

CITY OF MENASHA
Board of Public Works
First Floor Conference Room
100 Main Street
September 17, 2018
MINUTES

A. CALL TO ORDER

Meeting called to order by Vice-Chairman Langdon at 7:32 p.m.

B. ROLL CALL

PRESENT: Aldermen James Taylor, Stan Sevenich, Mark Langdon, Tom Grade, Ted Grade, Randy Ropella, Rebecca Nichols.

ABSENT: Alderman Steve Krueger.

ALSO PRESENT: Mayor Merkes, CA Captain, PC Styka, FC Kloehn, ASD Jacobs, CDD Schroeder, DPW Radomski, PHD McKenney, Taryn Nall (Ruekert & Mielke), Clerk Galeazzi.

C. MINUTES TO APPROVE

1. September 4, 2018

Moved by Ald. Ted Grade seconded by Ald. Sevenich to approve minutes.

Motion carried on voice vote.

D. COMMUNICATIONS

1. Sewer User Charge Memo

DPW Radomski stated it is recommended to adjust sanitary sewer user charges every two years. The City's consultant, Taryn Nall from Ruekert & Mielke, is suggesting an increase of \$0.15/1,000 gallons of water.

Mr. Nall explained there has been a significant change in the community and users since the last adjustment in 2013. He explained the fixed and volume charges.

General discussion ensued on the users that will receive an increase, the process and timeline of the increase, current revenue received and increased revenue, Biological Oxygen Demand (BOD) and Suspended Solids (SS) discharges, and impact of other users of the Neenah-Menasha Sewerage Plant.

2. Main Street Parking

DPW Radomski provided the plans from the Department of Transportation for parking on Main Street after the Racine Street Bridge reconstruction. He explained the DOT will be holding a public information meeting in the next couple months.

E. DISCUSSION / ACTION ITEMS

1. Memorandum of Agreement Regarding Compensation for Cross-Jurisdictional Wastewater Flows

DPW Radomski explained it was discovered that due to the layout of the sewer system and municipal boundaries between Neenah and Menasha, Menasha interceptor sewer serves 318 properties located in City of Neenah and Neenah interceptor sewer serves 65 properties located in the City of Menasha. Since the billing from Neenah-Menasha Sewerage Commission is based on the characteristics and volume of the flows out of the interceptors, Menasha is paying for those flows generated from the Neenah properties flowing through the Menasha interceptor, while Neenah is paying for the much smaller volume of Menasha properties flowing through the Neenah interceptor. Staff from both municipalities has worked out an agreement for Neenah to reimburse Menasha for the excess flow from Neenah properties. The agreement establishes the guidelines for future

charges, as well as reimbursement for the last 6 years of charges. Public Service Commission laws only allow going back 6 years for reimbursement. It was hard to determine how long this issue has existed and could have been since the plant was constructed in the 1930's.

Taryn Nall explained the placement of the interceptors.

General discussion ensued on the terms of the agreement, areas impacted, and if heavy rains impact bypass requirements for these interceptors.

Moved by Ald. Sevenich seconded by Ald. Ted Grade to recommend to Common Council Memorandum of Agreement Regarding Compensation for Cross-Jurisdictional Wastewater Flows.

Motion carried on roll call 7-0.

2. O-18-18: An Ordinance Adding Sections 9-3-16(K) & (L) of the Sewer Utility Regulation Ordinance

DPW Radomski explained this ordinance will require a property owner with a bad or defected lateral needs to arrange for it to be repaired before any street project scheduled for their street will start. The City will offer a deferred payment plan to property owners that are required to have the lateral repaired.

General discussion ensued on how it will be determined what repairs are needed, having the repairs done before street project begins, responsibility of the property owner, cost to the property owner, and deferred payment plan offered.

Moved by Ald. Sevenich seconded by Ald. Ted Grade to recommend to Common Council O-18-18 An Ordinance Adding Sections 9-3-16(K) and (L) of the Sewer Utility Regulations.

Motion carried on roll call 6-1. Ald. Nichols voted no.

3. O-19-18: An Ordinance Modifying Section 9-3-34 of the Sewer Utility Regulation Ordinance

DPW Radomski explained this ordinance will require any industrial discharge permit holder to notify the Director of Public Works, in addition to the Neenah-Menasha Sewerage Commission, if there is an accidental discharge. This will allow the City to charge for any expenses the City incurs due to the discharge.

General discussion ensued on the consequences if the City is not notified.

CA Captain stated there is the ability to issue a separate citation for failure to follow City ordinances.

Moved by Ald. Sevenich seconded by Ald. Tom Grade to recommend to Common Council O-19-18 An Ordinance Modifying Section 9-3-34 of the Sewer Utility Regulation.

Motion carried on roll call 7-0.

4. Payment – MCC, Inc; Contract Unit 2018-02; New Street Construction and Street Reconstruction – Various Streets; \$126,353.38 (Payment No. 2)

DPW Radomski explained the payment is for work done on Alva Street, Ida Street, First Street and streets in the Ponds of Menasha subdivision. The work is almost complete.

Moved by Ald. Taylor seconded by Ald. Ted Grade to recommend to Common Council payment to MCC, Inc., for Contract Unit 2018-02 New Street Construction and Street Reconstruction for various streets in the amount of \$126,353.38 (Payment No. 2).

Motion carried on roll call 7-0.

5. Certified Survey Map – Community Way Right-of-Way Dedication

DPW Radomski explained the request for right-of-way dedication along Community Way from Lake Park to Chrystella Drive. Work on extending Community Way is expected to begin in 2018 and be completed in 2019. This will allow for a secondary access from Lake Park into the Lake Park Villas subdivision.

CDD Schroeder stated all the properties listed that will require right-of-way dedication are owned by the Redevelopment Authority or Lake Park Villas Homeowners Association.

Moved by Ald. Ropella seconded by Ald. Nichols to recommend to Common Council the proposed Certified Survey Map to accept right-of-way dedication for the future Community Way extension from 600 Lake Park Road (7-01700-03), 620 Lake Park Road (7-01700-04), 730 Lake Park Road (7-01700-05), 730 Lake Park Road (7-01700-06) and parcel 7-01700-02).

Motion carried on roll call 7-0.

6. Certified Survey Map – Lotus Trail Right-of-Way Dedication

DPW Radomski explained the request to acquire right-of-way from two residential parcels located off Villa Way for the extension of Lotus Trail.

Moved by Ald. Ropella seconded by Ald. Taylor to recommend to Common Council the proposed Certified Survey Map dedicating right-of-way for the future Lotus Trail extension within the original Ponds of Menasha Plat from Lot 5, 3002 Villa Way (7-01772-04) and Lot 6, 2952 Villa Way (7-01772-05).

Motion carried on roll call 7-0.

7. Replace Horizon Newsletter with Calendar

DPW Radomski explained last fall when the Horizon Newsletter was sent out it included the free bulky item/overflow stickers and the refuse/recycling calendar. Some residents recycled the newsletter without reading it and therefore did not see the stickers and calendar. Staff is recommending creating a user friendly annual calendar for residents in place of the semi-annual Horizon Newsletter. The calendar will have refuse/recycling details and events that are planned within the City. Bulky item/overflow stickers will be included in the calendar.

General discussion ensued on what will be listed on the calendar and cost of the calendar compared to the two newsletters.

Moved by Ald. Ropella seconded by Ald. Taylor to approve changing the Horizon Newsletter to a calendar format for distribution to the City's residents.

Motion carried on roll call 7-0.

F. ADJOURNMENT

Moved by Ald. Ted Grade seconded by Ald. Tom Grade to adjourn at 9:19 p.m.

Motion carried on voice vote.

Deborah A. Galeazzi, WCMC,
City Clerk