

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



**COMMON COUNCIL (SPECIAL)  
MEETING AGENDA**

**Monday, May 4, 2026 at 6:00 PM  
First Floor Conference Rooms  
100 Main Street, Menasha, WI**

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**A. Call to Order**

**B. Pledge of Allegiance**

**C. Roll Call**

**D. Public Hearing**

**E. Public Comments on Any Matter of Concern to the City**  
(5 minute time limit for each person)

**F. Report of Department Officers/Department Heads/Staff/Consultants**

Clerk Snyder - the following minutes and communications have been received and placed on file:

1. Presentations:
2. Minutes to Receive:
  - a. Special Parks & Recreation Board, 4/27/26
3. Communications:

**G. Consent Agenda**

(Prior to voting on the Consent Agenda, items on the Consent Agenda may be removed at the request of any Alderman and place immediately following action on the Consent Agenda. The procedures to follow for the Consent Agenda are: (a) removal of items from Consent Agenda; and (b) motion to approve the items from Consent Agenda.)

1. Special Board of Public Works, 5/4/26, Recommends Approval of:
  - a. Street Use Application — Fox Cities Marathon; Sunday, September 20, 2026; 3 AM - 2 PM; Community First Credit Union
2. Special Parks & Recreation Board, 4/27/26, Recommends Approval of:
  - a. Athletic Facility Rental Form Fee Update-2026 and 2027 Jefferson Park Softball Field Promotional Fee
  - b. Memorandum of Understanding (MOU) by and between Fox Valley Athletics (FVA) and the City of Menasha for 2026-2028

**H. Items Removed from the Consent Agenda**

**I. Action Items**

1. Class "B" (Beer) Alcohol License Application from Menasha Athletic Association; Thomas Konetzke, Agent; Koslo Park Concessions (1200 Geneva Road, Menasha), Premises
2. El Palenque Mexican Gastropub Outdoor Alcoholic Beverage Service Permit Application for the 2025-2026 Licensing Term (May 5, 2026 – June 30, 2026)

**J. Held Over Business**

**K. Ordinances and Resolutions**

**L. Appointments**

**M. Claims Against the City**

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

**O. Adjournment**

**MEETING NOTICE**  
**Tuesday May 5, 2026**  
**Common Council Meeting – 6:00 PM**  
**Committee Meetings to Follow**

"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**  
**Special Parks and Recreation Board**  
**Menasha Senior Center (116 Main St., Menasha)**  
**April 27, 2026**  
**MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order by Chr. Dick Sturm at 5:05pm.

**B. ROLL CALL/EXCUSED ABSENCES**

MEMBERS PRESENT: Chr. Dick Sturm, Vice Chair Brian Adesso, Ald. Ted Grade, Danielle Rand

MEMBERS ABSENT: Eli Wickman, Tommy Webster, Melissa Grade

OTHERS PRESENT: PRD Megan Sackett

**C. PUBLIC COMMENT/CORRESPONDENCE**

None

**D. MINUTES TO APPROVE**

None

**E. DISCUSSION / ACTION ITEMS**

1. **Athletic Facility Rental Form Fee Update: 2026 and 2027 Jefferson Park Softball Field Promotional:** Dir. Sackett gave an update on the final enhancements left to complete, noting the field is playable. She also noted with the combination of a new facility and outstanding enhancements to be completed, staff is recommending a promotional rate to encourage usage.

Motion made by T. Grade, seconded by D. Rand Park Board for recommendation to the Common Council for approval of the Athletic Facility Rental Form Fee Update – 2026 and 2027 Jefferson Park Field Promotional Fee. Motion carried.

2. **Memorandum of Understanding (MOU) by and between Fox Valley Athletics (FVA) and the City of Menasha for 2026-2028:** Dir. Sackett gave some background on the partnership with FVA and an update on the status of the registration for the adult softball program through FVA. Dir. Sackett noted a combined league with a discounted rental rate is being offered to aid in rebuilding the program and offset costs.

Motion by B. Adesso seconded by T. Grade Park Board recommendation to Common Council for approval of the MOU with Fox Valley Athletics for the term of 2026-2028. Motion carried.

**F. REPORT OF DEPARTMENT HEAD / STAFF**

1. **Department Report:** Director Sackett gave an update on the progress of the capital campaign planning study.

**G. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA**

None

**H. ADJOURNMENT**

Motion by D. Rand, seconded by B. Adesso to adjourn at 5:20pm. Motion carried.

PARK BOARD REGULAR MEETING NOTICE  
Tuesday, May 12, 2026  
City Hall (100 Main St., Rm 133) – 5:30 pm

DRAFT



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?  
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](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?  
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

**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?  
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 (2<sup>nd</sup> Floor), Menasha, WI 54952

Email: [ksnyder@menashawi.gov](mailto: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 (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?  
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):

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





**SUPPLEMENTAL FORM DECLARATION FOR CG2026 0704**

**ADDITIONAL INSURED - DESIGNATED  
PERSON OR ORGANIZATION**

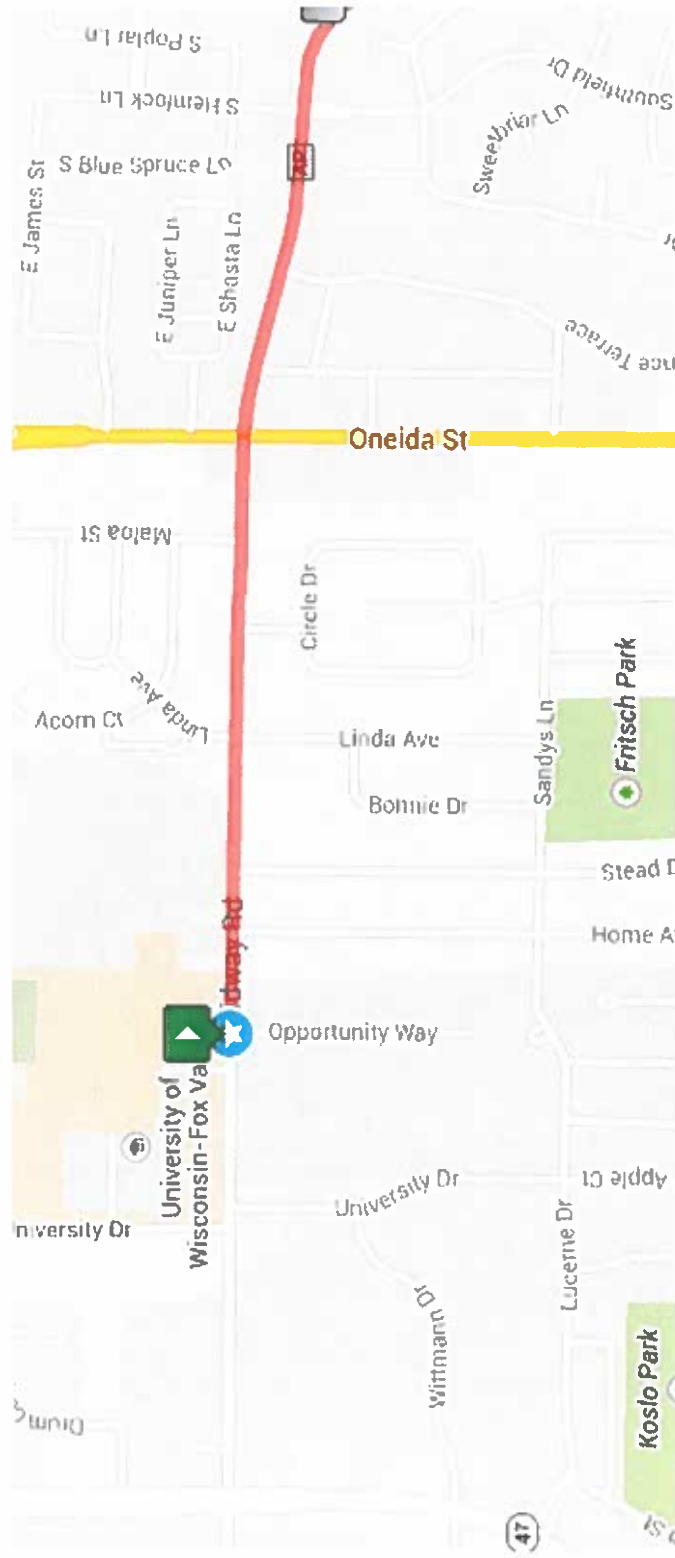
**SCHEDULE**

Name Of Additional Insured Person(s) Or Organization(s)
[REDACTED]
[REDACTED]
[REDACTED]
City of Menasha
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
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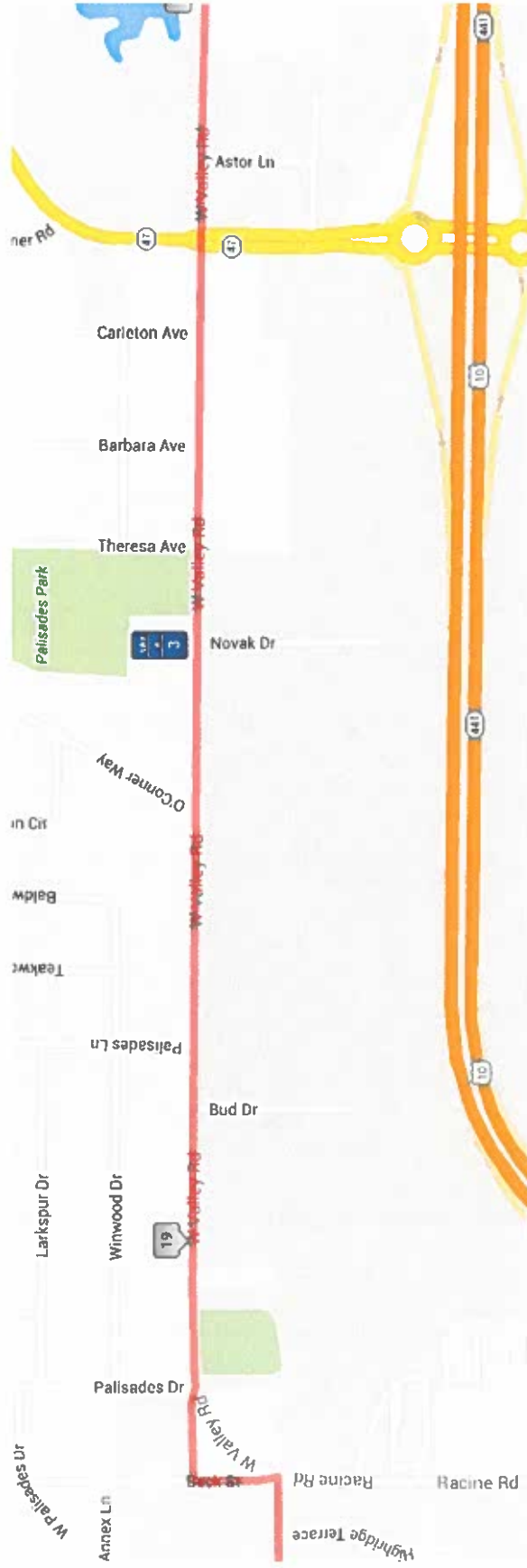
# 2026 Community First Fox Cities Marathon Course

City of Menasha – Map 1

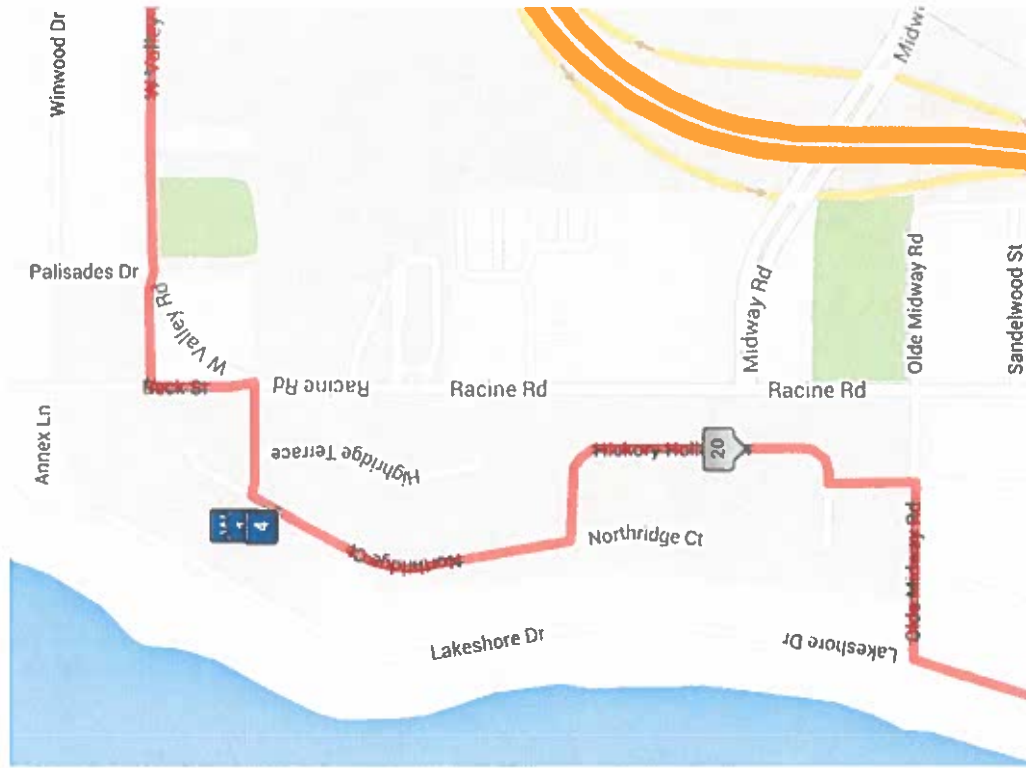
Start Line @ UW-Fox Valley



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



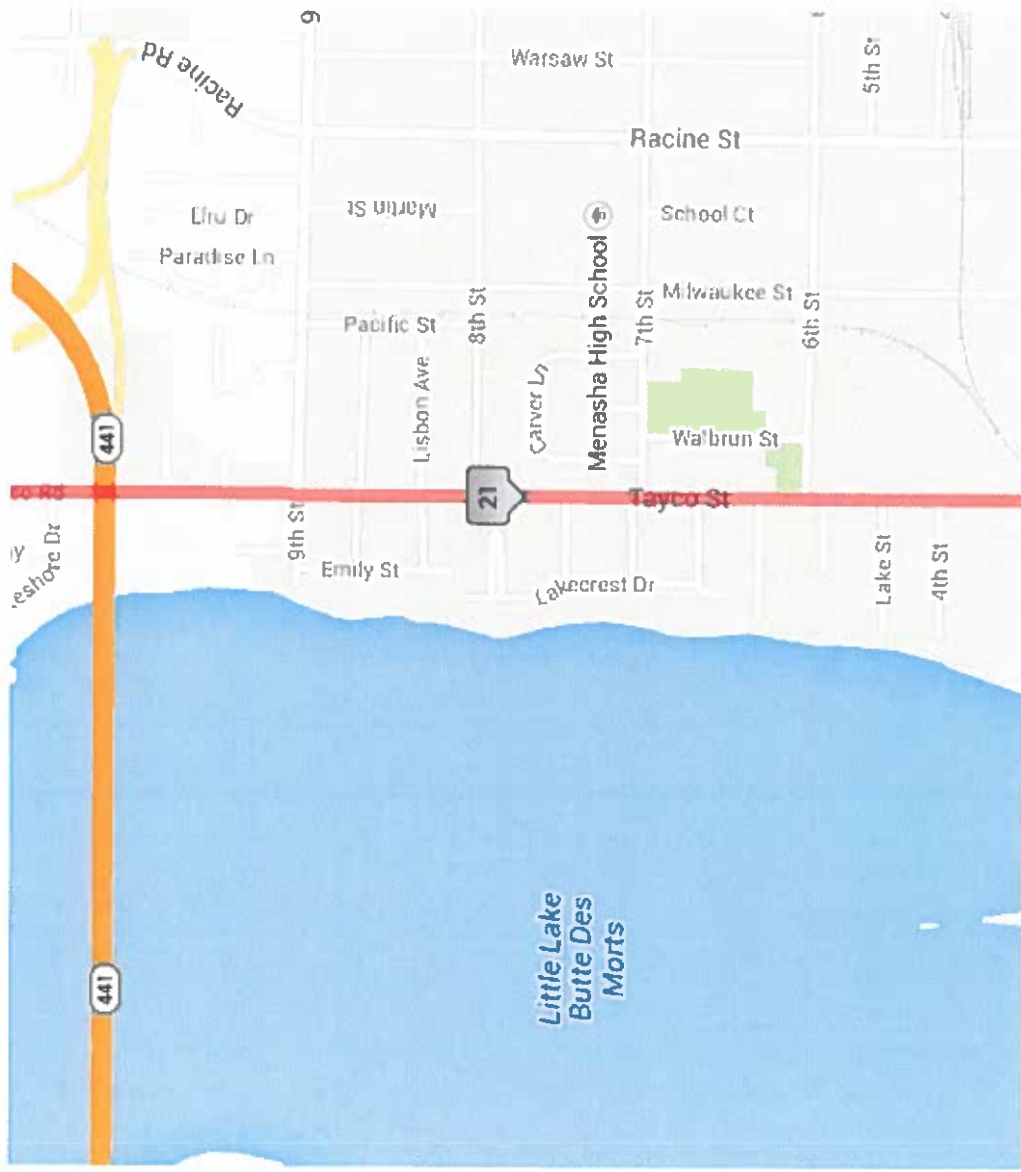
2026 Fox Cities Marathon & Half Marathon  
City of Menasha  
Map 3



2026 Fox Cities Marathon & Half Marathon  
City of Menasha  
Map 4



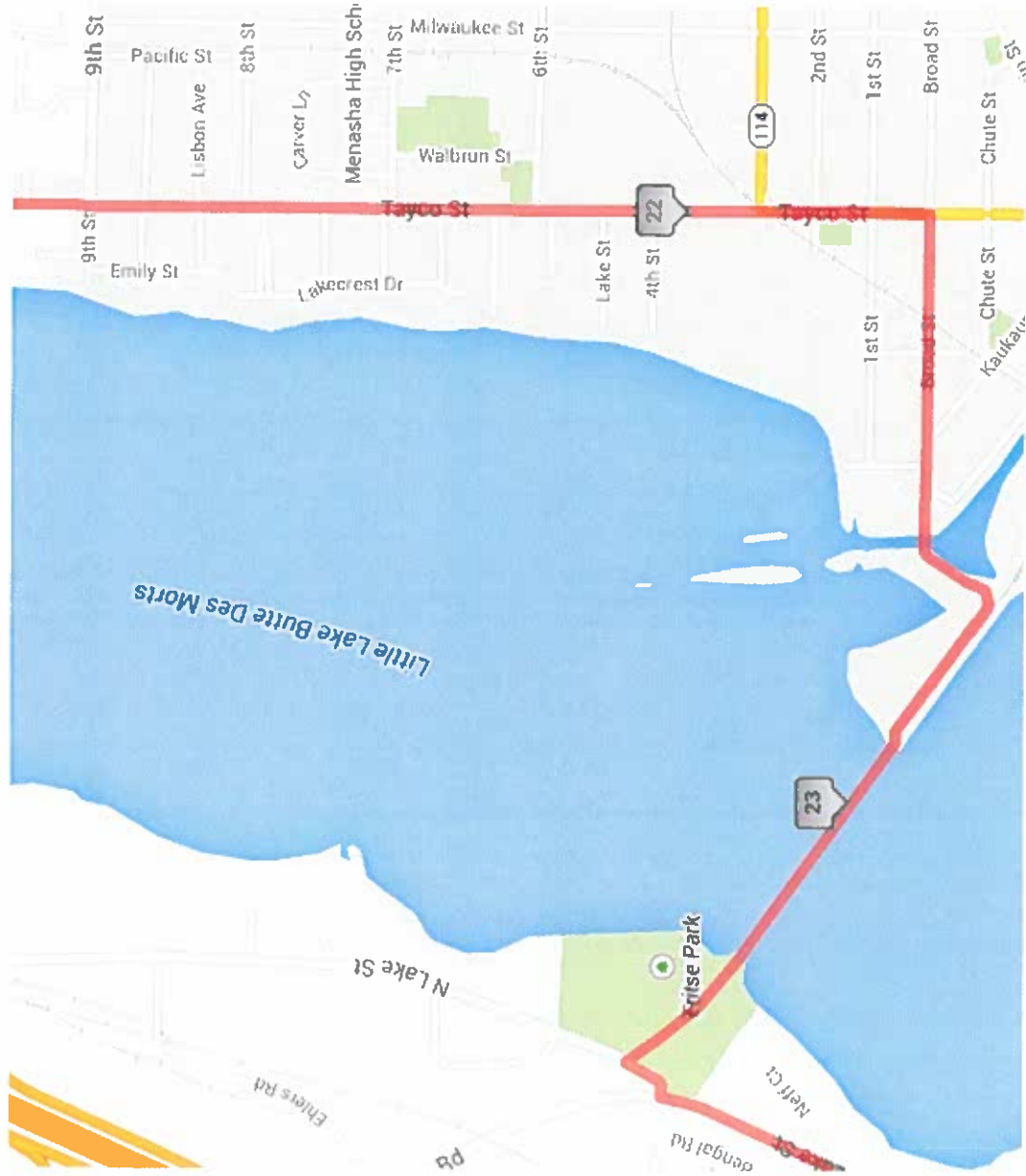
**2026 Fox Cities Marathon & Half Marathon**  
**City of Menasha**  
**Map 5**



Continue south on Tayco St. to Broad St.



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





## MEMORANDUM

To: Common Council

From: Megan Sackett, Parks & Recreation Director/ms

Date: April 24, 2026

RE: Athletic Facility Rental Form Fee Update – 2026 and 2027 Jefferson Park Softball Field Promotional Fee

As with many new recreational amenities, early usage patterns can vary and play a critical role in shaping long-term success. Offering a reduced introductory or promotional rate will incentivize local organizations, teams, and event coordinators to experience the facility firsthand, with the goal of building a consistent user base and encouraging repeat bookings.

While the field is fully playable, several planned improvements are still forthcoming, including the installation of a scoreboard, addition of a warning track, resolution of drainage issues behind home plate, increased turf growth, etc.

Implementing a promotional rate during this initial period reflects the current status of the facility while also encouraging early usage. Increased usage during this time will help establish the softball diamond as a reliable and well-utilized community asset, positioning it for sustained success as enhancements are completed.

### Recommendation

Park Board recommends to the Common Council for approval of the Athletic Facility Rental Form Fee Update – 2026 and 2027 Jefferson Park Field Promotional Fee.



A team schedule may be submitted with this form for multiple date reservations. Date of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_ to \_\_\_\_\_  
 Park hours are 6:00am-11:00pm

Company/Organization (if applicable): \_\_\_\_\_

Person in Charge: \_\_\_\_\_ Daytime/Cell Phone#: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact email address: \_\_\_\_\_

Any Event Notes/Requests? \_\_\_\_\_

The following **FACILITY** will be included in the rental agreement (please check):

FACILITY	Reservation Fee	Field Preparation Fee	Annual Deposit
<b>Baseball &amp; Softball Fields</b>			
<input type="checkbox"/> Koslo Hardball	\$50.00 (with or without lights)	\$25.00	\$100 per league
<input type="checkbox"/> Clovis Grove Softball	\$15.00 (no lights available)	\$15.00	\$100 per league
<input type="checkbox"/> Jefferson Softball	<del>\$25.00</del> -\$12.50 (with or without lights) (promotional rate for 2026/2027)	<del>\$25.00</del> \$12.50 (promotional rate for 2026/2027)	\$100 per league
<input type="checkbox"/> Koslo Softball	\$15.00 (no lights available)	\$15.00	\$100 per league
The deposit must be paid at the time of the reservation and will be retained for violation of any of the established policies and procedures, for damage to the field or for failure to properly clean the area. This deposit will be returned when the keys are brought back to our office.			
<b>Multi-purpose Fields</b> (i.e. Football/Soccer)			
<input type="checkbox"/> Clovis Grove	\$25.00/3 hrs	(for football or soccer) \$250.00	n/a
<b>Basketball Courts</b>	\$10/hour per court or \$50/day per court		
(may only be reserved for special event or league play)			
<input type="checkbox"/> Hart			
<input type="checkbox"/> Jefferson			
<b>Pickleball Courts</b>	\$10/hour per court or \$50/day per court		
(may only be reserved for special event or league play)			
<input type="checkbox"/> Barker Farm			
<input type="checkbox"/> Tungate Courts			
<b>Tennis Courts</b>	\$10/hour per court or \$50/day per court		
(may only be reserved for special event or league play)			
<input type="checkbox"/> Barker Farm			
<input type="checkbox"/> Clovis Grove			
<input type="checkbox"/> Smith Park			

**HOLD HARMLESS AGREEMENT**

I agree to abide by the rules set by Menasha Parks and Recreation Department and to save and hold harmless the City of Menasha 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 all liability of the City of Menasha to include costs of defense and attorneys' fees and/or 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 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**BEER/WINE PERMIT (Fermented malt beverages allowed only at Barker Farm, Jefferson and Koslo)**  
Sale of Fermented Malt Beverages Requires a Temporary Class "B" License in Addition to this Permit (See City Clerk)

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 beer and wine only. No hard liquor or glass containers.**

Permittee Name: (print) \_\_\_\_\_ DOB: \_\_\_\_\_

Area that beer and/or wine can be consumed: \_\_\_\_\_

Signature: \_\_\_\_\_

## RENTAL POLICIES

The City of Menasha provides outdoor recreation fields for the use and enjoyment of the citizens of Menasha. These policies are designed to be used by the Parks & Recreation Department when reviewing requests for the use of these facilities.

**PERSONAL/INDIVIDUAL FIELD USE:** Individuals wishing to use the public recreation fields under the jurisdiction of the City may do so at their leisure on a first-come, first-serve basis, provided the fields have not been previously reserved by another party.

**GROUP/TEAM USE AND RESERVATIONS:** All organized groups shall reserve a field/court before utilizing City of Menasha facilities. An organized group is any group that consists of 10 or more people. To guarantee facility availability and for exclusive use, unorganized groups (groups of less than 10 people) must reserve the facility they wish to use. Groups and teams wishing to utilize the recreation fields on an on-going basis may do so with prior scheduling approval from the Parks & Recreation Department.

### FACILITY USE REQUESTS

1. An Athletic Facility Reservation form must be completed. The form is available at Menasha City Hall or online at [www.menashawi.gov](http://www.menashawi.gov).
2. Reservations will be accepted starting the first working day in January.
3. Make sure that all dates, times and field preparation needs are listed on the reservation form. Game use will have top priority with practices being secondary.
4. The reservation fee paid will provide exclusive use of the field for a ~~three (3)~~ four (4) hour block of time (excluding the hardball diamond at Koslo Park) and is charged whether the use is for a game or practice.
5. The hardball diamond at Koslo Park usage fee paid will provide exclusive use of the field for a five (5) hour block of time and is charged whether the use is for a game or practice.
6. No reservations for athletic fields will be issued for use prior to March 15.
7. If an official WIAA high school game extends into a reserved practice time, the game will be allowed to be played to completion. Upon completion of the game, teams will be required to vacate the field to allow immediate use of the field.
8. All reservations will be given priority over walk-on use.
9. Groups/teams using the athletic/recreation fields must comply with all City Ordinances and Park Regulations.
10. No field reservations will be allowed after September 30.

**WEATHER CANCELLATIONS:** City staff will determine whether the field conditions allow for the field to be used. Following the start of field use it is the responsibility of the organization scheduled for the field to make the decision as to whether field conditions allow the game to continue. If continued use of the field in inclement conditions creates excessive wear or damage to the fields or facilities, the Parks & Recreation Department may invoice the organization for the repair costs. Failure to compensate the Parks & Recreation Department for any invoiced charges will result in the loss of field use privileges.

Rain cancellations may be rescheduled at no additional cost, but they will not be refunded. Games will be rescheduled on a space available basis.

### LEVELS OF MAINTENANCE

- The City is responsible for mowing all fields.
- The City is responsible for aerating, over-seeding and weed control.
- The field reservation fee includes mowing the grass and dragging the diamonds as needed. The field preparation fee includes moving the bases to the desired field dimensions, raking and lining the diamonds.
- Grooming and lining baseball/softball fields to be done by City of Menasha crews only to prevent damage to the infrastructure including base pegs, bases and fields, unless authorized and trained by City of Menasha staff.
- Absolutely no non-City vehicles of any type are permitted on the fields.

**INSPECTION OF FIELDS AND SITE AMENITIES PRIOR TO USE:** Upon arrival at each facility, the permit holder is responsible for inspecting the site for unsafe conditions, which may be caused by vandalism, severe weather conditions or prior use. If the facility is not suitable for use and an emergency repair is needed, the permit holder should not use the site and should contact City Staff.

**FOR LEAGUES AND TOURNAMENTS:** Any league that plays at a city facility must fill out a Reservation Form and submit a certificate of insurance as described below. The insurance must be submitted before the start of league play. Send the league schedule to MPRD as soon as possible. The City reserves the right to make schedule changes (with user input) as needed to accommodate all users. A complete tournament schedule must be submitted to MPRD office two weeks prior to event. A tournament representative must contact the MPRD one week prior to the tournament to confirm field use and grooming plans. Park staff will groom the fields before the tournament begins Monday-Friday. Tournament organizers are responsible for further grooming. All methods of grooming, especially on wet fields, must be pre-approved by the Parks Department.

**CONSUMING ALCOHOLIC BEVERAGES:** Fermented malt beverages and wine may be consumed only in Barker Farm Park, Jefferson Park, and Koslo Park. *Glass bottles/containers are not allowed in any city park.* Before beer or wine can be consumed or dispensed, a permit must be obtained from the MPRD office. **The permit fee is \$5 per day.** Alcoholic beverages may only be consumed in the area clearly defined on the permit.

**CERTIFICATE OF INSURANCE with ENDORSEMENT:** Any event that is open to the public must have a certificate of insurance and endorsement on file with the Parks and Recreation Department 30 days prior to the event. **This insurance must be primary.** The City of Menasha **must** be named as additional insured on both the Certificate of Insurance and the Endorsement. Organizations planning multi-day events or selling fermented malt beverages/wine at the event also must appear before the Parks and Recreation Board two months prior to the event.

**SELLING ALCOHOLIC BEVERAGES (fermented malt beverages or wine only):** A temporary "Class B" license is required and **must** be on file with the City Clerk at least 15 days prior to Common Council approval. Parks and Recreation Board approval is also needed two months prior to the event. Before obtaining a license, a Certificate of Insurance naming the City as an additional insured (plus endorsement) must be submitted.

**HANGING SIGNS, BANNERS, TARPS, ETC.:** No sign, banner, poster, tarp, etc. can be adhered to the exterior of any park building or structure. *Any decorations used must be held in place with adhesive putty (no tape, staples, tacks, or nails are permitted) and must be removed after your event.*

**AMPLIFIED SOUND SYSTEM:** Voice or music amplifying equipment must be controlled so that sound is not objectionable beyond the confines of the park. Note that a strong wind and its direction will cause sound to carry further and may become objectionable to neighbors. Violators will be warned and/or cited by the Menasha Police Department.



## MEMORANDUM

To: Common Council

From: Megan Sackett, Parks & Recreation Director/ms

Date: April 29, 2026

RE: Memorandum of Understanding (MOU) by and between Fox Valley Athletics (FVA) and the City of Menasha for 2026-2028

Adult Softball has been a long-standing tradition in Menasha and recently the Park Board and the Common Council have made a commitment to continuing this tradition with the development of the new softball diamond in Jefferson Park.

With the exception of last summer when the softball diamond was under construction, the City has worked with Eric Schaefer of Fox Valley Athletics (FVA) since 2020 to administer the annual Adult Summer Softball Program and looks to continue this partnership.

FVA started over ten years ago and quickly turned into one of the most successful softball/kickball organizations in the Midwest. Contrary to national enrollment, which has seen a decline over the last decade, FVA has grown in each of the past ten years. In addition to the Menasha program, FVA also coordinates the Adult Softball programs for the City of Appleton at Memorial Park, the City of Sheboygan at Wildwood Complex and at Willie Beamon's in Neenah. FVA has demonstrated the passion, dedication, network and expertise to develop and grow an adult softball program.

Over the last several years, Menasha has hosted a Sunday night Co-ed league and a Thursday night Men's league. In 2024, prior to the construction, Jefferson hosted 5 teams on Sunday nights with as many as 12 teams at one point. Thursday nights had 7 teams in 2024 with as many as 17 teams in years prior. In 2026, we had just 2 teams register for Sundays and 4 teams for Thursdays.

In an effort to rebuild the softball program in Menasha, FVA has offered to run a combined league with teams from Willie Beamon's with teams playing at both locations throughout the season. With this usage of two facilities comes increased costs to FVA for insurance, rental fees, staffing costs, etc. The

City of Menasha recognizes these increased costs and sacrifices FVA is making to aid in rebuilding the Menasha softball program. Because of that, staff is recommending the discounted promotional rate for use of Jefferson Softball Diamond as reflected in this MOU.

To further the development and growth of the adult softball program in Menasha, staff is looking to enter into a long-term agreement with FVA. With the combination of the dedication and expertise of FVA and the investment into the facilities, staff sees the opportunity for further growth of the program and believes the best option for success is with FVA maintaining leadership of the program. This 3-year agreement will solidify our partnership with FVA to cooperatively work to rebuild adult softball in Menasha.

#### Recommendation

Park Board recommends to Common Council for approval of the Memorandum of Understanding (MOU) by and between Fox Valley Athletics and the City of Menasha for the term of 2026-2028.



## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (hereinafter, "MOU") is entered into by and between Fox Valley Athletics (hereinafter, "FVA") and the City of Menasha (hereinafter, "City"), on behalf of the City of Menasha Parks and Recreation Department (hereinafter, "MPRD") for adult softball league administration and oversight services.

1. MPRD is a Department of the City of Menasha, a municipal entity located at 100 Main St., Menasha, WI 54952, that is responsible for managing and maintaining parks, public spaces, and recreational facilities within the City while also coordinating recreational events and programs benefitting the community.
2. Fox Valley Athletics, LLC (hereinafter, "FVA") is a Wisconsin limited liability company that administers adult recreational leagues in the Fox Valley area, with administrative offices at 1139 Honeycreek Circle, Oshkosh, WI 54904 and states itself to be an independent contractor under the Internal Revenue Code.

### A. PURPOSE

The MPRD and FVA mutually agree that the Summer (May – August) Adult Softball Leagues (hereinafter, "Program") would benefit from FVA's management of the Program that promotes a positive spirit of the game and a family friendly atmosphere. This MOU outlines the Parties' understanding of their responsibilities regarding the Program.

### B. TERM

The term of this MOU shall be from May 1 to September 1 (hereafter Seasonal Use period) for the calendar years of 2026 through 2028. This MOU may be extended by mutual agreement in writing between the City and FVA. In the event either party wishes to opt-out of this MOU, written notification must be given by December 31<sup>st</sup> of the year preceding the upcoming season.

### C. ROLES, RESPONSIBILITIES AND COMPENSATION

#### FVA's responsibilities:

1. Establish the structure of the Program including but not limited to, the various leagues in the Program, the number of teams in each league, season length, game schedules and make-up schedules.
2. Provide Program marketing through the FVA's website, social media, etc.
3. Recruit, hire, train, schedule and oversee all Program staff to carry out all terms of this MOU.
4. Establish or revise Program rules as needed.
3. Develop and distribute team registration and other Program information to new and returning teams.
4. Register all teams and collect team/player fees as established by FVA.
5. Oversee and manage the day-to-day duties required to maintain a successful Program that include, but are not limited to the following duties:
  - Regularly communicate with team managers/players.

- Conduct pre-season meetings.
  - Manage player and spectator issues.
  - Enforce league rules.
  - Provide bat stickers.
  - Coordinate end of season awards.
  - Maintain league standings
6. Communicate any/all field maintenance issues to the MPRD on a timely basis.
  7. Provide Annual Report: FVA shall provide an annual report to the MPRD Director (or Department Designee) by December 31 of each year that includes, but is not necessarily limited to, a summary of programs offered, tournaments held, number of teams per program, summary of significant events and recommendations for future years.
  8. Insurance Requirements:
    - a. Provide a Certificate of Insurance in the following minimum amounts:
      - Comprehensive General Liability
      - Bodily Injury - \$300,000 per person; \$300,000 each occurrence
      - Property Damage - \$300,000 each occurrence;
      - \$300,000 aggregate or \$300,000 single limit
      - Workers Compensation
      - Statutory, with \$100,000 Employer's Liability
      - Umbrella, \$1,000,000 or liability limits listed above of at least \$1,000,000
    - b. FVA shall supply the City with a Certificate of Insurance and Endorsement naming the City, its officers, council members, agents, authorized volunteers and employees, as an additional insured's and providing that the insurance policies cannot be canceled or materially altered without providing the City at least 30 days' notice of such proposed cancellation or alteration. It is hereby agreed and understood that the insurance by the City of Menasha is primary coverage and that any insurance or self-insurance maintained by the City of Menasha, its officers, council members, agents, employees or authorized volunteers will not contribute to a loss. All insurance shall be in full force prior to commencing the Program and remain in force until the Program has ended.

**The City's Responsibilities:**

1. Assist with the distribution of team registration and other Program information to prospective teams.
2. Maintain all fields including all support amenities such as restrooms, scoreboards, bleachers, bases, chalk, field drying material, etc.
3. Provide all electrical utilities to the fields.
4. Manage any rentals/use of the fields by non-Program users.

**Compensation:** As partial consideration for this MOU, FVA agrees to pay the City the daily field reservation fee and field preparation fee based on the number of days scheduled during the term of the MOU.

2026: \$25/day

2027: \$25/day

2028: \$50/day

Annual deposit of \$100 (can be rolled over each year)

Payment shall be made to the City by September 15 of each year. An invoice will be provided based on schedule provided. Rainouts can be made up without additional fee incurred.

#### **D. PERSONNEL**

FVA shall employ, at no cost to the City, a sufficient number of qualified personnel to ensure efficient performance of the various duties set forth in this MOU. FVA's staff shall be adequately trained and attired in a manner consistent with generally accepted customer service and community standards:

1. FVA shall be solely responsible for the salaries, benefits, tax withholding, Social Security and any other payroll deductions related to its employees. FVA shall clearly establish with its employees that, while they will be working within a City facility, they are its employees and not employed by the City and no actions shall be taken or representations made, to create an employment relationship between said FVA employees and the City.
2. FVA shall maintain and provide proof that it maintains a current Worker's Compensation policy covering its employees, with statutory minimum limits.
3. Non – discrimination – Contractor's Hiring practices: FVA agrees to abide by hiring practices that shall not in any fashion discriminate against any individual because of race, religion, marital status, age, color, sex, handicap, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, political benefits, or student status.

#### **E. ADDITIONAL TERMS**

##### **1. Facility Terms**

- a. Facility Use: FVA shall have the right to use the Jefferson Park Softball Diamond (hereinafter, "facility") for the Program between 4:00 p.m. and 11:00 p.m. Sundays and Thursdays during the term of this MOU. FVA shall schedule times for use as soon as practicable and shall coordinate said scheduling with the City in order to avoid conflicts with other uses scheduled by the City. Additional Program nights may be added as long as they are coordinated with the City and fit within the terms of this MOU.
- b. Field Closures: The City reserves the right to close the facility due to rain or other weather events. FVA shall cooperate with the City to ensure that the facility is operated in a manner that benefits both the FVA and the City. The City shall have the sole authority to determine when the facility may be opened or closed due to field conditions. However, if a City representative cannot be reached, and it is reasonably evident that the use of the diamonds may damage the facility based on current field conditions, FVA shall not offer the use of such facility until field conditions improve. Notwithstanding the above, the FVA is expressly authorized to close the facility when presented with an imminent weather danger or other emergency.

- c. Facility Expenses: FVA shall, on an annual basis during the term of this MOU, prior to yearend of each calendar year, reimburse or pay all non-insured expenses for repair or replacement to the facility, bleachers, scoreboards and any other City items or equipment, arising from FVA's negligent use during the term of the MOU, normal wear and tear excepted. The City shall be responsible for structural and equipment repair and maintenance for the facility.
  - d. Facility Improvements: Nothing in this MOU shall limit FVA from cooperating with the City in caring for, maintaining, supervising, and/or constructing improvements in furtherance of this MOU. FVA shall make no alteration, addition, or improvement to the facility without the advance consent and approval of the City.
2. Use of City Logo: It is understood that in operation of this MOU, the City does not grant FVA the right to use the City trade name, trademark, service mark, logotype, advertising, or other commercial symbol without the advance consent and approval of the City.
  3. Non-discrimination/Daily Operations: FVA and employees thereof, while engaged in delivering any services pursuant to this MOU, shall not in any fashion discriminate against any individual because of race, religion, marital status, age, color, sex, handicap, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, political benefits, or student status.
  4. MOU Transfer/Assignment Prohibited: FVA shall have no right to assign any of the rights or benefits under this MOU without prior written consent of the City.
  5. Non-Appropriation: In the event of Non-appropriation, that is, the failure of the City of Menasha Common Council to appropriate money for any year sufficient for the continued performance by the City of all of City's obligations under this MOU, this MOU shall terminate upon the last day of the fiscal year for which funds were appropriated.
  6. Complete Agreement: This MOU is the complete agreement between the City of Menasha, on behalf of the MPRD and FVA and may be amended only by written agreement signed by each of the parties involved.
  7. Notice of Breach: If any provision of this MOU is violated, written notification of the violation shall be personally served upon the other party or sent by Certified Mail and shall include a notice that the party in violation has ten (10) days to correct the violation. If, after ten (10) days the violation has not been corrected, the party sending the notice shall have the right, at its option, to terminate the MOU without such termination being considered a breach of the MOU.

#### **F. SEVERABILITY CLAUSE**

If any section, or portion thereof, of this MOU is found to be void, unenforceable, or unconstitutional, the improper portion shall be severed and the remaining provisions will remain in full force and effect to the maximum extent permitted by law.

#### **G. INDEMNIFICATION CLAUSE:**

For good and valuable consideration, the Fox Valley Athletics, LLC., agrees to indemnify, defend and hold harmless the City and its officers, officials, employees and agents from and against any and all liability, loss, damage expense, costs (including attorney fees) arising out of this MOU, cause in whole or in part, by FVA, its officers, officials, employees, agents or anyone for whose acts they may be liable, except where cause by the sole negligence or willful misconduct of the City.

In witness whereof, the parties have executed this MOU on this \_\_\_\_\_ day of May, 2026.

Fox Valley Athletics, LLC

City of Menasha

\_\_\_\_\_

\_\_\_\_\_

FVA Representative Signature

Austin Hammond ,

Mayor Attest:

\_\_\_\_\_

\_\_\_\_\_

Printed Name & Title

Kaija Snyder , City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_

Margaret Struve, City Attorney

DRAFT

## MEMORANDUM

DATE April 7, 2026  
TO Common Council  
FROM Kaija Snyder, City Clerk  
RE Class “B” (Beer) Alcohol License Application from Menasha Athletic Association;  
Thomas Konezke, Agent; Koslo Park Concessions (1200 Geneva Road, Menasha),  
Premises

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Menasha Athletic Association, doing business as Menasha Athletic Club (MAC), submitted an application for an abbreviated Class “B” (beer) license. Pursuant to 125.51(9)(b), abbreviated licenses allow a 6-month operating term.

Menasha Athletic Association seeks licensure of the Koslo Park (1200 Geneva Road, Menasha) concession premises for the term of May 5, 2026 – November 5, 2026.

According to Sec. 7-9-8 of the Menasha Municipal Code, the premises have been inspected and approved by the Health Department, Building Inspection Office, and Fire Department. Verification of these approvals is attached.

The Menasha Police Department additionally facilitated and approved criminal background checks for agent Thomas Konezke and other organizational officials. Agent Thomas Konezke achieves qualification requirements outlined in Wis. Stat. 125.04(5)(a)5. Notification of application pendency was published in three consecutive issues of the *Post Crescent* on April 20, 21, and 22, 2026.

**Recommendation: Staff recommends approving Menasha Athletic Association’s abbreviated Class “B” alcohol license application for the May 5, 2026 – November 5, 2026 licensing period.**

Form  
AB-200

# Alcohol Beverage License Application

For Municipal Use Only	
Municipality	Menasha
License Period	20 abbrv

License(s) Requested: (up to two boxes may be checked)

- Class "A" Beer ..... \$ \_\_\_\_\_    
  Class "B" Beer <sup>ABBRV</sup> ..... \$ 50  
 "Class A" Liquor ..... \$ \_\_\_\_\_    
  "Class B" Liquor ..... \$ \_\_\_\_\_  
 "Class A" Liquor (cider only) \$ \_\_\_\_\_    
  Reserve "Class B" Liquor \$ \_\_\_\_\_  
 "Class C" Liquor (wine only) \$ \_\_\_\_\_

Fees	
License Fees	\$ 50
Background Check Fee	\$
Publication Fee	\$ 25
<b>Total Fees</b>	<b>\$ 75</b>

Part A: Premises/Business Information			
1. Legal Business Name (individual name if sole proprietorship) <b>Menasha Athletic Association</b>			
2. Business Trade Name or DBA <b>Menasha MAC's</b>			
3. FEIN <b>39-6175099</b>		4. Wisconsin Seller's Permit Number <b>456-0000543303-02</b>	
5. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization			
6. State of Organization <b>WI</b>		7. Date of Organization <b>04/30/1948</b>	8. Wisconsin DFI Registration Number
9. Premises Address <b>Koslo Park 1200 Geneva Road</b>			
10. City <b>Menasha</b>		11. State <b>WI</b>	12. Zip Code <b>54952</b>
13. County <b>Winnebago</b>		14. Governing Municipality: <input checked="" type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: <b>Menasha</b>	15. Aldermanic District
16. Premises Phone <b>[REDACTED]</b>		17. Premises Email <b>[REDACTED]</b>	18. Website <b>www.menashamacs.org</b>
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. <b>Baseball field and attached concession stand</b>			
20. Mailing Address (if different from premises address) <b>[REDACTED]</b>			
21. City <b>Menasha</b>		22. State <b>WI</b>	23. Zip Code <b>54952</b>

Part B: Questions			
1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, list the details of violation below. Attach additional sheets if necessary.			
Law/Ordinance Violated		Location	Trial Date
Penalty imposed		Was sentence completed? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No	
Law/Ordinance Violated		Location	Trial Date
Penalty Imposed		Was sentence completed? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No	

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol . . .  Yes  No beverages.  
 If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? . . .  Yes  No  
 If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? . . .  Yes  No  
 If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN
-----------------------------	--------------------------

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. . . . .  Yes  No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? . . . . .  Yes  No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? . . . . .  Yes  No

**Part C: Individual Information**

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B. Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
Konetzke	Larry	President	
Konetzke	Thomas	Vice President/Agent	
Smogoleski	Joan	Secretary	
Coopman	Gary	Treasurer	

**Part D: Attestation**

One of the following must sign and attest to this application:

- sole proprietor
- one general partner of a partnership
- one corporate officer
- one member of an LLC

**READ CAREFULLY BEFORE SIGNING:** Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Coopman	First Name Gary	M.I. L
Title Treasurer	Email [REDACTED]	Phone [REDACTED]
Signature <i>Gary Coopman</i>		Date 2/6/2026

**Part E: For Clerk Use Only**

Date Application Was Filed With Clerk 3/2/26	License Number	Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	

# Alcohol Beverage Appointment of Agent

<b>Agent Type</b> (check one)	
<input checked="" type="checkbox"/> Original (no fee)	<input type="checkbox"/> Successor (\$10 fee for municipal licensees only)

<b>Part A: Business Information</b>	
1. Legal Business Name (individual name if sole proprietor) Menasha Athletic Association	
2. Business Trade Name or DBA Menasha MAC 's	
3. Entity Type (check one) <input type="checkbox"/> Limited Liability Company <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization	
4. Alcohol Beverage Business Authorization (check one) <input checked="" type="checkbox"/> Municipal Retail License <input type="checkbox"/> State Permit	5. If successor agent, provide State Permit or Municipal Retail License Number
6. Describe the reason for appointing a successor agent, if successor is checked above.	

<b>Part B: Agent Information</b>			
1. Last Name Konetzke	2. First Name Thomas	3. M. I. J	
4. Email None		5. Phone [REDACTED]	
6. Home Address [REDACTED]			
7. City [REDACTED]	8. State	9. Zip Code	10. Date of Birth [REDACTED]
11. Drivers License/State ID Number		12. Drivers License/State ID State of Issuance WI	

<b>Part C: Agent Questions</b>	
1. Have you satisfied the responsible beverage server training requirement? Submit proof of completion.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Have you completed Form AB-100, Alcohol Beverage Individual Questionnaire (licensee) or Form AB-300, Alcohol Beverage Personal Questionnaire (permittee)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Have you been a Wisconsin resident for at least 90 continuous days? See instructions for exceptions.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Continued →

**Part D: Business Attestation**

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Coopman		First Name Gary		M.I. L
Title Treasurer	Email [REDACTED]		Phone [REDACTED]	
Signature <i>Gary Coopman</i>			Date 2/6/2026	

**Part E: Agent Attestation**

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Konetzke		First Name Thomas <i>J. Konetzke</i>		M.I. J
Signature <i>Thomas J. Konetzke</i>			Date 2-22-26	

## Alcohol Beverage Individual Questionnaire

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all partners of a partnership
- all officers, directors, and agent of a corporation or nonprofit organization
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

<b>Part A: Business Information</b>	
1. Legal Business Name (individual name if sole proprietor) Menasha Athletic Association	
2. Business Trade Name or DBA Menasha MAC's	
3. Entity Type (check one)	
<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization	

<b>Part B: Individual Information</b>				
1. Last Name Konetzke		2. First Name Thomas		3. M.I. J
4. Relationship to Business (Title) Vice President		5. Email NONE		6. Phone [REDACTED]
7. Home Address [REDACTED]				
8. City [REDACTED]		9. State	10. Zip Code	11. Date of Birth
12. Drivers License/State ID Number [REDACTED]		13. Drivers License/State ID State of Issuance		

<b>Part C: Address History</b>					
1. Do you currently reside in Wisconsin? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
If yes to 1 above, how long have you continuously lived in Wisconsin prior to the date of application? . . . .				Years 87	Months 3
2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.					
Previous Address 1		City	State	Zip Code	
[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	
Previous Address 2		City	State	Zip Code	
Previous Address 3		City	State	Zip Code	
Previous Address 4		City	State	Zip Code	
Previous Address 5		City	State	Zip Code	
3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.					
State	County	State	County	State	County
WI	Winnebago				
State	County	State	County	State	County

Continued →

**Part D: Criminal History**

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? . . . . .  Yes  No  
 If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? . . . . .  Yes  No  
 If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

**Part E: Attestation**

**READ CAREFULLY BEFORE SIGNING:** Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature Thomas J. Konezke Date 2-20-2026

## Alcohol Beverage Individual Questionnaire

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all partners of a partnership
- all officers, directors, and agent of a corporation or nonprofit organization
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

<b>Part A: Business Information</b>				
1. Legal Business Name (individual name if sole proprietor) Menasha Athletic Association				
2. Business Trade Name or DBA Menasha MAC's				
3. Entity Type ( <i>check one</i> )				
<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Partnership	<input type="checkbox"/> Limited Liability Company	<input checked="" type="checkbox"/> Corporation	<input type="checkbox"/> Nonprofit Organization

<b>Part B: Individual Information</b>				
1. Last Name Coopman		2. First Name Gary		3. M.I. L
4. Relationship to Business (Title) Treasurer		5. Email [REDACTED]		6. Phone [REDACTED]
7. Home Address [REDACTED]				
8. City [REDACTED]		9. State [REDACTED]	10. Zip Code [REDACTED]	11. Date of Birth [REDACTED]
12. Drivers License/State ID Number [REDACTED]			13. Drivers License/State ID State of Issuance [REDACTED]	

<b>Part C: Address History</b>					
1. Do you currently reside in Wisconsin? .....				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes to 1 above, how long have you continuously lived in Wisconsin prior to the date of application? . . . .				Years 76	Months 9
2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.					
Previous Address 1		City		State	Zip Code
[REDACTED]		[REDACTED]		[REDACTED]	[REDACTED]
Previous Address 2		City		State	Zip Code
[REDACTED]		[REDACTED]		[REDACTED]	[REDACTED]
Previous Address 3		City		State	Zip Code
[REDACTED]		[REDACTED]		[REDACTED]	[REDACTED]
Previous Address 4		City		State	Zip Code
[REDACTED]		[REDACTED]		[REDACTED]	[REDACTED]
Previous Address 5		City		State	Zip Code
[REDACTED]		[REDACTED]		[REDACTED]	[REDACTED]
3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.					
State	County	State	County	State	County
WI	Winnebago	WI	Brown		
State	County	State	County	State	County

Continued →

**Part D: Criminal History**

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? . . . . .  Yes  No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? . . . . .  Yes  No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

**Part E: Attestation**

**READ CAREFULLY BEFORE SIGNING:** Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature		Date	2/6/2026
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## Alcohol Beverage Individual Questionnaire

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all partners of a partnership
- all officers, directors, and agent of a corporation or nonprofit organization
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required individual Questionnaires are submitted.

<b>Part A: Business Information</b>	
1. Legal Business Name (individual name if sole proprietor) Menasha Athletic Association	
2. Business Trade Name or DBA Menasha MAC's	
3. Entity Type (check one)	
<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization	

<b>Part B: Individual Information</b>				
1. Last Name Konetzke		2. First Name Larry		3. M.I. D
4. Relationship to Business (Title) President		5. Email [REDACTED]		6. Phone [REDACTED]
7. Home Address [REDACTED]				
8. City [REDACTED]		9. State	10. Zip Code	11. Date of Birth [REDACTED]
12. Drivers License/State ID Number [REDACTED]			13. Drivers License/State ID State of Issuance	

<b>Part C: Address History</b>					
1. Do you currently reside in Wisconsin? ..... <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
If yes to 1 above, how long have you continuously lived in Wisconsin prior to the date of application? . . . .				Years 73	Months 5
2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.					
Previous Address 1		City	State	Zip Code	
[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	
Previous Address 2		City	State	Zip Code	
Previous Address 3		City	State	Zip Code	
Previous Address 4		City	State	Zip Code	
Previous Address 5		City	State	Zip Code	
3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.					
State	County	State	County	State	County
WI	Winnebago				
State	County	State	County	State	County

Continued →

**Part D: Criminal History**

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? . . . . .  Yes  No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? . . . . .  Yes  No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

**Part E: Attestation**

**READ CAREFULLY BEFORE SIGNING:** Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature <i>Larry Konetyke</i>	Date <i>Feb. 17, 2026</i>
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## Alcohol Beverage Individual Questionnaire

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all partners of a partnership
- all officers, directors, and agent of a corporation or nonprofit organization
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

<b>Part A: Business Information</b>				
1. Legal Business Name (individual name if sole proprietor) Menasha Athletic Association				
2. Business Trade Name or DBA Menasha MAC's				
3. Entity Type (check one)				
<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Partnership	<input type="checkbox"/> Limited Liability Company	<input checked="" type="checkbox"/> Corporation	<input type="checkbox"/> Nonprofit Organization

<b>Part B: Individual Information</b>				
1. Last Name Smogoleski		2. First Name Joan		3. M.I. H
4. Relationship to Business (Title) Secretary		5. Email [REDACTED]		6. Phone [REDACTED]
7. Home Address [REDACTED]				
8. City [REDACTED]		9. State	10. Zip Code	11. Date of Birth [REDACTED]
12. Drivers License/State ID Number [REDACTED]			13. Drivers License/State ID State of Issuance [REDACTED]	

<b>Part C: Address History</b>								
1. Do you currently reside in Wisconsin? .....				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
If yes to 1 above, how long have you continuously lived in Wisconsin prior to the date of application? .....				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Years</td> <td style="width: 50%;">Months</td> </tr> <tr> <td style="text-align: center;">84</td> <td style="text-align: center;">8</td> </tr> </table>	Years	Months	84	8
Years	Months							
84	8							
2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.								
Previous Address 1		City	State	Zip Code				
[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]				
Previous Address 2		City	State	Zip Code				
Previous Address 3		City	State	Zip Code				
Previous Address 4		City	State	Zip Code				
Previous Address 5		City	State	Zip Code				
3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.								
State	County	State	County	State				
WI	Winnebago							
State	County	State	County	State				

Continued →

**Part D: Criminal History**

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? . . . . .  Yes  No  
 If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? . . . . .  Yes  No  
 If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

**Part E: Attestation**

**READ CAREFULLY BEFORE SIGNING:** Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature *Joan H. Smogoleski* Date *2-19-2026*



# Renewal Liquor License Inspections & Compliance Report

City of Menasha – Office of the City Clerk, 100 Main Street Suite 200, Menasha, WI 54952

**BUSINESS ENTITY (d/b/a):** Menasha Athletic Association

**INSPECTED PREMISES (PROPERTY ADDRESS):** Koslo Park

**AGENT:** Thomas Konetzke

## HEALTH INSPECTION

I, **TODD DREW**, of the **CITY OF MENASHA'S HEALTH DEPARTMENT**, inspected the above premises and can confirm, upon my inspection, the premises does indeed conform to the sanitary, safety and health requirements, and the regulations of the State Board of Health and the local Board of Health as applicable to restaurants, as required in Sec. 7-2-9 of the City of Menasha's Municipal Code.

The above premises can be conditionally approved for its liquor license upon the understanding the following deficiencies noted below will be remedied within sixty (60) days of license issuance and verified via a follow-up inspection; an accompanying inspection report may be provided.

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X  Date: 3/2/26

## COMMERCIAL BUILDING INSPECTION

I, **JANE DRAGER**, of **CITY OF MENASHA'S BUILDING INSPECTION OFFICES**, inspected the above premises and can confirm, upon my inspection, the premises does indeed conform to the sanitary, safety and health requirements of the State Building Code, and the regulations of the State Board of Health and the local Board of Health as applicable to restaurants, as required in Sec. 7-2-9 of the City of Menasha's Municipal Code.

The above premises can be conditionally approved for its liquor license upon the understanding the following deficiencies noted below will be remedied within sixty (60) days of license issuance and verified via a follow-up inspection. A formal inspection report shall accompany the findings below.

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X  Date: 3/24/26

**FIRE DEPARTMENT INSPECTION**

I, **JERRY MAVROFF** of **NEENAH-MENASHA FIRE RESCUE**, can confirm a representative of the department reviewed the above premises and can confirm the inspection conforms with the occupancy compliance as determined by the International Fire Code as adopted by the City of Menasha, except where identified with the attached fire inspection report.

The above premises can be conditionally approved for its liquor license upon the understanding the following deficiencies noted below will be remedied within thirty (30) days of license issuance and verified via a follow-up inspection. In lieu of a formal inspection, a prior inspection report dated within the past six (6) months from the NM Fire Rescue may be used (and if so, indicate below and report shall be attached).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

X Jerry Mavroff F400 Jerry Mavroff, Date: 3/31/2026

**CLERK'S OFFICE - INTERDEPARTMENTAL & STATUTORY COMPLIANCE REQUIREMENTS**

I, **KAIJA SNYDER**, of the **CITY OF MENASHA CLERK'S OFFICE**, received confirmation from the below departments or organizations that the above named applicant complies with Wisconsin State Statute and Menasha Municipal Code requirements for license issuance.

**RESIDENCE REQUIREMENTS**

Confirmed the above named applicant meets residence requirements described in Sec. 7-2-7(a) of the Menasha Municipal Code on 3/2/26.

**COMMUNITY DEVELOPMENT / ZONING REVIEW**

Confirmed no ordinance violations for above premises on 3/2/26.

Confirmed no zoning violations for above premises on 3/18/26.

**MENASHA POLICE DEPARTMENT**

Confirmed of criminal background check approval of all organization agents, officers, and directors listed on original application on 3/2/26.

**MENASHA FINANCE DEPARTMENT**

Confirmed that there are no outstanding tax payments or financial obligations on personal or commercial properties on 3/5/26.

**PUBLICATION OF NOTICES IN OFFICIAL NEWSPAPER**

Confirmed publication of three consecutive notices in the City's official newspaper, *The Post-Crescent*, on 4/20/26, 4/24/26, and 4/27/26.

X Kaija Snyder Date: 3/31/26



## MEMORANDUM

DATE April 20, 2026  
TO Common Council  
FROM Kaija Snyder, City Clerk  
RE Outdoor Alcoholic Beverage Service Permit Application for the 2025-2026 Licensing Term (May 5, 2026 – June 30, 2026)

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El Palenque Mexican Gastropub (890 Lake Park Road, Menasha) has submitted a complete application for an outdoor alcoholic beverage service permit. This application, including a sitemap of the area in question, is enclosed.

The below listed businesses have submitted complete applications for outdoor alcoholic beverage service permits. These applications, including a sitemap of the area in question, are enclosed

Outdoor alcoholic beverage service permits, governed by Section 7-2-17 of the Menasha Municipal Code, allow licensed businesses to serve alcoholic beverages outdoors in an enclosed extension of the interior premises licensed. This permit type modifies alcohol licenses and is therefore contingent upon an alcohol license. El Palenque Mexican Gastropub currently holds an alcohol license. Notably, El Palenque has additionally applied for renewal of its alcohol license and for an outdoor alcoholic beverage service permit for the term of July 1, 2026 – June 30, 2027.

Pursuant to Section 7-2-17(d), the Clerk's Office has notified all property owners within one hundred fifty (150) feet of proposed outdoor seating areas of permit application pendency. These notifications, sent by first class mail, invited property owners to speak on the pending application at the Common Council meeting at which this application is considered, or to submit comments directly to the Clerk's Office. At this time, the Clerk's Office has not received comments from notification recipients.

**Recommendation: Staff recommends approval of El Palenque Mexican Gastropub's outdoor alcoholic beverage service permit application for the term of May 5, 2026 – June 30, 2026.**

OFFICE USE ONLY  
Date Rcvd: 4/7/26  
Amount Paid: \$25



City of Menasha | Office of the City Clerk

**Outdoor Food and Alcohol Beverage Service Application**

Business Name: El Palenque Mexican Gastropub

Trade Name: \_\_\_\_\_

Address: 890 Lake Park Rd.

**Permit Selection**

- Outdoor Serve (July 1 – June 30)  
See Menasha Municipal Code Section 7-2-17 relating to Outdoor Food and Alcoholic Beverage Permits Required at Class “B” Premises
- Outdoor Street Serve (April 1 – November 30)  
See Menasha Municipal Code Section 7-8-2 relating to Outdoor Restaurant Service

**Description of Outdoor Premises:**

Fenced in patio

**Please include the following with your application.**

- Application Fee (\$25.00 for one permit type; \$50.00 for both permit types)
- Scaled Site Plan/Drawing of Premises
- Fence/Wall Enclosure of 42” (Outdoor Serve ONLY)
- Scaled Illustration of Furnishings (Outdoor Street Serve ONLY)
- Certificate of Insurance (Outdoor Street Serve ONLY)
- Hold Harmless Agreement (Outdoor Street Serve ONLY)

**I hereby certify that the proposed outdoor extension shall be operated in compliance with the requirements of Section 7-2-17 and, if applicable, Section 7-8-2 of the Menasha Municipal Code. I certify that the premises shall be maintained as shown on the attached site plan.**

Ana Griselda Rivera Gonzalez

Applicant Name (printed)

[Signature]  
Applicant Signature

4-7-26  
Date

# Parking Lot

