

**Town of Menasha Utility District Commission Regular Meeting
Municipal Complex - Assembly Room - Monday, January 11, 2010**

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 Karen Backman took roll call and Commission members present were President Arden Tews, Commissioners Dennis Gerhart, Barbara Hanson, Gregory Ziegler and Dale Youngquist. Administrator Jeff Sturgell and other department head staff were also present. Amy Vaclavik of McMahan was present. Others: 3 signed in as attended.

2. Awards/Presentations

3. Minutes to Approve

a) Regular Utility Commission Meeting - December 14, 2009

MOTION: Ziegler/Gerhart to approve the minutes as submitted. Motion carried.

4. Minutes and Correspondence to Receive

Minutes

a) Grand Chute Menasha West Sewerage Commission Meeting - October 14, 2009 and November 4, 2009

b) Neenah-Menasha Sewerage Commission Meeting - October 27, 2009

Correspondence

a) Water Pumpage Report - December 2009

MOTION: Hanson/Youngquist to accept the minutes and correspondence for filing. 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.

There were no comments.

6. Discussion Items

7. Unfinished Business

8. New Business-Resolutions/Ordinances/Policies

a) 100111-1:UD Appointment to the Neenah-Menasha Sewerage Commission - Commissioner #4 Dale Youngquist

MOTION: Hanson/Gerhart to approve the appointment of Dale Youngquist. Motion carried. Comm. Youngquist abstained.

b) 100111-2:UD Expenditures

MOTION: Youngquist/Ziegler to approve the expenditures in the amount of \$442,616.89 without exception. Motion carried. Commission members asked various questions about the bills' list. Comm. Youngquist requested holding and processing checks later than usual allowing the town to hold onto their money longer, particularly with major companies who do regular business with the town. Finance Dir. Myra Piergrossi explained their department pays bills in a timely manner to ensure the Town does not incur finance charges. Discussion ensued about the varying due dates of different companies' invoices and the withholding of payments which would mean bills may become overdue. Comm. Youngquist also requested reducing the number of special processed checks.

c) 091214-1:ORD Amend Town of Menasha Municipal Code Chapter 28 Sewer and Water Public Utilities Commission, Adding Section 28.54 - Well Head Protection Ordinance *Second Reading and Adoption*

MOTION: Youngquist/Ziegler to accept the second reading and adoption of the ordinance. Motion carried.

d) 100111-3:UD Adopt Well Head Protection Plan

MOTION: Ziegler/Hanson to approve the Well Head Protection Plan for well #7 and well #8.

Amy Vaclavik of McMahon was present to briefly explain some changes made to the Well Head Protection Plan which she stated will incorporate all of the wells in the town. Comm. Ziegler asked to amend his motion.

MOTION: Ziegler/Hanson to approve the Well Head Protection Plan for all of the wells in the Town. Motion carried.

9. Reports

- a) Water Superintendent Roth - *Capital Projects Update*: Equipment will be shipped in the next two weeks for well #7; during the month of December, there were no water breaks; well #5 had been down 3-1/2 days but is now up and running.

10. Motions by Commissioners

11. Adjourn

At 5:31 p.m., MOTION: Gerhart/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, January 25, 2010**

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 Arden Tews, Commissioners Dennis Gerhart, Barbara Hanson, Gregory Ziegler and Dale Youngquist. Department head staff were present, although Administrator Jeff Sturgell and Comm. Dev. Dir. George Dearborn were excused this evening. Others: 1 signed in as attended

2. Awards/Presentations

3. Minutes to Approve

a) Regular Utility Commission Meeting - January 11, 2010

MOTION: Hanson/Ziegler to approve the minutes as submitted. Motion carried.

4. Minutes and Correspondence to Receive

Minutes

a) Neenah-Menasha Sewerage Commission - November 24, 2009

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.

There were no comments.

6. Discussion Items

7. Unfinished Business

8. New Business-Resolutions/Ordinances/Policies

a) 100125-1:UD Expenditures

MOTION: Youngquist/Ziegler to approve. Motion carried.

9. Reports

a) Water Superintendent Roth - *Capital Projects Update*: Performing electrical work at Plant 2 on wells #5 and #7; pump equipment has not yet arrived; Well #7 work is still in progress - President Tews asked about a target date for completion and Supt. Roth stated it may be one more month; finalizing water main projects for next year for Manitowoc Road, Trader Road, and Shady Lane with bids to be advertised on 2/11, bid on 2/25, and awarded on 3/8.

b) Wastewater Superintendent Laabs - *Manitowoc Road Lateral Repair Study*: Televised 50 laterals and found 45 may require slip-lining - should costs be reasonable may perform the work in 2011. If it is decided to slip-line, the project may be placed together with the sewer line project between Valley Road and Hwy. 441, to obtain better pricing. Residents will be notified of work being done.

10. Motions by Commissioners

11. Adjourn

At 5:10 p.m., MOTION: Ziegler/Hanson 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, February 8, 2010**

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 Arden Tews, Commissioners Dennis Gerhart, Barbara Hanson, Gregory Ziegler and Dale Youngquist. Administrator Jeff Sturgell and other departmental staff were also present.

2. Awards/Presentations

3. Minutes to Approve

a) Regular Utility Commission Meeting - January 25, 2010

MOTION: Youngquist/Hanson to approve the minutes as submitted. Motion carried.

4. Minutes and Correspondence to Receive

Minutes

a) Grand Chute Menasha West Sewerage Commission - November 30 and December 2, 2009

Correspondence

a) Water Main Breaks - January 2010

b) Water Pumpage Report - January 2010

MOTION: Hanson/Gerhart to accept the minutes and correspondence for filing. 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.

There were no comments.

6. Discussion Items

7. Unfinished Business

8. New Business-Resolutions/Ordinances/Policies

a) 100208-1:UD Expenditures

MOTION: Youngquist/Ziegler to approve the expenditures in the amount of \$315,307.69 without exception. Commissioner Gerhart commented that McMahon's bills contain no breakdown on the bill's list, although Water Supt. Jeff Roth stated he has detailed information contained in his files. President Arden Tews explained how the Administrator will be creating a schedule of these costs by project for the Commission. Motion carried.

9. Reports

a) Water Superintendent Roth - *Capital Projects Update*: Installed the pump at Well #7 and will be test-pumping and gathering samples; some electrical items yet to hook up in the pump house. Reported clean water from this well.

10. Motions by Commissioners

11. Adjourn

At 5:13 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, February 22, 2010

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 Karen Backman took roll call and Commission members present were President Arden Tews, Commissioners Dennis Gerhart, Barbara Hanson, Gregory Ziegler and Dale Youngquist. Administrator Jeff Sturgell and other departmental staff were also present. Town Engineer Brad Werner was present.

2. Awards/Presentations

3. Minutes to Approve

a) Regular Utility Commission Meeting - February 8, 2010

MOTION: Hanson/Ziegler to approve the minutes as submitted. Motion carried.

4. Minutes and Correspondence to Receive - 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.

There were no public comments.

6. Discussion Items

7. Unfinished Business

8. New Business-Resolutions/Ordinances/Policies

a) 100222-1:UD Expenditures

MOTION: Youngquist/Ziegler to approve the expenditures in the amount of \$162,868.05 without exception. Motion carried.

9. Reports

a) Water Superintendent Roth - *Capital Projects Update*: Water relay project bids due this Thursday at 10:00 a.m.; stated the Manitowoc Road water relay project and the Shady Lane water main reconstruction project will be two separate contracts; At Well #8 on American Drive new pump equipment has been installed.

President Tews announced the passing of a former Commissioner of the Town's Sanitary District for 25 years, Harold Clifford at age 91; credited Mr. Clifford with the formation of the Town's Sanitary District No. 4, and being a leader in the establishment and formation of the Grand Chute-Menasha West Regional Wastewater Treatment Plant.

Commissioner Gerhart commended Wastewater Supt. Steve Laabs with effective utilization of resources and cost-savings when, in the 2009 budget, 200 overtime hours were budgeted and only 35 overtime hours were used.

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, March 8, 2010

Minutes

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

President Arden Tews called the meeting to order at 5:00 p.m. The Pledge of Allegiance was recited. Secretary Karen Backman took roll call; present were President Arden Tews, Commissioners Dennis Gerhart, Barbara Hanson, Gregory Ziegler and Dale Youngquist. Administrator Jeff Sturgell and other departmental staff were also present. Town Engineer Brad Werner was present.

Others: 2 attendees signed in

2. Awards/Presentations

3. Minutes to Approve

a) Regular Utility Commission Meeting - February 22, 2010

MOTION: Ziegler/Hanson to approve the minutes as submitted. Motion carried.

4. Minutes and Correspondence to Receive

Minutes

a) Neenah-Menasha Sewerage Commission - December 22, 2009 and January 26, 2010

b) Grand Chute Menasha West Sewerage Commission - January 6, 2010

Correspondence - none

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

There were no comments.

6. Discussion Items

7. Unfinished Business

8. New Business-Resolutions/Ordinances/Policies

a) 100308-1:UD Bid Award - 2010 Water Main Reconstruction/Stormwater Improvements - Manitowoc & Traders Road

MOTION: Youngquist/Ziegler to award the bid to the lowest, most responsible bidder, Donald Hietpas & Sons for the bid of \$221,520.50. Motion carried.

b) 100308-2:UD Bid Award - 2010 Water Main Reconstruction - East Shady Lane

MOTION: Ziegler/Youngquist to award the bid to the lowest, most responsible bidder, Donald Hietpas & Sons, for the bid of \$512,472.75.

Board members discussed a shortage of funds when the amount of \$581,460 in the 2009 budget for the project was moved to the 2010 budget and mistakenly reduced to \$407,725. After the discussion, President Tews asked that the accurate amount be reflected in the project's budget.

Motion carried.

c) 100308-3:UD Expenditures

MOTION: Gerhart/Youngquist to approve the expenditures in the amount of \$413,016.47 without exception. Motion carried.

9. Reports

a) *Water Superintendent Roth - Capital Projects Update:* Electrical work on well #8 will be completed this week, with start up by next week; a cost sheet will be prepared for the well #5 pump which had failed last year.

10. Motions by Commissioners

11. Adjourn

At 5:27 p.m., **MOTION:** Gerhart/Hanson to adjourn. Motion carried.

Respectfully submitted,

Karen Backman, Secretary

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