

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
September 7, 2010
6:45 PM
or immediately following the Administration Committee
AGENDA**

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. August 16, 2010

D. ACTION ITEMS

1. Street Use Application – Menasha High School Homecoming Parade; Friday, October 15, 2010; 5:30 PM – 6:10 PM
2. Street Use Application – Moose Fest; Thursday, May 5, 2011 – Monday, May 9, 2011; Steve Krueger
3. Recommendation of Established Fees for Post Construction Storm Water Management Permit
4. O-13-10 Ordinance Relating to Restricted Parking (Milwaukee Street)
5. Recommendation from Parking Committee for 90-day Trial Period to Prohibit Parking on the North Side of Seventh Street from Appleton Road to 235' West

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
August 16, 2010
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Taylor at 7:03 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Roush, Taylor, Wisneski, Hendricks, Zelinski, Englebert

EXCUSED: Aldermen Langdon, Benner

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, Lt. Brunn, DPW Radtke, CDD Keil,
C/T Stoffel, Clerk Galeazzi and the Press.

C. MINUTES TO APPROVE

1. August 2, 2010

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

Motion carried on voice vote.

D. ACTION ITEMS

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

DPW Radtke explained the insurance endorsement has been received and all the
required paperwork is in order.

Moved by Ald. Roush, seconded by Ald. Wisneski to recommend to Common Council
approval of the Street Use Application.

Motion carried on voice vote.

E. ADJOURNMENT

Moved by Ald. Wisneski, seconded by Ald. Zelinski to adjourn at 7:07 p.m.

Motion carried on voice vote.

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



JUN 14 2010

City of Menasha • Department of Public Works

STREET USE APPLICATION

Event: Homecoming Parade
 Sponsored by: Menasha High School
 Responsible Person: Brian Matz
 Address: 420 7th St
Menasha WI
 Phone: 920-967-1808
 Email Address: matzb@mjsd.k12.wi.us

Street Use Date: Oct, 15, 2010
 Start Time: 5:30 pm
 End Time: 6:10 pm
 Number of Units: 20

Street Route: (Attach Map)
Description of Use

"No Parking" signs up from 9th - Calder on Appleton Rd.
Start in school parking lot at 1st. Move east on 8th across Racine, North on Warsaw to 9th. East on 9th to Appleton St. North on Appleton into Calder.

Liability Insurance has been secured in the amount of \$ 5,000,000.00 with the City of Menasha named as the additional insured. This is primary insurance.
 Insurance Company Community Insurance Corp Policy No. SG122213-09
 (Attached is a copy of the certificate of insurance).
A New certificate will be mailed of policy effective date 7/1/10

Date: 6/2/2010 Applicant's Signature: BB Squills (Brian Takes over my position 7/1/10)

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. pd check 8/2/10 CS

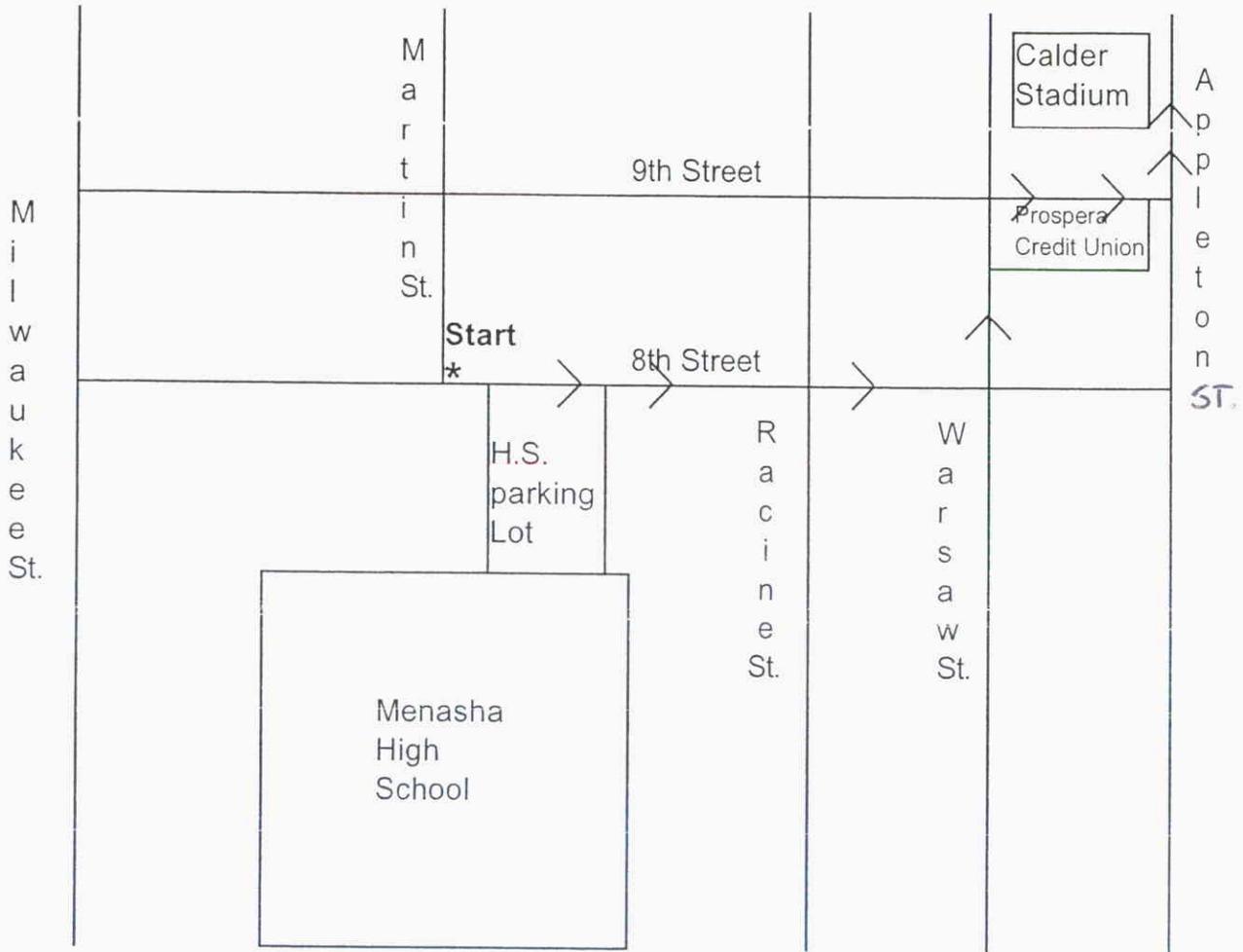
Note to events planning to use City Parks and/or greenspace: Any multi-day event or event which plans to sell beer and/or wine to the public must appear before the Parks and Recreation Board.

TO BE COMPLETED BY CITY STAFF (Revised May 2010)

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

Scheduled Common Council Review Date: 9-20-10
 Approved: _____ Denied: _____

APPROVAL:
 Police Dept. MB Fire Dept. BB Public Works Dept. MR City Attorney PA



HOMECOMING PARADE DIRECTIONS
PARADE STARTS AT 5:30 P.M.

- *Start at the corner of Martin St. and 8th St. (By the H.S. Parking Lot).
- *Cross over Racine St.
- *Turn left on Warsaw St.
- *Turn right on 9th St. (By Prospera Credit Union)
- *Turn left on Appleton St.
- *This road leads into Calder Stadium.

* Please put "No Parking" signs on Appleton Road from 9th Street to Calder Stadium. To be picked up by Maintenance (Menasha) after parade and delivered to City garage on Monday, Oct. 18.

CERTIFICATE OF INSURANCE

ISSUE DATE: 7/1/2010

AEGIS CORPORATION
18550 W. CAPITOL DRIVE
BROOKFIELD, WISCONSIN 53045
TEL: (800) 391-1116
FAX: (262) 783-6091

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:
Menasha Joint School District
P.O. Box 360
328 Sixth Street
Menasha, WI 54952

COMPANIES AFFORDING COVERAGE

COMPANY
LETTER A

COMMUNITY INSURANCE CORPORATION

COVERAGES

THIS IS TO CERTIFY THAT 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 OF 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, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO. LTR	TYPE OF INSURANCE	POLICY NUMBER	EFFECTIVE DATE	EXPIRATION DATE	LIMITS
A	LIABILITY GENERAL LIABILITY SCHOOL BOARD E&O AUTOMOBILE LIABILITY ALL OWNED AUTOS HIRED & NON-OWNED AUTOS UNINSURED MOTORISTS	SGL2221310	7/1/2010	7/1/2011	\$5,000,000 EACH OCCURRENCE

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEM

Certificate Holder is named as an Additional Insured with regard only to the Homecoming Parade on 10/15/10.

CERTIFICATE HOLDER:

City of Menasha
140 Main Street
Menasha, WI 54952

AUTHORIZED REPRESENTATIVE

Lori Heacox

CANCELLATION

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

COMMUNITY INSURANCE CORPORATION

ADDITIONAL INSURED ENDORSEMENT

Short Term Event

This endorsement changes the policy effective on the date indicated below.

Policy Number: SGL22213-10	Endorsement Number: 2
Endorsement Effective: 10/15/2010	Policy Period: 7/1/2010 - 7/1/2011
Named Insured: Menasha Joint School District	Countersigned By: <i>Karen Flynn</i> 7/14/2010 (Authorized Representative) (Date)

CHANGES:

IN CONSIDERATION OF AN ADDITIONAL PREMIUM CHARGE OF ~~\$25.00~~, THE FOLLOWING IS HEREBY ADDED AS AN ADDITIONAL INSURED ONLY WITH REGARD TO THE SHORT TERM EVENT STATED BELOW:

DATE OF EVENT: 10/15/10

EVENT: *the Homecoming Parade*

✓ ADDITIONAL INSURED:

*City of Menasha
140 Main Street
Menasha, WI 54952*



STREET USE APPLICATION

Event: Moose Fest
 Sponsored by: Steve Krueger
 Responsible Person: Steve Krueger
 Address: 701 PARIS ST.
Menasha, WI
 Phone: 920-809-0636
 Email Address: Themoosehunt@yahoo.com

Street Use Date: MAY 6-9, 2011
 Start Time: SAT 8-7
SUN 9-5
 End Time: Fri + Thurs all day - set-up
Mon. All day - Tear-down
 Number of Units: _____

Street Route: (Attach Map) Broad Street Parking Lot, Marina Place
 Description of Use LOT, WATER STREET LOT.

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

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

Date: 9-2-10 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.

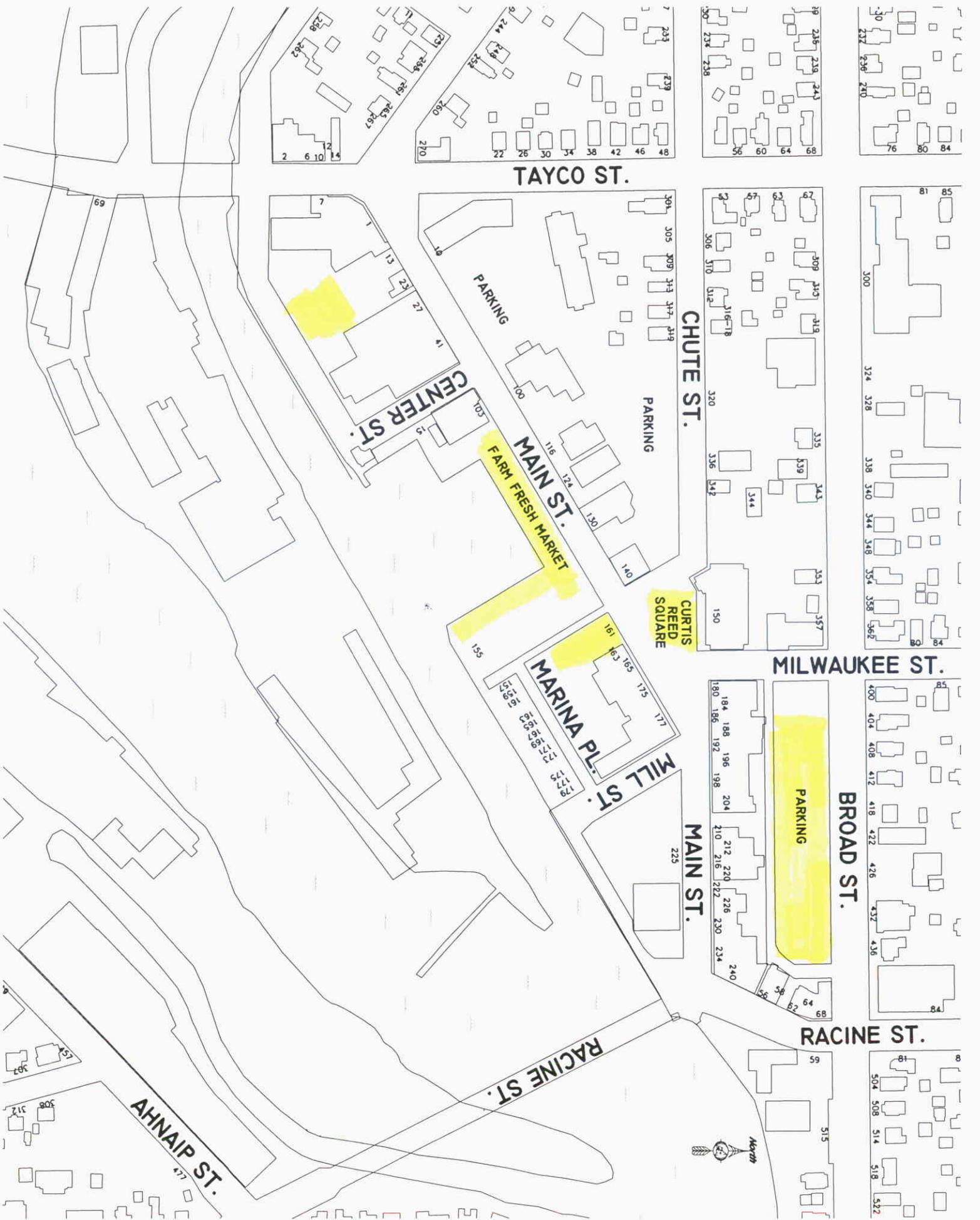
Note to events planning to use City Parks and/or greenspace: Any multi-day event or event which plans to sell beer and/or wine to the public must appear before the Parks and Recreation Board.

TO BE COMPLETED BY CITY STAFF (Revised May 2010)

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

Scheduled Common Council Review Date: _____
 Approved: _____ Denied: _____

APPROVAL:
 Police Dept. _____ Fire Dept. _____ Public Works Dept. _____ City Attorney _____



TAYCO ST.

CHUTE ST.

MILWAUKEE ST.

BROAD ST.

RACINE ST.

CENTER ST.

PARKING

MAIN ST.

FARM FRESH MARKET

PARKING

CURTIS REED SQUARE

MARINA PL.

MILL ST.

MAIN ST.

PARKING

AHNAIP ST.



Moose Fest 2011 Downtown Menasha May 7th and 8th

Attractions

Carnival – Calkins Midways will set up in city parking lot on Broad Street. Had meeting on August 11, 2010 with downtown businesses and addressed parking concerns. Florist wanted a few parking spots on her end for her Mother's Day customers and all other businesses in attendance had no concerns. All downtown businesses were invited by written invitation and given my phone numbers for questions. Carnival will start Friday night.

Hot Air Balloons – Four to six hot air balloonists will be coming and launching Saturday morning and evening, Sunday morning and doing a night burn Saturday night...all weather dependant. Prime spot would be in Faith parking lot but if that is not attainable use of Jefferson Park ball field will be needed.

Helicopter Rides – Complete Helicopters will be coming from Minnesota to give the public rides to view Menasha from the air. Use of parking lot behind Jitters is requested for helicopter use. Complete Helicopters has already flown over area and confirmed the area will work.

Pro-Fishermen – 15 pro fishermen will be at the marina to take any kid age 4 to 16 out on Lake Winnebago fishing at no cost to the kids or their families. The pros will be coming with their top of the line walleye tournament boats full equipped with all equipment including life jackets. All the kids need are the appropriate clothing for the weather conditions. The kids will also be able to drive the pro's boats out on the lake. They will be practicing catch and release.

Street Dance – There will be a street dance Friday and Saturday night within the carnival in Broad Street parking area.

Family I-Spy – There will be an all weekend I-Spy game for the family to enjoy downtown. Items will be hidden and the kids will be taking a map and labeling where they spot the items. Prizes will be given away.

Fishing Contest – We are organizing a fishing contest to take place along the boardwalk of downtown Menasha.

Vendors – As of today Moose Fest has 30 vendors signed on to be at the event and the goal is a total of 120 vendors (2010 Moose Fest in Montello acquired 93 vendors). They will be place in Curtis Reed Square, along the marina where the farmers market takes place, between the marina and apartment, and the top level of the city parking ramp.

PA System – A PA system would be placed downtown to play background music along with having announcements for the public. Speaker wires would need to be strung through the trees and light posts.

Website – The Moose Fest website is www.greatmoosefestival.com

Pamphlet – 3,000 eight page pamphlets will be printed with all information and supporting sponsors.

Beneficiary – Part of the profits will be going to The Children’s Hospital of Wisconsin.

Sponsors – Some of the sponsors that are helping with the promotion of Moose Fest include Digicorp, MidWest Outdoors, Great Lakes Angler and 12 other publications across the country.

Contact – My contact information is as follows:

Steve Krueger
(920) 809-0636
themoosehunt@yahoo.com
moosefestival@yahoo.com



PARK FACILITY RESERVATION FORM AND BEER PERMIT

(Important reservation information listed on the back of this form)

Menasha Parks & Recreation Department
140 Main Street
Menasha, WI 54952-3190

Questions? Call: 967-3640
8:00 AM - 4:00 PM Monday - Friday
Office Location: 2nd Floor, City Hall

Group Name or Sponsor of Event: Steve Krueger Date of Event: MAY 7+8, 2011
Event Coordinator: Steve Krueger Daytime Telephone: 920-809-0636
Address: 701 PARIS ST. MENASHA, WI 54952 Home Telephone: 920-720-0625
Time of Event: From 8AM to 7pm Group Size: Fees: (see attached page)

- Does your group qualify for resident rates? No Yes (City of Menasha, Neenah, Appleton & Town of Menasha residents only)
- Do you plan to consume beer or wine? No Yes (Fill out permit, page 2 - see #5, page 3)
- Do you plan to sell beer or wine? No Yes (You will need **more** than a Beer Permit, see #6, page 3)
- Do you plan to sell food to the public? No Yes (You will need a Temporary Food Permit, see #13, page 3)
- Certificate of Insurance needed? No Yes (For tournaments, public events, rides, etc. - see #4, page 3)
- Are you planning "kiddie" rides or other amusements? No Yes (Carnival Permit required, contact City Clerk)
- Do you plan to have an amplified sound system? No Yes (See #12, page 3) Describe:
- Do you plan to set up tent(s) for the event? No Yes (See #9, page 3)
- Parks & Recreation Board approval needed? No Yes (When selling beer and multi-day events, contact Director)
- Building Keys Needed? No Yes (Usually for kitchen use - see #10, page 3)

Facility (circle all that apply)			
Jefferson			
Pavilion	Kitchen	West Shelter	East Shelter
Picnic Area # <u> </u>	Diamond(s) <u> </u>	Launch Shelter	Pool
Smith			Memorial Building <small>(pre-wedding ceremony only)</small>
Pavilion	Kitchen	Wedding/Garden (80 benches available)	Start Time: <u> </u>
Diamond/Field <u> </u>			End Time: <u> </u>
Hart	Clovis	Barker Farm	
Shelter Diamond/Field <u> </u>	Shelter Diamond/Field <u> </u>	Shelter	Diamond/Field <u> </u>
Koslo	Pleasants	Shepard	
Shelter Diamond/Field <u> </u>	Diamond/Field <u> </u>	Diamond/Field <u> </u>	
Curtis Reed Square			

Office Notes: FAM market Area

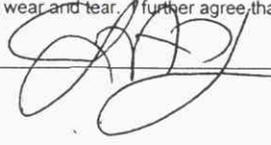
OFFICE USE ONLY	
Facility Fee: \$	<u> </u>
User Fee: \$	<u> </u>
Area Fee: \$	<u> </u>
Beer Permit: \$	<u> </u>
Total: \$	<u> </u>
Receipt #	<u> </u>
Permit #	<u> </u>

HOLD HARMLESS AGREEMENT

I, Steve Krueger, agree and bind Steve Krueger
(person in charge) (group name)

to hold the City of Menasha harmless from any claim for damage or injury arising out of our activities in connection with this event. I further understand this agreement to indemnify is for any and all liability of the City of Menasha, including costs of defense and attorneys' fees, including: Damage or injury caused in part by the City's negligence, unless I demonstrate by clear and convincing evidence, that such damage or injury was caused solely by the City's negligence.

I further agree to exercise due care in the preservation of the premises. I further agree to pay for all damages to park property or grounds beyond what the Department determines to be normal wear and tear. I further agree that I will ensure compliance with all rules, regulations, or ordinances applicable to the use of City of Menasha parks.

Signature:  Date: 9-2-10

BEER PERMIT

For Consumption Only!

Sale of Beer and/or Wine Requires a Temporary Class "B" License in Addition to the Permit (See #6 on page 3)

The below named assumes responsibility for exercising control over attendees behavior at the event. **This person or designee must be present for the duration of the event.** The Menasha Police Department will contact the permittee if any problem arises. **UNRULY/ILLEGAL GROUP BEHAVIOR WILL JEOPARDIZE FUTURE RESERVATION PRIVILEGES.**

Permittee Name: (print) _____ DOB: _____
Last First M.I.

Address: _____ Phone: _____

Area that beer and/or wine can be consumed: _____

Signature: _____

Permittee has read list of City ordinances pertaining to alcohol Yes No Dept. Initials _____

2010 PARK FACILITY RENTAL

(all fees are "per day" unless otherwise stated)

<u>Pavilion/Shelter Fees</u>	<u>Resident</u>	<u>Non-Resident</u>
Jefferson Park		
Large Pavilion	\$ 55.00	\$ 85.00
Kitchen*	30.00	50.00
West Shelter	35.00	55.00
East Shelter*	20.00	40.00
Launch Shelter	15.00	32.00
Picnic Area #3 & #5 with electric	20.00	40.00
Wedding	User Fee Only	User Fee Only
Pool Rental (1 hour)	115.00	115.00
Smith Park		
Pavilion	50.00	75.00
Kitchen*	30.00	50.00
Wedding Set-Up**	200.00	250.00
Memorial Building (pre-ceremony only)	10.00/hour	10.00/hour
Hart Park Shelter*	25.00	45.00
Clovis Grove Shelter	20.00	40.00
Koslo Park Shelter (no electric)	20.00	40.00
Barker Farm Park Shelter	25.00	45.00
Curtis Reed Square	20.00	40.00
Beer Permit (Jefferson and Koslo only)	5.00	5.00
Tent Permit (when Diggers Hotline is called)	10.00	12.00
Amplifier w/microphone (per event/season) <i>(Jefferson East/West Diamonds only)</i>	20.00	20.00
Jefferson Volleyball Courts N & S	5.00	5.00
<i>Koslo, Municipal Beach, Smith Park VB Courts</i>	NC	NC
Soccer Fields	8.00/hour	8.00/hour
Koslo Baseball Diamonds	Without Lights 12.00/hour With Lights 20.00/hour	12.00/hour 20.00/hour
Softball Diamonds	Without Lights 8.00/hour With Lights 15.00/hour	8.00/hour 15.00/hour
Building/Shelter Key Deposit	20.00	20.00

2010 PARK USER FEES

Groups that reserve park shelters or picnic areas are subject to the following user fees:

<u>Persons in Attendance</u>	<u>Resident</u>	<u>Non-Resident</u>
1 - 20	\$ 5.00	\$ 11.00
21 - 75	24.00	36.00
76 - 150	42.00	60.00
151 - 300	79.00	102.00
301 - 600	134.00	162.00
601 - 1,100	240.00	275.00
1,101 - 2,000	360.00	400.00
2,001 & up	480.00	525.00

* Indicates need for key

** Includes use of pavilion whether used or not, also includes 100 benches; average 2-3 adults per bench. Final arrangements made through Park Superintendent (967-3642).



Memorandum

DATE: August 31, 2010

TO: Board of Public Works

FROM: Mark Radtke, Director of Public Works *MR*
Greg Keil, Community Development Director *GK*

RE: Recommended Fee Schedule for Post Construction Storm Water Management Program

The City of Menasha Post Construction Storm Water Management Ordinance prescribes that a schedule of fees be established by the Board of Public Works. Following is the recommendation for the permit application fees.

Application Fee

Permit application fees are as follows:

- Sites with less than 20,000 square feet of disturbed impervious area and less than 1 acre of land disturbance = **\$300** (fixed fee).
- Sites with more than 20,000 square feet of disturbed impervious area or one acre or more of land disturbance = **\$500** plus **\$0.0050/square foot** of disturbed impervious area.

The application fee includes the cost of site design meetings, plan review, permit compliance review, pre-construction meetings, permit issuance, and site inspection related items.

CITY OF MENASHA
Parking Committee
Third Floor Council Chambers, City Hall - 140 Main Street, Menasha
August 25, 2010

DRAFT MINUTES

A. CALL TO ORDER

Meeting called to order by PWD Radtke at 10:35 AM

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: PWD Radtke; CDD Keil; PC Stanke; CA Captain; Ald. Wisneski

ALSO PRESENT: Mayor Don Merkes; Carol Schmidt, Public Works and Engineering Department

C. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

1. Motion by PC Stanke, seconded by Ald. Wisneski to approve the minutes of the June 30, 2010 meeting. Motion carried.

D. DISCUSSION ITEMS

1. **Request to Prohibit Parking on the East Side of Milwaukee Street from Seventh Street to 150' South (Ald. Taylor)**

PC Stanke stated the neighbors had complained that kids were hanging out around their parked cars smoking and leaving garbage. The temporary no parking signs that PC Stanke had placed there have helped.

Motion made by PC Stanke and seconded by PWD Radtke to recommend to the Common Council that a sign indicating "No Parking 7:30 am to 3:30 pm Monday through Friday" be placed on the east Side of Milwaukee Street prohibiting parking on the east Side of Milwaukee Street from Seventh Street to 150' south.

Motion carried.

2. **Request to Prohibit Parking on the North Side of Seventh Street from Appleton Road to 235' West (Ald. Taylor)**

Motion made by Ald. Wisneski and seconded by PC Stanke to recommend a 90-day trial period to prohibit parking on the north side of Seventh Street from Appleton Road to 235' west to the Board of Public Works.

Motion carried.

3. **Request to Investigate Semi Trucks Blocking Entrances to Menasha Employees Credit Union During Business Hours (Ald. Taylor)**

PC Stanke stated he spoke with Alliance Industries in regard to the semi trucks using the street in front of the credit union as a staging area and asked them not to block business

driveways on Appleton Street. PC Stanke spoke with credit union manager, Mark Jesse today. He indicated it has been better recently. PC Stanke stated the officers will continue to monitor the situation.

Motion made by PC Stanke and seconded by CA Captain to table this item.

4. Request to Increase the Fine/Fee for Illegally Parking in a Handicap Stall to \$200+ (Ald. Wisneski and Ald. Langdon)

PC Stanke stated the current fee for illegally parking in a handicap stall is \$25.

Much discussion ensued regarding what other communities charge and state statute.

Motion made by Ald. Wisneski and seconded by CDD Keil to increase the fine/fee for illegally parking in a disabled stall to \$200.

Motion carried.

5. Consideration of Revising Parking Restrictions for City Owned Parking Lots and Parking Ramp (Mayor Merkes)

Mayor Merkes stated that downtown residents, patrons and business owners find the current parking regulations complex. A system where parking ramps and lots are used for long term parking and street parking would lead to less confusion.

Much discussion ensued regarding overnight parking and permits. PWD Radtke has concerns with overnight parking during the winter which would hinder snow plow operations in the smaller lots.

There is no ordinance to support 3 hour parking in the Marina Place Lot and Ramp; the signage will be removed.

PC Stanke stated we need to come up with a plan for downtown parking, implement the plan and then enforce it.

Mayor Merkes will bring something back to the next Parking Committee meeting to address the bigger picture of downtown Menasha.

E. ADJOURNMENT

1. Motion made by PC Stanke, seconded by CA Captain to adjourn at 11:45 AM.

Respectfully submitted by Carol A. Schmidt, Public Works and Engineering Department