

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 20, 2011
6:40 PM
or immediately following the Administration Committee
AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. June 6, 2011
- D. ACTION ITEMS
 - 1. Street Use Application – Race the Lake; Sunday, August 21, 2011; 7:00 AM – 9:15 AM (Midwest Sports Events)
 - 2. Payment – Sam Sommers Concrete; Contract Unit No. 2011-02; New Street Construction-Concrete Curb and Gutter/Concrete Walk; \$75,584.51 (Payment No. 1)
 - 3. Recommendation to Install Marked Bike Lanes on STH 47 from Third Street to Ninth Street
 - 4. Resolution R -25 -11 Acknowledging Review of City of Menasha 2010 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 6, 2011
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Taylor at 8:14 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Krueger, Langdon, Zelinski, Englebert, Benner, Klein, Taylor, Sevenich

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, Lt. Bouchard, DPW Radtke, CDD Keil, C/T Stoffel, Clerk Galeazzi and the Press

C. MINUTES TO APPROVE

1. [May 16, 2011](#)

Moved by Ald. Krueger, seconded by Ald. Klein to approve minutes.

Motion carried on voice vote.

D. ACTION ITEMS

1. [Change Order – Sam Sommers Concrete; Contract Unit No. 2011-02; New Street Construction-Concrete Curb and Gutter/Concrete Walk; DEDUCT: \\$29,284.87](#)

DPW Radtke explained this change order is to remove all items associated with sidewalks from the project. The contractor has indicated he would need to increase the remaining part of the project by 8% to offset the significant loss of contract volume. The change order as submitted by staff includes a 2.5% increase to offset the reduced quantities.

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

Motion carried on roll call 7-1. Ald. Benner - no

2. [Recommendation to Submit Ballot Requesting Winnebago County to Refund the Recycling Revenue Surplus of \\$330,887.00 to Signing Municipalities Based upon each Municipality's Actual Tonnage Processed and Sold for Year 2010](#)

DPW Radtke explained staff is recommending casting a ballot to refund the recycling revenue to the City based on the proposed reduction of the revenue the City will be receiving due to changes in the State budget. The ultimate decision is controlled by the prevailing ballot representing 70% of the total population of the signing municipalities. He is not sure what other municipalities will do, but they will also be losing a portion of their recycling revenue.

Moved by Ald. Englebert, seconded by Ald. Zelinski to recommend to Common Council to cast a ballot to refund the recycling revenue to the City.

Motion carried on voice vote.

3. [Recommendation to Enter into Agreement with WisDOT Regarding 2011-2014 Local Bridge Program \(Third Street/Brighton Drive Bridge\)](#)

DPW Radtke explained the City has received a grant for the design and construction of a new Third Street/Brighton Drive Bridge. The grant will cover 80% of the cost and the City is responsible for 20%. The rating on this bridge is low and is in need of improvements. Design work could begin later this year. It is expected there may be some easement requirements that would be the responsibility of the City. Staff is recommending entering into this agreement with WisDOT.

Moved by Ald. Krueger, seconded by Ald. Langdon to recommend approval to Common Council

Motion carried on voice vote.

E. ADJOURNMENT

Moved by Ald. Langdon, seconded by Ald. Zelinski to adjourn at 8:30 p.m.

Motion carried on voice vote.

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



STREET USE APPLICATION

Event: Race the Lake

Sponsored by: Midwest Sports Events

Responsible Person: Gloria West

Address: 2079 Lawrence Dr.
De Pere WI 54115

Phone: 920 338 8741

Email Address: gloria@midwestsports events.com

Street Route: (Attach Map) Bikes will ride through from 7:00 to
Description of Use 9:15 am

Street Use Date: 8-21-11

Start Time: 7:00 am

End Time: 9:15 am

Number of Units: 1500

Liability Insurance has been secured in the amount of \$ 1,000,000 with the City of Menasha named as the additional insured. This is primary insurance.

Insurance Company Valley Insurance Policy No. CP3171639
(Attached is a copy of the certificate of insurance).

Date: 8-21-11 Applicant's Signature: [Signature]

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

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 May 2010)

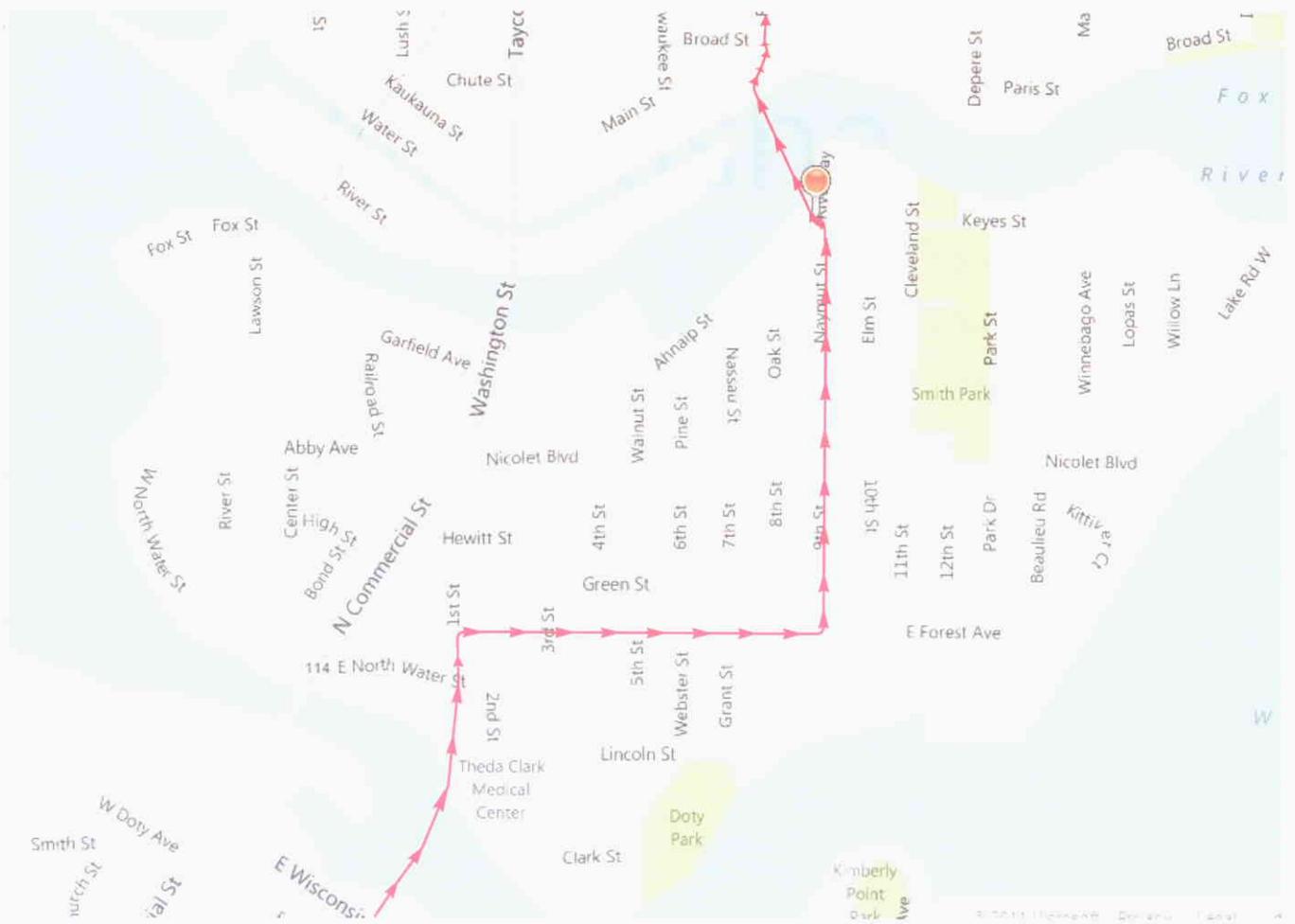
Scheduled Park & Recreation Board Review Date: _____

Not Required: _____ Approved: _____ Denied: _____

Scheduled Common Council Review Date: 7-5-11

Approved: _____ Denied: _____

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





SECURA INSURANCE, A Mutual Company
P. O. BOX 819 APPLETON, WI 54912-0819
COMMERCIAL GENERAL LIABILITY
DECLARATION

POLICY NO. 20-CP-003171639-0/000

ACCOUNT NUMBER: 00007218793
NAMED INSURED AND MAILING ADDRESS

AGENCY AND MAILING ADDRESS 481957 04

MIDWEST SPORTS EVENTS LLC
2079 LAWRENCE DR STE D
DE PERE WI 54115

VALLEY INS ASSOC INC
PO BOX 1937
APPLETON WI 54912-1937

POLICY PERIOD: From 12/13/2010 to 12/13/2011 AT 12:01 A.M. STANDARD TIME AT YOUR MAILING ADDRESS SHOWN ABOVE.

LOC CLASSIFICATION	CODE	PREMIUM BASIS	PMS RATE	PDTS RATE
SPECIAL EVENT LIABILITY EXPOSURE BASIS IS ATTENDANCE PER DAY SPECIAL EVENT GROUP II 501 TO 1500	20028	OTHER		
SPECIAL EVENT LIABILITY EXPOSURE BASIS IS ATTENDANCE PER DAY SPECIAL EVENT GROUP II 501 TO 1500	20028	OTHER		
SPECIAL EVENT LIABILITY EXPOSURE BASIS IS ATTENDANCE PER DAY SPECIAL EVENT GROUP II 501 TO 1500	20028	OTHER		
GENERAL LIABILITY WRAP	CGT1000 0601	44444	OTHER	

ADDITIONAL INSURED(S)

PER FORM: CG2026 (07-04)

CITY OF MENASHA
40 MAIN ST
MENASHA WI 54952

PER FORM: CG2026 (07-04)

PER FORM: CG2026 (07-04)

BU

CPP 4506 9601

12-29-10 MLV 1026

Original

Page 6 of 11

ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION

CG-2026R(7-04)

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

Section II - Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for *bodily injury, property damage or personal and advertising injury* caused, in whole

or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- 1. In the performance of your ongoing operations; or
- 2. In connection with your premises owned by or rented to you.

SCHEDULE

**Name of Additional Insured
Person(s) or Organization(s)
(Name and Address)**

CERTIFICATE OF PAYMENT

DATE: June 13, 2011

PAYMENT REQUEST: 1 (One)

CONTRACTOR: Sam Sommers Concrete

ADDRESS: W5682 County Road S, Black Creek, WI 54106

CONTRACT UNIT NUMBER: 2011-02

PROJECT DESCRIPTION: New Street Construction
Concrete Curb & Gutter/Concrete Walk
Ribblesdale Subdivision, North 1/2 of Woodland hills Subdivision

ORIGINAL CONTRACT AMOUNT	\$ 138,030.24
CHANGE ORDER NO. _____ AMOUNT: \$ _____	
PREVIOUS CHANGE ORDER(S): \$ _____	
TOTAL CONTRACT AMOUNT (INCLUDING CHANGE ORDERS)	\$ 138,030.24
TOTAL EARNED TO DATE (SUMMARY ATTACHED)	\$ 79,562.64
LESS RETAINAGE (2.5% of contract amount)	\$ 3,450.76
AMOUNT DUE	\$ 76,111.88
PREVIOUS PAYMENTS	\$ 0
AMOUNT DUE THIS PAYMENT	\$ 76,111.88

ESTIMATE PERIOD: May 25, 2011 to June 13, 2011

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: Mark Radtke DATE: 6-17-11
DIRECTOR OF PUBLIC WORKS: _____

APPROVED FOR PAYMENT: COUNCIL APPROVAL DATE: _____

FINANCE DEPARTMENT

<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>CHARGE TO ACCOUNT</u>
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

CITY OF MENASHA
CONTRACT UNIT NO. 2011-02 - Sam Sommers Concrete
New Street Construction Concrete Curb & Gutter/Concrete Walk

DATE: June 13, 2011
 Payment No. One

ITEM	QUANTITY	DESCRIPTION	BASE BID		YTD	
			Unit Price	TOTAL	QUANTITY	TOTAL
1	9,414	30" Concrete Curb & Gutter/L.F.	\$ 7.26	\$ 68,345.64	9,414.00	\$ 68,345.64
2	165	Remove Existing Concrete Curb & Gutter at Roundabout Island - Replace 4" Sloped Concrete Curb & Gutter (36" Wide)/L.F.	\$ 15.00	\$ 2,475.00	165.00	\$ 2,475.00
3	235	Unclassified Excavation/C.Y.	\$ 8.00	\$ 1,880.00		\$ -
4	252	Picement of Salvaged Pulverized Material for Sidewalk Construction	\$ 3.00	\$ 756.00		\$ -
5	25	Sawcut, Full Depth/L.F.	\$ 5.00	\$ 125.00		\$ -
6	8,110	4" Concrete Sidewalk/S.F.	\$ 2.85	\$ 23,113.50		\$ -
7	1,897	6" Concrete Sidewalk/S.F.	\$ 3.50	\$ 6,639.50		\$ -
8	174	4" Concrete Handicap Ramp (Detectable Warning Field Plates to be Supplied by Others)/S.F.	\$ 3.30	\$ 574.20		\$ -
9	22	Utility Adjustment/each	\$ 100.00	\$ 2,200.00	20.00	\$ 2,000.00
10	13	Water Valve Adjustment/each	\$ 50.00	\$ 650.00	1.00	\$ 50.00
11	4,560	No. 4 Epoxy Coated Rebar/L.F.	\$ 0.50	\$ 2,280.00	4,560.00	\$ 2,280.00
12	10,502	Terrace Restoration/S.Y.	\$ 2.20	\$ 23,104.40		\$ -
13	410	Colored Stamped Concrete Pavement Traffic Splitter Island/S.F.	\$ 8.20	\$ 3,362.00	410.00	\$ 3,362.00
14	1	Cleaning and Grubbing from STA 6+00 to STA 7+86/L.S.	\$ 925.00	\$ 925.00		\$ -
15	1	Traffic Control/L.S.	\$ 500.00	\$ 500.00	1.00	\$ 500.00
16	1	Construction Mobile/Demobile; Project Coordination; all incidental utility and misc. 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./L.S.	\$ 1,100.00	\$ 1,100.00	0.50	\$ 550.00
TOTAL CONTRACT BID (ITEMS 1-16)			\$	\$ 138,030.24		\$ 79,562.64



Memorandum

DATE: June 16, 2011

TO: Board of Public Works

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

RE: Recommendation to Install Marked Bike Lanes on STH 47

Attached to this memo are drawings depicting a proposed bike lane along STH 47 (Appleton Road/DePere Street) from Third Street to Ninth Street, minutes from Parking Committee meetings, and a correspondence from Fox Cities Greenways, Inc. to WisDOT regarding various multi-modal trails along STH 47 extending from Appleton south to Neenah. Tom Walsh, representing Greenways, will be present at Monday's meeting to explain the concept, hear comments, and address questions.

The proposed concept includes the segment along STH 47 in the City of Menasha. In order to better accommodate the biking interests and also address concerns about the lack of parking along portions of this corridor, we are recommending the remarking of the pavement to provide for a continuous 7' parking lane along the west side of Appleton Road and DePere Street with two 5' bike lanes and two 11' travel lanes. Due to truck turning space requirements, there would be no parking along the curve from Sixth Street to Marquette Street.

This proposal was previously considered at the November 10, 2010 Parking Committee meeting. Abutting property owners were invited to that meeting to provide input. The item was held in committee pending the gathering of additional information. At the April 27, 2011 Parking Committee meeting, action was taken to recommend the concept of bike lanes including eliminating some parking on the east side of Appleton Road/DePere Street and allowing some parking on the west side of Appleton Road/DePere Street, excluding from Sixth Street to Marquette Street.

In order to accommodate both biking and abutting property owners' on street parking interests, we are recommending the approval of installing marked bike lanes along STH 47 from Third Street to Ninth Street. Included in this recommendation is the removal of parking along the east side of DePere Street from Fourth Street to Sixth Street, and the provision of parking along the west side of DePere Street/Appleton Road, excluding the following segments: Third Street to Fourth Street, Sixth Street to Marquette Street and Jefferson Street to Ninth Street. The parking changes would require an ordinance amending the parking regulations along this corridor.

Attachment

M:\word\BPW memo re STH 47 bike lanes 6-16-11.docx

**CITY OF MENASHA
Parking Committee
Third Floor Council Chambers, City Hall - 140 Main Street, Menasha
November 9, 2010**

MINUTES

A. CALL TO ORDER

Meeting called to order by PWD Radtke at 10:36 AM

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: PWD Radtke; CDD Keil; CA Captain; Ald. Wisneski

ALSO PRESENT: Mayor Don Merkes; Carol Schmidt, Public Works and
Engineering Department; Crys Wash; Tom Kulczewski; Stanley & Mildred
Piet; Juan Kesler; Nick Calabrese (see attached)

EXCUSED: PC Stanke

C. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

1. Motion by CA Captain, seconded by Ald. Wisneski to approve the minutes of the August 25, 2010 meeting. Motion carried.

D. DISCUSSION ITEMS

- 1. Request to Expand School Bus Loading Zone Approximately 80' South at Nicolet Elementary School**

Motion by CDD Keil, seconded by Ald. Wisneski to extend School Bus Loading Zone approximately 80' South at Nicolet Elementary School.

Motion carried.

- 2. Request to Eliminate Angle Parking on the South Side of the 600 Block of Second Street and Restore Parallel Parking (Ald. Taylor)**

Stanley Piet shared his observations during the last week which included that 30% of the vehicles are too long for angle parking, creating hazards. In his estimation it would be a net loss of about 8 spots if we restored parallel parking in this area.

PWD Radtke stated there is a 4' clearance distance required at the driveway. Normally, that clearance section is not painted unless there is a continuous problem.

Motion by CA Captain, seconded by Ald. Wisneski to eliminate angle parking on the south side of the 600 Block of Second Street and restore parallel parking.

Motion carried.

3. Request to Allow Parking on West Side of STH 47 from Fourth Street to Eighth Street (Mayor Merkes)

Mayor Merkes is looking for complete streets – ability to walk and bike – allowing parking on one side will shift center line, eliminate parking on east side of street by St. John's. 7' parking lane, 5' bike lane, (2) 10 1/2 ' traffic lanes, and another 5' bike lane.

Nick Calabrese stated that people don't slow down to 15 mph at the sharp curve near Sixth Street and his main issue is with the safety of his kids. When southbound, cars have bounced off the guard rail and hit his house. This change would move traffic closer to his house. He stated there is a lot of truck traffic and they go over the center line as they go through; taking their part out of the center. He suggested another guard rail or more mature trees.

PWD Radtke stated the truck wheel path is encroaching over the centerline around that corner. He will speak to the DOT regarding this area for bike lane and get back to committee. Currently no parking except between Fourth and Sixth Streets and west side in the vicinity of Bethel Church.

Mayor Merkes stated that narrowing the traffic lanes will slow traffic down. Activate Fox Cities is working on bike facilities.

The committee held this item so additional information can be gathered.

E. ADJOURNMENT

1. Motion made by CDD Keil, seconded by Ald. Wisneski to adjourn at 11:23 AM.

Motion carried.

Respectfully submitted by Carol A. Schmidt, Public Works and Engineering Department

CITY OF MENASHA
Parking Committee
Third Floor Council Chambers, City Hall - 140 Main Street, Menasha
April 27, 2011

DRAFT MINUTES

A. CALL TO ORDER

Meeting called to order by PWD Radtke at 10:34 AM

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: PWD Radtke; CDD Keil; PC Stanke; CA Captain; Ald. Zelinski

ALSO PRESENT: Carol Schmidt, Public Works and Engineering Department

C. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

1. Motion by CDD Keil, seconded by PWD Radtke to approve the minutes of the November 9, 2010 meeting. Motion carried.

D. DISCUSSION ITEMS

1. Request to Remove Prohibited Parking on the South Side of Lake Street

Resident who requested this item be added to the agenda was notified of meeting, however she is not present.

Motion made by CA Captain and seconded by Ald. Zelinski to table this item.

Motion carried on voice vote.

2. Recommendation to Prohibit Parking along the East Side of STH 47 (Fourth Street to Ninth Street)

General discussion ensued.

Motion made by PC Stanke and seconded by Ald. Zelinski to recommend the concept of bike lanes including eliminating some parking on east side of Appleton Road and allowing some parking on west side of Appleton Road; excluding from Sixth to Marquette on the west side.

Motion carried on voice vote 4-1.

3. Overnight Parking Options in Downtown Parking Lots and Ramp

General Discussion ensued.

Motion made by CDD Keil and seconded by PWD Radtke to allow overnight parking by permit only in the eastern most seven stalls of the marina place parking lot.

Motion carried on voice vote.

E. ADJOURNMENT

- 1. Motion made by, CDD Keil seconded by PC Stanke to adjourn at 11:47 AM.**
Motion carried.

Respectfully submitted by Carol A. Schmidt, Public Works and Engineering Department

Fox Cities Greenways, Inc.



.....
Fostering the Development and Preservation of Trails and Greenways
February 4, 2011

Mr. William Bertrand
Wisconsin DOT – NE Region
944 Vanderperren Way
Green Bay, WI 54304-0080

RE: STH 47 Trail Concepts

Dear Bill,

In the spring of 2010 the Town of Menasha came together with the cities of Appleton, Menasha and Neenah to develop a concept plan for bicycle and pedestrian facilities along the STH 47 Corridor through their municipalities. Since that time we have met and discussed various arrangements of trails, sidewalks and bike lanes to accomplish the needs and wants of the communities. While we have discussed the entire length of the corridor, this letter will focus on the results of those discussions for the section from Ninth Street to Valley Road.

The concept being promoted has a five foot sidewalk at or near the right-of-way line and dedicated five foot bike lanes adjacent to the outside motor vehicle lane through the entire length. Motorized vehicle lanes would be eleven feet with a fourteen foot two way turn lane in the center. A schematic of this arrangement is attached for your use.

The land adjacent to STH 47 from Ninth Street to Valley Road is fully developed. In order to accommodate the new facilities from Ninth Street to Midway Road we are looking to reduce the footprint of the existing road from four or five lanes to three. From Midway Road to Valley Road we would look to have the sidewalk completed and bike lanes added to the outside of the existing roadway. This typical section will keep consistency with the City of Menasha's plans south of Ninth Street and with the concept for improvements north of our focus area.

We would also like to make sure these concepts are consistent with WisDOT Standards and policies. If you would please review the attachment and let us know if they are in conformance with the current standards and policies or if modifications are required it would be greatly appreciated. As a group we would like to formalize these concepts into plans and have them in place should opportunities develop allowing for their construction.

Please let me know if you have any questions, comments or need any additional information. We look forward to hearing from you soon and again, thank you for your help with this project.

Sincerely,

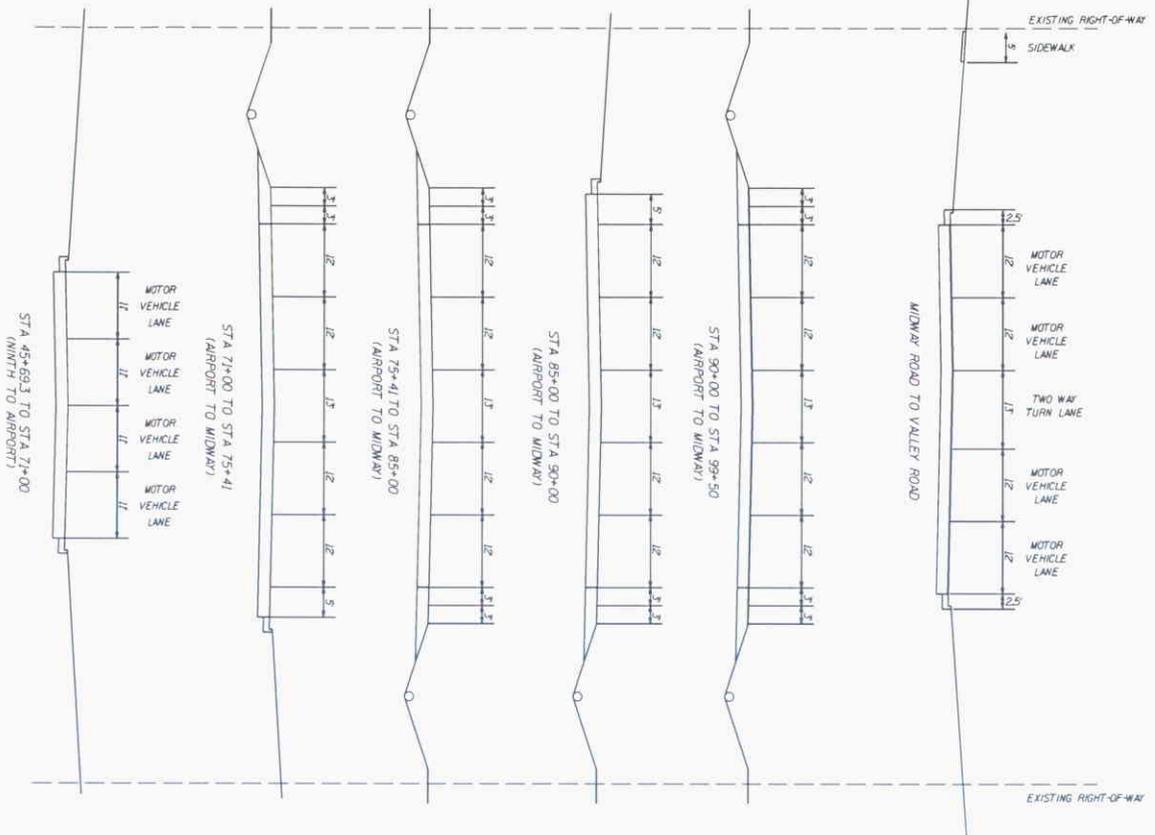
A handwritten signature in cursive script that reads "Tom Walsh".

Tom Walsh
Fox Cities Greenways, Inc.

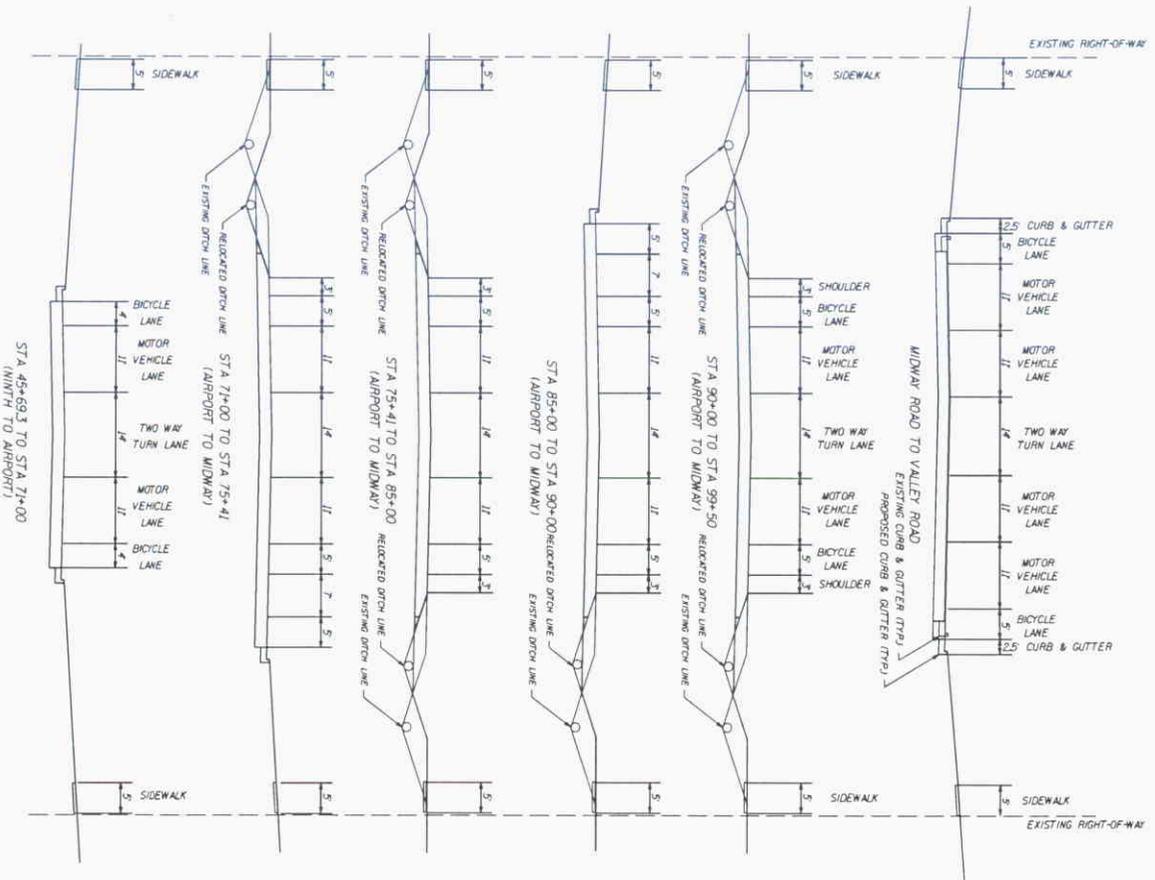
twalsh@new.rr.com
(920)716-1059

.....
P.O. Box 5 • Menasha, WI • 54952-0005
www.foxcitiesgreenways.org

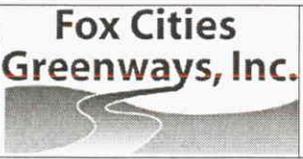
EXISTING TYPICAL SECTION



PROPOSED TYPICAL SECTION



PROJECT MANAGER: TFW	DESIGNED BY: TFW	REVIEWED BY: TFW
REV. DATE	APPROV. DESCRIPTION	
DRAWING SHEET NO. C101		



STH 47 MULTI-MODAL CORRIDOR

CITY OF MENASHA CITY OF APPLETON
TOWN OF MENASHA CITY OF NEENAH

0 25 50 100
DRAWING SCALE

PROPOSED TYPICAL SECTION

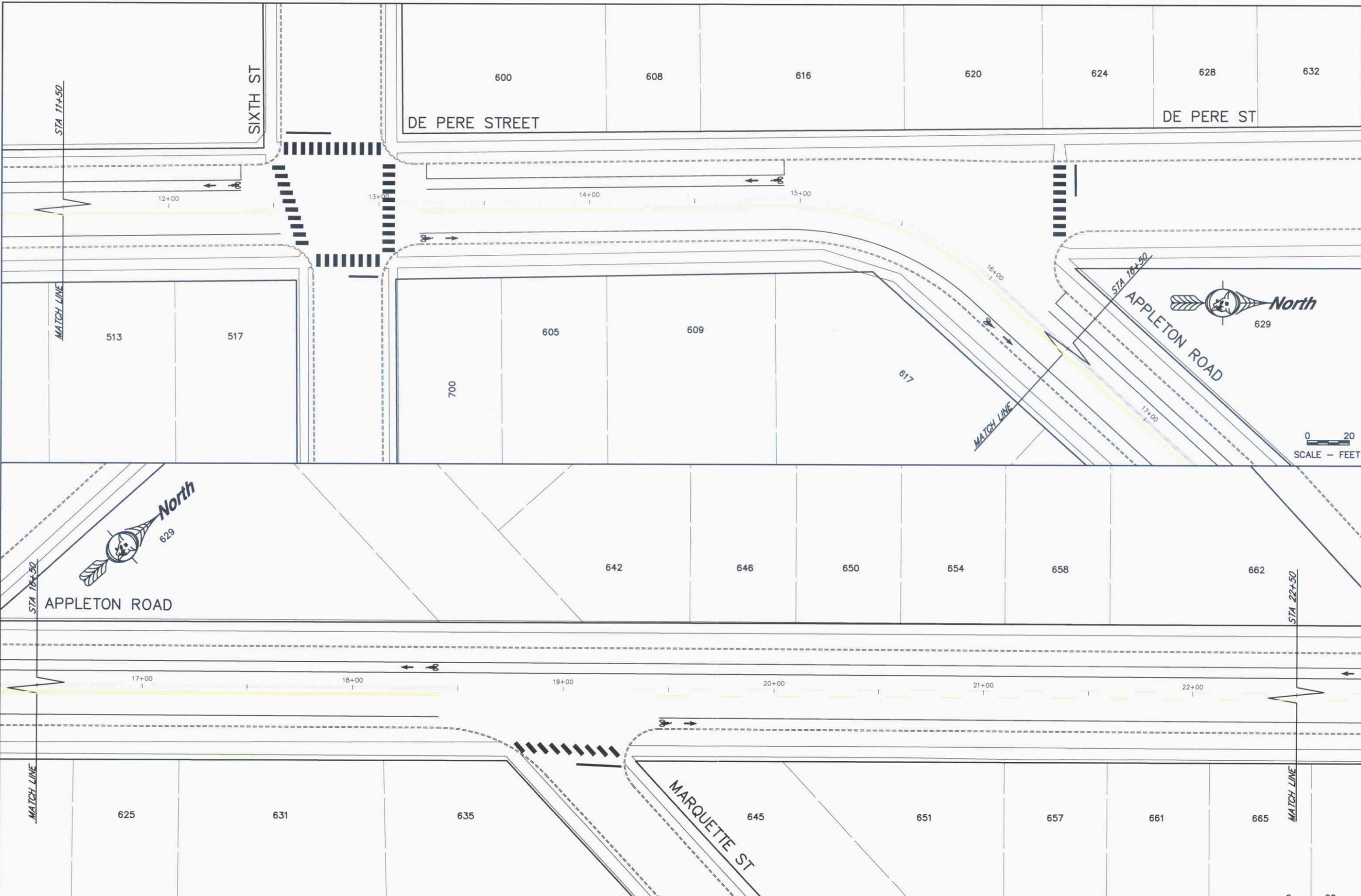




CITY OF MENASHA
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DEPARTMENT
140 MAIN STREET
MENASHA, WI 54952
TEL: 920-967-3610 FAX: 920-967-5272

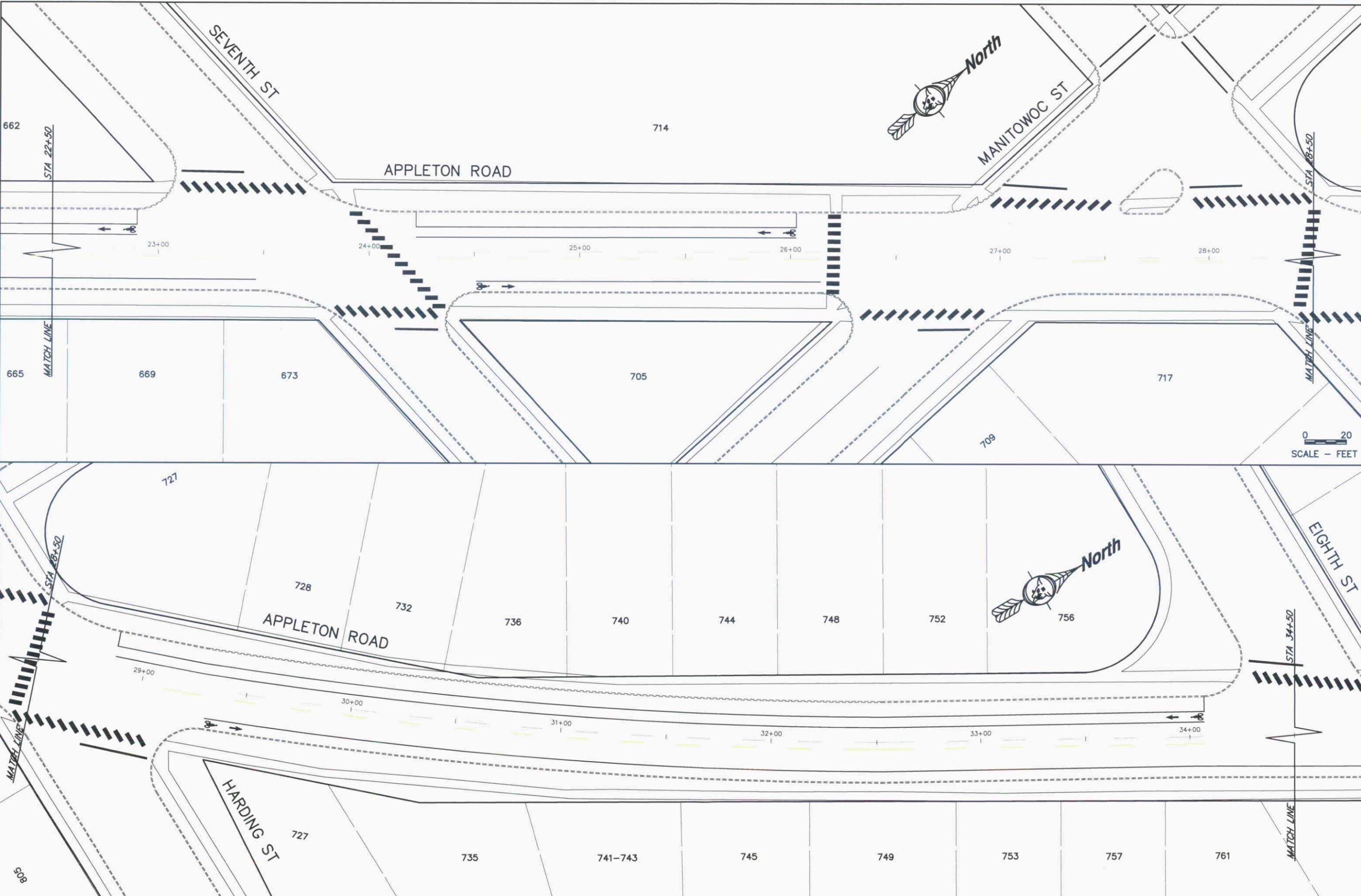
**PROPOSED STREET RESTRIPING
DE PERE ST AND APPLETON RD, STH "47"**

NO. DATE BY			
SAN. L.A.T.			
STO. TEL.			
WATER ELECT.			
GAS LIGHTS			
DATE DRAWN	SEPT. 2010		
CONTRACT NO.	STREET CREW		
FILE NO.	M-291B		
DRAWING NO.			



0 20
SCALE - FEET

0 20
SCALE - FEET



FILE NO. M-291C
 DRAWING NO. 3 OF 4
 CITY OF MENASHA
 DEPARTMENT OF PUBLIC WORKS
 ENGINEERING DEPARTMENT
 140 MAIN STREET
 MENASHA, WI 54952
 TEL: 920-967-3610 FAX: 920-967-5272

PROPOSED STREET RESTRIPIING
 DE PERE ST AND APPLETON RD, STH "47"
 FROM STA. 22+50 TO STA. 34+50

DATE DRAWN	SEPT. 2010
CONTRACT NO.	STREET CREW
FILE NO.	M-291C
DRAWING NO.	3 OF 4



Memorandum

DATE: June 16, 2011

TO: Board of Public Works

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

RE: Resolution R-25-11 Acknowledging Review of City of Menasha 2010 Compliance Maintenance Annual Report under Wisconsin Administrative Code NR 208

Attached is the 2010 City of Menasha Compliance Maintenance Annual Report (CMAR) for your review and approval prior to submittal to WisDNR. This annually submitted report details the City's activities and policies regarding its sanitary sewer system. The 2010 report indicates an "A" grade for the financial system portion and a failing grade for our collection system portion of the CMAR. Because of the failing grade, we need to adopt a resolution indicating the City's acknowledgement of the status and support for improvements to the system to address the failing grade.

The failing grade is a result of two bypass occasions last year resulting from extremely heavy rainfall events. In order to minimize basement backups during those events, the City chose to pump sewerage from the sanitary system to the storm sewer system, which action is deemed a "bypass" event per WisDNR. It should be noted there were several other area communities that also bypassed during those two events. Because of other bypass occurrences in previous years, the City was required to enter into a Compliance Agreement with WisDNR in 2008 stipulating various necessary improvements in accordance with a schedule agreed upon by the City and WisDNR.

The City is still operating within the terms of the Compliance Agreement, and as long as we stay in compliance, further action from WisDNR is avoided. The City has made significant investments in sewer system improvements in recent years in order to reduce infiltration and inflow within the system, resulting in increased sewer user charges. We continue to evaluate our system to identify sewer system defects and other possible sources of infiltration and inflow as a means to avoid future bypass occurrences.

Attachment

M:\word\BPW memo re eCMAR resolution 6-16-11.docx

RESOLUTION R-25-11

A RESOLUTION ACKNOWLEDGING REVIEW OF CITY OF MENASHA 2010 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 it's 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 in response to the "F" grade for the Collection section of the 2010 CMAR, the City of Menasha acknowledges actions are necessary to minimize future sanitary sewer overflows and will abide by the terms of the December 22, 2008 Compliance Agreement and subsequent revisions executed between the Department of Natural Resources and the City of Menasha to address the violations to WPDES Permit WI-0047341-04.

Passed and approved this ____ day of July, 2011.

Donald J. Merkes, Mayor

ATTEST: _____
Deborah A. Galeazzi, City Clerk

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City

Last Updated:
6/15/2011

Reporting Year: 2010

Financial Management

	Questions	Points						
1.	Person Providing This Financial Information							
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Name:</td> <td style="border: 1px solid black; padding: 2px;">Thomas Stoffel</td> </tr> <tr> <td>Telephone:</td> <td style="border: 1px solid black; padding: 2px;">(920) 967-3630</td> </tr> <tr> <td>E-Mail Address(optional):</td> <td style="border: 1px solid black; padding: 2px;">tstoffel@ci.menasha.wi.us</td> </tr> </table>	Name:	Thomas Stoffel	Telephone:	(920) 967-3630	E-Mail Address(optional):	tstoffel@ci.menasha.wi.us	
Name:	Thomas Stoffel							
Telephone:	(920) 967-3630							
E-Mail Address(optional):	tstoffel@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 ?	0						
	<p> <input checked="" type="radio"/> Yes (0 points) <input type="radio"/> No (40 points) </p> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>							
3.	When was the User Charge System or other revenue source(s) last reviewed and/or revised? Year: 2010	0						
	<p> <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) </p>							
4.	Did you have a special account (e.g., CWF required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?	0						
	<p> <input checked="" type="radio"/> Yes <input type="radio"/> No (40 points) </p>							
REPLACEMENT FUNDS(PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 5)								
5.	Equipment Replacement Funds							
	5.1 When was the Equipment Replacement Fund last reviewed and/or revised? Year: 2010	0						
	<p> <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: </p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>							
	5.2 What amount is in your Replacement Fund?							
	Equipment Replacement Fund Activity							
	5.2.1 Ending Balance Reported on Last Year's CMAR:	\$50,000.00						
	5.2.2 Adjustments if necessary (e.g., earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	+ \$10,000.00						
	5.2.3 Adjusted January 1st Beginning Balance	\$60,000.00						

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City	Last Updated: 6/15/2011	Reporting Year: 2010
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Financial Management (Continued)

	<p>5.2.4 Additions to Fund (e.g., portion of User Fee, earned interest, etc.) + \$0.00</p> <p>5.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 5.2.5.1 below*) - \$0.00</p> <p>5.2.6 Ending Balance as of December 31st for CMAR Reporting Year \$60,000.00</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: 60%; margin-left: 20px;"></div>							
	<p>5.3 What amount <u>should</u> be in your replacement fund? \$60,000.00</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: 60%; margin-left: 20px;"></div>							
6.	Future Planning							
	<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: 15%;">Estimated Cost</th> <th style="width: 25%;">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.	Financial Management General Comments:							
	<div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <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:
6/15/2011

Reporting Year: 2010

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:
6/15/2011**

Reporting Year: 2010

Sanitary Sewer Collection Systems

	Questions	Points
1.	Do you have a Capacity, Management, Operation & Maintenance(CMOM) requirement in your WPDES permit?	
	<input type="radio"/> Yes <input checked="" type="radio"/> No	
2.	Did you have a <u>documented</u> (written records/files, computer files, video tapes, etc.) sanitary sewer collection system operation & maintenance or CMOM program last calendar year?	0
	<input checked="" type="radio"/> Yes (go to question 3) <input type="radio"/> No (30 points) (go to question 4)	
3.	Check the elements listed below that are included in your Operation and Maintenance (O&M) or CMOM program.:	
	<div style="margin-left: 20px;"> <input type="checkbox"/> Goals: Describe the specific goals you have for your collection system: <input checked="" type="checkbox"/> Organization: Do you have the following written organizational elements (check only those that you have): <ul style="list-style-type: none"> <input type="checkbox"/> Ownership and governing body description <input checked="" type="checkbox"/> Organizational chart <input checked="" type="checkbox"/> Personnel and position descriptions <input type="checkbox"/> Internal communication procedures <input type="checkbox"/> Public information and education program <input checked="" type="checkbox"/> Legal Authority: Do you have the legal authority for the following (check only those that apply): <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Sewer use ordinance Last Revised MM/DD/YYYY 11/01/2004 <input type="checkbox"/> Pretreatment/Industrial control Programs <input checked="" type="checkbox"/> Fat, Oil and Grease control <input checked="" type="checkbox"/> Illicit discharges (commercial, industrial) <input checked="" type="checkbox"/> Private property clear water (sump pumps, roof or foundation drains, etc) <input type="checkbox"/> Private lateral inspections/repairs <input type="checkbox"/> Service and management agreements <input checked="" type="checkbox"/> Maintenance Activities: details in Question 4 <input checked="" type="checkbox"/> Design and Performance Provisions: How do you ensure that your sewer system is designed and constructed properly? <ul style="list-style-type: none"> <input checked="" type="checkbox"/> State plumbing code <input checked="" type="checkbox"/> DNR NR 110 standards <input checked="" type="checkbox"/> Local municipal code requirements <input checked="" type="checkbox"/> Construction, inspection and testing <input type="checkbox"/> Others: </div>	

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City

**Last Updated:
6/15/2011**

Reporting Year: 2010

Sanitary Sewer Collection Systems (Continued)

	<p><input checked="" type="checkbox"/> Overflow Emergency Response Plan: Does your emergency response capability include (check only those that you have):</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Alarm system and routine testing <input checked="" type="checkbox"/> Emergency equipment <input checked="" type="checkbox"/> Emergency procedures <input checked="" type="checkbox"/> Communications/Notifications (DNR, Internal, Public, Media etc) <p><input checked="" type="checkbox"/> Capacity Assurance: How well do you know your sewer system? Do you have the following?</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Current and up-to-date sewer map <input checked="" type="checkbox"/> Sewer system plans and specifications <input checked="" type="checkbox"/> Manhole location map <input checked="" type="checkbox"/> Lift station pump and wet well capacity information <input checked="" type="checkbox"/> Lift station O&M manuals <p>Within your sewer system have you identified the following?</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Areas with flat sewers <input checked="" type="checkbox"/> Areas with surcharging <input checked="" type="checkbox"/> Areas with bottlenecks or constrictions <input checked="" type="checkbox"/> Areas with chronic basement backups or SSO's <input checked="" type="checkbox"/> Areas with excess debris, solids or grease accumulation <input type="checkbox"/> Areas with heavy root growth <input checked="" type="checkbox"/> Areas with excessive infiltration/inflow (I/I) <input checked="" type="checkbox"/> Sewers with severe defects that affect flow capacity <input checked="" type="checkbox"/> Adequacy of capacity for new connections <input checked="" type="checkbox"/> Lift station capacity and/or pumping problems <p><input type="checkbox"/> Annual Self-Auditing of your O&M/CMOM Program to ensure above components are being implemented, evaluated, and re-prioritized as needed.</p> <p><input checked="" type="checkbox"/> Special Studies Last Year (check only if applicable):</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Infiltration/Inflow (I/I) Analysis <input checked="" type="checkbox"/> Sewer System Evaluation Survey (SSES) <input type="checkbox"/> Sewer Evaluation and Capacity Management Plan (SECAP) <input type="checkbox"/> Lift Station Evaluation Report <input checked="" type="checkbox"/> Others: <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>We continued with Phase 4 (of 4) of our citywide SSES program to identify I/I sources and sewer system defects.</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:	
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Cleaning	<input style="width: 50px;" type="text" value="75"/>	% of system/year
Root Removal	<input style="width: 50px;" type="text" value="0"/>	% of system/year
Flow Monitoring	<input style="width: 50px;" type="text" value="2"/>	% of system/year
Smoke Testing	<input style="width: 50px;" type="text" value="0"/>	% of system/year

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City

**Last Updated:
6/15/2011**

Reporting Year: 2010

Sanitary Sewer Collection Systems (Continued)

Sewer Line Televising	<input style="width: 50px;" type="text" value="5"/>	% of system/year
Manhole Inspections	<input style="width: 50px;" type="text" value="5"/>	% 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="0"/>	% of sewer lines rehabed
Private Sewer Inspections	<input style="width: 50px;" type="text" value="2"/>	% 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:		

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

<input style="width: 80px;" type="text" value="27.55"/>	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="16"/>	Number of Basement Backup Occurrences
<input style="width: 80px;" type="text" value="20"/>	Number of Complaints
<input style="width: 80px;" type="text" value="2.852"/>	Average Daily Flow in MGD

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City

Last Updated:
6/15/2011

Reporting Year: 2010

Sanitary Sewer Collection Systems (Continued)

4.82	Peak Monthly Flow in MGD(if available)
	Peak Hourly Flow in MGD(if available)

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City

**Last Updated:
6/15/2011**

Reporting Year: 2010

Sanitary Sewer Collection Systems (Continued)

NUMBER OF SANITARY SEWER OVERFLOWS (SSO) REPORTED (10 POINTS PER OCCURRENCE)					90
	Date	Location	Cause	Estimated Volume (MG)	
1.	7/22/2010 4:30:00 PM to 7/23/2010 2:30:00 AM	Seventh St and Ida Street	Rain, Flooding	0.455	
2.	7/22/2010 4:30:00 PM to 7/23/2010 6:00:00 AM	Keyes St. and Park St.	Rain, Flooding	0.185	
3.	7/22/2010 4:30:00 PM to 7/23/2010 2:30:00 AM	Fifth Street and London Street	Rain, Flooding	0.225	
4.	7/22/2010 4:00:00 PM to 7/22/2010 9:30:00 PM	Ninth Street and Elmwood Drive - intermittent discharge	Rain, Flooding	0.05	
5.	8/11/2010 8:00:00 AM to 8/11/2010 12:50:00 PM	Keyes Street and Park Street	Rain	0.145	
6.	8/11/2010 8:00:00 AM to 8/11/2010 12:50:00 PM	Seventh Street and Ida Street	Rain	0.145	
7.	8/11/2010 8:00:00 AM to 8/11/2010 12:50:00 PM	Fifth Street and London Street	Rain	0.145	
8.	8/11/2010 7:40:00 AM to 8/11/2010 12:30:00 PM	Ninth Street and Elmwood Drive (intermittent discharge)	Rain	0.079	
9.	8/11/2010 7:30:00 AM to 8/11/2010 10:30:00 AM	Lakecrest Drive	Rain	0.06	
<p>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: 600px; margin-left: 20px;"></div>					
PERFORMANCE INDICATORS					
0.00	Lift Station Failures(failures/ps/year)				
0.00	Sewer Pipe Failures(pipe failures/sewer mile/yr)				
0.17	Sanitary Sewer Overflows (number/sewer mile/yr)				

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City

**Last Updated:
6/15/2011**

Reporting Year: 2010

Sanitary Sewer Collection Systems (Continued)

	0.29	Basement Backups(number/sewer mile)	
	0.37	Complaints (number/sewer mile)	
	1.7	Peaking Factor Ratio (Peak Monthly:Annual Daily Average)	
	0.0	Peaking Factor Ratio(Peak Hourly:Annual daily Average)	
6.	Was infiltration/inflow(I/I) significant in your community last year?		
	<input checked="" type="radio"/> Yes <input type="radio"/> No If Yes, please describe: <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">We had two heavy rain events resulting in system surcharge conditions caused by system I/I.</div>		
7.	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?		
	<input checked="" type="radio"/> Yes <input type="radio"/> No If Yes, please describe: <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">See answer to #6 above.</div>		
8.	Explain any infiltration/inflow(I/I) changes this year from previous years?		
	<div style="border: 1px solid black; padding: 5px; margin-top: 5px;">Generally, our I/I has been reduced from past years according to NMSC records, but we experienced two major rainfall events that resulted in system overload that I think were due mainly to the sheer magnitude and intensity of the rain events.</div>		
9.	What is being done to address infiltration/inflow in your collection system?		
	<div style="border: 1px solid black; padding: 5px; margin-top: 5px;">We continued implementation of the citywide SSES program. We conducted flow monitoring operations in our high flow sections to identify the sources and limits of the excessive I/I. The private foundation drain cross connection elimination program was continued.</div>		

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City

Last Updated:
6/15/2011

Reporting Year: 2010

Sanitary Sewer Collection Systems (Continued)

Total Points Generated	90
Score (100 - Total Points Generated)	10
Section Grade	F

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City

Last Updated:

Reporting Year: 2010

WPDES No.0047341

GRADING SUMMARY				
SECTION	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Financial Management	A	4.0	1	4
Collection Systems	F	0.0	3	0
TOTALS			4	4
GRADE POINT AVERAGE(GPA)=1.00		1.00		

Notes:

- A = Voluntary Range
- B = Voluntary Range
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)