

**CITY OF MENASHA
Board of Public Works
Third Floor Council Chambers
140 Main Street, Menasha
November 16, 2009
MINUTES**

A. CALL TO ORDER

Meeting called to order by Chairman Taylor at 9:12 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Alderman Pack, Hendricks, Zelinski, Englebert, Benner, Roush, Taylor, Wisneski
ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Stanke, DPW Radtke, CDD Keil,
C/T Stoffel, PWS Jacobson, Clerk Galeazzi.

C. MINUTES TO APPROVE

1. [November 2, 2009](#)

Moved by Ald. Zelinski, seconded by Ald. Pack to approve minutes.
Motion carried on voice vote.

D. ACTION ITEMS

1. [Street Use Application – 16th Annual Fox Cities New Year's Eve Celebration; Thursday, December 31, 2009; 10:30 PM to 12:30 AM, Community Forward, Inc.](#)

Mayor Merkes commented that staff is working on a new Special Events policy for 2010.

Moved by Ald. Englebert, seconded by Ald. Zelinski to recommend approval to Common Council
Motion carried on voice vote

2. [Recommendation to Execute Agreement with Kaempfer & Associates for Preparation of Wastewater Collection System Operation and Maintenance \(O&M\) Manual](#)

DPW Radtke explained the Dept. of Natural Resources will hold up to 5% of the Clean Water Fund loan until they receive a satisfactory Operation and Maintenance Manual. Requests for Proposals were sent to seven engineering firms. The only one received was from Kaempfer & Associates. Kaempfer & Associates are familiar with the City's wastewater collection system. Staff is recommending accepting the proposal from Kaempfer & Associates. The final O&M manual should be completed by Spring 2010.

Moved by Ald. Englebert, seconded by Ald. Zelinski to recommend approval to Common Council
Motion carried on voice vote

3. [Consideration of O-21-09, an Ordinance Relating to Refuse Collection and Recycling Materials and Collection](#)

This ordinance covers the fee charged on property tax bills for the new recycling carts. Acting CA Richard Carlson prepared this ordinance. He made a few language changes within the ordinance regarding refuse and recycling collections.

Discussion ensued on suggested changes and clarification to the ordinance.

Moved by Ald. Wisneski, seconded by Ald. Zelinski to recommend ordinance O-21-09 with changes to Common Council.
Motion carried on voice vote

E. ADJOURNMENT

Moved by Ald. Pack, seconded by Ald. Englebert to adjourn at 9:31 p.m.
Motion carried on voice vote.

Respectfully submitted by Deborah A. Galeazzi, WCMC, City Clerk.