

A Quorum of the Common Council, Administration Committee, 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, April 6, 2026 at 6:45 PM**

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

---

**or immediately following the Administration Committee 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. Special Board of Public Works, 3/30/26

**E. Discussion / Action Items**

1. Payment — Northeast Asphalt, Inc; Contract No. 2025-03; Jefferson Park Boat Launch; \$40,413.14 (Payment No. 6)
2. Recommend to Award — Contract Unit No. 2026-01; Street Construction on Eighth Street, Third Street, and DePere Street; MCC, Inc.; \$195,922.05
3. Recommend to Award — Contract Unit No. 2026-02; Epoxy Pavement Markings on Third Street and Racine Street; Century Traffic, LLC; \$122,398.20
4. Street Use Permit Application – Memorial Day Parade; Monday, May 25, 2026; 8:00 a.m. to 10:30 a.m.; Twin City Veterans
5. Proposal for an Additional Street Paving Contract

**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, March 30, 2026 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 8:11pm.

### B. ROLL CALL

Present: Aids. Rand, Eisenach, Hale, Perkins, Lewis, Marshall, Grade, Ropella  
Also Present: FD Sassman, DDE Gordon, PRD Sackett, DPW Merten, PHD Hutter,  
HRM Cardoza, CA Struve, Mayor Hammond, Clerk Snyder

### C. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

Dani Rand (336 Lopas Street, Menasha) spoke against the referendum question concerning the Jeferson Pool. Specifically, Rand mentioned that a final cost for the new pool has not been identified, and that this initiative is premature.

Dick Sturm (1203 Greenwood Court, Menasha) spoke against the referendum question. Sturm advised that when Jefferson Park was initially build, a referendum question was considered, but the Common Council chose not to move forward with it, and instead enacted the park's vision themselves.

### D. MINUTES TO APPROVE

#### 1. Board of Public Works, 3/2/26

Motion by District 6 Alderperson Marshall seconded by District 7 Alderperson Grade to approve. Motion carried on voice vote.

### E. DISCUSSION / ACTION ITEMS

#### 1. Recommend to Award — Contract Unit No. M0002-09-26-00105 Sewer & Water Main Reconstruction on Eighth Street, Third Street, and DePere Street; Donald Hietpas & Sons, Inc.; \$1,158,966.58

Motion by District 8 Alderperson Ropella, seconded by District 6 Alderperson Marshall to approve.

Motion carried 8-0 on roll call.

Staff advised that this item is the City's annual utility contract.

#### 2. MOTION to bring forth a referendum question concerning the total cost of the new Jefferson Pool (as requested by Ald. Ropella)

Motion by District 8 Alderperson Ropella, seconded by District 2 Alderperson Eisenach to approve.

Motion failed 2-6 on roll call. District 2 Aldperson Eisenach voted yes.

Discussion considered the rationale for the proposed referendum question. Discussion further considered whether this referendum is advisory or binding, at which election this referendum may be considered, and the legality of such an initiative. Discussion further considered other mechanisms for limiting City funding for the Jefferson Park Aquatic Facility, such as by resolution. The Common Council also discussed the engagement of the votership during municipal and school district referenda and related information sessions.

F. ADJOURNMENT

Motion by District 8 Alderperson Ropella seconded by District 6 Alderperson Marshall to adjourn the Special Board of Public Works meeting at 8:36pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.

# Certificate of Payment

Date: 3/31/2026

Payment Request: 6 (Six)

Contractor: Northeast Asphalt, Inc.

Address: W6380 Design Drive, Greenville, WI 54942

Contract Unit No.: 2025-03

Project Description: Jefferson Park Boat Launch

	<b>Original Contract Amount:</b>	\$ <u>1,315,650.00</u>
<b>Change Order 1:</b>	\$ <u>19,370.97</u>	<b>Total Change Orders:</b> \$ <u>19,370.97</u>
<b>Change Order 2:</b>	<u>                    </u>	<b>Total Contract Amount (Including Change Orders):</b> \$ <u>1,335,020.97</u>
<b>Change Order 3:</b>	<u>                    </u>	<b>Total Earned to Date (Summary Attached):</b> \$ <u>1,084,175.53</u>
<b>Change Order 4:</b>	<u>                    </u>	<b>Less Retainage:</b> <u>2.5% of Original Contract</u> \$ <u>32,891.25</u>
	<b>Amount Due:</b>	\$ <u>1,051,284.28</u>

	<b>Payment 1</b>	\$ <u>276,060.50</u>
	<b>Payment 2</b>	\$ <u>147,406.75</u>
	<b>Payment 3</b>	\$ <u>145,307.15</u>
	<b>Payment 4</b>	\$ <u>374,868.28</u>
	<b>Payment 5</b>	\$ <u>67,228.46</u>
	<b>Payment 6</b>	<u>                                    </u>
	<b>Payment 7</b>	<u>                                    </u>
<b>Current Payment</b>		\$ <u>40,413.14</u>

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: \_\_\_\_\_ BY: \_\_\_\_\_

**Recommended for Payment**

Public Works Authorization: \_\_\_\_\_

Common Council Approval Date: \_\_\_\_\_

**Finance Department**

Account Number	Amount

**Itemized Bid Tabulation  
City of Menasha Contract Unit No. 2025-03  
Jefferson Park Boat Launch**

Item	Quantity	Description	Payment 6 (Six) 3/30/26			
			Unit Price	Item Total	YTD	Total
<b>Base Bid</b>						
1	1	Common Excavation and Grading	\$ 100,000.00	\$ 100,000.00	1.00	\$ 100,000.00
2	1,600	Geotextile Fabric	\$ 3.00	\$ 4,800.00	0.00	\$ -
3	1,400	Excavation Below Subgrade (EBS)	\$ 8.50	\$ 11,900.00	1195.00	\$ 10,157.50
4	4,000	Recycled Dense Graded Base (From City Stockpile)	\$ 11.00	\$ 44,000.00	4000.00	\$ 44,000.00
5	1,400	EBS Backfill - Recycled Dense Graded Base (From City Stockpile)	\$ 11.00	\$ 15,400.00	1195.00	\$ 13,145.00
6	240	Crushed Clear Stone	\$ 39.00	\$ 9,360.00	221.76	\$ 8,648.64
7	1,100	Curb and Gutter, 24-IN	\$ 23.40	\$ 25,740.00	1062.00	\$ 24,850.80
8	1,150	Ribbon Curb, 24-IN	\$ 35.50	\$ 40,825.00	1158.00	\$ 41,109.00
9	500	Concrete Driveway Apron, 7-IN	\$ 10.75	\$ 5,375.00	378.00	\$ 4,063.50
10	7,025	Concrete Sidewalk, 5-IN	\$ 7.60	\$ 53,390.00	7937.00	\$ 60,321.20
11	6	Truncated Dome Detectable Warning Panel, 2-FT by 5-FT	\$ 375.00	\$ 2,250.00	6.00	\$ 2,250.00
12	3	Concrete Drainage Flume	\$ 1,200.00	\$ 3,600.00	2.00	\$ 2,400.00
13	1	Concrete Trench Drain with Grate	\$ 2,900.00	\$ 2,900.00	1.00	\$ 2,900.00
14	2,400	Asphalt Pavement - Road and Parking	\$ 91.10	\$ 218,640.00	1258.48	\$ 114,647.53
15	1	Traffic Control	\$ 600.00	\$ 600.00	0.00	\$ -
16	1	Pavement Markings	\$ 18,425.00	\$ 18,425.00	0.00	\$ -
17	1	Demolition and Removals	\$ 182,000.00	\$ 182,000.00	1.00	\$ 182,000.00
18	2	4-FT Precast Manhole	\$ 8,505.00	\$ 17,010.00	1.00	\$ 8,505.00
19	2	2-FT by 3-FT Inlet	\$ 3,600.00	\$ 7,200.00	3.00	\$ 10,800.00
20	300	12-IN RCP Storm Sewer	\$ 66.00	\$ 19,800.00	169.00	\$ 11,154.00
21	3	12-IN RCP Apron End Wall	\$ 1,400.00	\$ 4,200.00	3.00	\$ 4,200.00
22	1	12-IN Outfall Through Sheet Pile Wall	\$ 100.00	\$ 100.00	0.00	\$ -
23	4	Bio-Infiltration Basin Including native seeding and plantings, engineered soil, and underdrain	\$ 27,000.00	\$ 108,000.00	2.00	\$ 54,000.00
24	3	Outlet Control Structure	\$ 5,000.00	\$ 15,000.00	3.00	\$ 15,000.00
25	3	Adjust Existing Manhole or Valve Vault Casting	\$ 850.00	\$ 2,550.00	2.00	\$ 1,700.00
26	1	Adjust Existing Water Valve Box	\$ 650.00	\$ 650.00	0.00	\$ -
27	1	2-IN Water Service Including Connections and Fittings, Corporation Stop, Curb Stop and Box	\$ 16,600.00	\$ 16,600.00	1.00	\$ 16,600.00
28	2,700	9-IN Reinforced Concrete Pavement (Cast-in-Place)	\$ 17.00	\$ 45,900.00	5219.00	\$ 88,723.00
29	2,900	9-IN Concrete Pavement (Precast Panels)	\$ 17.00	\$ 49,300.00	0.00	\$ -
30	4	Concrete Launch Dock Abutment	\$ 5,000.00	\$ 20,000.00	4.00	\$ 20,000.00
31	4	Boarding Dock Including Anchorage	\$ 35,000.00	\$ 140,000.00	4.00	\$ 140,000.00
32	3	Dual Luminaire Lightpole with Base	\$ 5,200.00	\$ 15,600.00	3.00	\$ 15,600.00
33	5	Single Luminaire Lightpole with Base	\$ 5,200.00	\$ 26,000.00	5.00	\$ 26,000.00
34	4	Receptacle Base	\$ 315.00	\$ 1,260.00	1.00	\$ 315.00
35	1	Conduit, Wire, Connectors, etc.	\$ 15,260.00	\$ 15,260.00	1.00	\$ 15,260.00
36	1	Install City-Supplied Electrical and Lighting Cabinet	\$ 1,815.00	\$ 1,815.00	1.00	\$ 1,815.00
37	200	Riprap	\$ 63.00	\$ 12,600.00	221.50	\$ 13,954.50
38	100	Vegetated Boulder Revetment	\$ 160.00	\$ 16,000.00	20.00	\$ 3,200.00
39	6,500	Seed Restoration with Erosion Mat Class 1 Urban, Type A	\$ 3.85	\$ 25,025.00	0.00	\$ -
40	1	Install 200 LF of 5-FT Chain-Link Fence and Salvaged Gates	\$ 13,100.00	\$ 13,100.00	0.00	\$ -
41	1	Install and Maintain Tracking Pad	\$ 1,200.00	\$ 1,200.00	1.00	\$ 1,200.00
42	300	Install and Maintain Turbidity Barrier	\$ 1.00	\$ 300.00	115.00	\$ 115.00
43	500	Install and Maintain Silt Log	\$ 3.95	\$ 1,975.00	1562.00	\$ 6,169.90
<b>Total Base Bid (Items 1 - 43)</b>				<b>\$ 1,315,650.00</b>		<b>\$ 1,064,804.57</b>

<b>Change Order 1</b>						
CO1.1	697.43	3" Clear stone for under boat ramp do to unstable soil	\$ 18.79	\$ 13,104.71	697.43	\$ 13,104.71
CO1.2	333.14	3/4" Clear stone for under boat ramp do to unstable soil	\$ 12.47	\$ 4,154.26	333.14	\$ 4,154.26
CO1.3	704	Geotextile HR Fabric	\$ 3.00	\$ 2,112.00	704.00	\$ 2,112.00
<b>Total Change Order 1</b>				<b>\$ 19,370.97</b>		<b>\$ 19,370.97</b>
<b>Total Base Bid and Change Order 1</b>				<b>\$ 1,335,020.97</b>		<b>\$ 1,084,175.53</b>



## MEMORANDUM

DATE April 1, 2026  
TO Board of Public Works  
FROM James Merten, Director of Public Works  
Corey Gordon, Deputy Director of Engineering  
RE Recommend to Award — Contract Unit No. 2026-01; Street Construction on Eighth Street, Third Street, and DePere Street; MCC, Inc.; \$195,922.05

The City of Menasha publicly opened bids on Wednesday, April 1, 2026, for Contract Unit No. 2026-01. Two bids were received as indicated on the enclosed bid tabulation.

This project will consist of the rehabilitation of Eighth Street (Tayco Street to Milwaukee Street) and Third Street (Plank Road to Konemac Street). It also includes pavement repairs related to water main replacement under the railroad tracks on DePere Street.

### **Recommendation**

Staff recommends awarding the base bid for Contract Unit No. 2026-01, Street Construction to MCC, Inc., in the amount of \$195,922.05.

**CITY OF MENASHA**  
**Contract Unit No. 2026-01**  
**Street Construction - Various Locations**  
**Street Construction & Rehabilitation - Various Locations**

<b>Base Bid</b>			<b>NEA</b>		<b>MCC</b>	
<b>Item</b>	<b>Quantity</b>	<b>Description</b>	<b>Unit Price</b>	<b>Item Total</b>	<b>Unit Price</b>	<b>Item Total</b>
1	8,535	Pavement / Base Pulverizing	\$ 0.50	\$ 4,267.50	\$ 0.64	\$ 5,462.40
2	907	Unclassified Excavation	\$ 16.75	\$ 15,192.25	\$ 12.60	\$ 11,428.20
3	8,535	Fine Grading and Compaction	\$ 1.55	\$ 13,229.25	\$ 1.50	\$ 12,802.50
4	19	Utility Adjustment	\$ 750.00	\$ 14,250.00	\$ 549.00	\$ 10,431.00
5	4	Water Valve Adjustment	\$ 150.00	\$ 600.00	\$ 75.00	\$ 300.00
6	207	Sawcut (Asphalt Only)	\$ 1.75	\$ 362.25	\$ 2.10	\$ 434.70
7	1,104	Asphalt Binder Course Pavement 2¼" Thick	\$ 65.00	\$ 71,760.00	\$ 71.07	\$ 78,461.28
8	859	Asphalt Surface Course Pavement 1¾" Thick	\$ 75.00	\$ 64,425.00	\$ 75.73	\$ 65,052.07
9	290	4" Solid, Yellow Epoxy Pavement Marking	\$ 2.40	\$ 696.00	\$ 6.05	\$ 1,754.50
10	50	8" Solid, White Epoxy Pavement Marking	\$ 4.80	\$ 240.00	\$ 8.35	\$ 417.50
11	1	Arrow, Type 2 (White)	\$ 115.00	\$ 115.00	\$ 327.15	\$ 327.15
12	24	Stop Line, 18" White Epoxy Pavement Marking	\$ 10.80	\$ 259.20	\$ 22.20	\$ 532.80
13	73	Crosswalk, 6" White Epoxy Pavement Marking	\$ 3.60	\$ 262.80	\$ 14.15	\$ 1,032.95
14	1	Erosion Control	\$ 2,500.00	\$ 2,500.00	\$ 555.00	\$ 555.00
15	1	Traffic Control	\$ 2,200.00	\$ 2,200.00	\$ 3,800.00	\$ 3,800.00
16	1	Construction Mobile/Demobile; Project Coordination; All Incidental Utility and Misc. Roadway Work; and All Other Project Work Area Restoration and Clean-Up to an Equal and/or Better Preconstruction Condition as Required and Related to the Overall Project.	\$ 7,250.00	\$ 7,250.00	\$ 3,130.00	\$ 3,130.00
			<b>Total</b>	<b>\$ 197,609.25</b>	<b>Total</b>	<b>\$ 195,922.05</b>



## MEMORANDUM

DATE April 1, 2026  
TO Board of Public Works  
FROM James Merten, Director of Public Works  
Corey Gordon, Deputy Director of Engineering  
RE Recommend to Award — Contract Unit No. 2026-02; Epoxy Pavement Markings on Third Street and Racine Street; Century Traffic, LLC; \$122,398.20

The City of Menasha publicly opened bids on Wednesday, April 1, 2026, for Contract Unit No. 2026-02. One bid was received as indicated on the enclosed bid tabulation.

This project will consist of the removal of existing pavement markings and realignment of new lanes to include bike lanes and two-way left turn lane (TWLTL) on Third Street (Milwaukee Street to Manitowoc Street) and Racine Street (Broad Street to Third Street).

### **Recommendation**

Staff recommends awarding the base bid for Contract Unit No. 2026-02, Epoxy Pavement Markings, to Century Traffic, LLC, in the amount of \$122,398.20.

**CITY OF MENASHA**  
**Contract Unit No. 2026-02**  
**Third Street & Racine Street Pavement Markings**

<b>Base Bid</b>			<b>Century Traffic, LLC</b>	
<b>Item</b>	<b>Quantity</b>	<b>Description</b>	<b>Unit Price</b>	<b>Item Total</b>
1	17,760	646.2020 Marking Line Epoxy 6-Inch	\$ 1.25	\$ 22,200.00
2	1,662	646.4020 Marking Line Epoxy 10-Inch	\$ 2.10	\$ 3,490.20
3	79	646.5020 Marking Arrow Epoxy	\$ 235.00	\$ 18,565.00
4	6	646.5120 Marking Word Epoxy	\$ 165.00	\$ 990.00
5	24	646.5220 Marking Symbol Epoxy	\$ 170.00	\$ 4,080.00
6	199	646.6120 Marking Stop Line Epoxy 18-Inch	\$ 17.00	\$ 3,383.00
7	278	646.7120 Marking Diagonal Epoxy 12-Inch	\$ 9.75	\$ 2,710.50
8	1,934	646.7420 Marking Crosswalk Epoxy Transverse Line 6-Inch	\$ 9.75	\$ 18,856.50
9	678	646.7520 Marking Crosswalk Epoxy Block Style 24-Inch	\$ 19.75	\$ 13,390.50
10	9,240	646.900 Marking Removal Line 4-Inch	\$ 0.40	\$ 3,696.00
11	521	646.9002 Marking Removal Line 6-Inch	\$ 3.75	\$ 1,953.75
12	1,237	646.9100 Marking Removal Line 8-Inch	\$ 1.00	\$ 1,237.00
13	757	646.9200 Marking Removal Line Wide	\$ 4.75	\$ 3,595.75
14	47	646.9300 Marking Removal Special Marking	\$ 150.00	\$ 7,050.00
15	1	Traffic Control	\$ 10,250.00	\$ 10,250.00
16	1	Construction Mobile/Demobile; Project Coordination; All Incidental Utility and Misc. Roadway Work; and All Other Project Work Area Restoration and Clean-Up to an Equal and/or Better Preconstruction Condition as Required and Related to the Overall Project.	\$ 6,950.00	\$ 6,950.00
			<b>Total</b>	<b>\$ 122,398.20</b>



EVENT DETAILS - SECTION 1

**Parks and Recreation Department – (920) 967-3640**

100 Main Street, Suite 200 (2<sup>nd</sup> Floor), Menasha, WI 549252

Email: [lwalbrun@menashawi.gov](mailto: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](mailto: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 (2<sup>nd</sup> Floor), Menasha, WI 549252

Email: [alee@menashawi.gov](mailto: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, Lamers 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](mailto: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 (2<sup>nd</sup> Floor), Menasha, WI 54952

Email: [ksnyder@menashawi.gov](mailto: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 (1<sup>st</sup> Floor), Menasha, WI 54952

Email: [tdrew@menashawi.gov](mailto: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 Neenah-Menasha Memorial Day Parade Total Anticipated Attendance 500  
Sponsoring Organization Twin City Veterans  
Organization Address 546 Third Street, Menasha, WI, 54952  
Event Location Map Attached  
Date of Event (list each date if a multi-day event) 25 May 2026  
Event Set-up Time 8:00 a.m. Event Start Time 9:00 a.m. Event End Time 10:30 a.m.

**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.*

- Event Facilitator/Responsible Person Mike Taylor Vice Commander Post 152 Menasha  
Email \_\_\_\_\_ Phone 1920725-5380
- Day of Event Contact Name (person on site) Dave Mix Commander Post 2126 Menasha  
Email \_\_\_\_\_ Phone 1920951-2306

**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

Map attached  
Staging area on Second St., First St., Broad St. between Racine St. and Tayco St. Parade starts at Second St. and Milwaukee St. intersection. Parade proceeds South on Milwaukee St. right (west) on Main St. left (south) on Tayco St. over the Washington St. Bridge on Washington St. to Commercial St. Neenah.

**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 HUB International Ins. Services Policy Number 103 GL 0021111

Email specialevent@hubinternational.com Phone (925) 609-6547

Applicant Signature Michael E Taylor Date 1-8-2026

**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 Twin City Veterans

Address 546 Third Street

City Menasha State WI Zip Code 54952

Email \_\_\_\_\_ Phone 1920851-2306

**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 Michael E Taylor Date 1-8-2026

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](mailto: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: April 20

Scheduled Parks & Recreation Board Review Date: \_\_\_\_\_

Scheduled Common Council Review Date: May 4th

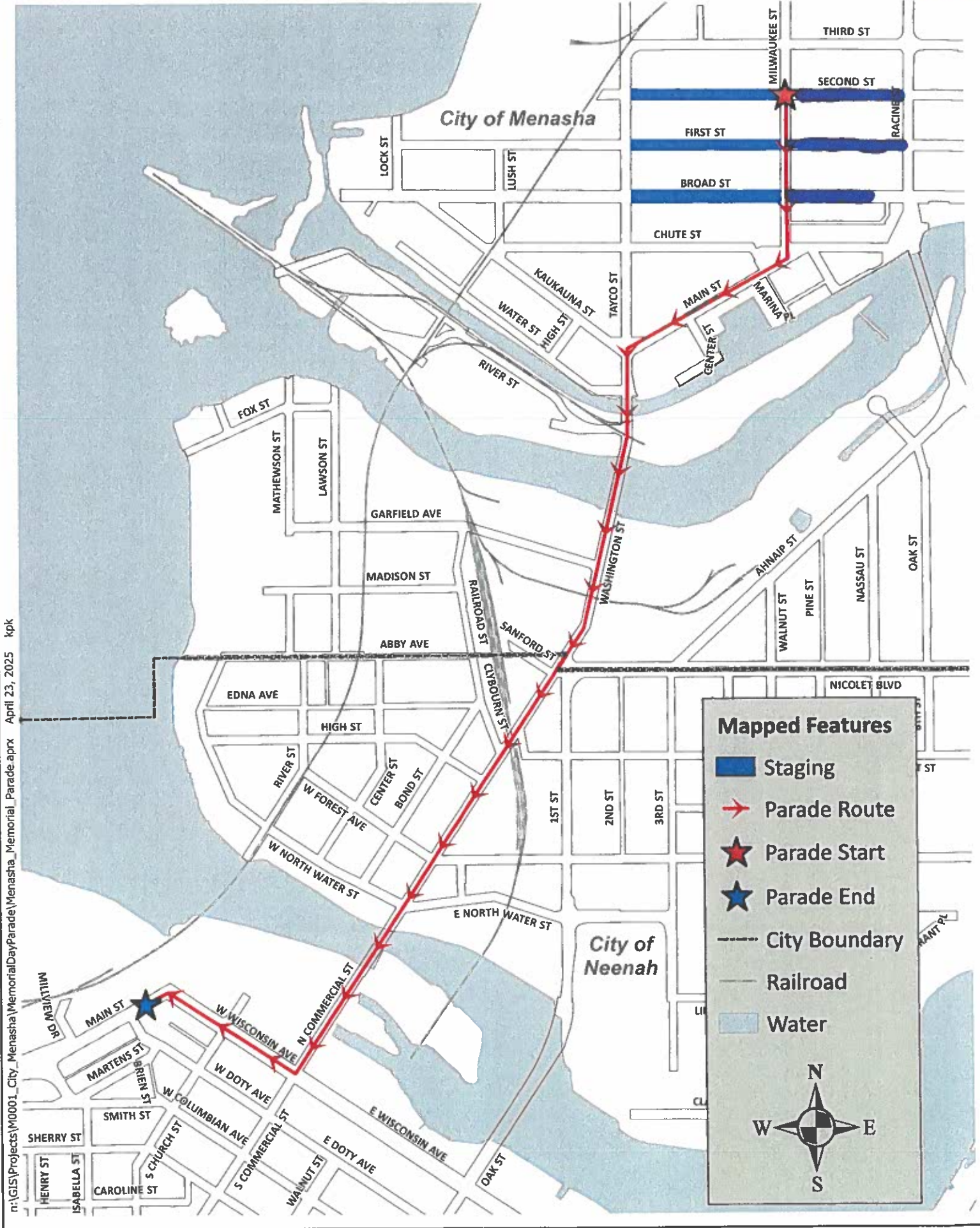
Staff Approval: Police Dept. \_\_\_\_\_ Fire Dept. \_\_\_\_\_ Public Works Dept. Yves City Attorney \_\_\_\_\_

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

<b>FACILITY OWNER: (Additional Insured)</b>		<b>PRODUCER:</b>		<b>Certificate #</b>	<b>60545</b>	
City of Menasha 100 Main Street, Suite 200 Menasha, WI 54952		HUB International Insurance Services Inc. 3000 Executive Parkway, #300 San Ramon, Ca 94583 PH: 925 609 6547 FX: 925 609 6550 <a href="mailto:specialevent@hubinternational.com">specialevent@hubinternational.com</a>		CA License #0757776		
<b>EVENT HOLDER: (Named Insured)</b>		<b>EVENT INFORMATION</b>				
Twin City Veterans 546 Third Street Menasha, WI 54952		<b>TYPE OF EVENT:</b>	Parade			
		<b>EVENT DATE(S):</b>	5/25/2026			
		<b>EVENT LOCATION:</b>	City of Menasha / City of Neenah			
		<b>ATTENDANCE:</b>	500	<b>CLASS:</b>	II	
This is to certify that the policies of insurance listed below have been issued to the insured named above for the event date(s) indicated above. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies.						
This insurance contract is with an insurer which has not obtained a certificate of authority to transact a regular insurance business in the state of Wisconsin, and is issued and delivered as a surplus lines coverage pursuant to s.618.41 of the Wisconsin Statutes. Section 618.43(1), Wisconsin Statutes requires payment by the policyholder of 3% tax on gross premium.						
<b>INSURER A:</b>		<b>COLONY INSURANCE COMPANY</b>				
<b>INSR LTR</b>	<b>Type of Insurance</b>	<b>Policy Number</b>	<b>Effective</b>	<b>Expiration</b>	<b>Policy Limits</b>	
A	Commercial General Liability	103 GL 0021111	1/1/2026	1/1/2027	Each Occurrence	\$1,000,000
					General Aggregate	\$2,000,000
					Personal & Advertising Injury	\$1,000,000
					Products/Completed Operations Aggregate	\$2,000,000
					Damage to Premises Rented to You	\$1,000,000
					Medical Payments	\$5,000
					Liquor Liability Each Occurrence	
					Liquor Liability Aggregate	
<b>COVERAGE TERMS:</b>						
Host Liquor Liability <u>Included</u> . Full Liquor Liability Included <u>when a separate premium has been charged</u> . Occurrence Form (CG 0010)		<b>The coverage afforded by this insurance is primary and non-contributing with any insurance held by the "Additional Insured" as Named Insured, when the "Additional Insured" is shown on this Certificate of Insurance Endorsement as "Additional Insured" or WHEN REQUIRED BY WRITTEN CONTRACT.</b>				
<b>COVERAGE EXCLUSIONS: (REFER TO POLICY FOR COMPLETE LISTING OF EXCLUSIONS)</b>						
-- Communicable Diseases -- Sexual Abuse & Molestation -- Terrorism		Specific Events are excluded from coverage. Please see second page for list of excluded events. On behalf of the Risk Purchasing Group and each Member, the Trustee has declined coverage for the Terrorism Risk Insurance Act (TRIA).				
<b>OTHER ADDITIONAL INSURED:</b>						
City of Neenah 211 Walnut Street Neenah, WI 54956						
<b>CANCELLATION:</b> Should the above described policy(s) be canceled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the insured event holder and additional insureds listed.						
<b>AUTHORIZED REPRESENTATIVE:</b>				<b>DATE ISSUED:</b>	1/7/2026	
<b>Second Page of Certificate</b>				<b>Certificate #</b>	<b>60545</b>	



# MEMORIAL DAY PARADE ROUTE AND STAGING LOCATIONS



**Mapped Features**

- Staging
- Parade Route
- Parade Start
- Parade End
- City Boundary
- Railroad
- Water

n:\GIS\Projects\00001\_City\_Menasha\MemorialDayParade\Menasha\_Parade.aprx April 23, 2025 kpk



**May 25, 2026**  
**Neenah-Menasha**  
**Memorial Day Parade**



**NOTICE**

**NO PARKING will be permitted in front of your residence**

**Monday, May 25 from 6:00 a.m. to 10:00 a.m.**

***We apologize for the inconvenience and appreciate your cooperation.***

**WATERFRONT CEREMONY - 7:45 A.M.**

**Event will take place at Menasha's waterfront at the end of Mill Street**

**PARADE - 9:00 A.M.**

**Parade will start in Menasha at corner of 2<sup>nd</sup> Street and Milwaukee Street**

**CEMETERY MEMORIAL SERVICE - 10:45 A.M.**

**Memorial Service will take place after the parade at Oak Hill Cemetery (Neenah)**

**CAR SHOW/BRAT FRY/BAKE SALE**

**Lucky Dog's, Green Bay Road, Neenah**



**Menasha Post 152**  
**Neenah Post 33**

**Menasha Post 2126**

## **Notification of Request to Close a City Street**

**Today's Date:**

**Dear Resident:**

**Our organization has applied for permission to temporarily close a city street for a special event. The information regarding the proposed street closure is listed below.**

**The City of Menasha requires us to notify you, as a resident/business on this street.**

**If you wish to comment on the proposed street closure, please attend the Common Council meeting listed below or contact your alderman.**

**Meeting: Common Council Meeting**

**Place: First Floor Conference Room, 100 Main St., Menasha**

**Date:**

**Time: 6:00 p.m.**

### **Proposed Street Closure**

**Streets: Broad St., First St., Second St., Milwaukee St. between Racine and Tayco St., Main St. from Mill St. to Tayco St.**

**Date: May 25, 2026**

**Time: 6:00 a.m. – 10:00 a.m.**

**Name of Event: Neenah/Menasha Memorial Day Parade**

**Sponsor: Twin City Veterans**

**Sponsor Contact Info: Michael E. Taylor, 920-725-5380**



## MEMORANDUM

DATE April 2, 2026

TO Board of Public Works

FROM James Merten, Director of Public Works  
Corey Gordon, Deputy Director of Engineering

RE Proposal for an Additional Street Paving Contract

As part of the adopted 2026 budget, \$481,300 was allocated in the Capital Projects Fund for street and sidewalk construction on Eighth Street and Third Street, along with pavement marking reconfigurations on Third Street and Racine Street. In addition, \$97,100 was budgeted in the Storm Water Utility Fund for curb and gutter replacements on Eighth Street and Third Street.

Favorable bids received for the planned street construction work have created an opportunity to repave an additional street within the available budget. After reviewing several streets in need of repair, staff recommends Midway Place (from Midway Road to the north terminus) as an excellent candidate. Staff had already planned to repair the cul-de-sac bulb on Midway Place via the small projects budget allocation. This street is also “shovel ready” and does not require additional underground utility work, making it a cost-effective and efficient choice compared to other options.

### Projected 2026 Project Costs

Capital Projects Fund	Street Paving	\$195,922
	Sidewalk (DPW)	\$19,100
	Pavement Markings	\$122,398
	<b>Total</b>	<b>\$337,420</b>
Storm Water Utility Fund	Curb & Gutter (DPW)	\$28,200
	<b>Total</b>	<b>\$28,200</b>

### Projected 2026 Budget Summary

	Allocated Budget	Projected Costs	Remaining Budget
Capital Projects Fund	\$481,300	\$337,420	\$143,880
Storm Water Utility Fund	\$97,100	\$28,200	\$68,900

**Midway Place Estimated Costs** *(Includes 15% contingency & uses current bid prices.)*

Capital Projects Fund	Street Paving	\$110,870
	Sidewalk (DPW)	\$3,000
	<b>Total</b>	<b>\$113,870</b>
Storm Water Utility Fund	Curb & Gutter (DPW)	\$8,110
	<b>Total</b>	<b>\$8,110</b>

**Recommendation**

Staff recommends authorizing the repaving of Midway Place (from Midway Road to the north terminus) using available street construction budget allocations from the 2026 Capital Projects Fund and the 2026 Storm Water Utility Fund.