

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 (SPECIAL)
MEETING AGENDA**

**Monday, May 4, 2026 at 5:45 PM
First Floor Conference Rooms
100 Main Street, Menasha, WI**

- A. Call to Order**
- B. Roll Call**
- C. Public Comments on Any Matter Listed on the Agenda**
(5 minute time limit for each person)
- D. Minutes to Approve**
- E. Discussion / Action Items**
 - 1. Street Use Application — Fox Cities Marathon; Sunday, September 20, 2026;
3 AM - 2 PM; Community First Credit Union
- 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."



EVENT DETAILS - SECTION 1

Parks and Recreation Department – (920) 967-3640
100 Main Street, Suite 200 (2nd Floor), Menasha, WI 549252

Email: lwalbrun@menashawi.gov

- 1. Will you be reserving a park?
Confirm your requested date with the Parks Department as soon as possible to ensure facility availability. Yes No
- 2. Will you be selling alcoholic beverages?
All multi-day events and events that plan to sell beer and/or wine to the public must also appear before the Parks and Recreation Board. Yes No

Menasha Police Department – Phone: (920) 967-3500
430 First Street, Menasha, WI 54952

Email: ahanchek@menashawi.gov

- 3. Event Coordinator will need to submit a plan for emergency situations.
If you do not have a plan, one will be provided to you to sign and submit with a map. *Please see document #1 – Special Event Holders Guide for Emergency Situations*
- 4. Does your event require traffic control or services provided by our Police Department? Yes No

Public Works Department – (920) 967-3610
100 Main Street, Suite 200 (2nd Floor), Menasha, WI 549252

Email: alee@menashawi.gov

- 5. Will you be using City streets or other public right of way?
Please submit the \$25 Street Use Fee with your special event paperwork. Street Use requires Board of Public Works and Common Council approval. You (or a representative for your event) will be required to attend a Common Council meeting to answer any questions regarding this potential street closure. Please be aware the entire approval process may take more than 60 days. Yes No
- 6. Does your event require street closure?
If your event requires street closure, barricade and signage requests will be discussed at a Special Events Meeting. This information will be noted on the Fee Schedule and Breakdown Worksheet. Special Events requiring street closure need Council approval. It is highly recommended that information regarding your event is not published or advertised until you have received Common Council approval.

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* Yes No

Neenah-Menasha Fire Department - (920) 886-6200
125 E. Columbian Ave., Neenah, WI 54956

Email: jmavroff@nmfire.org

- 7. Will there be fireworks at your event?
Complete Document #5 - NMFR.Fireworks Display Application Yes No
- 8. Will you be putting up a tent?
Some tents require a Certificate of Fireproofing and Inspections by the Fire Department. All tents with stakes require diggers Hotline clearance by calling 811 at least five (5) days prior to the event. *Complete Document #6 - NMFR.Tent Permit* Yes No

Clerk's Office - (920) 967-3603
100 Main Street, Suite 200 (2nd Floor), Menasha, WI 54952

Email: ksnyder@menashawi.gov

- 9. Will you be selling/serving alcoholic beverages?
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. Yes No
- 10. Will there be inflatables or carnival rides at your event?
Complete form #10 - Clerk.Carnival Permit Application. Permit needs to be submitted at least 10 days prior to your event. Yes No

Health Department - (920) 967-3522
100 Main Street, Suite 100 (1st Floor), Menasha, WI 54952

Email: tdrew@menashawi.gov

- 11. Will you or vendors at your event be selling or serving food?
Please see documents HealthDept.Mobile Restaurant Operators Memo AND HealthDept.Food Safety Guidelines. Yes No

EVENT INFORMATION – SECTION 2

Permit Fee: A \$50 Special Event Administrative Fee plus a Street Use Application Fee of \$25 (if applicable) must be submitted with the application at least 60 days prior to your event. Please make checks payable to City of Menasha.

Event Name Community First Fox Cities Marathon Total Anticipated Attendance 4,000
Sponsoring Organization Community First Credit Union
Organization Address 1575 Dresang Way, Neenah, WI 54956
Event Location Start line 1478 Midway Rd, Menasha. Marathon route thru Menasha
Date of Event (list each date if a multi-day event) Sunday, Sept 20, 2026
Event Set-up Time 3:00 AM Event Start Time 7:00 AM Event End Time 2:00 PM

EVENT COORDINATOR – SECTION 3

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

1. Event Facilitator/Responsible Person Julie Johnson
Email julie.johnson@communityfirstcu.org Phone 920/882-9499
2. Day of Event Contact Name (person on site) Amanda Secor
Email amanda.secor@communityfirstcu.org Phone 920/830-7200 x.447

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

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

FERMENTED MALT/WINE BEVERAGE PERMIT

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

The below named assumes responsibility for exercising control over attendees' behavior at the event. This person or designee must be present for the duration of the event. The Menasha Police Department will contact the permittee if any problem arises. Unruly/illegal group behavior will jeopardize future reservation privileges. This permit allows fermented malt beverages and wine only. No hard liquor or glass containers.

Permittee Name(please print): _____
Last First M.I.

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

Signature: _____

INSURANCE – SECTION 5

A Certificate of Liability Insurance and Endorsement, each naming the City of Menasha as additional insured, must be submitted with your completed Special Events Application in order for your event to be considered for approval by the Board of Public Works and the Common Council. This is your primary insurance. 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 Secura Insurance Companies Policy Number 22543

Email anelson@paroubekinsurance.com Phone 920/347-9333

Applicant Signature Julie Johnson Date 2-16-26

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

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

Person or Organization Name Community First Fox Cities Marathon

Address 1575 Dresang Way

City Menasha State WI Zip Code 54956

Email info@foxcitiesmarathon.org Phone 920/882-9499

HOLD HARMLESS AGREEMENT – SECTION 7

I agree to hold the city of Menasha harmless from any claim for damage or injury arising out of our activities in connection with the date of this event. I further understand this agreement to indemnify is for any and all liability of the City of Menasha, including costs of defense and attorneys' fees, including: Damage or injury caused in part by the City's negligence, unless I demonstrate by clear and convincing evidence, that such damage or injury was caused solely by the City's negligence. I further agree to exercise due care in the preservation of the premises. I further agree to pay for all damages to park property or grounds beyond what the Department determines to be normal wear and tear. I further agree that I will ensure compliance with all rules, regulations, or ordinances applicable to the use of City of Menasha parks and choose not to negotiate any terms of this agreement.

Applicant Signature Julie Johnson Date 2-16-26

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

STAFF USE ONLY

Scheduled Board of Public Works Review Date: April 20

~~Scheduled Parks & Recreation Board Review Date: _____~~

Scheduled Common Council Review Date: May 4th

Staff Approval: Police Dept. [Signature] Fire Dept. _____ Public Works Dept. [Signature] City Attorney _____

Signature:

Email: ahanchek@menashawi.gov

Signature: Jerry Mavroff
Jerry Mavroff (Apr 15, 2026 07:13:19 EDT)

Email: gmavroff@nmfire.org

Signature: *Margaret Struve*

Email: mstruve@ci.menasha.wi.us



FOXCITI-01

ANELSON

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 1/7/2026

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.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.

PRODUCER: Paroubek Insurance Agency Inc. 400 Destiny Drive De Pere, WI 54115
CONTACT NAME:
PHONE (A/C, No, Ext): (920) 347-9115
FAX (A/C, No): (920) 347-9116
INSURER(S) AFFORDING COVERAGE: INSURER A: Secura Insurance Companies NAIC #: 22543

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSD, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include Commercial General Liability, Automobile Liability, Umbrella Liability, and Workers Compensation.

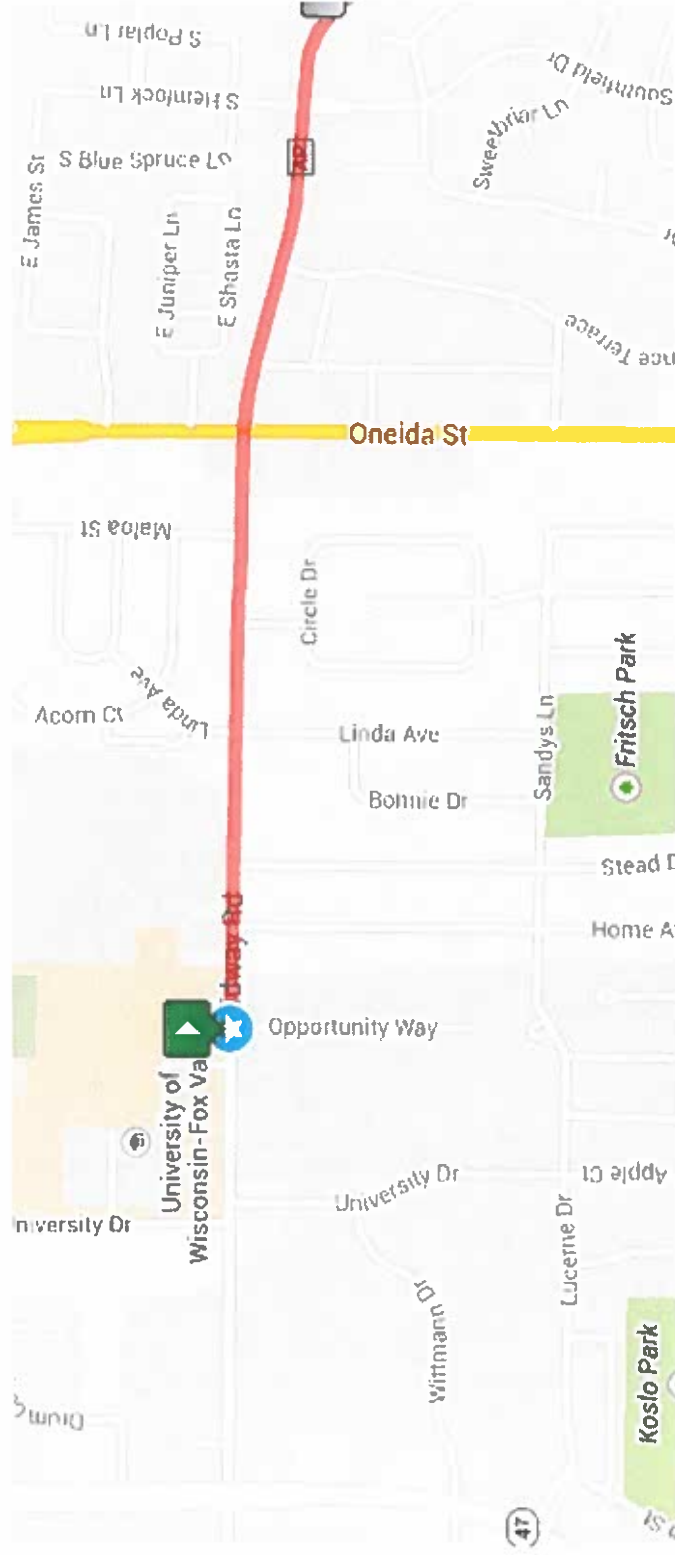
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Certificate Holder is listed as an Additional Insured on the General Liability per the attached form CG 2026(07/04)

CERTIFICATE HOLDER: City of Menasha, 100 Main Street Suite 200, Menasha, WI 54952
CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: [Signature]

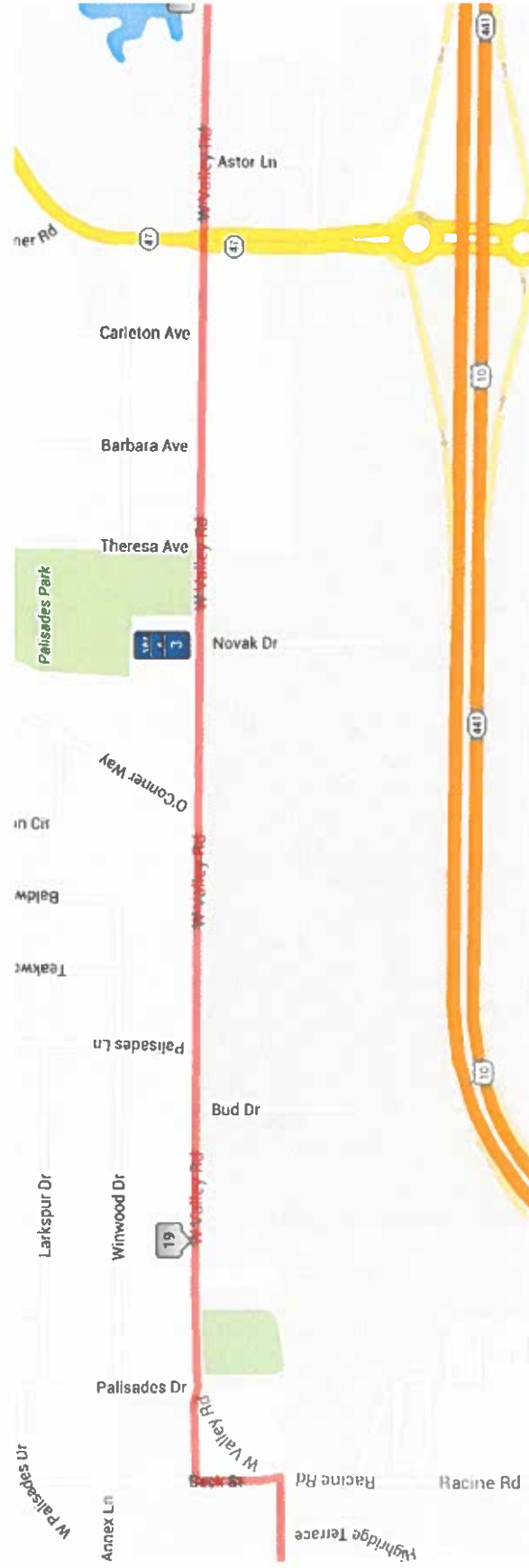
2026 Community First Fox Cities Marathon Course

City of Menasha – Map 1

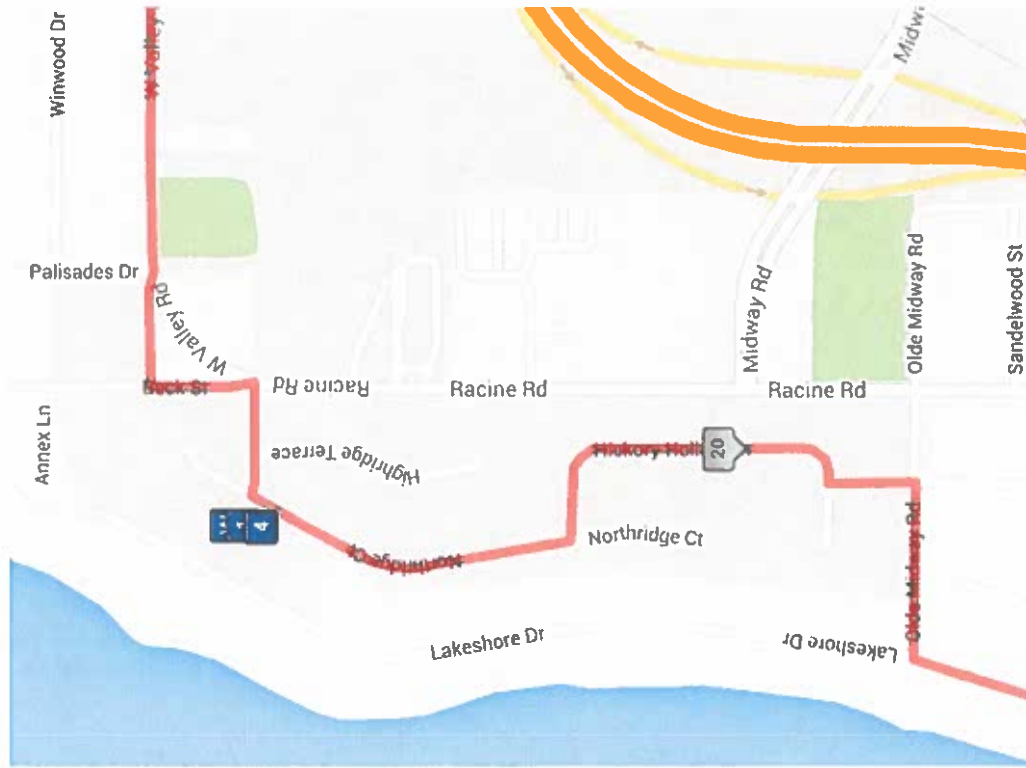
Start Line @ UW-Fox Valley



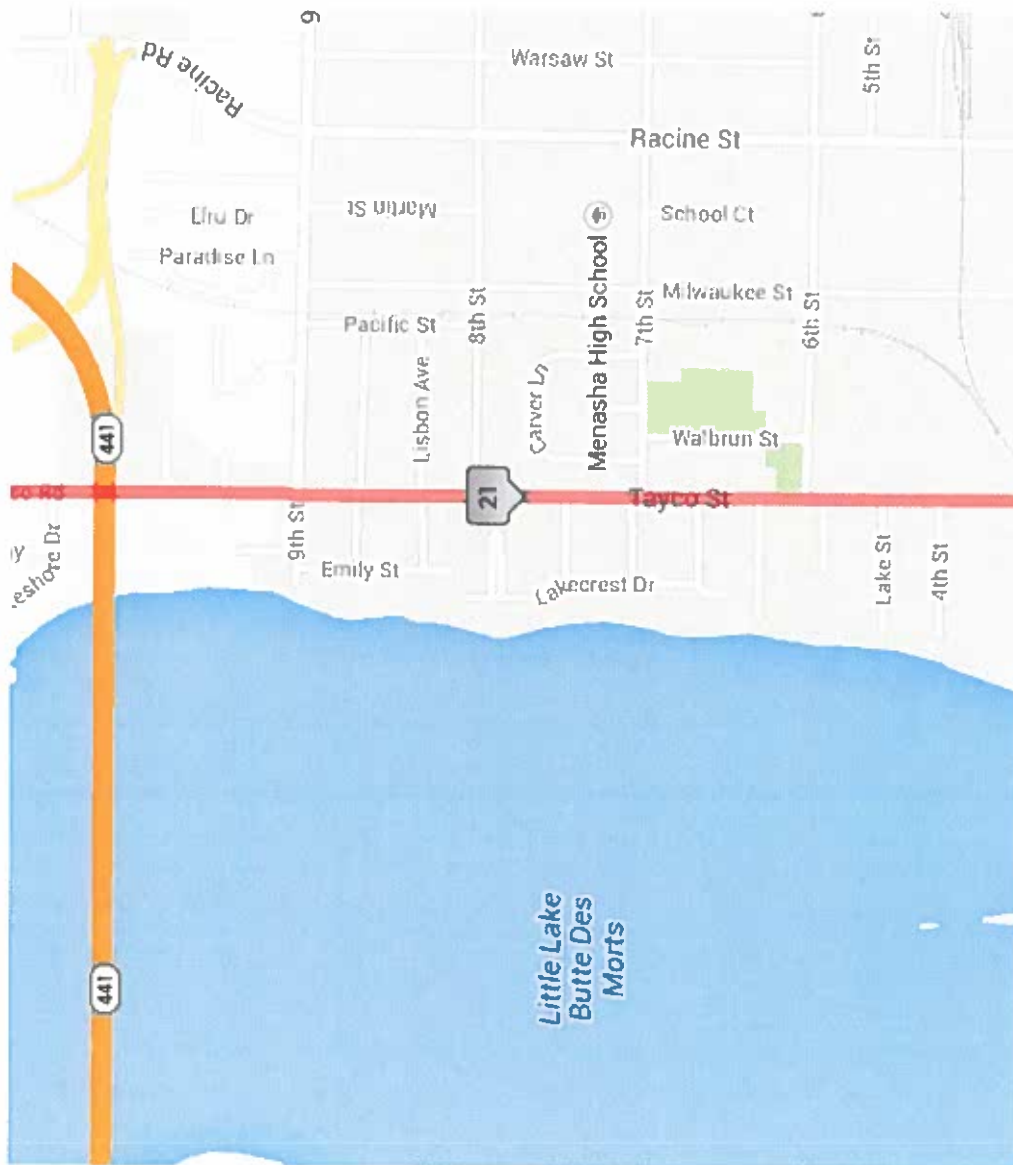
**2026 Fox Cities Marathon & Half Marathon
City of Menasha - Map 2**



2026 Fox Cities Marathon & Half Marathon
City of Menasha
Map 3



2026 Fox Cities Marathon & Half Marathon
City of Menasha
Map 5



Continue south on Tayco St. to Broad St.



2026 Fox Cities Marathon & Half Marathon
City of Menasha
Map 6

