



**Memorandum**

To: Menasha Utility Commissioners  
From: Greg Keil, CDD *OK*  
Date: February 24, 2009  
RE: Status of Stormwater Utility Billing

Alisa Kahler, an intern in the Community Development Department, has been working since February 2<sup>nd</sup> on integrating information from several databases to tie the Equivalent Runoff Units (ERU's) from the city's parcel list to the billing addresses provided by Menasha Utilities and WeEnergies.

Martenson and Eisele, Inc. was contracted to calculate the ERU's and assign them to all parcels in the city other than those classified as one and two family residential. This data was assembled last October, and is being updated with a completion date of February 24<sup>th</sup>. Upon receipt of this data, Alisa will complete the process of tying the parcel information to billing addresses. A formula will then be applied to calculate the stormwater utility charges related to the ERU's. These charges will then be assigned to the appropriate billing address for each parcel.

Upon completion of these tasks, the resulting database will be brought into the city's GIS system to enable graphic display of the information and to provide a means of checking the assignment of ERU's to individual land parcels.

This process has been time consuming because of the sheer volume of records that need to be integrated (over 16,000 billing records and over 6,500 parcels) Our goal is to turn this information over to Menasha Utilities the first week in March.