

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 17, 2015**  
**6:45 PM**  
**or immediately following the Administration Committee**  
**AGENDA**

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. August 3, 2015

D. DISCUSSION / ACTION ITEMS

1. Payment – Janke General Contractors; Gilbert Trestle Improvements; Contract No. 2014-04; \$63,405.26 (Payment No. 4)
2. Payment – Northeast Asphalt, Inc.; New Street Construction and Reconstruction, Concrete Curb and Gutter, Asphalt Pavement, Storm Sewer – Southfield West/Natures Way Subdivision Street; Barker Farm VI Subdivision Streets, River Lea Court, Broad Street, Ida Street, Manitowoc Street and Lincoln Street; Contract No. 2015-01; \$89,918.07 (Payment No. 4)
3. Recommendation to Eliminate Bus Loading Zone on the North Side of Nicolet Boulevard at St. Patrick Church (324 Nicolet Boulevard)
4. Application for City of Menasha Deferred Assessment Policy, First Addition to Lake Park Heights, Winnebago Investments, LLC (Van's Realty & Construction) in the Amount of Approximately \$924,000.00
5. Resolution R-31-15 Acknowledging Review of City of Menasha 2014 Compliance Maintenance Annual Report Under Wisconsin Administrative Code NR 208 (Introduced by Ald. Krautkramer)

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  
August 3, 2015  
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Krautkramer at 8:46 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Nichols, Taylor, Krautkramer, Langdon, Zelinski, Benner

EXCUSED: Alderman Keehan

ALSO PRESENT: Mayor Merkes, CA Captain, PC Styka, DPW Radtke, CDD Keil,  
ASD Steeno, PHD McKenney, Clerk Galeazzi, Dave Elliott (MJSD)

C. MINUTES TO APPROVE

1. [July 20, 2015](#)

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

Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. [Street Use Application – Labor Day Parade; Monday, September 7, 2015; 9:30 AM – 10:30 AM \(Fox Valley Area Labor Council\).](#)

Moved by Ald. Nichols seconded by Ald. Benner to recommend to Common Council Street Use Application for Labor Day Parade on Monday Sept. 7, 2015, 9:30-10:30 a.m. (Fox Valley Area Labor Council).

Motion carried on voice vote.

2. [Change Order – Janke General Contractors; Gilbert Riverfront Trail; Contract No. 2014-03; ADD: \\$6,011.00 \(Change Order No. 3\)](#)

DPW Radtke explained the change order is to add a concrete ramp as part of the trail and to add an edge along part of the trail.

Moved by Ald. Nichols seconded by Ald. Langdon to recommend to Common Council change order for Janke General Contractors for Gilbert Riverfront Trail, Contract No. 2014-03, Add amount of \$6,011.00 (Change Order No. 3).

Motion carried on roll call 6-0.

3. [Change Order – Janke General Contractors; Gilbert Trestle Improvements; Contract No. 2014-04; ADD: \\$20,125.00 \(Change Order No.3\)](#)

DPW Radtke explained the change is to add a cable railing along the trestle part of the trail. It is consistent with the railing on the concrete trail.

Moved by Ald. Nichols seconded by Ald. Langdon to recommend to Common Council change order for Janke General Contractors for Gilbert Trestle Improvements, Contract No. 2014-04, Add amount of \$20,125.00 (Change Order No. 3).

Motion carried on roll call 6-0.

4. [Payment – Janke General Contractors; Gilbert Riverfront Trail; Contract No. 2014-03; \\$100,182.94 \(Payment No. 5\)](#)

DPW Radtke explained payment is for portion of concrete trail.

Moved by Ald. Nichols seconded by Ald. Langdon to recommend to Common Council Payment to Janke General Contractors for Gilbert Riverfront Trail, Contract No. 2014-03 in the amount of \$100,182.94 (Payment No. 5).

Motion carried on roll call 6-0.

5. [Payment – Janke General Contractors; Gilbert Trestle Improvements; Contract No. 2014-04; \\$5,500.50 \(Payment No. 3\)](#)

DPW Radtke explained payment is for the revisions and modifications to the trail.

Moved by Ald. Nichols seconded by Ald. Langdon to recommend to Common Council Payment to Janke General Contractors for Gilbert Trestle Improvements, Contract No. 2014-04 in the amount of \$5,500.50 (Payment No. 3).

Motion carried on roll call 6-0.

6. [Payment – Northeast Asphalt, Inc.; New Street Construction and Reconstruction, Concrete Curb and Gutter, Asphalt Pavement, Storm Sewer – Southfield West/Natures Way Subdivision Streets, Barker Farm VI Subdivision Streets, River Lea Court, Broad Street, Ida Street, Manitowoc Street and Lincoln Street; Contract No. 2015-01; \\$93,793.83 \(Payment No. 3\)](#)

DPW Radtke explained payment is for street work in Southfield West/Natures Way Subdivision and Parker Farm VI Subdivision. Work is completed in these subdivisions. Contractor will be moving on to the other streets in this project.

Moved by Ald. Nichols seconded by Ald. Langdon to recommend to Common Council Payment to Northeast Asphalt, Inc for new street construction and reconstruction, concrete curb and gutter, asphalt pavement, storm sewer for Southfield West/Natures Way subdivision Streets, Barker Farm VI Subdivision Streets, River Lea Court, Broad Street, Ida Street, Manitowoc Street and Lincoln Street, Contract No. 2015-01 in the amount of \$93,793.83 (Payment No. 3).

Motion carried on roll call 6-0.

7. [Menasha Joint School District Request for 90-Day Trial Period to Change Clovis Grove Elementary School Bus Parking / Parent Pick-Up and Drop-Off Areas](#)

Dave Elliott, Supervisor of Buildings, Grounds & Safety for Menasha Joint School District, explained the request of MJSD to change the school bus parking area from Ida Street to the circle drive in front of Clovis Grove School and the area on the north side of 9<sup>th</sup> Street in front of the school be designated as a loading zone only for parent pick-up and drop-off. Staff recommends prohibiting parking on the south side of 9<sup>th</sup> Street between Ida and Arthur Street for safety reasons. In checking with some of the residents in the area they support changes in parking on 9<sup>th</sup> Street.

Moved by Ald. Nichols seconded by Ald. Taylor to approve 90 day trial period to change Clovis Grove Elementary School bus parking/parent pick-up and drop-off areas and include no parking on south side of 9<sup>th</sup> Street from Ida to Arthur Street from 7:30am-4:30pm on school days.

Motion carried on roll call 6-0.

8. [Agreement with Appleton Regarding Midway Road and Southfield Drive Intersection Reconfiguration](#)

DPW Radtke explained the City of Appleton is asking for a commitment from City of Menasha to partner on the improvements to the intersection of Midway Road and Southfield Drive for safety purposes. Calumet County will be participating in the project. CA Captain reviewed the agreement and recommended some changes. Staff has not received the final agreement with the recommended changes from City of Appleton, but should have before next Common Council meeting.

Moved by Ald. Benner seconded by Ald. Nichols to recommend to Common Council Agreement with Appleton regarding Midway Road and Southfield Drive intersection reconfiguration.

Motion carried on roll call 6-0.

9. [Resolution R-25-15 Pertaining to Equivalent Runoff Unit \(ERU\) Charges for Storm Water Utility \(Introduced by Mayor Merkes\)](#)

ASD Steeno explained the need to increase storm water rates to keep the Storm Water Utility operating at a prudent level. She reviewed the past few years Storm Water Utility budgets.

Moved by Ald. Nichols seconded by Ald. Langdon to recommend to Common Council Resolution R-25-15 Pertaining to Equivalent Runoff Unit (ERU) Charges for Storm Water Utility (Introduced by Mayor Merkes)

General discussion ensued on recommended increases for 2015 and 2016, method used to determine ERU, financial impact using different method, making changes to the current method of determine ERU.

Moved by Ald. Zelinski seconded by Ald. Taylor to table.

Motion carried on roll call 5-1 Ald. Benner voted no.

E. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Langdon to adjourn at 9:35 p.m.

Motion carried on voice vote.

**Certificate of Payment**

Date: August 13, 2015                      Payment Request: 4 (FOUR)

Contractor: Janke General Contractors

Address: 1223 River View Lane, Athens, WI 54411

Contract Unit No.: 2014-04

Project Description: Gilbert Trestle Improvements

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Original Contract Amount	\$ 295,525.00
Change Order No.:	Amount: \$
Previous Change Order(s):	\$ 26,258.00
Total Contract Amount (Including Change Orders)	\$ 269,267.00
Total Earned to Date (Summary Attached)	\$ 193,769.94
Less Retainage 2.50%	\$ 6,731.68
Amount Due	\$ 187,038.26
Previous Payments	\$ 123,633.00
Amount Due this Payment	\$ 63,405.26
Estimate Pay Period	7/30/15 - 8/13/15

*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: \_\_\_\_\_

**Common Council Approval Date:** \_\_\_\_\_

**Finance Department**

<u>Account Number</u>	<u>Budget</u>	<u>Charge to Account</u>
	\$	
	\$	
	\$	
	\$	

**Itemized Bid Tabulation**  
**City of Menasha Contract Unit No. 2014-04**  
**Gilbert Trestle Improvements**

Payment No. 4 (Four)

ITEM	QUANTITY	DESCRIPTION	BASE BID		YTD	
			UNIT PRICE	ITEM TOTAL	QUANTITY	ITEM TOTAL
1	1	Site Preparation/LS	\$ 20,000.00	\$ 20,000.00	1.00	\$ 20,000.00
2	1	Timber Structures/LS	\$ 111,000.00	\$ 111,000.00	0.75	\$ 83,250.00
3	4,000	Composite Decking/SF	\$ 14.70	\$ 58,800.00		
4	800	Cable Railing/LF	\$ 115.00	\$ 92,000.00		
5	5	Electrical Junction Box/EA	\$ 345.00	\$ 1,725.00	0.00	\$ -
6	325	2" Flexible Liquid Tight Conduit/LF	\$ 30.00	\$ 9,750.00	193.00	\$ 5,790.00
7	90	1" Flexible Liquid Tight Conduit/LF	\$ 25.00	\$ 2,250.00	0.00	\$ -
		<b>Total Base Bid (Items 1-7)</b>		<b>\$ 295,525.00</b>		<b>\$ 109,040.00</b>
CO2	1	Demo & Disposal of existing structure	\$ 26,000.00	\$ 26,000.00	1.00	\$ 26,000.00
CO2	1	City to own unused rail posts	\$ 4,000.00	\$ 4,000.00	1.00	\$ 4,000.00
CO2	1	Pile Cap	\$ 12,000.00	\$ 12,000.00	1.00	\$ 12,000.00
CO2	1	Modification to Trestle sub decking	\$ (17,000.00)	\$ (17,000.00)	1.00	\$ (17,000.00)
CO2	1	Remove Overlook	\$ (3,900.00)	\$ (3,900.00)	1.00	\$ (3,900.00)
CO2	2,210	Composite Decking/SF	\$ 14.70	\$ 32,487.00	2110.71	\$ 31,027.44
CO2	442	Cable Railing/LF	\$ 115.00	\$ 50,830.00	110.00	\$ 12,650.00
		<b>Total Contract After CO2</b>		<b>\$ 249,142.00</b>		<b>\$ 173,817.44</b>
CO3	175	Cable Railing Along Concrete Trail/LF	\$ 115.00	\$ 20,125.00	173.50	\$ 19,952.50
		<b>Total Contract After CO3</b>		<b>\$ 269,267.00</b>		<b>\$ 193,769.94</b>



**Itemized Bid Tabulation**

**City of Menasha Contract Unit No. 2015-01**

New Street Construction and Reconstruction, Concrete Curb and Gutter, Asphalt Pavement, Storm Sewer

Southfield West/Natures Way Subdivision Streets, Barker Farms VI subdivision Streets, River Lea Court, Broad Street, Ida Street, Manitowoc Street, Lincoln Street

ITEM	QUANTITY	DESCRIPTION	PAYMENT 4 (FOUR)			
			BASE BID		YTD	
			UNIT PRICE	ITEM TOTAL	QUANTITY	TOTAL
1	4	Remove and Replace Inlet	\$ 2,400.00	\$ 9,600.00	4.00	\$ 9,600.00
2	4	New Inlet	\$ 2,100.00	\$ 8,400.00	4.00	\$ 8,400.00
3	2	RCP Yard Drain	\$ 1,450.00	\$ 2,900.00	2.00	\$ 2,900.00
4	2	NDS Yard Drain	\$ 1,100.00	\$ 2,200.00	2.00	\$ 2,200.00
5	38	Remove and Replace 12" Class IV RCP Inlet Lead	\$ 39.00	\$ 1,482.00	30.00	\$ 1,170.00
6	12	6" PVC Storm Inlet Lead	\$ 23.00	\$ 276.00	8.00	\$ 184.00
7	70	8" PVC Storm Inlet Lead	\$ 28.00	\$ 1,960.00	50.00	\$ 1,400.00
8	126	12" PVC Storm Sewer	\$ 33.00	\$ 4,158.00	100.00	\$ 3,300.00
9	76	12" Class IV RCP Storm Sewer	\$ 39.00	\$ 2,964.00	50.00	\$ 1,950.00
10	975	4" Under Pavement Drain	\$ 12.00	\$ 11,700.00	821.00	\$ 9,852.00
11	36,901	Pavement / Base Pulverizing	\$ 0.42	\$ 15,498.42	22,067.00	\$ 9,268.14
12	3,255	Unclassified Excavation/Pulverized and Shoulder Material	\$ 7.50	\$ 24,412.50	1,757.00	\$ 13,177.50
13	2,350	Unclassified Excavation	\$ 8.00	\$ 18,800.00		
14	2,326	Geogrid	\$ 2.00	\$ 4,652.00	1,241.00	\$ 2,482.00
15	303	1 1/4" Crushed Dense Aggregate Base Course Placement	\$ 7.25	\$ 2,196.75	303.00	\$ 2,196.75
16	957	3" Crushed Dense Aggregate Base Course Placement	\$ 6.25	\$ 5,981.25	631.00	\$ 3,943.75
17	410	Pulverized Stone Placement	\$ 10.00	\$ 4,100.00		\$ -
18	41,305	Fine Grading and Compaction	\$ 1.63	\$ 67,327.15	21,874.00	\$ 35,654.62
19	16,308	30" Concrete Curb & Gutter	\$ 9.10	\$ 148,402.80	14,029.00	\$ 127,663.90
20	721	30" Mountable (Roll Back) Concrete Curb & Gutter	\$ 9.50	\$ 6,849.50	600.00	\$ 5,700.00
21	5,740.00	No. 4 Epoxy Coated Rebar	\$ 0.75	\$ 4,305.00	5,364.00	\$ 4,023.00
22	147	Utility Adjustment	\$ 215.00	\$ 31,605.00	107.00	\$ 23,005.00
23	20	Water Valve Adjustment	\$ 52.50	\$ 1,050.00	2.00	\$ 105.00
24	1,090	Sawcut	\$ 1.00	\$ 1,090.00	197.00	\$ 197.00
25	5,418	Asphalt Binder Course Pavement 2 1/4" Thick	\$ 50.00	\$ 270,900.00	2,694.72	\$ 134,736.00
26	4,213	Asphalt Surface Course Pavement 1 3/4" Thick	\$ 56.25	\$ 236,981.25	2,196.47	\$ 123,551.44
27	15,533	3" Thick Asphalt Driveway Remove and Replace	\$ 2.45	\$ 38,055.85	11,188.00	\$ 27,410.60
28	3,238	6" Concrete Driveway Remove and Replace	\$ 5.05	\$ 16,351.90	1,184.00	\$ 5,979.20
29	248	8" Concrete Driveway Remove and Replace	\$ 5.55	\$ 1,376.40	248.00	\$ 1,376.40
30	599	Brick Driveway Salvage and Replace	\$ 9.50	\$ 5,690.50		\$ -
31	40	4" Thick Concrete Sidewalk Remove and Replace	\$ 5.85	\$ 234.00		\$ -
32	93	6" Thick Concrete Handicap Ramp Remove and Replace	\$ 5.05	\$ 469.65		\$ -
33	14,408	Lawn and Terrace Restoration	\$ 5.40	\$ 77,803.20	11,751.00	\$ 63,455.40
34	1	Railroad Flagging	\$ 4,600.00	\$ 4,600.00	0.33	\$ 1,518.00
35	1	Clearing and Grubbing	\$ 2,500.00	\$ 2,500.00	1.00	\$ 2,500.00
36	1	Temporary Mailbox	\$ 2,360.00	\$ 2,360.00	1.00	\$ 2,360.00
37	1	Erosion Control	\$ 6,500.00	\$ 6,500.00	0.50	\$ 3,250.00
38	1	Traffic Control	\$ 11,090.00	\$ 11,090.00	0.50	\$ 5,545.00
39	1	Construction Mobile/Demobile; Project Coordination; all incidental utility and miscellaneous roadway work; and all other project work area restoration and clean-up to an equal and/or better preconstruction condition, as required and related to the overall Project/LS	\$ 27,500.00	\$ 27,500.00	0.75	\$ 20,625.00
<b>TOTAL BASE BID (ITEMS 1-39)</b>				<b>\$ 1,084,323.12</b>		<b>\$ 660,679.70</b>
<b>Alternate Bid A</b>						
1A	2,350	Unclassified Excavation Including Separation	\$ 8.00	\$ 18,800.00	1,751.00	\$ 14,008.00
<b>Total Alternate Bid (Item 1A)</b>				<b>\$ 18,800.00</b>		<b>\$ 14,008.00</b>
<b>Alternate Bid B</b>						
1B	303	1 1/4" Crushed Dense Aggregate Base Course Furnish/Place	\$ 35.00	\$ 10,605.00		
2B	957	3" Crushed Dense Aggregate Base Course Furnish/Place	\$ 30.00	\$ 28,710.00		
<b>Total Alternate Bid (Items 1B-2B)</b>				<b>\$ 39,315.00</b>		<b>\$ -</b>
<b>TOTAL CONTRACT BASE BID PLUS ALTERNATE BID</b>						<b>\$ 674,687.70</b>

## **SEC. 10-1-28 SCHOOL BUS LOADING ZONES.**

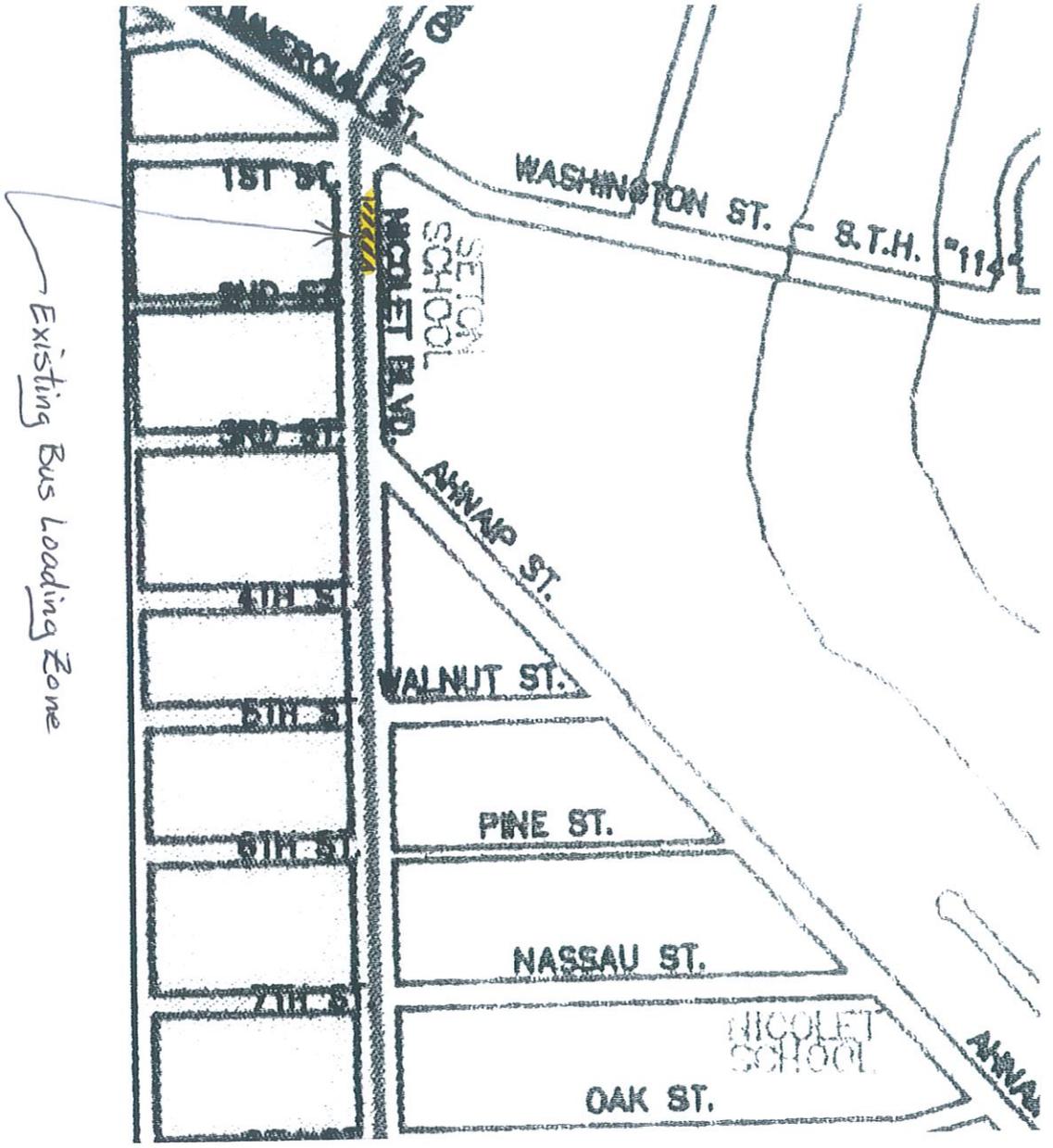
No person may park any vehicle in any of the following school bus loading zones between the hours of 7:30 a.m. and 4:30 p.m., on school days when signs are properly posted:

- (a) The north side of Second Street from a point one hundred ninety-five (195) feet west of Appleton Street to a point two hundred eighty-five (285) feet west of Appleton Street.
- (b) The east side of Ida Street from the intersection of Ninth Street to a point Three hundred and fifty (350) feet north of Ninth Street.
- (c) The south side of Sixth Street from a point Fifteen (15) feet east of Tayco Street to a point Two Hundred Twenty (220) feet east of Tayco Street.
- (d) The north side of Sixth Street from a point Fifty (50) feet east of Walbrun Street to a point One Hundred Forty (140) feet east of Walbrun Street.
- (e) The east side of Ice Street from a point Thirty (30) feet north of First Street to a point One Hundred Twenty (120) feet north of First Street.
- (f) The north side of 5th Street from a point One Hundred Forty (140) feet west of DePere Street to a point Two Hundred Seventy-five (275) feet west of DePere Street.
- (g) The east side of Appleton Road from a point Ninety (90) feet south of Jefferson Street to a point Two Hundred Twenty (220) feet south of Jefferson Street.
- (h) The east side of Milwaukee Street from a point twenty (20) feet north of the curb line of Seventh Street, to a point three hundred ten (310) feet north between the hours of 7am and 3:30pm, on school days when properly posted.
- (i) The east side of Nassau Street from a point Ninety (90) feet south of Ahnaip Street to a point Two Hundred Sixty (260) feet south of Ahnaip Street.
- (j) The north side of Broad Street from a point One Hundred Thirty-one (131) feet east of Tayco Street to a point Two Hundred Thirty-eight (238) feet east of Tayco Street.
- (k) The north side of Nicolet Blvd. From a point Seventy-five (75) feet east of Washington Street to a point One Hundred Sixty-five (165) feet east of Washington Street.

## **SEC. 10-1-29 ALL NIGHT PARKING REGULATED.**

**NIGHT PARKING RESTRICTED.** When signs have been erected at or reasonably near the corporate limits of the City as provided in Sec. 349.13, Wis. Stats., no vehicle shall be parked upon any street, avenue, boulevard, or park thereof, in the City between the hours of 2:00 a.m. and 6:00 a.m. without express permission from the Police Department, except as follows:

- (1) Overnight parking will be allowed during the period of April 1 through October 31 on an even-odd basis with the even side parking on even numbered days and the odd side parking on the odd numbered days.
- (2) All current restrictions on streets remain in place; that is, if there is no parking on the even number side of the street now, overnight parking would not be allowed on that side.
- (3) Even-odd shall be construed as the date prior to 12:00 a.m.
- (4) Overnight parking will be allowed during the period of April 1 through October 31 on the south side of Roosevelt Street from Manitowoc Street to London Street, the west and north sides of River Way from Keyes Street to Cleveland Street, the east side of Nassau Street, the west side of Oak Street, the south side of Center Street from the cul du sac to 420 feet east, the west side of Winnebago Avenue from Nicolet Boulevard to Keyes Street, and the west side of Elm Street from Nicolet Boulevard to Keyes Street.
- (5) The even-odd exception shall not apply to the Broad Street cul-de-sac.
- (6) All vehicles parked on City streets must be moved at least once every 72 hours.
- (7) The prohibition against overnight parking shall expire at 5:00 am on the following streets:
  - a. The North side of Water Street from 85 feet West of Tayco Street to Lush



# Van's REALTY & CONSTRUCTION

August 13, 2015

To: Menasha Board of Public Works and Common Council

Van's Realty and Construction of Appleton, Inc. hereby requests the application of Menasha's deferred assessment policy to enable the development of a 39 lot subdivision adjacent to the Lake Park Heights and the Ponds of Menasha Subdivision. This request supersedes a request made by Van's in 2012.

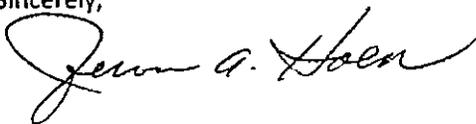
The estimate for the engineering and infrastructure costs for this project is \$1,101,705 of which \$178,091 would be future assessments for curb and gutter and final street paving. It is expected that the city would pay the infrastructure costs for extending Lotus Trail to the property boundary and for its share of the infrastructure costs along the park frontage. Estimates for these items are \$12,389 and \$68,135 respectively.

In addition to the application of the deferred assessment policy, I also respectfully request that the area assessments for the backbone sewer and water system and regional storm water facilities be waived. The city's Engineering Division estimates these assessments would be \$27,864 and \$15,740, respectively. Finally I would ask that the fees in lieu of parkland dedication be collected at the time of building permit issuance rather than at the time of platting.

The deferred assessment program and the other assistance I am requesting are essential to make the development of this subdivision feasible. I will be in direct competition with Lexington Homes, which I understand was not assessed for the backbone sewer and water systems or the regional storm water facilities, and received other substantive incentives from the city.

I look forward to working with the city to make this project happen and thank you for your consideration of my request.

Sincerely,



## **RESOLUTION R-31-15**

### **A RESOLUTION ACKNOWLEDGING REVIEW OF CITY OF MENASHA 2014 COMPLIANCE MAINTENANCE ANNUAL REPORT UNDER WISCONSIN ADMINISTRATIVE CODE NR 208**

*Introduced by Ald. Krautkramer*

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 2014 CMAR reporting year.

*Passed and approved this \_\_\_ day of September 2015.*

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

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

# Compliance Maintenance Annual Report

Menasha City

Last Updated: Reporting For:  
8/13/2015 2014

## Financial Management

<p>1. Provider of Financial Information</p> <p>Name: <input type="text" value="Jennifer Sassman"/></p> <p>Telephone: <input type="text" value="(920) 967-3630"/> (XXX) XXX-XXXX</p> <p>E-Mail Address (optional): <input type="text" value="jsassman@ci.menasha.wi.us"/></p>																			
<p>2. Treatment Works Operating Revenues</p> <p>2.1 Are User Charges or other revenues sufficient to cover O&amp;M expenses for your wastewater treatment plant AND/OR collection system ?</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Yes (0 points)</li> <li><input type="radio"/> No (40 points)</li> </ul> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised? Year: <input type="text" value="2014"/></p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> 0-2 years ago (0 points)</li> <li><input type="radio"/> 3 or more years ago (20 points)</li> <li><input type="radio"/> N/A (private facility)</li> </ul> <p>2.3 Did you have a special account (e.g., CWFPP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Yes (0 points)</li> <li><input type="radio"/> No (40 points)</li> </ul>	0																		
<b>REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]</b>																			
<p>3. Equipment Replacement Funds</p> <p>3.1 When was the Equipment Replacement Fund last reviewed and/or revised? Year: <input type="text" value="2014"/></p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> 1-2 years ago (0 points)</li> <li><input type="radio"/> 3 or more years ago (20 points)</li> <li><input type="radio"/> N/A</li> </ul> <p>If N/A, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>																			
<p>3.2 Equipment Replacement Fund Activity</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>3.2.1 Ending Balance Reported on Last Year's CMAR</b></td> <td style="width: 5%; text-align: right;">\$</td> <td style="width: 35%; text-align: right;"><input type="text" value="90,000.00"/></td> </tr> <tr> <td>3.2.2 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;"><input type="text" value="0.00"/></td> </tr> <tr> <td><b>3.2.3 Adjusted January 1st Beginning Balance</b></td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input type="text" value="90,000.00"/></td> </tr> <tr> <td>3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)</td> <td style="text-align: right;">+</td> <td style="text-align: right;">\$ <input type="text" value="10,000.00"/></td> </tr> <tr> <td>3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*)</td> <td style="text-align: right;">-</td> <td style="text-align: right;">\$ <input type="text" value="0.00"/></td> </tr> <tr> <td><b>3.2.6 Ending Balance as of December 31st for CMAR Reporting Year</b></td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input type="text" value="100,000.00"/></td> </tr> </table>	<b>3.2.1 Ending Balance Reported on Last Year's CMAR</b>	\$	<input type="text" value="90,000.00"/>	3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	\$	<input type="text" value="0.00"/>	<b>3.2.3 Adjusted January 1st Beginning Balance</b>	\$	<input type="text" value="90,000.00"/>	3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+	\$ <input type="text" value="10,000.00"/>	3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*)	-	\$ <input type="text" value="0.00"/>	<b>3.2.6 Ending Balance as of December 31st for CMAR Reporting Year</b>	\$	<input type="text" value="100,000.00"/>	
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All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

3.3 What amount should be in your Replacement Fund? \$

Please note: If you had a CFWP 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 link under Info in the left-side menu.

0

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

- Yes
- No

If No, please explain.

## 4. Future Planning

4.1 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?

- Yes - If Yes, please provide major project information, if not already listed below.
- No

Project #	Project Description	Estimated Cost	Approximate Construction Year
None reported			

## 5. Financial Management General Comments

The City has a CFWP 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, pending the final disposition of the Fox River PCB lawsuit, there is the potential for the outcome to render our current user charge insufficient to cover possible additional costs assessed via the judgment.

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

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## Sanitary Sewer Collection Systems

### 1. CMOM Program

1.1 Do you have a Capacity, Management, Operation & Maintenance (CMOM) requirement in your WPDES permit?

- Yes
- No

1.2 Did you have a documented (written records/files, computer files, video tapes, etc.) sanitary sewer collection system operation & maintenance (O&M) or CMOM program last calendar year?

- Yes (Continue with question 1)
- No (30 points) (Go to question 2)

1.3 Check the elements listed below that are included in your O&M or CMOM program.

Goals

Describe the specific goals you have for your collection system:

Organization

Do you have the following written organizational elements (check only those that apply)?

- Ownership and governing body description
- Organizational chart
- Personnel and position descriptions
- Internal communication procedures
- Public information and education program

Legal Authority

Do you have the legal authority for the following (check only those that apply)?

- Sewer use ordinance Last Revised Date (MM/DD/YYYY)
- Pretreatment/industrial control Programs
- Fat, oil and grease control
- Illicit discharges (commercial, industrial)
- Private property clear water (sump pumps, roof or foundation drains, etc.)
- Private lateral inspections/repairs
- Service and management agreements

Maintenance Activities (provide details in question 2)

Design and Performance Provisions

How do you ensure that your sewer system is designed and constructed properly?

- State plumbing code
- DNR NR 110 standards
- Local municipal code requirements
- Construction, inspection, and testing
- Others:

Overflow Emergency Response Plan:

Does your emergency response capability include (check only those that apply)?

- Alarm system and routine testing
- Emergency equipment
- Emergency procedures
- Communications/notifications (DNR, internal, public, media, etc.)

Capacity Assurance:

How well do you know your sewer system? Do you have the following?

- Current and up-to-date sewer map
- Sewer system plans and specifications

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- Manhole location map
- Lift station pump and wet well capacity information
- Lift station O&M manuals

Within your sewer system have you identified the following?

- Areas with flat sewers
- Areas with surcharging
- Areas with bottlenecks or constrictions
- Areas with chronic basement backups or SSOs
- Areas with excess debris, solids, or grease accumulation
- Areas with heavy root growth
- Areas with excessive infiltration/inflow (I/I)
- Sewers with severe defects that affect flow capacity
- Adequacy of capacity for new connections
- Lift station capacity and/or pumping problems

Annual Self-Auditing of your O&M/CMOM Program to ensure above components are being implemented, evaluated, and re-prioritized as needed

Special Studies Last Year (check only those that apply):

- Infiltration/Inflow (I/I) Analysis
- Sewer System Evaluation Survey (SSES)
- Sewer Evaluation and Capacity Management Plan (SECAP)
- Lift Station Evaluation Report
- Others:

Performed flow monitoring in various areas of the City to identify I/I sources.

## 2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	<input type="text" value="75"/>	% of system/year
Root removal	<input type="text" value="0"/>	% of system/year
Flow monitoring	<input type="text" value="1"/>	% of system/year
Smoke testing	<input type="text" value="0"/>	% of system/year
Sewer line televising	<input type="text" value="3"/>	% of system/year
Manhole inspections	<input type="text" value="2"/>	% of system/year
Lift station O&M	<input type="text" value="1"/>	# per L.S./year
Manhole rehabilitation	<input type="text" value="2"/>	% of manholes rehabbed
Mainline rehabilitation	<input type="text" value="1"/>	% of sewer lines rehabbed
Private sewer inspections	<input type="text" value="1"/>	% of system/year
Private sewer I/I removal	<input type="text" value="1"/>	% of private services

Please include additional comments about your sanitary sewer collection system below:

## 3. Performance Indicators

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

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30.3	Total actual amount of precipitation last year in inches
31	Annual average precipitation (for your location)
54.3	Miles of sanitary sewer
4	Number of lift stations
0	Number of lift station failures
0	Number of sewer pipe failures
2	Number of basement backup occurrences
2	Number of complaints
2.74	Average daily flow in MGD (if available)
4.88	Peak monthly flow in MGD (if available)
	Peak hourly flow in MGD (if available)
<b>3.2 Performance ratios for the past year:</b>	
0.00	Lift station failures (failures/year)
0.00	Sewer pipe failures (pipe failures/sewer mile/yr)
0.02	Sanitary sewer overflows (number/sewer mile/yr)
0.04	Basement backups (number/sewer mile)
0.04	Complaints (number/sewer mile)
1.8	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
0.0	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

## 4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OFERFLOWS REPORTED **				
	Date	Location	Cause	Estimated Volume (MG)
0	5/12/2014 8:00:00 AM - 5/12/2014 1:30:00 PM	Manhole at Lakecrest Dr and Butte des Morts Dr	Rain, Plugged Sewer	0.0208 - 0.0208

\*\* If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

What actions were taken, or are underway, to reduce or eliminate SSO or TFO occurrences in the future?

We are continuing with our Citywide SSES/I&I removal program (still have the last phase to complete). We also plan to introduce proposed rules regarding inspection and repair of sanitary laterals. The City will continue with its sewer televising program to identify defects and problem sections.

## 5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

- Yes
- No

If Yes, please describe:

Until we address private sewer laterals, I/I will continue to be significant in our system. The City intends to target private sewer lateral defects through adoption of an ordinance later this year or early 2016.

5.2 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?

- Yes
- No

If Yes, please describe:

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One sewer bypass occurrence in May.

5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

Overall there are no significant changes from previous years. The one bypass occurrence resulted from a very localized extreme rainfall event coupled with some pipe blockage.

5.4 What is being done to address infiltration/inflow in your collection system?

WE continue to address defects in our system through manhole and sewer improvements (reconstruction, relays, rehabilitation). We also anticipate initiating our private sewer lateral inspection and correction program later this year or next year.

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

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## Grading Summary

WPDES No: 0047341

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Financial	A	4	1	4
Collection	A	4	3	12
<b>TOTALS</b>			<b>4</b>	<b>16</b>
<b>GRADE POINT AVERAGE (GPA) = 4</b>				

### Notes:

A = Voluntary Range (Response Optional)

B = Voluntary Range (Response Optional)

C = Recommendation Range (Response Required)

D = Action Range (Response Required)

F = Action Range (Response Required)