

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**

**Monday, September 15, 2025 at 6:30 PM**

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

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**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, 9/2/25

**E. Discussion / Action Items**

1. Street Use Application — Hometown Halloween; Thursday, October 23, 2025; 2:30 p.m. to 6:10 p.m.; Menasha Parks and Recreation
2. Payment — Fahrner Asphalt Sealers, Inc.; Contract Unit No. 2025-05; Asphaltic Concrete Pavement Chip Sealing — Various City Streets; \$64,368.00 (Payment No. 1 & FINAL)
3. Recycling Center Update

**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**  
**Tuesday, September 2, 2025 at 6:30 PM**  
**First Floor Conference Rooms**  
**100 Main Street, Menasha, WI**

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**A. CALL TO ORDER**

Meeting called to order by Chair Ropella at 6:57pm.

**B. ROLL CALL**

Present: Aids. Rand, Eisenach, Hale, Lewis, Marshall, Grade, Ropella

Absent: Ald. Perkins

Also Present: FD Sassman, DPW Merten, CDD Dane, DDMO Brown, PRD Sackett, PC Thorn, FC Teesch, CA Struve, Mayor Hammond, Clerk Snyder, Deputy Clerk Janet

**C. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA**

Tim Jacobson (732 Paris Street, Menasha) commented on his previous employment with the City of Menasha. He additionally commented on the recycling fee that is proposed on the agenda. Jacobson described the history of the recycling cart fee, how other local communities recycle, and that any revenue from the fee should stay in the recycling fund, and not be used for other city expenses.

Debbie Galeazzi (1025 Melissa Street, Menasha) commented on O-9-25 and gave accolades to Clerk's Office staff for accomplishing the difficult task of finding a new polling place.

**D. MINUTES TO APPROVE**

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

Motion by District 6 Alderperson Marshall seconded by District 5 Alderperson Lewis to approve. Motion carried on voice vote.

**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)

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

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

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

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  
Motion by District 6 Alderperson Marshall seconded by District 3 Alderperson Hale to approve. Motion carried on voice vote.

District 5 Alderperson Lewis abstained due to employment with the Menasha Joint School District.

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)

Motion by District 7 Alderperson Grade, seconded by District 1 Alderperson Rand to approve.

Motion carried 5-2 on roll call. District 2 Alderperson Eisenach and District 3 Alderperson Hale voted no.

Discussion considered specificity around improved services and the function of removing recycling expenses from the levy. Discussion additionally considered the heightened cost of under-recycling by placing recyclables in trash receptacles. Discussion also considered Menasha's tax rate compared to surrounding communities. Discussion concluded with an argument that this proposal functionally allowed for the appropriate financial instrument to support the recycling program.

Staff advised on the work behind this recycling proposal and the balance of levy limits and service expectations. Removing recycling costs from the levy frees up costs to improve the recycling drop-off center for higher quality services and greater longevity of responsible community hygiene and finances. This is a proactive solution to mounting levy challenges.

Staff additionally spoke to the purpose of undefined uses for repurposed funds — Common Council has the authority to direct this use upon passage of this initiative. For instance, swipe cards might be used at the drop-off site to ensure its use by Menasha residents.

Staff concluded advising by commenting on potential affects to the levy limit. Wisconsin State Statutes provide for levy limit affects related to garbage collection, but not to recycling, which is distinct from garbage, making it a non-issue to this proposal. Grant funding is similarly not affected by fee collection methods.

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)

Motion by District 7 Alderperson Grade, seconded by District 5 Alderperson Lewis to approve.

Motion carried 5-2 on roll call. District 2 Alderperson Eisenach and District 3 Alderperson Hale voted no.

Staff advised on the function of the three ordinances. This ordinance gives the City the authority to charge the proposed recycling fee.

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)

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

Motion carried 5-2 on roll call. District 2 Alderperson Eisenach and District 3 Alderperson Hale voted no.

Discussion considered how the fee relates to the number of carts a residence has.

Staff advised that there is only one recycling fee per residence, regardless of the number of carts. The fee is related to collection rather than carts.

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)

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

Motion carried 5-2 on roll call. District 2 Alderperson Eisenach and District 3 Alderperson Hale voted no.

F. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

*Clerk's Note: Chairperson Ropella chose mid-meeting to allow that public comments be heard ahead of adjournment. Item F. Public Comments on Any Matter Listed on the Agenda is included retroactively in the minutes, but not on the September 2, 2025 Board of Public Works agenda.*

Tim Jacobson (732 Paris Street, Menasha) commented on the future of the drop-off site, and suggested naming the site after former Alderperson Carmen Belmore, who previously worked on an Ad-Hoc Recycling Committee.

G. ADJOURNMENT

Motion by District 6 Alderperson Marshall seconded by District 1 Alderperson Rand to adjourn the Board of Public Works meeting at 7:55pm. Motion carried on voice vote.

Minutes submitted by Deputy City Clerk Evan Janet.



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?
2. Will you be selling alcoholic beverages?

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.
4. Does your event require traffic control or services provided by our Police Department?

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?
6. Does your event require street closure?

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?
8. Will you be putting up a tent?

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?
10. Will there be inflatables or carnival rides at your event?

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?

## 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 Hometown Halloween Total Anticipated Attendance 1200  
Sponsoring Organization Menasha Parks + Recreation  
Organization Address 100 Main St Ste 200  
Event Location Main St in Menasha (from Milwaukee St to Center St)  
Date of Event (list each date if a multi-day event) 10/23/25 closure to 6:10p  
Event Set-up Time 2:30pm Event Start Time 4:00pm Event End Time 6:00pm

## 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 Leah Aerts  
Email Laerts@menashawi.gov Phone 920-422-7356
2. Day of Event Contact Name (person on site) Leah Aerts  
Email Laerts@menashawi.gov Phone 920-422-7356

## 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 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

Milwaukee St from Main St around the east side of Curtis Reed square up to the U.S bank alley; Chute St alongside the west side of Curtis Reed square; Main St from west of mill st and east of Center St

dump truck at Milwaukee / main

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

FACILITY	Resident	Non-Resident	Fees are per day unless otherwise stated.
<b>JEFFERSON PARK</b> (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. Available after July 4, 2025.
<input type="checkbox"/> Launch Shelter	\$25.00	\$55.00	Two (2) picnic tables. Restrooms nearby. Electricity available. Capacity approximately 25 people. Not available after July 31, 2025.
<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	
<b>SMITH PARK</b> (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 <sup>st</sup> floor only
<b>BARKER FARM PARK</b> (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.
<b>CLOVIS GROVE PARK</b> (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 checked="" type="checkbox"/> <b>CURTIS REED SQUARE</b>	\$30.00	\$60.00	Electricity available. Three picnic tables available.
<b>HART PARK</b> (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.
<b>KOSLO PARK</b> (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"/> <b>MARINA TERRACE</b>	\$20.00	\$20.00	Electricity available.
<b>SHEPARD PARK</b> (100 Mathewson Street) <input type="checkbox"/> Shelter	\$35.00	\$65.00	Four (4) picnic tables. Restrooms nearby. Electricity available. Capacity approximately 30 people.
<b>PARK OPEN SPACE</b> <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.
<b>BEER/WINE PERMIT</b> (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.
<b>TENT PERMIT</b> (Tents larger than 10x10')	\$10.00	\$10.00	Renter is responsible for contacting Diggers Hotline.
<b>KEY DEPOSIT</b> (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).
<b>PICNIC TABLES</b> (Each)	\$7.00	\$7.00	Additional picnic tables are available if more than what is at the site is needed.
<b>GARBAGE or RECYCLING CART</b> (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 CIVMIC Policy Number \_\_\_\_\_  
Email \_\_\_\_\_ 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 \_\_\_\_\_  
Address N/A \_\_\_\_\_  
City N/A 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 Leah Aerts Date 8/25/25

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](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: 9.15.2025  
Scheduled Parks & Recreation Board Review Date: n/a  
Scheduled Common Council Review Date: 10.6.2025  
Staff Approval: Police Dept. [Signature] Fire Dept. [Signature] Public Works Dept. [Signature] City Attorney [Signature]

## 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.

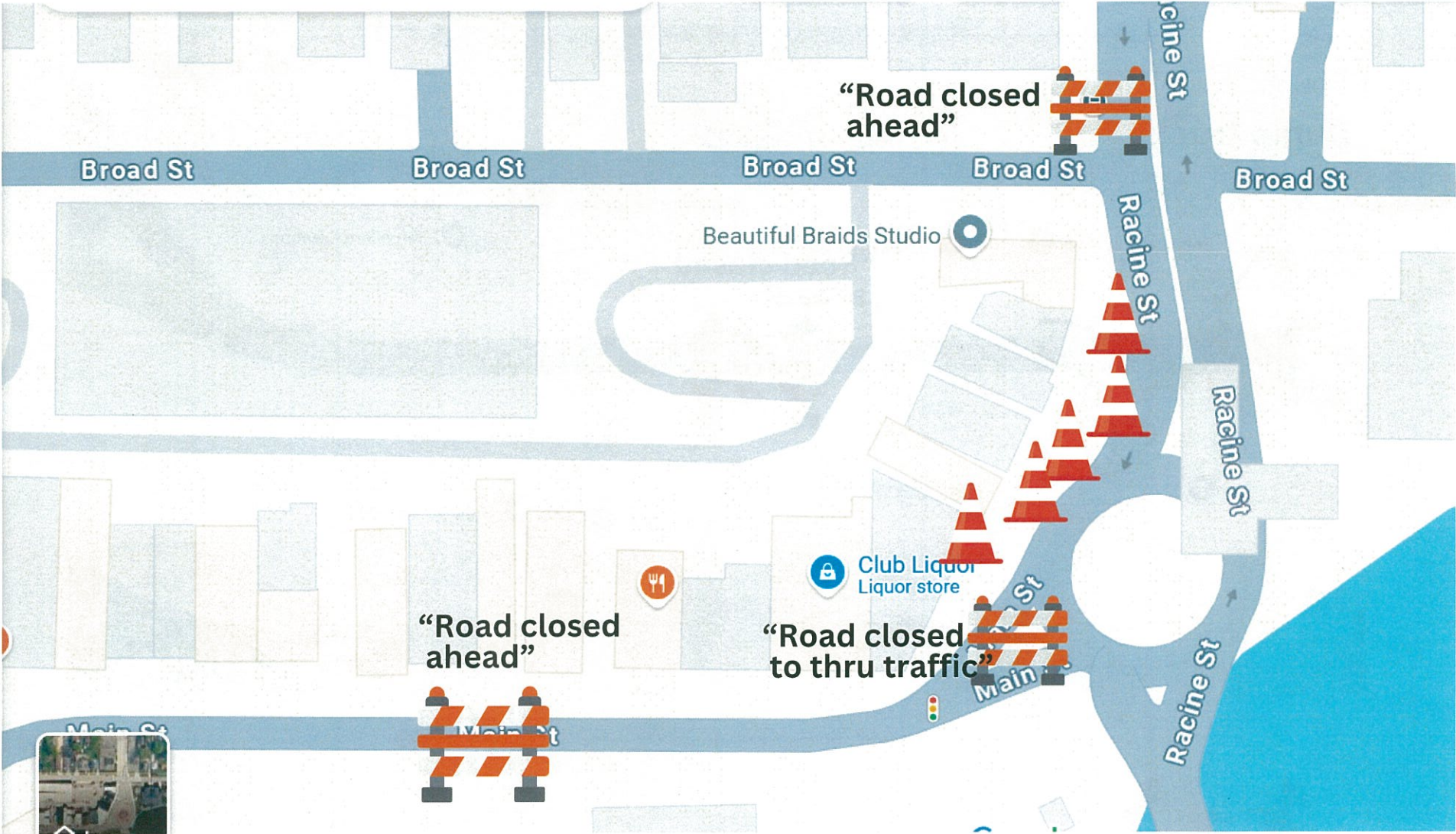
**SELLING ALCOHOLIC BEVERAGES (fermented malt beverages or wine only):** Event plans that include this activity will require a temporary "Class B" license that **must** be on file with the City Clerk at least 15 days prior to Common Council approval. Parks and Recreation Board approval is also needed 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.

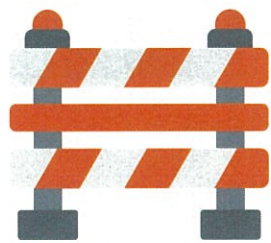
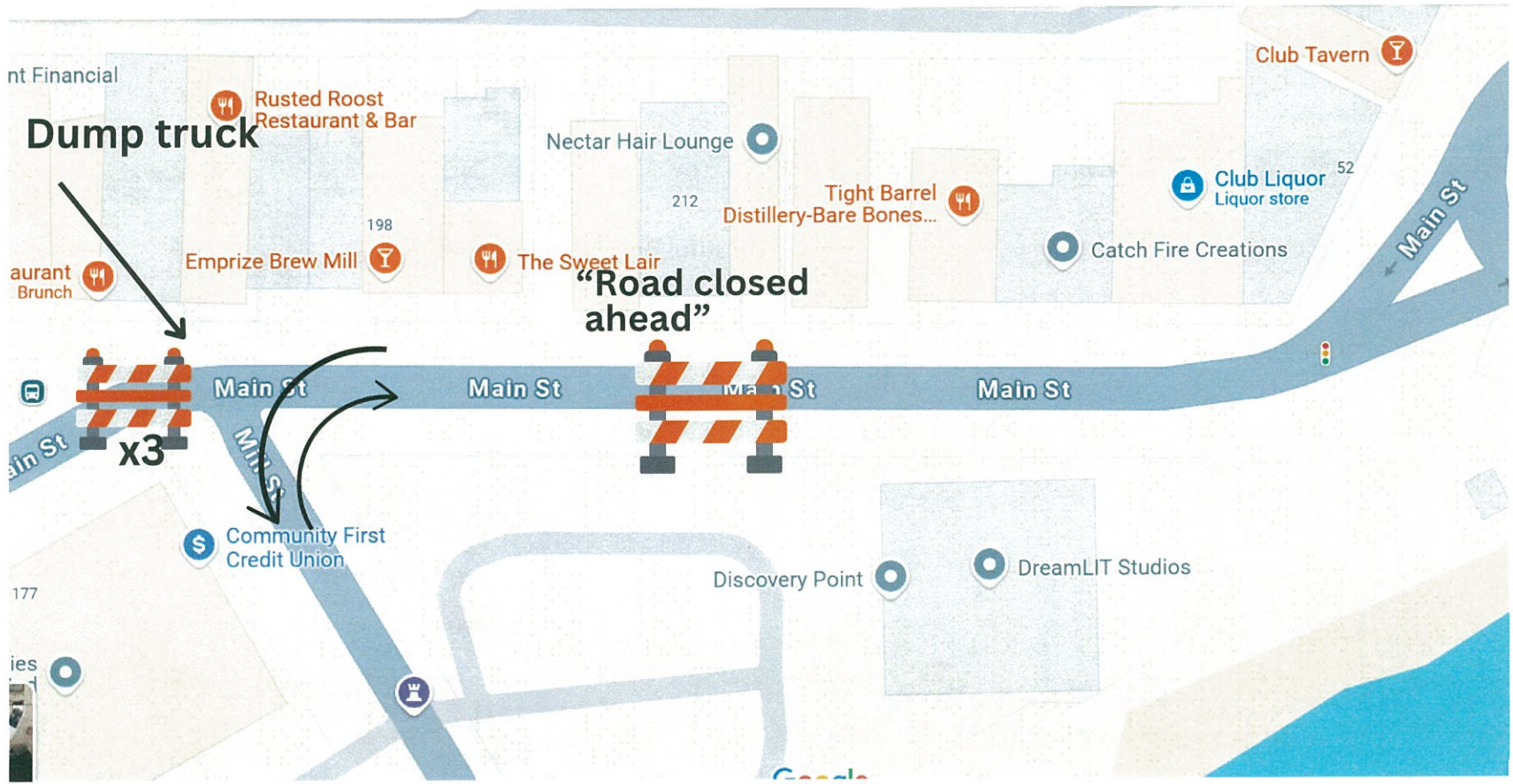
**AMPLIFIED SOUND SYSTEM:** Voice or music amplifying equipment must be controlled so that sound is not objectionable beyond the confines of the park. Note that a strong wind and its direction will cause sound to carry further and may become objectionable to neighbors. Violators will be warned and/or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

# St Closure for: Hometown Halloween & Gather 'Round



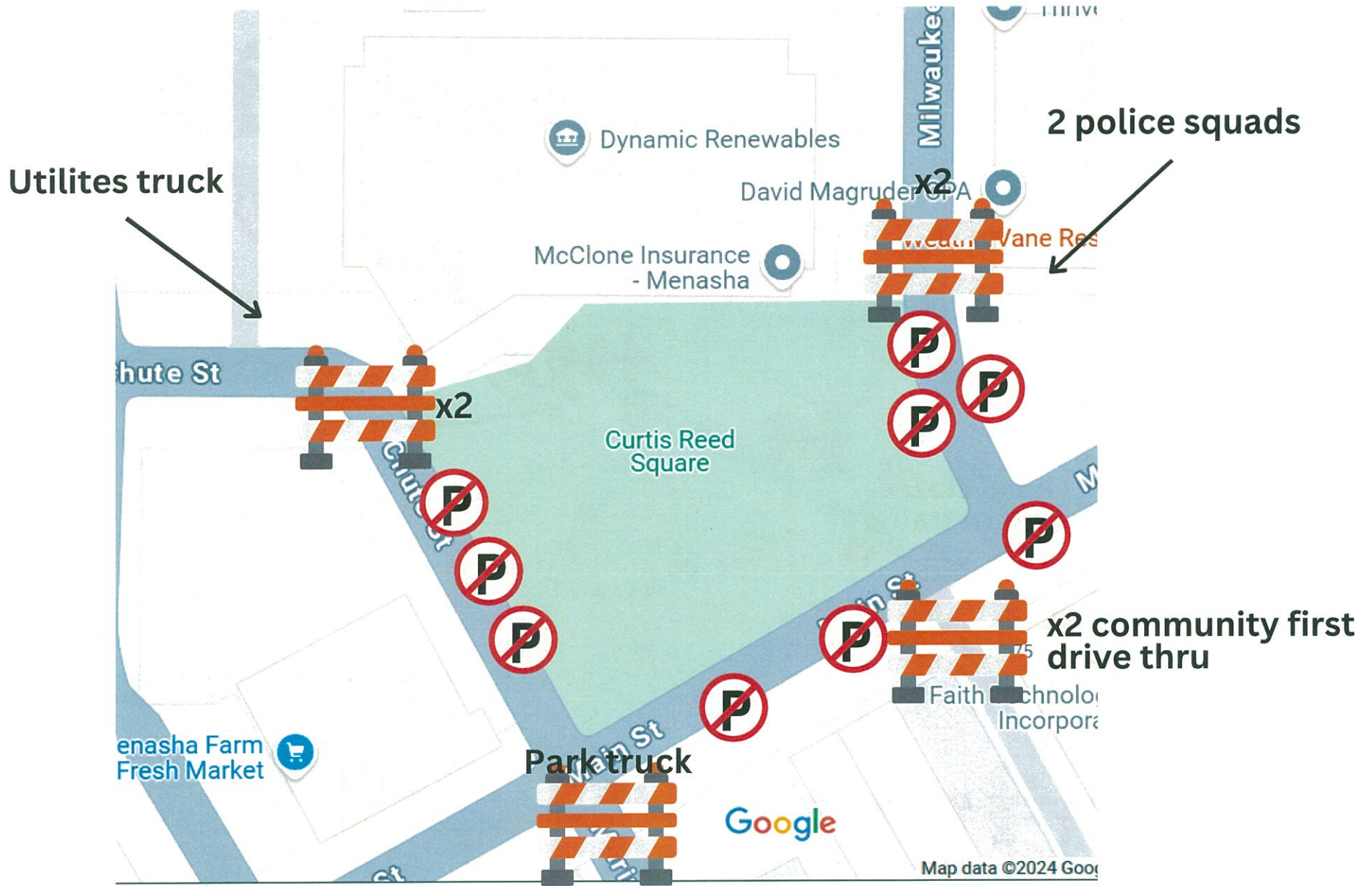
- Tall Orange Cones to taper lane.
- Cars need to be able to enter onto Main St from North and South to get to downtown businesses & their residences



Barricade



Traffic




 No parking E/W of Milwaukee  
 from alley to Main St  
 E at Chute st bend to Main  
 N/S Main from Center to Mill



Tall Orange Cones

1. Tapering on Tayco

2. Block Drive through lanes @ city hall lot, blossom & Brew,



# Progress Billing Invoice

**From:** Fahrner Asphalt Sealers LLC  
 2800 Mecca Drive  
 Plover, WI 54467  
 Ph. 715-341-2868

**Invoice #:** 8300022091

**Date:** 08/31/25

**Application #:** 1

**To:** City of Menasha  
 100 Main St, Ste 200  
 Menasha, WI 54952

**Customer Number:** 170550

**Customer Reference:** 2025-05

**Contract:** 1202533402 City of Menasha, Contract 2025-05 Chip Sealing

\*\*\* FINAL INVOICE \*\*\*

Cont Item	Description	Contract			To Date		This Invoice		% Compl	
		Contract Quantity	U/M	Unit Price	Contract Amount	Quantity JTD	Amount To-Date	Quantity This Period		Amount This Period
1	Grandview Ave: Tayco St to Pacific St	1.000	LS.	7,243.000	7,243.00	1.000	7,243.00	1.000	7,243.00	100.00%
2	Ninth St: Melissa St to Meadowview Dr	1.000	LS.	20,449.000	20,449.00	1.000	20,449.00	1.000	20,449.00	100.00%
3	Sixth St: Tayco St to 17' W of Railroad Crossing	1.000	LS.	9,589.000	9,589.00	1.000	9,589.00	1.000	9,589.00	100.00%
4	Sixth St: 17' E of Railroad Crossing to 35' W of Racine St	1.000	LS.	11,354.000	11,354.00	1.000	11,354.00	1.000	11,354.00	100.00%
5	Sixth St: 35' E of Racine St to De Pere St	1.000	LS.	15,733.000	15,733.00	1.000	15,733.00	1.000	15,733.00	100.00%

<b>Total Contract:</b>	<b>64,368.00</b>		
<b>Total Billed:</b>	<b>100.00%</b>	<b>64,368.00</b>	<b>64,368.00</b>
<b>Less Retainage:</b>		<b>0.00</b>	<b>0.00</b>
<b>Net Invoices:</b>		<b>64,368.00</b>	<b>64,368.00</b>
<b>Less Previous Applications:</b>		<b>0.00</b>	<b>-</b>
<b>Total Due This Invoice:</b>		<b>64,368.00</b>	<b>64,368.00</b>

Terms: DUE UPON COMPLETION  
 Payment in full is due upon completion unless modified by written contract. A delinquency charge of 1 1/2% per month (18% per annum) will be assessed on any unpaid balance from the previous statement.



## MEMORANDUM

DATE September 10, 2025  
TO Board of Public Works  
FROM James Merten, Director of Public Works  
RE Recycling Drop-Off Center Update

On January 6, 2025, the Board of Public Works discussed the Recycling Drop-Off Center operations and requested staff to provide pictures showing the condition of the site during its weekly cleanup. Chairman Ropella requested this update be provided at this time.

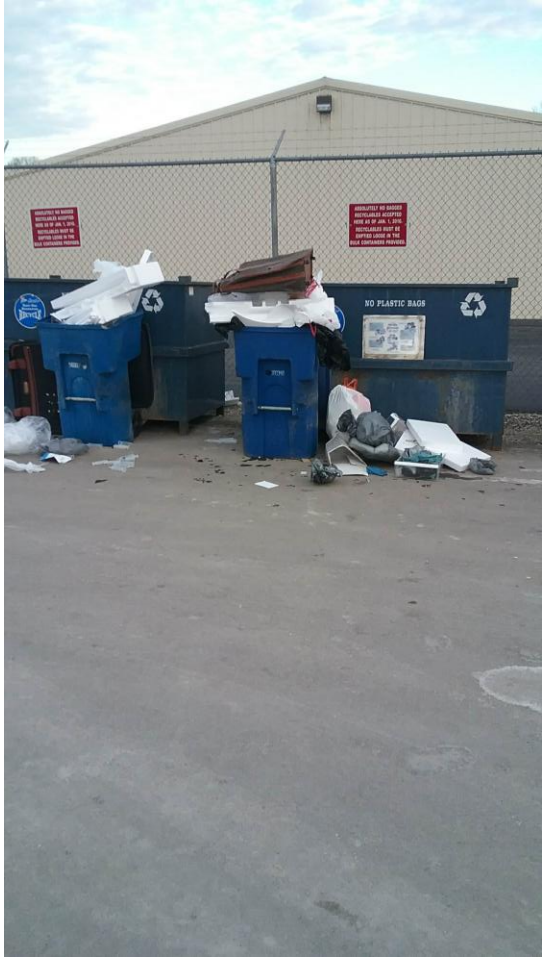
Attached are pictures of the drop-off site during the majority site cleanup dates over the past several months. The pictures illustrate the scale of weekly disposal and of unaccepted items.

# City of Menasha Recycle Drop-Off Center

Site Pictures on Cleanup Days Throughout 2025



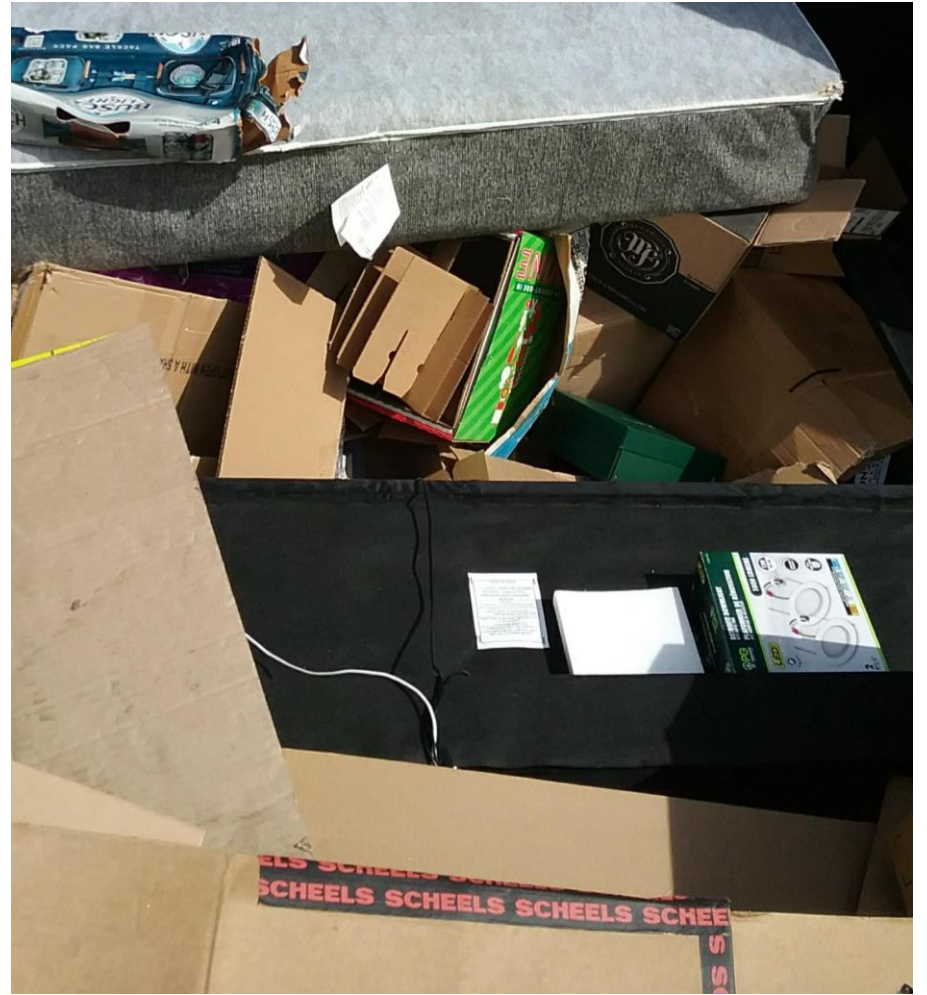
2/10/25



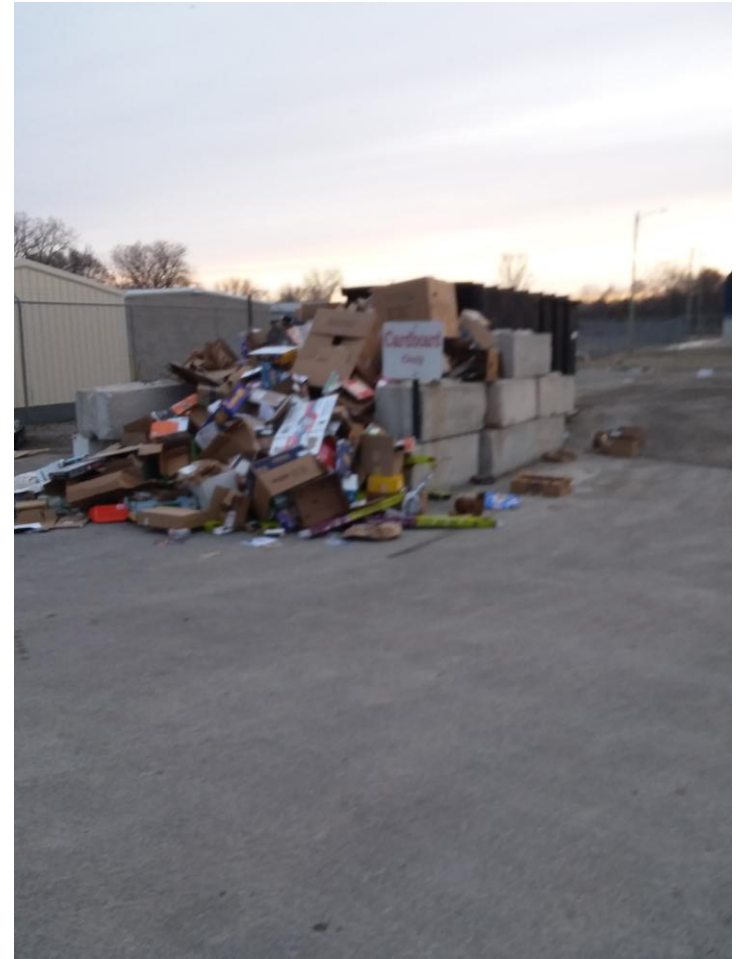
2/14/25



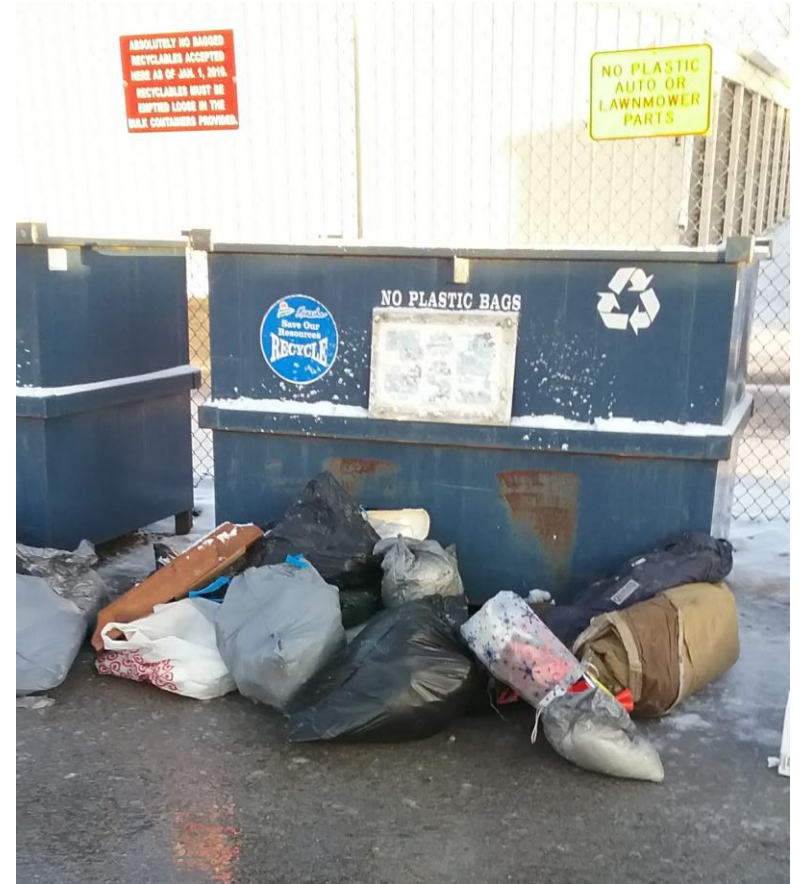
2/24/25



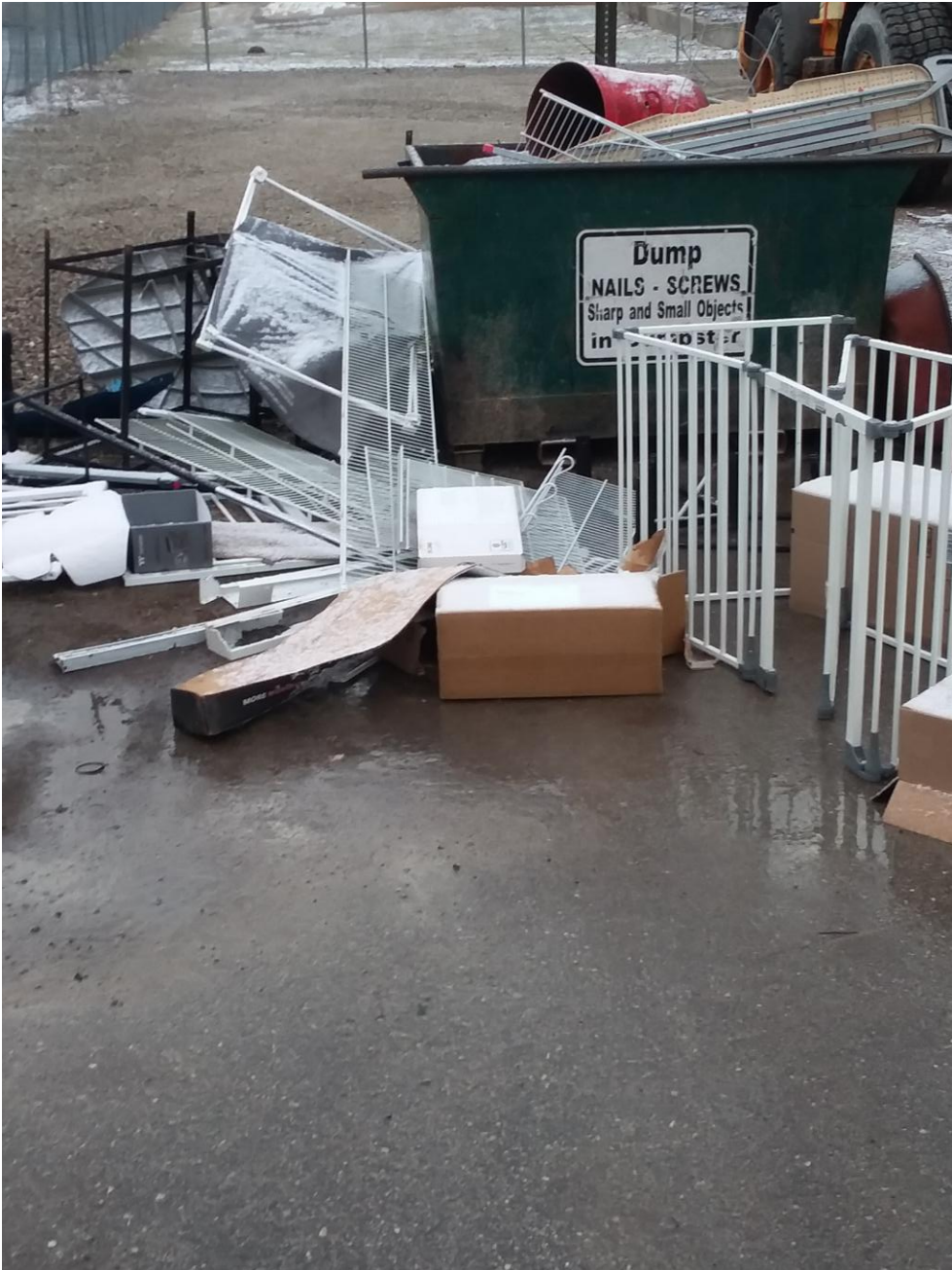
3/14/25



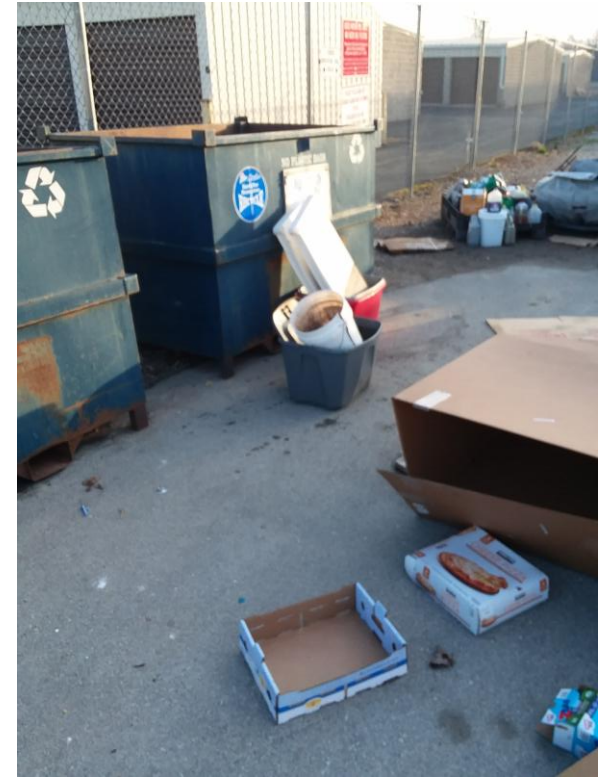
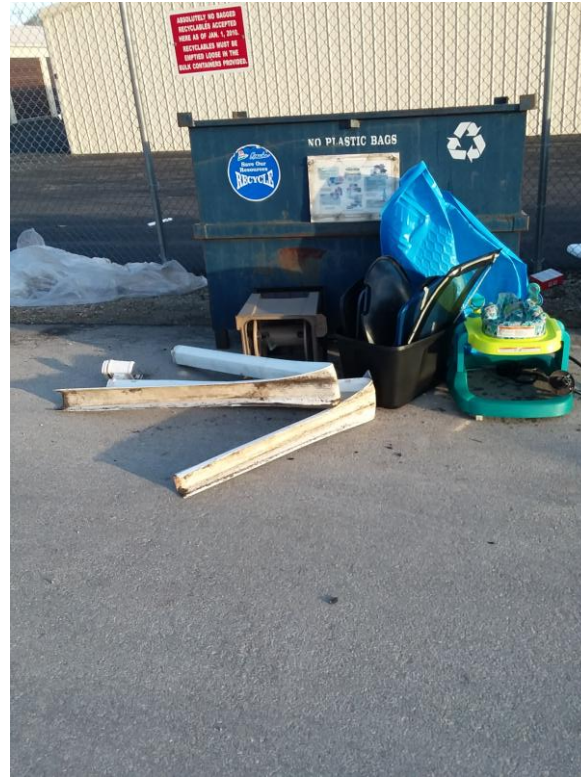
3/17/25



3/31/25



4/7/25



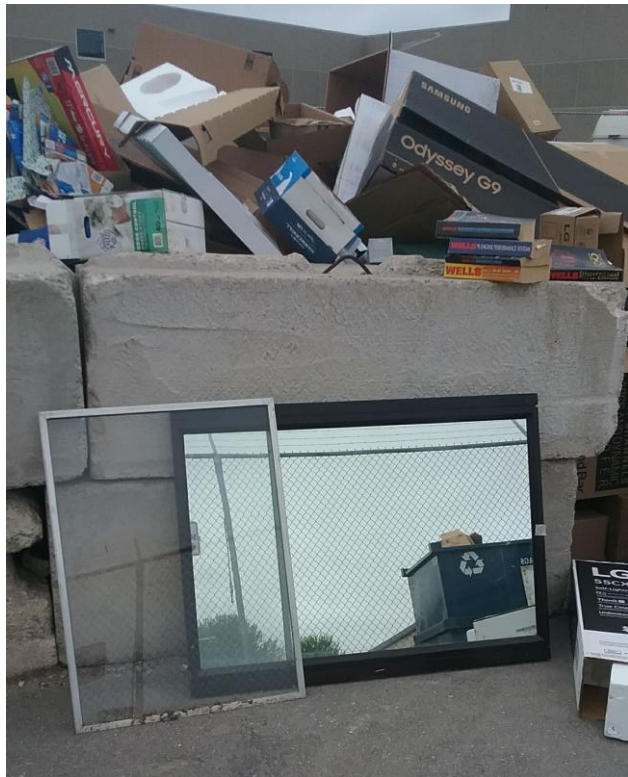
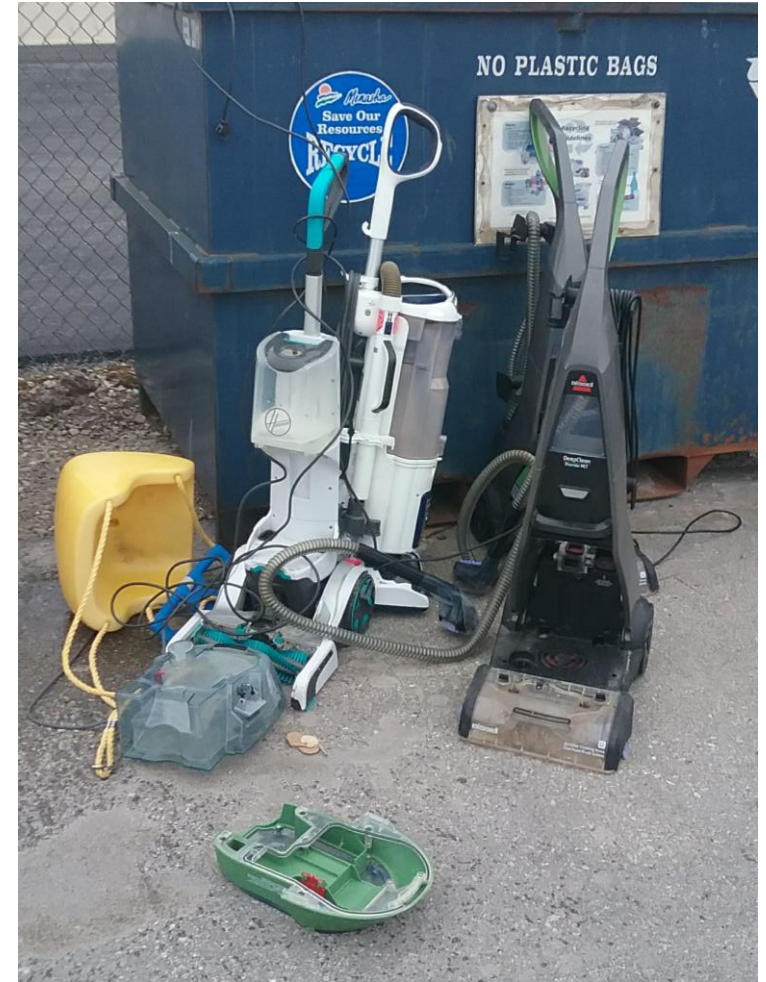
4/14/25



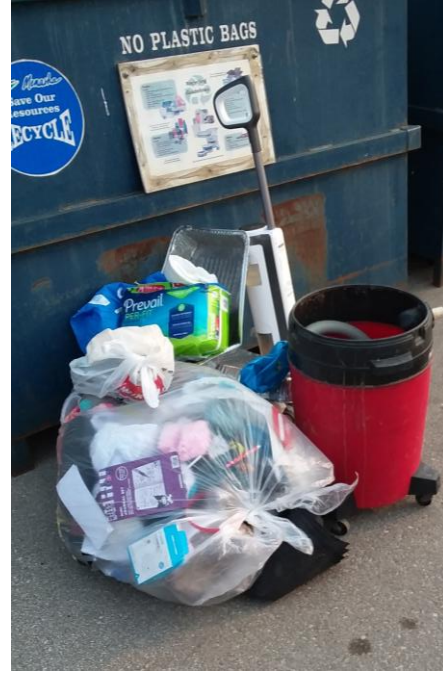
4/21/25



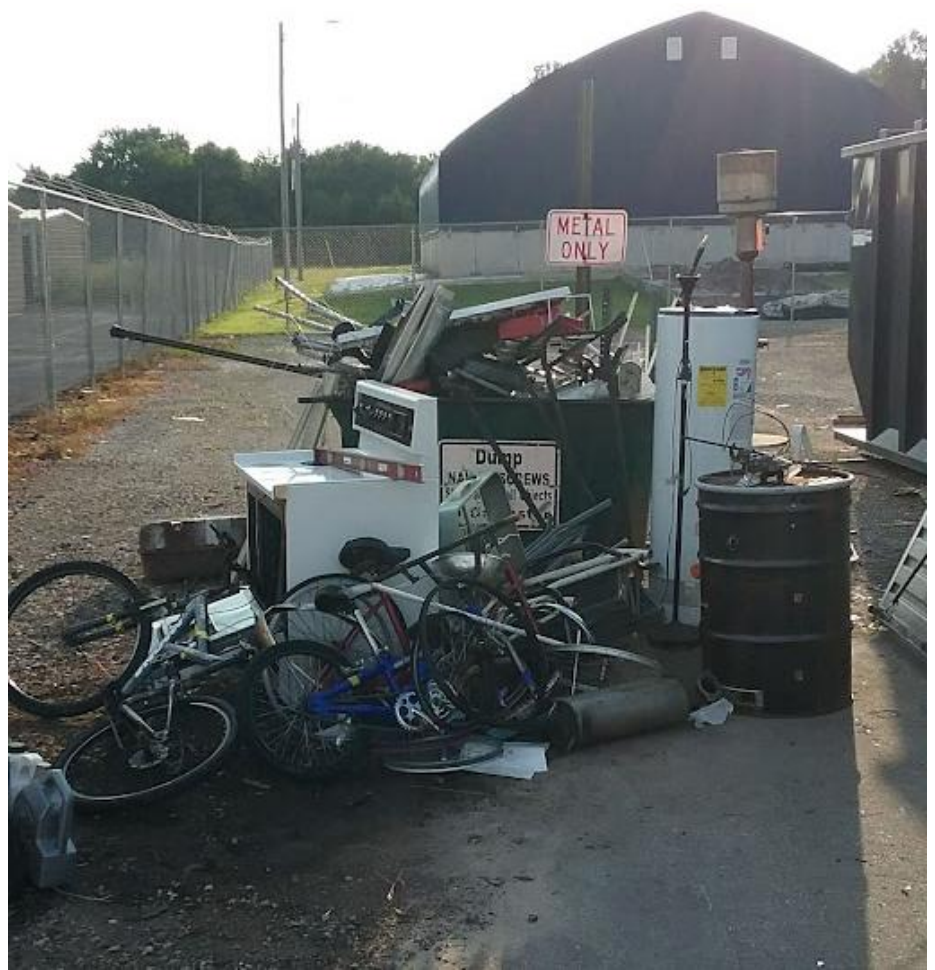
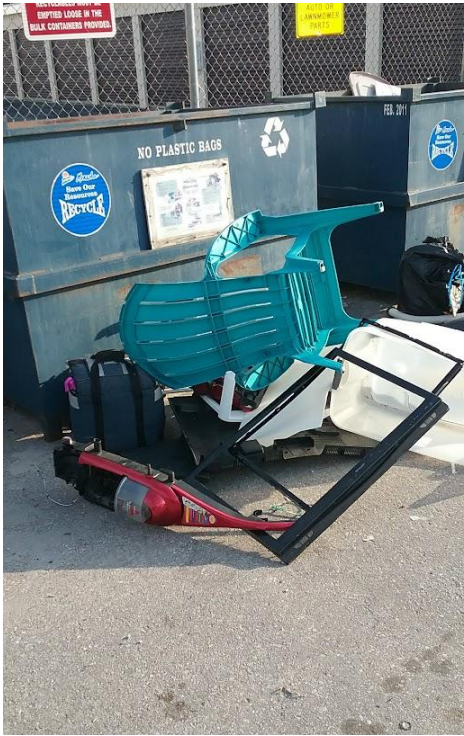
4/28/25



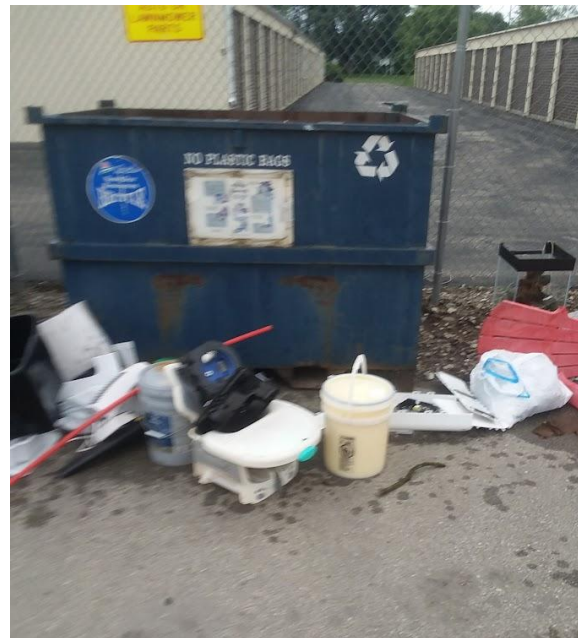
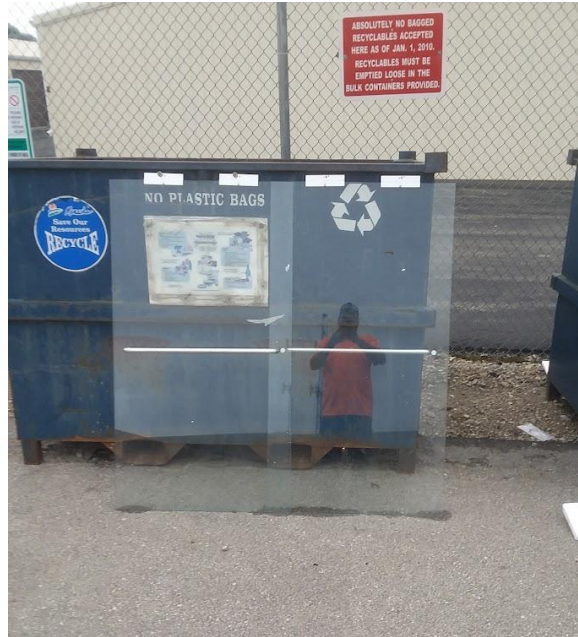
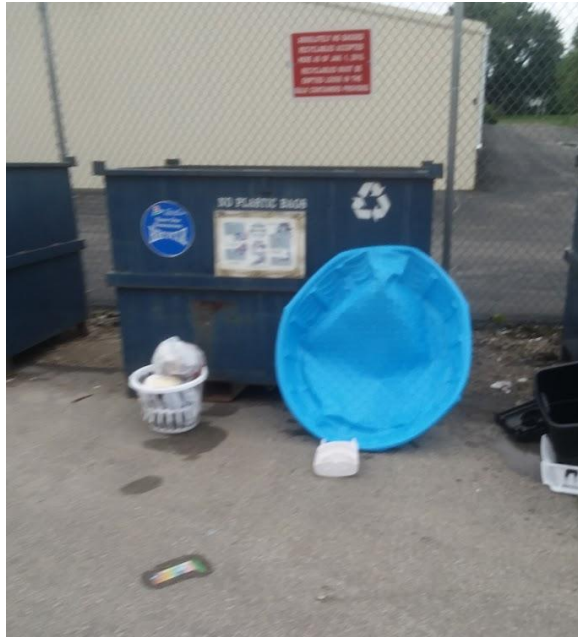
5/19/25



6/2/25



7/22/25



8/18/25