

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
December 1, 2014
6:45 PM
or immediately following the Administration Committee
AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [November 17, 2014](#)
- D. COMMUNICATIONS
 - 1. [Intent to Apply for Focus on Energy Incentive Funds](#)
- E. DISCUSSION / ACTION ITEMS
 - 1. [Storm Water Utility Financial Report](#)
 - 2. [Request to Remove a Portion of Elevated Walkway Behind 175 Main Street](#)
- F. 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
November 17, 2014
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Sevenich at 7:35 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, FC Auxier, DPW Radtke, CDD Keil, ASD Steeno, PHD McKenney, LD Lenz, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [October 6, 2014](#)

No action.

2. [October 20, 2014](#)

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

Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. [Street Use Application – FirstEve; Wednesday, December 31, 2014; 10:30 PM – 12:30 AM \(DIDC/Community Forward, Inc.\)](#)

Moved by Ald. Langdon, seconded by Ald. Sevenich to recommend to Common Council Street Use Application for FirstEve, Wednesday December 31, 2014, 10:30pm-12:30am (DIDC/Community Forward Inc) contingent on all insurance requirements be met.

Ald. Nichols stated as President of DIDC she will be abstaining from voting on this issue.

Ald. Taylor stated as President of Community Forward he will be abstaining from voting on this issue. He also stated he would like the street closure to start at Center Street.

CA/HRD Captain explained she has not received the insurance yet.

Motion carried on roll call 6-0, Ald. Nichols and Taylor abstained.

2. [Payment – MCC, Inc.; Contract Unit No. 2014-02; Street Reconstruction – London Street, Lakecrest Drive, Sunset Drive, Emily Street, Ninth Street, DePere Street, Parkview Place; \\$308,225.57 \(Payment No. 3\)](#)

DPW Radtke explained the contact is completed and final payment request will be on a future agenda.

Moved by Ald. Taylor seconded by Ald. Englebert to recommend to Common Council Payment to MCC, Inc, Contract Unit No. 2014-02 for Street Reconstruction of London Street, Lakecrest Drive, Sunset Drive, Emily Street, Ninth Street, DePere Street, Parkview Place in the amount of \$308,225.57 (Payment No. 3)

Motion carried on roll call 8-0.

3. [Request to Extend No Parking Areas along the South Side of Ninth Street from Ida Street to Arthur Street \(Ald. Keehan\)](#)

DPW Radtke explained the request from a resident to extend the no parking zone further from the crosswalks because of the limited sight distance on Ninth Street when vehicles are parked tight to the limit of the existing no parking zone. Staff has been monitoring the parking situation in the area and recommends no changes in the parking zone.

No action required.

E. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Keehan to adjourn at 7:46 p.m.

Motion carried on voice vote.

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



Memorandum

DATE: November 26, 2014

TO: Menasha Board of Public Works

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

RE: Intent to Apply for Focus on Energy Incentive Funds

We were recently informed by WE Energies of a street light billing audit that determined the City has been overbilled for street lighting. The audit identifies an overbilling amount of \$69,679.77 going back 6 years. Additionally, going forward, the City stands to realize a monthly savings of \$1,204.69 in its WE Energies street lighting bill.

Several years ago, the City converted a portion of the existing high pressure sodium (HPS) street lighting to more energy efficient induction lighting through the use of an EECBG grant. The 2015 Budget includes \$6,000 for conversion of HPS street lighting to LED lighting. Coupled with the unexpected WE Energies overbilling, we investigated the possibility of applying for Wisconsin Focus on Energy (FOE) incentives for street light conversion. The FOE program application period is set to expire in 2015 but applications are still being accepted through 2014.

It is our intent to apply for FOE incentive funding prior to the deadline to preserve our ability to utilize this incentive should the City decide to convert additional HPS lighting to LED lighting in 2015. The application does not commit the City to the proposed conversion and any proposal to do so would be brought back to the Board of Public Works and Common Council for approval.



Memorandum

DATE: November 26, 2014

TO: Menasha Board of Public Works

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

RE: Storm Water Utility Financial Report

Attached is the financial report for the City of Menasha Storm Water Utility through October 31, 2014. The report was prepared by Administrative Services Director Steeno, who will be available to summarize the report and answer questions.

Future major expenses will be determined by Menasha's allocation associated with the Lower Fox River Total Maximum Daily Load (TMDL). The City's consultant has continued its work on the DNR TMDL Storm Water Planning Grant to assist in planning our runoff management standards. The TMDL storm water plan will be completed by the end of 2015. There is a long term, multi-year timeline for compliance with the Phosphorus and suspended solids allocations for the City; however, there are benchmarks which need to be established and met every five years. Additionally, there are submittals for mapping, pollutant load modeling and compliance planning that are due at various stages in the next four years.

The TMDL specified reductions in suspended solids and Phosphorus for the City of Menasha are very significant and it is expected there will be a corresponding need for additional revenue to meet the standards. At some point next year we will have our consultant present a status report to the Board of Public Works to help clarify our expected commitment to the TMDL.

Attachments

M:\word\BPW memo re Storm Water Utility financial report_11-26-14.docx

Storm Water Fund
 Update: 11/24/14
 Prepared by: Comptroller/Treasurer

Statement of Net Assets
 As of October 31, 2014

	Audited Year End 2009	Audited Year End 2010	Audited Year End 2011	Audited Year End 2012	Audited Year End 2013	Unaudited Thru October 2014
ASSETS						
Cash/Investments	\$ 10,111	\$ 414,185	\$ 965,280	\$ 994,781	\$ 932,844	\$ 1,373,346
Accounts Receivable	\$	\$ 295	\$	\$ 270	\$	\$
Due from Other Governments	\$ 291,373	\$ 265,232	\$ 10,789	\$ 401	\$ 401	\$ 401
Land	\$ 9,369,529	\$ 1,116,754	\$ 1,316,334	\$ 1,316,334	\$ 1,316,334	\$ 1,316,334
Improvements (other than buildings)	\$ 9,369,529	\$ 9,369,529	\$ 9,369,529	\$ 9,369,529	\$ 9,369,529	\$ 9,369,529
Accumulated Depreciation	\$ (1,244,107)	\$ (1,337,773)	\$ (1,431,439)	\$ (1,525,105)	\$ (1,618,771)	\$ (1,696,826) *
TOTAL ASSETS	\$ 8,426,906	\$ 9,828,222	\$ 10,230,493	\$ 10,156,210	\$ 10,000,337	\$ 10,362,785
LIABILITIES						
Accounts Payable	\$ 3,412	\$ 189,534	\$ 110,163	\$ 86,317	\$ 60,602	\$ 472,832
Long Term Obligations						
Due within one year			\$ 23,821	\$ 24,600	\$ 25,300	\$ 26,000 *
Due in more than one year		\$ 429,222	\$ 581,117	\$ 555,442	\$ 528,801	\$ 501,342
TOTAL LIABILITIES	\$ 3,412	\$ 618,756	\$ 715,101	\$ 666,359	\$ 614,703	\$ 1,000,174
NET ASSETS						
Invested in Capital Assets, Net						
of Related Debt	\$ 8,416,795	\$ 8,719,288	\$ 8,649,486	\$ 8,580,716	\$ 8,512,991	\$ 8,461,695
Unrestricted	\$ 6,699	\$ 490,178	\$ 865,906	\$ 909,135	\$ 872,643	\$ 900,915
TOTAL NET ASSETS	\$ 8,423,494	\$ 9,209,466	\$ 9,515,392	\$ 9,489,851	\$ 9,385,634	\$ 9,362,611

*estimate

Storm Water Fund
 Update: 11/24/14
 Prepared by: Comptroller/Treasurer

Statement of Revenues, Expenses and Changes in Net Assets
 For Operations through October 31, 2014

	Audited Year End 2009	Audited Year End 2010	Audited Year End 2011	Audited Year End 2012	Audited Year End 2013	Unaudited Thru October 2014
OPERATING REVENUES						
Charges for Services	\$ 995,098	\$ 1,068,678	\$ 1,075,592	\$ 1,098,003	\$ 1,113,744	\$ 842,616
TOTAL OPERATING REVENUES	\$ 995,098	\$ 1,068,678	\$ 1,075,592	\$ 1,098,003	\$ 1,113,744	\$ 842,616
OPERATING EXPENSES						
Operation & Maintenance	\$ 697,026	\$ 864,962	\$ 677,850	\$ 963,687	\$ 1,126,179	\$ 787,585
Depreciation & Amortization	\$ 93,666	\$ 93,666	\$ 93,666	\$ 93,666	\$ 93,666	\$ 78,055 *
TOTAL OPERATING EXPENSES	\$ 790,692	\$ 958,628	\$ 771,516	\$ 1,057,353	\$ 1,219,845	\$ 865,640
OPERATING INCOME (LOSS)	\$ 204,406	\$ 110,050	\$ 304,076	\$ 40,650	\$ (106,101)	\$ (23,024)
NON-OPERATING REVENUES						
Intergovernmental	\$ -	\$ 675,922				
Investment Income			\$ 1,584	\$ 1,567	\$ 1,884	
Gain on Disposal of Capital Assets			\$ 266			
TOTAL NON-OPERATING REVENUES	\$ -	\$ 675,922	\$ 1,850	\$ 1,567	\$ 1,884	\$ -
Income Before Contributions & Transfers	\$ 204,406	\$ 785,972	\$ 305,926	\$ 42,217	\$ (104,217)	\$ (23,024)
Capital Contributions	\$ 6,199					
Transfers In	\$ 8,212,889					
Transfers Out				\$ (67,758)		
Change in Net Assets	\$ 8,423,494	\$ 785,972	\$ 305,926	\$ (25,541)	\$ (104,217)	\$ (23,024)
Net Assets-January 1	\$ -	\$ 8,423,494	\$ 9,209,466	\$ 9,515,392	\$ 9,489,851	\$ 9,385,634
Net Assets-December 31	\$ 8,423,494	\$ 9,209,466	\$ 9,515,392	\$ 9,489,851	\$ 9,385,634	\$ 9,362,610
Net Assets-October 31						\$ 9,362,610

* estimate

BAKALOR PROPERTIES

334 PARK STREET, MENASHA, WI 54952

November 26, 2014

City of Menasha Public Works
140 Main Street
Menasha, WI 54952

Re: Application to remove walkway to the South of 175 Main St.

Dear Menasha Public Works:

Bakalor Properties is requesting permission to remove the section of the public walkway directly to the South of the building located at 175 Main St., Menasha. The walkway is currently in the way of demolition and will be difficult to work around during the build process. The development group requests to terminate the walkway at a natural seam, located at the West end of the 175 Main St. Property; put up fencing during demolition and construction; and then replace with a like-kind structure that works into the new design and elevation of the building project.

Very truly yours,



Kim Vanderheyden
Registered Agent
Bakalor Properties, LLC