

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.



BOARD OF PUBLIC WORKS MEETING AGENDA

Tuesday, September 2, 2025 at 6:30 PM

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

or immediately following the Common Council meeting

A. Call to Order

B. Roll Call

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

D. Minutes to Approve

1. Board of Public Works, 8/18/25

E. Discussion / Action Items

1. O-9-25 - An Ordinance Designating Crossroads Foursquare Church (1209 London Street) as the Polling Location for Districts 5 and 7 in the City of Menasha (Introduced by Mayor Hammond)
2. Street Use Application - The Otto Grunski Runski; Saturday, September 27, 2025; 6:30 a.m. to 10:30 a.m.; Menasha Parks and Recreation
3. Street Use Application - Menasha High School Homecoming Parade; Friday, October 3, 2025; 5:30 p.m. to 6:30 p.m.; Menasha High School
4. R-23-25 - A Resolution Adopting a Recycling Waste Material Collection and Disposal Charge ("Recycling Fee") for the City of Menasha (Introduced by Ald. Grade)
5. O-10-25 - An Ordinance Amending Title 3, Chapter 2, Section 3-2-12(a) of the Code of Ordinances, Authorizing a Special Charge for the Collection and Disposal of Recyclable Waste Materials (Introduced by Ald. Grade)
6. O-11-25 - An Ordinance Amending Title 8, Chapter 3, Section 8-3-10 of the Code of Ordinances, Removing Recycling Collection Services From the Refuse and Recycling Collection Fee Pertaining to Additional Residential Dwelling Units (Introduced by Ald. Grade)
7. O-12-25 - An Ordinance Amending Title 8, Chapter 4, Sections 8-4-6(a), (b) and Enacting Title 8, Chapter 4, Section 8-4-13 of the Code of Ordinances, Effectively Repealing the Recycling Container Fee and Imposing a Recycling Services Special Charge (Introduced by Ald. Grade)

F. Adjournment

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha City Clerk at 967-3603 24-hours in advance of the meeting for the City to arrange special accommodations."



BOARD OF PUBLIC WORKS MINUTES

Monday, August 18, 2025 at 6:45 PM

First Floor Conference Rooms
100 Main Street, Menasha, WI

A. CALL TO ORDER

Meeting called to order by District 8 Alderperson Ropella at 7:48 pm.

B. ROLL CALL

Present: Aids. Rand, Eisenach, Hale, Perkins, Lewis, Marshall, Grade, Ropella
Also Present: FD Sassman, DPW Merten, CDD Dane, PRD Sackett, PC Thorn, CA Struve, Mayor Hammond, Clerk Snyder

C. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

D. MINUTES TO APPROVE

1. Board of Public Works, 8/4/25

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

E. DISCUSSION / ACTION ITEMS

1. Payment - Sommers Construction Co., Inc.; Contract Unit No. 2025-02; Street Construction and Rehabilitation - Various Locations; \$109,560.33 (Payment No. 2)

Motion by District 6 Alderperson Marshall, seconded by District 7 Alderperson Grade to approve.

Motion carried 8-0 on roll call.

Staff advised that this payment covers base work at Cygnet Court before final payment.

2. Racine Street Reconstruction Project Update

Staff advised that the Racine Street construction project is ahead of schedule and nearing completion. Crews are filling in terraces and asphalt driveways. The last component of the project is reinstalling traffic signals, which requires coordinating contractors to work sooner than expected. Staff added that trees will be planted in the terrace areas in spring 2026.

Discussion considered the use of crossstreets for access to Menasha High School; staff advised that this will be allowed. Discussion concluded with consideration of parking on Racine Street.

F. ADJOURNMENT

Motion by District 6 Alderperson Marshall seconded by District 7 Alderperson Grade to adjourn the Board of Public Works meeting at 8:02 pm. Motion carried on voice vote.

Minutes recorded by City Clerk Kaija Snyder.

MEMORANDUM

DATE August 20, 2025
TO Board of Public Works
FROM Kaija Snyder, City Clerk
RE Designating Crossroads Foursquare Church (1209 London Street) as the Polling Location for Districts 5 and 7 in the City of Menasha (O-9-25)

Background

The University of Wisconsin Oshkosh announced on June 13, 2024 the discontinuation of teaching and learning at the Fox Cities campus located at 1478 Midway Road, effective June 2025, due to substantially reduced enrollment. Following this announcement, stakeholders such as Winnebago County, Outagamie County, the Menasha Joint School District, and the City of Menasha met independently and jointly to discern the campus' future.

Winnebago County assumed ownership of the former University of Wisconsin Oshkosh – Fox Cities (UWO – Fox Cities) campus on July 1, 2025 with a commitment to operate the campus for public benefit through July 1, 2027. During the formulation of this agreement in May 2025, Mayor Hammond and Clerk Snyder connected with Winnebago County Executive Hintz on whether this included continued use of UWO – Fox Cities' fieldhouse during elections. At this time, Winnebago County Executive Hintz advised that Menasha make other arrangements due to the uncertain nature of the campus' future. Further discussions held in August 2025 determined continued use of the campus space unfavorable due to conflicting commitments to another likely future occupant.

Clerk Snyder has spent this summer seeking a suitable polling replacement within the affected districts. This involved meeting and working with dozens of community organizations who shared an enthusiastic willingness to partner with the City of Menasha.

Crossroads Foursquare Church Partnership

After careful evaluation of more than ten options, Clerk Snyder determined Crossroads Foursquare Church located at 1209 London Street the best choice for a polling location to serve Districts 5 and 7. Crossroads is centrally positioned among the affected districts, accommodates parking of up to eighty vehicles, meets ADA accessibility standards, and supports a footprint suitable for voting traffic.

Like other polling locations, Crossroads is additionally accommodating of the 72-hour rental period necessary to allow equipment set-up, take-down, and voting activity. On par with other election rentals, Menasha will pay Crossroads an approximate amount of \$250.00 for use of its facility each election. This has nominal implications for the elections budget as this rental fee is nearly identical to the rental fee previously paid to UWO – Fox Cities.

Voter Notifications

Section 10.01(2)(d) of the Wisconsin Statutes requires that electors be notified of polling locations through publication in the official municipal newspaper the day before each election, and the Wisconsin Elections Commission requires that voters be able to check their polling location through MyVote within thirty days of Election Day.

Clerk Snyder has chosen to notify voters beyond these minimum requirements through six additional methods: (1) postcard mailings to all currently registered, affected voters; (2) news announcements on the City of Menasha website; (3) posts on Menasha Parks and Recreation, Menasha Police Department, and Mayor Hammond Facebook pages; (4) notice in the 2026 Horizon Calendar; (5) postings at community sites such as Curtis Reed Square, City Hall, and Elisha D. Smith Public Library; (6) signage at UWO – Fox Cities on Election Day as possible.

Recommendation: Staff recommends approving and forwarding to Common Council O-9-25 – An Ordinance Amending Title 2, Chapter 1, Section 2-1-3(d)(3) of the Code of Ordinances, Designating Crossroads Foursquare Church, 1209 London Street, Polling Place for Districts Five and Seven.



ORDINANCE O-9-25

AN ORDINANCE AMENDING TITLE 2, CHAPTER 1, SECTION 2-1-3(d)(3),
OF THE CODE OF ORDINANCES, DESIGNATING CROSSROADS FOURSQUARE CHURCH, 1209
LONDON STREET, POLLING PLACE FOR DISTRICTS FIVE AND SEVEN

INTRODUCED BY: Mayor Hammond

The Common Council of the City of Menasha does hereby ordain as follows:

SECTION 1: Amend Title 2, Chapter 1, SECTION 2-1-3(d)(3) of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

Title 2 – Government and Administration

CHAPTER 1

City Government; Elections

...

SEC. 2-1-3 ELECTIONS.

- (a) **ANNUAL CITY ELECTION.** The annual City election shall be held on the first Tuesday in April.
- (b) **POLLING HOURS.** The polls for all elections shall open at 7:00 a.m. and close at 8:00 p.m.
- (c) **REGISTRATION.** All electors for all elections shall be required to be registered. The City Clerk shall receive applications for registration at his/her office during regular business hours and at the polling places on the date of the election. Registration is also affective if done in conformance with State of Wisconsin law.
- (d) **POLLING PLACES.**
 - (1) First and Second District – Menasha Senior Center, 116 Main Street.
 - (2) Third and Fourth District – Boys and Girls Club of Menasha, 600 Racine Street.
 - (3) Fifth and Seventh District – ~~University of Wisconsin – Fox Cities, 1478 Midway Road.~~
Crossroads Foursquare Church, 1209 London Street
 - (4) Sixth and Eighth District – Winnegamie Dog Club, Inc., 2043 Manitowoc Road.

...

SECTION 2: This amending Ordinance shall take effect upon passage and publication as provided by law.

Passed and approved this ____ day of September, 2025.

Recommended by: Board of Public Works
Motion/Second:
Pass/Fail:
Requires: Majority Vote

Austin Hammond, Mayor

ATTEST:

Kaija Snyder, City Clerk



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.
- 4. Does your event require traffic control or services provided by our Police Department? Yes No

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

Email: alee@menashawi.gov

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

PLEASE NOTE: If you are requesting a street closure, it is also your responsibility to notify residents and businesses (including Gold Cross 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. Yes No

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

Email: skrueger@nmfire.org

- 7. Will there be fireworks at your event?
Please complete the Fireworks Permit Application. Contact Neenah-Menasha Fire Department. 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. 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?
Please complete the Application for Temporary Class "B" Retailer's License and the Addendum to Application for Temporary Class "B"/"Class B" Retailer's License. Permit needs to be submitted to the City Clerk. Yes No
- 10. Will there be inflatables or carnival rides at your event?
Please complete the Carnival Permit. Permit needs to be submitted to the City Clerk 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 the information regarding Mobile Restaurant Operators/Mobile Retail Food Operators/Temporary Restaurant Operators. Yes No

EVENT INFORMATION – SECTION 2

Permit Fee: A \$25 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 The Otto Grunski Runski Total Anticipated Attendance 350
Sponsoring Organization Menasha Parks and Recreation
Organization Address 100 Main Street Menasha
Event Location 160 Main Street Menasha
Date of Event (list each date if a multi-day event) 9/27/25
Event Set-up Time 6:30AM Event Start Time 8:30AM Event End Time 10:30AM

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 Elizabeth Lundt
Email elundt@menashawi.gov Phone 920-410-5791
2. Day of Event Contact Name (person on site) Elizabeth Lundt
Email elundt@menashawi.gov Phone 920-410-5791

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 checked="" 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 checked="" type="checkbox"/> Sell Beer/Wine/Fermented Malt Beverage |
| <input checked="" type="checkbox"/> Sell Concessions/Food other than Food Trucks | <input checked="" 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.)

Please see attached list and map.

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"/> Pavilion 1-99 guests 100+ guests <input type="checkbox"/> Kitchen <input type="checkbox"/> East Shelter	\$80.00 \$110.00 \$35.00 \$25.00	\$100.00 \$145.00 \$55.00 \$40.00	Electricity in pavilion and kitchen. Kitchen has full refrigerator, double sink, pass-through serving area. Thirty (30) picnic tables. Restrooms are part of building. Capacity approximately 250 people. Four (4) picnic tables. Restrooms nearby. Electricity available. Capacity approximately 25 people. <i>Unavailable for rent after August 1, 2024</i> Two (2) picnic tables. Restrooms nearby. Electricity available. Capacity approximately 25 people.
<input type="checkbox"/> Launch Shelter	\$25.00	\$40.00	
<input type="checkbox"/> Picnic Area #1-4 (w/electricity) <input type="checkbox"/> Picnic Area (no electricity)	\$20.00 \$15.00	\$35.00 \$25.00	
SMITH PARK (301 Park Street) <input type="checkbox"/> Pavilion 1-99 guests 100+ guests <input type="checkbox"/> Kitchen <input type="checkbox"/> Gardens/Gazebo <input type="checkbox"/> Gardens/Gazebo With Pavilion	\$80.00 \$110.00 \$35.00 \$250.00 \$300.00	\$100.00 \$145.00 \$55.00 \$400.00 \$450.00	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. Includes 50 park-style benches. Pavilion can be reserved in case of inclement weather, renter responsible for set-up.
BARKER FARM PARK (2170 Plank Road) <input type="checkbox"/> Shelter <input type="checkbox"/> Diamond/Field	\$35.00 \$8.00/hr	\$65.00 \$8.00/hr	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 <input type="checkbox"/> Diamond/Field	\$35.00 \$8.00/hr	\$65.00 \$8.00/hr	Six (6) picnic tables. Restrooms are part of the building. Electricity available. Capacity approximately 30 people.
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.
SHAWARD PARK (100 Mathewson Street) <input type="checkbox"/> Shelter	\$35.00	\$65.00	Four (4) picnic tables. Restrooms nearby. Electricity available. Capacity approximately 30 people.
CURTIS REED SQUARE <input type="checkbox"/> Green Space	\$30.00	\$60.00	Three (3) picnic tables. Electricity available.
MARTINA TERRACE <input type="checkbox"/> Green Space	\$20.00	\$35.00	Electricity available.
TRAILS <input type="checkbox"/> Trail	n/c	n/c	Must provide map of trails that the event will be utilizing
PARK OPEN SPACE <input type="checkbox"/> Location:	\$15.00	\$25.00	A Park Open Space fee will apply when additional areas are needed for tents, dunk tanks, bounce houses, etc. 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	\$10.00	\$10.00	Renter is responsible for contacting Diggers Hotline.
KEY DEPOSIT	\$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).

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): Lundt Elizabeth
Last First M.I.
Area that fermented malt beverages and wine will be consumed: Curtis Reed Square
Signature: [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.

Name of Insurance Company _____ Policy Number _____
Email C/MIC Phone _____
Applicant Signature _____ Date _____

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 N/A
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 [Signature] Date 8/16/25

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: Sept 2, 2025
Scheduled Parks & Recreation Board Review Date: Sept 9, 2025
Scheduled Common Council Review Date: Sept. 16, 2025
Staff Approval: Police Dept. [Signature] Fire Dept. [Signature] Public Works Dept. [Signature] City Attorney [Signature]



Neenah-Menasha Fire Rescue

Tent/Structure Permit – Temporary and Permanent

The Cities of Neenah and Menasha allow the use of tent(s) within the communities. All tents, canopies and membrane structures, both temporary and permanent, shall be in accordance with the International Fire Code, Chapter 24 Section 2404. The conditions noted in the checklist below are the responsibility of applicant.

To Whom It May Concern:

Application having been made in accordance with the laws of the State of Wisconsin and City of Menasha Code(s) this permit is issued to:

Name of Applicant Elizabeth Luroft

Address of Applicant 100 Main Street Menasha Suite 300

Applicant Phone Number 920 410 5791 Cell Phone _____

Location of Tent/Structure Curtis Reed

Start Date 9/26/25 Inspection Date 9/26/25 End Date 9/28/25

Application Checklist:

- Certification which includes owner of tent/structure, date fabric was last treated with name of chemical used and name of test agency with test standard used
- Diagram of Tent/Structure Location
- Tent/Structure meets International Fire & Building Code, Section 2404, requirements, a copy of the International Fire & Building Code will be provided with this permit
- Provide a minimum of 24 hours' notice to Neenah-Menasha Fire Rescue prior to inspection
- Neenah-Menasha Fire Rescue must conduct inspection prior to occupancy

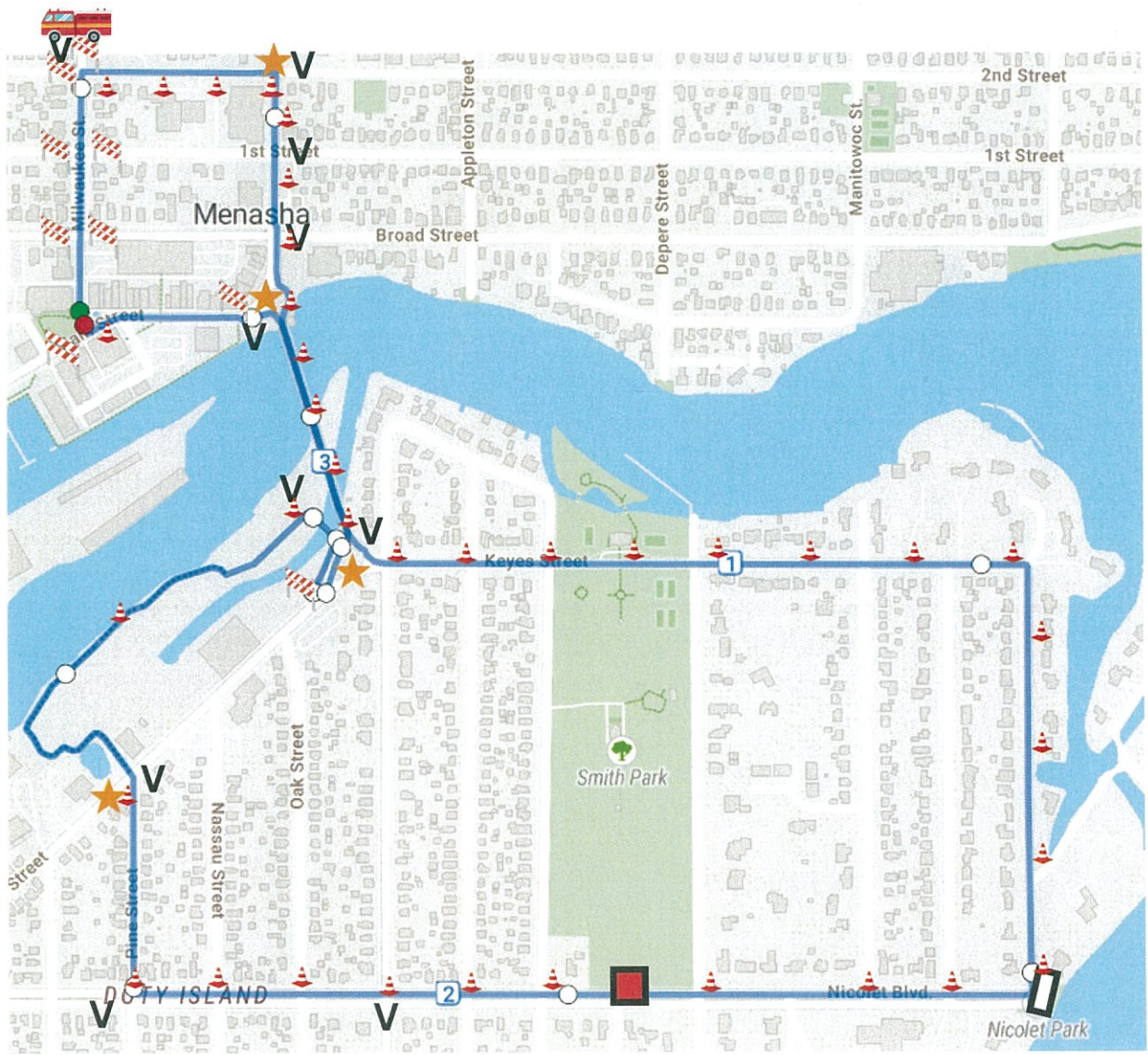
Signature and Title of Issuing Officer








Date

ELM
Signature of Applicant

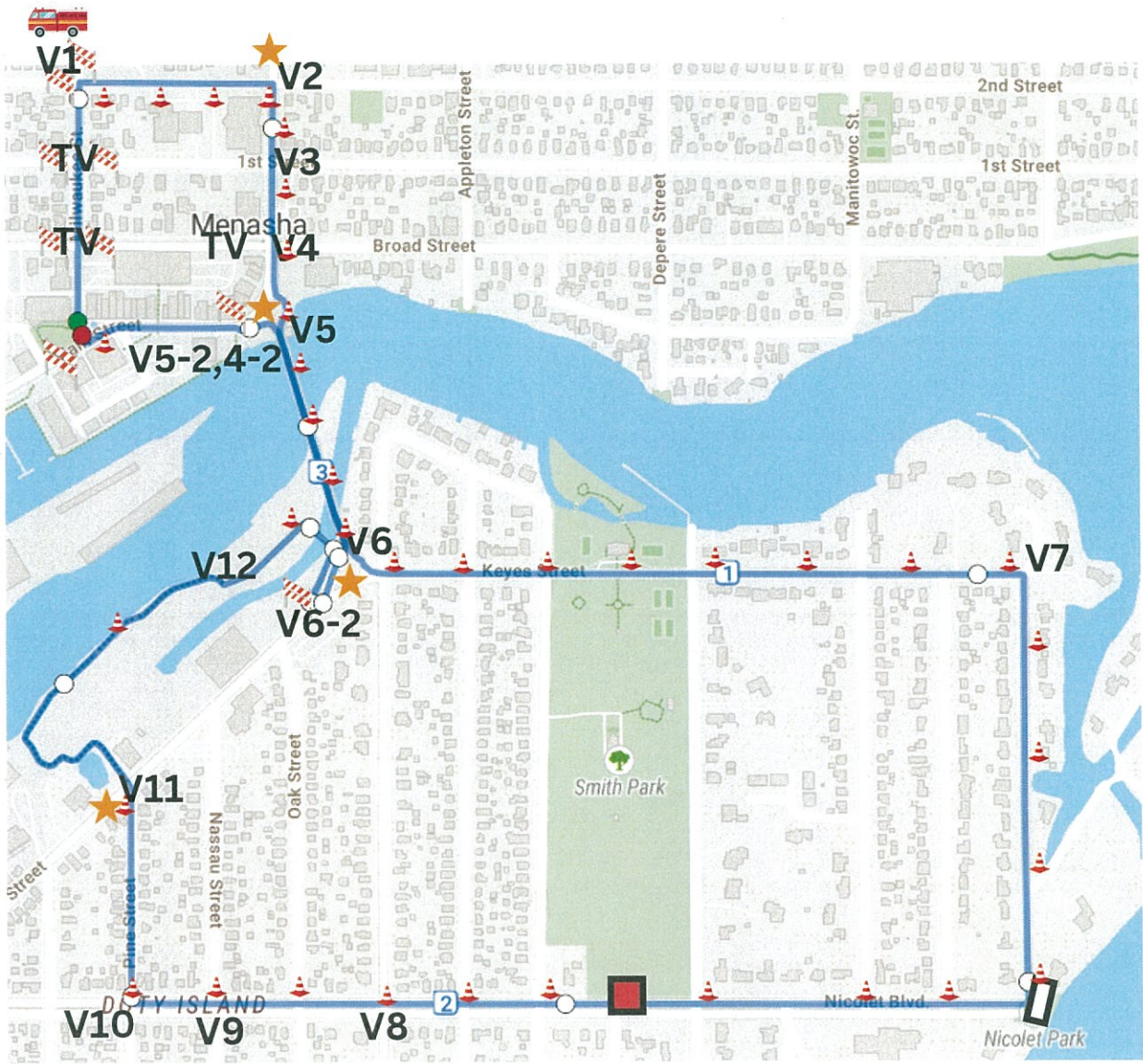
8/6/25
Date








5k Route



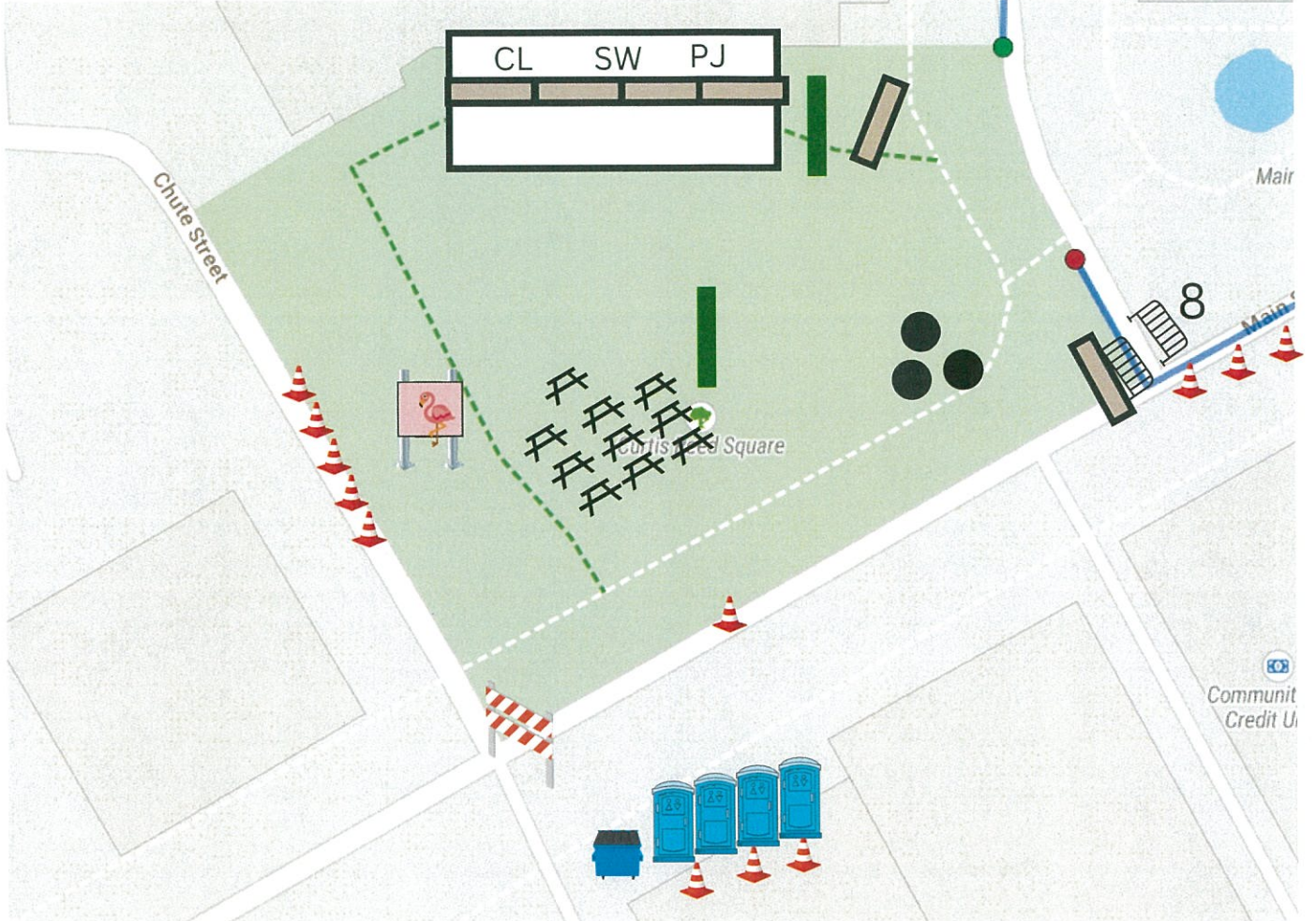
-  MPD
-  NM Fire
-  Class III Barricades (9)
-  Water table (2)
-  Doty Island Cheer Tent
-  Volunteer
-  Cone Running lane

5k Route



-  MPD
-  NM Fire
-  Class III Barricades (9)
-  Water table (2)
-  Doty Island Cheer Tent
-  Volunteer
-  Cone Running lane

Curtis Reed for PW




 start inflatable

 Metal Barricades 10, 8 to make finish chute, 2 at start inflatable

 Cones

 picnic table 10

 Blue menasha dumpster

 Portable Restrooms 4, Winnebago Waste

 20x30 party tent Fox Valley Party Rentals

 existing tables

 Class III- Road Closed

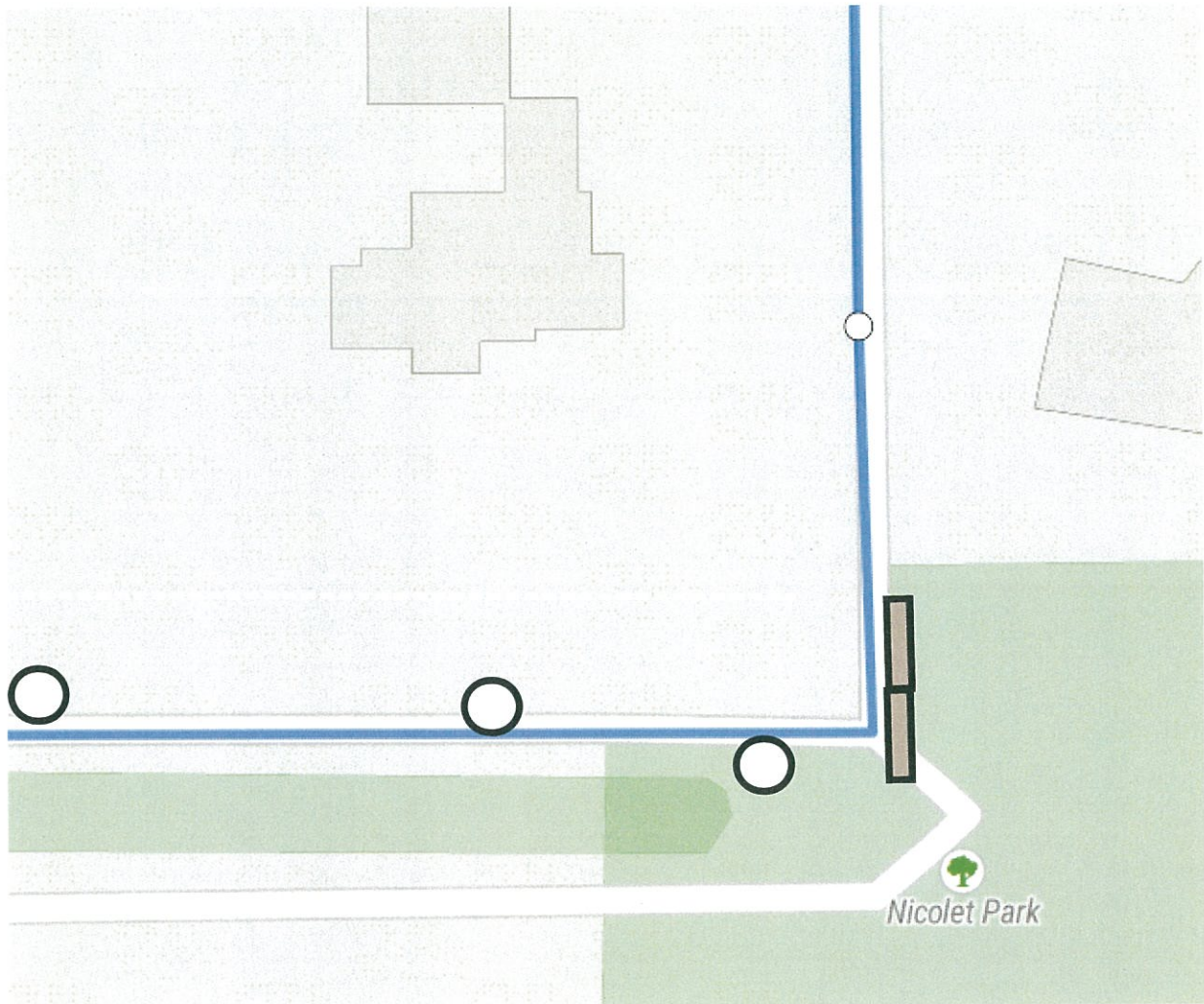
 Photo Backdrop with Flo placed after lead UTV returns

 4 temporary handicap parking in lot -first row by Weathervane

 White 8 Ft Table Need 6

 Metal stake 2- for food line signage

Water Stop Set-up



○ Garbage boxes need to be spaced down block

▭ Water Stop Table 8ft White Need 2

Grunski RUNski, Saturday September 27th 8:30 5K event start time
Beth (920) 410-5791

Police

- CSO at intersections of Bridge roundabout North end, Bridge roundabout South End, Ahnaip where it crosses Pine. All three points stop vehicle traffic. Backup to Fire for 2nd and Racine
- 2nd and Racine, stopping traffic for runners. Needed approximately 8:30 AM to 8:45 AM until the last walker and sweeper truck arrives to clear cones/ roadway- then move to Main and Racine
- Possible bike officer for leading 5K route again this year?

Fire

- Active Truck placed at end of 2nd Street blocking vehicle traffic from 8:15AM-8:45AM

Public Works

ROUTE

- PW Staff: 2 for set up/ sweeper truck
- Handicap Parking in lot behind Weathervane (4)
- No/Park Signs Sat 27th, 5AM-11AM
 - Both sides of Main, Racine to Chute
 - Angle parking Chute (with small cones)
 - Both sides of Milwaukee Main to 2nd
 - South 2nd Milwaukee to Racine
 - North side of Keyes, Ahnaip to Willow
 - North Side of Nicolet Blvd, Willow to Pine
 - Marina Ramp, cone off from Wall to Handicap (for portos)
 - Dam parking lot
- Class III's Closed Road (Road Closure from 7AM- 10AM)
 - Main at Chute intersection
 - Main on Racine Street Roundabout
 - Mill Street Exit onto Main
 - Broad and Milwaukee, east and west
 - 1st and Milwaukee, east and west
 - 2nd and Milwaukee, west and south
 - Dam Entrance Parking Lot (no vehicle traffic/ closed from 8:30-10:00AM)

- Cone Lane (small tall, 5 per block, 3 on short blocks)
 - 2nd and Milwaukee- south side of street to Racine
 - 2nd and Racine- west side of Racine, 2nd to Ahnaip over bridge **DOUBLE from Broad to South side of Bridge**
 - 2nd and Ahnaip
 - Ahnaip to Willow
 - Tall Cone at Lake st
 - All cross Streets Nicol Blvd to Pine
 - **double amount of cones from Broad St. in roadway heading south over bridge until roundabout. PD and Volunteers will NOT be pushing runners to west side sidewalk of bridge. Too narrow with trip hazard at entry. PD will watch and stop traffic when needed**

- "Caution Runners" Signs
 - 2nd and Racine
 - Pine and Ahnaip
 - Nicolet and Naymut
 - Lake Street

- "Runners Stay Left" or similar Sign on Tall Cone
 - 1 per block Racine Street and on bridge, 2nd to Ahnaip
 - SW corner of North Roundabout
 - SW Corner entering Bridge South Roundabout

- Arrows
 - Rt Arrow 2nd and Milwaukee
 - Rt Arrow 2nd and Racine
 - Left Ahnaip and Keyes
 - Rt Willow and Keyes
 - Rt Willow and Nicolet
 - Rt Willow and Keyes
 - Rt Pine and Nicolet
 - Straight, Pine and Ahnaip to Sidewalk
 - Straight Park Bridge and dam parking lot
 - Rt Lawson Canal Bridge
 - Left Banta Entrance to Dam lot
 - Straight (by runners stay left on sidewalk)

- Mile Markers
 - 1 Mile: 714 Keyes
 - 2 Mile: 512 Nicolet Blvd
 - 3 Mile: Middle of bridge heading northbound

- Bridge on Trail- grippers
- Street Sweeper, Entire route including trail
- Garbage boxes (8 total)
 - 3 at Water table stop at Willow and Nicolet
 - 5 at Curtis Reed Square, Rec staff will place

Curtis Reed Square

- Tall orange cone (Rec will place on Main for Porto Sign)
- Photo backdrop placed
- 2- 4 or 5 ft metal stake (Rec to attach "Food Line" sign)
- 9 Picnic Tables added to top grass of Curtis Reed Square
- Metal Barricades (10)
 - 8 at Milwaukee and Main, angled to make finish chute
 - 2 on Milwaukee, just past alley to hold down Start inflatable

Rec Staff

- 9 Staff 6AM- 10AM
- Tables 8
 - 6 at Curtis Reed
 - 2 at Water Stop
- Gatorade Jugs filled (2) 400+ cups
- Check in Dart Flag
- Grunski Vinyl signs 3
 - 5K Start
 - 5K Finish
 - Photo Backdrop
- POS
- Clipboards/pens/ paper registration forms/ waivers



Date of Event: Friday, October 3, 2025

Start Time: 5:30 p.m.

End Time: 6:30 p.m.

Expected Attendance: 75

Street Use Application

Name of Event: Menasha High School Homecoming Parade

Sponsoring Organization: Menasha High School

Organization Address: 420 Seventh Street, Menasha, WI 54952

Responsible Person: Rick Grable and Erika Gearhart

Email Address: grabler@mjsd.k12.wi.us, gearharte@mjsd.k12.wi.us Phone Number: (920) 967-1803

Street Route/Description of Use (please attach map):
See attached map.

Liability Insurance has been secured in the amount of \$ 5,000,000 each occurrence 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: Community Insurance Policy Number: SGL22213-25

Applicant's Signature: *Rick Grable* Date: 8/25/25

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. *Fee waived, Megan Sack*

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: September 2, 2025

Approved Denied

Scheduled Parks & Recreation Board Review Date: _____

Not Required Approved Denied

Scheduled Common Council Review Date: September 15, 2025

Approved Denied

Approval:

Police Dept. *att* Fire Dept. *A* Public Works Dept. *ijm* City Attorney *MJS*

Harbor Lights

Citgo-Av Food Mart

Valley Muffler & Brake
Tire shop

Citgo-Av Food Mart
Convenience store

Bubba's Pub
Takeout

Prospera Credit Union

PARKING LOT



MEMORANDUM

DATE August 28, 2025

TO Board of Public Works

FROM Austin R. Hammond, Mayor
Jennifer Sassman, Finance Director
James Merten, Director of Public Works
Thad Brown, Deputy Director of Municipal Operations

RE Proposed Recyclable Waste Material Collection & Disposal Charge “Recycling Fee”

Background

In recent years, the City of Menasha has explored ways to improve the Recycling Drop-Off Site while reducing the recycling fund’s reliance on the property tax levy. These efforts aim to promote fiscal responsibility and ensure the site is used appropriately, with only accepted materials being dropped off.

Currently, the City imposes an annual \$5.00 Recycling Container Fee under Section 8-4-6(b) of our Code. Removing this container fee and instead implementing a new Recyclable Waste Material Collection and Disposal Charge (“Recycling Fee”) would help fund critical improvements to the drop-off site. It would also allow levy funds currently supporting recycling to be redirected toward other essential community needs.

By creating the new Recyclable Waste Material Collection and Disposal Charge (“Recycling Fee”) at \$59.40, it removes the recycling program off of the levy and allows for the recycling operations to be completely funded by the fee.

If this is approved, these funding adjustments will be incorporated into the proposed 2026 City of Menasha Fiscal Budget for Common Council review and approval. This would allow for the City of Menasha Mayor and Common Council to prioritize other essential community needs elsewhere due to having more levy capacity.

Like many municipalities, Menasha faces rising costs and levy limit restrictions, which limit our ability to raise revenue. This creates challenging decisions, as we strive to maintain high-quality services with fewer resources.

The proposed recycling fee increase provides a practical, equitable solution, ensuring the recycling program is adequately funded, the drop-off center is improved, and levy dollars are freed for other community priorities.

Fiscal Summary

2025 Projected Expenses

Account Number	Description	Budget Amount
266-1027-543	Recycling	\$277,769
266-1028-543	Yard Waste	\$169,193
266-1029-543	Appliances	\$30,324
Total		\$477,286

2025 Projected Revenue: \$83,835

Net Cost to Property Tax: \$477,286 – \$83,835 = \$393,451

The \$59.40 is calculated based on the current amount of recycling carts.

Recommendation

Staff recommends the following four motions:

1. That the City of Menasha Board of Public Works approves advancing R-23-25, a resolution adopting a recycling waste material collection and disposal charge (“Recycling Fee”) for the City of Menasha (introduced by Council President Grade) to the City of Menasha Common Council.
2. That the City of Menasha Board of Public Works approves advancing O-10-25, an ordinance amending Title 3, Chapter 2, Section 3-2-12(a) of the Code of Ordinances, authorizing a special charge for the collection and disposal of recyclable waste materials (introduced by Council President Grade) to the City of Menasha Common Council.
3. That the City of Menasha Board of Public Works approves advancing O-11-25, an ordinance amending Title 8, Chapter 3, Section 8-3-10 of the Code of Ordinances, removing recycling collection services from the refuse and recycling collection fee pertaining to additional residential dwelling units (introduced by Council President Grade) to the City of Menasha Common Council.
4. That the City of Menasha Board of Public Works approves advancing O-12-25, an ordinance amending Title 8, Chapter 4, Sections 8-4-6(a), (b) and enacting Title 8, Chapter 4, Section 8-4-13 of the Code of Ordinances, effectively repealing the recycling

container fee and imposing a recycling services special charge (introduced by Council President Grade) to the City of Menasha Common Council.



RESOLUTION R-23-25

A RESOLUTION ADOPTING A RECYCLING WASTE MATERIAL COLLECTION AND DISPOSAL CHARGE (“RECYCLING FEE”) FOR THE CITY OF MENASHA

INTRODUCED BY: Council President Grade

WHEREAS, the City of Menasha Department of Public Works provides recycling services to its residents; and

WHEREAS, the City of Menasha has determined that funding recycling services through a dedicated fee, rather than a combination of a dedicated fee and the tax levy, is prudent and equitable; and

WHEREAS, Ordinance O-11-25, and O-12-25 repeals the \$5.00 recycling fee intended for recycling container purchases and maintenance; and

WHEREAS, Ordinance O-10-25 authorizes special charges for the collection and disposal of recyclable materials; and

WHEREAS, Ordinance O-12-25 establishes the special charge for collection and disposal of recyclable materials (“recycling fee”); and

WHEREAS, the Director of Public Works will annually review the recycling fee to ensure it appropriately funds the costs of recycling services.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Menasha that a \$59.40 recycling fee is hereby established for each real property receiving recycling collection services from the City. Additionally, a \$59.40 fee shall apply to each residential dwelling unit beyond the first on any single property parcel that receives these services.

BE IT FURTHER RESOLVED that the City Comptroller shall place the recycling fee upon the 2025 payable 2026 tax bills.

This Resolution shall be effective immediately upon its adoption and approval. Passed and approved this ____ day of _____, 2025.

Recommended by:

Motion/Second:

Pass/Fail: _____

Requires: _____ Majority Vote
_____ 2/3 Vote

Austin R. Hammond, Mayor

ATTEST:

Kaija Snyder, City Clerk



ORDINANCE O-10-25

AN ORDINANCE AMENDING TITLE 3, CHAPTER 2, SECTION 3-2-12(a) OF THE CODE OF ORDINANCES, AUTHORIZING A SPECIAL CHARGE FOR THE COLLECTION AND DISPOSAL OF RECYCLABLE WASTE MATERIALS

INTRODUCED BY: Council President Grade

The Common Council of the City of Menasha does hereby ordain as follows:

SECTION 1: Amend Title 3, Chapter 2, Section 3-2-12(a) of the Code of Ordinances of the City of Menasha, Wisconsin to authorize a special charge for the collection and disposal of recyclable waste materials as follows:

Title 3 – Finance and Public Records

CHAPTER 2

Special Assessments

...

SEC. 3-2-12 SPECIAL CHARGES PERMISSIBLE.

- (a) In addition to all other methods provided by law, special charges for current services may be imposed by resolution by the Common Council by allocating all or part of the cost of the property served. Such resolution setting forth the property location, the current service rendered by the City and special charge therefor or cost thereof. Such resolution for special charges may include snow and ice removal, weed elimination, street sprinkling oiling or tarring, repair of sidewalks or curb and gutter, garbage and refuse disposal, [recyclable waste materials collection and disposal](#), sewer and water service and tree care or removal. The provision for notice of such charges shall be optional with the Common Council except that in the case of street, sidewalk, curb or gutter repair, twenty (20) days' notice published in the official City newspaper, or by posting such notice in three (3) places in the City and a copy of such notice mailed to every interested person whose post office address is known, at least ten (10) days before the hearing or proceeding. Such notice shall specify that on a certain date a hearing will be held by the Common Council as to whether the service in question shall be performed.

SECTION 2: This amending Ordinance shall take effect upon passage and publication as provided by law.

Passed and approved this ___ day of ___ 2025.

Recommended by: _____
Motion/Second: _____
Pass/Fail: _____
Requires: __ Majority Vote __ 2/3 Vote

Austin Hammond, Mayor

ATTEST:

Kaija Snyder, City Clerk



ORDINANCE O-11-25

AN ORDINANCE AMENDING TITLE 8, CHAPTER 3, SECTION 8-3-10 OF THE CODE OF ORDINANCES, REMOVING RECYCLING COLLECTION SERVICES FROM THE REFUSE AND RECYCLING COLLECTION FEE PERTAINING TO ADDITIONAL RESIDENTIAL DWELLING UNITS

INTRODUCED BY: Council President Grade

The Common Council of the City of Menasha does hereby ordain as follows:

SECTION 1: Amend Title 8, Chapter 3, Section 8-3-10 of the Code of Ordinances of the City of Menasha, Wisconsin to remove recycling collection services from the refuse and recycling collection fee pertaining to additional residential dwelling units, as follows:

Title 8 – Health and Sanitation

CHAPTER 3

Refuse Disposal and Collection Fee

...

SEC. 8-3-10 REFUSE ~~AND RECYCLING~~ COLLECTION FEE.

An annual refuse ~~and recycling~~ collection fee shall be established by the Director of Public Works and approved by the Common Council for each additional residential dwelling unit in excess of one for each property parcel. All fees shall be collected in a manner determined by the Comptroller and approved by the Common Council. Section 3-1-13 shall apply to any unpaid fees. This fee shall not apply to multi-family residential development. An owner-occupant of a two dwelling unit property parcel may apply to the City for an exemption from this fee, provided one of the units has been vacant for more than two years, by signing an affidavit to that effect and returning the refuse ~~and recycling~~ bins for the vacated unit. A \$100.00 charge will be incurred in order to reestablish service.

SECTION 2: This amending Ordinance shall take effect upon passage and publication as provided by law.

Passed and approved this ___ day of ___ 2025.

Recommended by:

Motion/Second:

Pass/Fail: _____

Requires: __ Majority Vote
 __ 2/3 Vote

Austin Hammond, Mayor

ATTEST:

Kaija Snyder, City Clerk



ORDINANCE O-12-25

AN ORDINANCE AMENDING TITLE 8, CHAPTER 4, SECTIONS 8-4-6(a), (b) AND ENACTING TITLE 8, CHAPTER 4, SECTION 8-4-13 OF THE CODE OF ORDINANCES, EFFECTIVELY REPEALING THE RECYCLING CONTAINER FEE AND IMPOSING A RECYCLING SERVICES SPECIAL CHARGE

INTRODUCED BY: Council President Grade

The Common Council of the City of Menasha does hereby ordain as follows:

SECTION 1: Amend Title 8, Chapter 4, Sections 8-4-6(a), (b) and enact Title 8, Chapter 4, Section 8-4-13 of the Code of Ordinances of the City of Menasha, Wisconsin to effectively repeal the recycling container fee and to impose a recycling services special charge, as follows:

Title 8 – Health and Sanitation

CHAPTER 4

Recycling Materials and Collection

...

SEC. 8-4-6 APPROVED RECYCLING CONTAINERS.

~~(a) **RECYCLING CONTAINER STANDARD.**~~ An approved recycling container shall be provided by the City in which to store all single-stream recycling materials. Approved containers shall be provided by the City to all single family, including condominiums, and up to four family unit residences.

~~(b) **RECYCLING CONTAINER FEE.**~~

~~(1) An annual recycling container fee shall be established by the Director of Public Works and approved by the Common Council.~~

~~(2) All fees shall be collected in a manner determined by the Comptroller and approved by the Common Council Section 3-1-13 shall apply to any unpaid fees.~~

...

SEC. 8-4-13 RECYCLABLE WASTE MATERIAL COLLECTION AND DISPOSAL CHARGE.

- (a) **Recyclable waste material collection and disposal costs.** For the purposes of this division, “recyclable waste material collection and disposal costs” include the costs incurred by the City of Menasha, under its recycling program, to provide recycling services to its customers, including the costs incurred to collect, sort and recycle curbside recycling collections as well as the household hazardous materials collection costs administered by the Winnebago County Solid Waste Department. Recyclable waste material collection and disposal costs do not include costs incurred by the City for garbage collection purposes under its solid waste management program.
- (b) **Recycling waste material collection and disposal special charge.** There is hereby imposed upon all real property in the City that receives curbside recycling collection services from the City an annual recycling services special charge pursuant to Section 3-2-12 and Section 66.0627, Wis. Stats., which special charge shall cover the recyclable waste material collection and disposal costs incurred by the City.
- (c) **Administering the charge.** The recycling resources special charge shall be administered by the Public Works Department and the Finance Department. The proceeds from the special charge shall be used to pay for the recyclable waste material collection and disposal costs incurred by the City.
- (d) **Determining the recyclable waste material collection and disposal special charge.** The Common Council shall annually approve the recyclable waste material collection and disposal special charge. As part of this approval process, the Director of Public Works, or designee, shall prepare a report to the Common Council of the City’s recyclable waste material collection and disposal costs. The report shall detail the past and future anticipated expenditures for this service. If, after approving the recyclable waste material collection and disposal special charge, the actual recyclable waste material collection and disposal costs are found to vary materially from the approved amount, the Director of Public Works shall submit an updated report to the Common Council for consideration to account for the actual recyclable waste material collection and disposal costs incurred by the City to provide services to its recycling customers.
- (e) **Payment.** Upon the Common Council’s approval by resolution of the special charge or updated special charge under Subsection (d) above, the special charge shall be billed annually and collected in a manner determined by the Comptroller. If not paid within the period fixed by the Common Council in said resolution, such delinquent special charges, pursuant to Section 3-2-11, shall become a lien on said property as of the date of such delinquency and shall automatically be extended upon the current or next tax roll as a delinquent tax against the property, as provided by Section 66.0627(4), Wis. Stats., and all proceedings in relation to the collection, return and sale of property for delinquent real estate taxes shall apply to such special charge. Section 3-1-13 shall apply to any unpaid fees.
- (f) **Notice.** Notwithstanding the provisions of Section 3-2-12 regarding notice, no notice or billing is required for the recyclable waste material collection and disposal special charge

except for Class I notice under Ch. 985, Wis. Stats., within 20 days of the Common Council’s approval by resolution of the special charge or updated special charge under Subsection (d) above.

(g) **Appeal.** Within 10 days of the notice provided for under Subsection (f), a property owner may appeal the application of the recyclable waste material collection and disposal special charge to their real property. A property owner may not appeal the total amount of the charge approved by the Common Council under Subsection (d) or the resolution itself. This appeal shall be in writing to the Director of Public Works and shall state the specific reasons why the property owner feels that the application of the charge and/or resolution to the property was erroneous and the relief being sought. If, upon review, the Director of Public Works determines that all or part of the charge imposed is erroneous, unjust or unreasonable, the Director of Public Works shall adjust the amount of the charge against the property. The property owner may appeal the Director of Public Works’ decision to the Board of Public Works, providing written notice to the office of the City Clerk within 10 days of the mailing of the Director of Public Works’ written decision on the appeal to the property owner.

SECTION 2: This amending Ordinance shall take effect upon passage and publication as provided by law.

Passed and approved this ___ day of ___ 2025.

Recommended by: _____
Motion/Second: _____
Pass/Fail: _____
Requires: ___ Majority Vote ___ 2/3 Vote

Austin Hammond, Mayor

ATTEST:

Kaija Snyder, City Clerk