

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**

July 2, 2012

7:00 PM

or immediately following the Administration Committee

AGENDA

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [June 18, 2012](#)

D. ACTION ITEMS

1. [Street Use Application – Otto Grunski Runski; Saturday, August 11, 2012; 6:30 AM – 11:00 AM; \(City of Menasha Parks and Recreation Department\)](#)
2. [Street Use Application – Diablo Cycling’s Twilight Criterium; Saturday, August 11, 2012; 8:00 AM – 9:00 AM \(Diablo Cycling\)](#)
3. [Street Use Application – Race the Lake; Sunday, August 19, 2012; 7:00 AM – 9:20 AM \(Midwest Sports Events\)](#)
4. [Street Use Application – 19th Annual St. Joe’s 5K Run/Walk; Saturday, October 13, 2012; 8:00 AM – 10:00 AM \(Pacesetter’s Fox Cities\)](#)
5. [Resolution R-24-12 Acknowledging Review of City of Menasha 2011 Compliance Maintenance Annual Report Under Wisconsin Administrative Code NR 208](#)
6. [Preliminary Resolution R-26-12 Declaring Intent to Exercise Special Assessment Powers under Section 66.0703, Wisconsin Statutes – Midway Road Sidewalk](#)
7. [Authorization to Execute Agreement with Menasha Utilities for Use of Communications Equipment on Existing Tower at the Public Works Facility Property](#)

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
June 18, 2012**

Minutes

A. CALL TO ORDER

Meeting called to order by Chairman Taylor at 8:15 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Klein, Taylor, Sevenich, Langdon, Krueger, Zelinski, Englebert, Benner

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, DPW Radtke, CDD Keil, Comp. Stoffel,
Deputy Clerk Sewall

C. MINUTES TO APPROVE

1. [June 4, 2012](#)

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

Motion carried on voice vote.

D. ACTION ITEMS

1. [Request to Eliminate a Street Light on Pole No. 206 along the North Side of Nicolet Boulevard between Pine Street and Walnut Street \(Held\)](#)

Ald. Klein requested unanimous consent to hear public comment regarding this street light.

Holly DuCharme, 416 Nicolet Blvd. Made request to remove street light. Discussion ensued on other possible options to remedy the issue without removing the light.

Moved by Ald. Klein, seconded by Ald. Langdon to recommend to Common Council the removal of the street light on pole no. 206 along the north side of Nicolet Blvd. between Pine St. and Walnut St.

Motion carried on roll call 8-0.

2. [Request to Add Street Light on Pole #568 near 728 Paris Street \(Ald. Zelinski\)](#)

Moved by Ald. Zelinski, seconded by Ald. Sevenich to recommend to Common Council the addition of street light on pole #568 near 728 Paris St.

Discussion ensued.

Motion carried on roll call 8-0.

3. [Recommendation to Submit Ballot Requesting Winnebago County to Refund the Recycling Revenue Surplus of \\$952,381 to Signing Municipalities Based upon each Municipality's Actual Tonnage Processed and Sold for Year 2011](#)

DPW Radtke explained this year's ballot options. Discussion ensued on tipping fees and equity among the signing municipalities.

Moved by Ald. Sevenich, seconded by Ald. Krueger to recommend to Common Council that the city cast a ballot to refund the recycling revenue surplus of \$780,911 to signing municipalities based upon each municipality's actual tonnage processed and sold for year 2011 while allowing Winnebago County to retain \$171,470 of the surplus recycling revenue to avoid a 2011 County recycling deficit.

Motion carried on roll call 8-0.

E. ADJOURNMENT

Moved by Ald. Klein, seconded by Ald. Langdon to adjourn at 8:32 p.m.

Motion carried on voice vote

Respectfully submitted by Deputy Clerk Kristin Sewall



STREET USE APPLICATION

Event: Otto Grunski Runski
 Sponsored by: City of Menasha
 Responsible Person: Brian Tungate
 Address: 140 main st.
Menasha, WI 54952
 Phone: 967-3641
 Email Address: Btungate@ci.menasha.wi.us
 Street Route: (Attach Map) maps attached
 Description of Use _____

Street Use Date: 8-11-12
 Start Time: 6:30 a.m.
 End Time: 11:00 a.m.
 Number of Units: N/A
 (Parades)

Liability Insurance has been secured in the amount of \$ N/A with the City of Menasha named as the additional insured. This is primary insurance.
 Insurance Company CIVVIC Policy No. _____
 (Attached is a copy of the certificate of insurance and endorsement, each naming the City of Menasha as additional insured).

Date: 6-26-12 Applicant's Signature: Brian Tungate

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. Please make checks payable to City of Menasha in the amount of \$50.00.

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 January 16, 2012)

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

Scheduled Common Council Review Date: 7-16-12
 Approved: _____ Denied: _____

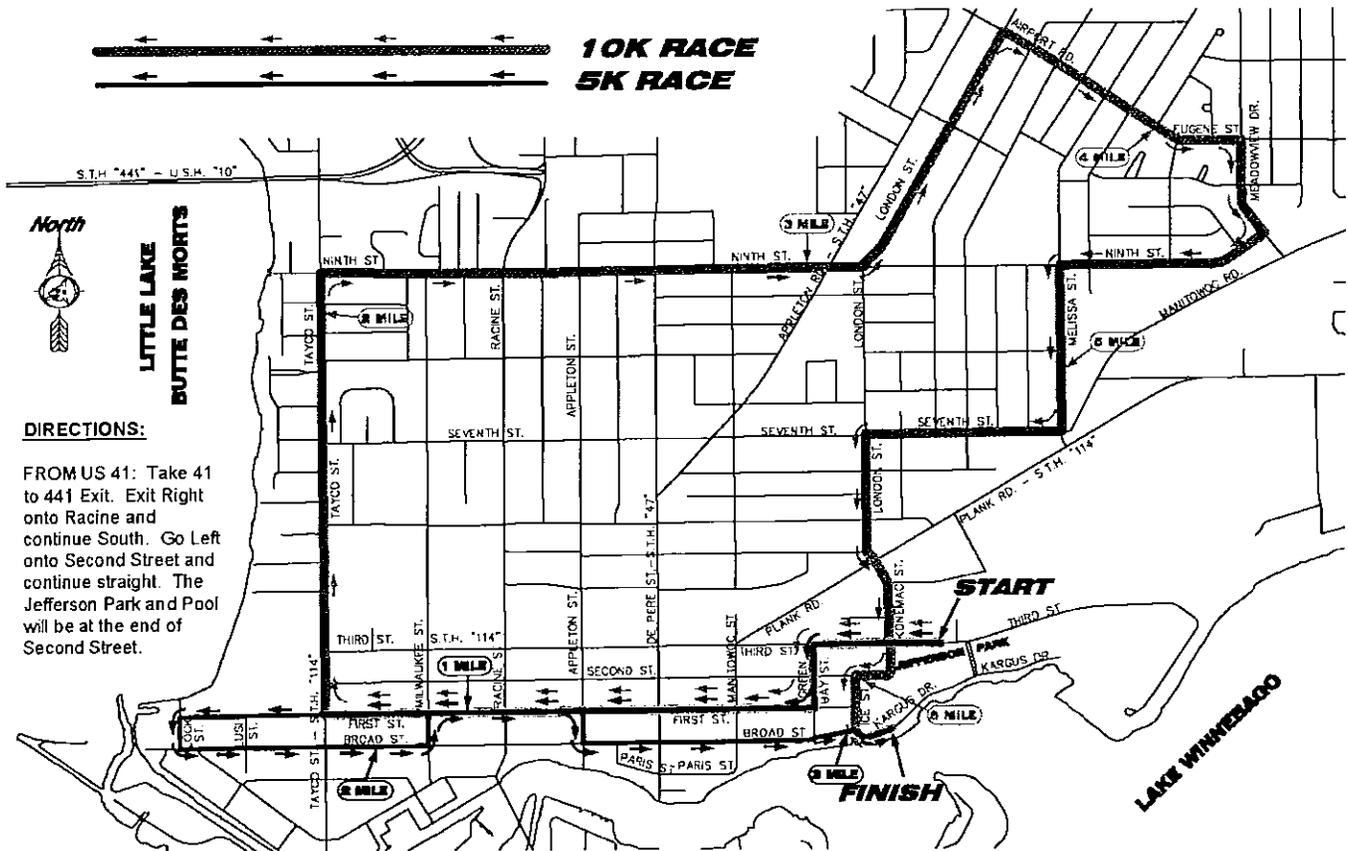
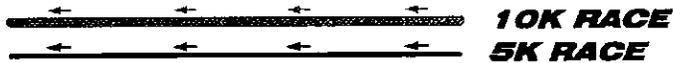
APPROVAL:
 Police Dept. [Signature] Fire Dept. [Signature] Public Works Dept. MR City Attorney [Signature]



City of Menasha
 Parks and Recreation Department
 140 Main Street
 Menasha, WI 54952-3190

PRSR STD
 U S POSTAGE
 PAID
 PERMIT 39
 MENASHA WI

GRUNSKI RUNSKI RACE MAP

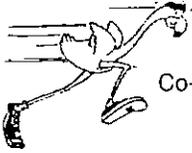


DIRECTIONS:

FROM US 41: Take 41 to 441 Exit. Exit Right onto Racine and continue South. Go Left onto Second Street and continue straight. The Jefferson Park and Pool will be at the end of Second Street.

VISIT MENASHA'S OTHER ATTRACTIONS

Including Friendship Trail Fox Cities Trestle Heckrodt Wetland Reserve and Downtown Area Featuring a Marina, Restaurants and Unique Shops



32nd Annual Otto Grunski Runski Saturday, August 11

RACE # _____
OFFICE USE ONLY



Co-sponsored by the City of Menasha Parks and Recreation Department and the Neenah-Menasha YMCA
also includes a Kid's Runski 1/4 and 1/2 mile events

Official Entry - also available on-line at <http://www.cityofmenasha-wi.gov>

I enter this event at my own risk and agree to hold the City of Menasha, all race sponsors, and all workers or volunteers associated with this event harmless for all liability, damage or personal injury I may sustain out of my participation in this event. If applicable, as parent or guardian, I have explained to my child to the best of my ability, the risks associated with running or walking this event, and all risks associated with participation in this event.

Name: _____ Gender (M or F): _____ Age: _____ (on race day)

Address: _____ City: _____ State: _____

Zip Code: _____ Telephone: _____ T-shirt Size: Youth: S M L XL
Adult: S M L XL XXL*

Will you need childcare? Yes ___ No ___ If yes, Age of kids _____
Anytime from 7:30 -10:30a.m. near pavilion

E-mail: _____ (future Grunski information only)

Signature: _____ Race results available on-line at www.cityofmenasha-wi.gov

KID'S Runski: (please ✓) ages 6 & under (1/4 mile)* ages 7-12 (1/2 mile) (Kid's events are not timed)

Grunski Runski: (please ✓) 10K Run 5K Run (chip timers available)

Grunski Runski Ages: (please ✓ one) 5K: 13 & Under 14-19 20-29 30-39 40-49 50-59 60-69 70-79 Wheelchair
10K: 14-19 20-29 30-39 40-49 50-59 60-69 70-79 Wheelchair

Checks payable to: City of Menasha, 140 Main Street, Menasha, WI 54952

Event Information

Saturday, August 11, 2012

Categories		Fees:	10K/5K	by Aug. 2	Aug. 3 & After
10K Walkers & Wheelchairs	8:20 a.m.		Entry fee & shirt	\$17	\$20**
10K Runners	8:25 a.m.		Entry fee no shirt	\$12	\$15
5 K Runners & Walkers	8:30 a.m.		1/2-1/4 mile		
Gather for	1/4 mile & 1/2 mile races	10:15 & 10:20 a.m.	Entry fee & shirt	\$ 5	\$ 5**
	Awards	Approx. 10:40 a.m.	Entry fee no shirt	\$ 3	\$ 3



*add \$2.00 for XXL t-shirt

**some shirts may be available on race day; but they are not guaranteed

Kid'sRunski

A kid's event to promote healthy activity.

Courses: Start and finish by the Jefferson Park Pavilion

Awards: Ribbon and top 3 finishers in each event will be recognized.

Registration: On-line at Active.com or with this registration form. Also August 10 from 11:00 a.m.-6:00 p.m. in the Jefferson Park Pavilion. Race day registration starts at 6:30 a.m. at the pavilion.



Grunski Runski

Courses: Separate start lines for 5K and 10K. Courses start by the pool, end in Jefferson Park. Relatively flat, fast course. Three water stations on the 10K course and one on the 5K. 10K /5K chip timed.

Awards: 10K /5K runs: Plaques to 1st place in each division, medals to 2nd and 3rd. Please attend Award Ceremony around 10:45 a.m.

Registration: On-line at Active.com or with this registration form. Also August 10 from 11:00 a.m.-6:00 p.m. in the Jefferson Park Pavilion or day of event start at 6:30 a.m. at the pavilion. To avoid waiting in line on race day, pre-registration is highly recommended.

Early Race Number & T-shirt Pick-Up

Friday, August 10th

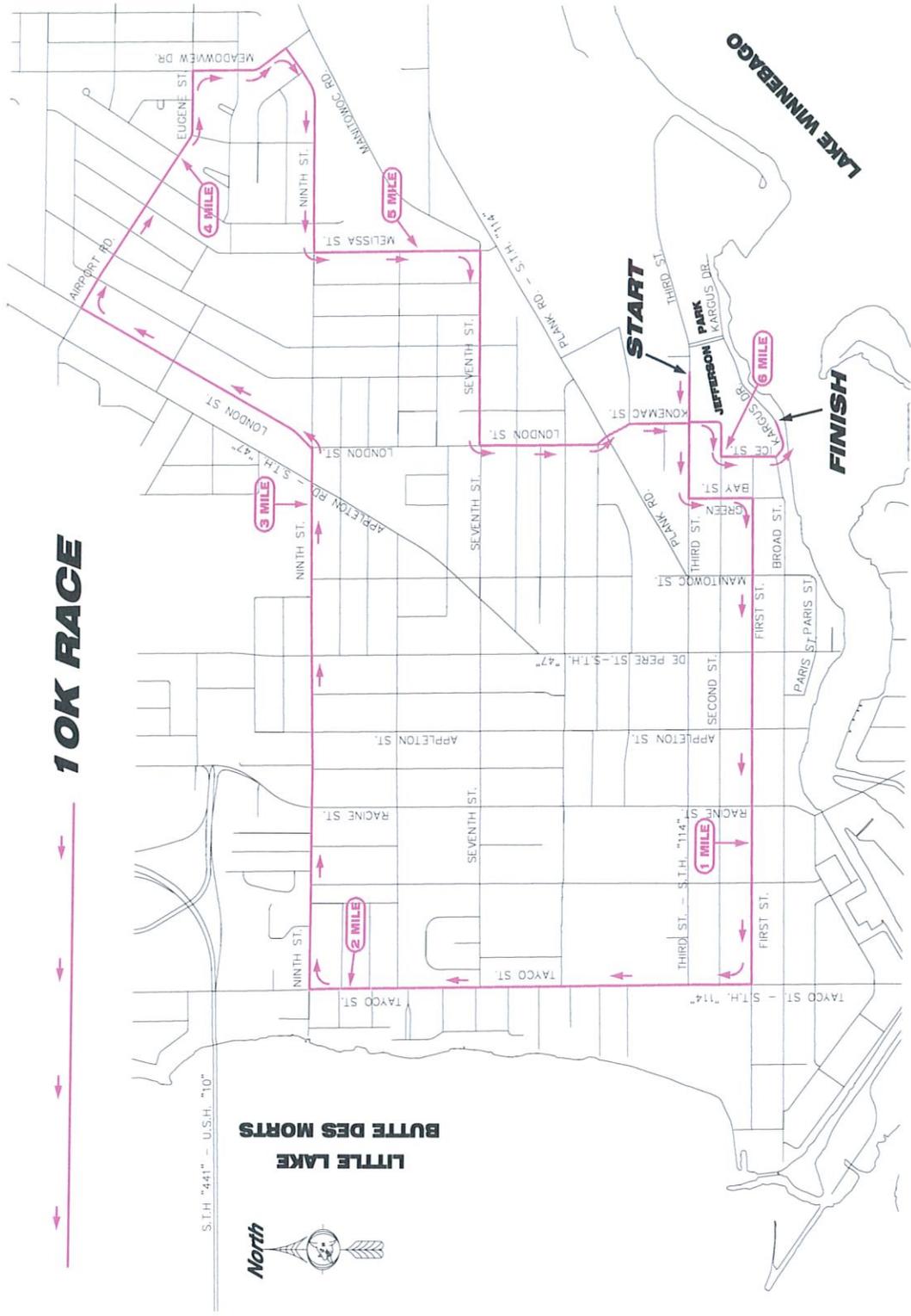
11:00 a.m.-6:00 p.m.

Jefferson Park Pavilion 915 Third Street, Menasha

Bike Races

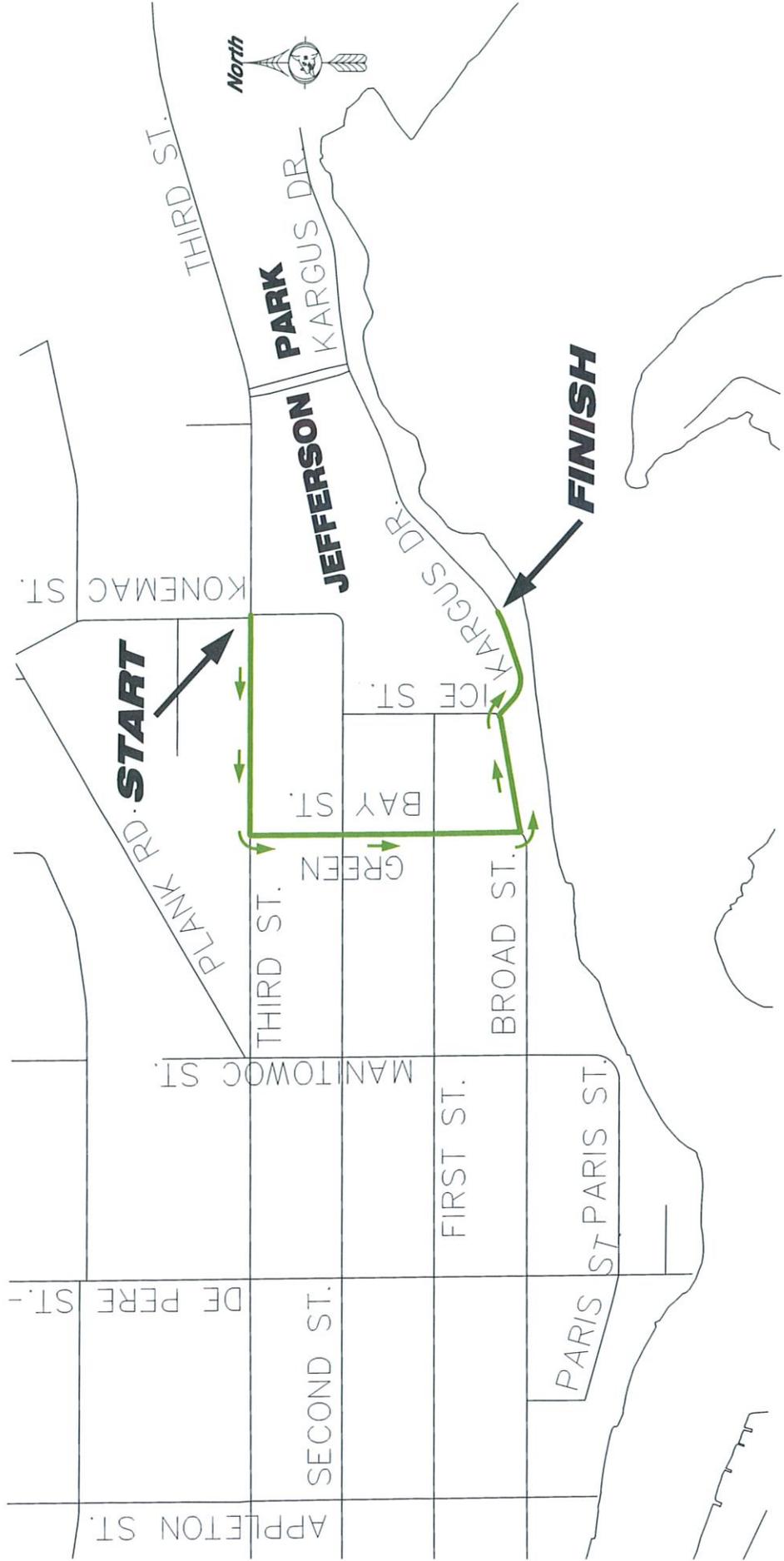
But wait, there's more! After the run starting at 12:00-Noon, Junior through Men's divisions. Food, beverages and fun. Criterium races start on Broad Street. Sponsored by O2 Cycling and Heavy Pedals Velo Club.

GRUNSKI RUNSKI RACE MAP



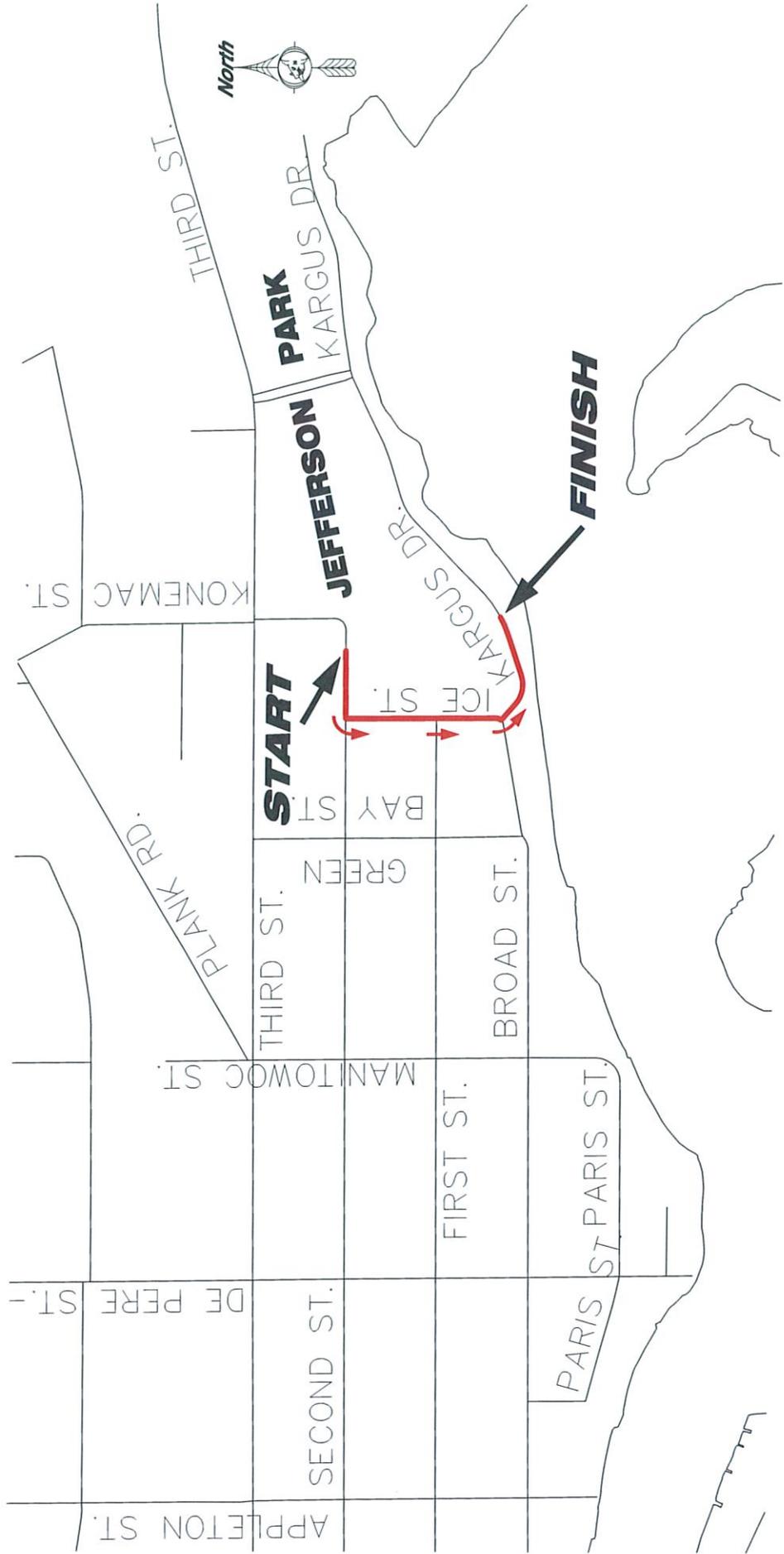
KID'S FUN RUNSKI MAP

1/2 MILE RACE



KID'S FUN RUNSKI MAP

1/4 MILE RACE





STREET USE APPLICATION

Event: Diablo Cycling Twilight Critérium

Sponsored by: Diablo Cycling

Responsible Person: Andrew Swokowski

Address: 528. W Tonka St
Appleton, WI 54911

Phone: 920-213-5220

Email Address: diablocycling@gmail.com

Street Route: (Attach Map) Broad St. Ice St. 2nd St.
Description of Use Manitowoc St.

Street Use Date:	<u>8/11/2012</u>
Start Time:	<u>8:00 am</u>
End Time:	<u>9:00 pm</u>
Number of Units:	_____
(Parades)	

Liability Insurance has been secured in the amount of \$ 3,000,000 with the City of Menasha named as the additional insured. This is primary insurance.

Insurance Company Willis of Texas Policy No. 79960314
(Attached is a copy of the certificate of insurance and endorsement, each naming the City of Menasha as additional insured).

Date: 6/26/2012 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. Please make checks payable to City of Menasha in the amount of \$50.00.

Red ck #1001

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 January 16, 2012)

Scheduled Park & Recreation Board Review Date: _____

Not Required: Approved: _____ Denied: _____

Scheduled Common Council Review Date: 7-16-12

Approved: _____ Denied: _____

APPROVAL:

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



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ADDITIONAL REMARKS SCHEDULE

AGENCY Willis of Texas, Inc.	NAMED INSURED USA Cycling, Inc. 210 USA Cycling Point Colorado Springs, CO 80919
POLICY NUMBER 79960314	EFFECTIVE DATE: 12/31/2011
CARRIER Federal Insurance Company	NAIC CODE 20281-001

ADDITIONAL REMARKS

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

RE: Event #2012-2631
 Event Name: Diablo Cycling Twilight Criterium
 Event Location: Menasha, WI
 Event Dates: 08/11/2012

Certificate Holder is an Additional Insured with respects to Event #2012-2631, Diablo Cycling Twilight Criterium, in Menasha, WI on 08/11/2012, but only with respect to the liability arising out of the Named Insured's Operations.

Liability Insurance

Endorsement

<i>Policy Period</i>	12-31-2011 to 12-31-2012
<i>Effective Date</i>	8-11-2012
<i>Policy Number</i>	79960314
<i>Insured</i>	USA Cycling, etal
<i>Name of Company</i>	Federal Insurance Co.
<i>Date Issued</i>	June 18, 2012

This Endorsement applies to the following forms:

GENERAL LIABILITY

Under Who Is An Insured, the following provision is added:

Who Is An Insured

State Or Political Subdivision – Permits

Any state or political subdivision designated below is an **insured**; but they are **insureds** only with respect to liability arising out of operations performed by you or on your behalf for which the state or political subdivision has issued a permit.

Under Bodily Injury/Property Damage Exclusions, the following exclusion is added:

Bodily Injury/Property Damage Exclusions

Operations For State Or Political Subdivision

This insurance does not apply to **bodily injury** or **property damage** included within the **products-completed operations hazard** arising out of operations performed for any state or political subdivision designated as an **insured**.

Under Policy Exclusions the following exclusion is added:

Policy Exclusions

*Operations For State Or
Political Subdivision*

This insurance does not apply to **bodily injury, property damage, advertising injury or personal injury** arising out of operations performed for any state or political subdivision designated as an insured.

Designation Of State Or Political Subdivision

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

All other terms and conditions remain unchanged.

Authorized Representative



STREET USE APPLICATION

Event: Race the Lake
 Sponsored by: Midwest Sports Events
 Responsible Person: Ben West
 Address: 2079 Lawrence Dr
De Pere, WI 54115
 Phone: 920-338-8741
 Email Address: ben@midwestsportsevents.com

Street Use Date: 8/19/12
 Start Time: 7 a.m.
 End Time: 9:20 a.m.
 Number of Units: 1,500 cyclists
 (Parades)

Street Route: (Attach Map) Cyclists will be riding on the streets
 Description of Use sometimes in packs at high speeds.

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 Secura Policy No. CP3171639
 (Attached is a copy of the certificate of insurance and endorsement, each naming the City of Menasha as additional insured).

Date: 1/24/12 Applicant's Signature: [Signature]

Red Cash 9

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. Please make checks payable to City of Menasha in the amount of \$50.00.

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 January 16, 2012)

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

Scheduled Common Council Review Date: 7-16-12
 Approved: _____ Denied: _____

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

Ganther Race the Lake 2012 COURSE MAP

Map Key

- Course Route
- Course Direction
- Rest Stop
- PP Porta-Potty
- Relay Switch

Neenah Menasha enlarge view

3rd St
Racine
9th N
Wisconsin
Forest
Oak St
Park Ave
Maple

Enlarged View High Cliff

High Cliff
King of the Hill
Spring Hill
State Park Rd
Park Entrance
Relay Switch
High Cliff Rd
Service Rd
bottle exchange

Enlarged View Oshkosh

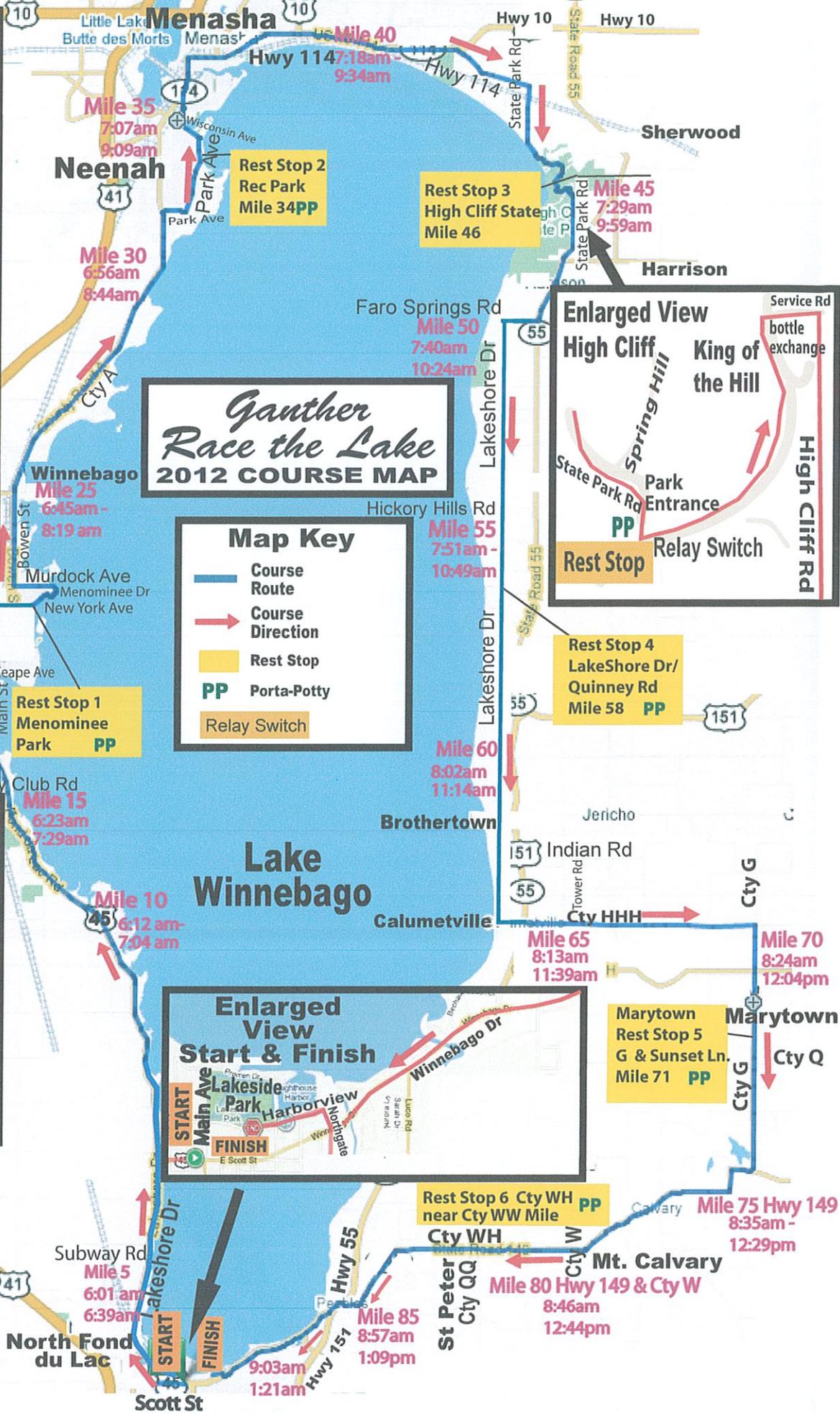
Main St.
Bowen St.
E. Murdock Ave.
New York Ave.
Menominee Dr.

Enlarged View Start & Finish

START
Main Ave
FINISH
Lakeside Park
Harborview
Winnepago Dr

START
7 Scott Street
Fond du Lac, WI 54935
1 block from Lakeside Park

FINISH
Harborview Drive
Fond du Lac, WI 54935
Lakeside Park





SECURA INSURANCE, A Mutual Company
 P. O. BOX 819 APPLETON, WI 54912-0819
COMMERCIAL GENERAL LIABILITY
 RENEWAL DECLARATION

POLICY NO. 20-CP-003171639-1/000
 RENEWAL OF 20-CP-003171639-0

ACCOUNT NUMBER: 00007218793
NAMED INSURED AND MAILING ADDRESS

AGENCY AND MAILING ADDRESS 481957 04

MIDWEST SPORTS EVENTS LLC
 2079 LAWRENCE DR STE D
 DE PERE WI 54115

VALLEY INS ASSOC INC
 PO BOX 1937
 APPLETON WI 54912-1937

POLICY PERIOD: From 12/13/2011 to 12/13/2012 AT 12:01 A.M. STANDARD TIME AT YOUR MAILING ADDRESS SHOWN ABOVE.
ATTACH THIS RENEWAL DECLARATION TO YOUR POLICY.

LOC CLASSIFICATION	CODE	PREMIUM BASIS	PMS RATE	PDTS RATE
SPECIAL EVENT LIABILITY				
GRAN FONDO BIKE RACE				
SPECIAL EVENT GROUP II UNDER 500	20027	OTHER		

ADDITIONAL INSURED (S)	
CITY OF APPLETON 100 N APPLETON ST APPLETON WI 54911	PER FORM: CG2026 (07-04)
CITY OF MENASHA 40 MAIN ST MENASHA WI 54952	PER FORM: CG2026 (07-04)
SEROOGY'S 144 N WISCONSIN ST PO BOX 143 DEPERE WI 54115	PER FORM: CG2026 (07-04)
CHISAGO CO SHERIFF'S OFFICE ATTN: MARY MCCARTHY 313 N MAIN ST CENTER CITY MN 55012	PER FORM: CG2026 (07-04)
GREEN BAY MARATHON 1265 LOMBARDI AVE GREEN BAY WI 54307	PER FORM: CG2026 (07-04)
CITY OF GREEN BAY 100 N JEFFERSON ST RM 500 GREEN BAY WI 54301	PER FORM: CG2026 (07-04)



STREET USE APPLICATION

Event: 19TH ANNUAL ST. JOE'S 5K RUN/WALK

Sponsored by: PALESETTER'S-FOX CITIES

Responsible Person: NED HUGHES - RACE DIRECTOR

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

Phone: 920-475-7116

Email Address: RUNNEDRUN@HOTMAIL.COM

Street Route: (Attach Map) 5K (3.1 MILES) RUN/WALK COURSE!
Description of Use ANNUAL BENEFIT FUNDRAISER/FOODRAISER FOR THE ST. JOSEPH FOOD PANTRY PROGRAM!

Street Use Date: 10/13/2012
Start Time: 8:00 AM
End Time: 10:00 AM
Number of Units: 523 (2011)
(Parades) PROTECTED 500-700

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-0000000210800
(Attached is a copy of the certificate of insurance and endorsement, each naming the City of Menasha as additional insured).

Date: May 25, 2012 Applicant's Signature: Ned Hughes

check #3964

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. Please make checks payable to City of Menasha in the amount of \$50.00.

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 January 16, 2012)

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

Scheduled Common Council Review Date: 7-16-12
Approved: _____ Denied: _____

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

ST. JOE'S 5K RUN/WALK COURSE MAP

Runners/Walkers Important Information Regarding The Friendship Trestle Trail Segment of The 5K (3.1 Miles) Run/Walk Course:

1. As the 5K course is laid out as an out and back... orange cones will be placed down the middle (in the center) of the trail segment of the course!
2. On the trail... runners and walkers stay to your right (except to pass)
3. On the trail... runners and walkers pass only on your left!
4. On the trail... runners... as you approach walkers or other runners from behind to pass... please call out... "Runner... passing on your left!"
5. On the trail... walkers... please no more than two walkers walking abreast (side by side) at all times!

Other Important 5K Run/Walk Information:

1. Traffic Control... the City of Menasha Police will be directing traffic at the following locations on the street part of the course:
Intersection #1: Main Street/Milwaukee Street
Intersection #2: Broad Street/Milwaukee Street
Intersection #3: Broad Street/Tayco Street
2. Course Marshalls will be stationed at every street intersection on the course and at strategic locations on The Friendship Trestle Trail!
3. Tall mile marker cones (with a large mile marker number printed on each) will be positioned at mile markers 1, 2, and 3! MM means mile marker.





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/18/2012

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/2012 & Its Member Clubs 1501 Lee Highway, Suite 140 Arlington VA 22209	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: National Casualty Company	11991
	INSURER B: Nationwide Life Insurance Co.	66869
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: 2012 - \$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 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 <input checked="" type="checkbox"/> Legal Liab. to Partic. \$1,000,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X		KRO 000002210800	12/31/2011 12:01 A.M.	12/31/2012 12:01 A.M.	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 \$ NONE PRODUCTS - COMP/OP AGG \$ 1,000,000 ABUSE & MOLESTATION \$ 500,000
							A&M Aggregate \$5,000,000
A	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	X		KRO 000002210800	12/31/2011 12:01 A.M.	12/31/2012 12:01 A.M.	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB 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		N/A				WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	EXCESS MEDICAL & ACCIDENT (\$250 DEDUCTIBLE/CLAIM)	X		SPX 0000025293800	12/31/2011 12:01 A.M.	12/31/2012 12:01 A.M.	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: 10/13/12 19th Annual St. Joe's 5k run/walk INSURED CLUB: Pacesetter's Running Club, attn: Ned Hughes; P.O. Box 681, Menasha WI 54952

CERTIFICATE HOLDER

10/13/12 City of Menasha, Wisconsin
Attachment: PCN 0141, KRGL79, CG2012
Dept. of Public Works
140 Main Street
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

John Lefever/JWE

ATTACHED TO AND FORMING A PART OF POLICY NUMBER	ENDORSEMENT EFFECTIVE DATE (12:01 A.M. STANDARD TIME)	NAMED INSURED	AGENT NO.
KRO0000002210800	10/13/12	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

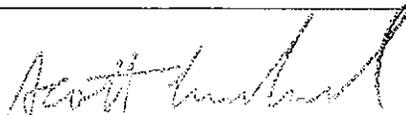
CITY OF MENASHA, ITS OFFICERS, AGENTS & EMPLOYEES
as additional insureds.

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 _____ days' prior written notice to:

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



AUTHORIZED REPRESENTATIVE

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: Pacesetter's Running Club
Event: 19th Annual St. Joe's 5K Run/Walk
Date: 10/13/12

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 0141

GU 269
(11-85)

THE ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

IL 12 01 11 85

POLICY CHANGES

POLICY NO. KRO0000002210800	POLICY CHANGES EFFECTIVE 10/13/12	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: KR-GL-79 "Policy Conditions"

Form Number: CG2012 "Additional Insured-State or Political
Subdivisions-Permits"

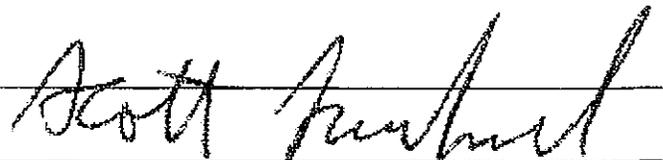
(X) Add Forms To Include Additional Insured Below:

CITY OF MENASHA, ITS OFFICERS, AGENTS & EMPLOYEES

Club: Pacesetter's Running Club
Event: 19th Annual St. Joe's 5K Run/Walk
Date: 10/13/12

No Premium Change

NLS 05/24/12



Authorized Representative Signature

RESOLUTION R-24-12

A RESOLUTION ACKNOWLEDGING REVIEW OF CITY OF MENASHA 2011 COMPLIANCE MAINTENANCE ANNUAL REPORT UNDER WISCONSIN ADMINISTRATIVE CODE NR 208

Introduced by Ald. Taylor

WHEREAS, it is a requirement under a Wisconsin Pollutant Discharge Elimination System (WPDES) permit issued by the Wisconsin Department of Natural Resources to file Compliance Maintenance Annual Report (CMAR) for its wastewater collection system under Wisconsin Administrative Code NR 208; and

WHEREAS, it is necessary to acknowledge that the governing body has reviewed the Compliance Maintenance Annual Report (CMAR); and

WHEREAS, it is necessary to provide recommendations or an action response plan for all individual CMAR section grades of "C" or less and/or an overall grade point average <3.00;

NOW, THEREFORE BE IT RESOLVED by the Mayor and the Common Council of the City of Menasha concurring, that no recommendations or corrective actions are necessary at this time because the City has achieved CMAR grades of "A" for its individual sections for its 2011 CMAR reporting year.

Passed and approved this ____ day of July, 2012.

Donald J. Merkes, Mayor

ATTEST: _____
Deborah A. Galeazzi, City Clerk

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City

**Last Updated:
6/25/2012**

Reporting Year: 2011

Financial Management

	Questions	Points
1.	Person Providing This Financial Information Name: <input style="width: 450px;" type="text" value="Thomas Stoffel"/> Telephone: <input style="width: 450px;" type="text" value="(920) 967-3630"/> E-Mail Address(optional): <input style="width: 450px;" type="text" value="tstoffel@ci.menasha.wi.us"/>	
2.	Are User Charge or other Revenues sufficient to cover O&M Expenses for your wastewater treatment plant AND/OR collection system ? <input checked="" type="radio"/> Yes (0 points) <input type="radio"/> No (40 points) If No, please explain: <input style="width: 600px; height: 20px;" type="text"/>	0
3.	When was the User Charge System or other revenue source(s) last reviewed and/or revised? Year: 2011 <input checked="" type="radio"/> 0-2 years ago (0 points) <input type="radio"/> 3 or more years ago (20 points) <input type="radio"/> Not Applicable (Private Facility)	0
4.	Did you have a special account (e.g., CWFPP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system? <input checked="" type="radio"/> Yes <input type="radio"/> No (40 points)	0
REPLACEMENT FUNDS(PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 5)		
5.	Equipment Replacement Funds	
	5.1 When was the Equipment Replacement Fund last reviewed and/or revised? Year: 2011 <input checked="" type="radio"/> 1-2 years ago (0 points) <input type="radio"/> 3 or more years ago (20 points) <input type="radio"/> Not Applicable Explain: <input style="width: 600px; height: 20px;" type="text"/>	0
	5.2 What amount is in your Replacement Fund? <div style="text-align: center;">Equipment Replacement Fund Activity</div>	
	5.2.1 Ending Balance Reported on Last Year's CMAR: \$60,000.00 5.2.2 Adjustments + \$10,000.00 if necessary (e.g., earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.) 5.2.3 Adjusted January 1st Beginning Balance \$70,000.00	

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City

**Last Updated:
6/25/2012**

Reporting Year: 2011

Financial Management (Continued)

	<p>5.2.4 Additions to Fund (e.g., portion of User Fee, earned interest, etc.) + \$0.00</p> <p>5.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 5.2.5.1 below*.) - \$0.00</p> <p>5.2.6 Ending Balance as of December 31st for CMAR Reporting Year \$70,000.00</p> <p>(All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.)</p> <p>*5.2.5.1. Indicate adjustments, equipment purchases and/or major repairs from 5.2.5 above</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>								
	<p>5.3 What amount <u>should</u> be in your replacement fund? \$70,000.00</p> <p>(If you had a CWFP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the HELP option button.)</p>								
	<p>5.3.1 Is the Dec. 31 Ending Balance in your Replacement Fund above (#5.2.6) equal to or greater than the amount that should be in it(#5.3)?</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No Explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>								
6.	Future Planning								
	<p>6.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating or new construction of your treatment facility or collection system?</p> <p><input type="radio"/> Yes (If yes, please provide major project information, if not already listed below)</p> <p><input checked="" type="radio"/> No</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 60%;">Project Description</th> <th style="width: 15%;">Estimated Cost</th> <th style="width: 25%;">Approximate Construction Year</th> </tr> </thead> <tbody> <tr> <td style="height: 30px;"></td> <td></td> <td></td> </tr> </tbody> </table>	Project Description	Estimated Cost	Approximate Construction Year					
Project Description	Estimated Cost	Approximate Construction Year							
7.	Financial Management General Comments:								
	<div style="border: 1px solid black; padding: 5px;"> <p>The City has a CWFP recommendation of \$10,000 deposits to our replacement fund. These payments started in 2005 and reflect funds necessary to replace, or make major repairs to, our four lift stations in the system. Also, we are still awaiting resolution of a pending lawsuit regarding Fox River PCBs. There is the potential for the outcome to render our current user charge insufficient to cover possible additional costs assessed via the judgement.</p> </div>								

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City

Last Updated:
6/25/2012

Reporting Year: 2011

Financial Management (Continued)

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City

**Last Updated:
6/22/2012**

Reporting Year: 2011

Sanitary Sewer Collection Systems

	Questions	Points
1.	<p>Do you have a Capacity, Management, Operation & Maintenance (CMOM) requirement in your WPDES permit?</p> <p style="margin-left: 40px;"> <input type="radio"/> Yes <input checked="" type="radio"/> No </p>	
2.	<p>Did you have a <u>documented</u> (written records/files, computer files, video tapes, etc.) sanitary sewer collection system operation & maintenance or CMOM program last calendar year?</p> <p style="margin-left: 40px;"> <input checked="" type="radio"/> Yes (go to question 3) <input type="radio"/> No (30 points) (go to question 4) </p>	0
3.	<p>Check the elements listed below that are included in your Operation and Maintenance (O&M) or CMOM program.:</p> <p> <input type="checkbox"/> Goals: Describe the specific goals you have for your collection system: <input checked="" type="checkbox"/> Organization: Do you have the following written organizational elements (check only those that you have): </p> <ul style="list-style-type: none"> <input type="checkbox"/> Ownership and governing body description <input checked="" type="checkbox"/> Organizational chart <input checked="" type="checkbox"/> Personnel and position descriptions <input type="checkbox"/> Internal communication procedures <input type="checkbox"/> Public information and education program <p> <input checked="" type="checkbox"/> Legal Authority: Do you have the legal authority for the following (check only those that apply): </p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Sewer use ordinance Last Revised MM/DD/YYYY 11/01/2004 <input type="checkbox"/> Pretreatment/Industrial control Programs <input checked="" type="checkbox"/> Fat, Oil and Grease control <input checked="" type="checkbox"/> Illicit discharges (commercial, industrial) <input checked="" type="checkbox"/> Private property clear water (sump pumps, roof or foundation drains, etc) <input type="checkbox"/> Private lateral inspections/repairs <input type="checkbox"/> Service and management agreements <p> <input checked="" type="checkbox"/> Maintenance Activities: details in Question 4 <input checked="" type="checkbox"/> Design and Performance Provisions: How do you ensure that your sewer system is designed and constructed properly? </p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> State plumbing code <input checked="" type="checkbox"/> DNR NR 110 standards <input checked="" type="checkbox"/> Local municipal code requirements <input checked="" type="checkbox"/> Construction, inspection and testing <input type="checkbox"/> Others: 	

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City

**Last Updated:
6/22/2012**

Reporting Year: 2011

Sanitary Sewer Collection Systems (Continued)

	<p><input checked="" type="checkbox"/> Overflow Emergency Response Plan: Does your emergency response capability include (check only those that you have):</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Alarm system and routine testing <input checked="" type="checkbox"/> Emergency equipment <input checked="" type="checkbox"/> Emergency procedures <input type="checkbox"/> Communications/Notifications (DNR, Internal, Public, Media etc) <p><input checked="" type="checkbox"/> Capacity Assurance: How well do you know your sewer system? Do you have the following?</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Current and up-to-date sewer map <input checked="" type="checkbox"/> Sewer system plans and specifications <input checked="" type="checkbox"/> Manhole location map <input checked="" type="checkbox"/> Lift station pump and wet well capacity information <input checked="" type="checkbox"/> Lift station O&M manuals <p>Within your sewer system have you identified the following?</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Areas with flat sewers <input checked="" type="checkbox"/> Areas with surcharging <input checked="" type="checkbox"/> Areas with bottlenecks or constrictions <input checked="" type="checkbox"/> Areas with chronic basement backups or SSO's <input checked="" type="checkbox"/> Areas with excess debris, solids or grease accumulation <input type="checkbox"/> Areas with heavy root growth <input checked="" type="checkbox"/> Areas with excessive infiltration/inflow (I/I) <input checked="" type="checkbox"/> Sewers with severe defects that affect flow capacity <input checked="" type="checkbox"/> Adequacy of capacity for new connections <input checked="" type="checkbox"/> Lift station capacity and/or pumping problems <p><input type="checkbox"/> Annual Self-Auditing of your O&M/CMOM Program to ensure above components are being implemented, evaluated, and re-prioritized as needed.</p> <p><input checked="" type="checkbox"/> Special Studies Last Year (check only if applicable):</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Infiltration/Inflow (I/I) Analysis <input checked="" type="checkbox"/> Sewer System Evaluation Survey (SSES) <input type="checkbox"/> Sewer Evaluation and Capacity Management Plan (SECAP) <input type="checkbox"/> Lift Station Evaluation Report <input checked="" type="checkbox"/> Others: <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>We continued with Phase 4 (of 4) of our citywide SSES program to identify I/I sources and sewer system defects. We also revisited Phase 1 and 2 sections to re-evaluate possible sources of I/I that are upstream of the Ninth Street Lift Station.</p> </div>	
4.	<p>Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained:</p>	
	<p>Cleaning 75 % of system/year</p> <p>Root Removal 0 % of system/year</p> <p>Flow Monitoring 2 % of system/year</p>	

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City

**Last Updated:
6/22/2012**

Reporting Year: 2011

Sanitary Sewer Collection Systems (Continued)

Smoke Testing	<input type="text" value="0"/>	% of system/year
Sewer Line Televising	<input type="text" value="7"/>	% of system/year
Manhole Inspections	<input type="text" value="5"/>	% of system/year
Lift Station O&M	<input type="text" value="1"/>	# per L.S/year
Manhole Rehabilitation	<input type="text" value="1"/>	% of manholes rehabed
Mainline Rehabilitation	<input type="text" value="5"/>	% of sewer lines rehabed
Private Sewer Inspections	<input type="text" value="2"/>	% of system/year
Private Sewer I/I Removal	<input type="text" value="1"/>	% of private services
Please include additional comments about your sanitary sewer collection system below:		
We relined approximately 14,000 lineal feet of sanitary sewer in 2011, mostly in the Phase 4 area of the City.		

5. Provide the following collection system and flow information for the past year:

<input type="text" value="37.85"/>	Total Actual Amount of Precipitation Last Year
<input type="text" value="31"/>	Annual Average Precipitation (for your location)
<input type="text" value="54.3"/>	Miles of Sanitary Sewer
<input type="text" value="4"/>	Number of Lift Stations
<input type="text" value="0"/>	Number of Lift Station Failure
<input type="text" value="0"/>	Number of Sewer Pipe Failures
<input type="text" value="0"/>	Number of Basement Backup Occurrences

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City

Last Updated:
6/22/2012

Reporting Year: 2011

Sanitary Sewer Collection Systems (Continued)

0	Number of Complaints
3.045	Average Daily Flow in MGD
6.932	Peak Monthly Flow in MGD(if available)
	Peak Hourly Flow in MGD(if available)

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City

**Last Updated:
6/22/2012**

Reporting Year: 2011

Sanitary Sewer Collection Systems (Continued)

	<p>NUMBER OF SANITARY SEWER OVERFLOWS (SSO) REPORTED (10 POINTS PER OCCURRENCE)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Date</th> <th style="width: 40%;">Location</th> <th style="width: 30%;">Cause</th> <th style="width: 20%;">Estimated Volume (MG)</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center;">NONE REPORTED</td> </tr> </tbody> </table> <p>Were there SSOs that occurred last year that are not listed above?</p> <p style="margin-left: 20px;"> <input type="radio"/> Yes <input checked="" type="radio"/> No </p> <p>If Yes, list the SSOs that occurred:</p> <div style="border: 1px solid black; height: 20px; width: 600px; margin-left: 20px;"></div>	Date	Location	Cause	Estimated Volume (MG)	NONE REPORTED				0
Date	Location	Cause	Estimated Volume (MG)							
NONE REPORTED										
	<p>PERFORMANCE INDICATORS</p> <p><input style="width: 50px;" type="text" value="0.00"/> Lift Station Failures(failures/ps/year)</p> <p><input style="width: 50px;" type="text" value="0.00"/> Sewer Pipe Failures(pipe failures/sewer mile/yr)</p> <p><input style="width: 50px;" type="text" value="0.00"/> Sanitary Sewer Overflows (number/sewer mile/yr)</p> <p><input style="width: 50px;" type="text" value="0.00"/> Basement Backups(number/sewer mile)</p> <p><input style="width: 50px;" type="text" value="0.00"/> Complaints (number/sewer mile)</p> <p><input style="width: 50px;" type="text" value="2.3"/> Peaking Factor Ratio (Peak Monthly:Annual Daily Average)</p> <p><input style="width: 50px;" type="text" value="0.0"/> Peaking Factor Ratio(Peak Hourly:Annual daily Average)</p>									
6.	<p>Was infiltration/inflow(I/I) significant in your community last year?</p> <p style="margin-left: 20px;"> <input checked="" type="radio"/> Yes <input type="radio"/> No </p> <p>If Yes, please describe:</p> <div style="border: 1px solid black; padding: 5px; margin-left: 20px;"> <p>Until we address private sewer lateral leaks, I/I will continue to be significant in our system. We have corrected most of the known major public system defects so I/I has been reduced but it remains a potential problem due to the likely defects in some of the private sewer laterals.</p> </div>									
7.	<p>Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?</p> <p style="margin-left: 20px;"> <input type="radio"/> Yes <input checked="" type="radio"/> No </p>									

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City

**Last Updated:
6/22/2012**

Reporting Year: 2011

Sanitary Sewer Collection Systems (Continued)

	If Yes, please describe:		
8.11	Explain any infiltration/inflow(I/I) changes this year from previous years?	Generally, our I/I has been reduced because of our continued SSES and follow up recommended sewer improvement activities.	
9.11	What is being done to address infiltration/inflow in your collection system?	We continue to implement the citywide SSES program and supplement that with flow monitoring in our high flow sections. The private foundation drain cross connection elimination program was continued. We will be evaluating improvements in the Ninth Street lift station basin.	

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City

Last Updated:

Reporting Year: 2011

WPDES No.0047341

GRADING SUMMARY				
SECTION	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Financial Management	A	4.0	1	4
Collection Systems	A	4.0	3	12
TOTALS			4	16
GRADE POINT AVERAGE(GPA)=4.00		4.00		

Notes:

- A = Voluntary Range
- B = Voluntary Range
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

RESOLUTION R-26-12

A PRELIMINARY RESOLUTION DECLARING INTENT TO EXERCISE SPECIAL ASSESSMENT POWERS UNDER SECTION 66.0703, WISCONSIN STATUTES

Introduced by Alderman Taylor

RESOLVED, by the Common Council of the City of Menasha, Wisconsin:

1. The Common Council hereby declares its intention to exercise its powers under Section 66.0703, Wisconsin Statutes, to levy special assessments upon property within the following described area for benefits conferred upon such property by improvement of the following:

A. Improvements

1. Concrete Walk Construction
2. Various Associated Items

B. Location of Improvements

1. North side of Midway Road from 800 Midway Road to Appleton Road
2. South side of Midway Road from 895 Midway Road to Appleton Road
3. South side of Midway Road from 1233 Midway Road to 1445 Midway Road

2. The total amount assessed against such improvements shall not exceed the total cost of the improvements. The Common Council determines that such improvements shall be made under the police power, and the amount assessed against each parcel shall be on a cost per front foot, area, or unit cost basis.

3. That the assessment against any parcel shall be paid in accordance with Section 3-2-14 of the Menasha Municipal Code.

4. The Board of Public Works is directed to compile a report consisting of:

- A. Plans and Specifications of said improvements
- B. A summary of the allotted cost of the said improvements
- C. A schedule of proposed assessments showing the properties which are benefited by the improvement

Upon completing such report, the Board of Public Works is directed to file a copy thereof in the City Clerk's Office for public inspection.

5. Upon receiving the report of the Board of Public Works, the City Clerk is directed to give notice of a public hearing on such report as specified in Section 66.0703(7)(a), Wisconsin Statutes. The hearing shall be held in the Council Chambers at the City Hall at a time set by the City Clerk in accordance with Section 66.0703(7)(a), Wisconsin Statutes.

6. The notice and hearing requirements under paragraph 5 do not apply if they are waived, in writing, by all the owners of property affected by the special assessment, as specified in Section 66.0703(7)(b), Wisconsin Statutes.

Passed and approved this _____ day of _____, 2012.

Donald Merkes, Mayor

Attest: _____
Deborah A. Galeazzi, City Clerk



Memorandum

DATE: June 28, 2012

TO: Board of Public Works

FROM: Mark Radtke, Director of Public Works *MR*

RE: Authorization to Execute Agreement with Menasha Utilities for the Use of Communications Equipment on Existing Public Works Facility Tower

The Federal Communications Commission (FCC) has mandated all public safety and industrial/business licensees convert existing 25kHz radio systems to minimum narrowband 12.5kHz technology by January 1, 2013. The Public Works Department (PWD) has budgeted for and needs to purchase updated equipment for operation of its radio communications system within the narrowband spectrum. This equipment would be mounted on the existing 195 foot tower located at the Public Works Facility.

Menasha Utilities (MU) could also utilize this equipment for improved operation of its radio communications system and discussions regarding sharing of this equipment have occurred between the Utility and the City over the past eight months. Enclosed with this memo is a copy of a proposed agreement for the shared use of the communications equipment to be mounted on the City's tower. The basis for the shared cost terms is the number of radios owned by each entity. Shared costs include initial purchase, ongoing operation, maintenance and administrative costs, and a monthly rent for the use of the tower space. Each entity is responsible for the cost of their own radios, as those are not shared by MU and PWD. The PWD costs will be funded through the Public Works Fund (Equipment Fund). There is a sufficient balance of funds to cover our costs.

I recommend the approval of this agreement as a means to maximize cost savings for both MU and the City and to meet the January 1, 2013 FCC deadline for conversion to narrowband radio operation.

Enclosure

M:\word\BPW memo re Tower Agreement with MU_6-28-12.docx

TOWER AGREEMENT

THIS AGREEMENT ("Agreement") is entered into this ___ day of _____, 2012 by and between the City of Menasha (City) and the City of Menasha Water and Light Commission (Commission).

The initial term of this Agreement shall be five years commencing on the start of installation of the Equipment. The initial term shall be automatically renewed and extended, upon the same terms and conditions, for two additional terms of five years each, unless City notifies Commission of its intention not to permit the Agreement to renew.

WHEREAS, This Agreement is entered into for the benefit of the City and Menasha Utilities; and

WHEREAS, The City owns Property located at 455 Baldwin St., Menasha, Wisconsin, known as the Public Works Facility; and

WHEREAS, The City has located upon the Public Works Facility property a communications tower (Tower); and

WHEREAS, The City and the Commission desire to place, attach, affix and locate communications equipment and related appurtenances, apparatus and facilities (Equipment) which are more particularly described on SCHEDULE B, attached hereto and made a part of this Agreement, on and near the Tower.

ARTICLE I INSTALLATIONS, MAINTENANCE, AND USE

1.1 Equipment. The City and the Commission set forth herein their agreement with respect to the purchase and installation of Equipment on and near the Tower, maintenance, use and repair of said Equipment.

The City will be responsible for the purchase and installation of Equipment on and near the Tower as set forth in the 3/1/2012 quote #SBEEQ1038-01 from Nielson Communications Inc., a copy of which is attached as SCHEDULE B. The City will retain ownership of the Equipment.

Each party will be responsible for the purchase and all other costs and expenses incurred for the radios associated with use of the Equipment.

1.2 Installation and Maintenance of Equipment. The City will be responsible for the maintenance of, updates and repairs to the Equipment which costs shall be shared by the City and Commission as follows: prorated on the basis of the number of radios owned by the City and the Commission.

City and Commission shall share in the costs and expenses incurred in the event there is damage to the Tower, the Property or to the Equipment of City or any other lessee on the Tower that may result during use, installation, maintenance, updates or repair operations.

1.3 Removal of Equipment. Removal and disposal of the Equipment and restoration of the property to the condition existing at the time this Agreement was entered into reasonable wear and tear excepted will be shared by the parties.

1.4 Use of Equipment. Commission shall have use of Equipment necessary for operation of Menasha Utilities.

ARTICLE II
INTERFERENCE

2.1 The Parties acknowledge that another party, AT & T, has certain rights with respect to access and use of the Tower in connection with a Ground Site Lease Agreement.

ARTICLE III

3.1 **Rent.** Commission shall pay to the City as rent the sum of \$200 per month due on the first day of each month beginning the first month following the complete, accepted installation of the Equipment. Commission shall also pay an initial amount of \$20,000 to City on or before thirty days following the City's execution of a purchase order for the Equipment, representing Commission's share of capital costs incurred for the purchase and installation of the Equipment. Rent payable under this Agreement shall be exclusive of expenses, such as insurance, utilities and security, which shall be shared as follows: as stated in ARTICLE 1.2.

ARTICLE IV
DAMAGE, DESTRUCTION, OR CONDEMNATION

4.1 **City May Repair or Restore Upon Insured Loss.** If the Tower or Equipment is damaged or destroyed by fire, vandalism, or other casualty, this Agreement shall continue in full force and effect if City elects to make repairs or restores at its option the Tower or Equipment within ninety (90) days of such fire or other casualty. In the event City elects to not make such repairs, City shall deliver written notice to Commission of City's election to not repair the Tower or Equipment; and Commission shall have the right to terminate this Agreement effective as of the date of the damage.

4.2 **Rent Abatement.** If, through no fault of Commission or its agents, employees, representatives, contractors, or other persons acting or engaging by, through, or under Commission, the Tower is damaged so as to render the same substantially unusable for its intended purpose, the Rent shall abate for such period while City restores at its option the Tower or Equipment.

ARTICLE V
MISCELLANEOUS

5.1 The Commission shall cooperate with City in obtaining any approvals required by City for its use of Equipment.

5.2 **Assignment.** Commission will not assign or transfer this Agreement without the prior written consent of City.

5.2 **Non-Waiver.** Waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, or condition of this Agreement, regardless of City's or Commission's knowledge of any prior or proceeding breach at the time of payment or acceptance of rent.

5.3 **Entire Agreement/Amendment.** This Agreement contains all covenants and agreements between City and Commission relating in any manner to the rent, Commission's use of the Equipment, and other matters set forth in this Agreement. No prior agreements or understandings pertaining to the matters governed by this Agreement shall be valid, or of any force or effect; and the

covenants and agreements of this Agreement shall not be altered, modified, or amended, except in writing signed by City and Commission.

CITY OF MENASHA

By: _____

MENASHA UTILITIES

By: _____



SCHEDULE B

A Wireless Communications Solutions Company Since 1974

QUOTE

QUOTE #	SBEEQ1038-01
DATE	3/1/2012

TO Mark Radtke
 Menasha Public Works
 140 Main St
 Menasha, WI 54952-3190
 139
 Phone: (920)967-3610

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
Ray		SEE NOTE	3/16/2012

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
	EQUIPMENT HUT AT TOWER		
1	7'-10" x 7'-10" x 8'-8" ENVIRO BUILDING WITH 4" THICK WITH 4" THICK WALL AND CEILING PANELS. CAM LOCK MECHANISM FOR PANEL ASSEMBLY. FLOOR INCLUDED.	\$10,779.00	\$10,779.00
1	CEILING INSULATION UPGRADE FOR GREATER WEATHER LOAD BEARING	\$0.00	\$0.00
1	RAIN ROOF WITH TABS, THERMOPLASTIC SINGLE PLY PVC ROOF SYSTEM.	\$0.00	\$0.00
1	DOOR, 3'-0" X 7'-0" INSULATED 24 GAGE PAINTED BRONZE, WITH FRAME, DRIP CAP, THRESHOLD, WEATHER SEAL AND STAINLESS HINGES	\$0.00	\$0.00
1	750 CFM VENTILATION SYSTEM, INCLUDES POWERED INTAKE SHUTTER AND THERMOSTAT	\$0.00	\$0.00
1	WAVEGUIDE ENTRY PORT, 4 HOLE 4" LONG	\$0.00	\$0.00
1	MARVAIR AIR CONDITIONER-1 TON COOLING. 5KW HEAT-230/208/1/60 ELECTRICS- R410A-SUPPLY & RETURN GRILLS- HIGH AND LOW PRESSURE CONTROLS, INSTALLATION HARWARE-DRIP	\$0.00	\$0.00
1	DIGITAL T-STAT, 1 HEAT, 1 COOL, NON PROGRAMMABLE , AUTO CHANGEOVER. #50186	\$0.00	\$0.00
24	INSTALLATION, ESTIMATED HELP FROM CITY WILL REDUCE COST	\$85.00	\$2,040.00
1	TRIPPLITE 1500VA / 1.5kVA / 1200 watt on-line double-conversion 2U rack/tower UPS 100/110/120V +/-2% output at 50/60Hz, 5 Min. at full load 14 min. at 1/2 load	\$1,057.00	\$1,057.00

645 Potts Avenue
 Green Bay WI 54304
 Ph.920-494-1828
 Fx. 920-494-7391

www.nielsoncom.com
 sales@nielsoncom.com

500 S Green Bay Rd
 Neenah WI 54956
 Ph. 920-886-1112
 Fx. 920-886-0267



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1	External Battery Pack and Cable. 3U, Expandable, Blue 2-Point Connector 5 Hour back-up	\$1,325.00	\$1,325.00
SubTotal			\$15,201.00
DMR DIGITAL REPEATER			
2	RD982 400-470 MHZ, 50 WATT, HYTERA DMR REPEATER	\$2,250.00	\$4,500.00
2	RM-20A-BB, 20 AMP POWER SUPPLY RACK MOUNT	\$179.92	\$359.84
1	COMPROD XTC-40-02D TWO CHANNEL COMBINER, ESTIMATED COST, PRICE MAY VARY DEPENDENT ON FREQUENCY ASSIGNMENTS.	\$6,171.00	\$6,171.00
2	ANTENNA 77470TM14 406-512 MHZ, 8.5 DBD GAIN, DIPOLE, N	\$1,214.29	\$2,428.58
1	XRM-40-04RM 4 PORT MULTICOUPLER	\$3,114.47	\$3,114.47
1	TPCP-4546 PRE-SELECTOR	\$2,092.33	\$2,092.33
2	RFI-RFN-1005-3C RG58 "N" MALE CONNECTOR	\$10.00	\$20.00
4	RFN-1006-3E RG213 CRIMP ON "N" MALE CONNECTION	\$11.00	\$44.00
6	FER10C1 FERRULE, FOR CONNECTOR CABLE RG55, 142-NICKEL PLATED, CONNECTOR, REPLACEMENT PARTS	\$2.00	\$12.00
2	MISC HARDWARE, CONNECTORS,, TIE RAPS, CLIPS, HANGERS & MISC SHOP WARE.	\$150.00	\$300.00
2	IBAR-12 19" RACK MOUNT SURGE PROTECTION	\$225.00	\$450.00
4	TMC-LP-BTR50NFF .125-1GHZ NFF GTDC BLOCK ANTENNA LIGHTNING ARRESTOR	\$70.00	\$280.00
1	19" RACK, BUD INDUSTRIES	\$317.00	\$317.00
60	LMR-400 COAX CABLE TIES	\$2.25	\$135.00
4	RFI-RFN-1006-3I RG393 3/8 CRIMP ON "N" MALE CONNECTION FOR LMR-400 OR BELDEN 9913	\$10.00	\$40.00
2	MISC-600 G & S CUSTOM CUT JUMPER CABLES	\$275.00	\$550.00
32	INSTALLATION CHARGES, ESTIMATED. INCLUDES PHYSICAL MOVE OF EQUIPMENT FROM STEAM PLANT TO NEW LOCATION.	\$0.00	\$0.00
40	SHOP HOURLY RATE, ESTIMATED. CONFIGURE, ENGINEER, ASSEMBLE AND TEST.	\$85.00	\$3,400.00

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A Wireless Communications Solutions Company Since 1974

1	12' GRATED ICE BRIDGE ESTIMATED, FINAL BUILDING LOCATION WILL DETERMINE LENGTH NEEDED.	\$1,500.00	\$1,500.00
500	LDF5-50A 7/8", FOAM, TRANSMISSION LINE, COAXIAL CABLES CABLE	\$7.25	\$3,625.00
3	AND-L4TNF-PSA FEMALE N CONNECTOR, STRAIGHT, LDF4-50A, RING FLARE	\$40.00	\$120.00
3	AND- L4TNM-PSA MALE N CONNECTOR, STRAIGHT, LDF4-50A RING FLARE	\$40.00	\$120.00
3	POL-IS-50NX-C1 POLYPHASER/ LIGHTNING PROTECTION	\$84.00	\$252.00
6	204989-1 1/2 GROUNDING KIT"	\$37.50	\$225.00
SubTotal			\$30,056.22
TOWER CREW			
1	INCLUDES INSTALLATION OF SIDE ARM, ANTENNA, TRANSMISSION LINE, GROUND KITS, TERMINATE AND WEATHERPROOF, PROVIDE SNAP HANGERS AND HOIST GRIPS	\$4,631.00	\$4,631.00
SubTotal			\$4,631.00