

It is expected that a Quorum of the Personnel Committee, Administration Committee, and Common Council will be attending this meeting: (although it is not expected that any official action of any of those bodies will be taken)

**CITY OF MENASHA  
SPECIAL Board of Public Works  
First Floor Conference Room  
100 Main Street, Menasha  
Monday, June 20, 2022  
5:45 PM  
AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL
- C. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA  
(five (5) minute time limit for each person)
- D. DISCUSSION / ACTION ITEMS
  - 1. Street Use Application – CommunityFest Parade of Lights; Sunday, July 3, 2022;  
9:00pm-10:15pm; Menasha Parks & Recreation
- E. ADJOURNMENT



Date of Event: July 3, 2022

Start Time: 9pm

End Time: 10:15pm

Number of Units (Parades): 30 +

## Street Use Application

Name of Event: Community Fest Parade of Lights

Sponsoring Organization: City of Menasha and City of Neenah

Organization Address: 100 Main Street, Suite 200, Menasha, 54952

Responsible Person: Megan Sackett

Email Address: msackett@ci.menasha.wi.us Phone Number: (920)967-3640

Street Route/Description of Use (please attach map):  
starts in Neenah, north on Washington to Main Street (Menasha), east on Main to Milwaukee, north on Milwaukee to First Street, east on First Street, end near library

Liability Insurance has been secured in the amount of \$ n/a with the City of Menasha named as an additional insured on the Certificate of Liability Insurance AND on the Endorsement. This is primary insurance.

Name of Insurance Company: CIVMIC Policy Number: \_\_\_\_\_

Applicant's Signature: Megan S. Sackett Date: 6/8/22

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

**Note to events planning to use City Parks and/or greenspace:** Any multi-day event or event which plans to sell beer and/or wine to the public must also appear before the Parks and Recreation Board.

To Be Completed By City Staff (Revised February, 2019)

Scheduled Board of Public Works Review Date: June 20, 2022 (Special Meeting)  
 Approved  Denied

Scheduled Parks & Recreation Board Review Date: \_\_\_\_\_  
 Not Required  Approved  Denied

Scheduled Common Council Review Date: June 20, 2022  
 Approved  Denied

Approval:

Police Dept. [Signature]

Fire Dept. [Signature]

Public Works Dept. [Signature]

[Signature]

