

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
May 5, 2014
6:30 PM**

or immediately following the Administration Committee

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [April 21, 2014](#)
- D. DISCUSSION / ACTION ITEMS
 - 1. [Street Use Application – Diablo Cycling Criterium; Sunday, June 8, 2014; 7:00 AM – 7:00 PM \(Diablo Cycling\)](#)
 - 2. [Authorization for No Parking on the West Side of Racine Street from Seventh Street to 350 Feet North of Racine Street Intersection for a Period of One Year](#)
- 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
April 21, 2014
MINUTES

DRAFT

A. CALL TO ORDER

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

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Taylor, Sevenich, Langdon, Keehan, Zelinski, Englebert, Nichols

EXCUSED: Alderman Benner

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, DPW Radtke, CDD Keil, PHD Nett, Finance Manager Sassman, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [April 15, 2014](#)

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

Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. [Street Use Application – Memorial Day Parade; Monday, May 26, 2014; 8:00 AM – 10:45 AM \(Twin City Vets\)](#)

DPW Radtke reported the completed application and required documents are in order.

Moved by Ald. Nichols, seconded by Ald. Englebert to recommend to Common Council Street Use Application for Memorial Day Parade, Monday May 26, 2014, 8:00-10:45 AM (Twin City Vets)

Motion carried on voice vote.

2. [Recommendation to Award – Contract Unit No. 2014-01; New Street Construction; Gamsky Grove \(Harold Drive\) and First Addition to Southfield; Northeast Asphalt; \\$381,135.20](#)

DPW Radtke explained two competitive bids were received for this street project. The bids received are under the budgeted amount. Staff recommends awarding to Northeast Asphalt as they submitted the lowest bid.

Moved by Ald. Zelinski, seconded by Ald. Englebert to recommend to Common Council Recommendation to Award Contract Unit No. 2014-01, New Street Construction, Gamsky Grove (Harold Drive) and First Addition to Southfield to Northeast Asphalt in the amount of \$381,135.20

Motion carried on roll call 7-0.

3. [Recommendation to Defer Special Assessment for Out Lot 3, Gambsky Grove Due to Unbuildable Status](#)

DPW Radtke explained in accordance with Municipal Code the Common Council can declare a lot unbuildable and any special assessments can be deferred. Outlot 3 on Harold Drive is currently an unbuildable lot due to its shallow depth. If the lot would become buildable the special assessment shall become due and payable. Declaring this lot unbuildable will not change the special assessment for the street project.

Moved by Ald. Englebert, seconded by Ald. Zelinski to recommend to Common Council Recommendation to defer special assessment for Outlot 3, Gambsky Grove due to unbuildable status.

Motion carried on voice vote.

E. ADJOURNMENT

Moved by Ald. Zelinski, seconded by Ald. Langdon to adjourn at 7:11 p.m.

Motion carried on voice vote.

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



STREET USE APPLICATION

Event: Diablo Cycling Critterium
 Sponsored by: Diablo Cycling
 Responsible Person: Robert Anderson
 Address: 1187 W Cecil St
Neenah WI
 Email Address: mwppatroller@aol.com

Street Use Date: 6/8/14
 Start Time: 7:00 AM
 End Time: 7:00 PM
 Number of Units: _____
 (Parades)

Phone (715) 493-1505

Street Route: _____
 Description of Use (attach map)

Liability Insurance has been secured in the amount of \$ 1,000,000 with the City of Menasha named as the additional insured. This is primary insurance.
 Insurance Company Federal Insurance Co Policy No. 79960314
 (Attached are samples of the certificate of insurance and endorsement; each naming the City of Menasha as additional insured)

Date: 3/25/14 Applicant's Signature: Robert Anderson

police
6

Permit Fee: Each application for a Street Use Permit shall be accompanied by a fee of \$25.00 along with a Special Event Fee of \$25.00. 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 appear before the Parks and Recreation Board.

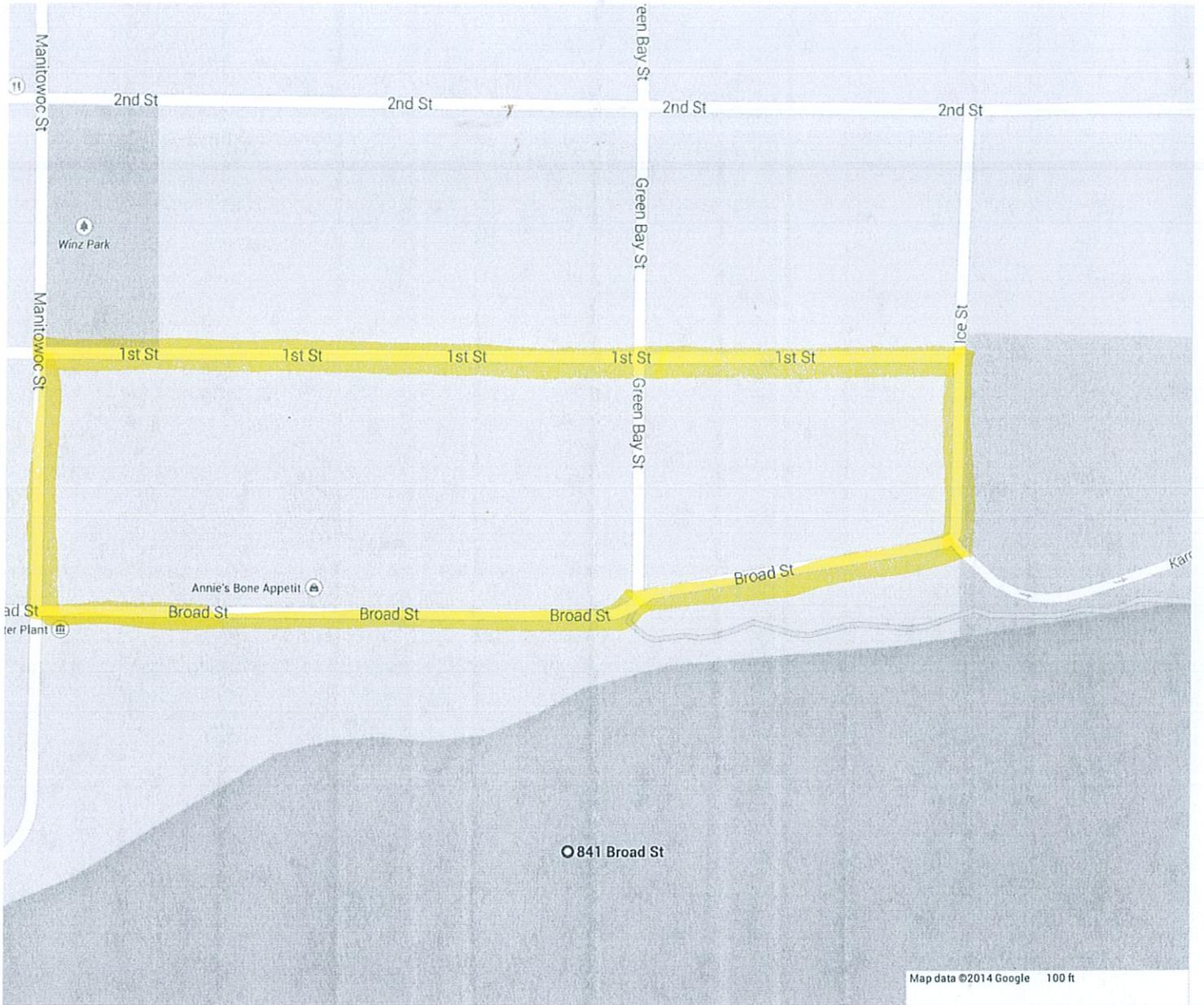
TO BE COMPLETED BY CITY STAFF (Revised February 4, 2013)

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

Scheduled Common Council Review Date: 5/19/2014
 Approved: _____ Denied: _____

APPROVAL:

Police Dept. [Signature] Fire Dept. [Signature] Public Works Dept. MR City Attorney [Signature]





CERTIFICATE OF LIABILITY INSURANCE

Page 1 of 2

DATE (MM/DD/YYYY)
03/17/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. 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).

PRODUCER Willis of Texas, Inc. c/o 26 Century Blvd. P.O. Box 305191 Nashville, TN 37230-5191	CONTACT NAME:		
	PHONE (A/C, NO, EXT):	877-945-7378	FAX (A/C, NO): 888-467-2378
	E-MAIL ADDRESS:	certificates@willis.com	
	INSURER(S) AFFORDING COVERAGE		NAIC#
	INSURER A:	Federal Insurance Company	20281-001
INSURED USA Cycling, Inc. 210 USA Cycling Point Colorado Springs, CO 80919	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES

CERTIFICATE NUMBER: 21284943

REVISION NUMBER:

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 OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATION 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.

INSR LTR	TYPE OF INSURANCE	ADD'L INSRD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	Y		79960314	12/31/2013	12/31/2014	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 3,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$ 1,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR						EACH OCCURRENCE \$
	EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$
	DED <input type="checkbox"/> RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N		N/A				E.L. EACH ACCIDENT \$
	(Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach Acord 101, Additional Remarks Schedule, if more space is required)

Endorsement 80-02-2306: Additional Insured : As required by written contract, Certificate Holders are named as Additional Insureds for USA Cycling sanctioned/permited events.

Endorsement 80-02-9301: Event Organizer and/or Promoters are Named Insureds. It shall be a condition of coverage that all organizers/promoters for whom coverage is afforded under this policy execute a USAC event permit application and coverage will be afforded only for the specific event and dates on the permit.

CERTIFICATE HOLDER

CANCELLATION

City of Menasha
140 Main Street
Menasha, WI 54952

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



AGENCY CUSTOMER ID: HRH18003

LOC#: _____



ADDITIONAL REMARKS SCHEDULE

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AGENCY	NAMED INSURED	
Willis of Texas, Inc.	USA Cycling, Inc.	
POLICY NUMBER	210 USA Cycling Point	
79960314	Colorado Springs, CO 80919	
CARRIER	NAIC CODE	
Federal Insurance Company	20281-001	EFFECTIVE DATE: 12/31/2013

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

Event #2014-558
Event Name: Diablo Cycling Criterium
Event Location: Menasha, WI
Event Date: 06/08/2014

Certificate Holder is an Additional Insured with respects to Event #2014-558, Diablo Cycling Criterium, in Menasha, WI on 06/08/2014, but only with respect to the liability arising out of the Named Insured's Operations.



To: Board of Public Works Members

From: Chief Tim Styka

Date: April 29, 2014

RE: Limited Term Parking Request

BACKGROUND

On February 26, 2014 the Parking Committee was presented with a request from the Menasha School District to remove parking on the west side of Racine St. from Seventh St. to the Field House. This request was being made for safety reasons during the construction project at the High School, which is expected to last into late 2015.

ANALYSIS

At the time of this request, there was no method in the City Code or policies and procedures which would appropriately address this situation. Based upon the safety concerns with the construction project being in full swing, the need to post the no parking in this area was allowed by the Police Department under a temporary basis. Since the posting of the no parking area on Racine St., there have been no complaints or issues. In addition, the Common Council did enact Ordinance 10-1-21(d) to provide for a method to address these kinds of issues.

FISCAL IMPACT

The fiscal impact would be minimal as Public Works does maintain no parking signs which have been used for purposes like this in the past. City staff has already placed the signs for the temporary parking restrictions, so no further labor or material expenses are expected.

RECOMMENDATION

Based upon the request and due to lack of issues during the past few weeks it is my recommendation to the Board of Public Works to:

Authorize no parking on the west side of Racine Street from Seventh Street to 350 feet north of the Racine Street / Seventh Street intersection for a period of one year.