

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**  
**June 17, 2013**  
**6:30 PM**  
**or immediately following the Common Council**

**AGENDA**

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [June 3, 2013](#)

D. ACTION ITEMS

1. [Change Order – Roger Bowers Construction, Inc.; Ninth Street Sewage Lift Station Improvements Project; Contract E145-13-01B Sewage FM Replacement; DEDUCT: \\$4,794.00 \(Change Order No. 1\)](#)
2. [Payment - Roger Bowers Construction, Inc.; Ninth Street Sewage Lift Station Improvements Project; Contract E145-13-01B Sewage FM Replacement; \\$151,118.25 \(Payment No. 1\)](#)
3. [Request Authorization to Execute Intergovernmental Agreement to Satisfy Eligibility for Recycling Consolidation Grant for Calendar Year 2014](#)
4. [Resolution R-7-13 Acknowledging Review of City of Menasha 2012 Compliance Maintenance Annual Report Under Wisconsin Administrative Code NR 208](#)

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  
June 3, 2013  
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Taylor at 6:34 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, Captain Halderson, DPW Radtke CDD Keil, Dpty Treasurer Sassman, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [May 20, 2013](#)

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

Motion carried on voice vote.

D. ACTION ITEMS

1. [Street Use Application – Community First Fox Cities Marathon; Sunday, September 22, 2013; 6:00 AM – 2:00 PM \(Community First Credit Union\)](#)

Moved by Ald. Sevenich, seconded by Ald. Benner to recommend to Common Council Street Use Application, Community First Fox Cities Marathon, Sunday Sept. 22, 2013, 6:00 a.m. – 2:00 p.m. (Community First Credit Union)

Motion carried on voice vote.

2. [Recommendation to Award; West Sedimentation Basin Repair Project; Front Range Environmental; \\$47,801.00 \(Menasha Utilities\)](#)

Water Plant Supervisor Gosz explained the contract is to reseal and repair the West Sedimentation Basin at the Water Plant. Last year Front Range Environmental repaired the East Sedimentation Basin and staff was satisfied with the work done.

Moved by Ald. Sevenich, seconded by Ald. Zelinski to recommend to Common Council, Recommendation to Award, West Sedimentation Basin Repair Project, Front Range Environmental, \$47,801.00 (Menasha Utilities).

Motion carried on roll call 8-0.

E. ADJOURNMENT

Moved by Ald. Langdon, seconded by Ald. Keehan to adjourn at 6:40 p.m.

Motion carried on voice vote.

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

CHANGE ORDER NO: CO-1451301B-01

DATE: May 23, 2013

KAEMPFER & ASSOCIATES, INC.  
Consulting Engineers  
650 East Jackson Street  
Post Office Box 150  
Oconto Falls, WI 54154

PROJECT: Ninth Street Sewage Lift Station Improvements

OWNER: City of Menasha  
140 Main Street  
Menasha, WI 54952

ENGINEER'S PROJECT NO.: E145-08.07  
STATE/FEDERAL PROJECT NO.: S-2012-0470

OWNER'S PROJECT NO.: --  
CWF LOAN NO.: 5101-06

CONTRACTOR: Roger Bowers Construction, Inc.

CONTRACT DATE: May 9, 2013

COMPLETION DATE: July 8, 2013

ADDRESS: W1486 Kelso Road  
P.O. Box 346  
Kaukauna, WI 54130

CONTRACT: E145-13-01B Sewage Force Main Replacement

You are directed to make the changes noted below in the above contract and this Change Order becomes a part of your contract, subject to all the conditions thereof;

NATURE OF CHANGE: Provide 8-inch PVC SFM pipeline installed by directional drilling in place of trenching located at the intersection of Plank Road and Melissa Street as listed on the attached Change Order Summary Table.

ADDITIONAL NUMBER OF CONTRACT DAYS PROVIDED BY THIS CHANGE ORDER: 0 DAYS

Enclosures: Change Order Summary Table

The changes result in the following adjustment of Contract Price:

Contract Price Prior to this Change Order	\$ <u>194,066.35</u>
Net ( <del>Increase</del> /Decrease) Resulting from this Change Order	\$ <u>(4,794.00)</u>
Current Price, including this Change Order	\$ <u>189,272.35</u>

The above changes are approved:

FOR THE ENGINEER: By: Taryn S. Nall Date: 5/29/13  
Taryn S. Nall, P.E.

FOR THE OWNER: By: \_\_\_\_\_ Date: \_\_\_\_\_  
Mark Radtke, P.E.

The above changes are accepted:

FOR THE CONTRACTOR: Roger Bowers Construction, Inc.

By: Roger Bowers Date: 5-28-13  
Roger Bowers, President

## SUMMARY TABLE

**Delete the following item:**

Item No.	Description	Unit Price	Total Cost
4B	120 -lineal feet of 8-inch PVC SFM pipeline replacement with aggregate slurry backfill	\$180.00	\$21,600.00
15B	600 -square feet of concrete pavement restoration	\$6.50	\$3,900.00
16B	40 -tons of E-1 19mm bituminous concrete pavement roadway and apron restoration	\$98.85	\$3,954.00
	<b>Total Deductions</b>		<b>\$29,454.00</b>

**Add the following items:**

Item No.	Description	Unit Price	Total Cost
22B	137 -lineal feet of 8-inch PVC SFM pipeline directionally bored	\$180.00	\$24,660.00
	<b>Total Additions</b>		<b>\$24,660.00</b>

<b>Total Deductions for CO-1451301B-01</b>	<b>-\$29,454.00</b>
<b>Total Additions for CO-1451301B-01</b>	<b>\$24,660.00</b>
<b>Total Change for CO-1451301B-01</b>	<b>-\$4,794.00</b>

MONTHLY STATEMENT OF UNIT PRICE CONTRACT ACCOUNT

Request for: Partial Payment No. PR-1451301B-01 Date: June 13, 2013  
(Partial/Final)

Project: Ninth Street Sewage Lift Station Improvements

Owner: City of Menasha

Contractor: Roger Bowers Construction Co., Inc. E145-08.07

Original Contract Amount as Bid:	<u>\$194,066.35</u>
*(ADD)(DEDUCT) by Revised Quantities:	<u>\$0.00</u>
*Amount Added by Change Order:	<u>\$0.00</u>
*Amount Deducted by Change Order:	<u>(\$4,794.00)</u>
TOTAL CONTRACT THIS DATE:	<u>\$189,272.35</u>
Value of Work Completed to Date:	<u>\$154,993.25</u>
Less 2.5 Percent Retainable (of Total Contract This Date):	<u>(\$3,875.00)</u>
Net Total:	<u>\$151,118.25</u>

Project on Schedule:  X  YES   NO  82  % Complete

Record of Previous Payments:

1	<u> </u>	6	<u> </u>	11	<u> </u>
2	<u> </u>	7	<u> </u>	12	<u> </u>
3	<u> </u>	8	<u> </u>	13	<u> </u>
4	<u> </u>	9	<u> </u>	14	<u> </u>
5	<u> </u>	10	<u> </u>	15	<u> </u>

Amount Previously Paid: \$0.00

AMOUNT DUE THIS REQUEST: \$151,118.25

This is to certify that, in accordance with the terms of the Contract, the Contractor is entitled to a payment in the amount requested.

Engineer's Approval for Payment

Owner's Approval for Payment

BY: Taryn S. Nall  
Taryn S. Nall, P.E.  
KAEMPFER & ASSOCIATES, INC.

BY: Mark Radtke  
Mark Radtke, P.E., Dir. of Public Works  
CITY OF MENASHA

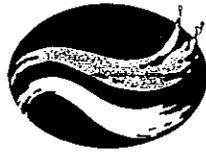
\* See Unit Price Contract Spreadsheet

Unit Price Contract												
PROJECT: Ninth Street Sewage Lift Station Improvements												
OWNER: City of Menasha												
CONTRACTOR: Regier Bowers Construction Co., Inc.												
ITEM NO	DESCRIPTION	UNITS	UNIT PRICE	BID QTY	BID TOTAL	PREVIOUSLY REQUESTED		CURRENT REQUEST		REVISED * QUANTITY	TOTAL	ADD (+) / DEDUCT (-)
						QTY	TOTAL	QTY	TOTAL			
1B	Mobilization and demobilization for Contract E14513-01B, including other general conditions	EA	\$1,000.00	1	\$1,000.00		\$0.00	0.75	\$750.00	0.75	\$750.00	\$-250.00
2B	Traffic control for duration of the project	EA	\$3,500.00	1	\$3,500.00		\$0.00	0.75	\$2,625.00	0.75	\$2,625.00	\$-875.00
3B	8-inch PVC SFM pipeline replacement with granular backfill	LF	\$45.00	2152	\$96,840.00		\$0.00	2014.5	\$90,652.50	2014.5	\$90,652.50	\$-6,187.50
4B	8-inch PVC SFM pipeline replacement with aggregate slurry backfill	LF	\$180.00	120	\$21,600.00		\$0.00		\$0.00	0	\$0.00	\$-21,600.00
5B	8-inch PVC SFM pipeline replacement with engineered backfill	LF	\$34.00	688	\$23,392.00		\$0.00	664.5	\$22,595.00	664.5	\$22,595.00	\$-799.00
6B	Connection of 8-inch SFM to existing 6-inch SFM at Sewage Lift Station, including 8-inch x 6-inch reducer and 6-inch solid sleeve	EA	\$900.00	1	\$900.00		\$0.00		\$0.00	0	\$0.00	\$-900.00
7B	8-inch 1/4 SFM bend	EA	\$250.00	1	\$250.00		\$0.00		\$0.00	0	\$0.00	\$-250.00
8B	8-inch 1/8 SFM bend	EA	\$250.00	8	\$2,000.00		\$0.00	8	\$2,000.00	8	\$2,000.00	\$0.00
9B	8-inch 1/32 SFM bend	EA	\$200.00	1	\$200.00		\$0.00		\$0.00	0	\$0.00	\$-200.00
10B	Tracer wire access riser	EA	\$250.00	4	\$1,000.00		\$0.00	2	\$500.00	2	\$500.00	\$-500.00
11B	2-inch frost protection rigid insulation	SF	\$2.00	448	\$896.00		\$0.00	608	\$1,216.00	608	\$1,216.00	\$320.00
12B	Emergency force main connection including bypass connection riser, three (3) resilient-seated gate valves, fittings, piping, and connection to Manhole No. 855, as shown on Drawing P4	EA	\$7,500.00	1	\$7,500.00		\$0.00		\$0.00	0	\$0.00	\$-7,500.00
13B	Discharge manhole and appurtenances	EA	\$4,247.00	1	\$4,247.00		\$0.00	0.25	\$1,061.75	0.25	\$1,061.75	\$-3,185.25
14B	Air release valve manhole and appurtenances, as shown on Drawing P3	EA	\$6,500.00	1	\$6,500.00		\$0.00	0.75	\$4,875.00	0.75	\$4,875.00	\$-1,625.00
15B	Concrete pavement restoration	SF	\$6.50	600	\$3,900.00		\$0.00		\$0.00	0	\$0.00	\$-3,900.00
16B	E-1 19mm bituminous concrete pavement roadway and apron restoration	TN	\$98.85	56	\$5,535.60		\$0.00		\$0.00	0	\$0.00	\$-5,535.60
17B	E-1 12 5mm bituminous concrete pavement roadway and apron restoration	TN	\$108.47	23	\$2,711.75		\$0.00		\$0.00	0	\$0.00	\$-2,711.75
18B	Terrace and lawn restoration	EA	\$2.50	1200	\$3,000.00		\$0.00		\$0.00	0	\$0.00	\$-3,000.00
19B	Concrete driveway apron restoration	SF	\$4.50	1,092	\$4,914.00		\$0.00	800	\$3,600.00	800	\$3,600.00	\$-1,314.00
20B	Curb and gutter restoration	LF	\$28.00	60	\$1,680.00		\$0.00	15	\$420.00	15	\$420.00	\$-1,260.00
21B	Inlet protection	EA	\$100.00	25	\$2,500.00		\$0.00	13	\$1,300.00	13	\$1,300.00	\$-1,200.00
<b>TOTAL Items 1B through 21B</b>					<b>\$194,066.35</b>		<b>\$0.00</b>		<b>\$131,593.25</b>		<b>\$131,593.25</b>	<b>\$-62,473.10</b>
<b>CHANGE ORDER #CO-1451301B-01</b>												
4B	8-inch PVC SFM pipeline replacement with aggregate slurry backfill	LF	\$180.00	-120	\$-21,600.00		\$0.00		\$0.00	0	\$0.00	\$21,600.00
15B	Concrete pavement restoration	SF	\$6.50	-600	\$-3,900.00		\$0.00		\$0.00	0	\$0.00	\$3,900.00
16B	E-1 19mm bituminous concrete pavement roadway and apron restoration	TN	\$98.85	-40	\$-3,954.00		\$0.00		\$0.00	0	\$0.00	\$3,954.00
22B	8-inch PVC SFM pipeline directionally bored	LF	\$180.00	157	\$28,060.00		\$0.00	130.00	\$23,400.00	130	\$23,400.00	\$-4,660.00
<b>TOTAL CHANGE ORDER #CO-1451301B-01</b>					<b>\$-4,794.00</b>		<b>\$0.00</b>		<b>\$23,400.00</b>		<b>\$23,400.00</b>	<b>\$28,194.00</b>
<b>TOTAL CONTRACT TO DATE</b>					<b>\$189,272.35</b>		<b>\$0.00</b>		<b>\$154,993.25</b>		<b>\$154,993.25</b>	<b>\$-34,279.10</b>

\* This estimate based on \_\_\_\_\_ Estimated Quantity X \_\_\_\_\_ Field Measured Quantity

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

100 W. COUNTY RD. Y  
OSHKOSH, WI 54901



## Winnebago County

Solid Waste  
Management Board  
*The Wave of the Future*

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

**DATE:** June 4, 2013  
**TO:** Contracted Responsible Units  
**FROM:** Jennifer Semrau - Recycling Specialist  
**RE:** May 2013 Scale Tickets & Tonnage Report

Enclosed are your recycling scale tickets for the month of May 2013. Check your tickets carefully for any errors and omissions. ***We need to be notified immediately of errors found or missing tickets so that we can correct the records.*** Your tonnage report is also enclosed. Review your ratios, pounds per person and how you compare to other units of similar size.

### **DNR Recycling Consolidation Grant 2014 Cooperative Agreement**

As discussed at the Annual Meeting, Winnebago County will once again lead an effort amongst our Responsible Units to qualify for the DNR Recycling Consolidation Grant. This effort for 2012 resulted in our RUs receiving approximately \$40,000, in addition to your regular recycling grant. This year's Agreement focuses on the 2013 Tri-County Recycling Guide joint education effort. Please sign the enclosed cooperative agreement at your next opportunity and return to me. Once I have all Agreements, I will send a complete set of signed Agreements to you for your records. (Note: City of Neenah and City of Oshkosh do not need to participate, as due to their population size, they already qualify for the Consolidation Grant.) Please contact me at 232-1853 or [jsemrau@co.winnebago.wi.us](mailto:jsemrau@co.winnebago.wi.us) with any questions!

### **Minnesota Enacts Paint Product Stewardship Law**

In late May, Minnesota became the sixth state, joining California, Connecticut, Oregon, Rhode Island and Vermont, to enact a paint product stewardship law. Product stewardship shares the responsibility of end-of-life management of a product with all parties, including the manufacturer of the product. Paint manufacturers that sell their products in Minnesota will be required to register with PaintCare. PaintCare is a non-profit organization that has helped implement programs in other states and will implement Minnesota's program. The post-consumer take-back program will be funded by a per-container fee that manufactures pay to PaintCare. There has been some discussion of a similar bill being introduced in Wisconsin. Wisconsin has had success with its electronic product stewardship program, collecting over 100 million pounds since the program began. I will continue to monitor this, and other relevant legislation, and provide updates. As always, feel free to contact me with questions.

**For your information, I will be out of the office on vacation 6/10-6/14.**

**Reminder: Landfill and Transfer Station will be closed on Thursday, 7/4 for Independence Day**

**Intergovernmental Agreement To Satisfy Eligibility for Recycling Consolidation Grant for  
Calendar Year 2014**

This agreement is made by and between the Cities of Menasha and Omro, the Village of Winneconne, and Towns of Algoma, Black Wolf, Clayton, Menasha, Neenah, Nekimi, Omro, Vinland, Winneconne, and Wolf River, each of which is a municipal corporation, and each of which is a Responsible Unit as defined in Section 287.01(9) of the Wisconsin Statutes, (collectively referred to as the "Responsible Units" or "RUs") for purposes of implementing efficiencies related to operating an effective recycling program in accordance with ss. 287.11 and 287.24, Wis. Stats., and ch. NR 542, Wis. Admin. Code. This agreement is intended to qualify for the 2014 Wisconsin Recycling Consolidation Grant.

WHEREAS the RUs believe that, by working together in this cooperative agreement, they can more effectively and efficiently provide for the recycling education needs of their citizens, and

WHEREAS the RUs desire to collaborate in an effort to educate about recycling; and

WHEREAS the RUs recognize the importance of educating residents about recycling and their RU responsibility to do so; and

WHEREAS Winnebago County works cooperatively with Brown and Outagamie Counties on its single stream recycling program, including education, and collaborated to produce the 2013 Tri-County Recycling Guide; and

WHEREAS the Tri-County Recycling Guide strives to provide comprehensive information on recycling dos and don'ts, answers to the top 10 recycling questions, how and why of electronics recycling, composting, medication collection, household hazardous waste management and specific disposal outlets in Winnebago County for sharps, used oil, yard waste and electronics; and

WHEREAS Section 66.0301(2) of the Wisconsin Statutes authorizes cooperation between municipalities and allows municipalities to contract with each other for the receipt or furnishing of services or the joint exercise of any power or duty required or authorized by law; and

WHEREAS each participating RU will maintain a copy of the other above listed RUs cooperative agreements on file, given that not all cooperating RUs will be able to sign a single document,

IT IS THEREFORE AGREED THAT the above listed RUs have and will, distribute and make available to its residents the 2013 Tri-County Recycling Guide, recognizing additional and consistent education will reduce contamination and improve recycling, enabling the processing and marketing of these recyclables in the most efficient, cost effective manner possible.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
MUNICIPALITY

\_\_\_\_\_  
DATE

## **RESOLUTION R-7-13**

### **A RESOLUTION ACKNOWLEDGING REVIEW OF CITY OF MENASHA 2012 COMPLIANCE MAINTENANCE ANNUAL REPORT UNDER WISCONSIN ADMINISTRATIVE CODE NR 208**

*Introduced by Ald. Taylor*

WHEREAS, it is a requirement under a Wisconsin Pollutant Discharge Elimination System (WPDES) permit issued by the Wisconsin Department of Natural Resources to file Compliance Maintenance Annual Report (CMAR) for its wastewater collection system under Wisconsin Administrative Code NR 208; and

WHEREAS, it is necessary to acknowledge that the governing body has reviewed the Compliance Maintenance Annual Report (CMAR); and

WHEREAS, it is necessary to provide recommendations or an action response plan for all individual CMAR section grades of "C" or less and/or an overall grade point average <3.00;

NOW, THEREFORE BE IT RESOLVED by the Mayor and the Common Council of the City of Menasha concurring, that no recommendations or corrective actions are necessary at this time because the City has achieved CMAR grades of "A" for its individual sections for its 2012 CMAR reporting year.

*Passed and approved this \_\_\_\_ day of July 2013.*

\_\_\_\_\_  
*Donald J. Merkes, Mayor*

ATTEST: \_\_\_\_\_  
*Deborah A. Galeazzi, City Clerk*

# COMPLIANCE MAINTENANCE ANNUAL REPORT

**Facility Name: Menasha City**

**Last Updated:  
6/12/2013**

**Reporting Year: 2012**

Financial Management

	Questions	Points									
1.	Person Providing This Financial Information  <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Name:</td> <td>Jennifer Sassman</td> </tr> <tr> <td>Telephone:</td> <td>(920) 967-3620</td> </tr> <tr> <td>E-Mail Address(optional):</td> <td>jsassman@ci.menasha.wi.us</td> </tr> </table>	Name:	Jennifer Sassman	Telephone:	(920) 967-3620	E-Mail Address(optional):	jsassman@ci.menasha.wi.us				
Name:	Jennifer Sassman										
Telephone:	(920) 967-3620										
E-Mail Address(optional):	jsassman@ci.menasha.wi.us										
2.	Are User Charge or other Revenues sufficient to cover O&M Expenses for your wastewater treatment plant AND/OR collection system ?  <input checked="" type="radio"/> Yes (0 points) <input type="radio"/> No (40 points) If No, please explain: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	0									
3.	When was the User Charge System or other revenue source(s) last reviewed and/or revised? Year: 2012  <input checked="" type="radio"/> 0-2 years ago (0 points) <input type="radio"/> 3 or more years ago (20 points) <input type="radio"/> Not Applicable (Private Facility)	0									
4.	Did you have a special account (e.g., CWFP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?  <input checked="" type="radio"/> Yes <input type="radio"/> No (40 points)	0									
<b>REPLACEMENT FUNDS(PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 5)</b>											
5.	Equipment Replacement Funds										
	5.1 When was the Equipment Replacement Fund last reviewed and/or revised? Year: 2012  <input checked="" type="radio"/> 1-2 years ago (0 points) <input type="radio"/> 3 or more years ago (20 points) <input type="radio"/> Not Applicable Explain: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	0									
	5.2 What amount is in your Replacement Fund? <div style="text-align: center;"><b>Equipment Replacement Fund Activity</b></div>										
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">5.2.1 Ending Balance Reported on Last Year's CMAR:</td> <td style="width: 10%; text-align: right;">\$70000</td> <td style="width: 20%;"></td> </tr> <tr> <td>5.2.2 Adjustments if necessary (e.g., earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)</td> <td style="text-align: right;">+</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>5.2.3 Adjusted January 1st Beginning Balance</td> <td></td> <td style="text-align: right;">\$70,000.00</td> </tr> </table>	5.2.1 Ending Balance Reported on Last Year's CMAR:	\$70000		5.2.2 Adjustments if necessary (e.g., earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	+	\$0.00	5.2.3 Adjusted January 1st Beginning Balance		\$70,000.00	
5.2.1 Ending Balance Reported on Last Year's CMAR:	\$70000										
5.2.2 Adjustments if necessary (e.g., earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	+	\$0.00									
5.2.3 Adjusted January 1st Beginning Balance		\$70,000.00									

# COMPLIANCE MAINTENANCE ANNUAL REPORT

**Facility Name: Menasha City**

**Last Updated:  
6/12/2013**

**Reporting Year: 2012**

Financial Management (Continued)

	<p><b>5.2.4 Additions to Fund</b> (e.g., portion of User Fee, earned interest, etc.) + \$10,000.00</p> <p><b>5.2.5 Subtractions from Fund</b> (e.g., equipment replacement, major repairs - use description box 5.2.5.1 below*) - \$0.00</p> <p><b>5.2.6 Ending Balance as of December 31st for CMAR Reporting Year</b> \$80,000.00</p> <p>(All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.)</p> <p>*5.2.5.1. Indicate adjustments, equipment purchases and/or major repairs from 5.2.5 above</p> <div style="border: 1px solid black; height: 20px; width: 65%; margin-left: 20px;"></div>							
	<p><b>5.3 What amount <u>should</u> be in your replacement fund?</b> \$80,000.00</p> <p>(If you had a CWFP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the HELP option button.)</p>							
	<p>5.3.1 Is the Dec. 31 Ending Balance in your Replacement Fund above (#5.2.6) equal to or greater than the amount that should be in it(#5.3)?</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No Explain:</p> <div style="border: 1px solid black; height: 20px; width: 65%; margin-left: 20px;"></div>							
6.	<p><b>Future Planning</b></p> <p>6.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating or new construction of your treatment facility or collection system?</p> <p><input type="radio"/> Yes (If yes, please provide major project information, if not already listed below)</p> <p><input checked="" type="radio"/> No</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 60%;">Project Description</th> <th style="width: 20%;">Estimated Cost</th> <th style="width: 20%;">Approximate Construction Year</th> </tr> </thead> <tbody> <tr> <td style="height: 30px;"></td> <td></td> <td></td> </tr> </tbody> </table>	Project Description	Estimated Cost	Approximate Construction Year				
Project Description	Estimated Cost	Approximate Construction Year						
7.	<p><b>Financial Management General Comments:</b></p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>The City has a CWFP recommendation of \$10,000 deposits to our replacement fund. These payments started in 2005 and reflect funds necessary to replace, or make major repairs to, our four lift stations in the system. Also, we are still awaiting resolution of a pending lawsuit regarding Fox River PCBs. There is the potential for the outcome to render our current user charge insufficient to cover possible additional costs assessed via the judgement.</p> </div>							

# COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City

Last Updated:  
6/12/2013

Reporting Year: 2012

Financial Management (Continued)

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

# COMPLIANCE MAINTENANCE ANNUAL REPORT

**Facility Name: Menasha City**

**Last Updated:  
6/12/2013**

**Reporting Year: 2012**

Sanitary Sewer Collection Systems

	Questions	Points
1.	<p>Do you have a Capacity, Management, Operation &amp; Maintenance (CMOM) requirement in your WPDES permit?</p> <p style="margin-left: 40px;"> <input type="radio"/> Yes  <input checked="" type="radio"/> No                 </p>	
2.	<p>Did you have a <u>documented</u> (written records/files, computer files, video tapes, etc.) sanitary sewer collection system operation &amp; maintenance or CMOM program last calendar year?</p> <p style="margin-left: 40px;"> <input checked="" type="radio"/> Yes (go to question 3)  <input type="radio"/> No (30 points) (go to question 4)                 </p>	0
3.	<p>Check the elements listed below that are included in your Operation and Maintenance (O&amp;M) or CMOM program.:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Goals:</b> Describe the specific goals you have for your collection system:</li> <li><input checked="" type="checkbox"/> <b>Organization:</b> Do you have the following written organizational elements (check only those that you have):                     <ul style="list-style-type: none"> <li><input type="checkbox"/> Ownership and governing body description</li> <li><input checked="" type="checkbox"/> Organizational chart</li> <li><input checked="" type="checkbox"/> Personnel and position descriptions</li> <li><input type="checkbox"/> Internal communication procedures</li> <li><input type="checkbox"/> Public information and education program</li> </ul> </li> <li><input checked="" type="checkbox"/> <b>Legal Authority:</b> Do you have the legal authority for the following (check only those that apply):                     <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Sewer use ordinance    Last Revised MM/DD/YYYY    <span style="border: 1px solid black; padding: 2px;">11/01/2004</span></li> <li><input type="checkbox"/> Pretreatment/Industrial control Programs</li> <li><input checked="" type="checkbox"/> Fat, Oil and Grease control</li> <li><input checked="" type="checkbox"/> Illicit discharges (commercial, industrial)</li> <li><input checked="" type="checkbox"/> Private property clear water (sump pumps, roof or foundation drains, etc)</li> <li><input type="checkbox"/> Private lateral inspections/repairs</li> <li><input type="checkbox"/> Service and management agreements</li> </ul> </li> <li><input checked="" type="checkbox"/> <b>Maintenance Activities: details in Question 4</b></li> <li><input checked="" type="checkbox"/> <b>Design and Performance Provisions:</b> How do you ensure that your sewer system is designed and constructed properly?                     <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> State plumbing code</li> <li><input checked="" type="checkbox"/> DNR NR 110 standards</li> <li><input checked="" type="checkbox"/> Local municipal code requirements</li> <li><input checked="" type="checkbox"/> Construction, inspection and testing</li> <li><input type="checkbox"/> Others:</li> </ul> </li> </ul>	

# COMPLIANCE MAINTENANCE ANNUAL REPORT

**Facility Name: Menasha City**

**Last Updated:  
6/12/2013**

**Reporting Year: 2012**

Sanitary Sewer Collection Systems (Continued)

	<p><input checked="" type="checkbox"/> <b>Overflow Emergency Response Plan:</b> Does your emergency response capability include (check only those that you have):</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Alarm system and routine testing</li> <li><input checked="" type="checkbox"/> Emergency equipment</li> <li><input checked="" type="checkbox"/> Emergency procedures</li> <li><input checked="" type="checkbox"/> Communications/Notifications (DNR, Internal, Public, Media etc)</li> </ul> <p><input checked="" type="checkbox"/> <b>Capacity Assurance:</b> How well do you know your sewer system? Do you have the following?</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Current and up-to-date sewer map</li> <li><input checked="" type="checkbox"/> Sewer system plans and specifications</li> <li><input checked="" type="checkbox"/> Manhole location map</li> <li><input checked="" type="checkbox"/> Lift station pump and wet well capacity information</li> <li><input checked="" type="checkbox"/> Lift station O&amp;M manuals</li> </ul> <p>Within your sewer system have you identified the following?</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Areas with flat sewers</li> <li><input checked="" type="checkbox"/> Areas with surcharging</li> <li><input checked="" type="checkbox"/> Areas with bottlenecks or constrictions</li> <li><input checked="" type="checkbox"/> Areas with chronic basement backups or SSO's</li> <li><input checked="" type="checkbox"/> Areas with excess debris, solids or grease accumulation</li> <li><input type="checkbox"/> Areas with heavy root growth</li> <li><input checked="" type="checkbox"/> Areas with excessive infiltration/inflow (I/I)</li> <li><input checked="" type="checkbox"/> Sewers with severe defects that affect flow capacity</li> <li><input checked="" type="checkbox"/> Adequacy of capacity for new connections</li> <li><input checked="" type="checkbox"/> Lift station capacity and/or pumping problems</li> </ul> <p><input type="checkbox"/> <b>Annual Self-Auditing of your O&amp;M/CMOM Program</b> to ensure above components are being implemented, evaluated, and re-prioritized as needed.</p> <p><input checked="" type="checkbox"/> <b>Special Studies Last Year(check only if applicable):</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Infiltration/Inflow (I/I) Analysis</li> <li><input checked="" type="checkbox"/> Sewer System Evaluation Survey (SSES)</li> <li><input type="checkbox"/> Sewer Evaluation and Capacity Management Plan (SECAP)</li> <li><input checked="" type="checkbox"/> Lift Station Evaluation Report</li> <li><input checked="" type="checkbox"/> Others:</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>We continued with Phase 4 (of 4) of our citywide SSES program and performed flow monitoring in Phases 1,2 and 4 to identify I/I sources. The Ninth Street Lift Station was evaluated for rehabilitation/replacement.</p> </div>	
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4. Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained:

Cleaning	75	% of system/year
Root Removal	0	% of system/year
Flow Monitoring	2	% of system/year

# COMPLIANCE MAINTENANCE ANNUAL REPORT

**Facility Name: Menasha City**

**Last Updated:  
6/12/2013**

**Reporting Year: 2012**

Sanitary Sewer Collection Systems (Continued)

Smoke Testing	<input style="width: 50px;" type="text" value="0"/>	% of system/year
Sewer Line Televising	<input style="width: 50px;" type="text" value="5"/>	% of system/year
Manhole Inspections	<input style="width: 50px;" type="text" value="2"/>	% of system/year
Lift Station O&M	<input style="width: 50px;" type="text" value="1"/>	# per L.S./year
Manhole Rehabilitation	<input style="width: 50px;" type="text" value="1"/>	% of manholes rehabed
Mainline Rehabilitation	<input style="width: 50px;" type="text" value="2"/>	% of sewer lines rehabed
Private Sewer Inspections	<input style="width: 50px;" type="text" value="1"/>	% of system/year
Private Sewer I/I Removal	<input style="width: 50px;" type="text" value="1"/>	% of private services
Please include additional comments about your sanitary sewer collection system below:		
We completed repair/replacement of sanitary sewer facilities within street improvement project areas.		

5. Provide the following collection system and flow information for the past year:

<input style="width: 80px;" type="text" value="30.11"/>	Total Actual Amount of Precipitation Last Year
<input style="width: 80px;" type="text" value="31"/>	Annual Average Precipitation (for your location)
<input style="width: 80px;" type="text" value="54.3"/>	Miles of Sanitary Sewer
<input style="width: 80px;" type="text" value="4"/>	Number of Lift Stations
<input style="width: 80px;" type="text" value="0"/>	Number of Lift Station Failure
<input style="width: 80px;" type="text" value="0"/>	Number of Sewer Pipe Failures
<input style="width: 80px;" type="text" value="0"/>	Number of Basement Backup Occurrences

# COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City

Last Updated:  
6/12/2013

Reporting Year: 2012

## Sanitary Sewer Collection Systems (Continued)

0	Number of Complaints
2.444	Average Daily Flow in MGD
4.182	Peak Monthly Flow in MGD(if available)
	Peak Hourly Flow in MGD(if available)

# COMPLIANCE MAINTENANCE ANNUAL REPORT

**Facility Name: Menasha City**

**Last Updated:  
6/12/2013**

**Reporting Year: 2012**

Sanitary Sewer Collection Systems (Continued)

	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="4" style="text-align: left; padding: 2px;">NUMBER OF SANITARY SEWER OVERFLOWS (SSO) REPORTED (10 POINTS PER OCCURRENCE)</th> </tr> <tr> <th style="width: 10%; padding: 2px;">Date</th> <th style="width: 40%; padding: 2px;">Location</th> <th style="width: 30%; padding: 2px;">Cause</th> <th style="width: 20%; padding: 2px;">Estimated Volume (MG)</th> </tr> <tr> <td colspan="4" style="padding: 5px;">NONE REPORTED</td> </tr> </table> <p style="margin-top: 10px;">Were there SSOs that occurred last year that are not listed above?</p> <p style="margin-left: 20px;"> <input type="radio"/> Yes  <input checked="" type="radio"/> No     </p> <p>If Yes, list the SSOs that occurred:</p> <div style="border: 1px solid black; height: 20px; width: 60%; margin-left: 20px;"></div>	NUMBER OF SANITARY SEWER OVERFLOWS (SSO) REPORTED (10 POINTS PER OCCURRENCE)				Date	Location	Cause	Estimated Volume (MG)	NONE REPORTED				0
NUMBER OF SANITARY SEWER OVERFLOWS (SSO) REPORTED (10 POINTS PER OCCURRENCE)														
Date	Location	Cause	Estimated Volume (MG)											
NONE REPORTED														
	<p><b>PERFORMANCE INDICATORS</b></p> <p><input style="width: 60px;" type="text" value="0.00"/> Lift Station Failures(failures/ps/year)</p> <p><input style="width: 60px;" type="text" value="0.00"/> Sewer Pipe Failures(pipe failures/sewer mile/yr)</p> <p><input style="width: 60px;" type="text" value="0.00"/> Sanitary Sewer Overflows (number/sewer mile/yr)</p> <p><input style="width: 60px;" type="text" value="0.00"/> Basement Backups(number/sewer mile)</p> <p><input style="width: 60px;" type="text" value="0.00"/> Complaints (number/sewer mile)</p> <p><input style="width: 60px;" type="text" value="1.7"/> Peaking Factor Ratio (Peak Monthly:Annual Daily Average)</p> <p><input style="width: 60px;" type="text" value="0.0"/> Peaking Factor Ratio(Peak Hourly:Annual daily Average)</p>													
6.	<p>Was infiltration/inflow(I/I) significant in your community last year?</p> <p style="margin-left: 20px;"> <input checked="" type="radio"/> Yes  <input type="radio"/> No     </p> <p>If Yes, please describe:</p> <div style="border: 1px solid black; padding: 5px; margin-left: 20px;"> <p>Until we address private sewer lateral leaks, I/I will continue to be significant in our system. I/I has been reduced because we have corrected the major public system defects over the past several years, but it remains a problem due to the likely defects in the private sewer laterals. The City intends to target private sewer lateral defects through adoption of an ordinance later this year.</p> </div>													
7.	<p>Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?</p>													

# COMPLIANCE MAINTENANCE ANNUAL REPORT

**Facility Name: Menasha City**

**Last Updated:  
6/12/2013**

**Reporting Year: 2012**

Sanitary Sewer Collection Systems (Continued)

	<p style="text-align: center;"> <input type="radio"/> Yes  <input checked="" type="radio"/> No                 </p> <p>If Yes, please describe:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
8.	<p>Explain any infiltration/inflow(I/I) changes this year from previous years?</p> <div style="border: 1px solid black; padding: 5px; min-height: 30px;">                     No significant change from recent years.                 </div>	
9.	<p>What is being done to address infiltration/inflow in your collection system?</p> <div style="border: 1px solid black; padding: 5px; min-height: 60px;">                     We continue with our citywide SSES and sewer system improvement program in Phase 4 of the City, including elimination of private foundation drain cross connections. We anticipate starting up a private sewer lateral inspection and correction program this year, pending Council approval.                 </div>	

<b>Total Points Generated</b>	0
<b>Score (100 - Total Points Generated)</b>	100
<b>Section Grade</b>	A

# COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City

Last Updated:

Reporting Year: 2012

WPDES No.0047341

GRADING SUMMARY				
SECTION	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Financial Management	A	4.0	1	4
Collection Systems	A	4.0	3	12
TOTALS			4	16
GRADE POINT AVERAGE(GPA)=4.00		4.00		

Notes:

A = Voluntary Range

B = Voluntary Range

C = Recommendation Range (Response Required)

D = Action Range (Response Required)

F = Action Range (Response Required)

# COMPLIANCE MAINTENANCE ANNUAL REPORT

**Facility Name: Menasha City**

**Last Updated:**

**Reporting Year: 2012**

## Resolution or Owner's Statement

NAME OF GOVERNING BODY OR OWNER	DATE OF RESOLUTION OR ACTION TAKEN
City of Menasha	07/01/2013
RESOLUTION NUMBER	
ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B, required for grade C, D, or F):	
<b>Financial Management: Grade=A</b>	
<b>Collection Systems: Grade=A</b>	
ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS (Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00) <b>G.P.A. = 4.00</b>	