

It is expected that a Quorum of the Personnel Committee, Administration Committee, and Common Council will be attending this meeting: (although it is not expected that any official action of any of those bodies will be taken)

**CITY OF MENASHA
Board of Public Works
Third Floor Council Chambers
140 Main Street, Menasha
June 18, 2012
7:00 PM**

or immediately following the Administration Committee

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [June 4, 2012](#)
- D. ACTION ITEMS
 - 1. [Request to Eliminate a Street Light on Pole No. 206 along the North Side of Nicolet Boulevard between Pine Street and Walnut Street \(Held\)](#)
 - 2. [Request to Add Street Light on Pole #568 near 728 Paris Street \(Ald. Zelinski\)](#)
 - 3. [Recommendation to Submit Ballot Requesting Winnebago County to Refund the Recycling Revenue Surplus of \\$952, 381 to Signing Municipalities Based upon each Municipality's Actual Tonnage Processed and Sold for Year 2011](#)
- 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 4, 2012
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Taylor at 8:45 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Langdon, Krueger, Zelinski, Englebert, Benner, Klein, Taylor, Sevenich
ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, DPW Radtke, CDD Keil,
PRD Tungate, Dpty Treasurer Sassman, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [May 21, 2012](#)

Moved by Ald. Klein, seconded by Ald. Krueger to approve minutes.
Motion carried on voice vote.

D. ACTION ITEMS

1. [Change Order – Terra Engineering & Construction Corporation: City of Menasha Wastewater Collection System Rehabilitation Improvements, Phase 4 Project; Sanitary Sewer Rehabilitation; Contract E145-11-01A; 60 Day Contract Extension \(Change Order No. 6\)](#)

DPW Radtke explained the change order is to extend the completion deadline by 60 days. The extension is being requested to allow time to correct some defects. The City needs to complete the project close out obligations including preparing the final contract quantity change order and making the final contract payment. This is a requirement for the Clean Water Fund Program.

Moved by Ald. Klein, seconded by Ald. Zelinski to recommend to Common Council Change Order, Terra Engineering & Construction Corporation, City of Menasha Wastewater Collection System Rehabilitation Improvements, Phase 4 Project Sanitary Sewer Rehabilitation, Contract E145-11-01A, 60 Day Contract Extension.
Motion carried on voice vote.

2. [Request Authorization to Execute Intergovernmental Agreement to Satisfy Eligibility for Recycling Consolidation Grant for Calendar Year 2013](#)

DPW Radtke explained the agreement is a part of a grant program to provide recycling education needs for citizens of Winnebago, Brown and Outagamie Counties.

Moved by Ald. Benner, seconded by Ald. Krueger to recommend to Common Council Request authorization to execute Intergovernmental Agreement to Satisfy Eligibility for Recycling Consolidation Grant for calendar year 2013.
Motion carried on roll call 8-0.

3. [Request to Eliminate a Street Light on Pole No. 206 along the North Side of Nicolet Boulevard between Pine Street and Walnut Street](#)

Moved by Ald. Klein, seconded by Ald. Krueger to hold until next meeting.

E. ADJOURNMENT

Moved by Ald. Krueger, seconded by Ald. Zelinski to adjourn at 8:55 p.m.
Motion carried on voice vote.

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



Memorandum

DATE: May 30, 2012

TO: Menasha Board of Public Works

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

RE: Request to Eliminate Street Light on Utility Pole #206 on Nicolet Boulevard

A request has been submitted by residents living on Nicolet Boulevard to eliminate a street light on Menasha Utilities Pole #206 on Nicolet Boulevard. Enclosed with this report is a drawing showing the approximate locations of existing street lights along Nicolet Boulevard. Also enclosed are the email records of the original request along with Ald. Klein and my responses.

The street lights in this area on the Menasha side of Nicolet Boulevard have been converted to induction lighting, which is a whiter light than the high pressure sodium lighting that existed prior to the conversion. Reviewing the street light locations on the Menasha side of this corridor, there is generally one light at each intersection and one at mid block between intersections, with the exception being no light between Nassau Street and Pine Street.

In 2005 or 2006, the City considered removal of a number of street lights as a cost reduction measure. The mid block lights along the north side of Nicolet Boulevard were identified for possible elimination but that did not occur. To remove just the one light on Pole #206 would create an inconsistent street light spacing along Nicolet Boulevard. To relocate the light to the pole to the west could result in those residents making the same complaint regarding the brightness of the light, so I don't condone that action. There is no way to effectively block the light at the fixture.

Because we originally earmarked this light for removal in 2005 or 2006, I would not be strongly opposed to its elimination at this time. I don't think it would create a dangerous situation as there are other locations in the City with a light spacing that would be approximately the same as the spacing if this light were removed. Elimination of just this light would result in non-uniform light spacing, however. The City's annual cost for each 80 watt induction street light is approximately \$70.

Enclosures

M: word BPW memo re street light Nicolet Blvd_5-30-12 docx

Mark Radtke

From: Chris Klein
Sent: Tuesday, May 15, 2012 1:18 PM
To: Mark Radtke
Subject: FW: FW: how to proceed?

Mark, your thoughts?

Chris Klein
District 1 Alderman
730 Keyes St.
920-740-7641

From: The DuCharmes [do.charm.me@att.net]
Sent: Monday, May 14, 2012 10:18 PM
To: Chris Klein
Subject: Re: FW: how to proceed?

Hi Chris... I see his point as I did take a walk just now and saw lights mid block. The light on Walnut/ Nicolet is burnt out by the way.

Being we sit outside a lot... I can honestly say I have yet to see anyone sit on their front porches at night; barely even during the day... nonetheless. If the light can't t be simply extinguished, I don't feel it right to move it to appease me not wanting a spot light when we enjoy or entertain on our front porch and possibly annoy the other neighbors; I don't believe that would be a fair solution to this issue.

The prospect of it taking up meeting time... I despise meetings for trivial issues; I am sure this would be viewed as trivial by most!? Who would have thought a streetlight would be such a pain in my back.. and yours just because you happened to have sold us our home:)

If it can be extinguished, we (and our neighbor Paul) would be all for it; if not, I don't beleive the other option is a good one.

As always, thanks for trying to help! Stop in if you see us out...

Holli
Sent from my Kindle Fire

From: Chris Klein <cklein@ci.menasha.wi.us>
Sent: Mon May 14 19:28:07 CDT 2012
To: "do.charm.me@att.net" <do.charm.me@att.net>
Subject: FW: how to proceed?

Hi, Here si the response from Mark Radtke our DPW Director.

Your thoughts.

Chris Klein
District 1 Alderman
730 Keyes St.
920-740-7641

From: Mark Radtke
Sent: Monday, May 14, 2012 5:27 PM

To: Chris Klein
Subject: RE: how to proceed?

Chris,
I took another look at the light location and I think it is consistent with most of the other lighting in Menasha along Nicolet Boulevard. We could relocate the light to the pole to the west, but who's to say that resident won't similarly be upset with the light? My suggestion is to place this on a future Board of Public Works agenda. Please let me know if that is the direction you'd like to pursue.
Thanks, Mark

From: Chris Klein
Sent: Thursday, May 10, 2012 8:00 AM
To: Mark Radtke
Cc: do.charm.me@att.net
Subject: FW: how to proceed?

Chris Klein
District 1 Alderman
730 Keyes St.
920-740-7641

From: DuCharme Family [do.charm.me@att.net]
Sent: Wednesday, May 09, 2012 10:40 PM
To: Chris Klein
Subject: how to proceed?

Hi Chris... hope all is well!

Well, it's that time again... front porch season:)

If you could, please refresh me on what I need to do to pursue having that streetlight in front of our house extinguished? I have attached 3 pictures for visual aides:)

In looking down the block, it seems Nicolet is normally only lit on the intersections; not mid block; makes the light in front of our house baffling.

Thank you for your assistance in getting me to the right people.
Holli

Intersection of Pine/Nicolet... with the light in front of our house, there are 3 street lights within a small area

A view from our front porch

Intersection of Walnut/Nicolet... one block up from us. There is only a light on the Neenah side of the intersection; Menasha has one, however it hasn't been lit for quite some time.

As a local governmental entity, the City of Menasha is subject to Wisconsin statutes relating to open records. Any e-mail received by anyone at the City of Menasha, as well as any e-mail sent by someone from the City of

Mark Radtke

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Sent: Thursday, May 10, 2012 8:00 AM
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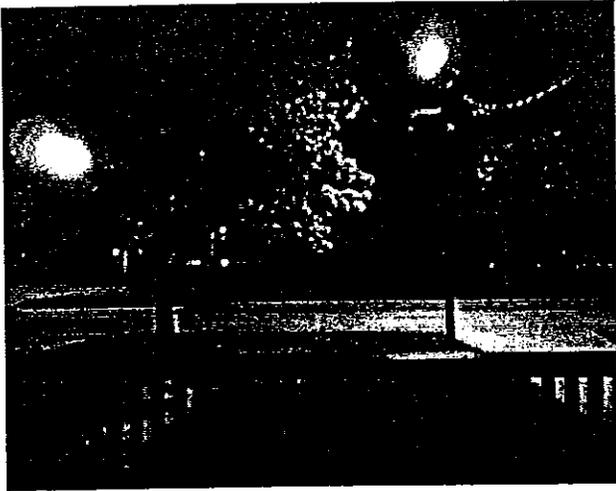
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Holli

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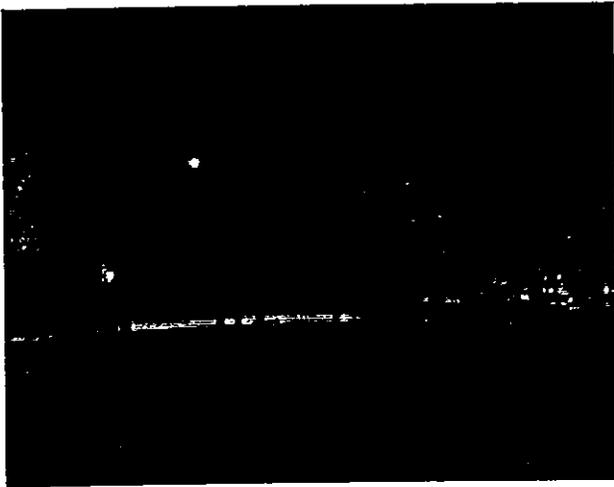


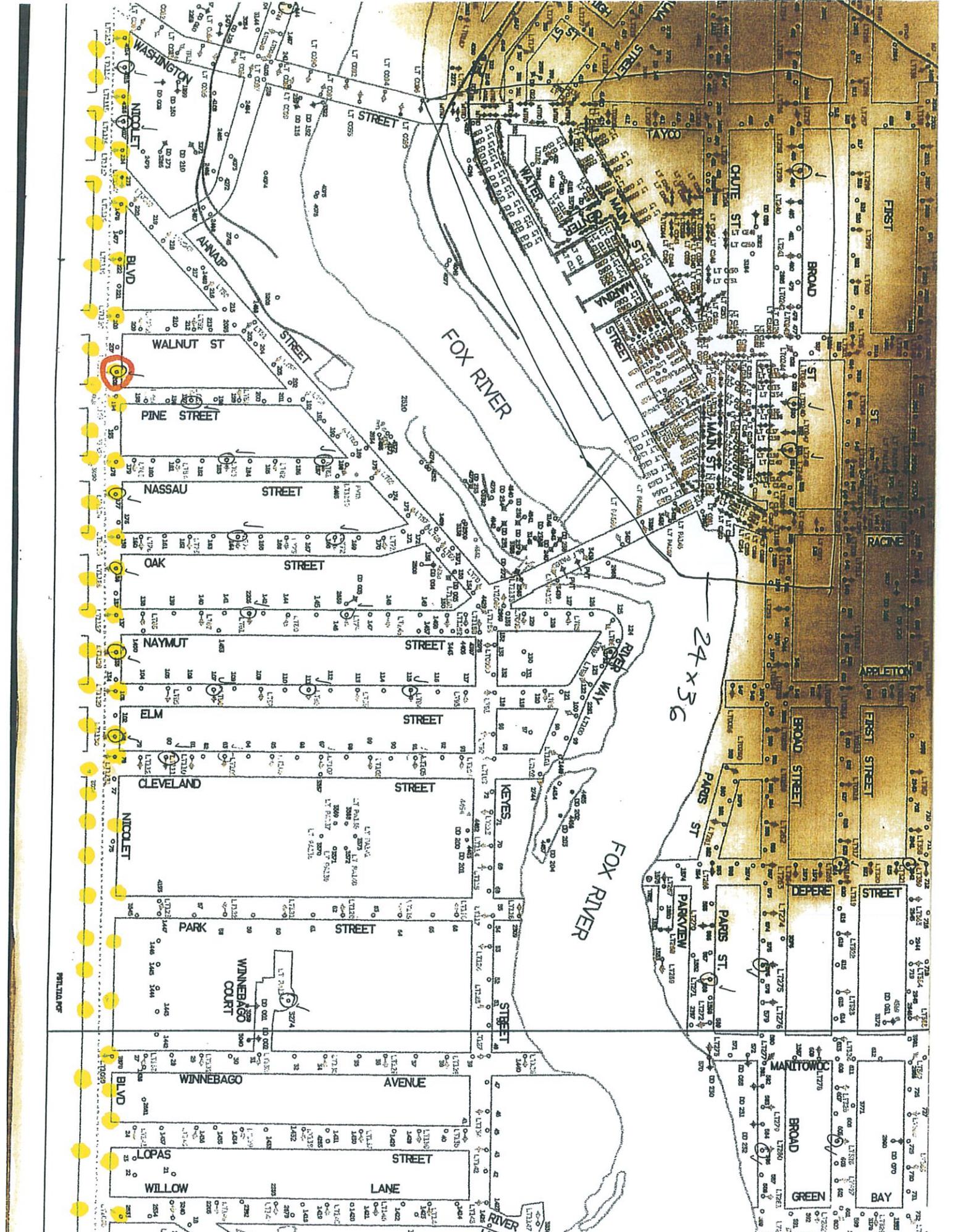
A view from our front porch





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WASHINGTON

NICOLET

WALNUT ST

PINE STREET

NASSAU STREET

OAK STREET

NAYMUT STREET

ELM STREET

CLEVELAND STREET

PARK STREET

WINNEBAGO COURT

WINNEBAGO AVENUE

LOPAS STREET

WILLOW LANE

FOX RIVER

FOX RIVER

24x36

BROAD

FIRST

RACINE

ARLINGTON

FIRST STREET

DEPUE STREET

BROAD

GREEN BAY

PATLINA PC



Memorandum

DATE: June 14, 2012

TO: Menasha Board of Public Works

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

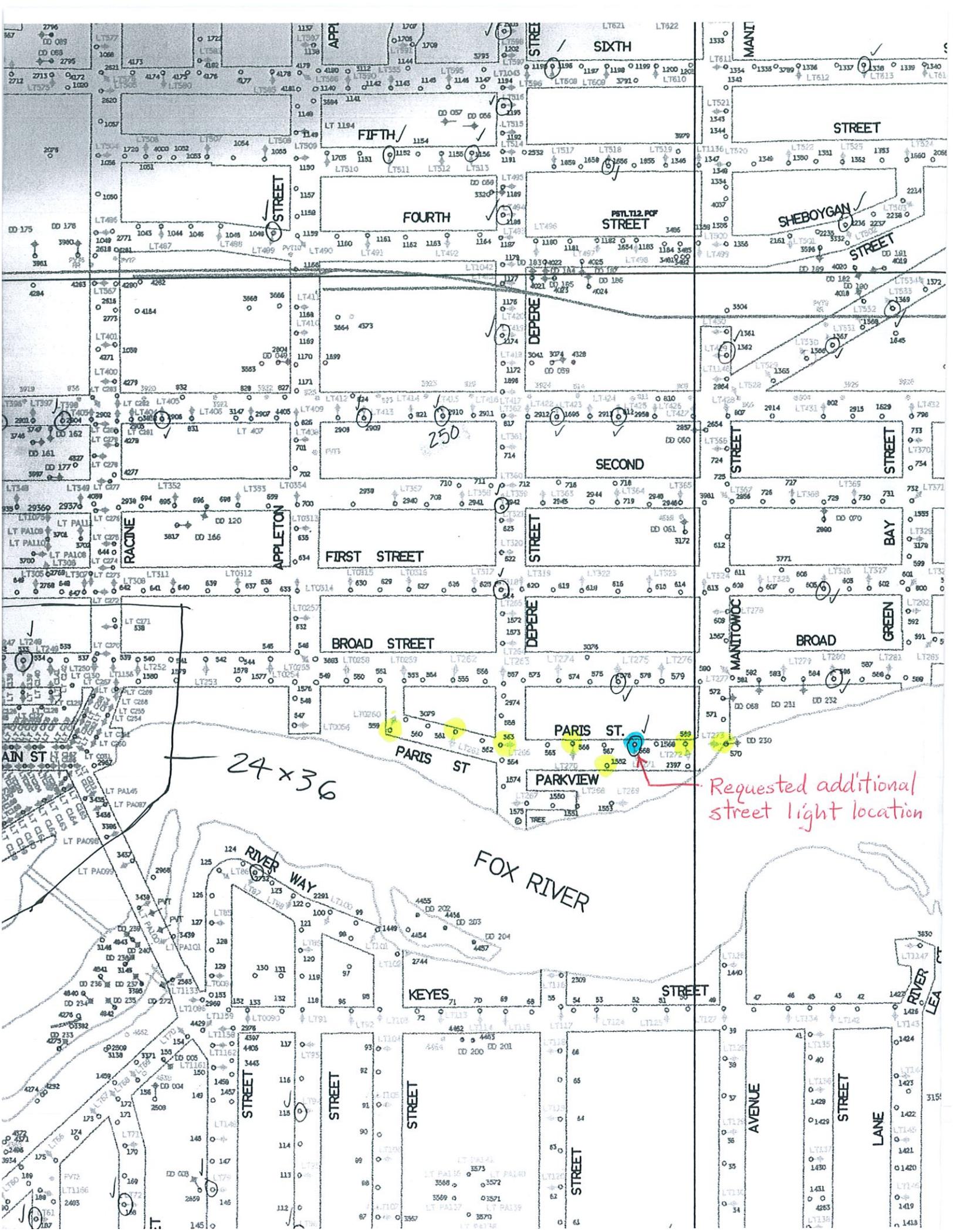
RE: Request to Add a Street Light on Utility Pole #568 near 728 Paris Street

A request has been submitted by Alderman Zelinski representing a resident on Paris Street to add a street light on Menasha Utilities Pole #568 on the north side of Paris Street. Enclosed with this report is a drawing showing the approximate locations of existing street lights along Paris Street.

In 2007, there was an existing street light on Pole #568, but there was a request to relocate that light west to the intersection of Parkview and Paris which was approved and accomplished. This relocation resulted in a slightly larger gap between the street light to the east, but provided better lighting at the Parkview and Paris intersection.

Pole #568 is heavily involved with surrounding terrace tree growth; however, the forthcoming reconstruction of Paris Street will result in the removal of three terrace trees in the vicinity of Pole #568 due to the likelihood of severe root damage occurring from the removal and replacement of the curb and gutter. It is my recommendation we determine the effect the removal of those trees has on the light level in this area before any decision is made on the need to add a street light. The City's annual cost for each 80 watt induction street light is approximately \$70.

Enclosures



Requested additional street light location

24x36

250



June 14, 2012

Board of Public Works
City of Menasha
Menasha, WI 54952

RE: Winnebago County Recycling Surplus Commodity Revenue Ballots for 2011 Funds

Members of the Board:

Winnebago County has established the surplus commodity revenue amounts for the 2011 operating year. For 2011, there is surplus revenue of \$952,381 to the Signing Municipalities and a deficit of \$171,470 to Winnebago County (see attached Winnebago County memo).

The City of Menasha and other Winnebago County participating municipalities are governed by an agreement with Winnebago County relative to the use of surplus revenue from its recycling operations. The decision whether, and how, the surplus revenue should be rebated to the signing municipalities is made by the municipalities representing 70% of the total population of the signing municipalities.

As the attached memo indicates, Winnebago County realized a deficit of \$171,470 in 2011 because the County is totally responsible for debt service. This year's ballot is asking the Signing Municipalities whether their entire surplus should be rebated to them, or if the amount should be reduced to cover the County deficit. The rebate amount would be reduced by \$171,470 to \$780,911 if the ballot results allow the Board to use rebated funds to cover the deficit. If the deficit is not covered by the reduced rebates, the likely result would be an increase in landfill tipping fees to cover the County deficit.

Using the reduced rebate amount of \$780,911 for all the Signing Municipalities, the City of Menasha's portion would be \$82,090. If the original rebate amount of \$952,381 is used, the City's portion would be \$100,115; however, we could expect increases to our landfill tipping fees in future years under this scenario.

Winnebago County Solid Waste and Recycling staff has been very helpful to the City in several ways in recent years:

1. Through coordination of the Recycling Consolidation Grant for a number of years which directs grant funds to the City and other smaller Signing Municipalities,
2. Providing a \$3.00/ton rebate to the City for solid waste tipping fees starting approximately in 2000 and continuing today, and

3. Recommending and participating in the Tri-County consortium (Brown, Outagamie, and Winnebago) which has saved the City significant dollars through higher commodity market values resulting in lower recycling tipping fees.

In order to help stabilize the landfill tipping fees, and to truly be a partner with Winnebago County, I recommend the City cast a ballot to refund the recycling revenue surplus of \$780,911 to Signing Municipalities based upon each municipality's actual tonnage processed and sold for year 2011 while allowing Winnebago County to retain \$171,470 of the surplus recycling revenue to avoid a 2011 County recycling deficit.. Be mindful that the ultimate decision is controlled by the prevailing ballot representing 70% of the total population of the signing municipalities.

Sincerely,

A handwritten signature in black ink that reads "Mark Radtke". The signature is written in a cursive style with a horizontal line extending to the right from the end of the name.

Mark Radtke
Director of Public Works

Enclosures

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

100 W. COUNTY RD. Y
OSHKOSH, WI 54901
www.co.winnebago.wi.us



Winnebago County

Solid Waste
Management Board
The Wave of the Future

SOLID WASTE/RECYCLING
TRANSFER STATION
(920) 232-1850
FOX CITIES
(920) 727-2896
FAX (920) 424-4955

LANDFILL GAS FACILITY
(920) 232-1800
FAX (920) 424-7761

DATE: June 4, 2012
TO: Contracted Responsible Units
FROM: Jennifer Semrau - Recycling Specialist
RE: 2011 Surplus Commodity Revenue Ballot

Enclosed is the Signing Municipality Recycling Surplus Revenue Ballot for 2011 Funds. Please consider the options carefully and **return the ballot by July 30, 2012** with a copy of your city, town or village resolution or copy of the municipal board minutes authorizing this vote.

Those of you who attended the Annual Financial and Informational Meeting on April 19th will recall significant discussion on the 2011 Financial Report. A copy of the report is enclosed. The report revealed a surplus to the Signing Municipalities of \$952,381 and a deficit to the County of \$171,470. The primary reason behind this is that the Winnebago County Solid Waste Management Board (WCSWMB) assumes the entire responsibility of the debt service on the Tri-County Single Stream Recycling Facility. You will see on the enclosed Financial Report in the Debt Service line, the amount of \$324,119 is in the County column only, with no portion of this passed to the Municipalities. The original 1993 County/Municipal Recycling Agreement shared debt service on the Winnebago County Material Recovery Facility with the Municipalities. When the Tri-County Single Stream Recycling Facility was constructed in 2008/2009, Winnebago County did not seek an Amendment to the 1993 County/Municipal Recycling Agreement to share the debt service. As a result, the debt service is shown only as an expense to the County and results in a deficit in 2011.

As an Enterprise Fund, the WCSWMB receives no County 'tax levy' funds and charges user fees or tip fees to cover the expenses of the operation. A deficit in the recycling program, therefore, would need to be covered by revenues from other areas of the operation, such as landfill tip fees. The WCSWMB strives to keep landfill tip fees as low as possible for our Municipalities and customers. The alternative to looking at landfill tip fees to cover the recycling deficit would be to reduce the recycling revenue rebate to the Signing Municipalities. The enclosed ballot asks Municipalities to consider this option. In so doing, the Signing Municipalities would still receive surplus revenue in the amount of \$780,911 (up from \$330,887 last year due to efficient operation of the Tri-County Single Stream Recycling Facility and positive commodity markets) and allow the WCSWMB to 'break even' on the recycling program. I have enclosed is a spreadsheet which provides the dollar amounts each Signing Municipality could expect to receive if the ballot results allow the WCSWMB to rebate \$780,911.

Thank you for carefully considering the enclosed ballot. Please feel free to contact me at (920) 232-1853 or jsemrau@co.winnebago.wi.us with any questions or clarifications on the ballot or financial report.

Tonnage Thru December 2011

Signing Municipalities	Actual	Budget
County	12,191	-
County	999	-
Total	13,189	12,500

Winnnebago County Solid Waste Management
Material Recovery Facility
Unaudited Income Statement December 31, 2011

Revenue	Budget		Actual		Per Ton		Signing Municipalities		County	
	Per Ton	Total	Total	Total	Per Ton	Total	Municipalities	Total		
Commodity Revenue (RUG'S)	\$	16.00	\$	200,000	\$	1,112,883	\$	84.38	\$	84,269
Commodity Revenue (Non RUG'S)		-		-		12,725		0.96		12,725
Tire Revenue		1.44		18,000		12,150		0.92		12,150
Appliance Revenue		1.20		15,000		20,267		1.54		20,267
Electronic Revenue		0.72		9,000		14,758		1.12		14,758
RUG Revenue		9.60		120,000		121,221		9.94		9,179
Other Fees (Hauling Reimbursed)		-		-		131,555		9.97		9,962
Rental Revenues		-		-		2,093		0.16		2,093
Sale of Scrap & Equipment		0.16		2,000		12,633		12.65		12,633
Total Revenue	\$	29.12	\$	364,000	\$	1,440,285	\$	121.65	\$	1,262,251

Expenses

Labor Costs	\$	7.87	\$	103,853	\$	118,762	\$	9.00	\$	109,770	\$	8,993
Travel		0.15		1,975		1,342		0.10		1,240		102
Office		0.24		3,210		1,508		0.59		1,394		114
Operating Expenses		0.42		5,600		2,582		0.20		2,387		196
Education/Advertising		0.76		10,000		6,925		0.05		6,401		524
Repairs		0.19		2,525		1,227		0.09		1,134		93
Utilities		0.24		3,125		1,758		0.13		1,625		133
Contracts		4.59		60,475		175,602		13.31		162,305		13,297
Miscellaneous		0.04		550		12		0.00		11		1
Debt Service		23.96		315,967		324,119		25.36		-		324,119
Depreciation		1.34		17,707		10,381		0.79		9,595		786
Capital Outlay		-		-		-		0.22		-		-
Interfund		0.20		2,605		15,156		1.15		14,009		1,148
Total Expenses	\$	40.00	\$	527,592	\$	659,375	\$	51.00	\$	309,870	\$	349,505

"Net Surplus/(Deficit)"

\$	(10.88)	\$	(163,592)	\$	780,911	\$	70.65	\$	952,381	\$	(171,470)
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2011 Surplus Commodity Revenue Distribution Based on Tonnage

Municipality	2011 SS Tonnage	% of Refund	\$ Refund
Town of Algoma	662.3	5.43%	\$ 42,425.57
Town of Black Wolf	258.4	2.12%	\$ 16,552.57
Town of Clayton	413.0	3.39%	\$ 26,455.92
Town of Menasha	1,383.3	11.35%	\$ 88,611.33
Town of Neenah	386.7	3.17%	\$ 24,771.20
Town of Nekimi	148.1	1.21%	\$ 9,486.98
Town of Omro	118.7	0.97%	\$ 7,603.68
Town of Vinland	225.0	1.85%	\$ 14,413.03
Town of Winneconne	214.3	1.76%	\$ 13,727.61
Town of Wolf River	63.0	0.52%	\$ 4,035.65
Village of Winneconne	198.8	1.63%	\$ 12,734.72
City of Menasha	1,281.5	10.51%	\$ 82,090.24
City of Neenah	2,160.6	17.72%	\$ 138,403.56
City of Omro	242.5	1.99%	\$ 15,534.05
City of Oshkosh	4,434.5	36.38%	\$ 284,064.89
Total Tonnage	12,190.7		\$ 780,911.00
Total Refunded		\$ 780,911.00	

**WINNEBAGO COUNTY
SIGNING MUNICIPALITY RECYCLING SURPLUS REVENUE BALLOT FOR 2011 FUNDS
JUNE 4, 2012**

**ARTICLE IX
FURTHER AMENDMENTS**

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

**ARTICLE VI
FUNDING**

- B. The County shall have the right to collect any and all revenues from the sale of recycled materials processed by the County under this Agreement.
1. From the time of the County MRF's opening until December 31, 1994, said revenues from Signing Municipalities shall be applied to the cost of construction, purchase and operation for all structures, equipment and personnel required by the County to perform its obligations under the Agreement. In the event that revenues from Signing Municipality processing fees and material sales exceed the cost of program operation, the net profit shall be rebated after year's end to Municipalities signing this Agreement. Rebates shall be based upon each Municipality's actual tonnage processed during that calendar year.
 2. After January 1, 1995 the processing fee per ton shall be set to reflect the anticipated cost of services provided. The County shall maintain revenue rebates from Signing Municipality material sold during the year 2011 in the amount of one hundred seventy-one thousand, four hundred and seventy dollars (\$171,470.00) to avoid a 2011 recycling deficit and rebate seven hundred eighty thousand, nine hundred and eleven dollars (\$780,911.00) to the Signing Municipalities.

Please check the appropriate box for your municipality's choice, sign and indicate individual title, date and return this ballot on or before July 30, 2012 (include a copy of your city, town or village resolution or a copy of the municipal board meeting minutes authorizing this vote).

Winnebago County shall maintain \$171,470.00 of the surplus recycling revenue to avoid a 2011 County recycling deficit and rebate \$780,911.00 to the Signing Municipalities based on the Municipality's actual tonnage processed and sold for year 2011.

Winnebago County shall refund the recycling revenue surplus of \$952,381.00 to Signing Municipalities based upon each Municipality's actual tonnage processed and sold for year 2011.

Signature

Print Name

Municipality

Title

Date Signed