A Quorum of the Administration Committee, Board of Public Works, Personnel Committee, Plan Commission, Redevelopment Authority, and other City bodies may attend this meeting, though no official action of these bodies will be taken.

BOARD OF PUBLIC WORKS (SPECIAL)

Monday, July 21, 2025 at 5:45 PM

First Floor Conference Rooms
100 Main Street, Menasha, WI

A. Call to Order

B. Roll Call

C. Public Comments on Any Matter Listed on the Agenda
(5 minute time limit for each person)

D. Minutes to Approve

1. Board of Public Works, 7/7/25

E. Discussion / Action Items

1. Street Use Application - Twisted Pistons Scholarship Cruise-In; Thursday, August 21, 2025; 12:00 p.m. to 10:00 p.m.; Twisted Pistons, Inc.
2. Recommend to Award – Contract Unit No. 2025-05; Asphaltic Concrete Pavement Chip Sealing – Various City Streets

F. 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."

A. CALL TO ORDER
Meeting called to order by District 8 Alderperson Ropella at 8:53 pm.

B. ROLL CALL
Present: Alds. Rand, Eisenach, Hale, Perkins, Lewis, Marshall, Grade, Ropella
Also Present: FD Sassman, DDMO Brown, PRD Sackett, DDE Gordon, CA Struve, Mayor Hammond, Clerk Snyder, DC Janet

C. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

D. MINUTES TO APPROVE

1. Board of Public Works, 6/16/25
   Motion by District 6 Alderperson Marshall seconded by District 7 Alderperson Grade to approve. Motion carried on voice vote.

E. DISCUSSION / ACTION ITEMS

1. Street Use Application - Harvest Festival; Saturday, September 20, 2025; 8:00 a.m. to 6:00 p.m.; B.L.O.O.M., LLC
   Motion by District 6 Alderperson Marshall, seconded by District 4 Alderperson Perkins to approve.

   Motion carried 8-0 on roll call.

2. Payment - Sommers Construction Co., Inc.; Contract Unit No. 2025-02; Street Construction and Rehabilitation; $361,151.13 (Payment No. 1)
   Motion by District 6 Alderperson Marshall, seconded by District 4 Alderperson Perkins to approve.

   Motion carried 8-0 on roll call.

3. Recommend to Award - Contract Unit No. 2025-03; Jefferson Park Boat Launch; to Northeast Asphalt, Inc.; $1,315,650.00
   Motion by District 6 Alderperson Marshall, seconded by District 7 Alderperson Grade to approve.

   Motion carried 8-0 on roll call.

4. Change Order - Menasha Utilities; Contract Unit No. M0002-06-24-00128; $8,195.00 (Change Order No. 1)
   Motion by District 6 Alderperson Marshall, seconded by District 3 Alderperson

Hale to approve.

Motion carried 8-0 on roll call.

5. Payment - Cardinal Construction Co., Inc.; Contract Unit No. 2024-10; Jefferson Park Shelter Construction; $15,499.52 (Payment No. 6)
Motion by District 6 Alderperson Marshall, seconded by District 7 Alderperson Grade to approve.

Motion carried 8-0 on roll call.

Discussion considered remaining payments for this project; staff advised that this is the second to last payment.

F. ADJOURNMENT
Motion by District 1 Alderperson Rand seconded by District 4 Alderperson Perkins to adjourn the Board of Public Works meeting at 9:01 pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.

Menasha

Twisted Pistons Aug 21

Special Event Application

EVENT DETAILS - SECTION 1

Parks and Recreation Department – (920) 967-3640

100 Main Street, Suite 200 (2nd Floor), Menasha, WI 549252 Email: lwalbrun@menashawi.gov

1. Will you be reserving a park? ☒ Yes ☐ No
   Confirm your requested date with the Parks Department as soon as possible to ensure facility availability.

2. Will you be selling alcoholic beverages? ☒ Yes ☐ No
   All multi-day events and events that plan to sell beer and/or wine to the public must also appear before the Parks and Recreation Board.

Menasha Police Department – Phone: (920) 967-3500

430 First Street, Menasha, WI 54952 Email: ahanchek@menashawi.gov

3. Event Coordinator will need to submit a plan for emergency situations.
   If you do not have a plan, one will be provided to you to sign and submit with a map.

4. Does your event require traffic control or services provided by our Police Department? ☐ Yes ☒ No

Public Works Department – (920) 967-3610

100 Main Street, Suite 200 (2nd Floor), Menasha, WI 549252 Email: alee@menashawi.gov

5. Will you be using City streets or other public right of way? ☒ Yes ☐ No
   Please submit the $25 Street Use Fee with your special event paperwork. Street Use requires Board of Public Works and Common Council approval. You (or a representative for your event) will be required to attend a Common Council meeting to answer any questions regarding this potential street closure. Please be aware the entire approval process may take more than 60 days.

6. Does your event require street closure? ☒ Yes ☐ No
   If your event requires street closure, barricade and signage requests will be discussed at a Special Events Meeting. This information will be noted on the Fee Schedule and Breakdown Worksheet. Special Events requiring street closure need Council approval. It is highly recommended that information regarding your event is not published or advertised until you have received Common Council approval.

   PLEASE NOTE: If you are requesting a street closure, it is also your responsibility to notify residents and businesses (including Gold Cross and Valley Transit) that are directly affected (we can provide a sample "Notification of Request to Close a City Street"). This will need to be done at least 7 days prior to your appearance at the required Common Council meeting. Event Holder to submit one copy of the completed notification to the Director of Public Works.

Neenah-Menasha Fire Department - (920) 886-6200

125 E. Columbian Ave., Neenah, WI 54956 Email: skrueger@nmfire.org

7. Will there be fireworks at your event? ☐ Yes ☒ No
   Please complete the Fireworks Permit Application. Contact Neenah-Menasha Fire Department.

8. Will you be putting up a tent? ☒ Yes ☐ No
   Some tents require a Certificate of Fireproofing and Inspections by the Fire Department. All tents with stakes require diggers Hotline clearance by calling 811 at least five (5) days prior to the event.

Clerk's Office - (920) 967-3603

100 Main Street, Suite 200 (2nd Floor), Menasha, WI 54952 Email: ksnyder@menashawi.gov

9. Will you be selling/serving alcoholic beverages? ☒ Yes ☐ No
   Please complete the Application for Temporary Class "B" Retailer's License and the Addendum to Application for Temporary Class "B"/"Class B" Retailer's License. Permit needs to be submitted to the City Clerk.

10. Will there be inflatables or carnival rides at your event? ☐ Yes ☒ No
    Please complete the Carnival Permit. Permit needs to be submitted to the City Clerk at least 10 days prior to your event.

Health Department - (920) 967-3522

100 Main Street, Suite 100 (1st Floor), Menasha, WI 54952 Email: tdrew@menashawi.gov

11. Will you or vendors at your event be selling or serving food? ☒ Yes ☐ No
    Please see the information regarding Mobile Restaurant Operators/Mobile Retail Food Operators/Temporary Restaurant Operators.

EVENT INFORMATION – SECTION 2

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

Event Name Twisted Pistons Scholarship Cruise-In Total Anticipated Attendance 1,000

Sponsoring Organization Twisted Pistons Inc.

Organization Address P.O. Box 153 - Menasha WI 54952

Event Location Main St & Racine to Jitters "see map"

Date of Event (list each date if a multi-day event) August 21, 2025

Event Set-up Time noon Event Start Time 2:00pm Event End Time 10:00 pm

EVENT COORDINATOR – SECTION 3

Please list the main contact for questions pertaining to your event. Any other individuals authorized to speak with City Staff regarding your event and/or its billing should also be listed. At least one of the contacts listed MUST be on site at the event during all event operating hours.

1. Event Facilitator/Responsible Person Randy Thomson
   Email randy@randallsautohaus.com Phone 920-727-1826
2. Day of Event Contact Name (person on site) Nicholas Jerne
   Email nickdevilletwo@aol.com Phone 920-427-3736

EVENT DETAILS – SECTION 4

Please list the main contact for questions pertaining to your event. Any other individuals authorized to speak with City Staff regarding your event and/or its billing should also be listed. At least one of the contacts listed MUST be on site at the event during all event operating hours.

What type(s) of activities will be part of your event (please check all that apply):

- [x] Amplified Music
- [ ] Amusement Rides, Inflatables, Dunk Tank, and/or Petting Zoo
- [ ] Baseball/Softball Tournament
- [ ] Fireworks
- [x] Food Trucks
- [ ] Parade or Run/Walk Event (On-Street)
- [ ] Run/Walk (using trail system-no streets)
- [x] Sell Beer/Wine/Fermented Malt Beverage
- [x] Sell Concessions/Food other than Food Trucks
- [x] Set Up Temporary Tent/Structure
- [ ] Vendor Show Number of Vendors?_____
- [ ] Other

Describe any Street Use your event will require. (Please attach a detailed map; map MUST include exact location of event, route/street closure (if applicable), barricade placement, etc.)

See attached map

rent ~~terrace~~ Marina & Curtis Reed

FERMENTED MALT/WINE BEVERAGE PERMIT

For Consumption Only! SALE of fermented malt beverages and wine requires a Temporary Class "B" License in addition to this permit
(Allowed only at Barker Farm, Jefferson, Koslo and Curtis Reed Square)

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. This permit allows fermented malt beverages and wine only. No hard liquor or glass containers.**

Permittee Name(please print): Thomson (Last) Randall (First) R (M.I.)

Area that fermented malt beverages and wine will be consumed: Curtis Reed Square

Signature: Randall R. Thomson

INSURANCE – SECTION 5

A Certificate of Liability Insurance and Endorsement, each naming the City of Menasha as additional insured, must be submitted with your completed Special Events Application in order for your event to be considered for approval by the Board of Public Works and the Common Council. This is your primary insurance.

Name of Insurance Company: ~~V~~ itub International Policy Number: 103 GL 002 1111

Email: special event@hubinternational.com Phone: 925 609 6500

Applicant Signature: Nicholas Jerue Date: 6-25-2025

PERSON, GROUP, CLUB OR ORGANIZATION TO BE INVOICED – SECTION 6

Please complete this section if the information is different from what you entered in Sections 1 and 2.

Person or Organization Name: N/A

Address:

City: State: Zip Code:

Email: Phone:

HOLD HARMLESS AGREEMENT – SECTION 7

I agree to hold the city of Menasha harmless from any claim for damage or injury arising out of our activities in connection with the date of 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 and choose not to negotiate any terms of this agreement.

Applicant Signature: Nicholas Jerue Date: 1-15-2025

Completed applications can be mailed to or dropped off at: Menasha City Center, 100 Main Street, Suite 200, Menasha, WI 54952 or e-mailed to lwalbrun@menashawi.gov. For any questions regarding this application or the permitting process, contact Lori in Parks and Recreation at (920) 967-3640.

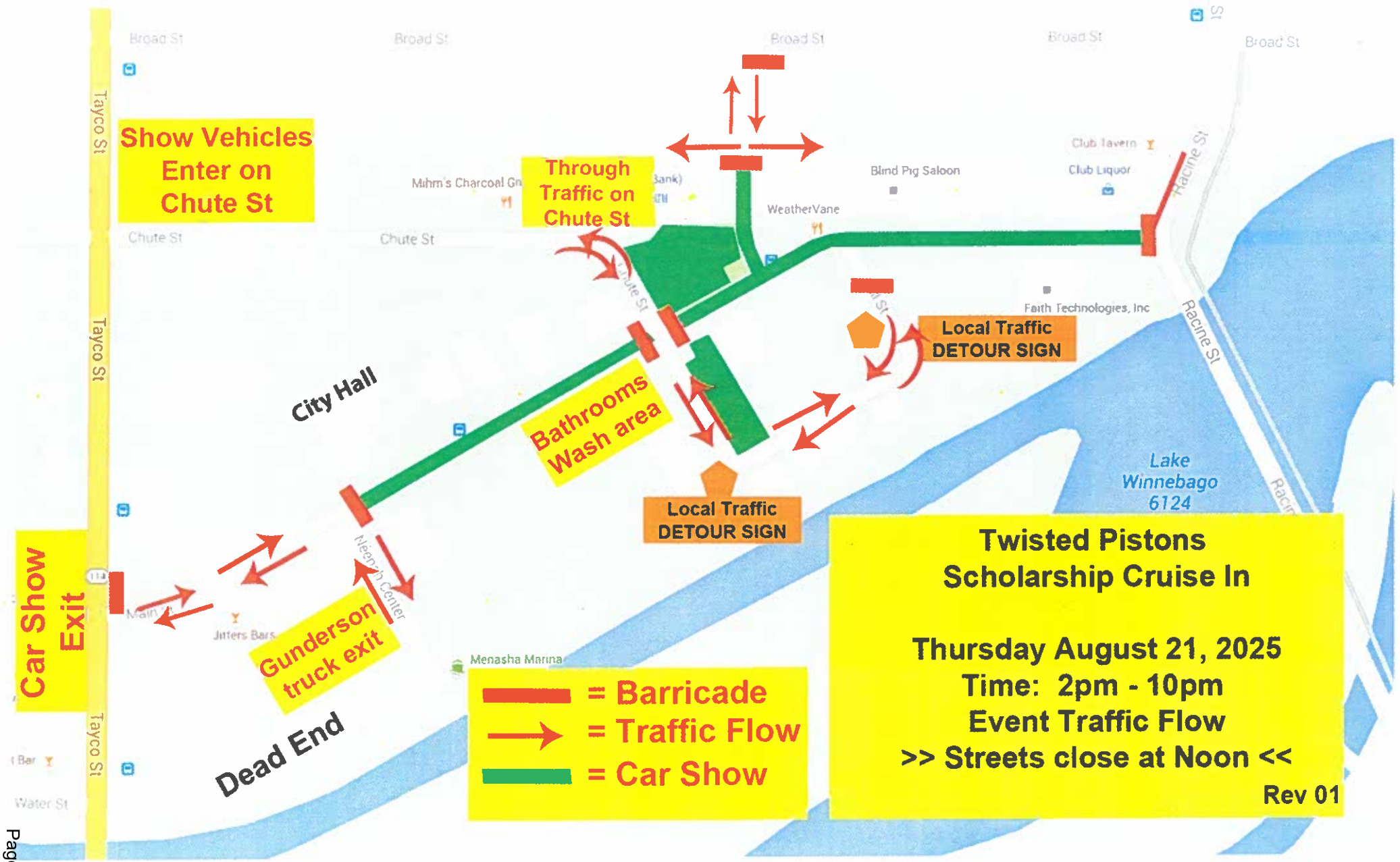
STAFF USE ONLY

Scheduled Board of Public Works Review Date: July 21, 2025

Scheduled Parks & Recreation Board Review Date: July 8, 2025

Scheduled Common Council Review Date: ~~date~~ Aug. 4, 2025

Staff Approval: Police Dept. AH Fire Dept. Public Works Dept. TB City Attorney MJP


Show Vehicles Enter on Chute St
Through Traffic on Chute St
Bathrooms Wash area
Local Traffic DETOUR SIGN
Local Traffic DETOUR SIGN
Car Show Exit
Gunderson truck exit
Dead End
City Hall
Lake Winnebago 6124
= Barricade
= Traffic Flow
= Car Show
Twisted Pistons
Scholarship Cruise In
Thursday August 21, 2025
Time: 2pm - 10pm
Event Traffic Flow
>> Streets close at Noon <<
Rev 01
Broad St
Chute St
Tayco St
Racine St
Main St
Water St
Menasha Marina
Mihm's Charcoal Gr
WeatherVane
Blind Pig Saloon
Club Liquor
Faith Technologies, Inc
Neenah Center
Jitters Bars

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

		Certificate #	240493
FACILITY OWNER: (Additional Insured)	**PRODUCER:**		**CA License #0757776**
City of Menasha 100 Main Street, Suite 200 Menasha, WI 54952	**HUB International Insurance Services Inc.** **3000 Executive Parkway, #300** **San Ramon, Ca 94583** **PH: 925 609 6500 FX: 925 609 6550** specialevent@hubinternational.com		
EVENT HOLDER: (Named Insured)	**EVENT INFORMATION**		
Twisted Pistons, Inc. PO Box 153 Menasha, WI 54952	**TYPE OF EVENT:**	Auto Show	
	EVENT DATE(S):	8/12/2025	
	EVENT LOCATION:	Downtown Menasha, WI 54952	
	ATTENDANCE:	1,000	**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.

This insurance contract is with an insurer which has not obtained a certificate of authority to transact a regular insurance business in the state of Wisconsin, and is issued and delivered as a surplus lines coverage pursuant to s.618.41 of the Wisconsin Statutes. Section 618.43(1), Wisconsin Statutes requires payment by the policyholder of 3% tax on gross premum.

INSURER A: COLONY INSURANCE COMPANY

INSR LTR	Type of Insurance	Policy Number	Effective	Expiration	Policy Limits	
A	Commercial General Liability	103 GL 0021111	1/1/2025	1/1/2026	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	$1,000,000
					Medical Payments	$5,000
					Liquor Liability Each Occurrence	$1,000,000
					Liquor Liability Aggregate	INCL. IN GL AGG.

COVERAGE TERMS:

Occurrence Form (CG 0010)

Host Liquor Liability **Included.**

Full Liquor Liability Included **when a separate premium has been charged.**

The coverage afforded by this insurance is primary and non-contributing with any insurance held by the "Additional Insured" as Named Insured, when the "Additional Insured" is shown on this Certificate of Insurance Endorsement as "Additional Insured" or WHEN REQUIRED BY WRITTEN CONTRACT.

COVERAGE EXCLUSIONS: (REFER TO POLICY FOR COMPLETE LISTING OF EXCLUSIONS)

-- Communicable Diseases
-- Sexual Abuse & Molestation
-- Terrorism

Specific Events are excluded from coverage. Please see second page for list of excluded events.

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:

City of Mensaha
100 Main Street, Suite 200
Menasha, WI 54952

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:	3/13/2025

Second Page of Certificate	Certificate #	240493

SPECIFIC EVENT POLICY EXCLUSIONS

The following types of events are specifically excluded and no coverage for them exists under the policy(ies) listed on the front page of this Certificate of Insurance:

Aircraft / Aviation
All Terrain Boarding
Ballooning / Balloon Rides
Base Jumping
Bouldering
Boxing, Wrestling
Bungee Jumping
Carnival Rides
Circuses
Concerts over 6 hours in music length
Contact Karate / Martial Arts
Contact Sports
Diving
Football (except passing camps with no contact drills)
Hang Gliding
Hockey
Jousting
Kayaking, Rafting or Canoeing in greater than Class 3 rapids
Lacrosse / Rugby
Mechanical Amusement Rides or Services and Gyroscope Rides
Motorized Sporting Equipment
Mosh Pits
Mountain Biking
Power Boat Racing
Professional Sporting Activity; Games, Races, Contests of a professional nature
Pyrotechnics / Explosives
Rap or Heavy Metal Concerts
Raves
Rock Climbing
Rodeo / Roping Events (includes practice)
Scuba Diving
Tractor / Truck Pulls
Ziplines / Ziplining

MEMORANDUM

Date: July 15, 2025

To: Board of Public Works

From: Corey Gordon – Deputy Director of Engineering

RE: Recommend to Award – Contract Unit No. 2025-05 Asphaltic Concrete Pavement Chip Sealing

The City of Menasha publicly opened bids on Tuesday, July 15, 2025 for Contract Unit No. 2025-05. One bid was received as indicated on the enclosed bid tabulation.

This project will consist of the chip sealing of various City streets.

Recommendation

Motion to recommend to Common Council awarding Contract Unit No. 2025-05, Asphaltic Concrete Pavement Chip Sealing to Fahrner Asphalt Sealers, LLC in the amount of $64,368.00.

CITY OF MENASHA
Contract Unit No. 2025-05
Asphaltic Concrete Pavement Chip Sealing - Various City Streets

Base Bid				**Fahrner Asphalt Sealers**	
Item	**Street**	**From**	**To**		**Lump Sum**
1	Grandview Ave (2,594± SY)	Tayco St	Pacific St	$	7,243.00
2	Ninth St (7,698± SY)	Melissa St	Meadowview Dr	$	20,449.00
3	Sixth St (1,972± SY)	Tayco St	17'± W. of Railroad Crossing	$	9,589.00
4	Sixth St (4,704± SY)	17'± E. of Railroad Crossing	35'± W. of Racine St	$	11,354.00
5	Sixth St (5,456± SY)	35'± E. of Racine St	De Pere St	$	15,733.00
			Total Base Bid Unit 2025-05 - Chip Seal Various City Streets (Items 1-5)	**$**	**64,368.00**