

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
First Floor Conference Room
100 Main Street, Menasha**

August 2, 2021

6:45 PM

or immediately following the Administration Committee Meeting

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL
- C. MINUTES TO APPROVE
 - 1. Special Board of Public Works & Board of Public Works, 7/19/21
- D. DISCUSSION / ACTION ITEMS
 - 1. Street Use Application – Community First Fox Cities Marathon; Sunday, September 19, 2021; 7:00am-2:00pm (Community First Credit Union)
- 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
SPECIAL BOARD OF PUBLIC WORKS
100 MAIN STREET
JULY 19, 2021
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Langdon at 5:55 p.m.

B. ROLL CALL

Present: Ald. Ropella, Nichols, Taylor, Sevenich, Langdon, Schmidt, Tom Grade, Ted Grade

Also Present: DPC Hanchek, FC Kloehn, CDD Schroeder, DPW Jungwirth, DDMO Brown, DDE Gordon, FD Sassman, PHD Hutter, PRD Sackett, CA/HRD Captain, Mayor Merkes, Clerk Krautkramer

C. DISCUSSION / ACTION ITEMS

1. Change Order – IEI General Contractors; Contract Unit No. 2021-05; Public Protection Facility Shower Rooms Remodel (PD/FD); ADD (\$9,985.00) (Change Order No. 2)

Staff provided an overview of the Change Order – IEI General Contractors; Contract Unit No. 2021-05; Public Protection Facility Shower Rooms Remodel (PD/FD); ADD (\$9,985.00) (Change Order No. 2).

Moved by Ald. Langdon seconded by Ald. Taylor to recommend to Common Council approval of Change Order – IEI General Contractors; Contract Unit No. 2021-05; Public Protection Facility Shower Rooms Remodel (PD/FD); ADD (\$9,985.00) (Change Order No. 2).

Motion carried on roll call 8-0.

General discussion ensued on ADA compliance requirements, costs, and facility additions.

D. ADJOURNMENT

Moved by Ald. Sevenich seconded by Ald. Ted Grade to adjourn at 6:04 p.m.

Motion carried on voice vote.

Haley Krautkramer
City Clerk

CITY OF MENASHA
BOARD OF PUBLIC WORKS
100 MAIN STREET
JULY 19, 2021
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Langdon at 7:37 p.m.

B. ROLL CALL

PRESENT: Ald. Ropella, Nichols, Taylor, Sevenich, Langdon, Schmidt, Tom Grade, Ted Grade

ALSO PRESENT: DPC Hanchek, FC Kloehn, CDD Schroeder, DPW Jungwirth, DDMO Brown, DDE Gordon, FD Sassman, PHD Hutter, PRD Sackett, CA/HRD Captain, Mayor Merkes, Clerk Krautkramer

C. MINUTES TO APPROVE

1. Board of Public Works, 7/6/21

Moved by Ald. Taylor seconded by Ald. Tom Grade to approve the minutes.

Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. Public Works Departmental Updates

Staff provided an update on Public Works Department current and upcoming street, operational, sanitary, and stormwater projects.

Discussion only.

General discussion ensued on light pole protections, Midway Road crossing concrete work, and parks designs.

2. O-4-21 An Ordinance Amending Title 10, Article B, Section 10-1-15 of the Code of Ordinances; Fourth Street and Appleton Street

Moved by Ald. Ropella seconded by Ald. Nichols to recommend to Common Council approval of O-4-21 An Ordinance Amending Title 10, Article B, Section 10-1-15 of the Code of Ordinances; Fourth Street and Appleton Street.

Motion carried on voice vote.

General discussion ensued on Police Department traffic data, stop sign placement, speeding issues, and street dimensions.

Moved by Ald. Taylor seconded by Ald. Sevenich to amend the original motion to add a stop sign on Fourth Street and leave the existing stop signs on Appleton Street.

Motion carried on roll call 6-2.

Ald. Nichols & Ropella voted no.

The original motion as amended.

Motion carried on roll call 6-2.

Ald. Nichols & Ropella voted no.

3. O-6-21 An Ordinance Amending Title 10 Article B, Section 10-1-15 of the Code of Ordinances, Chrystella Drive and Community Way
Moved by Ald. Ropella seconded by Ald. Ted Grade to recommend to Common Council approval of O-6-21 An Ordinance Amending Title 10 Article B, Section 10-1-15 of the Code of Ordinances, Chrystella Drive and Community Way.
Motion carried on roll call 8-0.

Ald. Nichols stated a Point of Order to keep other conversation in the room to a minimum. Mayor Merkes ruled in favor.

Staff provided an overview of O-6-21 An Ordinance Amending Title 10 Article B, Section 10-1-15 of the Code of Ordinances, Chrystella Drive and Community Way.

4. Payment – Northeast Asphalt, Inc.; Contract Unit No. 2021-10; Street Construction and Rehabilitation; \$87,023.51 (Payment No. 1)
Moved by Ald. Taylor seconded by Ald. to recommend to Common Council for approval of the Payment to Northeast Asphalt, Inc.; Contract Unit No. 2021-10; Street Construction and Rehabilitation; \$87,023.51 (Payment No. 1)
Motion carried on roll call 8-0.

5. Street Use Application – Race the Lake; Saturday, August 22, 2021; 7:00am-9:00am (DuTriRun Foundation)
Moved by Ald. Taylor seconded by Ald. Tom Grade to recommend to the Common Council approval of the Street Use Application for Race the Lake; Saturday, August 22, 2021; 7:00am-9:00am (DuTriRun Foundation).
Motion carried on roll call 8-0.

E. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Ted Grade to adjourn at 8:33 p.m.
Motion carried on voice vote.

Haley Krautkramer
City Clerk



Date of Event: Sept. 19, 2021
Start Time: 7 a.m.
End Time: 2 p.m.
Number of Units (Parades): _____

Street Use Application

Name of Event: Community First Fox Cities Marathon
Sponsoring Organization: Community First Fox Cities Marathon
Organization Address: 2626 S. Oneida St. Appleton, WI 54915
Responsible Person: Tara Perre, race director
Email Address: tara.perre@communityfirstcu.org Phone Number: 920-585-0557

Street Route/Description of Use (please attach map):
Start: UW Oshkosh Fox Cities Campus, Menasha. Continues into Kimberly, Appleton before returning to Menasha.
Finish: Riverside Park in Neenah. See detailed maps included.

Liability Insurance has been secured in the amount of \$ \$2,000,000 with the City of Menasha named as an additional insured on the Certificate of Liability Insurance AND on the Endorsement. This is primary insurance.

Name of Insurance Company: Secura Policy Number: CP3195781
Applicant's Signature: Tara Perre Date: 3/23/21

Permit Fee: A Street Use Application Fee of \$25 plus a \$25 Special Event Administrative Fee (if applicable) must be submitted with the application at least 60 days prior to your event. Please make checks payable to *City of Menasha*.

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

To Be Completed By City Staff (Revised February, 2019)

Scheduled Board of Public Works Review Date: 8/2/2021
 Approved Denied

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

Scheduled Common Council Review Date: 8/16/2021
 Approved Denied

Approval:
Police Dept. [Signature] Fire Dept. [Signature] Public Works Dept. [Signature] City Attorney [Signature]

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

SUPPLEMENTAL FORM DECLARATION FOR CG2026 0704

**ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
City of Menasha
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]



Notification of Request to Close a City Street

Aug. 3, 2021

Dear Resident,

Our organization has applied for permission to temporarily close a city street for a special event. The information regarding the proposed street closure is listed below.

The City of Menasha requires us to notify you, as a resident/business on this street.

If you wish to comment on the proposed street closure, please attend to Common Council meeting listed below or contact your alderman.

Meeting: Common Council Meeting

Place: First Floor Conference Room, 100 Main Street, Menasha, WI 54952

Date: Monday, Aug. 16, 2021 at 6:00pm

Proposed Street Closure:

Streets: Please See Maps

Dates: Sunday, September 19, 2021

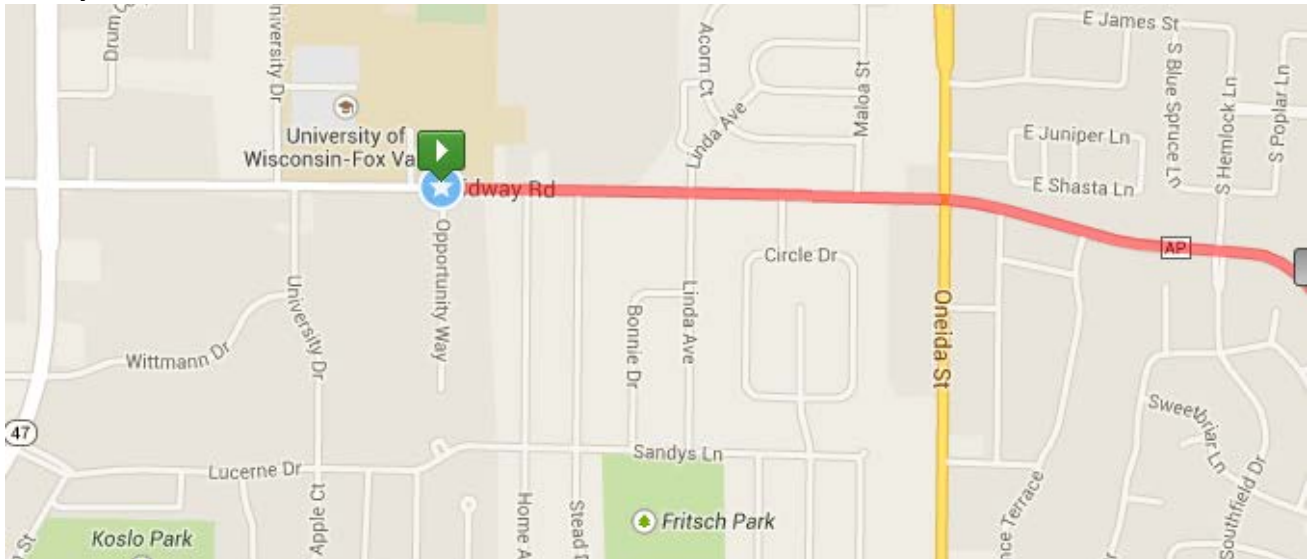
Times: Various times from 7:00am-2:00pm. Times are approximate.

Name of Event: Community First Fox Cities Marathon presented by Miron Construction

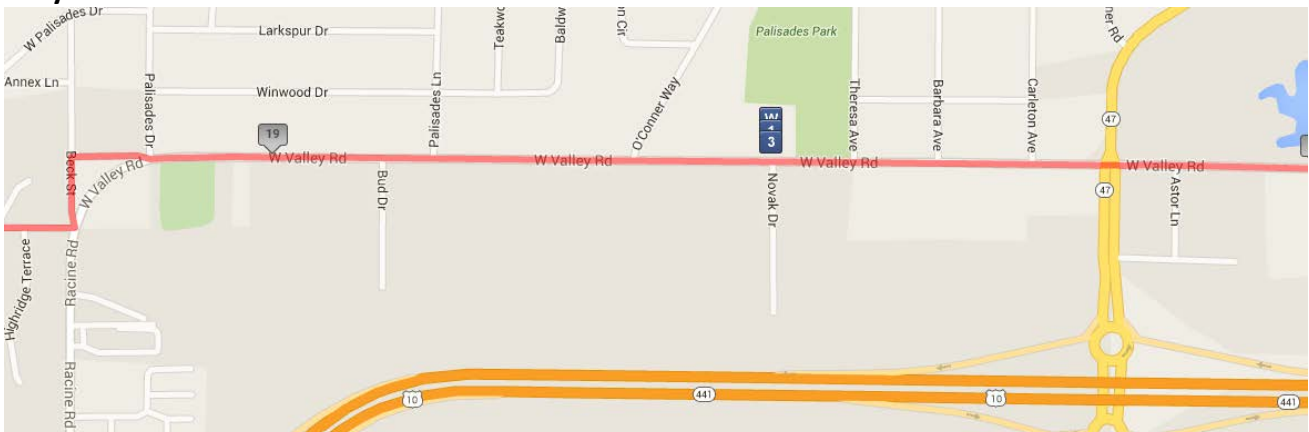
Sponsor Name: Community First Fox Cities Marathon

Sponsor Contact Information: (877) 230-7223, info@foxcitiesmarathon.org

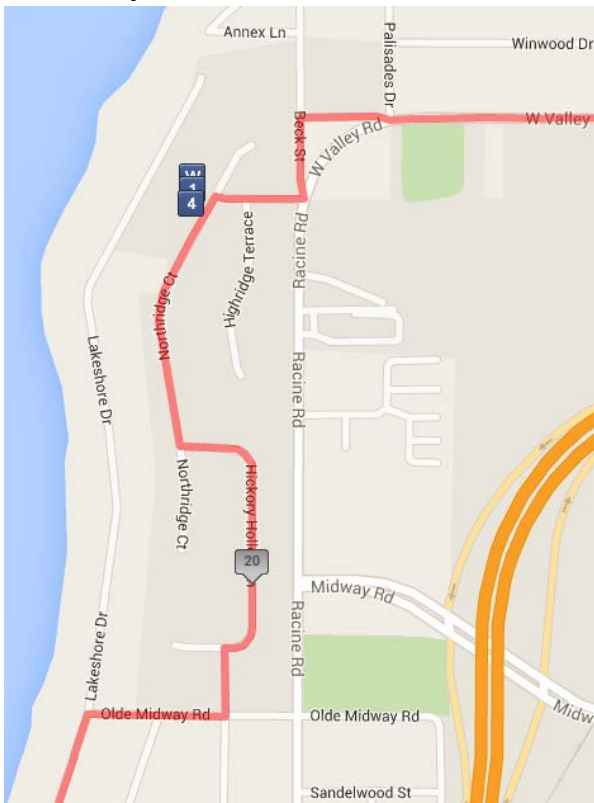
Midway Road 6:00AM-7:30AM



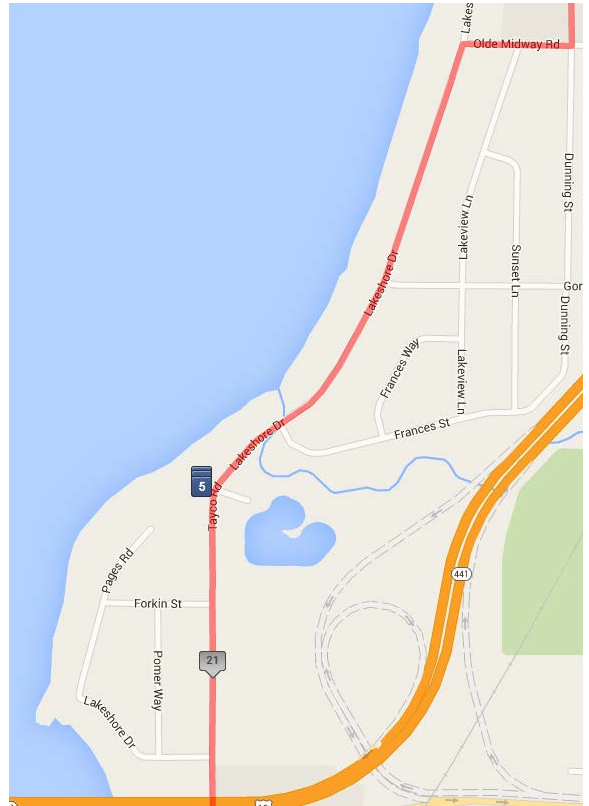
Valley Road Area: 7:15AM-1:00PM



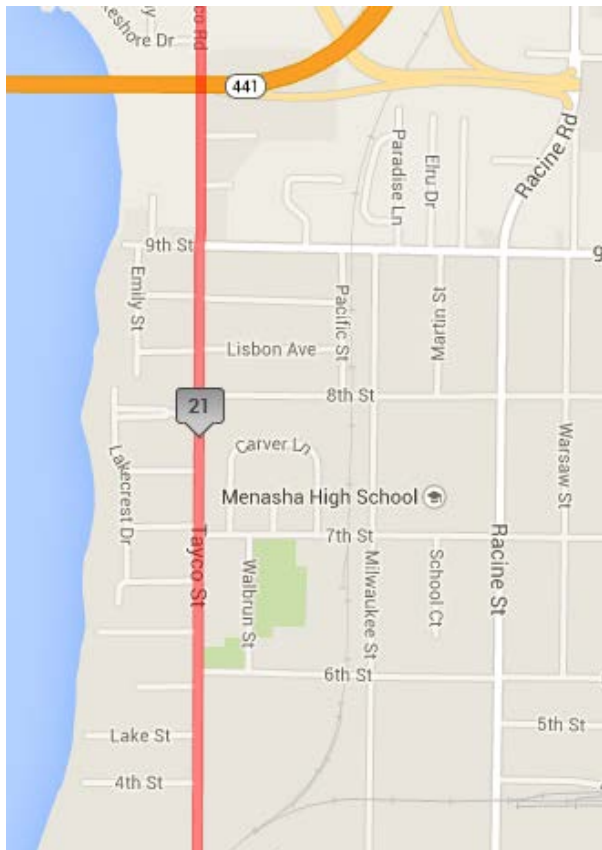
Beck Street, Northridge Ct, Hickory Hollow Ln, Olde Midway, Lakeshore Dr.: 7:20AM – 1:10PM



Lakeshore Dr., Tayco Street: 7:25AM – 1:20PM



Tayco Street: 7:30AM – 1:30PM



Tayco Street, Broad Street: 7:35AM – 1:40PM

