

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 8, 2015
6:45 PM
or immediately following the Administration Committee

AMENDED AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [August 17, 2015](#)
- D. DISCUSSION / ACTION ITEMS
 - 1. [Street Use Application – Menasha High School Homecoming Parade; Friday, October 2, 2015; 5:30 PM – 6:15 PM](#)
 - 2. [Payment – Northeast Asphalt, Inc.; New Street Construction and Reconstruction, Concrete Curb and Gutter, Asphalt Pavement, Storm Sewer – Southfield West/Natures Way Subdivision Streets, Barker Farm VI Subdivision Street, River Lea Court, Broad Street, Ida Street, Manitowoc Street and Lincoln Street; Contract No. 2015-01; \\$295,720.35 \(Payment No. 5\)](#)
 - 3. [Authorization to Execute Intergovernmental Agreement to Satisfy Eligibility for Recycling Consolidation Grant for Calendar Year 2016](#)
 - 4. [Motion to Remove from Table – Ald. **Langdon** – Resolution R-25-15 Pertaining to Equivalent Runoff Unit \(ERU\) Charges for Storm Water Utility; Introduced by Mayor Merkes \(carryover from 8/3/15 meeting\)](#)
 - 5. [Methodology of Billing Storm Water](#)
 - 6. [Development Agreement between the City of Menasha and Van’s Realty and Construction of Appleton, Inc.](#)
- 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
August 17, 2015
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Krautkramer at 9:20 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Nichols, Taylor, Krautkramer, Langdon, Keehan, Zelinski, Spencer, Benner
ALSO PRESENT: Mayor Merkes, CA Captain, PC Styka, DPW Radtke, CDD Keil, ASD Steeno,
PHD McKenney, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [August 3, 2015](#)

Moved by Ald. Langdon seconded by Ald. Taylor to approve minutes.
Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. [Payment – Janke General Contractors; Gilbert Trestle Improvements; Contract No. 2014-04; \\$63,405.26 \(Payment No. 4\)](#)

DPW Radtke explained the payment is for decking on trestle portion of project.

Moved by Ald. Taylor seconded by Ald. Nichols to recommend to Common Council Payment to Janke General Contractors for Gilbert Trestle Improvements, Contract No. 2014-04 in the amount of \$63,405.26 (Payment No. 4)
Motion carried on roll call 8-0.

2. [Payment – Northeast Asphalt, Inc.; New Street Construction and Reconstruction, Concrete Curb and Gutter, Asphalt Pavement, Storm Sewer – Southfield West/Natures Way Subdivision Street; Barker Farm VI Subdivision Streets, River Lea Court, Broad Street, Ida Street, Manitowoc Street and Lincoln Street; Contract No. 2015-01; \\$89,918.07 \(Payment No. 4\)](#)

DPW Radtke explained the payment is for work done on River Lea Court, Broad Street and Ida Street. Project is on schedule. Improvements to the railroad crossing on Broad Street are being scheduled by the railroad so there may be a delay in the completion of Broad Street.

Moved by Ald. Taylor seconded by Ald. Langdon to recommend to Common Council Payment to Northeast Asphalt, Inc. for new street construction and reconstruction, concrete curb and cutter, asphalt payment and storm sewer for Southfield West/Natures Way Subdivision Streets, Barker Farm VI Subdivision Streets, River Lea Court, Broad Street, Ida Street, Manitowoc Street and Lincoln Street, Contract No. 2015-01 in the amount of \$89,918.07 (Payment No. 4).
Motion carried on roll call 8-0.

3. [Recommendation to Eliminate Bus Loading Zone on the North Side of Nicolet Boulevard at St. Patrick Church \(324 Nicolet Boulevard\)](#)

DPW Radtke explained with the closing of Seaton Middle School a bus loading zone is no long necessary in that area. An ordinance change is required to eliminate the bus loading zone.

Moved by Ald. Taylor seconded by Ald. Langdon to recommend to Common Council to eliminate bus loading zone on the north side of Nicolet Boulevard at St. Patrick Church (324 Nicolet Boulevard).

Motion carried on roll call 8-0.

4. [Application for City of Menasha Deferred Assessment Policy, First Addition to Lake Park Heights, Winnebago Investments, LLC \(Van's Realty & Construction\) in the Amount of Approximately \\$924,000.00](#)

Staff explained the developer is requesting the City to front the infrastructure and engineering costs, then special assess these costs using the City's deferred assessment program. The developer is also requesting the assessments for the backbone sewer and water system and regional storm water facility be waived. In addition the developer is requesting that the fees in lieu of parkland dedication be collected at the time a building permit is issued. City Code does allow for deferred assessments and it has been done in previous developments. The developer has agreed they will guarantee the sale of a certain number of lots to cover borrowing costs the City may incur. The developer plans to develop approximately 39 lots in the subdivision in the area of Lake Park Heights and the Ponds of Menasha Subdivision in proximity of the proposed new City park.

General discussion ensued on a development agreement; what has been offered to developers in past; recoup funds through lot sales; financing concerns; guarantee of developer; risk to City; development occurring in that area; financial impact to waive items requested.

Moved by Ald. Nichols seconded by Ald. Benner to recommend to Common Council the application for City of Menasha Deferred Assessment Policy, First Addition to Lake Park Heights, Winnebago Investments, LLC (Van's Realty & Construction) in the amount of approximately \$924,000.00 with the expectation of minimum number of lot sales be required to enable the City to pay the debt incurred by the agreement.

Moved by Ald. Benner seconded by Ald. Taylor to amend to bring this item back to Board of Public Works with a development agreement.

Motion on amendment carried 7-1. Ald. Zelinski voted no.

Original motion as amended carried on roll call 6-2.

Ald. Nichols, Taylor, Krautkramer, Keehan, Spencer, Benner voted yes.

Ald. Langdon, Zelinski voted no.

5. [Resolution R-31-15 Acknowledging Review of City of Menasha 2014 Compliance Maintenance Annual Report Under Wisconsin Administrative Code NR 208 \(Introduced by Ald. Krautkramer\)](#)

DPW Radtke explained the Resolution is the annual requirement of DNR for the City to report on their wastewater collection system. The City achieved an "A".

Moved by Ald. Taylor seconded by Ald. Langdon to recommend to Common Council R-31-15 Resolution Acknowledging Review of City of Menasha 2014 Compliance Maintenance Annual Report Under Wisconsin administrative Code NR 208.

(Introduced by Ald. Krautkramer)

Motion carried on roll call 8-0.

E. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Langdon to adjourn at 10:07 p.m.

Motion carried on voice vote.

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



STREET USE APPLICATION

Event: Homecoming Parade

Sponsored by: Menasha High School

Responsible Person: Rick Grable

Address: 420 7th St.
Menasha WI 54952

Email Address: GrableR@msd.k12.wi.us

Street Route: (see attached)

Description of Use (attach map)

Street Use Date: <u>October 2, 2015</u>
Start Time: <u>5:30</u>
End Time: <u>6:15</u>
Number of Units: <u>20</u>
(Parades)

Phone: 920-967-1803

Liability Insurance: The event is covered by the amount of at least \$5,000,000. The City of Menasha is not responsible for the additional insurance. The City of Menasha is not responsible for the additional insurance.

Insurance Company: Community Assurance Corp. Policy No. 56122213

Date: 4/15/15 Applicant's Signature: Rick Grable RGS

All City of Menasha applications for street use must be approved by the City of Menasha. The City of Menasha is not responsible for the additional insurance.

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

Scheduled Park & Recreation Board Review Date: _____

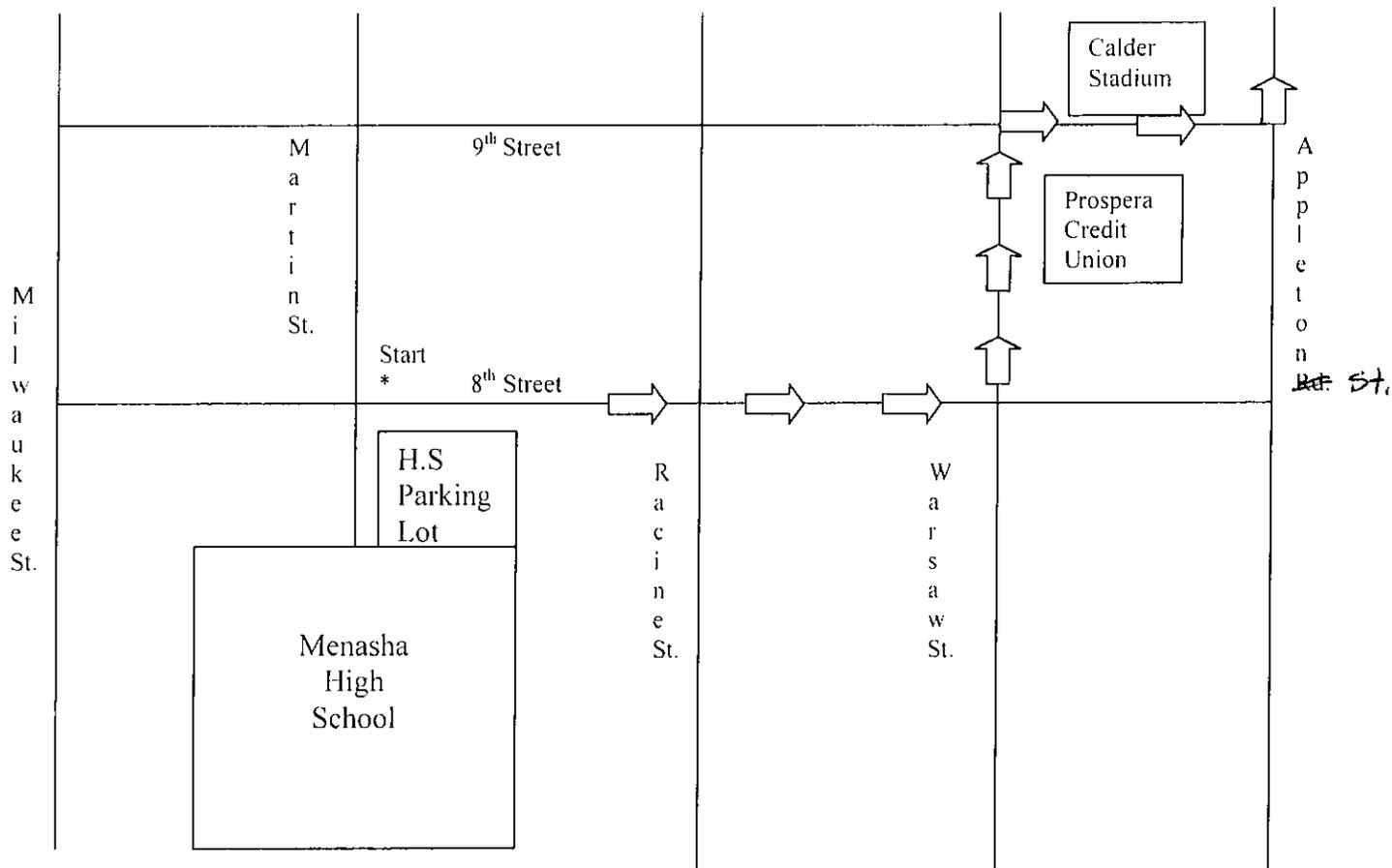
Not Required: Approved: _____ Denied: _____

Scheduled Common Council Review Date: 9-21-15

Approved: _____ Denied: _____

APPROVAL:

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



**HOMECOMING PARADE DIRECTIONS
PARADE STARTS AT 5:45 P.M.**

- *Start at the corner of Martin St. and 8th St. (By the H.S. Parking Lot).
- *Cross over Racine St.
- **Turn left on Warsaw St.
- *Turn right on 9th St. (By Prospera Credit Union)
- *Turn left on Appleton Rd.
- *This road leads into Calder Stadium

**** Please put "No Parking" signs on Appleton Street from 9th Street to Calder Stadium. To be picked up by Menasha Joint School District Maintenance after parade and delivered to city garage on Monday, October 5, 2015.**



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/16/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Ansay & Associates, LLC. PW 101 East Grand Ave. Suite #11 Port Washington WI 53074	CONTACT NAME: Cynthia Cook PHONE (A/C, No., Ext): 262-376-3251 E-MAIL ADDRESS: cindy.cook@ansay.com	FAX (A/C, No.): 262-377-3784
	INSURER(S) AFFORDING COVERAGE	
INSURED MENAJOI-01 Menasha Joint School District Brian Adesso PO Box 360 Menasha WI 54952	INSURER A: Community Insurance Corp	NAIC # 11250
	INSURER B: Acuity, A Mutual Insurance Co	NAIC # 14184
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER: 585012864** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			SGL22213	7/1/2015	7/1/2016	EACH OCCURRENCE \$5,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$No Aggregate PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			SGL22213	7/1/2015	7/1/2016	COMBINED SINGLE LIMIT (Ea accident) \$5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	F74817	7/1/2015	7/1/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$100,000 E.L. DISEASE - EA EMPLOYEE \$100,000 E.L. DISEASE - POLICY LIMIT \$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Homecoming Parade October 2, 2015

CERTIFICATE HOLDER

CANCELLATION

Attn: Carol Schmidt
City of Menasha
150 Main Street
Menasha WI 54952

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Cynthia M. Cook

CERTIFICATE OF INSURANCE

ISSUE DATE: 7/20/2015

AEGIS CORPORATION
18550 W. CAPITOL DRIVE
BROOKFIELD, WISCONSIN 53045
TEL: (800) 391-1116
FAX: (262) 783-6091

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

COMPANIES AFFORDING COVERAGE

INSURED:
Menasha Joint School District
P.O. Box 360
328 Sixth Street
Menasha, WI 54952

COMPANY
LETTER A

COMMUNITY INSURANCE CORPORATION

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OF OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO. LTR	TYPE OF INSURANCE	POLICY NUMBER	EFFECTIVE DATE	EXPIRATION DATE	LIMITS
A	LIABILITY GENERAL LIABILITY SCHOOL BOARD E&O AUTOMOBILE LIABILITY ALL OWNED AUTOS HIRED & NON-OWNED AUTOS UNINSURED MOTORISTS	SGL2221315	7/1/2015	7/1/2016	\$5,000,000 EACH OCCURRENCE

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEM

Certificate Holder is named as an Additional Insured with regard only to the Homecoming Parade held on 10/2/2015.

CERTIFICATE HOLDER:

City of Menasha
150 Main Street
Menasha, WI 54952

AUTHORIZED REPRESENTATIVE

Lori Heacox

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

Certificate of Payment

Date: September 3, 2015

Payment Request: 5 (FIVE)

Contractor: Northeast Asphalt, Inc

Address: W6380 Design Dr, Greenville, WI 54942

Contract Unit No.: 2015-01

Project Description: New Street Construction & Reconstruction

Original Contract Amount	\$ 1,084,323.12
Change Order No.:	Amount: \$
Previous Change Order(s):	\$
Total Contract Amount (Including Change Orders)	\$ 1,084,323.12
Total Earned to Date (Summary Attached)	\$ 970,408.05
Less Retainage 2.50%	\$ 27,108.08
Amount Due	\$ 943,299.97
Previous Payments	\$ 647,579.62
Amount Due this Payment	\$ 295,720.35
Estimate Pay Period	8/13/15 - 9/3/15

I certify that all bills for labor, equipment, materials and services are paid for which previous certificates for payment were issued.

Date: _____ By: _____

Lien Waivers from all subcontractors and suppliers shall accompany each Request for Payment. Affidavit of Compliance with Prevailing Wage Rates shall accompany Request for Final Payment.

Recommended for Payment

Director of Public Works: Mark Radtke Date: 9/3/15

Common Council Approval Date: _____

Finance Department

Account Number	Budget	Charge to Account
	\$	
	\$	
	\$	
	\$	

Itemized Bid Tabulation

City of Menasha Contract Unit No. 2015-01

New Street Construction and Reconstruction. Concrete Curb and Gutter. Asphalt Pavement, Storm Sewer

Southfield West/Natures Way Subdivision Streets, Barker Farms VI subdivision Streets, River Lea Court, Broad Street, Ida Street, Manitowoc Street, Lincoln Street

PAYMENT 5 (FIVE)

ITEM	QUANTITY	DESCRIPTION	BASE BID		YTD	
			UNIT PRICE	ITEM TOTAL	QUANTITY	TOTAL
1	4	Remove and Replace Inlet	\$ 2,400.00	\$ 9,600.00	4.00	\$ 9,600.00
2	4	New Inlet	\$ 2,100.00	\$ 8,400.00	4.00	\$ 8,400.00
3	2	RCP Yard Drain	\$ 1,450.00	\$ 2,900.00	2.00	\$ 2,900.00
4	2	NDS Yard Drain	\$ 1,100.00	\$ 2,200.00	2.00	\$ 2,200.00
5	38	Remove and Replace 12" Class IV RCP Inlet Lead	\$ 39.00	\$ 1,482.00	30.00	\$ 1,170.00
6	12	6" PVC Storm Inlet Lead	\$ 23.00	\$ 276.00	8.00	\$ 184.00
7	70	8" PVC Storm Inlet Lead	\$ 28.00	\$ 1,960.00	50.00	\$ 1,400.00
8	126	12" PVC Storm Sewer	\$ 33.00	\$ 4,158.00	100.00	\$ 3,300.00
9	76	12" Class IV RCP Storm Sewer	\$ 39.00	\$ 2,964.00	50.00	\$ 1,950.00
10	975	4" Under Pavement Drain	\$ 12.00	\$ 11,700.00	821.00	\$ 9,852.00
11	36,901	Pavement / Base Pulverizing	\$ 0.42	\$ 15,498.42	36,901.00	\$ 15,498.42
12	3,255	Unclassified Excavation/Pulverized and Shoulder Material	\$ 7.50	\$ 24,412.50	3,255.00	\$ 24,412.50
13	2,350	Unclassified Excavation	\$ 8.00	\$ 18,800.00		
14	2,326	Geogrid	\$ 2.00	\$ 4,652.00	2,326.00	\$ 4,652.00
15	303	1 1/4" Crushed Dense Aggregate Base Course Placement	\$ 7.25	\$ 2,196.75	303.00	\$ 2,196.75
16	957	3" Crushed Dense Aggregate Base Course Placement	\$ 6.25	\$ 5,981.25	957.00	\$ 5,981.25
17	410	Pulverized Stone Placement	\$ 10.00	\$ 4,100.00	410.00	\$ 4,100.00
18	41,305	Fine Grading and Compaction	\$ 1.63	\$ 67,327.15	38,812.00	\$ 63,263.56
19	16,308	30" Concrete Curb & Gutter	\$ 9.10	\$ 148,402.80	16,549.00	\$ 150,595.90
20	721	30" Mountable (Roll Back) Concrete Curb & Gutter	\$ 9.50	\$ 6,849.50	600.00	\$ 5,700.00
21	5,740.00	No. 4 Epoxy Coated Rebar	\$ 0.75	\$ 4,305.00	5,364.00	\$ 4,023.00
22	147	Utility Adjustment	\$ 215.00	\$ 31,605.00	127.00	\$ 27,305.00
23	20	Water Valve Adjustment	\$ 52.50	\$ 1,050.00	2.00	\$ 105.00
24	1,090	Sawcut	\$ 1.00	\$ 1,090.00	800.00	\$ 800.00
25	5,418	Asphalt Binder Course Pavement 2 1/4" Thick	\$ 50.00	\$ 270,900.00	4,684.00	\$ 234,200.00
26	4,213	Asphalt Surface Course Pavement 1 3/4" Thick	\$ 56.25	\$ 236,981.25	3,869.00	\$ 217,631.25
27	15,533	3" Thick Asphalt Driveway Remove and Replace	\$ 2.45	\$ 38,055.85	11,538.00	\$ 28,268.10
28	3,238	6" Concrete Driveway Remove and Replace	\$ 5.05	\$ 16,351.90	2,884.00	\$ 14,564.20
29	248	8" Concrete Driveway Remove and Replace	\$ 5.55	\$ 1,376.40	248.00	\$ 1,376.40
30	599	Brick Driveway Salvage and Replace	\$ 9.50	\$ 5,690.50	-	\$ -
31	40	4" Thick Concrete Sidewalk Remove and Replace	\$ 5.85	\$ 234.00		\$ -
32	93	6" Thick Concrete Handicap Ramp Remove and Replace	\$ 5.05	\$ 469.65	78.38	\$ 395.82
33	14,408	Lawn and Terrace Restoration	\$ 5.40	\$ 77,803.20	11,751.00	\$ 63,455.40
34	1	Railroad Flagging	\$ 4,600.00	\$ 4,600.00	0.75	\$ 3,450.00
35	1	Clearing and Grubbing	\$ 2,500.00	\$ 2,500.00	1.00	\$ 2,500.00
36	1	Temporary Mailbox	\$ 2,360.00	\$ 2,360.00	1.00	\$ 2,360.00
37	1	Erosion Control	\$ 6,500.00	\$ 6,500.00	0.75	\$ 4,875.00
38	1	Traffic Control	\$ 11,090.00	\$ 11,090.00	0.75	\$ 8,317.50
39	1	Construction Mobile/Demobile; Project Coordination; all incidental utility and miscellaneous roadway work; and all other project work area restoration and clean-up to an equal and/or better preconstruction condition, as required and related to the overall Project/LS	\$ 27,500.00	\$ 27,500.00	0.75	\$ 20,625.00
TOTAL BASE BID (ITEMS 1-39)				\$ 1,084,323.12		\$ 951,608.05
Alternate Bid A						
1A	2,350	Unclassified Excavation Including Separation	\$ 8.00	\$ 18,800.00	2,350.00	\$ 18,800.00
Total Alternate Bid (Item 1A)				\$ 18,800.00		\$ 18,800.00
Alternate Bid B						
1B	303	1 1/4" Crushed Dense Aggregate Base Course Furnish/Place	\$ 35.00	\$ 10,605.00		
2B	957	3" Crushed Dense Aggregate Base Course Furnish/Place	\$ 30.00	\$ 28,710.00		
Total Alternate Bid (Items 1B-2B)				\$ 39,315.00		\$ -
TOTAL CONTRACT BASE BID PLUS ALTERNATE BID						\$ 970,408.05



Memorandum

DATE: September 3, 2015

TO: Board of Public Works

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

RE: Intergovernmental Agreement to Satisfy Eligibility for Recycling Consolidation Grant for Calendar Year 2016

As it has for the past several years, Winnebago County will again lead an effort among the County's consortium communities to qualify for the DNR Recycling Consolidation Grant. This grant results in additional recycling funds for the involved communities beyond our regular state recycling grant.

This year's agreement focuses on the 2015 Tri-County Recycling Guide joint education effort. Winnebago, Brown and Outagamie Counties have collaborated on the production of the Recycling Guide and the member communities have cooperated through the distribution of the Recycling Guide to its residents. I recommend approval of the intergovernmental agreement.

Enclosure

M:\word\BPW memo re recycling consolidation grant_9-3-15.docx

**Intergovernmental Agreement To Satisfy Eligibility for Recycling Consolidation Grant for
Calendar Year 2016**

This agreement is made by and between the Cities of Menasha and Omro, the Village of Winneconne, and Towns of Algoma, Black Wolf, Clayton, Menasha, Neenah, Nekimi, Omro, Vinland, Winneconne, Winchester and Wolf River, each of which is a municipal corporation, and each of which is a Responsible Unit as defined in Section 287.01(9) of the Wisconsin Statutes, (collectively referred to as the "Responsible Units" or "RUs") for purposes of implementing efficiencies related to operating an effective recycling program in accordance with ss. 287.11 and 287.24, Wis. Stats., and ch. NR 542, Wis. Admin. Code. This agreement is intended to qualify for the 2016 Wisconsin Recycling Consolidation Grant.

WHEREAS the RUs believe that, by working together in this cooperative agreement, they can more effectively and efficiently provide for the recycling education needs of their citizens, and

WHEREAS the RUs desire to collaborate in an effort to educate about recycling; and

WHEREAS the RUs recognize the importance of educating residents about recycling and their RU responsibility to do so; and

WHEREAS Winnebago County works cooperatively with Brown and Outagamie Counties on its single stream recycling program, including education, and collaborated to produce the 2015 Tri-County Recycling Guide; and

WHEREAS the Tri-County Recycling Guide strives to provide comprehensive information on recycling dos and don'ts, 10 steps to recovering recycling, recycling plastic bags, electronics recycling, composting, medication disposal, household hazardous waste management and specific disposal outlets in Winnebago County for sharps, used oil, yard waste and electronics; and

WHEREAS Section 66.0301(2) of the Wisconsin Statutes authorizes cooperation between municipalities and allows municipalities to contract with each other for the receipt or furnishing of services or the joint exercise of any power or duty required or authorized by law; and

WHEREAS each participating RU will maintain a copy of the other above listed RUs cooperative agreements on file, given that not all cooperating RUs will be able to sign a single document,

IT IS THEREFORE AGREED THAT the above listed RUs have and will, distribute and make available to its residents the 2015 Tri-County Recycling Guide, recognizing additional and consistent education will reduce contamination and improve recycling, enabling the processing and marketing of these recyclables in the most efficient, cost effective manner possible.

SIGNATURE

TITLE

MUNICIPALITY

DATE

RESOLUTION R-25-15

RESOLUTION PERTAINING TO EQUIVALENT RUNOFF UNIT (ERU) CHARGES FOR STORM WATER UTILITY

Introduced by Mayor Merkes

WHEREAS, the ordinance creating a storm water utility contains a provision that charges for storm water services for each lot within the City of Menasha shall be made by resolution, and

WHEREAS, the current storm water charge does not equate to adequate revenues to operate the storm water utility prudently per the rate analysis that has been completed (ATTACHMENT A), and

WHEREAS, staff recommends a two phased increase, one in 2015 and one in 2016, to ease the initial burden on the ratepayers.

THEREFORE, BE IT RESOLVED that the storm water charge shall be based on the Equivalent Runoff Unit (ERU) and the charge for one (1) ERU shall be \$87.00, applicable for services billed by the Menasha Utilities or the City of Menasha on or after September 1, 2015.

BE IT FURTHER RESOLVED that the storm water charge shall be based on the Equivalent Runoff Unit (ERU) and the charge for one (1) ERU shall be \$99.00, applicable for services billed by the Menasha Utilities or the City of Menasha on or after July 1, 2016.

BE IT FURTHER RESOLVED that the Comptroller and Director of Public Works shall report to the Mayor and the Common Council as to whether the rates are still appropriate at least annually.

Passed and approved this 3rd day of August, 2015.

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk



MEMORANDUM

To: City of Menasha Board of Public Works

From: Mark Radtke, Director of Public Works
Peggy Steeno, Director of Administrative Services

Date: September 2, 2015

RE: RESOLUTION R-25-15 – Resolution Pertaining to Equivalent Run-Off Unit (ERU) Charges for the Storm Water Utility

BACKGROUND

As discussed during the 2015 budget workshops, and at the June 15, 2015, July 20, 2015, and August 3, 2015 Board of Public Works Meetings, storm water rates need to be increased in 2015 to keep the Utility in a productive capacity, operating at a prudent level.

ANALYSIS

The increase is needed due to the following reasons:

- The Storm Water Utility operations have resulted in a negative position from 2012 through 2014,
- Storm water revenues have been relatively flat from 2013 to the present,
- Moderate increases in expenses from 2013 to the present, and
- A large Capital Improvement Program in 2014 and beyond with regard to storm water infrastructure projects.

As enumerated above, a \$1/ERU per month rate increase in both 2015 (effective 10/1/15) and 2016 (effective 7/1/2016) is necessary to fund operations, capital improvements, and debt service needs.

Please note that in addition to the city's current storm water needs, the Utility is facing substantial costs in the future with regard to the TMDL standard, as has been discussed for quite some time. Our representative from McMahon and Associates is working on the cost estimates which are expected to be calculated in the near future. Those costs will be shared with the Board of Public Works as soon as they are available.

FISCAL IMPACT

If approved, the impact of the increase will be approximately \$44,760 of additional revenues for the Storm Water Utility in 2015, and an additional \$223,800 of additional revenues in 2016. In terms of the monthly storm water rates, the average residential user is currently paying \$6.25 per month, which would increase to \$7.25 per month in October of 2015, and then to \$8.25 per month beginning in July of 2016.

RECOMMENDATION

Staff recommends that the Board of Public Works approve this resolution, and forward it on to Council for consideration at the September 21, 2015 Meeting.

RESOLUTION R-25-15

RESOLUTION PERTAINING TO EQUIVALENT RUNOFF UNIT (ERU) CHARGES FOR STORM WATER UTILITY

Introduced by Mayor Merkes

WHEREAS, the ordinance creating a storm water utility contains a provision that charges for storm water services for each lot within the City of Menasha shall be made by resolution, and

WHEREAS, the current storm water charge does not equate to adequate revenues to operate the storm water utility prudently per the rate analysis that has been completed (ATTACHMENT A), and

WHEREAS, staff recommends a two phased increase, one in 2015 and one in 2016, to ease the initial burden on the ratepayers.

THEREFORE, BE IT RESOLVED that the storm water charge shall be based on the Equivalent Runoff Unit (ERU) and the charge for one (1) ERU shall be \$87.00, applicable for services billed by the Menasha Utilities or the City of Menasha on or after October 1, 2015.

BE IT FURTHER RESOLVED that the storm water charge shall be based on the Equivalent Runoff Unit (ERU) and the charge for one (1) ERU shall be \$99.00, applicable for services billed by the Menasha Utilities or the City of Menasha on or after July 1, 2016.

BE IT FURTHER RESOLVED that the Comptroller and Director of Public Works shall report to the Mayor and the Common Council as to whether the rates are still appropriate at least annually.

Passed and approved this 8th day of September, 2015.

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk

City of Menasha
Storm Water Utility Budget and Rate Needs for 2015 & 2016
July 30, 2015

Line Item	Actual		2013	Estimate* 2014	Budget 2015	W/Out Increase** 2015	Increase Recommendation** 2015	Recommendation 2016
	2011	2012						
Operating Expenses								
Operation and Maintenance	\$677,850	\$882,997	\$1,082,615	\$1,125,403	\$1,262,101	\$1,262,101	\$1,262,101	\$1,306,275
Depreciation and Amortization	\$93,666	\$93,666	\$93,666	\$95,028	\$97,400	\$97,400	\$97,400	\$99,835
Operation Expenses Total	\$771,516	\$976,663	\$1,176,281	\$1,220,431	\$1,359,501	\$1,359,501	\$1,359,501	\$1,406,110
Debt Service								
Principal and Interest	\$0	\$80,690	\$43,564	\$43,551	\$43,788	\$43,788	\$43,788	\$45,000
Transfer to Other Funds	\$0	\$67,758	\$0	\$0	\$0	\$0	\$0	\$0
Planned CIP Projects								
Use of Funds	\$771,516	\$1,125,111	\$1,219,845	\$1,263,982	\$1,881,739	\$1,746,289	\$1,746,289	\$1,723,855
Source of Funds								
Borrowed Funds	\$0	\$0	\$0	\$0	\$478,450	\$343,000	\$343,000	\$272,745
Interest Revenue	\$1,584	\$1,587	\$1,884	\$2,115	\$1,500	\$2,000	\$2,000	\$2,000
Cash Reserve/Borrowed Funds on Hand Spending	\$0	\$0	\$0	\$0				
Federal & State Grants	\$0	\$0	\$0	\$0				
Misc. Revenue	\$5,038	\$4,493	\$2,434	\$5,481	\$43,000	\$43,000	\$43,000	\$43,000
Subtotal	\$6,622	\$6,060	\$4,318	\$7,597	\$522,950	\$388,000	\$388,000	\$317,745
Storm Water Utility Fees Annual Revenue	\$1,070,820	\$1,093,510	\$1,111,310	\$1,125,492	\$1,120,000	\$1,119,000	\$1,163,760	\$1,387,560
Change in Net Assets / Per Annual Operations	\$305,926	(\$25,541)	(\$104,217)	(\$130,893)	(\$238,789)	(\$239,289)	(\$194,529)	(\$18,550)
Net Assets (Balance as of 1/1/2011 = \$9,209,466)	\$9,515,392	\$9,489,851	\$9,385,633	\$9,254,740	\$9,015,951	\$9,015,451	\$9,060,211	\$9,041,662
Total # of ERUs:	14,278	14,580	14,817	15,007	14,934	14,920	14,920	14,920
Utility Rate (\$/ERU/year)	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$87.00	\$99.00
Rate Increase Recommendation	\$6.25	\$6.25	\$6.25	\$6.25	\$6.25	\$6.25	\$7.25	\$8.25
							16%	14%

* Please note that these numbers are marked as estimates at this time as 2014 is not completely closed out.

** 2015 Budget adjustments made based on current information available.



MEMORANDUM

To: City of Menasha Board of Public Works

From: Mark Radtke, Director of Public Works
Peggy Steeno, Director of Administrative Services

Date: September 2, 2015

RE: Methodology Used To Bill Storm Water Charges

BACKGROUND

The methodology currently used to bill storm water charges in the City of Menasha was established by the Common Council in 2008. As part of the creation of the Storm Water Utility in 2008, effective in 2009, the following customer classifications and equivalent run-off units (ERU's) were established:

Residential – Single Family	= 1 ERU
Residential – Duplex	= 1 ERU X number of dwelling units (2 ERU's)
Residential – Multi-Family	= ERU charge X parcel impervious area / 2,980 square feet
Residential – Riparian	= 0.80 ERU X number of dwelling units
Non-Residential	= ERU charge X parcel impervious area / 2,980 square feet

Recently there have been questions as to whether the above methodology is the most appropriate way to charge, specifically with regard to the duplex ERU's.

ANALYSIS

As shown in the comparable analysis provided at the July 20, 2015 Board of Public Works Meeting, as attached, various communities handle the duplex charge differently, ranging from 1.00 ERU to 2.00 ERU's per duplex.

Below is an analysis showing the effect of the different rates, using the specific number of duplex properties in the City of Menasha, under the currently established rates:

Current – Duplexes – 1.00 ERU Per Dwelling Unit / 2.0 ERU's Per Duplex:
Total Number of ERU's – 14,920
Total Amount of Revenue - \$1,119,000
Number of Duplexes - 490
Current Duplex Charge - \$150 / Year
1 ERU - \$75.00 / Year

Alternate #1 – Duplexes - 0.75 ERU's Per Dwelling Unit / 1.50 ERU's Per Duplex:

Total Number of ERU's – 14,675
Total Amount of Revenue - \$1,119,000
Number of Duplexes - 490
Duplex Charge - \$114.48 / Year
1 ERU – \$76.32 / Year (An increase of \$1.32 / ERU)

Alternate #2 - Duplexes - 0.50 ERU's Per Dwelling Unit / 1.00 ERU Per Duplex:

Total Number of ERU's – 14,430
Total Amount of Revenue - \$1,119,000
Number of Duplexes - 490
Duplex Charge - \$77.64 / Year
1 ERU - \$77.64 / Year (An increase of \$2.64 / ERU)

As illustrated in the analysis above, reducing the number of ERU's being charged to duplexes, will increase the overall rate per ERU, thereby reducing the charge for duplexes and increasing the charge to all other properties in the City.

FISCAL IMPACT

Overall, the amount of revenue needed to operate the Storm Water Utility in a prudent manner will not change. Rather the number of ERU's and charge per ERU will change, affecting customers differently, as noted above.

RECOMMENDATION

Staff recommends maintaining the existing, established methodology.

Method of Charging Various Property Types - Storm Water
7/16/2015

Stormwater Utility Name	Equivalent Runoff Unit, ERU, Size (Sq. Feet)	ERU's Charged per Single Family Home	ERU's Charged per Duplex	ERU's Charged per Triplex	ERU's Charged for All Other Properties
City of Appleton	2,368				
Village of Little Chute	2,762	1.00	1.20	By sq. ft.	By sq. ft.
City of Oshkosh	2,817	.67 - 1.33*	.67 - 1.33*	.67 - 1.33*	By sq. ft.
City of Kaukauna	2,944	1.00	1.20	By sq. ft.	By sq. ft.
City of Menasha	2,980	1.00	2.00	N/A	By sq. ft.
City of Neenah	3,138	0.50 - 2.00*	0.50 - 2.00*	0.50 - 2.00*	By sq. ft.
Town of Grand Chute	3,283	1.00	2.00	2.00	By sq. ft.
Village of Kimberly	3,350	1.00	Unknown	Unknown	By sq. ft.
Garner's Creek Watershed	3,623	Unknown	Unknown	Unknown	By sq. ft.
Town of Neenah	4,040	1.00	Unknown	Unknown	By sq. ft.
Town of Menasha	4,177	1.00	1.32	1.98	By sq. ft.

* Dependent on Size of Parcel

DEVELOPMENT AGREEMENT BETWEEN THE CITY OF MENASHA AND VAN'S REALTY AND CONSTRUCTION OF APPLETON, INC.

THIS AGREEMENT is entered into on this _____ day of _____, 2015 between the City of Menasha (City) and Van's Realty and Construction, Inc. (Van's) .

WHEREAS, the City has determined that the development of residential property shown in the attached Exhibit A (Development Property) is desirable for the City of Menasha; and,

WHEREAS, Van's has agreed to develop this property within the City of Menasha;

NOW THEREFORE, the parties mutually agree as follows:

1. On or before September 1, 2016, Van's shall cause the installation of all infrastructure. City has the authority to inspect such infrastructure during construction.
2. The City will pay to Van's the actual cost of the infrastructure within 15 days of the receipt of any billing for such infrastructure. The cost of infrastructure will not exceed that the price which the City would have paid had it installed the infrastructure. Van's shall advise the City as to the firm cost within 90 days after installation of the infrastructure. This total amount shall not exceed \$1,102,000.
3. The City shall, pursuant to its deferred assessment policy under Sec. 3-2-16 levy an area special assessment for the costs of the infrastructure identified in #8 against the benefited properties consisting of the remaining unsold lots in the Development Property owned by Van's. The City shall not assess for any infrastructure or storm water management facilities that may serve the Development Property, but are not located within the Development Property.
4. The City shall determine what portion of the area assessment is assigned to each lot as a special assessment, which shall be due and payable at the time of the sale of that lot.
5. Van's shall pay the special assessments owed on not less than five lots per year commencing in 2016. Such payment shall be made on or before December 31 each year and continue until all lots are sold.
6. On or before December 31, 2016, Van's shall cause construction of residential homes on at least 5 lots created by the subdivision plat to be completed. Construction is considered complete when an occupancy permit has been issued.
7. The City shall cause the street and other infrastructure to be extended from Villa Way to the south boundary of the Development Property coincident with the construction of the streets and infrastructure within the Development Property.
8. For purposes of this agreement, the term "infrastructure" shall include the following:
 - a. Sanitary sewer mains and laterals, water mains and laterals, storm sewer mains and laterals, street gravelling and grading; and
 - b. Temporary and final street paving; including curb and gutter; and
 - c. All engineering costs to design and plat the subdivision, bid and let all construction work, oversee construction to City specifications, land surveying, etc.; and
 - d. Installation of electric service to the lots by Menasha Utilities.
9. Parkland dedication fees in the amount of \$550 for each lot shall be collected from the applicant upon issuance of a building permit.

10. Van's obligations described in this Agreement require the granting of a variance for right of way width. Van's obligations are conditioned upon the obtaining of such approvals from applicable governmental bodies in the manner required by law.
11. The various specific undertakings of the City described in this Agreement require approvals from the City's Common Council and/or Planning Commission as well as from governmental bodies external to the City, some of which approvals may require public hearings and other legal proceedings. The City's obligations are conditioned upon the obtaining of all such approvals in the manner required by law. The City cannot assure that all such approvals will be obtained, but will use good faith efforts to obtain such approvals on a timely basis.
12. The rights, duties and obligations of the parties hereunder shall not be assigned without the prior written consent of both parties to the assignment.
13. This agreement shall be binding upon all successors, heirs, and assigns of the parties and shall run with the land.
14. The State of Wisconsin and Calumet County are designated as jurisdiction and venue in the event of any legal dispute concerning this agreement.
15. This agreement shall terminate if a subdivision plat of the subject property has not been recorded in the office of the Calumet County Register of Deeds by June 1, 2016. Said plat must include all improvements as required by the City of Menasha subdivision regulations.
16. The parties agree that this constitutes the complete agreement of the parties. Any amendments shall not become effective until agreed to in writing and signed by all parties.

CITY OF MENASHA

**VAN'S REALTY AND CONSTRUCTION
OF APPLETON, INC**

Donald Merkes, Mayor

Jerome A. Haen, President

Deborah A. Galeazzi, City Clerk