

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
November 21, 2016
6:30 PM
or immediately following Common Council**

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [November 7, 2016](#)
- D. DISCUSSION / ACTION ITEMS
 - 1. [Street Use Application – First Eve; Saturday, December 31, 2016; 10:00 PM – 12:30 AM; \(Community Forward, Inc.\)](#)
 - 2. [2016 Q3 Storm Water Report](#)
- 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
November 7, 2016
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Krautkramer at 7:35 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Krautkramer, Collier, Keehan, Zelinski, Spencer, Benner, Nichols

EXCUSED: Alderman Taylor

ALSO PRESENT: Mayor Merkes, CA Captain, PC Styka, CDD Buck, ASD Steeno,
Engineering Supv. Montour, Clerk Galeazzi.

C. MINUTES TO APPROVE

1. [Board of Public Works, 10/17/16](#)

Moved by Ald. Keehan seconded by Ald. Nichols to approve minutes.

Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. [Ordinance O-15-16 – An Ordinance Creating Private Lead Water Service Lateral Replacement Requirement \(Introduced by Ald. Krautkramer\)](#).

Water Utility Manager Gosz explained the Water & Light Commission requests homeowners be required to remove and replace lead service lines to their property when Utilities are replacing water mains. Utilities is responsible for service lines up to the property line and the homeowner is responsible for the service lines from the property line to their home. Public Service Commission prohibits utilities from covering the costs of removing and replacing lead service lines on private property.

Manager Gosz explained a State grant the Utilities has received to reimburse the homeowner a portion of the cost to remove and replace the lead service lines.

General discussion ensued on how many properties are impacted, current lead levels in drinking water, and other funding resources when current State grant funds run out.

Moved by Ald. Keehan seconded by Ald. Benner to recommend to Common Council Ordinance O-15-16 An Ordinance Creating Private Lead Water Service Lateral Replacement Requirement.

Motion carried on roll call 5-2.

Ald. Krautkramer, Keehan, Zelinski, Spencer, Benner voted yes.

Ald. Nichols, Collier voted no.

E. ADJOURNMENT

Moved by Ald. Keehan seconded by Ald. Benner to adjourn at 8:08 p.m.

Motion carried on voice vote.

Deborah A. Galeazzi, WCMC
City Clerk



STREET USE APPLICATION

Event: FIRST EVE 24TH ANNUAL

Sponsored by: COMMUNITY FORWARD INC.

Responsible Person: JAMES TAYLOR

Address: 340 BROAD ST. MENASHA

Street Use Date: 12-31-2016 - 1-1-2017

Start Time: 12:31 10:00pm

End Time: 1-1-17 12:30am

Number of Units: na

(Parades)

Email Address: JAMES.TAYLOR.DH@TDS.NET

Phone: 7254857

Street Route: CLOSE OFF Main St from Racine St south to Center St. 10:00p-12:30a
Description of Use (attach map) Milwaukee St (Main St to Alleyway) 2:00p-12:30am

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

Insurance Company _____ Policy No. _____
(Attached are samples of the certificate of insurance and endorsement; each naming the City of Menasha as additional insured).

Date: 11-15-16 Applicant's Signature: James Taylor

pdct #2459

Permit Fee: Each application for a Street Use Permit shall be accompanied by a fee of \$25.00 along with a Special Event Fee of \$25. Please make checks payable to City of Menasha.

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

TO BE COMPLETED BY CITY STAFF (Revised April 3, 2015)

Scheduled Park & Recreation Board Review Date: _____

Not Required: _____ Approved: _____ Denied: _____

Scheduled Common Council Review Date: 12-5-2016

Approved: _____ Denied: _____

APPROVAL:

Police Dept. _____ Fire Dept. _____ Public Works Dept. _____ City Attorney _____



FINANCIAL

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cell (920) 450-4096
toll free 24 hr.
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beau.oehlke@
countryfinancial.com

Beau C. Oehlke, ChFC®
Financial Representative

[www.countryfinancial.com/
beau.oehlke](http://www.countryfinancial.com/beau.oehlke)

November 14, 2016

Regards: Community Forward Inc Insurance

To Whom it May Concern:

We are processing the insurance renewal for Community Forward Inc. Please direct any questions to my office.

Regards,

A handwritten signature in black ink that reads "Beau C. Oehlke".

Beau C. Oehlke, ChFC®
Financial Representative





Broad St

Broad St

Broad St

Broad St

Racine St

Racine St

Racine St

Ahnape St

Main St

Mill St

Chute St

Main St

Club Liquor

WeatherVane

Mihm's Charcoal Grill ATM (Us Bank)

Faith Technologies, Inc

Curtis Reed Square

Menasha Parks & Recreation

Lake Winnebago 6124

FIREWORKS

2:00PM - 12:30 AM

10:00PM - 12:30 AM

Sonoco



November 16, 2016

Memorandum

To: Board of Public Works, Mayor Merkes

From: Tim J. Montour – Engineering Supervisor

RE: Storm Water Utility Financial Report

Attached is the financial report for the City of Menasha Storm Water Utility. The report was prepared by Administrative Services Director Steeno, who will be available to summarize the report and answer questions.

Future major capital expenses will be determined by Menasha's allocation associated with the Lower Fox River Total Maximum Daily Load (TMDL). The City has received the City Wide Storm Water Quality Management Plan from the consultant hired by the City to assist in planning our runoff management standards. City personnel will review the recommendations of the plan with the new Director of Public Works to come into compliance with The Phosphorus and suspended solids allocations referenced. Moving forward, the City will explore viable options that are spelled out in the plan.

The City is participating with WisDOT in the expansion of the Tayco Road pond as part of the U.S.H. "10"/S.T.H. "441" construction project. The expansion of the pond will allow additional credits to the City. The City has also met with WisDOT regarding participating with them in the installation of the Racine Road interchange pond and the Midway Road storm pond. The City has shown interest in participating in these two ponds and WisDOT is preparing the necessary municipal agreements for review and approval.

Attachments

S:\PUBLICWORKS PUBLICWORKS\stimm\Memorandum Storm Water Utility Financial Report (11_16_2016).docx

Storm Water Fund
 Update: 11/8/16
 Prepared by: Comptroller/Treasurer

Statement of Net Assets
 As of September 30, 2016

	Audited Year End 2009	Audited Year End 2010	Audited Year End 2011	Audited Year End 2012	Audited Year End 2013	Audited Year End 2014	Audited Year End 2015	Unaudited Thru Sept 2016
ASSETS								
Cash/Investments	\$ 10,111	\$ 414,185	\$ 965,280	\$ 994,781	\$ 932,844	\$ 905,648	\$ 567,264	\$ 212,832
Accounts Receivable	-	295	-	270	-	-	-	-
Due from Other Governments	-	265,232	10,789	401	401	94,086	114,079	401
Net Pension Asset	-	-	-	-	-	-	56,546	-
Land	\$ 291,373	\$ 1,116,754	\$ 1,316,334	\$ 1,316,334	\$ 1,316,334	\$ 1,316,334	\$ 1,316,334	\$ 1,316,334
Improvements (other than buildings)	\$ 9,369,529	\$ 9,369,529	\$ 9,369,529	\$ 9,369,529	\$ 9,369,529	\$ 9,535,825	\$ 9,764,763	\$ 9,827,391
Machinery & Equipment	-	-	-	-	-	7,505	8,570	258,944
Accumulated Depreciation	\$ (1,244,107)	\$ (1,337,773)	\$ (1,431,439)	\$ (1,525,105)	\$ (1,618,771)	\$ (1,713,799)	\$ (1,811,108)	\$ (1,884,090)
TOTAL ASSETS	\$ 8,426,906	\$ 9,828,222	\$ 10,230,493	\$ 10,156,210	\$ 10,000,337	\$ 10,145,599	\$ 10,016,448	\$ 9,731,812
DEFERRED OUTFLOWS OF RESOURCES								
Deferred Outflow Related to Pension	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 69,170	\$ -
LIABILITIES								
Accounts Payable	\$ 3,412	\$ 189,534	\$ 110,163	\$ 86,317	\$ 60,602	\$ 351,193	\$ 131,718	\$ 23,497
Long Term Obligations	-	-	23,821	24,600	25,941	26,150	28,200	28,473
Due within one year	-	429,222	581,117	555,442	528,160	501,192	471,539	442,793
Due in more than one year	3,412	618,756	715,101	666,359	614,703	878,535	631,457	494,763
TOTAL LIABILITIES	\$ 8,416,795	\$ 8,719,288	\$ 8,649,486	\$ 8,580,716	\$ 8,512,991	\$ 8,618,523	\$ 8,778,820	\$ 9,047,313
NET ASSETS								
Invested in Capital Assets, Net	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,716	\$ -
of Related Debt	\$ 6,699	\$ 490,178	\$ 865,906	\$ 909,135	\$ 872,643	\$ 648,541	\$ 549,625	\$ 315,452
Pension Benefits	\$ 8,423,494	\$ 9,209,466	\$ 9,515,392	\$ 9,489,851	\$ 9,385,634	\$ 9,267,064	\$ 9,454,161	\$ 9,362,766
Unrestricted	-	-	-	-	-	-	-	-
TOTAL NET ASSETS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

*estimate

Storm Water Fund
 Update: 11/8/16
 Prepared by: Comptroller/Treasurer

Statement of Revenues, Expenses and Changes in Net Assets
 For Operations through September 30, 2016

	Audited Year End 2009	Audited Year End 2010	Audited Year End 2011	Audited Year End 2012	Audited Year End 2013	Audited Year End 2014	Audited Year End 2015	Unaudited Thru Sept 2016
OPERATING REVENUES								
Charges for Services	\$ 995,098	\$ 1,068,678	\$ 1,075,592	\$ 1,098,003	\$ 1,113,744	\$ 1,130,973	\$ 1,136,879	\$ 665,361
Other								\$ 59,149
TOTAL OPERATING REVENUES	\$ 995,098	\$ 1,068,678	\$ 1,075,592	\$ 1,098,003	\$ 1,113,744	\$ 1,130,973	\$ 1,136,879	\$ 724,511
OPERATING EXPENSES								
Operation & Maintenance	\$ 697,026	\$ 864,962	\$ 677,850	\$ 963,687	\$ 1,126,179	\$ 1,156,634	\$ 983,785	\$ 745,011
Insurance Claims & Payments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,630	\$ -
Depreciation & Amortization	\$ 93,666	\$ 93,666	\$ 93,666	\$ 93,666	\$ 93,666	\$ 95,028	\$ 97,309	\$ 72,982 *
TOTAL OPERATING EXPENSES	\$ 790,692	\$ 958,628	\$ 771,516	\$ 1,057,353	\$ 1,219,845	\$ 1,251,662	\$ 1,083,724	\$ 817,993
OPERATING INCOME (LOSS)	\$ 204,406	\$ 110,050	\$ 304,076	\$ 40,650	\$ (106,101)	\$ (120,689)	\$ 53,155	\$ (93,482)
NON-OPERATING REVENUES								
Intergovernmental	\$ -	\$ 675,922	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Investment Income	\$ -	\$ -	\$ 1,584	\$ 1,567	\$ 1,884	\$ 2,119	\$ 2,060	\$ 2,087
Interest & Fiscal Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (15,907)	\$ -
Gain on Disposal of Capital Assets	\$ -	\$ -	\$ 266	\$ -	\$ -	\$ -	\$ 284	\$ -
TOTAL NON-OPERATING REVENUES	\$ -	\$ 675,922	\$ 1,850	\$ 1,567	\$ 1,884	\$ 2,119	\$ (13,563)	\$ 2,087
Income Before Contributions & Transfers	\$ 204,406	\$ 785,972	\$ 305,926	\$ 42,217	\$ (104,217)	\$ (118,570)	\$ 39,592	\$ (91,395)
Capital Contributions	\$ 6,199	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers In	\$ 8,212,889	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers Out	\$ -	\$ -	\$ -	\$ (67,758)	\$ -	\$ -	\$ -	\$ -
Change in Net Assets	\$ 8,423,494	\$ 785,972	\$ 305,926	\$ (25,541)	\$ (104,217)	\$ (118,570)	\$ 39,592	\$ (91,395)
Net Assets-January 1	\$ -	\$ 8,423,494	\$ 9,209,466	\$ 9,515,392	\$ 9,489,851	\$ 9,385,634	\$ 9,267,064	\$ 9,454,161
Cumulative Effect of Change in Acctg Principle	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 147,505	\$ -
Net Assets-January 1, restated	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,414,569	\$ -
Net Assets-December 31	\$ 8,423,494	\$ 9,209,466	\$ 9,515,392	\$ 9,489,851	\$ 9,385,634	\$ 9,267,064	\$ 9,454,161	N/A
Net Assets-September 30	N/A	\$ 9,362,766						