

Town of Menasha Utility District Commission Regular Meeting
Municipal Complex - Assembly Room - Monday, April 6, 2009

Minutes

1. Call to Order, Pledge of Allegiance and Roll Call

President Arden Tews called the meeting to order at 5:00 p.m., followed by the Pledge of Allegiance. Secretary Backman took roll call and present were President Tews, Commissioners Gerhart, Hanson, Ziegler and Youngquist. Also present were Administrator Sturgell, Finance Dir. Piergrossi, Accts. Mgr/Deputy Treas. Pagel, Com. Dev. Dir. Dearborn, Engineer Werner, Wastewater Supt. Laabs, Water Supt. Roth, P. C. News Reporter Mike King, Crista Schmidli, Don Castonia, Barb Knaack, Josh Woodside, John Andres of Virchow Krause.

2. Awards/Presentations

a) Review of 2008 Utility Financial Statement - Virchow Krause: John Andres, CPA, gave a presentation of the Town of Menasha Water and Sewer Utilities and comparison of water gallons sold; Water Utility Rate of Return; explained the Grand Chute-Menasha West (GCMW) expansion and the financial effects on the Town; Debt Coverage for Water & Sewer Utility; Unrestricted funds on hand for water & sewer utilities; and Net Assets vs. Net Plant for 2005-2008. Finance Dir. Piergrossi stated she is working with Quarles & Brady for an opinion on the expected 2009 Bond Debt Service coverage amount. If there is a change in this amount, Dir. Piergrossi stated it will be amended prior to placing it before the Commission for approval. Commission members posed questions regarding the Town assuming the debt for GCMW; and commented on encouraging more frequent water rate increases. Overall, Mr. Andres feels the Town is doing fairly well financially.

3. Public Forum

Res. Don Castonia, Airport Road, stated diggers hotline must correct their mapping of the water and sewer lines on his property; complained of sinking on Airport Road where the water main is run, and Supt. Roth stated he would look into it.

4. Discussion Items

5. Old Business

6. New Business

a) 090406-1:UD Expenditures

MOTION: Youngquist/Gerhart to approve the expenditures as submitted with the exception of none. Motion carried.

7. Ordinances/Policies/Agreements

8. Approval of Minutes

a) Regular Utility District Meeting - March 23, 2009

MOTION: Youngquist/Hanson to dispense with reading of the above minutes and approve as submitted. Motion carried. Commissioner Gerhart abstained.

9. Correspondence

a) Water Main Breaks - March 2009

MOTION: Youngquist/Hanson to accept the correspondence for filing as submitted. Motion carried.

10. Reports

a) President Tews - Shady Lane Water Main Break: Pres. Tews visited the site on 3/25 and commended the crew for their energy and effort when tending to the repair of two water breaks.

- b) **Water Superintendent Roth - Well Project Updates:** Supt. Roth gave updates on wells #7 and #8. Commissioner Hanson inquired about the status of Mr. Arora who reportedly rented a house without an operating septic system.

11. Motions by Commissioners

12. Adjournment

At 5:45 p.m., MOTION: Hanson/Ziegler to adjourn. Motion carried.

Respectfully submitted,

Karen Backman, Secretary

Note: These minutes are not to be considered official until acted upon at an upcoming regular meeting, therefore, are subject to revision.

Town of Menasha Utility District Commission Regular Meeting
Municipal Complex - Assembly Room - Monday, April 20, 2009

Minutes

1. Call to Order, Pledge of Allegiance and Roll Call

President Arden Tews called the meeting to order at 5:00 p.m., followed by the Pledge of Allegiance. Secretary Backman took roll call and present were President Tews, Commissioners Gerhart, Hanson, Ziegler and Youngquist. Also present were Administrator Sturgell, Finance Dir. Piergrossi, Accts. Mgr/Deputy Treas. Pagel, Com. Dev. Dir. Dearborn, Wastewater Supt. Laabs, Water Supt. Roth, Engineer Werner, Melvin Schultz, Winn. Cty. Supv. Joanne Sievert.

2. Awards/Presentations

3. Public Forum

4. Discussion Items

5. Old Business

6. New Business

a) 090420-1:UD Bid Award - 2009 Water Main Reconstruction projects

MOTION: Youngquist/Ziegler to approve as submitted. The Commissioners and staff discussed the awarding of the bid going to Donald Hietpas & Sons rather than David Tenor Corp., and cited reasons why. Eng. Werner explained McMahon's response back to D. Tenor Corp. about rejecting their bid. Commissioners stated it is not uncommon to reject the lowest bidder. Discussion ensued about the project. Commissioner Hanson requested monthly updates on their progress. On the motion, motion carried.

b) 090420-2:UD Recommendation of Town of Menasha Utility Commission Vice President - Commissioner #2 Barbara Hanson

MOTION: Ziegler/Gerhart to approve as submitted. Motion carried 4-1. Commissioner Hanson abstained.

c) 090420-3:UD Expenditures

MOTION: Youngquist/Ziegler to approve the expenditures as submitted with the exception of none. Motion carried.

7. Ordinances/Policies/Agreements

8. Approval of Minutes

a) Regular Utility District Meeting - April 6, 2009

MOTION: Ziegler/Hanson to dispense with reading the minutes and approve as submitted. Motion carried.

9. Correspondence

a) Water Pumpage - March 2009

MOTION: Youngquist/Ziegler to accept the correspondence for filing as submitted. Motion carried.

10. Reports

a) Wastewater Superintendent Laabs

- *Update on Septic System at 4139 W. Prospect Avenue:* Reported the outlet pipe was found to be plugged and it has been cleaned and repaired. Winn. County stated the septic tank is now compliant and no longer in violation.
- *Update on Midway Road Cleaning Project:* La Londe Contractors hired Speedy Queen to remove debris from Midway Road and work will be done by week's end. There will be no cost to the Town.
- President Tews reported he received a letter from a resident complimenting Mark Schmitt, Lift Station Operator, and his crew for the good work they did on his Palisades Drive property.

- b) Water Superintendent Roth - Well Project Update: Gave an update on the east side well #7; the crew is preparing the well to install a test pump.

11. Motions by Commissioners

12. Adjournment

At 5:18 p.m., MOTION: Hanson/Ziegler to adjourn. Motion carried.

Respectfully submitted,

Karen Backman, Secretary

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Town of Menasha Utility District Commission Regular Meeting
Municipal Complex - Assembly Room - Monday, May 4, 2009

Minutes

1. Call to Order, Pledge of Allegiance and Roll Call

President Arden Tews called the meeting to order at 5:00 p.m., followed by the Pledge of Allegiance. Secretary Backman took roll call and Commission members present were President Tews, Commissioners Gerhart, Hanson, Ziegler and Youngquist. Staff present was Administrator Sturgell, Finance Dir. Piergrossi, Com. Dev. Dir. Dearborn, Wastewater Supt. Laabs, Water Supt. Roth. Excused was Accts. Mgr/Deputy Treas. Pagel. Engineer Werner was absent. Residents present: Barb Knaack

2. Awards/Presentations

3. Minutes to Approve

a) Regular Utility Commission Meeting - April 20, 2009

MOTION: Youngquist/Hanson to dispense with reading the minutes and approve as submitted. Motion carried.

4. Minutes and Correspondence to Receive

Minutes

a) Grand Chute Menasha West Sewerage Commission Meeting - March 4, 2009

b) Neenah-Menasha Sewerage Commission Meeting - March 24, 2009

MOTION: Hanson/Ziegler to accept the minutes for filing. Motion carried.

Correspondence - none

5. Public forum on any matters of concern to the Town. The public may comment however, no action can be taken. Five minute time limit per person on non-repetitive matters.

6. Discussion Items

7. Unfinished Business

8. New Business-Resolutions/Ordinances/Policies

a) 090504-1:UD Bid Award - 2009 CIPP Lining Project, Ehlers Road and Haase Street

MOTION: Youngquist/Ziegler to approve the bid awarded to Michels Corporation in the amount of \$178,814.00. Discussion ensued regarding the disparity in price per item within each of the bidders. On the motion to approve, motion carried.

b) 090504-2:UD Bid Award - 2009 Sanitary Sewer Reconstruction, Glenview Drive

MOTION: Youngquist/Gerhart to approve the bid awarded to De Groot, Inc. for the total bid of \$181,597.33. The alternate bid was discussed, as well as itemized cost differences and product quality. On the motion to approve, motion carried.

c) 090504-3:UD Expenditures

MOTION: Youngquist/Gerhart to approve the expenditures with the exception of none. Motion carried.

9. Reports

a) *Water Superintendent Roth - Well Project Update*: Stated Well #7 on the east side will be running a 24-hour test pump to determine water quality; the west side Well #8 outer casing is in and drilling continues; stated bids were being accepted for new pumping equipment and due back in approximately two weeks. President Tews complimented Supt. Roth on the Water Quality Report for 2008-West Side which was mailed with the utility bills.

10. Motions by Commissioners

11. Adjourn

At 5:16 p.m., MOTION: Hanson/Gerhart to adjourn. Motion carried.

Respectfully submitted,

Karen Backman, Secretary

Note: *These minutes are not to be considered official until acted upon at an upcoming regular meeting, therefore, are subject to revision.*

Town of Menasha Utility District Commission Regular Meeting
Municipal Complex - Assembly Room - Monday, May 18, 2009

Minutes

1. Call to Order, Pledge of Allegiance and Roll Call

President Arden Tews called the meeting to order at 5:00 p.m., followed by the Pledge of Allegiance. Secretary Backman took roll call and Commission members present were President Tews, Commissioners Gerhart, Hanson, Ziegler and Youngquist. Staff present was Administrator Sturgell, Finance Dir. Piergrossi, Com. Dev. Dir. Dearborn, Accts. Mgr/Deputy Treas. Pagel, Wastewater Supt. Laabs, and Water Supt. Roth. Engineer Werner was absent. Residents present: Barb Knaack, Josh Woodside.

2. Awards/Presentations

3. Minutes to Approve

a) Regular Utility Commission Meeting - May 4, 2009

MOTION: Youngquist/Ziegler to dispense with reading the minutes and approve as submitted. Motion carried.

4. Minutes and Correspondence to Receive

Minutes - none

Correspondence

a) Water Pumpage Report - April 2009

b) Water Main Breaks - April 2009

MOTION: Youngquist/Ziegler to accept the correspondence for filing. Motion carried.

5. Public forum on any matters of concern to the Town

6. Discussion Items

7. Unfinished Business

8. New Business-Resolutions/Ordinances/Policies

a) 090518-1:UD Expenditures

MOTION: Youngquist/Gerhart to approve the expenditures with the exception of none. Motion carried.

9. Reports

a) Water Superintendent Roth

- **Well Project Update:** Reported completing the test pumping and developing of Well #7 on the east side; stated there's a good availability of water estimated to 500 gals./minute with the prospect of producing up to 1000 gals./minute; sand wore the current pump out (common), and stated they will be changing out the pump for another. Drilling of Well #8 on the west side continues with approximately 100 feet to go. President Tews asked about using more water in the upcoming months, and the timeframe for hooking up to well #7, and Supt. Roth stated they first must wait to be sure of successful well development and water flow.
- **Water Main Relays:** Stated the crew is currently working on water mains in the area of Linda Avenue, Sandys Lane, and Bonnie Drive.

10. Motions by Commissioners

11. Adjourn

At 5:06 p.m., MOTION: Ziegler/Hanson to adjourn. Motion carried.

Respectfully submitted,

Karen Backman, Secretary

Note: *These minutes are not to be considered official until acted upon at an upcoming regular meeting, therefore, are subject to revision.*

Town of Menasha Utility District Commission Regular Meeting
Municipal Complex - Assembly Room - Monday, June 8, 2009

Minutes

1. Call to Order, Pledge of Allegiance and Roll Call

President Arden Tews called the meeting to order at 5:00 p.m., followed by the Pledge of Allegiance. Secretary Backman took roll call and Commission members present were President Tews, Commissioners Gerhart, Hanson, and Youngquist. Commissioner Ziegler was excused. Staff present was Administrator Sturgell, Finance Dir. Piergrossi, Accts. Mgr/Deputy Treas. Pagel, Com. Dev. Dir. Dearborn, Wastewater Supt. Laabs, Water Supt. Roth, Engineer Werner.

2. Awards/Presentations

3. Minutes to Approve

a) Regular Utility Commission Meeting - May 18, 2009

MOTION: Youngquist/Gerhart to dispense from reading the minutes and approve as submitted. Motion carried.

4. Minutes and Correspondence to Receive

Minutes - none

Correspondence

a) Water Main Breaks report - May 2009

b) Water Pumpage Report - May 2009

MOTION: Youngquist/Hanson to accept the correspondence for filing as submitted. Motion carried.

5. Public forum on any matters of concern to the Town. The public may comment however, no action can be taken. Five minute time limit per person on non-repetitive matters.

6. Discussion Items

7. Unfinished Business

8. New Business-Resolutions/Ordinances/Policies

a) 090608-1:UD Expenditures

MOTION: Youngquist/Gerhart to approve the expenditures with the exception of none as submitted. Motion carried.

9. Reports

a) Wastewater Superintendent Laabs

- **Wastewater Capital Projects Update:** Glenview Dr. sanitary sewer replacement is going well; all laterals will be hooked up at the property lines. Ehlers Rd. and Haase St. will be cleaned next week and slip-lining will be performed. Commissioner Gerhart wanted residents to know that the purchase and use of our own televising equipment has saved the Town a considerable amount of money. Supt. Laabs agreed.

b) Water Superintendent Roth

- **Well Project Update:** At Well #8 on American Dr., drilling has been completed, and samples of the formation sand have been sent in for analysis, and for design of a well screen. Well #7 on University Dr. continues to have sand infiltration and will install an air packer to block off portions of the screen to determine where the sand is coming from.
- **Water Main Relay Projects Update:** Work will be performed on water main relays this week on Linda Ave. and Bonnie Dr. Next week, the crew will move to Valley Rd. between Chain Dr./Heritage Woods Dr., and when completed will proceed to the west end of Valley Rd. near Racine and Midway Roads. Supervisor Hanson mentioned receiving telephone calls inquiring about the red flashing light on the Frances St. lift station. Supt. Laabs explained and stated residents should notify the Town Utility office.

10. Motions by Commissioners

11. Adjourn

At 5:10 p.m., MOTION: Hanson/Gerhart to adjourn. Motion carried.

Respectfully submitted,

Karen Backman, Secretary

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