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
August 16, 2010
6:30 PM
or immediately following the Administration Committee

AGENDA

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE
   1. August 2, 2010

D. ACTION ITEMS
   1. Street Use Application – Community First Fox Cities Marathon; Sunday, September 19, 2010; 6:00 AM – 2:00 PM

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."

DRAFT

CITY OF MENASHA
Board of Public Works
Third Floor Council Chambers
140 Main Street, Menasha
August 2, 2010
MINUTES

A. CALL TO ORDER
Meeting called to order by Chairman Taylor at 6:51 p.m.

B. ROLL CALL/EXCUSED ABSENCES
PRESENT: Aldermen Benner, Roush, Taylor, Wisneski, Langdon, Zelinski, Englebert
EXCUSED: Alderman Hendricks
ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Stanke, CDD Keil, C/T Stoffel, Clerk Galeazzi and the Press

C. MINUTES TO APPROVE
1. July 19, 2010

Moved by Ald. Zelinski, seconded by Ald. Roush to approve minutes.
Motion carried on voice vote.

D. ACTION ITEMS
1. Street Use Application – St. Mary Central High School Homecoming Parade; Friday, September 24, 2010; 5:00 PM – 6:00 PM

Chairman Taylor explained everything is in order and approved by staff.

Moved by Ald. Englebert, seconded by Ald. Roush to recommend to Common Council the approval of the Street Use Application for St. Mary Central High School Homecoming Parade.
Motion carried on voice vote.

2. Recommendation to Accept Riederer Engineering Proposal for HVAC Improvements at Public Protection Facility (EECBG)

CDD Keil explained the City was awarded funding from an Energy Efficiency and Conservation Block Grant for the conversation of City street lights to induction lighting and the retrofit of HVAC equipment at the Public Protection Facility. The work at the Public Protection Faculty involves the replacement of two condensers and two boilers. Request for Proposals were sent to four area engineering firms. Staff is recommending accepting the proposal from Riederer Engineering for $6,300.

Moved by Ald. Wisneski, seconded by Ald. Englebert to recommend to Common Council to accept Riederer Engineering proposal of $6,300 for HVAC Improvements at the Public Protection Facility.
Motion carried on voice vote.

E. ADJOURNMENT
Moved by Ald. Zelinski, seconded by Ald. Wisneski to adjourn at 6:56 p.m.
Motion carried on voice vote.

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

STREET USE APPLICATION

Sponsored by: Community First Fox Cities Marathon

Responsible Person: Jesse Drake

Address: PO Box 1315

Appleton, WI 54912-1315

Phone: (920) 882-5219 office, (920) 450-0083 cell

Email Address: jesse.drake@communityfirstcu.org

Street Use Date: 9/19/2010

Start Time: 6:00 AM

End Time: 2:00 PM

Number of Units: 5,000 + Runners + Walkers

Street Route: (Attach Map) Description of Use: Marathon route starts @ UW-Fox Valley on Midway Rd. & finishes @ Riverside Park in Neenah. Please see attached maps & explanations.

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: 3/1/2010 Applicant's Signature: [signature]

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.

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: 9-7-10

Approved: _____ Denied: _____

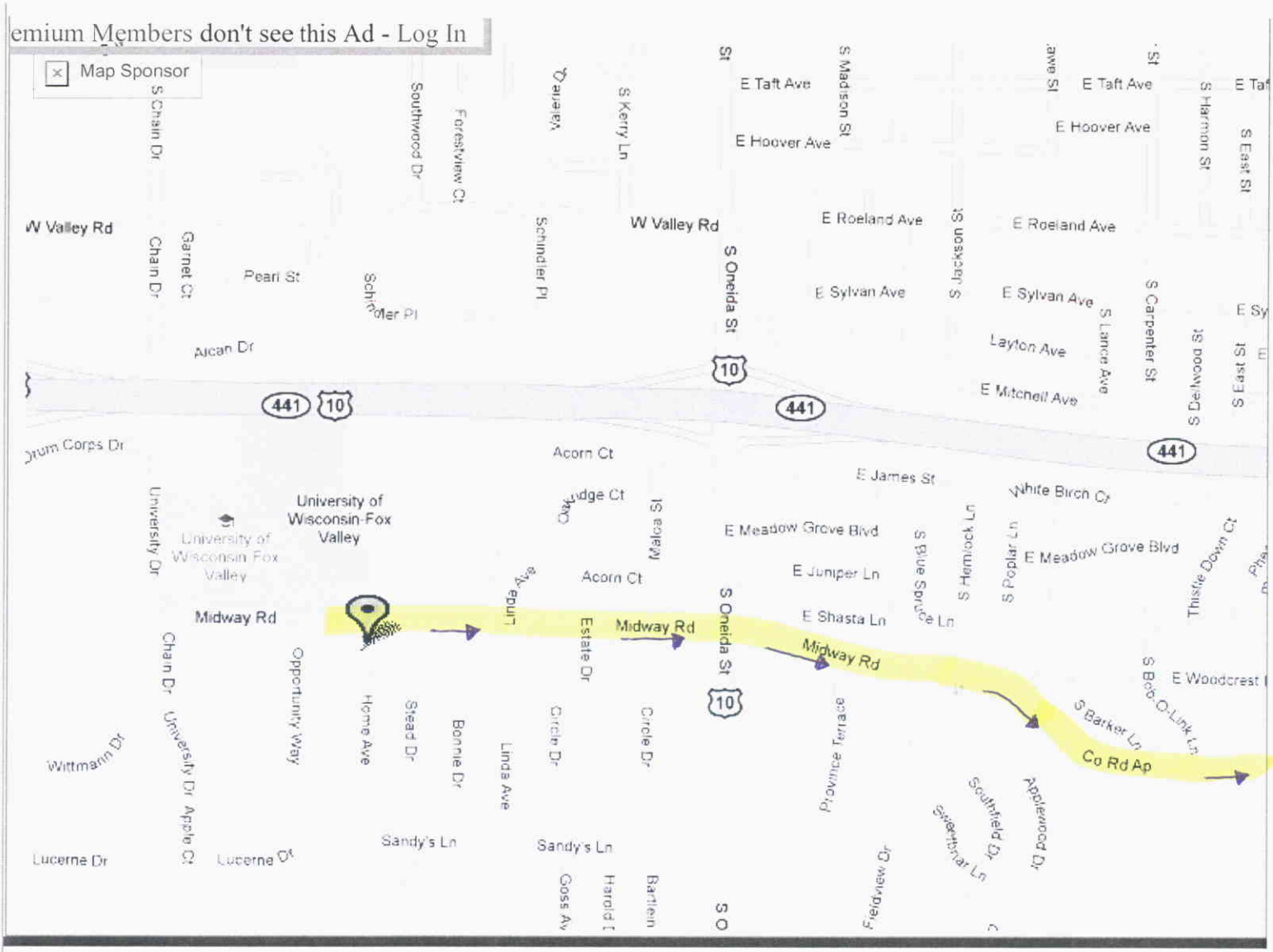
APPROVAL:

Police Dept. MB Fire Dept. [signature] Public Works Dept. MR City Attorney _____

2010 Community First Fox Cities Marathon Start Line:

UW-Fox Valley, Midway Road – Menasha

- Requesting Midway Road from University Drive to Hwy. 10/Oneida Street to be closed (entire 4-lane road) to traffic from 6:00 a.m. until 8:15 a.m.
  - State Patrol will secure the Oneida St/Midway Rd intersection
- City of Menasha Police officers (in conjunction with the Town of Menasha Police officers) needed at Midway Rd/University Ave. intersection to direct traffic into UW-Fox Valley and Sabre Lanes parking lots (or traffic south on University Ave.)



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2010 Community First Fox Cities Marathon (City of Menasha Section)

The Fox Cities Marathon will re-enter the City of Menasha on Manitowoc Road and exit the City of Menasha at the Naymut St/9th St/Nicolet Blvd intersection, entering the City of Neenah.

- Please place traffic cones on the left side of the road (runners will be running in the left-hand side lane – against the normal flow of traffic) – please provide the runners with the width of one full traffic lane (to ensure the runners safety and allow the continued flow of traffic)
- Please also place "No Parking" signs where it is not already prohibited, on all roads of the Marathon route
  - Manitowoc Road/Plank Road
  - Melissa Street
  - Hwy. 114/Plank Road
  - Konemac Street
  - 3rd Avenue
  - Jefferson Park
  - Broad Street (going the wrong way on 1-way street)
  - Racine Street (over Racine Street Bridge)
  - Naymut Street

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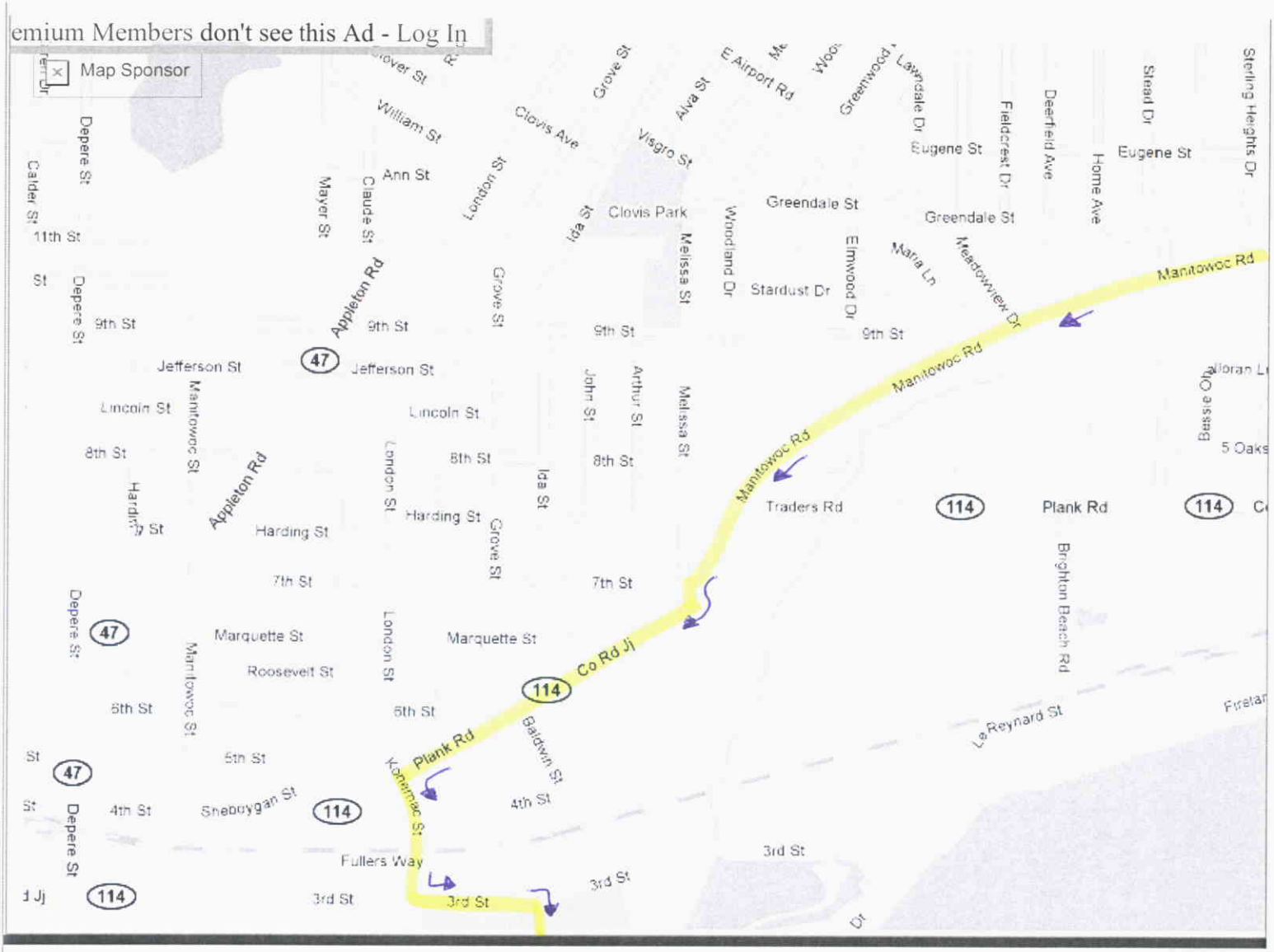

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COMMFIR-02 TRD1

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 8/11/2010

PRODUCER (920) 733-4944

Valley Insurance Associates, Inc.
3962 N Richmond St
P O Box 1937
Appleton, WI 54912-1937

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED Community First Fox Cities Marathon
c/o Mary Sullivan
2616 S Oneida St
Appleton, WI 54912

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: Secura Insurance	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS		
A	X	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC	CP3166813	8/2/2010	8/2/2011	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ $ $ $ $ $	1,000,000 300,000 exlcuded 1,000,000 2,000,000 2,000,000
A		AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS	A3166814	8/2/2010	8/2/2011	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $	1,000,000
		GARAGE LIABILITY ANY AUTO				AUTO ONLY - EA ACCIDENT OTHER THAN AUTO ONLY: EA ACC AGG	$ $ $	
		EXCESS / UMBRELLA LIABILITY OCCUR CLAIMS MADE DEDUCTIBLE RETENTION $				EACH OCCURRENCE AGGREGATE	$ $	
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below				WC STATU-TORY LIMITS / OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ $	
		OTHER						

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

EVENT:Marathon Race - Fox Cities Marathon
Dates 9-18 TO 9-19
City of Menasha is listed as add'l insured as respects to liability coverage.

CERTIFICATE HOLDER

City of Menasha
Attn: City Clerk
140 Main St
Menasha, WI 54952-

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

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IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

This Certificate of Insurance does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.