

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

CITY OF MENASHA
Board of Public Works
Third Floor Council Chambers
140 Main Street, Menasha
July 20, 2009
6:40 PM
or immediately following the Administration Committee

AGENDA

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [July 6, 2009](#)

D. ACTION ITEMS

1. [Street Use Application – Race the Lake; Sunday, August 16, 2009; 7:30 AM – 8:30 AM; \(Midwest Sports Events and ARC-Winnebago County Disabilities\)](#)
2. [Street Use Application – St. Joseph’s Food Pantry Run/Walk; Saturday, October 31, 2009; 8:45 AM – 10:00 AM; \(Pacesetter’s of the Fox Cities\)](#)
3. [Street Use Application – Labor Day Parade; Monday, September 7, 2009; 9:30 AM – 11:30 AM \(Fox Valley Area Labor Council\)](#)
4. [Change Order – Badger Highways Co., Inc.; Contract Unit No. 2009-02; Appleton Street Asphalt Street Reconstruction; ADD: \\$6,130.11 \(Change Order No. 1 and Final\)](#)
5. [Payment – Badger Highways Co., Inc.; Contract Unit No. 2009-02; Appleton Street Asphalt Street Reconstruction; \\$108,811.07 \(Payment No. 1 & Final\)](#)
6. [Payment – Insituform Technologies, USA, Inc.; City of Menasha Wastewater Collection System Rehabilitation Improvements Project – Phase 3; Contract No. E145-07-01A; Sanitary Sewer Lining; \\$108,493.08 \(Payment No. 9 and Final\)](#)
7. [Payment – Vinton Construction Company; Contract Unit No. 2009-01; Midway Business Park Concrete Street & Walk Construction; \\$164,380.52 \(Payment No. 1\)](#)
8. [Consideration of Revisions for Storm Water Charges in Five Oaks Mobile Home Park or Other Manufactured Housing Communities](#)
9. [Authorization to Execute County/Municipal Recycling Agreement \(Amendment I and Extension III – Winnebago County\)](#)
10. [Consideration of Initiating Single Stream Recycling Operations](#)
11. [Request for Traffic Study to Investigate the Placement of Yield Signs \(Ald. Zelinski\):](#)
 - a. [First Street at Ice Street](#)
 - b. [Ice Street at Second Street](#)

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
July 6, 2009
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Taylor at 7:16 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Ald. Wisneski, Pack, Hendricks, Zelinski, Englebort, Benner, Pamerter,
Taylor

ALSO PRESENT: Mayor Merkes, Atty Rich Carlson, PC Stanke, DPW Radtke,
C/T Stoffel, AP Kester, PWS Jacobson, Jennifer Semrau (Winnebago
County), Clerk Galeazzi and the Press.

C. MINUTES TO APPROVE

1. [June 15, 2009](#)

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

Motion carried on voice vote

D. ACTION ITEMS

1. [Change Order – Insituform Technologies USA, Inc.; City of Menasha Wastewater Collection System Rehabilitation Improvements Project – Phase 3; Contract No. E145-07-01A; Sanitary Sewer Lining; ADD: \\$8,484.00 \(Change Order No. 3\)](#)

DPW Radtke explained this change order is for additional grouting material to sanitary sewer laterals and to extend the contract by 107 days. The extended time is for avoidable delays in the project. The project has been under budget.

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

Motion carried on voice vote

2. [Consideration of Initiating Single Stream Recycling Operations](#)

Jennifer Semrau Recycling Specialist for Winnebago County and PWS Jacobson gave a presentation on the new single stream recycling program. Brown, Outagamie and Winnebago Counties will have one single stream recycling facility. Single stream recycling will allow residents to place all recyclables in one container for collection with separation occurring at the recycling facility. Blue plastic recycling bags will not be accepted after Jan 1., 2010. Each community can choose to stay with dual stream or switch to single stream collection.

Discussion ensued on the financing options for additional carts for recycling; switching to a bi-weekly recycling collection; cost of manpower of manual collection vs. automatic.

Ald. Hendricks recommended this item be kept in Board of Public Works for further discussion; requested information on manual collection vs. automatic collection.

3. [Resolution R-19-09 Acknowledging Review of City of Menasha 2008 Compliance Maintenance Annual Report Under Wisconsin Administrative Code NR 208 \(Ald. Hendricks\)](#)

DPW Radtke explained the resolution is in response to the low grade on the collection of sanitary sewer overflows the City earned on the Compliance Maintenance Annual Report for the wastewater collection system. The overflows occurred during heavy downpours of rain that caused some bypassing to save property damage.

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

Motion carried on voice vote

E. ADJOURNMENT

Moved by Ald. Hendricks, seconded by Ald. Wisneski to adjourn at 8:06 p.m.

Motion carried on voice vote.

Respectfully submitted by
Deborah A. Galeazzi, WCMC
City Clerk

RECEIVED

JUL 06 2009

STREET USE APPLICATION

ARC - Winnebago County Disabilities
Midwest Sports Events

Gloria West

8-16-09

2079 Lawrence Dr.

7:30 - 8am

8:30 am

Suit D, De Pere WI

920 338 8741 54115

gloria@midwestsportsevents.com

90 mile Bike race helping to promote WI
tourism goes through Menasha 7:30am - 8:30am
on Sunday Aug. 16

1,000,000

National Specialty Insurance

NSU0974282

Date

4/30/09

Gloria West

CF#
3740
G

Note to events planning to use City Parks and/or greenspace: All plans to sell beer and/or wine to the public must appear before the Parks & Recreation Board

Scheduled Park & Recreation Board Review Date

NY Reg. 107 ✓

Scheduled Common Council Review Date

7-20-09

Approved _____

Dated _____

3rd St still under construction for bikes

APPROVAL

Police Dept. MB

Fire Dept. LW

Public Works Dept. MR

City Attorney _____

Race The Lake

Midwest Sports Events and the Wisconsin Bureau of Tourism have teamed together to promote Wisconsin Tourism with a new exciting event. Race the lake is a bike race for professionals and recreational cyclists. This is a multi-city, multi-county bike race.

Where? Lake Winnebago... One of the largest inland lakes in the United States and the most popular lake in Wisconsin will be the 90 mile course for the event. Race the Lake will stage the dramatic start and finish at Lakeside Park in Fond du Lac. Bikers will begin their journey out of the park and head north hugging the lake as they travel through Winnebago, Calumet, and Fond du Lac counties and again finish at Lakeside Park.

When? Sunday August 16 Start is in Fond du Lac at 5:50 am to avoid the traffic. The cyclists will ONLY be going through Menasha between 7:30 am and 8:30 am.

Coming into Neenah

They will turn at Wisconsin Ave. go right over the Theda Clark Bridge, and then go right on Forest Ave. then Left on Anhaip and a right on to Third St. to Plank Rd.

Why?

Race The Lake is much more than a bike race. It will also benefit the ARC which is a local charity in Neenah/Menasha and Fond du Lac.

Lead Vehicle and Motorcycles**2 needed**

Leads the first biker on the course with continuous reporting back to command central as to location on the course to disperse to all Law Jurisdictions.

SWEEPER**2 needed**

1. Will report back to command central as to location of last cyclist every 30 minutes and then every 15.
2. Second sweeper will roll up to the last 5-10 cyclists giving a report as to how many are still out on the course.

Race Officials with Motorcycle Drivers**30 needed**

Enforces the race rules and regulations. Race officials and drivers will travel with each of the group starts, dispersing themselves within that group from fastest to slowest cyclists. Enforce the rules and regulations by issuing warnings and/or disqualifications.

Safety Support Bicyclists**5 needed Dave Hornung and 4 from Wheel and Sprocket**

Ride bike to ensure safety for the middle of the pack and slower riders. Give commands for vehicles coming up in the back or ahead. any minor road obstructions such as rough road or potholes, provide mechanical and moral support.

Rest Stop #1 Rec Park, Neenah Arc of Neenah 7:20 a.m. – 8:30 a.m.
Transport Driver - When all cyclists are through, move to #6

Rest Stop #2 High Cliff State Park FOHC 7:50 a.m. – 9:30 a.m.
Transport Driver - When all cyclists are through, move to #5

Rest Stop #3 Lakeshore Dr/Quinney FOX TRI CLUB 8:10 a.m. – 10:00 a.m.
Transport Driver -

Rest Stop #4 Cty G/Sunrise Rd Marytown AEWC 8:30 a.m. – 11:00 a.m.

Rest Stop #5 Cty WH Stenz House RTL Volunteers 9:00 a.m. – 12:30 a.m.

Note: Rest Stops will have volunteers to hand out water, Gatorade, food, and basic items.

Support Vehicles**6 needed****6 a.m. – 1:30 p.m.**

Support Vehicles patrol specific areas of the course providing non-medical or technical support for riders. They will also provide transportation to the nearest Transport Driver at designated REST STOPS. Support Vehicles will be going out with groups at the start. Once all cyclists have passed through their quadrant, they will move on to another quadrant.

5 Quadrants

0-36 miles	Rest Stop #2	Rec Park, Neenah	6 a.m. – 8:45 a.m.
36-48 miles	Rest Stop #3	High Cliff State Park, Sherwood	7:50 a.m. – 9:30 a.m.
48-56 miles	Rest Stop #4	Lakeshore Dr/Quinney	8:10 a.m. – 10:00 a.m.
56-63 miles	Rest Stop #5	Marytown	8:30 a.m. – 11:30 a.m.
63-plus	Rest Stop #6	Cty WH	9:00 a.m. – 12:45 p.m.

Transport Drivers**6 needed****6 a.m. – 12:30 p.m.**

Located at the Rest Stops, they bring race dropouts to the finish. When all cyclists pass through Rest Stop, drivers will relocate to another Rest Stop. They will report to Command Central when necessary.

Head Officials**3 needed****8 a.m. – 2 p.m.**

Stationed at Lakeside Park and determine penalties and individual disqualifications.

Command Central**2 needed****6 a.m. – 2 p.m.**

Stationed at the Command Central at Lakeside Park. Provide communication support for the Midwest Sports Events Communications Director and police throughout the course.

Transition Point (High Cliff)**1 needed****7:30 – 9:30 a.m.**

Stationed at the Transition and help relay teams with where to put their bike and hand off their timing chip.

Course Marshalls**48 needed**

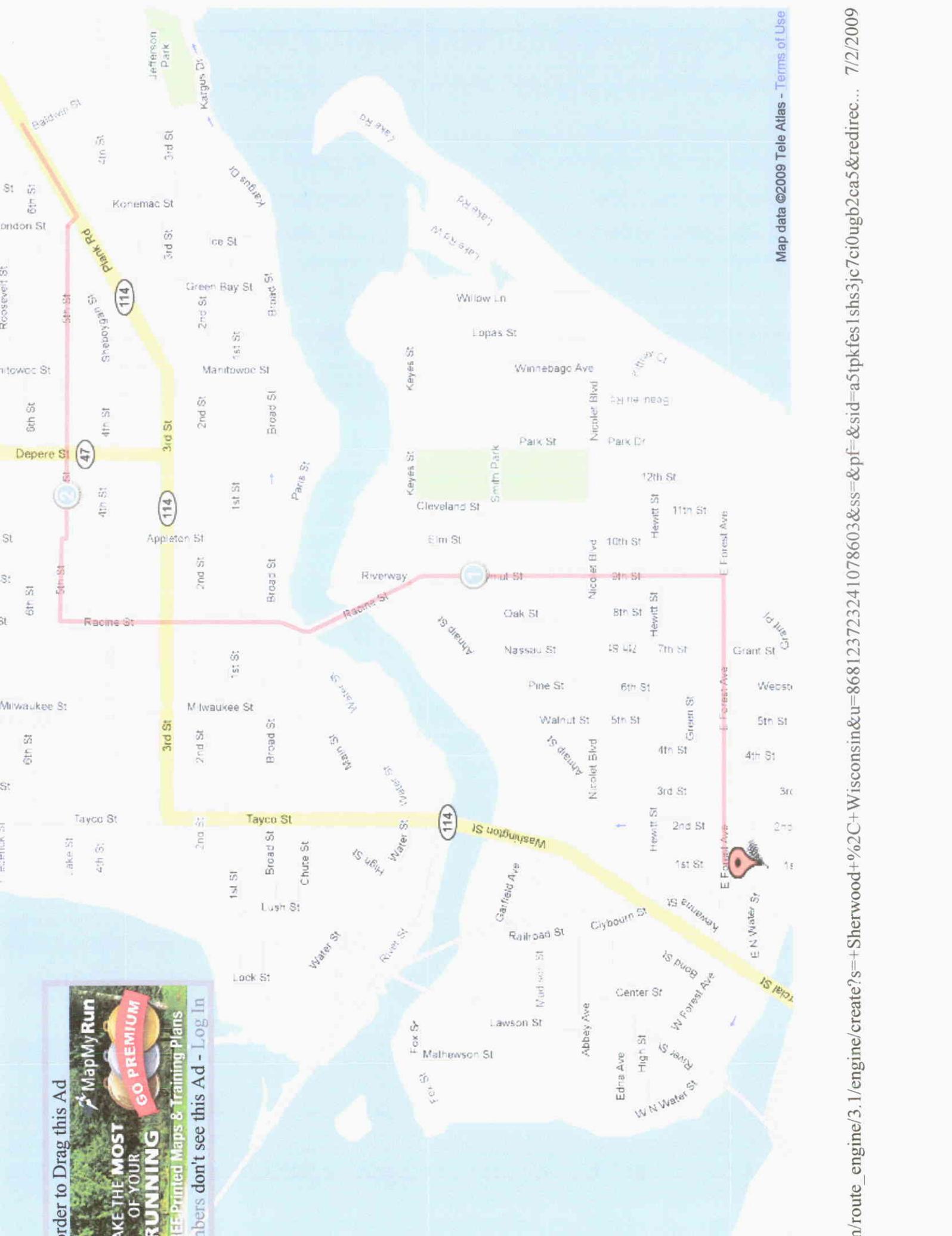
Volunteers along the course to provide safety at intersections.

Order to Drag this Ad



GO PREMIUM
MAKE THE MOST OF YOUR RUNNING
FREE Printed Maps & Training Plans

Members don't see this Ad - Log In



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.../route_engine/3.1/engine/create?s+=+Sherwood+%2C+Wisconsin&u=868123723241078603&ss=&pf=&sid=a5tpkfes1shs3jc7ci0ugb2ca5&redirec... 7/2/2009



STREET USE APPLICATION

Sponsored by: PACESETTER'S OF THE FOX CITIES

Responsible Person: NED HUGHES - RACE DIRECTOR

Address: P.O. BOX 681
MENASHA, WI, 54952

Phone: 920-475-7116

Email Address: RUNNEDRUN@HOTMAIL.COM

Street Use Date: 10/31/2009

Start Time: 8:45 AM

End Time: 10:00 AM

Number of Units: 400-500

Street Route: (Attach Map) (SEE ATTACHED 5K RUN/WALK COURSE MAP!)

Description of Use: 16TH ANNUAL ST. JOE'S 5K RUN/WALK 10/31/09!
FUNDRAISER-ST. JOSEPH FOOD PANTRY PROGRAM!

Liability Insurance has been secured in the amount of \$ 1,000,000.00 with the City of Menasha named as the additional insured.

Insurance Company: NATIONAL CASUALTY COMPANY Policy No. SEE ABOVE

(Attached is a copy of the insurance certificate).

Date: July 6, 2009 Applicant's Signature: Ned Hughes

Permit Fee: Each application for a Street Use Permit shall be accompanied by a fee of Twenty-Five Dollars (\$25.00). Make checks payable to City of Menasha. See highlighted portion of the attached City of Menasha Municipal Code.

ct #
3565
9

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

Scheduled Park & Recreation Board Review Date: _____

Not Required: _____ Approved: _____ Denied: _____

Scheduled Common Council Review Date: 7-20-09

Approved: _____ Denied: _____

(Date)
APPROVAL: MB

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

ST. JOE'S 5K RUN/WALK COURSE MAP

Runners/Walkers Important Information Regarding The Friendship Trestle Trail Segment of The 5k (3.1 Miles) Run/Walk Course:

1. As the 5k course is laid out as an out and back, orange cones will be placed down the middle (in the center) of the trail segment of the course!
2. On the trail...runners and walkers stay to your right (except to pass)
3. On the trail...runners and walkers pass only on your left!
4. On the trail...runners...as you approach walkers or other runners from behind to pass...please call out... "Runner"... passing on your left!"
5. On the trail...walkers... please no more than two walkers walking abreast (side by side) at all times!

Other Important 5K Run/Walk Information:

1. Traffic Control... the City of Menasha Police will be directing traffic at three intersections on the street part of the course: Intersection #1: Main Street/Milwaukee Street; Intersection #2: Broad Street/Milwaukee Street; Intersection #3: Broad Street/Tayco Street
2. Course Marshalls will be stationed at every street intersection on the course and at strategic locations on the Friendship Trestle Trail
3. Tall mile marker cones (with a large mile marker number printed on each) will be positioned at mile markers 1, 2, and 3! MM means mile marker.





STREET USE APPLICATION

Sponsored by: Fox VALLEY AREA LABOR COUNCIL
 Responsible Person: MARK WESTPHAL
 Address: P.O. BOX 186
MENASHA, WI 54952
 Phone: 920-727-1790
 Email Address: _____

Street Use Date:	<u>9-7-09</u>
Start Time:	<u>9:30 AM</u>
End Time:	<u>11:30 AM</u>
Number of Units:	<u>50</u>

Street Route: (Attach Map)
 Description of Use

PLEASE SEE ATTACHED LETTER

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

Insurance Company _____ Policy No. _____
 (Attached is a copy of the insurance certificate).

Date: 7-7-09 Applicant's Signature: Mark Westphal

Permit Fee: Each application for a Street Use Permit shall be accompanied by a fee of Twenty-Five Dollars (\$25.00). Make checks payable to City of Menasha. See highlighted portion of the attached City of Menasha Municipal Code.

Handwritten note: OK # 5437 69

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

Scheduled Park & Recreation Board Review Date: _____
 Not Required: _____ Approved: _____ Denied: _____

Scheduled Common Council Review Date: 7-20-09
 Approved: _____ Denied: _____

APPROVAL:
 Police Dept. MB Fire Dept. LWV Public Works Dept. MR City Attorney _____



Fox Valley Area Labor Council AFL-CIO

P.O. Box 186
Menasha, Wisconsin 54952-0186
920-727-1790 Phone
920-727-1794 Fax
www.wi.aflcio.org/foxvalley



July, 2009

TO: Labor Day Parade Participants

The Fox Valley Area Labor Council is preparing for its 2009 observance of Labor Day.

This will be our 27th Annual Celebration. One of the highlights of this event is the Parade through the Cities of Neenah and Menasha on Monday, September 7, 2009. Would you be interested in celebrating along with us by taking part in this year's Parade?

The Parade will begin in Menasha at Curtis Reed Square at 10:00 a.m. Please have your entry at the parking lot area of Germania Hall, 320 Chute Street, Menasha Wi., by 9:30 a.m. for line-up instructions.

The Parade will travel west down Main Street in Menasha. It will proceed to Tayco Street in Menasha and then head south, crossing both the Tayco Street and Washington Street Bridges. We will enter Neenah on Commercial Street and continue south. At Main Street in Downtown Neenah the Parade will turn right and head west to the intersection of Church Street and Main Street where the Parade will end.

Please join us in the Parade and help make our Labor Day a successful event. Enclosed is a Parade entry form. Please fill it out and return by August 28th, 2009 to:

Fox Valley Area Labor Council, P.O. Box 186, Menasha, WI 54952-0186 or
Fax back the form to us at 920-727-1794

Sincerely,

Mark Westphal, President

CHANGE ORDER

DATE: July 13, 2009

CHANGE ORDER NO: 1 (One) & Final

CONTRACTOR: Badger Highways Co., Inc.

CONTRACT NO.: 2009-02

PROJECT: Street Rehabilitation/Reconstruction
Appleton Street – Fox River to Third Street

You are directed to make the changes noted below in the subject contract unit number.

Contract Changes (See attached)	-\$3,649.89
Storm Sewer Relocation (South End by River)	<u>\$9,780.00</u>
	\$6,130.11

The changes result in the following adjustments:

	CONTRACT - TOTAL	TIME
Prior to this Change Order	\$102,680.96 (Includes alternates)	_____ Days
Adjustments per this Change Order	\$ 6,130.11	_____ Days
Current Contract Status	\$ 108,811.07	_____ Days

Directed/Authorized
City of Menasha Dept. of Public Works

Accepted

BY: _____

BY: _____

DATE: _____

DATE: _____

CITY OF MENASHA
 CONTRACT UNIT NO. 2009-02
 STREET RECONSTRUCTION

DATE: July 13, 2009
 Payment No. One & Final

ITEM	QUANTITY	DESCRIPTION	BASE BID		YTD		CHANGES	
			Unit Price	TOTAL	QUANTITY	TOTAL	CHANGE	TOTAL
1	1,661	8" Depth Pavement/Base Pulverize/S.Y.	\$ 0.85	\$ 1,411.85	1,661.00	\$ 1,411.85	0.00	\$0.00
2	169	Unclassified Excavation/C.Y. (7+66-13+00)	\$ 8.72	\$ 1,473.68	169.00	\$ 1,473.68	0.00	\$0.00
3	975	Unclassified Excavation/C.Y. (13+68-19+45)	\$ 9.93	\$ 9,681.75	1,025.00	\$ 10,178.25	50.00	\$496.50
4	3,787	Pulverized Street/Base Fine Grading and Compaction/S.Y.	\$ 1.38	\$ 5,226.06	3,787.00	\$ 5,226.06	0.00	\$0.00
5	1,190	Crushed Stone Base Course/Ton (3" Gradation)	\$ 9.85	\$ 11,721.50	1,073.54	\$ 10,574.37	-116.46	-\$1,147.13
6	276	Placement of Salvaged Pulverized Material/C.Y. (13+68-19+45)	\$ 6.39	\$ 1,763.64	276.00	\$ 1,763.64	0.00	\$0.00
7	493	2-1/4" Thick Asphaltic Concrete Pavement, Type E-1, 19.0 mm/Ton (Exclude Section 460 of WisDOT SSHSC)	\$ 45.99	\$ 22,673.07				Alternate
8	382	1-3/4" Thick Asphaltic Concrete Pavement, Type E-1, 12.5 mm/Ton (Exclude Section 460 of WisDOT SSHSC)	\$ 49.77	\$ 19,012.14				Alternate
9	1,020	30" Concrete Curb and Gutter/L.F. (13+68-19+45)	\$ 9.15	\$ 9,333.00	958.50	\$ 8,770.28	-61.50	-\$562.73
10	50	Remove and Replace 30" Concrete Curb and Gutter/L.F. (7+66-13+00)	\$ 21.00	\$ 1,050.00	112.50	\$ 2,362.50	62.50	\$1,312.50
11	1.50	Storm Inlet Adjustment/V.F.	\$ 325.00	\$ 487.50	2.67	\$ 867.75	1.17	\$380.25
12	212	Asphalt Pavement Full Depth Sawcut/L.F.	\$ 1.50	\$ 318.00	213.00	\$ 319.50	1.00	\$1.50
13	258	3" Asphalt Driveway - Remove and Replace/S.F.	\$ 2.50	\$ 645.00	298.19	\$ 745.48	40.19	\$100.48
14	175	4" Concrete Walk - Remove and Replace/S.F.	\$ 3.90	\$ 682.50	135.10	\$ 526.89	-39.90	-\$155.61
15	1	2 Concrete Steps - Remove and Replace/L.S.	\$ 300.00	\$ 300.00	1.00	\$ 300.00	0.00	\$0.00
16	1,077	6" Concrete Walk/Driveway - Remove and Replace/S.F.	\$ 4.10	\$ 4,415.70	1,314.58	\$ 5,389.78	237.58	\$974.08
17	7	Utility Adjustment/each	\$ 165.00	\$ 1,155.00	6.00	\$ 990.00	-1.00	-\$165.00
18	4	Water Valve Adjustment/each	\$ 100.00	\$ 400.00	0.00	\$ -	-4.00	-\$400.00
19	75	4" Perforated Under Pavement Drain Pipe/L.F.	\$ 18.00	\$ 1,350.00	90.00	\$ 1,620.00	15.00	\$270.00
20	525	Lawn Restoration/S.Y. (13+68-19+45)	\$ 3.33	\$ 1,748.25	363.00	\$ 1,208.79	-162.00	-\$539.46
21	1	Traffic Control/L.S.	\$ 800.00	\$ 800.00	1.00	\$ 800.00	0.00	\$0.00
22	1	Erosion Control/L.S.	\$ 300.00	\$ 300.00	1.00	\$ 300.00	0.00	\$0.00
23	1	Construction mobilization/demobilization; project coordination; all incidental utility and misc. roadway work; and all other project work area restoration and clean-up to an equal and/or better preconstruction conditions required and related to the overall project. LUMP SUM	\$ 250.00	\$ 250.00	1.00	\$ 250.00	0.00	\$0.00
TOTAL CONTRACT BID (ITEMS 1-7, 10-30)				\$ 96,198.64		\$ 55,078.81		\$565.38
ALTERNATE BID (ITEMS 1A-5A)								
1A	15,059	Additional 8" Depth Pavement/Base Pulverizing/S.Y. (Chute Street, Broad Street, Woodland Drive, University Drive)	\$ 0.37	\$ 5,571.83	16,565.00	\$ 6,129.05	1,506.00	\$557.22
2A	493	2-1/4" Thick Asphaltic Concrete Pavement, Type E-1 19.0 mm/Ton (Per Section 460 of WisDOT SSHSC - would replace Bid Item No. 8)	\$ 47.00	\$ 23,171.00	429.13	\$ 20,169.11	-63.87	-\$3,001.89
3A	382	1-3/4" Thick Asphaltic Concrete Pavement, Type E-1, 12.5 mm/Ton (Per Section 460 of WisDOT SSHSC - would replace Bid Item No. 9)	\$ 50.85	\$ 19,424.70	347.18	\$ 17,654.10	-34.82	-\$1,770.60
4A	493	2-1/4" Thick Asphaltic Concrete Pavement, Type E-1 19.0 mm/Ton (Per Section 460, excluding 460.2.8 of WisDOT SSHSC - would replace Bid Item No. 8)	\$ 45.99	\$ 45.99				Not Used
5A	382	1-3/4" Thick Asphaltic Concrete Pavement, Type E-1, 12.5 mm/Ton (Per Section 460, excluding 460.2.8 of WisDOT SSHSC - would replace Bid Item No. 9)	\$ 49.77	\$ 49.77				Not Used
						\$ 43,952.26		-\$4,215.27
TOTAL CONTRACT BID ITEMS WITH ALTERNATES				\$ 102,680.96		\$ 99,031.07		-\$3,649.89

CERTIFICATE OF PAYMENT

DATE: July 13, 2009

PAYMENT REQUEST: 1 (One) & Final

CONTRACTOR: Badger Highways Co., Inc.

ADDRESS: PO Box 358, Menasha, WI 54952-0358

CONTRACT UNIT NUMBER: 2009-02

PROJECT DESCRIPTION: Street Rehabilitation/Reconstruction
Appleton Street – Fox River to Third Street

ORIGINAL CONTRACT AMOUNT	\$ 102,680.96 (Includes Alternate)
CHANGE ORDER NO. One	AMOUNT: \$6,130.11
PREVIOUS CHANGE ORDER(S): \$ 0	
TOTAL CONTRACT AMOUNT (INCLUDING CHANGE ORDERS)	\$ 108,811.07
TOTAL EARNED TO DATE (SUMMARY ATTACHED)	\$ 108,811.70
LESS RETAINAGE	\$ 0
AMOUNT DUE	\$ 108,811.07
PREVIOUS PAYMENTS	\$ 0
AMOUNT DUE THIS PAYMENT	\$ 108,811.07

ESTIMATE PERIOD: June 3, 2009 to July 13, 2009

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: _____ DATE: _____

APPROVED FOR PAYMENT: COUNCIL APPROVAL DATE: 7-20-2009

FINANCE DEPARTMENT

<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>CHARGE TO ACCOUNT</u>
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

MONTHLY STATEMENT OF UNIT PRICE CONTRACT AMOUNT

Request for: Final Payment No. PR-1450701A-10^{.09} Date: June 24, 2009
 (Partial/Final)

Project: Wastewater Collection System Rehabilitation Improvements, Phase 3

Owner: City of Menasha

Contractor: Insituform Technologies USA, Inc. E145-05.11

Original Contract Amount as Bid:	\$1,582,723.00
*(ADD)(DEDUCT) by Revised Quantities:	\$0.00
*Amount Added by Change Order:	\$8,484.00
*Amount Deducted by Change Order:	(\$2,000.00)
TOTAL CONTRACT THIS DATE:	\$1,589,207.00
Value of Work Completed to Date:	\$1,589,207.00
Less <u>0</u> Per Cent Retainable:	\$0.00
Net Total:	\$1,589,207.00

Project on Schedule: X YES NO 100 % Complete

Record of Previous Payments:

1	<u>\$186,051.80</u>	<u>4/8/08</u>	6	<u>\$214,933.00</u>	<u>9/5/08</u>	11	<u> </u>	<u> </u>
2	<u>\$171,410.40</u>	<u>6/27/08</u>	7	<u>\$212,047.00</u>	<u>12/5/08</u>	12	<u> </u>	<u> </u>
3	<u>\$252,779.80</u>	<u>6/27/08</u>	8	<u>\$61,050.00</u>	<u>1/26/09</u>	13	<u> </u>	<u> </u>
4	<u>\$197,035.92</u>	<u>7/7/08</u>	9	<u> </u>	<u> </u>	14	<u> </u>	<u> </u>
5	<u>\$185,406.00</u>	<u>8/5/08</u>	10	<u> </u>	<u> </u>	15	<u> </u>	<u> </u>

Amount Previously Paid: \$1,480,713.92

AMOUNT DUE THIS REQUEST: \$108,493.08

This is to certify that, in accordance with the terms of the Contract, the Contractor is entitled to a payment in the amount requested.

Engineer's Approval for Payment

Owner's Approval for Payment

BY: Taryn S. Nall
 Taryn S. Nall, P.E.
 KAEMPFER & ASSOCIATES, INC.

BY: Mark Radtke
 Mark Radtke, P.E., Dir. of Public Works
 CITY OF MENASHA

* See Unit Price Contract Spreadsheet
 K:\E145\05\11\PR\INSITUFORM\#10final.doc

Unit Price Contract
 E145-07-01A Sanitary Sewer Lining
 June 24, 2009

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

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

K:\E1450511\PRINSITUFORM\REVISED QUANTITIES.FINAL

CERTIFICATE OF PAYMENT

DATE: July 14, 2009

PAYMENT REQUEST: 1 (One)

CONTRACTOR: Vinton Construction Company

ADDRESS: 2705 N. Rapids Road, Manitowoc, WI 54221

CONTRACT UNIT NUMBER: 2009-01

PROJECT DESCRIPTION: Concrete Street & Walk Construction
Midway Business Park
University Drive – Wittmann Drive

ORIGINAL CONTRACT AMOUNT \$ 422,617.31

CHANGE ORDER NO. _____ AMOUNT: \$ _____

PREVIOUS CHANGE ORDER(S): \$ _____

TOTAL CONTRACT AMOUNT (INCLUDING CHANGE ORDERS) \$ 422,617.31

TOTAL EARNED TO DATE (SUMMARY ATTACHED) \$ 173,032.12

LESS RETAINAGE 5% \$ 8,651.60

AMOUNT DUE \$ 164,380.52

PREVIOUS PAYMENTS \$ 0

AMOUNT DUE THIS PAYMENT \$ 164,380.52

ESTIMATE PERIOD: June 25, 2009 to July 14, 2009

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: _____ DATE: _____

APPROVED FOR PAYMENT: COUNCIL APPROVAL DATE: 7-20-2009

FINANCE DEPARTMENT

<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>CHARGE TO ACCOUNT</u>
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

CITY OF MENASHA

Contract Unit No. 2009-01 Midway Business Park
Concrete Street & Sidewalk Construction

DATE: July 14, 2009
Payment No. 1 (one)

ITEM	QUANTITY	DESCRIPTION	BASE BID		YTD	
			Unit Price	TOTAL	QUANTITY	TOTAL
1	11,514	8" Depth Pavement/Base Pulverize/S.Y.	\$ 0.60	\$ 6,908.40	11514	\$ 6,908.40
2	13,900	Fine Grading/S.Y.	\$ 0.70	\$ 9,730.00	13900	\$ 9,730.00
3	1,412	Unclassified Excavation Pulverized Stone/C.Y.	\$ 4.82	\$ 6,805.84	1412	\$ 6,805.84
4	75	Unclassified Excavation Street Widening/C.Y.	\$ 8.00	\$ 600.00	75	\$ 600.00
5	146	Unclassified Excavation Sidewalk/C.Y.	\$ 16.00	\$ 2,336.00		\$ -
6	202	Asphalt Removal/S.Y.	\$ 2.00	\$ 404.00		\$ -
7	12,790	8" Concrete Pavement with Integral Curb and Gutter/S.Y.	\$ 21.46	\$ 274,473.40	6228	\$ 133,652.88
8	11	8" Concrete Pavement - Remove and Replace/S.Y.	\$ 45.00	\$ 495.00		\$ -
9	245	4" Asphalt Pavement/S.Y.	\$ 17.15	\$ 4,201.75		\$ -
10	38	30" Concrete Curb and Gutter - Remove and Replace/L.F.	\$ 25.00	\$ 950.00		\$ -
11	952	Full Depth Sawcut/L.F.	\$ 1.50	\$ 1,428.00		\$ -
12	8	Handicap Ramp Curb Cut/ L.F.	\$ 30.00	\$ 240.00		\$ -
13	208	Placement of Salvaged Pulverized Material (To be used for street widening and sidewalk construction)/C.Y.	\$ 2.80	\$ 582.40		\$ -
14	249	8" Concrete Driveway/S.F.	\$ 3.87	\$ 963.63		\$ -
15	942	6" Concrete Driveway/S.F.	\$ 3.40	\$ 3,202.80		\$ -
16	6,142	3" Asphalt Driveway - Remove and Replace/S.F.	\$ 2.33	\$ 14,310.86		\$ -
17	6,260	4" Concrete Walk/S.F.	\$ 2.50	\$ 15,650.00		\$ -
18	1,245	6" Concrete Walk/S.F.	\$ 3.40	\$ 4,233.00		\$ -
19	183	8" Concrete Walk/S.F.	\$ 3.87	\$ 708.21		\$ -
20	217	4" Concrete Handicap Ramp (Detectable warning field plates to be supplied by others)/S.F.	\$ 3.06	\$ 664.02		\$ -
21	40	Utility Adjustment/each	\$ 275.00	\$ 11,000.00		\$ -
22	6	Water Valve Adjustment/each	\$ 150.00	\$ 900.00		\$ -
23	7,100	Terrace Restoration/S.Y.	\$ 3.82	\$ 27,122.00		\$ -
24	10	Pavement Gap/each	\$ 1,000.00	\$ 10,000.00	5	\$ 5,000.00
25	4	Sidewalk or Apron Gap/each	\$ 200.00	\$ 800.00		\$ -
26	172	8" Concrete Pavement, Grade "C" High Early Strength/S.Y.	\$ 25.00	\$ 4,300.00	72	\$ 1,800.00
27	300	4" Under Pavement Drain/L.F.	\$ 20.50	\$ 6,150.00	270	\$ 5,535.00
28	14	12" Storm Sewer/L.F.	\$ 47.00	\$ 658.00		\$ -
29	2	2' x 3' Inlets (Castings to be salvaged and reused)/each	\$ 1,050.00	\$ 2,100.00	2	\$ 2,100.00
30	4	Sidewalk Crossing Over Utility Trench/each	\$ 50.00	\$ 200.00		\$ -
31	1	Traffic Control/L.S.	\$ 3,500.00	\$ 3,500.00	0.2	\$ 700.00
32	1	Erosion Control/L.S.	\$ 1,000.00	\$ 1,000.00	0.2	\$ 200.00
33	1	Construction mobilization/demobilization; 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./ Lump Sum	\$ 6,000.00	\$ 6,000.00		\$ -
TOTAL CONTRACT BID (ITEMS 1-33)			\$	422,617.31	\$	173,032.12



Memorandum

DATE: July 13, 2009

TO: Board of Public Works

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

RE: Consideration of Revisions for Storm Water Charges in Five Oaks Mobile Home Park or Other Manufactured Housing Communities

With the adoption of Ordinance O-19-08 in October, 2008, the City of Menasha created a storm water utility to fund the cost to administer, operate, construct and maintain storm sewer systems and storm water management facilities necessary to meet the requirements of the Wisconsin Department of Natural Resources (WisDNR). These WisDNR regulations were established to improve the quality of storm water discharge into the Waters of the State.

The basis of charge for distribution of costs is the Equivalent Runoff Unit (ERU) which is the computed average impervious surface of a single-family home in the City of Menasha. Section 9-4-8 of the Ordinance O-19-08 creates customer classifications for the purpose of imposing the storm water charges. Customer Class (1) (c) is Multi-Family Residential, including manufactured housing communities. Per 9-4-9 (3), the charges for residential properties with three or more attached living units or manufactured housing communities shall be the charge for one ERU times the amount of impervious area divided by 2,980 square feet, which is the square footage of 1 ERU.

This methodology was used by the City in establishing the storm water charge for Five Oaks Mobile Home Park. According to our records, Five Oaks has impervious area equal to 432 ERUs, including the private streets area. The 2009 fee for one ERU in the City of Menasha is \$65, which corresponds to a charge of \$28,080 to Five Oaks Mobile Home Park for 2009. Per the ordinance, this charge was billed to the owner of the mobile home park, through the monthly Menasha Utilities billing system. Because this billing system was not established until April, 2009, the 2009 runoff charge is being recovered through the remaining eight billing periods. The Assessor's Office records indicate there are 293 home sites in the development. If the 2009 fee to Five Oaks were distributed equally, the total charge to each home site would be \$95.84.

If the City were to bill the individual home sites within Five Oaks as a single-family residence, the total cost recovered for the development in 2009 would be \$19,045, assuming \$65 for each of the 293 home sites. If there are undeveloped home sites, the amount recovered would be slightly less due to a credit assigned to vacant lots with no impervious surface.

The City did a survey of surrounding communities relative to treatment of manufactured housing developments for storm water charges.

City of Appleton – utilizes the same methodology as Menasha; however, the streets in the mobile home park in Appleton are public so the cost to the park owner is less than the charge to the owner of Five Oaks in Menasha.

City of Neenah – considers manufactured housing units the same as single-family residential units.

Village of Little Chute – identifies and treats mobile home parks as non-residential property, similar to Menasha.

Town of Greenville – classifies mobile home parks as multi-family development. The first lot is charged 1 ERU and each subsequent lot is charged 0.5 ERU. Any on-site office building is charged 1.5 ERU.

When considering the policy for establishing storm water charges for manufactured housing communities in the City of Menasha, I think the Board should select one of the following two options

1. Maintain the current cost recovery methodology of charging on the basis of impervious area in the development, or
2. Consider manufactured housing community units the same as single-family residential units, in which case each home site would be charged one ERU fee.

If the City were to select Option 2, the impact to the storm water utility would be a loss of approximately \$9,035 in 2009.

The current ordinance (Option1) considers the manufactured housing development more as a commercial enterprise with an owner(s) operating a business. If the Board thinks it should be considered more as a residential community than a business operation, Option 2 should be selected.

Enclosure (Ordinance O-19-08)

AMENDMENT I AND EXTENSION III
OF
1993 COUNTY/MUNICIPAL RECYCLING AGREEMENT

THIS AMENDMENT AND EXTENSION to the County/Municipal Recycling Agreement described below, is made effective July 1, 2009.

WHEREAS, Winnebago County (the "County") and the Town/Village/City (strike two) of _____ (insert in name of municipality) (the "Signing Municipality") entered into that certain County/Municipal Recycling Agreement on the ____ day of _____ 1993 (the "Agreement"); and

WHEREAS, the County, by virtue of that certain Assignment of 1993 County/Municipal Agreements executed December 13, 2007, has assigned all of its right title and interest in and to the Agreement to the Winnebago County Solid Waste Management Board (the "Solid Waste Board"); and

WHEREAS, the Solid Waste Board and the Signing Municipality are collectively called "the Parties" herein; and

WHEREAS, the Solid Waste Board, in keeping with its responsibilities, strives and will continue to strive to control operating costs and minimize charges to the Signing Municipalities for recycling services; and

WHEREAS, the Parties found it desirable to extend such Agreement for one (1) year through December 31, 2008 and for six (6) months through June 30, 2009 while the Solid Waste Board concluded evaluation, approval attainment and implementation of a single stream recycling processing system; and

WHEREAS, it now appears desirable to further amend and extend such Agreement to reflect recognized recyclables collection and processing methods; and

WHEREAS, the Agreement in **ARTICLE III, TERM AND RENEWAL**, Section C. Renewal stated, "Renewal of this Agreement shall be by mutual written consent of each party after December 31, 2007."

NOW, THEREFORE, in consideration of the above premises and the mutual covenants of the Parties, the Signing Municipality and the Solid Waste Board, as assignee of the County, do agree as set forth below:

1. **ARTICLE III, TERM AND RENEWAL**, is further amended by adding the following language:

The term of this Agreement is extended from July 1, 2009 through December 31, 2019. The term of this Agreement shall automatically renew for successive five (5) year terms, unless either party, at least 180 days prior to the end of the term or any renewal term, gives written notice to the other party of said party's determination not to further renew this Agreement. This language does not supersede the term language of the 2003 LOCAL GOVERNMENT SUPPORT OF WINNEBAGO COUNTY SOLID WASTE MANAGEMENT SYSTEM – AGREEMENT.

2. **Article VI, DUTIES AND RESPONSIBILITIES OF THE COUNTY** was incorrectly identified as **ARTICLE VI** on page 4 of the Agreement. The heading of that article is amended to be:

ARTICLE IV, DUTIES AND RESPONSIBILITIES OF THE COUNTY.

3. **ARTICLE V, DUTIES OF THE SIGNING MUNICIPALITIES**, Section E.

The original Agreement states “Upon implementation of the recycling program, the Signing Municipality agrees to direct all recyclables for which they are responsible and which are covered under this Agreement to the County MRF or a County-approved alternative. This shall be done in such a manner that collection and delivery facilities (sic) effective processing of said recyclable material.”

ARTICLE V, Section E is amended by revising the last sentence to read:

This shall be done in such a manner that collection and delivery facilitate effective processing of said recyclable material.

ARTICLE V, Section E is further amended by adding the following language at the end of the section:

As of January 1, 2010, the utilization of plastic bags for recyclables will no longer be an acceptable collection method because bags will not facilitate effective processing of recyclable material. Acceptable collection methods will include: Paper recyclable materials may be placed in a paper bag, small cardboard box or reusable container (also referred to as a bin); Commingled recyclable materials (recyclable plastic, glass, metal and other designated materials) may be placed in reusable containers/bins; Paper and Commingled recyclable materials may be mixed together (referred to as single stream) and placed in reusable containers/bins or wheeled carts; Plastic bags should not be used to line reusable containers/bins or carts intended for recyclables collection and should not be collected.

4. **ARTICLE VI FUNDING**, Section A is amended by adding the following language at the end of Section A:

The Solid Waste Board will assist the Signing Municipalities on an annual basis with the development and coordination of an eligible project to qualify for the Wisconsin Department of Natural Resources (WDNR) Recycling Efficiency Incentive Grant program during years the State Legislature appropriates funding. Assistance shall include the identification and selection of an eligible, suitable project, writing of a cooperative agreement, distribution of cooperative agreement to Signing Municipality for signature, distribution of complete set of signed cooperative agreements to each Signing Municipality, guidance on completing the WDNR Recycling Efficiency Incentive Grant application and conducting identified qualifying activity. This assistance shall continue until such time that the WDNR or the State of Wisconsin suspends funding or eliminates the Recycling Efficiency Incentive Grant program.

5. All other terms and conditions of the Agreement not inconsistent herewith remain in full force and effect.

[Balance of page intentionally left blank]

IN WITNESS WHEREOF, the Solid Waste Board and the Signing Municipality have executed this Amendment and Extension as of July 1, 2009.

**WINNEBAGO COUNTY SOLID WASTE
MANAGEMENT BOARD**

Date: _____

By: _____
Patrick O'Brien, Chairman

Date: _____

By: _____
John M. Rabe, Director of Solid Waste

TOWN/VILLAGE/CITY OF _____

Date: _____

By: _____

(Print Name)
Town Chairman/Village President/Mayor

Date: _____

By: _____

(Print Name)
Town/Village/City Clerk

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



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

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

Winnebago County

Solid Waste Management Board

The Wave of the Future

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

DATE: June 18, 2009
TO: Contracted Responsible Units
FROM: Jennifer Semrau - Recycling Specialist
RE: May 2009 Scale Tickets & Tonnage Report

Enclosed are your recycling scale tickets for the month of May 2009. Check your tickets carefully for any errors and omissions. ***We need to be notified immediately of errors found or missing tickets so that we can correct the records.***

Your tonnage report is also enclosed. Review your ratios, pounds per person and how you compare to other units of similar size.

Joint Finance Committee Proposes Increasing Landfill Surcharges by \$7.10/ton!

During a marathon session over Memorial Day weekend, the Joint Finance Committee (JFC) considered motions related to solid waste and recycling programs. Unfortunately, the results propose to increase landfill tipping fee surcharges even higher than proposed in Governor's budget (and reported to you in the March letter). The JFC has proposed increasing the recycling tip fee surcharge to \$7.00/ton and the environmental repair fee to \$5.70/ton. Currently, these surcharges are \$4.00/ton and \$1.60/ton, respectively and apply to each ton of solid waste disposed of in Wisconsin (except high volume industrial by-products). Also these increases would go into effect in the middle of a budget year, with the recycling tip fee surcharge going into effect on October 1, 2009 and the environmental repair fee as soon as July 1, 2009. The JFC also considered solid waste and recycling grant programs and proposed the following: increase Recycling Grants by \$1 million in second year of biennium; directed DNR to request additional increases in Recycling Grants appropriation if revenues exceed estimates; restored statutory authority for the Recycling Efficiency Incentive Grant program, Waste Reduction and Demonstration Grant program, and Business Waste Reduction and Recycling Assistance program, but made no appropriation in this biennium; restored funding of \$750,000/year for Clean Sweep Program and transferred program from Dept. of Agriculture, Trade and Consumer Protection to DNR. State and local papers have been reporting on the fee increases proposed; for your information, enclosed is a copy of such an article from the Oshkosh Northwestern. If you have any questions on this proposal or how it will impact your community, please feel free to contact me at (920) 232-1853 or jsemrau@co.winnebago.wi.us.

Winnebago County Assists with Cart Procurement Process

Winnebago County, on behalf of interested communities in Brown, Outagamie and Winnebago Counties, wrote, issued, evaluated and awarded a Request for Proposals (RFP) for recycling/solid waste carts. A group made up of staff from Winnebago County and its communities drafted the RFP in March-April. Proposals were due on May 1, 2009. Seven companies submitted proposals. An evaluation team met

several times over the course of May to review and evaluate the proposals and cart samples provided. On Monday, June 8 the team formally awarded the RFP to Toter, Inc. based on quality and construction of the cart, price and references which deemed it to be the best value by the group. For those who are interested, the tally sheet is available at the Winnebago County website at: <http://www.co.winnebago.wi.us/finance/Purchasing/purchasing.htm> and I am happy to email the RFP so interested parties can review our specifications and options (in order to correspond with the tally sheet online). In addition, copies of proposals can be attained by request from the Winnebago County Purchasing Dept (again see link), and cart samples can be viewed at the Winnebago County Transfer Station by request. Any interested community in Winnebago County is welcome to take advantage of the 'bulk' pricing we achieved by pooling community needs together. If you have any questions on the cart procurement process, please feel free to contact me.

Single Stream Recycling Processing Facility Plans Grand Opening and Public Open House

Brown, Outagamie and Winnebago County are planning a Grand Opening Event at our new Single Stream Recycling Processing Facility. The Grand Opening will be by invitation only and each of you, our contracted communities, will be receiving an invitation. The Grand Opening will be held on Monday, July 13, beginning at 9:00 a.m. At this event, you will have the opportunity to view the largest publicly owned and operated facility of its kind in Wisconsin. Please save the date and watch for a personal invitation near the end of June. RSVPs will be required. In addition, we are planning an Open House for the public from 1:00-7:00 p.m. on Wednesday, July 15. Anyone unable to attend on July 13 is welcome on July 15 as well. Again, please feel free to contact me with any questions.

Single Stream Recycling Education

Winnebago County is committed to assisting our municipalities with their recycling educational needs, especially with those transitioning to single stream recycling. It will be challenging for Winnebago County to offer comprehensive recycling information beginning July 1st, as some communities transition to single stream this summer, others this fall, others January 1 and others intending to maintain dual stream recycling. However, Winnebago County is producing a Single Stream Recycling Guide which will discuss single stream in generic terms, allowing municipalities to focus on the collection requirements, and we will provide you with as many copies as requested. I am also happy to write articles for your community newsletters that can be tailored to the individual municipality.

Electronics Recycling Legislation Passes Senate

Senate Bill 107, introduced by Senator Mark Miller on March 10, seeks to establish a statewide collection and recycling system for certain electronic devices and bans landfilling of these items as of September 1, 2010. The bill advanced through the Senate with a bi-partisan vote of 23-7 on June 9, 2009. Winnebago County will continue to track this legislation and provide updates as they occur.

County/Municipal Recycling Agreement

Enclosed you will find an Amendment/Extension to our County/Municipal Recycling Agreement. This Amendment/Extension will address the changes needed for single stream recycling/ plastic bags and extends the Agreement through December 31, 2019. We appreciate your support of the Winnebago County Solid Waste program and work hard to offer you a comprehensive, cost-efficient recycling program. If you have any questions on the Amendment/Extension, please feel free to contact me.

Reminder: Surplus Commodity Revenue Ballots Due June 15

City of Menasha

Public Works Facility

Memorandum

Date: 7/16/2009

To: Mark Radtke, Director of Public Works

Common Council

From: Tim Jacobson, Public Works Superintendent 

Re: Single Stream Cart Purchase

Single Stream Recycling (Part II)

Along with cost recovery document supplied by Tom Stoffel, the Department of Public Works is submitting several documents for informational purposes. Although I am not disputing the accuracy of Tom's calculations there are a couple ingredients that are not taken into account:

1. Workers Compensation Claims; I have requested any statistics or information regarding this item from our HR Department and CVMIC representative. Based on observation, I believe there are fewer claims associated with automation versus manual handling material.
2. Streetscape; the Department of Public Works has been a strong proponent of this item from day one. We have received numerous compliments regarding "how good our streets look on garbage day".
3. Simplicity; How much easier can it get? Refuse in one cart and recycling in the other.

One document being supplied by the Department of Public Works indicated that as far back as 2003, among other things "automated recycling collection" was our vision. As anticipated, a retro-fit has been developed within the life span of our existing vehicle. I am scheduling a trip to Illinois to observe it in operation with the vendor on Tuesday, July 21st.

One option the Department of Public Works has been investigating is the possibility of the retro-fit not being a permanent attachment. This could allow Menasha the prospect of phasing the automation process. The draw back of this procedure is that 2/3 of the community would have to comply with the "no bag" policy of the MRF.

The second document is the result of a quick survey of the community in 2007. The results of the survey indicated the majority of our residents support receiving a 96-gallon cart for single stream recycling collection.

Another other important item that was not discussed at the last meeting is that the state, in an effort to balance their own budget, added a \$7.10 fee per ton to landfill refuse (but they didn't raise taxes!!). This move will eventually force local operations to start "pinching down" on the refuse portion of operations. The City of Menasha once again is ahead of the game by instituting a "volume control" system in 1997. Although this system has served us well, it may have to be tweaked to recover the added burden our state politicians have given us.

I have read the blogs and heard the questions from some residents of "why can't we just". Once again, the horrific financial burden the Utilities has strapped the taxpayers has restricted economical advancements. By adhering to the "why can't we just", the department can muddle around like good little city workers, but the cost of this action will eventually catch up to the taxpayer.

The Department of Public Works continues to recommend automating recycling collection. On this day, the 40th anniversary of man walking on the moon, you can take the "small step for man" or a "giant leap" for the taxpayers!!



Menasha

Memorandum

Date: July 1, 2009

To: Menasha Common Council

From: Tim Jacobson, Public Works Superintendent TJS.

RE: Single Stream Recycling

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

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

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

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

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

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

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

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

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

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

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

The final recommendations of the Department of Public Works include:

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

Cost to Recycle-as currently done-going to automated pickup

Update: 07/14/2009

Prepared by: Finance Department

MANUAL PROCESS

	<u># of Carts</u>	<u>Stops/day</u>	<u># of days</u>	<u>hours/day</u>	<u>total hours</u>	<u>cost/hour</u>	<u>Monthly labor cost</u>	<u>Annual labor cost</u>
Labor	6,363	450	14	8	112	\$ 32.11	\$ 3,596.32	\$ 43,155.84
Vehicle			14	8	112	\$ 14.84	\$ 1,662.08	\$ 19,944.96
							Total	\$ 63,100.80

AUTOMATION PROCESS

	<u># of Carts</u>	<u>Stops/day</u>	<u># of days</u>	<u>hours/day</u>	<u>total hours</u>	<u>cost/hour</u>	<u>Monthly labor cost</u>	<u>Annual labor cost</u>
Labor	6,363	700	9	8	72	\$ 32.11	\$ 2,311.92	\$ 27,743.04
Vehicle			9	8	72	\$ 14.84	\$ 1,068.48	\$ 12,821.76
							Total	\$ 40,564.80

Est. 25% increase in recycling-reduced landfill charges	\$ 3,975.00
Total Annual Savings	\$ 26,511.00

Investment in Recycling Carts	\$ 277,745.00	
Payback of investment in years		10.48

DATE August 28, 2003

TO Mark Radtke
Director of Public Works

FR Tim Jacobson
Public Works Supt.

RE Blue Bag collection option

On August 18, 2003 we were directed by the common council to recommend an alternative option to Menasha residents pertaining to the usage of blue bags for the collection of recyclables. At that council meeting we discussed most of the pros and cons of allowing for alternative collection containers.

Two other issues not discussed but worth consideration are:

- 1) Since 1994 blue bags have been the staple for the visual identification of recyclables being collected. This has simplified the collection process for the collection crews and the aspect of separation for the residents. Simplification does come with a cost to the taxpayers as the department has requested allocations of \$14-\$16,000.00 in the annual budgets since the inception of curbside collection. The question I have is does the cost of simplification outweigh the cost and frustrations of confused and/or abusive residents?
- 2) Streetscape, one of our goals by automating the refuse collection in the City of Menasha was to "**make Menasha look good on garbage day**". This task has been accomplished more so than originally anticipated and we continuously receive compliments on this. The reason for the quality of this achievement was the **elimination** of the hodge-podge types of collection containers littering the terraces every day. I fear our streetscape will be set back a decade and our community will become one of many rather than one that stands out.

If we are to provide for alternative collection container options my recommendation would be:

- 1) The Department of Public Works will issue a sticker to be placed on containers. The container is to be placed at the curb for collection with the sticker facing the street and in **full** view of collection personnel. (any garbage discovered in container with recycling sticker attached will be rudely strewn all over lawn and front porch). Funny but what if?

- 2) The container shall be **thirty six (36) gallon Rubbermaid or equivalent.** **Absolutely no** containers will be allowed that are, homemade, metal, paper fiber or plastic drums that had prior use for transporting dry or liquid chemicals or any container not in complete compliance with the Department of Public Works. Containers used for collection of recycling materials shall be removed from the terrace no later than nine o'clock (9pm) the evening of collection.
- 3) If there is an overwhelming desire on the council to stop supplying blue bags to the Menasha residents, I recommend providing stickers to be placed on approved containers and blue bags for fiscal period 2004. During the course of 2004 the Department can prepare the residents for any total changes. Starting in fiscal period 2005 residents that wish to continue using blue bags will not be dissuaded but they would have to purchase their own blue or semi-transparent bags. These bags would still have to meet state specifications.

I have also made contact with KANN, the company that supplied our collection body. They have informed me that a fully automated system is on the drawing board but, "still a ways out". I am confident that the system will be developed within the operational life of our present vehicle.

If you have any questions or would like to discuss this matter in more detail feel free to call me at the Public Works Facility.

250 SURVEYS SENT OUT - 1% OF POPULATION **17 RESPONDED - 7% OF SURVEYED**

On March 27th and 28th 2007 the Department of Public Works distributed 250 refuse and recycling surveys.

The survey illustrated the success of changing refuse collection to automated trucks and carts, along with a volume control policy. As indicated in the survey for the decade between 1995 and 2005 the City of Menasha added more than 1,000 collection stops per week and still saved the taxpayers approximately \$300,000.00. This savings was accomplished by comparing the average cost of the four years (1990-1994) prior to changing to automated collection. For each year thereafter a reasonable 3% cost of living was added to the annual cost. This cost increase also reflects costs if all things such as stops per week remained stagnant. While this projected cost escalated to more than \$832,400.00, the actual cost of collecting refuse in 2005 mirrored the 1990-1994 average plus .19% more stops per week were added to the collection routes.

The survey also asked the participants to rate the quality of service provided on a scale of 1-5, with (1) being positive and (5) being negative. Thirteen of the seventeen participants responding scored the quality of service at (1)-very positive with two responding at (2) and two at (3). One of the participants responding at (3) also wrote "job well done".

Although the 250 surveys only represent 1% of the total population the responses have indicated that overall the service has made a positive impact on the community.

The second part of the survey informed the participants of the research and development being done by the tri-county solid waste consortium into "single stream" recycling collection.

The intent of "single stream" collection is to place all recyclables in one (single) container. As indicated in the survey the City of Menasha Department of Public Works would require minor adjustments for "single stream" collection. The changes would entail issuing all dwellings a 96-gallon cart (preferably a different color than blue) and utilizing an automated truck, identical to the process for collecting refuse. The advantage to the City of Menasha is that the Department of Public Works would strive to double the daily stops per day and attempt to collect recyclables bi-monthly.

Once again we asked the participants to rate the idea of "single stream" collection of recyclables the same as the refuse collection, with (1) being positive and (5) being negative. Of the seventeen participants responding 12-rated the idea at (1) very positive, 1 at (2), 3 at (3) and 1 at (5). The person rating the idea at (5) does not want another cart; otherwise the majority is in favor of more frequent curbside collection.

The Department can expand on the survey in the fall newsletter which will reach all the residents if the council feels this would provide more accurate information.

At this time the Department of Public Works is meeting with representatives from Winnebago County to discuss the feasibility of a "single stream" recycling collection pilot study being done in the City of Menasha. I believe the data collected from our efforts will be very useful for everybody involved with our community setting the standards.



Memorandum

DATE: July 14, 2009

TO: Board of Public Works

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

RE: Request for Placement of Yield Signs:
a. First Street at Ice Street
b. Ice Street at Second Street

Ald. Zelinski has asked for these two requests to be placed on the Board of Public Works agenda. As is the case with all traffic control requests, I recommend the completion of an engineering study by staff prior to consideration of this request by the Board.

M:\BPW memo re Ice Street yield signs 7-14-09.doc