiences low value.

In the first few months of 2009 we have seen slight increases in the value of select commodities, but overall the market is still severely depressed. See the enclosed graph. While we anticipate markets coming back, the unknown question is when. As a result, Winnebago County is recommending communities vote to hold the 2008 surplus commodity revenue in a tipping fee stabilization fund. I sincerely doubt there will be surplus commodity revenue in 2009 and therefore it is wise to maintain these funds to offset the poor commodity markets in 2009.

Please consider the options carefully and return your ballot by **June 15, 2009**. Please feel free to contact me at (920) 232-1853 with any questions or concerns.

Thank you!

Material Values



**WINNEBAGO COUNTY
SIGNING MUNICIPALITY RECYCLING SURPLUS REVENUE BALLOT
APRIL 23, 2009**

**ARTICLE IX
FURTHER AMENDMENTS**

The County and the Signing Municipalities agree that this initial Agreement may be further amended and/or supplemented by written agreement of both the County and Signing Municipalities representing 70% of the total population of Signing Municipalities.

**ARTICLE VI
FUNDING**

- B. The County shall have the right to collect any and all revenues from the sale of recycled materials processed by the County under this Agreement.
1. From the time of the County MRF's opening until December 31, 1994, said revenues from Signing Municipalities shall be applied to the cost of construction, purchase and operation for all structures, equipment and personnel required by the County to perform its obligations under the Agreement. In the event that revenues from Signing Municipality processing fees and material sales exceed the cost of program operation, the net profit shall be rebated after year's end to Municipalities signing this Agreement. Rebates shall be based upon each Municipality's actual tonnage processed during that calendar year.
 2. After January 1, 1995 the processing fee per ton shall be set to reflect the anticipated cost of services provided. The County shall hold revenue rebates from Signing Municipality material sold during the year 2008 in the amount of four hundred twenty-five thousand, four hundred and twenty dollars (\$425,420.00) for future recycling tipping fee stabilization.

Please check the appropriate box for your municipality's choice, sign and indicate individual title, date and return this ballot on or before June 15, 2009 (include a copy of your city, town or village resolution or a copy of the municipal board meeting minutes authorizing this vote).

Winnebago County shall hold the recycling revenue surplus of \$425,420.00 in a fund for future recycling tipping fee stabilization based upon each Municipality's actual tonnage processed and sold for year 2008.

Winnebago County shall refund the recycling revenue surplus of \$425,420.00 to Signing Municipalities based upon each Municipality's actual tonnage processed and sold for year 2008.

Signature

Print Name

Municipality

Title

Date Signed