

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**  
**September 20, 2010**  
**6:45 PM**  
**or immediately following the Administration Committee**

**AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
  - 1. [September 7, 2010](#)
- D. ACTION ITEMS
  - 1. [Presentation of Sanitary Sewer User Charge System \(UCS\) Update Recommendations](#)
  - 2. [Recommendation to Solicit Proposals for End Loader \(2010 Budget\)](#)
  - 3. [Recommendation to Establish 8:00 PM Gate Closing Time for Recycling Drop-Off Center at Public Works Facility \(Mayor Merkes\)](#)
- 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  
September 7, 2010  
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Taylor at 9:19 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Wisneski, Langdon, Hendricks, Zelinski, Englebert, Benner,  
Taylor

EXCUSED: Alderman Roush

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Stanke, CDD Keil, C/T Stoffel,  
Clerk Galeazzi and the Press

C. MINUTES TO APPROVE

1. [August 16, 2010](#)

Moved by Ald. Zelinski, seconded by Ald. Englebert to approve minutes.  
Motion carried on voice vote.

D. ACTION ITEMS

1. [Street Use Application – Menasha High School Homecoming Parade;  
Friday, October 15, 2010; 5:30 PM – 6:10 PM](#)

A request was made for information on if there is an additional cost for the No Parking sign requested by Menasha High School

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

Motion carried on voice vote.

2. [Street Use Application – Moose Fest; Thursday, May 5, 2011 – Monday, May 9, 2011;  
Steve Krueger](#)

Steve Krueger, 701 Paris Street, Menasha explained his plan for Moose Fest in the downtown area in 2011. Mr. Krueger is requesting the use of several City parking lots to accommodate all the activities planned. The Park & Recreation Board supports the event. CA/HRD Captain recommends something other than the standard Street Use Permit be approved as there will be a lot of different activities planned. Some of the more hazardous activities will require additional insurance. Staff should work with Mr. Krueger on creating the necessary agreements.

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

Moved by Ald. Hendricks, seconded by Ald. Langdon to amend to direct staff to work with Mr. Krueger on details for Moose Fest and bring to Common Council for consideration.

Motion on amendment carried on voice vote.

Motion as amended carried on voice vote.

3. [Recommendation of Established Fees for Post Construction Storm Water Management Permit](#)

CDD Keil explained the Post Construction Storm Water Management ordinance allows for a fee but a fee schedule has not been established. Some projects require review by outside engineering firms and additional work by staff. Staff is recommending an application fee from \$300 to \$500 based on the disturbed impervious area.

Moved by Ald. Wisneski, seconded by Ald. Hendricks to recommend approve to Common Council.

Motion carried on voice vote.

4. [O-13-10 Ordinance Relating to Restricted Parking \(Milwaukee Street\)](#)

PC Stanke explained there have been areas around Menasha High School where high school kids have been congregating around parked cars smoking and littering. Last Spring temporary restricted parking was established and it has helped alleviate the problems. The neighbors support the no parking in that area. This ordinance will make the temporary restricted parking permanent.

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

Motion carried on voice vote.

5. [Recommendation from Parking Committee for 90-day Trial Period to Prohibit Parking on the North Side of Seventh Street from Appleton Road to 235' West](#)

PC Stanke explained with the recent issues at Hart Park, the Police Dept. has recommended clearing an area on Seventh Street on the park side to allow more visibility to the public. Restricted parking in that area for a 90-days would allow time to evaluation to see if this is the right option to help alleviate the issues the police have been experiencing at Hart Park.

Moved by Ald. Wisneski, seconded by Ald. Englebert to approve a 90-day trial.

Motion carried on voice vote.

E. ADJOURNMENT

Moved by Ald. Wisneski, seconded by Ald. Langdon to adjourn at 9:50 p.m.

Motion carried on voice vote.

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

## APPENDIX A

## USER CHARGE SYSTEM

City of Menasha, Wisconsin

The User Charge System (UCS) is intended to provide for an equitable distribution of the debt retirement costs, operation and maintenance (O & M) costs, and replacement costs of the wastewater collection system and Neenah-Menasha Sewerage Commission (NMSC) wastewater treatment plant (WWTP). The distribution of variable sewer user charges shall be based on the volume and strength of wastewater discharged to ensure a proportional distribution of costs to each sewer user.

The wastewater discharges in 2008 and revenue requirements budgeted for 2010 were used to establish the sewer user charges. The City should review, at least every two (2) years, the sewer user charges in order to maintain proportionate distribution of costs and to generate sufficient revenue.

The City of Menasha shall notify each sewer user, in conjunction with a regular bill, when user charge rates change.

Methodology of Distributing User Charges

The Sewer Use Ordinance has established two user classes:

- Domestic-Strength Wastewater
- High-Strength Wastewater

**Domestic-Strength Wastewater** shall mean wastewater discharged from residential sewer users, exclusive of infiltration and inflow. Residential sewer users can include commercial and industrial businesses that discharge only restroom wastewater. The biochemical oxygen demand (BOD<sub>5</sub>) concentration and suspended solids concentration of domestic-strength wastewater is established in this UCS.

**High-Strength Wastewater** shall mean wastewater discharged from non-residential significant sewer users, exclusive of infiltration and inflow. The BOD<sub>5</sub> concentration and suspended solids concentration of high-strength wastewater is determined from periodic monitoring of the dischargers.

This UCS shall generate all debt retirement, operation, maintenance, and replacement revenue for providing sewer service. The revenue shall cover the expenses for collection system O & M, collection system debt service, NMSC sewer rates, and collection and administrative costs. Administrative costs shall also include outside services, whenever necessary. The NMSC sewer rates include debt retirement, O & M costs, and replacement costs for the NMSC WWTP. The UCS will include revenue for the sewer rehabilitation work planned in the Phase 1 and Phase 4 SSES areas.

A summary of the wastewater flows and loadings discharged by the City of Menasha to the NMSC WWTP in 2008 is presented in Table 1. The flows and loadings for 2008 were selected as the basis of the 2009 UCS update because BOD<sub>5</sub> and suspended solids loadings for 2009 are not considered representative of current conditions. The unit treatment charges from the NMSC 2010 Budget used in this UCS update will be \$0.291 per pound BOD<sub>5</sub> and \$0.135 per pound suspended solids.

Table 1 Flows and Loadings, 2008

Month	Flow, mg	BOD <sub>5</sub> Loading, lbs	Suspended Solids Loading, lbs
January	89.539	93,721	121,946
February	63.037	70,972	107,179
March	130.129	89,668	207,884
April	185.961	79,972	159,957
May	94.806	93,507	139,048
June	146.353	101,369	127,434
July	109.047	97,371	169,086
August	75.473	95,588	156,562
September	56.173	105,333	153,880
October	54.904	107,129	125,857
November	50.690	94,604	117,736
December	58.264	146,675	101,989
<b>TOTAL</b>	<b>1,114.376</b>	<b>1,175,909</b>	<b>1,688,558</b>

O & M costs will be recovered through fixed and volume charges. A summary of the 2010 O & M cost budget is summarized in Table 2. The NMSC costs are based on their recently completed 2011 budget.

Table 2 Distribution of Budget Costs to Fixed and Variable (Volume) Charges

Item	Cost, Dollars
<b>Fixed Charge (Distribute to UCME)</b>	
Insurance	2,900
Tools and Equipment	4,300
Capital Outlay	
CWF Loan P&I (CWF #5101-02)	63,100
CWF Loan P&I (CWF #5101-03)	165,000
CWF Loan P&I for future Phase 1/Phase 4 Rehabilitation	170,000
City Replacement Fund	27,000
Capital Outlay (NMSC)	167,000
Construction - Capital Outlay	
Lateral Repair/Rehabilitation	20,000
Manhole Reconstruction/Rehabilitation	15,000
Miscellaneous Sewer Repair/Rehabilitation	20,000
I/I Home Grant Program	50,000
<b>TOTAL FIXED CHARGE</b>	<b>704,300</b>
<b>Variable (O &amp; M)</b>	
Labor	245,200
Vehicle and Equipment Rental	44,000
Supplies	19,000
Telephone/Pagers	3,200
Meeting and Mileage	0
Postage	1,000
Printing	200
Electricity	2,100
Water/Sewer	2,000
Professional Services	106,000
Outside/Contract Services (Menasha Utility billing)	174,600
Replacement (NMSC)	63,700
Depreciation (NMSC)	46,000
Operations - Administration (NMSC)	728,300
Repair/Maintenance Specialized Equipment	3,000
<b>TOTAL</b>	<b>1,438,300</b>

The fixed user costs will recover revenue for the annual Clean Water Fund (CWF) loan payments for the Phase 2 and Phase 3 Wastewater Collection System Rehabilitation Improvements; estimated CWF loan payment for the sewer rehabilitation in the Phase 1 and Phase 4 SSES areas; capital outlay, City replacement fund; insurance expense; and tools and equipment expense. The fixed charges will be recovered from wastewater dischargers according to their user charge meter equivalents (UCME) based on water meter size or size of effluent wastewater meter. The City billed a total of 5,818.2 UCMEs in 2008 and 5,789.6 UCMEs in 2009. The UCMEs in 2009 will be used in this update.

The volume charge will include variable O & M costs including labor, professional services, outside/contract services for billing, NMSC operations-administrative expenses, and replacement and depreciation costs billed by NMSC. The volume charge will be recovered from domestic strength dischargers based on water used and discharged to the sanitary sewer. The volume charge will be recovered from significant sewer users (wastewater discharge with concentrations of BOD<sub>5</sub> and suspended solids greater than domestic strength) based on volume of wastewater discharged and loadings greater than domestic strength. Volume shall be determined from water use or wastewater metering.

#### Fixed Meter Charge Calculation

The total fixed costs \$704,300 are divided by the number of UCMEs to determine the annual fixed charge per UCME. Following is a summary of the fixed user charge calculation.

Fixed Cost Distributed to UCME	\$704,300
Number of UCMEs	5,789.6
Fixed Charge/UCME	
= \$704,300 ÷ 5,789.6 UCMEs =	\$121.65/yr (\$10.14 month)

#### Volume User Charge Calculation

The volume user charge will recover revenue for variable O & M costs of \$1,438,300. The volume user charge will include a volume charge per 1,000 gallons for domestic strength wastewater and a surcharge for BOD<sub>5</sub> and suspended solids greater than domestic strength.

Significant Sewer Users. The significant sewer users having high strength wastewater were monitored to determine the volume of wastewater, BOD<sub>5</sub> loadings greater than domestic strength, and suspended solids loadings greater than domestic strength. The Water Treatment Plant discharged 7,268 pounds of BOD<sub>5</sub> and 402,438 pounds of suspended solids in 2008. The user charge for the Water Treatment Plant includes a transportation charge for wastewater flow, and loading charges based on the NMSC unit charges. The total loadings to the NMSC in 2008, excluding the Water Treatment Plant, was 1,168,641 pounds BOD<sub>5</sub> and 1,286,120 pounds suspended solids. A summary of the high strength dischargers is presented in Table 3.

Table 3 Summary of High Strength Dischargers

<u>BOD<sub>5</sub> &gt; Domestic</u>	<u>Million Gallons per Year</u>	<u>Pounds per Year</u>
Intertape Polymer Group	2.821	39,023
Alcan Packaging	5.988	21,627
Graphic Packaging	1.106	5,565
Whiting Paper Company	56.224	247,215
Albany International	<u>0.221</u>	<u>974</u>
TOTAL	66.360	314,404

  

<u>Suspended Solids &gt; Domestic</u>	<u>Million Gallons per Year</u>	<u>Pounds per Year</u>
Dura Fibre	1.591	11,636
Mondi Packaging	17.438	88,907
Graphic Packaging	<u>1.106</u>	<u>7,191</u>
TOTAL	20.135	107,734

### Calculation of Domestic Strength Wastewater Characteristics

The total volume of water discharged to sanitary sewer in 2008 was 333,472,000 gallons (225,699,000 gallons of water use billed by utility + 4,449,000 gallons of water use by minor dischargers billed by City + 103,324,000 gallons of wastewater flow from significant industrial dischargers). The domestic strength BOD<sub>5</sub> and suspended solids concentrations are calculated using the domestic strength loadings (total minus significant loadings) and water use for domestic strength dischargers (total minus significant sewer user water use or wastewater flow). The calculations of the domestic strength concentrations for BOD<sub>5</sub> and suspended solids are as follows:

$$\text{BOD}_5 \quad (1,168,641 \text{ lbs/yr.} - 314,404 \text{ lbs/yr.}) \div (8.34 \times 267.112 \text{ million gallons}) \\ = 384 \text{ mg/l}$$

$$\text{SS} \quad (1,286,120 \text{ lbs/yr.} - 107,734 \text{ lbs/yr.}) \div (8.34 \times 313.337 \text{ million gallons}) \\ = 451 \text{ mg/l}$$

The volume charge for domestic strength dischargers is calculated by first determining the surcharge revenue that will be collected for BOD<sub>5</sub> and suspended solids loadings from significant sewer users with BOD<sub>5</sub> and suspended solids greater than domestic strength.

$$\text{BOD}_5 \quad 101,881 \text{ lbs/yr.} \times \$0.291/\text{lb} = \$29,647$$

$$\text{SS} \quad 32,000 \text{ lbs/yr.} \times \$0.135/\text{lb} = \$4,320$$

$$\text{TOTAL} = \$33,967$$

The annual charges to the Water Treatment Plant for flow, BOD<sub>5</sub> and suspended solids treatment, and flow transportation were \$63,469 in 2009. The annual transportation charges for Sonoco were \$40,089 in 2009. These revenues can be used to reduce the flow revenue required from sewer users.

The balance of revenue, obtained with unit volume cost, is calculated as follows:

$$\text{Flow Revenue Required} = \$1,438,300 - \$33,967 - \$63,469 - 40,089 \\ = \$1,300,775$$

$$\text{Flow Unit Charge} = \$1,300,775 \div 333,472,000 \text{ gallons} \\ = \$3.90/1,000 \text{ gal.}$$

The Water Treatment Plant will be billed for the total flow, and BOD<sub>5</sub> and suspended solids loadings discharged. The billing will be based on the actual NMSC unit charges in affect when the Water Treatment Plant is billed.

The significant sewer users will be surcharged for treatment of wastewater with BOD<sub>5</sub> and suspended solids loadings greater than domestic strength at the actual NMSC unit charges in affect when the significant sewer users are billed. The BOD<sub>5</sub> and suspended solids surcharges are as follows.

#### BOD<sub>5</sub> Surcharge

BOD<sub>5</sub> Unit Loading > 3.20 lbs/1,000 gallons

#### Suspended Solids Surcharge

Suspended Solids Unit Loading > 3.76 lbs/1,000 gallons

#### Comparison of Existing and Proposed Rates

The following is a comparison of sewer user rates for a residential customer with a 3/4-inch or 3/4-inch meter and 50,000 gallons water use per year:

##### Existing Rate (Adopted in 2006)

Vol. Charge = \$2.90/1,000 x 50,000 gallons  
= \$145.00/yr.

Fixed Charge = \$84.60/yr. (\$7.05/mo.)

TOTAL = \$229.60/yr.

##### Estimated Rate including 2011-2012 Sewer System Rehabilitation Program

Vol. Charge = \$3.90/1,000 gal. x 50,000 gallons  
= \$195.00

Fixed Charge = \$121.68/yr. (\$10.14/mo.)

TOTAL = \$316.68/yr.                      37.9% increase

#### Staging of User Charge Increases

The user charge increases could be implemented in Stages to reduce the impact on the sewer users. The first increase would be in October of 2010. This increase would balance the revenue with current expenses. The fixed user charge for a residential sewer user would be increased from \$7.05 to \$8.60 per month and the volume charge would be increased from \$2.90 to \$3.75 per 1,000 gallons. The annual charge, based on 50,000 gallons per year water use, would be increased from \$229.60 to \$290.70.

The Phase 4 Sewer System Rehabilitation Work on the island will be divided into Phase 4 and Phase 5 projects to reduce sewer rate increases. Each project is estimated to cost approximately \$1 million. Phase 4 Sewer System Rehabilitation Work is expected in 2011 and Phase 5 Sewer System Rehabilitation Work is expected in 2012.

The second increase would be in July of 2011 when the Stage 4 Sewer System Rehabilitation project is funded with a low interest loan (2.4%) from the Wisconsin Clean Water Fund (CWF). The monthly debt load (principal and interest (P&I)) is estimated to increase fixed costs by \$7,100 per month. The fixed user charge for a residential sewer user would be increased from \$8.60 to \$10.20 per month and the volume charge would be increased from \$3.75 to \$3.90 per 1,000 gallons. The annual charge, based on 50,000 gallons per year water use, would be increased from \$290.70 to \$317.40.

The third increase would be in July of 2012. The increase is intended to provide revenue for the Phase 5 Sewer System Rehabilitation project and to increase the balance in the sewage fund. The increased balance could be used to pay back legal fees associated with the PCB issue to the City's General Fund. The Phase 5 Sewer System Rehabilitation project would be funded with a low interest loan from the CWF. The monthly debt load (P&I) is estimated to increase fixed costs by \$7,100 per month. The fixed user charges for a residential user would be increased from \$10.20 to \$11.70 per month, and the volume charge would be increased from \$3.90 to \$4.40 per 1,000 gallons. The annual charges, based on 50,000 gallons per year water use, would be increased from \$317.40 to \$360.40.

A summary of the staged increase in sewer user charges is presented in Table 4. A summary of the Sewage Fund cash flow (not including the current balance of approximately \$130,000) is presented in Table 5. The 2011 NMSC budget is used for setting expenses for the entire period. No cost inflation is included. The cash flow was developed assuming the existing CWF loan payments are divided evenly throughout the year.

Table 4 Preliminary Staging of UCS Increases

Stage	Unit Charges		Annual Residential User Charge		
	Fixed, \$/month(a)	Volume, \$/1,000 gal	Fixed(a)	Volume(b)	Total
Existing	7.05	2.90	84.60	145.00	229.60
Stage 1	8.60	3.75	103.20	187.50	290.70
Stage 2	10.20	3.90	122.40	195.00	317.40
Stage 3	11.70	4.40	140.40	220.00	360.40

(a)Fixed charge for 3/4" or 3/4" meter

(b)Volume charge for 50,000 gal/year water use

Table 5 Sewage Fund Cash Flow

Month	Expenses(a)	Revenue(a)	Sewer Fund Balance
September 2010	164,400	132,900(b)	(31,500)
October	164,400	165,500(c)	(30,400)
November	164,400	165,500	(29,300)
December	164,400	165,500	(28,200)
January 2011	164,400	165,500	(27,100)
February	164,400	165,500	(26,000)
March	164,400	165,500	(24,900)
April	164,400	165,500	(23,800)
May	164,400	165,500	(22,700)
June	164,400	165,500	(21,600)
July	171,500(d)	178,900(e)	(14,200)
August	171,500	178,900	(6,800)
September	171,500	178,900	(600)
October	171,500	178,900	8,000
November	171,500	178,900	15,400
December	171,500	178,900	22,800
January 2012	171,500	178,900	30,200
February	171,500	178,900	37,600
March	171,500	178,900	45,000
April	171,500	178,900	52,400
May	171,500	178,900	59,800
June	171,500	178,900	67,200
July	178,600(d)	201,500(f)	90,100
August	178,600	201,500	113,000
September	178,600	201,500	135,900
October	178,600	201,500	158,800
November	178,600	201,500	181,700
December	178,600	201,500	204,600
January 2013	178,600	201,500	227,500
February	178,600	201,500	250,400
March	178,600	201,500	273,300
April	178,600	201,500	296,200
May	178,600	201,500	319,100
June	178,600	201,500	342,000
July	178,600	201,500	364,900

(a) Assumed equal monthly expense/revenue

(b) Existing rates

(c) Stage 1 UCS increase

(d) 50% Phase 4 SSES/Rehab (\$7,100/month debt cost)

(e) Stage 2 UCS increase

(f) Stage 3 UCS increase

COMPARISON OF RESIDENTIAL SEWER USER CHARGES

Community	Est. 2009 Population	Annual Cost, Dollars			Effective Date
		Fixed(a)	Variable(b)	Total	
Village of Bonduel	1,440	360.60	399.00	759.60	1/1/04
Village of Pound	336	353.56	338.50	692.06	3/30/10
Village of Cleveland	1,416	445.92	234.50	680.42	3/26/10
Village of Wrightstown	2,677	168.00	507.50	675.50	12/16/08
Village of Mishicot	1,448	381.60	291.00	672.60	
City of Marion	1,247	225.76	400.00	625.76	
Village of Black Creek	1,272	388.00	225.50	613.50	
City of Columbus	4,932	187.20	358.29	545.49	1/1/08
Little Suamico Sanitary District No. 1	380(c)	540.00		540.00	
Village of Valders	997	220.00	315.00	535.00	
Village of Algoma	3,387	144.00	386.50	530.50	
Village of Suamico	(d)	260.80	265.50	526.30	1st Qtr. 2010
Village of Wausaukee	556	277.28	225.00	502.28	
Village of Egg Harbor	284/2,100(g)	500.00		500.00	
City of Oconto Falls (proposed)	2,924	288.00	210.00	498.00	
City of Kaukauna	14,990	36.00	401.07	437.07	
Village of Combined Locks	3,086	112.00	312.50(f)	424.50	1/1/08
Village of Hortonville	2,740	102.00	315.00	417.00	
City of Waupaca	6,157	254.04	161.50	415.54	2009
City of Fond du Lac	43,600	150.00	261.36	411.36	1/1/10
City of Two Rivers	12,570	113.16	291.00	404.16	1/18/10
Village of Luxemburg	2,386	137.64	266.50	404.14	
Village of Suring	559	154.32	243.00	397.32	1/1/09
City of Shawano	9,008	105.00	289.00	394.00	
City of Manawa	1,301	177.44	205.50	382.94	
City of Oconto	4,757	236.00	133.50	369.50	
Village of Little Chute	11,040	36.00	332.50	368.50	2/1/09
City of Clintonville	4,635	153.00	195.00	348.00	
Darboy Sanitary District	4,200(c)	96.92	249.50	346.42	7/1/09
City of Weyauwega	1,871	202.20	137.50	339.70	
City of Antigo	8,677	85.20	247.50	332.70	1/09
City of Marinette	11,320	180.00	127.00	307.00	6/10/10
Village of Denmark	2,148	102.76	202.50	305.26	3/15/09
City of Berlin	5,309	85.04	211.90	296.94	
Greenville Sanitary District	--	96.00	197.50	293.50	
City of Brillion	2,986	140.00	144.50	284.50	
Village of Sherwood	2,542	189.00	93.50	282.50	
City of Chilton	3,797	132.00	145.00	277.00	
City of Stevens Point	26,200	96.00	176.47	272.47	
Village of Pulaski	3,475	132.00	140.00	272.00	
City of Neenah	25,800	165.00	100.50	265.50	1/1/10
City of Kiel	3,667	141.60	121.50	263.10	10/14/03
Waverly Sanitary District	1,813(c)	105.60	157.50	263.10(e)	prior to 6/06
City of Seymour	3,485		258.50	258.50	
City of New London	7,202	--	257.00	257.00	
City of Gillett	1,225	61.92	173.00	234.92	3/15/07
Town of Menasha	8,200(c)	30.84	201.50	232.34	1/1/10
City of Menasha	17,437	84.60	145.00	229.60	9/06
City of Manitowoc	34,700	94.68	131.00	225.68	1/1/10
Town of Grand Chute	--	139.36	68.40	207.76	1/1/10
City of Oshkosh	65,900	53.56	151.73	205.29	7/27/04
City of Appleton	72,400	52.40	129.00	181.40	10/1/05

(a)Fixed charge based on 3/8-inch meter

(b)Volume charge based on 50,000 gal/yr. consumption

(c)Number of customers

(d)Sewer service to portion of village

(e)Sanitary District has tax levy of \$0.50/\$1,000 for sewer service in addition to user charge

(f)Volume charge shown is winter rate of \$6.25/1,000 gals. Summer rate is \$5.40/1,000 gals.

(g)Winter/summer population

## **#0017-JOHN DEERE FRONT ENDLOADER**

During the 2010 budget hearings #0017, the 1992 John Deere front end loader was scheduled for replacement. After much debate the purchase was delayed. The scheduling of equipment replacement is integral to keeping service functions cost efficient, timely and technologically up to date.

The city of Menasha operates with three (3) loaders in the fleet. To aid in coordinating and tracking, the fleet is broken down by vehicle types. The optimal average age of an entire fleet is in the range of nine (9) to eleven (11) years old. The end loader vehicle type average age stands at 15.33 years old, with the most recent installation being seven (7) years old already. Even by injecting a replacement the average age only comes down to 9.33 years old.

When #0012 was replaced in 2003, the machine was made more versatile with the attachments that were part of the request for proposals. Along with the normal 3cu.yd. bucket the purchase included:

1. Front plow & wing, this attachment was originally designated to reduce the time spent clearing city owned/operated parking lots. The results were as anticipated, reducing lot clearing by roughly two (2) hours. After this task was completed the operator could get out and help plow streets as well.
2. Logging type grapple attachment, with the June 11, 2001 still fresh, this attachment was included to again aid in the timely and efficient storm clean up along with yard waste handling. The results of this purchase again have proved positive as well by reducing our yard waste grinding/blending from 50-60 hours to roughly 24-32 hours. There have also been numerous occasions that we have that the loader with this attachment could be called out at night for a tree down. Instead of calling in a minimum of two employees and having them take the time to cut up the tree to load it in a dump truck, one operator with the grapple attachment can grab the tree and haul it back to the compound alone.

Since the 2003 replacement of #0012 the City of Menasha expanded and developed the land east of Oneida Street. Do to the type of construction such as cul-de-sacs and narrow round bouts, the truck assigned to plow that area can not complete this task in a timely manner. This is not caused by street mileage, but essentially the street design adds extraordinary maneuvering. Not long after acknowledging this activity it was decided to send the more maneuverable front end loader with the plow and wing to assist with the general plowing operations in that area.

The detriment to this assignment is that an older loader is then sent back into the lots adding the two (2) hours once removed by technology. Now because this loader is "bucket only" it is restricted to how much help it can provide elsewhere.

As I stated earlier, #0017 is eighteen (18) years old. Several items must be taken into consideration if the recommendation to replace is disregarded:

1. The loader definitely needs tires; this would be an immediate cost to the taxpayers of approximately \$6,000.00 and more if rims are needed too.
2. Parts acquisition, at this point in the life of heavy equipment the search for parts can be nationwide with additional shipping costs.
3. A catastrophic component failure should not be a surprise and probably can be expected. We have recently experienced this type of event in 2008. A single axle dump truck (#0004) which was delayed one year required a \$3,200.00 transmission to be replaced virtually two (2) weeks before the new one was delivered. There are several other episodes like this that have happened in the past, but they happen because we are very conservative in our management of the fleet and frugal with the taxpayers money.



# Memorandum

TO: Common Council  
FROM: Mayor Merkes  
SUBJECT: Recycling Drop-Off Site Hours of Operation  
DATE: 15 September 2010

As part of the 2010 budget, the City has installed a fence along the North boundary of the Public Works Facility between Baldwin Street and the Friendship Trail. This is part of a multi-year project that will enclose the entire facility to provide better security for the equipment and materials stored in the area as well as enhance safety by restricting access in work areas.

The portion of fence installed includes two gates. The eastern most gate on Plank Road will be used by City staff vehicles and heavy equipment. It will be closed overnight and possibly at various times during the workday. Segregating staff usage to this access will allow safer and more convenient access to the public using the facility through Baldwin Street.

The gate at Baldwin Street has been installed to provide better control of the recycling drop-off facility. This gate is equipped to automatically close at a preset time to better control illegal overnight dumping.

**I am requesting that the Council set the  
Recycling Center hours from 6:00 AM – 8:00 PM daily.**

The city regularly incurs in excess of \$500 disposal costs monthly from illegal dumping at the facility. The majority of the dumping occurs after normal hours of operation at the Public Works Facility. Setting hours of operation for the recycling center is an effort to provide residents access to the facility at convenient times while reducing the occurrences and costs of illegal dumping. We will continue to monitor the facility and make recommendations to change hours of operation if needed.