

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 6, 2016
6:45 PM
or immediately following the Administration Committee

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [May 16, 2016](#)
- D. DISCUSSION / ACTION ITEMS
 - 1. [Street Use Application – Community First Fox Cities Marathon Presented by Miron Construction; Sunday, September 18, 2016; 7:00 AM – 2:00 PM; \(Community First Credit Union\)](#)
 - 2. [Preliminary Resolution R-20-16 Declaring Intent to Exercise Special Assessment Powers Under Section 66.0703 Wisconsin Statutes \(Second Addition to Woodland Hills\)](#)
 - 3. [Preliminary Resolution R-21-16 Declaring Intent to Exercise Special Assessment Powers Under Section 66.0703 Wisconsin Statutes \(The Huelsbeck Property\)](#)
 - 4. [Preliminary Resolution R-22-16 Acknowledging Review of City of Menasha 2015 Compliance Maintenance Annual Report Under Wisconsin Administrative Code NR 208 \(Introduced by Ald. Krautkramer\)](#)
 - 5. [2016 Q1 Storm Water Report](#)
- 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
May 16, 2016
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Krautkramer at 6:58 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Collier, Keehan, Zelinski, Spencer, Benner, Nichols, Taylor, Krautkramer.

ALSO PRESENT: Mayor Merkes, CA Captain, PC Styka, DPW Radtke, ASD Steeno, PHD McKenney, AP Englebert, Clerk Galeazzi.

C. MINUTES TO APPROVE

1. [May 2, 2016](#)

Moved by Ald. Keehan seconded by Ald. Benner to approve minutes.

Motion carried on voice vote.

D. COMMUNICATION

1. [Third Street Bridge Replacement Project Bid Results](#)

DPW Radtke explained the lowest bid for the 3rd Street bridge replacement project came in higher than budgeted. The State Municipal Agreement with WisDOT capped the federal funding portion. There is estimated \$121,747 gap for the City's share of the project. DPW Radtke explained the three options available to the City. The WisDOT needs the City's recommendation soon to keep the replacement project on schedule. Staff recommends accepting the lowest bid price and funding to cover the \$121,747 gap can come from savings on 2016 street projects. If the Board's choice is to accept the lowest bid submitted, no action is needed and staff will contact WisDOT on the Board's decision.

General discussion ensued on pros and cons associated with three options, increase cost in project, changing/removing parts of the project to reduce cost.

E. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Keehan to adjourn at 7:18 p.m.

Motion carried on voice vote.

Deborah A. Galeazzi, WCMC
City Clerk



STREET USE APPLICATION

Event: Community First Fox Cities Marathon Presented by Miron Construction

Sponsored by: Community First Credit Union

Responsible Person: Jesse Drake

Address: PO Box 1315
Appleton, WI 54912-1315

Street Use Date: 9/18/2016
Start Time: 7:00 AM
End Time: 2:00 PM
Number of Units: 5,000 +
(Parades)

Email Address: jesse.drake@communityfirstcu.org Phone: (920) 882-5219

Street Route: Start Line: UW-Fox Valley Finish Line: (920) 450-0083 (cell)
Description of Use (attach map) Riverside Park, Neenah

Liability Insurance has been secured in the amount of \$ 2,000,000 with the City of Menasha named as the additional insured. This is primary insurance.
Insurance Company Secura Insurance Company Policy No. 22543
(Attached are samples of the certificate of insurance and endorsement; each naming the City of Menasha as additional insured).

Date: 3/17/2016 Applicant's Signature: Jesse Drake

*pd 4/19/16 9:55a
6*

Permit Fee: Each application for a Street Use Permit shall be accompanied by a fee of \$25.00 along with a Special Event Fee of \$25. Please make checks payable to City of Menasha.

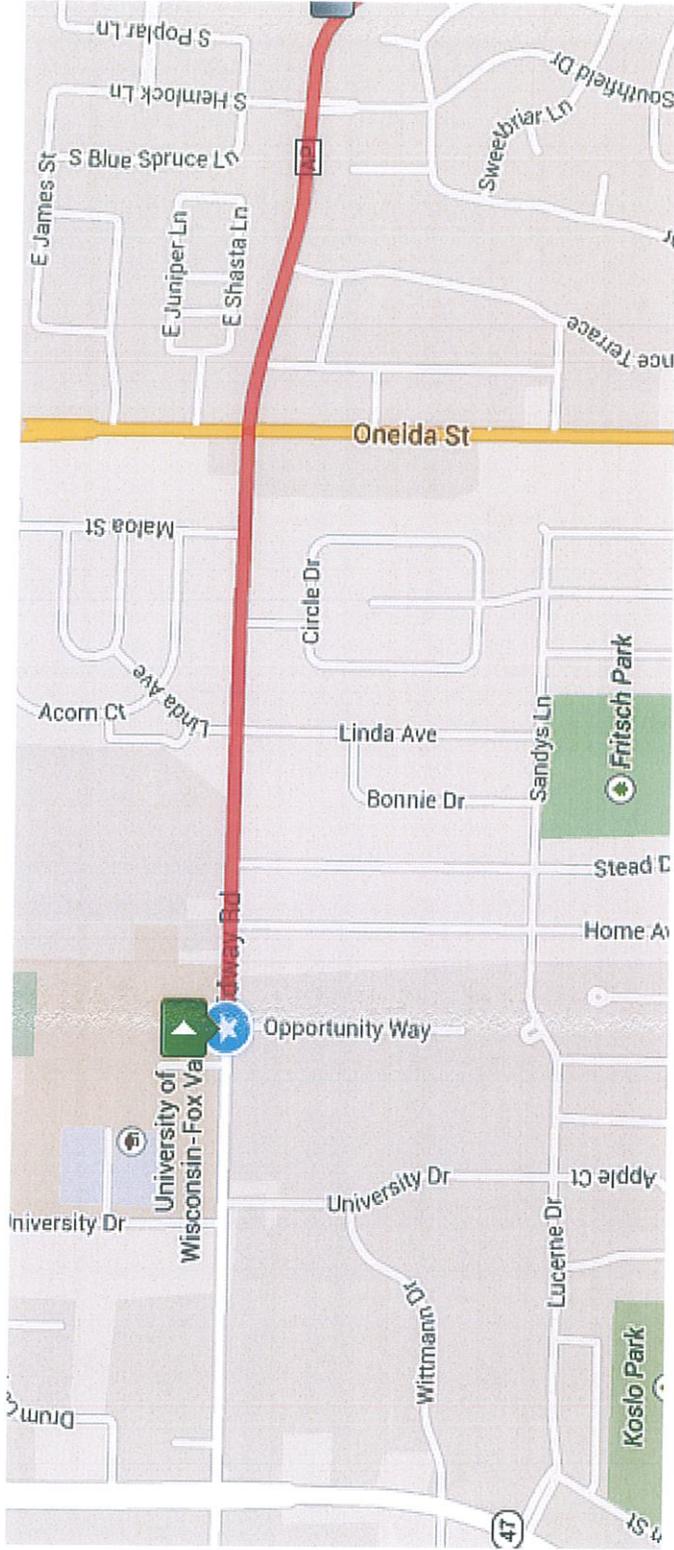
Note to events planning to use City Parks and/or greenspace: Any multi-day event or event which plans to sell beer and/or wine to the public must appear before the Parks and Recreation Board.

TO BE COMPLETED BY CITY STAFF (Revised April 3, 2015)

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

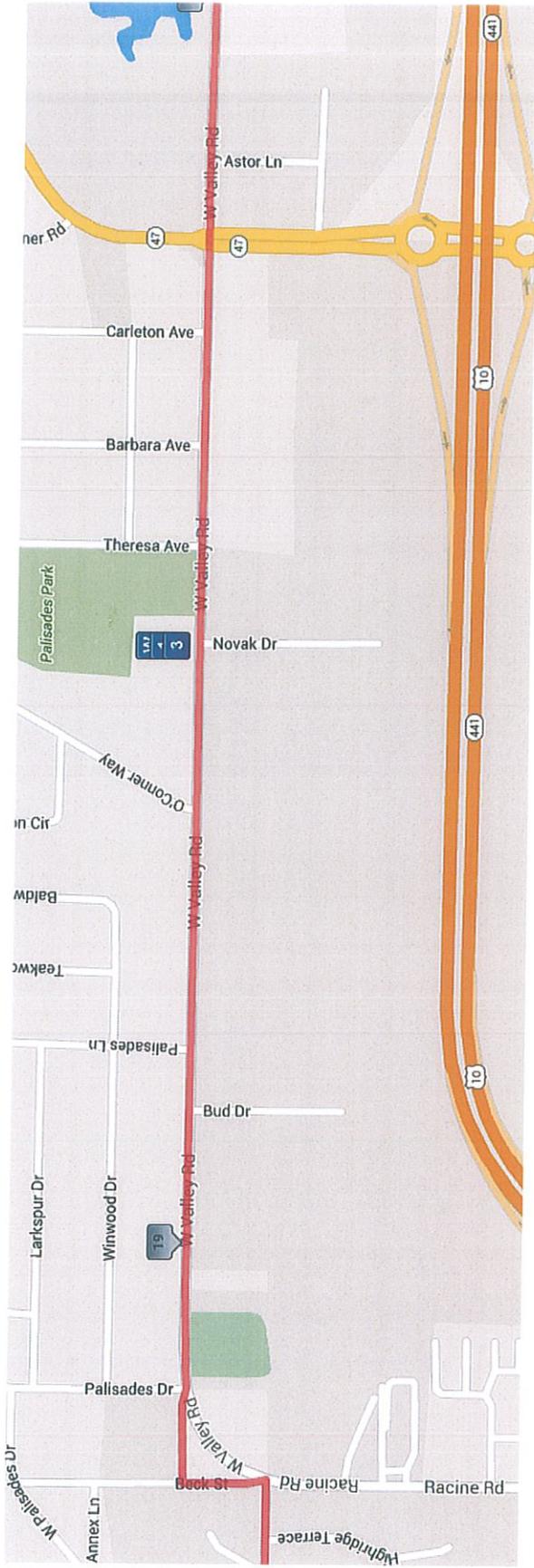
Scheduled Common Council Review Date: 6/20/16
Approved: _____ Denied: _____

APPROVAL:
Police Dept. [Signature] Fire Dept. VG/CG Public Works Dept. MR City Attorney PAC/CS



City of Menasha – Map 1

Start Line @ UW-Fox Valley



2016 FCM Marathon & Half Marathon
City of Menasha
Map 2



2016 FCM Marathon & Half Marathon
City of Menasha
Map 3

**2016 FCM Marathon & Half Marathon
City of Menasha
Map 4**



2016 Fox Cities Marathon – Proposed Course
Map 5



Continue south on Tayco St. to Broad St.

2016 Fox Cities Marathon & Half Marathon
City of Menasha
Map 6





2016 City of Menasha Details

Course Directions – Start Line

- Start Line on Midway Road, just to the west of Opportunity Way
- Race runs east towards Oneida St/Hwy. 10
 - *Midway Rd. closed (all 4 lanes) from University Avenue to Oneida Street (5:30-8:00 a.m.)*
 - *Officers stay at Midway Rd/University Ave until roughly 8:00 a.m. so that Start Line clean-up can take place without traffic*

Re-Enter City of Menasha on Highridge Dr (just west of Valley Rd)

- Valley Rd, turn left (south) on Beck St
- Turn right (west) on Highridge Dr
- Turn left (south) on Northridge Ct
- Turn left (east) on Hickory Hollow Rd
- Turn left (south) on Dunning St
- ***Turn right (west) on Olde Midway Rd (Town of Menasha)***
- ***Turn left (south) on Lakeshore Dr (Town of Menasha)***
- Tayco St south to Broad St
- Turn right (west) on Broad St & follow to Trestle Trail Bridge

Runner's Side of the Road

- North side of Valley Rd
- West side of Beck St
- North side of Highridge Dr
- West side of Northridge Ct
- West side of Hickory Hollow Rd
- West side of Dunning St
- ***North side of Olde Midway Rd (Town of Menasha)***
- ***West side of Lakeshore Dr (Town of Menasha)***
- West side of Tayco St.
- North side of Broad St.
- Entire width of Trestle Trail

Officers needed at the following locations:

- 1) Start Line to stop traffic at University/Midway Rd intersection (5:30 – 8:00am) x 3
- 2) Tayco St/9th St intersection (7:35am-12:45pm)
- 3) Tayco St/3rd St intersection (7:40am-1:00pm)

Public Works/Street Department

- Cones, barricades and any needed signage
 - Cones for a 'Runner's Lane' throughout the following streets: Tayco St (starting at Hwy. 441 overpass) & Broad St to west end of Trestle Trail Bridge
 - No cones needed at Start Line on Midway Rd

Other Course Features

- Water Station Locations
 - GU Energy Gel Station at Clinton Park (west side of Tayco St)
 - West end of Broad St at Trestle Trail Bridge
- Relay Exchange Zone #4 location
 - Tayco St/9th Street intersection (in boat landing parking lot)

Other Follow-Ups & Concerns

- 2 railroad crossings (Tayco St/3rd St & Broad St/Lush St) – same line of tracks
 - RR track crossings (Canadian National)
 - Trucking contact at SCA mill (Tim Brooks) – can likely control trucking traffic, may have a couple of tankers needing to enter/exit between gaps in runners– would be a good idea to have a Police Officer at Tayco St/3rd St.
 - Tim Brooks-SCA (727-2917 office, 915-7502 mobile) tim.brooks@sca.com
- Lift bridge on east end of Trestle Bridge be kept down for duration of race
 - Robert Stark of the Fox River Locks Authority will keep the bridge down for the race & make sure safety pins are put in lift bridge prior to race
 - Robert Stark (809-5538 cell) rstark@foxlocks.org & Vince Maas vmass@ci.menasha.wi.us
- Pre-race communication of Trestle Trail usage on race day
 - Provide City of Menasha with electronic communications so they can distribute via website, post on trails, etc.
- Any potential road construction concerns?
- FM & HM pace cars & sag wagons (4 separate cars) will drive across the Trestle Trail Bridge
- Stanchion/pylon on the east end of the Trestle Trail Bridge
 - City will put pylon down flat on road, need cones around it for safety (Vince Maas)



SECURA INSURANCE, A Mutual Company

P. O. BOX 819 APPLETON, WI 54912-0819

COMMERCIAL GENERAL LIABILITY

RENEWAL DECLARATION

POLICY NO. 20-CP-003195781-6/000

RENEWAL OF 20-CP-003195781-5

ACCOUNT NUMBER: 00007253268

NAMED INSURED AND MAILING ADDRESS

AGENCY AND MAILING ADDRESS 484330 04

FOX CITIES MARATHON INC
C/O MARY SULLIVAN
2616 S ONEIDA ST
APPLETON WI 54912

PAROUBEK INS AGY INC
STE 206
301 N BROADWAY
DE PERE WI 54115

POLICY PERIOD: From 02/01/2016 to 02/01/2017 AT 12:01 A.M. STANDARD TIME AT YOUR MAILING ADDRESS SHOWN ABOVE.

ATTACH THIS RENEWAL DECLARATION TO YOUR POLICY.

ADDITIONAL INSURED(S)

CITY OF MENASHA
140 MAIN ST
MENASHA WI 54952

PER FORM: CG2026 (07-04)

CITY OF NEENAH
211 WALNUT ST
NEENAH WI 54956

PER FORM: CG2026 (07-04)

FOX VALLEY TECHNICAL COLLEGE
1825 N BLUEMOUND RD
APPLETON WI 54915

PER FORM: CG2026 (07-04)

MEMBERS OF THE CONDO ASSOCIATION
1455 MIDWAY RD
MENASHA WI 54952

PER FORM: CG2026 (07-04)

PENTECOSTALS OF THE FOX CITIES
1445 MIDWAY RD
MENASHA WI 54952

PER FORM: CG2026 (07-04)

TOWN OF MENASHA
2000 MUNICIPAL DR
NEENAH WI 54956

PER FORM: CG2026 (07-04)

UW FOX VALLEY
1478 MIDWAY RD
MENASHA WI 54952

PER FORM: CG2026 (07-04)

VALLEY TRUCK LEASING INC
5668 NEUBERT RD
APPLETON WI 54913

PER FORM: CG2026 (07-04)

STATE OF WISCONSIN, WISCONSIN DEPT OF TRANSPORTATION

PER FORM: CG2026 (07-04)

Original

RESOLUTION R-20-16

A PRELIMINARY RESOLUTION DECLARING INTENT TO EXERCISE SPECIAL ASSESSMENT POWERS UNDER SECTION 66.0703, WISCONSIN STATUTES

Introduced by Alderman Krautkramer

RESOLVED, by the Common Council of the City of Menasha, Wisconsin:

1. The Common Council hereby declares its intention to exercise its powers under Section 66.0703, Wisconsin Statutes, to levy special assessments upon property within the following described area for benefits conferred upon such property by improvement of the following:

- A. Improvements
 - 1. Sanitary Sewer, Water Main, Storm Sewer and Appurtenances
 - 2. Street Excavation, Grading and Graveling
 - 3. Temporary 2" Asphalt Pavement
 - 4. Electric Service
 - 5. Associated Engineering Costs
- B. Location of Improvements
 - 1. Second Addition to Woodland Hills Subdivision

2. The total amount assessed against such improvements shall not exceed the total cost of the improvements. The Common Council determines that such improvements shall be made under the police power, and the amount assessed against each parcel shall be on a cost per front foot, area, or unit cost basis.

3. That the assessment against any parcel shall be paid in accordance with Section 3-2-14 of the Menasha Municipal Code.

4. The Board of Public Works is directed to compile a report consisting of:

- A. Plans and Specifications of said improvements.
- B. A summary of the allotted cost of the said improvements.
- C. A schedule of proposed assessments showing the properties which are benefited by the improvement.

Upon completing such report, the Board of Public Works is directed to file a copy thereof in the City Clerk's Office for public inspection.

5. Upon receiving the report of the Board of Public Works, the City Clerk is directed to give notice of a public hearing on such report as specified in Section 66.0703(7)(a), Wisconsin Statutes. The hearing shall be held in the Council Chambers at the City Hall at a time set by the City Clerk in accordance with Section 66.0703(7)(a), Wisconsin Statutes.

6. The notice and hearing requirements under paragraph 5 do not apply if they are waived, in writing, by all the owners of property affected by the special assessment, as specified in Section 66.0703(7)(b), Wisconsin Statutes.

Passed and approved this day of , 2016.

Donald Merkes, Mayor

Attest: _____
Deborah A. Galeazzi, City Clerk

RESOLUTION R-21-16

A PRELIMINARY RESOLUTION DECLARING INTENT TO EXERCISE SPECIAL ASSESSMENT POWERS UNDER SECTION 66.0703, WISCONSIN STATUTES

Introduced by Alderman Krautkramer

RESOLVED, by the Common Council of the City of Menasha, Wisconsin:

1. The Common Council hereby declares its intention to exercise its powers under Section 66.0703, Wisconsin Statutes, to levy special assessments upon property within the following described area for benefits conferred upon such property by improvement of the following:

A. Improvements

1. Street Grading and Graveling
2. Storm Sewer and Appurtenances
3. Temporary 2" Asphalt Pavement
4. Street Lighting
5. Associated Engineering Costs

B. Location of Improvements

1. 1189, 1205, 1212, 1221, 1228, 1237, 1253, 1269, 1285 Province Terrace and 1253, 1269 Oneida Street

2. The total amount assessed against such improvements shall not exceed the total cost of the improvements. The Common Council determines that such improvements shall be made under the police power, and the amount assessed against each parcel shall be on a cost per front foot, area, or unit cost basis.

3. That the assessment against any parcel shall be paid in accordance with Section 3-2-14 of the Menasha Municipal Code and the Development Agreement between the City of Menasha and Edna Huelsbeck dated September 29, 2005, along with any subsequent amendments.

4. The Board of Public Works is directed to compile a report consisting of:

- A. Plans and Specifications of said improvements.
- B. A summary of the allotted cost of the said improvements.
- C. A schedule of proposed assessments showing the properties which are benefited by the improvement.

Upon completing such report, the Board of Public Works is directed to file a copy thereof in the City Clerk's Office for public inspection.

5. Upon receiving the report of the Board of Public Works, the City Clerk is directed to give notice of a public hearing on such report as specified in Section 66.0703(7)(a), Wisconsin Statutes. The hearing shall be held in the Council Chambers at the City Hall at a time set by the City Clerk in accordance with Section 66.0703(7)(a), Wisconsin Statutes.

6. The notice and hearing requirements under paragraph 5 do not apply if they are waived, in writing, by all the owners of property affected by the special assessment, as specified in Section 66.0703(7)(b), Wisconsin Statutes.

Passed and approved this day of , 2016.

Donald Merkes, Mayor

Attest: _____
Deborah A. Galeazzi, City Clerk

RESOLUTION R-22-16

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 June, 2016.

Donald J. Merkes, Mayor

ATTEST: _____
Deborah A. Galeazzi, City Clerk

Compliance Maintenance Annual Report

Menasha City

Last Updated: Reporting For:
6/2/2016 **2015**

Financial Management

<p>1. Provider of Financial Information</p> <p>Name: <input type="text" value="Peggy Steeno"/></p> <p>Telephone: <input type="text" value="(920) 967-3630"/> (XXX) XXX-XXXX</p> <p>E-Mail Address (optional): <input type="text" value="psteeno@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&M expenses for your wastewater treatment plant AND/OR collection system ?</p> <p><input checked="" type="radio"/> Yes (0 points)</p> <p><input type="radio"/> No (40 points)</p> <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?</p> <p>Year: <input type="text" value="2014"/></p> <p><input checked="" type="radio"/> 0-2 years ago (0 points)</p> <p><input type="radio"/> 3 or more years ago (20 points)</p> <p><input type="radio"/> N/A (private facility)</p> <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> <p><input checked="" type="radio"/> Yes (0 points)</p> <p><input type="radio"/> No (40 points)</p>	0																								
REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]																									
<p>3. Equipment Replacement Funds</p> <p>3.1 When was the Equipment Replacement Fund last reviewed and/or revised?</p> <p>Year: <input type="text" value="2015"/></p> <p><input checked="" type="radio"/> 1-2 years ago (0 points)</p> <p><input type="radio"/> 3 or more years ago (20 points)</p> <p><input type="radio"/> N/A</p> <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%;">3.2.1 Ending Balance Reported on Last Year's CMAR</td> <td style="width: 5%;"></td> <td style="width: 5%; text-align: right;">\$</td> <td style="width: 30%; text-align: right;"><input type="text" value="100,000.00"/></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></td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input type="text" value="0.00"/></td> </tr> <tr> <td>3.2.3 Adjusted January 1st Beginning Balance</td> <td></td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input type="text" value="100,000.00"/></td> </tr> <tr> <td>3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)</td> <td style="text-align: center;">+</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: center;">-</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input type="text" value="0.00"/></td> </tr> <tr> <td>3.2.6 Ending Balance as of December 31st for CMAR Reporting Year</td> <td></td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input type="text" value="110,000.00"/></td> </tr> </table>	3.2.1 Ending Balance Reported on Last Year's CMAR		\$	<input type="text" value="100,000.00"/>	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"/>	3.2.3 Adjusted January 1st Beginning Balance		\$	<input type="text" value="100,000.00"/>	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"/>	3.2.6 Ending Balance as of December 31st for CMAR Reporting Year		\$	<input type="text" value="110,000.00"/>	
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Compliance Maintenance Annual Report

Menasha City

Last Updated: Reporting For:
6/2/2016 2015

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 CWFPP 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.

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 CWFPP recommendation of annual \$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.

0

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

Compliance Maintenance Annual Report

Menasha City

Last Updated: Reporting For:
6/2/2016 2015

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

Compliance Maintenance Annual Report

Menasha City

Last Updated: Reporting For:
6/2/2016 2015

- 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:

We performed flow monitoring on Doty Island to identify potential 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	75	% of system/year
Root removal	0	% of system/year
Flow monitoring	2	% of system/year
Smoke testing	0	% of system/year
Sewer line televising	4	% of system/year
Manhole inspections	2	% of system/year
Lift station O&M	1	# per L.S./year
Manhole rehabilitation	1	% of manholes rehabbed
Mainline rehabilitation	1	% of sewer lines rehabbed
Private sewer inspections	2	% of system/year
Private sewer I/I removal	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.

Compliance Maintenance Annual Report

Menasha City

Last Updated: Reporting For:
6/2/2016 2015

29.1	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
7	Number of basement backup occurrences
7	Number of complaints
2.57	Average daily flow in MGD (if available)
4.27	Peak monthly flow in MGD (if available)
	Peak hourly flow in MGD (if available)
3.2 Performance ratios for the past year:	
0.00	Lift station failures (failures/year)
0.00	Sewer pipe failures (pipe failures/sewer mile/yr)
0.07	Sanitary sewer overflows (number/sewer mile/yr)
0.13	Basement backups (number/sewer mile)
0.13	Complaints (number/sewer mile)
1.7	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	12/14/2015 8:45:00 AM - 12/14/2015 1:00:00 PM	Manhole at Lakecrest Drive & Butte des Morts Drive	Rain	0.17 - 0.17
1	12/14/2015 8:45:00 AM - 12/14/2015 3:15:00 PM	Manhole at Keyes St & Park St	Rain	0.24 - 0.24
2	12/14/2015 8:15:00 AM - 12/14/2015 4:45:00 PM	Manhole at 7th St. & Ida St.	Rain	0.32 - 0.32
3	12/14/2015 9:00:00 AM - 12/14/2015 3:00:00 PM	Manhole at 5th St & London St.	Rain	0.4950 - 0.4950

** 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?

The City is continuing with our Citywide SSES/I&I removal program, including private property inspections. We also plan to introduce proposed rules regarding inspection and repair of private sanitary laterals. We have increased our sewer televising program to include more private laterals.

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 private sewer laterals are addressed, I/I will continue to be significant in our system. This will be our focal point in upcoming years.

Compliance Maintenance Annual Report

Menasha City

Last Updated: Reporting For:
6/2/2016 2015

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:

Sewer bypass in December.

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

No significant changes.

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

The City is continuing to identify and address defects in our system through manhole and sewer improvements (reconstruction, relays, rehabilitation). We will continue our private property inspections until the entire City has been covered (anticipated to be 2017).

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

Compliance Maintenance Annual Report

Menasha City

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6/2/2016 2015

Grading Summary

WPDES No: 0047341

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			4	16
GRADE POINT AVERAGE (GPA) = 4.00				

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)

Storm Water Fund
 Update: 5/27/16
 Prepared by: Comptroller/Treasurer

Statement of Net Assets
 As of April 30, 2016

	Audited Year End 2009	Audited Year End 2010	Audited Year End 2011	Audited Year End 2012	Audited Year End 2013	Audited Year End 2014	Unaudited Year End 2015	Unaudited Thru April 2016
ASSETS								
Cash/Investments	\$ 10,111	\$ 414,185	\$ 965,280	\$ 994,781	\$ 932,844	\$ 905,648	\$ 567,264	\$ 1,532,736
Accounts Receivable		295		270				
Due from Other Governments		265,232	10,789	401	401	94,086	114,079	401
Land	\$ 291,373	\$ 1,116,754	\$ 1,316,334	\$ 1,316,334	\$ 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	\$ 9,543,330	\$ 9,773,333	\$ 9,773,833
Accumulated Depreciation	\$ (1,244,107)	\$ (1,337,773)	\$ (1,431,439)	\$ (1,525,105)	\$ (1,618,771)	\$ (1,713,799)	\$ (1,811,108)	\$ (1,843,544) *
TOTAL ASSETS	\$ 8,426,906	\$ 9,828,222	\$ 10,230,493	\$ 10,156,210	\$ 10,000,337	\$ 10,145,599	\$ 9,959,902	\$ 10,779,760
LIABILITIES								
Accounts Payable	\$ 3,412	\$ 189,534	\$ 110,163	\$ 86,317	\$ 60,602	\$ 351,193	\$ 131,718	\$ 1,016,945
Long Term Obligations								
Due within one year			\$ 23,821	\$ 24,600	\$ 25,941	\$ 26,150	\$ 26,150	\$ 28,473
Due in more than one year		\$ 429,222	\$ 581,117	\$ 555,442	\$ 528,160	\$ 501,192	\$ 473,589	\$ 442,793
TOTAL LIABILITIES	\$ 3,412	\$ 618,756	\$ 715,101	\$ 666,359	\$ 614,703	\$ 878,535	\$ 631,457	\$ 1,488,211
NET ASSETS								
Invested in Capital Assets, Net of Related Debt	\$ 8,416,795	\$ 8,719,288	\$ 8,673,307	\$ 8,580,716	\$ 8,512,991	\$ 8,618,523	\$ 8,778,820	\$ 8,775,357
Unrestricted	\$ 6,699	\$ 490,178	\$ 842,085	\$ 909,135	\$ 872,643	\$ 648,541	\$ 549,624	\$ 503,533
TOTAL NET ASSETS	\$ 8,423,494	\$ 9,209,466	\$ 9,515,392	\$ 9,489,851	\$ 9,385,634	\$ 9,267,064	\$ 9,328,444	\$ 9,278,890

* Year To Date Estimate

Storm Water Fund
 Update: 5/27/16
 Prepared by: Comptroller/Treasurer

Statement of Revenues, Expenses and Changes in Net Assets
 For Operations through April 30, 2016

	Audited Year End <u>2009</u>	Audited Year End <u>2010</u>	Audited Year End <u>2011</u>	Audited Year End <u>2012</u>	Audited Year End <u>2013</u>	Audited Year End <u>2014</u>	Unaudited Year End <u>2015</u>	Unaudited Thru April <u>2016</u>
OPERATING REVENUES								
Charges for Services	\$ 995,098	\$ 1,068,678	\$ 1,075,592	\$ 1,098,003	\$ 1,113,744	\$ 1,130,973	\$ 1,136,879	\$ 320,492
TOTAL OPERATING REVENUES	\$ 995,098	\$ 1,068,678	\$ 1,075,592	\$ 1,098,003	\$ 1,113,744	\$ 1,130,973	\$ 1,136,879	\$ 320,492
OPERATING EXPENSES								
Operation & Maintenance	\$ 697,026	\$ 864,962	\$ 677,850	\$ 963,687	\$ 1,126,179	\$ 1,156,634	\$ 980,534	\$ 338,105
Depreciation & Amortization	\$ 93,666	\$ 93,666	\$ 93,666	\$ 93,666	\$ 93,666	\$ 95,028	\$ 97,309	\$ 32,436 *
TOTAL OPERATING EXPENSES	\$ 790,692	\$ 958,628	\$ 771,516	\$ 1,057,353	\$ 1,219,845	\$ 1,251,662	\$ 1,077,843	\$ 370,541
OPERATING INCOME (LOSS)	\$ 204,406	\$ 110,050	\$ 304,076	\$ 40,650	\$ (106,101)	\$ (120,689)	\$ 59,036	\$ (50,049)
NON-OPERATING REVENUES								
Intergovernmental		\$ 675,922						
Investment Income			\$ 1,584	\$ 1,567	\$ 1,884	\$ 2,119	\$ 2,060	\$ 495
Gain on Disposal of Capital Assets			\$ 266				\$ 284	
TOTAL NON-OPERATING REVENUES	\$ -	\$ 675,922	\$ 1,850	\$ 1,567	\$ 1,884	\$ 2,119	\$ 2,344	\$ 495
Income Before Contributions & Transfers	\$ 204,406	\$ 785,972	\$ 305,926	\$ 42,217	\$ (104,217)	\$ (118,570)	\$ 61,380	\$ (49,554)
Capital Contributions	\$ 6,199							
Transfers In	\$ 8,212,889							
Transfers Out								
Change in Net Assets	\$ 8,423,494	\$ 785,972	\$ 305,926	\$ (25,541)	\$ (104,217)	\$ (118,570)	\$ 61,380	\$ (49,554)
Net Assets-January 1	\$ -	\$ 8,423,494	\$ 9,209,466	\$ 9,515,392	\$ 9,489,851	\$ 9,385,634	\$ 9,267,064	\$ 9,328,444
Net Assets-December 31	\$ 8,423,494	\$ 9,209,466	\$ 9,515,392	\$ 9,489,851	\$ 9,385,634	\$ 9,267,064	\$ 9,328,444	\$ 9,278,890
Net Assets-April 30								\$ 9,278,890

* Year To Date Estimate