

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 18, 2007

6:30 PM

AGENDA

 + [Back](#)  [Print](#)

I. CALL TO ORDER

A. -

II. ROLL CALL/EXCUSED ABSENCES

A. -

III. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

A. June 4, 2007

[Attachments](#)

IV. DISCUSSION

A. Consideration of Concerns of Briarwood Cottage Residents Regarding Proposed Asphalt Walk/Trail on Midway Road (Ald. Wisneski)

[Attachments](#)

B. Request to Enclose Open Drainage Area at 2160 Manitowoc Road (Ald. Chase)

[Attachments](#)

C. Request for Stop Sign on Keyes Street at Willow Lane (Ald. Merkes)

[Attachments](#)

D. Cal. Cnty Hwy. Dept. to DPW Radtke, 6-7-07; Request to Apply for HSIP Funds for CTH.LP/Manitowoc Rd. Intersection

[Attachments](#)

E. Consideration of Options for Surplus Commodity Revenue Through Tri-County Regional Recycling Program

[Attachments](#)

V. ADJOURNMENT

A. -

Menasha is committed to its diverse population. Our Non-English speaking population or those with disabilities are invited to contact the Clerk's Office at 967-3600 at least 24-hours in advance of the meeting so special accommodations can be made.

CITY OF MENASHA
Board of Public Works
Third Floor Council Chambers, 140 Main Street, Menasha
June 4, 2007

MINUTES DRAFT

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I. CALL TO ORDER

A. -

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Meeting called to order by Chairman Pack at 6:45p.m.			

II. ROLL CALL/EXCUSED ABSENCES

A. -

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	PRESENT: Ald. Pack, Hendricks, Eckstein, Michalkiewicz, Chase, Merkes, Taylor, Wisneski.			
	ALSO PRESENT: Mayor Laux, CA/HRD Brandt, PC Stanke, CDD Keil, C/T Stoffel, PWS Jacobson, Clerk Galeazzi and the Press.			

III. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

A. [May 21, 2007](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Move	to approve May 21, 2007 minutes	Alderman Wisneski	Alderman Michalkiewicz	Passed
	Motion carried on voice vote.			

IV. DISCUSSION

A. [Change Order - CD Smith Construction, Inc. Water Treatment Plant Modifications; Contract Unit No. M002-940266.02; DEDUCT: \\$1,857.00 \(Change Order No. 6\)](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	No Questions or Discussion.			

B. [Change Order - CD Smith Construction, Inc. Water Treatment Plant Modifications; Contract Unit No. M002-940266.02; ADD: \\$22,572.00 \(Change Order No. 7\)](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	No Questions or Discussion.			

- C. [Change Order - Vinton Construction Co.; River Street Relocation Roadway Construction; Contract Unit No. 2006-06; ADD: \\$59,732.49 \(Change Order No. 4\)](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	No Questions or Discussion.			

- D. [Payment - Vinton Construction Co.; River Street Relocation Roadway Construction; Contract Unit No. 2006-06; \\$24,041.32 \(Payment No. 7\)](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	No Questions or Discussion.			

V. ADJOURNMENT

- A. -

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Move	to adjourn at 6:47p.m.	Alderman Taylor	Alderman Michalkiewicz	Passed
Motion carried on voice vote.				
Respectfully submitted by Deborah A. Galeazzi, City Clerk				

-----Original Message-----

From: SueWiz@aol.com [mailto:SueWiz@aol.com]

Sent: Monday, June 11, 2007 9:57 AM

To: Mark Radtke; Steve Pack; Debbie Galeazzi

Cc: Joe Laux

Subject: Board of Public Works agenda item

Good morning -

I had a meet and greet at Briarwood Cottages over the weekend. I had several concerns presented to me, as I suspected, about the construction on Midway Rd. I tried my best to alleviate their concerns. It helps that the construction will be on the east end of Midway before it comes down by them.

An area of concern, however, is what will happen with the sidewalks. No one from there likes the blacktop paths! The elderly cannot look down to see everything when it is dark or black. They fear the depth of blacktop will cause it to heave and be uneven. A lot of the tenants there walk the sidewalk to Midway road and back but no one walks on the uneven path existing there and they don't want it to remain blacktop.

Before I went there, I had heard from 2 of those tenants and also from some of the people working in the Syring office complex that the blacktop trails were not a good idea due to the uneven surfaces.

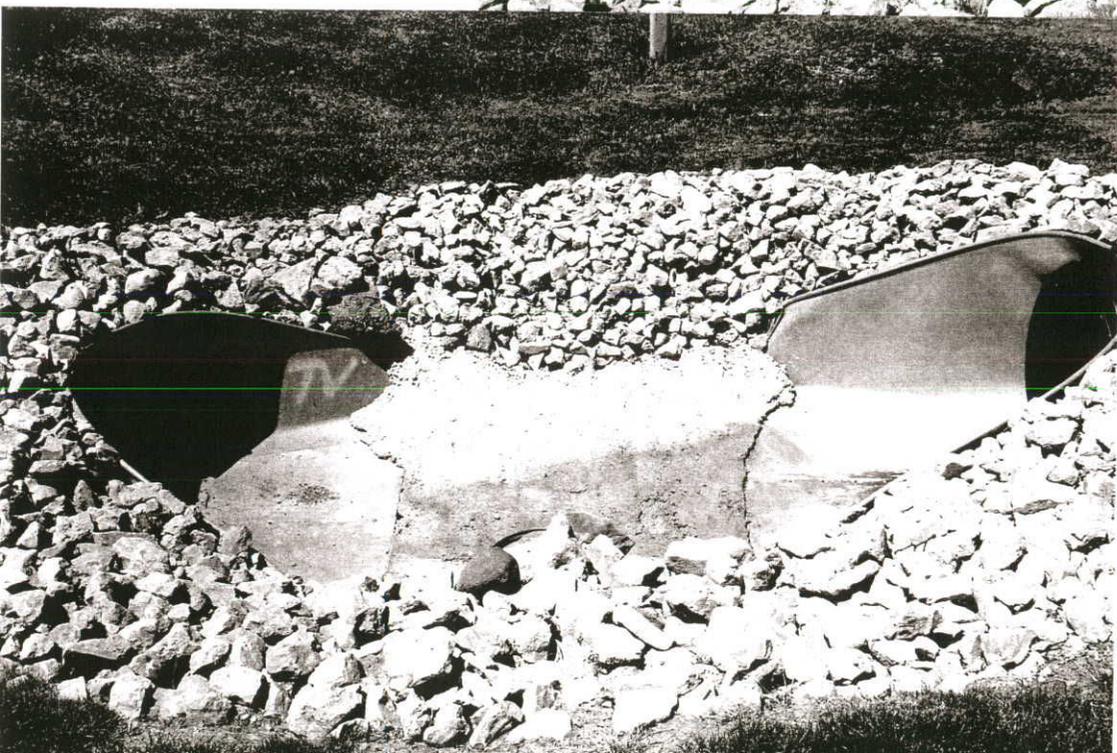
Anyway, I feel this needs to be discussed in committee before we go ahead with the proposed blacktop 5 ft. trail along there. Can it be put on the agenda?

Thank you

Sue

We are asking for some help with a problem we are having with a culvert that is located in our yard. There was some work done to it a few years ago, with some stones being added to help with not washing the ground away with the water when it fills from rains. Now this culvert is bringing a different problem to us. I am watching two of my Grandchildren during the day and I am in fear of the falling into it and getting hurt. I try my best to keep them away but it seems to draw kids towards it. Not only my Grandkids, but with the homes being bought up across the street from us, there are a lot more kids around here and they are using ours and Todd Oskey's yard as a cut threw to get to the park. And I am now finding Kids playing in and around the culvert a lot. When it rains we have a real problem with the water flow and the power that is behind it. I fear that if anyone would ever be around this during or after a rain, we would have someone get seriously hurt in it. After the drains in the front of the park and the house behind us were filled in we really have a powerful water flow in this open area. It is not an easy area to mow around and we are also in fear of getting hurt while cutting the grass around this area. We also fear anyone walking or riding bikes around it at night as we have no streetlights and it is very dark out here. If they ever had to move over from a speeding car they would fall into it. The traffic on Manitowoc Rd. is 35 and everyone thinks it is 60. I myself have had a few close calls with the cars going down this road. And now we have been finding Snapping Turtles in our yard, I don't know if they are coming out of the area that is across the street the the new owners are trying to fix or where they are coming from but we have be finding them. I have sent along a few photos or feel free to stop by and take a look. Thank you.

Dave and Sue Prinsen
2160 Manitowoc Rd
8320794



-----Original Message-----

From: Don Merkes [<mailto:dmerkes@sbcglobal.net>]
Sent: Wednesday, May 23, 2007 10:09 AM
To: Mark Radtke
Subject: Fwd: Public Works & Safety

--- Daryl Jones <daryljones@new.rr.com> wrote:

> From: "Daryl Jones" <daryljones@new.rr.com>
> To: "Don Merkes" <dmerkes@sbcglobal.net>
> Subject: Public Works & Safety
> Date: Tue, 22 May 2007 12:41:43 -0500
>
> Dear Don,
>
> Thanks for dropping by yesterday to do an on the ground review of the
> safety requirements justifying a stop sign on the east end of Keyes
> St. and likewise on the exit from River Lea. As you know my gate has
> been hit twice and recently my mail box was toppled which led to a
> totaled auto and the driver spending a week in the hospital. Likewise
> children are picked up and dropped off on the school bus at this same
> corner. What a nightmare it would be if a car hit one of these kids
> waiting for the bus . There has been a general regard for stop signs
> along Keyes to drop the speed due to dogs, elderly walkers, children
> and an overall busy Keyes with a marina, tennis court, flower garden
> with many weddings and social activities at Smith Park. Summer is a
> busy time on Keyes St.
>
> There has been a speed indicator setup at Smith Park on Keyes to try
> and get motorists to slow down. If that equipment records and
averages
> auto speeds it would be interesting to see that #. And that is only
at
> the beginning of the Keyes raceway, by the time they reach the end
> their average speed is no doubt much faster. Coming North on Willow
> Lane, they have put up an arrow to indicate that the road ends and
> goes 90 degrees right, I wonder why Keyes was not also so addressed ?
> There is a set of two stop signs on the west end of Keyes where it
> meets Racine, but nothing on the east end.
>
> I spoke at length about numerous issues with Mark Radtke and
> appreciate both his forbearance and patience.
>
> Your consideration of this major safety enhancement, at the mere
cost
> of a stop sign seems both logical and prudent, in fact there is
> already a pole there with the Keyes/Willow street sign and a No
> Parking sign. Whatever can be done to review and follow through on
> this request will most appreciated by all the local residents.
>
> Regards,
> Daryl Jones



Memorandum

DATE: June 13, 2007

TO: Board of Public Works

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

RE: Request for Stop Sign on Keyes Street at Willow Lane

Enclosed is a copy of a correspondence from a resident on the east end of Keyes Street requesting the placement of a stop sign on Keyes Street at Willow Lane. Reference is made to recent crashes resulting in property damage and concern about the safety of users of the street.

The Manual of Uniform Traffic Control Devices (MUTCD) states stop signs should be used if engineering judgment indicates that one or more of the following conditions exist:

1. Intersection of a less important road with a main road where application of the normal right of way rule would not be expected to provide reasonable compliance with the law;
2. Street entering a through highway or street;
3. Unsignalized intersection in a signalized area; and/or
4. High speeds, restricted view, or crash records indicate a need for control by the stop sign.

Furthermore, the MUTCD specifies that stop signs should not be used for speed control. It also states stop signs should be installed in a manner that minimizes the numbers of vehicles having to stop. At intersections where a full stop is not necessary at all times, consideration should be given to using less restrictive measures such as yield signs.

There is an existing one direction large arrow sign warning motorists of the change in alignment of the street for northbound approaching traffic on Willow Lane. There is no similar sign for eastbound approaching traffic on Keyes Street. It is my recommendation that a large arrow sign be installed at the proper location in the intersection to alert eastbound traffic on Keyes Street to the change in alignment.

If crashes continue to occur after the installation of the arrow sign, I would recommend that an engineering study be done at that time to determine need for any additional traffic control devices.

M:\word\BPW memo re stop sign request Keyes Willow 6-13-07.doc



May 31, 2007

Michael Ottery, Commissioner
Calumet County Highway Department
241 E. Chestnut Street
Chilton, WI 53014-1554

RE: Request to Apply for HSIP Funds for CTH LP/Manitowoc Road Intersection

Dear Mr. Ottery:

At its May 7, 2007 meeting, the Common Council directed that I contact Calumet County and the Town of Harrison requesting consideration of making application for WisDOT HSIP funds for improvements to the CTH LP/Manitowoc Road intersection. Because only one quarter of the intersection is in the City of Menasha, we do not think it appropriate for the City to be the lead agency for the application process.

As you are aware, the City has expressed concern for the safety of motorists due to the limited sight distance in the northwest quadrant of the intersection. While the accident frequency rate might not be alarming, the severity of the accidents is high enough to warrant further consideration of making safety improvements at this location.

The City of Menasha has added signage, pavement markings and supplementary warning lighting to alert motorists to the stop sign for eastbound traffic on Manitowoc Road. Our safety concern remains due to the lack of sight distance for both the eastbound and southbound approach traffic.

Intersection safety improvement measures are highly considered by the HSIP Review Committee during review of candidate projects. Because the funding for all HSIP projects is 90% federal and 10% local, the impact to local budgets is minimized.

Your involvement in making application to WisDOT for HSIP funding is hereby requested. Please consider our request and contact me if you have any questions. I await your reply.

Sincerely,

Mark Radtke
Director of Public Works

C: Mayor Laux
Robert Stanke, Calumet County. Supervisor

M:\word\Calumet Cty HSIP request LP-Man Rd 5-31-07.doc



May 31, 2007

Tracy Flucke, Administrator
Town of Harrison
W5298 Hwy 114
Menasha, WI 54952

RE: Request to Apply for HSIP Funds for CTH LP/Manitowoc Road Intersection

Dear Ms. Flucke:

At its May 7, 2007 meeting, the Common Council directed that I contact Calumet County and the Town of Harrison requesting consideration of making application for WisDOT HSIP funds for improvements to the CTH LP/Manitowoc Road intersection. Because only one quarter of the intersection is in the City of Menasha, we do not think it appropriate for the City to be the lead agency for the application process.

As you are aware, the City has expressed concern for the safety of motorists due to the limited sight distance in the northwest quadrant of the intersection. While the accident frequency rate might not be alarming, the severity of the accidents is high enough to warrant further consideration of making safety improvements at this location.

The City of Menasha has added signage, pavement markings and supplementary warning lighting to alert motorists to the stop sign for eastbound traffic on Manitowoc Road. Our safety concern remains due to the lack of sight distance for both the eastbound and southbound approach traffic.

Intersection safety improvement measures are highly considered by the HSIP Review Committee during review of candidate projects. Because the funding for all HSIP projects is 90% federal and 10% local, the impact to local budgets is minimized.

Your involvement in making application to WisDOT for HSIP funding, or encouraging Calumet County to do so, is hereby requested. Please consider our request and contact me if you have any questions. I await your reply.

Sincerely,

Mark Radtke
Director of Public Works

C: Mayor Laux
Robert Stanke, Calumet County. Supervisor

M:\word\Town of Harrison HSIP request LP-Man Rd 5-31-07.doc

CALUMET COUNTY HIGHWAY DEPARTMENT
241 E. Chestnut St., Chilton WI. 53014-1554
Phone (920) 849-1434 – Appleton Area (920) 989-2700
Fax (920) 849-1405 - Web Address: www.co.calumet.wi.us

June 7, 2007

Mark Radtke, Director of Public Works
City of Menasha Department of Public Works
140 Main Street
Menasha, WI 54952-3151

RE: Request to Apply for HSIP Funds for CTH. LP/Manitowoc Road Intersection

Dear Mr. Radtke,

I received your letter on June 4th regarding the directive you were given by the City of Menasha Common Council at its May 7th meeting to contact Calumet County and the Town of Harrison requesting consideration of making an application for the WisDOT Highway Safety Improvement Program (HSIP) funds for improvements to the CTH. LP/Manitowoc Road intersection.

Calumet County would consider preparing and submitting an application for the HSIP funds but I am not certain as to what the City of Menasha Common Council is seeking regarding improvements to the CTH. LP/Manitowoc Road intersection. If you could please forward a plan and summary of what the City of Menasha's expectations for the intersection are to the Highway Department Office the items could be reviewed and then a project cost could be calculated based on the intended scope of the project. This information would offer as a guide in answering the questions on the application form. I have attached the WisDOT HSIP application form to allow you the opportunity to review the required questions to be answered in order to be considered for the program funding.

As outlined in the information packet for the Highway Safety Improvement Program (HSIP) that I received from the WisDOT that I have also attached for your review, the WisDOT states in the 5th paragraph of the document that I have highlighted "We discourage the use of HSIP funds for local design, real estate and utility costs." This is the stance for those various items that I have found the WisDOT maintains on all of the various programs funded by either the State or Federal Government.

Please contact me if you have any questions about the information requested.

Sincerely,



Michael J. Ottery, Commissioner
Calumet County Highway Department

Pc: Joseph Laux, City of Menasha Mayor
Robert Stanke, Calumet County Board Supervisor District 8
William Craig, Calumet County Administrator
Calumet County Highway Committee

Wisconsin Department of Transportation (WisDOT)
2006-2009 Hazard Elimination Safety (HES) Project Application Form
GENERAL INSTRUCTIONS

All shaded areas will be completed by WisDOT staff.

Box 1 Fill in those areas that are applicable to your project.

For 'Name of Road/Intersection,' use **From-To** (South-North or West-East) format for a road segment such as "6th St.-9th St."

For projects that are within the boundary of a Metropolitan Planning Organization (MPO), state the name of the MPO.

Box 2A Segment crash rate equals the number of crashes per 100 million vehicle miles of travel and is calculated by the following formula: $\text{Crash Rate} = (\# \text{ crashes}/\# \text{ yrs.} \times 100,000,000)/(365 \times \text{AADT} \times \text{project length in miles})$

crashes = Total number of crashes during study period

years = Number of years in study period

AADT = Annual Average Daily Traffic

Box 2B Intersection crash rate equals the number of crashes per million entering vehicles and is calculated by the following formula: $\text{Crash Rate} = (\# \text{ crashes}/\# \text{ yrs.} \times 1,000,000)/(365 \times \text{Entering Vehicle Volume})$

Entering Vehicle Volume = Total number of vehicles **entering** the intersection from all directions.

Box 3 Describe the project in as much detail as possible. A good, detailed, description explaining how the project will address the identified hazard(s) is essential for WisDOT review. Specifically, note whether additional through travel, auxiliary, parking or turning lanes will be added.

Box 4 If your project will be constructed in phases throughout multiple years, then provide the project costs in the appropriate year and describe each in your proposed improvement statement. List major construction items and their estimates such as new traffic signal installation, by-pass lane, intersection channelization and new beam guard installation. Because the Project Evaluation Factor is used to justify the approval of projects, **ALL COSTS** (including design, utilities and R/E) should be provided regardless of whether or not HES funds will be used for all elements of the project. This will ensure that the entire project is a worthy project and deserving of HES funds.

Box 5 Properties on the National Register of Historic Places may be identified by contacting local historical groups or the State Historical Society. You may wish to contact your WisDOT District Office. Federal law restricts federal-aid projects from using publicly owned land of a park, recreation area or wildlife and waterfowl refuge.

Box 7 Must be signed by an official able to commit funds and certify as to the answers provided in Box 6. Leave blank for STATE projects.

Note: This is *NOT* a federal-aid grant program. Project sponsors will be reimbursed for 90% of total project costs, up to the approved project cost. Any costs incurred in excess of the approved project cost will be the responsibility of the project sponsor.

Support Material: Each application must include *4 copies* of the following:

- General Sketch of Project Proposal (example attached). *An adequate sketch is the minimum requirement. Preliminary plan layout sheets or study reports should be provided if available.*
- Collision Diagrams (example attached).
- Site Photos (originals with each package for a total of 4 copies).
- Warrant Documentation, **only** for all proposals to install new traffic signals (example worksheet available upon request. Ref: Manual on Uniform Traffic Control Devices (MUTCD), Part IV, Sec C).

Additional Support Material: Each application must include *1 copy* of the following:

- Accident Reports (most current consecutive three years minimum) and appropriate accident analysis.

Note: Applications that do not include *Support and Additional Support Materials* will not be accepted.

Optional Support Material: Each application may include *1 copy* of the following:

- Local Support/Commitment. You might want to list local support received in a separate attached letter.

Project Application for 2006-2009 Hazard Elimination Safety (HES) Program

DESIGN ID:	TIED PROJECT IDs:
------------	-------------------

RELATED ID(s): (R/W) (CONST)

Project Description

1. NAME OF ROAD/INTERSECTION		HWY NO.
COUNTY	CITY OF	TOWN OF
NAME OF THE MPO THE PROJECT IS REPRESENTED BY		

Is the estimated cost of the project less than \$25,000? Yes No
 If YES, be sure to complete Box 6 in addition to the rest of this form.

2A. SEGMENT	Project Length		Miles
Current Average Daily Traffic			
Roadway Width	Crash Rate	Shoulder Width	

2B. INTERSECTION	Crash Rate	Entering Vehicle Volume
Roadway Width		

Identification of Hazard

2C. Explain identified hazards such as: Visibility Restrictions, Curves, Hills, Intersection Problems, Bike/Ped Conflicts, Narrow Shoulders, Rutting, Etc.
--

Proposed Improvement

3. In some detail, describe the proposed project and how it will address the identified hazard.

Project Cost

4. Estimate project costs in today's dollars)	FY 2006	FY 2007	FY 2008	FY 2009	HES Funds Requested
Preliminary Engineering-Design*: Include state review					
Real Estate *					
Major Construction Items (Include Construction Engineering and Contingencies)					
Other Costs					
** TOTAL					

* Ineligible cost for Small Local HES Project (less than \$25,000).

** The project sponsors will be responsible for any project costs in excess of the approved project cost.

Project Checklist

Complete this box only for projects less than \$25,000:

5. Will project affect or use land from a property on the National Register of Historic Places? Yes No
- Will project require the use of any publicly-owned land from a public park, recreation area, or wildlife and waterfowl refuge? Yes No
- Is your municipality adequately staffed and equipped to do the work? Yes No
- Does your municipality have prior commitments that would impair your performance of this work? Yes No

Contact Information and Signature

6. PRIMARY CONTACT PERSON or AGENCY		
NAME	TITLE	
ADDRESS	TELEPHONE ()	
MUNICIPALITY	STATE	ZIP
7. SIGNATURE OF LOCAL APPROVING AUTHORITY		DATE

WisDOT Information – Shaded areas to be completed by WisDOT staff only.

A. Environmental Documentation Type		B. Hazard Elimination Type	
C. PMSID	D. Functional Class		E. PEF

DISTRICT APPROVAL Project Supervisor	Date
Planning Supervisor	Date

C.O. Concurrence	Approved _____ Disapproved _____
Approving Authority	Date



Division of Transportation
System Development
Northeast Regional Office
944 Vanderperren Way
PO Box 28080
Green Bay, WI 54324-0080

Jim Doyle, Governor
Frank J. Busalacchi, Secretary
Internet web site: www.dot.wisconsin.gov

Telephone: (920)492-5623
Facsimile (FAX): (920)492-5640
E-mail: greenbay.dtd@dot.state.wi.us

March 15, 2007

COPY

MAR 16 2007

RE: NE Region Programming Unit
Programming the (*Large*) Highway Safety Improvement Program (HSIP)
2008-2011 Highway Safety Improvement Program
Projects greater than \$25,000

The NE Region is requesting your help in developing a four-year HSIP improvement program (formerly known as the Hazard Elimination Safety (HES) Program) for County and Local roads. The HSIP improvement program's objective is to develop and implement safety projects designed to reduce the number and severity of crashes on all highways.

Program Development Cycle:

To provide adequate lead-time for project planning and development, the HSIP program spans four years. Project solicitation to the standard HSIP will occur every two years (odd-numbered years).

Interim Project Submittals:

The HSIP Review Committee will still consider candidate projects throughout the year, but these projects will be reviewed after the projects that are submitted by the submittal deadline. WisDOT anticipates greater competition for the HSIP funds and projects may be extended out 1 to 2 years from the original year requested.

Project Funding Caps:

Project costs should be estimated in current year dollars in the submittal packages. A Project Evaluation Factor (PEF) is used to justify the approval of projects. The PEF is based on an estimate as to the percentage of reduction in accidents due the proposed project. All costs (including design, utilities, and real estate) are included, regardless of whether or not HSIP funds will be used for all elements of the project.

The funding for all projects is 90% Federal and 10% Local. We discourage the use of HSIP funds for local design, real estate and utility costs. However, we will seek HSIP funding for Management Consultant and Region review activities. Funding caps are established for all new projects over \$200,000 and for all existing projects once they escalate to over \$200,000. These funding caps limited to 90% of the inflated total project cost cap amount. The Federal HSIP cap amount establishes that the local units of government will be responsible for the balance of the project costs.

Project Size Limit:

Projects over \$1,100,000 must have a companion project. The first \$1,100,000 of a project will be funded at a 90/10 ratios. Funding of these large projects will be shared as follows (if justified by the PEF):

	Program	Federal HSIP Funding
First \$1,100,000	HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP)	90%
Second \$1,100,000	Local Funds	0%
Balance of Project	Costs Shared Equally Between HSIP and Local Funds	45%

Project Eligibility:

HSIP projects are intended to employ relatively inexpensive countermeasures to correct hazardous situations. *This program will not fund sites with only "crash potential."*

- An intersection safety improvement (including installing/modifying traffic signals, roundabouts and channelization/turning radii improvements),
- Straightening isolated curves or hills,
- Improving sight distance,
- Access modifications,
- Constructing turning, bypass or other auxiliary lanes,
- An improvement for pedestrian or bicyclist safety or safety of the disabled where there are crashes,
- Construction of a traffic calming feature,
- Elimination of a roadside obstacle,
- Installation of a priority control system for emergency vehicles at signalized intersections,
- Installation of guardrails, barriers and crash attenuators, and
- Installation of signs, delineators, flashing warning lights at pedestrian-bicycle crossings, in school zones and other problem areas.

Sunset Provisions

The concept of the sunset provision is that an HSIP project will be deleted from the program and have to be re-justified if more that three years (or four years if right-of-way is needed) elapse between program approval and letting to contract. Space is reserved in the HSIP for these projects; but if they are no longer viable projects, they should be deleted from the system and new projects that can be implemented added to the program instead.

The intent of the sunset provision is not to delete viable projects, but rather, to avoid reserving dollars in the HSIP for projects that are not moving towards implementation. A project will lose its status if:

- There is no design action within two years of program approval; or,
- It is not let to contract within three years of program approval (four years if right-of-way is needed).

Project Submittals:

- Completed HSIP Project Application Form,
- General sketch of the project proposal,
- Site photos,
- Crash history as available (most current consecutive three years minimum) and an appropriate crash analysis; copies of all crash reports (MV4000) are to be provided to the WisDOT NE Region office. For emergency vehicle traffic signal pre-emption

- projects, all crash reports involving emergency vehicles at the site(s) over the past ten years are to be provided to the NE Region office;
- Collision diagrams,
 - Warrant documentation for all proposals to install new traffic signals or 4-way stop signs (forms DT1979 or DT1980, as appropriate),
 - Completed *Traffic Control Signal Approval Request* form (DT1199). Required for all proposals to install new traffic signals on the State Trunk Highway System, including Connecting Highways and ramp terminals; and,
 - PEF worksheets and printouts (completed by the NE Region office).

NOTE: A candidate project for installing new traffic signals *must have also analyzed* a roundabout as an alternative to signals and vice versa.

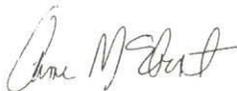
Four submittal packages for each project should be sent to the NE Region for processing. The NE Region will assemble/review the information, complete the PEF worksheet, and forward projects that meet the requirements to the HSIP Review Committee.

The HSIP Project Application Form, a sample collision diagram, the Traffic Signal Warrant Summary sheets (forms DT1979 and DT1980), the Traffic control Signal Approval Request form (DT1199), and the PEF worksheets are available upon request. Electronic copies are also available.

If your hazard elimination candidate project(s) is selected, it will be your responsibility to develop the plans and purchase/acquire any necessary right-of way or utilities. The standard procedures for Federal Aid Projects as contained in our Facilities Development Manual must be followed. Our Local Program Management Consultant will be available for guidance on those processes.

Please submit candidate projects to the NE Region, Attn: Anne Ebent or Scott Simmons, by **May 18, 2007** in order to be considered for the 2008-2009-2010-2011 program. If you have any questions, please feel free to contact me at (920) 492-5694 (e-mail anne.ebent@dot.state.wi.us) or Scott Simmons at (920) 492-2385 (e-mail scott.simmons@dot.state.wi.us).

Sincerely,



Anne M. Ebent
Six-Year Program Engineer

cc: Scott Nelson P.E., NE Region Traffic Safety Engineer
Scott Simmons P.E., NE Region Program Development Engineer
Colleen Harris P.E., NE Region Planning Supervisor
Dave Schmidt P.E., Local Program Project Manager

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



RECYCLING FACILITY
(920) 232-1850
FOX CITIES
(920) 727-2896
FAX
(920) 424-4955

100 W. COUNTY RD. Y
OSHKOSH, WI 54901

Winnebago County

Solid Waste
Management Board

The Wave of the Future

LANDFILL GAS FACILITY
(920) 232-1810
LANDFILL GAS FAX
(920) 424-7761

MEMORANDUM

Date: May 31, 2007

To: Contracted Responsible Units (RUs)

From: Jennifer Semrau, Recycling Specialist

Re: Commodity Revenue Ballots

Enclosed you will find the annual commodity revenue surplus ballot for your consideration. Previous year's ballots and several back-to-back profitable years have resulted in the large accumulated surplus commodity revenue of \$820,867.

Winnebago County is aware that certain communities are seriously considering the implementation of single stream recycling collection once Winnebago County can offer this processing option. Although manual single stream is possible, many communities around the state who have switched to single stream recycling have automated their recycling collection using carts. Partially funding carts is one option municipalities may consider if voting to have the surplus commodity revenue rebated.

Again as a reminder, should RUs vote to have the surplus commodity revenue rebated to them, this revenue must be reported on your DNR recycling grant. This will result in decreasing your net eligible costs. I have spoken to Candice Sovinski with the DNR's Community Financial Assistance Bureau on this matter. Because the current grant formula is still based on 1999 percentages and due to the fact that many community's actual net eligible costs significantly exceed their current basic grant award, review of the numbers seems to indicate no loss in grant dollars for most communities from the state should the surplus commodity revenue be rebated back. Provided the amount of monies rebated back, plus the grant awards from the state, do not exceed a RU's net eligible costs DNR grant funding will not be affected. Please see the enclosed spreadsheet for more information.

With the success of the tri-county regional recycling program and positive commodity markets, Winnebago County has been able to reduce the recycling tip fee in each of the

past three years, while accumulating a surplus. Winnebago County has not needed to utilize the rate stabilization fund set aside by communities. However the second option for consideration on the ballot is to maintain and increase the recycling tip fee stabilization fund.

To emphasize what was discussed at the annual meeting, these funds belong to you, our contracted municipalities. Please consider the options carefully and return your ballot with **authorizing resolution or a copy of the municipal board meeting minutes authorizing this vote** by July 31, 2007. Please feel free to contact me at (920) 232-1850 with any questions or concerns.

Thank you!

**WINNEBAGO COUNTY
SIGNING MUNICIPALITY RECYCLING SURPLUS REVENUE BALLOT
MAY 31, 2007**

**ARTICLE IX
FURTHER AMENDMENTS**

The County and the Signing Municipalities agree that this initial Agreement may be further amended and/or supplemented by written agreement of both the County and Signing Municipalities representing 70% of the total population of Signing Municipalities.

**ARTICLE VI
FUNDING**

- B. The County shall have the right to collect any and all revenues from the sale of recycled materials processed by the County under this Agreement.
1. From the time of the County MRF's opening until December 31, 1994, said revenues from Signing Municipalities shall be applied to the cost of construction, purchase and operation for all structures, equipment and personnel required by the County to perform its obligations under the Agreement. In the event that revenues from Signing Municipality processing fees and material sales exceed the cost of program operation, the net profit shall be rebated after year's end to Municipalities signing this Agreement. Rebates shall be based upon each Municipality's actual tonnage processed during that calendar year.
 2. After January 1, 1995 the processing fee per ton shall be set to reflect the anticipated cost of services provided. The County shall continue to hold remaining revenue rebates (remaining after payment of Signing Municipality debt) from Signing Municipality material sold during the years 1997-2004 and 2005-2006 in the amount of eight hundred twenty thousand, eight hundred and sixty-seven dollars (\$820,867.00) for future recycling tipping fee stabilization.

Please check the appropriate box for your municipality's choice, sign and indicate individual title, date and return this ballot on or before July 31, 2007 (include a copy of your city, town or village resolution or a copy of the municipal board meeting minutes authorizing this vote).

Winnebago County shall hold the recycling revenue surplus of \$820,867.00 in a fund for future recycling tipping fee stabilization based upon each Municipality's actual tonnage processed and sold for years 1997-2004 and 2005-2006.

Winnebago County shall refund the recycling revenue surplus of \$820,867.00 to Signing Municipalities based upon each Municipality's actual tonnage processed and sold for years 1997-2004 and 2005-2006.

Signature

Print Name

Municipality

Title

Date Signed

Based on WDNR report for grants awarded in 2006

Municipality	Recycling Efficiency Incentive Grant		Est Rebate of Surplus Commodity Revenue Based on Tonnage	Total	Actual Net Eligible Costs
	Basic Grant Award Amt	Award			
Tn Algoma	\$13,896.60	\$4,363.03	\$30,179.62	\$48,439.25	\$99,968.00
Tn Black Wolf	\$5,371.63	\$1,720.25	\$13,963.52	\$21,055.40	\$27,196.16
Tn Clayton	\$7,903.28	\$2,398.05	\$19,543.41	\$29,844.74	\$64,870.00
Tn Menasha	\$70,863.21	\$11,936.63	\$94,653.87	\$177,453.71	\$223,617.00
Tn Neenah	\$11,016.84	\$1,939.60	\$23,544.54	\$36,500.98	\$24,113.11
Tn Nekimi	\$3,208.47	\$0.00	\$7,079.80	\$10,288.27	\$13,875.00
Tn Omro	\$3,507.59	\$1,455.05	\$6,771.19	\$11,733.83	\$16,429.00
Tn Vinland	\$3,481.03	\$1,354.90	\$11,184.03	\$16,019.96	\$17,257.00
Tn Winneconne	\$8,520.90	\$1,601.05	\$10,566.14	\$20,688.09	\$52,818.00
Wolf River	\$4,049.65	\$875.29	\$7,564.95	\$12,489.89	\$13,686.26
Village of Winn	\$10,291.03	\$1,770.32	\$16,275.39	\$28,336.74	\$40,416.19
City of Menasha	\$84,968.06	\$12,100.26	\$74,953.46	\$172,021.78	\$471,959.00
City of Neenah	\$252,961.54	\$17,871.09	\$177,895.29	\$448,727.92	\$1,090,027.00
City of Omro	\$14,240.63	\$2,345.85	\$13,431.88	\$30,018.36	\$96,891.98
City of Oshkosh	\$284,885.04	\$46,158.86	\$313,259.89	\$644,303.79	\$1,049,126.75



Memorandum

DATE: June 13, 2007

TO: Board of Public Works

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

RE: Consideration of Options for Surplus Commodity Revenue through Tri-County Regional Recycling Program

Enclosed is a memo from Winnebago County requesting our consideration of the annual commodity revenue surplus ballot which determines whether surplus revenues are retained by the County as a tipping fee stabilization fund or are rebated to the member communities.

In the past, the ruling majority (70% population wise) has voted to retain the surplus in the County's stabilization fund. Due to the recent favorable commodity markets and the success of the tri-county regional recycling program, the tipping fee has been reduced these past years while still accumulating a surplus. The County has not needed to access the stabilization fund to control the tipping fee.

If the City were to have its share of the surplus rebated to us, we would be required to report this as revenue on our annual WisDNR recycling report, which has the effect of reducing our net eligible costs. Because the City of Menasha's net eligible costs for the DNR recycling grant program considerably exceed our current grant award, the rebated surplus would not result in any loss of grant dollars. Therefore, it is my recommendation the City cast its ballot for Winnebago County to refund the recycling revenue surplus of \$820,867 to the signing municipalities based upon each municipality's actual tonnage processed and sold for years 1997-2006. Menasha's share is estimated at \$74,953.

M:\word\BPW memo re recycling revenue surplus 6-13-07.doc