

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 MEETING AGENDA

Monday, June 2, 2025 at 6:30 PM

**First Floor Conference Rooms
100 Main Street, Menasha, WI**

or immediately following the Common Council meeting

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, 5/5/25

E. Discussion / Action Items

1. Street Use Application - Community Fest Parade of Lights; Thursday, July 3, 2025 ; 9:00 p.m. to 10:15 p.m.; City of Menasha
2. Street Use Application - Community First Fox Cities Marathon; Sunday, September 21, 2025; 3:00 a.m. to 2:00 p.m.; Community First Credit Union
3. Payment - Cardinal Construction; Contract Unit No. 2024-10; Jefferson Park Shelter Construction; \$64,375.00 (Payment No. 5)
4. O-5-25 - An Ordinance Amending Title 10, Chapter 1, Article B, Section 16, Subsection B of the Code of Ordinances, Designating Yield Control at the Intersection of Wittmann Drive and Wittmann Park Lane/Parkside Drive (Introduced by Mayor Hammond)

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."



BOARD OF PUBLIC WORKS MINUTES

Monday, May 5, 2025 at 6:30 PM

First Floor Conference Rooms
100 Main Street, Menasha, WI

A. CALL TO ORDER

Meeting called to order by Chair Ropella at 6:46pm.

B. ROLL CALL

Present: Alds. Hale, Perkins, Lewis, Marshall, Grade, Ropella, Rand, Eisenach

Also Present: FD Sassman, DPW Merten, PHD Hutter, PC Thorn, LD Kopetsky,
Attorney Struve, Mayor Hammond, Clerk Snyder

C. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

D. MINUTES TO APPROVE

1. Board of Public Works, 4/21/25

Motion by District 6 Alderperson Marshall, seconded by District 7 Alderperson
Grade to approve.

Motion carried on voice vote.

E. DISCUSSION / ACTION ITEMS

1. Payment - Cardinal Construction; Contract Unit 2024-10; Jefferson Park
Shelter Construction; \$147,102.00 (Payment No. 4)

Motion by District 6 Alderperson Marshall, seconded by District 7 Alderperson
Grade to approve.

Motion carried 8-0 on roll call.

2. Payment - Donald Hietpas & Sons; Contract Unit No. M0002-9-20-00334;
Sewer and Water Main Reconstruction (Wilson Street and Harding Street);
\$219,247.18 (Payment No. 1)

Motion by District 6 Alderperson Marshall, seconded by District 3 Alderperson
Hale to approve.

Motion carried 8-0 on roll call.

3. Payment - Northeast Asphalt, Inc.; Contract Unit No. 2024-03; Jefferson Park
Improvements; \$158,625.00 (Payment No. 7)

Motion by District 6 Alderperson Marshall, seconded by District 7 Alderperson
Grade to approve.

Motion carried 8-0 on roll call.

Staff advised that blacktop pouring will be completed ahead of Jefferson Park's grand opening scheduled for May 29, 2025.

4. Recommend to Award - Sommers Construction Co., Inc.; Contract Unit No. 2025-02; Street Construction & Rehabilitation for Olde Pully Lane, Wilson Street, Harding Street, Canvasback Drive, Cygnet Court; \$478,615.95
Motion by District 6 Alderperson Marshall, seconded by District 4 Alderperson Perkins to approve.

Motion carried 8-0 on roll call.

Staff advised that an alternate bid was selected for this project. This alternate bid allowed for longer strips of concrete and gutter replacement; this is a slightly more expensive process featuring fewer joints for an improved life expectancy. This selection is under budget.

5. Recommend to Award - Fahrner Asphalt Sealers, LLC.; Contract Unit No. 2025-04; Crack Sealing on Various Streets; \$31,734.00
Motion by District 6 Alderperson Marshall, seconded by District 4 Alderperson Perkins to approve.

Motion carried 8-0 on roll call.

Staff advised that the packet omitted the itemized bid and provided itemized costs of affected roadways.

Discussion considered the bid selection process. Specifically, the Department of Public Works selects the lowest responsible bidder.

F. ADJOURNMENT

Motion by District 6 Alderperson Marshall, seconded by District 4 Alderperson Perkins to adjourn at 6:58pm.

Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.



EVENT DETAILS - SECTION 1

Comm Fest Parade of Lights 7.3.25 Special Event Application

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. Please see document #1 – Special Event Holders Guide for Emergency Situations

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 Lammers School Bus 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. Complete Document #4 - Notification of Request to Close a City Street

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

125 E. Columbian Ave., Neenah, WI 54956

Email: jmavroff@nmfire.org

7. Will there be fireworks at your event?

☐ Yes ☒ No

Complete Document #5 - NMFR Fireworks Display Application

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. Complete Document #6 - NMFR Tent Permit

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

Complete form #7 - Clerk AB-220 Temporary Alcohol Beverage License, form #8 - Clerk AB-100 Alcohol Beverage Individual Questionnaire and form #9 - Clerk AB-101 Alcohol Beverage Appointment of Agent.

10. Will there be inflatables or carnival rides at your event?

☐ Yes ☒ No

Complete form #10 - Clerk Carnival Permit Application. Permit needs to be submitted 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 documents HealthDept.Mobile Restaurant Operators Memo AND HealthDept.Food Safety Guidelines

EVENT INFORMATION – SECTION 2

Permit Fee: A \$50 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 Community Fest Parade of Lights Total Anticipated Attendance 500
Sponsoring Organization City of Menasha
Organization Address 100 Main Street, Suite 200, Menasha
Event Location 30+ unit parade starting in Neenah and ending in Menasha
Date of Event (list each date if a multi-day event) July 3, 2025
Event Set-up Time _____ Event Start Time 9:00pm Event End Time 10:15pm

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 Megan Sackett
Email msackett@menashawi.gov Phone 920-967-3640
2. Day of Event Contact Name (person on site) _____
Email _____ Phone _____

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):

- | | |
|---|--|
| ☐ Amplified Music | ☐ Amusement Rides, Inflatables, Dunk Tank, and/or Petting Zoo |
| ☐ Baseball/Softball Tournament | ☐ Fireworks |
| ☐ Food Trucks | ☒ Parade or Run/Walk Event (On-Street) |
| ☐ Run/Walk (using trail system-no streets) | ☐ Sell Beer/Wine/Fermented Malt Beverage |
| ☐ Sell Concessions/Food other than Food Trucks | ☐ 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.) #2 – Map Downtown Menasha OR #3 – Map Jefferson Park

Starts in Neenah, north on Washington to Main Street (Menasha), east on main to Milwaukee, north on Milwaukee to First Street, east on First Street, end near library

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): _____

Last

First

M.I.

Area that fermented malt beverages
and wine will be consumed: _____

Signature: _____

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. See document Sec5.Misc.Insurance Information for specifics. Insurance through HUB International is also offered by our office for one-time events (Document Sec5.Clerk.Insurance Application)

Name of Insurance Company CVMIC

Policy Number _____

Email _____

Phone _____

→ Applicant Signature Mega L. Sackett

Date 30 April 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 - City Event

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 Mega L. Sackett

Date 30 April 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 walbrun@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

May 19, 2025

Scheduled Board of Public Works Review Date: _____

N/A

Scheduled Parks & Recreation Board Review Date: _____

June 2, 2025

Scheduled Common Council Review Date: _____

Staff Approval: Police Dept. AH

Fire Dept. Gem

Public Works Dept. jfm

City Attorney MSJ

July 3 Parade of Lights



Signature: Angie Hanchek
Angie Hanchek (May 7, 2025 07:37 CDT)
Email: ahanchek@menashawi.gov

Signature: Gerald E. Mavoff, F400
Gerald E. Mavoff, F400 (May 8, 2025 10:46 CDT)
Email: gmavroff@nmfire.org

Signature: James Merten
James Merten (May 8, 2025 11:03 CDT)
Email: jmerten@menashawi.gov

Application w.map

Final Audit Report

2025-05-08

Created:	2025-05-06
By:	Lori Walbrun (lwalbrun@ci.menasha.wi.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAA4Axss3ePsHDjPLSMIXTYB8T_axKpawN

"Application w.map" History

-  Document created by Lori Walbrun (lwalbrun@ci.menasha.wi.us)
2025-05-06 - 8:14:50 PM GMT
-  Document emailed to ahanchek@menashawi.gov for signature
2025-05-06 - 8:15:42 PM GMT
-  Email viewed by ahanchek@menashawi.gov
2025-05-07 - 12:36:04 PM GMT
-  Signer ahanchek@menashawi.gov entered name at signing as Angie Hanchek
2025-05-07 - 12:37:07 PM GMT
-  Document e-signed by Angie Hanchek (ahanchek@menashawi.gov)
Signature Date: 2025-05-07 - 12:37:09 PM GMT - Time Source: server
-  Document emailed to gmavroff@nmfire.org for signature
2025-05-07 - 12:37:11 PM GMT
-  Email viewed by gmavroff@nmfire.org
2025-05-08 - 3:45:36 PM GMT
-  Signer gmavroff@nmfire.org entered name at signing as Gerald E. Mavoff, F400
2025-05-08 - 3:46:47 PM GMT
-  Document e-signed by Gerald E. Mavoff, F400 (gmavroff@nmfire.org)
Signature Date: 2025-05-08 - 3:46:49 PM GMT - Time Source: server
-  Document emailed to James Merten (jmerten@menashawi.gov) for signature
2025-05-08 - 3:46:54 PM GMT
-  Email viewed by James Merten (jmerten@menashawi.gov)
2025-05-08 - 4:03:11 PM GMT



Adobe Acrobat Sign

 Document e-signed by James Merten (jmerten@menashawi.gov)

Signature Date: 2025-05-08 - 4:03:47 PM GMT - Time Source: server

 Agreement completed.

2025-05-08 - 4:03:47 PM GMT



FoxCities Marathon 9.21.2
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?

Confirm your requested date with the Parks Department as soon as possible to ensure facility availability.

☐ Yes ☒ No

2. Will you be selling alcoholic beverages?

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.

☐ Yes ☒ No

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?

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.

☒ Yes ☐ No

6. Does your event require street closure?

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.

☒ Yes ☐ No

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?

Please complete the Fireworks Permit Application. Contact Neenah-Menasha Fire Department.

☐ Yes ☒ No

8. Will you be putting up a tent?

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.

☐ Yes ☒ No

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?

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.

☐ Yes ☒ No

10. Will there be inflatables or carnival rides at your event?

Please complete the Carnival Permit. Permit needs to be submitted to the City Clerk at least 10 days prior to your event.

☐ Yes ☒ No

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?

Please see the information regarding Mobile Restaurant Operators/Mobile Retail Food Operators/Temporary Restaurant Operators.

☒ Yes ☐ No

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 Community First Fox Cities Marathon Total Anticipated Attendance 4,000

Sponsoring Organization Community First Credit Union

Organization Address 1575 Dresang Way, Neenah, WI 54956

Event Location Start line: 1478 Midway Rd, Menasha; Marathon route thru Menasha ending in Neenah

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

Event Set-up Time 3:00am Event Start Time 7:00am Event End Time 2:00pm

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 Julie Johnson
Email julie.johnson@communityfirstcu.org Phone 920/882-9499
2. Day of Event Contact Name (person on site) Amanda Secor
Email amanda.secor@communityfirstcu.org Phone 920/830-7200 x447

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):

- | | |
|---|--|
| ☐ Amplified Music | ☐ Amusement Rides, Inflatables, Dunk Tank, and/or Petting Zoo |
| ☐ Baseball/Softball Tournament | ☐ Fireworks |
| ☐ Food Trucks | ☒ Parade or Run/Walk Event (On-Street) |
| ☐ Run/Walk (using trail system-no streets) | ☐ Sell Beer/Wine/Fermented Malt Beverage |
| ☐ Sell Concessions/Food other than Food Trucks | ☐ 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.)

Included are the street maps showing the route with street barricades and closures.

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): _____
 Last First M.I.
 Area that fermented malt beverages and wine will be consumed: _____
 Signature: _____

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 Secura Insurance Companies Policy Number 22543
 Email anelson@paroubekinsurance.com Phone 920/347-9333
 Applicant Signature Julie Johnson Date 1/22/25

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 Community First Fox Cities Marathon
 Address 1575 Dresang Way
 City Neenah State WI Zip Code 54956
 Email info@foxcitiesmarathon.org Phone 920/882-9499

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 Julie Johnson Date 1/22/25

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: 5-19-2025
 Scheduled Parks & Recreation Board Review Date: n/a
 Scheduled Common Council Review Date: June 2, 2025
 Staff Approval: Police Dept. Att * Fire Dept. [Signature] Public Works Dept. [Signature] City Attorney [Signature]



FOXCITI-01

ANELSON

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/27/2025

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 have ADDITIONAL INSURED provisions or 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
Paroubek Insurance Agency Inc.
400 Destiny Drive
De Pere, WI 54115

CONTACT NAME: Andy Nelson

PHONE (A/C, No, Ext): (920) 347-9333

FAX (A/C, No):

E-MAIL ADDRESS: anelson@paroubekinsurance.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A : Secura Insurance Companies

22543

INSURED

Fox Cities Marathon Inc
PO Box 1487
Appleton, WI 54912

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	ADD'L SUBR INSD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:	X	CP3195781	2/1/2025	2/1/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PO/ AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY		A3195782	2/1/2025	2/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTIONS \$ 0		CU3218934	2/1/2025	2/1/2026	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N N/A If yes, describe under DESCRIPTION OF OPERATIONS below					PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate Holder is listed as an Additional Insured on the General Liability per the attached form CG 2026(07/04)

CERTIFICATE HOLDER

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

CANCELLATION

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

SUPPLEMENTAL FORM DECLARATION FOR CG2026 0704

ADDITIONAL INSURED - DESIGNATED
PERSON OR ORGANIZATION

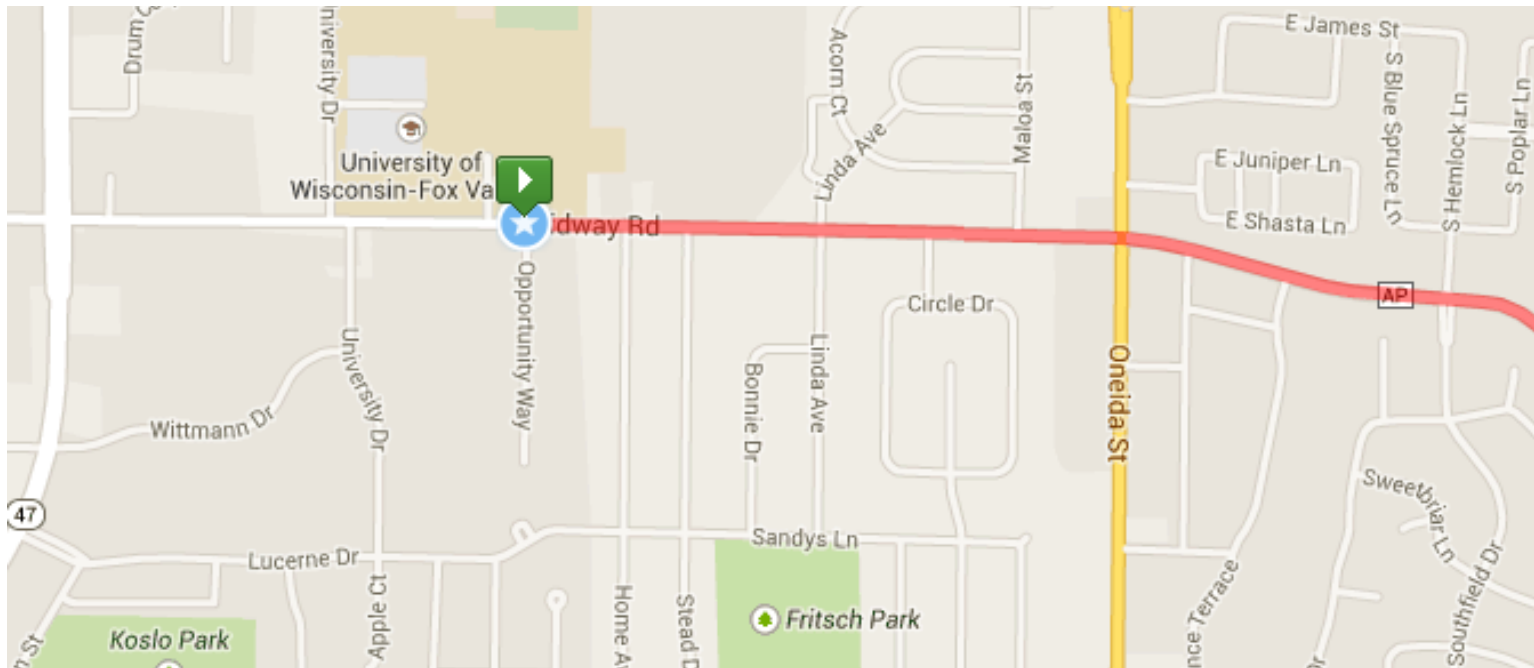
SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
City of Menasha
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

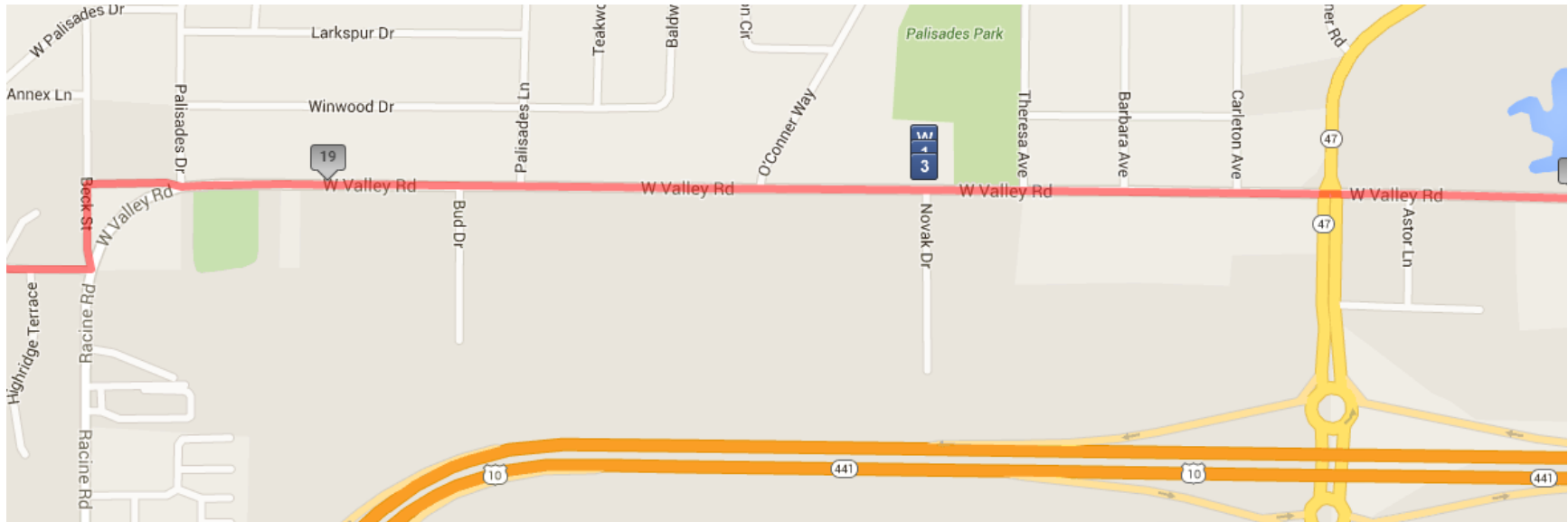
2025 Community First Fox Cities Marathon Course

City of Menasha – Map 1

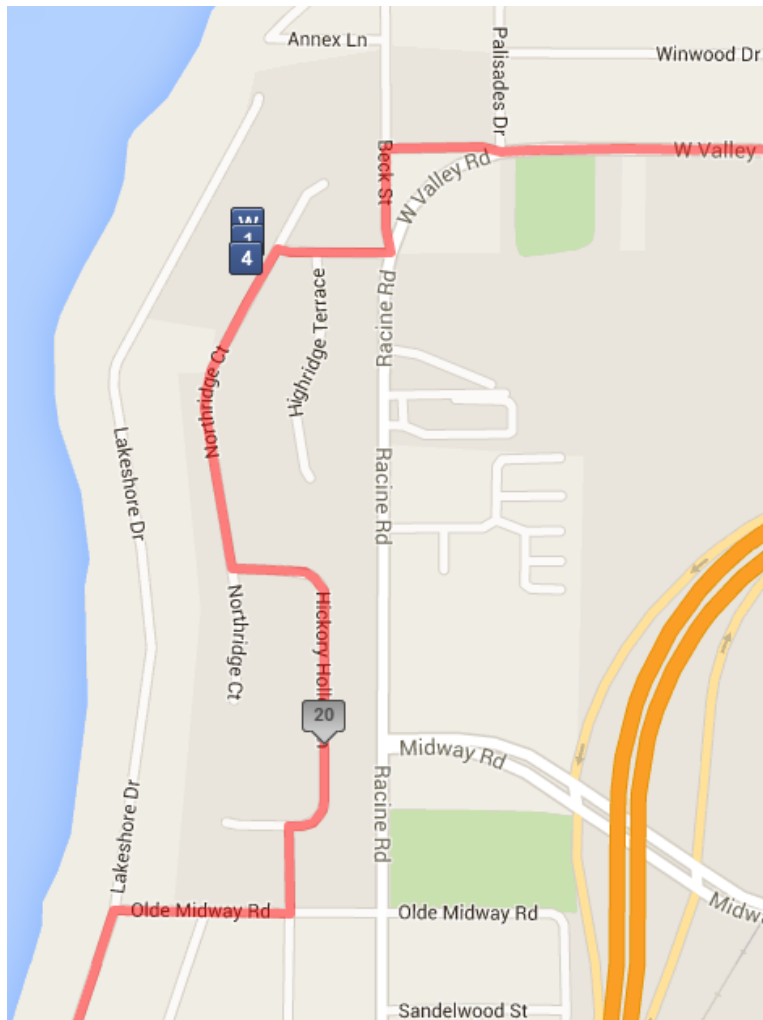
Start Line @ UW-Fox Valley



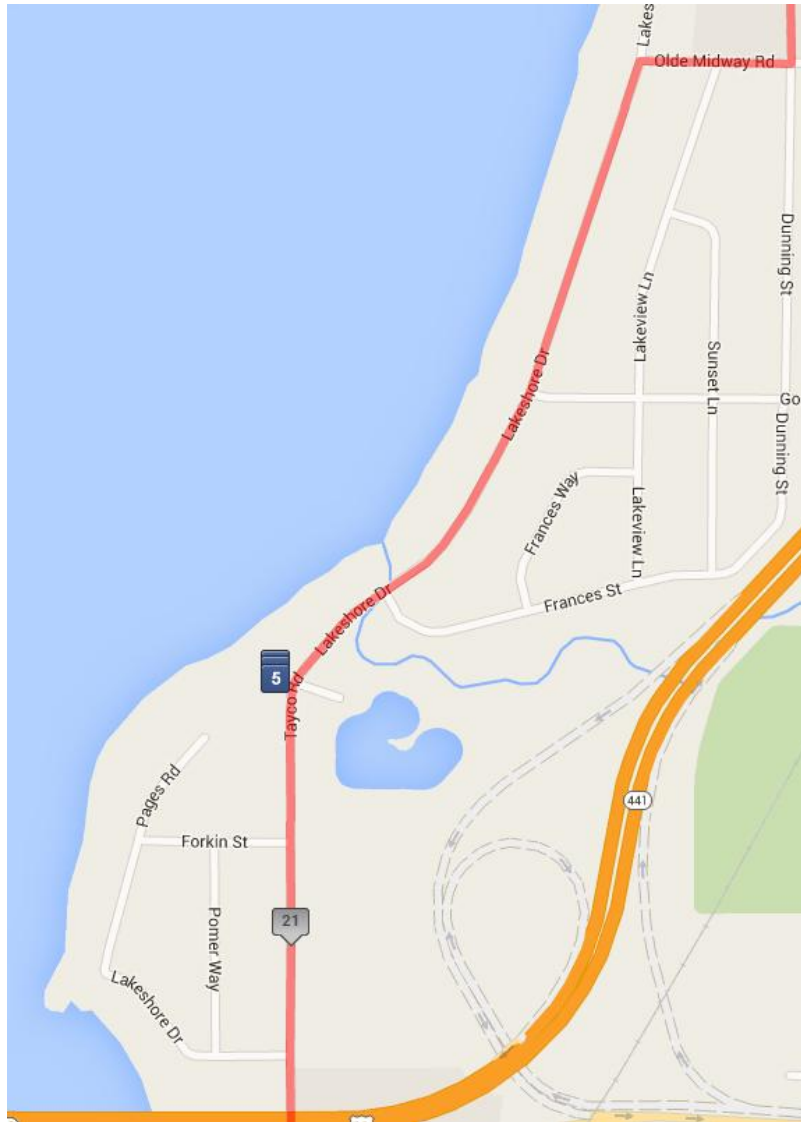
2025 Fox Cities Marathon & Half Marathon
City of Menasha - Map 2



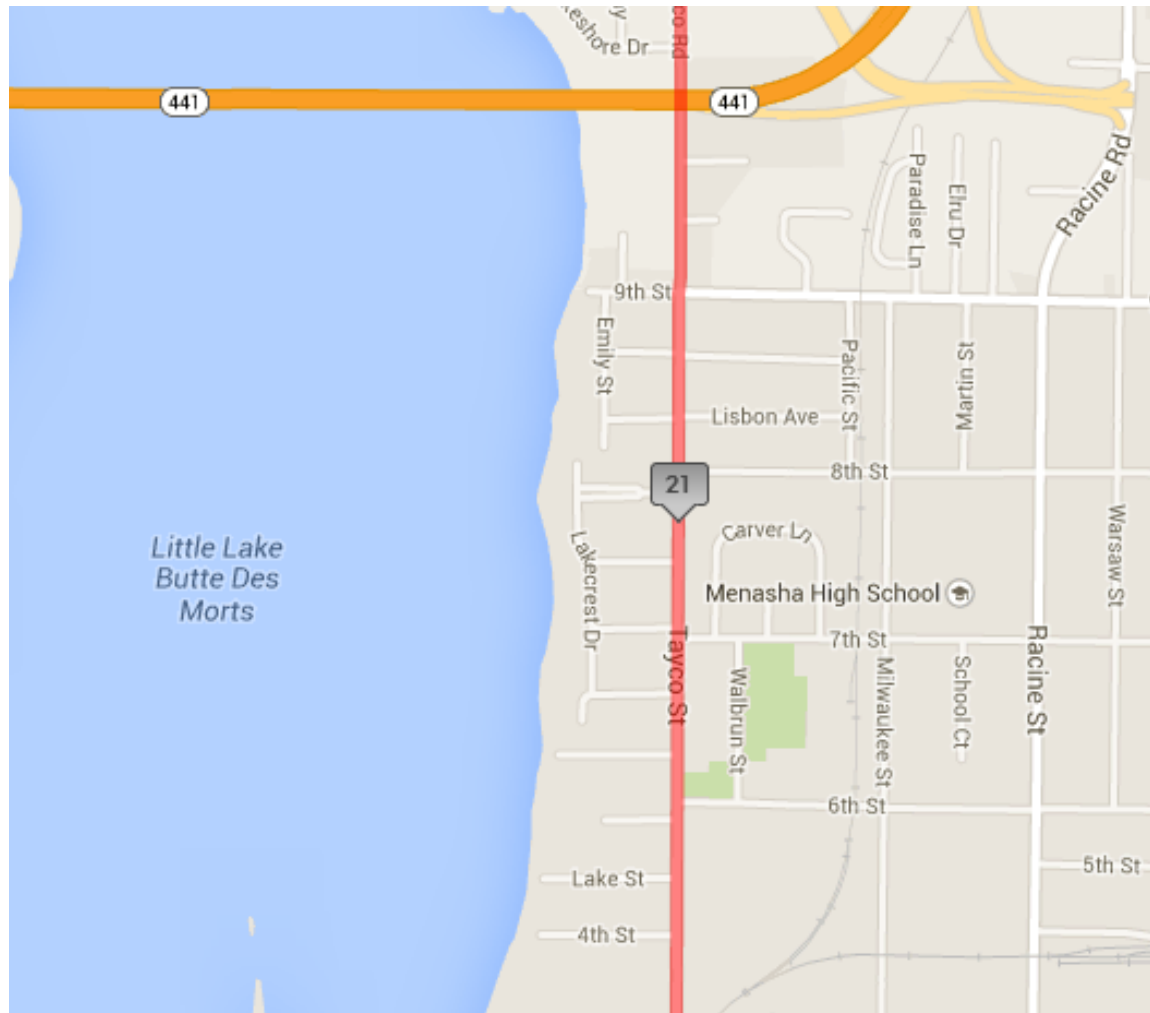
2025 Fox Cities Marathon & Half Marathon
City of Menasha
Map 3



2025 Fox Cities Marathon & Half Marathon
City of Menasha
Map 4

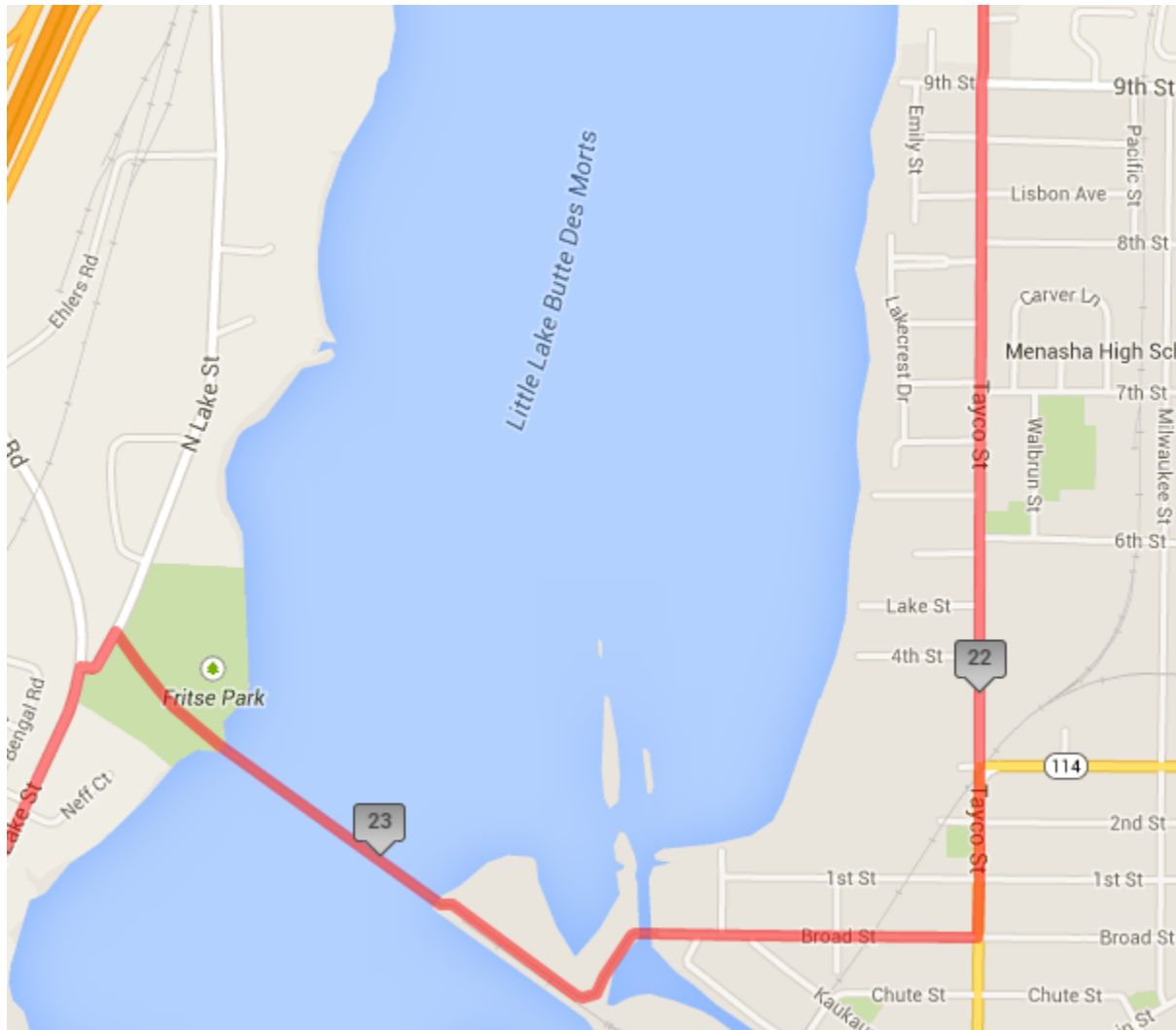


2025 Fox Cities Marathon & Half Marathon
City of Menasha
Map 5



Continue south on Tayco St. to Broad St.

2025 Fox Cities Marathon & Half Marathon
City of Menasha
Map 6



Certificate of Payment

Date: 5/27/2025

Payment Request: #5

Contractor: Cardinal Construction

Address: 1183 Industrial Parkway FOND DU LAC WI 54937

Contract Unit No.: 2024-10

Project Description: Jefferson Park Shelter Construction

		Original Contract Amount:	\$	578,757.00
Change Order 1:	\$969.96	Total Change Orders:	\$	17,750.48
Change Order 2:	\$ 16,780.52	Total Contract Amount (Including Change Orders):	\$	596,507.48
Change Order 3:		Total Earned to Date (Summary Attached):	\$	581,007.96
Change Order 4:		Less Retainage:	2.5%	\$ 14,912.69
		Amount Due:	\$	566,095.27

Payment 1 \$ 180,878.10

Payment 2 \$ 94,684.60

Payment 3 \$ 79,055.57

Payment 4 \$ 147,102.00

Payment 5

Payment 6

Payment 7

Current Payment \$ 64,375.00

I certify that all bills for labor, equipment, materials and services are paid for which previous certificates for payment were issued.
(Lien Waivers from all subcontractors and suppliers shall accompany each Request for Payment.)

Date: 5/27/2025

BY: Thad Brown

Recommended for Payment

James Merten, Public Works Director: _____

Common Council Approval Date: _____

Account Number	Amount
255-0703-553.82-02	\$0.00
255-0000-201.04-00	(\$14,912.69)
470-0703-553.82-02	\$64,375.00



MEMORANDUM

DATE May 28, 2025
TO Board of Public Works
FROM James Merten, Director of Public Works
RE Ordinance O-5-25 – An Ordinance Amending Title 10, Chapter 1, Article B, Section 16, Subsection B of the Code of Ordinances, Designating Yield Control at the Intersection of Wittmann Drive and Wittmann Park Lane/Parkside Drive

Staff received a request to place stop signs on Wittmann Park Lane and Parkside Drive at Wittmann Drive. After reviewing the request against standards and guidelines outlined in the Manual of Uniform Traffic Control Devices (MUTCD), staff recommend placing yield control on the north and south legs of the intersection (Parkside Drive and Wittman Park Lane) for the following reasons:

- As a general policy, four-leg intersections should have control designated, given the rarity of uncontrolled four-leg intersections and the common lack of awareness of drivers when traveling through them.
- The intersection does not meet the warrant guidelines for stop control established in the MUTCD.
- The north and south legs have the best sight distance availability to observe conflicting traffic.

Staff recommend approving Ordinance O-5-25, designating yield control on Wittmann Park Lane and Parkside Drive at Wittmann Drive.

Intersection Control Evaluation

Wittmann Drive at Wittmann Park Lane/Parkside Drive

Stop Control Evaluation: [Sections 2B.06 through 2B.17](#) of the MUTCD designate requirements and guidance for signing right-of-way at intersections. Stop signs may not be used for speed control, and at intersections where a full stop is not necessary at all times, consideration should first be given to use less restrictive measures such as yield signs. If one of the following conditions is true, a stop condition should be considered:

- **Visual Obstructions:** A restricted view exists that cannot be corrected by removal of obstructions. *There are no vision obstructions and sight triangle areas are clear.*
- **Crashes:** There are ≥ 3 correctable crashes in a 12-month period or ≥ 6 correctable crashes in a 36-month period. *There was only one reportable crash in the past 3 years (occurred on April 17, 2023).*
- **Street Hierarchy:** One of the streets has a higher functional classification. *All intersecting streets are classified as local streets.*
- **Deregulation:** The intersection is currently designated as an all-way stop. *The intersection is currently uncontrolled.*

Yield Control Evaluation: For two-way yield control, all of the following conditions should be considered:

- **Visual Obstructions:** There are adequate intersection sight distances on the yield-controlled approaches. *All approaches have adequate sight distances; however, the curved approach of Parkside Drive should be noted.*
- **Travel Lanes:** All approaches comprise no more than a single travel lane. *There are no channelized lanes on any approach.*
- **Crashes:** There are ≥ 2 correctable crashes in the previous 12-month period. *There were no reportable crashes in the past year.*
- **Traffic Volume:** Entering volume from all approaches averages less than 1,800 units per day or 40 units per peak hour. *The Menasha Police Department performed a count last year that resulted in the following averaged totals: 173 vehicles per day (vpd) on Wittmann Drive, 320 vpd on Wittmann Park Lane, and 505 vpd on Parkside Drive. While a peak hour analysis was not performed, the averages provided a result of roughly 1,000 entering vpd. This count does not include pedestrian or bicycle traffic, which is assumed to be negligible.*

- **Approach Angles:** The angles of the approaches are between 75 and 90 degrees. *All approaches meet at approximately 90 degrees; however, it is noteworthy that the Parkside Drive approach is curved.*
- **Street Hierarchy:** The intersection comprises streets with either local or collector functional classifications, but not two intersecting collector streets. *All intersecting streets are classified as local streets.*

Right-of-Way Designation: [Section 2B.08](#) of the MUTCD establishes considerations for determining which approaches of an intersection should receive control.

- **Thoroughfares:** An intersecting street is a designated thoroughfare or numbered highway. *No streets are designated thoroughfares.*
- **Street Hierarchy:** The intersecting street has a higher functional classification. *All streets are classified as local streets.*
- **Traffic Volume:** The intersecting street has a higher traffic volume. *While the north and south legs of the intersection carry more traffic than the east and west legs, the volumes are so low that the difference is negligible for the purposes of establishing right-of-way as sole justification.*
- **Speed Limits:** The intersecting street has a higher posted speed limit. *All streets are posted for 25 mph.*
- **Transportation Modes:** The intersecting street is utilized by or provides facilities for more alternative modes of transportation. *None of the streets are a transit route, have bike lanes, or have connecting sidewalk.*
- **Pedestrian Routes:** The approach is subject to higher pedestrian crossing activity or school walking routes. *There are no pedestrian routes or school walking routes.*
- **Physical Features:** The approach has more significant features that create obscured vision, such as dips or bumps, that cause lowered operating speeds. *No physical features have been identified, aside from the curved approach of the north leg.*
- **Sight Distance:** The approach has better available sight distances. *Due to the curved nature of the north leg (Parkside Drive), Wittman Drive provides the best available sight distance.*



ORDINANCE O-5-25

AN ORDINANCE AMENDING TITLE 10, CHAPTER 1, ARTICLE B, SECTION 16, SUBSECTION B OF THE CODE OF ORDINANCES, DESIGNATING YIELD CONTROL AT THE INTERSECTION OF WITTMANN DRIVE AND WITTMANN PARK LANE/PARKSIDE DRIVE

INTRODUCED BY: Mayor Hammond

The Common Council of the City of Menasha does hereby ordain as follows:

SECTION 1: Amend Title 10, Chapter 1, Article B, Section 16, Subsection (b) of the Code of Ordinances of the City of Menasha, Wisconsin to add subsection (38) as follows:

(38) Wittmann Park Lane/Parkside Drive at Wittmann Drive.

SECTION 2: This amending Ordinance shall take effect upon passage and publication as provided by law.

Passed and approved this 16th day of June 2025.

Recommended by:

Motion/Second:

Pass/Fail: _____

Requires: __ Majority Vote
 __ 2/3 Vote

Austin Hammond, Mayor

ATTEST:

Kaija Snyder, City Clerk