

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 4, 2014
6:45 PM
or immediately following the Administration Committee

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [July 21, 2014](#)
- D. DISCUSSION / ACTION ITEMS
 - 1. [Street Use Application – Twisted Pistons Scholarship Cruise-In; August 21, 2014; 2:00 PM – 10:00 PM; \(Twisted Pistons\)](#)
 - 2. [Street Use Application – Two-Wheel Tuesday; August 26, 2014; 6:00 PM – 9:00 PM; \(The Locker Room\)](#)
 - 3. [Street Use Application – Labor Day Parade; September 1, 2014; 9:30 AM – 10:30 AM \(Labor Temple Coop Association\)](#)
 - 4. [Street Use Application – Community First Fox Cities Marathon; September 21, 2014; 6:00 AM – 2:00 PM \(Community First Credit Union\)](#)
 - 5. [Street Use Application – 21st Annual St. Joe’s 5K Run/Walk; October 11, 2014; 8:00 AM – 10:00 AM \(Pacesetter’s – Fox Cities\)](#)
 - 6. [Payment – Northeast Asphalt, Inc.; Contract Unit No. 2014-01; New Street Construction, Gamsky Grove \(Harold Drive\) and First Addition to Southfield; \\$217,462.16 \(Payment No. 2\)](#)
 - 7. [Change Order – Donald Hietpas & Sons, Inc.; M0002-940117; Water Main Reconstruction / London Street; ADD: \\$27,154.14; \(Change Order No. 1\)](#)
 - 8. Discussion Regarding Plans for Addressing the Condition of Racine Street Between Eighth Street and Ninth Street (Ald. Sevenich)
- 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
July 21, 2014
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Sevenich at 8:35 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

EXCUSED: Alderman Nichols

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, FC Auxier, DPW Radtke, CDD Keil, ASD Steeno, Clerk Galeazzi.

C. MINUTES TO APPROVE

1. [July 7, 2014](#)

Moved by Ald. Taylor, seconded by Ald. Keehan to approve minutes.

Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. [Street Use Application – Otto Grunski Runski: Saturday, August 9, 2014; 7:00 AM – 10:30 AM \(City of Menasha\)](#)

Moved by Ald. Taylor, seconded by Ald. Keehan to recommend to Common Council Street Use Application for Otto Grunski Runski, Saturday August 9, 2014, 7AM-10:30AM (City of Menasha)
Motion carried on voice vote

2. [Payment – Northeast Asphalt, Inc.; Contract Unit No. 2014-01; New Street Construction, Gambsky Grove \(Harold Drive\) and First Addition to Southfield; \\$104,165.50 \(Payment No. 1\)](#)

DPW Radtke explained the project is going well and is expected to be completed in a few weeks.

Moved by Ald. Taylor, seconded by Ald. Keehan to recommend to Common Council Payment to Northeast Asphalt, Inc, Contract Unit No. 2014-01 for new street construction of Gambsky Grove (Harold Drive) and First Addition to Southfield for \$104,165.50 (Payment No. 1)

Motion carried on roll call 7-0.

3. [Authorization to Execute State Municipal Agreement for WisDOT STP-Urban Program \(Broad Street from Tayco Street to Racine Street\)](#)

DPW Radtke explained the City received a STP-Urban Project grant for the reconstruction of Broad Street from Tayco Street to Racine Street. The grant is a 80% federal funding and 20% City funding up to \$707,328. Any cost exceeding \$707,328 will be the responsibility of the City. The block between Tayco Street and Milwaukee Street is proposed for asphalt payment and the block between Milwaukee Street and Racine is proposed for concrete pavement.

General discussion ensued on the project, when it will start, work that will need to be done to street before the project starts.

Moved by Ald. Taylor to hold. No second, motion dies.

Moved by Ald. Benner, seconded by Ald. Keehan to recommend to Common Council Authorization to Execute State Municipal Agreement for WisDOT STP-Urban Program (Broad Street from Tayco Street to Racine Street)

Motion carried on roll call 7-0.

E. ADJOURNMENT

Moved by Ald. Taylor, seconded by Ald. Langdon to adjourn at 8:50 p.m.

Motion carried on voice vote.

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



STREET USE APPLICATION

Event: Twisted Piston Scholarship Cruise-in
 Sponsored by: Twisted Piston
 Responsible Person: Randy Thomson
 Address: 426 Broad St. Menasha WI 54952
 Email Address: randy@randallsautohaus.com Phone: 920-727-1826
 Street Route: MAIN STREET / MILWAUKEE ST (SEE MAP)
 Description of Use (attach map)

Street Use Date: <u>8/21/14</u>
Start Time: <u>2:00 p.m.</u>
End Time: <u>10:00 p.m.</u>
Number of Units: <u>NA</u> (Parades)

Liability Insurance has been secured in the amount of \$ ~~250,000~~ 1,000,000 with the City of Menasha named as the additional insured. This is primary insurance.
 Insurance Company HUB International Insurance Service Inc Policy No. AR6360147
 (Attached are samples of the certificate of insurance and endorsement; each naming the City of Menasha as additional insured)

Date: 3/15/2014 Applicant's Signature: [Signature]

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.

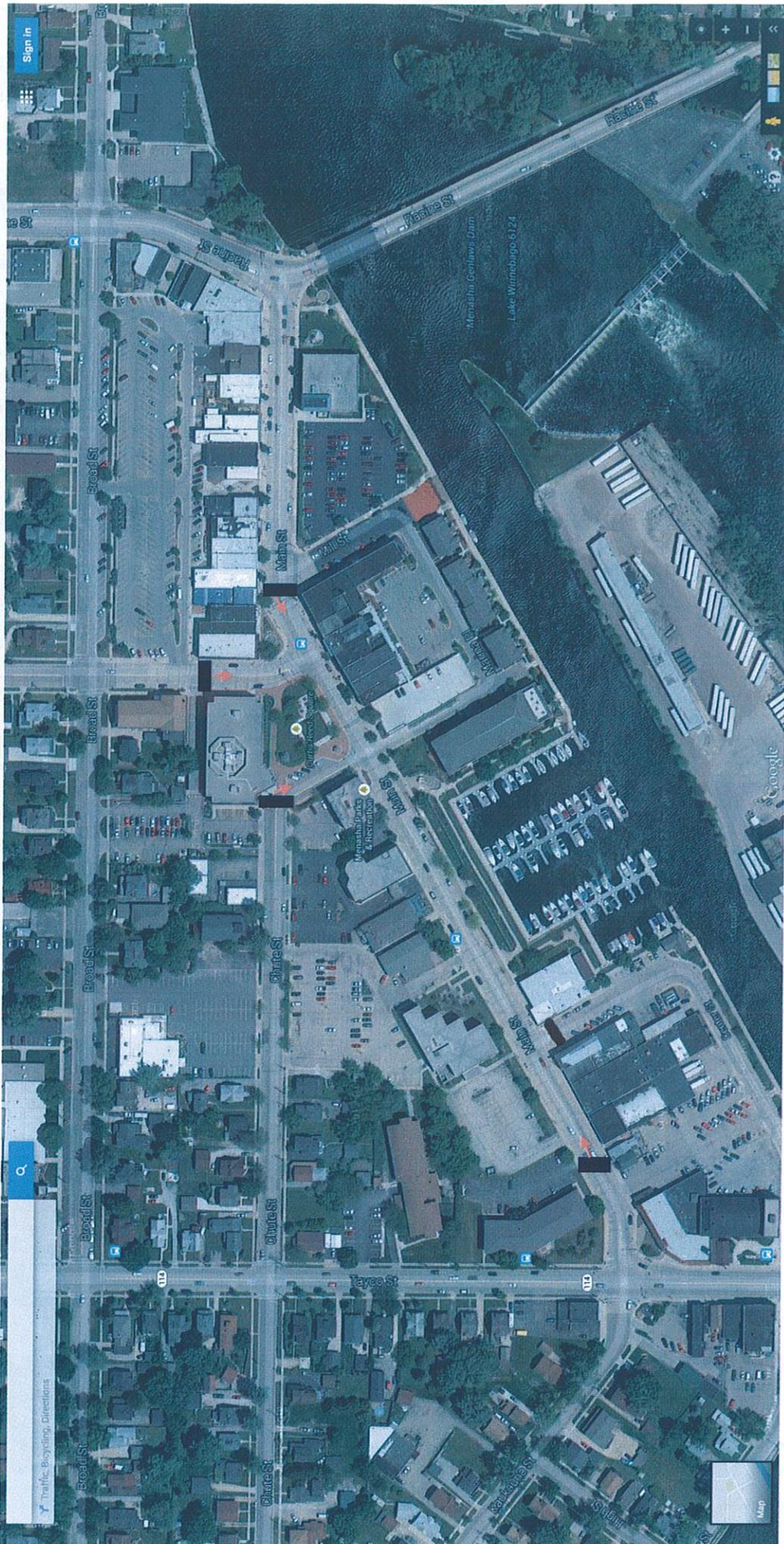
Note to events planning to use City Parks and/or greenspace: Any multi-day event or event which plans to sell beer and/or wine to the public must appear before the Parks and Recreation Board.

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

Scheduled Park & Recreation Board Review Date: 8-11-14
 Not Required: [initials] Approved: _____ Denied: _____

Scheduled Common Council Review Date: 8-18-14
 Approved: _____ Denied: _____

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





Maunke St

Newman St

Water St

St

**CERTIFICATE OF INSURANCE
SPECIAL EVENT LIABILITY GROUP INSURANCE TRUST, A RISK PURCHASING GROUP**

FACILITY OWNER: (Additional Insured)		PRODUCER:	Certificate # 46023
City of Menasha 140 Main Street Menasha, WI 54952		HUB International Insurance Services Inc. P.O. Box 4047 Concord, CA 94524-4047 PH: 925 609 6500 FX: 925 609 6550 specialevent@hubinternational.us	CA License #0757776
EVENT HOLDER: (Named Insured)		EVENT INFORMATION	
Twisted Pistons Scholarship Cruise-In Randy Thomson 426 Broad Street Menasha, WI 54952		TYPE OF EVENT:	Auto Show
		EVENT DATE(S):	8/21/2014
		EVENT LOCATION:	Curtis Reed Square/Main Street/Milwaukee Street/Mill Street
		ATTENDANCE:	500-1500
		CLASS:	I

This is to certify that the policies of insurance listed below have been issued to the insured named above for the event date(s) indicated above. 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.

INSURER A:		COLONY INSURANCE COMPANY				
INSR LTR	Type of Insurance	Policy Number	Effective	Expiration	Policy Limits	
A	Commercial General Liability	AR6360147	1/1/2014	1/1/2015	Each Occurrence	\$1,000,000
					General Aggregate	\$2,000,000
					Personal & Advertising Injury	\$1,000,000
					Products/Completed Operations Aggregate	\$2,000,000
					Damage to Premises Rented to You	\$500,000
					Medical Payments	\$5,000
					Liquor Liability Each Occurrence	\$1,000,000
					Liquor Liability Aggregate	Incl.

COVERAGE TERMS:

<p>Occurrence Form (CG 0010)</p> <p>Host Liquor Liability <u>Included.</u></p> <p>Full Liquor Liability Included <u>when a separate premium has been charged.</u></p> <p>All participants in athletic activities are <u>required</u> to sign Release and Waiver of Liability forms.</p>	<p>The coverage afforded by this insurance is primary and not contributing with any insurance held by the "ADDITIONAL INSURED", WHEN REQUIRED BY WRITTEN CONTRACT. The limits of insurance apply separately to each event insured by this policy as if a separate policy of insurance has been issued for that event. Who is an insured is amended to include as an additional insured the "Facility Owner - Additional Insured" above and any person or organization shown in the schedule below. This insurance does not apply to: any "occurrence" which takes place after the event holder ceases to be a tenant in that premises. This insurance applies only to: an "occurrence" which takes place during the dates indicated under "Event Information" above.</p>
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COVERAGE EXCLUSIONS: (REFER TO POLICY FOR COMPLETE LISTING OF EXCLUSIONS)

-- Sexual Abuse & Molestation	Specific Events are excluded from coverage. Please see second page for list of excluded events.
-- Terrorism	On behalf of the Risk Purchasing Group and each Member, the Trustee has declined coverage for the Terrorism Risk Insurance Act (TRIA).

OTHER ADDITIONAL INSUREDS:

CANCELLATION: Should the above described policy(s) be canceled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the insured event holder and additional insureds listed.

AUTHORIZED REPRESENTATIVE:		DATE ISSUED:	6/20/2014
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MEMORANDUM

Date: July 31, 2014

To: Board of Public Works
From: Pamela A. Captain, City Attorney

RE: Application for Street Use Permit – Two-Wheel Tuesday

Under SEC. 7-8-1 of the Code of Ordinances, an application for a street use permit shall contain specific information including, “(2) If the proposed street use is to be conducted for, on behalf of, or by an organization, the name, address and telephone number of the headquarters of the organization and of the authorizing responsible heads of such organization” and “(7) The proposed use, described in detail, for which the Street Use Permit is requested.”

The application for the event “Two-Wheel Tuesday” does not contain the information required under paragraphs (2) or (7) of Menasha’s Code of Ordinances. The applicant listed is “The Locker Room” while this applicant verbally informed the common council that the event to be held is being conducted on behalf of the Fox Valley Humane Association. The paperwork that has been submitted does not correlate with the event that is being proposed to be held.

Additionally, under the Special Event Policy adopted by the Common Council the event that is being proposed qualifies as a special event. The applicant has been informed of this but has failed to follow the special event process.

The Special Events Policy and ordinance requirements for a Street Use Permit must be applied to each person/organization requesting a permit and/or holding a special event in the City of Menasha. To do otherwise, subjects the City to potential legal issues.

City of Menasha Special Event Policy

SPECIAL EVENT is defined as any planned occurrence on the public right-of-way or public premises including, but not limited to; parades, gatherings, festivals and athletic events. By nature these events have a greater impact on City services and resources than would have occurred had the event not taken place. Special events require multiple department involvement.

The City of Menasha wants any Special Event to be a success for organizers and participants alike. By providing for an organized application process, we hope to provide for the safety and well being of all community members.

APPLICATION Complete Special Event Agreement Packet must be returned to City Hall, 2nd Floor, Public Works/Parks & Recreation Departments at least 60 days prior to the event. This will allow time for all pertinent departments to review your event needs. A non – refundable fee of \$25 is due at the time your application is submitted. Please note that if you are holding an event in a park you will need to reserve the park prior to turning in your Special Events Application.

REVIEW OF APPLICATION Once your application is received and reviewed, someone from your group will be required to attend a meeting with the Special Events staff. You will be advised of the date and time. The appropriate departments will review the individual worksheets included in your Special Events Packet to ensure that all considerations have been identified and contingencies planned for.

APPROVAL OF APPLICATION Once your application has been reviewed and approved you will receive a Special Event Permit.

CERTIFICATE OF INSURANCE AND ENDORSEMENT If proof of insurance is required, Certificate of Insurance and Endorsement must be provided by the event sponsor. The **City of Menasha must be named as additional insured on both the Certificate of Insurance and the Endorsement.** (see exhibit 1) The sponsor shall hold the City, any of its employees and agents and facilities harmless against all claims, liability, loss, damage or expense incurred by the City for any damage or injury to person or property caused by or resulting from activities arising from the special event. **The Certificate of Insurance and the Endorsement must be submitted no later than 5 business days following approval of the special event, but in no case less than 30 days prior to the event.**

SPONSOR ADDITIONAL RESPONSIBILITIES If your event requires street closure, it is the event holder's responsibility to contact, Valley Transit at 920-832-5200 and Gold Cross Ambulance at 920-967-6077 to alert them to the street closure. It is also the event holder's responsibility to notify the property occupants affected by a street closure exceeding 30 minutes. Included in this packet is a form that can be used for notification.

FEES All events are required to pay a non-refundable deposit of \$25 at the time their application is turned in. Charges for park facilities, food sales permits, tent permit fees, firework fees, etc. are to be paid *IN ADDITION* to the Special Events application fee. Submittal of an event application does **NOT** reserve a park. The applicable fees due prior to your event are: temporary food service permits, temporary beer sales permit, carnival permit, tent fee inspection, fireworks permits and park rental fees. At the completion of your event, charges must be paid no more than 60 days from the date of the invoice. If this requirement is not met, further charges may be incurred.

NON-PROFIT ORGANIZATIONS AS EVENT HOLDERS Non-Profits hosting an event that is free and open to the public **may** receive up to a 50% discount on the total Special Event bill. By definition the Non-Profit group must be a registered 501(c)(3) or (4) organization and proof of this designation is required.

TERMINATION OF EVENT The City and its representative reserve the right to shut down a special event that is in progress if it is determined to be a safety hazard by the Police and/or Fire Departments and/or there is a violation of City Ordinances, State Statute, or the terms of the approved application have not been met. The Mayor and /or their designee may revoke an approved Special Event Permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.

APPROVED BY CITY OF MENASHA COMMON COUNCIL ON 1/4/11



Application was signed on May 20, 2014

STREET USE APPLICATION



Event: Two-Wheel Tuesday

Sponsored by: The Locker Room

Responsible Person: Frederick A. Schroeder

Address: 800 Plank Rd.

Menasha, WI 54952

Email Address: thelockerroombar@hotmail.com Phone: _____

Street Route: 300 Block of Manitowoc St. / Description of Use (attach map)

Street Use Date: 8/17/14
Start Time: 6:00 P.M.
End Time: 9:00 P.M.
Number of Units: 0
(Parades)

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: Society Insurance Policy No. 15261

Date: Aug 26th, 14 Applicant's Signature: [Signature]

PCR 7912

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: [checked] Approved: Denied:

Scheduled Common Council Review Date: 8-18-14
Approved: Denied:

APPROVAL:

Police Dept. Fire Dept. Public Works Dept. City Attorney



CERTIFICATE OF LIABILITY INSURANCE

LOCKE01

OP ID: MK

DATE (MMDD/YYYY)

07/25/14

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 ADEMINO & ASSOCIATES INC DAVID ADEMINO 1001 TRUMAN P O BOX 99 KIMBERLY, WI 54136-0099	920-734-3110	CONTACT NAME:	
	920-734-6027	PHONE (A/C, No, Ext):	FAX (A/C, No):
		E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED THE LOCKER ROOM HOT BRASS LLC dba 800 PLANK RD MENASHA, WI 54952		INSURER A: SOCIETY INSURANCE	15261
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

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 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.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X		TRM 529484	08/18/14	08/18/15	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			TRM 529484	08/18/14	08/18/15	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEF <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 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)

EVENT: TWO WHEEL TUESDAY'S MOTORCYCLE SHOW.

CERTIFICATE HOLDER

CANCELLATION

MENAS-1

CITY OF MENASHA
140 MAIN ST
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

David M. Ademino

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SOCIETY INSURANCE, a mutual company

THIS POLICY IS NON-ASSESSABLE

**BUSINESSOWNERS POLICY DECLARATIONS
RENEWAL CERTIFICATE**

Insured's Name and Mailing Address HOT BRASS LLC DBA THE LOCKER ROOM 800 PLANK RD MENASHA WI 54952-2924	Policy No. TRM 529484
	INCEPTION (Mo. Day Yr.)(12:01 AM Standard Time at your mailing address) 08/18/14
	EXPIRATION (Mo. Day Yr.) 08/18/15 <input type="checkbox"/> 'X' IF SUPPLEMENTAL DECLARATION <input checked="" type="checkbox"/> SUPPLEMENTAL DECLARATION
	RENEWAL OR REWRITE OF NO. TRM 529484

Business Description: TAVERN	Form of Business: LTD LIAB COMPANY
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In return for the payment of the premium and subject to all the terms of this policy, we agree with you to provide the insurance as stated in this policy.

DESCRIBED PREMISES	Forms Applicable: <input checked="" type="checkbox"/> Special
Premis. No. Bldg. No.	Location Mortgage Holder Name and Address

SEE ATTACHED SUPPLEMENTAL DECLARATIONS **SEE ATTACHED SCHEDULE**

PROPERTY	PREMS. NO.	BLDG. NO.	PREMS. NO.	BLDG. NO.	PREMS. NO.	BLDG. NO.
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SEE ATTACHED SUPPLEMENTAL DECLARATIONS

Deductible \$ **SEE ATTACHED SUPPLEMENTAL DECLARATIONS**

OPTIONAL COVERAGES

SEE ATTACHED SUPPLEMENTAL DECLARATIONS

LIABILITY AND MEDICAL PAYMENTS

Except for Fire Legal Liability, each paid claim for the following coverages reduces the amount of insurance we provide during the applicable annual Period. Please refer to paragraph D.4. of the Businessowners Liability Coverage Form.

	Limits of Insurance
Liability and Medical Expenses	\$ 1,000,000
Medical Expenses	\$ 5,000 per person
Fire Legal Liability	\$ 100,000 any one fire or explosion

TERRORISM PREMIUM CHARGE	\$ 0
FIRE SURCHARGE	\$
TOTAL PREMIUM	\$ 3,932 PAYABLE: Quarterly
	Direct Bill

FORMS AND ENDORSEMENTS: SEE ATTACHED SCHEDULE

COUNTERSIGNATURE DATE 07/23/14	AGENCY AT 1001 Truman PO Box 99 Kimberly, WI 54136-0099	AGENT AND NUMBER Ademino & Associates Ins Agency Inc 00205
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THESE DECLARATIONS, TOGETHER WITH THE COVERAGE FORM(S), COMMON POLICY CONDITIONS AND FORMS AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF, COMPLETE THE ABOVE NUMBERED POLICY.

THE ABOVE NUMBERED POLICY IS RENEWED FOR A PERIOD OF ONE YEAR. THIS CERTIFICATE IS SUBJECT TO ALL THE TERMS, CONDITIONS, FORMS AND ENDORSEMENTS ATTACHED TO THE POLICY OR TO THIS CERTIFICATE.

SOCIETY INSURANCE, a mutual company

BUSINESSOWNERS SUPPLEMENTAL DECLARATIONS

Policy Number: TRM 529484

Named Insured: HOT BRASS LLC DBA

Policy Effective Date: 08/18/14

DESCRIPTION OF PREMISES - ADDRESSES

Premis. No.	Bldg. No.	Address
1	1	800 PLANK RD MENASHA, WI

DESCRIPTION OF PREMISES - OCCUPANCY

Premis. No.	Bldg. No.	Occupancy	Construction	Protection
1	1	TAVERN	FRAME	2

COVERAGES PROVIDED

Premis. No.	Bldg. No.	Coverage	Limit of Insurance	Automatic Increase in Insurance	Deductible	Value
1	1	BUS PER PROP	162,200	4%	1,000	RC
1	1	BLDG PROP OTH	380,700	4%	1,000	RC
1	1	RENTAL VALUE				

OPTIONAL COVERAGES

Premis. No.	Bldg. No.	Coverage	Limits	Deductible
1	1	ADDITIONAL INSURED		1
1	1	NON-OWNED & HIRED AUTO		
1	1	ADD'L INSURED PRIM NON-LESSOR		1

Mortgage Holders - See Attached Schedule

SOCIETY INSURANCE, a mutual company

ADDITIONAL INTEREST – PROPERTY

POLICY # TRM 529484
HOT BRASS LLC DBA
THE LOCKER ROOM
800 PLANK RD
MENASHA WI 54952-2924

AGENT Ademino & Associates Ins Agency Inc
00205

GOOSE DREAMS LLC
800 PLANK RD
MENASHA, WI 54952

TBP-18 - WI - Loc #1

Lenders Loss Payable - Paragraph B

HORICON BANK
PO BOX 126
HORICON, WI 53032

WI - Loc #1
BP1203

Mortgagee

HORICON BANK
PO BOX 126
HORICON, WI 53032

WI - Loc #1

NOTE TO ADDITIONAL INTEREST: YOUR RIGHT TO COVERAGE UNDER
THIS POLICY IS LIMITED. READ SPECIFIC TERMS AND CONDITIONS
RELATING TO YOUR INTEREST FOR DETAILS.

SOCIETY INSURANCE, a mutual company

**COMMERCIAL GENERAL
LIABILITY COVERAGE PART
SUPPLEMENTAL SCHEDULE**

Policy Number: TRM 529484

Effective Date: 08/18/14

Expiration Date: 08/18/15

Limits: Occurrence
\$ 1,000,000

General Aggregate
\$ 2,000,000

Products/Completed Operations Aggregate
\$ 2,000,000

Agent # 00205

Classifications	Code No.	Premium Basis	Rates		Advance Premiums	
			Prem./ Ops.	Prod./ Comp. Ops	Prem./ Ops.	Prod./ Comp. Ops.
PREM NO. 001 TAVERN	16941	GROSS SALES			796	60
PREM NO. 001 HALL Including Products and/or Completed Operations	44276	AREA			125	INCL

SOCIETY INSURANCE, a mutual company

ADDITIONAL INSURED – LIABILITY

POLICY # TRM 529484
HOT BRASS LLC DBA
THE LOCKER ROOM
800 PLANK RD
MENASHA WI 54952-2924

AGENT Ademino & Associates Ins Agency Inc
00205

GOOSE DREAMS LLC
800 PLANK RD
MENASHA, WI 54952

TBP-18 - WI - Loc #1

CITY OF MENASHA
140 MAIN ST
MENASHA, WI 54952-3151

SAI44 - WI - Loc #1

NOTE TO ADDITIONAL INSURED: YOUR RIGHT TO COVERAGE UNDER THIS
POLICY IS LIMITED. READ SPECIFIC TERMS AND CONDITIONS RELATING
TO YOUR INTEREST FOR DETAILS.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED - PRIMARY NONCONTRIBUTORY -
LIMITED FORM**

This endorsement modifies insurance provided under the following:

BUSINESSOWNERS LIABILITY COVERAGE FORM
COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization (Additional Insured):

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED is amended to include as an additional insured any person or organization shown in the Schedule as an additional insured. That entity shall be covered only for liability for bodily injury or property damage that is imputed to it as a result of your actions or conduct. In no event shall the additional insured receive any greater or additional coverage, or any greater or additional limits of liability than you receive under this policy.

If the name of the person or organization stated above includes any architect, engineer or surveyor, the following applies:

The insurance with respect to such architects, engineers or surveyors does not apply to "bodily injury", "property damage", "personal injury" or "advertising injury" arising out of the rendering of or the failure to render any professional services by or for you, including:

- a. The preparing, approving or failing to prepare or approve amps, drawings, opinions, reports, surveys, change orders, designs or specifications; and

b. Supervisory inspection or engineering services.

If a written contract between you and the additional insured specifically requires that this insurance be primary, then the insurance afforded by this endorsement is primary insurance and we will not seek contribution from any other insurance available to the additional insured named in this schedule unless the other insurance is provided by a contractor other than the named insured. Then we will share with that other insurance by the method described below.

If all of the other insurance permits contribution by equal shares, we will follow this method also. Under this approach each insurer contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.

If any of the other insurance does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limit of insurance to the total applicable limits of insurance of all insurers.

If no contract between you and the additional insured requires that this insurance be primary, then the coverage granted to the additional insured under this endorsement shall be excess over any other valid and collectible insurance.

This endorsement provides no coverage to the additional insured for any liabilities arising out of the claimed negligence of the additional insured, or out of the claimed negligence of any entities other than the Named Insured.



STREET USE APPLICATION

Event: LABOR DAY PARADE Labor Temple Coop Assn.
 Sponsored by: FOX VALLEY AREA LABOR COUNCIL
 Responsible Person: MARK WESTPHAL
 Address: P.O. BOX 186
MENASHA, WI 54952
 Email Address: SSWES@EARTHLINK.NET Phone: 920-727-1790
 Street Route: LETTER ATTACHED
 Description of Use (attach map)

Street Use Date: 9-1-14
 Start Time: 9:30 AM
 End Time: 10:30 AM
 Number of Units: 50
 (Parades)

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

Insurance Company BADGER MUTUAL Policy No. 00520-12705
 (Attached are samples of the certificate of insurance and endorsement; each naming the City of Menasha as additional insured)

Date: 6-10-14 Applicant's Signature: Mark Westphal

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: 8-18-14
 Approved: _____ Denied: _____

APPROVAL:

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

2014
July, 2013

To: Labor Day Parade Participants

The Fox Valley Area Labor Council is preparing for its 2014 observance of Labor Day.

This will be our 32nd Annual Celebration. One of the highlights of this event is the Parade through the Cities of Neenah and Menasha on Monday, September 1, 2014. Would you be interested in celebrating along with us by taking part in this year's Parade?

The Parade will begin in Menasha at Curtis Reed Square at 10:00 a.m. Please have your entry at the parking lot area of Germania Hall, 320 Chute Street, Menasha WI., by 9:30 a.m. for line-up instructions.

XTCOR
The Parade will travel west down Main Street in Menasha. It will proceed to Tayco Street in Menasha and then head south, crossing both the Tayco Street and Washington Street Bridges. We will enter Neenah on Commercial Street and continue south. At Main Street, in downtown Neenah, the Parade will turn right and head west to the intersection of Church Street and Main Street where the Parade will end.

Please join us in the Parade and help make our Labor Day a successful event. Enclosed is a Parade entry form. Please fill it out and return by August 26th, 2014 to:

Fox Valley Area Labor Council, P.O. Box 186 Menasha WI 54952
or Fax back the form to us at 920-727-1794

Sincerely,

Mark Westphal

Mark Westphal, President



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/09/2014

PRODUCER Mayer & Associates 130 Main Street Suite 105 Menasha, WI. 54952	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.	
	INSURERS AFFORDING COVERAGE	NAIC #
INSURED Labor Temple Coop Association 157 S. Green Bay Rd. P.O. Box 127 Neenah, WI. 54956	INSURER A: Badger Mutual Insurance Co.	
	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	ADDL INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	00520-12705	02/13/2014	02/13/2015	EACH OCCURRENCE \$ 500,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPI/OP AGG \$ 500,000
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER 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
City of Menasha is listed as Additional Insured.

CERTIFICATE HOLDER

CANCELLATION

City of Menasha
140 Main St.
Menasha, WI. 54952

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 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
Brian Becker



**BADGER MUTUAL
INSURANCE COMPANY**
1635 WEST NATIONAL AVENUE
MILWAUKEE, WISCONSIN 53204
414-383-1234 / 800-837-7833

Commercial Policy Program PAGE 03

Direct

****Amended Dec**** EFF. 9/01/14

POLICY NUMBER POLICY PERIOD 12:01 AM STANDARD TIME AGENT'S NUMBER

00520-12705 2/13/14 TO 2/13/15 58921 (920) 725-2925

AGENT'S NAME

Labor Temple Coop Association
157 S Green Bay Rd
PO Box 127
Neenah WI 54956-2246

Mayer & Associates LLC
130 Main St Ste 105
Menasha WI 54952-3181

SCHEDULE OF FORMS AND ENDORSEMENTS:

ENDORSEMENT NO	EDITION DATE	DESCRIPTION
GL 0348	06-02	Excl Wet/Dry Rot Fungi
GL 0349	06-02	Excl Bacteria Contractor
GL 0950	12-99	Known Injury or Damage
GL 1021	09-09	Other Insurance Amendment
GL 1280	06-06	Conditional NBC Terror Ex
GL-202	1.0	Excl-Athletic/Sports Part
GL-224	1.0	Liab Cov-Designated Prem
GL-452	2.0	Amendatory - WI
GL-600	1.0	Comm Liab Cov (Prem Only)
GL-890	1.0	Lead Liability Exclusion
GL-894	1.0	Punitive Damages Excl
GL-904	1.1	Pers/Advertis Inj Liab
GS 0348	01-08	Excl-War/Military Action
GS 1660	06-06	GS Conditional NBC Ex-Lim
GS-185	1.0	Amend End WI
GS-200	3.0	Glass Cov Part
IM 2101	04-04	Amendatory End-WI
IM 7000	04-04	Contractor's Equipment

ADDITIONAL INSURED(S)

AI#	INTEREST	NAME AND ADDRESS
1	GL-841/*50	City Of Menasha 140 Main St Menasha WI 54952-3190

DATE 6/30/14

FI

BADGER MUTUAL INSURANCE COMPANY

8950 Ed. 5-92

ADDITIONAL INSURED

NAMED INSURED Labor Temple Coop Association

POLICY # 00520-12705

EVENT DATE FROM 9/1/2014 TO 9/1/2014

INTEREST OR FUNCTION

Event: Labor Day Parade
140 Main St
Menasha, WI 54952
Date 9/1/2014

NAME OF ADDITIONAL INSURED

GL-841
City Of Menasha
140 Main St
Menasha, WI 54952

ADDITIONAL CHARGE \$ 50.00



STREET USE APPLICATION

Event: Community First Fox Cities Marathon
 Presented by Miron Construction
 Sponsored by: Community First Credit Union
 Responsible Person: Jesse Drake, Race Operations Manager
 Address: P.O. Box 1315
Appleton, WI 54912-1315

Street Use Date: 9/21/2014
 Start Time: 6:00 AM
 End Time: 2:00 PM
 Number of Units: 5,000+
 (Parades) Participants

Email Address: jesse.drake@communityfirstcu.org Phone: (920) 882-5219 office
(920) 450-0083 cell
 Street Route: Start Line: UW-Fox Valley, Finish Line: Riverside Park, Neenah
 Description of Use (attach map): See enclosed map and explanations

Liability Insurance has been secured in the amount of \$ 2,000,000 with the City of Menasha named as the additional insured. This is primary insurance.
 Insurance Company Secura Insurance Company Policy No. 22543
 (Attached are samples of the certificate of insurance and endorsement; each naming the City of Menasha as additional insured)

Date: 3/26/2014 Applicant's Signature: [Signature]

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: 8-18-14
 Approved: _____ Denied: _____

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



SECURA INSURANCE, A Mutual Company

P. O. BOX 819 APPLETON, WI 54912-0819

COMMERCIAL GENERAL LIABILITY

RENEWAL DECLARATION

POLICY NO. 20-CP-003195781-4/000
RENEWAL OF 20-CP-003195781-3

ACCOUNT NUMBER: 00007253268
NAMED INSURED AND MAILING ADDRESS

AGENCY AND MAILING ADDRESS 484330 04

FOX CITIES MARATHON INC
C/O MARY SULLIVAN
2616 S ONEIDA ST
APPLETON WI 54912

PAROUBEK INS AGY INC
STE 206
301 N BROADWAY
DE PERE WI 54115

POLICY PERIOD: From 02/01/2014 to 02/01/2015 AT 12:01 A.M. STANDARD TIME AT YOUR MAILING ADDRESS SHOWN ABOVE.
ATTACH THIS RENEWAL DECLARATION TO YOUR POLICY.

ADDITIONAL INSURED(S)

CITY OF MENASHA PER FORM: CG2026 (07-04)
140 MAIN ST
MENASHA WI 54952

CITY OF NEENAH PER FORM: CG2026 (07-04)
211 WALNUT ST
NEENAH WI 54956

FOX VALLEY TECHNICAL COLLEGE PER FORM: CG2026 (07-04)
1825 N BLUEMOUND RD
APPLETON WI 54915

MEMBERS OF THE CONDO ASSOCIATION PER FORM: CG2026 (07-04)
1455 MIDWAY RD
MENASHA WI 54952

PENTECOSTALS OF THE FOX CITIES PER FORM: CG2026 (07-04)
1445 MIDWAY RD
MENASHA WI 54952

TOWN OF MENASHA PER FORM: CG2026 (07-04)
2000 MUNICIPAL DR
NEENAH WI 54956

UW FOX VALLEY PER FORM: CG2026 (07-04)
1478 MIDWAY RD
MENASHA WI 54952

VALLEY TRUCK LEASING INC PER FORM: CG2026 (07-04)
5668 NEUBERT RD
APPLETON WI 54913

VILLAGE OF GRAND CHUTE PER FORM: CG2026 (07-04)

Original



2014 City of Menasha Details

- 1) **Start Line (Midway Road) to Midway Road/Oneida Street**
 - Midway Rd. closed (all lanes) from University Avenue to Oneida Street (5:30-7:15 a.m.)
 - Runners & Walkers in all 4 lanes of the road

- 2) **Plank Road/Boyd Ct to Manitowoc Road/Oneida Street (runners will arrive at this location @ about 7:25am)**
 - Runners & walkers on left half (south) side of the road throughout City of Menasha
 - Please reserve south half of Manitowoc Rd between Boyd Ct & Oneida St for runners (same as last year)

- 3) **Manitowoc Road/Oneida Street to Walnut Street/Nicolet Boulevard**
 - Runners & walkers on left half side of the road throughout City of Menasha (against the normal flow of traffic)
 - Jefferson Park – use the west side of the park road between baseball diamonds
 - Broad Street – wrong way on one-way street traveling west
 - Racine Street Bridge – mats over bridge grating
 - Runner's lane will be center lane and east (northbound) lane
 - Traffic will be limited to northbound only (no southbound)
 - Racine Street Lift Bridge will remain down from 7:30 a.m. – 1:30 p.m. (U. S. Coast Guard approved)
 - Place cones closer together around Racine St/Main St intersection for safety
 - Same route as in 2013: Manitowoc Rd – Melissa St – 7th Street – London St – Konemac St – 3rd Street – Jefferson Park – Broad St – Racine St Bridge – Ahnaip St – Walnut St – exit Menasha into Neenah

Officers needed at the following locations:

- 1) Start Line to stop traffic at University/Midway Rd intersection (5:30 – 7:15am)
- 2) Manitowoc Rd/Melissa Street/7th Street intersection (7:35am – 12:50pm)
- 3) London St/Hwy114 (Plank) intersection (7:40am – 1:00pm)
- 4) Racine Street/Main Street – north side of Racine St. Bridge (7:45am – 1:25pm)
- 5) Racine Street/Ahnaip Street – south side of Racine St. Bridge (7:45am – 1:25pm)



2014 Community First Fox Cities Marathon Start Line

UW-Fox Valley, Midway Road – Menasha

- Requesting Midway Road from University Avenue to Hwy. 10/Oneida Street to be closed (all 4 lanes) to traffic from 5:30 a.m. until 7:15 a.m.

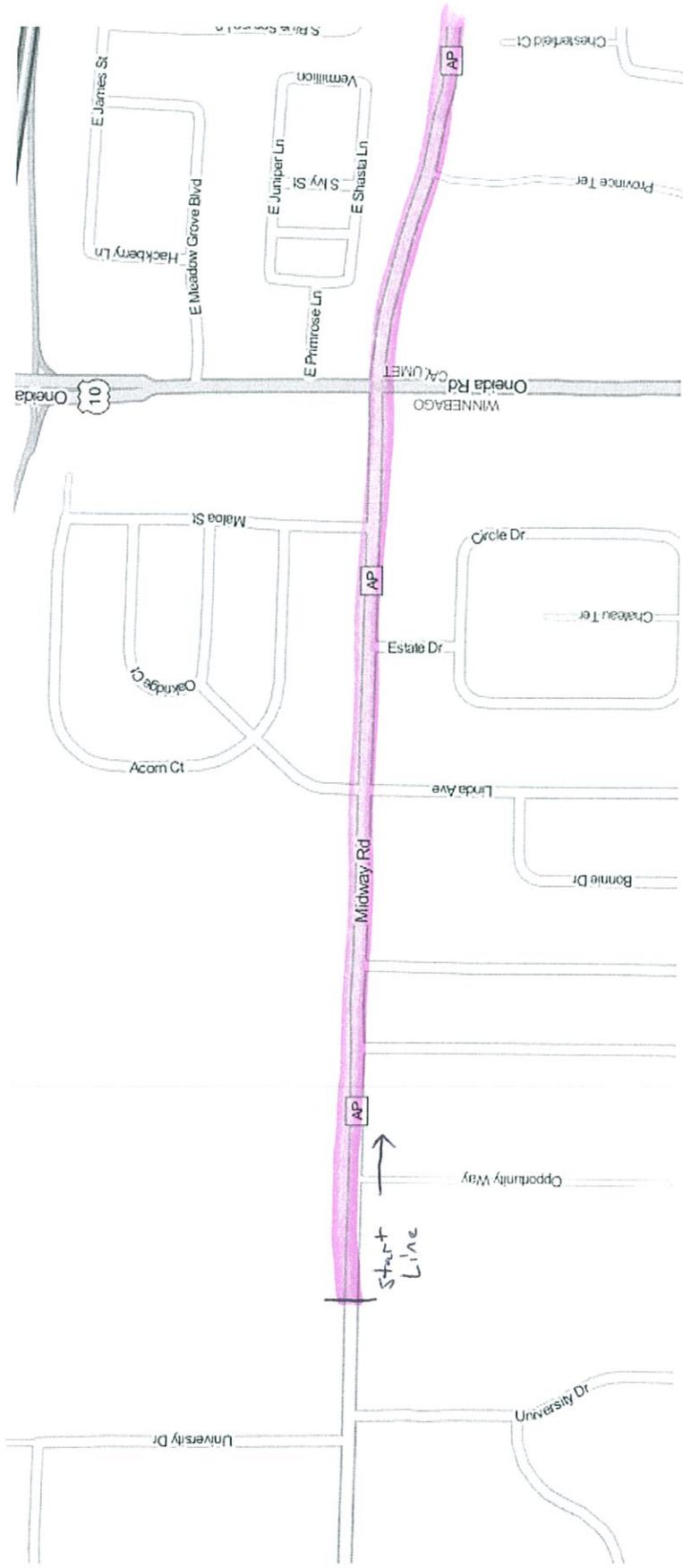
- City of Menasha Police officers (in conjunction with the Town of Menasha Police officers) are needed at Midway Rd/University Ave intersection to direct traffic into UW-Fox Valley and Sabre Lanes parking lots (as well as traffic and shuttle busses south on University Ave.)
 - Time Frame: 5:30 – 7:15 a.m.

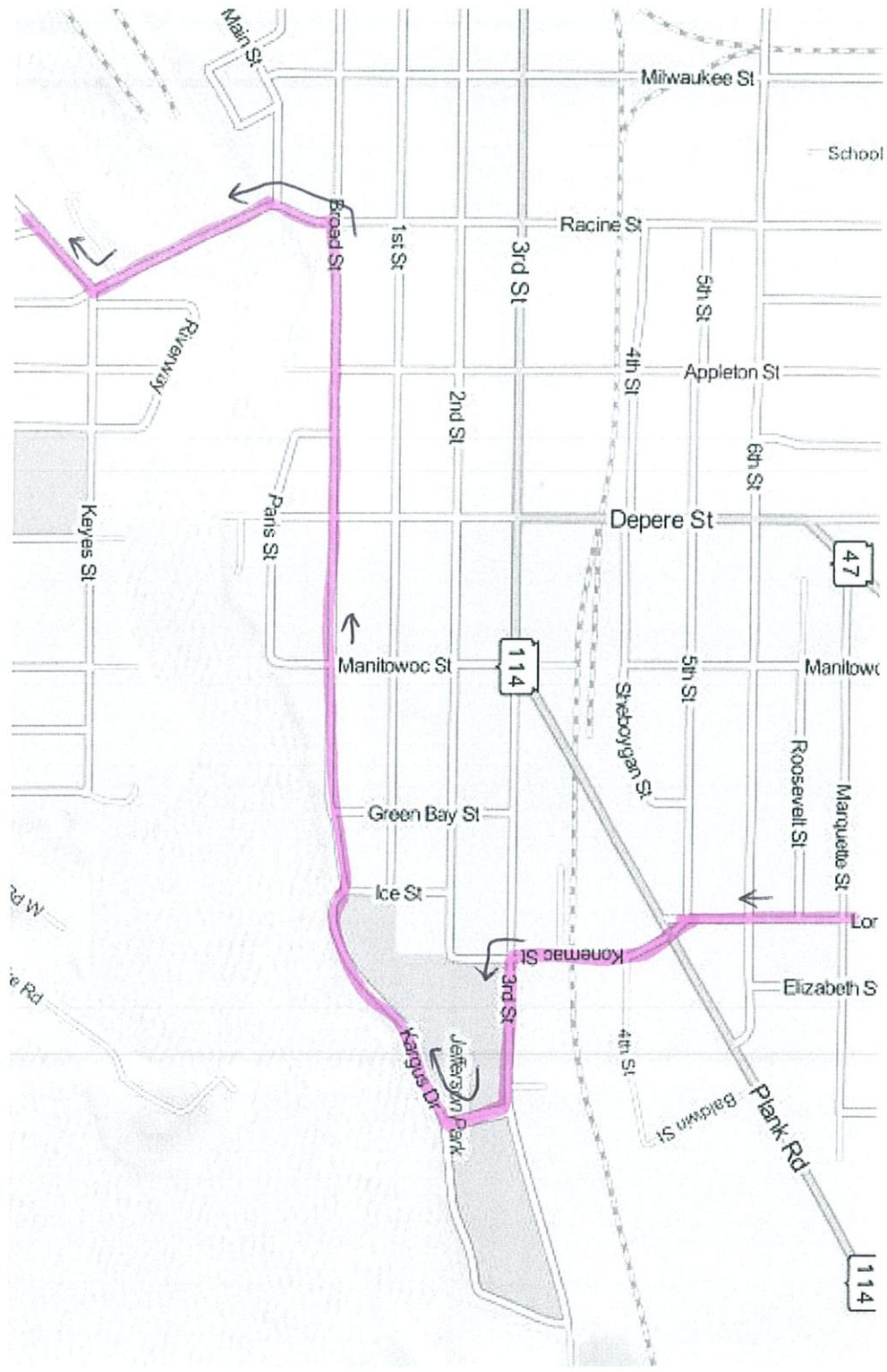


2013 Community First Fox Cities Marathon (City of Menasha section)

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

- Please place traffic cones on the left side of the road (allowing for the runners lane width to be HALF of the width of the entire road) – runners will be running on the left-hand side, against the normal flow of traffic. This arrangement will continue to allow traffic as well as provide runners a safe part of the road during the road.
- Please place 'No Parking' signs where it is not already prohibited, on all roads of the Marathon route:
 - Manitowoc Road/Plank Road
 - Melissa Street
 - 7th Street
 - London Street
 - Konemac Street
 - 3rd Avenue
 - Jefferson Park
 - Broad Street (running the wrong way on the 1-way street)
 - Racine Street (over Racine Street Bridge – left hand and middle lanes reserved for runners, 1-way traffic only allowed across Bridge – northbound traffic only)
 - Ahnaip Street
 - Walnut Street







STREET USE APPLICATION

Event: 21ST ANNUAL ST. JOE'S RUN/WALK

Sponsored by: PACESETTER'S - FOX CITIES

Responsible Person: NED HUGHES - RACE DIRECTOR

Address: P.O. BOX 681
MENASHA, WI. 54952

Email Address: RUNNEDRUN@HOTMAIL.COM Phone: 920-475-7116

Street Route: 5K (3.1 MILES) RUN/WALK COURSE!

Description of Use (attach map)

Street Use Date:	<u>10/11/2014</u>
Start Time:	<u>8:00AM</u>
End Time:	<u>10:00AM</u>
Number of Units:	<u>558 (2013)</u>
(Parades)	<u>PROTECTED 500-700</u>

Liability Insurance has been secured in the amount of \$ 1,000,000.00 with the City of Menasha named as the additional insured. This is primary insurance.

Insurance Company: NATIONAL CASUALTY COMPANY Policy No. KRO-000000-3937500

(Attached are samples of the certificate of insurance and endorsement; each naming the City of Menasha as additional insured)

Date: June 29 2014 Applicant's Signature: Ned Hughes

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: 8-18-14

Approved: _____ Denied: _____

APPROVAL:

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/27/2014

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 STAR Insurance - Fort Wayne Office 2130 East Dupont Road Fort Wayne IN 46825		CONTACT NAME: Judy Weaver PHONE (A/C, No, Ext): (260) 467-5697 FAX (A/C, No): (260) 467-5651 E-MAIL ADDRESS: judy.weaver@starfinancial.com	
INSURED Road Runners Club of America/2014 and Its Member Clubs 1501 Lee Highway, Suite 140 Arlington VA 22209		INSURER(S) AFFORDING COVERAGE INSURER A: National Casualty Company NAIC # 11991 INSURER B: Nationwide Life Insurance Co. 66869 INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 2014 - \$1M A.I. **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 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.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Legal Liability to Participant \$1,000,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	<input checked="" type="checkbox"/>	KRO 000000 3937500	12/31/2013	12/31/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ UNLIMITED PRODUCTS - COMP/OP AGG \$ 1,000,000 ABUSE & MOLESTATION \$ 500,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		KRO 000000 3937500	12/31/2013	12/31/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTIONS					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A			WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	EXCESS MEDICAL & ACCIDENT (\$250 DEDUCTIBLE/CLAIM)		SPX 00000 26139600	12/31/2013	12/31/2014	EXCESS MEDICAL \$10,000 AD & SPECIFIC LOSS \$2,500

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

City of Menasha, its officers, agents & employees are NAMED AS AN ADDITIONAL INSURED AS RESPECTS THEIR INTEREST IN THE OPERATIONS OF THE NAMED INSURED. DATE OF EVENT: 10/11/14 21st Annual St. Joe's 5K Run/Walk for the Saint Joseph Food Pantry Program headquartered in Menasha, WI INSURED CLUB/EVENT MEMBER: Pacesetter's Running Club, attn: Ned Hughes; P.O. Box 681, Menasha, WI 54952

CERTIFICATE HOLDER**CANCELLATION**

10/11/14 City of Menasha, WI Attachment: PCN 0284, CG2012 & KRGL79 Department of Public Works 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 John Lefever/MMA
---	---

National Casualty Company

**ENDORSEMENT
NO. 0000**

ATTACHED TO AND FORMING A PART OF POLICY NUMBER	ENDORSEMENT EFFECTIVE DATE (12:01 A.M. @ STANDARD TIME)	NAMED INSURED	AGENT NO.
KR00000003937500	12/31/13	ROAD RUNNERS CLUB OF AMERICA AND ITS	

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

POLICY CONDITIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

The **Other Insurance** condition of this Coverage Part is replaced by the provision marked below with an "X" in the box:

Other Insurance

If other valid and collectible insurance with any other insurer including any formal self-insured retention programs is available to you covering a loss also covered by this Coverage Part, other than insurance that is in excess of the insurance afforded by this Coverage Part, the insurance afforded by this Coverage Part shall be in excess of and shall not contribute with such other insurance. Nothing herein shall be construed to make this insurance subject to the terms, conditions and limitations of other insurance.

Coverage afforded under this Coverage Part is primary insurance and Other Insurance shall not apply as respects

AS REQUIRED BY CONTRACT FOR OWNERS/LESSORS OF PREMISES ONLY.

as additional insureds.

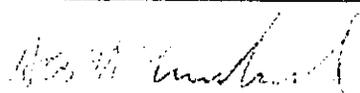
The **Cancellation** condition of this Coverage Part is amended by the addition of the following if an "X" is in the box:

Cancellation

The following is added: It is a condition of the Policy by this Endorsement that the Policy will not be cancelled without 30 days' prior written notice to:

'SEE BELOW and further, that the person(s) named above are not liable for the payment of any premiums or assessments on this Policy.

'ANY ENTITY ON FILE WITH THE COMPANY THAT REQUIRES PRIOR NOTICE THROUGH WRITTEN CONTRACT PERMIT OR AGREEMENT.



AUTHORIZED REPRESENTATIVE

12/31/13
DATE

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – STATE OR GOVERNMENTAL AGENCY OR
SUBDIVISION OR POLITICAL SUBDIVISION – PERMITS OR AUTHORIZATIONS**

This endorsement modifies insurance provided under the following.

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

State Or Governmental Agency Or Subdivision Or Political Subdivision:

CITY OF MENASHA, ITS OFFICERS, AGENTS & EMPLOYEES

Club: Pacemaker's Running Club
Event: 21st Annual St. Joe's 5K Run/Walk
Date: 10/11/14

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 insured any state or governmental agency or subdivision or political subdivision shown in the Schedule, subject to the following provisions:

1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or governmental agency or subdivision or political subdivision has issued a permit or authorization.

2. This insurance does not apply to:

- a. "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the federal government, state or municipality; or
- b. "Bodily injury" or "property damage" included within the "products-completed operations hazard".

Policy Change
Number 0284

GU 269
(11-86)

THE ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

IL 12 01 11 85

POLICY CHANGES

POLICY NO. KRO0000003937500	POLICY CHANGES EFFECTIVE 10/11/14	COMPANY NATIONAL CASUALTY COMPANY
NAMED INSURED ROAD RUNNERS CLUB OF AMERICA AND ITS		AUTHORIZED REPRESENTATIVE K&K INSURANCE AGENCY, INC.
COVERAGE PARTS AFFECTED Commercial General Liability		PAGE 01 OF 01
CHANGES		
Form Number: CG2012 "Additional Insured-State or Governmental Agency or Subdivision or Political Subdivision-Permits or Authorizations"		
<input checked="" type="checkbox"/> Add Form To Include Additional Insured Below:		
CITY OF MENASHA, ITS OFFICERS, AGENTS & EMPLOYEES		
Club: Pacesetter's Running Club Event: 21st Annual St. Joe's 5K Run/Walk Date: 10/11/14		
No Premium Change		

NLS 06/27/14



Authorized Representative Signature

Certificate of Payment

Date: July 31, 2014

Payment Request: 2 (Two)

Contractor: Northeast Asphalt, Inc.

Address: W6380 Design Drive, Greenville, WI 54942

Contract Unit No.: 2014-01

Project Description: New Street Construction
Gamsky Grove (Harold Drive) and First Addition to Southfield

Original Contract Amount \$ 381,135.20

Change Order No.: _____ Amount: \$ _____

Previous Change Order(s): \$ _____

Total Contract Amount (Including Change Orders) \$ 381,135.20

Total Earned to Date (Summary Attached) \$ 323,627.66

Less Retainage \$ 2,000.00

Amount Due \$ 321,627.66

Previous Payments \$ 104,165.50

Amount Due this Payment \$ 217,462.16

Estimate Period from July 15, 2014 to July 31, 2014

I certify that all bills for labor, equipment, materials and services are paid for which previous certificates for payment were issued.

Date: _____ By: _____

Lien Waivers from all subcontractors and suppliers shall accompany each Request for Payment. Affidavit of Compliance with Prevailing Wage Rates shall accompany Request for Final Payment.

Recommended for Payment

Director of Public Works: _____ Date: _____

Common Council Approval Date: _____

Finance Department

<u>Account Number</u>	<u>Budget</u>	<u>Charge to Account</u>
	\$	
	\$	
	\$	
	\$	

s:\PUBLICWORKS PUBLICWORKS\Contracts\Forms\Certificate of Payment.docx

Itemized Bid Tabulation
City of Menasha Contract Unit No. 2014-01
New Street Construction
Gambsky Grove (Harold Drive) and First Addition to Southfield
Payment No. 2

ITEM	QUANTITY	DESCRIPTION	BASE BID		YTD	
			UNIT PRICE	ITEM TOTAL	QUANTITY	TOATAL
1	14,494	Pavement / Base Pulverizing (SY)	\$ 0.45	\$ 6,522.30	14,494.00	\$ 6,522.30
2	893	Unclassified Excavation (CY)	\$ 12.50	\$ 11,162.50	903.00	\$ 11,287.50
3	14,117	Fine Grading (SY)	\$ 0.70	\$ 9,881.90	14,117.00	\$ 9,881.90
4	9,119.00	30" Concrete Curb & Gutter (LF)	\$ 8.80	\$ 80,247.20	9,123.00	\$ 80,282.40
5	5,430	No. 4 Epoxy Coated Rebar (LF)	\$ 0.60	\$ 3,258.00	4,090.00	\$ 2,454.00
6	50	Utility Adjustment (EA)	\$ 225.00	\$ 11,250.00	30.00	\$ 6,750.00
7	5	Water Valve Adjustment (EA)	\$ 100.00	\$ 500.00	-	\$ -
8	259	Sawcut (LF)	\$ 1.50	\$ 388.50	200.00	\$ 300.00
9	1,826	Asphalt Binder Course Pavement 2 1/4" Thick (TON)	\$ 50.80	\$ 92,760.80	1,699.23	\$ 86,320.88
10	1,421	Asphalte Surface Course Pavement 1 3/4" Thick (TON)	\$ 55.90	\$ 79,433.90	1,274.69	\$ 71,255.17
11	8	3" - 4" Rip Rap (CY)	\$ 155.00	\$ 1,240.00	8.00	\$ 1,240.00
12	4,419	3" Thick Asphalt Driveway Remove and Replace (SF)	\$ 2.90	\$ 12,815.10	800.00	\$ 2,320.00
13	2,616	6" Thick Concrete Driveway Remove and Replace (SF)	\$ 5.25	\$ 13,734.00	2,092.00	\$ 10,983.00
14	1	Brick Driveway Remove and Salvage (EA)	\$ 320.00	\$ 320.00	1.00	\$ 320.00
15	9,860	Lawn and Terrace Restoration (SY)	\$ 4.85	\$ 47,821.00	4,930.00	\$ 23,910.50
16	1	Erosion Control (LS)	\$ 1,800.00	\$ 1,800.00	1.00	\$ 1,800.00
17	1	Traffic Control (LS)	\$ 1,500.00	\$ 1,500.00	1.00	\$ 1,500.00
18	1	Construction Mobile/Demobile; Project Coordination; all incidental utility and miscellaneous roadway work; and all other project work area restoration and clean-up to an equal and/or better preconstruction condition, as required and related to the overall Project/LS	\$ 6,500.00	\$ 6,500.00	1.00	\$ 6,500.00
TOTAL BASE BID (ITEMS 1-18)			\$	\$ 381,135.20	\$	\$ 323,627.66



321 Milwaukee Street • P.O. Box 340 • Menasha, WI 54952-0340 www.menashautilities.com

MEMORANDUM

TO: Mark Radtke, Director
Public Works

FROM: Melanie Krause
General Manager

DATE: July 30, 2014

SUBJECT: Change Order Approval

At the Regular Meeting on July 30 the Menasha Utilities Commission passed a motion for the Board of Public Works to recommend to the Common Council authorization of Change Order #1 for Don Hietpas & Sons, Inc. in the amount of \$27,154.14. Change order is requested because the project was bid with water main in terrace along with the need for additional relays. The location was moved into the street during permitting process to keep within Wisconsin DNR codes for separation from sewers.

Copies of supporting documents are attached.

McMAHON

ENGINEERS ARCHITECTS

July 18, 2014

Menasha Utilities
321 Milwaukee Street
P.O. Box 34
Menasha, WI 54952

Re: Menasha Utilities
Water Main Reconstruction | London Street
Change Order #1
McM. No. M0002-940117.08

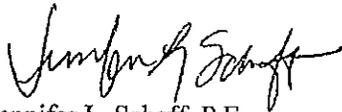
Enclosed herewith is Change Order #1 for the above referenced project. This change is an increase to the Contract in the amount of \$27,154.14. The current Contract Price is \$301,374.14.

Please review and sign in the space provided. **Return all copies to our office.** We will obtain the Contractor's signature and distribute accordingly.

Should you have any questions, please contact our office at your convenience.

Very truly yours,

McMAHON



Jennifer L. Schaff, P.E.
Project Engineer

JLS:car

Enclosure: Change Order #1

McMAHON

ENGINEERS ARCHITECTS

1445 McMahon Drive P.O. Box 1025
 Neenah, WI 54956 Neenah, WI 54957-1025
 Telephone: (920)751-4200
 FAX: (920)751-4284

CHANGE ORDER

DONALD HIETPAS & SONS, INC.
 1450 East North Avenue
 P.O. Box 166
 Little Chute, WI 54140

Contract No. M0002-940117
 Project File No. M0002-940117.08
 Change Order No. One (1)
 Issue Date: July 18, 2014
 Project: Menasha Utilities
Water Main Reconstruction | London St.

You Are Directed To Make The Changes Noted Below In The Subject Contract:

	(Item Description)	(Price)
1.1	See Attached Spreadsheet	+ \$27,154.14
	TOTAL	+ \$27,154.14

The Changes Result In The Following Adjustments:

	CONTRACT PRICE	TIME
Prior To This Change Order	\$274,220.00	- days
Adjustments Per This Change Order	+ \$27,154.14	0 days
Current Contract Status	\$301,374.14	- days

Recommended:

McMAHON
 Neenah, Wisconsin

Accepted:

DONALD HIETPAS & SONS,
 INC.

Authorized:

MENASHA UTILITIES

By: *[Signature]*
 Date: 7/18/14

By: _____
 Date: _____

By: _____
 Date: _____

- OWNER Copy
- CONTRACTOR Copy
- ENGINEER Copy (Contract Copy)
- FILE COPY

Four Copies Should Accompany This Change Order
 Execute And Return To ENGINEER For Distribution

CHANGE ORDER #1

Owner: MENASHA UTILITIES | CITY OF MENASHA
Project Name: Water Main Reconstruction | London Street
Contract No.: M0002-940117
Bid Date: February 25, 2014
Bid Time: 11:30 a.m., local time
Project Manager: Jennifer L. Schaff, P.E.

Engineer: McMAHON
 1445 McMahon Drive
 P.O. Box 1025
 Neenah, WI 54956 / 54957-1025

DONALD HIETPAS & SONS, INC.
 1450 East North Avenue
 P.O. Box 166
 Little Chute, WI 54140

Item	Unit Price	Unit	Description	Bid Qty	Bid Total	Final Qty	Total	Qty Change	Adjusted Total
1.	\$5.30	S.F.	Concrete Apron Replacement	2,100	\$11,130.00	0	\$0.00	-2,100	-\$11,130.00
2.	\$0.00	L.F.	Curb and Gutter Replacement	200	\$0.00	0	\$0.00	-200	\$0.00
3.	\$0.00	S.F.	Concrete Sidewalk Replacement	600	\$0.00	0	\$0.00	-600	\$0.00
4.	\$4,650.00	L.S.	Turf Restoration	1	\$4,650.00	0.40	\$1,850.00	-1	-\$2,800.00
5.	\$41.50	L.F.	8 Inch PVC Water Main	3,600	\$149,400.00	3509	\$145,623.50	-91	-\$3,776.50
6.	\$1,550.00	Ea.	8 Inch Valve	22	\$34,100.00	17	\$26,350.00	-5	-\$7,750.00
7.	\$50.00	L.F.	6 Inch Hydrant Lead	25	\$1,250.00	56	\$2,800.00	31	\$1,550.00
8.	\$4,100.00	Ea.	Hydrant with Auxiliary Valve	3	\$12,300.00	5	\$20,500.00	2	\$8,200.00
9.	\$2,965.00	Ea.	Hydrant	3	\$8,895.00	0	\$0.00	-3	-\$8,895.00
10.	\$750.00	Ea.	Long Side Service Connect	35	\$26,250.00	37	\$27,750.00	2	\$1,500.00
11.	\$750.00	Ea.	Short Side Service Connect	29	\$21,750.00	25	\$18,750.00	-4	-\$3,000.00
12.	\$1,995.00	L.S.	Erosion Control	1	\$1,995.00	1	\$1,995.00	0	\$0.00
13.	\$2,500.00	L.S.	Traffic Control Plan & Devices	1	\$2,500.00	1	\$1,995.00	0	\$0.00
14.	\$4.49	L.S.	Cost Adjustment to Construct Water Main In Roadway*	0	\$0.00	3509	\$15,755.41	3,509	\$15,755.41
15.	\$700.00	Ea.	Relocate Hydrant	0	\$0.00	1	\$700.00	1	\$700.00
16.	\$1,125.00	Ea.	6" Valve and Box	0	\$0.00	1	\$1,125.00	1	\$1,125.00
17.	\$4,597.23	L.S.	Install Main into HWY 114	0	\$0.00	1	\$4,597.23	1	\$4,597.23
18.	\$12,602.25	L.S.	Marquette and Appleton Rd Relay	0	\$0.00	1	\$12,602.25	1	\$12,602.25
19.	\$12,975.70	L.S.	Sixth St & Racine St Relay	0	\$0.00	1	\$12,975.70	1	\$12,975.70
20.	\$3,200.00	L.S.	Sixth St & Racine St Valve Replacement	0	\$0.00	0	\$0.00	0	\$0.00
21.	\$1,600.00	L.S.	Open Cut Service	0	\$0.00	0	\$0.00	0	\$0.00
22.	\$1,100.00	L.S.	Pulled Service	0	\$0.00	1	\$1,600.00	1	\$1,600.00
23.	\$860.00	L.S.	Prep Asphalt & Sawing Marquette St	0	\$0.00	1	\$1,100.00	1	\$1,100.00
24.	\$1,940.05	L.S.	Prep Asphalt & Sawing Sixth St & Racine St	0	\$0.00	1	\$860.00	1	\$860.00
TOTAL (Items 1 through 24, Inclusive)							\$274,220.00		\$27,154.14
Final Contract Amount							\$301,374.14		\$301,374.14

* Project was bid with water main in terrace. The location was moved into the street during permitting process to be in keeping with Wisconsin DNR codes for separation from sewers. Special Select backfill was required therefore a price adjustment is necessary.