

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**

**July 6, 2009**

**6:35 PM**

**or immediately following the Administration Committee**

**AGENDA**

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [June 15, 2009](#)

D. ACTION ITEMS

1. [Change Order – Insituform Technologies USA, Inc.; City of Menasha Wastewater Collection System Rehabilitation Improvements Project – Phase 3; Contract No. E145-07-01A; Sanitary Sewer Lining; ADD: \\$8,484.00 \(Change Order No. 3\)](#)
2. [Consideration of Initiating Single Stream Recycling Operations](#)
3. [Resolution R-19-09 Acknowledging Review of City of Menasha 2008 Compliance Maintenance Annual Report Under Wisconsin Administrative Code NR 208 \(Ald. Hendricks\)](#)

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 15, 2009  
MINUTES

Draft

A. CALL TO ORDER

Meeting called to order by Chairman Taylor at 8:15 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Ald. Pamerter, Taylor, Wisneski, Pack, Hendricks, Zelinski, Englebert, Benner  
ALSO PRESENT: Mayor Merkes, PC Stanke, DPW Radtke, CDD Keil, C/T Stoffel,  
Clerk Galeazzi

C. MINUTES TO APPROVE

1. [June 1, 2009](#)

Moved by Ald. Pack, seconded by Ald. Wisneski to approve minutes.

Motion carried on voice vote

D. ACTION ITEMS

1. [Street Use Permit – Grunski Runski; 10K and 2 Mile Run/Walk; Saturday, August 8<sup>th</sup>, 2009; 8:15 AM – 10:15 AM; \(City of Menasha Parks and Recreation Department\)](#)

Moved by Ald. Hendricks, seconded by Ald. Pamerter to recommend approval to Common Council

Discussion ensued on the route with street construction.

Motion carried on voice vote

2. [Acceptance of City of Menasha Quiet Zone Detailed Plan](#)

DPW Radtke explained the Quiet Zone Detailed Plan he submitted to the Federal Railroad Administration to continue the Pre-Rule 24-hour Quiet Zone. The original quiet zone areas were noncontiguous and illogically located. The proposed quiet zones are more consistent. He explained the risk index and how each quiet zone rates in comparison to the Nationwide Significant Risk Threshold (NSRT). As long as the risk index remains below the NSRT, the quiet zones will remain until 2013.

Moved by Ald. Wisneski, seconded by Ald. Pack to recommend approval to Common Council.

Motion carried on voice vote

3. [Recommendation to Revise Rear Yard Drainage Grant Program](#)

DPW Radtke explained the City has had the Rear Yard Drainage Grant Program for over 10 years and there has not been a slow down of requests. Staff is recommending making revisions to the program. Proposed changes are reducing the City's subsidy to 25% from the current 50%. No other municipality has that high of subsidy. Also, eligibility would be extended to those situations that involve enclosing a major drainage way that is within 25 feet of a principal structure in a residential use. Any enclosure project would not be allowed if it resulted in an open section of drainage way less than 80 feet in length.

Moved by Ald. Pamerter, seconded by Ald. Wisneski to recommend approval to Common Council.

Motion carried on voice vote.

E. ADJOURNMENT

Moved by Ald. Wisneski, seconded by Ald. Pack to adjourn at 8:45 p.m.

Motion carried on voice vote

Respectfully submitted by  
Deborah A. Galeazzi, WCMC  
City Clerk

CHANGE ORDER NO. CO-1450701A-03 DATE March 15, 2009

KAEMPFER & ASSOCIATES, INC. PROJECT: WASTEWATER COLLECTION SYSTEM  
Consulting Engineers REHABILITATION IMPROVEMENTS PHASE 3  
Post Office Box 150 OWNER: CITY OF MENASHA  
650 East Jackson Street 140 Main Street  
Oconto Falls, WI 54154 Menasha, WI 54952

OWNER'S PROJECT NO.: \_\_\_\_\_ ENGINEER'S PROJECT NO.: E145-05.11

CONTRACTOR: INSITUFORM TECHNOLOGIES CONTRACT DATE: November 14, 2007  
USA, INC. COMPLETION DATE: March 15, 2009  
REVISED COMPLETION DATE June 30, 2009

ADDRESS: 12897 Main Street  
Lemont, Illinois 60439

CONTRACT: E145-07-01A, Sanitary Sewer Lining

You are directed to make the changes noted below in the above contract and this Change Order becomes a part of your contract, subject to all the conditions thereof;

NATURE OF CHANGE: Revise contract price to reflect as-built quantities. Contractor is granted a 107-day time extension for "avoidable delays" to provide the necessary project closeout documentation.

ADDITIONAL NUMBER OF CONTRACT DAYS PROVIDED BY THIS CHANGE ORDER: 107 DAYS  
Enclosures: Unit Price Spreadsheet.

The changes result in the following adjustment of Contract Price:

Contract Price Prior to this Change Order	<u>\$1,580,723.00</u>
Net (Increase/ <del>Decrease</del> ) Resulting from this Change Order	<u>\$ 8,484.00</u>
Current Price, including this Change Order	<u>\$1,589,207.00</u>

The above changes are approved:

FOR THE ENGINEER: By: Taryn S. Nall Date: 6/10/09  
Taryn S. Nall, P.E.

FOR THE OWNER: By: \_\_\_\_\_ Date: \_\_\_\_\_  
Mark Radtke, P.E., Director of Public Works

The above changes are accepted:

FOR THE CONTRACTOR: INSITUFORM TECHNOLOGIES USA, INC.  
By: Michael Smyth Date: 6/9/09  
Michael Smyth, Project Manager

Unit Price Contract  
 E145-07-01A Sanitary Sewer Lining  
 March 15, 2009

PROJECT: Wastewater Collection System Rehabilitation Improvements Phase 3  
 OWNER: City of Menasha  
 CONTRACTOR: Insituform Technologies USA, Inc.

ITEM NO.	DESCRIPTION	UNITS	UNIT PRICE	BID QTY.	BID TOTAL	PREVIOUSLY REQUESTED		CURRENT REQUEST		REVISED * QUANTITY	TOTAL	ADD (+) DEDUCT (-)
						QTY.	TOTAL	QTY.	TOTAL			
1A	21-inch sanitary sewer CIPP lining	LF	\$64.00	1,006	\$64,384.00	1,006	\$64,384.00		\$0.00	1,006	\$64,384.00	\$0.00
2A	18-inch sanitary sewer CIPP lining	LF	\$44.00	7,643	\$336,292.00	7,318	\$321,992.00		\$0.00	7,318	\$321,992.00	-\$14,300.00
3A	15-inch sanitary sewer CIPP lining	LF	\$37.00	2,547	\$94,239.00	2,939	\$108,743.00		\$0.00	2,939	\$108,743.00	\$14,504.00
4A	12-inch sanitary sewer CIPP lining	LF	\$31.00	13,417	\$415,927.00	13,075	\$405,325.00		\$0.00	13,075	\$405,325.00	-\$10,602.00
5A	10-inch sanitary sewer CIPP lining	LF	\$27.00	6,546	\$176,742.00	7,432	\$200,664.00		\$0.00	7,432	\$200,664.00	\$23,922.00
6A	8-inch sanitary sewer CIPP lining	LF	\$24.00	14,650	\$351,600.00	13,461	\$323,064.00		\$0.00	13,461	\$323,064.00	-\$28,536.00
7A	Pressure inject grouting lateral connection	EA	\$300.00	220	\$66,000.00	161	\$48,300.00	167	\$50,100.00	328	\$98,400.00	\$32,400.00
8A	Pressure inject grout material as specified in Article C2.18	GAL	\$25.00	580	\$14,500.00	510	\$12,750.00	753	\$18,825.00	1,263	\$31,575.00	\$17,075.00
<b>OPTIONAL WORK ITEMS</b>												
9A	12-inch sanitary sewer CIPP lining on Melissa St.	LF	\$30.00	399	\$11,970.00	0	\$0.00		\$0.00	0	\$0.00	-\$11,970.00
10A	10-inch sanitary sewer CIPP lining on Jefferson Street and Brighton Drive	LF	\$28.00	698	\$19,544.00	695	\$19,460.00		\$0.00	695	\$19,460.00	-\$84.00
11A	8-inch sanitary sewer CIPP lining on Eighth Street and Harding Street	LF	\$25.00	879	\$21,975.00	624	\$15,600.00		\$0.00	624	\$15,600.00	-\$6,375.00
12A	Pressure inject grouting lateral connection	EA	\$300.00	26	\$7,800.00	0	\$0.00		\$0.00	0	\$0.00	-\$7,800.00
13A	Pressure inject grout material as specified in Article C2.18	GAL	\$25.00	70	\$1,750.00	0	\$0.00		\$0.00	0	\$0.00	-\$1,750.00
<b>TOTAL, PART A ITEMS 1A THROUGH 13A</b>						<b>\$1,582,723.00</b>					<b>\$1,589,207.00</b>	<b>\$6,484.00</b>
<b>CHANGE ORDER #CO-1450701A-02</b>												
	Provide credit for damage to PVC sanitary sewer downstream from Manhole 683			1	-\$2,000.00	0	\$0.00	0	\$0.00	0	\$0.00	\$2,000.00
<b>TOTAL CHANGE ORDER #CO-1450701A-02</b>						<b>-\$2,000.00</b>					<b>\$0.00</b>	<b>\$2,000.00</b>
<b>TOTAL CONTRACT AMOUNT TO DATE</b>						<b>\$1,580,723.00</b>					<b>\$68,925.00</b>	<b>\$1,589,207.00</b>
<b>CHANGE ORDER #CO-1450701A-03</b>												
	Revised quantities			1	\$8,484.00	0	\$0.00	0	\$0.00	0	\$0.00	-\$8,484.00
<b>TOTAL CHANGE ORDER #CO-1450701A-03</b>						<b>\$8,484.00</b>					<b>\$0.00</b>	<b>-\$8,484.00</b>
<b>TOTAL CONTRACT AMOUNT TO DATE</b>						<b>\$1,589,207.00</b>					<b>\$68,925.00</b>	<b>\$1,589,207.00</b>

K:\E14505\1\PR\INSITUFORM\REVISED QUANTITIES.FINAL



## Memorandum

**Date:** July 1, 2009

**To:** Menasha Common Council

**From:** Tim Jacobson, Public Works Superintendent TJS

**RE:** Single Stream Recycling

Several years ago the Tri – County Consortium (Brown, Outagamie & Winnebago) developed a plan to construct a Material Recovery Facility (MRF) to accept recyclables in a form known as Single Stream.

Since 1997, communities separated recyclable containers and recyclable paper products at the curb and delivered these products to the MRF in this form. Single stream recycling will allow residents to place all recyclables in one container for collection with separation occurring at the MRF. Having implemented automated refuse collection during 1994-1995 puts the City of Menasha in a unique position to make the transition to single stream recycling relatively simple.

The DPW currently collects (tips) approximately 330,876 carts on an annual basis. The recommendation to collect recyclables in a single stream fashion will simply be a duplication of a service already established for refuse collection. The financing of the additional carts is a concern. Once the purchase of carts is established, the Department of Public Works will expedite the procurement of another automated collection vehicle to accommodate the operations.

The Department of Public Works recommends issuing each serviceable dwelling a 96-gallon cart for single stream recycling. It is estimated that roughly 6,363 carts are currently being serviced on a weekly basis for refuse collection. The Department also recommends the purchase of an additional 137 carts for a total of 6,500 to account for missed dwellings, growth inventory and replacements.

The Department of Public Works has received a qualifying proposal from Cascade Engineering to provide 6,500 carts for a total cost of \$277,745.00. This cost includes the following:

1. 6,500 96-gallon carts
2. Hot stamp the City logo on the side
3. Hot stamp "recycle only" on the lid
4. Assembly and delivery to the individual dwellings

It is the contention of the DPW that hot stamping our logo will provide quick and easy identification if one of our carts mysteriously appears in another community. The City of Menasha will no longer be exclusive in the use of automated collection carts with the expansion of single stream recycling in the tri-county region. Cascade Engineering has

indicated that they will honor this price until after January 1<sup>st</sup> (fiscal period) as long as a purchase order is issued soon. This offer is being extended to the City of Menasha even though there have recently been two resin price increases.

Depending on the frequency of collection, installing single stream recycling collection does not guarantee cost savings. While the three counties are attempting to streamline the separation and marketing of recyclables, the DPW is attempting to utilize technology in the collection and compliance with delivery.

Since adopting our procedure, Menasha has collected recyclables by manually handling material at the collection point. This type of collection has limited our stops per day to roughly 450; basically the same as previous refuse collection done with a rear load collection truck. The change to automated refuse collection has increased each truck's stops per day to over 700 which allowed the elimination of one residential collection vehicle. By switching to an automated single stream collection method we anticipate the results to be similar. The DPW is also confident that the collection period of three weeks per month will be scaled back to two weeks per month, virtually duplicating the refuse routing and collection. This will afford us one more week of allowing an employee to complete tasks such as cart delivery and repairs, appliance collection, drop-off site maintenance and other odds and ends that normally get pushed to the back burner.

The automated single stream recycling collection method should motivate the City to collect recyclables on a bi-weekly basis (twice/month). This would add one week of collection compared to present operations. The stops per day should bear out the possibility of bi-weekly collection but, and this is a huge but, until the Department of Public Works can install a fifth (5) automated collection vehicle into the fleet, the strain on the equipment and personnel may prove to be too intense. Having just one spare collection vehicle supporting both refuse and recycling collection will make it difficult if not totally impossible to double collection on holiday schedules. While regular vehicle maintenance could be scheduled for a night shift, any unanticipated failures/breakdowns could result in one product or the other not being collected on its regularly scheduled day.

The final recommendations of the Department of Public Works include:

1. Aggressively pursue automated single stream recycling collection
2. Issue a purchase order for 6,500 96-gallon carts to Cascade Engineering
3. Pursue collection vehicle to accommodate automated single stream collection
4. Cautiously develop bi-weekly (twice/month) recycling collection

## **RESOLUTION R-19-09**

### **A RESOLUTION ACKNOWLEDGING REVIEW OF CITY OF MENASHA 2008 COMPLIANCE MAINTENANCE ANNUAL REPORT UNDER WISCONSIN ADMINISTRATIVE CODE NR 208**

*Introduced by Ald. Hendricks*

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 in response to the "F" grade for the Collection section of the 2008 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 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, 2009.*

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

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

# COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City

Last Updated:  
7/2/2009

Reporting Year: 2008

## Financial Management

Questions	Points						
1. Person Providing This Financial Information							
<table border="1" style="width: 100%;"> <tr> <td style="width: 30%;">Name:</td> <td>Thomas Stoffel</td> </tr> <tr> <td>Telephone:</td> <td>(920) 967-3631</td> </tr> <tr> <td>E-Mail Address(optional):</td> <td>tstoffel@ci.menasha.wi.us</td> </tr> </table>	Name:	Thomas Stoffel	Telephone:	(920) 967-3631	E-Mail Address(optional):	tstoffel@ci.menasha.wi.us	
Name:	Thomas Stoffel						
Telephone:	(920) 967-3631						
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: 2007	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., CWFP 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>							
<b>REPLACEMENT FUNDS(PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 5)</b>							
5. Equipment Replacement Funds							
5.1 When was the Equipment Replacement Fund last reviewed and/or revised? Year: 2008	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?							
<b>Equipment Replacement Fund Activity</b>							
5.2.1 Ending Balance Reported on Last Year's CMAR:	\$30,000.00						
5.2.2 Adjustments if necessary (e.g., earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	+ \$0.00						
5.2.3 Adjusted January 1st Beginning Balance	\$30,000.00						

# COMPLIANCE MAINTENANCE ANNUAL REPORT

<b>Facility Name: Menasha City</b>	<b>Last Updated: 7/2/2009</b>	<b>Reporting Year: 2008</b>
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Financial Management (Continued)

	<b>5.2.4 Additions to Fund</b> (e.g., portion of User Fee, earned interest, etc.) + \$10,000.00 <b>5.2.5 Subtractions from Fund</b> (e.g., equipment replacement, major repairs - use description box 5.2.5.1 below*). - \$0.00 <b>5.2.6 Ending Balance as of December 31st for CMAR Reporting Year</b> \$40,000.00							
	(All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.) *5.2.5.1. Indicate adjustments, equipment purchases and/or major repairs from 5.2.5 above <input style="width: 60%; height: 20px;" type="text"/>							
	<b>5.3 What amount <u>should</u> be in your replacement fund?</b> \$40,000.00  (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.)							
	<b>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)?</b> <input checked="" type="radio"/> Yes <input type="radio"/> No Explain: <input style="width: 60%; height: 20px;" type="text"/>							
<b>6.</b>	<b>Future Planning</b>							
	<b>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?</b> <input type="radio"/> Yes (If yes, please provide major project information, if not already listed below) <input checked="" type="radio"/> No  <table border="1" style="width: 100%; border-collapse: collapse;"> <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: 40px;"> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Project Description	Estimated Cost	Approximate Construction Year			
Project Description	Estimated Cost	Approximate Construction Year						
<b>7.</b>	<b>Financial Management General Comments:</b>							
	<div style="border: 1px solid black; padding: 5px;">                     The City has a CWFP 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 lift stations in the system.                 </div>							

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

# COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City

Last Updated:  
7/1/2009

Reporting Year: 2008

## 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.:	
	<input type="checkbox"/> <b>Goals:</b> Describe the specific goals you have for your collection system: <input type="checkbox"/> <b>Organization:</b> Do you have the following written organizational elements (check only those that you have): <input type="checkbox"/> Ownership and governing body description <input type="checkbox"/> Organizational chart <input type="checkbox"/> Personnel and position descriptions <input type="checkbox"/> Internal communication procedures <input type="checkbox"/> Public information and education program <input checked="" type="checkbox"/> <b>Legal Authority:</b> Do you have the legal authority for the following (check only those that apply): <input checked="" type="checkbox"/> Sewer use ordinance Last Revised MM/DD/YYYY <span style="border: 1px solid black; padding: 2px;">11/01/2004</span> <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"/> <b>Maintenance Activities: details in Question 4</b> <input checked="" type="checkbox"/> <b>Design and Performance Provisions:</b> How do you ensure that your sewer system is designed and constructed properly? <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:	

# COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City

Last Updated:  
7/1/2009

Reporting Year: 2008

Sanitary Sewer Collection Systems (Continued)

	<p><input checked="" type="checkbox"/> <b>Overflow Emergency Response Plan:</b> Does your emergency response capability include (check only those that you have):</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Alarm system and routine testing</li> <li><input checked="" type="checkbox"/> Emergency equipment</li> <li><input checked="" type="checkbox"/> Emergency procedures</li> <li><input type="checkbox"/> Communications/Notifications (DNR, Internal, Public, Media etc)</li> </ul> <p><input checked="" type="checkbox"/> <b>Capacity Assurance:</b> How well do you know your sewer system? Do you have the following?</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Current and up-to-date sewer map</li> <li><input checked="" type="checkbox"/> Sewer system plans and specifications</li> <li><input checked="" type="checkbox"/> Manhole location map</li> <li><input type="checkbox"/> Lift station pump and wet well capacity information</li> <li><input checked="" type="checkbox"/> Lift station O&amp;M manuals</li> </ul> <p>Within your sewer system have you identified the following?</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Areas with flat sewers</li> <li><input checked="" type="checkbox"/> Areas with surcharging</li> <li><input checked="" type="checkbox"/> Areas with bottlenecks or constrictions</li> <li><input type="checkbox"/> Areas with chronic basement backups or SSO's</li> <li><input type="checkbox"/> Areas with excess debris, solids or grease accumulation</li> <li><input type="checkbox"/> Areas with heavy root growth</li> <li><input type="checkbox"/> Areas with excessive infiltration/inflow (I/I)</li> <li><input type="checkbox"/> Sewers with severe defects that affect flow capacity</li> <li><input type="checkbox"/> Adequacy of capacity for new connections</li> <li><input type="checkbox"/> Lift station capacity and/or pumping problems</li> </ul> <p><input type="checkbox"/> <b>Annual Self-Auditing of your O&amp;M/CMOM Program</b> to ensure above components are being implemented, evaluated, and re-prioritized as needed.</p> <p><input checked="" type="checkbox"/> <b>Special Studies Last Year (check only if applicable):</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Infiltration/Inflow (I/I) Analysis</li> <li><input checked="" type="checkbox"/> Sewer System Evaluation Survey (SSES)</li> <li><input type="checkbox"/> Sewer Evaluation and Capacity Management Plan (SECAP)</li> <li><input type="checkbox"/> Lift Station Evaluation Report</li> <li><input checked="" type="checkbox"/> Others:</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>We continued with Phase 3 (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:

Cleaning	75	% of system/year
Root Removal	5	% of system/year
Flow Monitoring	2	% of system/year
Smoke Testing	0	% of system/year

# COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City

Last Updated:  
7/1/2009

Reporting Year: 2008

Sanitary Sewer Collection Systems (Continued)

Sewer Line Televising	<input style="width: 50px;" type="text" value="8"/>	% of system/year
Manhole Inspections	<input style="width: 50px;" type="text" value="10"/>	% 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="5"/>	% of manholes rehabed
Mainline Rehabilitation	<input style="width: 50px;" type="text" value="4"/>	% of sewer lines rehabed
Private Sewer Inspections	<input style="width: 50px;" type="text" value="10"/>	% of system/year
Private Sewer I/I Removal	<input style="width: 50px;" type="text" value="5"/>	% 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="33.05"/>	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="0"/>	Number of Basement Backup Occurrences
<input style="width: 80px;" type="text" value="0"/>	Number of Complaints
<input style="width: 80px;" type="text" value="3.08"/>	Average Daily Flow in MGD

# COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City

Last Updated:  
7/1/2009

Reporting Year: 2008

## Sanitary Sewer Collection Systems (Continued)

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

# COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City

Last Updated:  
7/1/2009

Reporting Year: 2008

## Sanitary Sewer Collection Systems (Continued)

NUMBER OF SANITARY SEWER OVERFLOWS (SSO) REPORTED (10 POINTS PER OCCURRENCE)					80
	Date	Location	Cause	Estimated Volume (MG)	
1.	04/11/2008 12:30:00 AM to 04/11/2008 8:00:00 PM	Ninth Street at Elmwood Drive Lift Station	Rain, Rain Snowmelt	0.138	
2.	04/10/2008 10:00:00 PM to 04/11/2008 10:30:00 PM	Manhole at Park Street and Keyes Street	Rain, Rain Snowmelt	0.31	
3.	04/11/2008 2:45:00 AM to 04/11/2008 8:00:00 PM	Manhole at Seventh Street and Ida Street	Rain, Rain Snowmelt	0.428	
4.	04/11/2008 1:00:00 AM to 04/11/2008 10:00:00 PM	Manhole at Fifth Street and London Street	Rain, Rain Snowmelt	0.205	
5.	06/12/2008 8:00:00 PM to 06/13/2008 2:30:00 PM	Park Street and Keyes Street Manhole	Rain	0.355	
6.	06/12/2008 8:30:00 PM to 06/13/2008 2:00:00 PM	Seventh Street and Ida Street Manhole	Rain	0.79	
7.	06/12/2008 9:30:00 PM to 06/13/2008 3:30:00 AM	Ninth Street and Elmwood Street Lift Station	Rain	0.07	
8.	06/12/2008 9:00:00 PM to 06/13/2008 11:00:00 AM	Fifth Street and London Street Manhole	Rain	0.495	
<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>					
<p><b>PERFORMANCE INDICATORS</b></p> <p> <input style="width: 50px;" type="text" value="0.00"/> Lift Station Failures(failures/ps/year)                 </p> <p> <input style="width: 50px;" type="text" value="0.00"/> Sewer Pipe Failures(pipe failures/sewer mile/yr)                 </p> <p> <input style="width: 50px;" type="text" value="0.15"/> Sanitary Sewer Overflows (number/sewer mile/yr)                 </p> <p> <input style="width: 50px;" type="text" value="0.00"/> Basement Backups(number/sewer mile)                 </p>					

# COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City

Last Updated:  
7/1/2009

Reporting Year: 2008

Sanitary Sewer Collection Systems (Continued)

	0.00	Complaints (number/sewer mile)	
	2.0	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?		
	<p style="margin-left: 20px;"> <input checked="" type="radio"/> Yes  <input type="radio"/> No                 </p> <p>If Yes, please describe:</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">                     Due to the age of our system, I/I continues to be significant, but the City has continued its sewer improvement program to correct cost effective defects identified in our SSES and we also continued our home inspection program which identifies, and orders corrections to, cross connected private foundation drains.                 </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?		
	<p style="margin-left: 20px;"> <input checked="" type="radio"/> Yes  <input type="radio"/> No                 </p> <p>If Yes, please describe:</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">                     We had two separate SSO occurrences last year which are attributable to the wet weather flows.                 </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;">                     PFR has increased from previous year which is likely attributable to the two occasions of very heavy rainfall, one accompanied by rapid snow melt.                 </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 with the implementation of Phase 3 (of 4) of the citywide SSES program. We also completed Phase 3 sewer improvements which included manhole rehabilitation, main line sewer replacement, CIPP of main line sewer, grouting sewer main lines, and eliminating private foundation cross connections. In addition, we are implementing the terms of our WisDNR Compliance Agreement to address the sewer bypass occurrences in 2008.                 </div>		

# COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City

Last Updated:  
7/1/2009

Reporting Year: 2008

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Sanitary Sewer Collection Systems (Continued)

# COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City

Last Updated:  
7/1/2009

Reporting Year: 2008

Sanitary Sewer Collection Systems (Continued)

Total Points Generated	80
Score (100 - Total Points Generated)	20
Section Grade	F

# COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City

Last Updated:

Reporting Year: 2008

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)



State of Wisconsin \ DEPARTMENT OF NATURAL RESOURCES

Jim Doyle, Governor  
Matthew J. Frank, Secretary  
Ronald W. Kazmierczak, Regional Director

Northeast Region Headquarters  
2984 Shawano Ave.  
Green Bay, Wisconsin 54313  
Telephone 920-662-5100  
FAX 920-662-5413  
TTY Access via relay - 711

December 22, 2008

Mark Radtke, Director of Public Works  
City of Menasha  
140 Main Street  
Menasha, Wisconsin 54212

Casetrack # 2008-NEEE-059  
WPDES Permit: WI-0047341-04  
Winnebago County

Subject: **Compliance Agreement**

Dear Mr. Radtke:

Thank you for timely executing the compliance agreement between the Department of Natural Resources (Department) and the City of Menasha (Menasha). Enclosed for Menasha's reference is the finalized compliance agreement. Please ensure adherence to the timelines agreed upon during our negotiations. If changes are needed, contact me in advance of the timeline for a timely resolution to the issue.

If you have technical questions regarding your wastewater system, please contact Wastewater Engineer Mr. Jim Savinski at (920) 424-4013. If you have questions regarding this letter, please contact me at (920) 662-5163.

Sincerely,

Anne M. Van Grinsven  
Environmental Enforcement Specialist - Leadworker

Enc - Compliance Agreement

Cc: J. Savinski - Oshkosh  
M. Hoefler - LC/8  
T. Gilbert - WT/3

COMPLIANCE AGREEMENT BY  
THE DEPARTMENT OF NATURAL RESOURCES  
AND  
THE CITY OF MENASHA  
OF APPLICABLE REGULATIONS AND  
ACTIONS REQUIRED TO RETURN TO COMPLIANCE

Mark Radtke, Director of Public Works  
City of Menasha  
140 Main Street  
Menasha, Wisconsin 54212

City of Menasha / Winnebago County  
WPDES Permit WI-0047341-04  
CT # 08-NEEE-059

The following is an agreement between the Department of Natural Resources (DNR) and the City of Menasha (Menasha) regarding permit requirements that apply and the actions that Menasha is required to undertake in response to unscheduled sanitary sewer overflows. Menasha is the owner/operator of a sanitary collection system.

Signing of this agreement does not excuse past violations by Menasha nor preclude the Department from taking enforcement action for any past violations.

APPLICABLE PERMIT REQUIREMENTS

1. Menasha's wastewater collection system operates under the authority of WPDES Permit WI-0047341-04, effective March 1, 2006 (Permit).
2. Section 2.1 of the Permit prohibits Menasha from unscheduled sanitary sewer overflows with limited exceptions.
3. Section 2.2 of the Permit requires Menasha to verbally notify the Department within 24 hours of initiation of the sanitary sewer overflow and in writing within 5 days of the conclusion of the sanitary sewer overflow of the items outlined in the Permit.
4. For the occurrences outlined in the September 25, 2008 Notice of Violation, Menasha did not meet any of the sanitary sewer overflow exceptions outlined in the Permit.

AGREEMENT

Menasha acknowledges that the actions listed below are necessary in order to eliminate sanitary sewer overflows in the future and to comply with the Permit, and accordingly agrees to do the following with regard to Menasha's sewage collection system (note – the Phase numbers refer to the designated areas in Menasha's ongoing SSES and sewer evaluation program):

1. Notify the Department both verbally and in writing of any sanitary sewer overflows as required by the Permit.
2. For each report identified below and required to be submitted, Menasha shall identify the necessary corrective actions and the timeline by which they will be completed.

3. Phase 1 evaluations -

- a. Menasha shall evaluate the Ninth Street Sewage Lift Station near Ninth Street and Elmwood Drive to determine the lift station's capacity to pump the peak wastewater flow from the Phase 1 area. Menasha shall complete this work by no later than December 31, 2008. After completion of the evaluation, Menasha shall submit a summary of its findings to Jim Savinski, 625 E County Road Y, Suite 700, Oshkosh, WI 54901, by no later than January 15, 2009. The lift station and sewage force main improvements that are needed, based on the evaluation, will be completed within 15 months of the DNR approval of the evaluation.
- b. Menasha shall meter the flow entering into the lift station. After completion of the metering project, Menasha shall submit a summary of its findings to Jim Savinski, 625 E County Road Y, Suite 700, Oshkosh, WI 54901, by no later than April 30, 2009.
- c. Menasha shall conduct residential sump pump and foundation drain inspections to determine compliance with Menasha's rules. After completion of the residential sump pump inspections, Menasha shall submit a summary of its findings to Jim Savinski, 625 E County Road Y, Suite 700, Oshkosh, WI 54901, by no later than May 31, 2009.

4. Phase 2 evaluations -

- a. Menasha shall evaluate the contribution of wastewater received from Waverly and determine if that amount is excessive. After completion of the Waverly evaluation, Menasha shall submit a summary of its findings to Jim Savinski, 625 E County Road Y, Suite 700, Oshkosh, WI 54901, by no later than March 31, 2009.
- b. Menasha shall evaluate the hydraulic capacity of the major trunk and interceptor sewers that serve the Phase 1 and Phase 2 areas. The hydraulic evaluation will include a review of the impact of the surcharge of the manhole at Fifth Street and London Street and on the bypassing at Seventh Street and Ida Street. After completion of the hydraulic evaluation, Menasha shall submit a summary of its findings to Jim Savinski, 625 E County Road Y, Suite 700, Oshkosh, WI 54901, by no later than March 15, 2009. The collection system improvements that are needed will be completed within 18 months of the DNR approval of the evaluation.
- c. Menasha shall evaluate the sewer system to determine if there are any cross connections between the Phase 2 area and Phase 3 area that would have caused bypassing at the two bypass locations in the Phase 2 area. After completion of the sewer system evaluation, Menasha shall submit a summary of its findings to Jim Savinski, 625 E County Road Y, Suite 700, Oshkosh, WI 54901, by no later than January 15, 2009.

5. Phase 4 evaluations –

- a. Menasha shall conduct home inspections in and around Keyes and Park Streets to determine sump pump and foundation drain connections. After completion of these home inspections, Menasha shall submit a summary of its findings to Jim Savinski, 625 E County Road Y, Suite 700, Oshkosh, WI 54901, by no later than June 30, 2009.
- b. Menasha shall conduct inspections of sanitary manholes in order to determine the impact of infiltration from the manholes on the bypassing events at the Keyes Street and Park Street manhole. Menasha shall submit a summary of its findings to Jim Savinski, 625 E County Road Y, Suite 700, Oshkosh, WI 54901, by no later than March 31, 2009. The manhole rehabilitation work that is needed, based on the inspection program, will be completed by June 30, 2010.
- c. Menasha shall televise the sewer lines that are necessary in order to determine their potential impact to bypassing events at the Keyes and Park Streets manhole. After completion of the televising project, Menasha shall submit a summary of its findings to Jim Savinski, 625 E County Road Y, Suite 700, Oshkosh, WI 54901, by no later than July 15, 2010. The sewer rehabilitation work that is needed, based on the sewer televising program, will be completed by September 30, 2011.

FOR:

City of Menasha



Mark Radtke, Director of Public Works

12-9-08

Date

FOR:

THE DEPARTMENT OF NATURAL RESOURCES



Anne Van Grinsven, Environmental Enforcement Specialist

12/22/08

Date



Jim Savinski, Wastewater Engineer

12/18/08

Date

Cc: Tom Gilbert – WT/3