

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, June 15, 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 — Community Fest Parade of Lights; Friday, July 3, 2026; 9 PM - 10:15 PM; Menasha Parks & Recreation
- 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."



Community Fest Parade of Lights Special Event Application

EVENT DETAILS - SECTION 1

Parks and Recreation Department – (920) 967-3640

100 Main Street, Suite 200 (2nd Floor), Menasha, WI 549252

Email: lwalbrun@menashawi.gov

1. Will you be reserving a park?

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

Yes No

2. Will you be selling alcoholic beverages?

All multi-day events and events that plan to sell beer and/or wine to the public must also appear before the Parks and Recreation Board.

Yes No

Menasha Police Department – Phone: (920) 967-3500

430 First Street, Menasha, WI 54952

Email: ahanchek@menashawi.gov

3. Event Coordinator will need to submit a plan for emergency situations.

If you do not have a plan, one will be provided to you to sign and submit with a map. *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.

Yes No

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

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



SPECIAL EVENT APPLICATION

City of Menasha
100 Main Street, Suite 200
Menasha, WI 54952-3190

SPECIAL EVENT CHECKLIST –

Thank you for choosing to host your event in the City of Menasha! Because your event will be open to the public and host more than 200 people or require services from more than one City department, it is considered a "Special Event". The attached Special Event Application will need to be completed and returned to City Hall (Parks & Recreation Department) at least 60 days prior to the event. Events new to the City of Menasha are required to submit this paperwork at least 120 days prior to the event. If you have any questions, please call or email the appropriate department listed. New special event requests for a park facility will be taken, beginning on November 1 of the preceding year of the event.

Requests for returning/reoccurring special events utilizing a park facility may be submitted up to one year prior to the event date. Priority will be given to those events that have been booked in the past, for that same weekend. All other requests will then be considered.

Required to process application:

- Application filed at least 60 days prior to the event
- \$50 non-refundable administration fee
- \$25 non-refundable Street Use Fee, if applicable
- Emergency response plan and signed sheet
- A Certificate of Liability Insurance and Endorsement, each naming the City of Menasha as additional insured, must be submitted with your completed Special Events Packet in order for your event to be considered for approval by the Board of Public Works and/or the Common Council. If necessary, information on our Insurance Requirements for City of Menasha Special Events will be provided.
- Non-Profit Organizations registered as 501(c)(3) or 501(c)(4) MUST provide IRS proof of designation

Please note: There will be no special event meeting with city staff until all of the above has been turned in.

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 Parade of Lights - Community Fest Total Anticipated Attendance 500

Sponsoring Organization City of Menasha

Organization Address 100 Main St, Ste 200, Menasha

Event Location 30+ unit parade starting in Neenah + ending in Menasha

Date of Event (list each date if a multi-day event) July 3, 2026

Event Set-up Time _____ Event Start Time 9:00pm Event End Time 10:15pm

EVENT COORDINATOR – SECTION 3

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

1. Event Facilitator/Responsible Person Megan Sackett

Email msackett@menashawi.gov Phone 920-967-3640

2. Day of Event Contact Name (person on site) _____

Email _____ Phone _____

EVENT DETAILS – SECTION 4

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

What type(s) of activities will be part of your event (please check all that apply):

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

Describe any Street Use your event will require. (Please attach a detailed map; map MUST include exact location of event, route/street closure if applicable, barricade placement, etc.) #2 – Map, Downtown Menasha OR #3 – Map, Jefferson Park

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

Organization requests use of the following FACILITY for this event (please check):

FACILITY	Resident	Non-Resident	Fees are per day unless otherwise stated.
JEFFERSON PARK (915 Third Street) <input type="checkbox"/> West Pavilion <input type="checkbox"/> Kitchen <input type="checkbox"/> Bocce Ball Set Rental	\$150.00 \$35.00 \$ 5.00	\$200.00 \$65.00 \$10.00	Electricity in pavilion and kitchen. Kitchen has full refrigerator, microwave, double sink, pass-through serving area. Sixteen (16) picnic tables, and stand-up pub tables. Restrooms are part of building. Capacity approximately 200 people. <i>There is a \$25 deposit due when picking up a bocce ball set. This is in addition to the rental fee.</i>
<input type="checkbox"/> West Pavilion and Social Space	\$400.00	\$550.00	Social Space includes stage, outdoor seating, firepits and bocce ball courts.
<input type="checkbox"/> East Pavilion	\$100.00	\$150.00	Electricity in pavilion and kitchen. Twelve (12) picnic tables. Kitchen has full refrigerator, microwave, double sink, pass-through serving area. Restrooms are part of building. Capacity approximately 75 people. <i>Available after July 4, 2025.</i>
<input type="checkbox"/> Launch Shelter	\$25.00	\$55.00	Two (2) picnic tables. Restrooms nearby. Electricity available. Capacity approximately 25 people. <i>Not available after July 31, 2025.</i>
<input type="checkbox"/> Picnic Area #1 (no electricity) <input type="checkbox"/> Picnic Area #2 or 3 (w/electricity)	\$10.00 \$20.00	\$40.00 \$50.00	
SMITH PARK (338 Cleveland Street) <input type="checkbox"/> Pavilion <input type="checkbox"/> Kitchen	\$125.00 \$35.00	\$175.00 \$65.00	Electricity in pavilion and kitchen. Kitchen has refrigerator, stove, microwave, pass-through serving area. Twenty-nine (29) picnic tables. Restrooms are part of the building. Capacity approximately 200 people.
<input type="checkbox"/> Gardens/Gazebo <input type="checkbox"/> Gardens/Gazebo with Pavilion <input type="checkbox"/> Memorial Building (pre-ceremony use)	\$300.00 \$375.00 \$20.00/hr	\$450.00 \$525.00 \$50.00/hr	Includes 50 park-style benches. Pavilion can be reserved in case of inclement weather (renter responsible for set-up) or used for reception (no alcohol allowed). Use of 1 st floor only
BARKER FARM PARK (2170 Plank Road) <input type="checkbox"/> Shelter	\$35.00	\$65.00	Four (4) picnic tables. Restrooms are part of the building. Electricity available. Capacity approximately 30 people.
CLOVIS GROVE PARK (1000 Visgro Street) <input type="checkbox"/> Shelter	\$35.00	\$65.00	Six (6) picnic tables. Restrooms are part of the building. Electricity available. Capacity approximately 30 people.
<input type="checkbox"/> CURTIS REED SQUARE	\$30.00	\$60.00	Electricity available. Three picnic tables available.
HART PARK (700 Seventh Street) <input type="checkbox"/> Shelter	\$35.00	\$65.00	Four (4) picnic tables. Restrooms are part of the building. Heated/can be rented in cold weather when not being used as ice rink warming house. Electricity available. Capacity approximately 30 people.
KOSLO PARK (1200 Geneva Road) <input type="checkbox"/> Shelter (no electricity)	\$30.00	\$60.00	Five (5) picnic tables. Temporary restrooms nearby. Capacity approximately 30 people.
<input type="checkbox"/> MARINA TERRACE	\$20.00	\$20.00	Electricity available.
SHEPARD PARK (100 Mathewson Street) <input type="checkbox"/> Shelter	\$35.00	\$65.00	Four (4) picnic tables. Restrooms nearby. Electricity available. Capacity approximately 30 people.
PARK OPEN SPACE <input type="checkbox"/> Location:	\$25.00	\$55.00	A Park Open Space fee will apply when additional areas are needed for tents, dunk tanks, bounce houses, etc. Approx. area 40'x60'. Please note that this is in addition to the tent permit that will also apply if having a tent or bounce house.
BEER/WINE PERMIT (allowed only at Barker Farm, Jefferson, Koslo Parks)	\$5.00	\$5.00	A permit must be obtained before beer or wine can be consumed in one of these parks.
TENT PERMIT (Tents larger than 10x10')	\$10.00	\$10.00	Renter is responsible for contacting Diggers Hotline.
KEY DEPOSIT (Cash or check only)	\$25.00	\$25.00	Deposit is due when picking up key (up to two (2) days prior to rental) and will be given back when key is returned to our office (no later than two (2) days after rental).
PICNIC TABLES (Each)	\$7.00	\$7.00	Additional picnic tables are available if more than what is at the site is needed.
GARBAGE or RECYCLING CART (Each)	\$4.00	\$4.00	Additional carts are available if more than what is at the site is needed.

In addition to the listed facility rental fee, there is a fee associated with the group size. Prices shown are per day.	
Up to 400	\$275.00
401-700	\$375.00
701+	\$500.00

Additional Equipment Charges			
200 AMP Panel	\$15.00	Picnic Table (each)	\$7.00
Heavy Duty Extension Cord	\$5.00	Bench (each)	\$4.00
Stage (trailer only)	\$125.00	Garbage Can (each)	\$4.00
Stage with 2 rows	\$375.00	Recycling Cart (each)	\$4.00
3 Row Bleachers	\$25.00		

FERMENTED MALT/WINE BEVERAGE PERMIT

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

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

Permittee Name(please print): _____
Last First M.I.
Area that fermented malt beverages and wine will be consumed: _____
Signature: _____

INSURANCE – SECTION 5

A Certificate of Liability Insurance and Endorsement, each naming the City of Menasha as additional insured, must be submitted with your completed Special Events Application in order for your event to be considered for approval by the Board of Public Works and the Common Council. This is your primary insurance. See document Sec5.Misc.Insurance Information for specifics. Insurance through HUB International is also offered by our office for one-time events (Document Sec5.Clerk.Insurance Application)

Name of Insurance Company CVMIC's special-event coverage Policy Number MKLVTBPC002230
~~EVANSTON~~ (Evanston Insurance Company) Phone (949) 756-0271 (Broker)
Applicant Signature Mega L. Sackett Date 5/21/20

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 _____
Address _____
City _____ State _____ Zip Code _____
Email _____ Phone _____

HOLD HARMLESS AGREEMENT – SECTION 7

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

Applicant Signature Mega L. Sackett Date 5/21/20

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: 6/15/26
Scheduled Parks & Recreation Board Review Date: _____
Scheduled Common Council Review Date: 6/15/26
Staff Approval: Police Dept. AD Fire Dept. Coan Public Works Dept. JH City Attorney MS

RENTAL POLICIES

Requests for returning/reoccurring special events utilizing a park facility may be submitted up to one year prior to the event date. Priority will be given to those events that have been booked in the past, for that same weekend. All other requests will then be considered.

PARK HOURS: The City of Menasha park pavilions and shelters are available to rent for use May 1-September 30. Park hours are 6:00am-11:00pm (hours at Hart Park are 7:00am-10:00pm). Premises must be cleaned and vacated by park close time. Under no circumstances will you be allowed to place items in the kitchen/refrigerator prior to your date of rental!

CANCELLATION / REFUND POLICY: Failure to cancel a reservation at least fourteen (14) days in advance will result in forfeiture of the entire rental fee. If an event is cancelled prior to fourteen (14) days in advance, the group will forfeit a \$10 administrative fee, which will be deducted from the refund. One-time rescheduling of an event will be accepted, as long as arrangements are made at least fourteen (14) days prior to the original booking date.

KEYS: Keys may be obtained for kitchen areas and shelters/picnic areas with electricity from the MPRD office no earlier than two days prior to the event and returned no later than two days after the event. **There will be a \$25 deposit fee for all keys (cash or check at time of receiving key).** This deposit will be returned when keys are brought back to our office.

CLEAN UP & DAMAGE POLICY: Renter is responsible for cleaning kitchen and all areas utilized, including wiping off picnic tables, sweeping, taking care of spills, placing garbage and recyclables in appropriate bins and removing all decorations, personal equipment, etc. The facility is expected to be left in the same condition the renter found it. The renter will be held responsible and billed for any clean-up, losses, or damages. The City of Menasha is not responsible for any equipment or other items left in the pavilion. Removal of City property from the facility is prohibited. Please note: Cleaning supplies/brooms are not available at our facilities.

DETERMINING FEES FOR A RESIDENT RESERVATION: In order to be granted resident fee status, an event or picnic must be sponsored by a City of Menasha, Appleton, or Village of Fox Crossing business or company. **City of Menasha residents/businesses only are eligible for the early reservation period.**

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 the league play. Diamond reservations please refer to the current park facility fee schedule for charges. Send 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. All users will receive a copy of the Wet Diamond Policy and the Ball Diamond Groomer User Agreement. 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 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.

CERTIFICATE OF INSURANCE with ENDORSEMENT: Any event that is open to the public, plans to sell fermented malt beverages or wine, have amusement rides or petting zoo, 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. (Events selling alcohol may wish to obtain a combined insurance policy for the sale of fermented malt beverages and get one event coverage rather than seeking two separate policies.)

SETTING UP TENTS OR INFLATABLES: Groups planning to pound stakes, etc. below ground shall contact **Digger's Hotline at 811** at least five (5) days prior to their event. (Small, pop-up tents usually do not fall under this category.) Stakes shall not be pounded into asphalt surfaces. A Park Open Space fee will be assessed. Large tent questions should be directed to Neenah-Menasha Fire Rescue at (920)886-6200.

"KIDDIE RIDES" OR OTHER AMUSEMENT ACTIVITIES: Any event that plans to include amusement rides, petting zoo or bounce house type activities will need a Carnival Permit from the City Clerk. A copy of the ride vendor's Certificate of Insurance, naming the City of Menasha as an additional insured (including endorsement) must be provided.

CONSUMING ALCOHOLIC BEVERAGES: Fermented malt beverages and wine may be consumed only in Barker Farm Park, Jefferson Park, Koslo Park, and Curtis Reed Square. *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.

SELLING ALCOHOLIC BEVERAGES (fermented malt beverages or wine only): Event plans that include this activity will require a temporary "Class B" license that **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.: All 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.

PETS IN PARKS: Dogs, cats, or other pets are prohibited in all City parks, unless permitted by the Parks and Recreation. Exception: Dogs, cats or other pets are allowed on trails provided they are on a leash that is not retractable and no more than five feet long.

July 3 Parade of Lights



